



COLLEGE OF  
ALBERTA  
PSYCHOLOGISTS

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# Bylaws

Pursuant to the  
*Health Professions Act*

April 18 **2020**

# Bylaws 2020

April

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# PART 1 - INTERPRETATION

## 1. Interpretation

### 1.1 In these Bylaws:

- (a) **“College”** means the College of Alberta Psychologists;
- (b) **“Council”** means the Council of the College established pursuant to section 5 of the *Health Professions Act*;
- (c) **“Council Member”** means a member of the Council;
- (d) **“HPA”** means the *Health Professions Act* of the Province of Alberta;
- (e) **“Member”** means a person registered as either a Regulated or Non-Regulated Member of the College;
- (f) **“Non-regulated Member”** means a person who is registered as a member under section 33(1)(b) of the HPA;
- (g) **“Psychologist”** means a Regulated Member registered as a Psychologist on the General Register, the Provisional Register, or the Courtesy Register in accordance with the HPA and the Regulations;
- (h) **“Public Member”** means a person appointed as a public member under section 13(1) of the HPA.
- (i) **“Regulated Member”** means a person who is registered as a member under section 33(1)(a) of the HPA;
- (j) **“Regulations”** means regulations made under the HPA; and

### 1.2 A reference in these Bylaws to Council, an Officer, person or Committee includes any delegate of the Council, officer, person or Committee.

# PART 2 - GOVERNANCE

## 2. Council of the College

### *Powers of Council*

- 2.1 The governing body of the College is the Council. Council is empowered to:
- (a) Act on behalf of the College to implement the applicable requirements of the HPA;
  - (b) Establish and revise policies which govern the College's activities;
  - (c) Delegate authority and responsibility for implementation of the College's policies to the Registrar or any other staff member; and
  - (d) Appoint any committees, in addition to the committees referenced in this Bylaw, as Council may consider necessary and advisable.

### *Council Membership*

- 2.2 Membership of Council is comprised of:
- (a) The President;
  - (b) The Past-President;
  - (c) The President-Elect;
  - (d) The Treasurer;
  - (e) Three Members-at-Large;
  - (f) Up to three public members, who shall be appointed by the Lieutenant Governor in Council in accordance with the HPA; and
  - (g) Any ex-officio members appointed by Council, who shall be non-voting members.
- 2.3 Positions on Council shall be determined in accordance with Article 4.1.
- 2.4 A quorum consists of 50 percent of the voting members, plus one.

## ***Meetings of the Council***

- 2.5 Council shall endeavour to meet a minimum of four times per year.
- 2.6 In addition to the minimum number of regularly scheduled meetings, the President may also call a special meeting of the Council as required. A special meeting may also be called at the request of three Council Members.
- 2.7 Members of the College may attend meetings of Council with the permission of the President. Such Members will be excluded from *in camera* proceedings.
- 2.8 If one or more Council Members is unable to attend a meeting of the Council in person, the Council Member(s) may participate in the meeting by way of teleconference.

## ***Votes of Council***

- 2.9 Decisions of Council shall be made as follows:
  - (a) At a Council meeting, by a vote of the majority of those present and voting at the meeting;
  - (b) During a teleconference, by a vote of a majority of those members participating in the conference and who vote;
  - (c) By a vote held by mail facsimile, or electronic means, by a vote of a majority of those participating in the vote.
- 2.10 An ex-officio member of Council shall not vote unless Council agrees otherwise.
- 2.11 All Council Members, except those referred to in Article 2.10, including the President, present at or participating in a Council meeting shall each be entitled to one vote.

## **3. Election of Council**

### ***Nominations***

- 3.1 A call for nominations shall be forwarded at the direction of the President to all Psychologists, at the address shown in the Records of the College, at least ninety days prior to the Annual Meeting, together with the following:
  - (a) A blank nomination form; and
  - (b) Notice of the closing date for receipt of nominations, which will be no later than forty-five days prior to the Annual Meeting.

