

COLLEGE OF CHIROPRACTORS OF ONTARIO



**ELECTRONIC PUBLIC INFORMATION PACKAGE FOR
SPECIAL COUNCIL MEETING
FRIDAY, SEPTEMBER 4, 2020 – 8:30 A.M.**

RHPA

Duties and Objects of Colleges

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).



COLLEGE OF CHIROPRACTORS OF ONTARIO MISSION, VISION, VALUES AND STRATEGIC OBJECTIVES

MISSION

The College of Chiropractors of Ontario regulates the profession in the public interest to assure ethical and competent chiropractic care.

VISION

Committed to Regulatory Excellence in the Public Interest in a Diverse Environment.

VALUES

- Integrity
- Respect
- Collaborative
- Innovative
- Transparent
- Responsive

STRATEGIC OBJECTIVES

1. Build public trust and confidence and promote understanding of the role of CCO amongst all stakeholders.
2. Ensure the practice of members is safe, ethical, and patient-centered.
3. Ensure standards and core competencies promote excellence of care while responding to emerging developments.
4. Optimize the use of technology to facilitate regulatory functions and communications.
5. Continue to meet CCO's statutory mandate and resource priorities in a fiscally responsible manner.

Developed at the strategic planning session: September 2017

CCO CODE OF CONDUCT FOR CURRENT AND FORMER ELECTED AND PUBLIC MEMBERS OF COUNCIL AND NON-COUNCIL COMMITTEE MEMBERS



Executive Committee

Approved by Council: September 28, 2012

Amended: February 23, 2016, April 19, 2016, September 15, 2016

Re-Affirmed by Council: November 29, 2018

Current and former elected and public members of Council and non-Council 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:

1. be familiar and comply with the provisions of the *Regulated Health Professions Act, 1991 (RHPA)*, its regulations and the *Health Professions Procedural Code*, the *Chiropractic Act 1991*, its regulations, and the by-laws and policies of the College;
2. diligently take part in committee work and actively serve on committees as elected and appointed by the Council;
3. regularly attend meetings on time and participate constructively in discussions;
4. offer opinions and express views on matters before the College, Council and committee, when appropriate;
5. participate in all deliberations and communications in a respectful, courteous and professional manner, recognizing the diverse background, skills and experience of members on Council and committees;
6. uphold the decisions made by Council and committees, regardless of the level of prior individual disagreement;
7. place the interests of the College, Council and committee above self-interests;
8. avoid and, where that is not possible, declare any appearance of or actual conflicts of interests¹;
9. refrain from including or referencing Council or committee positions held at the College in any personal or business promotional materials, advertisements and business cards;²

¹ There is a general assumption of real or perceived conflict unless confirmation of no conflict by the Executive Committee and/or Council, which will be addressed promptly.

² This section does not preclude the use of professional biographies for professional involvement.

10. 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*;
11. refrain from communicating to members, including other Council or committee members, on statutory committees regarding registration, complaints, reports, investigations, disciplinary or fitness to practise proceedings which could be perceived as an attempt to influence a statutory committee 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;
12. refrain from communicating to members and stakeholder³ on behalf of CCO, including on social media, unless authorized by Council⁴;
13. respect the boundaries of staff whose role is not to report to or work for individual Council or committee members; and
14. be respectful of others and not engage in behaviour that might reasonably be perceived as verbal, physical or sexual abuse or harassment.

Potential Breaches of the Code of Conduct

15. An elected or appointed member of Council or non-Council committee member who becomes aware of any potential breach of this code of conduct should immediately advise the President and Registrar, or if the potential breach involves the President, advise the Vice President and Registrar; and
16. Potential breaches will be addressed first through informal discussion with the Council member(s) or non-Council committee member(s), and subsequently by written communication expressing concerns and potential consequences.

I, _____, Council member or non-Council committee member of the College of Chiropractors of Ontario undertake to comply with the CCO Code of Conduct for Current and Former Elected and Public Members of Council and Non-Council Committee Members, both during and following my term on CCO Council or a committee

Signature: _____ Witness: _____

Date: _____

³ Stakeholders include professional associations, societies, and other organizations related to the regulation, education and practice of chiropractic.

⁴ This does not preclude Council members from communicating about CCO, provided they are not communicating on behalf of CCO.

**Rules of Order of the Council of the
College of Chiropractors of Ontario**

Approved by Council: September 20, 2014

Amended: June 17, 2020

1. In this Schedule, "Council Member" means a Member of the Council of the CCO.
2. Each agenda topic may be introduced briefly by the person or committee representative raising it. Council Members may ask questions for clarification. However, a Council Member shall make a motion and another Council Member shall second the motion before it can be debated.
3. When any Council Member wishes to speak, they shall so indicate by raising their hand. When speaking the Council Member shall address the presiding officer and confine themselves to the matter under discussion.
4. Staff persons and consultants with expertise in a matter may be permitted by the presiding officer to provide information or answer specific questions about the matter.
5. Observers at a Council meeting shall not speak to a matter that is under debate.
6. A Council Member shall not speak again on the debate of a matter until every other Council Member of Council who wishes to speak to it has been given an opportunity to do so. An exception is that the person introducing the matter or a staff person or consultant may answer questions about the matter. Council Members shall not speak to a matter more than twice without the permission of the presiding officer.
7. No Council Member may speak longer than five minutes upon any motion except with the permission of the 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 on a matter has concluded, that Council has passed a motion to vote on the motion or that 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 Council Member shall enter or leave the Council room, and no further debate is permitted.

Rules of Order of Council

12. No Council Member shall be present in the room, participate in a debate or vote upon any motion in which they have a conflict of interest, and the vote of any Council Member so interested shall 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, the presiding officer shall rule the motion out of order and give 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 presiding officer if it appears that greater informality is beneficial in the particular circumstances unless the Council requires strict adherence.
17. Council Members shall not discuss a matter with observers while it is being debated.
18. Council Members shall turn off their electronic devices during Council meetings and, except during a break in the meeting, shall not use their electronic devices. Computers 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. The presiding officer may make reasonable exceptions (e.g., if a Council Member is awaiting an important message on an urgent matter).
19. Council Members shall be silent while others are speaking.
20. In all cases not provided for in these rules or the by-laws, the current edition of Robert's Rules of Order shall be followed so far as they may be applicable and consistent with these rules.

List of Commonly Used Acronyms at CCO

as at September 2017

Acronym	Full Name
ADR	Alternative Dispute Resolution
AFC	Alliance For Chiropractic (formerly CAC)
BCCC	British Columbia College of Chiropractors
BDC	Board of Directors of Chiropractic
CAC	Chiropractic Awareness Council
CCA	Canadian Chiropractic Association
CCEB	Canadian Chiropractic Examining Board
CCEC	Council on Chiropractic Education (Canada)
SCERP	Specified Continuing Education or Remediation Program
CCGI	Canadian Chiropractic Guideline Initiative
CCO	College of Chiropractors of Ontario
CCPA	Canadian Chiropractic Protective Association
CCRF	Canadian Chiropractic Research Foundation
<i>Chiropractic Act</i>	<i>Chiropractic Act, 1991</i>
CMCC	Canadian Memorial Chiropractic College
CNO	College of Nurses of Ontario
<i>Code</i>	<i>Health Professions Procedural Code, Schedule 2 to the RHPA</i>
CONO	College of Naturopaths of Ontario
CPGs	Clinical Practice Guidelines
CPSO	College of Physicians and Surgeons of Ontario
CRC	Chiropractic Review Committee
DAC	Designated Assessment Centre
FCC	Federation of Canadian Chiropractic
FCCOS(C)	Fellow of the College of Chiropractic Orthopaedic Specialists (Canada)
FCCR(C)	Fellow of the Chiropractic College of Radiologists (Canada)
FCCPOR(C)	Fellow of the Canadian Chiropractic College of Physical and Occupational Rehabilitation (Canada)
FCCS(C)	Fellow of the College of Chiropractic Sciences (Canada)
FRCCSS(C)	Fellow of the Royal College of Chiropractic Sports Sciences (Canada)
FCLB	Federation of Chiropractic Licensing Boards
FHRCO	Federation of Health Regulatory Colleges of Ontario
<i>HARP</i>	<i>Healing Arts Radiation Protection Act</i>
<i>HIA</i>	<i>Health Insurance Act</i>
HPARB	Health Professions Appeal and Review Board
HPRAC	Health Professions Regulatory Advisory Council
ICRC	Inquiries, Complaints & Reports Committee
LSUP	Law Society of Upper Canada
MESPO	Model for the Evaluation of Scopes of Practice in Ontario
MOHLTC	Ministry of Health and Long-Term Care
MTCU	Ministry of Training, Colleges and Universities
NBCE	National Board of Chiropractic Examiners
OCA	Ontario Chiropractic Association
ODP	Office Development Project
OFC	Office of the Fairness Commissioner
OHIP	Ontario Health Insurance Plan
<i>PHIPA</i>	<i>Personal Health Information Protection Act</i>
<i>PPA</i>	<i>Protecting Patients Act, 2017</i>
<i>PIPEDA</i>	<i>Personal Information and Protection of Electronic Documents Act</i>
<i>RHPA</i>	<i>Regulated Health Professions Act, 1991</i>
UQTR	Université du Québec à Trois-Rivières
WHO	World Health Organization
WSIB	Workplace Safety and Insurance Board



SPECIAL COUNCIL MEETING

Friday, September 4, 2020 (8:30 a.m. – 9:30 a.m.)

**Virtual Meeting using Zoom Platform
(During COVID-19 Pandemic)**

AGENDA (Public) ¹

Invited Guests

Richard Steinecke, Steinecke Maciura LeBlanc

Attendees

Council members

Ms Jo-Ann Willson, Registrar and General Counsel

Mr. Joel Friedman, Director of Policy and Research

Ms Andrea Szametz, Recording Secretary

SECTIONS OF THE CODE FOR IN-CAMERA SESSIONS IF DIRECTED BY COUNCIL	Page No.	ITEM	Action Required	Action By	Priority Level ²	Time ³
		CALL TO ORDER		Mizel	High	8:30 a.m.
		Parliamentarian ⁴		All members	Medium	
		2. Adoption of Agenda	Adopt	Council	High	
		2.1 Conflict of Interest	Review/Declare	Council	High	

¹ If you would like the complete background documentation relating to any item on the agenda, please speak to Dr. Mizel, President and Ms Willson (subject to confidentiality provisions).

² Subject to Council's direction.

³ Approximate (subject to Council's direction).

⁴ Council members to act as their own parliamentarian i.e. being familiar with and complying with the rules of order rather than formal appointment of Parliamentarian.

SECTIONS OF THE CODE FOR IN-CAMERA SESSIONS /# DIRECTED BY COUNCIL	Page No.	ITEM	Action Required	Action By	Priority Level ²	Time ³
			any real or perceived conflicts of interest as agenda item reached			
		3. Minutes ⁵				
		4. By-laws				
	55	4.1 Executive Committee Report	Review	Council	High	
	73	4.3 Communication Exchanges re: best practices for auditors	FYI			
	85	4.4 By-law 11: Committee Composition (approved August 14, 2020)	FYI			
	87	4.5 Current By-laws	FYI			
		DATE AND TIME OF MEETINGS ⁶				
		ADJOURNMENT				9:30 a.m.

