



Excerpt from the Regulated Health Professions Act, 1991

Schedule 2

Health Professions Procedural Code

Duty of College

2.1 It is the duty of the College to work in consultation with the Minister to ensure, as a matter of public interest, that the people of Ontario have access to adequate numbers of qualified, skilled and competent regulated health professionals. 2008, c. 18, s. 1.

Objects of College

3. (1) The College has the following objects:

1. To regulate the practice of the profession and to govern the members in accordance with the health profession Act, this Code and the *Regulated Health Professions Act, 1991* and the regulations and by-laws.
2. To develop, establish and maintain standards of qualification for persons to be issued certificates of registration.
3. To develop, establish and maintain programs and standards of practice to assure the quality of the practice of the profession.
4. To develop, establish and maintain standards of knowledge and skill and programs to promote continuing evaluation, competence and improvement among the members.
- 4.1 To develop, in collaboration and consultation with other Colleges, standards of knowledge, skill and judgment relating to the performance of controlled acts common among health professions to enhance interprofessional collaboration, while respecting the unique character of individual health professions and their members.
5. To develop, establish and maintain standards of professional ethics for the members.
6. To develop, establish and maintain programs to assist individuals to exercise their rights under this Code and the *Regulated Health Professions Act, 1991*.
7. To administer the health profession Act, this Code and the *Regulated Health Professions Act, 1991* as it relates to the profession and to perform the other duties and exercise the other powers that are imposed or conferred on the College.
8. To promote and enhance relations between the College and its members, other health profession colleges, key stakeholders, and the public.
9. To promote inter-professional collaboration with other health profession colleges.
10. To develop, establish, and maintain standards and programs to promote the ability of members to respond to changes in practice environments, advances in technology and other emerging issues.
11. Any other objects relating to human health care that the Council considers desirable.
1991, c. 18, Sched. 2, s. 3 (1); 2007, c. 10, Sched. M, s. 18; 2009, c. 26, s. 24 (11).

Duty

- (2) In carrying out its objects, the College has a duty to serve and protect the public interest. 1991, c. 18, Sched. 2, s. 3 (2).

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.

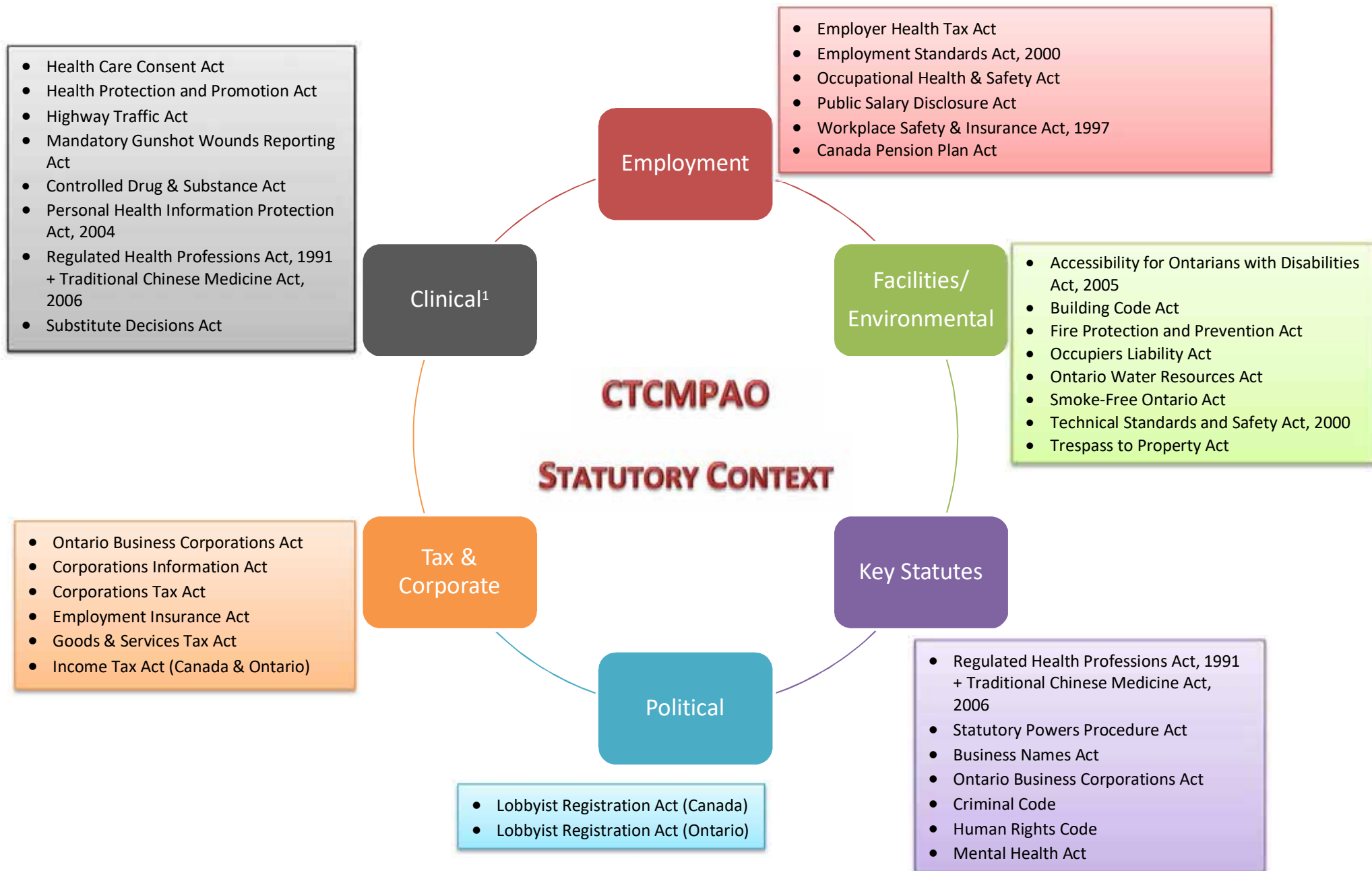
3. Responsibility to Oneself and the Profession

- 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.



¹ Although these might not apply to the CTCMPAO directly, they are clinical statutes that could apply to members.



BRIEFING ON MEETING PROCEDURE

Guidelines for Observers Attending Council Meetings

Council meetings are open to the public. However, the public may be excluded from any Council meeting or part of a meeting pursuant to section 7 of the *Health Professions Procedural Code*.

Individuals attending as observers are requested to:

- Turn off cell phones and pagers;
- Avoid bringing in food or drinks other than water;
- Refrain from recording of proceedings by any means, including the taking of photographs, video recordings, voice recordings or via any other means;
- Be quiet during the meeting and not engage in conversation, discussion or any disruptive behaviour;
- Refrain from addressing the Council, speaking to, or giving or passing notes, documents or information to Council members while the meeting is in process;
- Refrain from lobbying of Council members during the meeting, even during breaks;
- Respect that observers are not allowed to participate in debate of any matter before the Council;
- Respect the authority of the presiding officer; and
- Take their seats in the area designated to observers.

Robert's Rules of Order – Quick Reference

1. All those who wish to speak to an item **MUST** go through the Chair.
2. The Chair will keep a list of who wishes to speak. The Chair will call on you to speak.
3. Please raise your hand to let the Chair know you wish to speak.
4. To speak more than once to the same item, you need to wait till everyone else has had a chance to speak.
5. You may ask only one question at a time.
6. Voting is done by a show of hands. If a secret ballot is necessary (i.e. elections) paper ballots are used. For teleconference meetings, members are asked to voice their vote.
7. Each item to be decided will have a MOTION. A motion will be moved and seconded prior to discussion.
8. Should an amendment be made to the motion, the amended motion will be the item to be discussed and voted upon.
9. An amendment to a motion may be done as a “friendly” amendment, meaning the person who made the motion agrees with the change. And once again, the amended motion is the one that is voted upon.
10. Once the Chair calls an end to the discussion, a vote will be taken on the motion or amended motion.
11. Council members will be asked to vote:
 - a) in favour of the motion;
 - b) opposed to the motion; or
 - c) abstain from voting.(Abstentions do not affect the outcome of the vote)
21. A simple majority is required to pass a motion. (50% plus 1)
13. All votes will be noted by the minute taker.



COLLEGE OF TRADITIONAL CHINESE MEDICINE PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO

AGENDA

FOR the **Council Meeting**, to be held on March 25 and March 26, 2019

Day One – March 25, 2019

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	Open Session		J. Dunsdon <i>Chair</i>
3. Briefing on Meeting Procedure	Open Session		J. Dunsdon <i>Chair</i>
4. Adoption of the Two-Day Agenda	Open Session	9:05 a.m.	J. Dunsdon <i>Chair</i>
5. Consent Agenda a) December 12, 2018 Meeting Minutes b) Executive Committee Report c) Registration Committee Report d) Inquiries, Complaints and Reports Committee Report Q3 & Q4 e) Quality Assurance Committee Report f) Patient Relations Committee Report g) Discipline Committee Report Q3 & Q4 h) Fitness to Practice Committee Report i) Examination 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>

Item	Open/ In-Camera	Time	Speaker
8. Meeting Effectiveness Summary a) Orientation Meeting Effective Survey, December 11, 2018 b) Report on results from December 12, 2018	Open Session	9:35 a.m.	F. Woolcott <i>President</i>
9. Public Appointments a) Pixing Zhang b) Shiji (Stephen) Liu	Open Session	9:40 a.m.	A. Mak <i>Registrar and CEO</i>
10. Results of the District 2 By-Election a) Briefing Note	Open Session	9:45 a.m.	D. Cook <i>Executive Assistant</i>
ELECTION OF OFFICERS			
11. Election Process Overview	Open Session	9:50 a.m.	J. Dunsdon <i>Chair</i>
12. Election: President	Open Session	10:00 a.m.	J. Dunsdon <i>Chair</i>
13. Election: Vice-President	Open Session	10:15 a.m.	J. Dunsdon <i>Chair</i>
14. Election: Executive Committee Members	Open Session	10:30 a.m.	J. Dunsdon <i>Chair</i>
BREAK		11:00 a.m.	
15. Executive Committee Meeting	In-Camera	11:10 a.m.	President
16. Committee Appointment Announcement	Open Session	11:40 a.m.	President
17. Election of Chairs a) Discipline Committee b) Fitness to Practice Committee	Open Session	11:45 a.m.	J. Dunsdon <i>Chair</i>
LUNCH		12:00 noon	
18. Training a) Sexual Abuse Prevention	Open Session	1:00 p.m.	Dr. Ruth Gallop
19. Adjournment for Day One, March 25, 2019	Open Session	4:00 p.m.	J. Dunsdon <i>Chair</i>



COLLEGE OF TRADITIONAL CHINESE MEDICINE PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO

AGENDA

FOR the **Council Meeting**, to be held on March 25, and March 26, 2019

Day Two – March 26, 2019

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
20. Welcome and Call to Order	Open Session	9:00 a.m.	J. Dunsdon <i>Chair</i>
21. Declarations of Conflicts of Interest	Open Session		J. Dunsdon <i>Chair</i>
22. Reminder of Meeting Procedure	Open Session		J. Dunsdon <i>Chair</i>
23. Training a) Future QA Program	Open Session	9:05 a.m.	Dr. D. Cane <i>Catalysis Consulting</i>
BREAK		11:00 a.m.	
24. Work Plan a) Work Plan	Open Session	11:15 a.m.	A. Mak <i>Registrar and CEO</i>
25. Pan-Canadian Examinations a) Privacy Breach – Letters to Participants b) Computer Based Testing Transition Update	Open Session	11:20 a.m.	S. Kefalianos <i>Deputy Registrar & Director Statutory Programs</i>
26. Dr. Title Update a) Briefing Note	Open Session	11:25 a.m.	A. Mak <i>Registrar and CEO</i>
27. Office of the Fairness Commissioner a) Letter re: process changes	Open Session	11:30 a.m.	A. Mak <i>Registrar and CEO</i>
28. Building Connected Care in Ontario a) 2019.02.26 Memo from Deputy Minister, H. Angus b) 2019.02.26 Email from Deputy Premier & Minister of Health and Long-Term Care, C. Elliott	Open Session	11:35 a.m.	A. Mak <i>Registrar and CEO</i>
29. Application for Funding Therapy and Counselling a) Briefing Note b) Forms	Open Session	11:45 a.m.	S. Kefalianos <i>Deputy Registrar & Director Statutory Programs</i>
LUNCH		12:00 noon	
30. Finances a) Highlights and Points of Interest 3 rd Quarter b) CTCMPAO Statement 3 rd Quarter	Open Session	1:00 p.m.	F. Ortale <i>Director IT, Finance & Corp Services</i>

Item	Open/ In-Camera	Time	Speaker
31. Communications Plan a) Briefing Note b) 2019-2021 Communications Plan	Open Session	1:15 p.m.	A. Mak <i>Registrar and CEO</i>
32. Student Class Registration Amendment a) Sealed Regulation Amendment	Open Session	1:30 p.m.	A. Mak <i>Registrar and CEO</i>
33. Committee Terms of Reference a) Briefing Note <ul style="list-style-type: none"> Executive Committee Registration Committee ICRC Quality Assurance Committee Patient Relations Committee Discipline Committee Fitness to Practice Examinations Appeals Committee 	Open Session	1:35 p.m.	S. Kefalianos <i>Deputy Registrar & Director Statutory Programs</i>
34. Governance Models – Letter of Support a) Briefing Note b) College of Nurses letter to C. Elliott M.P.P. 2019.01.08 c) College of Physicians & Surgeons letter to C. Elliott M.P.P. 2019.01.25 d) Draft letter of support for College of Nurses	Open Session	1:55 p.m.	A. Mak <i>Registrar and CEO</i>
BREAK		2:15 p.m.	
IN-CAMERA SESSION The remainder of the 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;]			
Coming out of In-Camera			
39. Business Arising from In-Camera Session	Open Session	3:30 p.m.	J. Dunsdon <i>Chair</i>
40. Meeting Effectiveness Form a) Meeting Effectiveness Form	Open Session	3:40 p.m.	F. Woolcott <i>President</i>

Item	Open/ In-Camera	Time	Speaker
41. Next Meeting Thursday, June 27, 2019	Open Session	3:50 p.m.	J. Dunsdon <i>Chair</i>
42. 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**

December 12, 2018 from 9:00 a.m. to 3:55 p.m.
705-55 Commerce Valley Drive West, Thornhill, ON L3T 7V9

IN ATTENDANCE

Chair

Jim Dunsdon

Council

Ferne Woolcott	President / Public Member
Yvonne Blackwood	Public Member
Ming C. Cha	Professional Member
Richard Dong	Professional Member
Christine Fung	Professional Member
Lihui Guo	Professional Member
Barrie Haywood	Public Member
Maureen Hopman	Public Member
Feng Li Huang	Professional Member
Henry Maeots	Public Member
Cal McDonald	Public Member
Martial Moreau	Public Member
Martin Perras	Professional Member
Xianmin Yu	Professional Member
Jin Qi (Jackie) Zeng	Professional Member

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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Observers

Amanda Baskwill	Humber College
Jacky Zhang	Ontario College of TCM
Andrej Sikic	MOHTLC

Meeting of the Council

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

December 12, 2018

1. Welcome and Call to Order

After calling the meeting to order at 9:00 a.m., the Chair welcomed Council, staff and observers to the December 12, 2018 meeting of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario.

2. Declarations of Conflict of Interest and Reminder of Confidentiality

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

There were no conflicts of interest declared.

3. Briefing on Meeting Procedure

The Chair provided an overview of the meeting procedure.

4. Adoption of the Agenda

The agenda was accepted as presented.

MOTION: B. Haywood – C. Fung

THAT the Agenda of the December 12, 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) September 17, 2018 Meeting Minutes
- b) Executive Committee Report
- c) Registration Committee Report
- d) Inquiries, Complaints and Reports Committee Report Q1 and Q2
- e) Quality Assurance Committee Report
- f) Patient Relations Committee Report
- g) Discipline Committee Report Q1 and Q2
- h) Fitness to Practice Committee Report
- i) Examination Appeals Committee Report

An explanation was provided to new members of the approval process for minutes and consent agenda. If an item in the consent agenda requires discussion, it is to be removed from the agenda, and the remaining reports are approved as one. The item in question would be removed and discussed separately in the agenda.

Meeting of the Council

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

December 12, 2018

Amendments to minutes:

- Page 5: There were eight nominees for District 3, not five.
- Page 9, 1st bullet: “This figure is a decrease of 230 members from ~~2018~~, **2017** due to the expiry of the Grandparented class, and members who did not complete PLAR.”

MOTION: J. Zeng – M. Perras

THAT the Consent Agenda of the December 12, 2018 Meeting of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, be approved as amended.

CARRIED

Abstained: R. Dong, L. Guo

6. President’s Remarks

The Chair extended a welcome to new and current Council members, staff, legal counsel and observers. Departing Council members, Mr. Hui and Mr. Yang, were thanked for their service. Mr. Yang had served on numerous committees, while Mr. Hui had been a member of the transitional Council, was Vice-President, had also recently chaired the Registration Committee, and shared his leadership and expertise as the College went through the Grandparenting process. Both were commended for their commitment and diligence to ensuring the progress of the College and its regulation.

Council members were referred to the Board room signage of the College’s vision and mandate.

Successes for 2018 include:

- Transfer of 2,000 Grandparented members to the General class. Thanks were extended to Council members and staff who participated in committees.
- The membership of the College stands at 2,400 members. 106 new members were welcomed in the year, and there was an increase in graduates undertaking the Pan-Canadian examination.
- Work continues to define the Standards of Practice, which will provide practitioners with expectations and inform the public of what is required from practitioners.
- Ongoing communication has been held with members and the public via various communications vehicles.
- Guided by a strong strategic plan, the Committees have been working to fulfill their statutory duties. Work also continues on the implementation of the Doctor title.
- The College has been active on the national forum with CARB.

In 2019, the College will continue to focus on the four directions outlined in the strategic plan. It will maintain its focus on governance and accountability, fulfill its responsibilities and continue to seek out qualified individuals to support its work. The College’s efforts to ensure Ontario’s residents are receiving safe, quality and ethical care have been noticed and are reflected in positive comments on social media,

Meeting of the Council

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

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expressing appreciation for regulation. Commitment from Council members support the College's efforts to achieve continued success.

All were wished a safe and happy season.

7. Registrar and CEO Remarks

Mr. Mak thanked the Chair, Council members, staff and observers for their attendance. A welcome was extended to Mr. Dong and Mr. Guo, with congratulations extended to Ms. Huang for her re-election back on Council. Appreciation was expressed to Mr. Hui and Mr. Yang's for their service on Council. Candidates for the election of Vice President were acknowledged.

The following updates were provided:

- Deadlines were extended to receive more nominations for the By-Election being held in District 2. Three nominations have since been received. The polls were opened on December 7 and close January 7. A new Council member is expected for the March 2019 meeting.
- An orientation was held on December 11 for all Council and senior staff members. Topics included the role of the College, statutory responsibility, the role of Council members, current regulation, governance models, regulation, worldwide changes to regulation, and transparency. The day's training focused on conflict of interest and confidentiality. A training on the prevention of sexual misconduct will be held in March 2019.
- The Doctor Title Working Group met in November. The consultant has been conducting focus groups with members of the public and other stakeholders, such as government representatives and other health regulatory bodies. Direction for next steps was provided at the November meeting. A survey will be sent to the members and stakeholders requesting feedback on the educational, experience and training requirements for the Doctor class, as well as other activities that need to be in place before the College obtains the Doctor Class title.
- Amendments have been made to the By-Laws, which were sent out for consultation. The changes focused on adjustments to the fee schedule and public register.
- An item mapping session for the Pan-Canadian examination was held in September, with subject matter experts reviewing items in the item bank and mapping to revised entry-level competencies. The Examination Committee met in October to set the examination for the January clinical case study. An item writing session was held in Ottawa in November for the computer-based format, which is scheduled for implementation in 2020. The written multiple-choice exam was held in October, with 251 candidates from Ontario. The clinical case study will be held in January 2019 at the University of Toronto.
- Timelines for transition to the new computer-based format had been discussed earlier. Schools and students provided feedback that the proposed timeline provided a disadvantage to those candidates who had failed the written exam, as they would have a 16-month period before being able to re-attempt the exam. A new schedule was presented to the College's provincial counterparts, as well as the examination consultant, which includes an additional written exam in October 2019. This has

Meeting of the Council

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

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extended the transition of the computer-based format until 2020. Once the contract is finalized, the revised timeline will be publicized.