- 3.2 Nomination forms shall be submitted to the President of the College within the time provided for in the call for nominations. Each form shall be signed by two Psychologists in good standing.
- 3.3 After the closing date for nominations has expired, the Nominations Committee, which shall be comprised of the President, President-Elect, and Past-President, shall prepare a list of the eligible candidates that have been nominated.
- 3.4 In the event that an insufficient number of nominations have been received to fill all of the vacant positions on Council, the Nominations Committee shall have the power to add names to the proposed list of candidates, subject to the following:
- (a) The proposed candidate must agree to have his or her name added to the list;
  - (b) The proposed candidate must be otherwise eligible for nomination; and
  - (c) The Nominations Committee must add the names of at least two candidates for the remaining vacancies.

### ***Eligibility for Nomination***

- 3.5 All Psychologists who are in good standing are eligible for nomination.
- 3.6 A Member of the College shall be in good standing only if:
- (a) No fines, fees, costs or levies are owing by the Member to the College; and
  - (b) In the case of Regulated Members, the Regulated Member has a valid practice permit and his or her registration is not under suspension or cancellation pursuant to Part 4 of the HPA.

### ***Voting***

- 3.7 All Psychologists in good standing shall be eligible to vote.
- 3.8 At close of nominations, the Nominations Committee shall compile a complete list of candidates, which shall be forwarded to the Registrar.
- 3.9 Upon receipt of the list of candidates, the Registrar shall:
- (a) Prepare a list of eligible voters;
  - (b) Appoint an independent Returning Officer, who shall not be a Member or employee of the College, to ensure the accuracy of the election results; and

- (c) Provide the following information to each Regulated Member of the College who is eligible to vote, which shall be provided by regular and/or electronic mail at the member's last known address or email address:
  - (i) Biographical data pertaining to each candidate;
  - (ii) A printed and/or electronic ballot form;
  - (iii) In the case of printed ballot forms, return-addressed envelopes; and
  - (iv) Notification of the date on which completed ballots must be received by the Returning Officer, which shall be no later than ten days prior to the Annual Meeting.
- 3.10 Candidates shall be elected by a plurality of votes. The President shall not vote in the election unless notified by the Returning Officer of a tie in voting, in which case the President shall cast the tie-breaking vote.
- 3.11 After the deadline for receipt of ballots has passed, the Returning Officer shall count the votes and/or review the electronic calculation of the votes and shall provide the President with:
  - (a) A list of the successful candidates;
  - (b) The number of votes received by each candidate; and
  - (c) An accounting of any balloting discrepancies due to spoilage or other factors.
- 3.12 The Returning Officer shall retain all ballots received until authorized to destroy the ballots by Council.
- 3.13 The President shall report the names of the successful candidates to the Members present at the Annual Meeting, and shall report, upon the request of the Members, the voting information supplied by the Returning Officer.

#### **4. Term of Office for Council Members**

- 4.1 All Council Members (other than replacements for seats vacated prior to term completion) shall serve a three-year term, unless the Council Member is selected from among Council to serve as a member of the Executive Committee in accordance with Article 5.2, in which case the Council Member's term may exceed three years.



- 4.2 A Council Member may at any time resign by letter directed to the President. In the event of resignation, or vacancy for any other reason which occurs not more than eighteen months before the expiry of the Council Member's term of office, the Council may:
- (a) Leave the seat vacant; or
  - (b) Call for new nominations and hold a special election to fill the vacated seat.
- 4.3 If the seat of an elected Council Member becomes vacant more than eighteen months before the expiry of a Council Member's term of office, the Council shall call for new nominations and hold a special election to fill the vacant seat.
- 4.4 The term of a Council Member elected in accordance with Articles 4.2 or 4.3 shall continue until the time the former Council Member's term would have expired.