Executive Committee Meeting Dates to December 2021

All Executive Committee meetings are at CCO and are scheduled from **8:30 a.m. – 4:00 p.m.** unless otherwise noted (no in person meetings until it is safe to do so).

Year	Date	Time	Event	Location
2020	Tuesday, October 20	8:30 a.m. – 4:00 p.m.	Meeting (budget recommendations)	Virtual

⁵ Council wasn't properly constituted at the June 17, 2020 Council meeting. The minutes should be approved, and decisions ratified on September 4, 2020 when Council is properly constituted.

⁶ Please mark your calendar and advise Rose Bustria ASAP if you are unable to attend any meetings.

2021	Friday, January 22	8:30 a.m. – 4:00 p.m.	Meeting	TBD
	Friday, March 26	8:30 a.m. – 4:00 p.m.	Meeting	TBD
	Friday, January 22	8:30 a.m. – 4:00 p.m.	Meeting	TBD
	Friday, March 26	8:30 a.m. – 4:00 p.m.	Meeting	TBD
	Friday, May 14	8:30 a.m. – 4:00 p.m.	Meeting (first meeting of new Executive)	TBD
	Friday, August 13	8:30 a.m. – 4:00 p.m.	Meeting	TBD
	Friday, October 22	8:30 a.m. – 4:00 p.m.	Meeting	TBD

Council Meeting Dates to December 2021

All Council meetings are at CCO and are scheduled from **8:30 a.m. – 4:30 p.m.** unless otherwise noted (no in person meetings until it is safe to do so).

Year	Date	Time	Event	Location
2020	Friday, September 4	8:30 a.m. – 9:30 a.m.	Special Council Meeting (by-laws)	Virtual
	Friday, September 11	1:00 p.m. – 4:30 p.m.	Council Meeting	Virtual
	Thursday, November 26	8:30 a.m. – 4:30 p.m.	Council Meeting (budget)	Virtual
	Friday, November 27	8:30 a.m. - noon	Council Training	Virtual
2021	Friday, February 26	8:30 a.m. – 4:30 p.m.	Council Meeting	TBD
	Wednesday, April 14	8:30 a.m. – 4:30 p.m.	Council Meeting (first meeting of new Council)	TBD
	Thursday, April 15	8:30 a.m. – 1:00 p.m.	Council Meeting (internal elections)	TBD
	Tuesday, June 15	6:00 p.m. – 9:00 p.m.	Annual General Meeting	TBD
	Wednesday, June 16	8:30 a.m. – 4:30 p.m.	Council Meeting	TBD
	Friday, September 10	12:00 noon – 4:30 p.m.	Council Meeting	TBD
	Saturday, September 11	8:30 a.m. – 4:30 p.m.	Strategic Planning/Topic Specific Meeting	TBD (tentative)
	Sunday, September 12	8:30 a.m. – 12:00 noon	Strategic Planning/Topic Specific Meeting	TBD (tentative)
	Thursday, November 25	8:30 a.m. – 4:30 p.m.	Council Meeting (budget)	TBD

Year	Date	Time	Event	Location
	Friday, November 26	8:30 a.m. – 12:00 noon	Council Training	TBD (tentative)
	Friday, November 26	6:00 p.m. – 9:00 p.m.	Holiday Party	TBD (tentative)

Generated Internally

**College of Chiropractors of Ontario
Executive Committee Report to Council (Virtual)
September 4, 2020**

Members: Dr. Dennis Mizel, *President*
Mr. Rob MacKay, *Vice-President*
Ms Robyn Gravelle, *Treasurer*
Dr. Sarah Green
Dr. Paul Groulx
Mr. John Papadakis
Dr. Janit Porter

Staff Support: Mr. Joel Friedman, *Director, Policy and Research*
Ms Jo-Ann Willson, *Registrar and General Counsel*

I Introduction

- I'd like to begin by thanking all Council members for their participation in CCO's first virtual elections held on Friday, August 14, 2020.
- In addition, I appreciate Council members making themselves available for a relatively brief Council meeting to approve by-law amendments while CCO is properly constituted. Although the Executive can and has been exercising its authority to address all urgent matters between Council meetings, only Council has the authority to approve by-law amendments.
- Over the past several months, Mr. Richard Steinecke, Steinecke, Maciura and LeBlanc, and Mr. Joel Friedman, Director, Policy and Research, have been reviewing CCO's by-laws to ensure they reflect best practices, are internally consistent, and that previous by-law amendments approved by Council are accurately reflected and implemented. Mr. Steinecke has confirmed that the by-law amendments in the Council information package to be considered by Council do not require circulation.

- The expectation was that the by-law amendments would be discussed and approved by Council at the June 17, 2020 meeting. However, since that date, there have been several transitions on Council, and further, Ms Georgia Allan's term on Council will be expiring on September 7, 2020. We do not know at this time whether there will be a new public member appointment to ensure CCO Council is properly constituted, and accordingly this meeting was scheduled to ensure CCO by-laws are brought up to date. One of the recommended by-law amendments relating to increasing the public member appointments and allowing for alternates on CCO committees reflected in By-law 11: Committee Composition, was already approved by Council before the internal elections were conducted at the Council meeting on August 14, 2020.
- I encourage all Council members to review the by-law amendments, which many of you have seen previously. I have invited Mr. Steinecke to be available on September 4, 2020 to answer any questions, but I would ask Council members if they have any questions relating to the by-law amendments, to please forward those to Ms Willson and I in advance of the meeting so we can respond promptly, or obtain advice from Mr. Steinecke as required. I would like the meeting on September 4, 2020 to be as brief and efficient as possible given that many Council members have had to reschedule their day to attend.

Recommendation 1

That Council approve the by-law amendments reflected in the proposed by-law amendment chart.

II Conclusion

- Thank you for your ongoing support and collaboration during a challenging time. We are continuing to monitor government orders and directives, to ensure staff and Council stay safe and healthy. For the foreseeable future, meetings will continue to be held virtually. On behalf of the Executive, we look forward to addressing all urgent, high priority matters, and on supporting Council over the months and weeks to come.

Respectfully submitted by,

Dr. Dennis Mizel,
President

**DRAFT BY-LAW AMENDMENTS
RECOMMENDED TO COUNCIL: SEPTEMBER 4, 2020**

Amendments already recommended for approval by Council when Council is properly constituted; three further amendments for recommendation to Council in 6.9(e.1, e.2), 6.35 and 12.9(e.1).

By-law 1 – Definitions and Interpretations

By-law	Current By-law	Proposed By-laws (changes underlined)	Rationale for Proposed Change
New By-law 1.6	None	<u>The CCO and its representatives are excused from complying with an obligation set out in these by-laws, including acting within a specified time period, where compliance is not feasible because of an emergency such as a pandemic or war.</u>	There should be a general provision permitting non-compliance with a requirement of the by-laws where compliance is not feasible (e.g., during a pandemic).
New By-law 1.7	None	<u>The registrar is authorized to make non-substantive corrections to the official version of these by-laws including where there are typographical errors, spelling and grammar mistakes, formatting anomalies, incorrect numbering of provisions, and inaccurate cross-references to other provisions.</u>	When by-laws are frequently amended minor errors creep in. For example, when provisions are repealed and the remaining provisions are renumbered, cross-references to the renumbered provisions are no longer accurate. This provision authorizes the Registrar to make non-substantive corrections to the by-laws.

By-law 4 – Banking and Finance

By-law	Current By-law	Proposed By-laws (changes underlined)	Rationale for Proposed Change
By-law 4.10	<p>Goods or services may be purchased or leased for the benefit of CCO if the purchase or lease is approved by:</p> <p>(a) the registrar or the deputy registrar, if the resulting obligation does not exceed \$10,000;</p> <p>(b) the registrar or the deputy registrar and one of the president, vice-president, or treasurer if the resulting obligation does not exceed \$25,000; and</p> <p>(c) the Executive Committee or the Council if the resulting obligation exceeds \$25,000.</p>	<p>Goods or services may be purchased or leased for the benefit of CCO if the purchase or lease is approved by:</p> <p>(a) the registrar or the deputy registrar, if the resulting obligation does not exceed <u>\$25,000</u>;</p> <p>(b) the registrar or the deputy registrar and one of the president, vice-president, or treasurer if the resulting obligation is <u>between \$25,000 and \$50,000</u>; and</p> <p>(c) <u>the registrar or the deputy registrar and two of the president, vice-president, or treasurer if the resulting obligation exceeds \$50,000.</u></p>	<p>These amendments streamline the authorization and approval for the purchase of goods and services. The limits of authorization have been increased from \$10,000 to \$25,000 and from \$25,000 to \$50,000. Also, the full Executive Committee is no longer required to approve larger purchases; rather a majority of the Executive officers of the College would now be sufficient to approve the purchase.</p>

By-law 5 – Financial Year and Auditing

By-law	Current By-law	Proposed By-laws (changes underlined)	Rationale for Proposed Change
By-law 5.5	The Auditor may be re-appointed provided that the Auditor does not serve for more than five consecutive one-year terms.	<u>The Auditor may be re-appointed at the discretion of Council.</u>	The vast majority of Colleges do not require the Auditors to be replaced every five years. This is likely an unnecessary safeguard for an organization like the College. There are costs associated with changing the Auditors, both in terms of staff time and in terms of the start-up costs of the new Auditors.
By-law 5.10	The Auditor is entitled to attend any meeting of Council and to be heard at any such meeting that he or she attends on any part of the business of the meeting that concerns them as Auditor. The Registrar shall provide reasonable notice of every Council meeting to the Auditor for this purpose.	<u>The Auditor is entitled to attend any meeting of Council and to be heard at any such meeting that he or she attends on any part of the business of the meeting that concerns them as Auditor.</u>	The requirement for the Registrar to provide notice to the Auditor of Council meetings is removed. It is extremely rare for the Auditor to attend Council meetings except when presenting the draft audited financial statements. The Auditor is still authorized to attend any Council meeting they wish to; the Auditor can ascertain any upcoming meeting dates, if interested, by monitoring the College’s website.

