



COLLEGE OF TRADITIONAL CHINESE MEDICINE PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO

AGENDA

FOR the **Council Meeting**, to be held on September 17, 2018
from 8:30 a.m. to 4:00 p.m. at
705-55 Commerce Valley Drive West, Thornhill, Ontario.

Item	Open/ In-Camera	Time	Speaker
1. Welcome and Call to Order	Open Session	8:30 a.m.	J. Dunsdon <i>Chair</i>
2. Declarations of Conflicts of Interest			J. Dunsdon <i>Chair</i>
3. Briefing on Meeting Procedure	Open Session		J. Dunsdon <i>Chair</i>
4. Adoption of the Agenda	Open Session	8:35 a.m.	J. Dunsdon <i>Chair</i>
5. Consent Agenda a) June 18, 2018 Meeting Minutes b) Executive Committee Report c) Registration Committee Report d) Inquiries, Complaints and Reports Committee Report 1 st Quarter & 2 nd Quarter e) Quality Assurance Committee Report f) Patient Relations Committee Report g) Discipline Committee Report 1 st Quarter & 2 nd Quarter h) Fitness to Practice Committee Report i) Examinations Appeals Committee Report A consent agenda is a single item on an agenda that encompasses all the things the Council would normally approve with little comment. All those items combine to become one item for approval on the agenda to be called the Consent Agenda. As a single item on the agenda, the consent agenda is voted on with a single vote - to approve the consent agenda. This means that there is no discussion on the items, that are listed in the consent agenda.	Open Session	8:40 a.m.	J. Dunsdon <i>Chair</i>
6. President Remarks	Open Session	8:45 a.m.	F. Woolcott <i>President</i>
7. Registrar and CEO Remarks	Open Session	8:55 a.m.	A. Mak <i>Registrar and CEO</i>
8. Meeting Effectiveness Summary	Open Session	9:00 a.m.	F. Woolcott <i>President</i>

Item	Open/ In-Camera	Time	Speaker
9. Audited Statement Review a) Letter of Engagement b) Audit Findings c) Financial Statements d) Appointment of the Auditors for the 2018 – 2019 Fiscal Year	Open Session	9:05 a.m.	Liana Bell and Fiona Zou <i>Hilborn Chartered Professional Accountants</i>
10. Election of Officer a) Election Overview b) Appointment of Scrutineers c) Presentation of Candidates d) Vote	Open Session	9:30 a.m.	J. Dunsdon <i>Chair</i>
11. Inquiries, Complaints and Reports Committee a) Appointment of Chair	Open Session	9:45 a.m.	J. Dunsdon <i>Chair</i>
12. Elections to Council – Districts 2 and 3 a) Briefing Note District 2 By-Election b) Briefing Note District 3 Election	Open Session	9:50 a.m.	D. Cook <i>Executive Assistant</i>
13. Work Plan a) Work Plan	Open Session	10:00 a.m.	A. Mak <i>Registrar and CEO</i>
14. Registration Regulation Amendment a) Briefing Note b) CTCMPAO Registration Regulation Amendments	Open Session	10:15 a.m.	A. Mak <i>Registrar and CEO</i>
BREAK			
15. Meeting with the Office of the Fairness Commissioner a) 2018.07.03 CTCMASO Follow-up Letter to Fairness Commissioner b) 2018.07.09 CTCMPAO Response to OFC c) 2018.07.16 CTCMPAO Correspondence with OFC	Open Session	10:30 a.m.	A. Mak <i>Registrar and CEO</i>
16. Registration Renewal Update	Open Session	10:45 a.m.	S. Kefalianos <i>Deputy Registrar and Director Statutory Programs</i>
17. Pan-Canadian Examinations	Open Session	10:55 a.m.	A. Mak <i>Registrar and CEO</i>

Item	Open/ In-Camera	Time	Speaker
18. Dr. Title Update	Open Session	11:10 a.m.	A. Mak <i>Registrar and CEO</i>
19. Draft 2017 – 2018 Annual Report a) Briefing Note	Open Session	11:25 a.m.	D. Cook <i>Executive Assistant</i>
IN-CAMERA SESSION The remaining agenda items will be held In-Camera in accordance with Section 7.(2)b and 7.(2)d of the <i>Health Professions Procedural Code</i> , [7. (2) Despite subsection (1), the Council may exclude the public from any meeting or part of a meeting if it is satisfied that, (b) financial or personal or other matters may be disclosed of such a nature that the harm created by the disclosure would outweigh the desirability of adhering to the principle that meetings be open to the public; (d) personnel matters or property acquisitions will be discussed;]			
27. Business Arising from In-Camera Session	Open Session	2:45 p.m.	J. Dunsdon <i>Chair</i>
28. Meeting Effectiveness Form	Open Session	3:00 p.m.	F. Woolcott <i>President</i>
29. Next Meeting a) Tuesday, December 12 Council Training b) Wednesday, December 13	Open Session	3:15 p.m.	J. Dunsdon <i>Chair</i>
30. Adjournment	Open Session	3:20 p.m.	J. Dunsdon <i>Chair</i>



**COLLEGE OF TRADITIONAL CHINESE MEDICINE PRACTITIONERS AND
ACUPUNCTURISTS OF ONTARIO**

**MEETING OF COUNCIL
DRAFT MINUTES**

June 18, 2018 from 8:30 a.m. to 3:15 p.m.
705-55 Commerce Valley Drive West, Thornhill, ON L3T 7V9

IN ATTENDANCE

Chair

Jim Dunsdon

Council

Ferne Woolcott	President /Public Member
Terry Hui	Vice-President / Professional Member
Yvonne Blackwood	Public Member
Ming C. Cha	Professional Member (via teleconference until 12 p.m.)
Christine Fung	Professional Member
Barrie Haywood	Public Member
Feng Li Huang	Professional Member
Christine Lang	Professional Member
Henry Maeots	Public Member
Cal McDonald	Public Member (via teleconference)
Martial Moreau	Public Member
Martin Perras	Professional Member
Yuqi Yang	Professional Member
Xianmin Yu	Professional Member
Jin Qi (Jackie) Zeng	Professional Member

Regrets

Maureen Hopman	Public Member
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Staff

Allan Mak	Registrar and CEO
Stamatis Kefalianos	Deputy Registrar and Director Statutory Programs
Francesco Ortale	Director, IT, Finance and Corporate Services
Michele Pieragostini	Manager, Quality Assurance & Professional Practice
Ann Zeng	Manager, Registration and Exams
Dianne Cook	Executive Assistant
Temí Adewumi	Recorder

Legal Counsel

Rebecca Durcan	Steinecke Maciura LeBlanc LLP
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Guest

Bobbie Carefoote

VVC Healthcare Consulting (via teleconference from 10:45 a.m. to 11:00 a.m.)

Observers

Nathalie Xian Yi Yan

Jacky Zhang, Ontario College of Traditional Chinese Medicine

Andrej Sikic, MOHTLC

Jane Cheung, CMAAC

Amanda Baskill, Humber College

Steven Kwan, Member #660

Mark Bai, CMAAC

1. WELCOME AND CALL TO ORDER

After calling the meeting to order at 8:30 a.m., the Chair welcomed Council, staff and observers to the June 18, 2018 meeting of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario.

2. DECLARATIONS OF CONFLICT OF INTEREST AND REMINDER OF CONFIDENTIALITY

The Chair asked if any Council members had any conflicts of interest with regard to the matters being considered by Council at today's meeting and reminded Council that in-camera discussions are not to be shared outside of the meeting.

There were no conflicts of interest declared.

3. BRIEFING ON MEETING PROCEDURE

The Chair provided an overview of the meeting procedure.

4. ADOPTION OF THE AGENDA

The agenda was accepted as presented.

MOTION: B. Haywood – C. Fung

THAT the Agenda of the June 18, 2018 Meeting of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario be adopted as presented.

CARRIED

5. CONSENT AGENDA

- a) March 6, 2018 Council Meeting Minutes
- b) Executive Committee Report

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- c) Registration Committee Report
- d) Inquiries, Complaints and Reports Committee Report
- e) Quality Assurance Committee Report
- f) Patient Relations Committee Report
- g) Discipline Committee Report
- h) Fitness to Practice Committee Report
- i) Examinations Appeals Committee Report

The Chair provided an overview of the consent agenda.

MOTION: C. Lang – H. Maeots

THAT the Consent Agenda of the June 18, 2018 Meeting of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, be approved as presented.

CARRIED

6. PRESIDENT'S REMARKS

The President welcomed all participants to the meeting. Through the regulation of TCM, the College's work is continuing to protect public interest. Recent activities have been the closure of the Grandparented class, transfers to the General class, review of the QA program and work on Doctor title regulation.

Congratulations were extended to all Grandparented members who have completed PLAR and transferred to the General class. Good wishes were also extended to former members who chose not to proceed with the assessment, and a welcome was extended to members who entered the College via successful completion of the Pan-Canadian exam.

The activities of the various Committees and departments were outlined, with the Registration Committee and staff processing applications and renewals, QA Committee supporting members, ICRC addressing concerns and complaints in the interests of public protection and the Patient Relations Committee enhancing the relationship between patients and providers to ensure safe and proper care.

A new strategic plan has been developed that will guide the College's evolution in its role as a regulatory college in the next three years. The provincial partners in CARB are continuing to review and develop the Pan-Canadian examination. Communication with members and the public is ongoing, and feedback has been requested on strategic planning, and the Doctor title. In terms of outreach, the College has also communicated with insurance companies and its website contains information and resources on TCM.

Staff were commended for their work and knowledge, Council members for their commitment to public interest, and College members for being proud and caring professionals. Thanks were extended to all for their contributions to the College.

7. REGISTRAR AND CEO REMARKS

The Registrar thanked all participants, including the observer from the Ministry of Health and Long-Term Care (MOHTLC). The College has been busy with the following activities:

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Strategic plan: Staff have been working on a work plan and budget that aligns with the strategic plan for the next three years.

Bill 87: The Bill was recently passed, with new regulations adopted and proclaimed.

Membership: Congratulations were extended to all Grandparented members who transferred. There are now approximately 2,300 members in the College.

Renewal: About 98.8% of eligible members renewed their membership. The online renewal application is more efficient and has contributed to the high rate of renewal. The application for the Pan-Canadian exam is also online, which has streamlined efforts of staff and members.

Outreach: Ann Zeng, Registration Manager and her team, conducted a tour of TCM schools in Ontario, providing information on the Student class and the Pan-Canadian examination process. Staff obtained great feedback and questions and the College's efforts were appreciated.

Examinations: The Jurisprudence and Safety courses have been offered in three sessions at the College office. The President and Registrar have met with the consortium of provinces to discuss further developments to the Pan-Canadian examination that include additional attempts and a change towards computer-based testing.

QA: A random selection of 10% of members were selected to submit their annual self-assessment, with only one member out of 260 have not submitting the form. Dr. Zubin Austin, a QA consultant, was invited to speak on different QA models, and the information will be used by the College in further discussions about the QA program. The record keeping webinar was offered to members who had to complete a record keeping TCL. It will soon be offered to all members via webinar.

Doctor title: The project is in Phase 1. Consultants are conducting an environmental scan collecting feedback from schools, and health regulators on components of the doctor class for the TCM profession. In the next phase, the consultants will obtain further feedback from members of the profession, the public and students. The final report is expected for the next Council meeting.

Outreach to insurance compaines: Patients are being asked to seek other allied health professionals for acupuncture, which has led to public safety concerns. The College has met with the Canadian Life and Health Insurance Association, and provided explanation on the College's role, what TCM acupuncture is and how it differs from other forms, as well as recommendations on how to deal with such challenges as double billing. There are hopes that the meeting results in a positive outcome to address the public safety concerns.

Financial audit: The financial audit is being conducted this week. The audited reports will be presented at the next Council meeting.

Human resources: The College staff held their second annual month long walking challenge. Congratulations were extended to the team of Mr. Kefalianos, Ms. Amir, Ms. Ning Ms. Szeto, and Ms. Yiu for winng in the challenge. The team averaged over 30,000 steps a day. The challenge was a great team bonding exercise.

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Thanks were extended to Council for its work, as the College continues to develop and grow.

8. ELECTIONS TO COUNCIL – DISTRICT 3

Elections for District 3 are upcoming with three seats available. Ms. Cook reported that the nominations and elections will be held online and conducted by BigPulse, who has run elections for other regulatory colleges. The IT department is also working to ensure the elections run smoothly.

