COUNCIL MINUTES

Thursday, September 14, 2023
10:45 a.m. to 3:30 p.m.
Hybrid meeting – 375 University Avenue and Zoom video conference

Council Members:	Staff Members:
Heidi Ahonen, RP, Professional Member	Deborah Adams, Registrar & CEO
Steven Boychyn, Public Member	Alexandra Brennan, Manager, Registration
Sherine Fahmy, Public Member (via Zoom)	Jo Anne Falkenburger, Director of Operations & HR
Kathleen (Kali) Hewitt-Blackie, RP, Professional Member	Amy Fournier, Senior Coordinator, Governance (Recorder)
Avni Jain, RP, Professional Member	Sarah Fraser, Director, Registration
David Keast, Public Member	Mark Pioro, Deputy Registrar& General Counsel
Kenneth Lomp, RP (President), Professional Member	Kristina Reyes, Manager, Registrant Requirements
Michael Machan, RP, (Vice-President) Professional Member	Kelly Roberts, Manager, Operations & HR
Miranda Monastero, RP, Professional Member	Jenna Smith, Manager, Professional Conduct
Judy Mord, RP, Professional Member	
Henry Pateman, Public Member	Virginia Strobel, Communications Coordinator (via Zoom)
Kafui Sawyer, RP, Professional Member (via Zoom)	Sonya Teece, Manager, Quality Assurance
Keri Selkirk, Public Member (via Zoom)	**Guests:**
Radhika Sundar, RP, Professional Member (via Zoom)	Umar Saeed, Welch LLP
Jeffrey Vincent, Public Member	Samantha Slater, Welch LLP

1. WELCOME & INTRODUCTIONS

1.a. Welcome and Opening Remarks

K. Lomp, President and Chair, provided a land acknowledgments and reflection.

The meeting was called to order at 10:47 a.m.

1.b. Approval of Agenda
Item 2.g. Council and Committee Remuneration Policy Considerations was deferred.

MOTION C-14SEP2023 – 01

That the agenda of the September 14, 2023, meeting of Council be approved as amended.

Moved: K. Hewitt-Blackie
Seconded: S. Boychyn
CARRIED

1.c. **Conflict of interest declarations**

None declared.

2. DISCUSSION & DECISIONS (or DIRECTION)

2.a. **Council Competency Matrix Revisions**

K. Lomp introduced the item and highlighted the changes to the matrix, including the addition of mentorship competencies and clearer language regarding critical friendship.

The revised matrix was approved via consensus.

2.b. **By-Law Updates**

Mark Pioro, Deputy Registrar and General Counsel introduced the proposed by-law changes related to conflict of interest and the addition of vice-chair procedures. It was noted that due to the operational nature of the by-law changes that were presented, a public consultation is not required.

MOTION C-14SEP2023 – 02

That, effective immediately, Council approves the following proposed by-law changes:

Adding to Article 1.01,

"Peer Coach" means a peer assessor appointed under section 81 of the Code

"Practice Advisor" means a contractor retained by the College to answer inquiries about standards that apply to Members

Replacing the current Article 16.10 with,

Staff Positions – Council Members

A member of Council may not hold any other position, contract or appointment with the College while serving as a member of Council. There is a one-year waiting period before the individual may apply for a staff or consultant position with the College. This includes, but is not limited to, positions as Peer Coach, investigator, inspector, examiner or staff.

Adding, as Article 16.11,

Staff Positions – Committee Members

A Committee member may not hold any other position, contract or appointment with the College while serving as a member of a Committee. There is a one-year waiting period before the individual may apply for a staff or consultant position with the College. Notwithstanding this article, a Committee member who is not a member of the Quality Assurance Committee may be appointed as a Peer Coach. Notwithstanding this article, a Committee member who is not a member of the Inquiries, Complaints and Reports Committee and not a member of the Discipline Committee may be retained as a Practice Advisor.

Replacing the current Article 14.03 with:

Chair

In the event that the Chair of the Committee is unable or unwilling to preside at the meeting, the Vice Chair, if Council has appointed a Vice Chair and if the Vice Chair is able and willing, shall preside at the meeting. Otherwise, in the event that the Chair of the Committee is unable or unwilling to preside at the meeting, the Chair shall designate an acting Chair from among the Committee members to preside at the meeting and if the Chair is unable to delegate their chairing duties, the Committee shall then select an acting Chair to preside at the meeting from among its members.

Moved: S. Boychyn
Seconded: M. Machan
CARRIED

3.c. **Vice-chair Role Description**

K. Lomp introduced the draft vice-chair role description, noting that the intention of the document is to highlight the collaborative relationship between the Chair and Vice-Chair. No changes were proposed, and the Vice-Chair role description was approved by consensus.

2.d. **Diversity, Equity, and Inclusion Working Group (DEIWG) Updates**

2.d.i. Land Acknowledgments

D. Adams introduced the resources included in the meeting materials to assist Council and committee members in developing land acknowledgments, noting that committees and panels will establish their own processes in how they deliver land acknowledgments.

2.d.i.i. Self-identification data collection

D. Adams introduced the self-identification data set and provided information on DEIWG's work on the project. It was noted that guidelines and policies will be developed to govern appropriate use of the data. The DEIWG will provide input on how to begin

collecting data and how the data set can be used in conjunction with the Equity Impact Assessment tool developed by Health Profession Regulators of Ontario (HPRO).