By-law 6 – Election of Council Members

By-law	Current By-law	Proposed By-laws (changes underlined)	Rationale for Proposed Change
By-law 6.6	<p>An election of members to Council shall be held:</p> <ul style="list-style-type: none"> (a) in March, 2016, and in every third year after that for members from electoral districts 2 and 3 and for one member from electoral district 4; (b) in March, 2017, and in every third year after that for members from electoral districts 1 and 6 and for one member from electoral district 7 and one member from electoral district 5; and (c) in March, 2018, and in every third year after that for one member from electoral district 4 and one member from electoral district 5. 	<p>An election of members to Council shall be held in or about of March of each year in accordance with the following schedule:</p> <ul style="list-style-type: none"> (a) <u>in 2021 and every third year after that for electoral district 1 and one Council member for each of electoral districts 4 and 5;</u> (b) <u>in 2022 and every third year after that for electoral districts 2 and 3 and one Council member for electoral district 4;</u> (c) <u>in 2023 and every third year after that for electoral districts 6 and 7 and one Council member for electoral district 5.</u> 	<p>Council previously decided that, in order to synchronize the election cycles, the 2020 election for electoral district 1 would be for a one-year term. The current amendment now returns the election for that district to the three-year cycle beginning in 2021. While making that change, the provision has been updated to use more current years for calculating the cycles. The provision is also reordered to make the clauses chronological. This makes the provision easier to read and the calculations of the next elections simpler. However, there is no substantive change to any of the other electoral districts.</p>

By-law	Current By-law	Proposed By-laws (changes underlined)	Rationale for Proposed Change
By-law 6.9	A member is eligible for election to Council in an electoral district, if on the closing date of nominations and anytime up to and including the date of the election:...	<p>A member is eligible for election to Council in an electoral district, if on the closing date of nominations and anytime up to and including the date of the election:...</p> <p>(e.1) <u>the member has not resigned from a position on Council, before completing their term, within the last three years and four months.</u></p> <p>(e.2) <u>the member does not have an outstanding code of conduct matter with the College.</u></p>	Council members who resign from Council or have an outstanding code of conduct matter should not be eligible for election to Council until a full three year term has passed or until the matter has been resolved. Late notice resignations cause extra costs and disruptions by rendering Council unconstituted.
By-law 6.18	No later than 21 days before the date of an election, the registrar shall send electronically, or any other medium as determined by Council, to every member eligible to vote in an electoral district in which an election is to take place, a list of the candidates, the candidates' biographical information if provided, an explanation of the voting procedure, and electronic access to a ballot for voting.	No later than <u>14 days</u> before the date of an election, the registrar shall send electronically, or any other medium as determined by Council, to every member eligible to vote in an electoral district in which an election is to take place, a list of the candidates, the candidates' biographical information if provided, an explanation of the voting procedure, and electronic access to a ballot for voting.	Since elections are now conducted electronically and not through Canada Post, three weeks are no longer needed for members to be given an adequate opportunity to vote. Members now have two weeks to vote.

By-law	Current By-law	Proposed By-laws (changes underlined)	Rationale for Proposed Change
By-law 6.28	When there is an interruption of mail service during a nomination or election, the registrar shall extend the holding of nominations and election for such minimum period of time as the registrar considers necessary to compensate for the interruption.	When there is an interruption of <u>communications during a nomination or election</u> , the registrar shall extend the holding of nominations and election for such minimum period of time as the registrar considers necessary to compensate for the interruption.	This provision is modernized to refer to the disruption of any type of communications affecting the election process. Rather than referring to “mail service”, the provision now refers more generically to “communications”.

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By-law	Current By-law	Proposed By-laws (changes underlined)	Rationale for Proposed Change
By-law 6.35	<p>Despite By-law 6.32, 6.33, and 6.34, where vacancy would result in the Council not being properly constituted, the Council (in anticipation of the event before it is not properly constituted) or the Executive Committee (after the Council is not properly constituted) may appoint as an elected member for that district an eligible member in that electoral district. The appointed member shall serve until the vacancy can otherwise be filled for that district. When temporarily filling the vacancy in this way, the Council or the Executive Committee shall:</p> <ul style="list-style-type: none"> (a) solicit interest from eligible members where feasible¹, (b) take into account the criteria set out in By-law 12.5, (c) require the prospective appointed member to sign an undertaking to not seek or accept a nomination in the next election for the electoral district before the appointment becomes final². 	<p>Despite By-law 6.32, 6.33, and 6.34, where vacancy would result in the Council not being properly constituted, the Council (in anticipation of the event before it is not properly constituted) or the Executive Committee (after the Council is not properly constituted) may appoint as an elected member for that district an eligible member in that electoral district, <u>where feasible</u>. The appointed member shall serve until the vacancy can otherwise be filled for that district. When temporarily filling the vacancy in this way, the Council or the Executive Committee shall:</p> <ul style="list-style-type: none"> (a) solicit interest from eligible members where feasible¹, (b) take into account the criteria set out in By-law 12.5, (c) require the prospective appointed member to sign an undertaking to not seek or accept a nomination in the next election for the electoral district before the appointment becomes final². 	It may not be possible to fill a vacancy of a member in that particular district.

¹ There may not be sufficient time to solicit interest in every case and Council should be reconstituted as soon as possible.

² This is intended to preserve the neutrality of the process. Where a person intends to run in the next election, they would receive a distinct advantage in being appointed to fill the vacancy until the election is held.

By-law	Current By-law	Proposed By-laws (changes underlined)	Rationale for Proposed Change
By-law 6.37	Despite By-law 6.6 and 6.34, By-law 6.4 applies to the election held in District 1 in 2017 resulting in approximately a three-year term.	Repealed	Article 6.37 has served its purpose, is now spent and can be deleted.

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By-law 7 – Elections (within Council)

By-law	Current By-law	Proposed By-laws (changes underlined)	Rationale for Proposed Change
By-law 7.18	If the position of chair of a statutory or non-statutory committee becomes vacant, the Executive Committee shall appoint a chair for the unexpired term of the position.	If the position of chair or committee member of a statutory or non-statutory committee becomes vacant, the Executive Committee shall appoint a chair or committee member for the unexpired term of the position.	This amendment includes committee member vacancies as well as chair vacancies as being replaced by the Executive Committee. This amendment formalizes the existing practice at the CCO.
By-law 7.27	The duties and powers of the secretary of the Council include: (a) preparing agendas for the meetings of Council and meetings of the Executive Committee and submitting such agendas to the president for approval; ...	The duties and powers of the secretary of the Council include: (a) <i>[repealed]</i>	The process for the preparation of the agendas for Council meetings is a collaborative process involving the registrar and the Executive Committee. The by-laws should reflect the actual process. These amendments are also more consistent with article 8.12 which has the Executive Committee bringing items to Council. This amendment should be read in conjunction with the proposed amendment of article 8.12.

By-law	Current By-law	Proposed By-laws (changes underlined)	Rationale for Proposed Change
By-law 7.28	In preparing agendas for the meetings of Council, the secretary shall include a period during which council members may raise for discussion topics relevant to the affairs of CCO.	<u>The agendas for the meetings of Council shall be prepared by the Executive Committee in collaboration with the registrar and shall include a period during which council members may raise for discussion topics relevant to the affairs of CCO for possible inclusion in future agendas.</u>	<p>The process for the preparation of the agendas for Council meetings is a collaborative process involving the registrar and the Executive Committee. The by-laws should reflect the actual process. These amendments are also more consistent with article 8.12 which has the Executive Committee bringing items to Council.</p> <p>This amendment should be read in conjunction with the proposed amendment of article 8.12.</p>

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By-law 8 – Council Meetings

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By-law	Current By-law	Proposed By-laws (changes underlined)	Rationale for Proposed Change
By-law 8.12	<p>The Council may consider or transact at a regular meeting:</p> <ul style="list-style-type: none"> (a) matters brought by the Executive Committee; (b) interim reports by committees which have received prior review by the Executive Committee; and (c) any other business. 	<p>The Council may consider or transact at a regular meeting:</p> <ul style="list-style-type: none"> (a) matters brought by the Executive Committee; (b) <u>reports by statutory committees;</u> (c) <u>reports by non-statutory committees which have received prior review by the Executive Committee;</u> (d) <u>any motion notice of which has been delivered in writing to the Registrar at least 30 days before the Council meeting and which the majority of Council members present and voting at the meeting view as warranting Council discussion; and</u> (e) <u>any other business that the majority of Council members present and voting at the meeting view as urgent and requiring Council's immediate attention.</u> 	<p>As a general principle, only items that are brought in advance and have been researched and reviewed should be brought to Council meetings. This ensures considered debate based on adequate information and results in higher quality decision making. To facilitate this, there should be a process whereby individual Council members can raise a topic where they cannot persuade the Executive Committee to place the item on the agenda. Furthermore, only urgent topics should be added to the agenda on the day of the meeting from whatever source. These proposed amendments are consistent with good governance principles.</p> <p>The removal of the word "interim" in clause (b) recognizes that committees provide reports that are not always interim in nature.</p>

By-law	Current By-law	Proposed By-laws (changes underlined)	Rationale for Proposed Change
By-law 8.17	Robert’s Rules of Order are the rules of order for council meetings and form part of the by-laws. Where there is an inconsistency between Robert’s Rules of Order and CCO by-laws, CCO by-laws take precedence.	<u>The rules of order for council meetings adopted from time to time by Council shall guide the conduct of its meetings.</u>	Council adopted simplified Rules of Order some time ago. They should be referenced here if they are to be used. Robert’s Rules of Order would then only be the back-up for matters requiring additional guidance.
By-law 8.19	Persons participating in the meeting, as outlined in By-law 8.19, are deemed to be present at the meeting.	Persons participating in the meeting, as outlined in By-law <u>8.18</u> , are deemed to be present at the meeting.	Typos probably resulting from a re-ordering of earlier provisions. The articles should read “By-law 8.18”.
By-law 8.20	Notice of a meeting held under By-law 8.19 shall not specify a place for the meeting but rather the means by which the meeting will be conducted.	Notice of a meeting held under By-law <u>8.18</u> shall not specify a place for the meeting but rather the means by which the meeting will be conducted.	Typos probably resulting from a re-ordering of earlier provisions. The articles should read “By-law 8.18”.

By-law 9 – Remuneration

By-law	Current By-law	Proposed By-laws (changes underlined)	Rationale for Proposed Change
By-law 9.6	The following conditions apply to the remuneration entitlement of committee expenses:...	The following conditions apply to the remuneration entitlement of committee expenses:... <u>Attendance for Full Duration of Scheduled Meeting</u> <u>In order to be eligible for the appropriate attendance per diem, a council or committee shall attend the full duration of the scheduled meeting. If extenuating circumstances apply which necessitate leaving a meeting earlier than the scheduled end time, the council or committee member shall communicate this in writing to the Chair of the meeting.</u>	The attendance per diem should reflect the time attended at a scheduled meeting.