October 29 was recommended as the election date.

MOTION: M. Perras – M. Moreau

THAT the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario direct the Registrar to set the date of October 29, 2018 for the election of professional members in District 3, comprised of the City of Toronto and the Regional Municipality of York in accordance with the By-Laws.

CARRIED

9. COMMITTEE COMPOSITION

The Executive Committee is recommending that Ms. Ip be appointed to the ICRC. Ms. Ip has volunteered with the College in many capacities, such as item writing for the Pan-Canadian examination. The Executive Committee has also reviewed her resume and education.

MOTION: C. Fung – J. Zeng

THAT the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario approve the Executive Committee's appointment of Ms. Fanny Ip as a non-Council committee member of the Inquiries, Complaints and Reports Committee.

CARRIED

10. PROTECTING THE PATIENT ACT – PROCLAMATION OF CERTAIN SECTIONS

Mr. Mak and Ms. Durcan provided an overview of Bill 87. The new regulations passed by the MOHLTC are now effective. The regulation:

- Outlines four criteria for who qualifies as a patient.
- Outlines further information that should be placed on the public register, such as members' past, related criminal charges, fines or issues with other regulators. The College's By-laws already stipulate the addition of most of these requirements.
- Expands the list of criteria of acts that will result in mandatory revocation. Staff are now developing policies to include this regulation in ICRC and Discipline, as well as educating members on the new

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standard.

Important points outlined by Ms. Durcan:

Definition of patient:

- Bill 87 includes amendments to the *RHPA* and applies to all 26 health colleges.
- Colleges have varying definitions of patient. One year is the bare minimum after which a health practitioner may commence a personal relationship with a patient. However, this stipulation varies among colleges, with some stating that due to the nature of treatment, a sexual relationship can never occur with a patient.
- If any of the four criteria apply, the individual is a patient.
- The one-year period extends to communication about treatment.
- The patient cannot consent even if the relationship is consensual.

Revocation:

- All the acts listed are Criminal Code provisions and there is no discretion on the part of the Discipline Committee regarding these acts.

Public register:

- This regulation aims to increase transparency by outlining information that should be posted on the register. The College's By-laws have addressed some of these issues which have now been established in the Code. There is still fairness to the member, as colleges have some discretion in what they choose to post (such as pardons, or conviction overturned on appeal), but the needs of the public are at the forefront.

Funding for therapy:

- Each college is now mandated to have a funding program to assist patients who have filed a complaint or have been identified in a Registrar's report as being sexually abused. Previously, patients were only eligible once the allegations were referred to the Discipline Committee and the Committee determined that sexual abuse had occurred. The parameters are that the person must have been a patient, in a patient/practitioner relationship and the practitioner should be a member of a college. The Patient Relations Committee would need to determine the parameters for choosing therapists and the length of funding.
- The funding for therapy does not impact the investigation of the member and does not mean that the member committed sexual abuse. Patients are eligible for 200 half sessions, approximately \$16,000.

Other provisions:

- Members must report if they have been charged with an offence or are subject to bail conditions. This item is already a part of this College's processes.
- Provisions and criteria for the Discipline committee when a member or the college want to access third party records. The Discipline Committee should check its rules to ensure compliance.

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Observers left the meeting at 9:50 a.m.

IN-CAMERA SESSION

MOTION: Y. Blackwood – C. Lang

THAT, in accordance with Sections 7. (2)b and 7. (2)d of the Health Professions Procedural Code, the meeting will now move in-camera.

CARRIED

The minutes of this session are recorded separately.

20. BUSINESS ARISING FROM IN-CAMERA SESSION

The following motions were raised during the in-camera session:

MOTION: C. Lang – M. Perras

THAT the In-Camera Minutes of the Meeting of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, held on March 6, 2018 be approved as presented.

CARRIED

MOTION: M. Moreau – B. Haywood

THAT the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario approve in principle the Strategic Plan as presented.

CARRIED

MOTION: C. Fung – B. Haywood

THAT the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario approve the 2018 – 2021 Work Plan as presented.

MOTION: H. Maeots – M. Perras

THAT the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario approves that for the 2019-2020 fiscal year, the HST be eliminated and the Registration and Annual Renewal fees for the General class be \$1,300 and that such fees may be increased annually by 2% thereafter pending the College financial situation and Council approval. Direction is given to the Registrar to amend all appropriate By-Laws and Fee Schedules to be brought to Council at the September 2018 meeting prior to a 60-day consultation with members and stakeholders.

CARRIED (unanimous)

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23. OTHER BUSINESS

There was no other business.

24. MEETING EFFECTIVENESS FORM

Council members were reminded to complete the meeting effectiveness form, and an overview was provided of responses from the last meeting.

The Executive Committee has also tried to resolve issues expressed in the form, such as providing a cheat sheet for commonly-used acronyms. Honesty and extensive comments are needed so that Council can continue to improve. The form may also be extended to Committee meetings, and feedback may be obtained from Council members who sit on other boards.

25. DATE FOR NEXT MEETING

The next meeting date of Council is scheduled for September 17, 2018.

26. ADJOURNMENT

The meeting was adjourned at 3:14 p.m.

MOTION: Y. Blackwood – M. Moreau

THAT the meeting of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario of June 18, 2018 be adjourned until the next meeting or at the call of the President.

CARRIED



FOR: Information

SUBJECT: Executive Committee Report

Executive Committee Members:

Ferne Woolcott, President	Public Member
Terry Hui, Vice-President	Professional Member
Christine Lang	Professional Member
Christine Fung	Professional Member
Henry Maeots	Public Member

The Executive Committee met once in person on August 20, 2018 since the previous Council meeting held June 16, 2018 at which the last Executive Committee report was given.

FOR INFORMATION

1. Workplan

The Registrar presented an update on the progress of the newly created 2018 – 2021 Work Plan.

2. Registration Regulation Amendment

The Executive was updated with the Registration Regulation Amendments received from the Ministry of Health and Long-Term Care (MOHLTC). The changes were made to ensure that the regulations were AODA compliant. The table under section (5) (1) of the regulations contained blank spaces in Column 3 (Designation) for the Student Class of Registration. The blank space creates a barrier to those with vision disabilities, using a braille version of the regulation. The amendment now includes the word “none” in the blank spaces.

3. Office of the Fairness Commissioner

The Executive was updated on the informational meeting held with the Office of the Fairness Commissioner (OFC) in response to concerns raised by Council of Traditional Chinese Medicine and Acupuncture Schools of Ontario (CTCMASO) in regards to the Pan-Canadian Examination.

In May 2018, the CTCMASO wrote to the OFC regarding their concerns around the process for the Pan-Canadian Examinations including the January 2018 Case Study Exam that had 9 case studies rather than the 6 – 8 sited in the Examinations Guidelines. The OFC met with representatives from the CTCMASO and requested a response from the College.

The College also met with the OFC and provided a written response to the questions and solutions presented by the CTCMASO in a second letter to the OFC.



The issues brought forward by the CTCMASO were also addressed in the two meetings, one in mid-May and one in August 2018, held with the TCM schools.

The OFC was satisfied with the response from the College and the changes that will be coming forward with regards to the Pan-Canadian Examinations.

4. CARB-TCMPA

The Executive was advised that the financial auditor had been selected and the audit is expected to be completed by mid-September. Financial policies are also being developed.

A Request for Proposal had been sent out to conduct Strategic Planning for CARB-TCMPA. Six proposals were received and a recommendation will be made shortly.

5. By-Law Revision

The Executive reviewed the By-Law Amendments that focus on Sections 13, 16 and 17. A major revision of the By-Laws was brought into effect April 1, 2018, the revision did not address all of the items required to bring them in line with Bill 87, *Protecting Patients Act, 2017*. A motion was passed recommending Council circulate the By-Law Amendments for consultation.

6. District 3 Election of Professional Members

The Executive was updated on the District 3 Election of Professional Members. Those members eligible to vote in District 3 received a notice of election and nomination information on July 20, 2018. Nominations closed on August 20, 2018. At the time of the meeting seven nominations had been received for consideration. Ballots will be sent to eligible District 3 members for electronic voting through Big Pulse, a third-party vendor, beginning on September 28, 2018 with voting closing on October 29, 2018 at 5:00 p.m.

7. District 2 By-Election of a Profession Member

With the resignation of Ms. Christine Lang from Council the Executive reviewed the By-Laws pertaining to a vacant seat on Council. The Executive passed a motion supporting the Registrars decision to hold a By-Election in District 2 to elect a member to complete the term ending the fall of 2020 on November 28, 2018. A notice of Election will be sent to all eligible voters in District 2 on August 21, 2018 with nominations closing on September 20, 2018. Ballots will be sent on October 29, 2018 and voting will close on November 28, 2018 at 5:00 p.m.

8. Election of Officer

The Executive passed a motion recommending an Election of Officer be held at the September 17, 2018 Council meeting to fill the vacancy created on Executive with the resignation of Ms. Christine Lang. The Registrar will send a notice to all Council advising a Professional member would like to stand for election, their nomination will be accepted until 5:00 p.m. on September 11, 2018.



It was noted that By-Law Section 12.01 states, the Executive Committee shall be composed of the President, Vice-President, and 3 members of the Council. Two of the members of the Executive Committee shall be Public Members and three shall be Professional Members. With the resignation of Ms. Christine Lang, there is a vacancy for one professional member on the Executive Committee.

9. 2017-2018 Audited Statement

The Executive reviewed the draft 2017 – 2018 Audited statements provided by Hilborn, Chartered Professional Accountants and passed a motion recommending the Audited Statements be present to Council at the September 17, 2018 meeting.

10. Human Resource Manual (HR)

The Executive was updated on revisions to the HR Manual, bringing it in line with current requirements from the Employment Standards Act. Nine areas of the manual received minor revisions: vacation entitlement, attendance sick leave, bereavement leave, family medical leave, personal days, pregnancy and parental leave, duty to report and general safety rules etc. A motion was passed recommending the revised manual be presented to Council at the September 17, 2018 meeting.

11. 2017-2018 Annual Report

The Executive Committee reviewed the draft reports for the 2017-2018 Annual Report which is being designed in-house. The report is to be reviewed by Council at the September 17, 2018 meeting and will be available to the public through the College web-site in the late fall.

12. Council Meeting Effectiveness Form

The Executive Committee reviewed the results of the Meeting Effectiveness Survey from the June 18, 2018 meeting. Overall, positive comments were provided on meeting format and information provided. Meeting preparedness and directing questions through the Chair were named as items of concern. It was recommended the results of the form be shared early in the Council Agenda to assist members in keeping items of concern top of mind during the meeting. A newly created form will be used beginning at the September 17, 2018 meeting.



FOR: Information

SUBJECT: Registration Committee Report

Registration Committee Members

Terry Wai Tin Hui (Chair)

Ferne Woolcott

Martial Moreau

Ming C. Cha

Feng Li Huang

Maureen Hopman

Barrie Haywood

Xianmin Yu

Since the last Council meeting, the Registration Committee met twice on June 27, 2018 and July 25, 2018, and three additional panel meetings were held on June 21, 2018, June 27, 2018, and July 25, 2018.

FOR INFORMATION

1. 2018-2019 REGISTRATION RENEWAL

The deadline for members to renew their registration was April 1, 2018.

This year, 2309 members completed the annual renewal with 8 members resigning and 1 member was revoked. The remaining 20 members were suspended for non-payment.

All Grandparented Class members' certificates expired on April 1, 2018. Grandparented members who did not successfully transfer to the General Class are no longer a member of the College, therefore, they were not eligible to renew this year.

2. 2018 PAN-CANADIAN EXAMINATION

The College has received 320 applications to write this year's Pan-Canadian Examination. Of those, 268 will be attempting the written component on October 13, 2018. The remaining 52 will attempt only the clinical component on January 19, 2019.

The College had visited and presented an overview on the Pan-Canadian Examination to 8 TCM schools.



3. MEETING WITH THE TCM schools

On May 14, 2018 and August 21, 2018, the College met with the TCM schools. The College provided an update on College activities related to registration and each school was provided with its performance on the 2017 Pan-Canadian Examination. The opportunity to meet with TCM schools provided the College with valuable insight into the future of the profession.

4. APPEAL TO HEALTH PROFESSIONS APPEAL AND REVIEW BOARD (HPARB)

Three appeals to the Health Professions Appeal and Review Board were made in Q2.