- A meeting was held on December 6 with CARB, along with a strategic planning session to establish initiatives for the next five years. Items included the school program approval process, accreditation and development of common standards across Canada.
- The College is updating its standards of practice: record keeping, infection control, consent, preventing sexual abuse and creating boundaries, as well as fees and billing. Legal counsel will also review the standards, which will be circulated for consultation.
- A record keeping webinar was also held with 800 members signed up and 600 attendees. The number of attendees shows the need for more professional development opportunities, and will continue as the standards are approved. The webinar was recorded and will be made available on the College website.
- The College staff and President have participated at a number of conferences within Canada and the United States. Mr. Mak presented with other colleges at the CLEAR conference in Philadelphia on the topic of diploma mills. Other conferences include the CNAR conference, and attendance at conferences from associations and schools.

All were thanked for their ongoing commitment to support hard work and dedication to the College with wishes extended for a safe and happy holiday season.

8. Meeting Effectiveness Summary

Thanks was extended to all Council members who had completed the survey and the previous day's evaluations. Constructive comments help the College to provide information and manage the agenda. There are plans to revise the summary, which will be used to evaluate how Council works collaboratively.

9. Election of Officers

a) Election Overview

Based on the election results of District 3, Mr. Terry Wai Tin Hui, former Vice President, is no longer a member of Council.. An election was held to fill the position of Vice-President, completing the term until March 2019 when the annual Election of Officers will take place.

An election was also held to fill the vacant position of professional member on the Executive Committee.

An overview was provided by the Chair of the voting procedure.

b) Appointment of Scrutineers

Rebecca Durcan of Steinecke, Maciura, LeBlanc; Stamatis Kefalianos, Deputy Registrar; and Francesco Ortale, Director IT, Finance & Corporate Services were appointed as scrutineers for the voting process.

Meeting of the Council

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MOTION: M. Hopman – B. Haywood

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

CARRIED

c) Presentation of Candidates

The nominations for a Professional Member as Vice-President were:

1. Ming C. Cha
2. Richard Dong
3. Christine Fung

Mr. Dong declined the nomination, leaving both Mr. Cha and Ms. Fung as candidates. Each candidate gave a speech outlining their qualifications for the position.

d) Vote

The vote proceeded by secret ballot.

In accordance with the By-laws, **Ming Cha** was elected as Vice President of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario to hold office until March 2019.

Election of a member to the Executive Committee

The nominations for a Professional Member to the Executive Committee were:

1. Richard Dong
2. Xianmin Yu

Both candidates allowed their names to stand for the nomination, and gave a speech outlining their qualifications.

The vote proceeded by secret ballot.

In accordance with the By-laws **Xianmin Yu** was elected to the Executive Committee of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario to hold office until March 2019.

Vacancy on ICRC

Mr. Mak reported that there is a vacant seat on ICRC, due to Mr. Yang stepping down from Council. As a number of files are still open, Mr. Yang has agreed to serve on ICRC until March, in order to conclude the files. The request was presented to the Council for Mr. Yang to sit on ICRC until the end of March 2019.

MOTION: H. Maeots – M. Cha

That Council of CTCMPAO appoints Yuqi Yang as a non-Council professional member of the ICRC until March 2019.

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CARRIED

MOTION: Y. Blackwood – M. Hopman

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

CARRIED

Registration Committee Chair appointment

The President announced that Mr. Cha was elected as chair of the Registration Committee until the end of March 2019.

All Committees of Council will be realigned at the March 2019 Council meeting.

10. Council Member Training

- a) Conflict of Interest
- b) Confidentiality

Ms. Durcan led the training on conflict of interest and confidentiality. Highlights of the presentation were that:

- Council members need to put the interests of the College first at all times. As Council members serve as a Board for the College, both conflict of interest and confidentiality are fiduciary duties.
- Disclosure of a conflict does not mean the Council member is at fault. Council members should always declare conflict, even if they have the slightest doubt about the matter at hand. It is then up to the rest of the Committee or Council to determine if conflict exists.
- Conflict of interest applies to more than just financial matters. It also applies to subject matter discussed, relationships the Council member holds and how their position affects issues they undertake.
- Council members are required to self-identify potential conflicts. If they do not identify, other Council members who are aware of the conflict have a duty to disclose to the Chair or President.
- On non-tribunal committees such as ICRC, once members have declared potential conflicts, the test is to maintain an open mind while deliberating. Requirements on the Discipline committee are more rigid.

Confidentiality

Confidentiality applies to information obtained in the course of one's duties for the College, and is covered by Section 36 of the *RHPA*. An overview of the reasons for confidentiality was given, as well as an examination of Sections 10.01, 10.02, the Code of Conduct (schedule I) and the Rules of order (schedule II).

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The presentation ended with an overview of scenarios, which helped to reinforce the message shared during the trainings.

11. By- Elections to Council

- a) District 2
- b) Update District 2 By-Election

Ms. Cook reported that the District 2 election is ongoing with three candidates. The electronic voting will close on January 7, with a new member expected to join the Council for the March 2019 meeting.

12. Work Plan

- a) Work Plan

Mr. Mak provided an overview of the work plan and the status of key activities under each strategic direction.

Good Governance

- a. Regulatory modernization: The College has been provided with an update of work from the Ministry regarding regulatory modernization, which include updates to the *RHPA*, and assessing various models for regulation.
- b. By-laws: The amendments have been sent for consultation. An update was provided at the meeting.
- c. Evaluation planning: The MOHTLC has established a working group for framework management.

Practitioner competence

- a. Standards of Practice: Five standards are under review, and have been presented to the QA Committee: consent to treatment, record keeping, prevention of sexual abuse, fees and billing, and infection control.
- b. Professional development: 600 members attended the record keeping webinar on October 10, with positive feedback provided. The webinar will be posted on the College website.
- c. Pan-Canadian exam: Transition to the computer-based format will occur by October 2020. New transition timelines are being proposed, and an additional written exam will be offered in October 2019. Once the contract has been finalized, changes to the timeline, as well as the new competency profiles will be communicated.
- d. Enhancing the QA program: Discussion has been held with Dr. David Caine to discuss the development of career span competencies, which will form the basis of the QA program.

Stakeholder communication

- a. Outreach: College staff have met with various TCM schools, and attended a number of conferences.
- b. School program approval: Various options are being explored, and this project is seen as an integral step in order to validate and verify credentials, and to also ensure that the competencies are being taught to new students in the profession.

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c. Doctor Title: Focus groups have been consulted, and a report of the feedback has been provided to the Working Group. A survey will be sent out to stakeholders, and the full report is expected by Spring 2019.

13. Pan-Canadian Examinations

a) Examination Results

Ms. Zeng reported that the passing rate for the October 13 written examination was higher than for previous years. 500 candidates from Canada took the exam, with 190 from Ontario. 71% of candidates passed the R.Ac exam, while there was a passing rate of 87% for the R.TCMP exam. The clinical case study exam will be held on January 19, 2019 at the University of Toronto. Candidates who pass the case study are eligible to apply to the College for entry into the General class, if they meet all the other requirements.

14. Dr. Title Update

a) Briefing Note

Mr. Mak reported that the consultant has completed the environmental scan, conducted interviews with focus groups, and shared feedback and research with the Working Group. The feedback highlighted the need to focus on the TCM education system, both in Canada and internationally. There is a need for oversight of TCM schools, and for verification of international graduates' qualifications. This process should be considered for future applicants for both the General and Doctor title class. This is a key priority to be accomplished before the Doctor class is established.

The consultant will share a survey in 2019 that will be reviewed by the Working Group before it is sent out to stakeholders early 2019. A new report is expected for spring 2019.

15. Citizen Advisory Group (CAG) Partnership

a) Briefing Note

b) CAG Partnership Terms of Reference

Mr. Mak reported that the College has joined the Citizen Advisory Group (CAG), which is a working group for members of the public and 14 regulatory colleges. Colleges use CAG as a resource or poll advisory group to consult on various matters for which feedback from the public is needed, such as standards of practice, By-law amendments, or communications. The annual membership fee is \$1,000, with costs shared for meetings, if a college has specific items on the agenda.

The College's membership in the group was commended, as it helps to serve the College's mandate, by helping the College obtain feedback directly from the public. Such items may include feedback on the standards of practice, or for determining the benefit of the Doctor title to the public, which will be necessary when making submissions to the MOHTLC.

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

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The College has been informed that the MOHTLC has been realigned and restructured, with the intent of improving efficiency in health system issues. An overview was also provided of the reporting structure in the Ministry's organizational chart.

17. By-Law Revision

- a) Briefing Note
- b) Consultation By-Law Results
- c) Consultation Letter 2018
- d) CTCMPAO Proposed By-laws

Mr. Kefalianos provided an overview of feedback from the consultations regarding the By-Law revisions, which focused on information posted on the public register, in compliance with the *Protecting Patients Act*, 2017 as well as revisions to fees.

The majority of respondents were members, followed by members of the public, members of other regulatory bodies, and professional associations.

The Registrar had also included a letter explaining the fee increase, which explained the College's statutory duties and the process of self-regulation.

It was confirmed that the feedback had been presented to the Executive Committee in November, with a recommendation to Council to review the changes. The By-laws will be effective as of February 1, which will allow for changes to be made to the public register.

Feedback was obtained for the following:

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

As a way to mitigate fraud, member's registration numbers will be removed from the public registry. Numbers will still be kept in the member portal, and members may also call in to the College office for this information. This is also consistent with other colleges.

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

The nature of the investigation is to be included when a member resigns as a result of being investigated, and all information is to remain on the public register for fifty years after termination, thereby ensuring transparency.

Feedback for the most part on this amendment was not positive, as some respondents thought it was excessive, and goes against the presumption of "innocent until proven guilty."

By-Law 17.02

Council proposed that future fee increases can only be increased by 2% if Council passes a motion to do so.

While 61% of respondents were in favour of this revision, the majority of comments conveyed a strong opposition to any increase.

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By-law section 17.05 – Initial Registration Fee

This revision clarified prorated fees. 96% of respondents were in favour of the revision.

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

This revision focused on paying only one set of fees when transferring. 96% of respondents were in favour of the revision.

Relevant section: By-law Schedule 4

College fees have been simplified, broken down by registration class, and the HST eliminated, with the process confirmed by the CRA. 70% of respondents were in favour of this revision.

MOTION: H. Maeots – B. Haywood

THAT the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario approve the By-Laws as amended to come into effect February 1, 2019.

CARRIED (unanimous)

18. Third Party Credential Assessment

- a) Briefing Note
- b) Required Documents Policy
- c) Alternative Documentation Policy

Ms. Zeng provided an overview of how registration staff determine the legitimacy of applicants' qualifications. While schools in Canada can be checked, it is more difficult to determine the existence of international schools or their equivalency to Canadian education.

To solve this issue, research was conducted into how other colleges assess the education of international graduates. Most use third party credential assessment agencies. There are six in Canada, who are all part of the Pan-Canadian Quality Assurance Framework, and are used by universities, colleges, as well as Immigration, Refugees and Citizenship Canada. The Office of the Fairness Commissioner has also approved use of such agencies, confirming that the use is objective, fair and impartial and also complies with registration practices.

The proposal to use a credential agency has been presented to the Registration Committee and legal counsel. As the College's mandate is to protect the public by ensuring only qualified applicants are registered, it was also proposed that the Required Documents Policy be updated to request that international graduates submit their courses to credential agency. The Alternative Document Policy will also be revised to reflect the new procedure. The Registration Committee has recommended the process to the College and is requesting that Council approve the amendments to both policies.

World Education Services has been recommended as the agency of choice due to their size and faster process. The agency also has an extensive database, which enables it to evaluate TCM schools worldwide, and especially from China. However, the College will also accept reports from other agencies, as all follow the same procedures and are part of the Alliance of Credential Evaluation Services of Canada.

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WES will review applicants' education and provide a comparison to the Canadian standard. Registration staff will conduct the course mapping, using the entry level competencies. As WES focuses only on international credentials, it is up to the College to develop its own approval program for schools in Ontario.

- The process of checking qualifications will not be retroactive, and will only affect those who apply to the College after April 1.
- International applicants will assume the extra costs for checking their qualifications, which is consistent with the processes at other regulatory colleges.

MOTION: B. Haywood – R. Dong

That the Council of CTCMPAO approves the revised Required Documentation Policy and the revised Alternative Documentation Policy.

CARRIED (unanimous)

19. Financial Update

- a) Highlights and Points of Interest 2nd Quarter
- b) TCMPAO Statement 2nd Quarter

Mr. Ortale provided an explanation of the various parts of the financial update, which had been circulated to Council members prior to the meeting.

Highlights

- Revenue for the College has exceeded the budget, due to a higher number of members than predicted, and more registrants for the Pan-Canadian exam.
- An explanation was provided of cost awards received to date. Awards for Phillip Tran and the Federation have been moved into a doubtful allowance category. The auditors are also providing advice on how to collect the awards. Liens on the property of Federation members, as well as sale of their property are being pursued. It was also advised that costs are not a penalty, and are imposed under a separate order by the Discipline Committee.
- An overview was provided of expenses, which for most categories, are under budget.
- As the College is planning to collect more metrics on performance, future expenditure for IT includes a revamp of infrastructure, moving to Microsoft Sharepoint, upgrading the CRM and creating a paperless office. Having IT staff in house is enabling the College to save costs.
- It was noted that a reduction in costs for ICRC and discipline is due to a change in the nature of complaints, and how they are handled, and not that the number of complaints has decreased.

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- The amount budgeted for quality assurance has not been fully spent, as career span competencies first need to be developed, before infrastructure is built. It is expected that work on the updates will start in 2019.

20. Human Resources Policy Update

a) Policy 18 Alcohol, Cannabis and Substance Abuse

Mr. Ortale reported that the Human Resources manual has been updated to state that cannabis use is not allowed in the workplace.

While the manual is applicable to staff human resources issues, College members have been asking about implications to their practices given the current legalization of cannabis. This topic will be referred to the Quality Assurance Committee.

Observers left the meeting at 2:50 p.m.

IN-CAMERA SESSION

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

MOTION: B. Haywood – Y. Blackwood

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 3:08 p.m.

CARRIED

24. Business Arising from the In-Camera Session

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

MOTION: B. Haywood – X. Yu

THAT the In-Camera Minutes of the Meeting of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, held on September 17, 2018 be approved as presented.

CARRIED

Abstained: R. Dong, L. Guo

MOTION: H. Maeots – C. McDonald

That the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario approves the recommended funding formula of \$1,000 base fee plus \$5 per registrant for annual membership contributions for CARB-TCMPA effective April 1, 2019.

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CARRIED (unanimous)

25. Meeting Effectiveness Form

The President requested that Council members complete the meeting evaluation form. Appreciation was expressed for the constructive criticism that helps the College improve its capacity.

26. Next Meeting

a) Review of 2019 meeting dates

The next meeting dates of Council will be held on:

Monday, March 25 **AND** – Election of Officers

Tuesday, March 26, 2019

Thursday, June 27, 2019

Monday, September 30, 2019

Tuesday, December 10, 2019 – Council Member Training **AND**

Wednesday, December 11, 2019 – Election of Officers

27. Adjournment

The meeting was adjourned at 3:55 p.m.

MOTION: C. McDonald – B. Haywood

THAT the meeting of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario of December 12, 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
Ming C. Cha, Vice-President	Professional Member
Christine Fung	Professional Member
Xianmin Yu	Professional Member
Henry Maeots	Public Member

The Executive Committee met 4 times, since the previous Council meeting held on December 12, 2018. The Committee met twice in person on January 14, 2019 and February 25, 2019 and twice by teleconference on March 12, 2019 and March 20, 2019.

FOR INFORMATION

1. Dr. Title Working Group

The Executive Committee was updated on two surveys that are being drafted by the consultant. One survey is intended for members of the public and the other for practitioners. The consultants have been working with the professional members on the Doctor Title Working Group to finalize the survey. The draft surveys have also been sent to the TCM schools in Ontario for feedback. It is expected to be sent out in late March. The results will be summarized into a final report with the other findings from the environmental scan, which will conclude Phase 1 of the project.

2. Communications Plan

The Executive Committee reviewed the 2019-2021 Communications Plan designed to align and support the initiatives in the strategic plan. Communications consultants will be hired to assist with various projects promoting the Quality Assurance program, the creation of educational videos and webinars for the public and members and updates to College activities.

The Communications Plan will be taken to Council for approval at the March 2019 meeting.

3. Office of the Fairness Commissioner (OFC)

The Executive Committee was advised of a new framework for assessments brought forward by the OFC. The new assessments will be risk based focused and will involve an audit process. The College will be attending an information session hosted by the OFC to discuss the new assessment process on March 21, 2019.



4. District 2 By-Election of a Profession Member

The Executive Committee was advised that Mr. Matthew Colavecchia was elected to Council in the District 2 By-Election. Mr. Colavecchia attended an orientation session on February 22, 2019 and will attend his first Council meeting on March 25 & 26, 2019.

5. Public Appointments

The Executive Committee was made aware Mr. Cal McDonald's appointment expired on February 16, 2019 and he was not reappointed to Council.

Mr. Pixing Zhang received an Order in Council appointment by the Lieutenant Governor as a new Public member of the College. Mr. Zhang will be attending his first Council meeting on March 25 & 26, 2019.

6. Non-Council Committee Members

The College conducted a call out to the membership to seek non-Council committee members to serve on the College's statutory Committees. The Executive Committee reviewed the results of the recent call out. Thirteen members were brought forward to sit on various committees for a three-year term beginning March 2019. The Executive recommended the slate of names for non-Council committee members be taken to Council for approval at the March 2019 meeting.

7. Student Class Registration Amendment

The Executive Committee was advised that the Ministry sealed the Registration Regulation Amendment. The amendment was to ensure the regulation was AODA compliant to ensure that certain sections of the regulation are legible to everyone, including those with vision disabilities.

8. 2019-2020 Proposed Budget

The Executive Committee was provided with an overview of a proposed budget for 2019-2020 and a 5-year financial projection. The proposed budget will be reviewed by Council at the March 2019 meeting for approval.

9. Reserve Policy

The Executive Committee reviewed the proposed Reserve Policy. The purpose of the policy is to ensure the financial stability of College. The reserve funds will include savings for discipline expenses, investigation of complaints, and funding for therapy to patients who are victims of sexual abuse. The Executive Committee recommended the reserve policy be brought forward to Council for approval.



10. Committee Terms of Reference

Draft terms of reference for all statutory committees were presented to the Executive Committee. The Committee recommended the Terms of Reference be brought to Council for approval.

11. Pan-Canadian Examinations

a) Privacy Breach

The Executive Committee received an update on the privacy breach that occurred following the January Clinical Case Study examination. It was confirmed that the examination booklets were not compromised and scoring will not be affected. Participants, the Toronto Police, and the Ontario Privacy Commissioner were made aware of the breach.

b) Computer Based Testing Transition Update

The Committee was advised that the time-line for the transition to computer-based testing was moved back to the Fall of 2020. An additional clinical case study attempt will be held in January 2020.

12. College Governance Changes for the College of Nurses (CNO) and the College of Physicians and Surgeons (CPSO)

The Executive Committee received an update regarding the request from CNO for a letter of support to their Vision 2020 proposal submitted to the Ministry of Health and Long-Term Care (MOHLTC). The proposal requested amendments to the governance structure of the CNO Council. This request will come forward at the Council meeting.

The CPSO has also conducted a similar governance review and has submitted a similar proposal to the MOHLTC.

13. Registrar's Performance Review

The Executive Committee has completed the annual performance review of the Registrar.