By-law 10 – Indemnification

By-law	Current By-law	Proposed By-laws (changes underlined)	Rationale for Proposed Change
By-law 10.1	<p>Every member of the Council, Committee member, officer, employee, agent and appointee of CCO, including assessors, investigators and inspectors, and each of their heirs, executors and administrators and estate, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of CCO from and against:</p> <p>(a) all costs, charges, expenses, awards and damages whatsoever that he or she sustains or incurs in any action, suit or proceeding that is brought, commenced or prosecuted against him or her, for or in respect of any act, deed, omission, matter or thing whatsoever, made done or permitted by him or her, in the execution of the duties of their office; and</p> <p>(b) all other reasonable costs, charges, expenses, awards and damages that he or she sustains or incurs in or in relation to the affairs of CCO, except such costs, charges,</p>	<p>Every member of the Council, Committee member, officer, employee, agent and appointee of CCO, including assessors, investigators and inspectors, and each of their heirs, executors and administrators and estate, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of CCO from and against:</p> <p>(a) all costs, charges, expenses, awards and damages whatsoever that he or she sustains or incurs in any action, suit or proceeding that is brought, commenced or prosecuted against him or her, for or in respect of any act, deed, omission, matter or thing whatsoever, made done or permitted by him or her, in the execution of the duties of their office; and</p> <p>(b) all other reasonable costs, charges, expenses, awards and damages that he or she sustains or incurs in or in relation to the affairs of CCO, <u>except such costs, charges,</u></p>	<p>The underlined words in the current provision apply to both clauses (a) and (b). As such they should be moved from clause (b) and stand in a separate and not indented line after clause (b). There has been no change to the wording.</p>

By-law	Current By-law	Proposed By-laws (changes underlined)	Rationale for Proposed Change
	expenses, awards or damages as are occasioned by their own willful neglect or default.	<u>expenses, awards or damages as are occasioned by their own willful neglect or default.</u>	

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By-law 12 – Appointment of Non-Council Members

By-law	Current By-law	Proposed By-laws (changes underlined)	Rationale for Proposed Change
By-law 12.9	A member is eligible for appointment to a committee if, on the date of the appointment:...	A member is eligible for appointment to a committee if, on the date of the appointment:...	Council members who resign from Council should not be eligible for appointment to a committee until a full three year term has passed.

BY-LAW 11: COMMITTEE COMPOSITION

Approved by Council: February 24, 2001

*Amended: September 24, 2009, November 30, 2012, September 17, 2015, June 19, 2019
(came into effect September 13, 2019), August 14, 2020*

- 11.1 The Executive Committee, inclusive of the president, vice-president and treasurer, shall be composed of the following:
- (a) Four members of Council who are members of CCO;
 - (b) Three members of Council who are appointed by the Lieutenant Governor in Council;
- 11.2 The president of the Council shall be the chair of the Executive Committee.
- 11.3 The Registration Committee shall be composed of:
- (a) two members of Council who are members of CCO; and
 - (b) two members of Councils appointed to the Council by the Lieutenant Governor in Council.
- 11.4 The Inquiries, Complaints and Reports Committee shall be composed of:
- (a) two members of Council who are members of CCO;
 - (b) two members of Council appointed to Council by the Lieutenant Governor in Council; and
 - (c) one member of CCO who is not a member of Council.
- 11.5 The Discipline Committee shall be composed of:
- (a) every member of Council; and
 - (b) up to three members of CCO who are not members of Council.
- 11.6 The Fitness to Practise Committee shall be composed of every member of Council.

- 11.7 The Quality Assurance Committee shall be composed of:
- (a) two members of Council who are member of CCO;
 - (b) two members of Council appointed to Council by the Lieutenant Governor in Council; and
 - (c) one member of CCO who is not a member of Council.
- 11.8 The Patient Relations Committee shall be composed of:
- (a) one member of Council who is a members of CCO;
 - (b) two members of Council appointed to Council by the Lieutenant Governor in Council; and
 - (c) two members of CCO who are not members of Council.
- 11.9 Council may, by resolution, establish non-statutory committees. For each non-statutory committee, Council shall specify in the resolution the duties and responsibilities of the committee, its composition and its termination date or event.
- 11.10 A committee is still properly constituted if it has vacancies so long as a quorum remains. Unless otherwise specified by the Code, three members of a committee constitute quorum.
- 11.11 By-laws 8.18 to 8.21 (electronic meetings) applies to committee meetings.
- 11.12 In By-law 11, despite the use of a definite number of committee members in any category, Council may appoint additional committee members in any category, except for the Executive Committee or the Discipline Committee.
- 11.13 In By-law 11, despite the use of a definite number of committee members in any category, Council may appoint alterative committee members in any category. An alternative committee member may attend meetings and participate in discussions but shall not vote unless a full committee member in the same category as the alternative is unable to participate in the matter, including if he/she has a conflict of interest.

ITEM 4.5

BY-LAW 1: DEFINITIONS AND INTERPRETATION

Approved by Council: February 24, 2001

*Amended: September 24, 2009, September 17, 2015, February 23, 2016, June 19, 2019
(came into effect September 13, 2019)*

1.1 In these by-laws, unless the context otherwise dictates,

“Administrator” in the context of a chiropractic educational institution means one who occupies an executive, management and/or policy-making position;

“Appointed Member” means a member of the Council appointed by the Lieutenant Governor in Council;

“By-laws” means by-laws made by the Council;

“CAC” means the Chiropractic Awareness Council;

“CCA” means the Canadian Chiropractic Association;

“CCEB” means the Canadian Chiropractic Examining Board;

“CCEC” means the Council on Chiropractic Education (Canada)

“CCPA” means the Canadian Chiropractic Protective Association;

“*Chiropractic Act*” means the *Chiropractic Act, 1991*;

“CMCC” means the Canadian Memorial Chiropractic College;

“*Code*” means the Health Professions Procedural Code, Schedule 2 to the *Regulated Health Professions Act, 1991*;

“Council Member” means a member of the Council of CCO

“CSCE” means the Canadian Society of Chiropractic Evaluators;

“CCO” means the College of Chiropractors of Ontario;

“Council” means the Council of the CCO;

“Elected Member” means a member of the Council elected by the members of the CCO;

“FCC” mean the Federation of Canadian Chiropractic;

“Member” means a member of the CCO;

“OCA” means the Ontario Chiropractic Association;

“Non-Council Member” means a committee member who is not a member of Council;

“Prescribed” means prescribed in the regulations or by-laws;

“Primary practice” is the business address of the member as reported to CCO in accordance with the RHPA and By-law 17;

“Primary residence” is the member’s residential address as reported to CCO in accordance with By-law 17;

“RHPA” means the *Regulated Health Professions Act, 1991*;

“UQTR” means Université du Québec à Trois-Rivières.

- 1.2 The definitions contained in the *RHPA* and *Chiropractic Act* are incorporated and adopted in the by-laws unless the context otherwise dictates.
- 1.3 Any act referred to by name shall mean that act in force at the relevant time as amended, or replaced.
- 1.4 The by-laws shall be governed and construed in accordance with the laws of Ontario.
- 1.5 In the event of an inconsistency between the by-laws and the *RHPA*, *Chiropractic Act*, or the regulations under those acts, the *RHPA*, the *Chiropractic Act* and the regulations under those acts shall govern.

BY-LAW 2: SEAL

Approved by Council: February 24, 2001

Amended: September 24, 2009, September 17, 2015

- 2.1 The seal shown on this page is the seal of CCO.
- 2.2 The registrar, president, vice-president and treasurer and such other person or persons as may be authorized by Council shall each have authority to affix the seal of CCO to any document.

BY-LAW 3: EXECUTION OF DOCUMENTS

Approved by Council: February 24, 2001

Amended: September 24, 2009, September 17, 2015, June 19, 2019 (came into effect September 13, 2019)

- 3.1 Unless otherwise provided by law or the by-laws, a document of CCO shall be signed by: the registrar or the deputy registrar and one of the president, vice-president or treasurer if the document has financial implications for CCO; and the registrar or the deputy registrar, or someone authorized by him/her, if the document does not have financial implications for CCO.
- 3.2 Notwithstanding any provision to the contrary contained in the by-laws of CCO, Council may, at any time, by resolution, direct the manner in which, and the person or persons by whom, any instrument in writing or class of instruments in writing made on behalf of CCO may or shall be executed.
- 3.3 A person who may sign a document may impress the seal of CCO upon the document if the seal is required and if the document has been signed as required by the by-laws.
- 3.4 Minutes of Council meetings shall be signed by any two of the president, vice-president, treasurer or registrar.
- 3.5 Proposed regulations shall be signed by the registrar and one of the president, vice-president or treasurer.
- 3.6 Decisions made by the panel of the Discipline Committee and/or the Fitness to Practise Committee of CCO shall be signed by all members participating in the decision.
- 3.7 Documents of a committee, such as a notice of a summons, shall be signed by a representative of the committee.

BY-LAW 4: BANKING AND FINANCE

Approved by Council: February 24, 2001

Amended: September 24, 2009, September 17, 2015

- 4.1 The Executive Committee shall appoint a chartered bank where deposits are insured by the Canadian Deposit Insurance Corporation for the use of CCO.
- 4.2 All money belonging to CCO shall be deposited in the name of CCO with the bank without deduction for any purpose whatsoever.
- 4.3 The registrar or deputy registrar may endorse any negotiable instrument for collection on account of CCO through the bank for deposit to the credit of CCO with the bank.
- 4.4 The registrar or deputy registrar and one of the president, vice-president or treasurer may invest or reinvest funds of CCO, not immediately required, in:
- (a) bonds, debentures, or other evidences of indebtedness of or guaranteed by the Government of Canada or the Government of Ontario; or
 - (b) deposit receipts, deposit notes, certificates of deposit, and other similar instruments issued or endorsed by a chartered bank.
- 4.5 The Executive Committee may by resolution decide to invest or reinvest funds of CCO, not immediately required, in securities outlined in By-law 4.4 above.
- 4.6 The registrar or deputy registrar and one of the president, vice-president or treasurer shall sign documents to implement a decision made by the Executive Committee pursuant to By-law 4.5 above.
- 4.7 The Council may from time to time by resolution:
- (a) borrow money on the credit of CCO;
 - (b) limit or increase the amount or amounts to be borrowed; and
 - (c) secure any present or future borrowing, or any debt, obligation, or liability of the College, by charging, mortgaging, hypothecating or pledging all or any of the real or personal property of CCO, whether present or future.

- 4.8 The Executive Committee shall not exercise the powers or duties of the Council under By-law 4.7 above or take any similar action.
- 4.9 The registrar or deputy registrar and one of the president, vice-president or treasurer shall sign documents to implement a decision made by the Council pursuant to By-law 4.7 above.
- 4.10 Goods or services may be purchased or leased for the benefit of CCO if the purchase or lease is approved by:
- (a) the registrar or the deputy registrar, if the resulting obligation does not exceed \$10,000;
 - (b) the registrar or the deputy registrar and one of the president, vice-president, or treasurer if the resulting obligation does not exceed \$25,000; and
 - (c) the Executive Committee or the Council if the resulting obligation exceeds \$25,000.

