

DRAFT Council Agenda

Date: Thursday, February 22, 2018
Time: 9:30 a.m. to 3:35 p.m.
Location: 375 University Avenue, Suite 803; Boardroom
Chair: Andrew Benedetto, President

	Time	Item	Pg.	Lead
1.	9:30	Welcome and Opening Remarks	-	A. Benedetto
2.	9:35	Approval of Agenda	-	A. Benedetto
3.	9:40	Conflict of Interest Declarations	-	A. Benedetto
4.	9:45	Approval of Minutes and Business Arising <ul style="list-style-type: none"> • 4.1 DRAFT Council Minutes - November 30, 2017 	3	A. Benedetto
5.	9:50	President's Remarks	-	A. Benedetto
6.	10:00	Committee/TG Chairs' Reports <ul style="list-style-type: none"> • 6.1 Client Relations Committee <ul style="list-style-type: none"> ○ 6.1.1 DRAFT Funding for Therapy or Counselling for Primary Partner ○ 6.1.2 DRAFT CRPO Application for Funding for Therapy or Counselling for Primary Partner • 6.2 Discipline Committee • 6.3 Executive Committee • 6.4 Inquiries, Complaints and Reports Committee • 6.5 Quality Assurance Committee • 6.6 Registration Committee 	9	C. Cowan-Levine
			14	Shikha Kasal
			15	A. Benedetto
			16	K. VanDerZwet Stafford
			17	M. Kardos Burton
			18	M. MacFarlane
7.	10:20	Registrar's Report	20	D. Adams
8.	10:25	Changes to the <i>Private Career Colleges Act</i> <ul style="list-style-type: none"> • 8.1 Changes to Private Career Colleges Act_government letter 	21	D. Adams
9.	10:35	Updating the Review and Recognition Framework for Evaluating Education Programs <ul style="list-style-type: none"> • 9.1 DRAFT CRPO Review and Recognition Process - Preparing to Submit an Application 	25	D. Adams
	10:45	BREAK		
10.	11:00	Prescribed Regulatory Education – A Membership Education Tool	29	L. Marttinen
11.	11:30	2018-19 Expense Budget (for information, discussion, approval) <i>in camera</i>	31	J. Falkenburger
	12:00	LUNCH		
12.	1:00	Controlled Act Update <ul style="list-style-type: none"> • 12.1 Controlled Act Task Group Terms of Reference • 12.2 A Benedetto - Hon Eric Hoskins re CRPO work on controlled act_Jan 31'18 	32	D. Adams

13.	1:45	By-law Review <ul style="list-style-type: none"> 13.1 Proposed By-law Amendments 	38	D. Adams/J. Falkenburger/M. Pioro
	2:30	BREAK		
14.	2:45	Council Member Per-diems <ul style="list-style-type: none"> 14.1 Per Diem and Honoraria Remuneration of Council and Committee Members 	43	D. Adams
15.	3:00	Stakeholder Question re: Cost of Professional Corporation Registration with CRPO	46	A. Benedetto
16.	3:20	Council Member Question Period	-	A. Benedetto
17.	3:30	New Business and Call for Agenda Items	-	A. Benedetto
	3:35	ADJOURNMENT		

4.1 DRAFT Council Minutes November 30, 2017

Approved:

Present Council Members	Staff Members
<ul style="list-style-type: none"> • Andrew Benedetto, RP (President) • Shelley Briscoe-Dimock, RP • Tapo Chimbanga, RP • Carol Cowan-Levine, RP • Mary Kardos Burton • Shikha Kasal • Sheldon Kawarsky • Barbara Locke Billingsley • Kenneth Lomp, RP • Malcolm MacFarlane, RP (Vice-President) • Pat Rayman, RP • Len Rudner • Steven Stijacic • Kevin VanDerZwet Stafford, RP 	<ul style="list-style-type: none"> • Deborah Adams, Registrar • Jo Anne Falkenburger, Director of Operations and HR • Shauna Grey, Manager, Communications • Sean Knight, Policy & Communications Analyst (Recorder) • Lene Marttinen, Manager, Quality Assurance (for part of the meeting) • Mark Piore, Director, Professional Conduct & Deputy Registrar

1. Welcome and Opening Remarks

The Chair, A. Benedetto, called the meeting to order at 9:30 am, welcoming Council members and observers.

2. Approval of Agenda

The Chair introduced the draft agenda for approval following a change in the order of several agenda items.

MOTION C-30 NOV 2017 – M01: Moved by L. Rudner, seconded by C. Cowan Levine

That the agenda of the November 30, 2017 meeting of Council be approved as amended.

CARRIED

3. Conflict of Interest Declarations

The Chair asked Council members to declare any conflicts of interest. No conflicts were raised.

4. Approval of Minutes and Business Arising

September 7, 2017

The minutes of the September 7, 2017 meeting were introduced for approval. Two edits were made to the minutes prior to approval.

MOTION C-30 NOV 2017 – M02: Moved by C. Cowan-Levine, seconded by L. Rudner

That the minutes of the September 7, 2017 meeting of Council be approved as amended.

CARRIED

In Camera Minutes

The minutes of the *in camera* portion of the September 7, 2017 meeting were introduced for approval. No errors or omissions were reported.

MOTION C-30 NOV 2017 – M03: Moved by K. VanDerZwet Stafford, seconded by P. Rayman

That the *in camera* minutes of the September 7, 2017 meeting of Council be approved as presented.

CARRIED

5. President's Remarks

A. Benedetto, President, reflected on the opening of the College's new office and the impact of the College for members and the public since proclamation.

6. Committee/TG Charis' Reports

Quality Assurance Committee

P. Rayman, Chair, reviewed the Committee's work since the last Council meeting, including review of a draft workbook on informed consent, and provided an update on notifications sent to members randomly selected for Peer and Practice Review.

Inquiries, Complaints, and Reports Committee

K. VanDerZwet Stafford, Chair, reviewed the report circulated to Council members.

Client Relations Committee

C. Cowan-Levine, Chair, discussed the work of the Committee which included: amending the Jurisprudence Handbook, developing position statements relevant to the Client Relations Program, developing forms for those seeking funding for therapy related to sexual abuse by members of the College, and considering establishment of a cooling off period longer than set out in the *Regulated Health Professions Act*.

Registration Committee

A. Benedetto, Chair, drew attention to the establishment of a second regularly scheduled panel to assist with the volume of applications being referred for further review, as well as the outcome of appeals made to the Health Professions Appeal and Review Board that have been confirmed since the last Council meeting.

Council members discussed the question of whether single-session psychotherapy could be accepted as direct client contact, which will be reviewed by the Registration Committee at its next plenary meeting.

Indigenous Registration Task Group

A. Benedetto updated Council on the work of the Task Group following its two-day meeting in September, which had chosen to adapt the regular route application process to provide for an Indigenous route to registration.

Executive Committee

A. Benedetto, President, summarized the work undertaken by the Committee since the last Council meeting and its role in conjunction with other committees and processes of the College.

7. Registrar's Report

D. Adams, Registrar, reported on the number of registered members, application files being referred to panel, the College's Practice Advisory Service, and results of the survey circulated to members and other regulated professions regarding requirements to serve as a clinical supervisor.

8. Quality Assurance Program Policy Clarifications

P. Rayman reviewed changes made to the Quality Assurance Program regarding self-assessment and learning plan requirements, and discussed criteria for determining whether a member has adequately participated when they are required to submit information related to their learning needs and activities.

Council discussed the requirement for 40 hours of professional development activities in every participation cycle based on a scan of other regulatory body requirements and the current practice of potential registrants and how professional development activities are later incorporated into a member's practice.

9. Client Relations Program – Definitions and Review

C. Cowan-Levine presented a series of position statements for terminology relating to sexual abuse, for use in the College's Client Relations Program and by other committees for discussions or deliberations related to sexual abuse allegations. She informed the Council that the JRP handbook had been updated and reflected on the importance of consistent use of language related to sexual abuse. She noted that the Committee spent considerable time discussing the "cooling off period" and determined that a five-year period was appropriate and so were making this recommendation to Council. She advised Council that it would be a long process to embed this time frame in regulation and noted that the CRC would be looking at developing a policy to establish the cooling off period as well as a guideline to address situations when sexual contact with a client would never be advisable. Council discussed this approach and agreed to the CRC suggestions, with more discussion to follow at future meetings regarding needed work going forward. C. Cowan-Levine noted that CRC had been able to provide input on the expanded information related to sexual abuse on the new website, and thanked S. Grey for her efforts. She noted that the CRC had developed the required forms to allow individuals to apply for funding for counselling or therapy if a formal complaint or report alleging sexual abuse by a member had been made. She noted that the CRC was also considering funding of therapy for partners of individuals alleging sexual abuse by a member.

Council discussed the position statements and examples of their use in context, and offered several amendments prior to approval.

MOTION C-30 NOV 2017 – M04: Moved by C. Cowan-Levine, seconded by K. Lomp

That Council approve the *Client Relations Foundational Position Statements* as amended.