5. REGISTRATION COMMITTEE PANEL UPDATES

	Decisions made by the Registration Committee			
	Approved	Approved with TCLs	Refused	Total
Transfer application	1	6	10	17
General Class application	9	2	0	11
Student Class application	0	1	0	1
Transfer from Inactive Class application	1	0	0	1
Title variation	0	1	0	1
Totals	11	10	10	31

6. QUATERLY MEMBERSHIP STATS

Registration by District

	District 1	District 2	District 3	District 4	District 5	Practicing outside Ontario	Total
General	150	88	1465	456	68	109	2336
Inactive	3	1	31	7	1	6	49
Student	0	0	8	0	0	1	9
Total Members	153	89	1504	463	69	116	2394

Registration updates as of August 31, 2018

	30-Jun-18	31-Aug-18
General R. Ac	1140	1155
General R. TCMP	1164	1181
Student R. Ac	2	5
Student R. TCMP	4	4



Inactive R. Ac	24	24
Inactive R. TCMP	24	25
Current Members	2358	2394
Resigned	280	280
Expired	665	662
Revoked	87	91
Suspended	34	35
Total Registrants	3424	3461

Changes within the Quarter

	April 1-June 30	July 1-Sep 30
New member	50	31
Resignations	18	0
Revocation	1	0
Suspensions	19	1
Expired	677	0
Net Change	-665	30

Members practicing with terms, conditions and limitations: 240

General Members practising with Written Language Plan: 126

2018 Pan-Can Examinations - Applications		
	R. Ac	R. TCMP
Written	183	85
Clinical Only	28	24
Total	211	109

2018 Jurisprudence Course Tests

Passed	Failed	Total
95	0	95

2018 Safety Program Tests

Passed	Failed	Total
93	0	93

This report is current to August 31, 2018 in anticipation of the Council meeting scheduled for September 17, 2018.



FOR: Information

SUBJECT: Inquiries, Complaints and Reports Committee Report for
2018 – Q2 (July 1, 2018 – September 30, 2018)

Committee Members:

Panel 1

Yvonne Blackwood, Public Member (Chair of ICRC Elected on September 6, 2018) (Chair of Panel 1)
C. Lang, R. TCMP, Professional Member (Chair of ICRC - Resigned as of August 6, 2018)
Y. Yang, R. TCMP, Professional Member
J. Zeng, Professional Member
M. Hopman, Public Member

Panel 2

C. McDonald, Public Member (Chair of Panel 2)
M. Perras, R. TCMP, Professional Member
H. Maeots, Public Member
F. Ip, R. Ac, non-Council Member

The Committee is divided into two main Panels to accommodate the number of ongoing matters, and to accommodate the selection of Panel members, should the need arise for a discipline hearing.

The Committee(s) are scheduled to meet six times in Q2. The Panels met for teleconferences three times, July 20, July 23, and September 6, and are scheduled to meet on September 21. An in-person meeting occurred on July 12, 2018.

Effective August 6, 2018, Christine Lang resigned from Council. On September 6, 2018, the Committee met by teleconference and elected Yvonne Blackwood as the new Chair of ICRC.

New Cases and Nature of Concerns

Note: Some matters have more than one concern

Complaints	Nature of Concerns		Registrar Report Investigations	Nature of Concerns	
6	2	Safety concerns Breach of Standards	1	1	Safety Concerns Breach of Standards
	1	Advertising false educational credentials			
	3	Unprofessionalism			

	3	Consent		
	2	Billing Concerns		
	1	Treatment causing injury		
	2	Sexual Abuse		

Completed Cases and Outcomes*

Note: Some decisions have more than one outcome

Complaints	Outcomes		Registrar Reports Investigations	Outcomes	
3	3	SCERP	2	1	Referral to Discipline
	1	Oral Caution		2	Oral Caution

Complaints cases before Health Professions Appeal and Review Board

New Cases	Pending Cases
	2

Pending Cases

Complaints	Registrar Report Investigations	Incapacity Inquiries	Total # cases
15	15	0	30

This report is current to September 7, 2018.



FOR: Information

SUBJECT: Inquiries, Complaints and Reports Committee Report for
2018 – Q1 (April 1, 2018 – June 30, 2018)

Committee Members:

Panel 1

Yvonne Blackwood, Public Member (Chair of Panel 1)
C. Lang, R. TCMP, Professional Member (Chair of ICRC)
Y. Yang, R. TCMP, Professional Member
J. Zeng, Professional Member
M. Hopman, Public Member

Panel 2

C. McDonald, Public Member (Chair of Panel 2)
M. Perras, R. TCMP, Professional Member
H. Maeots, Public Member
N. Wright, non-Council Member (date of resignation effective May 1, 2018)
F. Ip, R. Ac, non-Council Member (appointed June 18, 2018)

The Committee is divided into two main Panels to accommodate the number of ongoing matters, and to accommodate the selection of Panel members, should the need arise for a discipline hearing.

Fanny Ip was appointed to the Committee as a non -member of Council. Noel Wright resigned from her position effective May 1, 2018.

The Committee met six times in Q1. The Panels met for teleconferences on May 8, May 14, May 18, and June 26, 2018. Two training teleconferences, April 4, 2018 and June 25, 2018.

New Cases and Nature of Concerns

Complaints	Nature of Concerns		Registrar Report Investigations	Nature of Concerns	
3	1	Breach of standards	2	2	Falsification of Records
	1	Failing to reply to a request for information regarding a service and product			
	1	Treatment causing injury			

Completed Cases and Outcomes*

Note: Some decisions have more than one outcome

Complaints	Outcomes		Registrar Reports Investigations	Outcomes	
3	2	Oral caution	5	2	Referral to Discipline
	1	SCERP		4	Oral Caution
	1	Take No Action		1	SCERP
				1	Letter of Advice

Complaints cases before Health Professions Appeal and Review Board

New Cases	Pending Cases
	2

Pending Cases

Complaints	Registrar Report Investigations	Incapacity Inquiries	Total # cases
12	16	0	28



FOR: Information

SUBJECT: Quality Assurance Committee Report

Quality Assurance Committee Members

Barrie Haywood	Public Member (Chair)
Christine Kit Yee Fung	Professional Member
Jin Qi (Jackie) Zeng	Professional Member
Martin Perras	Professional Member
Ming Cha	Professional Member
Terry Wai Tin Hui	Professional Member
Xianmin Yu	Professional Member
Heino (Henry) Maeots	Public Member
Cal McDonald	Public Member
Martial Moreau	Public Member

Since the last Council meeting, the Quality Assurance Committee has not held a meeting.

Standards of Practice

Standards are being drafted to outline member's professional responsibilities in record keeping, fees complaints and Registrar's Reports from the Inquiries, Complaints and Reports Committee in the past year. A draft of these standards will be reviewed at the next meeting which is anticipated for October.

Essential Competencies and the QA Program

As part of the Committee's plans to improve the QA Program, a set of essential competencies must first be established. Essential competencies, along with standards of practice, set the foundation to evaluating continuing competence. The College has been consulting with experts in the field and with other regulatory colleges to better understand what the requirements are in order to establish its own essential competencies for the profession.

This report is current to September 6, 2018 in anticipation of the Council meeting scheduled for September 17, 2018.



FOR: Information

SUBJECT: Patient Relations Committee Report

Patient Relations Committee Members

Christine Kit Yee Fung	Professional Member (Chair)
Feng Li Huang	Professional Member
Yuqi Yang	Professional Member
Martial Moreau	Public Member
Ferne Woolcott	Public Member
Yvonne Blackwood	Public Member
Barrie Haywood	Public Member

Since the last Council meeting, the Patient Relations Committee has not held a meeting.

Standards of Practice

A standard is being written to outline the expectations of members for maintaining professional boundaries and preventing sexual abuse. It will replace the existing standard, Prohibition of a Sexual Relationship with a Patient, and incorporate the legislation changes that resulted from Bill 87, *Protecting Patients Act, 2017*. Requirements for managing the patient-practitioner relationship and avoiding dual relationships will support members in practicing in the patient's best interests.

Funding for Therapy

There was one application for funding for therapy and counselling related to sexual abuse in this reporting period. The application will be reviewed at the next meeting which is anticipated for the Fall.

This report is current to September 6, 2018 in anticipation of the Council meeting scheduled for September 17, 2018.



FOR: Information

SUBJECT: Discipline Committee Report by Quarter (Q1- April 1, 2018 – June 30, 2018)

Every member of council is a member of the Discipline Committee.

The Committee scheduled 3 discipline hearings in Q1. One is closing submissions, two are uncontested hearings.

The Committee completed and released their decision in five cases: [CTCMPAO v. MICU](#), [CTCMPAO v. YU-ZHEN MA](#), [CTCMPAO v. ZHUANG](#), [CTCMPAO v. TRAN](#) and [CTCMPAO v. CHEUNG](#). The decisions are available on the College's website.

Three pre-hearing conferences occurred this quarter.

The table below summarizes the members before the Discipline Committee in the quarter:

Member Name	Hearing Dates	Type of Hearing	Allegations
Yan, Nathalie Xian Yi	May 1, 2018	Closing Submissions	<ul style="list-style-type: none"> • Contravening a standard of practice of the profession or failing to maintain the standard of the profession • Failing to reply appropriately to a request by a patient respecting a service or product • Failing to itemize an account for professional products or services • Failing to keep records in accordance with the standards of the profession • Use of Doctor title, contravening the RHPA • Engaging in conduct that is disgraceful, dishonorable or unprofessional
Turevski, Diana	June 6, 2018	Uncontested Hearing	<ul style="list-style-type: none"> • Submitting an account or charge that the members knows is false and misleading • Falsifying a record relating to the Member's practice • Failing to reply appropriately within a reasonable time to a written request from the College • Signing or issuing a document that member knew or ought to have known contained a false or misleading statement • Failing to cooperate with an investigation • Engaging in conduct that is disgraceful,



			dishonorable or unprofessional
Ma, Yu-Zhen	June 7, 2018	Uncontested Hearing	<ul style="list-style-type: none"> • Submitting an account or charge that the members knows is false and misleading • Contravened a standard of practice of the profession • Falsifying a record relating to the member's practice • Signing or issuing a document that member knew or ought to have known contained a false or misleading statement • Engaging in conduct that is regarded as disgraceful, dishonorable or unprofessional

As of June 30, 2018, there are 12 open cases which have been referred to the Discipline Committee by the Inquiries, Complaints and Reports Committee.



FOR: Information

SUBJECT: Discipline Committee Report by Quarter (Q2- July 1, 2018 – September 30, 2018)

Every member of council is a member of the Discipline Committee.

The Committee scheduled seven discipline hearings in Q2. Four are uncontested hearings, two are penalty hearings, and one is a contested hearing.

The Committee completed and released their decision in two cases: [CTCMPAO v. Turevski](#), [CTCMPAO v. XIAO JUE KANG](#). The decisions are available on the College's website.

One pre-hearing conference occurred this quarter.

The table below summarizes the members before the Discipline Committee in the quarter:

Member Name	Hearing Dates	Type of Hearing	Allegations
Xu, Xiao Chun	July 10, 2018	Uncontested Hearing	<ul style="list-style-type: none"> Signed or issued documents with false or misleading statements Falsified a record relating to the member's practice Contravened a term, condition or limitation on the Member's certificate of registration Engaging in conduct that is disgraceful, dishonorable or unprofessional Engaging in conduct unbecoming a practitioner of TCM and Acupuncture The governing body of another health profession in Ontario has found that the member committed an act of professional misconduct
Kang, Xiao Jue	August 7, 2018	Uncontested Hearing	<ul style="list-style-type: none"> Contravening a standard of practice or failing to maintain the standard of the profession Submitting an account or charge that the members knows is false and misleading Signing or issuing a document that contains a false or misleading statement Falsifying a record relating to your practice Failing to keep records in accordance with the standard of the profession Engaging in conduct that is disgraceful, dishonorable or unprofessional
Li, George	July 26, 2018	Penalty Hearing	<ul style="list-style-type: none"> Submitting an account or charge that the members knows is false and misleading Failing to itemize an account for professional products or services Failing to keep records in accordance with the standards of the profession



			<ul style="list-style-type: none"> Engaging in conduct that is regarded as disgraceful, dishonorable or unprofessional Breaching without reasonable cause an agreement with patient Signing or issuing a document with false or misleading statements Falsifying a record relating to his practice
Lan, Xiang and Chao, Yan	September 28, 2018	Uncontested Hearings	<ul style="list-style-type: none"> Contravened a standard of practice of the profession Charging a fee that would be regarded as excessive Abused a patient or a patient's verbally, physically, psychologically, or emotionally Engaging in conduct that is disgraceful, dishonorable or unprofessional Engaging in conduct unbecoming a practitioner of TCM and Acupuncture
Cheung, Yatwah	September 12, 2018	Penalty Hearing	<ul style="list-style-type: none"> Contravened a standard of practice of the profession Using a prohibited title Implying a specialization Making a claim about a treatment that cannot be supported as reasonable professional opinion Advertising in a manner that includes false or misleading statements Using testimonials Disgraceful, dishonourable or unprofessional conduct
Canon, Alan	August 30, 2018	Hearing	<ul style="list-style-type: none"> Sexual abuse of a patient Performed an unauthorized controlled act Abused a patient verbally, physically, psychologically, emotionally Failed to cooperate with an investigation Failed to comply with an order of the Discipline Panel Engaging in conduct that is disgraceful, dishonorable or unprofessional Engaging in conduct unbecoming

As of this date, there are 13 open cases which have been referred to the Discipline Committee by the Inquiries, Complaints and Reports Committee.