BY-LAW 5: FINANCIAL YEAR AND AUDITING

Approved by Council: February 24, 2001

Amended: September 24, 2009, September 17, 2015, June 19, 2019 (came into effect September 13, 2019)

- 5.1 The financial year of CCO shall be from the 1st of January of one year to the 31st of December of the same year.
- 5.2 Council shall appoint annually one or more Auditors who are licensed under the *Public Accounting Act, 2004* to audit CCO's financial statements.
- 5.3 Financial statements for CCO shall be prepared at the close of each Fiscal Year and audited financial statements, together with the Auditor's report, shall be presented annually to Council.
- 5.4 The Auditor shall serve for a term of one year, but if an appointment is not made the Auditor shall continue to serve until a successor is appointed.
- 5.5 The Auditor may be re-appointed provided that the Auditor does not serve for more than five consecutive one-year terms.
- 5.6 If the Auditor is unable to continue their duties or in the event Council is dissatisfied with the Auditor, Council may appoint a new Auditor.
- 5.7 Council shall cause the performance of the Auditor to be evaluated on an annual basis and shall take such evaluation into account when considering the re-appointment of the Auditor.
- 5.8 Council shall set the remuneration of the Auditor and confirm the appointment and remuneration in writing.
- 5.9 The Auditor has a right of access at all reasonable times to all CCO records, documents, books, accounts and vouchers and is entitled to require from the Council members, officers and employees and relevant payees of CCO such information as in their opinion is necessary to enable them to report as required by law or under this section.
- 5.10 The Auditor is entitled to attend any meeting of Council and to be heard at any such meeting that he or she attends on any part of the business of the meeting that concerns them as Auditor. The Registrar shall provide reasonable notice of every Council meeting to the Auditor for this purpose.

- 5.11 The auditor shall report to the Executive Committee upon reasonable request by the Executive Committee and in any event at the last meeting of the Executive Committee before the annual general meeting of Council.
- 5.12 The auditor shall report in writing to the Council at the annual meeting of Council on the financial statement which shall be submitted to each annual meeting and shall state in the report whether, in their opinion, the financial statement presents fairly the financial position of CCO and the results or its operations for the period under review in accordance with generally accepted accounting principles applied on a basis consistent with that of the preceding period.
- 5.13 The Executive Committee shall not exercise the powers or duties of the Council under this by-law.

BY-LAW 6: ELECTION OF COUNCIL MEMBERS

Approved by Council: February 24, 2001

Amended: February 12, 2002, September 24, 2009, September 17, 2015,

February 23, 2016, February 28, 2017, April 24, 2018, January 6, 2019, June 19, 2019 (came into effect September 13, 2019), September 14, 2019 (came into effect November 28, 2019),

6.1 **Electoral District 1: Northern** comprised of the districts of Kenora, Rainy River, Thunder Bay, Algoma, Cochrane, Manitoulin, Parry Sound, Nipissing, Timiskaming; the district municipality of Muskoka; and the city of Greater Sudbury.

Electoral District 2: Eastern comprised of the counties of Frontenac, Hastings, Lanark, Prince Edward, Renfrew, Lennox and Addington; the united counties of Leeds and Grenville, Prescott and Russell, Stormont, Dundas and Glengarry; and the city of Ottawa.

Electoral District 3: Central East comprised of the counties of Haliburton, Northumberland, Peterborough, and Simcoe, the city of Kawartha Lakes, the regional municipality of Durham and the township of Scugog.

Electoral District 4: Central comprised of the city of Toronto and the regional municipality of York.

Electoral District 5: Central West comprised of the counties of Brant, Dufferin, Wellington, Haldimand and Norfolk, the regional municipalities of Halton, Niagara, Peel and Waterloo, and the city of Hamilton.

Electoral District 6: Western comprised of the counties of Essex, Bruce, Grey, Lambton, Elgin, Middlesex, Huron, Perth and Oxford, and the municipality of Chatham-Kent.

Electoral District 7: Academic comprised of the entire province of Ontario.

6.2 A member is eligible to vote in District 7 and in the electoral district in which the member, as of January 1st of the election year, has his/her primary practice, or if the member is not engaged in the practice of chiropractic, in which the member has his/her primary residence.

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

Column 1	Column 2
Electoral District	Number of Members
1	1
2	1
3	1
4	2
5	2
6	1
7	1

- 6.4 The term of office of a member elected to Council is approximately three years, commencing with the first regular meeting of Council immediately following the election. The member shall continue to serve in office until his/her successor takes office in accordance with this by-law.
- 6.5 A member who has served on Council for nine consecutive years is ineligible for election to Council until a full three year term has passed since that member last served on Council.
- 6.6 An election of members to Council shall be held:
- (a) in March, 2016, and in every third year after that for members from electoral districts 2 and 3 and for one member from electoral district 4;
 - (b) in March, 2017, and in every third year after that for members from electoral districts 1 and 6 and for one member from electoral district 7 and one member from electoral district 5; and
 - (c) in March, 2018, and in every third year after that for one member from electoral district 4 and one member from electoral district 5.
- 6.7 The registrar shall set the date for the election of members to Council.
- 6.8 A member is ineligible to vote in a council election if he/she is in default of payment of any fees prescribed by by-law or any fine or order for costs to CCO imposed by a CCO committee or court of law or is in default in providing and returning any information required by CCO.

- 6.9 A member is eligible for election to Council in an electoral district, if on the closing date of nominations and anytime up to and including the date of the election:
- (a) the member has his/her primary practice of chiropractic located in the electoral district in which he/she is nominated or, if the member is not engaged in the practice of chiropractic, has his/her primary residence located in the electoral district in which he/she is nominated;
 - (b) the member is not in default of payments of any fees prescribed by by-law or any fine or order for costs to CCO imposed by a CCO committee or court of law;
 - (c) the member is not in default in completing and returning any form required by CCO;
 - (d) the member is not the subject of any disciplinary or incapacity proceeding
 - (e) a finding of professional misconduct, incompetence or incapacity has not been made against the member in the preceding three years;
 - (f) the member is not, and has not been in the 12 months before the date of the election, an employee, officer or director of any professional chiropractic association such that a real or apparent conflict of interest may arise, including but not limited to being an employee, officer or director of the OCA, CCA, CCPA, AFC, CCEB, CSCE or the CCEC of the FCC;
 - (g) the member is not an officer, director, or administrator of any chiropractic educational institution, including but not limited to, CMCC and UQTR, such that a real or apparent conflict of interest may arise;
 - (h) the member has not been disqualified from the Council or a committee of the Council in the previous three years;
 - (i) the member is not a member of the Council or of a committee of the College of any other health profession;
 - (j) the member has not been a member of the staff of CCO at any time within the preceding three years;
 - (k) for District 7 only, the member is a member of the faculty of CMCC; and
 - (l) for any district other than District 7, the member is not eligible for election in District 7.

- 6.10 The registrar shall supervise the nomination of candidates.
- 6.11 No later than 60 days before the date of an election, the registrar shall notify every member eligible to vote of the date, time and place of the election and of the nomination procedure.
- 6.12 The nomination of a candidate for election as a member of Council, and undertaking to the CCO Registrar shall be in writing and shall be given to the registrar at least 45 days before the date of the election (i.e., the nomination date).
- 6.13 The nomination shall be signed by the candidate and by at least 10 members who support the nomination and who are eligible to vote in the electoral district in which the election is to be held.
- 6.14 The candidate shall provide to the registrar by the nomination date or such later date as the registrar permits, biographical information in a manner acceptable to the registrar including content that is suitable for CCO's public interest mandate, for the purpose of distribution to eligible members in accordance with the by-laws.
- 6.15 The candidate may withdraw his or her nomination for election to Council no later than 30 days before the date of the election.
- 6.16 If the number of candidates nominated for an electoral district is less than or equal to the number of members to be elected, the registrar shall declare the candidates to be elected by acclamation.
- 6.17 The registrar shall supervise and administer the election of candidates and, for the purpose of carrying out that duty, the registrar may, subject to the by-laws,
- (a) appoint returning officers and scrutineers;
 - (b) establish a deadline for the receiving of electronic ballots;
 - (c) provide for the notification of all candidates and members of the results of the election;
 - (d) if there has been a non-compliance with a nomination or election requirement, determine whether the non-compliance should be waived in circumstances where the fairness of the election will not be affected; and
 - (e) provide for the destruction of electronic ballots following an election.

- 6.18 No later than 21 days before the date of an election, the registrar shall send electronically, or any other medium as determined by Council, to every member eligible to vote in an electoral district in which an election is to take place, a list of the candidates, the candidates' biographical information if provided, an explanation of the voting procedure, and electronic access to a ballot for voting.
- 6.19 Voting for elections of member to Council shall be by electronic method or any other medium as determined by Council.
- 6.20 The instruction for voting shall contain the following:
- a) a member may cast as many votes on a ballot in an election of members to the Council as there are members to be elected to Council from the electoral district in which the member is eligible to vote.;
 - b) a member shall not cast more than one vote for any one candidate;
 - c) a member shall clearly indicate the voter's choice in one of the appropriate places on the electronic ballot to indicate the voter's choice;
 - d) the electronic vote shall be received by 4 pm on the date indicated in the notice of election and voting guide; and
 - e) the electronic vote will not be counted in the election unless it has been received in accordance with the instructions for voting.
- 6.21 On the date of the election, the registrar or his/her agent shall tally the votes for each candidate in each electoral district with a contested election.
- 6.22 The counting of the electronic votes shall be conducted so that no person knows for whom any member voted.
- 6.23 Candidates or their representatives may be present when the electronic votes are counted.
- 6.24 If there is a tie in an election of members to the Council, the registrar shall break the tie by lot.
- 6.25 A candidate may require a recount by giving a written request and deposition the sum or \$150 with the registrar no more than 15 days after the date of an election.
- 6.26 The registrar shall hold the recount no more than 10 days after receiving the request.

- 6.27 If the recount changes the election result, the full amount of the deposit shall be refunded to the candidate. If the recount does not change the election result, CCO will keep the deposit to partially offset recount costs, including staff time.
- 6.28 When there is an interruption of mail service during a nomination or election, the registrar shall extend the holding of nominations and election for such minimum period of time as the registrar considers necessary to compensate for the interruption.
- 6.29 The Council shall disqualify an elected member from sitting on Council if the elected member:
- (a) is subject of any disciplinary or incapacity proceeding;
 - (b) is found to have committed an act of professional misconduct or is found to be incompetent by a panel of the Discipline Committee;
 - (c) is found to be an incapacitated member by a panel of the Fitness to Practice Committee;
 - (d) fails to attend two consecutive meetings of the Council or of a committee or of a subcommittee in which he/she is a member, without reasonable cause in the opinion of Council;
 - (e) fails to attend a hearing or review of a panel for which he/she has been selected, without reasonable cause in the opinion of Council;
 - (f) becomes an employee, officer or director of any professional chiropractic association such that a real or apparent conflict of interest may arise, including but not limited to being an employee, officer or director of the OCA, CCA, CCPA, AFC, CCEB, CSCE or the Accreditation Standards and Policies Committee or the CCEC of The FCC;
 - (f.1) in the case of a Council member from District 7, ceases to be a member of the faculty of CMCC;
 - (g) becomes an officer, director or administrator of any chiropractic educational institution, including but not limited to CMCC and UQTR;
 - (h) becomes a member of the Council or a committee of the College of any other health profession;

- (j) breaches the conflict of interest provision(s) for members of Council and committees, in the opinion of the Council after giving notice to the member of the concern and giving the member an opportunity to respond to the concern;
 - (k) fails to discharge properly or honestly any office to which he/she has been elected or appointed or engages in conduct unbecoming of a Council member, in the opinion of the Council, after being given notice of the concern and an opportunity to respond;
 - (l) becomes in default of payment of any fees prescribed by by-law or any fine or order for costs imposed by a CCO committee or court of law; or
 - (m) becomes in default of completing and returning any form required by CCO;
- 6.30 A council member shall resign from Council prior to applying for any CCO staff position.
- 6.31 The seat of an elected Council member shall be deemed to be vacant upon the death, resignation or disqualification of the Council member.
- 6.32 If the seat of an elected council member becomes vacant in an electoral district no more than 12 months before the expiry of the member's term of office, the Council may,
- (a) leave a seat vacant;
 - (b) appoint as an elected member the candidate, if any, who had the most votes of all the unsuccessful candidates in the last election of council members for that electoral district; or
 - (c) direct the registrar to hold an election in accordance with this by-law for that electoral district.
- 6.33 If the seat of an elected council member becomes vacant in an electoral district more than 12 months before the expiry of the member's term of office, the registrar shall hold an election in accordance with this by-law for that electoral district.
- 6.34 The term of a member appointed under By-law 6.32(b) or elected in an election under By-law 6.32(c) shall continue until the time the former council member's term would have expired.