CARRIED

10. Update re: Controlled Act of Psychotherapy

D. Adams discussed the proposal opened for stakeholder comment regarding amendments to the regulation under the *Regulated Health Professions Act* concerning exemptions to performing controlled acts. The proposed amendment would offer a time-limited exemption to practitioners in order to allow

those who are unregulated to join one of the statutory regulatory bodies whose members can perform the controlled act.

The Registrar discussed the possible outcomes concerning the proposal, and the steps the College will take should the controlled act be proclaimed.

11. Practice Guideline – Duty to Warn

K. VanDerZwet Stafford introduced a draft practice guideline concerning disclosure of information to prevent harm. The guideline would not be prescriptive, but would instead serve as guidance for members who find themselves in a scenario where disclosing information may be warranted.

Council was directed to an updated version of the guideline circulated earlier in the meeting, which reflected late informal consultation to improve clarity. K. VanDerZwet Stafford added that following these revisions, approval was being sought to circulate the draft guideline for stakeholder consultation.

MOTION C-30 NOV 2017 – M05: Moved by K. VanDerZwet Stafford, seconded by P. Rayman

That Council approve circulating the draft practice guideline, *Disclosing Information to Prevent Harm* for a 30-day consultation.

CARRIED

12. Council Training: Understanding Legislation, Regulations, Standards and Policies

M. Piore provided Council with an overview of different sources of legal authority (e.g. the Constitution, legislation, regulations, by-laws, etc.) and how they apply to the work of the College.

13. Relunched CRPO Website

S. Grey discussed changes made to the College's recently relaunched website, including ensuring compliance with the *Access for Ontarians with Disabilities Act*, revised and updated information that is easier to access for applicants, members and the public, and ensuring accessibility on mobile devices.

14. Committee Chair Job Description

D. Adams introduced the job description for committee chairs intended to clarify the role and expectations for Council members in one of these positions.

MOTION C-30 NOV 2017 – M06: Moved by C. Cowan-Levine, seconded by M. Kardos Burton

That Council approve the document *Chair Job Description* as presented.

CARRIED

15. Committee Chair Assignments

A. Benedetto presented the list of committee members and chairs recommended to Council by the Executive Committee.

MOTION C-30 NOV 2017 – M07: Moved by S. Briscoe-Dimock, seconded by S. Kawarsky

That Council appoint the following individuals to committees as presented.

Client Relations Committee:

Carol Cowan-Levine (Chair)
Shelley Briscoe-Dimock
Mary Kardos Burton
Barbara Locke Billingsley
Sue Lymburner (Non-Council Committee Member)
Steven Stijacic

Discipline Committee:

Shikha Kasal (Chair)
All Members
Heidi Ahonen (Non-Council Committee Member)

Examination Committee:

Ken Lomp (Chair)
Andrew Benedetto
Sheldon Kawarsky
Barbara Locke Billingsley
Steven Stijacic
Kevin VanDerZwet Stafford

Executive Committee:

Andrew Benedetto (Chair)
Carol Cowan-Levine
Mary Kardos Burton
Sheldon Kawarsky
Malcolm MacFarlane

Fitness to Practise Committee:

Barbara Locke Billingsley (Chair)
All Members

Indigenous Registration Task Group:

Sandra Wong (Chair)
Peter Beaucage
Andrew Benedetto
Megan Cohoon
Betty Carr-Braint
Carol Cowan-Levine
Banakonda Kennedy-Kish
Roxane Manitowabi
Len Rudner

Inquiries, Complaints and Reports Committee:

Kevin VanDerZwet Stafford (Chair)
Shelley Briscoe-Dimock
Carol Cowan-Levine
Kali Hewitt-Blackie (Non-Council Committee Member)
Mary Kardos Burton
Sheldon Kawarsky
Kenneth Lomp
Pat Rayman
Len Rudner
Steven Stijacic

Nominations and Elections Committee:

Pat Rayman (Chair)
Tapo Chimbanga
Shikha Kasal
Malcolm MacFarlane
Len Rudner

Quality Assurance Committee:

Mary Kardos Burton (Chair)
Andrew Benedetto
Tapo Chimbanga
Sheldon Kawarsky
Ken Lomp
Malcolm MacFarlane
Pat Rayman
Len Rudner

Registration Committee:

Malcolm MacFarlane (Chair)
Heidi Ahonen (Non- Council Committee Member)
Andrew Benedetto
Tapo Chimbanga
Carol Cowan-Levine
Tamar Kakiashvili (Non-Council Committee Member)
Shikha Kasal
Sheldon Kawarsky
Barbara Locke Billingsley

CARRIED

16. Council Member Question Period

Council discussed possible collaboration with the College of Psychologists of Ontario and the Ontario College of Social Workers and Social Service Workers regarding standards related to psychotherapy.

17. New Business and Call for Agenda Items

Council and staff discussed receiving a presentation on ethical decision making that is expected to be given to the Inquiries, Complaints and Reports Committee, a refresher on confidentiality with respect to files circulated for committee work and review of committee work plans in the next fiscal year.

18. Adjournment

MOTION C-30 NOV 2017 – M08: Moved by P. Rayman, seconded by S. Kawarsky

That the meeting be adjourned.

CARRIED

The meeting adjourned at 3:20 p.m.

A. Benedetto, Chair

Date

6.1 Client Relations Committee Report to Council February 22, 2018

Respectfully submitted by: Carol Cowan-Levine, Chair, Client Relations Committee

Committee Members
<ul style="list-style-type: none">• Carol Cowan-Levine, RP (Chair)• Shelley Briscoe-Dimock, RP• Mary Kardos Burton• Barbara Locke Billingsley• Sue Lymburner, RP (Non-Council Committee Member)• Steven Stijacic

The focus of the Client Relations Committee (CRC) has been to finalize the foundational resources to support a robust program to best address and prevent sexual abuse of clients and to support individuals have been sexually abused by members. Since our last report to Council, the CRC has a half-day teleconference meeting scheduled for February 8, 2018.

At this meeting, the Committee will consider the following items:

1. Specialized panels for Discipline.
2. Considering the approach to funding in cases that do not proceed to discipline.
3. Funding for counselling or therapy for partners of those who have been sexually abused by an RP.
4. A draft policy for the cooling off period.
5. A draft guideline on the post-cooling off period.
6. An update regarding contact with the Children's Aid Society.
7. Training and education for staff and committee members regarding sexual abuse.

At the time of submission of this report, the February 8th meeting had not yet taken place, thus an update from this meeting will be provided during the Council meeting on February 22nd.

Committee Name:	Council
Meeting Date:	February 22, 2018
Agenda Item no.	6.1
Description:	Funding for Counselling or Therapy for Primary Partners
Attachments:	6.1.1 DRAFT Funding for Therapy or Counselling for Primary Partner 6.1.2 DRAFT CRPO Application for Funding for Therapy or Counselling for Primary Partner
For:	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision (vote) <input checked="" type="checkbox"/>
Staff Contact:	D. Adams

Please find the overview (6.1.1) and application form (6.1.2) for funding for therapy or counselling for primary partners of individuals alleging sexual abuse for review, discussion and decision.

- **6.1.1 DRAFT *Funding for Therapy or Counselling for Primary Partner***
- **6.1.2 DRAFT *CRPO Application for Funding for Therapy or Counselling for Primary Partner***

Background:

As part of its deliberations on the funding of therapy or counselling for clients alleging sexual abuse by an RP, the Client Relations Committee considered the question of whether or not support should also be made available to the primary partner of the client. The group heard that the partners of survivors of sexual violence often experience their own struggles and can benefit from psychotherapy themselves. The group noted that this benefit could contribute to increased well-being of the survivor. The Committee determined that it would be a best-practice for CRPO to consider providing funding for the primary partners of clients where a formal complaint or report of sexual abuse had been made against a CRPO registrant.

Accordingly, the attached guideline and funding application form were developed and are being presented for Council's consideration and approval with CRC's recommendation.

Draft Motion:

[Be it moved] That the Council approve the *Funding for Therapy or Counselling for Primary Partner* information and application form as presented or amended.

6.1.1 DRAFT Funding for Therapy or Counselling for Primary Partner

Under the *Regulated Health Professions Act, 1991* (RHPA), each college is required to establish a program to provide funding for therapy or counselling for clients with allegations of sexual abuse by members of that college. The Client Relations Committee determines eligibility and administers the fund.

The College of Registered Psychotherapists of Ontario (CRPO) believes that therapy or counselling sessions for the primary partner of someone with allegations of sexual abuse is often needed and can be beneficial to the recovery and well-being of the individual alleging abuse. Given this, CRPO will consider requests for funding for a limited number of therapy or counselling sessions for the primary partner of an individual with allegations of sexual abuse by an RP where a formal complaint or report has been made with CRPO.

Who is able to apply for funding?

The primary partner of an individual alleging sexual abuse by an RP, where a formal complaint or report has been registered with CRPO.

How much funding is available?