14. Council Meeting Effectiveness Form

The Executive Committee reviewed the results of the Meeting Effectiveness Survey from the December 11, 2018 Orientation Session and December 12, 2018 Council meeting. Members found the orientation to be very informative.



FOR: Information

SUBJECT: Registration Committee Report

Registration Committee Members

Ming C. Cha (Chair) – From December 12, 2018

Ferne Woolcott

Martial Moreau

Feng Li Huang

Maureen Hopman

Barrie Haywood

Xianmin Yu

Since the last quarterly report, the Registration Committee met three times on November 28, 2018, December 12, 2018, and January 23, 2019, and two additional panel meetings were held on November 28, 2018 and January 23, 2019.

FOR INFORMATION

1. UPDATE ON POLICIES

The Registration Committee revised the Required Documents and the Alternative Documentation policy.

The changes required internationally educated applicants applying to the College to submit their education information to the World Education Services (WES) and then submit the WES report or an equivalent credential assessment report to the College.

2. 2019-2020 REGISTRATION RENEWAL

The College opened the renewal process to members on February 1, 2019.

To date, 532 members of the 2428 eligible members have successfully submitted their renewal.

3. 2018 PAN-CANADIAN EXAMINATION

On January 19, 2019, 236 candidates attempted the Clinical Component of the 2018 Pan-Canadian Examination.

The College expects to return the results to candidates in mid-late March.



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

Two appeals to the Health Professions Appeal and Review Board were made in Q1.

One hearing was held on January 30, 2019 and January 31, 2019 and the College is waiting for HPARB decision regarding this appeal.

5. REGISTRATION COMMITTEE PANEL UPDATES

	Decisions made by the Registration Committee			
	Approved	Approved with TCLs	Refused	Total
Transfer application	0	0	3	3
General Class application	5	4	0	9
Student Class application	0	1	0	1
Totals	5	5	3	13

6. QUATERLY MEMBERSHIP STATS

Registration by District

	District 1	District 2	District 3	District 4	District 5	Practicing outside Ontario	Unknown	Total
General	161	92	1524	457	70	42	13	2359
Inactive	3	1	31	7	1	5	0	48
Student	0	0	18	0	0	0	0	18
Total Members	164	93	1574	464	71	60	13	2425

- 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 13 General Class members to submit their business address.

Registration updates as of March 1, 2019

	30-Jun-18	30-Sep-18	31-Dec-18	01-Mar-19
General R. Ac	1140	1163	1172	1176
General R. TCMP	1164	1177	1181	1183
Student R. Ac	2	7	12	13
Student R. TCMP	4	3	4	5
Inactive R. Ac	24	23	22	22



Inactive R. TCMP	24	25	25	26
Current Members	2358	2398	2416	2425
Resigned	280	280	284	285
Expired	665	661	660	660
Revoked	87	87	87	88
Suspended	34	36	36	35
Total Registrants	3424	3462	3483	3493

Changes within the Quarter

	Apr. 1, 2018- Jun. 30, 2018	Jul. 1, 2018-Sep. 30, 2018	Oct. 1, 2018 – Dec. 31, 2018	Jan. 1, 2019 – Mar. 1, 2019
New member	50	38	21	8
Resignations	18	0	4	1
Revocation	1	0	1	1
Suspensions	19	3	3	3
Expired	677	0	1	0
Net Change	-665	35	12	3

Members practicing with terms, conditions and limitations: 267

General Members practising with Written Language Plan: 130

2019 Jurisprudence Course Tests

Passed	Failed	Total
33	0	33

2019 Safety Program Tests

Passed	Failed	Total
32	0	32

This report is current to March 1, 2019 in anticipation of the Council meeting scheduled for March 25, 2019.



FOR: Information

SUBJECT: Inquiries, Complaints and Reports Committee Report for
2018 – Q3 (October 1, 2018 – December 30, 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 met six times in Q3. The Panels met five times for a teleconference on October 29, 2018, November 19, 2018, December 18, December 19, 2018 and December 21, 2018. An in-person meeting was held on November 5, 2018.

The ICRC imposed one interim order.

New Cases and Nature of Concerns

Note: Some matters have more than one concern

Complaints	Nature of Concerns		Registrar Report Investigations	Nature of Concerns	
9	3	Advertising	4	2	Falsifying education documents
	3	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)		1	Improper billing

	1	Sexual Abuse		1	Breaching a standard
				1	Record Keeping
				1	Unprofessionalism

Completed Cases and Outcomes*

Note: Some decisions have more than one outcome

Note: Some decisions have more than one outcome							
Complaints		Outcomes		Registrar Reports Investigations		Outcomes	
4	1	Take No action		0			
	1	Oral Caution					
	1	SCERP					
	2	Written Caution					

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 this matter

Pending Cases

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



FOR: Information

SUBJECT: Inquiries, Complaints and Reports Committee Report for
2018 – Q4 (January 1, 2019 – March 31, 2019) as at March 8, 2019

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 met three times in Q4. The Panels met two times for a teleconference on January 28, 2019 and February 11, 2019. An in-person meeting was held on February 15, 2019.

New Cases and Nature of Concerns

Note: Some matters have more than one concern

Complaints	Nature of Concerns	Registrar Report Investigations	Nature of Concerns	
0		4	1	Conduct related concerns
			2	Breach of a standard
			1	Making a false declaration to the College
			2	Improper billing
			1	Record Keeping
			1	Holding out unauthorized practitioners

Completed Cases and Outcomes*

*Note: Some decisions have more than one outcome

Complaints	Outcomes		Registrar Reports Investigations	Outcomes	
10	1	Take No action	6	3	Take No action
	4	Advice		0	Advice
	2	Written Caution		0	Written Caution
	3	Oral Caution		3	Oral Caution
	1	SCERP		1	SCERP
	1	Refer to Discipline		2	Refer to Discipline

Complaints cases before Health Professions Appeal and Review Board

New Cases	Pending Cases	Completed Cases
0	0	0

Pending Cases

Complaints	Registrar Report Investigations	Incapacity Inquiries	Total # cases
7	17	0	24



FOR: Information

SUBJECT: Quality Assurance Committee Report

Quality Assurance Committee Members

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

Since the last Council meeting, the Quality Assurance (QA) Committee has held an in-person meeting on January 29, 2019 and a teleconference meeting on March 14, 2019.

Standards of Practice

The Quality Assurance Committee has been working on four standards: record-keeping, fees and billing, consent and infection control. The first draft, agreed upon by the Committee, was sent to legal counsel for review. Subsequently at its January meeting, the Committee discussed this feedback and made relevant changes. With the agreement on content, the next step in the standard development is to review language.

Ms. Sally McBeth, a plain language editor, was solicited to support the development of the standards. Ms. McBeth's goal is to achieve a grade 6 to 8 reading level on the standards. Standards that are easy to read can support compliance and the public's accessibility. The grade level is found from a Flesch Reading Ease score. This score measures the number of words per sentence and the number of syllables per word. The lower these numbers, the easier a document is to read.

Only the Standard for Consent was given to Ms. McBeth to revise. The Committee could then decide if the outcome fits their mandate. Legal counsel's feedback was also sought on Ms. McBeth's proposed changes. At its March meeting, the Committee reviewed the final draft. Positive feedback was expressed and the changes were approved. The Committee expects that the format of the new standards will be beneficial to members and the public. A draft of this standard will be presented to Council at its next meeting.

Self-Assessment Selection

Each member is required to complete a self-assessment and 15 hours of professional development on an annual basis. To monitor compliance, 10% of members are selected at random each year. In 2018, 240 members were selected and provided with 90 days to submit their self-assessment and professional

development tools. This year the deadline to submit was March 8, 2019. As of this report, 195 members have made complete submissions. Follow up will be conducted for the outstanding members.

This report is current to March 14, 2019 in anticipation of the Council meeting scheduled for March 25, 2019.



FOR: Information

SUBJECT: Patient Relations Committee Report

Patient Relations Committee Members

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

Since the last Council meeting, the Patient Relations Committee held a meeting by teleconference on March 7, 2019.

Standards of Practice

The Committee has been working on a Standard for Maintaining Professional Boundaries and Preventing Sexual Abuse. It was part of an initiative by the Quality Assurance Committee to create and update its standards of practice. The first draft was provided to legal counsel for review. One major suggestion was that the standard contained too much information and should be separated into two. This allows each standard to contain more information. It also separates the idea that a boundary crossing or a violation is not always sexual abuse.

The Committee reviewed a draft of the new standards: Standard for Maintaining Professional Boundaries and Standard for Preventing Sexual Abuse. The content was approved to move forward. The next step of the process is to have a plain language editor review the standards. Their goal is to make the standard accessible by having it at a grade 6 to 8 reading level. The Committee will review a draft at its next meeting.

Application for Funding for Therapy and Counselling Forms

The application for funding for therapy and counselling forms were updated to include changes from the *Protecting Patients Act*, 2017. There are four forms in total which have been approved by the Committee. The webpage for Prevention of Sexual Abuse, where these forms can be accessed, will also be updated. These forms are presented for Council approval.

Funding for Therapy

The Committee approved a funding for therapy application at its March meeting. This application was received in the previous reporting period. It had not been reviewed by the Committee because it was missing information. Given the time frame since submission, legal counsel recommended that it be moved forward despite this.

This report is current to March 14, 2019 in anticipation of the Council meeting scheduled for March 25, 2019.



FOR: Information

SUBJECT: Discipline Committee Report by Quarter (Q3- October 1, 2018 – December 31, 2018)

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 <p>The Panel issued their reason for decision on penalty and costs on November 12, 2018</p>
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 December 31, 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 was heard on December 14, 2018 and the College is awaiting the Decision on penalty.
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 scheduled for January 11, 2019.



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, 2019.
4	Tsang, Joeie Pak Lam	The Notice of Hearing was served to the Member on June 6, 2018. The Discipline Hearing date is pending.
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 scheduled to occur on January 11, 2019.



FOR: Information

SUBJECT: Discipline Committee Report by Quarter (Q4- January 1, 2019 – March 31, 2019)

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

The Committee scheduled four discipline hearings in Q4. Two are contested hearings, one is a penalty hearing and one is a stay of proceedings.

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

1. [Nathalie Yan](#)
2. [Mark Lannard](#)
3. [Dongxia Zhao](#)
4. [Alan Canon](#)

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

No pre-hearing conferences 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
Lannard, Mark	January 9, 2019	Contested/Matter now Closed	<p>On January 9, 2019, a panel of the Discipline Committee found that the Member committed the following acts of professional misconduct:</p> <ul style="list-style-type: none"> • Found guilty of an offence relevant to the Member's suitability to practice • Sexual abuse of a patient <p>The reprimand is scheduled to be issued to the Member on March 27, 2019.</p>
Canon, Alan	January 11, 2019	Penalty /Matter now Closed	<p>On February 11, 2019, 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 • 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



			<ul style="list-style-type: none"> Engaging in conduct unbecoming <p>The reprimand is scheduled to be issued to the Member on March 27, 2019.</p>
Zhao, Dongxia	January 11, 2019	Stay Proceedings /Matter now closed	<p>On January 11, 2019, a panel of the Discipline Committee ordered that the allegations be stayed in accordance with the terms set out in the Undertaking and Surrender Agreement signed by the Member on October 23, 2018.</p> <p>Allegations:</p> <ul style="list-style-type: none"> Using a prohibited title Permitted, counselled, or assisted a person who is not a member to represent himself as a member or perform a controlled act that the person is not authorized to perform Failed to keep records in accordance with the standards of the profession Engaging in conduct that is disgraceful, dishonorable or unprofessional
Tsang, Joeie Pak Lam	March 27, 2019	Contested	<p>The allegations in the Notice of hearing are as follows:</p> <ul style="list-style-type: none"> Contravening a standard of practice or failing to maintain the standard of the profession Contravening a provision of the Act Failing to keep records in accordance with the standards Signing or issuing a document that contains a false or misleading statement Falsifying a record relating to his practice Using the doctor title Engaging in conduct that is disgraceful, dishonorable or unprofessional

As at March 8, 2019 there are 3 open cases which have been referred to the Discipline Committee by the Inquiries, Complaints and Reports Committee.

	Member Name	Status
1	Sheina, Svetlana	The Notice of Hearing was served to the Member on August 21, 2018. The matter is at the pre-hearing stage.



2	Tsang, Joeie Pak Lam	The Notice of Hearing was served to the Member on June 6, 2018. The discipline hearing is scheduled to occur on March 27, 2019.
3	Xu, Howard Zhilong	The Notice of Hearing was served to the Member on February 21, 2019. The matter is at the disclosure stage.

This report is current as at March 8, 2019.



FOR: Information

SUBJECT: Fitness to Practice Committee Report– Q3 (January 1, 2019 – March 31, 2019)

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 Q4.

Cases referred to Committee

New Cases	Pending Cases
0	0

This report is current to March 8, 2019.



FOR: Information

SUBJECT: Examination Appeals Committee Report

Examination Appeals 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.

Examination Appeals Committee Updates:

- There was one appeal to the Examination Appeals Committee; however, the applicant withdrew her appeal.

This report is current to March 1, 2019 in anticipation of the Council meeting scheduled for March 25, 2019.

Meeting Date:	March 26, 2019
Issue:	Risk Management Report (Q4)
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, is 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

CTCMAO 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. CTCMAO'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 CTCMAO
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 – Q4

****New Risk Identified - Governance**

Risk Description: Council will be unable to discharge its decision-making duties due to a lack of public appointees.

	Risk Likelihood	Risk Impact	Risk Priority
New Risk	3 (Possible)	4 (Major)	12 (High)

- Four public member terms will expire by fall 2019. If positions are not renewed or filled there is a threat the upcoming December council will not be properly constituted.
- College will liaise with Public Appointment's office to facilitate the appointment process as appropriate.
- The College will also determine processes to be put into place if Council finds itself un-constituted.



COUNCIL ORIENTATION AND TRAINING EFFECTIVENESS SURVEY DECEMBER 11, 2018

We would like to know how WE did and how YOU did today.
Please take a few moments and complete this survey and leave it in the **red folder**.

13 attendees

12 responses = 92.3%

What specifically, was most valuable to you in this Orientation /Training Session?	<ul style="list-style-type: none">• A good refresher• Good training process; This format is much better than previous ones• All information are valuable• Introduction of different committees; Per Diems• Great overview!• Strategic Plan; What can we expect as a future for the college• Role of Council members; relationship between Council & staff; lines of communication• Who is the College and Committee overview• Input from staff and their presentation• Role of Council members - serve public interest and not that of membership• Information re: regulatory trends; we need to be ahead of the game.• Committee Overview
What is one thing we could leave out next time?	<ul style="list-style-type: none">• Nothing; good introduction for new members and a refresher for the experienced members• Everything was valuable• Right Touch Regulation- not yet on horizon; Regulatory trends - too soon to focus as they are still evolving• Finance & Budget
What is one thing you would like to have included next time?	<ul style="list-style-type: none">• Same format as today• More on strategic planning and how should we look at the future of the college• Strategic specifics i.e. reference to specific points, plans, implementation• Tell new council member what we can do and how to do them• Discipline hearing procedures
What piece of information from today will assist you most in Council and committee	<ul style="list-style-type: none">• All are good• Council members' talk• Many• The breakdown of financial information

meetings?	<ul style="list-style-type: none"> • Lines of communication; Code of Conduct • Information on Governance and changes proposed. We need to be prepared for change • The entire day was very helpful and interesting • Refresher information about what the college is, the mandate and the vision. Council members need to be reminded from time to time. Good opportunity to be reminded • Role of Committee and registration information • Per diem info and use of Cloud • Meeting Procedures 		
What pieces will assist you in being a Council member?	<ul style="list-style-type: none"> • Legislative (key articles) review and pragmatic implementation • Committee overviews and Council members' talk • All are good • Many • Details about what is happening in the "industry" • Committee overview; lines of communication; Code of conduct • More training as times do change • Refresher information of the committees • Who is the College? Committee overview 		
Did you enjoy having different presenters?	Yes (12)	No	Explain: <ul style="list-style-type: none"> • Good to hear different opinions and perspective; very effective • More interesting if a variety of presenters • If it were the same person for each item it would be boring • Very productive
Was there enough time?	Yes (11)	No (1)	Explain: <ul style="list-style-type: none"> • Just about right • Enough time but a lot of information for one day • Time was about right • Good
Anything else?	<ul style="list-style-type: none"> • More on strategic planning • Appreciate the information of the trends other regulatory bodies are considering; always nice to know the trend and the overall climate so we can ensure we are on top of things. • Thanks • Very good visuals (Committee reviews) Would be useful to have either online or hard copy • The session was good and kept us alert • Well done 		



Council Meeting Evaluation

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

Meeting Date: December 12, 2018

15 Attendees

14 Responses

93.3%

	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.	14			<ul style="list-style-type: none"> Always in an easy to use format If can send to Council members early, the better
2.	The Council meeting agenda was well planned and allowed for adequate time to deal with the necessary College business.	14			<ul style="list-style-type: none"> Meeting well controlled Agenda was excellent; lots in open session
3.	Each Council member was given an adequate opportunity to participate in discussion and decision-making.	13	1		<ul style="list-style-type: none"> Members maybe need a better understanding of when to ask questions i.e. before or after putting the motion on the table and no questions after the vote.
4.	Council's treatment of all persons was courteous, dignified and fair.	14			
5.	The Chair managed the agenda effectively allowing for fair, open and thorough deliberations that were timely, orderly and kept to the point.	14			<ul style="list-style-type: none"> Still need reminders to go through chair.
6.	The issues brought forward to Council are appropriate and timely.	13	1		
7.	<u>Technical:</u> I am able to access the meeting materials on the Cloud easily?	14			
	I find the use of the iPads in meetings helpful and easy to use.	12	2		
	The information on the screen assists in my ability to follow the meeting.	14			

December 2018

Any further comments?

- Well organized, respectful and constructive
- Reduce lunch to 30 minutes; 2) start meeting at 8:30 a.m.; 3) pilot using televideo for committees - can lease time from existing facilities
- Overall, a good meeting
- Rebecca's presentation was timely and interesting
- By law revision consultation results - not necessary to review each question; only those with significant opposition.



Ontario

**Executive Council of Ontario
Order in Council**

On the recommendation of the undersigned, the Lieutenant Governor of Ontario, by and with the advice and concurrence of the Executive Council of Ontario, orders that:

**Conseil exécutif de l'Ontario
Décret**

Sur la recommandation de la personne soussignée, la lieutenant-gouverneure de l'Ontario, sur l'avis et avec le consentement du Conseil exécutif de l'Ontario, décrète ce qui suit:

PURSUANT TO clause 6(1)(b) of the *Traditional Chinese Medicine Act, 2006*, **Pixing Zhang** of Toronto, be appointed as a part-time member of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario to serve at the pleasure of the Lieutenant Governor in Council for a period not exceeding three years, effective the date this Order in Council is made.

EN VERTU DE l'alinéa 6 (1) b) de la *Loi de 2006 sur les praticiens en médecine traditionnelle chinoise*, **Pixing Zhang** de Toronto, est nommé au poste de membre à temps partiel du Conseil de l'Ordre des praticiens en médecine traditionnelle chinoise et des acupuncteurs de l'Ontario pour exercer son mandat à titre amovible à la discrétion du lieutenant-gouverneur en conseil, pour une période maximale de trois ans à compter du jour de la prise du présent décret.



Recommended: Minister of Health and Long-Term Care

Recommandé par: la ministre de la Santé et des Soins de longue durée



Concurred: Chair of Cabinet

Appuyé par: Le président/la présidente du Conseil des ministres

Approved and Ordered:

FEB 14 2019

Approuvé et décrété le:



**Lieutenant Governor
La lieutenant-gouverneure**



Ontario

**Executive Council of Ontario
Order in Council**

On the recommendation of the undersigned, the Lieutenant Governor of Ontario, by and with the advice and concurrence of the Executive Council of Ontario, orders that:

**Conseil exécutif de l'Ontario
Décret**

Sur la recommandation de la personne soussignée, la lieutenant-gouverneure de l'Ontario, sur l'avis et avec le consentement du Conseil exécutif de l'Ontario, décrète ce qui suit:

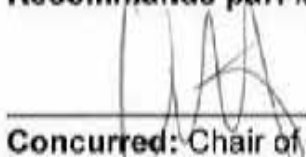
PURSUANT TO clause 6(1)(b) of the *Traditional Chinese Medicine Act, 2006*, **Shiji Liu** of Scarborough, be appointed as a part-time member of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario to serve at the pleasure of the Lieutenant Governor in Council for a period not exceeding three years, effective February 16, 2019 or the date this Order in Council is made, whichever is later.

