



## CRPO / OPAO

College of Registered Psychotherapists of Ontario  
Ordre des psychothérapeutes autorisés de l'Ontario

### COUNCIL MEETING MINUTES

Thursday, January 19, 2017

**Approved by Council:** May 11, 2017

#### **Present**

Andrew Benedetto  
Shelley Briscoe-Dimock  
Carol Cowan-Levine  
Barbara Locke Billingsley  
Mary Kardos Burton  
Shikha Kasal  
Sheldon Kawarsky  
Sue Lymburner  
Malcolm MacFarlane  
Keith Marlowe  
Pat Rayman  
Len Rudner  
Steven Stijacic  
Kevin VanDerZwet Stafford

#### **Staff**

Deborah Adams, Registrar  
Jo Anne Falkenburger, Director of Operations and HR  
Shauna Grey, Manager, Communications  
Tav Kanwar, Registration Assistant (for part of the meeting)  
Sean Knight, Policy & Communications Analyst (Recorder)  
Lene Marttinen, Manager, Quality Assurance (for part of the meeting)  
Monica McPherson, Manager, Registration  
Mark Pioro, Director, Professional Conduct & Deputy Registrar

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#### **1. Call to Order**

C. Cowan-Levine, Chair, called the meeting to order at 9:30 am, welcoming Council members and observers. The Chair also welcomed Deborah Adams to her first meeting of Council as CRPO's new Registrar.

#### **2. Approval of Agenda**

The Chair presented the meeting agenda for approval.

#### **C-19 Jan 2017- M01**

**MOTION:** Moved by K. Marlowe, seconded by L. Rudner.

That the agenda for the January 19, 2017 meeting of Council be approved as presented.

**CARRIED**

#### **3. Conflict of Interest Declarations**

Council members were asked to declare any conflicts concerning business on the agenda. No conflicts were reported.

#### **4. Approval of November 24, 2016 Minutes & Business Arising**

The Chair introduced the minutes from the November 24, 2016 Council meeting for approval. No errors or omissions were reported.

**C-19 Jan  
2017- M02**

**MOTION:** Moved by S. Briscoe-Dimock, seconded by M. Kardos Burton.

That the minutes of the November 24, 2016 meeting of Council be approved as presented.

**CARRIED**

## **5. President's Report**

C. Cowan-Levine, President, provided Council with information regarding her work with staff since the last meeting. She also reflected on her five years as President, the work of the transitional Council leading to creation of the College, the pillars on which it was built, and the first elected Council following proclamation. The President thanked members around the table for their many valued contributions.

## **6. Committee/TG Chairs' Reports**

Although committee reports were circulated in the agenda package, the chairs of the Inquiries, Complaints and Reports, Quality Assurance, and Client Relations committees responded to questions regarding their reports.

## **7. Executive Committee Report**

C. Cowan-Levine reviewed the work of the Executive Committee following its November 25 meeting and January 10 teleconference, which included financial updates, offering feedback on the communications strategy prepared by staff, discussing upcoming stakeholder consultation concerning the controlled act clarification document, developing the slate of committee members to present to Council, and addressing the process undertaken and next steps since the hiring of the new Registrar.

The President thanked Executive Committee members for their participation and contributions in the many meetings that were added over the past year to manage the recruitment of a new Registrar.

## **8. Registrar's Remarks**

D. Adams, Registrar, provided Council with a brief review of current College staffing as well as the number of registrants and applications received and currently under review.

The Registrar also reported that she would begin work to develop an orientation and training package for Council members and committee chairs.

## **9. Transparency By-law Amendments – Phase Two**

M. Piore reviewed the reasons for creation of a series of initiatives meant to increase transparency regarding College Members and processes, including those already adopted by CRPO and those before Council for approval following stakeholder consultation. He also reviewed two proposals, posting a Member's licenses in other jurisdictions, and posting results of "No Finding" as a result of a Discipline Committee hearing, which were not being brought forward for Council's consideration, as Executive Committee decided the work involved with enacting the proposals would outweigh the benefits to the public.

M. Piore reviewed provisions included in Bill 87, which would require implementation of many provisions already being considered by Council, as well as strengthen measures to address sexual abuse of clients and provide greater oversight of regulatory colleges by the Minister of Health and Long-Term Care. Council was informed that the Federation of Health Regulator Colleges of Ontario was meeting the same day to discuss Bill 87, in order to consider a submission regarding the legislation. The Deputy Registrar also addressed why Council was being asked to approve amendments that were also likely to be imposed following passage of the legislation.

T. Kanwar, staff, provided Council with a summary of the feedback received following stakeholder consultation regarding the by-law amendments.

#### *Name of Former Member*

The proposed amendment would alter the period of time that information about a former Member would remain on the Public Register, extending it from two to five years following the termination of their membership.

**C-19 Jan  
2017- M03**

**MOTION:** Moved by K. VanDerZwet Stafford, seconded by B. Locke Billingsley.

That Council approve the following proposed amendment to by-law article 21.08 (xvi): Deleting the word “two” and replacing it with “five”.