The maximum funding available to the primary partner is \$600 or four one-hour sessions (whichever is the lesser amount).

Choice of Therapist/Counsellor

Applicants are free to choose any therapist or counsellor to provide treatment as long as the therapist or counsellor is not a relative and has not been found guilty of sexual abuse.

Note: If the therapist or counsellor is not a member of a regulated profession, they are not subject to professional discipline by CRPO or by any other regulatory body should you have a complaint or concern about their conduct or the care they provided.

Funds are paid directly to the chosen therapist or counsellor for treatment provided.

How do I apply?

The primary partner must submit an application form and will be asked to keep any information about their application confidential.

[Download the Application for Funding for Therapy or Counselling for Primary Partner Form](#)

Completed applications should be returned to CRPO via one of the methods listed below:

Mail: Attn: Client Relations Committee
CRPO
375 University Avenue, Suite 803
Toronto, ON M5G 2J5

Email: clientrelations@crpo.ca

If you have further questions about the therapy and counselling fund, please email: clientrelations@crpo.ca.

PRIMARY PARTNER INFORMATION

First Name:		Last Name:	
Address:			
City:	Province:	Postal Code:	Country:
Telephone:		Email:	

CLIENT INFORMATION

First Name:		Last Name:	
Address (if different than applicant) :			
City:	Province:	Postal Code:	Country:
Telephone:		Email:	

NEW THERAPIST/COUNSELLOR INFORMATION

First Name:		Last Name:	
Address:			
City:	Province:	Postal Code:	Country:
Telephone:		Email:	

Please note: According to section 85.7(7) of the RHPA (Code), the choice of therapist is subject to the following restrictions:

1. The therapist or counsellor must not be a person to whom you have any family relationship.
2. The therapist or counsellor must not be a person who has at any time or in any jurisdictions been found guilty of professional misconduct of a sexual nature or been found civilly or criminally liable for an act of a similar nature.
3. If the therapist or counsellor is not a member of a regulated health profession, you understand that the therapist or counsellor is not subject to professional discipline.

Is this therapist/counsellor a regulated professional?

Yes (if yes, please identify the College of which they are a member.) No Don't Know

Name of College:

Are the services of this therapist/counsellor covered by OHIP or another insurer? Yes No Don't Know

Expected or actual start date of counselling:

Signature:

Date:

CONSENT FOR DISCLOSURE OF INFORMATION

I (name)

of (address)

hereby authorize (name of therapist or counsellor)

to disclose information, including personal health information, to the College of Registered Psychotherapists of Ontario.

I consent to the following specific information being disclosed: Appointment Date Duration Fee

Signature of Primary Partner of Client:

Date:

Signature of Witness:

Witness Name:

TO BE COMPLETED BY THE PRIMARY PARTNER OF THE CLIENT

1. I do not have any familial relationship to the therapist or counsellor or any other potential conflict of interest.
2. I understand that if I choose a therapist or a counsellor who is not a regulated professional, the therapist is not subject to professional discipline by CRPO or any other regulatory body.
3. I understand that funding shall be paid only to the therapist or counsellor, and that it shall be used only to pay for therapy or counselling related to the allegations of sexual abuse of my primary partner by an RP and shall not be applied directly or indirectly for any other purpose.
4. I understand that the maximum amount of funding payable to any therapist or counsellor approved under this, or any other application to CRPO, is the amount that the Ontario Health Insurance Plan (OHIP) would pay for four one-hour sessions or \$600 (whichever is the lesser amount) of individual out-patient psychotherapy with a psychiatrist.
5. I will use the other sources of funding (OHIP, third-party insurance, extended health care benefits, etc.) for therapy or counselling that are available to me first.
6. I understand that there can be no duplicate payment for the same service. To my knowledge, neither OHIP nor any public/private insurer is required to pay for the therapy or counselling I receive from the therapist. If at any time, OHIP or a private insurer becomes required to pay for the therapy or counselling, I shall notify the College.
7. I understand there will be no payment(s) by CRPO for late or missed appointments.

Signature of Primary Partner:

Date:

Once you have completed both pages of this form, please return to CRPO via one of the methods listed below:

Mail:

Attn: Client Relations Committee
 College of Registered Psychotherapists of Ontario
 375 University Avenue, Suite 803
 Toronto, ON M5G 2J5

Email:clientrelations@crpo.caIf you have any further questions, please contact clientrelations@crpo.ca

6.2 Discipline Committee Report to Council

February 22, 2018

Respectfully submitted by: Shikha Kasal, Chair, Discipline Committee

Committee Members

Since the November Council meeting, the Discipline Committee has held one hearing.

6.3 Executive Committee Report to Council

February 22, 2018

Respectfully submitted by: Andrew Benedetto, Chair, Executive Committee

Committee Members
<ul style="list-style-type: none"> • Andrew Benedetto, RP (Chair) • Carol Cowan-Levine, RP • Mary Kardos Burton • Sheldon Kawarsky • Malcolm MacFarlane, RP

Since the Council meeting on November 30, 2017, the Executive committee held one in-person meeting and two teleconference meetings. Dates were as follows:

In-person meeting:

1. December 1, 2017

Teleconference meetings:

1. January 16, 2018
2. February 13, 2018

At the meetings, the following matters were considered by Executive Committee:

- Reviewing financial updates related to the second and third quarters of 2017-2018.
- Reviewing and approving the proposed budget plan for fiscal 2018-2019.
- Receiving the results of the member survey related to the criteria for clinical supervision and directing staff to undertake further analysis of the data it provided.
- Reviewing the 2018 meeting dates proposed by staff for Council and statutory committees and approving the dissemination of the schedule to Council members.
- Reviewing staff's proposed plan to provide Council training.
- Discussing the proclamation of the controlled act of psychotherapy and responding to the Minister's letter, received December 21, 2017, directing the College to undertake work related to further clarifying the practice of psychotherapy and the activities that are not part of the provision of the controlled act.
 - Directing that a Controlled Act Task Group should be established in order to complete the work required to meet the Minister's July 1, 2018 deadline for this work.
- Approving the circulation of an online survey to the CRPO membership regarding their involvement with providing services to individuals who are considering or who have decided to undergo gender affirmation surgery. This information will be used to support a letter to the Ministry of Health and Long-Term Care requesting that they include Registered Psychotherapists as being authorised when they expand the roster of service providers who can make referrals for those seeking this surgery.
- Discussing outreach planning directing staff to undertake planning to hold town hall meetings for CRPO members.
- Discussing by-laws amendments and directing staff to prepare proposed changes for Council review.

6.4 Inquiries, Complaints and Reports Committee Report to Council February 22, 2018

Respectfully submitted by: Kevin VanDerZwet Stafford, Chair, Inquiries, Complaints and Reports Committee

Committee Members
<ul style="list-style-type: none">• Kevin VanDerZwet Stafford, RP (Chair)• Shelley Briscoe-Dimock, RP• Carol Cowan-Levine, RP• Kali Hewitt-Blackie, RP (Non-Council Committee Member)• Mary Kardos Burton• Sheldon Kawarsky• Kenneth Lomp, RP• Pat Rayman, RP• Len Rudner• Steven Stijacic

Since the November Council meeting, the ICRC has held no plenary meetings and two panel meetings.

The College's consultation on its draft guideline, *Disclosing Information to Prevent Harm*, closes on February 14th. The ICRC will review feedback at its next plenary meeting, which is in April, and make recommendations to Council.

In the 2017-18 fiscal year so far, the College has received 28 formal complaints about members.¹ This is compared with 15 complaints in 2015-16, and 15 complaints in 2016-17. Three Registrar's investigations² were initiated in 2017-18,³ compared with five in 2015-16 and eight in 2016-17.

Common allegations in ICRC matters include boundary violations, breaches of confidentiality, unfair treatment of one spouse in the context of marriage breakdown, and difficulties communicating generally.

¹ As of January 31, 2018.

² That is, an investigation based on information other than a formal complaint.

³ As of January 31, 2018.

6.5 Quality Assurance Committee Report to Council February 22, 2018

Respectfully submitted by: Mary Kardos Burton, Chair, Quality Assurance Committee

Committee Members
<ul style="list-style-type: none">• Mary Kardos Burton (Chair)• Andrew Benedetto, RP• Tapo Chimbanga, RP• Sheldon Kawarsky• Kenneth Lomp, RP• Malcolm MacFarlane, RP• Pat Rayman, RP• Len Rudner

As you all know, there were some changes to the composition of the Quality Assurance (QA) Committee – I'd like to welcome Ken Lomp and Tapo Chimbanga. To help with the orientation to our group's work, and as a refresher for the rest of us who were able to attend, the College hosted a QA Committee and panel member training session. This was a webinar meeting that took place on January 18, 2018.

Since Council's last meeting on November 30, 2017, the QA Committee has met once, on December 14, 2017 and has another meeting scheduled for February 15, 2018. At the December webinar meeting, the committee briefly discussed policy matters and convened as a panel to review one case.

At the time of submission of this report, the February 15th meeting had not yet taken place, thus an update from this meeting will be provided during the Council meeting on February 22nd.