EN VERTU DE l'alinéa 6 (1) b) de la *Loi de 2006 sur les praticiens en médecine traditionnelle chinoise*, **Shiji Liu** de Scarborough, est nommé au poste de membre à temps partiel du Conseil de l'Ordre des praticiens en médecine traditionnelle chinoise et des acupuncteurs de l'Ontario pour exercer son mandat à titre amovible à la discrétion du lieutenant-gouverneur en conseil, pour une période maximale de trois ans à compter du dernier en date du 16 février 2019 et du jour de la prise du présent décret.



Recommended: Minister of Health and Long-Term Care

Recommandé par: la ministre de la Santé et des Soins de longue durée



Concurred: Chair of Cabinet

Appuyé par: Le président/la présidente du Conseil des ministres

Approved and Ordered:

Approuvé et décrété le:

FEB 20 2019



**Lieutenant Governor
La lieutenant-gouverneure**

EXECUTIVE

Meeting Date:	February 25, 2019
Issue:	Council Member By-Election – District 2
Reported By:	Dianne Cook
Action:	FYI

Background

On October 4, 2018, the Registrar and CEO, Mr. Allan Mak sent out notices to members calling for a by-election in District 2 to elect a professional member to fill the vacancy on Council. The by-election was held on January 7, 2019.

Nomination information was sent electronically to the membership in District 2. The Registrar received three nominations prior to the close of nominations on November 8, 2018 and voting ballots were sent electronically to 96 eligible members on December 7, 2018.

In accordance with the By-Laws, one member may be elected from District 2.

The College welcomes Matthew Colavecchia to Council. Matthew will complete the District 2 term ending December 2020.

Results and Statistics of the 2018 By-Election for District #2 – Central East

Number of voting packages sent out:	93
Total number of ballots:	36
Number of spoiled ballots:	0
Total number of eligible ballots:	36

Candidates:	Votes
Matthew Colavecchia	24
Shaorong Liang	8
Milena Nikolic	4



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"> The President, Registrar and Deputy Registrar attended a session hosted by FHRCO that discussed Governance Frameworks for regulatory bodies in Ontario, Nationally and internationally.
	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"> Full day Council training on December 11th, 2019, discussed College Roles and responsibilities, confidentiality, conflict of interest and key trends in regulation. 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 are in effect with the new fee schedule. • 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"> • Transition timelines have been approved to offer the current PCE for one more attempt. Will be moving to CBT in the Fall of 2020.

	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"> Dr. David Cane presented to the QA committee on Career Span Competencies and explore a new model for professional development. A similar presentation will be provided to the College Council on March 26th.
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"> March 2019 	<ul style="list-style-type: none"> Draft Communication Plan presented to Council on March 26, 2019
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"> March 2019– 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 Mar 2019
	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"> A survey is being finalized. Worked with practitioners and schools to finalize the survey. It will be 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.



January 24, 2019

SENT VIA EMAIL AND CANADA POST

Name
Address
City, Prov Postal Code

Dear Name,

I am writing to inform you about an incident that resulted in disclosure of your personal information. Although the College is currently investigating and ascertaining the significance of the incident it is important that you are aware of the incident.

Following the administration of the Pan-Canadian Examinations for the Clinical-Case Study Component on Saturday, January 19, 2019, College staff took examination material with them so it could be stored at the College. The material was placed in the staff member's car. The material included seating charts (which set out the first and last names of the candidates), a smart phone, and a British Columbia identification card. On Sunday, January 20, 2019 the staff member discovered that their car had been broken into and the material had been taken. The incident was promptly reported to police.

We have spoken directly to the owner of the smart phone and alerted them to the incident. However, we do not know the name of the person who owned the British Columbia identification card. We would ask that the person who provided this card at the Examination please contact us directly so we can ascertain if further steps on our part are required.

In accordance with our statutory obligations and our Privacy Code, we are alerting you to the incident. The College has also filled a report with the Ontario Privacy Commissioner. Please know that the College is committed to taking all reasonable steps to investigate the incident and update you. We apologize that this has occurred but are committed to reviewing our processes so as to avoid similar incidents from happening in the future.

I enclose a copy of the Privacy Code for your review or to access it on-line through the College website www.ctcmpao.on.ca under About and click [Privacy Policy](#). If you have any questions about the Privacy Code, or the incident, please direct your inquiries the Registrar@ctcmpao.on.ca.

Regards,

Allan Mak
Registrar and CEO



February 7, 2019

Dear :

I am writing to provide you with an update on the privacy incident following the Pan-Canadian Examination on Saturday, January 19, 2019. As you are aware a staff members car was broken into and a box containing the seating chart for the examination (containing first and last names of candidates), a cell phone and an identification card from British Columbia was taken.

The examination booklets were not taken and were not compromised. Immediately following the examination, the invigilators packed the booklets into a box, sealed it and sent them via courier to the testing centre in Ottawa. The examination centre has confirmed receipt of all examination booklets.

The incident has been reported to:

- 1) The Toronto Police
- 2) The Security of the condominium where the theft took place
- 3) The Ontario Privacy Commission
- 4) All candidates that sat for the examination.

The College has not received any further information from the police or security firm. The College is reviewing policy and practice for the handling of materials outside of the College offices.

If you have a question regarding this incident please email the Registrar at registrar@ctcmpao.on.ca.

Best Regards,

Allan Mak
Registrar and CEO

From: Corinne Vortsman <[REDACTED]>
Sent: February-15-19 12:46 PM
To: Stamatīs Kefalīanos <Stamatīs.kefalīanos@ctcmpao.on.ca>
Cc: Allan Mak <Allan.Mak@ctcmpao.on.ca>; Nick Malakovski <[REDACTED]>
Subject: Re: Correspondence regarding [REDACTED]

Good afternoon,

Thank you for your email.

Management along with Concierge reviewed the security footage but were unable to obtain any footage related to this incident.

Please understand that we were in the midst of upgrading our cameras at that time and even though cameras may have appeared to be close in proximity, they may not have been pointing in the direction required.

Management also sent an email to the vehicles surrounding your vehicle but did not receive any feedback.

Therefore we apologize but are unable to proceed any further.

Thank you

Regards,

Corinne Vortsman, RCM

Property Manager

Government	Percentage
Current government	65%
Previous government	35%



Newly Revised Pan-Canadian Examinations Implemented in 2020

The Consortium of Traditional Chinese Medicine Practitioners and Acupuncturists is the group of provincial regulatory bodies that govern and monitor the practice of Traditional Chinese Medicine (TCM) Practitioners, TCM Acupuncturists and/or TCM Herbalists. The Consortium administers the Pan-Canadian Examinations to assess the occupational competencies that entry-level TCM Practitioners, Acupuncturists and/or TCM Herbalists must have to practice safely, effectively and ethically. These Pan-Canadian examinations are also meant to ensure quality standards and facilitate labour mobility across provinces.

The following provincial regulatory bodies currently utilize the Pan-Canadian Examinations:

- College and Association of Acupuncturists of Alberta (CAAA)
- College of Traditional Chinese Medicine Practitioners and Acupuncturists of British Columbia (CTCMA)
- College of Traditional Chinese Medicine Practitioners and Acupuncturists of Newfoundland and Labrador (CTCMPANL)
- College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO)

The first Pan-Canadian Examinations were offered in October 2013. In 2018, the Canadian Alliance of Regulatory Bodies for Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA) updated the **Entry-level Occupational Competencies for the practice of TCM in Canada**. The Blueprint for the Pan-Canadian Examinations has also been updated to reflect the Entry-Level Occupational Competencies to ensure competent and safe TCM practice in Canada. These documents can be found on our **Pan-Canadian Examinations webpage**. The Consortium has also taken steps to update the administration and delivery format of the examinations. **The newly-revised blueprint will be implemented for the Pan-Canadian Examinations in Autumn 2020.**

Highlights of the Pan-Canadian Examinations for Traditional Chinese Medicine Practitioners, Acupuncturists and Herbalists in Autumn 2020:

1. The examinations in **Autumn 2020** will be the first examinations using the revised blueprint.
2. The examinations will be **computer-administered**.
3. The examinations will include **a multiple-choice question component and a clinical case question component** that will be administered on the same day.
4. A **summary** of the new blueprint, including the total number of questions and time for each examination component, can be found **here**.
5. The newly-revised Blueprint for the Pan-Canadian Examinations for Traditional Chinese Medicine Practitioners, Acupuncturists and Herbalists (for Autumn 2020) will be released shortly on the College website.

6. The examination schedules (including application timeline and examination dates) and Examination Candidate Handbook (for Autumn 2020) will be released later in 2019/2020.
7. Following the Autumn administration, the examinations will be offered bi-annually.

To transition to the computer-administered format, there will be one final offering of the current Pan Canadian examinations. The Written Multiple Choice in October 2019 and the Clinical Case Study in January 2020.

Additionally, the updated Entry-Level Occupational Competencies provides further clarity on the need for a practical assessment to ensure the competencies that are not assessed through the multiple-choice question component or the clinical case question component are assessed. Work is being undertaken to develop a regulatory assessment to align with the Entry-Level Occupational Competencies. More information will be published as this work progresses.

Meeting Date:	March 25 & 26, 2019
Issue:	Doctor Title
Reported By:	Allan Mak
Action:	FYI

Background

Following the Doctor Title Working Group meeting in November 2018, the consultants from Malatest have been working with the professional members from the Working Group to develop two surveys. One survey is for the practitioner and the other survey is for the general public.

The two surveys have also been sent to the TCM schools in Ontario to seek their feedback before it is finalized and sent out.

The surveys are intended to collect data and information on the expectations of the doctor title class from the practitioner and public's perspectives in terms of registration requirements, level of education and the benefits it offers to the public and the overall health system issues.



FAIRNESS COMMISSIONER
COMMISSAIRE À L'ÉQUITÉ

OFFICE OF THE FAIRNESS COMMISSIONER
 595 Bay Street, Suite 1201, Toronto ON M7A 2B4

Dear members,

The OFC has now completed its third comprehensive assessment of the registration practices of all professional regulators in Ontario. Our assessment has confirmed that great progress has been made since 2006 toward fair-access to professional registration.

Now that fair-access principles are well known by the professional regulators the time has come to change the approach to our oversight and compliance away from one of the Strategy of Continuous Improvement. We are now in the initial stages of the process to directly relate the practices and procedures used in registration processes by regulators with compliance or non-compliance with fair-access statutory obligations.

We are now moving to reform the manner of oversight and enforcement of fair-access principles to make them more effective, efficient and less intrusive. We have taken several months to develop the way forward toward shifting from Continuous Improvement to one of a risk-informed, audit focused strategy.

Audits will be conducted of registration practices by auditors chosen from a qualified roster of approved audit professionals. The current practice of OFC assessments will be discontinued. Audit results will be reviewed from a regulatory risk perspective to ensure that breaches of fair-access legislation are dealt with fairly and equitably. In moving away from the current OFC assessment methods, we are embarking on the use of the audit provisions of the *Health Professions Procedural Code* (set out in section 22.5(1)(a)) and in the audit provisions of FARPACTA (set out in section 21).

The OFC has used assessment results obtained since 2006 to build a body of knowledge about fair-access registration practices. The recommended practices which have been developed by the OFC will form the basis of the audit standards. A system

of registration to qualify auditors will be developed by our Office. With this method, we aim to be able to clearly assess if a regulator is in breach or in compliance with the Code or with FARPACTRA. The goal of these new standards is to reduce the burden on business and provide fair opportunities for all qualified applicants in Ontario to be license and registered as professionals. This concept is at the heard of fair registration practices legislation.

We have already initiated a consultation process with stakeholders through our Stakeholder Engagement Committee. Our committee's members will be consulted on the development of the audit structure. Broader consultation with professional regulators are planned for 2019. We will be reaching out and asking professional regulators to take part of these consultations and will invite your comment and feedback. Should you have any comments or questions regarding this new direction prior to consultations, feel free to contact my office.

By moving away from our current policy of Continuous Improvement, which involves a long series of questions, responses, meetings and follow-ups, we will be improving both the effectiveness and the efficiency of our oversight of fair registration practices. We expect this new approach to be less intrusive on a regulator's operations and will provide regulators with a greater sense of certainty whether or not a regulator is employing fair-access practices and if not provide a clearer and more timely method of dealing with situations where a professional regulator is using process which does not comply with the current law.

Grant Jameson
Fairness Commissioner

**Ministry of Health
and Long-Term Care**

Office of the Deputy Minister

Hepburn Block, 10th Floor
80 Grosvenor Street
Toronto ON M7A 1R3
Tel.: 416 327-4300
Fax: 416 326-1570

**Ministère de la Santé
et des Soins de longue durée**

Bureau du sous-ministre

Édifice Hepburn, 10^e étage
80, rue Grosvenor
Toronto ON M7A 1R3
Tél. : 416 327-4300
Téléc. : 416 326-1570



February 26, 2019

FROM:

Helen Angus
Deputy Minister
Ministry of Health and Long-Term Care

RE:

Letter from Deputy Minister, Helen Angus, Regarding
Connecting Care in Ontario

Today, Christine Elliott, Deputy Premier and Minister of Health and Long-Term Care, delivered the Government of Ontario's long-term plan to fix and strengthen the public health care system by focusing directly on the needs of Ontario's patients and families.

The key focus of Ontario's transformative plan is improving the patient experience and enabling better connected public health care.

The government intends to introduce legislation that would, if passed, support the establishment of local Ontario Health Teams that connect health care providers and services around patients and families, and integrate existing multiple provincial agencies into a single health agency – Ontario Health.

Under the new Ontario Health Teams delivery model, health care providers will work as one coordinated team – focusing on the needs of patients at a local level, so people can more easily navigate the system and experience simple transitions from one service provider to another.

When Ontario Health Teams are established, people's choice of providers would remain but they would also have more available care options through technology. As well, with safeguards in place to protect personal health information, patients would have an option to securely access digital health services, such as having access to their electronic health records and virtual care options for patients.

I have seen many projects across the province that have started integration processes and I am confident that many of you, as dedicated care providers and planners, would see a role in better connecting health care for your local communities.

To help achieve an improved experience for both patients and health care providers and planners, the government would integrate multiple provincial agencies and specialized provincial programs into a single agency – Ontario Health. This agency would act as a central point of accountability and oversight of the province's public health care system.

The continuity of patient care remains the top priority. This is why this transition would be done carefully and roll out in phases.

We will continue to work as we are currently doing and you can continue to reach out to your ministry representative and/or key contact.

We will make sure to provide regular communication during this transformation through the ontario.ca/connectedcare page and through emails. I invite you to sign up to receive regular email updates at [Connected Care Updates](#)

I am inviting you to a webcast later today, where ministry leaders and I will discuss this health care system announcement.

Date: Tuesday, February 26, 2019

Time: 1:45 – 2:30 p.m.

Webcast Link: vvcnetwork.ca/MOHLTCstakeholderwebcast/

The video of this webcast will be posted online if you are not able to attend.

The changes ahead of us are significant but necessary to build a modern, sustainable system that is organized around people's needs and outcomes. I would like to take this opportunity to acknowledge and thank you for your ongoing professionalism and the excellent work you have been doing, which we truly rely on.

I look forward to working together to improve our health care system and to give each and every Ontarian the high quality care they deserve.

Helen Angus

From: On Behalf Of Elliott, Christine (MOHLTC)
Sent: February-26-19 12:01 PM
Cc:
Subject: Building a Connected Public Health Care System for the Patient

To: Health Care Partners
 From: Christine Elliott, Deputy Premier and Minister of Health and Long-Term Care,
 RE: Building a Connected Public Health Care System for the Patient

As you know, our government was elected on a clear mandate to put people at the centre of government. This has been the guiding principle as I have spent the last number of months meeting with patients, families, nurses, doctors and the people who plan and work on the front lines of our health care system.

We currently have a system where too many patients are on waiting lists, more than 1,000 patients are receiving care in hallways every day and the average wait time to access a bed in a long-term care home is 146 days. Patients and families are finding it difficult to navigate the health care system and are waiting too long for care. In addition, the health care system is facing capacity pressures today, and it does not have the right mix of services, beds, or digital tools to be ready for a growing and aging population with more complex care needs.

The people of Ontario deserve better. Our health care teams deserve better. We must do better.

That is why I am proud to say that we are moving forward with a plan to build a modern, sustainable and connected public health care system that is finally centered around the patient, and redirect money to front-line services – where it belongs – to improve patient experience, and provide better, connected care and capturing better value for our health dollars.

We are going to build a public health care system where patients and families will have access to faster, better and more connected services. A system where family doctors, hospitals and home and community care providers work together as a team. Where within these teams, providers can communicate directly back and forth with each other to create a seamless care experience for patients and their families. A system where patients are supported when transitioning from one health care service to another. A system that truly puts the patient at the centre of care, where and when it's needed. Transforming the health system will take time, but we will continue to listen to the people who plan and work on the front lines as we implement our public health care strategy.

Over the coming weeks and months, you can expect us to show continued progress on some of the other portions of our plan. We will endeavor to keep our partners apprised

of these and other significant milestones as we continue to implement our plan for building a connected and sustainable public health care system.

However, to begin this process, we invite you to participate in a webinar where I will welcome you to join our Deputy Minister and our Ministry to discuss our plan. The details are as follows:

Date: Tuesday, February 26, 2019
Time: 1:45 – 2:30 p.m.
Webcast Link: vvcnetwork.ca/MOHLTCstakeholderwebcast

Should you have any questions about the webinar or our plan, please feel free to contact Laurel Brazill, Director of Stakeholder Relations at laurel.brazill@ontario.ca

Sincerely,

The Hon. Christine Elliott

Deputy Premier and Minister of Health and Long-Term Care

Meeting Date:	March 25, 2019
Issue:	Funding for Therapy and Counselling Forms
Reported By:	Stamatis Kefalianos
Action:	Decision

Background

The College maintains funding to support patients who have been sexually abused by a member with therapy and counselling costs. This funding is administered by the Patient Relations Committee under the Patients Relations Program. Prior to the enactment of the *Protecting Patients Act, 2017*, a patient was not able to access this funding until a finding of sexual abuse was made by the Discipline Committee.

On May 1, 2018, the government of Ontario passed the *Protecting Patients Act, 2017*. This created significant changes to the *Regulated Health Professions Act, 1991* and impacted the funding for therapy and counselling program. Funding can now be accessed immediately after allegations of sexual abuse are set out in a complaint or a Registrar's Report. As a result, there is a need to update the application forms used to assess the eligibility of patients, collect information on their chosen therapist/counsellor and provide reimbursement.

Application Forms

Besides the changes from legislation, the Patient Relations Committee also focused on making the forms more efficient and removing the collection of unnecessary information. There are very few limitations to the accessibility of this funding. Patients are free to choose any therapist/counsellor with only the exception of three criteria. There is also no restriction on the costs of each therapy and counselling service, only to the maximum funding available. This highlights the legislation and the College's position on supporting patients of sexual abuse.

There are four application forms related to funding:

- A. To collect information from the applicant necessary to determine eligibility.
- B. To collect information on the therapist/counsellor.
- C. For the patient to request reimbursement of past therapy and counselling costs.
- D. For the therapist/counsellor to submit invoices for ongoing therapy and counselling costs.

The updated forms have been reviewed by legal counsel and approved by the Patient Relations Committee. The webpage for the Prevention of Sexual Abuse, where these forms can be accessed, will also be updated for the new changes. It will contain information to support patients who may want to apply.

