



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

AGENDA

FOR the **Council Meeting**, to be held on December 12, 2018
from 9:00 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	9:00 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	9:05 a.m.	J. Dunsdon <i>Chair</i>
5. Consent Agenda a) September 17, 2018 Meeting Minutes b) Executive Committee Report c) Registration Committee Report d) Inquiries, Complaints and Reports Committee 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 j) Risk Management 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	9:10 a.m.	J. Dunsdon <i>Chair</i>
6. President Remarks	Open Session	9:15 a.m.	F. Woolcott <i>President</i>
7. Registrar and CEO Remarks	Open Session	9:25 a.m.	A. Mak <i>Registrar and CEO</i>
8. Meeting Effectiveness Summary a) Report on results from September 17, 2018	Open Session	9:30 a.m.	F. Woolcott <i>President</i>

Item	Open/ In-Camera	Time	Speaker
9. Election of Officers a) Election Overview b) Appointment of Scrutineers c) Presentation of Candidates d) Vote	Open Session	9:35 a.m.	J. Dunsdon <i>Chair</i>
10. Council Member Training a) Conflicts of Interest b) Confidentiality	Open Session	10:45 a.m.	R. Durcan <i>Steinecke</i> <i>Maciura LeBlanc</i>
11. By-Election to Council a) Briefing Note District 2 By-Election	Open Session	1:00 p.m.	D. Cook <i>Executive</i> <i>Assistant</i>
12. Work Plan a) Work Plan	Open Session	1:10 p.m.	A. Mak <i>Registrar and</i> <i>CEO</i>
13. Pan-Canadian Examinations a) Examination Results	Open Session	1:20 p.m.	A. Zeng <i>Manager,</i> <i>Registration &</i> <i>Exams</i>
14. Dr. Title Update a) Briefing Note	Open Session	1:30 p.m.	A. Mak <i>Registrar and</i> <i>CEO</i>
15. Citizen Advisory Group (CAG) Partnership a) Briefing Note b) CAG Partnership Terms of Reference	Open Session	1:40 p.m.	A. Mak <i>Registrar and</i> <i>CEO</i>
16. The Ministry of Health and Long-Term Care Organization Realignment a) 2018.10.19 Statement from Christine Elliot, Deputy Premier and Minister of Health and Long-Term Care b) Organizational Chart	Open Session	1:45 p.m.	A. Mak <i>Registrar and</i> <i>CEO</i>
17. By-Law Revision c) Briefing Note d) Consultation Letter e) Consultation Results f) CTCMPAO Proposed By-Laws	Open Session	1:50 p.m.	S. Kefalianos <i>Deputy</i> <i>Registrar &</i> <i>Director</i> <i>Statutory</i> <i>Programs</i>
BREAK		2:15 p.m.	

Item	Open/ In-Camera	Time	Speaker
18. Third Party Credential Assessment a) Briefing Note b) Required Documents Policy c) Alternative Documentation Policy	Open Session	2:30 p.m.	A. Zeng <i>Manager, Registration & Examinations</i>
18. Financial Update a) Highlights and Points of Interest 2 nd Quarter b) TCMPAO Statement 2 nd Quarter	Open Session	2:45 p.m.	F. Ortale <i>Director IT, Finance & Corp Services</i>
19. Human Resources Policy Update a) Policy 18 Alcohol, Cannabis and Substance Abuse	Open Session	2:55 p.m.	F. Ortale <i>Director IT, Finance & Corp Services</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;]			
23. Business Arising from In-Camera Session	Open Session	3:45 p.m.	J. Dunsdon <i>Chair</i>
24. Meeting Effectiveness Form	Open Session	3:50 p.m.	F. Woolcott <i>President</i>
25. Next Meeting a) Review of meeting dates 2019	Open Session	3:55 p.m.	J. Dunsdon <i>Chair</i>
26. Adjournment	Open Session	4:00 p.m.	J. Dunsdon <i>Chair</i>



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

**MEETING OF COUNCIL
MINUTES**

September 17, 2018 from 8:30 a.m. to 2:26 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
Christine Fung	Professional Member
Barrie Haywood	Public Member
Maureen Hopman	Public Member
Feng Li Huang	Professional Member
Henry Maeots	Public Member
Cal McDonald	Public Member (via teleconference)
Martial Moreau	Public Member
Martin Perras	Professional Member (via teleconference)
Yuqi Yang	Professional Member
Xianmin Yu	Professional Member
Jin Qi (Jackie) Zeng	Professional Member (via teleconference)

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
Temi Adewumi	Recorder

Legal Counsel

Rebecca Durcan	Steinecke Maciura LeBlanc LLP
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Guest

Liana Bell	Hilborn Chartered Professional Accountants (9 a.m.)
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Meeting of the Council

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Observers

Amanda Baskwill, Humber College
 Jenny Chau, MOHTLC Oversight Branch
 Stephen Kwan, #660, CMAAC
 Yu Chang Liu, #6139
 Jin Lui, #3405, John and Jenny School
 Andrej Sikic, MOHTLC
 Mary Wu, #1893, Toronto School of Traditional Chinese Medicine

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 September 17, 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: C. Fung – H. Maeots

THAT the Agenda of the September 17, 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) June 18, 2018 Meeting Minutes
- b) Executive Committee Report
- c) Registration Committee Report
- d) Inquiries, Complaints and Reports Committee Report (Quarters 1 & 2)

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- e) Quality Assurance Committee Report
- f) Patient Relations Committee Report
- g) Discipline Committee Report (Quarters 1 & 2)
- h) Fitness to Practice Committee Report
- i) Examination Appeals Committee Report

The Chair provided an overview of the consent agenda.

MOTION: B. Haywood – Y. Blackwood

THAT the Consent Agenda of the September 17, 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 meeting participants, and observed the Council's appreciation for the interest and commitment of all in conducting the business of the College.

Thanks and congratulations were extended to Ms. Lang, who has resigned as a professional member in order to accept a position at Georgian College. Ms. Lang was cited as a strong advocate of the College, and thanked her for her hard work. The College also looks forward to working with her in the future.

Other College updates include work conducted at the Council and Committee level, which ensure the public that members have the knowledge, skills and judgement to provide safe TCM care. Through the use of standards, By-Laws and strategic plans, the Registrar and staff ensure that the College's goals and mandate are met.

Work has continued with CARB to ensure that the requirements for the Pan-Canadian examination are consistent and that professionals are well trained and competent. To that end, the updated competency profile is being developed. Communication continues with TCM schools and their input has been sought. New processes for providing the examination have also been shared with the Office of the Fairness Commissioner.

The Doctor Title regulation is still progressing, with further details to be shared during the meeting.

Council and staff members were thanked for their efforts. Ms. Woolcott concluded with a final note that the College expects quality professional care from its members, and members in turn, expect quality decision making from the Council.

7. Registrar and CEO Remarks

The Registrar welcomed all participants, including Council members, staff, legal counsel, auditors and representatives from the MOHTLC.

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Elections: Echoing the President's statement, thanks and best wishes were extended to Ms. Lang, with appreciation expressed for her time and dedication given to the College. In order to fill the vacancy, elections to the Executive Committee were scheduled for the day's meeting. A By-election for District 2 is scheduled for November, to fill the vacancy on Council. Elections will be also held in District 3 at the end of October, and training for new members will be conducted in December.

Doctor Title: Malatest has conducted consultations and focus groups, and a survey will be sent to the membership and the public this fall.

By-Laws: Further revisions to the By-Laws were discussed at the meeting.

Pan-Canadian exam: Work is continuing on the new format, and an item writing session was conducted in July, followed by item mapping to the blueprint. Examination dates are October 13 (written, multiple choice), and January 19, 2019 (clinical). 320 applications have been received. This number is the highest to date, and indicates increased growth and interest in the profession.

Communications with TCM schools and the OFC: A meeting was held with the OFC, which provided the opportunity to address concerns regarding the Pan-Canadian examination and to provide an update on registration processes. Schools were also informed about new developments in the Pan-Canadian exam, the Doctor Title, as well as program approval and accreditation. Positive feedback was obtained from both meetings. Ms. Zeng and registration staff have also toured eight schools, giving an overview of the examination, application processes, and the Student class.

Audit: Mr. Ortale and staff were thanked for their work on preparing the audit. The report was presented at the meeting by the auditor.

CLEAR conference: The conference will be attended by Ms. Woolcott, Mr. Mak and Mr. Kefalianos. Mr. Mak will be presenting on diploma mills. With representation from around the world, the conference presents an opportunity to share common issues.

All participants were thanked for attending, their hard work and dedication.

8. Meeting Effectiveness Summary

Ms. Woolcott thanked Council members for their responses on the meeting effectiveness form, as well as their comments and advice. The Executive Committee reviews the comments to ensure better Council effectiveness. Key items identified were the timing of agenda items, rules of order, and preparedness.

9. Audited Statement Review

- a) Letter of Engagement
- b) Audit Findings
- c) Financial Statements
- d) Appointment of Auditors for the 2018 – 2019 Fiscal Year

Ms. Bell, from Hilborn Chartered Professional Accountants, provided an overview of the audited

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statements. An explanation was provided of the independent auditors' report, the statements of financial position, operations and net assets, and cash flows.

Highlights

- An allowance for doubtful debts has been created on the Balance Sheet. This will allow long standing cost awards the College does not expect to be paid, to no longer be shown in accounts receivable.
- Revenue has increased from the previous year, due to the increase in membership fees, more members and more registrants for the Pan-Canadian exam. However, there has also been an increase in Pan-Canadian costs, due to the need for more item writers.
- Salary expenses increased, due to the addition of an extra staff member.
- Legal fees have increased due to the higher number of disciplinary hearings.
- \$270,000 in HST was collected in advance, with the balance owing by the end of March.
- Some reclassifications have been created for financial statement purposes, with no change other than to re-align certain accounts.

The Financial Statements had also been previously presented to the Executive Committee, with no problems to report.

MOTION: C. Fung – Y. Blackwood

THAT the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario approves the 2017 – 2018 Audited Financial Statements as presented by Ms. Liana Bell on behalf of Hilborn LLP.

CARRIED (unanimous)

d) Appointment of Auditor

MOTION: B. Haywood – X. Yu

THAT the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario appoint Hilborn LLP to conduct the 2018 - 2019 financial audit for the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario.

CARRIED (unanimous)

Ms. Bell was thanked for attending the meeting, and staff was also commended for their collaboration with the auditors to ensure a successful audit. Council members had also been sent the audited statements ahead of time and were given the opportunity to ask questions ahead of the meeting.

Ms. Bell left the meeting at 9:25 a.m.

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10. Election of Officers

a) Election Overview

The Chair referred Council members to the elections process. Members attending via teleconference voted via email.

b) Appointment of Scrutineers

Rebecca Durcan, Stamatis Kefalianos and Francesco Ortale agreed to act as scrutineers for voting process.

MOTION: H. Maeots - M. Hopman

Be it resolved that Rebecca Durcan, Stamatis Kefalianos and Francesco Ortale be appointed as returning officers.

CARRIED

c) Presentation of Candidates

The candidates for the election of a Professional Member to the Executive Committee were Ming C. Cha, Feng Li Huang and Xianmin Yu. All candidates agreed to let their name stand for election as a professional member to the Executive.

d) Vote

There was no majority candidate at the first vote. As the candidate receiving the lowest number of votes in the first ballot, Ms. Huang's name was removed from the second ballot and another vote was conducted, with both Mr. Cha and Mr. Yu as candidates.

Mr. Cha received the majority of the second vote, and was hereby elected to the Executive Committee of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario to hold office until a successor is duly elected at first meeting of the Council in 2019.

Candidates were thanked for their interest, with appreciation expressed for their willingness to commit to the work of the College.

MOTION: M. Moreau – M. Hopman

THAT the ballots with respect to the election of the Officers be destroyed.

CARRIED

11. Inquiries, Complaints and Reports Committee

a) Appointment of Chair

Ms. Blackwood has been elected to fill the position of ICRC Chair, which was previously held by Ms. Lang.

The President commended Ms. Blackwood for taking the role, and noted the support of all members of the Committee. Thanks were also extended to Ms. Blackwood and ICRC Committee members.

Ms. Blackwood expressed appreciation for the vote of confidence.

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12. Elections to Council District 2 & 3

- a) Briefing Note District 2 By-Election
- b) Briefing Note District 3 Election

District 2: A By-Election will be held to fill Ms. Lang's position, and a call for nominees has been sent out.

District 3: There are now five nominees. Ballots will be sent out by the end of September, with the election scheduled for October 29.

13. Work Plan

- a) Work Plan

The Registrar provided an overview of the current status of each item in the work plan. This will also be a standing agenda item in order to provide regular updates on each initiative.

Highlights were provided on the status of each strategic direction and its key activities.

The College's proactive move to provide a record keeping webinar was commended as being an example of risk based regulation, as it is a response to the high level of record keeping complaints to the ICRC. It is hoped that that this webinar will reduce complaints and educate members as to the College's standards and expectations.

14. Registration Regulation Amendment

- a) Briefing Note
- b) CTCMPAO Registration Regulation Amendments

Mr. Mak reported that the Ministry had flagged the registration regulation, to make it more compliant with AODA requirements. There had been blank spaces in the Student class designation, and readers with impaired vision would not have been able to understand the page. The College submitted its modifications, which have now been sent back with feedback from the Ministry. New amendments have been made to the table of titles and designations, and resubmitted to the Ministry.

Council was also advised that under the terms of the registration regulation, any reference to the Grandparented class will be removed one year after its expiration date of April 1, 2018.

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

Mr. Mak provided an update on the College's meeting with the TCM schools. The schools were informed about changes to the Pan-Canadian exam and the transition to the computer based platform.

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Concerns were expressed by the schools about the drop in performance for the 2017 examination. The schools had also sent a letter outlining their concerns to the OFC, such as the evaluation of the clinical case study, evaluators, the number of examination questions, and mismatched case studies. Concerns were also expressed about time allotted, the need to reduce the number of textbooks referenced in the exam, the need for additional exam offerings, the composition of members of the examination committees, as well as the exam development process.

The College met with the OFC to address the concerns. The new format will allow for additional examination attempts and more objective marking. The examination guide has also been updated to reduce confusion. In addition, the reference materials will also be reviewed and updated. Once a new list is created, the references will be updated with the item bank. Additional attempts will also reduce the amount of time required to enter into the profession.

The OFC was satisfied with the College's progress and transparency with the schools.

16. Registration Renewal Update

Mr. Kefalianos presented membership demographics which outlined the composition of the College's membership.

Highlights included:

- There are 2,394 active members in good standing. This figure is a decrease of 230 members from 2018, due to the expiry of the Grandparented class, and members who did not complete PLAR.
- The larger membership figure of 3,466 includes non-active members, as the College does not have a provision to automatically revoke members who have not paid fees. The figure also reflects an accumulation such members from the start of the College.
- Membership gender is 40% male and 60% female. Half of the membership is over the age of 50, which could have implications for the College's growth.
- Membership is split 50/50 between R.Ac and R.TCMP designations.
- Other items of interest included the breakdown of members in electoral districts and geographic areas, languages of care, total number of members who renewed, reasons for resignation, employment status, primary role, areas of practice, number of dual registrants, and practice status.

17. Pan-Canadian Examinations

Mr. Mak provided a summary of Pan-Canadian exam activities, which include a transition to the computer based format, item writing sessions, and mapping of items to the new blueprint.

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Transition timelines have been discussed with the schools. The last multiple choice written examination will be held in October 2018, with the clinical case study scheduled for January 2019. Re-writes for the clinical case study will be held in October 2019. A decision has not yet been made on additional examination offerings for the October 2018 exam.

The computer based format will commence as of January 2020.

18. Dr. Title Update

a) Briefing Note

The project is in Phase 1, which has included an environmental scan, literature review, feedback and input from stakeholders on expectations for the Doctor class and how the public would benefit. Discussions have also been held on how to ensure competency at an advanced level and the required education and training.

The President and Registrar attended a focus group, which consisted of patients who use TCM or alternative care, as well as those who have never had TCM treatments. The findings were that:

- The profession is held in high regard, and there is the expectation that TCM doctors will be held to the same level of training and experience as that of medical doctors. It was also recommended that a formal body oversee TCM schools is necessary. Opinions were expressed that TCM education in Ontario is not as strong as that of China.
- That the Doctor class should be more protected, with limited access. Benefits expressed by the focus group include the ability to provide additional services or access to more controlled acts. The respondents expressed a need for more advantages, such as lab results or hospital privileges that would enable the doctors to provide additional patient care.

The Doctor title working group will next review a survey going out to the public and membership. A final report will be provided by the consultants in December, which will then close Phase 1. Competencies and assessments will be developed in Phase 2.

The President expressed appreciation to the Registrar, noting the challenge of the working group will be to find a balance between what is in the public interest, versus practitioners' perceptions of what the Doctor title should be. Practitioners' input on surveys are also appreciated. Emphasis was also placed on the importance of research to ensure the best outcome for both the public and profession.

19. Draft 2017 – 2018 Annual Report

- a) Briefing Note
- b) Draft Report

An overview was provided of the 2018 Annual report.

Feedback was provided about the cover image. It was also recommended that a sentence be included to indicate that the auditors' report was an unqualified statement.

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It is expected that the report will be distributed by the end of October. Any further feedback or changes are to be sent to Ms. Cook.

Observers left the meeting at 11:21 a.m.

IN-CAMERA SESSION

The minutes of the in-camera session are recorded separately.

MOTION: M. Moreau – B. Haywood

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 at 11:24 a.m.

CARRIED

Ms. Hopman left the meeting at 2:09 p.m.

27. Business Arising from In-Camera Session

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

MOTION: M. Moreau – H. Maeots

THAT the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario propose the amendments of the College By-Laws be adopted and changes as presented be circulated to members and stakeholders for a 60-day consultation.

CARRIED

MOTION: M. Moreau – M. Cha

THAT the In-Camera Minutes of the Meeting of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, held on June 18, 2018 be approved as presented.

CARRIED

MOTION: B. Haywood - M. Moreau

THAT, the revised Human Resources Manual of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, be approved as presented.

CARRIED

28. Meeting Effectiveness Form

Ms. Woolcott encouraged Council members to complete the form and send their responses to her personally, if necessary.

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29. Next Meeting

- a) Tuesday, December 11 Council Training
- b) Wednesday, December 12 Meeting

The next meeting of the Council will be held on December 12, with training of all Council members to be held on December 11.

30. Adjournment

The meeting was adjourned at 2:26 p.m.

MOTION: H. Maeots – M. Cha

THAT the meeting of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario of September 17, 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
Ming C. Cha	Professional Member
Christine Fung	Professional Member
Henry Maeots	Public Member

The Executive Committee met once in person on November 19, 2018 since the previous Council meeting held September 17, 2018 at which the last Executive Committee report was given.

FOR INFORMATION

1. Workplan

The Registrar presented an update on each of the four strategic directions of the 2018 – 2021 Work Plan.

2. District 2 By-Election of a Profession Member

The Executive was updated on the extension of the date for Nominations to November 8, 2018 as no nominations had been received in time for the October 29, 2018 deadline in District 2 to fill the vacancy due to the resignation of Ms. Christine Lang. Three nominations have been received and accepted by the Registrar for the one seat on Council. Ballots will be sent out on December 7, 2018 and voting will end January 7, 2019.

3. Election of Officer

The Executive was updated that with the results of the District 3 elections, Mr. Terry Hui would no longer be a Council member. This has left a vacancy in the position of Vice-Chair. The Registrar advised that a call for nominations was sent to Council seeking a Professional member to stand for the position of Vice-President. Nominations will be accepted until 5:00 p.m. on December 5, 2018.

The Call for Nominations also advised that if either of the two current professional members on the Executive Committee ran for Vice-President and is elected, it would require a subsequent election of a Professional member to serve on the Executive Committee to complete the term to March 2019. The closing date for nominations is also at 5:00 p.m. on December 5, 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.



4. CARB-TCMPA

The Executive was advised that the College will be hosting the CARB-TCMPA Strategic Planning meeting on December 5, 2018. The strategic planning session will be facilitated by Laridae.

As well, the College will host the CARB Board meeting on December 6, 2018. The meeting will focus on the financial audit, and future plans.

5. By-Law Revision

The Executive reviewed preliminary results of the consultation on By-Law Amendments which focus on Sections 13, 16 and 17. A major revision of the By-Laws was conducted earlier in the year and brought into effect on April 1, 2018. That revision did not address all of the items required to bring them in line with Bill 87, *Protecting Patients Act, 2017* and the public registry.

The current amendments will address the outstanding items related to the public registry and review the current fee structure

The final consultation results will be sent to Council for the December 12, 2018 meeting.

6. Citizen Advisory Group (CAG)

The Executive was advised the College has joined CAG, a partnership of 14 regulatory bodies. The Group provides the College with the opportunity to obtain feedback from the public on policy work, By-Law revisions, standards of practise or other items.

7. Human Resources Policy Update (HR)

The Executive was updated on the revised Policy 18 Alcohol, Cannabis and Substance Abuse which now contains a paragraph stating Cannabis is not allowed in the workplace. Staff and managers have been made aware of this policy change.

8. Pan Canadian Examinations

The Executive Committee was updated on the timeline for transition to the computer-based format for the examinations. The new timeline will be announced to schools and stakeholders once all the details are finalized.

9. Council Meeting Effectiveness Form

The Executive Committee reviewed the results of the Meeting Effectiveness Survey from the September 17, 2018 meeting. Overall, positive comments were provided on meeting format and information provided. Council will receive financial statements 10 days prior to the meeting allowing them additional time to review the numbers and raise any questions.



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 September 19, 2018 and October 3, 2018, and three additional panel meetings were held on September 19, 2018, October 3, 2018, and October 31, 2018.

FOR INFORMATION

1. 2018 PAN-CANADIAN EXAMINATION

The Written Component of the 2018 Pan-Canadian Examination was held on October 13, 2018.

Of the 251 candidates who registered to write the 2018 Written Component, 190 successfully passed the exam, 60 were unsuccessful, and 1 did not write.

2. 2018 PAN-CANADIAN EXAMINATION SURVEY

This is the first year in which the application for the Pan-Canadian Examination was completed online. In order to continuously improve this new process, we updated the survey to capture applicant's response and feedback on the ease of application process, areas of improvement, and customer service for this year's Pan-Canadian Examination.

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

Eight appeals to the Health Professions Appeal and Review Board were made in Q3.

4. REGISTRATION COMMITTEE PANEL UPDATES



	Decisions made by the Registration Committee			
	Approved	Approved with TCLs	Refused	Total
Transfer application	1	0	4	5
General Class application	0	3	0	3
Totals	1	3	4	8

5. QUATERLY MEMBERSHIP STATS

Registration by District

	District 1	District 2	District 3	District 4	District 5	Practicing outside Ontario	Total
General	158	92	1519	463	69	50	2351
Inactive	3	1	31	7	1	5	48
Student	0	0	14	0	0	0	14
Total Members	161	93	1564	470	70	48	2413

- Please note that General Class members who recently register with the College are given 30 days to submit their business address. We are currently waiting for 7 General Class members to submit their business address.

Registration updates as of November 19, 2018

	30-Jun-18	30-Sep-18	19-Nov-18
General R. Ac	1140	1163	1170
General R. TCMP	1164	1177	1181
Student R. Ac	2	7	11
Student R. TCMP	4	3	3
Inactive R. Ac	24	23	23
Inactive R. TCMP	24	25	25
Current Members	2358	2398	2413
Resigned	280	280	282
Expired	665	661	661
Revoked	87	87	91
Suspended	34	36	36
Total Registrants	3424	3462	3482

Changes within the Quarter

	April 1-June 30	July 1-Sep 30	Oct. 1 – Nov. 19
New member	50	38	14
Resignations	18	0	1



Revocation	1	0	1
Suspensions	19	3	3
Expired	677	0	1
Net Change	-665	35	8

Members practicing with terms, conditions and limitations: 237

General Members practising with Written Language Plan: 125

2018 Pan-Can Examinations			
	R. Ac	R. TCMP	Total
Written	174	77	251
Clinical	151	92	243

2018 Pan-Can Examinations - Results			
	Pass	Fail	Did not write
R. Ac	123	50	1
R. TCMP	67	10	0
Total	190	60	1

2018 Jurisprudence Course Tests

Passed	Failed	Total
149	0	149

2018 Safety Program Tests

Passed	Failed	Total
146	0	146

This report is current to November 19, 2018 in anticipation of the Council meeting scheduled for December 12, 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 met five times in Q2. The Panels met for teleconferences four times; July 20, July 23, and September 6, 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	2	2	Safety Concerns / Breach of Standards
	1	Advertising false educational credentials		1	Improper billing practices
	3	Unprofessionalism			

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

Completed Cases and Outcomes*

Note: Some decisions have more than one outcome

Complaints	Outcomes		Registrar Reports Investigations	Outcomes	
5	5	SCERP	3	1	Referral to Discipline
	3	Written Caution		3	Oral Caution
	2	Oral Caution		1	SCERP

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	15	0	27



FOR: Information

SUBJECT: Inquiries, Complaints and Reports Committee Report for
2018 – Q3 (October 1, 2018 – December 30, 2018) as at December 4, 2018

Committee Members:

Panel 1

Yvonne Blackwood, Public Member (Chair of ICRC and Chair of Panel 1)
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 is currently scheduled to meet six times in Q3. The Panels met three times for a teleconference on October 29, 2018 and on November 19, 2018 and November 26, 2018. An in-person meeting occurred on November 5. Two teleconferences are scheduled to occur on December 18 and December 19, 2018.

The Committee imposed one interim order to suspend a Member's Certificate of Registration.

New Cases and Nature of Concerns

Note: Some matters have more than one concern

Complaints	Nature of Concerns		Registrar Report Investigations	Nature of Concerns	
7	3	Advertising	2	1	Falsifying education documents
	2	Improper billing practices		1	Breaching a court order
	2	Communication/Professionalism		1	Making a false declaration to the College
	2	Breach of a Standard (Safety)			

Completed Cases and Outcomes*

Note: Some decisions have more than one outcome

Complaints	Outcomes	Registrar Reports Investigations	Outcomes
0		0	

Complaints cases before Health Professions Appeal and Review Board

New Cases	Pending Cases	Completed Cases*
0	0	2

Note: HPARB upheld the ICRC's decision in these matters

Pending Cases

Complaints	Registrar Report Investigations	Incapacity Inquiries	Total # cases
19	17	0	36

This report is current to December 4, 2018.



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 (QA) Committee has held an in-person meeting on November 16, 2018.

2018 Self-Assessment Selection

At the November meeting, the QA Committee authorized Staff to execute the annual self-assessment selection. As per the QA Program Regulation, every member of the College must complete a self-assessment and 15 hours of professional development activities. A percentage of members are selected at random to demonstrate their compliance. In line with the QA policies established in November 2017, 10% of members have been selected and notified on November 27, 2018. These members have until March 8, 2019 to submit their documents.

Record-Keeping Webinar Results

A record-keeping webinar was held on October 10, 2018 from 6:00 p.m. to 8:00 p.m. that was open to all members of the College. The webinar involved a one-hour pre-recorded video and a live question and answer period with a non-Council member, Fanny Ip, and two College staff, Leanne Cheng and Stamatis Kefalianos. The webinar was held on GoToWebinar which is a program associated with the GoToMeeting used by the College.

Of the 794 members who registered for the webinar, 626 members attended. There was an average attentiveness rating of 76%. Attentiveness rating measures the percentage of time the webinar is the primary window on the attendee's screen. In total, 264 questions were asked and 35 were answered live. Many questions fell under similar topics or were issues with the technology. Attendees were also asked to complete a short survey to provide their feedback at the end of the webinar. Of the 626 attendees, 348 responded to the survey. There was overwhelmingly positive feedback for the webinar. Most members requested that the College hold more webinars in the future. A few of the survey results are below:

1. The webinar was informative.

Response	Member response (#)
Strongly Agree	152
Agree	174
Neutral	15
Disagree	1
Strongly Disagree	1
Unanswered	5
Total	348

2. Will you make any changes to your record-keeping practices after attending the webinar?

Response	Member response (#)
Yes	274
Undecided	55
No	13
Unanswered	6
Total	348

3. Overall, how would you rate the webinar?

Response	Member response (#)
Excellent	166
Above Average	130
Average	47
Below Average	1
Poor	1
Unanswered	3
Total	348

Standards of Practice

The College conducted an environmental scan to compare the standards of practice across the regulated health professions. While other colleges had similarities in the content covered by their standards, it was found that the College had little overlap. This signified a need to update and develop new standards of practice.

The first course of action was to determine a standardized layout that would be applied to all standards drafted into the future. The Committee reviewed and approved 6 components. Each standard will contain two opening summaries to help professional members and public members understand what to expect. The standards will be divided into major topics that contain performance indicators that demonstrate when compliance has been met. Definitions and resources will be included at the end of the document to provide more information and reference applicable legislation.

Staff presented four standards of practice to the Committee: record-keeping, fees and billing, consent and infection control. The Committee discussed and provided feedback. The drafts will be revised accordingly and sent to legal counsel for review. It is expected that the Committee will be able to review the standards again at the next meeting scheduled for January 29, 2019.

This report is current to December 3, 2018 in anticipation of the Council meeting scheduled for December 12, 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 held a meeting by teleconference on November 29, 2018.

Standards of Practice

As part of the initiative to update and develop the College's standards of practice, a standard for maintaining professional boundaries and preventing sexual abuse was presented to the Committee. This standard incorporated the changes from the *Protecting Patients Act, 2017*, and provided direction on managing professional boundaries. It also emphasizes the College's zero-tolerance position on any conduct that betrays the trust and confidence the public has in regulated health professionals.

The standards were drafted using the standardized layout approved by the Quality Assurance Committee. Taking the feedback received from the Committee, the standard will be revised and submitted to legal counsel for review. A second draft will be presented to the Committee at the beginning of 2019.

Application for Funding for Therapy and Counselling Forms

The application for funding for therapy and counselling forms also requires an update as a result of the *Protecting Patients Act, 2017*. Previously a patient was not eligible for funding until a finding of sexual abuse was made by the Discipline Committee. Eligibility is now available upon allegations made in a complaint or report. The legislation has also defined that, for the purposes of sexual abuse, a patient continues to be a patient for one-year after the patient-practitioner relationship ended.

The four forms associated with funding for therapy and counselling were updated and presented to the Committee. The Committee has approved these forms subject to review by legal counsel. The webpage for Prevention of Sexual Abuse will be updated to reflect the legislative changes and with the final version of the forms.

One notable change has been made to the availability of funding. As per the legislation, the maximum amount of funding available is the amount that the Ontario Insurance Health Plan would pay for 200 half-hour sessions of individual out-patient psychotherapy with a psychiatrist. Legislation also limits that this funding is only available for a period of 5 years from the date the therapy or counselling first began or the date that the

applicant became eligible. The College has taken the position to remove the time limit that applicants can access funding to support those who have been sexually abused by members.

Funding for Therapy

The College received one application for funding for therapy and counselling in the last reporting period. This application was not reviewed by the Committee as it was missing information. The applicant could not be reached by email and phone. Staff will continue to contact the applicant to complete the application.

This report is current to December 3, 2018 in anticipation of the Council meeting scheduled for December 12, 2018.



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 three cases. They are as follows:

1. [Xiao Jue Kang](#)
2. [Xiao Chun Xu](#)
3. [George Li](#)

These decisions are available on the College's website and published on Canlii.

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/Status	Allegations/Findings
Xu, Xiao Chun	July 10, 2018	Uncontested/Matter Closed	<p>On July 10, 2018, a panel of the Discipline Committee found that the Member committed the following acts of professional misconduct:</p> <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
Li, George	July 26, 2018	Penalty /Matter Closed	<p>On March 7, 2018, a panel of the Discipline Committee found that the Member committed the following acts of professional misconduct:</p> <ul style="list-style-type: none"> • Submitting an account or charge that the members knows is false and



			<p>misleading</p> <ul style="list-style-type: none"> • Failing to itemize an account for professional products or services • Failing to keep records in accordance with the standards of the profession • 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
Kang, Xiao Jue	August 7, 2018	Uncontested/Matter closed	<p>On August 7, 2018, a panel of the Discipline Committee found that the Member committed the following acts of professional misconduct:</p> <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
Canon, Alan	August 30, 2018	Contested/Awaiting decision and reasons	<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
Cheung, Yatwah	September 12, 2018	Penalty /Awaiting decision and reasons on Penalty	<p>On June 21, 2018, a panel of the Discipline Committee found that the Member committed the following acts of professional misconduct:</p> <ul style="list-style-type: none"> • • Contravened a standard of practice of the profession • Using a prohibited title



			<ul style="list-style-type: none"> • 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
Lan, Xiang and Yan, Chao	September 28, 2018	Uncontested/ Awaiting Decision and Reasons	<p>On September 28, 2018, a panel of the Discipline Committee found that the Members committed the following acts of professional misconduct:</p> <ul style="list-style-type: none"> • • Charging a fee that would be regarded as excessive • Engaging in conduct unbecoming a practitioner of TCM and Acupuncture

As at September 30, 2018, there are 10 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 (Q3- October 1, 2018 – to date)

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

The Committee scheduled three discipline hearings in Q3. One is an uncontested hearing and two are penalty hearings.

The Committee completed and released their decision in five cases. They are as follows:

1. [Yatwah Cheung](#)
2. [Xiang \(Tina\) Lan](#)
3. [Chao Yan](#)
4. [Chenghua Zhan](#)
5. [Diana Turevski](#)

These decisions are available on the College's website and published on Canlii.

No pre-hearing conference were scheduled in this quarter.

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

Member Name	Hearing Dates	Type of Hearing/Status	Allegations/Findings
Zhan, Chenghua	October 23, 2018	Uncontested /Matter now Closed	<p>On October 23, 2018, a panel of the Discipline Committee found that the Member committed the following acts of professional misconduct:</p> <ul style="list-style-type: none"> • Sexual abuse of a patient • Abusing a patient verbally, physically, psychologically, emotionally • 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 • Failing to keep records in accordance with the standard of the profession • Signing or issuing a document that contains a false or misleading statement • Engaging in conduct that is disgraceful, dishonorable or unprofessional
Turevski, Diana	November 7, 2018	Penalty /Matter now Closed	<p>On July 6, 2018, a panel of the Discipline Committee found that the Member committed the following acts of professional misconduct:</p>



			<ul style="list-style-type: none"> • Submitting an account or charge that the member 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 reply appropriately and within a reasonable time to a written inquiry • Failing to cooperate with an investigation • Engaging in conduct that is disgraceful, dishonorable or unprofessional
Yan, Nathalie Xian Xi	December 14, 2018	Penalty /Matter Pending	<p>On October 1, 2018, a panel of the Discipline Committee found that the Member committed the following acts of professional misconduct:</p> <ul style="list-style-type: none"> • Contravening a standard of practice or failing to maintain the standard of the profession • Failing to reply appropriately to a reasonable request by a patient or a patient's authorized representative • Failing to itemize an account for professional products or services • Failing to keep records in accordance with the standard of the profession • Use of Doctor Title • Engaging in conduct that is disgraceful, dishonorable or unprofessional

As at November 30, 2018 there are 6 open cases which have been referred to the Discipline Committee by the Inquiries, Complaints and Reports Committee.