I would like to thank all members of the committee particularly Pat Rayman who served as Chair as well as staff members Lene Martinen and Jessica Shrum for their support as I look forward to our upcoming year.

6.6 Registration Committee Report to Council

February 22, 2018

Respectfully submitted by: **Malcolm MacFarlane, Chair, Registration Committee**

Committee Members
<ul style="list-style-type: none"> • Malcolm MacFarlane, RP (Chair) • Heidi Ahonen, RP (Non-Council Committee Member) • Andrew Benedetto, RP • Tapo Chimbanga, RP • Gary Cockman • Carol Cowan-Levine, RP • Tamar Kakiashvili (Non-Council Committee Member) • Shikha Kasal • Sheldon Kawarsky • Barbara Locke Billingsley

Since the Council meeting in November, the Registration Committee has held one plenary meeting and five panel meetings.

At the January 25, 2018 plenary meeting, Registration Committee considered the following matters:

- A report from Curriculum Services Canada regarding The Centre for Training in Psychotherapy – Diploma of The Centre for Training in Psychotherapy. The Registration Committee accepted the recommendation that the program be recognized.
- Changes to the *Private Career Colleges Act* which will now require private colleges offering programs in psychotherapy in Ontario to register with the Ministry of Advanced Education and Skills Development.
- A preparation guide to assist programs applying through the review and recognition process. The Registration Committee accepted the document as written for dissemination to schools applying for program recognition.
- Analysis of the responses received to the survey completed by members regarding the criteria for clinical supervisors that will come in to place on April 1, 2018, and provided direction to staff to develop resources to support supervisors and supervisees.
- Direction from the Ministry of Health and Long-Term Care related to the controlled act. Much of the work to be completed by the Controlled Act Task Group (CATG) will be informed by decisions of Registration Committee panels. The Registration Committee Chair is a member of the CATG.
- Discussed information needs of members in the RP (Qualifying) category and directed staff to ensure communication with these members assists them in satisfying requirements.
- Presentation by Erica Richer from Steinecke Maciura LeBlanc regarding decision making processes at Registration Committee panels.

Panel meetings were scheduled on January 8th, 19th and 25th, as well as on February 2nd and 16th. The January 8th and 25th meetings were one hour in length. The other listed meetings were full-day meetings. Below are the statistics for these meetings up to February 2nd. At the time this report was written, the February 16th meeting had not yet taken place.

Total applications reviewed between January 8th and February 2nd = 49

- Approved = 4
- Refused = 40
- TCL = 1
- Request to consent to a TCL = 2
- Request for more information = 2

Due to the large number of grandparenting applications that are anticipated to be referred to panel this year, the Registration Committee will be holding a full-day panel meeting every two weeks and will review 25 to 30 applications at each meeting. The panel packages have been simplified so that staff can keep up with the increase in panel workload. For each panel meeting, staff groups the files based on whether the applicant was non-responsive, does not meet a non-exemptible requirement, or whether the application requires substantive discussion by the panel. The new structure has allowed us to review almost twice as many applications at each meeting since being implemented. Feedback from panel members is generally positive, although the review process is taking somewhat longer. Staff and panel members are working collaboratively to make further changes to the process which should help to reduce the review time. The Chair appreciates the diligence of panel members in thoroughly reviewing all files regardless of classification. The Chair wishes to thank staff and panel members for their professionalism and support throughout these changes.

The College has also hired a contract decision writer to work approximately 30 hours per week to keep up with the increase in panel meetings. The panel and staff are almost caught up in the approval of decision and reasons documents from last year.

Following a decision by a Registration panel to refuse registration, applicants have the right to appeal the decision to the Health Professions Appeal and Review Board (HPARB).

HPARB may do any one or more of the following:

- (i) confirm the College decision;
- (ii) require the Registration Committee to make an order directing the Registrar of the College to issue a certificate of registration to the applicant if the applicant successfully completes any examinations or training the Registration Committee may specify;
- (iii) require the Registration Committee to make an order directing the Registrar to issue a certificate of registration to the applicant and to impose any terms, conditions and limitations the Board considers appropriate; or
- (iv) refer the matter back to the Registration Committee for further consideration by a panel, together with any reasons and recommendations HPARB considers appropriate.

HPARB cannot require the Registration Committee to direct the Registrar to issue a certificate of registration to an applicant who does not meet a requirement that is prescribed as a non-exemptible (or mandatory) requirement.

Since the last Council meeting, HPARB has returned three decisions. In the first decision, HPARB returned the matter back to the Registration panel for reconsideration with a recommendation that the applicant be registered. In this case, HPARB did not find that the College acted improperly, but rather recommended registration. If HPARB found that the applicant met the requirements *and* the College acted improperly, HPARB would have directed (forced) the Registrar to register the applicant. In the second and third decision, HPARB confirmed the decision of the Registration panel. HPARB posts its order and reasons on CanLii. These are linked below:

- [K.S. v. College of Registered Psychotherapists](#)
- [A.G. v. College of Registered Psychotherapists](#)
- [P.R. v. College of Registered Psychotherapists](#)

7.0 Registrar's Report to Council

February 22, 2018

Respectfully submitted by: Deborah Adams, Registrar

Membership Numbers

I want to thank the entire registration team; very ably led by Sarah Fraser and Tav Kanwar, as they have been moving through the grandparenting backlog with considerable speed. All staff have been working diligently to make sure we are efficient and focused while maintaining the needed rigor and quality.

We anticipate that we will reach the 6,000 member mark by March 31, 2018 and look forward to being in a solid position to handle the regular route applications that we are receiving in a timely manner.

Now that the backlog is being addressed, the registration staff are able to focus on the management of the growing number of exam candidates, a streamlined renewal process and registration-related policy work. In addition, a number of the staff have started to contribute more to member support services, Quality Assurance, and Inquiries, Complaints and Reports Committee work.

Town Hall Meetings

Planning for town hall meetings is underway with the intention of running as many as four meetings in the fall. Dates and locations will be set in the coming weeks and shared with Council. The intent of these meetings is to engage with members around the work of the College, changes to the regulatory environment and issues faced by RPs in the various areas of the province. These meetings will be in-person with the possibility of web streaming or online archiving being explored.

Staffing

At time of writing, J. Falkenburger and K. Roberts have been able to assist with the recruitment of an Executive Coordinator to work with the management team and we hope to have them on board by the time of the Council meeting.

Training for Council

Deanna Williams, former registrar at the Ontario College of Pharmacists and currently President of the Dundee Consulting Group will be providing training for Council at the next meeting, with a subsequent session being planned for committee Chairs. More information will follow but the broad topics to be covered will include governance, the regulatory mandate and anticipated changes resulting from the proclamation of Bill 87 and excellence in chairing.

Presentations Accepted to CLEAR

I am happy to report that we have had two presentations accepted at the CLEAR conference that will be held in October 2018. The titles of the two sessions are:

- Appeal-proof registration practices (and some pitfalls to avoid): The case of CRPO
- The Opposite of Excellence: How to identify and respond to false credentials from "Degree Mills"

Staff will be looking at costs to attend and making plans as to how to present both sessions.

Committee Name:	Council
Meeting Date:	February 22, 2018
Agenda Item no.	8
Description:	Changes to the <i>Private Career Colleges Act</i>
Attachments:	8.1 Changes to Private Career Colleges Act_government letter
For:	Information <input checked="" type="checkbox"/> Discussion <input type="checkbox"/> Decision (vote) <input type="checkbox"/>
Staff Contact:	D. Adams

Background:

As of January 2017, there were changes made to the *Private Career Colleges Act, 2005* that saw the loss of an exemption from government registration under which private colleges offering psychotherapy operated to date. In light of this, private colleges operating in Ontario that provide students with the skills and knowledge necessary to obtain employment must register with and have their programs approved through the Ministry of Advanced Education and Skills Development by the Superintendent of Private Career Colleges as a private career college (PCC). Broadly described, this process involves four steps:

- 1) a brief screening to determine if the program being offered meets the criteria to be considered a PCC;
- 2) a review of the principles of the college in order to determine if there are any concerns (e.g., previous charges of fraud, prior declaration of bankruptcy of a private college, etc.);
- 3) submission and review of financial statements; and,
- 4) confirmation from an outside content expert that the program offered by the college provides the needed education to prepare students for the profession. Colleges that fail to register could find themselves being directed by the Ministry's compliance department to cease offering their psychotherapy program.

Staff have been in contact with the Ministry representatives to understand the process and to determine CRPO's involvement. At this point, Ministry representatives have provided verbal confirmation that it is their intention to accept only the CRPO as the outside content expert that will provide confirmation regarding the acceptability of the curriculum. This follows the existing framework for registering private career colleges for professions that are regulated. Further information can be found regarding this process here: http://www.tcu.gov.on.ca/pepg/audiences/pcc/superintendent/factsheet3_3rdpty-prog_assessment_092016.html

The Ministry is aware of our review and recognition approach (i.e., the use of third party and the engagement of RPs as assessors) and finds it to be adequate. Further work will be needed to finalize and codify expectations with regards to the particulars of what CRPO will be expected to provide, what timelines will be in place, etc.

