



## CRPO / OPAO

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

### COUNCIL MEETING MINUTES

Thursday, November 24, 2016

**Approved by Council:** January 19, 2017

#### Present

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

#### Staff

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)  
Mark Piro, Acting Registrar

#### Guest

Denise Cole, Assistant Deputy Minister – Health Workforce  
Planning and Regulatory Affairs Division

#### Regrets

Sue Lymburner

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### 1. Call to Order

C. Cowan-Levine, Chair, called the meeting to order at 9:35 am, welcoming Council members and observers. The President reflected on the members of Council, the learning experience as new members came together to take on the work of various committees, and the contributions of each member over the past year.

### 2. Approval of Agenda

The Chair presented the meeting agenda for approval.

**C-24 Nov  
2016- M01**

**MOTION:** Moved by L. Rudner, seconded by S. Briscoe-Dimock.

That the agenda for the November 24, 2016 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 September 8, 2016 Minutes & Business Arising

The Chair introduced the minutes from the September 8, 2016 Council meeting for approval. An error was reported. S. Briscoe-Dimock also requested that her comments expressing concern about the lack of an approved course in providing clinical supervision be added to the minutes.

**C-24 Nov  
2016- M02**

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

That the minutes of the September 8, 2016 meeting of Council be approved as amended.

**CARRIED**

#### 5. President's Report

C. Cowan-Levine, President, reported on her meeting with representatives from the Ministry of Health and Long-Term Care to discuss the consensus document further defining the controlled act of psychotherapy and possible stakeholder consultation; her review of responses to media inquiries and monthly communiqués; and the search for a new Registrar.

The President continued to reflect on Council's growth in the past year, and reminded Council of her previous statements concerning leadership originating with Council, and embodying the College's Mission and Vision statements, and in thinking strategically about the work ahead.

The President concluded her report by asking that her appreciation of M. Piore's work as Acting Registrar, and his success in continuing the work of the College, be recorded in the minutes.

#### 6. Modernization & Changes to Professional Regulation

D. Cole provided Council with an overview of the Ministry of Health and Long-Term Care's Patients First action plan; an overview of the mandate of the Health Workforce Planning & Regulatory Affairs Division and its strategic direction; updates on key initiatives including measures to increase transparency; changes being considered to improve the delivery of services; and next steps in considering proclamation of the controlled act of psychotherapy.

#### 7. Committee/TG Chairs' Reports

##### *Client Relations Committee*

C. Cowan Levine reported on the Client Relations Committee's inaugural meeting by teleconference, which included approval of its Terms of Reference, a discussion of what areas require more information for both Members and the public, a review of elements of the College's Client Relations Program, and planning for future meetings in 2017.

##### *Inquiries, Complaints and Reports Committee*

K. VanDerZwet Stafford reported that the Inquiries, Complaints, and Reports Committee held one policy teleconference, and two panel meetings since the last Council meeting, which included review of feedback from surveys completed after conclusion of complaint files for ways to improve the process, reflection on delivering in-person cautions, and consideration of matters related to the Professional Practice Standards, based on Member inquiries.

### *Discipline Committee*

S. Kasal reviewed the proceedings of the College's first Discipline hearing that took place September 29, 2016.

### *Executive Committee*

C. Cowan-Levine reviewed the work of Executive Committee during its one meeting and two teleconferences since the last Council meeting, including the search for a new Registrar; considering next steps in circulating the controlled act consensus document; reviewing the College employee handbook; reviewing the work plan for the Indigenous Registration Task Group; considering the committee slate for Council's approval; and timing of the next Executive Committee elections.

### *Registration Committee*

A. Benedetto reported that three Registration panel meetings took place since the last Council meeting, and added that the panel schedule for 2017 had been finalized. The Chair also took an opportunity to thank members for their contributions, and staff for their support of the committee.

### *Quality Assurance Committee*

P. Rayman reviewed the second component of the Quality Assurance Program: Peer and Practice Review, what is involved in the two stages of the Review, and how the Committee developed criteria for assessing whether members in the first stage of the Review would participate in the second stage, specifically the remote interview.

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

M. Piore, Acting Registrar, provided Council with updated registration statistics and the number of appeals filed with the Health Professions Appeal and Review Board. He also provided Council with an update from the group of college representatives tasked with clarifying the controlled act of psychotherapy. Members were informed that each college will be participating in an awareness initiative in the new year, to provide information and solicit reactions to the consensus document.

The Registrar also reported that a meeting will take place in early December, to learn of changes to the *Regulated Health Professions Act* that will be introduced in the legislature, designed to implement key transparency initiatives, and provide greater protections to clients sexually abused by members of regulated health professions.