## **5. Executive Committee**

- 5.1 The Executive Committee of the Council shall consist of:
- (a) the President;
  - (b) the Past-President;
  - (c) the President-Elect;
  - (d) the Treasurer;
  - (e) one Public Member; and
  - (f) the Registrar as an ex-officio member.
- 5.2 The authority and responsibilities of each member of the Executive Committee shall be as determined by Council.
- 5.3 The Treasurer shall serve a three-year term on the Executive Committee unless otherwise decided by Council.
- 5.4 The Public Member shall be rotated among those appointed to the Council at each Annual Meeting.
- 5.5 The Registrar shall be a non-voting member of the Executive Committee.

- 5.6 The powers and duties of the Executive Committee are:
- (a) To manage the affairs of the College to the extent the same are delegated to it by Council;
  - (b) To prepare the annual budget of the College; and
  - (c) To identify issues of importance to the College and to bring forward issues for consideration by the Council.
- 5.7 The President may call meetings of the Executive Committee at any time deemed necessary or advisable.

## **6. Registration Advisory Committee**

- 6.1 The Registration Advisory Committee is established to advise Council on matters pertaining to registration.
- 6.2 The Registration Advisory Committee will comprise a minimum of four Psychologists. The Registrar will be an ex-officio member of the Committee.

## **7. Practice Advisory Committee**

- 7.1 The Practice Advisory Committee is established to advise Council on matters of psychological practice and continuing competence.
- 7.2 The Committee shall comprise a minimum of five Psychologists. The Registrar shall sit as an ex-officio member of the Committee.

## **8. Competence Committee**

- 8.1 Council shall appoint no fewer than three Psychologists to serve as members of the Competence Committee. The terms of appointment shall be as determined by Council.
- 8.2 No member of the Hearing Tribunal or the Complaint Review Committee may be appointed to serve as a member of the Competence Committee.
- 8.3 Council shall appoint at least one member of the Competence Committee to act as Chair.
- 8.4 A quorum of the Competence Committee is three members of the committee, which must include a Chair.

- 8.5 Subject to the HPA, the Competence Committee may determine its own rules of procedure.
- 8.6 The Competence Committee shall carry out the powers and duties of a Competence Committee under the HPA but shall not carry out any powers or duties with respect to considering applications for registration.

# PART 3 - MEETINGS OF THE COLLEGE

## 9. Annual Meeting

- 9.1 The College will hold an Annual Meeting each year at any time Council considers advisable. Council may fix the time and place thereof and designate the notice to be given to Regulated Members.
- 9.2 The purpose of the Annual Meeting is to provide a report to the Regulated Members regarding the College's activities.
- 9.3 If a Regulated Member wishes to raise an issue at the Annual Meeting, the Regulated Member may bring the matter forward for discussion purposes only.

# PART 4 - MEMBERSHIP

## 10. Regulated Members

- 10.1 The following categories of Regulated Members are hereby established, in accordance with the Regulations:
- (a) Psychologist, who is a Regulated Member registered on the General Register in accordance with the Regulations;
  - (b) Provisional Psychologist, who is a Regulated Member registered on the Provisional Register in accordance with the Regulations; and
  - (c) Courtesy Registrant, who is a Regulated Member registered on the Courtesy Register in accordance with the Regulations.
- 10.2 Applicants for registration as a Regulated Member shall provide the information required by the College in accordance with the HPA, the Regulations and any other information deemed necessary by Council.
- 10.3 The Registrar will maintain a Regulated Members' Register which shall include the information required by the HPA and Regulations and which will clearly indicate the category of membership of the Regulated Member.
- 10.4 No information recorded on a Register for Regulated Members may be changed or added to except in accordance with the direction of the Registrar.
- 10.5 No name shall be removed from a Register for Regulated Members except in accordance with:
- (a) An order of the Complaint Review Committee, Hearing Tribunal, Appeals Committee or a court of competent jurisdiction;
  - (b) A direction of the Registration Committee under the HPA;
  - (c) A direction of the Registrar following failure to comply with a notice under the HPA;
  - (d) A direction of the Registration Committee, when a person fails or refuses to comply with the conditions of renewal for an annual practice permit; or
  - (e) A direction of the Registrar when the Registrar is satisfied that a Regulated Member has died.