Based on the programs identified on current registration applications and the number of colleges that have created accounts or begun the review and recognition process, staff believes that there are somewhere between 30 and 40 colleges that should be determining if they need to register as PCCs. While this could create an influx of work for CRPO over the next 12 to 18 months, the benefit will be that – once the programs are all recognised as a function of the Ministry's registration requirements – the vast majority of applicants to CRPO will be coming from recognised programs. This will reduce the need for reviews using the mapping tool, which is a timely endeavour for both staff and applicants.

The College has received a number of enquiries from individuals affiliated with the programs regarding changes to the *Private Career Colleges Act*. While these changes are not something that CRPO had any involvement with, we are conscious of the lack of communication from the Ministry and pressed for written information that we could share with programs and stakeholders. In response, the College received a letter (see attachment **8.1 Changes to the Private Career College_government letter.pdf** below) from the Ministry of Advanced Education and Skills Development and shared it with our stakeholders in the interest of ensuring that accurate and comprehensive information is available.

**Ministry of Advanced Education
and Skills Development**
Office of the Superintendent
Private Career Colleges Branch
77 Wellesley Street West, Box 977
Toronto ON M7A 1N3

**Ministère de l'Enseignement supérieur
et de la Formation professionnelle**
Bureau du Surintendant
Direction des collèges
privés d'enseignement professionnel
77, rue Wellesley Ouest, Boîte 977
Toronto ON M7A 1N3



December 14, 2017

Re: Registration under the Private Career Colleges Act, 2005

Attn: All Operators Offering Psychotherapy Programs in the Province of Ontario.

As you may be aware, recent changes to the Private Career Colleges Act and its regulations have resulted in certain changes which may impact on your school's registration status as a private career college in the Province of Ontario. Briefly, previous versions of O. Reg 415/06 specified that occupations listed in the "National Occupational Classification, 2016 – Occupational Description" published by Human Resources and Skills Development Canada and Statistics Canada, were identified as vocational programs. As of January 1, 2017, the regulation stopped making reference to the 2001 version in favor of the more current 2016 version.

As a result of that change, programs which provide students with the skills and knowledge necessary to obtain employment as a psychotherapist are now generally considered to be vocational. In order for you to determine if your program is vocational, please follow the instructions below.

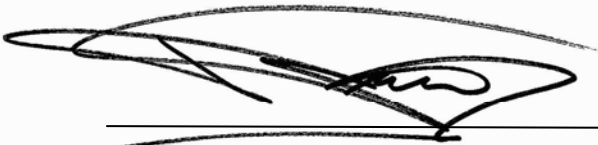
Please submit a pre-screening application in order to determine the status of your proposed program(s) under the Private Career Colleges Act, 2005. To do so, go to www.ontario.ca/ricc and choose the pre-screening option.

Please note that once the system asks you to print the PDF copy of your application you must continue to hit the “next” button until you receive a standard message that your application has been received.

We ask that once you have submitted your application; kindly send an email to pccceu@ontario.ca so that we can confirm submission.

Please note that the normal turnaround time in response to a pre-screening application is 4 to 6 weeks from the date of submission.

Regards,

A handwritten signature in black ink, appearing to read 'Terry Tretter', is written over a horizontal line.

Terry Tretter

Manager,

Compliance and Enforcement Unit

Private Career Colleges Branch

Ontario Ministry of Training, Colleges, and Universities

Committee Name:	Council
Meeting Date:	February 22, 2018
Agenda Item no.	9
Description:	Updating the Review and Recognition Framework for Evaluating Education Programs
Attachments:	9.1 DRAFT CRPO Review and Recognition Process - Preparing to Submit an Application
For:	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision (vote) <input type="checkbox"/>
Staff Contact:	D. Adams

Background:

To date, CRPO staff has provided an administrative review of the submissions from programs seeking review and recognition with CRPO. This has often involved multiple exchanges over fairly lengthy periods. While these exchanges are frequently (although not always) at the request of the programs, staff has a growing awareness that they may not ultimately be effective in assisting the programs with preparing their submissions for review. Informal feedback from several programs has supported this. Further, since the approach adopted by the College was a third party review, it is worthwhile considering how much College involvement (even at the administrative level) is appropriate.

A comprehensive Preparation Guide, which was drafted with input from the administrative manager from our third party reviewer, was proposed by staff as a potentially useful resource that would allow programs to better self-screen their submissions before finalizing them for review. The provision of this guide is envisaged as a more reasonable way for the College to assist programs while remaining at arm's length for the review process.

With the changes to the *Private Career Colleges Act* and the anticipated resulting influx of program applications, staff feels that it is now quite necessary to land on an alternative process – one that is not as labour intensive for the College – to supporting programs making an application.

The Registration Committee reviewed the guide and approved its use going forward (see attachment **9.1 DRAFT CRPO Review and Recognition Process - Preparing to Submit an Application** below).

Staff will also be working with the third party reviewer to train more reviewers in anticipation of the expected influx. Updates on this will be provided at a future meeting.

9.1 DRAFT CRPO Program Review & Recognition Process

Preparing to Submit an Application

Applying for program recognition is a serious undertaking requiring a significant time commitment. The process to complete an application is usually a collaborative effort involving senior program faculty who, collectively, are familiar with all aspects of the program. Your team may find it helpful to carefully consider the kinds of information required for the program submission, in advance, and to develop a plan for identifying the necessary information and completing the application.

You are encouraged to read the instructions found on the online account and the recommendations below before commencing the application as a guide to complete the application for submission and review.

General Recommendations/Tips

These points should be kept in mind while completing the entire application:

- a. Programs will not be asked to provide supplemental information during the review process. Unless supporting documentation is included using the “Reference uploaded document” tool, or provided via hyperlink, it will not be considered. Content that is not part of the application at the time of submission may result in reviewers reporting a lack of evidence in the program to satisfy the requirements.
- b. Only one program can be reviewed per application.
- c. When referencing websites, ensure content will remain unchanged following submission. Alternatively, provide a printed version of the page as supporting evidence.
- d. Use specific page references or other descriptors to direct reviewers to content that addresses the specific questions in the application. Avoid referencing entire websites or documents.
- e. Programs are reviewed based on how they are currently being delivered. Prospective programs and new content that has not been offered before cannot be reviewed to receive approval in advance. Also, out-of-date information must not be included.
- f. In order to ensure nothing is missing from the submission, and responses to the application questions are clear, it is strongly recommended that the entire application be reviewed by someone who was not involved with completing it.

Program Recognition Application-Specific Notes

The following section-specific information should be considered when completing the application.

Program Information

Clearly specify the full degree/diploma/certificate earned through the program, including the relevant stream, focus, or concentration. This information should match what appears on transcripts sent to the College.

When listing hours of education and training in each course, do not include direct client contact or clinical supervision. These hours should be reported by graduates when they apply for registration and cannot be double counted.

Organizational Attributes

If the program has not had at least two cohorts graduate as of the application date, provide an explanation to provide context for reviewers.

Key Program Components

If the program admits students using a Prior Learning Assessment & Recognition process (PLAR), programs must provide details about the process, how potential students are evaluated, and quantify how frequently PLAR has been used by the program.

Program Alignment with Registration Regulation

Please see general notes above for completing the application form.

Clinical Experience

When describing clinical experience gained as part of completing a program, please ensure that hours of education and training are not counted as direct client contact or clinical supervision hours. These activities cannot be double-counted.

When counting direct client contact hours, exclude role-playing activities completed in the program. While these are useful learning activities, only actual sessions with clients and clinical supervision connected to actual client sessions are eligible for consideration for registration purposes.

Competency Mapping Tool

In completing the Competency Mapping Tool, programs must demonstrate how the program's learning activities enable students to develop the key entry-to-practice competencies found in the tool. This is done by providing specific evidence based on the content found in the program.

To assist review of the referenced content, page numbers **must** be included for the supporting documents to locate the learning activities. Excerpts of lengthy documents may be uploaded and referenced, as long as it is clear exactly where the excerpt comes from. A program may also choose to highlight relevant passages of text for reference.

If the program has elective courses or streams, the Mapping Tool should reflect how a student would be enabled to develop the entry-to-practice competencies with each elective or stream that is available. Carefully consider whether course/learning activities are needed to demonstrate how the program enables development of the competencies or could they be excluded from the application.

Focus should be directed to description of activities that contribute to competency development, not to describing the competencies or their importance. Specific content must be identified with supporting documentation that verifies a claim that a competency is addressed rather than just stating that a competency is addressed in a course.