- 6.35 Despite By-law 6.32, 6.33, and 6.34, where vacancy would result in the Council not being properly constituted, the Council (in anticipation of the event before it is not properly constituted) or the Executive Committee (after the Council is not properly constituted) may appoint as an elected member for that district an eligible member in that electoral district. The appointed member shall serve until the vacancy can otherwise be filled for that district. When temporarily filling the vacancy in this way, the Council or the Executive Committee shall:
- (a) solicit interest from eligible members where feasible¹,
 - (b) take into account the criteria set out in By-law 12.5,
 - (c) require the prospective appointed member to sign an undertaking to not seek or accept a nomination in the next election for the electoral district before the appointment becomes final².
- 6.36 If, within 90 days from the date of the election, the Council is of the opinion that there is a reasonable ground for doubt or dispute as to the validity of the election of any member of Council, the Council shall hold an inquiry and decide whether the election of the member is valid and, if an election is found to be invalid, the Council shall direct another election to be held.
- 6.37 Despite By-law 6.6 and 6.34, By-law 6.4 applies to the election held in District 1 in 2017 resulting in approximately a three-year term.
- 6.38 The election in District 1 in 2020 shall be for approximately a one-year term commencing with the first regular meeting of Council immediately following the election.
- 6.39 Where insufficient candidates are nominated for a district by the close of nominations, the Council may nominate a member even though the member does not have his/her primary practice and is not engaged in the practice of chiropractic in the district, and for District 7, is not a member of the faculty of the CMCC.

¹ There may not be sufficient time to solicit interest in every case and Council should be reconstituted as soon as possible.

² This is intended to preserve the neutrality of the process. Where a person intends to run in the next election, they would receive a distinct advantage in being appointed to fill the vacancy until the election is held.

BY-LAW 7: ELECTIONS (WITHIN COUNCIL)

Approved by Council: February 24, 2001

Amended: September 24, 2009, September 17, 2015, June 19, 2019 (came into effect September 13, 2019)

- 7.1 An elected member of the Council is eligible:
- (a) to vote for elections within Council;
 - (b) for election to the position of president, vice-president or treasurer; and
 - (c) for election to the position of chair or member of a statutory or non-statutory committee;
- if the member is eligible for election to Council as of that date.
- 7.2 An appointed member of the Council is eligible:
- (a) to vote for elections within Council;
 - (b) for election to the position of president, vice-president or treasurer; and
 - (c) for election to the position of chair or member of a statutory or non-statutory committee.
- 7.3 The Council shall at the first meeting of Council following the general election, or as soon thereafter as practicable, elect a president, vice-president and treasurer to hold office until the first meeting of Council following the general election in the subsequent year, and if an election is not so held, the president, vice-president and treasurer for the preceding year shall continue in office until their successors are elected.
- 7.4 The election of the president, vice-president and treasurer shall be by secret ballot using generally accepted democratic procedures, and where more than two council members are nominated, the nominee who receives the lowest number of votes on each ballot shall be deleted from the nomination unless one nominee receives a majority of the votes cast on the ballot, and this procedure shall be followed until one nominee receives a majority of the votes cast.
- 7.5 Each member of Council has one vote with respect to each of the offices of president, vice-president and treasurer.

- 7.6 The president is the chief officer of CCO and the vice-president shall assist the president in the discharge of his/her duties.
- 7.7 The president, vice-president or treasurer, may be removed from office by a two-thirds vote of the Council at a special meeting called for that purpose, and the Council may elect a new president, vice-president or treasurer from its members to hold office for the remainder of the year.
- 7.8 The office of president, vice-president or treasurer becomes vacant if the holder of the office dies, resigns or stops being a council member.
- 7.9 If the office of the president becomes vacant, the vice-president shall become the president for the unexpired term of the office and the office of vice-president thereby becomes vacant.
- 7.10 The Council shall fill any vacancy in the office of vice-president or treasurer using the procedures in By-law 7.4 at a special meeting which the president shall call for that purpose as soon as practicable after the vacancy occurs.
- 7.11 The president of the Council shall be the chair of the Executive Committee.
- 7.12 The Council shall at the first meeting of Council following the general election, or as soon thereafter as is practicable, elect the chairs and members of all statutory and non-statutory committees of CCO. If such elections are not so held, the chairs and members of the committees for the preceding year shall continue until their successors are elected.
- 7.13 The election of chairs and members of statutory and non-statutory committees shall be by secret ballot using generally accepted democratic procedures, and where more council members are nominated than available positions, the nominee who receives the lowest number of votes on each ballot shall be deleted from nomination and this procedures shall be repeated until each nominee receives a majority of the votes cast.
- 7.14 Following the election of a particular committee, a member of that committee shall be elected as chair. Each member of Council has one vote with respect to the position of chairs of all statutory and non-statutory committees.
- 7.15 The chair of any statutory or non-statutory committee may be filled by an elected or appointed member of Council but not by a non-council member of CCO.

- 7.16 A chair or committee member of a statutory or non-statutory committee may be removed from office by a two-thirds vote of the Council, with or without cause, at a special meeting called for that purpose, and the Council may elect a new chair to hold the position for the remainder of the year.
- 7.17 The position of chair of a statutory or non-statutory committee becomes vacant if the holder of the position dies, resigns or stops being a Council member.
- 7.18 If the position of chair of a statutory or non-statutory committee becomes vacant, the Executive Committee shall appoint a chair for the unexpired term of the position.
- 7.19 The duties and powers of the Council include:
- (a) administering the *RHPA, Chiropractic Act* and the regulations and by-laws under those acts;
 - (b) reviewing the activities of statutory and non-statutory committees of the Council and requiring committees to provide reports and information to the Council;
 - (c) requiring statutory and non-statutory committees of the Council to do anything that, in the opinion of the Council, is necessary or advisable to carry out the intent of the *RHPA, Chiropractic Act*, and the regulations under those acts;
 - (d) finalizing and proposing amendments to regulations and by-laws under the *RHPA* or the *Chiropractic Act*.
- 7.20 The duties and powers of the president of the Council include:
- (a) facilitating the activities of CCO;
 - (b) chairing meetings of Council;
 - (c) chairing meetings of the Executive Committee;
 - (d) participating in the preparation of agendas of the meetings of Council and meetings of the Executive Committee;
 - (e) supervising the arrangements for the annual meeting;
 - (f) taking all reasonable steps to ensure that directions of the Council and the Executive Committee are implemented;

- (g) ensuring CCO is represented at all appropriate meetings;
 - (h) presenting an Executive report at each Council meeting;
 - (i) acting as a liaison between CCO and other professional organizations as appropriate; and
 - (j) performing all acts and deeds pertaining to his/her office and such other acts and deeds as may be decided by Council.
- 7.21 The president, while chairing a Council meeting or Executive Committee meeting, votes only to break a tie.
- 7.22 The president of Council shall be eligible for election to a maximum of two consecutive one-year terms in the presidency.
- 7.23 The duties and powers of the vice-president include:
- (a) assuming the role of president in the absence of the president or when appointed to do so by the president; and
 - (b) performing all acts and deeds pertaining to his/her office and such other acts and deeds as may be decided by Council.
- 7.24 The vice-president shall be eligible for election to a maximum of two consecutive one-year terms in the vice-presidency.
- 7.25 The duties and powers of the treasurer of the Council include:
- (a) overseeing all matters relating to the financial affairs of CCO; and
 - (b) performing all acts and deeds pertaining to his/her office and such other acts and deeds as may be decided by Council.
- 7.26 The treasurer shall be eligible for election to a maximum of two consecutive one-year terms in the office.
- 7.27 The duties and powers of the secretary of the Council include:
- (a) preparing agendas for the meetings of Council and meetings of the Executive Committee and submitting such agendas to the president for approval;

- (b) keeping a record of matters that the Council has referred to the committees;
- (c) having custody and care of the records and documents of the Council;
- (d) giving or causing to be given notice of all council meetings and statutory and non-statutory committees; and
- (e) performing all acts and deeds pertaining to his/her office and such other acts and deeds as may be decided by Council.

7.28 In preparing agendas for the meetings of Council, the secretary shall include a period during which council members may raise for discussion topics relevant to the affairs of CCO.

7.29 The registrar shall be the secretary of the Council.

7.30 The duties and powers of the chairs of each committee shall include:

- (a) facilitating the activities of the committee and reporting to Council;
- (b) chairing meetings of the committee;
- (c) participating in the preparation of agendas of the meetings of the committee;
- (d) taking all reasonable steps to ensure that directions of the committee are implemented;
- (e) acting as a liaison between the Council or Executive Committee and the committee;
- (f) reporting to the Executive Committee upon reasonable request by the Executive;
- (g) reporting in writing to the Council at the meetings of Council on the activities of the committee for the preceding year;
- (h) preparing a work plan for the subsequent year, which includes all budgetary requirements for the committee, by November 1 of each and every year, or by such other time as directed by Council;
- (i) ensuring the activities of the committee are conducted in a fiscally responsible manner within approved budgetary restraints; and

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- (j) performing all acts and deeds pertaining to his/her office and such other acts and deeds as may be decided by Council.

7.31 The chair of every statutory and non-statutory committee shall be eligible for election to a maximum of two consecutive one-year terms.

BY-LAW 8: COUNCIL MEETINGS

Approved by Council: February 24, 2001

Amended: September 24, 2009, September 17, 2015, June 19, 2019 (came into effect September 13, 2019)

- 8.1 The Council shall hold,
- (a) an annual meeting which shall be called by the president between April 1 and June 30 of each year;
 - (b) regular meetings which shall be called by the president from time to time; and
 - (c) any special meetings which may be called the by the president, or a majority of council members, who deposit with the registrar a written request for the meeting containing specifics of the matter or matters for decision at the meeting.
- 8.2 The registrar shall cause each council member to be notified in writing of the place, date and time of a council meeting by sending such notification by ordinary prepaid mail, facsimile, e-mail or similarly effective method at least,
- (a) 30 days before an annual meeting;
 - (b) 14 days before a regular meeting; and
 - (c) five days before a special meeting.
- 8.3 The registrar shall cause to be included in or with the notification of all meetings to council members, the agenda for the meeting.
- 8.4 The registrar shall cause to be included in or with the notification of a special meeting to council members sufficient information about the matter or matters for decision contained in the requisition of the meeting deposited with him/her to permit the member to form a reasonable judgment.
- 8.5 The registrar shall cause the public to be notified of council meetings in accordance with any provisions under the *RHPA* and, if there are not applicable regulations or not otherwise specified, in a generally accepted manner.