	Member Name	Status
1	Yan, Nathalie Xian Yi	The Discipline Hearing was held on February 12-16 and May 1, 2018. The Panel released their Decision and Reasons on October 1, 2018. The Penalty Hearing is scheduled for December 14, 2018.
2	Canon, Alan	The Discipline Hearing was held on August 30, 2018. The Panel released their Decision and Reasons on November 27, 2018. The date of the Penalty Hearing is pending.
3	Lannard, Mark Alec	The Notice of Hearing was served to the Member on September 5, 2018. The Discipline Hearing is scheduled for January 9, 2018.



4	Tsang, Joeie Pak Lam	The Notice of Hearing was served to the Member on June 6, 2018. This matter is currently in the pre-hearing stage.
5	Sheina, Svetlana	The Notice of Hearing was served to the Member on August 21, 2018. The matter is currently at the pre-hearing stage.
6	Zhao, Dongxia	The Member signed an undertaking to surrender certificate of registration on October 23, 2018. The hearing date for stay proceedings is pending.

This report is current as at November 30, 2018.



FOR: Information

SUBJECT: Fitness to Practice Committee Report– Q3 (October 1, 2018 – December 31, 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 Q3.

Cases referred to Committee

New Cases	Pending Cases
0	0

This report is current to November 30, 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 did not hold any meetings.

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:

- No appeals to the Examination Appeals Committee were made since the last meeting.

This report is current to November 19, 2018 in anticipation of the Council meeting scheduled for December 12, 2018.



Meeting Date:	December 12, 2018
Issue:	Risk Management Report (Q3)
Reported By:	Stamatis Kefalianos
Action:	For Information

Background:

A Risk Management Plan was created by staff and reported to Council by the Deputy Registrar on May 8, 2017. As indicated in the plan, the Deputy Registrar jointly working with the Registrar, are task to identify organizational level risks. The Deputy Registrar is to report to Council quarterly on the status of the risk management plan and any updating that is required. This report captures that activity.

Overview

While the College's Risk Management Plan in its entirety follows, the vision and approach are repeated below for guidance on this Risk Management Report:

Risk Management Vision

CTCMPAO is committed to building and fostering an enterprise risk management culture that clearly faces reality through systematic process of risk identification, assessment, and management and will affect this through its strategic planning process. CTCMPAO's value of serving and protecting the public interest, providing quality service, accountability and transparency, teamwork, and collaboration are the foundation of the organizational risk culture and will guide our actions.

Approach to Risk Management

College staff engage in a collective and joint process to identify types of risks that are likely to affect the achievement of business goals. For each risk, staff consider what would happen, how and why it could happen, and the consequence of said risk.

Types of Risks Identified

1. Governance
2. Loss of Confidence in CTCMPAO
3. Finance
4. Information Management
5. Facility/Site Safety and Security
6. Human Resources
7. Statutory Obligations
8. Exam



The Registrar/Deputy Registrar works with the various entities in the organization to identify and evaluate risks and create appropriate risk management plans. Working together, the College will develop protocols, program standards, policies and incident response plans.

Activity, 2018 – Q3

- No new risks identified in Q3.
- The HR Manual related to Alcohol, Cannabis and Substance Abuse has been updated to to confirm compliance with health and safety legislation.
- All existing risk ratings remain the same.



15 participants in meeting (12 in person; 3 by teleconference/GoToMeeting)

13 responses received - (87%)

Council Meeting Evaluation

Please complete this form at the conclusion of the meeting and hand to the President.

Meeting Date: __Sept. 17, 2018

	Item	Yes	Usually	No	Please provide comments
1.	Council agenda and supporting materials were provided in a clear, succinct, and timely manner to allow for meeting preparation.	13			Very well done. Appreciated the early package;
2.	The Council meeting agenda was well planned and allowed for adequate time to deal with the necessary College business.	13			Good;
3.	Each Council member was given an adequate opportunity to participate in discussion and decision-making.	13			Very Good; Everyone seemed well prepared;
4.	Council's treatment of all persons was courteous, dignified and fair.	13			Very Good;
5.	The Chair managed the agenda effectively allowing for fair, open and thorough deliberations that were timely, orderly and kept to the point.	13			Good;
6.	The issues brought forward to Council are appropriate and timely.	13			Good; Thanks for the info (Allan)
7.	<u>Technical:</u> I am able to access the meeting materials on the Cloud easily?	9	3		If file is not too large
	I find the use of the iPads in meetings helpful and easy to use.	8	3		Following from GoToMeeting; Attended by teleconference. N/A
	The information on the screen assists in my ability to follow the meeting.	11	1		
Any further comments? Pleased to have the auditor come to go over the audited statement. Also, pleased to see the opportunity and ample time given to council to review the statement way ahead of meeting allowing council to digest the material prior to the meeting.					

I am always left with great confidence of the college and staff. Good job, everyone!

Getting better and better.

Great meeting; well prepared package; thanks to staff for all the information.

More information is provided in the financial - that was much appreciated. Overall, very good meeting.

A recommendation : Put information which are not in the package on the screen would be more helpful.



FOR: FYI

SUBJECT: Elections: Executive Committee Members, Vice-President

Election and Composition

The election and composition of the Executive Committee is subject to Sections 7.01, 7.02, 7.04, 7.05, 7.06, 7.07 and 12.01 of the College by-laws.

In the event an officer resigns or otherwise ceases to act, the Council shall elect a new officer from among its members to hold office for the remainder of the term (March 2019).

The Executive Committee shall be composed of the President, the Vice-President and three (3) Members of the Council. Two of the Members of the Executive Committee shall be Public Members. The President shall be the chair of the Executive Committee.

Current composition:

Ferne Woolcott, President	Public Member
Vacant Seat, Vice-President	Professional Member
Henry Maeots	Public Member
Christine Fung	Professional Member
Ming C. Cha	Professional Member

In the event one of the current Professional Members gets elected as Vice-President an election will be held for the newly vacant Professional Member position on Council.

Duties of the Vice-President

- (i) The Vice-President shall have all the powers and shall perform all the duties of the President in the event of the absence, or the inability of the President to act. The Vice- President is directly accountable to the Council and indirectly accountable to the government, the public and the profession for the effective governance of the College in accordance with all applicable legislative requirements.
- (ii) Specific duties of the Vice-President include:
 - a. serving on the Executive Committee;
 - b. any duties delegated by the President unless not approved by the Council;
 - c. acting as a signing officer on cheques and other documents as required by the Council; and
 - d. other duties as assigned by the Council from time to time.



Executive Committee's Exercise of Council's Powers

The Executive Committee's exercise of Council's powers is subject to Section 12 of the Health Professions Procedural Code, Schedule 2 of the *Regulated Health Professions Act, 1991*.

Between the meetings of the Council, the Executive Committee has all the powers of the Council with respect to any matter that, in the Committee's opinion, requires immediate attention, other than the power to make, amend or revoke a regulation or by-law.

If the Executive Committee exercises a power of the Council under subsection (1), it shall report on its actions to the Council at the Council's next meeting.



FOR: FYI

SUBJECT: Elections Process Overview – Professional Executive Committee Member, Vice-President

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. 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:	December 12, 2018
Issue:	Council Member By-Election – District 2
Reported By:	Dianne Cook
Action:	FYI

Background

The Registrar extended the date for Nominations for the District 2 By-Election to November 8, 2018 with the new election date being January 7, 2019 as no nominations had been received by the deadline of September 20, 2018.

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 received three nominations prior to the close of nominations on November 8, 2018.

ELECTION DATE	January 7, 2019
Nomination Package Out (minimum 90-days prior to election date)	October 4, 2018
Nominations due (minimum 60-days prior to election date)	November 8, 2018
Voting Ballots sent to members (minimum 30-days prior to election date)	December 7, 2018
End of Voting timeline Election Day 5:00 p.m. EST	January 7, 2019
Ballot Report	January 7, 2019
Notification of candidates	January 8, 2019
Notification & posting of results (if no recount is requested)	January 22, 2019



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"> Attended a FHRCO meeting with the former Assistant Deputy Minister, Denise Cole. Provided us with an update of work that is being done at the Ministry regarding regulatory modernization. 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"> • Revised By-Laws and fees schedule were sent out for circulation. Back at Council for discussion and approval • Completed a full review of the By-Laws and in effect since April 1, 2018
	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"> • Ministry is creating a working group to develop a framework on performance management.
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"> • 5 standards of practice have been drafted for review: consent, record keeping, prevention of sexual abuse, fees and billing and infection control • Standards have been presented to QA and Patient Relations. Will be reviewed by legal counsel and sent out for consultation.
	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"> • A webinar on record keeping was offered on Oct 10th to the membership. Over 800 members attended. • The webinar was recorded and will be posted on the College website.
	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"> • Working on transition to Computer Based Testing format in 2020 • New Transition timelines are being proposed. • 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"> Met with a consultant, David Cane to discuss the development of Career Span Competencies and explore a new model for professional development. This will be the foundation for the QA program.
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"> Held a meeting with TCM schools on August 21 to discuss the new Exam format and provide updates to current College activities. Presented and provided remarks at Humber College TCM conference and OCTCM conference.
	<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 	<ul style="list-style-type: none"> Exploring various options for a school program approval process. Met with a vendor to discuss program approval and accreditation options.
	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 2019 – 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"> Held a Working group meeting with the Consultant. A survey will be drafted and sent out to all stakeholders. Focus groups with the public and members in July Will be sending out a survey to the membership in August.



Meeting Date:	December 12, 2018
Issue:	Pan-Canadian Examination Results
Reported By:	Ann Zeng
Action:	FYI

Background

Registration for the 2018 Pan-Canadian Examinations closed on June 29, 2018. The Written Multiple-Choice Examination was held on October 13, 2018 at the University of Toronto Testing Centre.

Below is a summary of the National and Ontario Results.

Summary – Ontario

Designation	# Registered	# Wrote	# Passed	Percentage
R. Ac	174	173	123	71%
R. TCMP	77	77	67	87%

Summary – National

Designation	# Registered	# Wrote	# Passed	Percentage
R. Ac	369	359	272	76%
R. TCMP	104	104	92	88%

The candidates that have completed the Written Multiple-Choice Examination will write the Clinic Case Study examination on January 19, 2019.



Meeting Date:	December 12, 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.

Phase 1 Update

The Working Group met with Brian Bauml of Malatest who presented the results from the literature review, and focus group meetings with the public and practitioners. A survey is being prepared to consult with all stakeholders and practitioners to explore, the class entry requirements, the benefits of the title and to discuss how to assess practitioners with varying levels of education and experience.

A key theme throughout the discussion was the importance of a process of verifying and validation of credentials both nationally and internationally and the accreditation of schools in Ontario. This will be a priority prior to establish the Doctor Title class.



Phase 1 will be extended until Spring 2019, which will be reflected in all timelines with the final report being submitted to Council.

Next Steps

The final report from Malatest will be available in the spring of 2019.



Meeting Date:	December 12, 2018
Issue:	Citizen Advisory Group
Reported By:	Allan Mak
Action:	For Information

Background

The College joined the Citizen's Advisory Group (CAG) partnering with 14 other health regulatory colleges. The College may use the CAG to seek input and consult with a group of public members on various matters, requiring public feedback, e.g. Standards of practice, by-law amendments, website content etc.

The annual membership is \$1,000 per College. Additionally, meeting costs are split between Colleges that have items on an agenda. The meetings are held 3 times a year on a Saturday and are chaired by a facilitator. Notes are taken at the meeting and a report is provided to the College at the end of the meetings. College staff may also attend the sessions.

The details of the Citizen Advisory Group are defined the Terms of Reference.



Terms of Reference:

Citizen Advisory Group Partnership

List of Partners:

- College of Dental Hygienists of Ontario
- College of Denturists of Ontario
- College of Massage Therapists of Ontario
- College of Medical Laboratory Technologists of Ontario
- College of Medical Radiation Technologists of Ontario
- College of Naturopaths of Ontario
- College of Nurses of Ontario
- College of Occupational Therapists of Ontario
- College of Opticians of Ontario
- College of Optometrists of Ontario
- College of Physicians and Surgeons of Ontario
- College of Physiotherapists of Ontario
- Ontario College of Pharmacists



Purpose

The Citizen Advisory Group Partnership (known as the “Partnership”) has created a multi-College Citizen Advisory Group (CAG) that can be used by all Partners to enhance public participation and consultation in our regulatory activities.

Background/About the Citizen Advisory Group

- The College of Physiotherapists of Ontario (CPO) launched the Citizen Advisory Group (CAG) in 2015, holding two meetings of the CAG each year. The CAG is made up of between 40 and 50 members who represent different patient demographics (e.g., gender, age, cultural background, geographic location, health conditions, practice setting experience).
- Regular CAG meetings:
 - Organized to ask CAG member feedback on a variety of issues, including draft policies, standards development, strategic plans, or website content:
 - Held in-person, approximately six hours on Saturdays
 - Run by an external facilitator
 - Reports written by a hired note-taker
 - CAG members receive compensation for preparation (i.e., pre-reading) and meeting attendance, as well as expense (e.g., travel) reimbursement
- The CAG has also been requested to provide feedback on particular issues from time to time by CAG Partners, both in a virtual meeting format (e.g., WebEx), or via email feedback.
- The CAG has no decision-making power but acts as an informed focus group. A significant and material difference between the CAG and a random public survey is that, by virtue of their preparation work and ongoing participation, CAG members are a particularly informed group of the public. They are also different from public members of Council because they are wholly at arms’ length from the College and are specifically chosen to represent a broad demographic.
- The CAG has a website: www.citizenadvisorygroup.org, which lists the CAG Partners, says a bit about what a regulatory College is, makes available the reports from previous CAG meetings, and provides contact information for the CAG.

Parameters

The following are parameters for the Citizen Advisory Group:

1. Any regulatory health College is welcome to join the Citizen Advisory Group Partnership at any time, by agreeing to the Terms of Reference.
2. The pool of CAG members should be between 40 to 50 people to ensure diversity and availability for a minimum of four in-person meetings and electronic requests of the Group. In-person meeting should aim for between 12 and 18 people in attendance to ensure productive discussions.

3. The CAG is made up of a group of Ontario residents and will be a diverse representation of a variety of health conditions and demographics. They may be patients or caregivers. Panels of the CAG will be convened for CAG meetings.
4. The Partnership is able to call upon the Group, channeling requests through the Administrator, for ad hoc opportunities such as working groups, focus groups, surveys, etc.
5. Requests for consultation from Citizen Advisory Group members that will take less than 30 minutes are not compensable. These requests might be electronic, or telephone consultations, for example. Requests that exceed 30 minutes are compensated at the agreed upon rate.
6. Quarterly Meeting-Specific Parameters:
 - a. The Citizen Advisory Group uses an external facilitator to ensure that the group's reflections remain at arms' length from the Colleges.¹
 - b. Meetings use an external note-taker to ensure an unbiased record of the conversation. The notes of meeting are circulated to the Citizen Advisory Group and Partnership for review and made publicly available.
 - c. Citizen Advisory Group members are compensated at an agreed upon rate, adjusted over time, for preparation and attendance.
 - d. Citizen Advisory Group members are entitled to recoup expenses such as transportation costs to and from the meeting, meals, and hotels in appropriate circumstances.
 - e. Citizen Advisory Group members will not be asked to do more than three hours of preparation for a meeting.
 - f. Meetings are held on Saturdays, within the Greater Toronto Area.

Governance and Decision Making

- Each College will be an equal partner in decision-making.
- Every College will have equal access to CAG meeting time and to the CAG through the Administrator for requests for consultation, although participants may waive their spot at a meeting or have additional time allotted to them in accordance with need. All requests to access the CAG will go through the Administrator.
- The CAG Partnership will choose a Chair from one of the partner Colleges. The term for Chair is one year, renewable as desired by the Partnership. The Chair's role and responsibilities are set out below.
- The CAG Partnership will meet annually. Each College will ensure attendance by an individual vested with decision-making power about CAG activities.

¹ Current facilitator – Misha Glouberman

Roles & Responsibilities

Chair

The Chair of the Partnership is responsible for hiring and overseeing the Administrator and arranging an annual meeting of the CAG Partnership.

The Chair is responsible for maintaining the funds that support the CAG Partnership and, through the Administrator, ensuring expenses are paid in a timely manner.

Administration

A part-time Administrator manages all aspects of the CAG, including

- working with participating Colleges to coordinate an agenda and venue for each meeting
- catering
- travel arrangements for Citizen Advisory Group members
- booking the facilitator and note-taker
- arranging a pre-meeting discussion with the facilitator for each participating College
- distributing meeting materials
- ensuring accommodations for those with special needs (as required)
- processing CAG members' claims for expenses and attendance
- processing invoices for goods and services associated with the meetings
- obtaining approval for the notes from the meeting and ensuring distribution to the participating Colleges
- coordinating requests to access the CAG members
- creating an annual report for the Partnership

The Administrator will maintain a roster of CAG members and ensure that there is appropriate diversity among them. Where new members are required, the Administrator will identify the gaps in diversity on the roster and notify the Chair and the Colleges responsible for recruiting.

The Administrator will share an orientation package with each new member and ensure the facilitator is aware when new members are joining a meeting.

The Administrator reports to the CAG Partnership Chair.

CAG Partnership

The Partnership, at its annual meeting, will identify the number of Citizen Advisory Group meetings for the year and approve a schedule for College participation.

The Partnership will approve an annual budget and identify opportunities for improvement in processes or mandate.

Should disagreements arise, the Partnership would call an additional meeting to discuss the issues and work towards consensus.

College Participants

All Colleges will share the opportunity to become a part of the CAG with the stakeholder groups it thinks best, using the channels of its choice. Interested parties will be screened and interviewed by an external recruitment agency (the CAG Partnership will split the costs for the recruitment agency) using criteria provided by the Partnership. Recruitment should include screening for availability, type of health condition (either have themselves or as a caregiver), exposure to different healthcare professionals, geographic distribution, gender, health care setting, etc.

Following the initial recruitment, the Administrator will be responsible for managing the CAG and flagging for the Chair when CAG members depart and new members are needed.

Colleges will contribute staff time and venues, where possible, to minimize meeting expenses for meetings at which they are participating.

The Administrator will circulate the agenda sign-up sheet to the Partnership at the beginning of each year for the year ahead. Colleges will submit their topics and the meeting date for each. Other Colleges interested in the same topic can agree to work together. Best practice indicates each meeting should have between two to four items on the agenda. The Administrator will compile the agenda for each meeting and finalize.

Each College will be responsible for generating its own materials for CAG meetings, including materials for pre-meeting circulation and presentation materials (if any) for the meeting itself.

Each College will be responsible for attending the CAG meetings and making presentations at the meetings as agreed in discussion with the facilitator and other meeting participants.

Cost Sharing

Costs of the CAG will be shared by all members of the CAG Partnership on the following basis:

- Each College will contribute equally to the cost of maintaining administrative staff and will contribute, at the beginning of the partnership and each year thereafter, a refundable \$1,000 deposit to be held against meeting expenses.
- The costs of each CAG meeting will be shared between the Colleges participating in that meeting. If a topic is of interest to multiple Colleges, the expense should be shared.
- If none of the participating Colleges are able to provide a venue for the meeting, seeking available space from one of the partner Colleges is the first option to reduce expenses, if none are available, a suitable venue will be rented.
- The Partnership will consider a “pay what you can” option for any College that would like to participate but could not afford to contribute the agreed upon sharing model.
- The Administrator will manage invoices and expense claims associated with the meeting and invoice participating Colleges.
- The cost sharing agreement will be reviewed annually at the meeting of the Partnership.

Statement

Statement from Christine Elliott, Deputy Premier and Minister of Health and Long-Term Care

October 19, 2018 1:45 P.M. | [Ministry of Health and Long-Term Care](#)

The Ministry of Health and Long-Term Care has undergone an organizational realignment, as part of our government's plan to tackle the ongoing hallway healthcare crisis in our health care system. Some divisions and branches will be merged to better serve patients. These changes will clarify and simplify lines of accountability and allow our organization to be more nimble and outcome-focused.

These changes will streamline patient care and are the first steps towards enhancing the quality and efficiency of our health system. Our government will continue to listen to and consult with patients and the people who work on the front lines of our health care system to develop an integrated, modern and effective model of care that Ontarians need and deserve.

This organizational change will help ensure our government is able to fulfill our promise of developing a patient-centered health care system that is effective and provides the highest quality of care for all Ontarians.

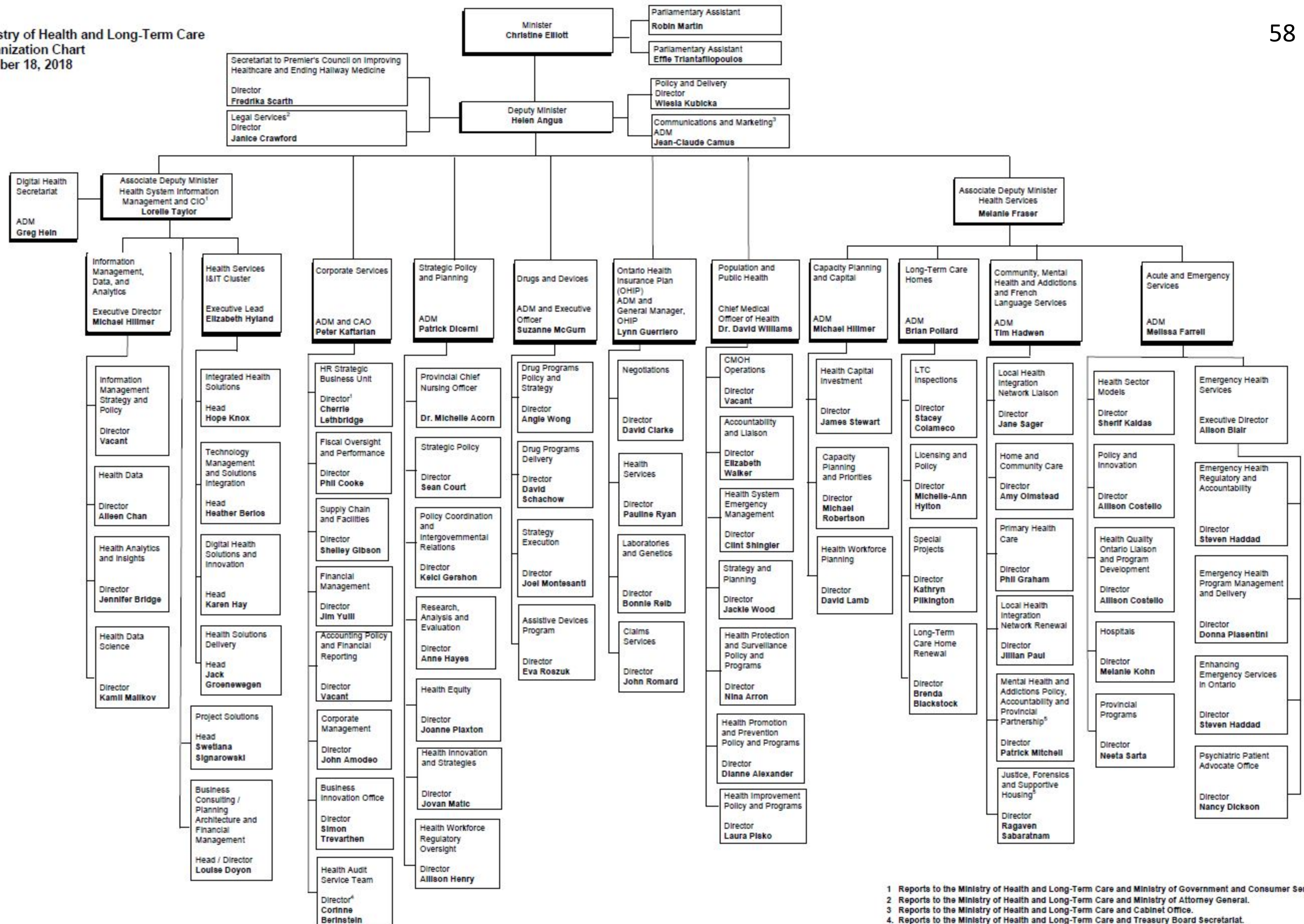
Media Contacts

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For public inquiries call ServiceOntario
(Toll-free in Ontario only)
1-866-532-3161

Hayley Chazan
Deputy Premier & Minister of Health and Long-Term Care's Office
hayley.chazan@ontario.ca
416-726-9941



1 Reports to the Ministry of Health and Long-Term Care and Ministry of Government and Consumer Services.
2 Reports to the Ministry of Health and Long-Term Care and Ministry of Attorney General.
3 Reports to the Ministry of Health and Long-Term Care and Cabinet Office.
4 Reports to the Ministry of Health and Long-Term Care and Treasury Board Secretariat.
5 Effective as of October 29, 2018



Meeting Date:	December 12, 2018
Issue:	By-law Review
Reported By:	Stamatis Kefalianos
Action:	For Decision

Background:

Council will recall that in its August meeting it reviewed a revised version of the College's by-laws. In addition to the changes to the by-laws required by the *Protecting Patients Act*, was the requirement for health regulatory colleges to further expand on what information is available on their respective public registers, as well as new provisions to address sexual abuse of patients by regulated health professionals.

In March 2017, Council passed numerous by-law amendments many of which were for the purposes of keeping the College by-laws consistent with changes introduced under the *Protecting Patients Act*. Despite these efforts, College staff discovered that minor language changes and further amendments are required to ensure consistency with the legislative changes.

Section 13 of the College by-laws details some of the additional information that must be presented on the public register. Legal counsel reviewed section 13 and determined what changes need to be made because of the changes to the Code. These changes are identified in the accompanying document.

During the June 18, 2018 meeting of Council, a proposal to increase/decrease a select number of fees and revise processes to mitigate risk was approved. The proposed amendments will increase the College's ability to offset increasing costs of discipline matters and to mitigate revenue risks.

On September 20 2018, Council approved for circulation the proposed amendments. A summary of the feedback results is provided below. The consultation on the proposed changes was conducted between September 28 and November 30.

It is also important to note that although the by-law was distributed to members and other stakeholders for feedback, most of the feedback came from College members. In fact, of the 495 people who responded to the question in which they were asked about themselves, 454 of them were College members. Eight were members of the public and 30 were members of another health profession. Three respondents identified were representatives from a professional association although they did not identify which organization.

Feedback obtained from the Consultation:

1. Public Register

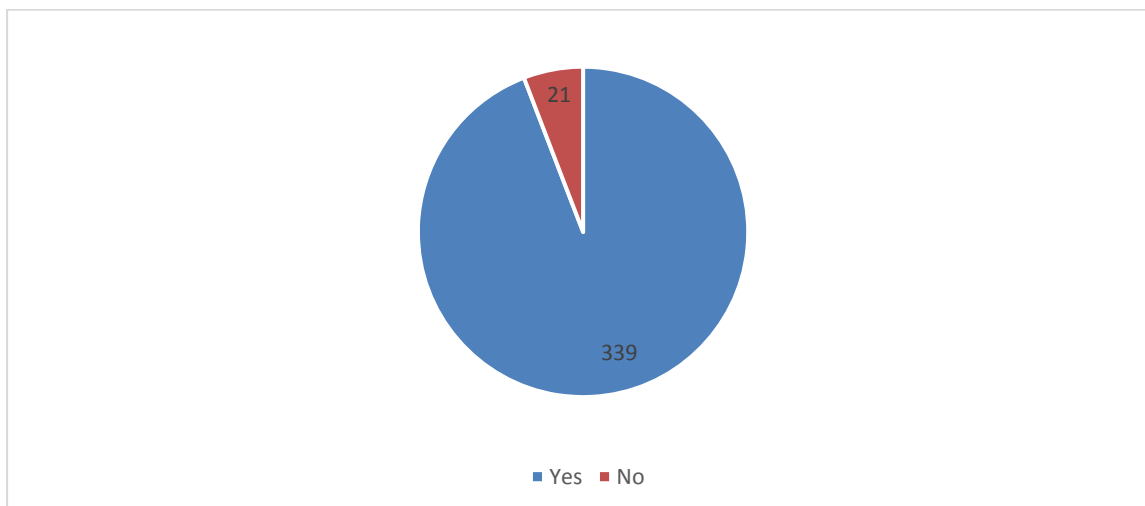
Relevant sections: By-law sections 13.03 (c), (e), (h) – Additional Register Information

A number of revisions in this section were revised for clarity. Council proposed a member's registration number be removed from the public register. There is concern that access to this information may assist with fraudulent billing. Members would be able to access their own registration number in the member portal.

The date of suspension (and not just termination) will be posted for clarification and all changes in status and the effective date will be posted. This will ensure that all suspensions, expirations, etc. will be posted to ensure transparency.

Feedback

360 people responded to the request for feedback on this issue. 339, or 94% agreed that with the proposal to eliminate registration numbers from the public register.



Thirteen respondents provided comment to this section, some highlights include:

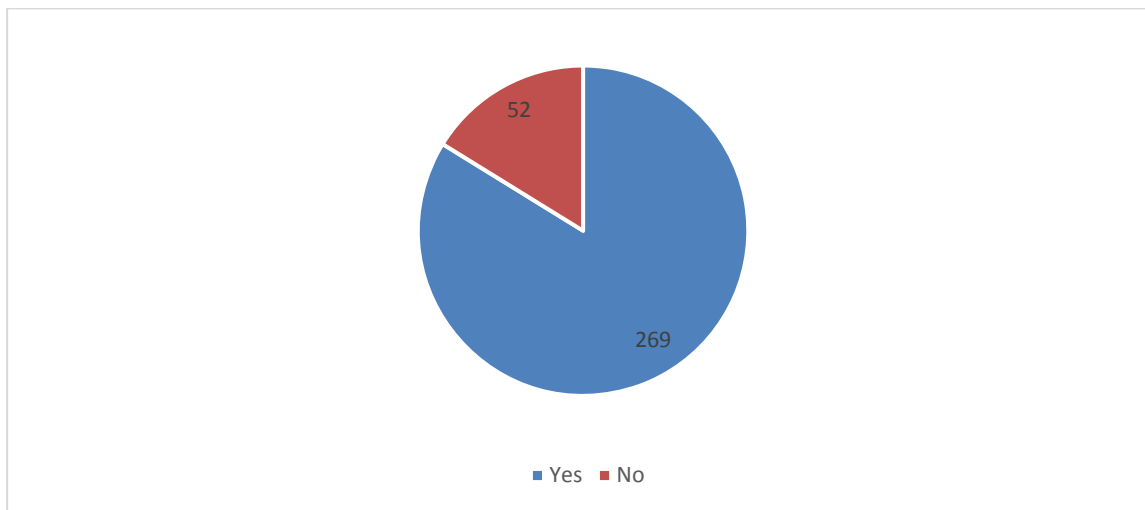
- Majority of respondents were in agreement about not posting registration numbers with one commenting the College should give insurance companies a way to verify members.
- One respondent commented that the registration number is a unique identifiable to differentiate between practitioner's having similar surnames.

Relevant sections: By-law section 13.03 (bb), (ee) – Additional Register Information

Council proposed that the nature of the investigation be included when a member resigns as a result of being investigated. Also, by ensuring all information remain on the public register remain fifty years after termination the College is ensuring transparency.

Feedback

321 respondents responded to the request for feedback on this issue. 269, or 84% agreed that the College should include this information.



Eighteen respondents made comments on this proposed change:

- Majority of comments were not in favour
- Eight respondents were not in favour of the fifty-year retention period. All felt it was excessive for transparency purposes.
- One respondent felt the nature of the investigation should not be disclosed in case a member is found not guilty. This would taint the practitioner's reputation.
- Other comments against proposal centered around privacy and "innocent until proven guilty".

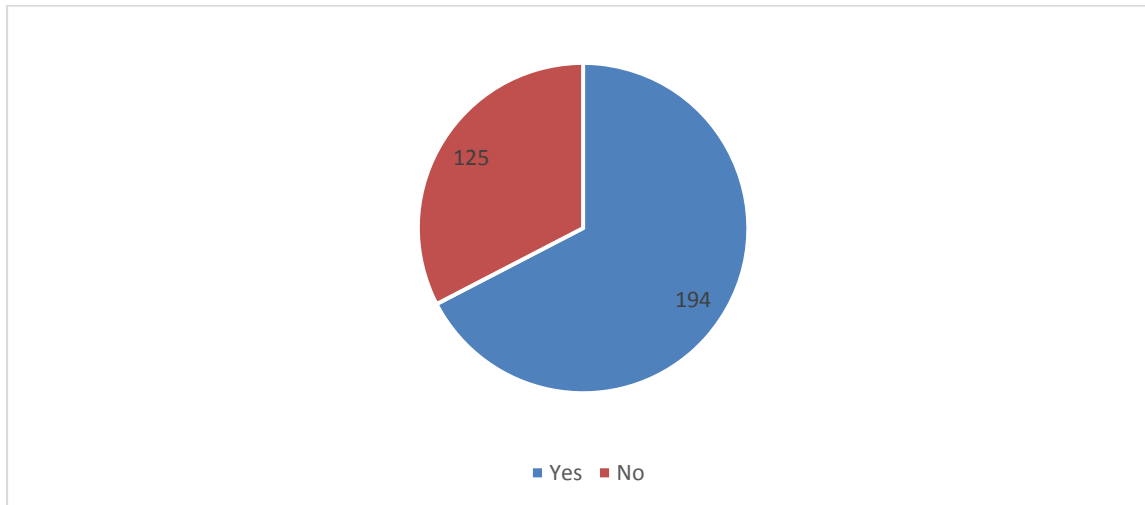
2. Fees

Relevant section: By-Law 17.02

Council proposed that future fee increases can only be increased by 2% if Council passes a motion to do so. The increase is capped at 2%. The proposed by-law eliminates the annual consumer price index. Any future 2% increase in fees will only occur when certain thresholds are not met.