This report is current as at August 30, 2018.

FOR: Information

SUBJECT: Fitness to Practice Committee Report– Q2 (July 1, 2018 – September 30, 2018)

Pursuant to the College Bylaw, every member of Council is a member of the Fitness to Practice Committee.

The committee has not had a meeting since the last Council report. There have not been any referrals to date in Q2.

Cases referred to Committee

New Cases	Pending Cases
0	0

This report is current to September 18, 2018.



FOR: Information

SUBJECT: Examination Appeals Committee Report

Registration Committee Members

Christine Kit Yee Fung (Chair)
Yvonne Blackwood
Cal McDonald

Since the last quarterly report, the Examination Appeals Committee held a meeting on June 12, 2018 and August 2, 2018.

FOR INFORMATION

The Examination Appeals Committee was established to review appeals of the College's registration examination. A candidate may appeal an attempt of the exam if they believe they failed due to illness on examination day, personal emergency, or procedural irregularities. The Committee will then determine if the appeal is warranted. Should the Committee decide to grant an appeal, the Committee has the authority to:

- Allow the candidate to attempt the examination without the appealed attempt being counted as one of the four permitted attempts
- Allow the candidate to pay the examination fee at an adjusted rate determined by the Registrar

The Committee does not have the authority to grant a passing score of the exam.

Examination Appeals Committee Updates:

- At its meeting on June 12, 2018, the Committee reviewed 2 requests for an appeal, which were refused by the committee after thorough review.
- The Committee reviewed 1 request for an appeal on the August 2, 2018, which was refused by the committee after thorough review.

This report is current to August 31, 2018 in anticipation of the Council meeting scheduled for September 17, 2018.

**COLLEGE OF TRADITIONAL CHINESE MEDICINE
PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO**

AUDIT FINDINGS COMMUNICATION

FOR THE YEAR ENDED MARCH 31, 2018

Executive Committee Members
College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario
705-55 Commerce Valley Drive West
Thornhill, Ontario
L3T 7V9

August 15, 2018

Dear Executive Committee Members,

This Audit Findings Communication has been prepared to assist you as Members of the Executive Committee in fulfilling your responsibility of overseeing the financial reporting process of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario.

We look forward to discussing this communication and answering any questions that you may have at our upcoming meeting.

This communication is prepared solely for the information of the Members of the Executive Committee and is not intended for any other purpose. We accept no responsibility to a third party who uses this communication.

At Hilborn LLP, we are committed to audit quality and strong client service. Audit quality is integral to our business and is an overarching consideration in our training, our processes, and our systems and controls. We believe this Audit Findings Communication embodies our commitment to audit quality.

We would be pleased to discuss further any of the matters described in the Audit Findings Communication in more depth or to make further investigations of areas where you may believe there are issues with which we may assist you.

Yours very truly,



Liana J. Bell, CPA, CA/jr

Chartered Professional Accountants

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**COLLEGE OF TRADITIONAL CHINESE MEDICINE
PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO
AUDIT FINDINGS COMMUNICATION
FOR THE YEAR ENDED MARCH 31, 2018**

Engagement status

Audit Engagement

We have completed our financial statement audit of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (the "College") for the year ended March 31, 2018, with the exception of certain remaining procedures which include:

- Inquiry of management and confirmation from management that no significant events that could affect the financial statements have transpired after the end of the fiscal year;
- Performance of certain procedures to review subsequent events to the date of the auditor's report;
- Receipt of a signed representation letter by management;
- Completing our discussions; and
- Obtaining evidence of the approval of the financial statements by the Council.

We will update you on significant matters, if any, arising from the completion of the audit, including completion of the above procedures.

The scope of our audit engagement remained unchanged from that communicated to you in our Pre-Audit Communication.

Final materiality was revised to \$72,000 as a result of increase in revenue compared to prior year.

No difficulties were encountered while performing the audit engagement and no unresolved disagreements remain outstanding. We were assisted by management's timely provision of required information and responses to our requests.

Please refer to Appendix A for our draft auditor's report.

Our auditor's report will be dated upon completion of any remaining procedures and upon obtaining evidence of the Council's approval of the financial statements.

Changes from the audit plan

Our audit approach was consistent with our audit plan as presented in our Pre-Audit Communication. No modifications to our plan were required.

Significant matters arising from the audit

We have not identified any significant matters that we wish to bring to your attentions at this time.

Significant qualitative aspects of accounting practices

Our professional standards require that we communicate our views regarding the matters below, which represent judgments about significant qualitative aspects of accounting policies and practices. Judgments about quality cannot be measured solely against standards or objective criteria.

**COLLEGE OF TRADITIONAL CHINESE MEDICINE
PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO
AUDIT FINDINGS COMMUNICATION
FOR THE YEAR ENDED MARCH 31, 2018**

Accounting policies	Management is responsible for the appropriate selection and application of accounting policies under Canadian accounting standards for not-for-profit organizations. Our role is to review the appropriateness and application of these policies as part of our audit. The accounting policies used by the College are described in Note 1, Summary of Significant Accounting Policies, in the financial statements. There were no significant changes in the previously adopted accounting policies or their application. Based on the audit work done, the accounting policies are appropriate for the College and applied consistently.
Accounting estimates	<p>Management is responsible for the accounting estimates included in the financial statements. Estimates and the related judgements and assumptions are based on management's knowledge of the business and past experience about current and future events.</p> <p>The following significant estimates/judgements are contained in the financial statements:</p> <ul style="list-style-type: none"> • Allowance for doubtful accounts • Estimated useful life of capital assets <p>Based on audit work performed, we are satisfied with the estimates made by management.</p>
Financial statement disclosure and presentation	We did not identify any financial statements disclosures that are particularly significant, sensitive or require significant judgements, that we believe should be drawn to your attention.

Misstatements

Misstatements identified during the audit have been categorized as corrected and uncorrected misstatements and include financial statement disclosures.

Corrected misstatements

During the course of the audit, management and Hilborn LLP worked collaboratively to identify adjustments required in the financial statements. All the adjustments proposed by Hilborn were approved and made by management.

Uncorrected misstatements

We have not identified misstatements that remain uncorrected.

Written representations requested

Management is responsible for the preparation and presentation of the financial statements in accordance with Canadian accounting standards for not for profit organizations and for the design, implementation and maintenance of internal controls to prevent and detect error and fraud.

We have appended a copy of the draft management letter of representations as Appendix B of this document.

Control deficiencies

Background and professional standards

As your auditors, we are required to obtain an understanding of internal control over financial reporting ("ICFR") relevant to the preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances for the purpose of expressing an opinion on the financial statements, but not for the purpose of expressing an opinion on internal control. Accordingly, we do not express an opinion on the effectiveness of internal control.

Our understanding of ICFR was for the limited purpose described above and was not designed to identify all control deficiencies that might be significant deficiencies and therefore, there can be no assurance that all significant deficiencies and other control deficiencies have been identified. Our awareness of control deficiencies varies with each audit and is influenced by the nature, timing, and extent of audit procedures performed, as well as other factors.

We did not identify any control deficiencies that, in our judgement, would be considered as significant deficiencies. It should be noted that due to the size of the College and the limited number of personnel involved, adequate segregation of duties is not practical; therefore, reliance is placed on supervision and approvals by the Treasurer, Executive Committee and the Council.

Independence and objectivity

We last communicated our independence to you through our pre-audit communication dated April 23, 2018. We have remained independent throughout the engagement and reconfirm our independence through to August 15, 2018.

Professional standards require that we communicate the related safeguards that have been applied to eliminate identified threats to independence or to reduce them to an acceptable level. Although we have policies and procedures to ensure that we did not provide any prohibited services and to ensure that we have not audited our own work, we have applied the following safeguards:

- We instituted policies and procedures to prohibit us from making management decisions or assuming responsibility for such decisions

**COLLEGE OF TRADITIONAL CHINESE MEDICINE
PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO
AUDIT FINDINGS COMMUNICATION
FOR THE YEAR ENDED MARCH 31, 2018**

- We obtained pre-approval of non-audit services, and during this pre-approval process we discussed the nature of the engagement and other independence issues related to the services
- We obtained management's acknowledgement of responsibility for the results of the work performed by us regarding non-audit services, and we have not made any management decisions or assumed responsibility for such decisions

An important aspect of the delivery of audit quality is the exercise of independence and objectivity of the audit team. We believe that promoting to our audit team the exercise of professional scepticism by maintaining a respectful but questioning approach throughout the audit is important to ensuring any perceived institutional familiarity threats are addressed in an appropriate manner.

APPENDIX A

INDEPENDENT AUDITOR'S REPORT

To the Members of Council of the
College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

We have audited the accompanying financial statements of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, which comprise the statement of financial position as at March 31, 2018 and the statements of operations and net assets and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario as at March 31, 2018 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Toronto, Ontario

Chartered Professional Accountants
Licensed Public Accountants

APPENDIX B

COLLEGE OF TRADITIONAL CHINESE MEDICINE PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO

Hilborn LLP
Chartered Professional Accountants
401 Bay Street, Suite 3100
P.O. Box 49
Toronto, Ontario
M5H 2Y4

Dear Sirs/Madams:

This representation letter is provided in connection with your audit of the financial statements of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (the "College") for the year ended March 31, 2018, for the purpose of expressing an opinion as to whether the financial statements are presented fairly, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

We acknowledge that we are responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations and for the design, implementation and maintenance of internal controls to prevent and detect fraud and error. Further, we acknowledge that your examination was planned and conducted in accordance with Canadian generally accepted auditing standards so as to enable you to express an opinion on the financial statements. We understand that while your work includes an examination of the accounting system, internal control and related data to the extent you considered necessary in the circumstances, it is not designed to identify, nor can it necessarily be expected to disclose fraud, shortages, errors and other irregularities, should any exist.

Certain representations in this letter are described as being limited to matters that are material. An item is considered material, regardless of its monetary value, if it is probable that its omission from or misstatement in the financial statements would influence the decision of a reasonable person relying on the financial statements.

We confirm, to the best of our knowledge and belief, having made such enquiries as we consider necessary for the purpose of informing ourselves as of the date of this letter, the following representations made to you during your audit.

Financial Statements

1. We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated April 23, 2018, for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations; in particular, the financial statements are fairly presented in accordance therewith. We hereby approve the financial statements.
2. We have reviewed and approved the adjusting journal entries and trial balance.

Going Concern

3. The financial statements have been prepared on a going concern basis, which we believe to be appropriate and consistent with our assessment of the College.

Completeness of Information

4. We have made available to you all financial records and related data and all minutes of the meetings of Executive Committee and Council.
5. All transactions have been recorded in the accounting records and are reflected in the financial statements.
6. We are unaware of any known or probable instances of non-compliance with the requirements of regulatory or governmental authorities, including their financial reporting requirements.
7. We are unaware of any violations or possible violations of laws or regulations the effects of which should be considered for disclosure in the financial statements or as the basis of recording a contingent loss.
8. We are aware of the environmental laws and regulations that impact our College and we are in compliance. There are no known environmental liabilities that have not been accrued for or disclosed in the financial statements.
9. We have disclosed to you the identity of all known related parties and all related party relationships and transactions, including guarantees, non-monetary transactions and transactions for no consideration. We have appropriately accounted for and disclosed such relationships and transactions in accordance with Canadian accounting standards for not-for-profit organizations.