- 8.6 No annual, regular or special meeting shall be made void because of an inadvertent or accidental error or omission in giving notice. In addition, any council member may waive the notice requirements and ratify, approve and confirm any proceedings taken at the meeting.
- 8.7 Meeting of the Council shall take place in Ontario at a place, date and time designated by the president or the majority of council members calling the meeting but, if a place, date or time is not designated or is incompatible with the by-laws, the registrar shall select a place, date and time compatible with the by-laws which is as close as he/she can reasonably select to the place, date and time designated by the person or people calling the meeting.
- 8.8 Unless otherwise required by law or by-law, every question which properly comes before the Council may be decided by a simple majority of the votes cast at the meeting by council members, and, if there is an equal number of votes on a question, the chair may cast a deciding vote.
- 8.9 Voting at a council meeting shall be by a show of hands, or if appropriate, by secret ballot.
- 8.10 Voting by proxy at council meetings shall not be permitted in any circumstances.
- 8.11 The Council shall consider or transact at the annual meeting:
- (a) the annual report for the preceding year;
 - (b) the reports of the committees established under the *RHPA*;
 - (c) the financial statement of CCO;
 - (d) the report of the auditor; and
 - (e) the appointment of the auditors for the ensuing year.
- 8.12 The Council may consider or transact at a regular meeting:
- (a) matters brought by the Executive Committee;
 - (b) interim reports by committees which have received prior review by the Executive Committee; and
 - (a) any other business.

- 8.13 The Council may only consider or transact at a special meeting, the matter or matters for decision at the meeting contained in the requisition deposited with the registrar.
- 8.14 The president shall cause a record of the proceedings of the council meeting including all motions and recommendations to be recorded, and the written record of the Council meeting, when signed by any two of the president, vice-president, treasurer or registrar, is prima facie proof of the accuracy of the contents of every such record.
- 8.15 The written record of the proceedings of a council meeting when accepted at a subsequent council meeting, subject to any corrections made at such subsequent meeting, is conclusive proof of the accuracy of the contents of every such record.
- 8.16 Whether or not a quorum is present, the president may adjourn any council meeting and reconvene it at any time and from time to time and, if a quorum is present at any reconvened meeting, any matter may be considered and transacted which could have been transacted at the original meeting which was adjourned.
- 8.17 Robert's Rules of Order are the rules of order for council meetings and form part of the by-laws. Where there is an inconsistency between Robert's Rules of Order and CCO by-laws, CCO by-laws take precedence.
- 8.18 Any meeting of the Council or of a committee or of a panel that is held for any purpose other than for the conducting of a hearing, except as permitted under the *Statutory Powers Procedure Act*, may be held in any manner that allows all persons participating to communicate with each other simultaneously and instantaneously.
- 8.19 Persons participating in the meeting, as outlined in By-law 8.19, are deemed to be present at the meeting.
- 8.20 Notice of a meeting held under By-law 8.19 shall not specify a place for the meeting but rather the means by which the meeting will be conducted.
- 8.21 The chair of any committee conducting meetings by conference call shall:
- (a) consult with CCO staff in the calling of a meeting and the preparation of an agenda for the meeting;
 - (b) ensure minutes are kept; and
 - (c) record the time spent on the meetings.

BY-LAW 9: REMUNERATION*Approved by Council: February 24, 2001**Amended: September 24, 2009, June 24, 2011, September 17, 2015*

- 9.1 The per diems and reasonable expenses paid by CCO to committee members are intended to partially off-set the cost of a contribution to the profession of chiropractic rather than to pay for services rendered or to compensate for lost income or the opportunity to earn income. "Committee members" means elected council members and non-council members of statutory and non-statutory committees.
- 9.2 Subject to other direction by Council, the president of the Council will receive an annual honorarium of thirty-five thousand dollars (\$35,000) payable no later than one year after the date the president takes office. In the event the president's tenure is less than one year, the president will receive a pro-rated amount determined by the length of the president's tenure.
- 9.3 Committee members are entitled to the remuneration outlined in the chart below:

Description	Allowable Claim effective September 24, 2009
1 Committee members; full-day meeting or hearing; meeting in excess of three hours	Attendance per diem: \$400 Preparation per diem: Chairs: \$350 Others: \$200
2 Committee members; meeting or hearing lasting less than three hours	One-half attendance per diem: \$200 One-half preparation per diem: Chairs: \$175 Others: \$100
3 Conference call meetings: applicable full or one-half day attendance and preparation per diem and reasonable expenses (e.g., long distance charges, as outlined in CCO Internal Policy I-012)	

Description	Allowable Claim effective September 24, 2009
4 Travel time of more than three hours (round trip) for all committee members	Travel per diem: \$300
5 Travel time of more than one hour and less than three hours (round trip) for all committee members	One-half travel per diem: \$150

- 9.4 By-law 9.3, as it relates to payment of per diems and reasonable expenses, applies to Discipline Committee and Fitness to Practise Committee members who perform duties, such as conducting pre-hearing conferences or hearing pre-hearing motions.
- 9.5 A member who is the principal author of a Discipline, Inquiries, Complaints and Reports or Fitness to Practise Committee decision may charge one attendance per diem for at least three accumulated hours of work to a maximum of three per diems, but no preparation per diem, travel per diem or meal expenses.
- 9.6 The following conditions apply to the remuneration entitlement of committee members:

Per Diems and Reasonable Expenses

Committee members may claim for a full day attendance per diem when a meeting or hearing is in excess of three hours.

Committee members may claim for a half day attendance per diem when a meeting or hearing is in excess of one hour but is not in excess of three hours.

In extenuating circumstances, and subject to the approval of the Executive Committee, two attendance per diems may be claimed for one calendar day. Extenuating circumstances include committee members being called to an emergency meeting with less than 48 hours notice which requires them to forfeit office time.

Reasonable expenses, as outlined in CCO Internal Policy I-012, and attendance per diems may be claimed to attend conferences, educational sessions, speaking engagements or other functions directly related to CCO business provided prior

approval is obtained from the Executive Committee.

Cancellation of Meetings/Hearings

A one-half attendance per diem may be claimed in the event of the cancellation or adjournment of an official meeting without one week's advance notice being given, subject to the discretion of the Executive Committee.

- (a) A full attendance per diem but no travel per diem or meal expenses may be claimed in the event of the cancellation or adjournment of a Discipline or Fitness to Practise hearing, without four weeks advance notice being given, provided that the committee member was required, as a result of the scheduled hearing, to make alternate office arrangements in order to be available for the hearing. Unless the committee member ordinarily has office time on Saturdays or Sundays, no per diem will be permitted for the cancellation or adjournment of hearings scheduled on Saturdays or Sundays.
- (b) A full attendance per diem including a travel per diem and meal expenses may be claimed in the event a Discipline or Fitness to Practise Committee member attends what he/she anticipates to be a full day hearing even if the hearing is disposed of prior to the expiration of three hours, provided the committee member was required as a result of the scheduled hearing to make alternate office arrangements in order to be available for a full day hearing.

Conference Calls

Committees are encouraged to conduct meetings wherever possible and practicable by conference call; committee members will receive the appropriate attendance and preparation per diems and reasonable expenses for such meetings and payment of long-distance charges but will not receive a travel per diem.

Preparation Time

Preparation time may only be claimed if preparation is in fact required for the meeting/event/hearing being attended.

REIMBURSEMENT OF REASONABLE EXPENSES AND PER DIEMS



CCO Internal Policy I-012

Executive Committee

Approved by Council: December 11, 2008

Amended: September 24, 2009, September 21, 2010, September 22, 2011,

February 14, 2012, February 28, 2017, November 29, 2018, November 28, 2019

INTENT

To outline for CCO committee members CCO policies and procedures for the reimbursement of reasonable expenses directly relating to CCO business.

To clarify CCO's policies and procedures for submitting per diem and expense claims for committee members.

For the purpose of this policy, "committee members" means elected council members, non-council members of statutory and non-statutory committees, and peer assessors.

POLICY

Committee members are entitled to per diems and expenses in accordance with CCO By-law 9 and this policy. CCO expense reimbursement policies are consistent with current acceptable standards and will be reviewed and revised periodically.

CCO committee members may claim for reimbursement for reasonable expenses relating directly to CCO business. All claims for reimbursement for expenses shall be supported by receipts. Credit card vouchers will not be accepted as receipts for expenses without the backup description of items purchased.

Committee members are encouraged to seek documented approval from the Registrar or an Executive Officer, if they have any questions or concerns regarding reimbursement for reasonable expenses.

For the purpose of this policy, "public members" means CCO council members who are appointed by the Lieutenant Governor in Council. Public Members may be reimbursed for reasonable expenses directly related to CCO business only if these expenses are not reimbursed by the Ministry of Health and Long-Term Care. Public members will be reimbursed for these reasonable expenses consistent with the policies and procedures of the Ministry of Health and Long-Term Care.

Public members shall seek documented approval with rationale from the Registrar or an Executive Officer for any reasonable expenses directly related to CCO business that are not reimbursed by the Ministry of Health and Long-Term Care.

General and Miscellaneous Expenses

Committee member shall be reimbursed for miscellaneous reasonable expenses relating to CCO business (e.g., communication, accommodation, travel and meal expenses), as directed by Council and as supported by receipts.

Committee members shall not be reimbursed for the cost of entertainment (e.g. videos or pay movies), personal services (e.g., dry cleaning, personal grooming) or other expenses unrelated to CCO business.

Receipts shall be attached to the expense claim form.

Communication Expenses

Committee members shall be reimbursed for reasonable communication expenses, as directed by Council (e.g. long-distance charges, email and internet use during travel for CCO business) directly related to CCO business, as supported by receipts and other documentation.

Committee members shall, whenever possible, use their CCO issued calling cards for long-distance charges involving CCO business.

Accommodation Expenses

Committee members who travel a distance of more than 40 kilometres to a meeting/event/hearing directly related to CCO business shall be reimbursed for reasonable hotel accommodations.

Committee members who travel a distance of less than 40 kilometres to a meeting/event/hearing directly related to CCO business may be reimbursed for reasonable hotel accommodation(s) on a specific occasion, only in the case of extenuating circumstances, or only following documented approval with rationale.

All committee members are strongly encouraged to choose accommodation for which favourable rates may be obtained and with all reasonable means to keep expenditures reasonable.

Travel Expenses

Committee members shall be reimbursed for reasonable expenses for transportation to and from meetings/events/hearings relating to CCO business.