Feedback

319 people responded to the request for feedback on this issue. 194, or 61% agreed with a capped 2% increase.



Respondents made 48 comments to this section. Two themes emerged:

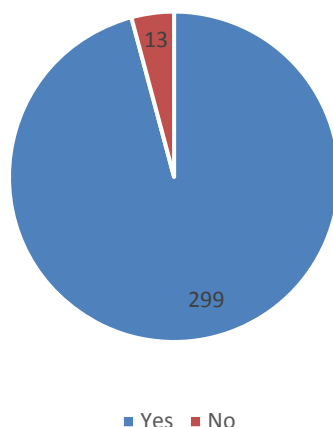
- A small minority (3) were fine with the capped 2% increase.
- The majority of comments from respondents conveyed their strong opposition. Respondents felt the College fees were too high relative to other health regulatory colleges. Some cited reasons including financial hardship and wanted College fees to be lowered.

Relevant section: By-law section 17.05– Initial Registration Fee

The proposed by-law clarified when a new applicant is admitted to the College, their initial registration fee will be pro-rated dependent on when they become a member.

Feedback

312 people responded to the request for feedback on this issue. 299, or 96% agreed with the Council proposal to clarify the terms.



Respondents made 8 comments to this section:

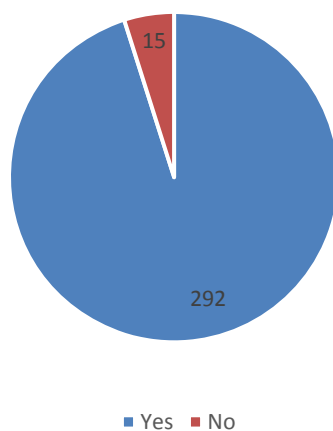
- The majority of comments were in favour of pro-rating initial registration fees.

Relevant section: 17.07 – Change of Class and Proration of Fee

Council proposed this provision to clarify that a member who transfers will not be required to pay two sets of fees. The fee from one class of registration will be offset against the cost of the second class.

Feedback

307 people responded to the request for feedback on this issue. 292, or 95% agreed with what information should be posted on the public register:





Very few concerns were identified with the proposed change and most comments indicated this provision would not be applicable to them. The few concerns included the following:

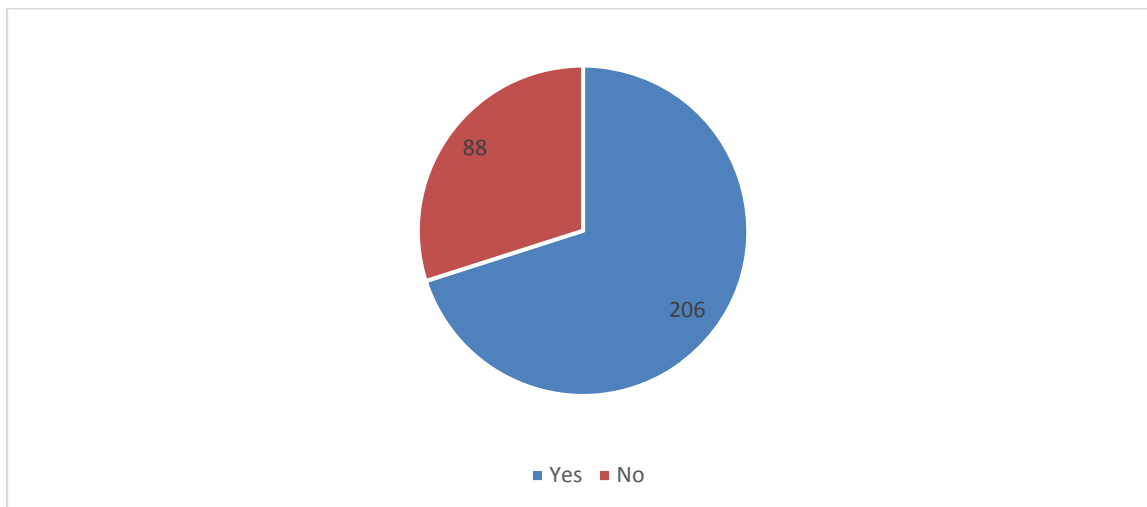
- One respondent wanted the fees to remain the same.
- Another respondent felt the College should review the R.TCMP title that it has no difference with R.Ac.

Relevant section: By-law Schedule 4

Council proposed the Fee Schedule be re-organized related to class of registration for better clarity. The HST is deleted for all College fees. In many cases, fees have been reduced from previous years.

Feedback

294 people responded to the request for feedback on this issue. 206, or 70% agreed with the Fee Schedule and 88, or 30% did not agree with the proposal.



44 respondents offered comments on the proposal.

- Majority of all comments received suggested that the College fees were too high.
- Three respondents approved eliminating the HST.

Summary of Feedback

Based on the feedback received, there is no strong opposition to the proposed by-law changes related to the public register. The majority of respondents commented negatively on the Fees section of the by-law. However, some people do have concerns which do not appear to be broadly shared by the profession.



Based on the overall tenure of the feedback, there does not seem to be any issues that require substantial reconsideration in the by-law itself.

Decision Sought:

The Executive Committee is recommending to Council that it approves the proposed by-law changes, which were circulated for consultation as required.

Attachments:

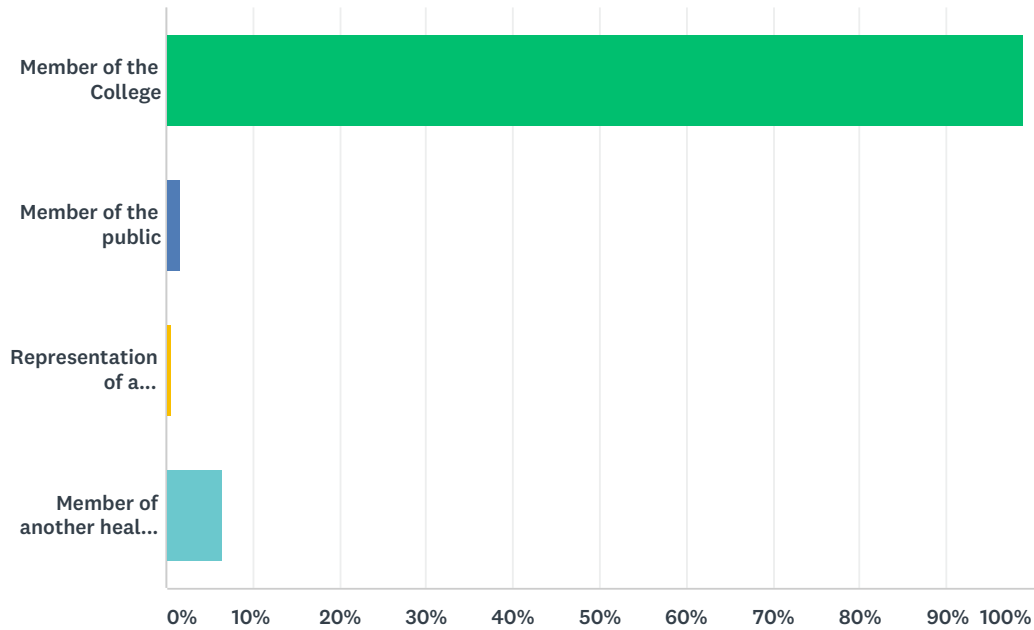
Attachment 1 – CTCMPAO Consultation survey, survey results and email submissions

Attachment 2 – CTCMPAO communications

Attachment 3 – Proposed College By-Laws

Q1 Are you a ...

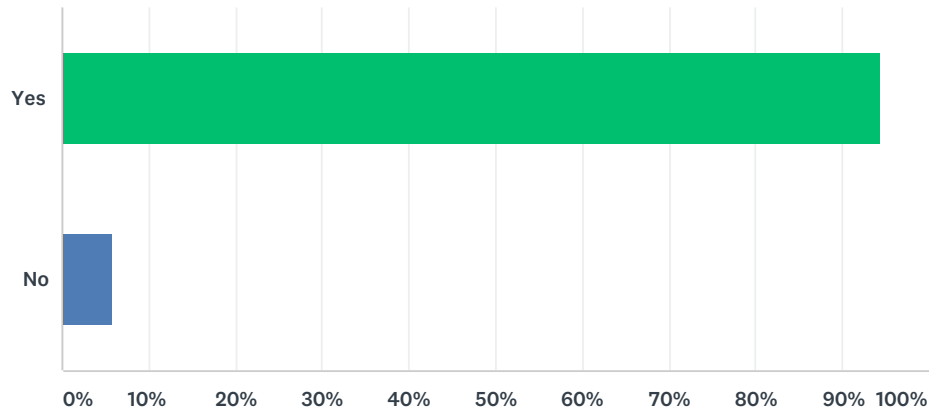
Answered: 459 Skipped: 5



ANSWER CHOICES		RESPONSES	
Member of the College		98.91%	454
Member of the public		1.74%	8
Representation of a professional association		0.65%	3
Member of another health profession		6.54%	30
Total Respondents: 459			

Q2 Are you in agreement with the proposal?

Answered: 359 Skipped: 105



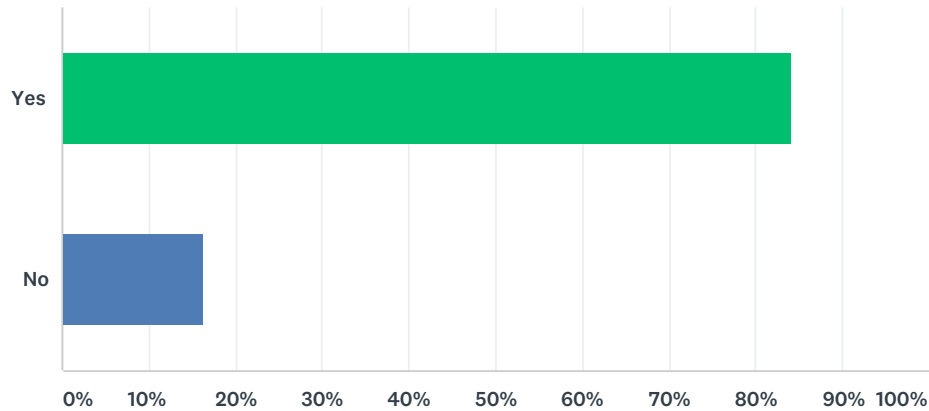
ANSWER CHOICES	RESPONSES	
Yes	94.43%	339
No	5.85%	21
Total Respondents: 359		

#	COMMENTS	DATE
1	Members are quite vulnerable in avoiding their registration numbers being used without their knowledge. I know of a colleague who used to work in a spa for a short while and then left the place. Three years later Great West Life Insurance company called her to verify some claims then found that the spa has been using her registration to make all kinds of claims for 3 years. Of course the spa was finally closed but my colleague was so worth and insecure since she had been worked in different places. Removing the registration number from the public registry cannot really protect them from being misused since the offenders are all experienced ones.	11/30/2018 10:53 PM
2	Just curious... With regard to fraudulent billing, are not member name, number, address on receipts?	11/30/2018 6:12 PM
3	I believe that the above-mentioned is very reasonable.	11/30/2018 1:08 PM
4	I agree with others, but I don't agree (c). Because Reg. No. is a unique signal to distinguish the members who have the same name or have the similar name, for example, the public or insurer reverse the last name and first name, this make them confused, if one practitioner has problem to be suspended, it will bring disaster to another practitioner who has the similar name . The insurer will reject the claims which provided by the similar name practitioner. This is unfair . So, for the practitioner who have the same name or similar name or reverse name, College should keep their Reg. No. In the public website, in order to distinguish by the public or insurers.	11/29/2018 11:04 PM
5	Too expensive	11/29/2018 5:18 PM
6	I feel that the information about the member on colleges website can greatly reduce the practionioners chance to secure future jobs.	11/29/2018 3:36 PM
7	Strongly agree with removing member's registration number from public register to deter fraudulent activity.	11/29/2018 1:10 PM
8	Yes please show suspensions, dates and reasons	11/27/2018 9:53 PM
9	good to know the suspension and termination dates for my protection as a patient. i want to know that someone treating me is legit. i want to know if they're allowed to give me accupuncture or herbs	11/27/2018 9:01 PM

10	Definitely in agreement with removing our registration numbers to prevent fraud. Re: Registration status changes - I would also add that ALL members of the Student Class be listed on the college website - even if they are already members of the college as R.Ac's. When this came into effect, who is supervising them, and when they became full members of the college. There are R.Ac members who are practicing herbal medicine under the supervision of R.TCMPs and all this information should be made available to the public. Otherwise there is no distinction between R.TCMP's and R.Ac's who have CTCMPAO approval to practice herbal medicine under the guidance of an R.TCMP, and those R.Ac's who are practicing herbal medicine without college approval. The name of the supervising R.TCMP should be listed as well. This will hopefully prevent unauthorized practice of herbal medicine by existing members. The restrictions for student class R.TCMP's and R.Ac's should also be listed - e.g. they must wear a badge, the supervising practitioner must be present, etc. This way the public will understand by looking at the CTCMPAO register and know what to expect in person.	11/27/2018 6:22 PM
11	Yes especially the registration number. Not as certain about "h" (?)	11/23/2018 1:19 PM
12	All should follow the law and requirement from college.	11/22/2018 12:27 PM
13	People can still see our registration numbers, both on our certificates of registration which are required to be posted in our offices, and also on any receipts, health history forms, invoices, etc. The above suggestions will likely not circumvent fraudulent billing if someone really wants to do it.	11/21/2018 9:57 AM
14	some dates do not need be posted for public!	10/30/2018 12:27 PM
15	I am in agreement, however the College itself also needs to be accountable, STOP treating their members so poorly, and be transparent in ALL matters, such as why we keep going through new Registrars, which NOBODY seems to be disclosing the reasons for this.	10/29/2018 9:45 PM
16	agree not for the public but suggest to give insurance companies a pass-code to check members situation,	10/29/2018 3:18 PM
17	(c)Reg. No. is a sole and unique sign for R.TCMP and R.Ac, especially for the 2 similar practitioner's names. For example, Chinese name A B(A=first name, B=Last name) and B A, it's very confused for insurer and clients. without Reg. No., The insurer and clients easily confused who is whom., it will lead to trouble of acupuncture claiming refund. , and causing the huge loss of the practitioner. and it will also confuse the public to choose a good standing R.TCMP or R.Ac. when the 2 practitioners have similar name. therefore, we should keep Reg. No. for public and Insurer, it is more easier to distinguish who is whom. Just like ID No.	10/8/2018 3:55 PM
18	Suspension or termination on what grounds? Was the reason political, financial, administrative, ethical, criminal, incompetence...	9/28/2018 11:42 AM
19	Some changes needed regarding business address and phone numbers, not just membership #	9/28/2018 11:07 AM

Q3 Are you in agreement with the proposal?

Answered: 320 Skipped: 144



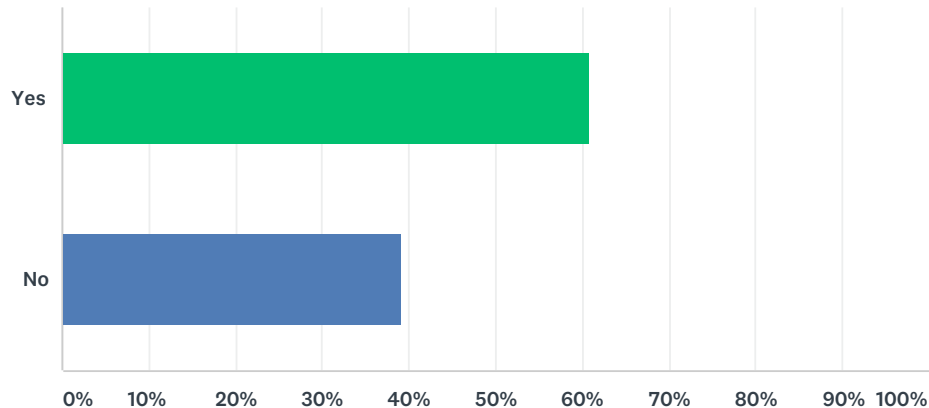
ANSWER CHOICES	RESPONSES	
Yes	84.06%	269
No	16.25%	52
Total Respondents: 320		

#	COMMENTS	DATE
1	fifty years is very long time. we need a explanation for why it should be kept for fifty years. not 10 years or 15 years. Is the other regulator keep that long?	11/30/2018 9:42 PM
2	50 years? Are other Colleges the same?	11/30/2018 6:26 PM
3	That is reasonable.	11/30/2018 1:10 PM
4	Provided the member has been officially terminated due to a severe infraction	11/29/2018 10:24 PM
5	"all information remains fifty years"? Isn't this too much?	11/29/2018 9:14 PM
6	The information proposed by amendment ee) is considered private information and does not bring valuable information to the public nor the College. I would prefer not having such information exposed and kept.	11/29/2018 5:11 PM
7	Fifty years is too long a time.	11/29/2018 1:50 PM
8	I think it should be available only by request with a pertinent intention.	11/29/2018 1:04 PM
9	Yes show nature of investigation. And 50 years of listing this is good. 50 years after a practitioner passing is better	11/27/2018 9:55 PM
10	fully agree.	11/27/2018 9:39 PM
11	i wan to know the reason a practitioner has resigned or is being investigated. especially if they have hurt someone or sexually assaulted someone. as a person who has experienced sexual assault at the hands of a registered person, i want to make sure that the public knows that this person is not to be trusted or that they were let go because of hurting someone. transparency is good. i want to know if a practitioner is a student or under supervision. i dont' trust them if they are a student or not listed as one. how will i know on your website if someone is a real doctor or not?	11/27/2018 9:05 PM

12	Absolutely! This will better protect the public. I would argue that a term longer than 50 years would be appropriate. Looking to laws such as the Lucy Maud provision re: public domain, perhaps the records should only be expunged 50 years after date of death of members and former members. Further, this information should be made available to international regulators to prevent any formers members found guilty of any abuse or misconduct from practicing anywhere. We can look to examples of physicians on both sides of the border who have been found guilty of misconduct - but the CPSO and other regulators took years to learn about this...only to find that further abuse and misconduct has been committed. Maximum public protection please!	11/27/2018 6:22 PM
13	While I don't fully understand all the details or the Code, however in Canada there is a law of "Innocent until proven guilty". It does seem that this college has been hard on applicants and members, in general, beyond what other regulators do. (Not including criminal offenses in this statement). And care must be taken to not damage valuable members; I've heard of many who consider giving up due to the difficulties, "witch-hunt", lack of support, and ongoing excessive costs, incl costs which are not returned in income in part due to ALL health professions being allowed to do acupuncture without full training & registration (yet Reg acupuncturists cannot perform those other professions' roles without full training & registration).	11/23/2018 1:29 PM
14	It is very important for us to get a transparent information of the registered members in the college.	11/22/2018 12:33 PM
15	the members should have themselves privacy and human rights.	11/21/2018 11:05 AM
16	There is more incentive to fight any investigation to clear ones name resulting in high costs to members	11/21/2018 12:22 AM
17	I am in agreement with (bb) not with (ee) 50 years is too long	11/20/2018 10:52 PM
18	it is not evident how a 50 year retention of records is relevant to protecting the public interest; a 5 - 10 year period is more reasonable; an unduly long retention period just adds to administrative costs	11/20/2018 9:55 PM
19	too much potential shaming for memebbers	11/20/2018 5:53 PM
20	(bb) Revealing the nature of the investigation infringes on the privacy of the member who has already resigned. This type of information is redundant and useless for the Public as the member is no longer part of the College. (ee) 50 years is an excessive amount of time.	11/20/2018 4:10 PM
21	50 years is an excessive amount of time to keep such information as laws and cultural and legal norms/expectations change.	10/30/2018 2:34 PM
22	I am in agreement with the latter proposal but not the former. I feel if one is being investigated, it is best if the nature of the investigation is not disclosed (assuming one is suspended while under investigation if the public is considered at risk) in case the member is found not guilty. In a case of innocence, I think disclosure of details during investigation could likely taint the practitioner's reputation which could be difficult for his or her patients to regain trust even though member is innocent.	10/29/2018 10:28 PM
23	I am not in agreement with the fifty years retention after termination. It seems excessive for transparency, circumstances in which this would be useful to the public are unclear and the logic is not well explained. Just because something can lead to transparency for the public, doesn't mean it serves public utility. Why not 5 years, 25 years or 100 years? What is the rationale from changing from 2 years to 50 years? What are the plans for meeting the needs of storing this information?	10/1/2018 12:07 PM

Q4 Are you in agreement with the proposal?

Answered: 319 Skipped: 145



ANSWER CHOICES	RESPONSES	
Yes	60.82%	194
No	39.18%	125
Total Respondents: 319		

#	COMMENTS	DATE
1	The capping is a good idea but the increase should not be blindly automatic increase by 2% each year. The increase should inline with budget on projected expenditures. In fact, College should think of any way to cut down on expenses and not just only eyeing on increase memebership fees. Couples of facts the College need to aware of. 1) Rate of retirement vs rate of new entrants, 2) TCM and Acupuncture practitioners are not making as much as other health professionals for example RMT. Yet our annuals fee is almost double to that of the RMT's. 3) TCM service and herbal medicine are covered by insurance. Also, Acupuncture treatment is only covered by selective insurance company only. 4) RMT can also perform Acupuncture. If a member holds registration in both Acupuncture and RMT, down the road he would likely give up CTCMPAO's, co'z it's too expensive. 5) Acupuncture already been registered yet still not really recognized by insurance authorities. For example, on MVA claim forms, RMT is being recognized as a registered health professionals and they can sign the claim forms while acupuncturist is not on the list. We are paying way high registration for what? If there is " Dr." designated, may be the membership fee would become worth it.	11/30/2018 11:29 PM
2	Too high	11/30/2018 11:17 PM
3	review each year to ensure the fee is fair for both sides.	11/30/2018 11:08 PM
4	Keep the same fee every year unless certain financial thresholds are not meet.	11/30/2018 7:39 PM
5	Annual fee is too high for members. I suggest that the annual fee reduce to between 600 and 800 Canadian dollars.	11/30/2018 7:28 PM
6	I have declined agreement as it would be better to have more details surrounding what qualifies as "certain financial thresholds". What are those thresholds? Do the thresholds change periodically and by what magnitude? Additional details would be of value in a decision and any agreement per this item.	11/30/2018 7:11 PM
7	But increasing the fees to \$1300 in the upcoming renewal, by almost 10% from \$1186 is not really giving us much of a financial relief.	11/30/2018 6:41 PM
8	Increase 0%	11/30/2018 6:29 PM
9	The fees in Schedule 4 is too expensive!!!The fees in Schedule 4 should be lower than \$600.	11/30/2018 6:14 PM

10	I appreciate the college give us the opportunity to express our comments. I read the registrar's letter , I understand the following year we don't need to pay hst , so why increase the fee up to 1300, that means around 11.87% increase compare to this year, this is not reasonable, especially the retain fee has\$ 3.8M, why still need to increase the annual fee? The member numbers dropped recently, but will increase in the future. I think the annual fee should base on the revenue report to decide to increase or remain the same fee or even decrease if the college retain a good saving in revenue.	11/30/2018 4:55 PM
11	2% increase is already too much for members. The price will be up which is not good for all the people need acupuncture treatment in future.	11/30/2018 3:51 PM
12	Maybe 1% is better.	11/30/2018 1:12 PM
13	As a customer of TCM practitioner: Membership fees for TCM practitioner are too high compared to income potentials. High college fees are not affordable for porffesional TCM practotioners. Due to limited patient market, their income is very low (not compared to other medical proffesions)- it could be compared almost to minumum wage in Ontario. Membeship as it stands now is huge burden.	11/29/2018 11:05 PM
14	Fee is already too high, it should be decreased.	11/29/2018 10:52 PM
15	Can Increase the fee by 2% every five years.	11/29/2018 9:47 PM
16	Why feescan be increased by 2%? not 1% or less?	11/29/2018 9:23 PM
17	The fee is already high enough.	11/29/2018 8:15 PM
18	The current annual fee for acupuncturists is too high, it should be reduced by at least 30%	11/29/2018 7:55 PM
19	We should lower the registration fees	11/29/2018 7:26 PM
20	I think the annual fee is higher than most of other college,so,I would not like to increase it every year. I suggest to consider increasing it once every four or five years.Thanks!	11/29/2018 7:23 PM
21	the member registration fee is already high.	11/29/2018 7:04 PM
22	I don't believe there should be any increases in fees. My association fee is already very high, especially compared to other associations and therefore do not believe that any increase will ever be necessary.	11/29/2018 5:15 PM
23	I find the fee very high as does everyone that I have spoken to. I believe that it would be more fair if the fee were not to be increased for at least 3 years. Then a maximum of 2% only but not more often than every three years.	11/29/2018 4:06 PM
24	Our fees are high enough at the moment. Increases may be warranted and even more acceptable if allowed to pay monthly installments, or even split the fee into quarterly payments. Our fees have always coincided with tax time and that makes it especially hard	11/29/2018 4:00 PM
25	I agree that can be increased by 2% according to the proposed bylaws, but the annual fee before is much higher than other associations, so the annual fee should be the same level with other associations first, and after we can increase bylaws!	11/29/2018 3:52 PM
26	Why do you have to increase every year?	11/29/2018 3:28 PM
27	This is sound better.	11/29/2018 2:53 PM
28	The cost is already very high , I disagree with an automatic yearly increase. I think a better way would be a fair review every 3-5 years of the cost compared to any general increase to cost of living in Ontario.	11/29/2018 2:03 PM
29	Fees are too high	11/29/2018 1:51 PM
30	our membership fees are too high and should be lowered	11/29/2018 1:26 PM
31	The fees should not be annually increased since we already pay such high premiums. I propose a 2% increase every 5 years, not every year.	11/29/2018 1:14 PM
32	Considering the income of a TCM practitioner and R.Ac. the fees are VERY high and hard to afford. Moneys were already put into a legal fund for future need. As an example, RMTs pay much less in college fees. I am against an automatic increase.	11/29/2018 1:01 PM
33	Stop raising fees period!! The college is new but as is the profession in this province. We do not earn enough to pay thr sort of fees we are required to. It's ludacris!	11/29/2018 1:00 PM

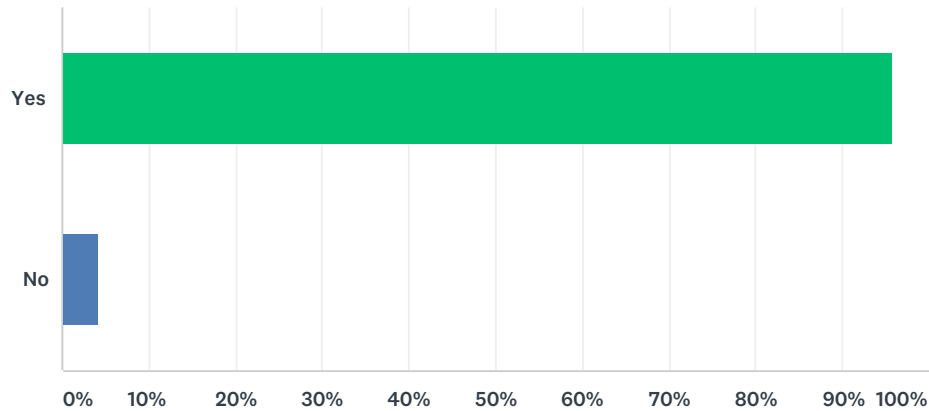
34	The fee is higher than the other health providers ,such as RMT, charopracter and nurses etc. If Ctcmpao can help the number get more chance like establishing the department in the hospital, that will benifit for the public health.	11/29/2018 3:51 AM
35	Only after 6 years. The rate is going from 1141 to 1300 flat in one year. Even though HST will be exempt, this constitutes a 13.9% increase in one year. Therefore the college is receiving 6 years of increases in one go. So a freeze on increases should be in place for 6 years and our membership fees stay at the new proposed flat rate of \$1300 until 2025. College funds should be spent more wisely and members guilty of serious professional misconduct (Eg sexual abuse) be required to pay most or all of the legal fees incurred. We should not be spending over \$900k on legal expenses - very high in comparison to other regulatory bodies.	11/27/2018 10:01 PM
36	not applicable to me	11/27/2018 9:05 PM
37	In agreement only if it's required by the budget. I expect to see that the CTCMPAO begins making a concerted effort to recoup ALL legal costs from members and former members who have been found guilty of sexual misconduct, fraud, etc. The college and we as a membership should not be on the hook for nearly \$1M in legal costs to date. Looking to specific sexual misconduct cases, the college has only proposed that guilty members pay 65% of the legal costs associated with their misconduct...and then allowing that amount to be reduced further to 50%. This is appalling and unfair to members in good-standing. Practitioners who sexually assault patients and perform any form of abuse or misconduct should pay 100% of the legal fees - or close to it. I am appalled that they can appeal the amount owing. As far as I'm concerned, I'm fine that our fees are allowing for abusers to be prosecuted, but they ought to be the one's paying for this ultimately. I don't personally care if this causes an abuser undue hardship. They can take out a loan and be indebted for life. The college should be paid back 100% of all legal fees and our membership fees should only be increased if absolutely necessary.	11/27/2018 6:22 PM
38	While I have read your letter Mr Mak, and understand your rationale, and appreciate the time you took to research other college's fees, I still do not agree with the proposed increases. You mentioned that enrollment is down since the grandparented class expired. I think it is important to consider there are new school offering acupuncture courses so there may be more new students looking to register, which could increase numbers. however, there are also so many other professions and colleges that allow their members to use acupuncture that it can be very tempting to become an RMT or physio and still be able to provide acupuncture while paying lower registration fees. Raising them too much may also have the effect of dual college members dropping their CTCMPAO membership in favour of a cheaper college. Perhaps capping the increase at 2% but leaving it open to being a zero, .5, 1 or 1.5% increase would be a better way to do it? There are many who would say this should be your problem to figure out, not the members-reducing spending may be one way. Many members often feel like we get the short end of the stick with so many other professions offering our services, that then having to pay more makes it feel even worse.	11/24/2018 9:11 AM
39	All of the accumulated education/training costs, then registration etc costs, along with up to years of lost income and expired clinical supplies/stock during the wait on paperwork/exams/filing/etc, during the initial registration 5 year period, plus ongoing costs and overhead, are beyond the capacity of acupuncturist and practitioner incomes to manage. Many had to go into debt to survive financially. And now have to re-pay those debts as well. This is further complicated by the fact that other health professions are allowed to practice acupuncture and herbal medicine, plus tuina etc WITHOUT full training, exams and registration. Yet Registered acupuncturists and practitioners are NOT allowed to practice any of those other health professions without full training and registration. This is biased and unfair to registered Chinese medicine members. And is not supportive of this profession or its members.	11/23/2018 1:44 PM
40	Members of CTCMPAO should not pay sow much money compare to other Regulatory Bodies. It is not our fault that CMT0 has appox. 12,000 members - RMT's pay less, RAc - forced to pay more. Also nobody paid for the Class Changes \$ 2,000. It's a robbery . CTCMPAO collected around 4 mln , \$ just for the Class Changes	11/22/2018 2:14 PM
41	But the tax increasing annually also is considered in the fee hike , it doesn't ?	11/22/2018 12:43 PM
42	Too expensive	11/21/2018 2:28 PM
43	The government employees are salaries frozen and the College should reduce its annual fees to at least match RMT or PT annual renewal fees!!	11/21/2018 11:49 AM
44	most of the members are very poor.	11/21/2018 11:07 AM

45	No, the College already charges a lot more than most other governing bodies, and hiking fees may well result in more resignations.	11/21/2018 10:00 AM
46	Please find ways to cut fees. I am already treading water	11/21/2018 12:25 AM
47	Our fees are absolutely above our current income potential. There is lack of coverage for acupuncture (or minimal \$250 or so) in many benefit plans. There is lack of public awareness about our profession. Potential clients very often use acupuncture performed by physio/ chiro/ RMT/ ND (due to larger coverage) and also aggressive marketing done by above. We also have to overcome many misunderstandings about benefits of TCM and fear of needles. How can we compete with them if we have no support from our college - only increases in fees and draining our minimal incomes. I feel very strongly that our membership fees are excessive to our abilities to pay. If I had lower fees I allocate some funds to education material for my patients. I personally can not afford any brochures or any other education material at that moment. I feel our fees should be at RMT level not coming close to MDs!! This is not right and it will kill our profession - there will be fewer and fewer TCM practitioners and pretty soon acupuncture will be left in hands of other (list above) to practice not TCM educated practitioners. I feel VERY frustrated.	11/20/2018 11:09 PM
48	The initial high costs of setting up a new college will naturally come down as less new purchases will be made and the operation becomes more efficient	11/20/2018 10:22 PM
49	Too high, maybe the same or maximum 1%. Many members cannot maintain full-time practice and many insurances do not cover patients acupuncture costs unless is performed by other health professionals. The College should reduce the cost instead of increasing the fees.	11/20/2018 9:11 PM
50	nobody increases their rates at this speed.	11/20/2018 5:52 PM
51	I believe many practitioners' income don't grow 2% annually. Rent is going up quickly. Cost of purchasing supplies goes up as well. But the market seems like even smaller than before. For example, TTC and TDSB don't buy acupuncture insurance for their employee anymore. And the amount of coverage for acupuncture in the past 15 years don't increase at all. Mostly are just \$500 per year. And many other health professions can do acupuncture too. As I know many acupuncturists and TCM practitioners are struggling to survive. Some of them have very good education background and are very experienced in treating diseases, but there is not much opportunity to use the knowledge and skill to serve the public. I hope our college can help make the market bigger so the public can have more access to TCM service and the practitioners can focus more on improving their professional knowledge and delivering higher quality of TCM service to the public instead of struggling for just survival. I hope our College can consider the members financial condition when planning the budget. Thank you.	11/20/2018 4:56 PM
52	As the College gain more members each year, annual 2% increase cannot be justified. 2% cap sounds reasonable, however it should not be annual, it should NEVER exceed 2% increase - if there is a need to do so, I believe that College must review their accounting and expenses to minimize expenses including rent of the office etc. but they should not milk fees from the members.	11/20/2018 4:07 PM
53	While I agree with reducing the yearly fee increase to 2% from what it was previously I would prefer to see it increase by 1% or perhaps even less. I read your letter, and considered your points for needing an increase. One of the points you made was dwindling registration numbers- and I would like to point out that increasing fees year after year could have a negative impact on registration numbers. There are so many other professions with lower reg. fees that allow their practitioners to use acupuncture people may choose to pursue an education in that field instead. Until acupuncturists are the only professionals allowed to perform acupuncture this will continue to happen. You may make the argument that only acupuncturists can use TCM diagnosis and points- which is the regulation- but not what happens in reality. I know of many chiro, physios and RMT who use points to treat issues outside their scope- like digestion, breathing, insomnia, etc.	11/20/2018 4:06 PM
54	Fees are high enough as it is. 2% is a significant annual increase and will impact many members' finances	11/5/2018 10:15 AM
55	Annual fee should be reduce not increase	11/2/2018 1:29 PM
56	I'm glad there's a cap on increasing the fees, but our fees are already very high!	11/1/2018 3:42 PM
57	Annual fee is already high. It's higher than most of registration or renew fee in Canada.	10/31/2018 1:36 PM
58	Annual fee is already high, it's higher than most of registration or license renew fee in Ontario.	10/31/2018 1:29 PM

59	Our fees are so much higher than other Colleges. They are a lot of money for a practitioner to come up with at a time when every other expense is increasing. If they continue to increase we will lose more practitioners.	10/30/2018 12:14 PM
60	It is hard enough to earn a living in the TCM profession, and the College charges fees that are MUCH higher than most of the other regulated health professions in Ontario. The current fees should be reduced, NOT increased.	10/29/2018 9:48 PM
61	should be frozen the fee or try to lower it with effective staffs's working!	10/29/2018 7:22 PM
62	Thank goodness!	10/29/2018 3:48 PM
63	Fees are too high in comparison to RMT, Kinesiologists, Chiropractors all of whom are allowed to do Acupuncture. Fees should be lowered for Acupuncturists and CTCMPAO should trim their salaries and costs.	10/29/2018 3:20 PM
64	I believe the fees are high enough. Members are choosing not to continue with the college due to the high cost already.	10/2/2018 7:04 PM
65	The current payment is still to high for all practitioners who are starting in the profession and do not have a stable clientele. on the other hand the fee that we have to pay to the college is to high to compared with other professional college	10/2/2018 4:47 PM
66	The fee increase is 2% as the only option or is it any percentage up to 2%? It's unclear in this proposed amendment. I agree with council voting annually to consider all relevant factors at the time.	10/1/2018 12:09 PM
67	Acupuncturist fees are relatively high. Consideration must be taken into account for the fact the income and education of an acupuncturist is comparable to that of a massage therapist but yet acupuncturist fees are twice that of an RMT.	10/1/2018 9:25 AM
68	The fees are much too high for such a new organization. I fear if this trend continues the college will have more members withdrawing, thereby decreasing the pool further. I agree with eliminating HST from the renewal fee, however the cost should be closer to the \$1100 mark, NOT the \$1300 level which is pretty much what we would be paying including tax. This is unsustainable for many members, not just the college. Thank you.	10/1/2018 8:51 AM
69	the fees we paid is already very high.	9/28/2018 3:09 PM
70	The fees is too high now. It is higher than the fees for a chiropractor or physiotherapist. On the other hand, acupuncture is NOT covered by the health plans by the major insurance companies such as Sun Life. I found that acupuncture is just covered by the health plans of undergraduate students in Toronto (\$25 per treatment at University of Toronto, \$20 per treatment at York University, and 15% at Ryerson University), but it is NOT covered by the plans of graduate students and faculty members. This is too bad. We will be happy to accept fee increase if acupuncture is widely accepted by health plans, but the fee should not be increased now, because our members earn too little to cover the fee increase.	9/28/2018 1:40 PM
71	I can't see why we need to increase the fees every year! We are non-profit organizations.	9/28/2018 1:36 PM
72	Fees are already unreasonable and need to come down to the level of other jurisdictions. You can do better than this.	9/28/2018 11:48 AM
73	Thank you. Many of us struggle financially already.	9/28/2018 11:25 AM

Q5 Are you in agreement with the proposal?

