

**RESOLUTION OF THE BOARD
OF
THE COLLEGE OF PSYCHOLOGISTS OF BRITISH COLUMBIA
MADE THE 25TH DAY OF MAY, 2017
AT VANCOUVER, BRITISH COLUMBIA**

RESOLVED THAT, in accordance with the authority established in section 19(1) of the Health Professions Act (the “HPA”), and subject to filing with the Minister of Health (the “Minister”) as required by section 19(3) of the HPA, and notice as required by section 19(6.2) of the HPA, the board amend the Bylaws of the College of Psychologists of British Columbia as set out in the attached Schedule.

CERTIFIED A TRUE COPY

Dr. Philippa Lewington, Chair

Dr. Andrea Kowaz, Registrar

SCHEDULE

The bylaws of the College of Psychologists of British Columbia made under the authority of the *Health Professions Act* are amended as follows:

1. **Section 1 is amended in the definition of “special resolution” by striking out “two-third” and substituting “two-thirds”.**
2. **Section 3 is amended**
 - (a) **in subsection (1.1) by striking out “Only” and substituting “Subject to subsection (1.2), only”,**
 - (b) **by adding the following subsection:**
 - (1.2) A registered psychologist registrant is ineligible to be elected in an election under section 17(3)(a) of the *Act* if, at any time during the five-year period preceding the deadline for nominations for the vacant position, limits or conditions were imposed on the registrant’s practice of psychology or the registration of the registrant was suspended or cancelled under section 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the *Act*, unless otherwise directed by the inquiry committee or discipline committee, as the case may be. ,
 - (c) **by repealing subsections (5) and (6) and substituting the following:**
 - (5) A registrant making a nomination must deliver the following to the registrar at the offices of the College not later than 45 days before the term of office of a board member expires:
 - (a) the nomination papers;
 - (b) the written consent of the person nominated;
 - (c) a candidate questionnaire completed by the person nominated, in the form established in Schedule A;
 - (d) a conflict of interest disclosure statement completed by the person nominated, in the form established in Schedule A.1.
 - (6) If the registrar is satisfied that a person nominated under subsection (5)
 - (a) is eligible for election,
 - (b) has been nominated within the time and as required under these bylaws,
 - (c) has given the required consent,
 - (d) has completed the required candidate questionnaire, and

- (e) has completed the required conflict of interest disclosure statement, and has not declared any conflict of interest of such a nature as to disqualify the person from serving as a board member

the registrar must declare that person a candidate for election. , **and**

(d) by repealing subsection (9) and substituting the following:

- (9) The registrar must make a candidate questionnaire provided by a candidate under subsection (5)(c) available for inspection by any registered psychologist registrant at all reasonable times during regular business hours, from the time the registrar declares that person a candidate for election under subsection (6) until the time and date specified in the notice under subsection (8)(c).

3. Section 9(9) is amended

(a) in paragraph (b), by striking out “or for certification under section 53,” , and

(b) by adding the following paragraph:

- (c.1) information concerning a practice assessment of a registrant or applicant under section 55.5, the disclosure of which would be an unreasonable invasion of the registrant or applicant’s personal privacy; .

4. Section 10(2) is amended by repealing paragraph (b).

5. Section 27(1) is amended by adding “professional” after “chartered”.

6. Section 43(1) is amended

(a) by adding the following paragraph:

- (e.1) evidence satisfactory to the registration committee of the applicant’s English language proficiency; , **and**

(b) in paragraph (j), by striking out “insurance”.

7. Section 45 is amended

(a) by adding the following subsection

- (0.1) No applicant is eligible for associate psychologist (corrections) registration under this section unless the applicant initiates his or her application, and the items required under section 43(1)(a) to (c) are received by the registrar, on or before November 30, 2017. , **and**

(b) in subsections (1)(e)(iv), (2)(c)(iv) and (3)(c)(v), by adding “subject to subsection (0.1),” before “the items required”.

8. Section 47 is amended

(a) by adding the following subsection

(0.1) No applicant is eligible for psychology assistant registration under this section unless the applicant initiates his or her application, and the items required under section 43(1)(a) to (c) are received by the registrar, on or before November 30, 2017. ,

(b) in subsections (1)(e)(v) and (2)(c)(iv), by adding “subject to subsection (0.1),” before “the items required”, and

(c) in subsection (4), by adding the following paragraph:

(a.1) must not provide or perform a diagnosis or assessment identifying a behavioural, emotional, cognitive or mental disorder or condition as the cause of the signs or symptoms of an individual, .

9. Section 48 is amended

(a) by repealing subsection (1), and

(b) in subsection (3), by striking out “(1) or”.