## *Term of Membership Year*

- 10.6 Regulated Members must submit a complete application for a practice permit each year on or before the date specified by the Council, which shall become effective on the date specified by Council.

## **11. Non-Regulated Members Register**

- 11.1 The College shall maintain a Register for Non-Regulated Members.
- 11.2 The following members shall be entered on the Non-Regulated Members' Register:
- (a) Retired members that must be and remain in good standing and have completely withdrawn from the practice of psychology in Alberta; and
  - (b) Any other individuals appointed by Council.
- 11.3 A Non-Regulated Member may attend and participate in any meeting of the College but is not entitled to any other rights or privileges enjoyed by Regulated Members, except as specified by Council.
- 11.4 The Registrar may enter and remove any information considered appropriate in the Non-Regulated Members' Register.

# PART 5 - REGISTRATION

## 12. Registrar

- 12.1 In addition to performing the duties established in the HPA and these Bylaws, subject to sections 19 and 20 of the HPA, the Registrar shall perform any powers and duties delegated by the Council.
- 12.2 The Registrar shall make all determinations with respect to applications for registration, but may, in their sole discretion, refer applications to the Credentials Evaluation Sub-Committee, the Registration Approvals Sub-Committee and the Substantial Equivalency Sub-Committee.
- 12.3 The Registrar shall review the academic credentials of applicants to become Regulated Members and shall determine if the applicant's qualifications meet the College's requirements. The Registrar may:
  - (a) Approve an applicant's credentials;
  - (b) Refuse to approve an applicant's credentials;
  - (c) Defer the approval of the credentials pending receipt of further information or until the applicant has fulfilled additional requirements; or
  - (d) Assess whether an applicant whose academic credentials do not meet the requirements of section 28(2)(a) of the HPA is eligible for registration according to substantial equivalency in accordance with section 28(2)(c) of the HPA.
- 12.4 Where the Registrar assesses an applicant under section 12.3(d) of these Bylaws, the Registrar may approve, defer or refuse an application for registration in accordance with section 30(1)(c) of the HPA.
- 12.5 When the Registrar approves the credentials of an applicant, the approval will be valid for a period of five years.
- 12.6 The Registrar shall:
  - (a) Consider applications for registration as a Provisional Psychologist once an applicant's academic credentials have been approved;
  - (b) Consider and approve supervision plans/waiver requests/final evaluations;

- (c) Consider applications for registration as a Courtesy Registrant, Mobility applicant, ITP applicant;
  - (d) Consider applications for registration as a Psychologist; and
  - (e) Consider, approve, deny or defer completed applications for practice permits.
- 12.7 The Registrar will provide written notice and reasons for any decision made by it as required by the HPA.
- 12.8 An applicant may request a review of a decision of the Registrar by Council in accordance with the HPA.
- 12.9 Where a practice permit and registration have been cancelled under the HPA, except under Part 4, a former Regulated Member may apply to the Registrar for the practice permit to be re-issued and the Registrar may re-issue the practice permit in his or her discretion.
- 12.10 A former Regulated Member:
- (a) who has not practiced psychology and whose registration has been suspended or cancelled for five years or more;
  - (b) who wishes to return to the practice of psychology in Alberta;
  - (c) who has had their practice permit cancelled under Part 4 of the HPA;
- must re-apply to be reinstated on the General Register of Psychologists of the College and meet the requirements of the Act and Regulations relating to registration that are in effect at the time the former registrant wishes to return to the practice of psychology.
- 12.11 The Registrar may delegate in writing all or any of his or her duties and responsibilities to another staff member of the College, with or without conditions.