Answered: 312 Skipped: 152

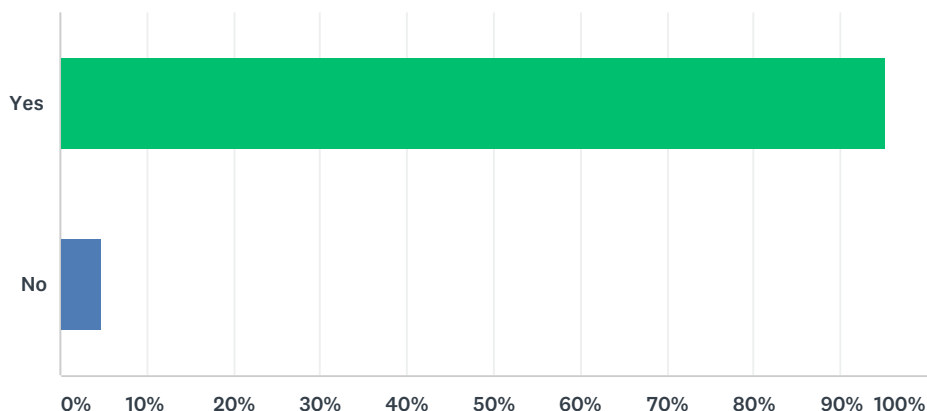


ANSWER CHOICES	RESPONSES	
Yes	95.83%	299
No	4.17%	13
TOTAL		312

#	COMMENTS	DATE
1	Reasonable	11/30/2018 1:14 PM
2	Prorated fees - fair and welcomed	11/27/2018 10:02 PM
3	finally!	11/27/2018 9:40 PM
4	not applicable to me	11/27/2018 9:05 PM
5	I definitely agree that this rate should be pro-rated. In fact, ALL fees should be pro-rated moving forward.	11/27/2018 6:23 PM
6	The first fee for a new one should be pro-rate ?	11/22/2018 12:43 PM
7	because the new members are very poor	11/21/2018 11:08 AM
8	This is reasonable.	11/20/2018 4:59 PM
9	I agree with the pro-rated registration fee, and this must be monthly.	11/20/2018 4:09 PM

Q6 Are you in agreement with the proposal?

Answered: 307 Skipped: 157

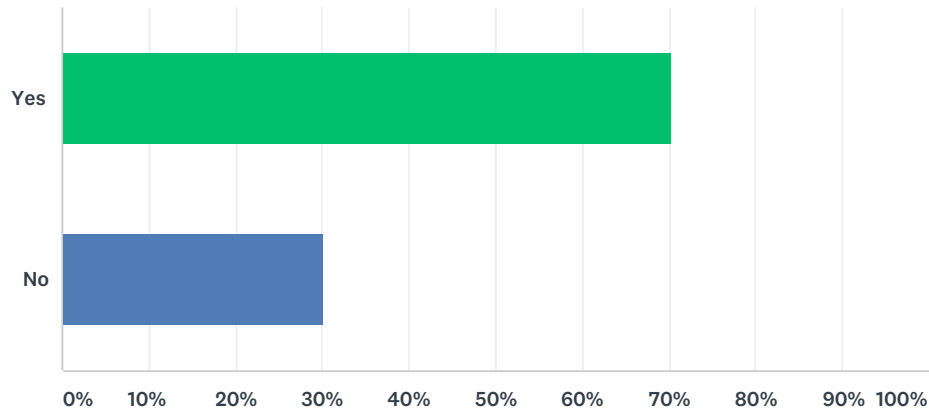


ANSWER CHOICES	RESPONSES	
Yes	95.11%	292
No	4.89%	15
TOTAL		307

#	COMMENTS	DATE
1	I suggest that , In future , when the members of CTCMPAO transfer to Dr. Title Class , they don't need pay any transfer fee.	11/30/2018 7:42 PM
2	It is fair.	11/30/2018 1:15 PM
3	Active number fee i too high, change of class doesn't help	11/29/2018 3:54 AM
4	not applicable to me	11/27/2018 9:05 PM
5	Why not to refund Members who have paid already \$2,000 extra + \$ 1,200 membership ?	11/22/2018 2:16 PM
6	It is necessary for the transferred one to pay two sets of full fee.	11/22/2018 12:53 PM
7	the members are very poor	11/21/2018 11:09 AM
8	Reasonable.	11/20/2018 5:00 PM
9	Will I be refunded, retroactively for having to pay? Nope.	11/20/2018 4:06 PM
10	Whether to refund the cost of previous overpayments?	11/2/2018 6:14 PM
11	fess needs to be corrected to fees	9/29/2018 7:25 AM
12	fees should be same.	9/28/2018 3:12 PM
13	The College should review the R.TCMP title. Now the R.TCMP title actually has no difference with R.Ac because herbal medicine is not covered and unlikely to be covered by insurance plans. In addition, R.TCMPs has no exclusive authority to prescribe a herbal formula, and everyone can use TCM herbs as food. So there is no reason to collect more fee from R.TCMP.	9/28/2018 1:44 PM

Q7 Are you in agreement with the proposal?

Answered: 293 Skipped: 171



ANSWER CHOICES	RESPONSES	
Yes	70.31%	206
No	30.03%	88
Total Respondents: 293		

#	COMMENTS	DATE
1	Annual fee increased too much.	11/30/2018 11:33 PM
2	register fee is too higher vs other TCM college (B.C, Qc...) and have to reduce totally.	11/30/2018 11:12 PM
3	Last year 2018 - 2019 we paid 1,141 x HST = 1,289.33. I don't know why 2019 to 2020 has to increase 14% from 1,141.00 to 1,300.00.	11/30/2018 11:03 PM
4	Registration fee is way too high for 2019. Although HST has been deleted, the registration fee has not been reduced from previous year but also increase 14% compare last year. This is just look like a scam or to use all sorts of excuse.	11/30/2018 10:47 PM
5	The fee of last year has been increased to \$1141, it has been increased too high already. \$1300 in the chart of General class is too high.	11/30/2018 8:08 PM
6	Annual renewal fee is too high.	11/30/2018 7:42 PM
7	The annual fee for general classes is still much higher than other regulatory health professionals (RMT, for example)	11/30/2018 5:10 PM
8	I appreciate the college give us the opportunity to express our comments. I read the registrar's letter , I understand the following year we don't need to pay hst , so why increase the fee up to 1300, that means around 11.87% increase compare to this year, this is not reasonable, especially the retain fee has \$3.8M, why still need to increase the annual fee? The member numbers dropped recently, but will increase in the future. I think the annual fee should base on the revenue report to decide to increase or remain the same fee or even decrease if the college retain a good saving in revenue.	11/30/2018 4:56 PM
9	Reasonable	11/30/2018 1:17 PM
10	Fees are too high. Need to brought down in relation to earnings TCM people make. As customer/people I see many RMT, physoteraphist etc stealing patients from well educated TCM proffessionals because of lower charges and no need to pay for acupuncture related memberships	11/29/2018 11:07 PM
11	The renewal fees of a certificate of registration for general class shall be \$800-850 is reasonable.	11/29/2018 9:54 PM
12	Annual renewal fee should be less than \$1000.	11/29/2018 8:00 PM

13	Could the CTCMPAO please refer the other college 's standard for charging the renew fee?The CMTO 2019 General Certificate fee is \$785.Thanks!	11/29/2018 7:25 PM
14	I think this renewal fee is still a lot of money, specially, for new members. I'm a new member who works in 3 clinics, hardly ever earn 1000 \$ a month!!! I appreciate if you can consider these facts. Removing tax is great, though.	11/29/2018 6:55 PM
15	\$1300 for annual renewal for general class is significantly high. Can this amount be explained with the associated costs to make it this high? Is it possible to reduce this amount by \$500?	11/29/2018 6:53 PM
16	\$1300 is too high for membership, especially for a renewal.	11/29/2018 5:19 PM
17	I find the Assessment fee of \$600.00 high.	11/29/2018 4:12 PM
18	I still feel that are professional fees are too high. Consider allowing members to make installments or quarterly fees to offset the large amount due in one payment. I know lots of colleagues who didn't renew due to the fee amount.	11/29/2018 4:03 PM
19	The fees in comparison to other practises such as massage therapy is way too much.	11/29/2018 3:50 PM
20	It is higher than the other professional association in Ontario	11/29/2018 3:30 PM
21	The fees remain unduly excessive. The HST was "removed" from the fees, but the fees remain very close to HST-included previous fees.	11/29/2018 2:30 PM
22	Too expensive!	11/29/2018 2:08 PM
23	How is this different from m before ? Showing a coloum of previous cost and then new cost would highlight what this means .	11/29/2018 2:06 PM
24	dropping the HST should result in a more substantive fee reduction for all classes of members	11/29/2018 1:28 PM
25	I believe paying \$1300 per year for renewal of certificate is still quite high. Since our profession does not work closely with MVA and WSIB like Chiropractic and Physiotherapy, our annual rates should be lower then these professions at \$1000 per year. Chiro and Physio receive very high compensation rates through MVA and WSIB which enables them to be extremely busy with a very high billable yearly income. Simply put, these professions make way more money then our profession does so our College fess should illustrate this fact. TCM 's hourly rates for MVA and WSIB are extremely low so we are unable to pursue this as a source of income for our clinics. Should the college assist our profession in working with MVA and WSIB to raise our rates so we can utilize this source of treatment and income in our clinics, this would justify our members paying these high yearly fees. This is why I believe \$1300 per year plus the fees Raising at 2% each year is unfounded and too costly to our profession and to our practitioners practicing in Ontario. Thank you for your time.	11/29/2018 1:27 PM
26	Fees are too high!	11/29/2018 1:02 PM
27	fees are too high. Late payment fee is prohibitively expensive and not justified by administration fees.	11/29/2018 1:02 PM
28	Maybe, because of less numbers, the college set higher fee than the other college of medical providers, but that make financial burden for us.	11/29/2018 3:59 AM
29	Too expensive.	11/28/2018 12:14 PM
30	I am happy for any reduction in fees. I still struggle as a full-time acupuncturist to pay the annual registration fees. My acupuncture rates do not go up 2% every year, nor do the salaries of my patients. The proposed new fee of \$1,300 is a 13.9% increase from the current amount of \$1,141. If we proceed with this new fee, then I think the college should not increase the annual registration for the next 6-7 years!	11/27/2018 10:08 PM
31	not applicable to me	11/27/2018 9:05 PM
32	clarity is good	11/27/2018 6:28 PM
33	It is to much annual fee	11/26/2018 4:27 PM
34	Still not in agreement with the fee increase. However I do agree with removal of HST and prorating fees.	11/24/2018 9:25 AM
35	The fee must be including HST.	11/22/2018 12:57 PM
36	the renewal fees are to high(1300\$), none of the practitioner as massage therapist or even physiotherapist (750\$ a year)dont pay such a high fees...	11/21/2018 7:40 PM

37	Too expensive	11/21/2018 2:28 PM
38	Refers to the inactive class. If a member leaves the job at all for growing up or for incurable disease, he does not have to pay any fees	11/21/2018 1:55 PM
39	Too much compared to other medical professional like RMT or PT! Why??	11/21/2018 11:51 AM
40	the fees are still too much, the members are poor	11/21/2018 11:12 AM
41	The new registration fees represent roughly a 10% increase from 2018-2019. Far from the "2% increase" being proposed.	11/21/2018 10:03 AM
42	Examination fees are set too low when considering preparing, maintaining, updating, and administering the entrance exams, also when comparing with other professional exams. In addition, the annual inactive class fees are a little to high, which may result in some members (especial those with dual registration at other Colleg) go directly to resign from one college's registration.	11/21/2018 5:33 AM
43	Still too high	11/21/2018 12:29 AM
44	The registration fees are too high. It poses a significant financial barrier to members. A more reasonable fee would be \$1000 or less per year. The College does not provide sufficient service to warrant such a high membership fee.	11/20/2018 11:35 PM
45	I don't agree with the proposed \$1300. I can not afford it - with cost of office, supplies, insurance and cost of living in Toronto - we are in the "pauper class" overeducated/ unsupported stragglng. Too high from the beginning. I always felt that way. Should be at the level of Occupational Therapists \$ 657.55 Kinesiologists \$ 650.00 Dietitians \$ 620.00 it should be HALF of what we are paying.	11/20/2018 11:16 PM
46	Since the HST will be eliminated from the renewal fee of \$1000 should be achievable based on the size and nature of the college; it would be helpful to disclose more details about the college's expenses (number and salaries of employees, rational for custom software purchases etc.) and publish a comparison with similar colleges; overall it is good to see the college attempt to reduce cost; the rather aggressive legal actions against some members in the past was not only costly but also may have dampened the goodwill among the membership, so it is a step in the right direction to emphasize education over litigation.	11/20/2018 10:24 PM
47	thanks to the HST exemption.	11/20/2018 9:14 PM
48	Please reconsider the amount of annual renewal fee.Is \$1300 per year above the average of the renewal fee of the health care professions?TCM is not a main stream health care profession in Ontario.Because of the small market,the average income of TCM practitioners is much lower than physicians,Chiropractor ,nurses and physiotherapists.	11/20/2018 5:24 PM
49	Yearly registration of \$1300 is still very high.	11/20/2018 4:52 PM
50	Annual fee for 2018 was only \$1000 + HST, and now \$1300 without tax. It is over \$200 increase (putting the HST aside). This is not acceptable. Do not play with numbers. If you College suggests the annual fee increase by 2%, it should reflect that here as well. This is a definitely NO.	11/20/2018 4:14 PM
51	I still find the flat rate fees high, but do approve of removing HST pending approval or the application for exemption.	11/20/2018 4:08 PM
52	HST is no longer charged, therefore our fees should be lowered more	11/5/2018 10:20 AM
53	It should be different with Traditional Chinese Medicine Practitioner" and "Acupuncturist".	11/2/2018 6:27 PM
54	Annual renewal fee should be reduced not go up.	11/2/2018 3:56 PM
55	Happy to see that HST has been deleted.	11/1/2018 3:43 PM
56	But please reduce all fees not just some to account for HST elimination! Specially the annual fee of \$1300 is causing hardship to many (specially new) registrants.	10/30/2018 8:55 AM
57	Fees should be lowered in line with RMT and Chiropractor as we are losing jobs to them as they are allowed to perform Acupuncture.	10/29/2018 3:24 PM
58	clarify what you mean by "HST has been deleted". Does HST no longer apply to our College fees? Or does the listed rate now INCLUDE the HST, so it's not added on top. This is a little confusing. you can't just 'delete' a tax...	10/5/2018 4:34 PM
59	most fees is higher than another association	10/3/2018 1:44 PM

60	General class fees are still too high.	10/1/2018 9:28 AM
61	should reduce annual renew fees , inactive renew fees can increase more	9/28/2018 11:49 PM
62	It's way too expensive! We should cut it down by 30% for renewal!	9/28/2018 1:40 PM
63	Fees are excessive. Be careful: Those with the most promise and ability are rarely those earning the money.	9/28/2018 12:00 PM

Q8 Please use the space below to add any additional comments you may have regarding the proposed by-law changes

Answered: 63 Skipped: 401

#	RESPONSES	DATE
1	the changes is making progress, however, register fee is still too higher vs other TCM college (B.C, Qc...) and have to reduce totally.	11/30/2018 11:14 PM
2	The registration fee is too high compare with another health practioner	11/30/2018 10:08 PM
3	Still the annual registration fee is too high. We are hopeful that there will come a time when this fee will be reduced. It's difficult to get clients now because of economic challenges. Hopefully our College will take this into consideration	11/30/2018 8:12 PM
4	No comments	11/30/2018 7:41 PM
5	Are members allowed to sit in during the process when proposals are made?	11/30/2018 6:45 PM
6	No	11/30/2018 6:31 PM
7	I appreciate the college to keep eyes on our fees so we have \$ 3.8M retained earnings. Please keep doing good job to use the money properly so that we can have lower annual fee. Thank you for your consideration.	11/30/2018 4:56 PM
8	Hope the college don't put so much increase charge every year! Thanks	11/30/2018 4:17 PM
9	Nil	11/30/2018 3:30 PM
10	I consider the whole content mentioned above is O.K.	11/30/2018 1:21 PM
11	I heard ampount of yearly fees acupuncturists pay now and might even go higher. It is outrageous. Acupuncturist in reality make almost minmum wage (if overall hours spent is considered). College should reorganize and reconsider pay/stuff structure. I know few acupuncturists which do something different because they cant afford all fees to be paid (college, insurance etc). Need lower fees for good TCM proffesionals otherwise they will quit and acupuncture will be done by RMT etc which makes more damage as far as acupuncture is concerned (very personal experience) than well educated college certified people. Higher fees consecvently cause lower quality of service (people leave and other people how do not need to pay acupuncture specific fees, provide subpar level of service). College need to wake up and look at reality of proffesion.	11/29/2018 11:14 PM
12	Annual fee is way to high. It is not affordable for average member.	11/29/2018 10:58 PM
13	The annual renewal fee is too much for a small business.	11/29/2018 8:02 PM
14	I appreciated Allan Mak's thoughtfully worded letter about our fees. He addressed several of my concerns in depth, including the incredible amount of money the CTCMPAO spends on investigating its membership for wrongdoing. However, when reading over the comparison of our fees with those of other professions, I was both dissatisfied and unsurprised by the omission of one important point: how much money acupuncturists make as compared to chiropractors, optometrists, kinesiologists, etc. I suspect that acupuncturists and TCM practitioners make A LOT LESS than many of the other health professionals who make lower fees than we do. I believe that this omission happened because the CTCMPAO doesn't have this data. I also believe that the CTCMPAO specifically, and much of the profession in general, isn't interested in this data.	11/29/2018 5:42 PM
15	Annual renewal fee should be vary as personal backgrounds, history, occupational experience,etc..	11/29/2018 5:31 PM
16	Thank you for your hard work towards the betterment of the TCM practice ! It would be advisable that the college also makes efforts to educate the public as to what would be a concern appropriate reporting as opposed to small concerns and inadequacies. The public needs learn to differentiate between clear health errors and misunderstandings. Also college costs should be budgeted like any business. As opposed to going with "whatever" they may be. The money comes from our pockets so it is obvious that there is no incentive for the college staff in favour of budgeting. Please remember that we work hard...	11/29/2018 4:24 PM

17	If you increase the annual fee further more in the other year, I will think about to move to BC.	11/29/2018 2:55 PM
18	no	11/29/2018 2:32 PM
19	The fees for membership in the College remain excessive.	11/29/2018 2:30 PM
20	I think it is a reasonable change.	11/29/2018 2:28 PM
21	Much clearer with details	11/29/2018 2:21 PM
22	As a small college CTCMPAO, has less members, so less work to do. There is no reason to keep the fee so high. The high fee was understandable at the beginning, but now, when all procedures are already set up, the fee should go down, and not go up.	11/29/2018 2:17 PM
23	I believe paying \$1300 per year for renewal of certificate is still quite high. Since our profession does not work closely with MVA and WSIB like Chiropractic and Physiotherapy, our annual rates should be lower then these professions at \$1000 per year. Chiro and Physio receive very high compensation rates through MVA and WSIB which enables them to be extremely busy with a very high billable yearly income. Simply put, these professions make way more money then our profession does so our College fess should illustrate this fact. TCM 's hourly rates for MVA and WSIB are extremely low so we are unable to pursue this as a source of income for our clinics. Should the college assist our profession in working with MVA and WSIB to raise our rates so we can utilize this source of treatment and income in our clinics, this would justify our members paying these high yearly fees. This is why I believe \$1300 per year plus the fees Raising at 2% each year is unfounded and too costly to our profession and to our practitioners practicing in Ontario. Thank you for your time.	11/29/2018 1:31 PM
24	THE RENEWAL ANNUAL FEES ARE TOO HIGH.	11/29/2018 1:31 PM
25	more consideration should be given to the members who support your association by reducing the fees	11/29/2018 1:30 PM
26	the members are too poor	11/29/2018 1:26 PM
27	The membership is still terriable high than RMT. And the college should avoid delay payment if the person has a reasonable reason to delay to pay the memebership fee. As I know somebody was charged 300.00 in extra just because paying the membership fee one day late. The college even threaten the person will terminate the membership in order to collect the 300.00.	11/29/2018 1:25 PM
28	The annual renewal fee of \$1300 is still considerably high compared with other professions such as RMTs for example, which pay only \$575 for an annual renewal. As the college expects growth in membership over the years, it should not be setting high fees based on a low membership right now...as with that logic fees should decrease as the membership grows. However, that is not what was stated in the amendment. In fact,the contrary was stated as the amendment states that there is still a possibility of a "2% increase" in fees on an annual basis. If your staff members were reduced, maybe then the college would be able to operate at a lower cost. The college has many staff members, and I'm not sure if all are necessary, and their salaries are likely costing the college the most in expenses compared with any other expense. I'm not sure what else the college does, seeing as how they send the exams out to be marked by external company.	11/29/2018 1:18 PM
29	The annual membership fee is extremely high. It is going up every year since the association was found.	11/29/2018 1:12 PM
30	You compared with other professions such as dentists and do you understand their yearly earning potential compared with the average chinese medicine practitioner? It is unfair to compared an apple and an orange. Perhaps if we were deemed "doctors" and could therefore bill how they do , maybe we could afford to pay college fees at similar rates.	11/29/2018 1:06 PM
31	The college should help the number get more chance such as can get invlove in the hospital, protect the qulity of the acupuncture value, there are some other parctioners can do acupuncture but as the patient unsatisfied feedback.	11/29/2018 4:07 AM

32	<p>Keep fees at \$1300 for the next 6 years. Increasing from 1140 to 1300 is a 13+% increase in one go. Despite the removal of HST. A freeze on the 2% increases should be held until 2025 when they can start up again at 2%. The college is receiving a cash injection of \$200 per member this year. Give us practitioners a break. So much money is being spent on litigation and that's comes out of our fees. Why should someone found guilty of molesting or assaulting a patient or committing insurance fraud or unethically charging a patient thousands for herbs have financial forgiveness granted, while all of us fair and law abiding practitioners foot the bill? It's infuriating and unfair. Some of these changes are good. Removing the license numbers to prevent fraud is good for the reputation of our profession and letting the public know why someone is being investigated is important for public protection. I disagree with the student class, but if there must be one then please also list the date when a student becomes registered with the college on the public register. This needs to be the case for existing RAc's who are practicing herbal medicine but not listed as members of the student class. Are they supervised? If so the supervising practitioner should be listed on the students listing. And the public needs to be aware of the rules around this. There are acupuncturists that are college members giving herbs to patients and we don't know if they are student class members. Patients come in to say their acupuncturist gives them herbal formulas. The scope is not defined clearly for people when this happens. People are practicing herbal medicine illegally and bypassing writing the TCMP examination. The college loses out on the exam fees when people find these shortcuts. They need to follow the same rules as registered TCMPs Sorry for the long comment but it makes me upset that people are defying the rules and spread the idea that it's ok to not go through the process to be a registered TCMP because herbs are not regulated. They tell their students this too. I heard a rumor online that some people will join a herbal organization and that's enough to practice Chinese medicine legally and not to bother paying the college. How is this safe for patients?! The herbal exam isn't even very hard. It was far too easy for someone to safely practice herbal medicine. I wrote it in one hour and only had to write one formula out. This needs to be more thorough to make sure that people know what they're doing!! Ok rant over. Thank you for your good work!</p>	11/27/2018 10:22 PM
33	<p>I am happy that the college has taken the time to address these issues. I would like to see full transparency of discipline outcomes, especially those of sexual abuse. The litigation amount the college spends is very high. Is there a way to limit the amount the college spends on litigation? Also, can the college get more back from the defendant once they have been found guilty? I don't think it fair that someone who has committed an egregious misconduct to have the reimbursement amount reduced due to financial hardship. Also, I think there needs to be more transparency around student class. If a person is a member of CTCMPAO under one class, like General RAc., and they have a student class as a TCMP, both these designations should appear on the public register. Also, the supervisor of the student should be listed. There is a bit of confusion among the members as some under the student class lack onsite supervision, and one would assume that this contravenes the requirements of the student class and delegation requirements.</p>	11/27/2018 10:09 PM
34	<p>protect us patients. make sure we know who has committed sexual assault and make sure we know who is allowed to practice or not. i want to know if the tcm doctor is only a student too and if my acupuncturist can give me my herbs. it's confusing.</p>	11/27/2018 9:12 PM

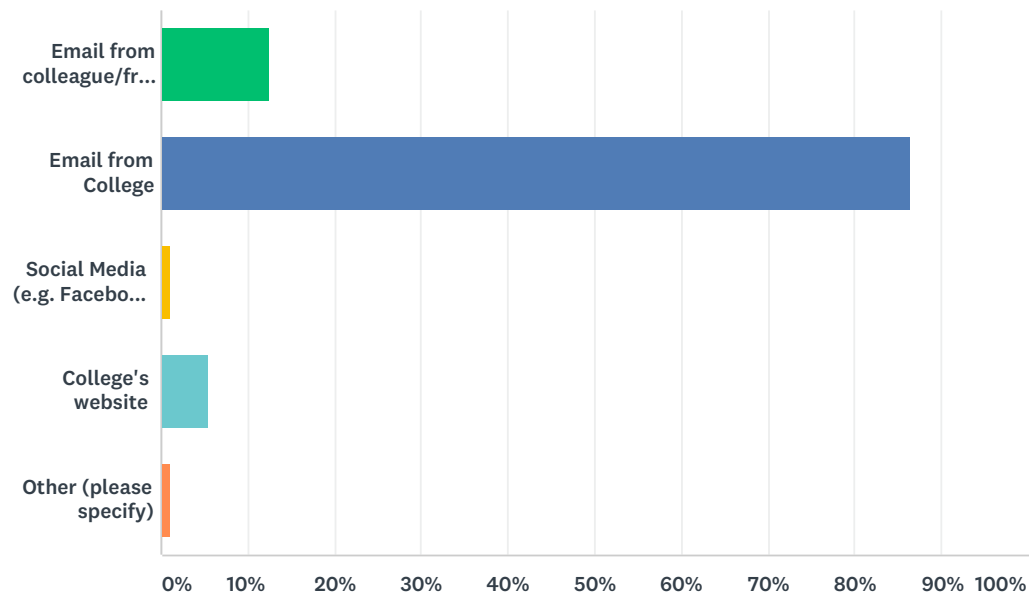
35	I would like to applaud the college for creating further public and practitioner protections. By masking registration numbers, this protects practitioners and prevents overall fraud. By providing further detail on the public register about suspensions and terminations, as well as information about the nature of any investigations, we are able to better protect the public and serve as a further deterrent to any form of misconduct. Retaining this information and presenting it to the public for 50 years after membership ceases is a great improvement. I further propose that this record is left on the public record for longer - 50 years after death - akin to the Lucy Maud Montgomery provision re: public domain. But I must say - please, please, please require those found guilty of sexual misconduct to pay any and ALL fees associated with their case. Maybe the college pays for a few admin things - but abusers should not be let off the hook due to undue financial hardship. They should not be allowed to appeal their duty to pay these expenses. The college and we as a membership should not be required to pay 50% or more of these costs as appears to be the trend. What kind of deterrent is it to members and future members who have or will commit sexual misconduct against patients? It makes me very angry to know that our membership fees are subsidizing people who have been found guilty of patient sexual abuse. Finally, I would like to ensure that ALL student class members are listed on the college register - even if they are already a member of the college. For example, Registered Acupuncturists who also have Student Class status to practice herbal medicine under the supervision of another college member should have this clearly listed on their entry in the register. The supervising member, who is supposed to be present during the student's contact with patients should also be listed as the person who is signing off on the student's treatments. This is very important to distinguish between practitioners who are authorized to practice in this way, and those who are not. There are more non-R.TCMPs who are prescribing herbal medicine that are using the Student class as a loophole or they are saying that they are registered as a student to avoid writing the R.TCMP examinations. There should also be a time-limit for practitioners who are registered in the Student class and only be allowed this status if actively registered to write the Pan-Canadian examinations. Supervising R.TCMPs, if not required already, must be physically present in clinic to supervise the student class member they are accountable for. Thank you.	11/27/2018 7:04 PM
36	earn less, but pay higher fees than other professional practitioners.	11/27/2018 3:54 PM
37	It should be much less, college protect public but we have to pay of it. Public should participate in in paying part of it.	11/26/2018 4:28 PM
38	I understand that the college has spent a lot recently on legal fees- perhaps this will decrease as more time passes since the expiration of the grandparented class. In many markets (outside Toronto) fees RACs and RTCMPs are able to charge are quite low compared to other professions that use acupuncture, so we often face the problem of our patients deciding to pursue 'dry needling' rather than acupuncture as they can pay less, or have their treatments covered by private insurance. We lose many patients because of this, and then to have to pay a large fee for registration can become a real financial hardship. It makes acupuncture an unsustainable career for many. I've carefully read over your letter and the breakdown of where the CTCMPAO sits in terms of cost of fees, and registration numbers with respect to the other colleges. Have you also looked at annual salary for other professions? Without looking at what those colleges' members make I think you are failing to provide the complete picture. Midwives, for example, are employed by OHIP, and just won a major court case stating that they provide the same services as Doctors and should have their annual salary increased to close to \$150,000. According to payscale.com dentists in Ontario make about \$140,000, Naturopaths are between \$68-\$115,000 Chiropractors make about \$75,000, Acupuncturists are about \$48,000. Do you have statistics for why registration numbers are down? It can't be all people failing to make it through the expiration of grandparented class and the PLAR process. (I'm a former grandparented member- the PLAR process was straightforward and quite simple, case studies are what we do all day everyday when we treat patients). I wonder if people are surrendering their membership because they can't afford it?	11/24/2018 9:46 AM
39	Members of CTCMPAO pay way to much for membership. CMTO is taking care of 12,000 members, CTCMPAO - 2,700	11/22/2018 2:18 PM
40	In my opinion , the annual fee should not be divided the CTCMPAO membership registration into two sections , C.T.M. and Ac. , shouldn't it ?	11/22/2018 1:09 PM
41	the annual registration renewing fee should be around 300 hundred Dollars. Because the members are so poor.	11/21/2018 11:15 AM
42	Are you in agreement with the proposal	11/21/2018 9:46 AM
43	much had been agreed upon or commented as above.	11/21/2018 5:36 AM
44	Fees are too high	11/21/2018 12:29 AM

45	I expressed my opinion very forcefully. I do not agree with \$1300 fee it should be half of it the most. We should be not penalized with such an excessive fees comparing to other much more established and recognized regulated health professions. Patients are few and far between - there is no funds to "market" and explain benefits of TCM/acupuncture - we are hardly surviving doing what we trained long and hard / and what we love and feel very passionate about. We are expected to pay too much	11/20/2018 11:22 PM
46	The membership fees are too expensive compare to other colleges	11/20/2018 7:15 PM
47	Very disappointed with this College. I'm often lost for words. It's shameful.	11/20/2018 4:53 PM
48	Before considering collecting more fees from the members please review all expenses. Do not fool members, \$1300 annual fee is not acceptable.	11/20/2018 4:15 PM
49	I feel the exam fees are too high. When a student is just coming out of school, they are often poor. The exam fees pose accessibility barriers that are unnecessary and cause undue stress on candidates.	11/20/2018 4:12 PM
50	Fees are still too high for members to practice.	11/20/2018 4:10 PM
51	I agree on the changes of the by-law especially with the elimination of the fee increase and the HST. Membership fees for CTCMPAO members are high especially comparing with the average revenue of the profession, and the support the college provided to the members. I expect our college to provide members with more support, continuing education, and inform the public about the existence of the college and the profession. This is inline with the mission of the college to protect the public by ensuring the quality, safety and ethical TCM care through professional development and standardization of practice among the members.	11/5/2018 5:54 PM
52	The fees are much too high, especially taking into account the outrageous PLAR fees we had to pay in addition to our college dues. The college will make it financially impossible for many practitioners to continue serving the public and healing patients.	11/5/2018 10:21 AM
53	Most of proposal is ok except annual fee is high.	10/31/2018 1:42 PM
54	I think that the fees are too costly.	10/30/2018 12:20 PM
55	All through I agree the fee about the anniversary renew, I still think the fee is too high!	10/29/2018 3:21 PM
56	17.03 grants the registrar the ability to waive fees. However guidelines to guide these decisions is not laid out. Perhaps a statement to ensure impartiality in these kinds of decisions is warranted.	10/3/2018 10:20 AM
57	The changes made for clarity are well placed and important.	10/1/2018 12:10 PM
58	As per my earlier comments, the college renewal fees should not be increased to \$1300 if HST is in fact removed. This was never revenue for the college and it will still keep member costs virtually the same for the 2019-20 term. The college should consider the possibility of further member withdrawals due to unsustainable membership costs. On another matter, there needs to be a plan in place to prohibit insurance benefit plans that are federally implemented from blocking claims from R.TCMP services. This is misleading and unfair to patients who should be reimbursed for services in the province of Ontario. Our college should be protecting this right on behalf of its members and the public. Thank you	10/1/2018 8:56 AM
59	acupuncture examination should be separate from herbal examination so that those with acupuncture license are not required to be tested for both when upgrading to tcm license. similar to how the exams are arranged in BC.	9/29/2018 7:29 AM
60	The College should talk more to the insurance companies to cover acupuncture into their health plans as a regular item. Now acupuncturist has high requirement than massage therapies, but the cover range of acupuncture by insurance is much narrower than massage.	9/28/2018 1:47 PM
61	I accepted the member fee increase due to cover the all expenses. However, we can't increase so much our charges and not many clients have the insurance coverage. I understand that you need to protect the general public but this organization is supported by our member fees. In that case, you should work for us too such us promotion to the public for TCM and convince more insurance cover to the employers.	9/28/2018 12:18 PM

62	While I understand about how our fees are put to use, I would like to remind the College that we are practicing in an uneven playing field in which Chiropractors and Physiotherapists are allowed to do acupuncture after a minimal 200hrs of training and then bill it under their own services (which insurance pays for) by renaming the service as either "dry needling" or "I.M.S.". Yet, their college fees are less than ours (physiotherapists by a large margin). When we provide acupuncture services to patients, insurance usually denies the patient's claim. While we are told that this is an issue for our associations to handle and that the College's purpose is to "protect the public", It seems that insurance companies will only listen to either the government's demands, or a regulatory college's ones. Perhaps even a declaration from our college that "dry needling & IMS" are synonymous with acupuncture would be sufficient.	9/28/2018 12:18 PM
63	CTCMPOA needs a Liaison between Members of the CTCMPAO and Insurance companies. Otherwise more and more members will quit, witch means increase of membership payments sooner or later	9/28/2018 11:11 AM

Q9 How did you find out about this consultation? (Select all that apply)

Answered: 280 Skipped: 184



ANSWER CHOICES		RESPONSES	
Email from colleague/friend		12.50%	35
Email from College		86.43%	242
Social Media (e.g. Facebook, Twitter, LinkedIn)		1.07%	3
College's website		5.36%	15
Other (please specify)		1.07%	3
Total Respondents: 280			

#	OTHER (PLEASE SPECIFY)	DATE
1	pleased to see the College wanted to hear from its members. Thanks!	11/21/2018 5:36 AM
2	I	11/20/2018 4:53 PM
3	CMAAC	9/29/2018 7:10 PM

From: [REDACTED]
Sent: November-29-18 8:56 PM
To: Consultation
Subject: Re: Final Reminder: Open Consultation for Proposed By-Law Amendments
Categories: Red Category

The statistic that is missing is average income compared to college fees charged. You keep talking about keeping yourselves sustainable but if we can't afford to practice then you will have fewer members to generate your income. Maybe smaller fees would attract more practitioners.