10. Section 49 is amended

(a) by adding the following subsection:

(1.1) Despite subsection (1)(b)(iii), the registrar may exempt an applicant who is applying for temporary (visitor) registration for the purpose described in subsection (1)(b)(ii)(D) from any requirement to pay application or registration fees under section 43(1)(b). , **and**

(b) by repealing subsection (3) and substituting the following:

(3) Despite subsections (1) and (2), in special circumstances, the registration committee may

- (a) grant temporary (visitor) registration under subsection (1) for a period longer than 15 consecutive days, as specified by the registration committee,
- (b) renew the registration of a temporary (visitor) registrant for a period specified by the registration committee, or
- (c) grant temporary (visitor) registration to an applicant who has previously been granted temporary (visitor) registration twice or more during the same calendar year.

11. Section 51(2)(g) is amended by striking out “insurance”.

12. Section 52 is amended

- (a) in subsection (2)(b), by adding “, subject to subsections (7.1) to (8),” after “any applicable renewal fees specified in Schedule C, and”,**
- (b) in subsection (2)(j), by striking out “insurance”,**
- (c) in subsection (3), by repealing paragraph (a) and substituting the following:**
 - (a) subject to subsections (7.1) and (7.2), the items referred to in section 43(1)(f) to (h) and (j), ,
- (d) by adding the following subsections:**
 - (7.1) If an applicant for reinstatement holds current registration as a non-practising registrant, the registrant is exempt from the requirements
 - (a) to pay the reinstatement fee referred to in subsection (2)(b), and
 - (b) to deliver the items referred to in section 43(1)(f) and (g) to the registrar under subsection (3)(a).
 - (7.2) If an applicant for reinstatement holds current registration as a temporary (supervised) registrant, the registrant is exempt from the requirements
 - (a) to pay the reinstatement fee referred to in subsection (2)(b), and
 - (b) to deliver the items referred to in section 43(1)(f) to (h) to the registrar under subsection (3)(a). , **and**
- (e) in subsection (8), by adding “for an applicant who is not exempt from the requirement to pay that fee under subsection (7.1)(a) or (7.2)(a)” after “referred to in subsection (2)(b)”.**

13. Sections 53 and 54 are repealed.

14. Section 55(1) is amended by repealing paragraph (b).

15. Section 55.2 is amended by adding the following subsections:

- (1.1) An applicant for registered psychologist registration who, to the satisfaction of the registration committee, has met all applicable registration requirements except delivery of the items required under section 43(1)(g) and (j) and successful completion of the examinations required under section 44(1)(d) to (f)
 - (a) is eligible to take the EPPP, the WJE, and any other examinations required under section 44(1)(f), and
 - (b) is eligible to take the Oral Examination after successfully completing the examinations referred to in paragraph (a) and attending any orientation workshop that may be required by the registration committee.

- (1.2) An applicant for associate psychologist (corrections) registration or psychology assistant registration who, to the satisfaction of the registration committee, has met all applicable registration requirements except delivery of the items required under section 43(1)(g) and (j) and successful completion of the examinations required under section 45(1)(c) and (d) or section 47(1)(c) and (d), as the case may be,
- (a) is eligible to take the WJE and any other examinations required under section 45(1)(d) or 47(1)(d), as the case may be, and
 - (b) is eligible to take the Readiness for Practice Examination after successfully completing the examinations referred to in paragraph (a) and attending any orientation workshop that may be required by the registration committee.

16. Section 55.3(1) is amended by repealing paragraph (c).

17. Section 61 is repealed and the following substituted:

61. Professional liability coverage

All registrants must maintain or be included in coverage under a policy of professional liability insurance, or other professional liability protection satisfactory to the College, in an amount not less than \$1,000,000 per occurrence, in a form that is satisfactory to the College.

18. Schedule A is added, as set out in the attached Appendix A.

19. Schedule A.1 is added, as set out in the attached Appendix B.

20. Schedule C is amended by substituting the new Schedule C set out in the attached Appendix C.

21. Schedule H is amended

- (a) in its introductory paragraph, by striking out “for the purposes of assessing” and substituting “for the purpose of assessing”, and**
- (b) in paragraph 3 of section II.C, by adding “the” after “who are matriculated in”.**

22. Schedule J is amended by substituting the new Schedule J set out in the attached Appendix D.

23. Schedule K is amended by substituting the new Schedule K set out in the attached Appendix E.

APPENDIX A

The following Schedule is added to the bylaws:

SCHEDULE A

CANDIDATE QUESTIONNAIRE

The personal information on this Candidate Questionnaire is collected because you wish to be nominated for election to the board of the College of Psychologists of British Columbia under section 17(3)(a) of the *Health Professions Act* and section 3 of the College's bylaws. The information obtained on this form will be made available for inspection by registered psychologist registrants, for the purpose of assisting them in assessing your candidacy against the skills and experience that is expected of board members so that they may cast informed votes in the election. If you have questions about the collection of your personal information, you may contact the College's Registrar by telephone [604-736-6164], or in writing to:

The Registrar
College of Psychologists of British Columbia
404 - 1755 West Broadway
Vancouver, BC V6J 4S5

In completing the Candidate Questionnaire, please note that the information sought is that which is relevant to serving as a board member for the College, having regard to the fiduciary duty of board members to the College, the duties of board members specified in the oath of office in Schedule 1 of the *Health Professions General Regulation*, and the duties and objects of the College under section 16 of the *Health Professions Act*, including the College's duty at all times to serve and protect the public.

Candidate's Name: _____

1. Education:

Please provide a chronology of institutions attended, beginning with your most recent education. You may attach additional pages if necessary.

a. Name of College or University: Graduate/Undergraduate (circle one) APA/CPA accredited: ____ (yes/no)	Department:	Dates of attendance (from/to):
	Degree awarded:	Date awarded:
	Major subject:	Minor subject:
b. Name of College or University: Graduate/Undergraduate (circle one) APA/CPA accredited: ____ (yes/no)	Department:	Dates of attendance (from/to):
	Degree awarded:	Date awarded:
	Major subject:	Minor subject:

c. Name of College or University: Graduate/Undergraduate (circle one) APA/CPA accredited: ____ (yes/no)	Department:	Dates of attendance (from/to):
	Degree awarded:	Date awarded:
	Major subject:	Minor subject:
d. Name of College or University: Graduate/Undergraduate (circle one) APA/CPA accredited: ____ (yes/no)	Department:	Dates of attendance (from/to):
	Degree awarded:	Date awarded:
	Major subject:	Minor subject:
e. Name of College or University: Graduate/Undergraduate (circle one) APA/CPA accredited: ____ (yes/no)	Department:	Dates of attendance (from/to):
	Degree awarded:	Date awarded:
	Major subject:	Minor subject:

2. Registration with the College:

Please provide the following information about your history of practising registration as a registered psychologist with the College of Psychologists of British Columbia:

Date of issuance of original registration as a registered psychologist (year/month):
Has registration been continuous? Yes/No
If no, please provide details (including any period of non-practising registration):

3. Other Professional Registration:

Apart from your registration with the College of Psychologists of British Columbia, please provide the following information about your previous and current registration, certification or licensure in any jurisdiction as a psychologist or a member of any other profession. You may attach additional pages if necessary.

a. Name of professional regulatory body:
Professional title:
Date of issuance of original registration, certification or licensure (year/month):
Has registration, certification or licensure been continuous? Yes/No If no, please provide details (including any period of non-practising registration):

b. Name of professional regulatory body:
Professional title:
Date of issuance of original registration, certification or licensure (year/month):
Has registration, certification or licensure been continuous? Yes/No If no, please provide details (including any period of non-practising registration):

c. Name of professional regulatory body:
Professional title:
Date of issuance of original registration, certification or licensure (year/month):
Has registration, certification or licensure been continuous? Yes/No If no, please provide details (including any period of non-practising registration):

4. **Professional and Employment Background:**

Please provide a chronology of your professional and employment history that may be relevant to serving as a board member for the College. You may attach additional pages if necessary.

Organization or Location of Practice	Term of Service (Date to Date)	Position

5. **Current Director or Officer Positions:**

Please provide a list of every other company, society or other organization in which you currently hold a position as a director or officer, or the equivalent. You may attach additional pages if necessary.

Organization	Term of Service (Date to Date)	Position

6. Previous Director or Officer Positions:

Please provide a list of every other company, society or other organization in which you previously held a position as a director or officer, or the equivalent. You may attach additional pages if necessary.

Organization	Term of Service (Date to Date)	Position

7. Ability to Discharge Duties as Board Member:

Please answer the following:

To the best of your knowledge, are there any circumstances, arising from your professional practice, your employment, business or personal affairs, or otherwise, that could reasonably be perceived as preventing you from faithfully discharging your duties and responsibilities as a board member of the College of Psychologists of British Columbia in the public interest, or that could otherwise hinder your performance of your duties as a board member?