Decision

That Council approve the four Funding for Therapy and Counselling application forms, and that the forms be effective immediately.



Form A: Application for Funding for Therapy and Counselling

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (the “College”) maintains funding under the Patient Relations Program to assist patients with therapy and counselling related to sexual abuse. A person is eligible for funding if it is alleged in a complaint or Registrar’s Report that the person was sexually abused by a member while the person was a patient of the member. The Patient Relations Committee of the College is responsible for reviewing applications and determining eligibility for funding.

This Form must be completed by the Applicant to be considered for funding. Form B is to be completed with the Therapist/Counsellor and may be submitted with this Form or after eligibility is determined. If the Applicant requires assistance, they are invited to contact the College at 416-238-7359.

APPLICANT INFORMATION

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

MEMBER NAMED IN COMPLAINT OR REPORT

Registration Number:	
First Name:	Last Name:

DECLARATION

1. I hereby certify that the information provided by me in this Form is complete and correct to the best of my knowledge and belief.
2. I understand that a decision by the Patient Relations Committee of my eligibility for funding does not constitute a finding of professional misconduct against the above-named member.
3. I understand that a decision by the Patient Relations Committee to provide funding cannot be relied upon in any civil matter against the above-named member.
4. I understand that the maximum amount of funding available to me is equivalent to the amount that the Ontario Health Insurance Plan (OHIP) would pay for 200 half-hour sessions of individual out-patient psychotherapy with a psychiatrist.
5. I understand that any funding payments will be made directly to the Therapist/Counsellor.
6. I understand that the funding should be used only to pay for therapy and counselling, and should not be applied directly or indirectly for any other purpose.
7. I understand that the funding is to be reduced by the amount that OHIP or a private insurer is required to pay for therapy or counselling.

Applicant Signature:

Date:



Form B: Therapist/Counsellor Information

This Form must be completed by the Applicant and Therapist/Counsellor. This Form can be submitted with Form A or after eligibility is determined. The Patient Relations Committee of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (the "College") is responsible for determining the Applicant's eligibility for funding.

The Applicant is entitled to choose any Therapist/Counsellor, provided the Therapist/Counsellor:

1. Does not have a family relationship with the Applicant.
2. Has not at any time or in any jurisdiction been found guilty of professional misconduct of a sexual nature or been found civilly or criminally liable for an act of a similar nature.
3. Does not have to be a regulated health professional subject to the *Regulated Health Professions Act, 1991*. However, if the Applicant chooses a Therapist/Counsellor that is not regulated, the Therapist/Counsellor is not subject to professional discipline.

APPLICANT INFORMATION

First Name:

Last Name:

THERAPIST/COUNSELLOR INFORMATION

First Name:

Last Name:

Address:

City:

Province:

Postal Code:

Country:

Telephone:

Email:

☐ Yes ☐ No Is the Therapist/Counsellor a member of an Ontario regulated health college?
If yes, please specify the college:

DECLARATION

1. We hereby certify that the information provided by us in this Form is complete and correct to the best of our knowledge and beliefs.
2. We confirm that the Therapist/Counsellor will provide therapy or counselling to the Applicant.
3. We confirm that the Applicant does not have any family relationship or any other potential conflict of interest with the Therapist/Counsellor.
4. The Therapist/Counsellor has not at any time or in any jurisdiction been found guilty of professional misconduct of a sexual nature or been found civilly or criminally liable for an act of a similar nature.
5. The Applicant understands that if the Therapist/Counsellor is not a member of regulated health profession, the Therapist/Counsellor is not subject to professional discipline by any regulatory body.

6. We understand that the maximum amount of funding available to the Applicant is equivalent to the amount that the Ontario Health Insurance Plan (OHIP) would pay for 200 half-hour sessions of individual out-patient psychotherapy with a psychiatrist.
7. We understand that invoices must be submitted to the College with Form D, and payment will be made directly to the Therapist/Counsellor.
8. We understand that there will be no payment for late or missed appointments.
9. We understand that any funding payments will be made directly to the Therapist/Counsellor.
10. We understand that the funding should be used only to pay for therapy and counselling, and should not be applied directly or indirectly for any other purpose.
11. We understand that the funding is to be reduced by the amount that OHIP or a private insurer is required to pay for therapy or counselling.
12. We will notify the College immediately if there are changes to sources of funding. If available, please provide details of other sources of funding (e.g. name of private insurer and amount):

-
13. We undertake to keep confidential all information obtained through the application for funding process. This includes, if funding is granted, the fact that funding has been granted and the reasons given by the Patient Relations Committee for granting the funding.

Applicant Signature:	Date:
Therapist/Counsellor Signature:	Date:



Form C: Request for Reimbursement of Past Therapy and Counselling

This Form must be completed to request reimbursement for past therapy or counselling that was paid out-of-pocket by an Applicant. The Patient Relations Committee of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (the "College") must confirm that the following conditions have been met:

- Dates of therapy and counselling occurred after the dates of the reported sexual abuse;
- Past therapy and counselling costs were paid out-of-pocket by the Applicant and he/she has not been reimbursed for these costs by any provider; and
- Therapy costs and dates have been verified by invoices or receipts. If invoices or receipts are not available, a sworn affidavit may be accepted by the College.

The College is required to pay the Therapist/Counsellor directly. An agreement should be reached prior to submitting this application for the Therapist/Counsellor to reimburse the Applicant.

APPLICANT INFORMATION

First Name:	Last Name:
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THERAPIST/COUNSELLOR INFORMATION

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

APPLICANT INFORMATION

Number of invoices or receipts attached:

Did you pay past therapy and counselling costs out-of-pocket?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
---	------------------------------	-----------------------------

Have you been reimbursed for these services under other funding?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
--	------------------------------	-----------------------------

If yes, please provide details (i.e. percentage of private insurance coverage):

Total amount requested for reimbursement:

Applicant Signature:	Date:
----------------------	-------



Form D: Claim for Therapy and Counselling Costs

This Form must be completed by the Therapist/Counsellor every time he/she sends an invoice to the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (the "College"). Invoices must contain dates of the therapy and counselling, and duration (in hours) per session.

Funding is available for the sole purpose of paying for therapy and counselling to an eligible Applicant. This Form notifies the College of any changes to Form B since it was originally completed by the Applicant and the Therapist/Counsellor.

THERAPIST/COUNSELLOR INFORMATION

First Name:

Last Name:

DECLARATION

☐ Yes ☐ No Has the information in Form B changed?

If information has changed, please specify:

I confirm that the above information is accurate and replaces the information previously submitted.

Therapist/Counsellor Signature:

Date:



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
3rd Quarter
April 2018 – December 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
chinoise et des acupuncteurs de l'Ontario

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 3rd Quarter of the 2018-2019 fiscal year (April-December 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 third quarter we expect expenses or revenue close to 75% will indicate that we are on target, any expenses or revenue less or greater than 75% 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>
----------------------------	-----------------------------	----------------------------	-----------------------------

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 3rd 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 December 31,2018 the college owns **\$ 4,777,333.35 (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

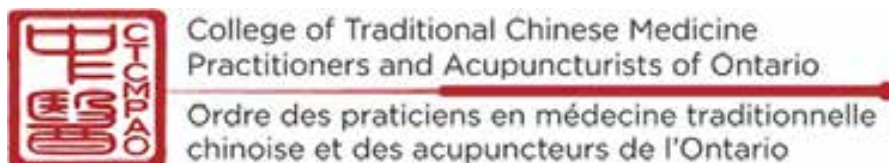
The College has a total amount of Cost Orders receivable for the amount of **\$287,630.20** (including doubtful allowance), this is the total amount of ordered to the College for all adjudicated matters.

During the third quarter a total of **\$77,000.00** in cost orders was granted to the College. However, the actual amount recovered was of **\$11,500.00**

Name	Cost Orders awarded in Q3	Collected in Q3
Dan Micu	\$53,500.00	\$1,000.00
Yu-Zhen Ma	\$2,500.00	\$0.00
Xiao Chun	\$3,000.00	\$0.00
Xiao Jue	\$2,500.00	\$2,500.00
Chao Yan	\$2,000.00	\$2,000.00
Xiang Lan	\$2,000.00	\$2,000.00
Chenghua	\$7,500.00	\$0.00
Dongxia Zhan	\$4,000.00	\$4,000.00
TOTAL	\$77,000.00	\$11,500.00

Below is a list of currently cost orders outstanding balances:

Name	Outstanding Balance
Jie Dong Wang	\$2,065.15
Ebrahim Taeb	\$750.00
Kui Li	\$3,500.00
Dan Micu	\$52,500.00
Yu-Zhen Ma	\$2,500.00
Xiao Chun Xu	\$3,000.00
Chenghua Zhan	\$7,500.00
TOTAL	\$71,815.15



NOTE: Philipp Tran cost award (**\$105,000**) and FOTCMA cost award (**\$110,815.05**) are not included in the previous 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 **\$41,865.97**, 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

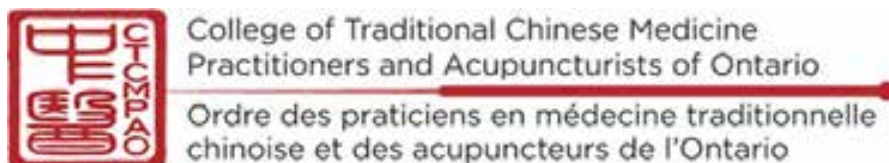
Revenue

As of December 31, 2018, the College's revenue totaled **\$3,170,793.67**. The amount consists of membership, administration and exams revenue **\$3,103,271.29** and other income **\$67,522.38** (Cost Orders & 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	2350
Active Students	19
Inactive Members	47

Revenue is a **105.57%** of the projected budget, as per December 31, 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 **54.36%**.

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.

(Note: For easy of reference refer to the first column on the Statement of Operations)

4102000: 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 2.24% more than expected (includes Active and Inactive)

4300000: Revenue - Pan Canadian Examination Application Fee

More candidates applied for the Pan Canadian Examination test. We collected **31.47%** more than expected.

6202000: Expenses – Registration Committee and Panel

Registration Committee and Panel expenses are currently at **118.82%** 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.



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6203000: Expenses – ICRC

The ICRC is under budget at **42.10%**, 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.

6206000: Expenses – Discipline

Discipline is also under budget at **37.03%**. There have been more uncontested matters than in previous years, leading to shorter hearings.

6204000: Expenses – Quality Assurance

The QA Program is at **6.02%**. However, we will see an increase on spending by the end of the fiscal year.

6205000: Expenses – Patient Relations

There is no predictability in this area. Funds have not been used as of to date (Q3). 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.

6401000: Expenses – Pan Canadian Examinations

Almost 30% over budget on pan Canadian examination expenses. YASI was over 65k and PerDiem, Accommodation, Travel at over 56k.

6402000: Expenses – Doctor Title

Funds allocated to the development of the Doctor Title have increased in this quarter to 55.42% (still underbudget). Bulk of the expenses is allocated for the consultants.

6404000: Expenses – School Program Approval

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

6703000: Expenses – Subscriptions and Conferences

Currently at **55.80% of the annual budget**. The majority of the expenses are for membership fees to be involved with FHRCO and CARB-TCMPA.

6704000: Expenses – Payment Gateway

Under budget at **21.71%**. 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

3rd Quarter April 2018 - December 2018

		Actuals of Q3 2018-2019	Annual Budget 2018-2019	Actual to Budget %	Budget Remaining (balance of Year)
GL Code	Revenue				
4101000	Registration Fees	\$ 98,986.58	\$ 86,351.00	114.63%	\$ (12,635.58)
4102000	Renewal Fees	\$ 2,589,482.09	\$ 2,532,830.00	102.24%	\$ (56,652.09)
4200000	Administration Fees	\$ 61,630.18	\$ 55,198.00	111.65%	\$ (6,432.18)
4300000	Pan Can Examination Fees	\$ 330,000.00	\$ 251,000.00	131.47%	\$ (79,000.00)
4500000	Other Fees	\$ 23,172.44	\$ 18,190.00	127.39%	\$ (4,982.44)
4600000	Other Income	\$ 67,522.38	\$ 60,000.00	112.54%	\$ (7,522.38)
	Total Income	\$ 3,170,793.67	\$ 3,003,569.00	105.57%	\$ (167,224.67)
GL Code	Expenses				
	Council & Committees	\$ 423,910.63	\$ 1,153,800.00	36.74%	\$ 729,889.37
6100000	Council	\$ 28,511.64	\$ 34,800.00	81.93%	\$ 6,288.36
6201000	Executive Committee	\$ 6,211.66	\$ 13,000.00	47.78%	\$ 6,788.34
6202000	Registration Committee and Panel	\$ 59,409.32	\$ 50,000.00	118.82%	\$ (9,409.32)
6203000	ICRC Committee	\$ 122,097.24	\$ 290,000.00	42.10%	\$ 167,902.76
6204000	Quality Assurance Committee	\$ 10,841.05	\$ 180,000.00	6.02%	\$ 169,158.95
6205000	Patient Relations Committee	\$ 300.00	\$ 50,000.00	0.60%	\$ 49,700.00
6206000	Discipline Committee	\$ 195,864.72	\$ 529,000.00	37.03%	\$ 333,135.28
6207000	Fitness to Practice Committee	\$ -	\$ 5,000.00	0.00%	\$ 5,000.00
6208000	Examination Appeals Committee	\$ 675.00	\$ 2,000.00	33.75%	\$ 1,325.00
6300000	Professional Services	\$ 91,753.04	\$ 197,000.00	46.58%	\$ 105,246.96
6301000	Legal Fees	\$ 45,605.23	\$ 140,000.00	32.58%	\$ 94,394.77
6302000	Accounting Fee	\$ 34,820.18	\$ 45,000.00	77.38%	\$ 10,179.82
6303000	Other Fees	\$ 11,327.63	\$ 12,000.00	94.40%	\$ 672.37
6400000	Special Programs/Projects	\$ 178,003.64	\$ 245,000.00	72.65%	\$ 66,996.36
6401000	Pan-Canadian Examinations	\$ 122,588.25	\$ 95,000.00	129.04%	\$ (27,588.25)
6402000	Doctor Title	\$ 55,415.39	\$ 100,000.00	55.42%	\$ 44,584.61
6403000	Strategic Planning	\$ -	\$ -	0.00%	\$ -
6404000	School Program Approval	\$ -	\$ 50,000.00	0.00%	\$ 50,000.00
6500000	Salaries and Benefits	\$ 1,002,478.04	\$ 1,376,993.00	72.80%	\$ 374,514.96
6500000	Salaries and Benefits	\$ 1,002,478.04	\$ 1,376,993.00	72.80%	\$ 374,514.96
6600000	Information Technology	\$ 95,987.91	\$ 251,300.00	38.20%	\$ 155,312.09
6602000	Equipment Expenses	\$ 2,990.78	\$ 6,000.00	49.85%	\$ 3,009.22
6603000	Software Development	\$ 41,221.67	\$ 158,000.00	26.09%	\$ 116,778.33
6604000	Maintenance and Support Contracts	\$ 36,612.46	\$ 52,000.00	70.41%	\$ 15,387.54
6605000	Online Services	\$ 15,163.00	\$ 35,300.00	42.95%	\$ 20,137.00
6606000	Network Security	\$ 3,640.00	\$ -	0.00%	\$ (3,640.00)
6700000	Operating Expenses	\$ 222,360.81	\$ 449,400.00	49.48%	\$ 227,039.19
6701000	General Operating Costs	\$ 168,110.01	\$ 244,700.00	68.70%	\$ 76,589.99
6702000	Payment Gateway	\$ 19,802.23	\$ 91,200.00	21.71%	\$ 71,397.77
6703000	Subscriptions and Conferences	\$ 33,477.17	\$ 60,000.00	55.80%	\$ 26,522.83
6704000	Communications and Publications	\$ 971.40	\$ 53,500.00	1.82%	\$ 52,528.60
	Total Expenses	\$ 2,014,494.07	\$ 3,673,493.00	54.84%	\$ 1,658,998.93
	Net Income	\$ 1,156,299.60	-\$ 669,924.00		

Authorized Signature: _____

Meeting Date:	March 25 & 26, 2019
Issue:	Communications Plan
Reported By:	Allan Mak
Action:	FYI

Background

The Communications Plan aligns with the College's three-year Strategic Plan which identified specific objectives to ensure more public awareness, collaborations and enhanced communication of College activities.

It is intended to provide a strategy for the College in delivering and implementing the communication objectives identified in the Strategic Plan.

Decision Sought:

Does Council approve the Communications Plan as presented?



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

Communications Plan

February 2019

CTCMPAO Communication's Plan

Introduction

The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (the College) recently developed a three-year strategic plan in March 2018 for the period of 2018-2021. The strategic plan identified specific objectives to ensure more public awareness, collaborations and enhanced communication of College activities.

The objective of this communication plan is to provide strategy for the College in delivering and implementing the communication objectives identified in the Strategic Plan.

Purpose of the Communication Plan

The communication plan will provide the standards for how and when communication takes place for the College. The plan identifies engagement objectives for the College, key messages, participation and the timing of communications. The plan will help to ensure consistency in communications with stakeholders, facilitate team development, increase project/program performance, mitigate risks for a project/program, and enable tools that support project/program success.

Strategic Objectives:

The 2018-2021 Strategic Plan has identified four priorities in its strategic plan. They are to ensure:

- policies and practices are consistent with good governance and adaptable to changes in the regulatory environment
- practitioners are able to effectively work in collaborative environments and competent to deliver safe, effective and ethical care
- enhanced information and communications to ensure ongoing effectiveness in understanding or participating in College activities and processes
- enhanced public awareness and knowledge of TCM to ensure they can seek and access appropriate services from a regulated TCM practitioner and/or acupuncturist

Communication Objectives:

The communication initiatives will ensure that the College fulfills its purpose as a health regulatory body and achieves the objectives it intends to deliver. To align with the strategic objectives, the following are the communication objectives for the College:

1. Increase awareness about the College's role in public protection
2. Be transparent with College activities, processes and objectives
3. Educate the membership and public about the standards of the profession

CTCMPAO Communication's Plan

Stakeholders

An important factor to consider in preparing this communication plan is understanding the stakeholders for the College and being aware of the information that they require to ensure that they are properly informed, consulted and agreeable to the objectives that the College intends to deliver. The following is a list of the College's key stakeholders:

- Public
- College Members
- Provincial Government/Ministry of Health and Long-Term Care
- CARB-TCMPA
- Other Health Regulatory Colleges
- TCM education programs
- TCM associations
- TCM students

Communication Platforms

Communication effectively requires proper mechanisms and communication vehicles to ensure that messages are delivered efficiently and in a timely manner. The College uses the following methods, tools and resources to communicate with its stakeholders:

- Website
- Newsletter
- Annual Report
- Social Media (YouTube, Facebook, Twitter, LinkedIn)
- E-mail
- Regular mail

Communication Challenges

1. While fluency in English or French is a registration requirement, language is still a primary constraint for the College. Although most members have indicated they are “reasonably fluent” in English, the issue of language has been identified as a common issue by the membership. E.g. requesting examinations, policies, standards, etc. in other languages.
2. There are also over 200 members that have written language plans. These members are however required under their written language plans to work with an individual that can help translate and comprehend the materials provided by the College.
3. The membership has an older demographic, which may have barriers when it comes to technology. Using electronic means of communication may not reach the entire the members.

CTCMPAO Communication's Plan

However, using technology enhances accessibility to College resources and allows the ability to reach a higher audience of members and more frequently.

CTCMPAO Communication's Plan

The following action plan provides a breakdown of activities and projects that will require planning for the communication activities. To support the activities in the action plan, the College intends to provide resources to facilitate the work involved with each of these initiatives.

To address the challenges identified, the College proposes the following solutions:

1. Hire a Content editor and writer
 - They will assist in developing content for the College website and simplifying language for the available documents, such as policies, standards of practice, and process. This will address some of the language concerns and help the membership understand and comprehend the materials.
2. Hire a Video production Company
 - The company will assist the College in developing videos and webinars for professional development processes, providing information to the public about the College and providing tutorials about College processes. This will also address the language concerns to help members better understand and comprehend the materials.