You lost people on the transfer to the regular class because the fee to do that was ridiculously expensive. Our college dues are not proportional to our ability to earn money.



Sent from my iPad

From: [REDACTED]
Sent: November-29-18 10:53 PM
To: Consultation
Subject: Re: Final Reminder: Open Consultation for Proposed By-Law Amendments
Categories: Red Category

To the CEO:

As a member, I want to say you have to focus on how much we can earn and the cost to operate your organization a year. Not to see the other colleges. Since there is no comparability. Your charge is too high. The normal price is about 500- 700.

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: November-30-18 12:33 PM
To: Consultation
Subject: Re: Final Reminder: Open Consultation for Proposed By-Law Amendments
Categories: Red Category

To comment :

The income of a registered member who is either employed or having the independent practice may be hard to match other health professionals whose services are covered by the public health insurance plans for example. Thus, membership fees according to the income scale system might be more feasible.

Kindly,
[REDACTED]

From: [REDACTED]
Sent: November-30-18 11:08 PM
To: Consultation
Subject: additional feedback re: consultation for Proposed By-Law Amendments
Categories: Red Category

I have previously submitted feedback to these proposed amendments via the online survey. However, I have additional feedback to provide since you issued the letter from the Registrar last week. Since I am unable to complete the survey a second time, I am emailing them. These comments are my own and NOT on behalf of an organization.

I feel that the fees comparison chart provides an incomplete picture of the situation. The average amount of \$ earned by the majority of professions with higher fees than us (e.g. dentists and surgeons!) and the amount of job security in those professions is SIGNIFICANTLY higher than that of acupuncturists. Perhaps include in that chart the average annual earnings of each profession and we'd get a better understanding of the data. I feel a more appropriate comparison would be to RMTs or PTs in Ontario and to other Acupuncturists across the country. All of those Colleges pay significantly lower rates than we do.

Further, I feel that we're being penalized for problems with the system. It was pointed out that all Colleges, regardless of their number of registrants, have to the same statutory regulations. To me, that's a systems problem. Is it actually reasonable to maintain all of these Colleges separately? Many of the Colleges have far too few numbers to support this (e.g. - Homeopaths!). Is there a better solution? Fewer Colleges governing more professions? A different regulatory system altogether? (obviously, that's a bigger issue than can be addressed here).

Just some of my thoughts.

Regards,

[REDACTED]

From: [REDACTED]
Sent: November-30-18 11:55 AM
To: Consultation
Subject: Re: Proposed By-law Amendments

Categories: Red Category

Good morning,

Firstly, a sincere thank you for the opportunity to provide feedback on the proposed amendments, as well as for the letter comparing fees and expenditures across the regulated health professions. This clear presentation of the data is really important. Here are my thoughts:

- The annual fee, as you are well aware, is a major concern for myself, my colleagues and nearly all students preparing to graduate and apply. I feel that our registration/renewal fee is high not in comparison to other health care professions, but in comparison to the average income of an RAc/RTCMP, especially for new practitioners, in light of the years that it sometimes takes to build a stable professional practice.
- Thank you for removing the annual CPI increase and keeping it to 2% per annum with discretion to hold. I also feel that HST exemption is a great idea, however I expected that to mean that a portion of those savings would be passed on to members. Not all, as HST exemption means you lose input tax credits, but the 2019-2020 rate is higher than it would be if you kept the HST in.
- I also appreciate the proposed decrease to the professional corporation fee.
- I am glad for the investment in Quality Assurance and trainings to help our members navigate regulatory requirements.

All in all, I am grateful that you have taken the time to clarify the College's stance on fees and its rationale based on the current expenditures and expected revenue. I hope that the membership grows and fees stay level at \$1300, and that it will soon even out to a situation that supports growth for the College and practitioners alike.

Have a great day.

[REDACTED]

From: [REDACTED]
Sent: November-30-18 6:51 AM
To: Consultation
Subject: Fee for annual renewal

Categories: Red Category

To: CTCMPAO

This is my opinion regarding the annual fee increase by 2%. The increase will be really hard for a lot of practitioners because the acupuncture treatment is not covered by OHIP. Increasing registration fee will effect patients who have a hard time paying out of pocket. Working at reduced cost will be hard to sustain a business. Your renewal fee does not take into account if a practitioner is working part time, on maternity, or unable to work due to accidents/sickness.

Compared to other TCM board in Canada and the USA, the renewal fee for Ontario is high. I hope the HST can be waived as this will reduce the cost.

Sincerely,

[REDACTED]

Sent from my Samsung Galaxy smartphone.

From: [REDACTED]
Sent: November-30-18 2:36 AM
To: Consultation
Subject: Re: consultation for proposed By-law Amendment

Categories: Red Category

I am providing feedback on behalf of individual.

Regarding the annual fee, As a new regulated profession, it takes time for public to learn more about it and experience the benefit from receiving service from us. our practitioner need time to build up our client base, at the moment, compare to other profession like dentist, \$1300 plus HST is very expensive. for example like Massage therapist, they only need to pay around \$600.

I understand that the college need fund to maintain the service, so we need a balance in between.

regards,

[REDACTED]

From: [REDACTED]
Sent: November-30-18 2:13 AM
To: Consultation
Subject: registration renewal fee

Categories: Red Category

I agree with the registration renewal fee which is expected next year

I am shocked to read that our College is in deficit this year.

I feel that as a TCM ctcmpao member, we , members should understand College situation and help College work well.

As a practitioner, we are also in financially difficulty. As for me, it is not easy raise a treatment fee every year(charge a raised treatment fee to patients every year.).

I hope the College would not be financially difficult..

I am saying again I agree with College"s renewal fee. Good luck for our College.

[REDACTED]

From: [REDACTED]
Sent: November-30-18 1:11 AM
To: Consultation
Subject: RE:Registration fees per your recent email

Importance: High

Categories: Red Category

To whom it may concern:

If you can't keep registration fees down the results will be this:

- Fewer people will be come acu's.
- Many of us who were grand-parented are nearing retirement (5 years max for me). Will you get enough new acu's to replace us?
- Did you ever think that the politics of this was to let us bury ourselves? Have less people become acu's because these costs are too high? Perhaps price us out of existence? Then the government can say, we let them try, but they just couldn't convince the public that they were a viable profession, sigh.
- Lack of respect because we see your inefficiencies in how you run the College. You need to limit the number of court cases to a certain dollar value. You can't just obviously spend. We can't do that at home. You should not do it and expect us to pay.

But really? I don't care. I will be out of the business in 5 years or so, so you only will get 1.3K x5 from me over the coming years.

Did you take that into account? That many of us will be retiring and if you cant' do more than replace us, you won't be growing much?

[REDACTED]

From: [REDACTED]
To: Consultation
Subject: Open Consultation for Proposed By-Law Amendments - Feedback by member A. Bombska
Categories: Red Category

Hello

My name is [REDACTED] R.TCM practitioner and R.Acupuncturist. I am member of CTCMPAO. I would like to provide feedback to College by-law proposal regarding fee change.

In my opinion, amount of 1300 \$ yearly fee is highly excessive compared to our earning. There is limited amount of people in society interested in TCM which makes is very difficult for practitioner to make even moderate income. As of now, with fees I have to pay my income is below any medical professions you mentioned in your email.

Such a high membership fees causing some TCM professionals to abandon the profession and look for jobs without such a high burden of membership fees. Beside College membership, we also have to pay liability insurance and professional development courses. All of this, takes big chunk of our earnings (TCM earnings are nowhere near doctors, RMT and other professions you mentioned in your email).

Majority of my clients do not have health insurance available for TCM or acupuncture which makes it very difficult for them to afford multiple sessions. College should spend most of its effort to promote TCM/acupuncture within all major insurance companies and make it as base service (similar to massage therapy, physiotherapy, athletic therapy, osteopathy). If majority of people had TCM insurance, they would not be looking for acupuncture services to be done by other professionals (RMT etc).

College supposed to protect certified college practitioners but because such high fees is causing some of them to quit the profession and opens the door for other medical professionals (RMT, chiropractors, physiotherapist etc) to get more business since they do not have to pay additional fee for practicing acupuncture and can do it at lower charges taking away market from college associated (fee paying) TCM practitioner. It is very unfair for us, college members to deal with such high fees in case of limited patient market which is being serviced by above mentioned, other professionals which are not qualified by College and do not pay separate fees for it.

Concluding, I do not agree with 1300\$ yearly fee. It is too high compare to my realistic earning. While I still recognize need for College existence, I would like to have smaller membership fee (which might lead to lower College spendings, reorganization, efficiencies etc). College should think about doing things within the scope but more efficient way otherwise at one point of time, there will be not enough members to pay for its existence.

Fair membership amount with existing job market situation I could see is, 500-600\$.
Please strongly consider this amount. I personally, do not see bright future for TCM practitioners with such high membership fees.

[REDACTED]

From: [REDACTED]
Sent: November-29-18 7:47 PM
To: Consultation
Categories: Red Category

How come all other health care professions(RMT, Chiro, Naturalpath..Physiotherapist so on)who are trained(minimum) to do acupuncture to patients..i dont think in what is written to college website and protect the public)
Patients dont know the differences between tcm Acu and acu(as a modality)
Coming with a bad experiences (previously)in terms of effectiveness
I am just little frustrated with it..even tho i am myself is RMT

From: [REDACTED]
Sent: November-29-18 7:07 PM
To: Consultation
Categories: Red Category

I read, and accepted it. Thanks.

[REDACTED]

From: [REDACTED]
Sent: November-29-18 5:57 PM
To: Consultation
Subject: Comments regarding the proposed changes to the fee schedule

Categories: Red Category

Dear CTCMPAO,

I am writing this email in response to the College's proposed changes to the fee schedule. Please note, the following comments are on behalf of myself.

I'm a fairly new practitioner. I began practicing in Ontario in 2016. I do not yet have a very busy practice, and am still seeking to build my client base. I have not yet hit the break-even point in my practice - I am operating at a significant loss. I have another job (in an unrelated field) in order to help pay my bills, including the rent and all of the other expenses associated with my TCM practice. I am literally pouring hundreds of dollars of my own money into my practice each month.

When I discovered that the College was considering a change to the fee schedule, I naturally was thrilled. However, I personally feel that a \$1300 per year registration fee is still too high. Here's why:

1. The registration fees for the CTCMA (British Columbia) are only \$850 per year, including taxes. This obviously is significantly lower than those of the CTCMPAO. I realize that the CTCMA is located in another province, and I don't know how much it spends each year on investigations and hearings. But what I do know is that it has fewer members than the CTCMPAO (1,924 members, according to its website). I also know that the cost of living in BC's largest city, Vancouver (where the CTCMA is located), is just as high as, if not even higher than that of Toronto. Perhaps the CTCMPAO can consult with the CTCMA to find out how it is able to keep its registration fees so low by comparison.
2. In its letter dated September 26, 2018, the CTCMPAO mentioned its expenses for investigations and hearings are among the highest in the province. No other operating expenses are mentioned. I am curious to know how much the CTCMPAO spends in other areas, and how those expenses compare with other regulatory bodies. There may be other areas that need to be examined more closely.
3. I don't think it's fair to compare us to practitioners of mainstream medicine, such as massage therapists and Western medical doctors. Chinese medicine still has a long way to go in terms of gaining more acceptance among the public. I have met people who still don't know what acupuncture is. I feel that it is much more difficult for us to build and maintain a client base (especially when first starting out), compared to practitioners of mainstream medicine.

I am passionate about Chinese medicine. As mentioned, I am putting a lot of my own money into my practice just to keep it going. It's a labour of love for me. But I wonder how many other new practitioners simply gave up (or are considering giving up) and closed their doors. We need practitioners. We need to make this great ancient medicine available in every area of Ontario, so that the public can have an alternative or a complement to Western medicine. I feel that reducing the registration fees is probably one of the best things the College can do to support new practitioners who are struggling to stay in business.

Sincerely,

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: November-29-18 4:22 PM
To: Consultation
Subject: I am agree the price of member fee next year !
Categories: Red Category

Sent from my iPhone

From: [REDACTED]
Sent: November-29-18 2:48 PM
To: Consultation
Subject: Re: By-Laws

Categories: Red Category

I agree with the By-Laws and proposed amendments of the
College of Traditional Chinese Medicine and Acupuncturists of Ontario.

This comment is on behalf of myself.

Best Regards,

[REDACTED]

From: [REDACTED]
Sent: November-29-18 2:10 PM
To: Consultation
Subject: Comment on by-law amendments

Categories: Red Category

Dear Sir :

I absolutely approved the amendments of by-law , and also agree to take the future payment of college fee in regular ways.

Sincerely yours,

[REDACTED]
[REDACTED]

[REDACTED]

From: [REDACTED]
Sent: November-29-18 1:51 PM
To: Consultation
Categories: Red Category

I hope the reasonable amount should be 500-600 CD.
Thanks

[Sent from Yahoo Mail on Android](#)



September 26, 2018

Dear Members,

Over the past five years, we've received feedback from the membership about College fees. We understand your concerns and we appreciate the overhead costs for you as a practitioner. We know that you work hard to build and maintain your practice in order to provide care for your patients.

As a health regulatory body, our mandate is to protect the public. Our interests are similar; it's for the well-being of patients.

Our intentions are not to put a financial strain on you as a practitioner; however, we want to ensure that we are sustainable and able to continue our work. In addition to our daily work, we've planned some important objectives and initiatives in our [2018-2021 Strategic Plan](#) and we intend to develop and implement them successfully.

The College is sending out a consultation for the amendments to the College By-Laws. The purpose of this memo is to address the proposed changes to the fee schedule.

We have done our research, compared with other health care regulators in Ontario and have reviewed our current fees. We are proposing changes to the fee schedule and I want to highlight some of the important elements.

Annual Consumer Price Index + 2% Increase:

In the current By-Laws, the College fees are automatically increased by the annual Consumer Price Index (CPI) plus 2%. In year's past, we've typically seen the increase between 3-4%. We are now proposing the following:

The Council will have the option to annually increase the fees by only 2%, and it will no longer be automatic. It must be approved by Council annually. If the College's finances are balanced, the Council will have the discretion to maintain the fees or increase it by 2%.

Harmonized Sales Tax (HST)

Currently we are charging Harmonized Sales Tax (HST) on all fees. We are now proposing to remove the HST.

We have compared with several regulatory bodies - some charge HST and others do not. Regulatory bodies are considered to be a Public Sector Body and may apply for exemption from collection of HST from its members. The advantage for collection of HST is the benefit of [Input Tax Credits](#) on expenses made.

The College is proposing to apply for exemption with Canada Revenue Agency (CRA) and remove the HST from all fees moving forward.

Registration and Renewal Fee:

The Registration Renewal Fee for 2019-2020 is currently expected to be \$1,186.64 + HST = \$1340.90, assuming the CPI is at 2%

The College is now proposing to set a flat fee of \$1,300 for new registrations and annual renewals. The difference for the renewals would be a savings of approximately \$40.

On the surface, we understand the savings are not significant and it is an increase to the membership fees. We're not hiding from that. However, the College had over 3000 members 3 years ago. We are now sitting at approximately 2400 members. The loss in membership is due to the closing of the Grandparented class which means significantly less revenue to carry out the duties of the College.

We have heard from the membership that the College has a high amount of reserves. You are correct. Based on last year's audited statements, we have approximately \$3.8 M in our retained earnings.

We have strategically set aside this amount to ensure that we are able to continue to operate effectively. We will have to dip into these reserves this year. The approved budget for 2018-2019 is \$3.65 Million. The estimated revenue we are expected to receive this year is around \$3 Million. This puts the College in a deficit of \$665,000 this year. This is a practice that cannot be maintained.

We want to be fiscally responsible and ensure that we are sustainable. We've developed a plan where we can maintain consistency with fees and ensure that we have a reserve that will allow us to function for a minimum of six months and have funds available for any unforeseen circumstances.

An example of an unforeseen circumstance is our significant investigations and hearings costs over the past year. It reached nearly \$1 million dollars. That's certainly an amount that we are not comfortable proceeding with as a standard operating cost. We are investing dollars into: our Quality Assurance program; the development of new Standards of Practice; and, the provision of more professional development opportunities. This will ensure our members are increasingly aware of the expectations and reduce the number of complaints and investigations.

Fee Comparisons

We've heard from members that our fees are the highest of all regulators. Well, that's not actually true. We've done our homework and compared our fees with all the 25 other health care regulators and discovered that we're actually the 9th highest.

College	# of Members	Current Reg Fee
Dentists	9,812	\$ 2,160.00
Midwives	858	\$ 1,950.00
Denturists	678	\$ 1,900.00
Podiatrists/Chiropodists	672	\$ 1,700.00
Physicians & Surgeons	41,146	\$ 1,625.00

Dental Technologist	557	\$ 1,556.00
Naturopaths	1,436	\$ 1,551.00
Homeopaths	575	\$ 1,250.00
CTCMPAO	2,394	\$ 1,141.00
Chiropractors	4,707	\$ 1,050.00
Optometrists	2,324	\$ 945.00
Opticians	2,645	\$ 921.00
Psychologists	4,145	\$ 795.00
Audiologists	3,995	\$ 735.00
Occupational Therapists	5,792	\$ 657.55
Kinesiologists	2,294	\$ 650.00
Dietitians	3,942	\$ 620.00
Pharmacists	15,715	\$ 600.00
Massage Therapists	13,667	\$ 598.00
Physiotherapists	8,880	\$ 595.00
Registered Psychotherapists	4,004	\$ 572.00
Respiratory Therapists	3,446	\$ 560.00
Dental Hygienists	13,840	\$ 400.00
Pharmacists Technicians	4,286	\$ 400.00
Medical Laboratory Technologists	6,984	\$ 340.00
Medical Radiation Technologists	6,982	\$ 340.00
College of Nurses	153,850	\$ 200.00

Although we in the top 30%, it's important to keep in mind, we're also one of the smaller colleges. We're the 7th smallest in terms of membership size. Our primary source of revenue is through our membership fees.

College	# of Members	Current Reg Fee
Nurses	153,850	\$ 200.00
Physicians & Surgeons	41,146	\$ 1,625.00
Pharmacists	15,715	\$ 600.00
Dental Hygienists	13,840	\$ 400.00
Massage Therapists	13,667	\$ 598.00
Dentists	9,812	\$ 2,160.00
Physiotherapists	8,880	\$ 595.00
Medical Laboratory Technologists	6,984	\$ 340.00
Medical Radiation Technologists	6,982	\$ 340.00
Occupational Therapists	5,792	\$ 657.55
Chiropractors	4,707	\$ 1,050.00
Pharmacists Technicians	4,286	\$ 400.00
Psychologists	4,145	\$ 795.00

Psychotherapists	4,004	\$ 572.00
Audiologists	3,995	\$ 735.00
Dietitians	3,942	\$ 620.00
Respiratory Therapists	3,446	\$ 560.00
CTCMPAO	2,394	\$ 1,141.00
Opticians	2,645	\$ 921.00
Optometrists	2,324	\$ 945.00
Kinesiologist	2,294	\$ 650.00
Naturopaths	1,436	\$ 1,551.00
Midwives	858	\$ 1,950.00
Denturists	678	\$ 1,900.00
Podiatrists/Chiropodists	672	\$ 1,700.00
Homeopaths	575	\$ 1,250.00
Dental Technologist	557	\$ 1,556.00

Despite being a smaller College, we still have all the statutory obligations as the other Colleges. The larger colleges have more members, more revenue, more staffing and more resources, but we all have the same work.

When compared with other College's discipline cases and expenses for investigations and hearings, we are among the highest. In fact, only the College of Physicians and Surgeons and the College of Nurses have more hearings. The colleges that have similar membership sizes, have a fraction of the discipline cases. This is a trend that we do not wish to continue and hope to address by educating the membership through the development of standards

College	# of Members	Current Reg Fee	Discipline Cases	\$ spend on investigations, hearings & resolutions
Physicians & Surgeons	41,146	\$ 1,625	111	not shown
Nurses	153,850	\$ 200	51	not shown
CTCMPAO	2,394	\$ 1,141	15	\$ 981,077
Massage Therapists	13,667	\$ 598	14	\$ 2,491,622
Physiotherapists	8,880	\$ 595	9	not shown
Chiropractors	4,707	\$ 1,050	8	\$ 471,681
Occupational Therapists	5,792	\$ 658	3	\$ 254,632
College of Naturopaths	1,436	\$ 1,551	2	\$ 153,727
Podiatrists/Chiropodists	672	\$ 1,700	2	\$ 229,558
Kinesiologist	2,294	\$ 650	1	\$ 29,114

Professional Corporation

Members that have established a [professional corporation](#) must apply to the register for a Certificate of Authorization with the College. Without this Certificate of Authorization, the corporation is not permitted to practise. We are proposing to reduce the professional corporation annual renewal fees from \$1,000 to \$200.

Other Fees

We've reviewed all the other fees, such as application fees, transfer fees, exam fees, etc. We've tried to make them more consistent and more efficient.

Now that I've provided an overview of why we feel changes to the fees are necessary, we'd like to hear from you and get your feedback. So please review the information carefully and respond.

Allan Mak

Registrar and CEO



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

Ordre des praticiens en médecine traditionnelle
chinoise et des acupuncteurs de l'Ontario

**By-Laws of the
College of Traditional Chinese Medicine and
Acupuncturists of Ontario**

Approved: March 6, 2018
Amended: April 1, 2018

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1. INTERPRETATION

1.01 Definitions

In these By-Laws, unless otherwise defined or required by the context,

“Act”	means the <i>Traditional Chinese Medicine Act, 2006</i> ;
“Auditor”	means the accountant or firm of accountants duly licensed under the <i>Public Accounting Act</i> who have been appointed by Council;
“By-Law” or “By-Laws”	means the By-Laws of the College;
“Code”	means the <i>Health Professions Procedural Code</i> , which is Schedule 2 of the RHPA;
“College”	means the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario;
“Committee”	means the committees established under section 10 of the Code, called statutory committees, and the committees established under these By-Laws, called By-law committees;
“Council”	means the Council of the College established under section 6 of the Act;
“Council Member” (sometimes referred to as a “member of Council”)	means a Member elected to Council or a Public Member appointed to Council;
“Ex-officio”	means “by virtue of the office” and, for greater certainty, unless otherwise specifically provided for, an ex-officio member of a Committee has all of the rights, responsibilities and powers of any other member of the Committee, including the right to vote and to be counted as part of quorum;
“Member”	means a member of the College;
“non-Council member”	means a Member who is not a member of the Council who has been appointed to a Committee;
“President” and “Vice-President”	means, respectively, the President and the Vice-President of the College;

“Professional Association”	means an organized group of individuals who promote and advocate for the interests of the profession related to Traditional Chinese Medicine or acupuncture, but does not include a school whose sole purpose is to educate;
“Professional Member”	means a person described in clause 6(1)(a) of the Act;
“Public Member”	means a person described in clause 6(1)(b) of the Act;
“Register”	means the Register required to be kept pursuant to the Code;
“Registrar”	means the Registrar of the College; and
“RHPA”	means the <i>Regulated Health Professions Act, 1991</i> .

1.02 Singular and Plural / Gender

In these and all By-Laws of the College, the singular shall include the plural, the plural shall include the singular; words expressed in one gender shall include all genders.

1.03 Legislative References

Any reference in these By-Laws to a statute, a regulation or a section of a statute or regulation shall be deemed to apply to any re-enactment or amendment of that statute, regulation or section, as the case may be.

1.04 Consistency with RHPA and Act

All provisions of these By-Laws shall be interpreted in a manner consistent with the RHPA and the Act and where any inconsistency is found to exist, the inconsistent provision shall, where practical, be severed from these By-Laws.

1.05 Calculating Time

A reference in these and all By-Laws of the College to the number of days between two events means calendar days and excludes the day on which the first event happens and includes the day on which the second event happens.

1.06 Holidays

A time limit in these and all By-Laws of the College that would otherwise expire on a holiday or a weekend is extended to include the next day that is not a holiday or a weekend.

2. GENERAL**2.01 Seal**

The seal depicted above is the seal of the College.

2.02 Seal Affixed

The seal of the College shall, when required, be affixed to contracts, documents or instruments in writing, by a person authorized to sign the document

3. BANKING AND FINANCE**3.01 Banking**

All money belonging to the College shall be deposited in the name of the College with one or more banks (which shall be a Schedule 1 or Schedule 2 bank under the Bank Act (Canada) (the “bank”).

3.02 Bank Signing Authority

- (i) The Registrar, Deputy Registrar or other person authorized by Council, may endorse any cheque or other negotiable instrument for collection on account of the College through the bank or for deposit to the credit of the College with the bank.
- (ii) Council from time to time may authorize, by resolution, officers or other persons, whether or not they are officers of the College, to sign contracts, documents, cheques and other instruments pertaining to the College’s bank account. In the absence of such a resolution, any two of the Registrar or the Deputy Registrar and a member of the Executive Committee, are authorized to sign banking documents.

3.03 Investments

- (i) All monies belonging to the College may be deposited or invested, within limitations set by Council.
- (ii) All share certificates, bonds, debentures, notes or obligations belonging to the College shall be issued in the name of the College.

3.04 Custody of Securities

All securities owned by the College shall be lodged, in the name of the College, with a Canadian chartered bank or a Canadian trust company, or in a safety deposit box, or held in accounts with

such brokerage houses as may be authorized by Council from time to time. Any securities and other documents shall be placed or removed only by any two of the Registrar, Deputy Registrar and a member of the Executive Committee.

3.05 Borrowing

- (i) Council may by resolution
 - a. borrow money on the credit of the College;
 - b. limit or increase the amount to be borrowed;
 - c. sell or pledge securities of the College for such sums or prices as may be deemed expedient; and
 - d. charge, mortgage, hypothecate or pledge all or any currently owned subsequently acquired real or personal, moveable or immovable property of the College, including book debts, rights, powers, franchises and undertakings, to secure any such debt obligations or any money borrowed or other debt or liability of the College
- (ii) The Executive Committee shall from time to time review the terms and conditions of the monies borrowed and make recommendations to Council to schedule repayment.

3.06 Signing Authority

Any two of the Registrar, the Deputy Registrar or the Director of Finance and a member of the Executive Committee may approve purchases or leasing of goods and acquisition of services in accordance with the following provisions:

- (i) All cheques or payments issued on behalf of the College in excess of \$25,000.00, excluding salaries, or such other amounts as may be determined by the Council from time to time, must be signed by one of the Registrar or Deputy Registrar and one of the President, Vice-President or such other person as Council may designate.
- (ii) All cheques or payments issued on behalf of the College not in excess of \$25,000.00, excluding salaries, or such other amount as may be determined by the Council shall be signed by any two of the following: Registrar, Deputy Registrar, Director of Finance, the President, Vice-President, or other such person as Council may designate, with the exception of the person to whom the cheque is made payable. At least one signature must be from the Registrar, Deputy Registrar or Director of Finance.
- (iii) The Registrar or Deputy Registrar may not make any payment where amounts or orders have been split to avoid the limit on purchases or where due diligence has not been exercised with respect to potential or actual conflicts of interest.

3.07 Fiscal Year

The fiscal year of the College shall be from April 1st to March 31st of the following year.

3.08 Auditors

The Council shall annually appoint an auditor to audit the accounts of the College and to hold office for the ensuing year.

3.09 Execution of Other Documents

- (i) Deeds, mortgages and real property leases requiring the signature of the College shall be signed by the President or the Vice-President together with either the Registrar or the Deputy Registrar and shall be binding upon the College without any further authorization or formality. Council may by resolution appoint any officer or officers or any person or persons on behalf of the College either to sign deeds, mortgages and real property leases.
- (ii) Subject to section 3.09(i), all cheques and contracts may be signed by the Registrar alone in compliance with policies approved by Council from time to time.
- (iii) The term “contracts, documents or instruments in writing” as used in these By-Laws is intended to include deeds, mortgages, hypothecs, charges, conveyances, transfers and assignments of property, real or personal, movable or immovable, powers of attorney, agreements, releases, receipts and discharges for the payment of money or other obligations, conveyances, transfers and assignments of shares, bonds, debentures or other securities and all paper writings.
- (iv) Except where otherwise provided by law, the Registrar may sign summonses, notices and orders on behalf of the College or any Committee of the College.

4. ELECTION OF COUNCIL MEMBERS**4.01 Electoral Districts**

The following are the Electoral Districts for all Council Member elections (with necessary modifications by the Registrar to ensure that the entire province is covered and that there is no overlap of Districts):

- (i) Electoral District 1: North East. North East comprised of the districts of Kenora, Rainy River, Thunder Bay, Algoma, Cochrane, Manitoulin, Parry Sound, Nipissing, Timiskaming, and Sudbury; the district municipality of Muskoka; and the city of Greater Sudbury; the counties of Frontenac, Hastings, Lanark, Renfrew, Lennox and Addington; the united counties of Leeds and Grenville, Prescott and Russell, Stormont, Dundas, Glengarry; and the cities of Prince Edward and Ottawa.
- (ii) Electoral District 2: Central East comprised of the counties of Haliburton, Northumberland, Peterborough, and Simcoe, the city of Kawartha Lakes, and the regional municipality of Durham.
- (iii) Electoral District 3: Central comprised of the city of Toronto and the regional municipality of York.