When referencing supporting documentation, the following questions should be considered:

- a. Is it the most recent version?
The application process involves reviewing the program as it is currently delivered, so the content should be reviewed to avoid using out-of-date versions of documents. If the document has not been revised in the same calendar year the program application is reviewed, a note should be made indicating that content has not changed.
- b. Is it complete?
If a document references content that is relevant to competency development and that is not yet finalized or may be distributed to students in class, this content should be provided in the application. Ensure that supporting documents provide a description of learning activities, not just the title of the activity.
- c. Is it clear?
Documents should have a consistent level of detail and structure, and any extracts should provide their source to identify the content's place in the program.

Additional Resources

College staff can provide information about the review and recognition process, as well as technical support should any difficulties be encountered when completing the application. However, staff cannot

provide assistance with mapping content to entry-to-practice competencies, recommend how to answer questions, or state whether a response will be satisfactory.

The review and recognition process was developed to allow programs to maintain the approaches found in their traditions and modalities and prevent standardization of curriculum. This means that a sample application cannot be provided. For assistance in completing the application, programs are encouraged to consult faculty members and other colleagues who have experience with developing education and training programs.

Committee Name:	Council
Meeting Date:	February 22, 2018
Agenda Item no.	10
Description:	Prescribed Regulatory Education – A Membership Education Tool
Attachments:	N/A
For:	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision (vote) <input type="checkbox"/>
Staff Contact:	L. Marttinen

Background

In March 2014, the Quality Assurance (QA) Committee presented to Council on the purpose and structure of a proposed QA Program for CRPO. The structure of the Program was approved in principle, and the QA Committee proceeded to develop the QA Program, providing updates to Council and responding to Council feedback at major stages in the development process.

When the structure of the QA Program was originally presented, prescribed regulatory education (PRE)-type tools were introduced as a requirement that would fall under the self-assessment and professional development component of the Program. Today this component is simply called Professional Development. Of all the components of the QA Program, it has the broadest reach, with roughly half of the membership required to demonstrate participation in each year.

At the time of writing, the participation requirements for the Professional Development component require members to complete the following every two years:

- a Self-Assessment;
- a Learning Plan; and
- a Learning Record that reflects at least 40 hours of engagement in learning activities.

Even in the earliest days it was anticipated that the QA Committee would develop and launch broad-reaching tools intended to provide subject-specific education for members. Council will hear a presentation that is an extension of that continuing dialogue regarding the development of the QA Program. The presentation will address PRE in detail along with the following:

- how PRE topics can be identified and prioritized;
- incorporating PRE tools into the existing Quality Assurance Program; and
- what this would mean for members.

About Prescribed Regulatory Education

Prescribed regulatory education (PRE) is a tool that can help deliver information about regulation and professional practice to all members. This type of tool is delivered by a college's QA Program.

PRE can take on many "shapes." Its most common format is the learning module or workbook, followed by exercises that accomplish one or both of the following: stimulate reflection or evaluate the extent of a person's learning.

PRE tools are uniquely positioned to:

- Share the same information to all members within a defined timeframe.
- Enhance the knowledge of members in key areas relating to regulation and practice.
- Address change.

This helps:

- Members by providing information and stimulating a self-assessment and reflection on knowledge and practice.
- The College and QA Program to fulfill their objectives, which are defined in the RHPA.

Committee Name:	Council
Meeting Date:	February 22, 2018
Agenda Item no.	11
Description:	2018-19 Expense Budget <i>in camera</i>
Attachments:	N/A
For:	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision (vote) <input checked="" type="checkbox"/>
Staff Contact:	J. Falkenburger

In accordance with 7(2)b of Schedule 2 of the *Regulated Health Professions Act (RHPA)*, discussions concerning financial matters are held *in camera*. As such, materials related to this item are not posted as stated in subsection 7(1.2) of Schedule 2 of the RHPA.

Committee Name:	Council
Meeting Date:	February 22, 2018
Agenda Item no.	12
Description:	Controlled Act Update
Attachments:	12.1 Controlled Act Task Group Terms of Reference 12.2 A Benedetto - Hon Eric Hoskins re CRPO work on controlled act_Jan 31'18
For:	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision (vote) <input checked="" type="checkbox"/>
Staff Contact:	D. Adams

Background:

Controlled Act Task Group – Establishment

The Controlled Act task Group was established at Executive's direction. At their February 1, 2018 meeting, they reviewed and adopted the Task Group's Terms of Reference (see attachment **12.1 Controlled Act Task Group Terms of Reference** below).

According to CRPO's By-laws, Council will need to approve these Terms of Reference:

Article 1.01:

"Committee" means a committee of the College and includes statutory committees established under section 10 of the Code, standing committees, ad hoc committees, planning groups and working groups and any other committee established by Council under these by-laws;

And:

Article 12.01 – Duties and Responsibilities

The duties and responsibilities of each Committee shall be those set out in the RHPA, the Act, the by-laws and the Terms of Reference for that Committee, as approved by Council, where applicable.

At the time of writing, the Executive Committee is being asked to endorse the Terms of Reference for approval at their upcoming teleconference meeting on February 13th.

Proposed Motion

Executive endorses the attached Controlled Act Task Group Terms of Reference for recommendation to Council for approval.

Should this endorsement be provided, Council will vote on the motion below at the February 22nd meeting.

Proposed Motion:

[Be it moved] That the Council approve the attached Controlled Act Task Group Terms of Reference as presented or amended.

12.1 Controlled Act Task Group Terms of Reference

Drafted: January 21, 2018

Adopted/revised by the Task Group: January 25, 2018

Endorsed by Executive Committee:

Approved by Council:

1. Authority

The Controlled Act Task Group is established by the Executive Committee, reports to the Executive, and shares information with other relevant statutory committees and Council.

2. Mandate

The Task Group's mandate is to complete the work set out in the Minister's December 2017 letter, compelling the College under clause 5(1) (c) and (d) of the *Regulated Health Professions Act, 1991* to:

1. use its regulation-making authority under section 11 of the Psychotherapy Act, 2007 to make a regulation "prescribing therapies involving the practice of psychotherapy, governing the use of prescribed therapies and prohibiting the use of therapies other than the prescribed therapies in the course of the practice of psychotherapy"; and
2. develop policies, guidelines and other supporting resources that clearly articulate the activities that Council does not consider to be part of the controlled act of psychotherapy.

The Task Group will prepare a number of reports, to be reviewed by the Registrar and the Executive Committee, which will include:

- a. a preliminary work plan, developed with the consideration of the Minister's required deadlines, activities and timelines specified in legislation, necessary engagement of stakeholders and consultation with any needed experts;
- b. recommendations regarding the required regulation;
- c. recommendations regarding the required policies, guidelines and other supporting resources; and
- d. recommendations for work beyond the initial July 1, 2018 deadline specified by the Minister.

The scope of the Task Group's mandate may be expanded to address next steps related to the final recommendations.

3. Composition

Members of the Task Group shall be appointed by the Executive Committee.

The Task Group shall be composed of at least four (4) persons and shall include at least one (1) Member who is an appointed member of Council.

From time to time, the Task Group may recruit non-Council members and such other subject matter experts in order to provide necessary advice to the Task Group. Such engagement may or may not require membership in the Task Group.

Members of the Task Group shall be appointed and approved by the Council for a period of one year.

4. Term

The term of office of a Task Group member shall commence immediately after the appointment and shall continue for approximately one (1) year when the Task Group's mandate will be reviewed prior to renewal.

5. Frequency and Location of Meetings

Task Group meetings shall, wherever possible, be held at a place and on a date set in advance and shall occur on an ad hoc basis and at such frequency as necessary for the Task Group to conduct its business. This may from time to time include meetings and decision-making either by teleconference or asynchronously by email.

6. Quorum

The quorum is three (3) members unless otherwise provided in the Code or the By-laws.

Despite anything in the By-laws, a Task Group is properly constituted despite any vacancy so long as there are sufficient members to form a quorum of the Task Group.

7. Selection of the Chair

The Task Group shall select a Chair from among its members.

8. Alternate Chair

In the event that the Chair of the Task Group is unable or unwilling to preside at the meeting, the Chair shall designate an acting Chair from among the Task Group members to preside at the meeting, and, if the Chair is unable to delegate his or her chairing duties, the Task Group shall then select an acting Chair to preside at the meeting from among its members.

9. Voting

Wherever possible, recommendations and decision-making at the Task Group level will be conducted using a consensus model.

10. Staff Resources

The Registrar acts in an *ex-officio* role as a Task Group resource and in a non-voting capacity. Other staff members provide support to the Task Group.

11. Task Group Records

The Chair of the Task Group shall ensure that accurate minutes of all Task Group meetings and proceedings are recorded, approved and maintained at the College office.

12. Conflict of Interest

All Task Group members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Task Group members have a duty to uphold and further the intent of the *Psychotherapy Act, 2007* to regulate the profession and practice of psychotherapy in Ontario in the public interest.

13. Inquiries

Inquiries relating to the work of the Task Group should be forwarded to the Registrar or staff member providing support to the Task Group.

14. Public Communications

Media inquiries regarding activities of the Working Group, regulation of the profession, or operation of the Council or College shall be forwarded to the Registrar. The Registrar and President act as spokespersons on behalf of the College.