Communication Projects	Activities	Budget	Target Audience	Timelines
Doctor Title	<ul style="list-style-type: none"> • Circulate stakeholder surveys on the development of the doctor class <ol style="list-style-type: none"> a. Discussing of benefits, requirements, education, competencies etc. b. Circulation of environmental scan report c. Consultation with stakeholders on draft regulations 	\$ 5,000	<ul style="list-style-type: none"> • Public • Membership • Schools • Associations • Other Health Regulatory Bodies • MOHLTC • CARB-TCMPA 	May 2019
Standards of Practice	<ul style="list-style-type: none"> • Circulate newly developed standards of practice • Create webinars and videos of new standards of practice 	• \$30,000	<ul style="list-style-type: none"> • Membership • Schools • Associations 	<ul style="list-style-type: none"> • September 2019 • January 2020 (new webinar every 6 months)

CTCMPAO Communication's Plan

	<ul style="list-style-type: none"> • Create webinars and videos or professional development 		<ul style="list-style-type: none"> • Other Health Regulatory Bodies • MOHLTC • CARB-TCMPA 	
Educate the public about the College	<ul style="list-style-type: none"> • Hire a content editor • Update the Website Content • Create videos about the College and processes such as complaints 	<ul style="list-style-type: none"> • \$15,000 • \$20,000 	<ul style="list-style-type: none"> • Public • Membership • Schools • Associations 	<ul style="list-style-type: none"> • December 2019
What is TCM from a public safety perspective	<ul style="list-style-type: none"> • Update Website Content • Develop a series of videos to educate the public about TCM and the patient experience. Describing expectations of practitioners and care that they provide from. 	<ul style="list-style-type: none"> • \$20,000 	<ul style="list-style-type: none"> • Public • Membership • Schools • Associations 	<ul style="list-style-type: none"> • December 2019
Quality Assurance Program	<ul style="list-style-type: none"> • Communicate to the membership information about a new QA program and the Career Span Competencies • Create: <ol style="list-style-type: none"> a. Website Content b. A video about the new QA Program c. Validation Survey to adopt the Career Span Competencies d. Consultation survey on the new QA Program 	<ul style="list-style-type: none"> • \$50,000 	<ul style="list-style-type: none"> • Membership • Schools • Associations • Other Health Regulatory Bodies • MOHLTC • CARB-TCMPA 	<ul style="list-style-type: none"> • June 2020
Pan Canadian Examination	<ul style="list-style-type: none"> • Update videos about application and registration process • Updating Examination guides • Developing information on transition to Computer Based Testing 	<ul style="list-style-type: none"> • \$20,000 	<ul style="list-style-type: none"> • Membership • Schools • Associations • Other Health • CARB-TCMPA 	<ul style="list-style-type: none"> • April 2020

CTCMPAO Communication's Plan

	<ul style="list-style-type: none"> • Providing details about Practical Assessments mechanism and seeking consultation • Conduct surveys from Candidates in regards to the registration process 			
Accreditation and TCM education approval	<ul style="list-style-type: none"> • Consult with TCM schools • Communicate accreditation criteria. 	<ul style="list-style-type: none"> • \$10,000 	<ul style="list-style-type: none"> • Public • Membership • Schools • Associations • Other Health Regulatory Bodies • MOHLTC • CARB-TCMPA 	<ul style="list-style-type: none"> • April 2021

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Tél. (416) 326-2841
Télécopieur (416) 326-2806



Date : September 25, 2018

Re : MOHLTC
Proposed regulation under the Traditional Chinese Medicine Act, 2006
Amending - O. Reg. 27/13
REGISTRATION
reg2018.0322.e03

This proposed regulation has been sealed under the authority of the Registrar of Regulations.





Ontario

Executive Council
Conseil exécutifOrder in Council
Décret

On the recommendation of the undersigned, the Lieutenant Governor, by and with the advice and concurrence of the Executive Council, orders that:

the appended Regulation, made by the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario under the *Traditional Chinese Medicine Act, 2006*, be approved.

Sur la recommandation de la personne soussignée, la lieutenant-gouverneure, sur l'avis et avec le consentement du Conseil exécutif, décrète ce qui suit :

Le règlement ci-annexé, pris par le Conseil de l'Ordre des praticiens en médecine traditionnelle chinoise et des acupuncteurs de l'Ontario en vertu de la *Loi de 2006 sur les praticiens en médecine traditionnelle chinoise*, est approuvé

Recommandé par : La ministre de la Santé et des Soins de longue durée,

Appuyé par : Le président du Conseil des ministres,

Recommended _____
Minister of Health and Long-Term Care

Concurred _____
Chair of Cabinet

Approuvé et décrété le

La lieutenant-gouverneure,

Approved and Ordered _____
Date

Lieutenant Governor

R.O.C./Décret (R)

Date : September 25, 2018

Re : MOHLTC

Proposed regulation under the Traditional Chinese Medicine Act, 2006

Amending - O. Reg. 27/13

REGISTRATION

Reg2018.0322.e03

This appended regulation has been sealed under the authority of the Registrar of Regulations.



Authority Verified
Compétence vérifiée

Recommended by the
Management Board of Cabinet on
Recommandé par le Conseil de
gestion du gouvernement le

Please print name
Nom en lettres
moulées s.v.p.

Secretary
Secrétaire

Telephone
Téléphone

[Bilingual]

CONFIDENTIAL
Until filed with the
Registrar of Regulations

REG2018.0322.e
3-EC

ONTARIO REGULATION
made under the
TRADITIONAL CHINESE MEDICINE ACT, 2006
Amending O. Reg. 27/13
(REGISTRATION)

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

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

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

TABLE

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

2

5.	Inactive	Traditional Chinese Medicine Practitioner (Inactive)	R. TCMP (Inactive)
6.	Inactive	Acupuncturist (Inactive)	R. Ac (Inactive)
7.	Temporary	Traditional Chinese Medicine Practitioner (Temp.)	R. TCMP (Temp.)
8.	Temporary	Acupuncturist (Temp.)	R. Ac (Temp.)
9.	Grandparented	Traditional Chinese Medicine Practitioner	R. TCMP
10.	Grandparented	Acupuncturist	R. Ac

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

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

Commencement

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

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

CONFIDENTIEL
jusqu'au dépôt auprès du
registrateur des règlements

Reg2018.0322.f03.EDI
3-EC

RÈGLEMENT DE L'ONTARIO

pris en vertu de la

LOI DE 2006 SUR LES PRATICIENS EN MÉDECINE TRADITIONNELLE CHINOISE

modifiant le Règl. de l'Ont. 27/13

(INSCRIPTION)

1. (1) La disposition 7 du paragraphe 5 (1) du Règlement de l'Ontario 27/13 est abrogée et remplacée par ce qui suit :

7. Sous réserve du paragraphe (2), le membre titulaire d'un certificat d'inscription figurant à la colonne 1 du tableau du présent paragraphe ne doit employer que ce qui suit :
 - i. les titres indiqués à la colonne 2 en regard du certificat d'inscription correspondant,
 - ii. les désignations indiquées à la colonne 3 en regard du certificat d'inscription correspondant, s'il y en a une.

(2) Le tableau du paragraphe 5 (1) du Règlement est abrogé et remplacé par ce qui suit :

TABLEAU

Point	Colonne 1 Certificat d'inscription	Colonne 2 Titre	Colonne 3 Désignation
1.	Catégorie générale	Praticien en médecine traditionnelle chinoise	R, TCMP

2

2.	Catégorie générale	Acupuncteur	R. Ac
3.	Membre étudiant	Praticien en médecine traditionnelle chinoise (étudiant)	Aucune
4.	Membre étudiant	Acupuncteur (étudiant)	Aucune
5.	Membre inactif	Praticien en médecine traditionnelle chinoise (inactif)	R. TCMP (inactif)
6.	Membre inactif	Acupuncteur (inactif)	R. Ac (inactif)
7.	Membre temporaire	Praticien en médecine traditionnelle chinoise (temporaire)	R. TCMP (temp.)
8.	Membre temporaire	Acupuncteur (temporaire)	R. Ac (temp.)
9.	Droits acquis	Praticien en médecine traditionnelle chinoise	R. TCMP
10.	Droits acquis	Acupuncteur	R. Ac

(3) Les points 9 et 10 du tableau du paragraphe 5 (1) du Règlement, tels qu'ils sont pris de nouveau par le paragraphe (2), sont abrogés.

2. La disposition 3 du paragraphe 24 (1) du Règlement est abrogée.

Entrée en vigueur

3. (1) Sous réserve du paragraphe (2), le présent règlement entre en vigueur le jour de son dépôt.

(2) Le paragraphe 1 (3) entre en vigueur le 1^{er} avril 2019.

Made by:
Pris par:

COLLEGE OF TRADITIONAL CHINESE MEDICINE PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO:
LE CONSEIL DE L'ORDRE DES PRATICIENS EN MÉDECINE TRADITIONNELLE CHINOISE ET DES
ACUPUNCTEURS DE L'ONTARIO :

Ferne Woodcote
Signature (in blue ink / à l'encre bleue)

Ferne Woodcote
Name (in print) / Nom (en lettres moulées)

President / Président
Full Title in English and French (in print) /
Titre complet en anglais et en français (en lettres moulées)

Allan Mak
Signature (in blue ink / à l'encre bleue)

Allan Mak
Name (in print) / Nom (en lettres moulées)

Registrar and CEO / présidente - directrice générale et registraire
Full Title in English and French (in print) /
Titre complet en anglais et en français (en lettres moulées)

Date made: *JANUARY 23, 2019*
Pris le :

Meeting Date:	March 26, 2019
Issue:	Terms of Reference
Reported By:	Stamatis Kefalianos
Action:	For Decision

Background:

Council approved the College's Risk Management plan in the spring of 2017. The Risk Management plan reflects Council's direction as to the critical activities that should be undertaken over the next few years.

Under the governance section of the Risk Register, the College staff identified issues pertaining to inconsistent or a lack of Terms of References for its statutory committees. The failure to modernize and keep Terms of References up to date may lead to poor Committee outcomes and a loss of adaptability to future trends and developments.

A key initiative to establishing strong functional governance is establishing clear and transparent Terms of References for each respective College Committee.

In general terms, a terms of reference document outlines the ways in which a group of people agree to work together to accomplish common goals. The terms of reference are an important step in creating a shared set of expectations and building accountabilities for members, as well as explaining some of the supporting roles.

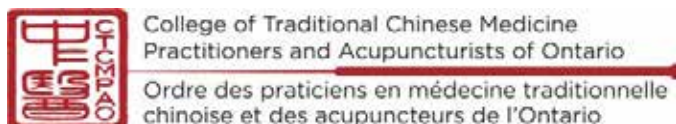
What makes an effective term of reference?

- It clearly describes the Committee's purpose, structure and operating rules
- It defines roles and accountabilities for the Committee
- It is easy to read and understand
- It can change as the nature of the work of the Committee evolves.

College bylaws require that Terms of References are established for each Committee, but do not specify a process for its review and approval. The new Terms of References specify an evaluation protocol to include Council approval for amendments. Finally, all Terms of References have been reviewed by legal counsel.

Decision Sought:

Does the Council approve the Terms of References for both the statutory and non-statutory committees to ensure they are relevant and up to date?



NAME	Terms of Reference – Executive Committee		
TYPE	Council		
DATE APPROVED		DATE REVISED	

Purpose

The Executive Committee (the “Committee”) conducts business between Council meetings to ensure the objects of the College are being met and contributes to the development of effective and good governance.

Accountability

The Committee is a statutory committee of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario and is established pursuant to section 10(1)(1) of the *Health Professions Procedural Code*, being Schedule 2 to the *Regulated Health Professions Act, 1991* (the “Code”).

Each member of the Committee must sign a binding Confidentiality Agreement at the time of each appointment indicating their agreement to maintain the confidentiality, security and integrity of all materials during and after their term on the Committee.

Members must declare any conflict of interests prior to the discussion of individual files or at any time a conflict of interest or the potential for one arises.

Council will ensure that members of the Committee receive training in their role to carry out the responsibilities of the Committee. In addition, Council will ensure that members receive such legislated training and other training deemed necessary for the effective discharge of their responsibilities.

Limitations

The Committee shall only exercise the authority, and fulfill the duties and responsibilities authorized under the *Regulated Health Professions Act, 1991*, the *Traditional Chinese Medicine Act, 2006* (the “Act”) and the Regulations and By-laws made under these Act.

Duties and Responsibilities

The Committee shall be responsible for the following activities:

- Monitoring proper operations of the College in cooperation with the Registrar;
- To advise Council on the financial affairs of the College and to make recommendations to the Council on financial matters;
- Presenting to Council for approval slates of candidates for committee appointments;
- To establish and administer a process for assessing the effectiveness of the Council, and its Committees;
- Prepare the agendas for meetings of the Council;
- To conduct the evaluation of the Registrar’s performance in accordance with agreed upon strategic priorities and review and decide on compensation; and

- Perform such other duties and tasks as assigned to the Committee by Council or as authorized under the Code.

The Committee is also empowered to act on behalf of Council between meetings on matters that require immediate attention. However, the Committee cannot make, amend or revoke a by-law or regulation during this period. Council members will be apprised of such actions in a timely manner, and an opportunity provided for Council to review decisions made in such circumstances at the next scheduled meeting of Council.

Composition of Committee

The Committee shall be elected by the Council and composed of the President, the Vice-President and three (3) members of Council. Of the five (5) elected Committee members, three (3) members of the Executive Committee shall be professional members and two (2) members shall be public members.

Term of Office

The Committee shall be elected annually.

Meetings

Meetings shall, whenever possible, be held at a place and on a date set in advance and shall occur at regular intervals and at such frequency as necessary for the Committee to conduct its business.

Quorum

Pursuant to section 12.10 of the By-laws of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, quorum for meetings of the Committee shall be three (3) members of the Committee.

Selection of the Chair

The Chair of the Executive Committee shall be the President.

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

Voting

Whenever possible, decision-making at the Committee level shall be conducted using a consensus model. When necessary, formal voting will be used.

Unless specifically provided for otherwise under the Code or the By-laws, every motion that properly comes before a Committee shall be decided by a simple majority of the votes cast at the meeting by the Committee members present.

The Chair, as a member of the Committee, may vote.

In the event of a tie vote, the motion is defeated.

Reporting

The Committee shall provide a report of its activities at every Council meeting on activities that have been undertaken since the last report. The Committee prepares an annual report of its activities at the end of each fiscal year.

Conflict of Interest

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and further the intent of the Act to regulate the professional practice of traditional Chinese medicine practitioners and acupuncturists in Ontario, and not to represent the views of advocacy or special interest groups.

Comprehensive information regarding conflict of interest obligations is included in the by-laws.

Committee Records

The Committee Chair shall ensure that accurate minutes of all Committee meetings and proceedings are recorded and approved.

Confidentiality

Members of the Committee will have access to highly sensitive and confidential information which they must keep in the strictest confidence. It is understood that the duty of confidentiality for members of this Committee are especially stringent. Members of the Committee shall not discuss with anyone any information that the Committee considers, even in a general nature, except for the purposes of providing the annual report to Council.

Evaluation

The Committee terms of reference will be reviewed annually and amended where necessary, for example in response to statutory, regulatory, or policy amendments. Any amendments to the terms must be approved by Council.



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

NAME	Terms of Reference – Registration Committee		
TYPE	Council		
DATE APPROVED		DATE REVISED	20 March 2019

Purpose

The Registration Committee (the “Committee”) is mandated to ensure protection of the public interest by providing strategic direction to the College and to the Registrar with regards to the registration processes of the College.

Accountability

The Committee is a statutory committee of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario and is established pursuant to section 10(1)(2) of the *Health Professions Procedural Code*, being Schedule 2 to the *Regulated Health Professions Act, 1991* (the “Code”).

Each member of the Committee must sign a binding Confidentiality Agreement at the time of each appointment indicating their agreement to maintain the confidentiality, security and integrity of all materials during and after their term on the Committee.

Members must declare any conflict of interests prior to the discussion of individual files or at any time a conflict of interest or the potential for one arises.

Council will ensure that members of the Committee receive training in their role to carry out the responsibilities of the Committee. In addition, Council will ensure that members receive such legislated training and other training deemed necessary for the effective discharge of their responsibilities.

Limitations

The Committee shall only exercise the authority, and fulfill the duties and responsibilities authorized under the *Regulated Health Professions Act, 1991*, the *Traditional Chinese Medicine Act, 2006* (the “Act”) and the Regulations made under these Act.

Duties and Responsibilities

The Committee shall be responsible for the following activities:

- Oversee on behalf of the Council, the College’s review of its registration practices to ensure they are transparent, objective, impartial and fair;
- Advise the Council, on the Registration Requirements of the College, including education, examinations and qualifications criteria;
- Develop policies and procedures necessary to administer the Registration program;
- Meeting in the form of panels to make decisions regarding applications for registration referred to it by the Registrar in accordance with the Code, the Registration Regulation, and College policy;

- Consider applications for registration referred to it by the Registrar where:
 - The Registrar is of the view that the applicant may not qualify for registration;
 - The Registrar believes that a term, condition, or limitation should be imposed on the applicant's Certificate of Registration; or
 - The Registrar intends to refuse the application;
- Consider applications to remove or modify a term, condition or limitation that was imposed as a result of a Registration Proceeding;
- Consider applications and applicants' submissions and make orders with respect to the disposition of the application in accordance with the Code;
- Oversee the College's participation in hearings or reviews of the Registration Committee's decisions before the Health Professions Appeal and Review Board;
- Prepare a fair registration practices report annually or at such other times as the Fairness Commissioner may specify;
- Oversee the implementation of registration practices audit every three years or as required by the Fairness Commissioner;
- Provide other reports and information to the Fairness Commissioner as required; and
- Develop amendments to the Registration Regulation, for approval by Council and the Ministry of Health and Long-Term Care.

Composition of Committee

Members of the Committee shall be appointed by Council and shall include:

- i) At least two (2) professional members who are members of the Council;
- ii) At least one (1) public member who is a member of the Council; and
- iii) One (1) or more professional members who are not members of Council, if Council so wishes.

Panels of the Committee shall be appointed by the Chair and shall be comprised of at least three (3) members of the Committee, at least one (1) of whom shall be a public member of the Council. The Chair of Committee shall, at the time of appointing a Panel, designate one (1) member of the panel as the Chair of the Panel.

Term of Office

The Committee shall be appointed annually.

Meetings

Meetings shall, whenever possible, be held at a place and on a date set in advance and shall occur at regular intervals and at such frequency as necessary for the Committee to conduct its business.

Quorum

Pursuant to section 12.10 of the By-laws of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, quorum for meetings of the Committee shall be three (3) members of the Committee.

Selection of the Chair

The Chair shall be appointed by the Committee.

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

Voting

Whenever possible, decision-making at the Committee level shall be conducted using a consensus model. When necessary, formal voting will be used.

Unless specifically provided for otherwise under the Code or the By-laws, every motion that properly comes before a Committee shall be decided by a simple majority of the votes cast at the meeting by the Committee members present.

The Chair, as a member of the Committee, may vote.

In the event of a tie vote, the motion is defeated.

Reporting

The Committee shall provide a report of its activities at every Council meeting on activities that have been undertaken since the last report. The Committee prepares an annual report of its activities at the end of each fiscal year.

Conflict of Interest

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and further the intent of the Act to regulate the professional practice of traditional Chinese medicine practitioners and acupuncturists in Ontario, and not to represent the views of advocacy or special interest groups.

Comprehensive information regarding conflict of interest obligations is included in the by-laws.

Committee Records

The Committee Chair shall ensure that accurate minutes of all Committee meetings and proceedings are recorded and approved.

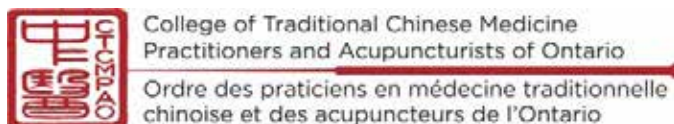
Confidentiality

Members of the Committee will have access to highly sensitive and confidential information which they must keep in the strictest confidence. It is understood that the duty of confidentiality for members of this Committee are especially stringent. Members of the Committee shall not discuss with anyone any

information that the Committee considers, even in a general nature, except for the purposes of providing the annual report to Council.