- (iv) Electoral District 4: Central West comprised of the counties of Dufferin, Wellington, Haldimand, Brant and Norfolk, the regional municipalities of Halton, Niagara, Peel, and Waterloo, and the city of Hamilton.
- (v) Electoral District 5: West comprised of the counties of Essex, Bruce, Grey, Lambton, Elgin, Middlesex, Huron, Perth, Oxford, and the regional municipality of Chatham- Kent.

4.02 Eligibility to Vote in an Electoral District

A Member is eligible to vote in the electoral district in which the Member, within 30 days of the election, primarily practices, or if the Member is not engaged in the practice of Traditional Chinese Medicine, in which the Member has primary residence.

4.03 Number of Members per Electoral District

For each electoral district referred to in column 1 of the following table, there shall be elected to Council the number of Members set out opposite in column 2.

Column 1	Column 2
Electoral District	Number of members
1	2
2	1
3	3
4	2
5	1

4.04 Term of Office

The term of office of a Member elected to Council is approximately three years, commencing with the first regular meeting of Council immediately following the election. The Member shall continue to serve in office until the Member's successor takes office in accordance with these By- Laws.

4.05 Maximum Term

A Member who has served on Council for nine consecutive years is ineligible for election to Council until a full three-year term has passed since that Member last served on Council. The first nine-year period does not commence until after the first election in each electoral district.

4.06 Staggered Terms

- (i) An election of Members to Council shall be held:
 - a. in 2017, and in every third year after that for Members from electoral districts 1 and 2;
 - b. in 2018, and in every third year after that for Members from electoral district 3; and

- c. in 2016, and in every third year after that for Members from electoral districts 4 and 5.

4.07 Election Date

The Registrar, as directed by Council, shall set the date for election to Council of candidates in each electoral district.

4.08 Eligibility for Election

A Member is eligible for election to Council in an electoral district, if on the closing date of nominations and anytime up to and including the date of the election:

- (i) the Member holds a General class of certificate of registration;
- (ii) the Member is eligible to vote in the electoral district in which the Member is nominated;
- (iii) the member is not the subject of any disciplinary or incapacity proceedings by a body that governs a profession, inside or outside of Ontario;
- (iv) no findings of professional misconduct, incompetence or incapacity has been made against the Member in the preceding six years by a body that governs a profession, inside or outside of Ontario;
- (v) a period of six years has elapsed since the Member complied with all aspects of an order imposed by the Discipline or Fitness to Practice Committee or by a similar committee of a body that governs a profession, inside or outside of Ontario;
- (vi) the Member's certificate of registration has not been revoked or suspended in the six years preceding the date of nomination;
- (vii) the Member is not subject to any order, direction, or term, condition and limitation of the Discipline Committee, the Fitness to Practice Committee or the Quality Assurance Committee or by a similar committee of a body that governs a profession, inside or outside of Ontario;
- (viii) the Member is not in default of payment of any fees to the College;
- (ix) the Member is not at present nor has been at any time within the last two years, a director, owner, board member, officer or employee of any Professional Association;
- (x) The Member is not at present nor has been at any time within the last two years, a director, owner, board member or officer of an educational institution relating to traditional Chinese medicine;
- (xi) the Member has not been disqualified from the Council or a Committee of the Council in accordance with section 5.01 in the preceding three years;
- (xii) the Member has not resigned from the Council in the preceding three years;
- (xiii) the Member does not have a conflict of interest to serve as a member of Council or has agreed to remove any such conflict of interest before taking office;

- (xiv) the Member is not a member of the Council or of a Committee of the College of any other college regulated under the RHPA;
- (xv) the Member has not been a member of the staff of the College at any time within the preceding one year;
- (xvi) the Member has not initiated, joined, continued or materially contributed to a legal proceeding against the College or any Committee or representative of the College.

4.09 Nominations

- (i) The Registrar shall supervise the nomination of candidates.
- (ii) No later than 90 days before the date of an election, the Registrar shall notify every Member eligible to vote of the date, time and electoral district of the election and of the nomination procedure.
- (iii) The nomination of a candidate for election as a member of Council shall be in writing and shall be given to the Registrar at least 60 days before the date of the election (the "nomination deadline").
- (iv) The nomination shall be signed by the candidate and by at least three Members who support the nomination and who are eligible to vote in the electoral district in which the election is to be held.

4.10 Candidate's Biography

The candidate shall provide to the Registrar by the nomination deadline or such later date as the Registrar permits, biographical information in a manner acceptable to the Registrar for the purpose of distribution to eligible Members in accordance with the By- Laws.

4.11 Withdrawal of Nomination

The candidate may withdraw his or her nomination for election to Council no later than 30 days before the date of the election.

4.12 Acclamation

If the number of candidates nominated for an electoral district is less than or equal to the number of members to be elected in that electoral district, the Registrar shall declare those candidates to be elected by acclamation.

4.13 Administering Elections

The Registrar shall supervise and administer the election of candidates and, for the purpose of carrying out that duty, the Registrar may, subject to the By-Laws,

- (i) appoint returning officers and scrutineers;

- (ii) establish procedures and any necessary deadlines including procedures and deadlines relating to the receiving and sending of notifications, biographies, ballots and any other election materials;
- (iii) provide for the notification of all candidates and Members of the results of the election;
- (iv) if there has been a non-compliance with a nomination or election requirement, determine whether the non-compliance should be waived in circumstances where the fairness of the election will not be affected;
- (v) establish deadlines for any recounts and provide for the destruction of voting information following an election; and
- (vi) do anything else that the Registrar deems necessary and appropriate to ensure that the election is fair and effective.

4.14 Ineligibility to Vote

A Member is ineligible to vote in a council election if the Member is in default of payment of any fees prescribed by by-law or any fine or order for costs to the College imposed by the College or court of law or is in default in providing any information required by the College.

4.15 Notice of Election

No later than 30 days before the date of an election, the Registrar shall send to every Member eligible to vote in an electoral district in which an election is to take place, a list of the candidates, the candidates' biographical information, if provided, and an explanation of the voting procedure.

4.16 Voting

Except for an election in which the Registrar has declared a candidate elected to the Council by acclamation, the Registrar shall send every Member entitled to vote in an electoral district in which an election is to take place:

- (i) a list of eligible candidates;
- (ii) the means to cast a ballot; and
- (iii) instructions for voting.

4.17 Number of Votes Cast

A Member may cast as many votes on a ballot in an election of Members to the Council as there are Members to be elected to Council from the electoral district in which the Member is eligible to vote. A Member shall not cast more than one vote for any one candidate.

4.18 Vote Tabulation

- (i) The Registrar shall establish procedures for the tabulating of votes.

- (ii) The Registrar shall certify the final vote tabulation if he or she is satisfied that the votes were adequately counted.

4.19 Reporting and Recording Votes

The Registrar shall honestly and accurately report the vote counts in each election, record the results of each count and thereby determine the result of each election.

4.20 Tie Vote

If there is a tie in an election of Members to the Council, there shall be an automatic recount, following which if there is still a tie, the Registrar shall break the tie by lot.

4.21 Request for a Recount

A candidate may require a recount by making a written request to the Registrar and paying the elections recount fee of \$150 to the College no more than 15 days after the date of an election.

4.22 Holding Recount

The Registrar shall hold a recount no more than 10 days after receiving the request.

4.23 Changing Results

If the recount changes the election result, the full amount of the elections recount fee shall be refunded to the candidate.

4.24 Exceptional Circumstances

In exceptional circumstances, the Registrar may modify any time period respecting elections as the Registrar considers necessary to compensate for the exceptional circumstances.

4.25 Minor Irregularities Not Fatal

Council shall not declare an election result to be invalid solely on the basis of a minor irregularity regarding the requirements of these By-Laws or a procedure established by the Registrar.

4.26 Inquiry into Disputed Election

If, within 90 days from the date of the election, the Council is of the opinion that there is a reasonable ground for doubt or dispute as to the validity of the election of any member of Council, the Council shall hold an inquiry and decide whether the election of the Member is valid and, if an election is found to be invalid, the Council shall direct another election to be held.

5. DISQUALIFICATION

5.01 Grounds for Disqualification

- (i) The Council shall, in accordance with the procedure described in these By-Laws, disqualify a Professional Member from sitting on Council if the Professional Member:
- a. resigns from Council;
 - b. is the subject of any disciplinary or incapacity proceeding by a body that governs a profession, inside or outside of Ontario;
 - c. is found to have committed an act of professional misconduct or is found to be incompetent by a panel of the Discipline Committee or by a similar committee of a body that governs a profession, inside or outside of Ontario;
 - d. is found to be an incapacitated Member by a panel of the Fitness to Practice Committee or by a similar committee of a body that governs a profession, inside or outside of Ontario;
 - e. fails to attend two consecutive meetings of the Council or of a Committee in which he or she is a member, without reasonable cause in the opinion of Council;
 - f. fails to attend a hearing or review of a panel for which the Member has been selected, without reasonable cause in the opinion of Council;
 - g. ceases to either have a primary practice of Traditional Chinese Medicine or primary residence in the electoral district in which the Member was elected;
 - h. becomes a director, owner, board member, officer or employee of any Professional Association;
 - i. becomes a director, owner, board member or officer of an educational institution relating to Traditional Chinese Medicine;
 - j. becomes a Member of the Council of or a committee of any other college regulated under the RHPA;
 - k. breaches the conflict of interest provision(s) for Members of Council and Committees, in the opinion of the Council, after being given notice of the concern and an opportunity to respond to the concern;
 - l. breaches section 36 of the RHPA which, in the opinion of Council, is of such a nature that warrants disqualification;
 - m. fails to discharge properly or honestly any office to which the Member has been elected, in the opinion of the Council, after being given notice of the concern and an opportunity to respond;

- n. remains, thirty days after notice, in default of payment of any fees prescribed by By-Law or any fine or order for costs imposed by the College or court of law under the Act;
- o. remains, thirty days after notice, in default of providing any information required by the College;
- p. ceases to hold a General certificate of registration;
- q. is found guilty of a criminal offence which, in the opinion of Council, is of such a nature that warrants disqualification; or
- r. Initiates, joins, materially contributes or continues a legal proceeding against the College or any Committee or representative of the College.

5.02 Removal of Council or Committee Member

- (i) The following procedure shall be followed in the event that a Council or Committee Member is alleged to have contravened the duties of a Council or Committee Member or meets the criteria for disqualification set out in section 5.01 other than paragraphs a, b, or n.
 - a. A written complaint shall be filed with the Registrar. A complaint can be made by a member of the public, a Council or Committee Member or the Registrar. If a member of Council or a Committee receives such a complaint, he or she shall immediately file it with the Registrar.
 - b. The Registrar shall report the complaint to the President who shall bring the complaint to the Executive Committee if he or she believes that the complaint may warrant formal action. In the event that the information relates to another member of the Executive Committee, the President shall bring the information to the attention of the remaining members of the Executive Committee. If the Executive Committee is unable to address the complaint it may appoint another Committee to fulfill its duties under this article.
 - c. If the information received by the Registrar under this section 5.02 relates to the President, the Registrar shall bring the information to the Vice-President who shall follow the same steps set out in paragraph b.
 - d. If the Executive Committee or any Committee appointed by the Executive Committee, after any investigation it deems appropriate, believes that the complaint may warrant formal action, it shall call a meeting of Council. Council shall determine whether there has been a breach of duties or whether the criteria for disqualification have been met and, if so, impose the appropriate sanction. The appropriate sanction can include one or more of the following:
 - 1. censure of the Council or Committee Member verbally or in writing,

2. removal of the Council or Committee Member from any Committee on which he or she serves,
 3. disqualification of a Professional Member from Council, or a report requesting removal of the Public Member concerned from the Council to the Public Appointments Secretariat.
- e. A decision finding that there has been a breach of duties or that a Council or Committee Member meets the criteria for disqualification set out in section 5.02, and a decision to impose a particular sanction must be approved by a simple majority affirmative vote of Council Members present and voting.
 - f. The Council or Committee Member whose conduct is the subject of concern shall not take part in the deliberation or vote, however, he or she shall be given a reasonable opportunity to respond to the allegation.

5.03 Effect of Disqualification

A Professional Member who is disqualified by Council ceases to be a member of Council and ceases to be a member of any Committee of which he or she is a member.

6. VACANCIES

6.01 Death, Resignation or Disqualification

The seat of a Professional Member shall be deemed to be vacant upon the death, resignation or disqualification of the Council Member.

6.02 Vacancy

- (i) If the seat of a Professional Member becomes vacant in an electoral district no more than 12 months before the expiry of the Member's term of office, the Council may,
 - a. leave a seat vacant; or
 - b. appoint as a Professional Member the candidate, if any, who had the most votes of all the unsuccessful candidates in the last election of Council Members for that electoral district; or
 - c. direct the Registrar to hold a by-election in accordance with these By-Laws for that electoral district.
- (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.

6.03 Manner of Holding By-Election

A by-election shall be held in the same manner and shall be subject to the same criteria and processes as a regular election, subject to any necessary modifications.

6.04 Term of Office for Members Filling Vacancies

The term of a Professional Member appointed or elected to Council under these By-Laws shall continue until the time the former Professional Member's term would have expired.

7. PROCEDURES FOR THE ELECTION OF OFFICERS**7.01 Nomination Procedure**

- (i) Before the first meeting of the newly elected Council, the Registrar shall send an invitation to all Council Members requesting any person wishing to stand for election to the offices of the President, Vice-President and Executive Committee Member to indicate so in writing to the Registrar.
- (ii) A Council Member's written intent must be supported by the signatures of two other Council Members and be returned to the Registrar no later than 5:00 p.m. seven days before the meeting of the Council when the election of officers shall take place.

7.02 Registrar to Conduct Election

The Registrar or his or her designate shall conduct the election of Officers at the first Council meeting of the newly elected Council. The Registrar or his or her designate shall, with the concurrence of the Council, appoint three returning officers to count the ballots and report the results to the Council.

7.03 Election of the President

- (i) At the meeting of the Council when the election of officers shall take place, the Registrar shall present the names of candidates who have indicated their interest for the position of President.
- (ii) Where there is only one candidate, the Registrar shall declare the candidate elected by acclamation.
- (iii) Where there is more than one candidate for the office, voting shall be conducted by secret ballot.
- (iv) If there are more than two candidates in an election, successive ballots shall be conducted until one candidate receives a majority of the votes cast. The candidate or candidates who receive the fewest votes in a ballot shall be dropped in the next ballot.
- (v) In the case of a tie, one returning officer will be directed to cast a deciding vote by lot.

7.04 Election of the Vice-President

Once the President is elected, the Vice-President shall be elected in a similar manner.

7.05 Term of Office

- (i) The term of office of the President and Vice-President commences immediately following their election and expires upon the election of the new President and Vice-President at the first regular meeting of the newly elected Council in the following year.
- (ii) In the event an officer resigns, dies, or otherwise ceases to act, the Council shall elect a new officer from among its members to hold office for the remainder of the year.

7.06 Election of Executive Committee Members

Once the Vice-President has been elected, the remaining Executive Committee positions shall be elected in a similar manner ensuring that there are an appropriate number of Professional Members and Public Members as set out in section 12.01 of the By-laws.

7.07 Transition Provisions

Notwithstanding the provisions set out above in this Article 7, the timing for the election of and the terms of office of officers and other members of the Executive Committee are as follows:

- (i) The term of office for members of Council who are elected as President, Vice-President and those who are elected as the remaining members of the Executive Committee in 2018 shall expire upon the election of the new President and Vice-President at the second regular meeting of the newly elected Council in 2019 (approximately March 2019).
- (ii) The term of office for members of Council who are elected as President, Vice-President and those who are elected as the remaining members of the Executive Committee in 2019 shall expire upon the election of the new President and Vice-President and remaining members of the Executive at the first regular meeting of the newly elected Council in 2019 (approximately December 2019).

8. DUTIES OF OFFICERS**8.01 President**

- (i) The President, in conjunction with the Council, is ultimately responsible for fulfilling the mandate, objectives and strategic plans of the College. He or she is directly accountable to the Council and indirectly accountable to the government, the public and the profession for the effective governance of the College in accordance with all applicable legislative requirements.
- (ii) Specific duties of the President include:
 - a. presiding as chair of all meetings of the Council, the Executive Committee and of Members, unless a non-voting chair has been appointed to facilitate the meeting;

- b. overseeing the operations and performance of the Council;
- c. working with the Registrar to ensure smooth, efficient conduct of all meetings and that decisions of the Council and Executive Committee are implemented;
- d. participating in cultivating, recruiting and orienting new Council Members, officers, Committee members and chairs, and volunteers;
- e. overseeing and ensuring that a process is in place to evaluate the performance and employment conditions of the Registrar;
- f. representing the College as the authorized spokesperson on Council policies and positions to promote the mandate and objectives of the College;
- g. signing contracts, documents or instruments in writing as required by the College;
- h. liaising with the Registrar on any issues relating to the interactions between members of the Council and College staff;
- i. is an ex officio member of all Committees; attendance at any Committee meetings will be at the discretion of the President; chairs of Committees shall file minutes and reports with the Registrar to keep the President informed; and
- j. other duties as assigned by the Council from time to time.

8.02 Vice-President

- (i) The Vice-President shall have all the powers and shall perform all the duties of the President in the event of the absence, or the inability of the President to act. The Vice- President is directly accountable to the Council and indirectly accountable to the government, the public and the profession for the effective governance of the College in accordance with all applicable legislative requirements.
- (ii) Specific duties of the Vice-President include:
 - a. serving on the Executive Committee;
 - b. any duties delegated by the President unless not approved by the Council;
 - c. acting as a signing officer on cheques and other documents as required by the Council; and
 - d. other duties as assigned by the Council from time to time.

8.03 Delegation to Executive Committee

Pursuant to the RHPA, between the meetings of Council, the Executive has all the powers of the Council with respect to any matter that, in the Committee's opinion, requires immediate attention, other than the power to make, amend or revoke a regulation or bylaw in accordance with the Act.

9. COMMITTEES

9.01 Appointment of Members to Committees

- (i) Prior to the first meeting of the newly elected Council, the Registrar shall invite each Council Member to indicate their preferences for Committee appointment(s). A Council Member's written intent must be returned to the Registrar no later than 5:00 p.m. seven days before the meeting of the Council when election of officers shall take place.
- (ii) As soon as possible after election of the Executive Committee, it shall meet. It shall review the information provided to the Registrar by individual Council Members regarding their committee preferences. It shall also consider other relevant factors including past experience, conflicts of interest, workload and ensuring that Committees are representative of the Council and of the province. With the assistance of the Registrar, it shall then appoint members for all Committees. By no later than the next Council meeting, the chair of the Executive Committee shall then present the appointments to the Council. Following presentation of the appointments, Council may vary the appointments.

9.02 Appointment of Non-Council Members to Committees

- (i) The Council may appoint persons who are not Council Members to Committees unless these By-Laws indicate that only Council Members are part of the composition of the Committee.
- (ii) A non-Council member is eligible for appointment to a Committee of the College or, subject to section 9.03, is eligible for re-appointment to a Committee of the College if, on the date of the appointment or re-appointment:
 - a. the Member holds a General class of certificate of registration;
 - b. the Member is not the subject of any disciplinary or incapacity proceedings by a body that governs a profession, inside or outside of Ontario;
 - c. no findings of professional misconduct, incompetence or incapacity has been made against the Member in the preceding six years by a body that governs a profession, inside or outside of Ontario;
 - d. a period of six years has elapsed since the Member complied with all aspects of an order imposed by the Discipline or Fitness to Practice Committee or by a similar committee of a body that governs a profession, inside or outside of Ontario;
 - e. the Member's certificate of registration has not been revoked or suspended in the six years preceding the date of the appointment;
 - f. the Member is not subject to any order, direction, or term, condition and limitation of the Discipline Committee, the Fitness to Practice Committee or the Quality Assurance Committee or by a similar committee of a body that governs a profession, inside or outside of Ontario;
 - g. the Member is not in default of payment of any fees to the College;

- h. the Member is not nor has been at any time within the last two years, a director, owner, board member, officer or employee of any Professional Association;
 - i. the Member is not at present nor has been at any time within the last two years, a director, owner, board member or officer of an educational institution relating to Traditional Chinese Medicine;
 - j. the Member has not been disqualified pursuant to section 5.01 in the three years preceding the date of the appointment;
 - k. the Member has not resigned from the Council or a Committee in the preceding three years;
 - l. the Member does not have a conflict of interest to serve as a member of a Committee or has agreed to remove any such conflict of interest before accepting an appointment;
 - m. the Member is not a member of the Council or of a Committee of the College of any College regulated under the RHPA;
 - n. the Member has not been a member of the staff of the College at any time within the preceding one year; or
 - o. the Member has not initiated, joined, continued or materially contributed to a legal proceeding against the College or any Committee or representative of the College.
- (i) The Executive Committee, with the assistance of the Registrar, shall prepare for the Council a list of recommended Committee appointments that are to be filled by persons who are not Council Members. The list shall have the recommended names arranged in order of the Executive Committee's preference and include documentation of each person's qualifications relating to the work of the Committee concerned. Appointment shall be approved by a majority of votes cast by the Council.

9.03 Term of Office of Non-Council Members

- (i) The term of office of a non-Council member is approximately three years from the date of appointment or re-appointment to the Committee.
- (ii) No non-Council member may be a member of the same Committee of the College for more than six consecutive years.
- (iii) A Member who has served as a non-Council member for six consecutive years is not eligible for appointment as a non-Council member until at least one year has passed since the Member last served as a non-Council member.

9.04 Appointment of Committee Chairs

Each Committee other than the Executive Committee shall elect its own chair from among its members. The chair shall be a member of Council. The Council may remove the chair of a

Committee and appoint a different chair to take his or her place, if Council considers it appropriate to do so.

9.05 Duties of Chair

The chair of a Committee must understand the purpose and procedures of the Committee to provide leadership to achieve its goals in a consistent, orderly and efficient manner. A Committee chair appointed to undertake a specific project must be knowledgeable of the subject matter of that project.

10. DUTIES OF COUNCIL AND COMMITTEE MEMBERS

10.01 Conflicts of Interest

- (i) All members of Council or its Committees have a duty to carry out their responsibilities to serve and protect the interest of the public. As such, they must not engage in any activities or in decision-making of any matters where they have a personal or financial interest, whether directly or indirectly.
- (ii) Council and Committee Members recognize that engaging in even an appearance of a conflict of interest can bring discredit to the College, would amount to a breach of the fiduciary obligation of the person to the College and can create liability for both the College and the person involved.
- (iii) A member of Council or its Committees shall be perceived to have a conflict of interest in a matter, if he or she holds a responsible position such as director, owner, board member or officer for, or is an employee of a Professional Association.
- (iv) A member of Council or its Committees would be perceived to have conflict of interest in a matter, if he or she holds a responsible position such as director, owner, board member or officer in or is an employee of another organization where his or her duties may be seen by a reasonable person as influencing his or her judgment in the matter under consideration of the Council or its Committees.
- (v) For the purposes of these By-Laws, the personal or financial interests, direct or indirect, of a parent, spouse, child or sibling of a member of Council or its Committees, or of a spouse of a parent, child or sibling of a member of Council or its Committees, are interpreted to be the interests of the member of Council or its Committees. Here, the term "spouse" includes a common-law spouse and a same sex partner of the person.
- (vi) Where a member of Council or its Committees believes that he or she may have a conflict of interest in any matter which is the subject of deliberation or action by the Council or its Committees, he or she shall consult, as needed, with the President, the Registrar or legal counsel and, if there is any doubt about the matter, declare the potential conflict to the Council or the Committee and accept Council's or the Committee's direction as to whether there is an appearance of a conflict.

- (vii) Where a member of Council or its Committees believes that he or she has a conflict of interest, including an appearance of a conflict of interest, in any matter which is the subject of deliberation or action by the Council or its Committees, he or she shall:
- a. prior to any consideration of the matter at the meeting, disclose the fact that he or she has a conflict of interest;
 - b. not take part in the discussion of, or vote on, any question in respect of the matter;
 - c. absent himself or herself from the portion of the meeting relating to the matter; and
 - d. not attempt in any way to influence the voting or do anything that might be perceived as attempting to influence the decision of other members on the matter.
- (viii) Any member of Council or a Committee who believes that another member of Council or a Committee has a conflict which has apparently not been declared, will, if possible, discuss the matter with the member. If the matter is not resolved to the satisfaction of the Member who perceives the conflict, she or he shall discuss it with the President. If the President believes it warrants further action he or she will:
- a. Cause an investigation of the alleged conflict to be had through the Executive Committee; Council will be informed.
 - b. The Executive Committee's findings will be presented to Council for resolution.
 - c. The decision of Council will be considered final.
- (ix) Every declaration of conflict of interest shall be recorded in the minutes of the meeting.
- (x) A member of Council or its Committees shall not use College property or information of any kind to advance his or her own interests, direct or indirect.
- (xi) A member of Council or its Committees may not hold any other position, contract or appointment, with the College while serving as a member of Council or its Committees. There is a one-year waiting period before the individual may apply for a staff or consultant position with the College. This includes, but is not limited to positions as peer assessor, investigator, examiner or staff.

10.02 Confidentiality

- (i) Members of the Council and Committees, staff and persons retained or appointed by the College are required to maintain confidentiality of information that comes before them in the course of discharging their duties until disclosure is authorized by the Council or as otherwise provided in Section 36(1) of the RHPA.

Section 36 (1) of the RHPA states, in part, as follows:

36. (1) Every person employed, retained or appointed for the purposes of the administration of this Act, a health profession Act or the *Drug and Pharmacies*

Regulation Act and every member of a Council or committee of a College shall keep confidential all information that comes to his or her knowledge in the course of his or her duties and shall not communicate any information to any other person.

- (ii) Section 36(1) of the RHPA permits disclosure in a number of specific circumstances. Members of the Council and Committees, staff and persons retained or appointed by the College need to understand when those exceptions apply and seek advice if they are in doubt.
- (iii) Council and Committee Members, staff and persons retained or appointed by the College are required to sign, annually, the confidentiality agreement approved by Council.

10.03 Code of Conduct

- (i) Council and Committee Members shall comply with the Code of Conduct.
- (ii) The Code of Conduct attached as Schedule 1 is the Code of Conduct for the College. Schedule 1 forms part of these By-Laws.

10.04 Remuneration of Council and Committee Members

Council and Committee Members will be remunerated and receive reimbursement for expenses according to the College's financial policies.

11. COUNCIL AND COMMITTEE MEETINGS

11.01 Meetings of the Council

- (i) Meetings of the Council shall be held at the head office of the College or at any other place as may be determined by the Registrar or Council from time to time. The Registrar shall serve as secretary of the Council.
- (ii) The Council shall hold, in a calendar year, at least three regular meetings called by the President.
- (iii) The Council may, by resolution, determine to hold additional regular meetings and shall fix the date, time and place of any such meeting. Such additional meetings may also be called by the President, or on the written request of any nine members of the Council.

11.02 Meetings to be Public

Meetings of the Council are open to the public. However, the public may be excluded from any meeting or part of a meeting pursuant to section 7 of the Code.

11.03 Notice

- (i) Subject to any regulations made under the RHPA or the Code, reasonable notice of Council meetings shall be given to the Members of the College, to the Minister and to the public in a manner that Council may determine from time to time.

- (ii) Notice of Council meetings stating the date, time and place of the meeting shall be communicated to each Council Member not less than five days prior to the date of the meeting. The accidental omission to give notice or the non-receipt of any notice by any Council Member shall not invalidate any resolution passed or any proceedings taken at any Council meeting.

11.04 Special Meetings

A special meeting of Council may be called by the President or the majority of Council Members by submitting to the Registrar a written request for the meeting containing the matter or matters for decision at the meeting. Notice stating the date, time and place of the meeting and the general nature of the business to be transacted shall be given by the Registrar to each Council Member not less than five days prior to the date of the Special Meeting.

11.05 Business of Meetings

- (i) The Council may only consider or transact at a regular meeting:
- a. all matters on the agenda;
 - b. matters brought by the Executive Committee or the Registrar;
 - c. recommendations and reports by Committees;
 - d. matters of which notice was given by a member of the Council at the preceding meeting or where written notice has been given 30 days in advance of the meeting;
 - e. such other matters, not included in the agenda, as the majority of Council Members in attendance determine to be of an urgent nature.
- (ii) At a special meeting, the Council may only consider or transact the specific matter or matters referred to in section 11.04.

11.06 Agenda

The President shall establish, or cause to be established, the agenda for each meeting of the Council.

11.07 Manner of Holding Meetings

Except for conducting a hearing, a Council meeting may be held in any manner that allows all Council Members to participate in discussion with each other simultaneously and instantaneously.

11.08 Chair

- (i) For the purpose of conducting meetings, the Council may appoint a non-voting chair who is not a member of the Council or of the College to preside at all meetings or at a meeting. The appointed chair shall function solely as an arbiter of procedures in accordance with procedures in these By- Laws and shall not participate in deliberations. Before assuming his or her duties,

the appointed chair shall undertake to maintain confidentiality of all matters coming before the Council that are not part of an open meeting of the Council in accordance with the Act.

- (ii) In the absence of an appointed chair, the President, or his or her delegate, shall preside over meetings. The Vice-President shall preside where the President is absent. In the absence of both the President and the Vice-President, the Council Members present shall select from among themselves a Council Member to chair the meeting.

11.09 Quorum

Except where otherwise provided by the Act, a majority of Council Members constitutes a quorum for the transaction of business for any meeting of the Council.

11.10 Voting

- (i) Except where otherwise provided in the Act, regulations or By-Laws, every motion coming before any meeting shall be decided by a majority of votes cast at the meeting, including the chair, provided that the chair is a member of the Council. In the case of equality of votes, the chair shall not have a second vote and the motion shall be considered to be defeated.
- (ii) Every vote at a meeting shall be by a show of hands or as the chair (subject to a vote without debate by the Council) of the meeting shall otherwise determine. A roll call vote shall be taken if requested by a Council Member, unless the chair had determined voting by secret ballot. In the case of teleconference meetings, roll call votes shall be taken.
- (iii) In the event of a roll call vote, the Registrar shall request each Council Member in turn to record his or her vote and such vote shall be recorded in the minutes of the meeting relating to the motion or resolution under consideration.

11.11 Written Resolutions

A resolution signed by all members of the Council is as valid and effective as if passed at a meeting of the Council held for the purpose.

11.12 Deputations

- (i) The President may effect arrangements to allocate specific time during the meeting to receive and hear deputations on specific topics relevant to the affairs of the College requested by non-Members of the Council. No such deputation shall be permitted unless a written request has been provided to the Executive Committee not less than 10 business days before the Council meeting and the Executive Committee gives permission.
- (ii) Unless the chair otherwise determines, each deputation shall be allowed a maximum of two speakers and a maximum of ten minutes to make a presentation. The chair may grant additional time if he or she considers it appropriate.

- (iii) The chair may accept questions from members of the Council to seek clarification from the speaker. Neither the Council Member nor the speaker shall engage in debate or in direct or indirect discussion with each other or other persons present.

11.13 Adjournment

Whether or not a quorum is present, the presiding chair may from time to time, with the consent of the Council Members present, adjourn any properly called meeting to a fixed time and place, and provided that a quorum is present, any matter brought before the original meeting may be considered and transacted at a reconvened meeting.

11.14 Rules of Order

The rules of order attached as Schedule 2 are the rules of order for meetings of the Council. Schedule 2 forms part of these By-Laws.

11.15 Meetings of All Committees

- (i) Any Committee meeting held for a purpose other than conducting a hearing may be held in any manner that allows all persons to participate in discussion simultaneously and instantaneously. Hearings may be conducted in accordance with the provisions of the Act, and the *Statutory Powers Procedure Act* and any rules of procedure made under those Acts.
- (ii) Subject to the Act, and unless otherwise required by law, no formal notice is required for a meeting but staff shall make reasonable efforts to notify all Committee Members informally of every meeting.
- (iii) The Committee chair or his or her appointee for the purpose shall preside over meetings of the Committee.
- (iv) Every motion that comes before a Committee shall be decided by a majority of the votes cast at the meeting, including that of the presiding chair. If there is an equality of votes on a motion, the motion shall be deemed to have been lost.

11.16 Language of Meetings

Meetings of the Council and Committees shall be conducted in English.

12. COMMITTEES

Statutory Committee Composition

12.01 Executive Committee

- (i) The Executive Committee shall be composed of the President, the Vice- President and three (3) members of the Council.

(ii) Two of the members of the Executive Committee shall be Public Members and three shall be Professional Members.

(iii) The President shall be the chair of the Executive Committee.

12.02 Registration Committee

(i) The Registration Committee shall be composed of:

- a. at least two (2) members of Council who are Professional Members;
- b. at least one (1) Public Member; and
- c. one (1) or more Members of the College who are not Members of Council if Council so wishes.

12.03 Inquiries, Complaints and Reports Committee

(i) The Inquiries, Complaints and Reports Committee shall be composed of:

- a. at least two (2) members of Council who are Professional Members;
- b. at least one (1) Public Member; and
- c. one (1) or more Members of the College who are not members of Council if Council so wishes.

12.04 Discipline Committee

The Discipline Committee shall be composed of every member of Council and one or more Members of the College who are not members of Council if Council so wishes.

12.05 Fitness to Practice Committee

The Fitness to Practice Committee shall be composed of every member of Council and one or more Members of the College who are not members of Council if Council so wishes.

12.06 Quality Assurance Committee

(i) The Quality Assurance Committee shall be composed of:

- a. at least two (2) members of Council who are Professional Members;
- b. at least two (2) Public Members; and
- c. one (1) or more Members of the College who are not members of Council if Council so wishes.

12.07 Patient Relations Committee

- (i) The Patient Relations Committee shall be composed of:
 - a. at least one (1) member of Council who is a Professional Member;
 - b. at least two (2) Public Members; and
 - c. one (1) or more Members of the College who are not members of Council if Council so wishes.

By-Law Committees**12.08 Other Committees**

- (i) Council may, by resolution, appoint and fill such other Committees it determines are necessary for the effective operation of the College. Council shall set the composition and appoint the members of such Committees. Council shall set the mandate of each Committee it appoints.
- (ii) The duties and responsibilities of each Committee shall be those set out in these by-laws, the RHPA, the Code and the terms of reference for that Committee, as approved by Council, where applicable.

All Committees**12.09 Vacancies**

Despite anything in these By-Laws, a committee is properly constituted despite any vacancy so long as there are sufficient members of the Committee to form a quorum of the Committee or a panel of the Committee.

12.10 Quorum

Unless otherwise provided in the Act, the quorum of any Committee is three members of the Committee.