15. Parliamentary Authority

Schedule 2 of the By-laws outlines the Rules of Order of Council.

Controlled Act Task Group – Update

Work on responding to the Minister’s direction in his letter compelling the College to undertake the drafting of a regulation as well as policies, standards and guidelines clarifying the practice of and the controlled act of psychotherapy is underway. A letter in response to the Minister’s letter (see attachment **12.2 A Benedetto - Hon Eric Hoskins re CRPO work on controlled act_Jan 31’18.pdf** below) was sent under A. Benedetto’s signature.

The Controlled Act Task Group has held two meetings, with another two full-day working meetings scheduled for February 20th and 26th. Carol Cowan-Levine was selected to Chair the Task Group and she, along with D. Adams and the rest of the Task Group will represent CRPO at a larger working group established by the Ministry.

The Task Group is reviewing a considerable body of resources to inform their work and will share any proposed approach with Council as it is articulated. A plan for engaging stakeholders will also be put in place to ensure that the Task Group is able to consider the issues and concerns of invested individuals and organizations.

The groups’ first task was to undertake the development of a work plan to ensure timely completion of the required deliverables as well as to contemplate work that will be needed over the two-year transition period that was built into the proclamation of the controlled act.

Based on the steps that are required to propose any new or revised regulation, the Task Group agreed to propose the following changes to meeting dates in order to meet the July 1, 2018 deadline:

- March 29th – additional, single item Council meeting to allow for deliberation on the draft regulation.
- Week of April 9th – additional, brief Executive Committee teleconference (likely Tuesday, April 10th) to authorize circulation.
- June 28th – Council meeting currently scheduled for June 7th moved to June 28th

The summary of milestones attached to these dates are as follows:

DATE	STEP
February 22 nd Council meeting	Thorough Council briefing.
Ongoing	Council briefings and opportunity to provide feedback.
March 29 th – new meeting	Council approval of draft regulation in principle.
Week of April 9 th – new teleconference	Authorization of proposed regulation by Executive Committee for circulation.
April 16 th to June 18 th	60-day mandatory circulation of proposed regulation.
Week of June 18 th	Compilation of mandatory circulation feedback.
June 28 th – new meeting date	Approval of final draft regulation by Council.
July 1, 2018	Submission of draft regulation to the Minister of Health and Long Term Care.

January 31, 2018

Hon. Dr. Eric Hoskins
Ministry of Health and Long-Term Care
Hepburn Block, 10th Flr
80 Grosvenor St
Toronto, Ontario
M7A 2C4

Dear Minister Hoskins:

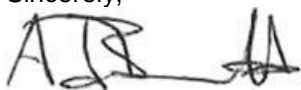
I am writing in my capacity as President of the Council of the College of Registered Psychotherapists to respond to your letter, received December 21, 2017. We appreciate your investment in ensuring that the controlled act of psychotherapy is clearly understood and safely performed by individuals who are Registered Psychotherapists.

The College has created a task group, which has begun in earnest to develop a work plan that will allow us to meet your deadline of July 1, 2018. In undertaking its work, the task group will have thoroughly deliberated on your request to develop an effective regulation to prescribe what therapies involve the practice of psychotherapy as well as policies, guidelines and other supporting resources that clearly articulate what Council does not consider to be the controlled act of psychotherapy as provided by Registered Psychotherapists.

We are keen to engage with stakeholders and to work in concert with the Strategic Regulatory Policy Unit. Our staff and task group members have made the commitment to being part of the Ministry's working group and are eager to see this collaboration underway; it will be critical to ensuring that information is available early during the two-year transition period included in the proclamation of the controlled act of psychotherapy.

The College appreciates your request to take the necessary action to ensure that the public is fully protected.

Sincerely,



Andrew Benedetto, RP
President

COPY

Denise Cole, Assistant Deputy Minister
Allison Henry, Director, Health Workforce Regulatory Oversight Branch
Stephen Cheng, Manager, Strategic Regulatory Policy Unit
Controlled Act Task Group, College of Registered Psychotherapists of Ontario
Council, College of Registered Psychotherapists of Ontario

Committee Name:	Council
Meeting Date:	February 22, 2018
Agenda Item no.	13
Description:	By-law Review
Attachments:	13.1 Proposed by-law Amendments
For:	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision (vote) <input checked="" type="checkbox"/>
Staff Contact:	D. Adams, J. Falkenburger, M. Pioro

Background:

College staff and Executive Committee are recommending amendments to CRPO's By-laws. These fall into two categories:

- 1) Technical, administrative changes
- 2) Fee changes

1) Technical, administrative changes

These proposed amendments are intended as 'housekeeping' items, removing out-of-date content and correcting non-controversial issues. The table on the following pages (see attachment **13.1 Proposed By-law Amendments** below) sets out the current By-law provision, proposed change with changes tracked and explanation.

2) Fee changes

The proposed amendments are intended to incorporate reasonable fee changes, which are in alignment with other regulatory bodies with similar membership size, to best position the College to carry out its regulatory mandate over the longer term. The table on the following pages (see attachment **13.1 Proposed By-law Amendments** below) sets out the current By-law provision and an explanation of why fees increases are being proposed. At the time of meeting package preparation, these amounts were yet to be finalized. Further review will take place at the February 13, 2018 Executive Committee meeting and a revised version of the table will be provided at the Council meeting following this review.

You may refer to the complete [By-laws](#) for reference.

Proposed Motion:

[Be it moved] That the Council approve the attached proposed by-law amendments as presented or amended for 60-day public consultation.

13.1 Proposed By-law Amendments

Current By-law Provision	Proposed Change	Explanation
<p>5.04 – Maximum Term Exception</p> <p>Article 5.03 does not apply to the full-year term of office immediately following the first election of officers after section 6 of the Act is proclaimed into force, to an officer who held that office prior to that election.</p>	<p>5.04 – Maximum Term Exception</p> <p>Article 5.03 does not apply to the full-year term of office immediately following the first election of officers after section 6 of the Act is proclaimed into force, to an officer who held that office prior to that election.</p>	<p>This by-law article will be repealed. Article 5.03 states that the President and Vice President may only serve in the same position for three consecutive full-year terms. Article 5.04 made an exception for the first Executive Committee election following the first election of Council. This was to allow for an effective transition from transitional Council to College Council. The first election of officers took place in late 2015. Article 5.04 no longer has any effect and can be repealed.</p>
<p>17.01 – Duty of Confidentiality</p> <p>Members of the Council and Committees, staff and persons retained or appointed by the College are required to maintain confidentiality of information that comes before them in the course of discharging their duties unless disclosure is authorized by the Council or is otherwise permitted under section 36(1) of the RHPA.</p>	<p>The footnote will be updated.</p>	<p>Article 17.01 makes reference to section 36(1) of the RHPA. This section of the RHPA was amended by bill 87, so the footnote will be updated.</p>
<p>21.08 Additional Register Information</p> <p>(xvii) where there has been a finding of guilt of which the College is aware, against a member under the Criminal Code, made on or after April 1, 2015, a brief summary of:</p> <ul style="list-style-type: none"> a. the finding, b. the sentence or penalty, c. where the finding is under appeal, a notation that it is under appeal, until the appeal is 	<p>21.08 Additional Register Information</p> <p>(xvii) where there has been a finding of guilt of which the College is aware, against a member under the Criminal Code <u>or <i>Controlled Drugs and Substances Act</i></u>, made on or after April 1, 2015, a brief summary of:</p> <ul style="list-style-type: none"> a. the finding, b. the sentence or penalty, c. where the finding is under appeal, a notation that it is under appeal, until 	<p>This article will be amended due to an oversight when it was originally enacted. Council had decided that findings of guilt about Members for criminal offences made after April 1, 2015, should be posted on the public register. It is commonly understood that drug offences (e.g. trafficking narcotics) is a criminal offence. However, these offences are contained in the <i>Controlled Drugs and Substances Act</i> (CDSA). In order for findings of guilt relating to these offences to be posted on the public register, the CDSA needs to be</p>

<p>d. finally disposed of, and where known to the College, the dates relevant to the summary required under this section;</p>	<p>the appeal is finally disposed of, and where known to the College, the dates relevant to the summary required under this section;</p>	<p>listed in the by-law article.</p>
<p>21.12 – Removal of Cautions</p> <p>The information required by paragraph xx 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.</p>	<p>21.12 – Removal of Cautions</p> <p>The information required by paragraph xx 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.</p>	<p>This article is to be repealed. Council's original intention was that in-person cautions posted on the public register should be removed after two years. This is no longer legally possible because bill 87 indicates that in-person cautions are to be posted indefinitely. This article should be repealed to avoid giving the wrong impression that College can or will automatically remove cautions after two years.</p>
<p>21.13 – Removal of Specified Education or Remediation Program</p> <p>The information required by paragraph xxi 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.</p>	<p>21.13 – Removal of Specified Education or Remediation Program</p> <p>The information required by paragraph xxi 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.</p>	<p>See immediately above re in-person cautions.</p>
<p>SCHEDULE 1 TO THE BY-LAWS</p> <p>Process for Election of Officers</p> <p>...</p> <p>The above process shall be followed for every election of officers after section 6 of the Act is proclaimed into force, with the</p>	<p>SCHEDULE 1 TO THE BY-LAWS</p> <p>Process for Election of Officers</p> <p>...</p> <p>The above process shall be followed for every election of officers after section 6 of the Act is proclaimed into force, with the exception of the first election of officers, which may</p>	<p>The first election of officers took place in late 2015; therefore, reference to that first election can be removed.</p>