Evaluation

The Committee terms of reference will be reviewed annually and amended where necessary, for example in response to statutory, regulatory, or policy amendments. Any amendments to the terms must be approved by Council.



NAME	Terms of Reference – Inquiries, Complaints and Reports Committee		
TYPE	Council		
DATE APPROVED		DATE REVISED	

Purpose

The Inquiries, Complaints and Reports Committee (the “Committee”) is mandated to protect of the public interest by:

- Establishing policies and procedures to direct the actions of the College or its staff with respect to complaints received about members of the College;
- Appointing panels to review Complaints and consider Reports against members of the College;

Accountability

The Committee is a statutory committee of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario and is established pursuant to section 10(1)(3) of the *Health Professions Procedural Code*, being Schedule 2 to the *Regulated Health Professions Act, 1991* (the “Code”).

Each member of the Committee must sign a binding Confidentiality Agreement at the time of each appointment indicating their agreement to maintain the confidentiality, security and integrity of all materials during and after their term on the Committee.

Members must declare any conflict of interests prior to the discussion of individual files or at any time a conflict of interest or the potential for one arises.

Council will ensure that members of the Committee receive training in their role to carry out the responsibilities of the Committee. In addition, Council will ensure that members receive such legislated training and other training deemed necessary for the effective discharge of their responsibilities.

Limitations

The Committee shall only exercise the authority, and fulfill the duties and responsibilities authorized under the *Regulated Health Professions Act, 1991*, the *Traditional Chinese Medicine Act, 2006* (the “Act”) and the Regulations made under these Act.

Duties and Responsibilities

The Inquiries, Complaints and Reports Committee (ICRC) shall be responsible for the following activities:

- Advise Council on the development and maintenance of policies and procedures governing the inquiries, complaints and reports processes;
- By way of panels appointed by the ICRC Chair, investigate complaints, review the submissions from the member(s), make reasonable efforts to ensure a thorough investigation has occurred and take appropriate action in accordance with section 26 of the Code;
- Dispose of complaints within the timeframes allowed in the Act;
- By way of panels appointed by the ICRC Chair, consider Reports submitted by the Registrar, review the submissions from the member(s), make reasonable efforts to ensure that all relevant

information has been obtained and take appropriate action in accordance with section 26 of the Code;

- By way of panels appointed by the ICRC Chair, inquire into whether a member is incapacitated and take appropriate action in accordance with sections 58 to 63 of the Code;
- To consider the need for interim orders and emergency appointments of an investigator where required;
- To issue to the parties a written decision with reasons (with certain exceptions);
- To issue to the parties a notice of the right to request a review of the decision through the Health Professions Appeal and Review Board (for complaint matters only);
- To consider the feedback provided, where available, from the Health Professions Appeal and Review Board as related to decisions of the ICRC; and,
- Develop amendments to the Professional Misconduct Regulation of the Act, for approval by Council and the Ministry of Health and Long-Term Care.

Composition of Committee

The Committee shall be appointed by Council and shall include:

- i) At least two (2) professional members who are members of the Council;
- ii) At least one (1) public member who is a member of the Council; and
- iii) One (1) or more professional members who are not members of Council, if Council so wishes.

Panels of the Committee shall be appointed by the Chair and shall be comprised of at least three (3) members of the Committee, at least one (1) of whom shall be a public member of the Council. The Chair of Committee shall, at the time of appointing a Panel, designate one (1) member of the panel as the Chair of the Panel.

Term of Office

The Committee shall be appointed annually.

Meetings

Meetings shall, whenever possible, be held at a place and on a date set in advance and shall occur at regular intervals and at such frequency as necessary for the Committee to conduct its business.

Quorum

Pursuant to section 12.10 of the By-laws of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, quorum for meetings of the Committee shall be three (3) members of the Committee.

Selection of the Chair

The Chair shall be appointed by the Committee.

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

Voting

Whenever possible, decision-making at the Committee level shall be conducted using a consensus model. When necessary, formal voting will be used.

Unless specifically provided for otherwise under the Code or the By-laws, every motion that properly comes before a Committee shall be decided by a simple majority of the votes cast at the meeting by the Committee members present.

The Chair, as a member of the Committee, may vote.

In the event of a tie vote, the motion is defeated.

Reporting

The Committee shall provide a report of its activities at every Council meeting on activities that have been undertaken since the last report. The Committee prepares an annual report of its activities at the end of each fiscal year.

Conflict of Interest

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and further the intent of the Act to regulate the professional practice of traditional Chinese medicine practitioners and acupuncturists in Ontario, and not to represent the views of advocacy or special interest groups.

Comprehensive information regarding conflict of interest obligations is included in the by-laws.

Committee Records

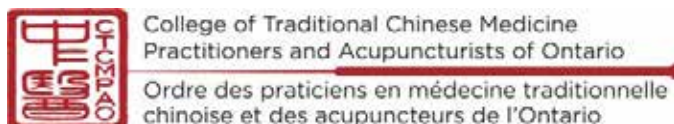
The Committee Chair shall ensure that accurate minutes of all Committee meetings and proceedings are recorded and approved.

Confidentiality

Members of the Committee will have access to highly sensitive and confidential information which they must keep in the strictest confidence. It is understood that the duty of confidentiality for members of this Committee are especially stringent. Members of the Committee shall not discuss with anyone any information that the Committee considers, even in a general nature, except for the purposes of providing the annual report to Council.

Evaluation

The Committee terms of reference will be reviewed annually and amended where necessary, for example in response to statutory, regulatory, or policy amendments. Any amendments to the terms must be approved by Council.



NAME	Terms of Reference – Quality Assurance Committee		
TYPE	Council		
DATE APPROVED		DATE REVISED	

Purpose

The Quality Assurance Committee (the “Committee”) is mandated to protect the public interest by creating a quality assurance program that monitors and encourages members to practise competently.

Accountability

The Committee is a statutory committee of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario and is established pursuant to section 10(1)(6) of the *Health Professions Procedural Code*, being Schedule 2 to the *Regulated Health Professions Act, 1991* (the “Code”).

Each member of the Committee must sign a binding Confidentiality Agreement at the time of each appointment indicating their agreement to maintain the confidentiality, security and integrity of all materials during and after their term on the Committee. Committee members will note that the Committee has additional statutory confidentiality provisions as set out in the Code.

Members must declare any conflict of interests prior to the discussion of individual files or at any time a conflict of interest or the potential for one arises.

Council will ensure that members of the Committee receive training in their role to carry out the responsibilities of the Committee. In addition, Council will ensure that members receive such legislated training and other training deemed necessary for the effective discharge of their responsibilities.

Limitations

The Committee shall only exercise the authority, and fulfill the duties and responsibilities authorized under the *Regulated Health Professions Act, 1991*, the *Traditional Chinese Medicine Act, 2006* (the “Act”) and the Regulations made under these Act.

Duties and Responsibilities

The Committee shall be responsible for the following activities:

- Develop and modify/refine a Quality Assurance Program (the “Program”) that includes, but is not limited to:
 - Continuing education or professional development;
 - Self, peer and practice assessments; and
 - A mechanism for the College to monitor members’ participation in and compliance with the Program.
- Monitor members’ participation in the Program which includes:
 - Facilitating members’ participation;
 - Ensuring members have participated adequately; and
 - Following up on members whose participation is found to be unsatisfactory.
- Establish such policies and procedures necessary to administer the Program;

- Review and make recommendations to develop, edit, or modify Standards of Practice, to be submitted for approval of Council;
- Appoint and arrange for the training of assessors for the purposes of the Program;
- Receive and review reports from assessors for members that have been assessed and take such action as is, in the opinion of the Committee, permitted under section 80.2 of the Code to ensure the continued competence of the member;
- Disclose the name of the member and allegations against the member to the Inquiries, Complaints and Reports Committee if the Committee is of the opinion that the member may have committed an act of professional misconduct, or may be incompetent or incapacitated (Code, s. 80.2(1)(4)); and,
- Develop amendments to the Quality Assurance Regulation of the Act, for approval by Council and the Ministry of Health and Long-Term Care.

Composition of Committee

The Committee shall be appointed by Council and shall include:

- i) At least two (2) professional members who are members of the Council;
- ii) At least two (2) public members who are members of the Council; and
- iii) One (1) or more professional members who are not members of Council, if Council so wishes.

Term of Office

The Committee shall be appointed annually.

Meetings

Meetings shall, whenever possible, be held at a place and on a date set in advance and shall occur at regular intervals and at such frequency as necessary for the Committee to conduct its business.

Quorum

Pursuant to section 12.10 of the By-laws of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, quorum for meetings of the Committee shall be three (3) members of the Committee.

Selection of the Chair

The Chair shall be appointed by the Committee.

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

Voting

Whenever possible, decision-making at the Committee level shall be conducted using a consensus model. When necessary, formal voting will be used.

Unless specifically provided for otherwise under the Code or the By-laws, every motion that properly comes before a Committee shall be decided by a simple majority of the votes cast at the meeting by the Committee members present.

The Chair, as a member of the Committee, may vote.

In the event of a tie vote, the motion is defeated.

Reporting

The Committee shall provide a report of its activities at every Council meeting on activities that have been undertaken since the last report. The Committee prepares an annual report of its activities at the end of each fiscal year.

Conflict of Interest

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and further the intent of the Act to regulate the professional practice of traditional Chinese medicine practitioners and acupuncturists in Ontario, and not to represent the views of advocacy or special interest groups.

Comprehensive information regarding conflict of interest obligations is included in the by-laws.

Committee Records

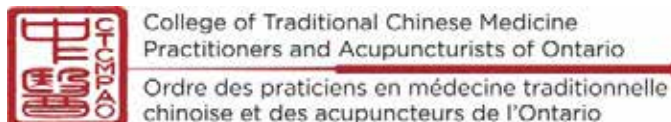
The Committee Chair shall ensure that accurate minutes of all Committee meetings and proceedings are recorded and approved.

Confidentiality

Members of the Committee will have access to highly sensitive and confidential information which they must keep in the strictest confidence. It is understood that the duty of confidentiality for members of this Committee are especially stringent. Members of the Committee shall not discuss with anyone any information that the Committee considers, even in a general nature, except for the purposes of providing the annual report to Council.

Evaluation

The Committee terms of reference will be reviewed annually and amended where necessary, for example in response to statutory, regulatory, or policy amendments. Any amendments to the terms must be approved by Council.



NAME	Terms of Reference – Patient Relations Committee		
TYPE	Council		
DATE APPROVED		DATE REVISED	

Purpose

The Patient Relations Committee (the “Committee”) is mandated to ensure protection of the public interest by monitoring and amending the Patient Relations Program. The Patient Relations Program shall include measures for preventing or dealing with sexual abuse of patients by members of the College.

The Committee shall also administer the Funding for Therapy of patients who were subjected to sexual abuse by members of the College.

Accountability

The Committee is a statutory committee of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario and is established pursuant to section 10(1)(7) of the *Health Professions Procedural Code*, being Schedule 2 to the *Regulated Health Professions Act, 1991* (the “Code”).

Each member of the Committee must sign a binding Confidentiality Agreement at the time of each appointment indicating their agreement to maintain the confidentiality, security and integrity of all materials during and after their term on the Committee.

Members must declare any conflict of interests prior to the discussion of individual files or at any time a conflict of interest or the potential for one arises.

Council will ensure that members of the Committee receive training in their role to carry out the responsibilities of the Committee. In addition, Council will ensure that members receive such legislated training and other training deemed necessary for the effective discharge of their responsibilities.

Limitations

The Committee shall only exercise the authority, and fulfill the duties and responsibilities authorized under the *Regulated Health Professions Act, 1991*, the *Traditional Chinese Medicine Act, 2006* (the “Act”) and the Regulations made under these Act.

Duties and Responsibilities

The Committee shall be responsible for the following activities:

- Advise the Council on the Patient Relations Program of the College, which shall include the following:
 - Develop and recommend to Council measures for preventing and dealing with sexual abuse of patients, including but not necessarily limited to:
 - Educational requirements for members;
 - Guidelines for the conduct of members and their patients;
 - Training for the College’s staff; and

- The provision of information to the public
- Administer on behalf of the Council the Funding for Therapy and Counselling Program of the College, including:
 - Developing policies and procedures governing the administration of requests for funding;
 - Developing appropriate forms for patients to seek funding for counselling or therapy under this program; and
 - Processing any requests for funding in a timely manner.

Composition of Committee

The Committee shall be appointed by Council and shall include:

- i) At least one (1) professional member who is a member of the Council;
- ii) At least two (2) public members who are members of the Council; and
- iii) One (1) or more professional members who are not members of Council, if Council so wishes.

Term of Office

The Committee shall be appointed annually.

Meetings

Meetings shall, whenever possible, be held at a place and on a date set in advance and shall occur at regular intervals and at such frequency as necessary for the Committee to conduct its business.

Quorum

Pursuant to section 12.10 of the By-laws of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, quorum for meetings of the Committee shall be three (3) members of the Committee.

Selection of the Chair

The Chair shall be appointed by the Committee.

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

Voting

Whenever possible, decision-making at the Committee level shall be conducted using a consensus model. When necessary, formal voting will be used.

Unless specifically provided for otherwise under the Code or the By-laws, every motion that properly comes before a Committee shall be decided by a simple majority of the votes cast at the meeting by the Committee members present.

The Chair, as a member of the Committee, may vote.

In the event of a tie vote, the motion is defeated.

Reporting

The Committee shall provide a report of its activities at every Council meeting on activities that have been undertaken since the last report. The Committee prepares an annual report of its activities at the end of each fiscal year.

Conflict of Interest

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and further the intent of the Act to regulate the professional practice of traditional Chinese medicine practitioners and acupuncturists in Ontario, and not to represent the views of advocacy or special interest groups.

Comprehensive information regarding conflict of interest obligations is included in the by-laws.

Committee Records

The Committee Chair shall ensure that accurate minutes of all Committee meetings and proceedings are recorded and approved.

Confidentiality

Members of the Committee will have access to highly sensitive and confidential information which they must keep in the strictest confidence. It is understood that the duty of confidentiality for members of this Committee are especially stringent. Members of the Committee shall not discuss with anyone any information that the Committee considers, even in a general nature, except for the purposes of providing the annual report to Council.

Evaluation

The Committee terms of reference will be reviewed annually and amended where necessary, for example in response to statutory, regulatory, or policy amendments. Any amendments to the terms must be approved by Council.

NAME	Terms of Reference – Discipline Committee		
TYPE	Council		
DATE APPROVED		DATE REVISED	

Purpose

The Discipline Committee (the “Committee”) is mandated to protect the public interest by establishing and maintaining a framework for dealing with matters referred to it for discipline by the Inquiries, Complaints and Reports Committee.

Although the Committee is a committee of the College it is independent of the College. It fairly and impartially holds hearings between the College and members of the College.

Accountability

The Committee is a statutory committee of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario and is established pursuant to section 10(1)(4) of the *Health Professions Procedural Code*, being Schedule 2 to the *Regulated Health Professions Act, 1991* (the “Code”).

Each member of the Committee must sign a binding Confidentiality Agreement at the time of each appointment indicating their agreement to maintain the confidentiality, security and integrity of all materials during and after their term on the Committee.

Members must declare any conflict of interests prior to the discussion of individual files or at any time a conflict of interest or the potential for one arises.

Council will ensure that members of the Committee receive training in their role to carry out the responsibilities of the Committee. In addition, Council will ensure that members receive such legislated training and other training deemed necessary for the effective discharge of their responsibilities.

Limitations

The Committee shall only exercise the authority, and fulfill the duties and responsibilities authorized under the *Regulated Health Professions Act, 1991*, the *Traditional Chinese Medicine Act, 2006* (the “Act”) and the Regulations made under these Act.

Duties and Responsibilities

The Committee shall be responsible for the following activities:

- To review and update all policies and documents of the College with regard to the Disciplinary process;
- To hold hearings, by way of panels, on specified allegations of a member’s conduct and/or competence referred by the Inquiries, Complaints and Reports Committee, in accordance with the requirements of the legislation;
- To hold hearings, by way of panels, on a member’s application for reinstatement of a certificate of registration, if the certificate was revoked on the grounds of professional misconduct or incompetence;

- To consider applications from persons who are not parties to the hearing to participate in the hearing according to the circumstances defined in section 41.1 of the Code and to determine the extent of the participation;
- To make orders excluding the public from a hearing or a part of a hearing in accordance with the circumstances defined in section 45 of the Code;
- To make orders preventing public disclosure of matters discussed at the hearing in accordance with section 45 of the Code;
- To, upon request of a witness in a sexual abuse case, make an order that no person shall publish the identity of the witness in accordance with section 47 of the Code;
- To, when a member has been found to have committed an act of professional misconduct or to be incompetent, make an order(s) for penalty or costs in accordance with section 51,53, 53.1 and 54 of the Code;
- To have decisions and reasons and ensure that the findings of a hearing are made public;
- To review and approve the Rules of Procedures of the Committee.

Composition of Committee

The Committee shall be composed of every member of Council and one (1) or more College members who are not members of Council if Council so wishes.

Panels of the Committee shall be appointed by the Chair and shall be comprised of at least three (3) members of the Committee and no more than five (5) members of the Committee, at least two (2) of whom shall be public members of the Council and at least one (1) of whom shall be a professional member of the Council.

The Chair of Committee shall, at the time of appointing a Panel, designate one (1) member of the panel as the Chair of the Panel.

No member shall be selected for a panel who has taken part in the investigation of what is to be the subject-matter of the panel's hearing or who has taken part in a matter before the Inquiries, Complaints and Reports Committee or Quality Assurance Committee relating to the same member who is the subject of the panel's hearing.

Term of Office

The Committee shall be appointed annually.

In accordance with s.39 of the Code, if a member of the Committee is appointed to a panel and the member ceases to be a member of the Committee after the hearing has commenced, the member shall remain a member of the panel until the final disposition of the hearing.

Meetings

Meetings shall, whenever possible, be held at a place and on a date set in advance and shall occur at regular intervals and at such frequency as necessary for the Committee to conduct its business.

Quorum

Pursuant to section 12.10 of the By-laws of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, quorum for meetings of the Committee shall be three (3) members of the Committee.

Selection of the Chair

The Chair shall be appointed by the Council.

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

Voting

Whenever possible, decision-making at the Committee level shall be conducted using a consensus model. When necessary, formal voting will be used.

Unless specifically provided for otherwise under the Code or the By-laws, every motion that properly comes before a Committee shall be decided by a simple majority of the votes cast at the meeting by the Committee members present.

The Chair, as a member of the Committee, may vote.

In the event of a tie vote, the motion is defeated.

Reporting

The Committee shall provide a report of its activities at every Council meeting on activities that have been undertaken since the last report. The Committee prepares an annual report of its activities at the end of each fiscal year.

Conflict of Interest

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and further the intent of the Act to regulate the professional practice of traditional Chinese medicine practitioners and acupuncturists in Ontario, and not to represent the views of advocacy or special interest groups.

Comprehensive information regarding conflict of interest obligations is included in the by-laws.

Committee Records

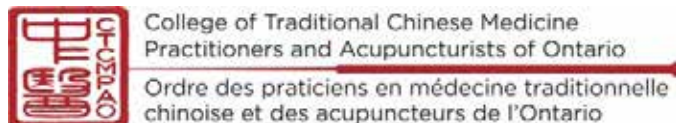
The Committee Chair shall ensure that accurate minutes of all Committee meetings and proceedings are recorded and approved.

Confidentiality

Members of the Committee will have access to highly sensitive and confidential information which they must keep in the strictest confidence. It is understood that the duty of confidentiality for members of this Committee are especially stringent. Members of the Committee shall not discuss with anyone any information that the Committee considers, even in a general nature, except for the purposes of providing the annual report to Council.