### **13. Registration Committee**

- 13.1 Council shall appoint no fewer than six Psychologists to a Registration Committee membership list to be used for appointing members to the Credentials Evaluation Sub-Committee, Registration Approvals Sub-Committee and the Substantial Equivalency Sub-Committee.



## **14. Credentials Evaluation Sub-Committee**

- 14.1 Council shall appoint no fewer than three Psychologists from among the members of the Registration Committee to serve on the Credentials Evaluation Sub-Committee. The terms of appointment shall be as determined by Council.
- 14.2 No member of the Registration Approvals Sub-Committee may be appointed to serve as a member of the Credentials Evaluation Sub-Committee.
- 14.3 The Council shall appoint at least one member of the Credentials Evaluation Sub-Committee to act as Chair.
- 14.4 A quorum of the Credentials Evaluation Sub-Committee is three members of the Committee, which must include a Chair.
- 14.5 The Credentials Evaluation Sub-Committee is a sub-committee of the Registration Committee and is governed by the provisions in the HPA applicable to the Registration Committee.
- 14.6 Subject to the HPA, the Credentials Evaluation Sub-Committee may determine its own rules of procedure.
- 14.7 The Credentials Evaluation Sub-Committee shall review applications referred to it by the Registrar and shall determine if the applicant's academic credentials meet the College's requirements.
- 14.8 The Credentials Evaluation Sub-Committee may:
  - (a) Approve an applicant's credentials;
  - (b) Refuse to approve an applicant's credentials;
  - (c) Defer the approval of the credentials pending receipt of further information or until the applicant has fulfilled additional requirements; or
  - (d) Refer applications from applicants who do not meet the requirements for registration set out in section 28(2)(a) of the HPA to the Substantial Equivalency Sub-Committee to be assessed for substantial equivalency in accordance with section 28(2)(c) of the HPA.
- 14.9 The Credentials Evaluation Sub-Committee will provide written notice and reasons for any decision made by it as required by the HPA.
- 14.10 An applicant may request a review of a decision of the Credentials Evaluation Sub-Committee by Council in accordance with the HPA.
- 14.11 When the Credentials Evaluation Sub-Committee approves the credentials of an applicant, the approval will be valid for a period of five years.

## **15. Registration Approvals Sub-Committee**

- 15.1 Council shall appoint no fewer than three Psychologists from among the members of the Registration Committee to serve on the Registration Approvals Sub-Committee. The terms of appointment shall be as determined by Council.
- 15.2 No member of the Credentials Evaluation Sub-Committee may be appointed to serve as a member of the Registration Approvals Sub-Committee.
- 15.3 The Council shall appoint at least one member of the Registration Approvals Sub-Committee to act as Chair.
- 15.4 A quorum of the Registration Approvals Sub-Committee is three members of the Committee, which must include a Chair.
- 15.5 The Registration Approvals Sub-Committee is a sub-committee of the Registration Committee and is governed by the provisions in the HPA applicable to the Registration Committee.
- 15.6 Subject to the HPA, the Registration Approvals Sub-Committee may determine its own rules of procedure.
- 15.7 On referral from the Registrar, the Registration Approvals Sub-Committee may:
  - (a) Consider and approve supervision plans/waiver requests/final evaluations;
  - (b) Consider applications for registration as a Courtesy Registrant, Mobility applicant, ITP applicant;
  - (c) Consider applications for registration as a Provisional Psychologist once an applicant's academic credentials have been approved by the Registrar, Credentials Evaluation Sub-Committee or Substantial Equivalency Sub-Committee;
  - (d) Consider applications for registration as a Psychologist; and
  - (e) Consider complete applications for practice permits.
- 15.8 The Registration Approvals Sub-Committee will provide written notice and reasons for any decision made by it as required by the HPA.
- 15.9 An applicant may request Council to review a decision of the Registration Approvals Sub-Committee in accordance with the HPA.