Yes: No:

If you answered "yes", please provide details below:

Attestation and Signature

I (full legal name), _____,

1. attest that the information provided on this Candidate Questionnaire is accurate and complete, to the best of my knowledge; and
2. acknowledge that this form will be made available for inspection by any registered psychologist registrant of the College in accordance with section 3(9) of the College's bylaws.

Signature

Date

APPENDIX B

The following Schedule is added to the bylaws:

SCHEDULE A.1

CONFLICT OF INTEREST DISCLOSURE STATEMENT

The personal information on this Conflict of Interest Disclosure Statement is collected because you wish to be nominated for election to the board of the College of Psychologists of British Columbia under section 17(3)(a) of the *Health Professions Act* and section 3 of the College's bylaws. The information obtained on this form will be used to verify that you have no conflict of interest that could disqualify you from serving as a board member of the College and/or to determine what if any steps may be taken to resolve any actual, potential or perceived conflicts of interest that may arise. If you have questions about the collection of your personal information, you may contact the College's Registrar by telephone [604-736-6164], or in writing to:

The Registrar
College of Psychologists of British Columbia
404 - 1755 West Broadway
Vancouver, BC V6J 4S5

Candidate's Name: _____

If elected as a board member of the College, you will have a conflict of interest if you have a personal or private interest or owe a duty to another organization or another outside duty that conflicts with your public duties as a board member of the College, including your fiduciary duty of undivided loyalty to the College, to act in the College's best interests, including the College's interest in upholding its duty to protect the public and its other statutory duties and objects, and your duty to maintain the confidentiality of information received by you in your capacity as a board member both during and after your term of service.

A conflict of interest exists if a reasonable person would think that there is a realistic possibility that your personal or private interest or outside duty would have an improper influence on your decisions or actions as a board member of the College.

A conflict of interest may take a number of forms. It may be financial or non-financial. It may be direct or indirect. It may be professional or family related.

A conflict of interest may arise from directorships or other employment; interests in business enterprises or professional practices; share ownership; beneficial interests in trusts; existing professional or personal associations with the College; professional or personal associations or relationships with other organizations or groups; or family relationships.

An actual or potential conflict of interest does not necessarily disqualify a candidate from election as a board member. However, board members have an duty to declare any actual or potential conflicts of interest, including any conflicts that may materialize at any time during their terms of office, and they must take steps to resolve any conflicts arising in a way that protect the interests of the College and the public interest.

For example, if a board member has a pecuniary interest in a proposed contract or transaction to be undertaken by the College, the board member:

- must disclose the interest and the nature of the interest;
- must not take part in discussion or voting on the matter;
- must not attempt to influence voting on the matter; and
- must leave the meeting while the matter is being considered, if that portion of the meeting is held *in camera*.

Board members must also recuse themselves from participating in any regulatory decision in which they have an actual conflict of interest.

Please fully disclose any existing duty or interest that might conflict with the interests of the College or your duties as a board member of the College, including any existing duty or interest that could reasonably be expected to give rise to a public perception of conflict:

1. A direct or indirect conflict with my duties as a board member of the College may arise because *(please indicate if non-applicable)*:
 - (a) I, or my associates,¹ hold the following offices (appointed or elected):

 - (b) I, my associates, or any trustee or nominee on my behalf, own or possess, directly or indirectly, the following interests (i.e., shares, businesses, or properties):

 - (c) I, or my associates, have the following interests in existing or proposed transactions with the College:

2. The nature and extent of the conflicting office or interest referred to in paragraph 1(a), (b) or (c) is *(please indicate if non-applicable)*:

¹ An “associate” of a person means any person closely connected by blood or otherwise, including, but not limited to, a spouse (including common-law spouse), parent, grandparent, brother, sister, child or grandchild.

3. A conflict with my duties as a board member of the College may arise because I receive financial remuneration (either for services performed by me, or as an owner, part owner, trustee or employee, or otherwise) from the following sources (*please indicate if non-applicable*):

4. The following is a list of each subsidiary² or affiliate³ of a corporation listed in paragraph 1(b) or 3:

Corporation	Name or Subsidiary or Affiliate	Type of Business Ordinarily Carried on by Subsidiary or Affiliate

5. If, at any time after you sign this Conflict of Interest Disclosure Statement, there are changes to the information given herein regarding conflict of interest, either by way of addition or deletion, I shall forthwith deliver to the Registrar a supplementary disclosure statement describing that change.

Yes: No:

² A corporation is a “subsidiary” of another corporation where:

- (a) it is controlled by:
 - (i) that other corporation;
 - (ii) that other corporation and one or more other corporations, each of which is controlled by that other corporation; or
 - (iii) two or more other corporations, each of which is controlled by that other corporation; or
- (b) it is a subsidiary of a subsidiary of that other corporation.