Evaluation

The Committee terms of reference will be reviewed annually and amended where necessary, for example in response to statutory, regulatory, or policy amendments. Any amendments to the terms must be approved by Council.



NAME	Terms of Reference – Fitness to Practise Committee		
TYPE	Council		
DATE APPROVED		DATE REVISED	

Purpose

The Fitness to Practise Committee (the “Committee”) is mandated to protect the public interest by establishing and maintaining a framework for dealing with matters referred to it for incapacity by the Inquiries, Complaints and Reports Committee.

Although the Committee is a committee of the College it is independent of the College. It fairly and impartially holds closed hearings between the College and members of the College.

Accountability

The Committee is a statutory committee of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario and is established pursuant to section 10(1)(5) of the *Health Professions Procedural Code*, being Schedule 2 to the *Regulated Health Professions Act, 1991* (the “Code”).

Each member of the Committee must sign a binding Confidentiality Agreement at the time of each appointment indicating their agreement to maintain the confidentiality, security and integrity of all materials during and after their term on the Committee.

Members must declare any conflict of interests prior to the discussion of individual files or at any time a conflict of interest or the potential for one arises.

Council will ensure that members of the Committee receive training in their role to carry out the responsibilities of the Committee. In addition, Council will ensure that members receive such legislated training and other training deemed necessary for the effective discharge of their responsibilities.

Limitations

The Committee shall only exercise the authority, and fulfill the duties and responsibilities authorized under the *Regulated Health Professions Act, 1991*, the *Traditional Chinese Medicine Act, 2006* (the “Act”) and the Regulations made under these Act.

Duties and Responsibilities

The Committee shall be responsible for the following activities:

- To review and update all policies and documents of the College with regard to the Fitness to Practise process;
- To hold closed hearings, by way of panels, on specified allegations of a member’s capacity to practise the profession as referred by the Inquiries, Complaints and Reports Committee, in accordance with the requirements of the legislation;
- To hold closed hearings, by way of panels, on a member’s application for reinstatement of a Certificate of Registration if the Certificate was revoked on the grounds of incapacity;
- To, if a panel finds a member to be an incapacitated member, make orders in accordance with section 69 of the Code;

- To issue to the parties a written decision with reasons at the conclusion of the proceedings;
- To review and approve the Rules of Procedure of the Committee;

Composition of Committee

The Committee shall be composed of every member of Council and one (1) or more College members who are not members of Council if Council so wishes.

Panels of the Committee shall be appointed by the Chair and shall be comprised of at least three (3) members of the Committee, at least one (1) of whom shall be a public member of the Council. The Chair of Committee shall, at the time of appointing a Panel, designate one (1) member of the panel as the Chair of the Panel.

No member shall be selected for a panel who has taken part in the investigation of what is to be the subject-matter of the panel's hearing or who has taken part in a matter before the Inquiries, Complaints and Reports Committee or Quality Assurance Committee relating to the same member who is the subject of the panel's hearing.

Term of Office

The Committee shall be appointed annually.

In accordance with s.39 of the Code, if a member of the Committee is appointed to a panel and the member ceases to be a member of the Committee after the hearing has commenced, the member shall remain a member of the panel until the final disposition of the hearing.

Meetings

Meetings shall, whenever possible, be held at a place and on a date set in advance and shall occur at regular intervals and at such frequency as necessary for the Committee to conduct its business.

Quorum

Pursuant to section 12.10 of the By-laws of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, quorum for meetings of the Committee shall be three (3) members of the Committee.

Selection of the Chair

The Chair shall be appointed by the Council.

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

Voting

Whenever possible, decision-making at the Committee level shall be conducted using a consensus model. When necessary, formal voting will be used.

Unless specifically provided for otherwise under the Code or the By-laws, every motion that properly comes before a Committee shall be decided by a simple majority of the votes cast at the meeting by the Committee members present.

The Chair, as a member of the Committee, may vote.

In the event of a tie vote, the motion is defeated.

Reporting

The Committee shall provide a report of its activities at every Council meeting on activities that have been undertaken since the last report. The Committee prepares an annual report of its activities at the end of each fiscal year.

Conflict of Interest

All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and further the intent of the Act to regulate the professional practice of traditional Chinese medicine practitioners and acupuncturists in Ontario, and not to represent the views of advocacy or special interest groups.

Comprehensive information regarding conflict of interest obligations is included in the by-laws.

Committee Records

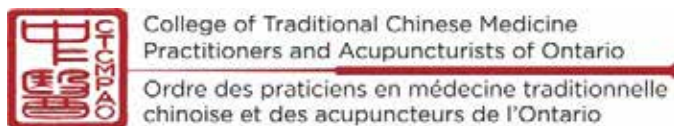
The Committee Chair shall ensure that accurate minutes of all Committee meetings and proceedings are recorded and approved.

Confidentiality

Members of the Committee will have access to highly sensitive and confidential information which they must keep in the strictest confidence. It is understood that the duty of confidentiality for members of this Committee are especially stringent. Members of the Committee shall not discuss with anyone any information that the Committee considers, even in a general nature, except for the purposes of providing the annual report to Council.

Evaluation

The Committee terms of reference will be reviewed annually and amended where necessary, for example in response to statutory, regulatory, or policy amendments. Any amendments to the terms must be approved by Council.



NAME	Terms of Reference – Examination Appeals Committee		
TYPE	Council		
DATE APPROVED		DATE REVISED	

Purpose

The Examination Appeals Committee (the “Committee”) responsible for hearing all appeals from candidates who have failed the Pan-Canadian examination written or clinical case-study component for TCM Practitioners or Acupuncturists and who meet the College specified criteria for filing an appeal.

Accountability

The Committee is a non-statutory committee of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario and is accountable directly to Council. Each member of the Committee must sign a binding Confidentiality Agreement at the time of each appointment indicating their agreement to maintain the confidentiality, security and integrity of all materials during and after their term on the Committee.

Members must declare any conflict of interests prior to the discussion of individual files or at any time a conflict of interest or the potential for one arises.

Council will ensure that members of the Committee receive training in their role to carry out the responsibilities of the Committee. In addition, Council will ensure that members receive such legislated training and other training deemed necessary for the effective discharge of their responsibilities.

Limitations

The Committee shall only exercise the authority, and fulfill the duties and responsibilities authorized by these Terms of Reference.

Duties and Responsibilities

Working under the direction of the Council and with the Manager, Registration and Examination, the Committee shall be responsible for the following activities:

- Addressing all appeals and reports within the principles of administrative and procedural fairness;
- Providing written decisions and reasons to applicants within a reasonable time in respect to granting or denying an appeal.
- Ensuring all appeals are disposed of within 60 days of receiving all information required from the candidate and as stipulated in the Examination Appeals Policy;
- If there is any further delay beyond the time given, the Committee must inform the candidate of the reason for the delay and the date by which a final decision will be made and communicated to the candidate; and

- Guiding the Manager, Registration and Examinations on the need for further inquiries or information from the candidate for purposes of dealing with the appeal.

Composition of Committee

The Committee shall be appointed by Council and shall include:

- At least one (1) professional member who is a member of the Council;
- At least one (1) public member who is a member of the Council;
- One (1) or more professional members who are not members of Council, if Council so wishes.

No member of the Examination Appeals Committee shall be, or within the previous twelve (12) months, have been a member of the Registration Committee and/or Examination Committee.

Term of Office

The Committee shall be appointed annually.

Meetings

Meetings shall, whenever possible, be held at a place and on a date set in advance and shall occur at regular intervals and at such frequency as necessary for the Committee to conduct its business.

Quorum

Pursuant to section 12.10 of the By-laws of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, quorum for meetings of the Committee shall be three (3) members of the Committee.

Selection of the Chair

The Chair shall be appointed by the Committee.

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

Voting

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The Chair, as a member of the Committee, may vote.

In the event of a tie vote, the motion is defeated.

Reporting

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Conflict of Interest

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Committee Records

The Committee Chair shall ensure that accurate minutes of all Committee meetings and proceedings are recorded and approved.

Confidentiality

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Evaluation

The Committee terms of reference will be reviewed annually and amended where necessary, for example in response to statutory, regulatory, or policy amendments. Any amendments to the terms must be approved by Council.

Meeting Date:	March 25 & 26, 2019
Issue:	College of Nurses Letter of Support
Reported By:	Allan Mak
Action:	For Discussion and Decision

Background

At the January 14, 2019 Executive Committee meeting, the Registrar presented the College of Nurses' (CNO) Vision 2020 proposal to the Ministry of Health and Long-Term Care. The proposal is a review of the governance structure of CNO's College Council which seeks to strengthen public trust and protection of the public in the regulation of nurses in Ontario.

The review of the governance structure presents the following core features:

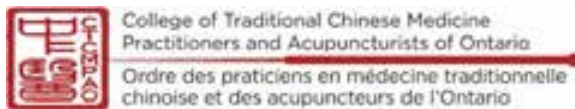
- The College will be governed by a small, competent Board of Directors composed of an equal partnership of 6 members of the public and 6 nurses. This is professional regulation in partnership with the public, in which the Board will focus exclusively on the public interest, while retaining professional expertise in regulation.
- The more efficiently-sized Board will be supported by advisory groups that add diversity of perspective and further public input to its deliberations and decision-making.
- All directors will be appointed to the Board, rather than elected, based on the competencies required for strategic leadership.
- All directors will be remunerated by the College. These measures will shift the burden and costs of professional regulation – currently borne by the Ontario government and taxpayer – to the College.

The College of Nurses has made a request to all health regulatory Colleges to support this proposal by sending a letter to the MOHLTC.

The Executive Committee gave direction to the Registrar to send a letter to the MOHLTC in support of the principles of their proposal. However, the letter would state that the College had not had proper discussion about the proposal at Council.

Following the meeting, the Registrar decided that further discussion was required before a letter was sent. A letter providing a semi-committed tone would not be meaningful without the full support of the Council.

At the last meeting of the Executive Committee it was recommended the matter be brought before Council at the March 25 & 26, 2019 meeting for discussion and decision.



COUNCIL

Decision Sough:

Does Council approve the College sending a letter to the MOHLTC in support of the College of Nurses of Ontario Vision 2020?

Meeting Date:	March 25 & 26, 2019
Issue:	College of Nurses Letter of Support
Reported By:	Allan Mak
Action:	For Discussion and Decision

Background

At the January 14, 2019 Executive Committee meeting, the Registrar presented the College of Nurses' (CNO) Vision 2020 proposal to the Ministry of Health and Long-Term Care. The proposal is a review of the governance structure of CNO's College Council which seeks to strengthen public trust and protection of the public in the regulation of nurses in Ontario.

The review of the governance structure presents the following core features:

- The College will be governed by a small, competent Board of Directors composed of an equal partnership of 6 members of the public and 6 nurses. This is professional regulation in partnership with the public, in which the Board will focus exclusively on the public interest, while retaining professional expertise in regulation.
- The more efficiently-sized Board will be supported by advisory groups that add diversity of perspective and further public input to its deliberations and decision-making.
- All directors will be appointed to the Board, rather than elected, based on the competencies required for strategic leadership.
- All directors will be remunerated by the College. These measures will shift the burden and costs of professional regulation – currently borne by the Ontario government and taxpayer – to the College.

The College of Nurses has made a request to all health regulatory Colleges to support this proposal by sending a letter to the MOHLTC.

At the last Executive Committee meeting, direction was given to the Registrar to send a letter to the MOHLTC in support of the principles of their proposal. However, the letter would state that the College had not had proper discussion about the proposal at Council.

Following the meeting, the Registrar decided that further discussion was required before a letter was sent. A letter providing a semi-committed tone would not be meaningful without the full support of the Council and the College.

Decision: Does Council support the principles of The College of Nurses proposal to MOHLTC.

January 25, 2019

The Honourable Christine Elliott, MPP
Deputy Premier and Minister of Health and Long-Term Care
10th Floor, Hepburn Block
80 Grosvenor Street Toronto,
Ontario M7A 2C4

Dear Minister,

RE: Governance reform recommendations

Thank you for taking the time to meet with us to discuss the important shared issues between the government and the College of Physicians and Surgeons of Ontario (CPSO). We were encouraged by our discussion with you and your general support of our work to modernize and improve the College's governance structure.

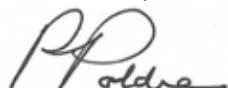
We write to provide you with our recommendations for a more efficient and effective governance structure that we believe will strengthen public confidence in the regulatory system. Our work has been informed by available evidence and the recommendations from the College of Nurses of Ontario.

Recommendations to modernize CPSO's governance structure include the following:

1. Increase public member representation so there are equal numbers of physician and public members on the board;
2. Reduce the size of the board from 34 to between 12-16 members;
3. Eliminate overlap between board and statutory committee membership;
4. Implement a competency-based board selection process;
5. Implement a hybrid selection model for physician members;
6. Provide equal compensation for physician and public members of the board;
7. Retain the option of appointing an Executive Committee.

The accompanying attachment provides the detailed rationale and the legislative change(s) required to achieve each recommendation. We look forward to working together to modernize the CPSO board to better serve the people of Ontario.

Yours truly,



Peeter Poldre, MD, EdD, FRCPC
President



Nancy Whitmore, MD, FRCSC, MBA
Registrar and Chief Executive Officer

Encl. CPSO Governance Review: Recommendations, Rationale and Required Legislative Changes

cc. Helen Angus, Deputy Minister of Health and Long-Term Care
Heather Watt, Chief of Staff, Minister of Health and Long-Term Care
Patrick Dicerni, Assistant Deputy Minister, Strategic Policy and Planning Division

CPSO Governance Review: Recommendations, Rationale, and Required Legislative Changes

Recommendation	Rationale	Required Legislative Changes ¹
1. Increase public member representation so there are equal numbers of physician and public members on the board.	<p>Public members occupy less than half or 44% of board positions (when gov't appoints the full complement of 15 members). Equal public/professional board membership is increasingly accepted as a best practice internationally.</p> <p>This change will ensure a balance between public and physician expertise and competencies in regulation and help strengthen public confidence in the regulatory system.</p>	Medicine Act, s. 6(1) , which currently requires 15-16 professional members and 13-15 public members, plus 3 academic representatives.
2. Reduce the size of the board from 34 to between 12-16 members.	A 34 member board is too large. Literature supports smaller boards as being more effective and efficient in decision making. The range is intended to provide flexibility to achieve the right combination of competencies.	Medicine Act, s. 6(1) , which currently requires 15-16 professional members and 13-15 public members, plus 3 academic representatives.
3. Eliminate overlap between board and statutory committee membership.	<p>Existing quorum requirements require board member participation on some statutory committees. These requirements are particularly onerous for public board members who must provide between 100 and 120 days of work as board and committee members each year.</p> <p>Separation between the board and statutory committees is considered a best practice. Board and statutory committees have very different roles (oversight/strategic for the board vs. adjudicative for statutory committees).</p> <p>Separation in membership from the board will enhance the integrity and independence of the board and statutory committees, and help strengthen public confidence in the regulatory system.</p>	<p>Section 10(3) of the Code currently requires the composition of committees to be set by by-law, although a number of sections in the Code set composition and quorum requirements for the following statutory committee panels:</p> <ul style="list-style-type: none"> - s. 17(2): Registration Committee panels - s. 25(2) and (3): ICRC panels - s. 38(2-5): Discipline Committee panels - s. 64(2-3): Fitness to Practice Committee panels <p>Once Bill 87 amendments to the RHPA and the Code are proclaimed, composition and quorum requirements for these committees will be set by regulation.</p> <p>New regulations therefore need to be developed pursuant to the RHPA, s. 43(1)(p) to (s) and the Code, s. 94(1)(h.1)-(h.4).</p>
4. Implement a competency-based board selection process.	<p>Competency-based board selection for physician and public members support the right mix of knowledge, skills and experience amongst board members to ensure the board is able to effectively discharge its functions.</p> <p>A competency based selection process is considered a best</p>	For professional members: the Medicine Act, s. 6(1) currently requires members to be "elected in accordance with the by-laws." This would need to be amended to permit members to be "selected" in accordance with the by-laws. Supporting by-law changes could then be made to facilitate this change.

¹ NB: This list is not comprehensive – other incidental changes may also be required.

Recommendation	Rationale	Required Legislative Changes ¹
	practice.	<p>Other consequential legislative changes may also be required (for example, s. 5 of the Code which provides for the term of elected Council members).</p> <p>For public members: there are different options available to accomplish this change. Medicine Act, s. 6(1) requires the appointment of 13-15 public members by LGIC, so an amendment to this section could import language around competency-based appointments.</p> <p>There is language in s. 14(1) of the <i>Adjudicative Tribunals Accountability, Governance and Appointments Act, 2009</i> that might be helpful ("The selection process for the appointment of members to an adjudicative tribunal shall be a competitive, merit-based process and the criteria to be applied in assessing candidates shall include the following: ...")</p>
5. Implement a hybrid selection model for physician members (some elected members, some competency-based appointments).	<p>Currently 16 physician members of the board are elected by the profession and 3 are appointed. The election process at times causes confusion and promotes a perception that physician board members represent the profession rather than the public interest.</p> <p>A hybrid approach of elected and appointed professional members will help ensure that the board collectively possesses necessary competencies and facilitate ongoing physician engagement in the board selection process.</p>	<p>Medicine Act, s. 6(1) currently requires physician members to be "elected in accordance with the by-laws." This would need to be amended to permit members to be "selected" in accordance with the by-laws. Supporting by-law changes could then be made to facilitate this change.</p>
6. Provide equal compensation for professional and public members of the board.	<p>Public members of Council are compensated by government at a much lower rate than physician members. The College is prohibited from compensating public members of Council for their work.</p> <p>Compensation for public members is inadequate and unfair. The College should have the ability to compensate all board and committee members directly and equitably.</p>	<p>Code, s. 8 currently requires that Council members appointed by the LGIC be paid, by the Minister, the expenses and remuneration the LGIC determines.</p> <p>An accompanying amendment to the Code, s. 94(1)(h) would also be required. This provision currently allows Council to make by-laws providing for the remuneration of the members of the Council and committees other than persons appointed by the LGIC.</p>
7. Retain the option of appointing an Executive Committee.	<p>Smaller boards may not require an Executive Committee.</p> <p>In the interest of maintaining flexibility, CPSO recommends retaining the option of an Executive Committee, which is largely dependent on board size. A board with 16 members may require an Executive Committee.</p>	<p>Code, s. 10(1) currently requires colleges to have an Executive Committee. Other consequential amendments to the Code may also be required to reflect a discretionary Executive Committee.</p>

January [X], 2019

The Honourable Christine Elliott, M.P.P.
Minister of Health and Long-Term Care and Deputy Premier of Ontario
Hepburn Block, 10th Floor, 80 Grosvenor Street
Toronto, Ontario M7A 2C4

Dear Minister:

Re: Support for College of Nurses of Ontario's Vision 2020

I have reviewed the College of Nurses of Ontario's submission to you dated January 8, 2019, regarding its vision for modernizing regulatory governance in Ontario. I am writing to you to express the [Full Name of College]'s full support for that submission.

Our College believes that the proposed reforms are based on solid evidence, and will improve the governance of health regulatory colleges, enhance the protection of the public, and inspire greater public trust in the regulation of health professionals.

The [Full Name of College] would welcome the legislative change necessary for our College to implement the reforms outlined in the submission. In particular, we support:

- Reducing the size of our Council;
- Increasing the proportion of public members on our Council to 50%;
- Appointing (not electing) all members of our Council on the basis of competencies;
- Eliminating the requirement for an Executive Committee;
- Removing the obligation for Council members to form part of the panels of statutory committees; and
- Remunerating, from College funds, all Council members equally.

Please do not hesitate to contact me if you have any questions. Our College would welcome the opportunity to be consulted as you move forward with these reforms.

Yours sincerely,

[Name]

[Title]

[Organization]

[Contact Information]

Copy: Helen Angus, Deputy Minister of Health and Long-Term Care
Patrick Dicerri, Assistant Deputy Minister of Strategic Policy and Planning
Allison Henry, Director of Health Workforce Regulatory Oversight