## **16. Substantial Equivalency Sub-Committee**

- 16.1 Council shall appoint no fewer than three Psychologists from among the members of the Registration Committee to serve on the Substantial Equivalency Sub-Committee. The terms of appointment shall be as determined by Council.
- 16.2 The Council shall appoint at least one member of the Substantial Equivalency Sub-Committee to act as Chair.
- 16.3 A quorum of the Substantial Equivalency Sub-Committee is three members of the Committee, which must include a Chair.
- 16.4 The Substantial Equivalency Sub-Committee is a sub-committee of the Registration Committee and is governed by the provisions in the HPA applicable to the Registration Committee.
- 16.5 Subject to the HPA, the Substantial Equivalency Sub-Committee may determine its own rules of procedure.
- 16.6 The Substantial Equivalency Sub-Committee shall review applications for registration referred to it by the Registrar or the Credentials Evaluation Sub-Committee and shall consider whether an applicant who is not eligible for registration pursuant to section 28(2)(a) or (b) of the HPA is eligible for registration pursuant to section 28(2)(c) of the HPA.
- 16.7 The Substantial Equivalency Sub-Committee may approve, defer or refuse an application for registration in accordance with section 30(1)(c) of the HPA.
- 16.8 The Substantial Equivalency Sub-Committee will provide written notice and reasons for any decision made by it as required by the HPA.
- 16.9 An applicant may request a review of a decision of the Substantial Equivalency Sub-Committee by Council in accordance with the HPA.

## **17. Jurisprudence and Ethics Examination Committee**

- 17.1 Council shall appoint at least three Registered Psychologists to serve as members of the Jurisprudence and Ethics Examination Committee. The terms of appointment shall be as determined by Council.
- 17.2 No member of the Registration Approvals Sub-Committee may be appointed to serve as a member of the Jurisprudence and Ethics Examination Committee.
- 17.3 Council shall appoint at least one member of the Jurisprudence and Ethics Examination Committee to act as Chair.

- 17.4 A quorum of the Jurisprudence and Ethics Examination Committee is three members of the Committee, which must include a Chair.
- 17.5 The Jurisprudence and Ethics Examination Committee may determine its own rules of procedure.
- 17.6 The Jurisprudence and Ethics Examination Committee shall be responsible for hearing appeals and ensuring that the examination remains current.
- 17.7 After the applicant completes the examination, they will receive an unofficial pass/fail score report. This will be followed by official correspondence from the College.
- 17.8 Applicants can only attempt the LEAP Examination a maximum of four times in any twelve-month period. Applications for the LEAP Examination are NOT accepted in the last six months of a five-year term for registered provisional psychologists. Any extensions are at the discretion of the Registrar.
- 17.9 An applicant may file an appeal of the decision of the LEAP Examination by sending written notification to the Registrar of the College within thirty (30) calendar days of receipt of notice of the examination results.
- 17.10 Appeals shall be considered by an Appeal Panel comprised of three members of the Jurisprudence and Ethics Examination Committee.
- 17.11 Appeals shall be on the record. The applicant appealing the examination results will not be entitled to appear in person but may present written submissions in support of his or her appeal.
- 17.12 The Appeal Panel may:
  - (a) Confirm the original decision; or
  - (b) Order that the applicant be allowed to take the LEAP Examination, at the College's expense, within thirty (30) days of the date on which the Appeal Panel issues its decision.
- 17.13 The Appeal Panel will issue a written decision within thirty (30) days of the date on which the appeal was considered.

## **18. Reinstatement Review Committee**

- 18.1 The Hearings Director shall appoint no fewer than three Psychologists to serve on the Reinstatement Review Committee. Psychologists must be registered for a minimum of five years and be in good standing. The terms of appointment shall be as determined by Council.