³ A corporation is an “affiliate” of another corporation where one corporation is the subsidiary of the other, or both are subsidiaries of the same corporation, or each of them is controlled by the same person.

6. Other than disclosed above, do you have any relationships or interest that could compromise, or reasonably be perceived to compromise, your ability to exercise judgment with a view to the best interests of the College?

Yes: No:

If yes, please describe:

Attestation and Signature

I (full legal name), _____, attest that the information provided on in this Conflict of Interest Disclosure Statement is accurate and complete, to the best of my knowledge.

Signature

Date

APPENDIX C

The following is substituted for Schedule C of the bylaws:

SCHEDULE C

Schedule of Fees

Effective December 1, 2017

A. Application Fees:	Amount (Canadian Currency or US Equivalent)
1. Psychologist	
a) CPA/APA accredited program graduates	\$600
b) Non-CPA/APA accredited program graduates	\$1100
c) AIT applicants from Canadian jurisdictions	\$550
d) Mobility applicants from the United States	\$550
2. Associate Psychologist (Corrections)	\$600
3. Psychology Assistant	\$200
4. Temporary (Visitor)*	\$450
[*fee covers application fee and temporary registration fee]	
5. Application for Reinstatement	35% of the annual renewal fee for the class of registration.
B. Examinations	
1. Oral Examination – per exam	\$600
2. Written Jurisprudence Examination –per exam	\$225
3. Examination for Professional Practice in Psychology (EPPP) (admin.fee/ per exam)	\$150
4. Readiness for Practice Examination	\$350

C. Registration Fees **Amount (Canadian Currency or US Equivalent)**

1. Psychologist, Grandparented Psychologist, Supervised Psychologist and Associate Psychologist (Corrections)	\$1200
2. Psychology Assistant	\$240
3. Non-Practicing	\$300
4. Initial Registration Fee for Psychologist, Supervised Psychologist and Associate Psychologist (Corrections) [*fee is pro-rated by date of registration]	\$1200*
5. Initial Registration Fee for Psychology Assistant [*fee is pro-rated by date of registration]	\$240*

D. Administrative Fees

1. Fees Per Bylaw Sections 51(3) and 52(6)(a)	\$150
2. Application Expiry Date Extension Fee (Psychologist and Associate Psychologist - Corrections) – per four month extension	\$400
3. Additional Registration Certificate	\$25
4. NSF Cheque charge	\$50
5. Fee for failure to advise change in Register information (per Bylaw 55.3)	\$100

APPENDIX D

The following is substituted for Schedule J of the bylaws:

SCHEDULE J

Tariff of Costs (Investigations)

For the purpose of assessing costs under this tariff, qualifying expenses incurred by the College from the time

- (a) the registrar receives a complaint in writing under section 32(1) of the Act, or
- (b) the inquiry committee initiates an investigation of a matter on its own motion under section 33(4) of the Act,

until the time the inquiry committee directs the registrar to issue a citation or otherwise disposes of the complaint or matter under section 33(6) of the Act are deemed to be expenses incurred for the investigation of the complaint or matter.

<i>Expense</i>	<i>Rate of indemnity</i>
Legal representation for the purposes of the investigation	up to 50% of actual legal fees
Other reasonable and necessary professional services engaged for the purposes of the investigation	100% of actual fees
Other reasonable and necessary disbursements incurred for the purposes of the investigation (including disbursements incurred by legal counsel)	100% of actual disbursements

APPENDIX E

The following is substituted for Schedule K of the bylaws:

SCHEDULE K

Tariff of Costs (Hearings of Discipline Committee)

For the purpose of assessing costs under this tariff, qualifying expenses incurred from the time the inquiry committee directs the registrar to issue a citation under section 33(6)(d) of the Act until the time

- (a) the inquiry committee accepts a written proposal for a consent order under section 37.1(2) or (5) of the Act,
- (b) the discipline committee dismisses the matter under section 39(1) of the Act, or
- (c) the discipline committee issues an order under section 39(2) of the Act,

are deemed to be expenses incurred in the preparation for and conduct of the hearing.

<i>Expense</i>	<i>Rate of indemnity</i>
Legal representation for the purposes of preparing for and conducting the hearing	up to 50% of actual legal fees
Reasonable and necessary expert witness fees for the purposes of preparing for and conducting the hearing	100% of actual fees
Other reasonable and necessary disbursements incurred for the purposes of preparing for and conducting the hearing (including disbursements incurred by legal counsel)	100% of actual disbursements