Fraud and Error

10. We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
11. We have disclosed to you all information in relation to fraud or suspected fraud that we are aware of and that affects the College and involves:
 - Management;
 - Employees who have significant roles in internal control; or
 - Others where the fraud could have a material effect on the financial statements.
12. We have disclosed to you all information in relation to allegations of fraud, or suspected fraud, affecting the College's financial statements communicated by employees, former employees, analysts, regulators or others.
13. There are no uncorrected financial statement misstatements or uncorrected presentation and disclosure departures.

Recognition, Measurement and Disclosure

14. Significant assumptions used by us in making accounting estimates, including those measured at fair value, are reasonable.
15. We have no plans or intentions that may materially affect the carrying value or classification of assets and liabilities reflected in the financial statements.
16. There have been no events subsequent to the statement of financial position date up to the date hereof that would require recognition or disclosure in the financial statements. Further, there have been no events subsequent to the date of the comparative financial statements that would require adjustment of those financial statements and the related notes.

Yours very truly,

**COLLEGE OF TRADITIONAL CHINESE MEDICINE
PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO**

Mr. Allan Mak, Registrar & CEO

Francesco Ortale,
Director IT, Finance and Corporate Services

**COLLEGE OF TRADITIONAL CHINESE MEDICINE
PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO**

FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2018

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INDEPENDENT AUDITOR'S REPORT

To the Members of Council of the
College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

We have audited the accompanying financial statements of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, which comprise the statement of financial position as at March 31, 2018 and the statements of operations and net assets and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario as at March 31, 2018 and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Toronto, Ontario

Chartered Professional Accountants
Licensed Public Accountants

**COLLEGE OF TRADITIONAL CHINESE MEDICINE
PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO**

STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2018

	2018	2017
ASSETS		
Current assets		
Cash	\$ 6,700,169	\$ 3,951,955
Accounts receivable (note 2)	62,438	113,512
Prepaid expenses	28,216	29,623
	6,790,823	4,095,090
Capital assets (note 3)	672,817	746,150
	7,463,640	4,841,240
LIABILITIES		
Current liabilities		
Accounts payable and accrued liabilities (note 4)	673,286	209,836
Deferred membership dues	2,492,614	483,300
	3,165,900	693,136
Deferred capital contributions (note 5)	36,106	72,211
Deferred lease inducements (note 6)	176,847	204,771
	3,378,853	970,118
NET ASSETS		
Unrestricted	4,084,787	3,871,122
	\$ 7,463,640	\$ 4,841,240

The accompanying notes are an integral part of the financial statements

Approved on behalf of the Council:

_____, President _____, Vice-President

**COLLEGE OF TRADITIONAL CHINESE MEDICINE
PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO**

STATEMENT OF OPERATIONS AND NET ASSETS

YEAR ENDED MARCH 31, 2018

	2018	2017
Revenues		
Membership dues	\$ 3,143,482	\$ 3,048,559
Examination fees	267,881	242,950
Other	213,309	54,257
	3,624,672	3,345,766
Expenses		
Salaries and employee benefits	1,281,099	1,184,475
Council and committees	1,140,481	727,067
Consulting and professional services (<i>Schedule</i>)	128,762	232,824
Special programs and project (<i>Schedule</i>)	257,836	224,320
Office and general operational costs (<i>Schedule</i>)	493,019	463,559
	3,301,197	2,832,245
Excess of revenues over expenses from operations before the following	323,475	513,521
Depreciation (<i>note 3</i>)	(145,915)	(225,154)
Amortization of deferred capital contributions (<i>note 5</i>)	36,105	115,078
Excess of revenues over expenses for the year	213,665	403,445
Net assets - at beginning of year	3,871,122	3,467,677
Net assets - at end of year	\$ 4,084,787	\$ 3,871,122

The accompanying notes are an integral part of the financial statements

**COLLEGE OF TRADITIONAL CHINESE MEDICINE
PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO**

STATEMENT OF CASH FLOWS

YEAR ENDED MARCH 31, 2018

	2018	2017
Cash flows from operating activities		
Cash received from members	\$ 5,619,780	\$ 3,470,502
Cash paid to employees and suppliers	(2,814,126)	(2,866,918)
	2,805,654	603,584
Cash flows from investing and financing activities		
Purchase of capital assets	(72,580)	(183,649)
Lease inducement received	15,140	-
	(57,440)	(183,649)
Change in cash during the year and cash at end of year	2,748,214	419,935
Cash - at beginning of year	3,951,955	3,532,020
Cash - at end of year	\$ 6,700,169	\$ 3,951,955

The accompanying notes are an integral part of the financial statements

COLLEGE OF TRADITIONAL CHINESE MEDICINE PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2018

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (the "College") regulates the practice of traditional Chinese medicines and governs the actions and conduct of its members to ensure the public has access to safe, competent and ethical services from qualified traditional Chinese medicine professionals.

The College is a not-for-profit organization, incorporated without share capital by a special act of the Ontario Legislature and, as such, is generally exempt from income taxes. The College is governed by the Regulated Health Professions Act, 1991 and the Traditional Chinese Medicine Act, 2006.

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

Financial Assets and Liabilities

The College initially measures its financial assets and financial liabilities at fair value. The College subsequently measures all its financial assets and financial liabilities at amortized cost.

Amortized cost is the amount at which a financial asset or financial liability is measured at initial recognition minus principal repayments, plus or minus the cumulative amortization of any difference between the initial amount and the maturity amount, and minus any reduction for impairment.

Financial assets and liabilities measured at amortized cost include cash, accounts receivable and accounts payable and accrued liabilities.

Capital Assets

Capital assets are recorded at cost. Depreciation is provided over the estimated useful lives of the assets at the following annual rates:

Furniture and equipment	- straight line over 5 years
Computer equipment	- straight line over 3 years
Computer software	- straight line over 3 years
Customized computer software	- straight line over 10 years
Leasehold improvements	- over the term of the lease

The above rates are reviewed annually to assess ongoing appropriateness. Any changes are adjusted on a prospective basis. If there is an indication that the assets may be impaired, an impairment test is performed that compares carrying amount to net recoverable amount. There were no impairment indicators in 2018.

Deferred Capital Contributions

Contributions for the acquisition of capital assets that will be depreciated are deferred and amortized over the life of the related capital assets acquired.

Deferred Lease Inducements

Deferred lease inducements are amortized on a straight line basis over the term of the premise lease.

COLLEGE OF TRADITIONAL CHINESE MEDICINE PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2018

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

Revenue Recognition

The College's principal source of revenue is membership dues which are recognized as revenue in the period to which the membership dues relate. Membership dues received in the current year, applicable to a subsequent year are recorded as deferred revenue on the Statement of Financial Position and will be accounted for as revenue in the year to which they pertain.

Other fees and revenue include application fees, examination fees, course fees and interest. Fees are recognized as revenue when the services and courses have been provided. Interest is recorded when earned. Fees received in the current year, applicable to a subsequent year are recorded as deferred revenue on the Statement of Financial Position and will be accounted for as revenue in the year to which they pertain.

Use of Estimates

The preparation of the College's financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year.

Key areas where management has made difficult, complex or subjective judgments include allowance for doubtful accounts, useful lives of capital assets, and valuation of assets and liabilities. Actual results could differ from these and other estimates, the impact of which would be recorded in future affected periods.

2. ACCOUNTS RECEIVABLE

Accounts receivable includes an amount receivable for cost awards totalling \$10,165 (\$11,815 - 2017) net of an allowance for doubtful accounts of \$215,815 (\$110,815 - 2017).

3. CAPITAL ASSETS

Details of capital assets are as follows:

2018	Cost	Accumulated Depreciation	Net Book Value
Furniture and equipment	\$ 248,524	\$ 197,447	\$ 51,077
Computer equipment and software	71,212	63,446	7,766
Customized computer software	533,628	100,430	433,198
Leasehold improvements	299,970	119,194	180,776
	\$ 1,153,334	\$ 480,517	\$ 672,817

COLLEGE OF TRADITIONAL CHINESE MEDICINE PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2018

3. CAPITAL ASSETS (continued)

2017	Cost	Accumulated Depreciation	Net Book Value
Furniture and equipment	\$ 245,438	\$ 148,222	\$ 97,216
Computer equipment and software	64,677	50,116	14,561
Customized computer software	470,667	47,067	423,600
Leasehold improvements	299,970	89,197	210,773
	\$ 1,080,752	\$ 334,602	\$ 746,150

In 2017 the College commenced use of the new customized computer software and the book value of the old customized computer software in the amount of \$66,475 was written off and included in depreciation expense for fiscal 2017.

4. GOVERNMENT REMITTANCES

Accounts payable and accrued liabilities includes government remittances totalling \$269,933 (\$NIL - 2017).

5. DEFERRED CAPITAL CONTRIBUTIONS

Deferred capital contributions represent the unamortized amount of contributions received for the purchase of capital assets. The changes in deferred capital contributions are as follows:

	2018	2017
Balance - at beginning of year	\$ 72,211	\$ 187,289
Amortization of deferred capital contributions	(36,105)	(48,603)
Write off of deferred capital contributions	-	(66,475)
Balance - at end of year	\$ 36,106	\$ 72,211

6. DEFERRED LEASE INDUCEMENTS

Deferred lease inducements represent the unamortized amount of a leasehold improvement allowance under the premise lease and free rent at various times during the lease.

	2018	2017
Balance - at beginning of year	\$ 204,771	\$ 232,694
Amortization of lease inducements	(27,924)	(27,923)
Balance - at end of year	\$ 176,847	\$ 204,771

COLLEGE OF TRADITIONAL CHINESE MEDICINE PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO

NOTES TO THE FINANCIAL STATEMENTS

YEAR ENDED MARCH 31, 2018

7. LEASE COMMITMENT

The College has entered into a lease for its premises which expires on July 31, 2024. The minimum annual lease payments are as follows:

Fiscal year ending March 31	2019	\$	90,843
	2020		97,764
	2021		101,224
	2022		101,224
	2023		101,224
	thereafter		134,967
		\$	627,246

In addition, the College is obligated to pay its proportionate share of operating costs and taxes which amounted to \$33,590 (\$44,602 - 2017).

8. FINANCIAL INSTRUMENTS AND RISK EXPOSURE

The College is exposed to various risks through its financial instruments. The following analysis provides a measure of the College's risk exposure at the statement of financial position date.

Credit Risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The College is exposed to credit risk on its accounts receivable. Accounts receivable includes sales tax recoverable to be collected from the government and receivables from members and the landlord. The College mitigates credit risk by monitoring receivable balances on a regular basis and providing for receivables that are uncollectible. Management has included a provision for doubtful accounts receivable in these financial statements (see note 2).

Liquidity Risk

Liquidity risk is the risk that the College will encounter difficulty in meeting obligations associated with financial liabilities. The College is exposed to this risk mainly in respect of its accounts payable and accrued liabilities and lease commitments. The College expects to meet these obligations as they come due by generating sufficient cash flow from operations.

Market Risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The College is not exposed to significant currency, price or interest rate risks.

9. COMPARATIVE FIGURES

Certain of the comparative figures on the Statement of Operations and Net Assets and Schedule of Expenses have been reclassified to conform with the statement presentation adopted for the current year.

**COLLEGE OF TRADITIONAL CHINESE MEDICINE
PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO**

SCHEDULE OF EXPENSES

YEAR ENDED MARCH 31, 2018

	2018	2017
Consulting and professional services		
Professional services	\$ 128,762	\$ 192,153
General legal	-	40,671
	128,762	232,824
Special programs and projects		
Special projects and programs	129,969	136,909
Information technology	106,122	74,970
Subscriptions and professional development	21,745	12,441
	257,836	224,320
Office and general operational costs		
General operating costs	493,019	463,559
	\$ 493,019	\$ 463,559

Draft - Aug 9/18



FOR: FYI

SUBJECT: Elections Process Overview – Professional Executive Committee Member

The process for the elections of officers (Executive Committee Members) to Council is subject to the College By-Laws. The process for the election of each position, their duties and the eligible nominees for each position as well as the required composition of the Executive Committee, are spelled out in the following documents:

Executive Committee Member

College staff and Rebecca Durcan, LLP, of Steinecke, Maciura, Leblanc will act as scrutineers for the voting process.