- 18.2 A Reinstatement Review Committee may consider applications for reinstatement from persons whose registration and practice permit has been cancelled under Part 4 of the HPA, in accordance with the Regulations.
- 18.3 The Hearings Director shall appoint one member of the Reinstatement Review Committee to act as Chair.
- 18.4 A quorum of the Reinstatement Review Committee is three members of the Committee.
- 18.5 Subject to the HPA and the Regulations, the Reinstatement Review Committee may determine its own rules of procedure.

# PART 6 - PROFESSIONAL CONDUCT

## 19. Hearing Tribunals

### *Hearing Tribunal List*

- 19.1 Council shall appoint no fewer than four Psychologists to a Hearing Tribunal membership list to be used for appointing members to a Hearing Tribunals. Psychologists must be registered for a minimum of five years and be in good standing. The terms of the appointment shall be as determined by Council.

### *Powers and Duties of a Hearing Tribunal*

- 19.2 A Hearing Tribunal may:
- (a) Conduct hearings under the HPA; and
  - (b) Undertake any other power or duty given to it under the Act, Regulations or the Bylaws.

### *Membership of a Hearing Tribunal*

- 19.3 The membership of a Hearing Tribunal consists of Psychologists and any Public Members appointed to the Hearing Tribunal.
- 19.4 The Hearings Director must designate a member of the Hearing Tribunal to act as Chair of the Hearing Tribunal.
- 19.5 Subject to section 12(1-3) of the HPA which reads,
- Required public members
- 12(1) Twenty five percent of the voting members of a council, a complaint review committee and a hearing tribunal and of a panel of any of them must be public members but with the consent of the council the percentage of the public members may be greater than 25%.
- (2) Despite the bylaws governing quorum, the number of public members required by subsection (1) must be present at an appeal under Part 4 before a council, a ratification of a settlement and a review by a complaint review committee and a hearing by a hearing tribunal.

- (3) Despite subsections (1) and (2), the powers and duties of a council, complaint review committee or hearing tribunal or a panel of any of them are not affected by a vacancy in the office of a public member for up to 6 months from the date that the schedule to this Act that governs the college comes into force.

A quorum of a Hearing Tribunal is three members of the tribunal.

### ***Procedure of a Hearing Tribunal***

- 19.6 Subject to the HPA, a Hearing Tribunal may determine its own rules of procedure.
- 19.7 A decision of the Hearing Tribunal shall be by a vote of a majority of the members present at a hearing.
- 19.8 Subject to the HPA, the Registrar may publish or distribute any information with respect to the professional conduct process and hearings in any manner he or she considers appropriate.

## **20. Complaint Review Committee**

### ***Complaint Review Committee List***

- 20.1 Council shall appoint no fewer than four Psychologists to a Complaint Review Committee membership list to be used for appointing members to a Complaint Review Committee. Psychologists must be registered for a minimum of five years and be in good standing. The terms of the appointment shall be as determined by Council.

### ***Powers and Duties of a Complaint Review Committee***

- 20.2 The Complaint Review Committee may:
- (a) Review and ratify settlements under section 60 of the HPA;
  - (b) Conduct reviews under section 68 of the HPA; and
  - (c) Undertake any other power or duty given to it under the Act, the Regulations or the Bylaws

### ***Membership***

- 20.3 The membership of the Complaint Review Committee consists of Psychologists and any Public Members appointed to the Complaint Review Committee.

20.4 The Hearings Director must designate a member of the Complaint Review Committee to act as Chair of the Complaint Review Committee.

20.5 Subject to section 12(1-3) of the HPA which reads,

Required public members

12(1) Twenty-five percent of the voting members of a council, a complaint review committee and a hearing tribunal and of a panel of any of them must be public members but with the consent of the council the percentage of the public members may be greater than 25%.

(2) Despite the bylaws governing quorum, the number of public members required by subsection (1) must be present at an appeal under Part 4 before a council, a ratification of a settlement and a review by a complaint review committee and a hearing by a hearing tribunal.