<p>exception of the first election of officers, which may deviate from the above process to the extent deemed necessary by the Registrar.</p>	<p>deviate from the above process to the extent deemed necessary by the Registrar.</p>	
<p>19.03 – Fee Amounts</p> <p>Fees are as follows and such amounts do not include the applicable taxes which must also be paid as part of the fee:</p> <p>(i) The fee to create an online account and undertake the jurisprudence learning module is \$60;</p> <p>(ii) The application fee is \$125;</p> <p>(iii) The registration fee and the annual renewal fee for a Registered Psychotherapist certificate of registration is \$550;</p> <p>(iv) The registration fee and the annual renewal fee for a Temporary certificate of registration is \$550;</p> <p>(v) The registration fee and the annual renewal fee for an Inactive certificate of registration is \$275;</p> <p>(vi) The registration fee and the annual renewal fee for a Qualifying certificate of registration is \$300;</p> <p>(vii) The penalty fee for the late renewal of a certificate of registration is \$75;</p> <p>(viii) The fee for each letter after the first one reminding the Member of an obligation that has not been performed is \$50;</p> <p>(ix) The reinstatement fee for a person applying to the Registrar to lift a suspension or issue a new certificate is \$150;</p>	<p>19.03 – Fee Amounts</p> <p>Fees are as follows and such amounts do not include the applicable taxes which must also be paid as part of the fee:</p> <p>(i) The fee to create an online account and undertake the jurisprudence learning module is \$60 <u>145</u>;</p> <p>(ii) The application fee is \$125 <u>160</u>;</p> <p>(iii) The registration fee and the annual renewal fee for a Registered Psychotherapist certificate of registration is \$550 <u>588.50</u>;</p> <p>(iv) The registration fee and the annual renewal fee for a Temporary certificate of registration is \$550 <u>588.50</u>;</p> <p>(v) The registration fee and the annual renewal fee for an Inactive certificate of registration is \$275 <u>294.25</u>;</p> <p>(vi) The registration fee and the annual renewal fee for a Qualifying certificate of registration is \$300 <u>321</u>;</p> <p>(vii) The penalty fee for the late renewal of a certificate of registration is \$75 <u>150</u>;</p> <p>(viii) The fee for each letter after the first one reminding the Member of an obligation that has not been performed is \$50 <u>53.50</u>;</p> <p>(ix) The reinstatement fee for a person applying to the Registrar to lift a suspension or issue a new certificate is \$150 <u>350</u>;</p>	<p>This by-law article will be amended to reflect new amounts for each of the fees. The increases are based on:</p> <ul style="list-style-type: none"> - aligning with other regulatory bodies with similar membership and longer history of providing similar services; - cost recovery related to undertaking work (e.g., JRP module maintenance, mapping tool evaluation); - transferring cost recovery directly to member versus having cost spread across membership (e.g., cost for penalty fees and reminder letters that are only applicable to members who are not in compliance); - creating a stronger incentive for members to comply with responsibilities of self-regulating according to established timelines and deadlines; - keep pace with inflation (roughly 7% anticipated between when the fees were set in 2013, and 2018); - ensuring that CRPO has sufficient reserves to fulfil its regulator mandate.

<p>(x) The fee to transfer from the Qualifying or Inactive classes of registration to the Registered Psychotherapist class of registration is \$78;</p> <p>(xi) The fee for requiring a recount in an election is \$200.</p>	<p>(x) The fee to transfer from the Qualifying or Inactive classes of registration to the Registered Psychotherapist class of registration is \$78 80.25;</p> <p>(xi) The fee for requiring a recount in an election is \$200 214;</p> <p>(xii) <u>The fee for reviewing an applicant's education and training under subsection 6(1), paragraph 1, sub-paragraphs iii or iv of Ontario Regulation 67/15: Registration, is \$100.</u></p>	
<p>19.05 – Fee Increases</p> <p>Every three years the fees described in these by-laws shall be increased by the percentage increase for that three year period in the Consumer Price Index for goods and services in Canada as published by Statistics Canada or any successor organization.</p>	<p>19.05 – Fee Increases</p> <p>Every three <u>two</u> years the fees described in these by-laws shall be increased by the percentage increase for that three <u>two</u> year period in the Consumer Price Index for goods and services in Canada as published by Statistics Canada or any successor organization.</p>	<p>The automatic inflation-based fee increase frequency is to be reduced from three years to two years. This is to keep pace with inflation more efficiently, and to make the increases smaller, which will be more manageable for members.</p>

Committee Name:	Council
Meeting Date:	February 22, 2018
Agenda Item no.	14
Description:	Council Member Per-diems
Attachments:	14.1 Per Diem and Honoraria Remuneration of Council and Committee Members
For:	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision (vote) <input type="checkbox"/>
Staff Contact:	D. Adams

Background:

In light of recent ICRC panel meetings that involved packages of 1,600 to 3,000 pages, staff is suggesting an amendment to the Per Diem and Honoraria Guideline (see attachment **14.1 Per Diem and Honoraria Remuneration of Council and Committee Members** below) in order to ensure that compensation is commensurate to the amount of preparation time that is required.

14.1 Per Diem and Honoraria Remuneration of Council and Committee Members

Background

Members of the College who serve on Council or its committees will receive remuneration for attendance at and preparation for the transaction of College business. Articles 9.02 and 12.08 of the College's by-laws state that the amounts for remuneration shall be set by resolution of Council and published on the College's website.

Policy

Members who prepare for and attend meetings respecting College business will be paid an honorarium in accordance with the following rates and conditions.

Rates for Attendance

The per diem for attendance for the President or a committee chair, when acting in that capacity, is \$300.

The per diem for attendance for all other members is \$225.

The per diem for attendance is payable according to the following schedule:

- The full per diem is payable when the meeting is more than six hours long.
- Three quarters of the per diem is payable when the meeting is greater than four and up to six hours long.
- One half of the per diem is payable when the meeting is greater than two and up to four hours long.
- One quarter of the per diem is payable when the meeting is two hours or less.
- Only one per diem payment for attendance is payable to a member per calendar day.

Rates for Preparation

Preparation time for each scheduled meeting is payable in quarter day increments of the per diem of \$225. The time payable for preparation shall not exceed the time scheduled for the meeting.

President's Annual Honorarium

The President shall receive an annual honorarium of \$3000, paid in installments at the end of each quarter.

Rate for Extended Travel Time

When travel time is required as a component of transacting College business, the College will pay \$125 to members whose return trip involves over 500 kilometres of travel. This amount is in addition to actual travel expenses (claimed on the Travel Expenses Claim Form). Extended travel is to be claimed on the Honoraria Claim Form.

Procedure and Guidelines

1. Council and committee members shall submit their per diem claims on a form provided by the College.
2. Submissions for remuneration must be submitted to the College within forty-five (45) days of the meeting/event.
3. All submissions for remuneration will be reviewed for approval by the Registrar prior to payment.
4. Meetings involving deliberations of a panel will be considered as a scheduled meeting. Decision writing will be paid in hourly increments of the regular Council member rate, with the time allotment designated by the panel chair.
5. Where meeting materials are exceptionally lengthy, the Chair may approve up to one additional day of preparation time. If the Chair anticipates the need to approve additional preparation time, they shall direct staff to request approval for the same amount of additional preparation time from the Health Boards Secretariat respecting government-appointed members.
6. Other than for Council meetings, committee meetings, hearings and decision writing, all claims for remuneration for conducting College business must be pre-approved by the Registrar.
7. Where a scheduled meeting is canceled without notice of at least 48 hours, members expected to attend are entitled to request and receive a maximum of one half the per diem.
8. College staff will prepare and distribute T4s to all members in February for government tax purposes.
9. Per diem rates will be reviewed annually.

Committee Name:	Council
Meeting Date:	February 22, 2018
Agenda Item no.	15
Description:	Stakeholder Question re: Cost of Professional Corporation Registration with CRPO
Attachments:	N/A
For:	Information <input checked="" type="checkbox"/> Discussion <input checked="" type="checkbox"/> Decision (vote) <input type="checkbox"/>
Staff Contact:	A. Benedetto

Background:

CRPO is committed to communicating openly with interested stakeholders. If individuals have a question that they would like to have answered by the full Council in an open meeting, they are able to submit such a request in accordance with CRPO's *Question Period Policy*.

A question was posed to staff from a member regarding concerns about the fees for registering professional corporations and we informed the member that it would be answered at the Council meeting.