1. Where there is more than one candidate for the office, voting shall be conducted by secret ballot. The candidate who receives a majority of the votes cast on a ballot shall be declared elected. With 15 people voting, a majority is 8 votes or more.
2. Where no candidate receives a majority of the votes cast on the ballot, the one receiving the lowest number of votes on the ballot shall be deleted from the next ballot and a fresh vote shall take place.
3. If there is a tie on the lowest number of votes for two members, there shall be a recount. If there is still a tie, the Registrar shall break the tie by lot and one member shall then proceed to the next round of the election process until one candidate receives a majority of votes.
4. This procedure shall be followed until one candidate receives a majority of the votes cast on a ballot.

Prior to the vote, each nominee will be allowed a maximum of two minutes to speak to Council regarding their candidacy for the position.



Meeting Date:	September 17, 2018
Issue:	Council Member By-Election – District 2
Reported By:	Dianne Cook
Action:	FYI

Background

With the resignation of Professional Member, Christine Lang of District 2, there is a vacancy on Council. Ms. Lang's term does not end until 2020 and as per section 6.02 of the College By-Laws **(ii) Vacancy**

(ii) If the seat of a Professional Member becomes vacant in an electoral district more than 12 months before the expiry of the Member's term of office, the Registrar shall hold a by-election in accordance with these By-Laws for that electoral district.

District 2

District 2 has one seat on Council and there are approximately 89 members eligible to vote. District 2 comprised of the counties of Haliburton, Northumberland, Peterborough, and Simcoe, the city of Kawartha Lakes, and the regional municipality of Durham.

The Registrar set the date of November 28, 2018 for the By-Election, this date was supported with a motion from the Executive Committee. This date aligns with the District 3 election, and for the new member to attend the December 12 Council training and December 13, 2018 Council meeting.

An election notice and nomination information were sent to all eligible members in District 2 on August 21, 2018.

ELECTION DATE	November 28
Nomination Package Out (minimum 90-days prior to election date)	August 21
Nominations due (minimum 60-days prior to election date)	September 20
Voting Ballots sent to members (minimum 30-days prior to election date)	October 29
End of Voting timeline Election Day 5:00 p.m. EST	November 28
Ballot Report	November 29
Notification of candidates	November 29
Notification & posting of results (if no recount is requested)	December 13



Meeting Date:	September 17, 2018
Issue:	Council Member Elections – District 3
Reported By:	Dianne Cook
Action:	FYI

Background

As per section 4.06 of the College By-Laws, the professional Council Member positions for District 3 are up for election in 2018 for a three-year term ending in 2021. Section 4.07 of the College By-Law state that the Registrar, as directed by Council, shall set the date for the election to Council of candidates in each electoral district.

District 3

There are 3 available positions on Council from Elector District 3. There are 1490 Members eligible to vote in District 3 – Central, which is comprised of the city of Toronto and the regional municipality of York.

Update

At the June 18, 2018 meeting of Council, the date of October 29, 2018 was set as the final date for voting. A Notice of Election, with a link to the Nomination Package was sent to all members eligible to vote in District 3 via MailChimp on July 20, 2018. Members interested in participating on Council must have their nominations to the Registrar by August 20, 2018. Nomination information and forms are available through the College web-site.

The College web-site was updated to include:

- 1) A new section under MEMBER called ELECTION was created that contains:
 - a. General Election information;
 - b. Nomination Package;
 - c. Eligibility for Election;
 - d. Confidentiality;
 - e. Code of Conduct for Members of Council;
 - f. Time Commitment;
 - g. Conflicts of Interest; and
 - h. Remuneration Information.

Voting information will be sent to all eligible members in District 3 on September 28, 2018 with an electronic ballot from BigPulse our 3rd party vendor. Members will be able to vote until 5:00 p.m. EST on October 29, 2018.

The electronic ballot will contain:

1. Candidate's name;
2. A link to candidate's profile on the public registry;
3. A photo of the candidate, if provided;
4. The candidate's statement



Nine Nominations were received, seven were accepted and 2 were rejected.

ELECTION DATE	October 29
Nomination Package Out (minimum 90-days prior to election date)	July 20
Nominations due (minimum 60-days prior to election date)	August 20
Voting Information sent to membership (minimum 30-days prior to election date)	September 28
Voting Ballots sent to members	October 18
End of Voting timeline Election Day 5:00 p.m. EST	October 29
Ballot Report	October 30
Notification of candidates	October 30
Notification & posting of results (if no recount is requested)	November 15

The first Council meeting following the elections:

Council Training Day Tuesday, December 12, 2018

Council Meeting Wednesday, December 13, 2018



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario
Ordre des praticiens en médecine traditionnelle
chinoise et des acupuncteurs de l'Ontario

CTCMPAO Work Plan April 1, 2018 – March 31, 2021

The purpose of this **Work Plan** is to set the targets of the College for the period of April 1, 2018 – March 31, 2021. The work plan is a high-level document that outlines what is needed to accomplish each goal (collaboration, resources, target dates, anticipated obstacles and solutions).

Strategic Direction	Key Activities	Accountability/ Anticipated Resources	Budget	Timelines	Current Status
Good Governance	a) Regulatory Modernization <ul style="list-style-type: none"> Participate in consultations, working groups Implement policies resulting from legislation changes 	<ul style="list-style-type: none"> Council Registrar Deputy Registrar Policy Analyst Legal Counsel 	<ul style="list-style-type: none"> \$5000 annually for legal counsel to review policies 	<ul style="list-style-type: none"> Current Ongoing 	<ul style="list-style-type: none"> Staying current with legislation updates Had meeting with legal counsel to discuss opportunities for more efficiency. Reducing admin costs, reducing length of hearings, providing more supports for victims and helping members understand the discipline processes
	b) Governance Enhancement <ul style="list-style-type: none"> Evaluation Process Provide training and available resources Committee Terms of Reference Prepare governance manual 	<ul style="list-style-type: none"> Council Registrar Deputy Registrar Legal Counsel Presenters 	<ul style="list-style-type: none"> \$15,000 annually for presenters and training sessions 	<ul style="list-style-type: none"> Council Evaluation Process every quarter Training conducted annually Dec 2018 December 2018/March 2019 	<ul style="list-style-type: none"> Updated the Council Evaluation from for the Sept 2018 Council meeting. District 3 elections held in Sept-Oct 2018 Council training for new and current members scheduled for Dec 2018 Governance manual being drafted
	c) Annual By-Law Review to ensure currency	<ul style="list-style-type: none"> Council Registrar Deputy Registrar Legal Counsel 	<ul style="list-style-type: none"> \$5000 annually for legal counsel to review and make by-law amendments 	<ul style="list-style-type: none"> Conducted annually January 	<ul style="list-style-type: none"> Completed a full review of the By-Laws and in effect since April 1, 2018 Currently updating the fee schedule in the By-Laws for 2019-2020

	d) Evaluation planning <ul style="list-style-type: none"> • Develop evaluation planning tools for all statutory programs and communications with stakeholders • Setup CRM to produce reports for analysis • Surveying membership • Prepare baseline data and evaluation reports 	<ul style="list-style-type: none"> • Registrar • Deputy Registrar • Director of IT • Program Managers • IT consultant 	<ul style="list-style-type: none"> • \$15,000 to develop CRM reports 	<ul style="list-style-type: none"> • Dec 2018 - Evaluation Plan • Mar 2019 - CRM Reports • April 2019 - Membership surveys 	<ul style="list-style-type: none"> • A draft evaluation plan to be presented at the Dec 2008 meeting
Practitioner Competence	a) Develop Standards of Practice <ul style="list-style-type: none"> • Standards addressing prevention of sexual abuse (consent, communication, boundaries, etc.) • Standards for TCM modalities (acupuncture, tuina, cupping, etc) 	<ul style="list-style-type: none"> • Registrar • Deputy Registrar • Policy Analyst • SMEs (practitioners) • Legal Counsel 	<ul style="list-style-type: none"> • \$5,000 annual for per diems • \$5,000 annually for legal counsel 	<ul style="list-style-type: none"> • Jan 2019 - Standards for Prevention of Sexual Abuse • January 2020 - Profession specific standards 	<ul style="list-style-type: none"> • Staff working on standards for consent and boundaries.
	Professional Development <ul style="list-style-type: none"> • Produce webinars and videos for Standards of Practice and mandatory courses. 	<ul style="list-style-type: none"> • Registrar • Deputy Registrar • Director of IT • Managers • Communications Coordinator • Communications Firm 	<ul style="list-style-type: none"> • \$40,000 annually for video production/webinar costs 	<ul style="list-style-type: none"> • Semi-Annual Webinars 	<ul style="list-style-type: none"> • Record keeping webinar recently developed. Have offered it to some members as part of TCLs requirements. • Will be offering a webinar to the membership by the Fall.
	b) Enhance Entry to Practice Examination <ul style="list-style-type: none"> • New exam format to increase security and consistency • More examination offerings • Further develop the examination item bank. 	<ul style="list-style-type: none"> • Registrar • Deputy Registrar • Manager of Registration • Project Manager • SMEs (practitioners) 	<ul style="list-style-type: none"> • Cost recoverable through Candidate Fees • \$120,000 annually 	<ul style="list-style-type: none"> • January 2020 	<ul style="list-style-type: none"> • Item mapping session held July June 6-8 • Item Writing Session July 23-27 • RFI being completed by Project Manager to determine Practical Assessment options
	c) Enhance QA Program <ul style="list-style-type: none"> • Hire a consultant to revamp a new QA program • Develop an online QA tool for annual self-assessments 	<ul style="list-style-type: none"> • Registrar • Deputy Registrar • Director of IT • QA Coordinator • QA Consultant 	<ul style="list-style-type: none"> • \$180,000 for the first year • \$56,000 annually after year one 	<ul style="list-style-type: none"> • January 2020 	<ul style="list-style-type: none"> • The next step is to prepare an RFP to develop essential competencies

Stakeholder Communications	<ul style="list-style-type: none"> • Outreach with stakeholders including, schools, associations, and other organizations 	<ul style="list-style-type: none"> • President • Vice President • Registrar • Deputy Registrar • Manager of Registration 	<ul style="list-style-type: none"> • \$5000 annually for travel costs and printing costs 	<ul style="list-style-type: none"> • Ongoing communications • Annual meetings • School visits 	<ul style="list-style-type: none"> • Holding a meeting with TCM schools on August 21 to discuss the new Exam format and provide updates to current College activities.
	<ul style="list-style-type: none"> • Develop a communication plan 	<ul style="list-style-type: none"> • Registrar • Communications Firm 	<ul style="list-style-type: none"> • N/A 	<ul style="list-style-type: none"> • Dec 2018 	<ul style="list-style-type: none"> • A draft available for Dec 2018 Council meeting
Public Confidence	School Program Approval <ul style="list-style-type: none"> • RFP for a third Party to develop a process 	<ul style="list-style-type: none"> • Registrar • Deputy Registrar • MOHLTC • Consultant 	<ul style="list-style-type: none"> • \$50,000 first year • \$20,000 annually after year one 	<ul style="list-style-type: none"> • April 2019 – RFP • Dec 2018 – Government Grants 	<ul style="list-style-type: none"> • Met with a vendor to discuss program approval and accreditation options. They will be providing a proposal.
	TCM Education <ul style="list-style-type: none"> • Further communication about differences between TCM and other acupuncture • Video platform/Resources • Communications plan 	<ul style="list-style-type: none"> • Registrar • Deputy Registrar • Communications Coordinator • SMEs 	<ul style="list-style-type: none"> • \$40,000 for video production 	<ul style="list-style-type: none"> • Oct 2018 – Communications Plan • Dec 2018 – Public communication • Dec 2019 – Video platform/resources 	<ul style="list-style-type: none"> • This will be part of the Communication plan to be presented at the Council meeting on Dec 2018
	Doctor Title <ul style="list-style-type: none"> • Complete Phase 1 environmental scan • Phase 2 <ul style="list-style-type: none"> ◦ Develop competencies ◦ Class entry requirements ◦ Assessment processes 	<ul style="list-style-type: none"> • Doctor Title Working Group • Registrar • Deputy Registrar • Manager of Registration 	<ul style="list-style-type: none"> • \$100,000 annually 	<ul style="list-style-type: none"> • Sept 2018 – Phase 1 • Ongoing – Phase 2 	<ul style="list-style-type: none"> • Focus groups with the public and members in July • Will be sending out a survey to the membership in August.