(3) Despite subsections (1) and (2), the powers and duties of a council, complaint review committee or hearing tribunal or a panel of any of them are not affected by a vacancy in the office of a public member for up to 6 months from the date that the schedule to this Act that governs the college comes into force.

A quorum of a Complaint Review Committee is three members of the committee.

### ***Procedure of a Complaint Review Committee***

20.6 Subject to the HPA, a Complaint Review Committee may determine its own rules respecting the conduct of reviews.

20.7 A decision of the Complaint Review Committee shall be by a vote of a majority of the members present at a review.

## **21. Complaints Director Delegation of Authority**

21.1 The Complaints Director may delegate any power or duty to another Psychologist with or without condition.

## **22. Other Committees**

22.1 Council may designate other ad hoc committees from time to time, as deemed appropriate by Council.

22.2 Membership, terms of reference and the procedures to be followed by ad hoc committees shall be as determined by Council.



# PART 7 - ADMINISTRATION

## 23. Fees

- 23.1 The Council may establish fees, costs, levies or assessments for the following:
- (a) application fees;
  - (b) registration fees;
  - (c) registration review fees;
  - (d) practice permit fees;
  - (e) late payment fees; or
  - (f) fees for reviews or appeals of any decisions under the HPA.
- 23.2 Council may establish such other fees, costs, levies and assessments as it deems advisable for anything it considers necessary for services provided by the College or by another organization to a Regulated Member or to any other person.

## 24. Fiscal Year

- 24.1 The College's fiscal year will be from April 1st to March 31st of the following year.

## 25. Budget

- 25.1 The College's annual budget shall be prepared by the Executive Committee and will be presented to Council for approval.
- 25.2 The approved budget, as well as the audited financial statements will be made available to the Members.

## 26. Expenditure of Funds

- 26.1 Financial policy pertaining to the College shall be determined by the Council.

## **27. Costs and Expenses**

- 27.1 The College shall reimburse travel expenses and such other costs and expenses for all Council Members, members of committees and boards under the Act, Regulations and Bylaws in accordance with policies made by Council.

# PART 8 - ADOPTION OR AMENDMENT OF BYLAWS

## **28. Adoption or Amendment of Bylaws**

- 28.1 Council may by resolution of Council adopt new Bylaws or amend the College's current Bylaws.

# PART 9 - DELEGATION

## 29. Delegation

29.1 Subject to section 19 and 20 of the HPA:

- (a) Council may, by resolution, delegate any of its powers and duties under the HPA and these Bylaws to one or more persons or committees.
- (b) A person or committee to whom a power or duty is given under the HPA or these Bylaws may in writing delegate the power or duty to one or more persons or committees.


# PART 10 - CODE OF ETHICS AND STANDARDS OF PRACTICE

## 30. Code of Ethics and Standards of Practice

- 30.1 Council may by resolution adopt or amend a Code of Ethics and Standards of Practice after completing any consultation required by the HPA and any other consultation Council deems advisable.

# PART 11 – PUBLICATION

## 31. Publication

- 31.1 The Registrar may publish or distribute any information required or permitted to be disclosed pursuant to:
- (a) Any section of the *Health Professions Act*.
  - (b) The *Psychologists Profession Regulation*.
  - (c) The *Personal Information Protection Act*.
  - (d) Any other enactment that applies to the College.
  - (e) As otherwise permitted or required by law.
- 31.2 The information that the Registrar may publish or distribute, includes, but is not limited to, the following:
- (a) Information on the College's register.
  - (b) Information described in s. 24 of the *Psychologists Profession Regulation*.
  - (c) Any direction made pursuant to section 118(4) of the Act.
  - (d) Information regarding upcoming hearings or appeals.
  - (e) Any decision, order or direction made under Part 4, of the Act, including written decisions issued by a Hearing Tribunal or Council with respect to any matter. 

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