12.11 Panels

A Committee may meet in panels selected by the chair of the Committee.

12.12 Removal of Committee Member

The Council may remove a member of a Committee pursuant to section 5.02.

13. REGISTER

13.01 Name and Business Address

- (i) Subject to section 13.01(ii), a Member's name in the ~~R~~efregister shall be the full name indicated on the documents used to support the Member's initial registration with the College.
- (ii) The Registrar may enter a name other than the name referred to in section 13.01(i), in the ~~R~~efregister if the Registrar
 - a. has received a written request from the Member;
 - b. is satisfied that the Member has legally changed his or her name; and
 - c. is satisfied that the name change is not for any improper purpose.
- (iii) The Registrar may enter in the ~~R~~efregister as an alternative name used by a Member any nicknames or abbreviations that the Member uses in any place of practice.
- (iv) A Member's business address in the ~~R~~efregister shall be the address of the location in Ontario where the Member is employed or self-employed as a practitioner of Traditional Chinese Medicine. In the event that the Member is employed or self-employed as a practitioner of Traditional Chinese Medicine in more than one location in Ontario, the Member's business address shall be the location where the Member generally works, or anticipates to work, the most hours. In the event that the Member is not employed or self-employed in Ontario as a practitioner of Traditional Chinese Medicine, the Registrar shall enter as the Member's business address the location designated by the Member or any other location for the Member known by the College.
- (v) A Member's business address shall include the name of the Member's employer or, if the Member is self-employed or is not practising, the Member's business address shall include a notation to that effect.
- (vi) A Member's business telephone number shall be the telephone number of the location in Ontario where the Member is employed or self-employed as a practitioner of Traditional Chinese Medicine. In the event that the Member is employed or self-employed as a practitioner of Traditional Chinese Medicine in more than one location in Ontario, the Member's business telephone number shall be the telephone number of the location where the Member generally works, or anticipates to work, the most hours. In the event that the Member is not employed or self-employed in Ontario as a practitioner of Traditional Chinese Medicine, the register shall not contain a business telephone number for the Member.

13.02 Register Information Required by the Code

The Registrar shall maintain a ~~R~~efregister in accordance with section 23 of the Code.

13.03 Additional Register Information

- (i) In addition to the information set out in subsection 23(2) of the Code, the ~~R~~register shall contain the following information with respect to each Member:
- a. if there have been any changes to the Member's name since the date of the Member's initial application for registration, the former names of the Member;
 - b. the name, address and telephone number of every employer for whom the Member is employed as a practitioner of Traditional Chinese Medicine and, if the Member is self-employed as a practitioner of Traditional Chinese Medicine, the address and telephone number of the locations where the Member practices other than addresses of individual clients;
 - ~~c. the Member's registration number [Deleted];~~
 - ~~d. the date of the Member's initial registration with the College;~~
 - ~~e. the date on which each class of registration that the Member holds was obtained and, if applicable, the date on which each was suspended or terminated;~~
 - ~~f. the Member's electoral district for elections to the Council;~~
 - ~~g. language(s) spoken by the Member;~~
 - ~~h. if the Member ceased to be a Member, a notation specifying the reason for the termination of membership and the date upon which the Member ceased to be a member;~~
 - ~~h. all changes in status of a certificate of registration or certificate of authorization and the effective date of the change;~~
 - i. where, on or after June 1, 2016, a panel of the Inquiries, Complaints and Reports Committee requires the Member to appear before a panel of the Inquiries, Complaints and Reports Committee to be cautioned:
 - 1. a notation of the fact, including a summary of the caution;
 - 2. the date of the panel's decision; and
 - 3. where the decision of the panel is appealed, a notation of that fact, until the appeal is finally disposed of.
 - j. where, on or after June 1, 2016, a panel of the Inquiries, Complaints and Reports Committee requires the Member to complete a specified continuing education or remediation program (SCERP):
 - 1. a notation of the fact, including a summary of the SCERP;
 - 2. the date of the panel's decision; and

3. where the decision of the panel is appealed, a notation of that fact, until the appeal is finally disposed of.
- k. for every matter that has been referred by the Inquiries, Complaints and Reports Committee to the Discipline Committee under section 26 of the Code and has not been finally resolved, until the matter has been resolved,
 1. a notation of that fact, including the date of the referral,
 2. a summary of each specified allegation,
 3. the notice of hearing;
 4. the anticipated date of the hearing if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing was adjourned to a specific date or if the hearing was adjourned without a specific date, a notation to that effect;
 5. if the hearing is awaiting scheduling, a statement to that fact; and
 6. if the hearing of evidence and arguments is completed and the parties are awaiting a decision of the Discipline Committee, a statement of that fact.
 - l. a notation, including the date of the referral, for every matter that has been referred by the Inquiries, Complaints and Reports Committee to the Fitness to Practise Committee under section 61 of the Code and has not been finally resolved, until the matter has been resolved;
 - m. any information jointly agreed to be placed on the Register by the College and the Member;
 - n. where the Member's certificate of registration is subject to any term, conditions and limitations, the reason for them and the date they took effect;
 - o. where the Member's certificate of registration is subject to an interim order, a notation of that fact, the nature of the order and the date that the order took effect;
 - p. where the Member's certificate of registration is subject to a suspension for failure to pay a fee, the reason for the suspension and the date of the suspension in addition to the fact of the suspension;
 - q. where the College is aware that the Member is currently registered or licensed to practise a profession inside or outside of Ontario, a notation of that fact;
 - r. where the College is aware that a pending allegation of professional misconduct or incompetence or a similar allegation has been referred to a discipline type of hearing against the Member registered or licensed to practise a profession inside or outside of Ontario,

1. a notation of that fact;
 2. the date of the referral if available;
 3. a brief summary of each allegation if available; and
 4. the notice of hearing if available.
- s. where the College is aware that a finding of professional misconduct or incompetence or similar finding has been made against the Member by a body that governs a profession, inside or outside of Ontario, and that finding has not been reversed on appeal,
1. a notation of the finding,
 2. the name of the governing body that made the finding,
 3. a brief summary of the facts on which the finding was based,
 4. the penalty and any other orders made relative to the finding,
 5. the date the finding was made, and
 6. information regarding any appeals of the finding;
- t. where the College is aware that a finding of incapacity or similar finding has been made against the Member by a body that governs a profession, inside or outside of Ontario, and that finding has not been reversed on appeal, a notation of the finding,
1. the name of the governing body that made the finding,
 2. the date the finding was made,
 3. a summary of any order made, and
 4. information regarding any appeals of the finding;
- u. where a decision of the Discipline Committee has been published by the College with the Member's name or former name including,
1. a notation of that fact, and
 2. identification of the specific publication of the College which contains the information;
- v. a summary of any current charges against the Member, of which the College is aware, in respect of a federal, provincial or other offence that the Registrar believes is relevant to the Member's suitability to practise;
- w. a summary of any findings of guilt, of which the College is aware, made by a court after June 1, 2016, against the Member in respect of a provincial, federal or other offence that the Registrar believes is relevant to the Member's suitability to practise;

- x. a summary of any currently existing conditions, terms, orders, directions or agreements, of which the College is aware, relating to the custody or release of the Member in respect of a provincial, federal or other offence that the Registrar believes is relevant to the Member's suitability to practise;
- y. for every application to the Discipline Committee or Fitness to Practise Committee for reinstatement that has not been finally resolved, until that matter has been resolved,
 - 1. a notation of that fact, including the date of the application;
 - 2. the anticipated date of the hearing, if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing has commenced; and
 - 3. if the hearing has been adjourned and no future date has been set, the fact of that adjournment, and if the decision is under reserve, that fact;
- z. if an application to the Discipline Committee or Fitness to Practise Committee for reinstatement has been decided, the decision of the Committee;
- aa. where the Member's certificate of registration is reinstated, the effective date of the reinstatement and ~~where reinstated by a panel of the Discipline or Fitness to Practice Committee,~~ the name of the Committee responsible for the reinstatement;
- bb. where, during or as a result of a proceeding under section 25 of the Code a Member has resigned, a notation of that fact including the nature of the investigation;
- cc. where applicable, a summary of any restriction on the Member's right to practise resulting from an undertaking given by the Member to the College or an agreement entered into between the Member and the College;
- dd. in addition to the name of every health profession corporation of which the Member is a shareholder, the business address, business telephone number, and any operating names of the health profession corporation;
- ee. any of the information in respect of a former Member that was on the Register just before the membership terminated, for a period of ~~at least two years after the termination of membership, except for any information related to discipline proceedings in Ontario, in which case it shall be entered on the register for a period of fifty years after the termination of membership;~~
- ff. where, after June 1, 2016, the Registrar confirms whether the College is investigating a Member because there is a compelling public interest in disclosing this information pursuant to 36(1)(g) of the RHPA, the fact that the Member is under investigation; and

Commented [RD1]: Just note that the bylaws state that this should be added when the criteria is met (which is a good thing) but without specific provision indicating that it be removed, there may be concern that if the investigation stopped, the posting could not be removed. I may be worrying too much as if the investigation is important enough to merit mentioning, it will likely go to DC which will allow the College to remove the posting as it has been referred to DC

gg. a notation of the Member's registration, membership or licensure with any other regulatory body inside or outside of Ontario, if known by the College.

- (ii) All of the information referred to in section 23 of the Code or as information recorded in the Register in these By-Laws is information designated to be withheld from the public pursuant to subsection 23(6) of the Code such that the Registrar may refuse to disclose to an individual or post on the College's website any or all of that information if the Registrar has reasonable grounds to believe that disclosure of that information may jeopardize the safety of an individual.
- (iii) Notwithstanding paragraphs i and j of section 13.03(i) where, after a review, the Inquiries, Complaints and Reports Committee has been required to remove or vary the appearance for a caution or a SCERP, the notation may be removed once the Committee makes its new decision. Where the original requirement to appear for a caution or to complete a SCERP has been varied, the Registrar may enter a summary of the process leading up to and the results of the variation.
- (iv) If, upon application of the Member, and in the opinion of the Registrar, the information required by paragraph w of section 13.03(i) is no longer relevant to the Member's suitability to practise, the information may be removed from the Register.

13.04 Providing Information to the College

- (i) If requested, the Member shall immediately provide the College with the following information, in the form requested by the College:
 - a. information required to be maintained in the Register in accordance with subsection 23(2) of the Code and these By-Laws;
 - b. the address and telephone number of the Member's primary residence in Ontario and, if the Member does not reside in Ontario, the address and telephone number of the Member's primary residence;
 - c. the Member's e-mail addresses;
 - d. proof of professional liability insurance;
 - e. the Member's areas of practice and categories of clients seen;
 - f. information regarding the Member's employment including:
 - 1. the Member's title and position,
 - 2. a description of the Member's role, duties, and responsibilities;
 - g. information about the Member's registration with any other body that governs a profession, whether inside or outside of Ontario, including the name of the governing body, the Member's registration or licence number and the date the Member first became registered;

- h. information about any finding of professional misconduct or incompetence or similar finding that has been made against the Member by a body that governs a profession, inside or outside of Ontario, where that finding has not been reversed on appeal, including:
 - 1. the finding,
 - 2. the name of the governing body that made the finding,
 - 3. a brief summary of the facts on which the finding was based,
 - 4. the penalty and any other orders made relative to the finding,
 - 5. the date the finding was made, and
 - 6. information regarding any appeals of the finding;
 - i. information about any finding of incapacity or similar finding that has been made against the Member by a body that governs a profession, inside or outside of Ontario, where that finding has not been reversed on appeal, including:
 - 1. the finding,
 - 2. the name of the governing body that made the finding,
 - 3. the date the finding was made,
 - 4. a summary of any order made, and
 - 5. information regarding any appeals of the finding;
 - j. information about the Member's participation in the Quality Assurance program; and
 - k. information for the purpose of compiling statistical data.
- (ii) The Member shall notify the College, in writing, of any changes to the following information within 30 days of the effective date of the change:
- a. the Member's name,
 - b. the address and telephone number of the Member's primary residence in Ontario and, if the Member does not reside in Ontario, the address and telephone number of the Member's primary residence,
 - c. the Member's business address or business telephone number,
 - d. the name, address or telephone number of any employer for whom the Member is employed as a practitioner of Traditional Chinese Medicine, and, if the Member is self-employed as a practitioner of Traditional Chinese Medicine, any changes to the address or telephone number of the location where the Member practices other than addresses of individual clients,

- e. the Member's email address;
- f. where an ~~an~~-pending allegation of professional misconduct or incompetence or a similar allegation has been referred to a discipline type of hearing against the Member registered or licensed to practise a profession inside or outside of Ontario,
- g. any current charges against the Member, in respect of a federal, provincial or other offence;
- h. any findings of guilt, made by a court after June 1, 2016, against the Member in respect of a provincial, federal or other offence;
- i. any currently existing conditions, terms, orders, directions or agreements, relating to the custody or release of the Member in respect of a provincial, federal or other offence; and
- j. any amendment, change, termination or alteration to a supervision agreement between a Member in the Student Class and his or her supervisor.

14. REGISTRAR

14.01 Council Appoints

The Council shall appoint an employee of the College as its Registrar under subsection 9(2) of the Code.

14.02 Deputy Registrar

The Council may appoint a Deputy Registrar to exercise the powers and to perform the duties, powers and functions of the Registrar when the Registrar is absent or unable to act or when there is a vacancy in the office of the Registrar.

14.03 Chief Executive Officer

The Registrar is the Chief Executive Officer of the College.

14.04 Registrar Duties

The Registrar shall perform those duties and responsibilities set out in the RHPA, the Act, the regulations and the By-Laws of the College as well as duties and responsibilities as shall be assigned by Council.

15. MEDIA COMMUNICATIONS

15.01 Media Communications and Speaking Engagements

- (i) All media contacts and requests for speaking engagements shall be channeled and coordinated through the Registrar's office. Any member of Council or Committee being asked by media representatives to provide interviews or to respond to inquiries or to comment on issues concerning the regulation of traditional Chinese medicine or the operation of the College should refer them to the Registrar's office.
- (ii) The President, or in the absence of the President, the Vice- President, and the Registrar are authorized spokespersons of the College. They may request a member of Council or staff to perform this function, if necessary, under the circumstances.
- (iii) Unless authorized by the President, or in the absence of the President, the Vice- President, and the Registrar, a member of Council or Committee shall not communicate with the media or the public to provide interviews or respond to inquiries or comment on issues concerning the regulation of traditional Chinese medicine or the operation of the College.
- (iv) All messages to the media and to the public must be consistent with the approved policies and positions of the College.

~~16. FEES~~

~~16.01 Fee Schedule~~

~~Schedule 4, as the same may be amended from time to time, sets out the applicable fees and penalties that a Member, Professional Corporation or person shall pay to the College. Where no fee has been set out in the Schedule, a Member or person shall pay to the College the fee set by the Registrar for anything that the Registrar is required or authorized to do.~~

17.16. REGISTRATION

17.0116.01 Notice

At least 45 days before the annual renewal and annual fees are due, the Registrar shall send to each Member, a notice stating that the annual renewal and fees are due, setting out the amount of the annual fee for each category of registration, and a request for information required under the regulations and the By-Laws of the College. The obligation to remit the annual renewal and pay the annual fee continues even if the Registrar fails to provide the notice or the Member fails to receive such notice.

17.0216.02 Registration Year

The registration year for Members shall be from April 1st to March 31st of the following year.

17.0316.03 Renewal Due Date

The annual renewal of a certificate of registration and payment of annual fees are ~~is~~ due on or before March 31st of each year.

17.04 Annual Increase

Effective April 1st, 2017 and each April 1st thereafter, each fee described in these By-Laws shall be increased by the percentage increase in the annual Consumer Price Index for goods and services in Ontario as published by Statistics Canada or any successor organization plus two percent (2%) and rounded up to the nearest dollar.

17. FEES**17.01 Fee Schedule**

Schedule 4, as the same may be amended from time to time, sets out the applicable fees and penalties that a Member, Professional Corporation or person shall pay to the College. Where no fee has been set out in Schedule 4, a Member or person shall pay to the College the fee set by the Registrar for anything that the Registrar is required or authorized to do. Schedule 4 forms part of these By-Laws.

17.02 Annual Increase

Effective April 1st, 2018 and each April 1st thereafter, each fee described in Schedule 4 may be increased, by Council resolution, by two percent (2%) and rounded up to the nearest dollar.

17.03 Payment of Fees

- (i) Any fee or penalty charged or imposed by the College not paid by a Member shall be included as part of a Member's next annual membership fee.
- (ii) If a Member fails to pay a fee or penalty or part thereof: (a) the Registrar must give the Member notice if the College intends to suspend the Member; and (b) may suspend the Member's certificate of registration for failure to pay the fee or penalty within 30 days after notice is given.
- (iii) Requests for a waiver of any fee must be submitted in writing by regular mail, fax or email to the Registrar.

17.04 Application Fee

- (i) A person, who submits an application for an initial certificate of registration, or a Member who submits an application to change the class of a certificate of registration, or an application to reinstate a previously held certificate after suspension from the College or for a reinstatement hearing, shall pay a non-refundable application fee.
- (ii) A Member shall be exempted from paying an application fee if a Member submits an application to change the class of a certificate of registration at the time the Member submits an annual registration renewal.

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Commented [RD3]: Ideally, Council will set that out expressly so members are fully aware. For example, this provision contemplates fees that do not trigger a suspension

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17.05 Initial Registration Fee

After an applicant is notified by the College that the application for a certificate of registration has been approved, an initial ~~application~~ registration fee (according to the quarter of the year falling between the date the certificate of registration is issued and March 31st in the same registration year) ~~is are~~ payable before the issuance of the initial certificate of registration or the reinstatement of a certificate of registration.

17.06 Annual Fee

(i) Every Member shall pay an annual fee for each certificate of registration in each registration year.

~~e March 31~~forty fivee March 31

(ii) When a former Member is reinstated via the Discipline or Fitness to Practise Committee, they shall be subject to the initial registration fee regime as set out in article 17.05. Other than specified circumstances outlined in the By-Laws there shall normally be no proration or refund of annual fees. A portion of all or any prescribed fee may be waived only at the discretion of the Registrar, in financial hardship situations. A Member who resigns or who is revoked from the College shall not be entitled to a refund of the annual fee in whole or in part.

Registrar

17.07 Change of Class and Proration of Fee

~~(e March 31n application fee~~ application fee and an annual fee adjustment equal to the difference between the General and Student class annual renewal fees. When a Member transfers from one class to another, the fess shall be the difference between the two fees. If the transfer results in fees owing to the Member, the College shall refund the pro-rated fee to the Member.

17.08 Late Fee

(i) A Member shall pay a penalty if the Member fails to pay the annual fee, and/or fails to send a fully completed Annual Registration Renewal Application form, on or before the day on which the fee and annual renewal form are due.

(ii) When the incomplete Annual Registration Renewal Application form has been returned and it is not remedied by ~~March 31~~April 1st, then in addition to the fees for the incomplete form, the late fee is also payable.

(iii) When a ~~returned cheque or~~ declined credit card is not remedied by ~~March 31~~April 1st, then in addition to the fees for the ~~returned cheque or~~ declined credit card, the late fee is also payable.

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17.09 Reinstatement and Fees

- (i) A reinstatement fee shall be paid, in addition to all fees and penalties, in order to reinstate a certificate of any class that has been administratively suspended by the Registrar.
- (ii) A reinstatement fee shall be paid by an applicant requesting a reinstatement hearing to consider the reinstatement of their certificate of registration

17.10 Other Fees

- (i) Members and applicants are subject to other fees. Council will make all efforts to identify the other fees in Schedule 4 subject to Article 17.01.

18. ~~and any associated late fees~~ HEALTH PROFESSIONAL CORPORATIONS**18.01 Fees**

- (i) An application fee shall be paid for a certificate of authorization for a professional corporation.
- (ii) A registration fee shall be paid for issuing or reinstating a certificate of authorization for a professional corporation.
- (iii) The annual renewal and annual fee for a certificate of authorization for a professional corporation shall be provided and paid on or before March 31 each year.
- (iv) A professional corporation or a Member listed in the College's records as a shareholder of a professional corporation shall pay an administrative fee for each notice sent by the Registrar to the professional corporation or Member for failure of the professional corporation to renew its certificate of authorization on time. The fee is due within thirty days of the notice being sent.

18.01 Administrative Fee

A professional corporation or a Member listed in the College's records as a shareholder of a professional corporation shall pay the administrative fee set out in Schedule 4 for each notice sent by the Registrar to the professional corporation or Member for failure of the professional corporation to renew its certificate of authorization on time. The fee is due within 30 days of the notice being sent.

18.02 Issuing Document or Certificate

The fee for the issuing of a document or certificate respecting a professional corporation, other than the first certificate of authorization or one annual renewal of a certificate of authorization is set out in Schedule 4.

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18.0318.02 Duty to Provide Information

- (i) Every Member of the College shall, for every professional corporation of which the Member is a shareholder, provide in writing the following information on the application and annual renewal forms for a certificate of authorization, upon the written request of the Registrar within 30 days and upon any change in the information within 30 days of the change:
 - a. the name of the professional corporation as registered with the Ministry of Government Services;
 - b. any business names used by the professional corporation;
 - c. the name, as set out in the register, and registration number of each shareholder of the professional corporation;
 - d. the name, as set out in the register, of each officer and director of the professional corporation, and the title or office held by each officer and director;
 - e. the principal practice address, telephone number, facsimile number and email address of the professional corporation;
 - f. the address and telephone number of all other locations, other than residences of clients, at which the professional services offered by the professional corporation are provided; and
 - g. a brief description of the professional activities carried out by the professional corporation.

19. SEXUAL ABUSE FUNDING

- (i) The Patient Relations Committee may require therapists and counsellors who are providing therapy or counselling funded through the program and persons who are receiving such therapy or counselling to provide a written statement, signed in each case by the therapist or counsellor and by the person which statement shall contain:
 - a. details of the therapist or counsellor's training and experience;
 - b. confirmation that the therapy or counselling is being provided to the client; and
 - c. confirmation that the funds received will be devoted only to therapy or counselling that is related in whole or in part to the sexual abuse by the Member.

20. PROFESSIONAL LIABILITY INSURANCE**20.01 Professional Liability Insurance Requirement**

A practising Member in the General, Temporary or Student class must carry professional liability insurance with the following characteristics:

- a. minimum of no less than \$1,000,000 per claim;

- b. aggregate coverage of no less than \$5,000,000;
- c. a deductible of no more than \$1,000 per claim; and
- d. insurance is provided by an insurer licensed with the Financial Services Commission of Ontario.

20.02 Proof of Professional Liability Insurance

A practising Member must upon request provide to the College proof of professional liability insurance in the form of a Certificate of Insurance issued by the insurer acceptable to the Registrar (or such other form that is acceptable to the Registrar) which must include the following information:

- a. policy number;
- b. name of the insured that matches the name of the Member;
- c. address of the insured;
- d. policy period;
- e. coverage details; and
- f. retroactive date (i.e., the date from which similar coverage was in place before the current policy period started).

20.03 Professional Liability Insurance Eligibility

An applicant for registration must provide a declaration that he or she is eligible for professional liability insurance coverage and that he or she will submit proof of professional liability insurance coverage in the form of a Certificate of Insurance issued by the insurer acceptable to the Registrar (or such other form that is acceptable to the Registrar) no less than 30 days after his or her registration is approved. The Registrar shall not issue the certificate of registration until actual proof of coverage is received.

21. INDEMNIFICATION**21.01 Indemnification**

- (i) Every member of the Council or a Committee, employee, appointee or other duly designated representative of the College and each of their heirs, executors and administrators, and estate and effects, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of the College from and against,
 - a. all costs, charges and expenses whatsoever that he or she sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her, for or in respect of any act, deed, matter or thing whatsoever, made done or permitted by him or her, in or about the execution of the duties of his or her office, and
 - b. all other reasonable costs, charges and expenses that he or she sustains or incurs in or about or in relation to the affairs thereof; except such costs, charges or expenses as are occasioned by his or her own willful neglect or default.
 - c. except such costs, charges or expenses as are occasioned by his or her own willful neglect or default. Where the person is a commercial service provider (e.g., a private investigator hired to conduct an investigation), the College has discretion as to whether or not to provide indemnity.

22. MEMBERSHIP OF THE COLLEGE IN OTHER ORGANIZATIONS

The College may maintain memberships in any organizations that are of benefit to the College, and shall pay annual fees and other fees required for the memberships.

23. BY-LAWS AND AMENDMENTS**23.01 Make, Amend, Revoke By-Law**

The College's By-Laws may be made, amended or revoked in the same manner as other resolutions or motions that appear before Council. A motion to amend or revoke these By-Laws requires a vote of the majority of those in attendance and voting at the meeting.

23.02 Notice

Advance notice is required for all motions or resolutions applying to the making, amending or revoking of a bylaw.

23.03 Circulation

Where obligated by the Code, proposed By-Laws shall be circulated to every Member at least 60 days before Council approves them.

23.04 Amendments

Every by-law and every amendment and revocation of it shall be dated and numbered according to the date on which it was passed, certified by the President or Vice- President and by the Registrar, sealed and maintained in a book in its chronological order.

23.05 Record of By-Laws

The Registrar shall maintain a consolidated by-law that contains the results of every by-law and amendment made.

SCHEDULE 1 TO THE BY-LAWS**Code of Conduct for Members of the Council and All Committees**

1. This Schedule applies to members of the Council and of all committees of the College.
2. Council and Committee Members must, at all times, maintain high standards of integrity, honesty and loyalty when discharging their College duties. They must act in the best interest of the College. They shall:
 - a. be familiar and comply with the provisions of the RHPA, its regulations and the Code, the Act, its regulations, and the By-Laws and policies of the College;
 - b. promote the public interest in his/her contributions and in all discussions and decision-making;
 - c. direct all activities toward fulfilling the College's objects as specified in legislation;
 - d. diligently take part in committee work and actively serve on committees as appointed by the Council;
 - e. regularly attend meetings on time and participate constructively in discussions;
 - f. offer opinions and express views on matters before the College, Council and committee, when appropriate;
 - g. participate in all deliberations in a respectful and courteous manner, recognizing the diverse background, skills and experience of members on Council and committees;
 - h. uphold the decisions made by a majority of Council and committees, regardless of the level of prior individual disagreement;
 - i. place the interests of the College, Council and committee above all other interests;
 - j. avoid and, where that is not possible, declare any appearance of or actual conflicts of interest;
 - k. refrain from including or referencing Council or committee positions held at the College in any personal or business promotional materials, advertisements and business cards.
 - l. preserve confidentiality of all information before Council or committee unless disclosure has been authorized by Council or otherwise exempted under s. 36(1) of the RHPA;
 - m. refrain from communicating to Members, including other Council or Committee Members, on statutory committees regarding registration, complaints, reports, investigations, disciplinary or fitness to practice proceedings which could be perceived as an attempt to influence a statutory decision or a breach of confidentiality, unless he or she is a member of the panel or, where there is no panel, of the statutory committee dealing with the matter;
 - n. respect the boundaries of staff whose role is not to report to or work for individual Council or Committee Members;

- o. be respectful of others and not engage in behaviour that might reasonably be perceived as verbal, physical or sexual abuse or harassment; and
- p. regularly evaluate his or her individual performance, and that of the collective to assure continuous improvement.

SCHEDULE 2 TO THE BY-LAWS**Rules of Order of the Council**

1. In this Schedule, "Member" means a Member of the Council.
2. Each agenda topic will be introduced briefly by the person or committee representative raising it. Members may ask questions of clarification, then the person introducing the matter shall make a motion and another Member must second the motion before it can be debated.
3. When any Member wishes to speak, he or she shall so indicate by raising his or her hand and shall address the presiding officer and confine himself or herself to the matter under discussion.
4. Staff persons and consultants with expertise in a matter may be permitted by the presiding officer to answer specific questions about the matter.
5. Observers at a Council meeting are not allowed to speak to a matter that is under debate.
6. A Member may not speak again on the debate of a matter until every other Member of Council who wishes to speak to it has been given an opportunity to do so. The only exception is that the person introducing the matter or a staff person may answer questions about the matter. Members will not speak to a matter more than twice without the permission of the chair.
7. No Member may speak longer than five minutes upon any motion except with the permission of Council.
8. When a motion is under debate, no other motion can be made except to amend it, to postpone it, to put the motion to a vote, to adjourn the debate or the Council meeting or to refer the motion to a committee.
9. A motion to amend the motion then under debate shall be disposed of first. Only one motion to amend the motion under debate can be made at a time.
10. When it appears to the presiding officer that the debate in a matter has concluded, when Council has passed a motion to vote on the motion or when the time allocated to the debate of the matter has concluded, the presiding officer shall put the motion to a vote.
11. When a matter is being voted on, no Member shall enter or leave the Council room, and no further debate is permitted.
12. No Member is entitled to vote upon any motion in which he or she has a conflict of interest, and the vote of any Member so interested will be disallowed.
13. Any motion decided by the Council shall not be re-introduced during the same session except by a two-thirds vote of the Council then present.
14. Whenever the presiding officer is of the opinion that a motion offered to the Council is contrary to these rules or the By-Laws, he or she shall rule the motion out of order and give his or her reasons for doing so.

15. The presiding officer shall preserve order and decorum, and shall decide questions of order, subject to an appeal to the Council without debate.
16. The above rules may be relaxed by the chair if it appears that greater informality is beneficial in the particular circumstances unless the Council requires strict adherence.
17. Members are not permitted to discuss a matter with observers while it is being debated.
18. Members shall turn off cell phones during Council meetings and, except during a break in the meeting, shall not use a cell phone, blackberry or other electronic device. Laptops shall only be used during Council meetings to review materials related to the matter under debate (e.g., electronic copies of background documents) and to make personal notes of the debate.
19. Members are to be silent while others are speaking.
20. In all cases not provided for in these rules or by other rules of Council, the current edition of Robert's Rules of Order shall be followed so far as they may be applicable.
21. These rules shall apply, with necessary modifications, to meetings conducted by teleconference or any other electronic means permitted by the By-Laws, including audio or teleconference.

SCHEDULE 3 TO THE BY-LAWS - Code of Ethics for Registered Members

Code of Ethics for Registered Members

All registered members of the College shall strive to attain the ideals identified in the College's Code of Ethics. The College's Code of Ethics for registered members is as follows:

1. General Responsibility

- Practise within the scope of TCM practice and abide by the laws of the jurisdiction;
- Maintain high competence (i.e., skills, knowledge and judgment) at all times;
- Practise professionally, honestly and with integrity;
- Respect the authority of the College and uphold the principles of self-regulation;
- Place the health and care of patients above personal gain.

2. Responsibility to Patients

- Recognize that the primary duty of a practitioner is the health and well-being of their patients;
- Respect a patient's value, needs, dignity and choices;
- Provide care to patients regardless of their race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, age, marital status, family status or disability;
- Listen and explain to patients the available treatment options, and their goal, risks, effectiveness and cost. Provide the best treatment plan to the patient after the patient understands his or her options;
- Provide timely and quality care that is consistent with the standards of the profession;
- Provide the best care to patients, recognizing one's own limitations and referring patients to other practitioners, or other health care providers when the level of care needed is beyond one's competence;
- Being honest and fair when charging fees for services and any products or prescriptions;
- Protect patients from unsafe, incompetent and unethical care;
- Respect the physical, emotional or financial integrity of patients;
- Protect the privacy and confidentiality of the health information of patients.

3. Responsibility to Oneself and the Profession

- Acknowledge the limitation of one's knowledge, skills and judgment;
- State one's qualification and experience honestly and fairly;
- Continually upgrade one's knowledge, skills and judgment to improve one's services to patients;
- Respect other health professionals and members of the TCM profession;
- Refrain from passing judgment on the services of another health professional or another member of the TCM profession, except when required in the interest of the patient and after obtaining appropriate information;
- Collaborate with other members of the TCM profession and with other health professionals in the interest of the patient and the public;

- Be transparent and timely in providing information to patients, or a third party when requested or authorized by the patient or by law;
- Contribute to the ongoing development of TCM practices and pass on one's knowledge and skills to others;
- Uphold the honour and dignity of the TCM profession.

4. Responsibility to the Public

- Contribute to improving the standards of health care in general;
- Contribute in matters of public health, health education, environmental protection and legislation issues that affect the quality of care to the public;
- Offer help in emergency situations, if appropriate;
- Promote and enhance inter-professional collaboration;
- Represent the profession well.