Meeting Date:	September 17, 2018
Issue:	Registration Regulation
Reported By:	Allan Mak
Action:	FYI

Background:

The Registrar was contacted by the Ministry of Health and Long Term Care to discuss compliance to the Accessibility for Ontarians with Disabilities Act (AODA). The Ministry advised that their legal team is conducting a wide spread review of legislation to ensure that they are all AODA compliant. The College's Registration Regulation had been flagged because the Student classes do not have designations identified in the table under Section 5(1) and are blank under column 3. They have requested that the College submit a proposal to amend the regulation to insert an "N/A" in those fields under Column 3 of the table.

The Ministry would like have the regulations amended by June 2017. The requirement for public consultation is being exempted but will require the approval from Council.

At the April 3, 2017 Executive Committee meeting, staff was instructed to research other Colleges if their student classes had designations. Research found that the majority of the Colleges do not have a designation for their student classes. Of those that did, there was terminology that was attached to the designation, such as "Resident" or "Qualifying".

At its May 8, 2018 meeting, Council approved the proposed changes and instructed the Registrar to submit the Registration Regulation Amendment to MOHLTC.

Update

On July 5, 2018 the Registrar received from the Ministry of Health and Long-Term Care the DRAFT Amending O. Reg 27/13 under the Traditional Chinese Medicine Act, 2006 (REGISTRATION).

The Ministry wanted to seek clarity on the classes of registration. They felt that the table under section 5(1) was ambiguous. They were unsure of whether or not R.TCMPs and R.Ac's were different classes or if all members held the same titles and designations. The table was updated to provide more clarity.

Original Table showing Student Class with nothing listed in the Column 3 - Designation

Item	Column 1	Column 2	Column 3
	Certificate of Registration	Title	Designation
1.	Grandparented	Traditional Chinese Medicine Practitioner	R. TCMP
		Acupuncturist	R. Ac
2.	General	Traditional Chinese Medicine Practitioner	R. TCMP
		Acupuncturist	R. Ac



3.	Student	Student Traditional Chinese Medicine Practitioner	
		Student Acupuncturist	
4.	Inactive	Traditional Chinese Medicine Practitioner (Inactive)	R. TCMP (Inactive)
		Acupuncturist (Inactive)	R. Ac (Inactive)
5.	Temporary	Traditional Chinese Medicine Practitioner (Temp.)	R. TCMP (Temp.)
		Acupuncturist (Temp.)	R. Ac (Temp.)

Amended Table showing “none” in Column 3 Designation for Student Class of Registration

TABLE

Item	Column 1 Certificate of Registration	Column 2 Title	Column 3 Designation
1.	General	Traditional Chinese Medicine Practitioner	R. TCMP
2.	General	Acupuncturist	R. Ac
3.	Student	Student	none
		Traditional Chinese Medicine Practitioner	
4.	Student	Student Acupuncturist	none
5.	Inactive	Traditional Chinese Medicine Practitioner (Inactive)	R. TCMP (Inactive)
6.	Inactive	Acupuncturist (Inactive).	R. Ac (Inactive)
7.	Temporary	Traditional Chinese Medicine Practitioner (Temp.)	R. TCMP (Temp.)
8.	Temporary	Acupuncturist (Temp.)	R. Ac (Temp.)
9.	Grandparented	Traditional Chinese Medicine Practitioner	R. TCMP
10.	Grandparented	Acupuncturist	R. Ac

July 5, 2018

ONTARIO REGULATION

made under the

TRADITIONAL CHINESE MEDICINE ACT, 2006

Amending O. Reg. 27/13

(REGISTRATION)

1. (1) Paragraph 7 of subsection 5 (1) of Ontario Regulation 27/13 is revoked and the following substituted:

7. Subject to subsection (2), a member who holds a certificate of registration listed in Column 1 of the Table to this subsection,
 - i. shall only use the titles listed in Column 2 opposite the certificate of registration, and
 - ii. shall only use the designations listed in Column 3 opposite the certificate of registration, if applicable.

(2) The Table to subsection 5 (1) of the Regulation is revoked and the following substituted:

TABLE

Item	Column 1 Certificate of Registration	Column 2 Title	Column 3 Designation
1.	General	Traditional Chinese Medicine Practitioner	R. TCMP
2.	General	Acupuncturist	R. Ac
3.	Student	Student	none

		Traditional Chinese Medicine Practitioner	
4.	Student	Student Acupuncturist	none
5.	Inactive	Traditional Chinese Medicine Practitioner (Inactive)	R. TCMP (Inactive)
6.	Inactive	Acupuncturist (Inactive)	R. Ac (Inactive)
7.	Temporary	Traditional Chinese Medicine Practitioner (Temp.)	R. TCMP (Temp.)
8.	Temporary	Acupuncturist (Temp.)	R. Ac (Temp.)
9.	Grandparented	Traditional Chinese Medicine Practitioner	R. TCMP
10.	Grandparented	Acupuncturist	R. Ac

(3) Items 9 and 10 of subsection 5 (1) of the Regulation, as remade by subsection (2), are revoked.

2. Paragraph 3 of subsection 24 (1) of the Regulation is revoked.

Commencement

3. (1) Subject to subsection (2), this Regulation comes into force on the day it is filed.

(2) Subsection 1 (3) comes into force on April 1, 2019.



Council of Traditional Chinese Medicine and Acupuncture Schools of Ontario
Working together to achieve the highest educational and professional standards

July 3rd, 2018

Grant A. Jameson
Office of the Fairness Commissioner
595 Bay Street, Suite 1201
Toronto, ON M7A 2B4
ofc@ontario.ca

Re: Traditional Chinese Medicine and Acupuncture Registration with the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

Dear Mr. Jameson,

The Council of Traditional Chinese Medicine and Acupuncture Schools of Ontario (CTCMASO) would like to thank you for taking the time to meet with our Council and for your willingness to address our concerns.

As requested we are sending this follow-up letter regarding our concerns with the registration process in Ontario for prospective Traditional Chinese Medicine Practitioners and Acupuncturists. The following list of concerns and proposed solutions represent

1. Lack of clearly presented competencies that allow educators and students to adequately prepare for the exam
 - a. Solution(s): Clearly define minimum competencies, update and reduce reference material, and publish sample exam questions.
2. Unreasonable time constraints especially as they apply to the Case Study Exam.
 - a. Solution(s): reduce number of cases or increase the time limit for the Case Study Exam. This is one of the greatest issues with this past years exam which had one more case study than the maximum number published (9 instead of 6-8) with no additional time.
3. Lack of objective and impartial examinations in the Case Study exam.
 - a. Solution(s): Change the format of the Case Study Exam to be multiple choice, or incorporate the MCQ and Case Study Competencies into a single exam (improving graduation to practice time and overall cost as well).
4. Unfair examination practices whereas some individuals have direct experience with the exam process. Most of these individuals are involved with Public College programs.
 - a. Solution(s): Publishing or sharing any and all examination information with all schools creates an equal playing field. This includes education about how exam questions are created, refined and chosen for the Pan-Canadian Exams. Schools could take part in submitting questions for each competency area, improving the communication between CARB-TCMPA and the educational sector. If the final questions do not reflect the first stage of question creation, then all schools should have access to this stage.
5. Unfair registration practices that unnecessarily prevent applicants from entering the workforce within a reasonable amount of time.



Council of Traditional Chinese Medicine and Acupuncture Schools of Ontario

Working together to achieve the highest educational and professional standards

- a. Solution(s): The two part structure of the exams, the timing between the two exams, the requirement to complete one before the other, the requirement to be completely graduated from a program before applying are all possible to change. There are other successful examples of competency examinations, all which allow entry into the workforce in less than 6 months. The CTCMPO is, along with other provinces, ultimately responsible for the guidelines set by CARB-TCMPA and

In closing, it is highly concerning that the Pan-Canadian examination process continues to create National results which are viewed to be unfairly restricting people from entry to practice in the TCMA profession. There seems to be a major disconnect between what is required to practice in the profession at an 'Entry-Level' safely and ethically as demonstrated by many years of successful administration of Acupuncture and TCM Diploma programs, and what the examination committee is evaluating. As previously noted, this is a National issue affecting the whole profession. CARB-TCMPA is responsible for the Pan-Canadian Exams, but CTCMPO as well as the other provincial regulators are responsible for CARB-TCMPA. We know that all parties want improvements in the examination processes and results and we believe the Office of the Fairness Commissioner can support such positive changes to give applicants a fair opportunity to enter the profession. I would be happy to discuss any of the points in this letter in greater detail in person or on the phone.

We look forward to hearing from you and your department after your upcoming meeting with the CTCMPO.

Yours truly,

Dylan Kirk
President, CTCMASO

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cc: Ben Wu, President, OCTCM
Enza Ierullo, Executive Director, AIMA
Ian Marshall, President, IATCM
John J.H. Liu, President, JJTCMC
Mary Wu, President, TSTCM
Ryan Brooks, President, EBAEM



July 9, 2018

Grant A. Jameson
Office of the Fairness Commissioner
595 Bay Street, Suite 1201
Toronto, ON M7A 2B4
ofc@ontario.ca

Dear Mr. Jameson

RE: CTCMASO's Concerns with the Pan Canadian Examination

Thank you for the sharing the letter from concerns from the Council of Traditional Chinese Medicine Acupuncture Schools of Ontario (CTCMASO) and providing us with the opportunity to respond to their concerns.

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (the College) met with all of the TCM schools in Ontario, including those from CTCMASO on May 14th, 2018. We have also had written correspondence with CTCMASO (documents enclosed) as well as telephone conversations with several of the private schools. We have also scheduled a follow up meeting with all of the TCM schools on August 21, 2018

To provide some background, the Pan Canadian Examination was developed by an alliance of regulators of TCM and acupuncture in Canada. The TCM regulators in the provinces of British Columbia, Alberta, Ontario, Quebec and Newfoundland formed the Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists (*CARB-TCMPA*). CARB-TCMPA developed and share the entry level competencies, performance indicators and the Pan Canadian Examination. The examination is developed and administered with the support of Yardstick Assessment Strategies Inc. (YAS), which is a company that specializes in examination development, administration and psychometric analysis. They offer these services for numerous regulators and organizations that require high stakes examinations in Canada.

As a result of various complexities, the oversight and delivery of the Pan Canadian Examination was transferred to a Consortium of TCM regulators in 2015. The Consortium includes all provincial TCM regulators with the exception of the province of Quebec. Despite the change with the oversight body, the development and delivery of the examination has remained consistent through the work conducted by YAS.

The College shares the same disappointment as CTCMASO with the lower pass rates of the 2017-2018 examination. We have met and consulted with YAS and are confident that the examination continues to be valid and reliable as it has been in the previous years.

In response to the numbered list of concerns identified by CTCMASO, we have enclosed a table outlining the College's response and our challenges with their concerns and the work that is in progress to improving the examination.

We look forward to our meeting with you on July 10th, 2018. We will provide a more fulsome summary of the background of the Pan Canadian Examination, our thoughts on the issues identified by CTCMASO and our concerns with the TCM education sector in Ontario.

Best Regards,

A handwritten signature in black ink, appearing to read 'Allan Mak', written in a cursive style.