**CARRIED**

#### *Undertakings*

The proposed amendment would require that undertakings between the College and a Member be posted on the Public Register. To avoid retroactively posting undertakings that had already been entered into, the amendment would be effective for undertakings beginning April 1, 2017.

Council discussed the nature of undertakings, examples of undertakings resulting from registration and complaints decisions, and options available to applicants, Members and the College when an undertaking is not agreed upon between the parties.

**C-19 Jan  
2017- M04**

**MOTION:** Moved by K. Marlowe, seconded by K. VanDerZwet Stafford.

That Council approve the following proposed addition to by-law article 21.08:

(xx) a summary of any existing restriction on the Member's right to practise that has resulted from an undertaking given by the Member to the College or an agreement entered into between the Member and the College on or after April 1, 2017.

**CARRIED**

P. Rayman requested that her vote opposing the motion be recorded in the minutes.

#### *In-person Cautions*

The third proposed amendment would post details relating to Members who have received an in-person caution as a result of a decision from the Inquiries, Complaints and Reports Committee. Council discussed the purpose of in-person cautions, and offered minor change to the proposed amendment.

**C-19 Jan  
2017- M05**

**MOTION:** Moved by K. Marlowe, seconded by M. Kardos Burton.

That Council approve the following proposed by-law additions:

Adding to article 21.08:

“(xxi) where a decision of a panel of the Inquiries, Complaints and Reports Committee made on or after April 1, 2017 includes a requirement that the Member attend before a panel of that committee to be cautioned as authorized by paragraph 3 of subsection 26(1) of the Code,  
a. a notation of that fact, including a summary of the caution,  
b. the date of the panel’s decision, and  
c. if applicable, a notation that the panel’s decision is subject to a review or appeal and therefore not yet final,”

and, adding as article 21.12:

“21.12 Removal of Cautions

The information required by paragraph xxi of article 21.08 (Additional Register Information) shall be removed from the Register twenty-four months after the Member has appeared before a panel of the Inquiries, Complaints and Reports Committee and received the caution.”

**CARRIED**

P. Rayman requested that her vote opposing the motion be recorded in the minutes.

*Specific Continuing Education or Remediation Programs*

The fourth proposal would require that details are posted when a Member is subject to a specified continuing education or remediation program (SCERP) as a result of a decision from the Inquiries, Complaints, and Reports Committee. Council discussed the nature of conduct that normally leads to the use of a SCERP versus other outcomes and how the information would be seen by the public.

**C-19 Jan  
2017- M06**

**MOTION:** Moved by K. Marlowe, seconded by B. Locke Billingsley.

That Council approve the following proposed by-law additions:

Adding to article 21.08:

“(xxii) Where a decision of a panel of the Inquiries, Complaints and Reports Committee made on or after April 1, 2017 includes a requirement that the member complete a specified continuing education or remediation program as authorized by paragraph 4 of subsection 26(1) and subsection 26(3) of the Code,  
a. a notation of that fact, including a summary of the continuing education or remediation program,  
b. the date of the panel’s decision, and  
c. if applicable, a notation that the panel’s decision is subject to a review or appeal and therefore not yet final.”

and, adding as article 21.13:

“22.13 Removal of specified education or remediation program

The information required by paragraph xxii of article 21.08 (Additional Register Information) shall be removed from the Register once the Registrar is satisfied that the Member has successfully completed the specified continued education or remediation program that was the subject of the decision of the panel of the Inquiries, Complaints and Reports Committee.”

**CARRIED**

### *Category Transfer Fee*

Council considered an amendment that would require that only Members transferring from the Qualifying or Inactive classes of registration to the Registered Psychotherapist class pay the category transfer fee. The amendment would remove an obstacle for active Members wishing to enter the RP (Inactive) category. The proposed motion was amended to reflect the recent increase in fees according to inflation.

**C-19 Jan  
2017- M07**

**MOTION:** Moved by P. Rayman, seconded by S. Lymburner.

That Council approve the following proposed amendment to by-law article 19.03 (x):

That by-law article 19.03(x) be deleted and replaced with the following:

(x) The fee to transfer from the Qualifying or Inactive classes of registration to the Registered Psychotherapist class of registration is \$78;

**CARRIED**

### *Criminal Charges*

Council considered a proposal to post criminal charges against Members on the Public Register. Members discussed which charges may be posted, how they are deemed relevant to a Member’s suitability to practice, how to include information that confirms that Members are innocent of any charge until proven guilty, and liability to the College if a Member is later found innocent of a charge that has been posted.

Council Members chose to table discussion of the amendment to allow staff to bring additional information forward at the next Council meeting.

## **10. Suitability to Practise Policy**

C. Cowan-Levine noted that with the withdrawal of consideration of the by-law requiring posting of criminal charges, approval of the Suitability to Practise Policy will be deferred until the amendment comes forward for final approval.

## **11. CRPO Communications Strategy**

S. Grey, Manager, Communications, presented CRPO’s communication strategy to Council, which had been drafted and first presented to Executive Committee for input. She reviewed the

goals of the strategy and metrics that would be measured over the course of the year, consistent with the goals established.