Council reached consensus to move forward with the self-identification data set as presented.

2.d.i.i.i. HPRO Equity Impact Assessment tool

D. Adams presented the final version of the HPRO equity impact assessment tool and summarized how the tool was developed. The domains noted in the EIA tool align with those in the College Performance Measurement Framework (CPMF) to ensure coherence. The objective of the tool is to help the College integrate DEI into all areas of its work.

2.e. Policy Review: Removal of Information from the Public Register

Pamela Bialik, Policy Analyst, presented the draft policy and provided context on its development, noting that the policy is meant to guide the College in processing requests from registrants to remove information from the public register. The Inquiries, Complaints and Reports and Executive Committees both reviewed the policy and recommended that it be approved by Council.

Council reached consensus to approve the *Removal of Information from the Public Register* policy as presented.

2.f. Policy Review: Question Period

K. Lomp introduced the policy regarding addressing questions from system partners in a public Council meeting. The policy was developed in 2017 and has not been reviewed since it was implemented. As such, no changes were presented to Council.

Council recommended that wording be added to the policy to provide more specific information around timelines for submitting questions. The policy will be revised and presented to the Executive Committee at their next meeting for approval.

2.g. Council and Committee Remuneration Policy Considerations

This item was deferred to a future meeting.

2.h. Non-Council Member Appointment and Recruitment

2.h.i. Non-Council member appointment to ICRC

K. Lomp introduced the item. The Executive Committee recommended that K. VanDerZwet-Stafford, RP, be appointed to the ICRC as a non-Council committee member for a term of approximately one year. Council was asked to ratify the appointment by motion.

MOTION C-14SEP2023 – 03

That Council appoint Kevin VanDerZwet-Stafford, RP, to the Inquiries, Complaints and Reports Committee for a term of approximately one year.

Moved: K. Hewitt-Blackie
Seconded: M. Monastero
CARRIED

2.h.i.i. Non-Council member reappointment and recruitment

K. Lomp introduced the item. Council was provided with an updated list of current non-Council member interested in reappointment to the committees/working groups. With some non-Council members choosing not to be reappointed, recruitment to fill those vacancies is required. There is also an identified need to recruit Black Registered Psychotherapists (RPs) to serve as non-Council members on the ICRC.

Council reached consensus to proceed with non-Council recruitment efforts to fill vacancies on the DEIWG and Indigenous Pathways Registration Panel. They also supported recruiting Black RPs to serve on ICRC panels. A full committee member slate will be presented to Council in December for approval.

2.i. EDUCATION: Clinical Practice

H. Ahonen, Professional Member, provided an informative presentation on music therapy practice.

3. INFORMATION, EDUCATION AND UPDATES

3.a. EDUCATION: Reading Financial Statements and Key Audit Concepts

Umar Saeed and Samantha Slater of Welch LLP provided an education session on reading financial statements and the annual audit process. S. Slater walked Council through the College's audited financial statements. Council was invited to pose questions.

3.b. Annual Report 2022

K. Lomp presented the CRPO's annual report for information.

3.c. Key Performance Indicator (KPI) Update

D. Adams presented the Q1 KPI report, noting increases in all areas of registration. Council was pleased with the report.

3.d. Health Insurance Reciprocal of Canada (HIROC) Risk Assessment Management System

Kelly Roberts, Manager, Operations and Human Resources, provided information on the College's completion of the HIROC risk assessment tool. The tool provides a formal approach to regularly identify, assess and manage internal and external risks. Regular updates will be provided to Council regarding completion of the checklist and the online risk register.

3.e. Registrar's Report

D. Adams presented her written report and invited Council to ask questions.

3.f. Governance Education Minute

Mark Pioro provided an educational presentation on the Regulated Health Professions Act and Psychotherapy Act.

4. CONSENT AGENDA

4.a. Consent Agenda

- DRAFT minutes 22JUN2023
- Committee Reports

MOTION C-14SEP2023 – 04

That Council approve the consent agenda as presented.

Moved: J. Vincent
Seconded: H. Ahonen
CARRIED

5. ADJOURNMENT

MOTION C-14SEP2023 – 05

That the meeting be adjourned at 2:52 p.m.

Moved: J. Vincent
Seconded: M. Machan
CARRIED

File Name	Conflict of Interest Disclosure Form
File Size	264 KB
Uploaded Date	2023-08-29 16:15

Signatures

	Name	Vote	Signature	Notes
	Ahonen,Heidi	👍	NA	No COI.
	Boychyn,Steven	Pending	NA	
	Fahmy,Sherine	👍	NA	
	Hewitt-Blackie,Kali	👍	NA	I have no conflict of interest with the items in this meeting.
	Jain,Avni	👍	NA	
	Keast,David	👍	NA	No COI as read
	Lomp,Kenneth Gunnar	Pending	NA	
	Machan,Michael	👍	NA	
	Monastero,Miranda	👍	NA	
	Mord,Judy	👍	NA	No conflict
	Pateman,Henry	Pending	NA	
	Sawyer,Kafui	👍	NA	
	Selkirk,Keri	👍	NA	
	Sundar,Radhika	Pending	NA	
	Vincent,Jeffrey	👍	NA	