Allan Mak
Registrar & CEO

Encls: Table re: CTCMASO's concerns
2018.04.16 Letter of Response to CTCMASO
Email Correspondence with Mr. Dylan Kirk
Entry Level Competencies
Performance Indicators
Clinical Case Study Blueprint

College Response to CTCMASO Concerns

	Concerns	College Response
1.	<p>Lack of clearly presented competencies that allow educators and students to adequately prepare for the exam</p> <p>a. Solution(s): Clearly define minimum competencies, update and reduce reference material, and publish sample exam questions.</p>	<ul style="list-style-type: none"> • The competencies and performance indicators were developed by CARB-TCMPA (documents enclosed), through focus groups of SMEs. They were circulated and validated from the membership of each regulator. • The competencies and performance indicators have been the same since the first offering of the Pan Canadian Examination in 2013. • We recently updated the competencies in April 2018. It will be used for the new computer-based examination, which will be offered January 2020. • The list of reference materials is being reviewed by the examination committee, however this requires a new statement of work with the exam provider to look at reducing reference materials and redoing the mapping of the item bank. A complex and expensive process. • We have also asked the CTCMASO to provide a list of references that are used to teach their students. A list has not been provided.
2.	<p>Unreasonable time constraints especially as they apply to the Case Study Exam.</p> <p>a. Solution(s): reduce number of cases or increase the time limit for the Case Study Exam. This is one of the greatest issues with this past years exam which had one more case</p>	<ul style="list-style-type: none"> • The examination is developed based on the blueprint. Despite the addition of an extra case study, this does not impact the number of questions. If there are more cases, then the number of questions would be spread out with fewer questions for each case. • Through YAS's analysis, the invigilator reports and the candidate surveys, there was no indication that time was a concern until after the results of the exam were posted.

	study than the maximum number published (9 instead of 6-8) with no additional time.	<ul style="list-style-type: none"> YAS has advised that there is ample time provided to complete the entire examination.
3.	<p>Lack of objective and impartial examinations in the Case Study exam.</p> <p>a. Solution(s): Change the format of the Case Study Exam to be multiple choice, or incorporate the MCQ and Case Study Competencies into a single exam (improving graduation to practice time and overall cost as well).</p>	<ul style="list-style-type: none"> The competencies, performance indicators, blueprint and the examination development process has never changed. We use YAS as our examination consultant. They are experts with plenty of experience administering high stakes examinations. The process they develop is sound and defensible. We have recently updated our competencies and will be changing the format of the exam in 2020 to a computer-based platform. The MCQ and Clinical Case study will be merged into one exam. With this change, we will be able to offer the exam twice per year which will cut down the length in time for candidates to enter the profession. Costs will not be saved as there will be substantial upfront expenses to change the format of the exam, as well as offering an additional sitting for the exam.
4	<p>Unfair examination practices whereas some individuals have direct experience with the exam process. Most of these individuals are involved with Public College programs.</p> <p>a. Solution(s): Publishing or sharing any and all examination information with all schools creates an equal playing field. This includes education about how exam questions are created, refined and chosen for the Pan-Canadian Exams. Schools could take part in</p>	<ul style="list-style-type: none"> A Terms of Reference is developed for each committee for the examination development process. Directors, Officers and Owners of schools are not permitted to sit on any of the committees to avoid conflict of interest. We currently have a Council member that teaches at a public College. They are not permitted to sit on the College's registration committee or any of the examination committees. Instructors may sit on our item writing committees to contribute to the development of examination questions.

	submitting questions for each competency area, improving the communication between CARB-TCMPA and the educational sector. If the final questions do not reflect the first stage of question creation, then all schools should have access to this stage.	<p>However, the items developed are vetted by the examination committee and revised and edited before they are used on the exam.</p> <ul style="list-style-type: none"> • The public schools have had no graduates that have written the Pan Canadian Examination. The first graduate class to write the exam will occur in 2018-2019. • Participants in all committees are required to sign confidentiality agreements.
5	<p>Unfair registration practices that unnecessarily prevent applicants from entering the workforce within a reasonable amount of time.</p> <p>a. Solution(s): The two-part structure of the exams, the timing between the two exams, the requirement to complete one before the other, the requirement to be completely graduated from a program before applying are all possible to change. There are other successful examples of competency examinations, all which allow entry into the workforce in less than 6months. The CTCMPAO is, along with other provinces, ultimately responsible for the guidelines set by CARB-TCMPA and</p>	<ul style="list-style-type: none"> • This argument flies against one the College objectives – to develop, establish and maintain standards of qualification for applicants to be issued certificates of registration. This is spelled out in the registration regulations which was established by the transitional council, consulted with members and approved by the Ministry. The regulations stipulate the 1 year to complete everything otherwise they need to show additional experience or a refresher course. • The existence of the Pan Canadian examination and the regulation of this profession in Ontario has only been 5 years. The exam was developed from the ground up and it has taken time to build an item/question bank. To avoid risk of exposure of the examination, it required time to determine baseline results for the success of the exam, the standards and also to build up the item bank. We are reaching a point where we will be able to have an item bank that will permit us to offer the exam twice a year when the computer-based format is offered.

Allan Mak

From: Allan Mak
Sent: July-16-18 12:25 PM
To: 'Houghton, Patricia (MCI)'
Cc: Rosati, Christopher (MCI); Ferne Woolcott (fernewoolcott@gmail.com); Ann Zeng; Stamatis Kefalianos; Royer, Carol (MCI)
Subject: RE: Follow-up to the July 10th, 2018, meeting with the Office of the Fairness Commissioner

Dear Patricia,

Thank you for hosting the meeting with us last week. We appreciated the open discussion with all of you to address the concerns raised by CTCMASO.

The recommendations that you have provided are helpful. Below is our action plan in terms of the 3 recommendations suggested:

1) Clarity on the competencies

- We have a follow up meeting with all of the TCM schools on August 21st. We will be presenting the new format of the Pan Canadian Examination and the updated competencies. We will provide further details of how the documents and information are to be interpreted.
- Annually we have been visiting each of the TCM schools to discuss the Pan Canadian Examination. We will provide further instructions to the students in order for them to be able to read, interpret and understand the competencies and the blueprint information.

2) Review of the Reference Materials

- This feedback has been provided to the examination consultant and the examination committee. The reference list is being reviewed for the purposes of the new examination format in 2020.
- Currently, each question is linked to a reference(s). We would be required to review each question and ensure that it would be using a reference for the updated list. This would be a challenging undertaking.
- We will be developing new items for the new examination format, which will be using only references from the updated reference list.

3) Publish the Terms of Reference, Confidentiality and conflict of Interest Policies on our website.

- In March of this year, we did a call out to the membership for individuals to participate on the Item Writing and Examination Committees. The information was on our [website](#). The Terms of Reference for each committee was provided which includes policies on Conflict of Interest and Confidentiality.
- We will have the information more visible on our website and expand on the policies.

We will provide you with an update follow our meeting with the TCM schools. We value the importance of transparency, objectivity and impartialness in our process. We will continue to ensure these principles are met, as well as achieving our mandate of protecting the public by ensuring that they are qualified and competent practitioners that can deliver TCM care in a safe and ethical manner.

Regards,

Allan Mak

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From: Houghton, Patricia (MCI) <Patricia.Houghton@ontario.ca>
Sent: July-13-18 4:07 PM
To: Allan Mak <Allan.Mak@ctcmpao.on.ca>
Cc: Rosati, Christopher (MCI) <Christopher.Rosati@ontario.ca>; Ferne Woolcott (fernewoolcott@gmail.com) <fernewoolcott@gmail.com>; Ann Zeng <Ann.Zeng@ctcmpao.on.ca>; Stamatis Kefalianos <Stamatis.kefalianos@ctcmpao.on.ca>; Royer, Carol (MCI) <Carol.Royer@ontario.ca>
Subject: Follow-up to the July 10th, 2018, meeting with the Office of the Fairness Commissioner

Dear Allan Mak,

Thank you again for meeting with the Office of the Fairness Commissioner (OFC) on July 10th, 2018, to discuss the concerns of the Council of Traditional Chinese Medicine and Acupuncture Schools of Ontario (CTCMASO) regarding the 2017-18 Pan-Canadian Examination and the registration practices of the College.

The Fairness Commissioner's jurisdiction under the *Regulated Health Professions Act (RHPA), 1991*, includes the authority to request that a College undertake a review of its practices to ensure that the registration practices are transparent, objective, impartial and fair ([RHPA, 1991, Schedule 2, S.22.6](#)). As expressed in our meeting, the primary aims of the Fairness Commissioner in this case are to support all applicants in attaining fair access to the profession and to ensure that the registration practices of the College are transparent.

Based on our discussion, please find the recommendations made by the Fairness Commissioner to address some of CTCMASO's concerns below:

1. Take actions to provide all TCM and acupuncture schools with further clarity on the competencies being evaluated by the Pan-Canadian Examination to ensure that potential applicants receive sufficient instruction and are optimally prepared to write the exams.
2. Conduct a review of the reference materials used by schools to prepare students for the Pan-Canadian Examination to ensure that they are current and relevant.
3. Publish the Terms of Reference, Conflict of Interest and Confidentiality Policies for the Examination Committee on the website.

We understand that you have scheduled a follow-up meeting with all TCM schools on August 21st, 2018, to inform them of the updated competencies and the planned changes to the Pan-Canadian Examination. The OFC would be pleased to receive an update from the College in late August on the outcomes of the meeting.

Please let us know if you require any further clarification or additional supports at this time. We look forward to our continued dialogue with CTCMPAO to address these concerns.

Thank you again for taking the time to meet with us. I look forward to your late August update and for your plans to address the items above.

Patricia Houghton
Compliance Analyst

Office of the Fairness Commissioner

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FAIRNESS COMMISSIONER

COMMISSAIRE À L'ÉQUITÉ

OFFICE OF THE FAIRNESS COMMISSIONER
BUREAU DU COMMISSAIRE À L'ÉQUITÉ

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Meeting Date:	September 17, 2018
Issue:	Doctor Title
Reported By:	Allan Mak
Action:	FYI

Background

On December 30, 2016, a Proclamation in Council (OIC) was made that subsection 18(1) of the Traditional Chinese Medicine Act, 2006 (TCMA) comes into force. The College is required to amend its registration regulation to establish a class of registration that would authorize qualified members to use the title “doctor”. Until the regulation is made and approved by the government, no member shall be able to use the title, “doctor”.

The College appointed a working group to lead the project to develop the doctor class for this profession. The Working group proposed that the project be implemented three phases:

Phase 1 - Conduct an Environmental scan to consult with stakeholders from schools, associations, members, government, other health professional regulatory bodies, and the public. The purpose of the Environmental scan will be to seek input for development of competencies, an assessment process, and class entry requirements, such as education, experience and training. The consultants are currently interviewing various stakeholders and conducting a literature review. The expected completion of Phase one is scheduled for September 2018.

Phase 2 – Prepare the competencies for the Doctor class, development of an assessment process and determining the class entry requirements.

Phase 3 – Draft amendments to the Registration Regulation to include a Doctor class of Registration. This will involve extensive communications and consultation with the Ministry of Health and Long-Term Care.

In October 2017, the College engaged R. A. Malatest & Associates to conduct an environmental scan, consultation with stakeholders and literature review as Phase One of the Doctor Title Project.

Interim Report from Malatest

On April 26, 2018 Brian Bauman, Lead Consultant and Keith Johnson, Consultant met with the Doctor Title Working Group to present the Interim Report for Phase One of the project; a review of the literature and key informant interviews.

The objectives of Phase One include providing input and guidance on the implementations of a doctor class through:

- 1) The investigation of existing criteria, standards and competencies from other colleges in and outside of Ontario;

- 2) Examining the scope of practice - does it need to change?
- 3) Determining the public benefit and level of support; and
- 4) To provide a communication strategy to build support, and create awareness with registrants, formal and informal stakeholders.

A literature review included all the reports written in Ontario including: Tony Wong 2005 report, HPRAC 2006, The Fraser Institute studies on Complimentary and Alternative Medicine (CAM), as well as regulations and competencies in British Columbia, Australia and China.

36 key informant interviews were held with TCM Practitioners and organizations, regulators or stakeholders outside of Ontario, individuals involved in the Transitional Council, individuals involved in the doctor class committee, Ontario regulators and the Fairness Commissioner office.

Qualitative and Quantitative Research

Beginning in early July, Malatest conducted phone interviews with randomly selected members of the College in an effort to obtain basic information and to recruit participants for the in-person focus groups. Members of the general public were also contacted and recruited for focus groups.

Calls and focus groups were held in the Ottawa area and the GTA, in both English and Mandarin.

The objective of the call and focus groups was to explore the public and practitioners:

- 1) how they define a doctor;
- 2) the value of experience and education; and
- 3) what they believe the doctor class is all about.

Additionally, the public was asked about:

- 1) expectation from a TCM practitioner vs a TCM doctor,
- 2) what standards are needed i.e. education, experience?

In-Person Focus meetings were held in the Ottawa area, Toronto and the GTA. Meetings were held with R. TCMP and R. Ac's and students, both in English and Mandarin. Focus meetings were also held with the public.

Next Steps

The final report from Malatest will be available in the fall of 2018.



Meeting Date:	September 17, 2018
Issue:	Annual Report
Reported By:	Dianne Cook
Action:	FYI

Information

A draft of the 2017 – 2018 Annual Report, designed by Michelle Yiu is

The draft 2017 – 2018 Annual Report is available for review. Designed in house by Michelle Yiu, the report will be circulated to all members, stakeholders and appropriate government offices by the end of October 2018.

Please submit errors or omission to Dianne.cook@ctcmpao.on.ca by September 21, 2018.