Council members discussed ways of sharing information with Members and the public, how to make information on the website more accessible, materials to be developed by the College for further education, such as brochures on filing complaints, ensuring that the College maintains its mandate of regulating the profession in the public interest and not to serve the role of a professional association.

## 12. Zero Tolerance of Sexual Abuse by Members Policy

C. Cowan-Levine introduced the draft *Zero Tolerance of Sexual Abuse by Members Policy*, noting that the policy is just a first step based on the brief work of the Client Relations Committee. Council members offered minor amendments to the draft policy.

**C-19 Jan  
2017- M08**

**MOTION:** Moved by M. Kardos Burton, seconded by S. Kawarsky.

That Council approve the attached *Zero Tolerance of Sexual Abuse by Members Policy*, as amended.

**CARRIED**

## 13. Committee/Task Group Appointments

A. Benedetto reviewed the process for developing the committee member slates presented to Council, including the process of reviewing feedback from Council members regarding preferences and ongoing assessment of the College's needs. Following presentation of the slate, minor amendments were made prior to approval.

**C-19 Jan  
2017- M09**

**MOTION:** Moved by S. Kawarsky, seconded by A. Benedetto.

That Council appoint the following individuals to the following committees:

### **Client Relations Committee**

Barbara Locke Billingsley  
Shelley Briscoe-Dimock  
Carol Cowan-Levine (as committee Chair)  
Mary Kardos Burton  
Sue Lymburner  
Steven Stijacic

### **Discipline Committee**

Heidi Ahonen (non-Council committee member)  
Shikha Kasal (as committee Chair)

### **Examinations Committee**

Andrew Benedetto  
Barbara Locke Billingsley  
Sheldon Kawarsky  
Malcolm MacFarlane (as committee Chair)  
Steven Stijacic  
Kevin VanDerZwet Stafford

**Fitness to Practise Committee**

Barbara Locke Billingsley (as committee Chair)

**Indigenous Programs Task Group**

Carol Cowan-Levine

Keith Marlowe

Len Rudner

Aimee Bailey

Peter Beaucage

Megan Cahoon

Betty Carr-Brant

Banakonda Kennedy-Kish

Roxane Manitowabi

Sandra Wong (Chair)

**Inquiries, Complaints and Reports Committee**

Shelley Briscoe-Dimock

Carol Cowan-Levine

Kali Hewitt-Blackie (non-Council committee member)

Mary Kardos Burton

Kenneth Lomp (non-Council committee member)

Sue Lymburner

Keith Marlowe

Pat Rayman

Len Rudner

Steven Stijacic

Kevin VanDerZwet Stafford (as committee Chair)

**Nominations and Elections Committee**

Shikha Kasal

Malcolm MacFarlane

Keith Marlowe (as committee Chair)

Pat Rayman

**Quality Assurance Committee**

Andrew Benedetto

Carol Cowan-Levine

Mary Kardos Burton

Sheldon Kawarsky

Malcolm MacFarlane

Keith Marlowe

Pat Rayman (as committee Chair)

Len Rudner

**Registration Committee**

Heidi Ahonen (non-Council committee member)

Andrew Benedetto (as committee Chair)

Barbara Locke Billingsley

Carol Cowan-Levine

Tamar Kakiashvili (non-Council committee member)

Shikha Kasal

#### **14. Question Period**

Council discussed how committee and task group reports should be presented to Council, as members wished to give chairs time to present, noting a preference for some exchange with the chairs, and not solely a consent agenda. Members also discussed a request for Council to consider the use of the doctor title by College Members in a clinical setting, and how the matter would be addressed given the receipt of the inquiry and proximity to the Council meeting. Council also discussed how stakeholders can submit questions for consideration at Council meetings, updates to the Jurisprudence Module, and the number of Members and applicants who identify their first language as French.

#### **15. New Business & Call for Agenda Items**

Members inquired about when the requirements for serving as a clinical supervisor would return to Council, addressing the gap between substantially completing an education and training program and registering as an RP (Qualifying), as well as update on the question of implementing a police record check requirement. Members were informed that these matters would likely be addressed first in committee and then returning for Council's consideration.

#### **16. 2017 Executive Elections**

The Registrar oversaw Council's election of Members to Executive Committee. A. Benedetto was acclaimed as President, M. MacFarlane was elected as Vice-President, and C. Cowan-Levine, M. Kardos Burton and S. Kawarsky were elected as Members at-large.

**C-19 Jan  
2017- M10**

**MOTION:** Moved by K. VanDerZwet Stafford, seconded by K. Marlowe.

That the Executive Committee Election ballots be destroyed.

**CARRIED**

#### **17. Adjournment**

**C-19 January  
2017- M11**

**MOTION:** Moved by K. Marlowe, seconded by B. Locke Billingsley.

That the Council meeting be adjourned.

**CARRIED**

The meeting was adjourned at 3:11.

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Carol Cowan-Levine, President

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Date