SCHEDULE 4 TO THE BY-LAWS

Item	Fee
Fees Relating to General Class	-
Application	\$285.00
<i>April 1, 2018 – June 30, 2018</i>	\$969.00
<i>July 1, 2018 – Sept 30, 2018</i>	\$727.00
<i>October 1, 2018 – December 31, 2018</i>	\$485.00
<i>January 1, 2019 – March 31, 2019</i>	\$242.00
-	-
Annual Renewal	\$1,141.00
-	-
Fees Relating to Inactive Class	-
Application	\$285.00
Registration	\$319.00
Annual Renewal	\$319.00
-	-
Fees Relating to Temporary Class	-
Application	\$285.00
Registration	\$969.00
-	-
Fees Relating to Professional Corporations	-
Application	\$169.00
<i>April 1, 2018 – June 30, 2018</i>	\$1,128.00
<i>July 1, 2018 – Sept 30, 2018</i>	\$846.00

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<i>October 1, 2018 – December 31, 2018</i>	<i>\$564.00</i>
<i>January 1, 2019 – March 31, 2019</i>	<i>\$282.00</i>
-	-
Annual Renewal	\$1,128.00
-	-
Fees Relating to Student Class	-
Application	\$156.00
<i>April 1, 2018 – June 30, 2018</i>	<i>\$173.00</i>
<i>July 1, 2018 – Sept 30, 2018</i>	<i>\$130.00</i>
<i>October 1, 2018 – December 31, 2018</i>	<i>\$87.00</i>
<i>January 1, 2019 – March 31, 2019</i>	<i>\$43.00</i>
-	-
Annual Renewal	\$208.00
-	-
Fees Relating to Examinations	-
—Application	\$300.00
TCM Practitioner	-
—Written Examination	\$550.00
—Clinical Case Study Examination	\$550.00
Acupuncturist	-
—Written Examination	\$350.00
—Clinical Case Study Examination	\$450.00
Request for Rescore	-
—Written Examination	\$50.00
—Clinical Case Study Examination	\$350.00

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Other Fees	-
Transfer to another class (2 years or more since entry to inactive)	\$171.00
-(general to inactive; student or inactive (within 2 years) to general	\$251.00
Reinstatement	
Late Renewal	30% of the Annual Renewal
Safety Program	\$107.00
Jurisprudence Program	\$107.00
Application for Variation	\$270.00
Duplicate Certificate/ Name Change	\$507.00
Letter of Standing	\$75114.00
Request for Application Documentation	\$504.00
Access to Record Duplication	\$502.00
Service Charge for declined payments	

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2019 – 2020 Fees Schedule

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

<u>Item</u>	<u>Fee</u>
<u>Fees Relating to Applications for Initial Registration for General Class</u>	
<u>Application Fee</u>	<u>\$250.00</u>
<u>Registration Fee (first year of registration pro-rated by quarter in which registered)</u>	
<u>April 1 - June 30</u>	<u>\$1,300.00</u>
<u>July 1 - September 30</u>	<u>\$975.00</u>
<u>October 1 - December 31</u>	<u>\$650.00</u>
<u>January 1 - March 31</u>	<u>\$325.00</u>
<u>Fees Relating to Renewal of a Certificate of Registration for General Class</u>	
<u>Annual Renewal</u>	<u>\$1,300.00</u>
<u>Late Payment Fee</u>	
<u>Reinstatement Fee</u>	
<u>Fees Relating to Certificate of Registration for Inactive Class</u>	
<u>Annual Renewal</u>	<u>\$300.00</u>
<u>Late Payment Fee</u>	<u>\$50.00</u>
<u>Reinstatement Fee</u>	<u>\$250.00</u>

<u>Fees Relating to Student Class</u>	
<u>Application Fee</u>	<u>\$50.00</u>
<u>Registration Fee (first year of registration pro-rated by quarter in which registered)</u>	
<u>April 1 - June 30</u>	<u>\$200.00</u>
<u>July 1 – September 30</u>	<u>\$150.00</u>
<u>October 1 - December 31</u>	<u>\$100.00</u>
<u>January 1 - March 31</u>	<u>\$50.00</u>
<u>Annual Renewal for Certificate of Registration for Student Class</u>	<u>\$200.00</u>
<u>Late Payment Fee</u>	
<u>Reinstatement Fee</u>	
<u>Fees Relating to Professional Corporations and Certificates of Authorization</u>	
<u>Application Fee</u>	<u>\$50.00</u>
<u>Registration Fee (first year of registration pro-rated by quarter in which registered)</u>	
<u>April 1 - June 30</u>	<u>\$200.00</u>
<u>July 1 – September 30</u>	<u>\$150.00</u>
<u>October 1 - December 31</u>	<u>\$100.00</u>
<u>January 1 - March 31</u>	<u>\$50.00</u>
<u>Annual Renewal for Certificate of Authorization</u>	<u>\$200.00</u>
<u>Late Payment Fee</u>	

<u>Fees Relating to Examinations</u>	
<u>Application Fee</u>	<u>\$300.00</u>
<u>TCM Practitioner</u>	
<u>Written Examination</u>	<u>\$550.00</u>
<u>Clinical Case Study Examination</u>	<u>\$550.00</u>
<u>Acupuncturist</u>	
<u>Written Examination</u>	<u>\$450.00</u>
<u>Clinical Case Study Examination</u>	<u>\$350.00</u>
<u>Request for Rescore</u>	
<u>Written Examination</u>	<u>\$50.00</u>
<u>Clinical Case Study Examination</u>	<u>\$350.00</u>
<u>Other Fees</u>	
<u>Application to Change Class [General to Inactive, Inactive to General (less than 2 years of initial entry to Inactive Class)]</u>	<u>\$50.00</u>
<u>Application to Change Class (Inactive to General more than 2 years since entry to Inactive Class)</u>	<u>\$200.00</u>
<u>Quality Assurance Committee Ordered Assessment Fee*</u>	<u>\$600.00</u>
<u>Election Recount Fee</u>	<u>\$150.00</u>
<u>Safety Program</u>	<u>\$100.00</u>
<u>Jurisprudence Program</u>	<u>\$100.00</u>
<u>Letter of Good Standing</u>	<u>\$75.00</u>
<u>Duplicate Certificate/Name Change</u>	<u>\$50.00</u>
<u>Request for Duplicate Records</u>	<u>\$50.00</u>
<u>Service Charge for declined payments</u>	<u>\$50.00</u>

*For an assessment or re-assessment ordered by the QA Committee or a panel thereof except for an assessment that occurs as a result of a random-type selection

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Do you want to delete this to widen the Registrar's discretion?

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The Council will want to decide how to proceed here.

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Stamatis kefalianos

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We don't charge a fee for an incomplete form. Only charge the late fee if they don't pay by March 31.

Page 47: [160] Commented [RD7]

Rebecca Durcan

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But if they submit an incomplete form, then they have not renewed.

I actually think we can delete this as 17.08(i) would technically deal with it.

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Rebecca Durcan

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Is this really necessary? If they have not remedied the CC then the fee has not been paid so 17.08 (i) would apply.

Or is your intent to say that the late fee + Service Charge for declined payments (\$50) will also apply?

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Alternative Documentation Policy

Background:

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario wants to ensure adherence to best practices by outlining a process for considering alternatives regarding the required documentation of qualifications.

In extremely exceptional circumstances, which may include but are not limited to: war; natural disaster; political persecution, it may not be possible for the applicant to obtain the required documentation from its original source. In these circumstances, and where the applicant can demonstrate that he/she has tried and been unsuccessful in obtaining the required documentation, the Registration Committee may accept alternative evidence.

Procedure:

Each request will be considered on a case by case basis and alternative evidence that may be considered includes:

- Copies of documents from the applicant or other available resources;
- Signed affidavits attesting to requirements completed;
- Documentary evidence from an instructor(s) or employer(s);
- Education reference(s) and/or academic referees;
- Interviews, including by registrants with the same background as the applicant;
- Prior learning or other skills/competency assessment(s);
- A credential assessment report considered equivalent by the College

Alternative Documentation – Possible Outcomes

1. If the Registration Committee is satisfied that:
 - a. An applicant has made efforts and can provide persuasive evidence that the required documentation cannot be provided; and
 - b. Alternative information provided supports that the applicant has met the requirement(s), the applicant may be deemed to have met one or more of the requirement(s).
2. If the Registration Committee is satisfied that an applicant has made efforts and can provide persuasive evidence that original documentation cannot be provided; but is not satisfied that the alternative information provided supports that the applicant has met the requirement(s), the applicant may be asked to:



- Provide additional information;
- Undertake additional education;
- Undertake a supervised period of practice;
- Provide as requested by the Committee, other evidence to satisfy the Committee that he/she has met the requirement(s).

[NOTE THAT IF THE REGISTRATION COMMITTEE DETERMINES THAT AN APPLICANT HAS NOT MET A REQUIREMENT AND IS NOT PREPARED TO EXEMPT THE REQUIREMENT, THE REGISTRATION COMMITTEE WILL DIRECT THE REGISTRAR TO REFUSE TO ISSUE A CERTIFICATE OF REGISTRATION]

3. If the Committee is not satisfied that an applicant has made efforts and can provide persuasive evidence that required documentation cannot be provided, the applicant may be requested to make additional efforts and, if they do not do so, they may be deemed to have not met one or more requirements.



Required Documents Policy

Policy

As part of the initial assessment process, applicants for registration in the General Class are required to submit a number of documents. The CTCMPAO's registration decisions are based on these documents. The documentation required will vary but generally includes the following:

- A. Notarized copy of proof of identity
- B. Proof of Language proficiency
- C. Submission of police background check
- D. Evidence of successful completion of a TCM and/or Acupuncture program
- E. Evidence completion of supervised clinical experience in TCM or Acupuncture program
- F. Evidence of successful completion of the approved examination
- G. Evidence of practising the profession
- H. Evidence of successful completion of the Safety Program Test and Jurisprudence
- I. Confirmation of registration in another jurisdiction
- J. Evidence of Professional liability insurance

A. Notarized copy of proof of identity

All applicants will be required to confirm that the identification information is accurate before a Notary. The Notary will provide their name as proof that you did so. Please check your area for a local Notary.

- a. Approved documents:
 - i. Birth Certificate from a Canadian province or territory
 - ii. Valid Canadian passport
 - iii. Canadian Certificate of registration of birth abroad
 - iv. Certificate of Canadian citizenship
 - v. Certificate of Indian status
 - vi. Registered Indian record
 - vii. Driver's License
- b. A copy of documentation in support of proof of identity must be submitted with the application.
- c. All applicants are required to submit a passport sized photograph taken within 12 months from the date of application.

B. Proof of language proficiency

- a. Where the applicant's first language is not English or French and their relevant education was not in English or French, the applicant must demonstrate fluency in either language.
- b. Approved documents
 - i. A transcript and degree showing completion of an undergraduate degree from a recognized university or college in English or French; or



- ii. A transcript showing graduation from a secondary school with four consecutive English or French credits at the secondary school level.
- iii. Documents must be sent directly from the education institution to the College

C. Submission of a Criminal Record Check

- a. All applicants are required to submit a Criminal Record Check using the database of the Canadian Police Information Centre (CPIC) operated by the RCMP.
- b. Approved document
 - i. CPIC report issued by the RCMP or local police.
- c. Online checks by commercial vendors are NOT permitted.
- d. All searches must be completed within 6 months from the date of application.
- e. The cost relating to the criminal record check is borne by the applicant.
- f. Applicants are to submit the original criminal record check to the College (no photocopies or faxes).

D. Evidence of successful completion of a Traditional Chinese Medicine (TCM) and/or TCM Acupuncture program

Graduates of a TCM or TCM Acupuncture program in Canada:

- a. Post-secondary program must consist of:
 - 1. At least four years of full-time education, or education that is of equivalent duration, for in the case of a full traditional Chinese medicine program
 - 2. At least three years of full-time education, or education that is of equivalent duration, for in the case of a traditional Chinese medicine acupuncture program
- b. Approved documents:
 - i. Applicants for registration must ensure that their official, final transcript of academic record has been submitted to the College;
 - ii. For recent graduates, a letter from the program director/coordinator is acceptable; however, the official final transcript must be received within eight weeks of completing the program.
 - iii. Applicants must also submit a detailed curriculum or course outline of the TCM program, certified by the program, including a detailed list of courses and a description of the content of each course completed.
 - iv. Documents must be sent directly from the education institution to the College

Graduates of a TCM or Acupuncture program outside of Canada:

- a. In addition to the approved documents listed above, internationally educated applicants must submit a credential evaluation and authentication report with a course-by-course evaluation from the World Education Service.
- b. Evaluators other than World Education Service will be accepted in limited situations. Please contact the College for more information.



E. Successful completion of Supervised Clinical Experience in TCM or TCM Acupuncture program

- a. Applicants must have successfully completed a program of clinical experience that is structured, comprehensive, supervised and evaluated and which consists of at least 45 weeks of clinical experience involving at least 500 hours of direct patient contact.
- b. Approved document
 - i. An original letter from the education institution/supervisor confirming successful completion of 500 hours of direct patient contact within 45 weeks of clinical experience in the TCM.

F. Evidence of successful passing of the Pan-Canadian Examination

- a. Approved document
 - i. A copy of the Pan-Canadian Examination results letter for both the written and clinical case-study.

G. Evidence of successful completion of the Safety Program and Jurisprudence

- a. Approved document
 - i. A confirmation letter of successful completion of the Safety program and Jurisprudence.

H. Confirmation of registration in another jurisdiction

- a. Approved documents
 - i. Letter of standing from another jurisdiction with a Traditional Chinese Medicine Practitioner and/or Acupuncturist title.
 - ii. Confirmation of registration may be submitted directly to the CTCMPAO from the regulatory/licensing body.

I. Evidence of Professional Liability Insurance

- a. Approved document
 - i. A copy of the applicant's certificate of professional liability insurance must be submitted to the College that confirms the purchase of the insurance and includes the policy number and expiry date. The policy content must demonstrate that it meets CTCMPAO's requirements as prescribed in the bylaws.
- b. The Registrar shall not issue the certificate of registration until actual proof of coverage is received.
- c. To assist the applicant to obtain the proof of coverage before registration with the College, the College may issue a letter indicating the applicant's registration has been approved for him/her to take to the insurer.

Meeting Date:	December 12, 2018
Issue:	Third Party Credential Assessment for International Graduates
Reported By:	Ann Zeng
Action:	For Discussion and Decision

Issue

The College needs to be assured that submitted documents are accurate and authentic. Even when applicants sign an attestation that they are genuine, the College needs to be independently confident that this is the case. The College believes this can be addressed, in part, by updating the requirements for internationally educated applicants.

Background

From 2013-2018, 147 internationally educated applicants applied to take the Pan-Canadian Exam. This converts into approximately 20-35 such applicants per year. The process for internationally educated applicants to satisfy the education requirements is currently the same as those who graduated in Ontario (Applicants must have completed a 4-year education program for the R. TCMP and R. Ac designations, or a 3-year education program for the R. Ac designation only).

College staff then conducts a competency assessment to determine if the content of the international education program meets our requirements. The College requires applicants to submit proof of graduation, a transcript, and a detailed course curriculum so that this assessment can be completed.

However, for internationally educated applicants, there is no review of the documents' legitimacy as staff do not have the time, resources, or expertise required to do this. Further, applicants advise (in their application) that all provided information is accurate. However, this now appears to require independent verification in light of the fact that the College has, through great effort and time, been able to determine that certain applicants did in fact submit false documents.

Environment Scan

Many Colleges use third parties to review the legitimacy of documents submitted by internationally educated applicants.

Some professions, such as nurses, have worked with their counterparts across Canada to develop their own assessment process to be used nationally. However, this would require a significant amount of time, money, and organization with other provinces to implement. The College does not believe this is a feasible option at this time.

A common solution to this problem is to have internationally educated applicants submit a credential assessment report that has been conducted by an independent credential assessment agency. Currently, the Colleges for the following ten Ontario health professions require internationally educated applicants to submit an assessment report:

- Audiologists and Speech-Language Pathologists
- Dental Hygienists
- Denturists
- Kinesiologists
- Massage Therapists
- Opticians
- Optometrists
- Psychotherapists
- Psychologists
- Respiratory Therapists

A 2009 OFC report concludes that outside agencies for credential reviews are acceptable provided that they are transparent, objective, impartial and fair. To ensure this, the OFC recommended the agencies adopt assessment processes that:

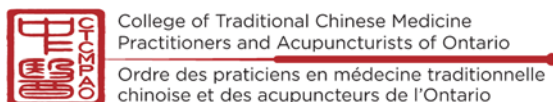
- Streamline overlapping processes
- Assist candidates in securing documentation
- Clarify documentation requirements
- Conduct assessments upfront
- Consider alternatives to unavailable documentation
- Provides clear assessment criteria
- Provides opportunities for appeal
- Clarify requisite language skills

About Independent Credential Assessment Agencies

Independent credential assessment agencies are not profession specific, and are used for education and immigration purposes as well. As such, reports issued by these agencies are not able to properly review the competency of the applicant. That responsibility remains with the intended recipient of the report.

There are six credential assessment agencies in Canada that form the Alliance of Credential Evaluation Services of Canada. Membership in this alliance requires an adherence to the [Pan-Canadian Quality Assurance Framework for the Assessment of International Academic Credentials](#). The principles and recommendations in this framework are consistent with those outlined by the OFC's report.

The process to have an applicant's education assessed must be completed by the applicant themselves. They are responsible for submitting the required documents and paying any fees. A report from one of these agencies will provide the following service:



- Agencies are able to determine the legitimacy of schools based on their established database and subject matter experts.
- Agencies verify that the applicant actually attended the school. This step can include contacting the school itself for verification.
- Agencies provide an equivalency of the education by comparing it against Canadian standards (i.e. whether the education is equal to a Canadian degree, diploma, etc.).

There are different levels of assessments that are offered; however, the agencies recommend a course-by-course assessment for the purposes of applying to professional regulators. This includes a review of the transcripts in addition to the degree/diploma/certificate.

The World Education Services (WES) is the largest of the agencies and is accepted by all ten Colleges that require credential assessment reports. The assessment fees for WES is comparable to the other agencies, but with a significantly faster processing time. Below is a chart comparing WES with two other commonly used agencies; the International Credential Assessment Service of Canada (ICAS), and the International Credential Evaluation Service of Canada (ICES). The fees and timelines are based on a course-by-course assessment.

	<u>Fees</u>	<u>Timeline</u>	<u>Required Documents</u>	<u>Used By</u>
WES	\$210	7 days	Degree Certificate Transcripts English Translations	Audiologists Dental Hygienists Denturists Kinesiologists Massage Therapists Opticians Optometrists Psychotherapists Psychologists Respiratory Therapists
ICAS	\$200	8-10 weeks	Degree Certificate Transcripts English Translations	Kinesiologists Massage Therapists
ICES	\$230	7 weeks	Degree Certificate Transcripts English Translations	Dental Hygienists Kinesiologists

Options

Option 1

No change to the registration process.

Advantages:

- The process and fees are the same for all applicants to the College

Disadvantages:

- No ability for staff to detect fraudulent documents from internationally educated applicants

Option 2

Require internationally educated applicants submit a report from WES, while allowing reports from other agencies in extenuating circumstances. This would require the following policy amendments:

- An amendment to the Required Document Policy to require international educated applicants to submit a credential evaluation and authentication report with a course-by-course evaluation from the WES.
- An amendment to the Alternative Documentation Policy to allow alternative reports to be accepted.

Advantages:

- The College will have a process to check the legitimacy of documents
- Agencies have the resources, database, and experience that the College lacks in order to verify the legitimacy of documents
- There is precedent among health colleges in Ontario for accepting reports from these agencies
- OFC has already reviewed the practice of using third parties for credential assessment, and given their approval.
- Agencies meet the recommendations set out by the OFC
- No additional cost associated to the College

Disadvantages:

- Increase cost to applicants
- Additional step in the registration process for internationally educated applicants

Recommendation

The College recommends option 2.

The College believes that the increased burden on international applicants is justified by the risk of receiving more fraudulent documents in the future. This is supported by the OFC's conclusion on using third party assessors, and the fact that ten other health regulators in Ontario have already adopted a similar process.

There is a concern that timelines of 7-8 weeks would cause applicants to miss College deadlines, or cause the College to miss its deadlines for the Pan-Canadian Examination. For this reason, it is recommended to only accept reports from WES. However, the change to the Alternative Documentation Policy would ensure fairness by allowing alternative reports if an applicant cannot get a WES Report, or has already received a report from another agency.

Attachment 1 – Revised Required Documents Policy

Attachment 2 – Revised Alternative Documentation Policy



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

Ordre des praticiens en médecine traditionnelle
chinoise et des acupuncteurs de l'Ontario

Financial Statements

2nd Quarter

April 2018 – September 2018

Highlights and Points of interest

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario



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What is a Balance Sheet?

The balance sheet presents a company's financial position at the end of a specified date. The balance sheet can be described as a “snapshot” of the financial position of the organization at a point in time.

For example, the amounts reported on a balance sheet dated March 31, reflect that instant when all the transactions *through March 31* have been recorded.

The major components of the Balance Sheet are: **Assets, Liabilities and Equity**

Assets: Assets are the resource with economic value that the company owns or controls. It will provide benefits to the company. (for example: Cash, Account Receivable, Prepaid Expenses, Fixed Assets, etc.)

Liabilities: Liabilities are obligations or financial debt of the company that requires the company to give up an economic benefit to settle past transactions or events. (for example: Account Payable, Deferred Revenue, Accrued Expenses, etc.)

Equity: Equity states the value left over for shareholders if a company would utilize its assets to meet the liability obligations. The accounting equation is: Assets minus Liabilities equals Equity

What is a Profit & Loss Statement?

The Profit & Loss statement is a financial statement that summarizes the revenue, expense that incurred over a particular period. The purpose of the profit and loss statement is showing whether the company earned or lost money during the period being reported.

Under the accrual basis of accounting, the profit and loss statement consisted of:

- the **revenues** (sales, service fees) that were *earned* during the accounting period, and
- the **expenses** (salaries, rent, legal fee etc.) that *match* the revenues being reported or *have expired* during the accounting period
- the **profit** is the financial benefit when the amount of revenue exceeds the amount of expense. Profit is calculated as revenues minus expenses.



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

Ordre des praticiens en médecine traditionnelle
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What is a Statement of Operations

The statement of operations **summarizes** a company's *revenues* and *expenses* over the entire reporting period.

The Statement of Operations measures the budget variance between budgeted and actual figures. In expense section, a favorable budget variance refers to positive variances or gains, and unfavorable variance refers to a negative budget variance or shortfall; it's on the opposite under revenue section, a favorable various refers to a negative variance, and unfavorable variance refers to a positive variance.



1. Background

To provide an overview of the highlights and major point of interest defined in the provided Financial Statements (*Balance Sheet, Profit & Loss and Statement of Operations*) for the 2nd Quarter of the 2018-2019 fiscal year (April-September 2018).

Variance between Actuals and Annual Budget prediction is compared with the assumption that a quarter value has a 25% cap.

For example, for the second quarter we expect expenses or revenue close to 50% will indicate that we are on target, any expenses or revenue less or greater than 50% indicates over budget or underbudget.

<i>First Quarter – 25%</i>	<i>Second Quarter – 50%</i>	<i>Third Quarter - 75%</i>	<i>Forth Quarter – 100%</i>
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Having said that, there are few exceptions to take in consideration. For example, our main source of revenue is collected between Feb-March of the current calendar year and is deferred to the first quarter of the new fiscal year, that means the actual revenue will far exceed the 25% percent expectation of a first quarter.

Same exceptions may also apply for item line expenses, where the bulk of the expense (for example Audit) is incurred in one single quarter.

2. Balance Sheet

2.1 Point of Interests for 2nd Quarter Balance Sheet

Current Assets:

The College has 3 Bank Accounts, each one of them with its own purpose:

1. Investment Account: This is the total amount of “cash” owned by the College.
As per September 30, 2018 the college owns **\$ 5,241,904.17 (already reconciled with checks not cashed out)**
2. Cheque Account: This is the account used to pay all our creditors.
3. Savings Account: This account holds all revenue generated from Credit Card transactions and Money Orders. Moneris (our payment gateway) transfers on a daily basis all CC generated revenue directly to this account, the College deposits money orders and/or cheques every 2 weeks.



4. Every 2 Weeks, the savings account is cleared and the funds are transferred to the Checking Account to be used to pay our creditors. Most often further funds are required and the difference is transferred from the Investment Account.

Other Current Assets:

2.2 Cost Orders

The College has a total amount of Cost Orders receivable for the amount of **\$284,380.20** (including doubtful allowance), this is the total amount of ordered to the College for all adjudicated matters.

During the fiscal year 2018 -2019 a total of **\$61,500.00** in cost orders was granted to the College. However, the actual amount recovered was of **\$3,100.00**

Name	Cost Awards in Q2	Collected in Q2
Dan Micu	\$53,500.00	
Yu-Zhen Ma	\$2,500.00	
Xiao Chun Xu	\$3,000.00	
Xiao Jue Kang	\$2,500.00	\$2,500.00
Svetlana Kurkina	<i>Previous Fiscal Year</i>	\$600.00
Total	\$61,500.00	\$3,100.00

Below is a list of currently cost awards outstanding balances:

Name	Outstanding Balance
Jie Dong Wang	\$2,065.15
Zhi Hong Tang	\$2,500.00
Ebrahim Taeb	\$750.00
Kui Li	\$3,500.00
Chunxing Zhuang	\$750.00
Dan Micu	\$53,500.00
Yu-Zhen Ma	\$2,500.00
Xiao Chun Xu	\$3,000.00
TOTAL	\$68,565.15



NOTE: Philipp Tran cost award (**\$105,000**) and FOTCMA cost award (**\$110,815.05**) are not included in the above table

since they have been added to the balance sheet as allowance for doubtful account.

Fixed Assets

Fixed assets are long-term tangible or intangible properties that the College owns to generate income. For the College, fixed assets consist of furniture and equipment, computer, leasehold improvements, and software.

The fixed asset's value decreases as they age, they are subjected to periodic depreciation. The net value (book value of a fixed assets minus depreciation) of fixed asset represents the asset's long-term value.

Liabilities

Current liabilities are the debts or obligations due within a year. On our Balance Sheet, the balance of the current liabilities is **\$66,450.08**, mainly legal fees. The balance occurs due to the business operation and it will zero out in the next month.

3. Profit & Loss

3.1 Point of Interests for 2nd Quarter Profit & Loss

Revenue

As of September 30, 2018, the College's revenue totaled **\$3,086,996.41**. The amount consists of membership revenue **\$2,991,100.81** and the other income **\$95,895.60** (Cost Awards & Bank Interest).

Revenue slightly exceeded the College budgeted predictions. Active renewals being our main source of income topped our initial expectations, see table below:

Active General Class Members	2351
Active Students	15
Inactive Members	48

Revenue is a **100.81%** of the projected budget, as per September 30, 2018.



Expense

Expenses are mainly underbudget. Registration Committee and Panel is slightly overbudget due to the increased number of referrals to the committee which includes meeting time and legal fees. The Quality Assurance Committee expenses are greatly underbudget, however it is expected to increase substantially in the next two quarters.

Information Technology is also underbudget, in particular the Software Expenses item, this is normal since usually for any new project the business requirements phase occurs in the initial quarters and the software implementation (most expensive phase) occurs in the third and fourth quarter.

In the second quarter expenses are below target at **36.30%**.

4. Statement of Operations

4.1 Point of Interests for 2nd Quarter Statement of Operations

Individual budget items considerations:

The items are numbered according to the Statement of Operations for ease of cross reference.

Line # 03: Revenue - Annual Renewal

Annual Renewal fees were collected in bulk during the February-March period of 2018 and the revenue was deferred to the 2018-2019 fiscal year. We did not have any historical data to predict the exact number of Grandparented members transferring to the General class. The budget for next year can be more accurate in terms of membership numbers.

Annual Renewal fee collected was 2.56% more than expected.

Line # 07: Revenue - Pan Canadian Examination Application Fee

More candidates applied for the Pan Canadian Examination test. We collected **29.2%** more than expected.

Line # 16: Expenses – Registration Committee and Panel

Registration Committee and Panel expenses are currently at **76%** of the annual budget. The main reason is due to the increased number of referrals to the Committee and consequently increased number of meeting and legal fees.



Line # 17: Expenses – ICRC

The ICRC is under budget at **29.15%**, some of the nature of complaints regarded matters that did not require outside investigators. This year we received more complaints compared to previous year, however less resulted in discipline referrals.

Line # 18: Expenses – Discipline

Discipline is also under budget at **27.11%**. There have been more uncontested matters than in previous years, leading to shorter hearings.

Line # 19: Expenses – Quality Assurance

The QA Program is at **4.23%**. However, we will see an increase on spending in the third and fourth quarter.

Line # 21: Expenses – Patient Relations

There is no predictability in this area. Funds have not been used as of to date (Q2). There have been no claims made to access the funding for therapy and counselling. However, there have been matters in regards to sexual abuse at the discipline committee.

Line # 31: Expenses – Accounting/Payroll/Audit

The Accounting/Payroll/Audit is at 62.84% of the annual budget. In the second quarter there was a lump sum expense to pay for audit work. The budget will be on target by the end of the fiscal year.

Line # 38: Expenses – School Program Approval

Nothing to report for the second quarter. Funds have not been used

Line # 42: Expenses – Subscriptions and Professional Development

Currently at **51.99% of the annual budget**. The majority of the expenses are for membership fees to be involved with FHRCO and CARB-TCMPA.

Line # 43: Expenses – Payment Gateway

Under budget at **16.7%**. The bulk of the expenses will be recorded in the fourth quarter once Annual Renewal begins. We are currently pay an average of 2.4% for each credit card transaction

**UNAUDITED College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario
Statement of Operations**

2nd Quarter April 2018-September 2018

		Actuals of Q2 2018-2019	Annual Budget 2018-2019	Actual to Budget %	Budget Remaining (balance of Year)
Line#	Revenue				
01	Application Fees	\$ 29,636.46	\$ 27,458.00	107.93%	\$ (2,178.46)
02	Registration Fees	\$ 89,213.58	\$ 86,351.00	103.32%	\$ (2,862.58)
03	Active Renewals	\$ 2,581,210.69	\$ 2,516,880.00	102.56%	\$ (64,330.69)
04	Inactive Renewal	\$ 7,274.13	\$ 15,950.00	45.61%	\$ 8,675.87
05	Transfer Fee	\$ 8,271.07	\$ 3,420.00	241.84%	\$ (4,851.07)
06	Reinstatement Fee	\$ 251.00	\$ 2,510.00	10.00%	\$ 2,259.00
07	Pan Examination Application Fee	\$ 96,900.00	\$ 75,000.00	129.20%	\$ (21,900.00)
08	Test and Examination Fees	\$ 158,897.44	\$ 176,000.00	90.28%	\$ 17,102.56
09	Cost Awards	\$ 2,500.00	\$ 20,000.00	12.50%	\$ 17,500.00
10	Sundry and Administration Fees	\$ 19,496.44	\$ 45,000.00	43.33%	\$ 25,503.56
11	Interest	\$ 34,345.60	\$ 35,000.00	98.13%	\$ 654.40
12	Total Income	\$ 3,027,996.41	\$ 3,003,569.00	100.81%	\$ (24,427.41)
13	Council & Committees	\$ 294,722.05	\$ 1,153,800.00	25.54%	\$ 859,077.95
14	Council	\$ 17,283.50	\$ 34,800.00	49.67%	\$ 17,516.50
15	Executive Committee	\$ 4,296.00	\$ 13,000.00	33.05%	\$ 8,704.00
16	Registration Committee and Panel	\$ 36,901.31	\$ 50,000.00	73.80%	\$ 13,098.69
17	ICRC	\$ 84,524.35	\$ 290,000.00	29.15%	\$ 205,475.65
18	Discipline	\$ 143,429.66	\$ 529,000.00	27.11%	\$ 385,570.34
19	Quality Assurance	\$ 7,612.23	\$ 180,000.00	4.23%	\$ 172,387.77
20	Fitness to Practice	\$ -	\$ 5,000.00	0.00%	\$ 5,000.00
21	Patient Relations	\$ -	\$ 50,000.00	0.00%	\$ 50,000.00
22	Examination Appeals	\$ 675.00	\$ 2,000.00	33.75%	\$ 1,325.00
23	Information, Technology and IT Support	\$ 62,305.39	\$ 251,300.00	24.79%	\$ 188,994.61
24	Equipment Expenses	\$ 500.00	\$ 6,000.00	8.33%	\$ 5,500.00
25	Software Expenses	\$ 27,211.92	\$ 158,000.00	17.22%	\$ 130,788.08
26	Maintenance and Support Contract	\$ 22,968.47	\$ 52,000.00	44.17%	\$ 29,031.53
27	Online Services	\$ 11,625.00	\$ 35,300.00	32.93%	\$ 23,675.00
28	Professional Services	\$ 69,052.45	\$ 197,000.00	35.05%	\$ 127,947.55
29	General Legal Fees	\$ 15,577.64	\$ 50,000.00	31.16%	\$ 34,422.36
30	Litigation & Unauthorized Practice	\$ 19,109.59	\$ 90,000.00	21.23%	\$ 70,890.41
31	Accounting/Payroll/Audit	\$ 28,279.10	\$ 45,000.00	62.84%	\$ 16,720.90
32	Translation	\$ 6,086.12	\$ 10,000.00	60.86%	\$ 3,913.88
33	Recruiting/Hiring	\$ -	\$ 2,000.00	0.00%	\$ 2,000.00
34	Salary and Wages	\$ 668,321.61	\$ 1,376,993.00	48.53%	\$ 708,671.39
35	Staff Salaries and Benefits	\$ 668,321.61	\$ 1,376,993.00	48.53%	\$ 708,671.39
36	Special Programs/Projects	\$ 88,305.49	\$ 245,000.00	36.04%	\$ 156,694.51
37	Pan-Canadian Examinations	\$ 35,075.39	\$ 95,000.00	36.92%	\$ 59,924.61
38	School Program Approval	\$ -	\$ 50,000.00	0.00%	\$ 50,000.00
39	Doctor Title	\$ 53,230.10	\$ 100,000.00	53.23%	\$ 46,769.90
40	Office & General Operational Costs	\$ 150,803.45	\$ 449,400.00	33.56%	\$ 298,596.55
41	General Operating Costs	\$ 103,701.86	\$ 244,700.00	42.38%	\$ 140,998.14
42	Subscriptions and Professional Development	\$ 31,194.78	\$ 60,000.00	51.99%	\$ 28,805.22
43	Payment Gateway for Credit Card Transactions	\$ 15,233.72	\$ 91,200.00	16.70%	\$ 75,966.28
44	Communications & Publications	\$ 673.09	\$ 53,500.00	1.26%	\$ 52,826.91
45	Total Expenses	\$ 1,333,510.44	\$ 3,673,493.00	36.30%	\$ 2,339,982.56
46	Net Income	\$ 1,694,485.97	-\$ 669,924.00		

Authorized Signature: _____

18 ALCOHOL, CANNABIS AND SUBSTANCE ABUSE

18.1 POLICY

The College aims to provide all employees with a safe workplace. To this end, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on the premises of the College and while conducting College business off the premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol, cannabis or illegal drugs. Employees are also prohibited from smoking or vaping in the workplace. Smoking and vaping are allowed only outside the building in designed smoking areas.

Please note that the only exception to this rule is if an employee is participating in a College social function or if an employee is conducting business in a social environment where alcohol and/or legal cannabis is served. In those circumstances, only light consumption is permitted.

The legal use of prescription drugs is permitted only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger the employee or other individuals in the workplace. Employees may be asked to provide documentation from their physician in support of the use of prescription drugs.

18.2 ASSISTANCE AND ACCOMMODATION

The College has an employee assistance program available through its benefits package, which is intended to provide employees with support with respect to drug and alcohol use.

Employees with drug or alcohol problems that have not resulted in and are not the immediate subject of disciplinary action may request approval to take unpaid time off to participate in a rehabilitation or treatment program. This leave may be granted if the employee agrees to participate fully in the rehabilitation program, if the employee agrees to abide by all College policies, rules, and prohibitions relating to conduct in the workplace, and if granting the leave does not cause the College undue hardship.

18.3 DISCIPLINARY ACTION

Violations of the policy will lead to disciplinary action, up to and including immediate termination of employment for cause. Such violations may also have legal consequences.