Staff were also invited to report on media inquiries and presentations given since the last Council meeting, and discussed repeated inquiries that were received.

## **9. Council/Committee Governance Review**

M. Piore led a discussion regarding recent topics of concern, including voting, abstentions, and conflicts of interest; the role of Council and committees; and adding items to meeting agendas.

## **10. Amendments to Professional Practice Standards**

### *Affirming Sexual Orientation and Gender Identity*

Council reviewed submissions received following stakeholder consultation for the proposed standard, as well as changes included in the version recommended by the Inquiries, Complaints, and Reports Committee following the consultation. K. VanDerZwet Stafford

clarified that “appropriate and recognized training” was amended to “competence” focusing on sexual orientation or gender identity issues to avoid using language that felt prescriptive, while ignoring other appropriate ways of developing competence.

**C-24 Nov  
2016- M03**

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

That Council approve the draft standard, *Affirming Sexual Orientation and Gender Identity* as presented.

**CARRIED**

### *Confidentiality*

Council reviewed feedback related to amendments to Standard 3.1: *Confidentiality*. K. VanDerZwet Stafford reviewed feedback provided by S. Lymburner prior to the Council meeting to refine the wording of the standard. As a consensus could not be reached, Council agreed to send the discussion back to the Inquiries, Complaints, and Reports Committee.

## **11. 2017 Committee Appointments**

C. Cowan-Levine reviewed how committee slates were developed following the constitution of the first Council post-proclamation: matters of forms, member preference, number of committees, interest in chairing were all factors considered.

Council was also informed of Executive Committee’s discussion of committee appointments for 2017, and that its input was sought as to how to proceed with developing the committee slate to be presented in the new year.

Council members agreed that due to the time and effort of becoming fully oriented and informed to each committee, the composition of the Inquiries, Complaints and Report Committee, Registration Committee, and the Quality Assurance Committee should remain as currently constituted. Committees with lesser activity, or not as yet inaugurated, could have committee changes.

Finally, C. Cowan-Levine directed Council's attention to a new evaluation form for committees, similar to those completed at Council meetings, and asked that each member complete forms for their committees by mid-December, to allow Executive Committee to review the evaluations, including committee chair, while developing a proposed slate.

## **12. 2017 Executive Elections**

Council was informed that with the ongoing search for a new Registrar, Executive Committee had recommended Council set the date of the next Executive Committee election for January 19, 2017, to avoid disruption for the College.

Council reviewed the timelines for receiving nominations and the election process set out in the by-laws.

**C-24 Nov  
2016- M04**

**MOTION:** Moved by K. Marlowe, seconded by P. Rayman.

That Council set the next Executive Committee elections for January 19, 2017.

**CARRIED**

### 13. Client Relations Committee Terms of Reference

C. Cowan-Levine introduced the Client Relations Committee's Terms of Reference, which were presented for Council's approval.

**C-24 Nov  
2016- M05**

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

That Council endorse the Terms of Reference of the Client Relations Committee adopted September 27, 2016.

**CARRIED**

### 14. Question Period

Council discussed measures to facilitate staff's identification during Council meetings, ways to include RP (Qualifying) members on Council, and placing additional information in Council agenda packages for reference purposes.

### 15. Council Member Feedback & New Business

The President reviewed feedback from Council members following the past several Council meetings, including matters concerning conflicts of interest; confidentiality and privacy of information; and meeting participants addressing Council observers, rather than Council members, i.e. those around the Council table.

### 16. Registrar Search Update

As the remaining business before Council concerned personnel and financial matters, Council moved that the meeting move *in camera*.

**C-24 Nov  
2016- M06**

**MOTION:** Moved by S. Kawarsky, seconded by B. Locke Billingsley.

That Council move the meeting *in camera*.

**CARRIED**

In accordance with 7(2)b. and 7(2)d. of Schedule 2 of the *Regulated Health Professions Act*, discussions concerning personnel and financial matters are held *In camera*. Minutes of the *in camera* meeting were recorded and approved by Council and are maintained separately.

**20. Adjournment**

**C-24 Nov  
2016– M08**

**MOTION:** Moved by S. Kawarsky, seconded by K. VanDerZwet Stafford.

That the Council move out of an *in camera* session.

**CARRIED**

**C-24 Nov  
2016– M09**

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

That the Council meeting be adjourned.

**CARRIED**

The meeting was adjourned at 4:20

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Carol Cowan-Levine, President

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Date