When travelling in his/her own vehicle, committee members shall be reimbursed for mileage at a rate of \$0.50 per kilometre

All committee members are strongly encouraged to book travel arrangements as far in advance as possible to obtain the most economical fares.

Meal Expenses

Reasonable meal expenses:

- shall be supported by receipts;
- shall not include reimbursement for alcoholic beverages;
- shall only be claimed if the attendance of the member was required at a meeting/event/hearing at which meals were not provided;

The maximum amount that may be expensed for each meal is as follows:

Breakfast:	\$25
Lunch:	\$35
Dinner:	\$50

A maximum of three meals may be claimed in one calendar day.

Committee members may only claim for reasonable meal expenses when travelling to and from a meeting/event/hearing directly related to CCO business when a committee member is required to travel from a location which is outside the boundary of the municipality or metropolitan area in which the meeting/event/hearing is convened. In the event of a meeting/event/hearing at the CCO office, the municipality or metropolitan area is the Greater Toronto Area.

PROCEDURES

Committee members shall comply with the following procedures when making claims for per diems and expenses.

Committee Members shall submit per diem and expenses claim statements using the form approved by CCO entitled "Meeting Per Diem and Expenses Claim Statement".

Committee Members shall submit to CCO a completed Meeting Per Diem and Expenses Claim Statement no later than the earlier of 90 days after the meeting/event/hearing to which the claim is related, or 30 days following the year end of any given year. This includes claims for per diems associated with conference calls lasting less than one hour that are to be accumulated as outlined in By-law 9.

If a per diem and expenses claim statement is not received by CCO as described above, the committee member shall not be permitted to submit a claim and shall not receive a per diem and/or expenses for this particular meeting/event/hearing.

If there are extenuating circumstances related to a claim for reasonable expenses, committee members shall identify and provide an explanation for these extenuating circumstances on the “Meeting Per Diem and Expenses Claim Statement”.

If a claim for per diem or expenses is denied, a committee member may make written submissions to the registrar, within 30 days of the denial of the claim, outlining the reasons why he/she is entitled to the claim for per diem or reasonable expenses. All written appeals for per diem or expense claim received by the registrar shall be referred to the Executive Committee for review and decision.

BY-LAW 10: INDEMNIFICATION

Approved by Council: February 24, 2001

Amended: September 24, 2009, September 17, 2015, June 19, 2019 (came into effect September 13, 2019)

- 10.1 Every member of the Council, Committee member, officer, employee, agent and appointee of CCO, including assessors, investigators and inspectors, and each of their heirs, executors and administrators and estate, respectively, shall from time to time and at all times be indemnified and saved harmless out of the funds of CCO from and against:
- (a) all costs, charges, expenses, awards and damages whatsoever that he or she sustains or incurs in any action, suit or proceeding that is brought, commenced or prosecuted against him or her, for or in respect of any act, deed, omission, matter or thing whatsoever, made done or permitted by him or her, in the execution of the duties of their office; and
 - (b) all other reasonable costs, charges, expenses, awards and damages that he or she sustains or incurs in or in relation to the affairs of CCO, except such costs, charges, expenses, awards or damages as are occasioned by their own wilful neglect or default.
- 10.2 CCO will purchase and maintain insurance to protect itself and its members of Council, Committee members, officers, employees, agents or appointees and to provide coverage for the indemnity referred to in By-law 10.1

BY-LAW 11: COMMITTEE COMPOSITION

Approved by Council: February 24, 2001

*Amended: September 24, 2009, November 30, 2012, September 17, 2015, June 19, 2019
(came into effect September 13, 2019), August 14, 2020*

- 11.1 The Executive Committee, inclusive of the president, vice-president and treasurer, shall be composed of the following:
- (a) Four members of Council who are members of CCO;
 - (b) Three members of Council who are appointed by the Lieutenant Governor in Council;
- 11.2 The president of the Council shall be the chair of the Executive Committee.
- 11.3 The Registration Committee shall be composed of:
- (a) two members of Council who are members of CCO; and
 - (b) two members of Councils appointed to the Council by the Lieutenant Governor in Council.
- 11.4 The Inquiries, Complaints and Reports Committee shall be composed of:
- (a) two members of Council who are members of CCO;
 - (b) two members of Council appointed to Council by the Lieutenant Governor in Council; and
 - (c) one member of CCO who is not a member of Council.
- 11.5 The Discipline Committee shall be composed of:
- (a) every member of Council; and
 - (b) up to three members of CCO who are not members of Council.
- 11.6 The Fitness to Practise Committee shall be composed of every member of Council.

- 11.7 The Quality Assurance Committee shall be composed of:
- (a) two members of Council who are member of CCO;
 - (b) two members of Council appointed to Council by the Lieutenant Governor in Council; and
 - (c) one member of CCO who is not a member of Council.
- 11.8 The Patient Relations Committee shall be composed of:
- (a) one member of Council who is a members of CCO;
 - (b) two members of Council appointed to Council by the Lieutenant Governor in Council; and
 - (c) two members of CCO who are not members of Council.
- 11.9 Council may, by resolution, establish non-statutory committees. For each non-statutory committee, Council shall specify in the resolution the duties and responsibilities of the committee, its composition and its termination date or event.
- 11.10 A committee is still properly constituted if it has vacancies so long as a quorum remains. Unless otherwise specified by the Code, three members of a committee constitute quorum.
- 11.11 By-laws 8.18 to 8.21 (electronic meetings) applies to committee meetings.
- 11.12 In By-law 11, despite the use of a definite number of committee members in any category, Council may appoint additional committee members in any category, except for the Executive Committee or the Discipline Committee.
- 11.13 In By-law 11, despite the use of a definite number of committee members in any category, Council may appoint alterative committee members in any category. An alternative committee member may attend meetings and participate in discussions but shall not vote unless a full committee member in the same category as the alternative is unable to participate in the matter, including if he/she has a conflict of interest.

BY-LAW 12: APPOINTMENT OF NON-COUNCIL MEMBERS

Approved by Council: February 24, 2001

Amended: September 24, 2009, September 17, 2015, February 23, 2016,

February 28, 2017, June 19, 2019 (came into effect September 13, 2019)

- 12.1 This by-law applies with respect to the appointment of members who are not members of the Council to a committee of CCO.
- 12.2 The Council shall appoint members to committees in the numbers prescribed by By-law 11.
- 12.3 The Council shall make the appointments at the first regular council meeting after each regular council election or as soon thereafter as is practicable.
- 12.4 The Council may make appointments from time to time to fill any vacancy created by the disqualification, death or resignation of a member appointed under this by-law.
- 12.5 In making the appointments, the Council shall take into account location and type of practice, experience, professional qualifications and skills, and other qualifications and characteristics of members to complement the attributes of members of the committees who are members of Council.
- 12.6 The term of office of a committee member who is not a member of the Council is approximately one year starting on the date the appointment is made, except where an appointment is made to fill a vacancy in which the person appointed shall complete the term of the previous appointee.
- 12.7 A non-council member may only serve on CCO committees for nine consecutive years, whether the time is served as a council member or as a non council member.
- 12.8 A non-council member who has served on CCO committee (s) for nine consecutive years is not eligible to be re-appointed to any CCO committee until at least three years have passed since the member last served on a CCO Committee.
- 12.9 A member is eligible for appointment to a committee if, on the date of the appointment:
 - (a) The member has their primary practice of chiropractic located in Ontario, or if the member is not engaged in the practice of chiropractic, has their primary residence located in Ontario;

- (b) the member is not in default of payment of any fees prescribed by by-law or any fine or order for costs to CCO imposed by a CCO committee or court of law;
- (c) the member is not in default in completing and returning any form required by CCO;
- (d) the member is not subject of any disciplinary or incapacity proceeding;
- (e) a finding of professional misconduct, incompetence or incapacity has not been made against the member in the preceding three years;
- (f) the member is not an employee, officer or director of any professional chiropractic association such that a real or apparent conflict of interest may arise, including but not limited to being an employee, officer or director of the OCA, CCA, CCPA, AFC, CCEB, CSCE or the Accreditation Standards and Policies Committee or the CCEC of the FCC.
- (g) the member is not an officer, director or administrator of any chiropractic educational institution, including but not limited to CMCC or UQTR;
- (h) the member has not been disqualified from the Council or a committee of the Council in the previous three years;
- (i) the member is not a member of Council or of a committee of the College of any other health profession; and
- (j) the member has not been a member of CCO's staff at any time within the preceding three years.

12.10 The Council shall disqualify a member appointed to a committee from sitting on the committee if the member:

- (a) is the subject of any disciplinary or incapacity proceeding;
- (b) is found to have committed an act of professional misconduct or is found to be incompetent by a panel of the Discipline Committee;
- (c) is found to be an incapacitated member by a panel of the Fitness to Practice Committee;

- (d) fails to attend two consecutive meetings of the committee or of a subcommittee in which he/she is a member, without reasonable cause in the opinion of Council;
 - (e) fails to attend a hearing or review of a panel for which he/she has been selected; without reasonable cause in the opinion of the Council;
 - (f) becomes an employee, officer or director of any professional chiropractic association such that a real or apparent conflict of interest may arise, including but not limited to being an employee, officer or director of the OCA, CCA, CCPA, AFC, CCEB, CSCE or the Accreditation Standards and Policies Committee or the CCEC of the FCC;
 - (g) becomes an officer, director or administrator of any chiropractic educational institution, including but not limited to CMCC or UQTR;
 - (h) becomes a member of the Council of CCO or a committee of any other health profession;
 - (i) breaches the conflict of interest provision(s) for members of Council and committees, in the opinion of the Council after giving notice to the member of the concern and giving the member an opportunity to respond to the concern;
 - (j) fails to discharge properly or honestly any office to which he/she has been appointed or engages in conduct unbecoming of a committee member, in the opinion of the Council after giving notice to the member of the concern and giving the member an opportunity to respond to the concern,;
 - (k) becomes in default of payment of any fees prescribed by by-law or any fine or order for costs imposed by the Discipline Committee;
 - (l) becomes in default of completing and returning any form required by CCO; or
- 12.11 A non-council committee member shall resign from a committee prior to applying for any CCO staff position.
- 12.12 A member who is disqualified under this by-law from sitting on a committee ceases to be a member of the committee.

BY-LAW 13: FEES

Approved by Council: November 28, 2003

Amended: September 24, 2009, September 17, 2015, June 19, 2019 (came into effect September 13, 2019)

13.1 The fee for applying for each class of certificate of registration is as follows:

- (a) General certificate: \$50
- (b) Temporary certificate: \$50
- (c) Retired certificate: NIL
- (d) Inactive certificate: \$50, unless the applicant already has a general certificate, in which case the application is NIL

The application fee is non-refundable.

13.2 In addition to the application fee and the annual fee, an applicant for registration must pay the following initial certificate fee.

- (a) For a general certificate of registration: \$325
- (b) For a temporary certificate to actively practise chiropractic in Ontario of registration: \$150
- (c) For a temporary certificate of registration to participate in a specific event in Ontario: NIL
- (d) For an inactive certificate of registration: \$325
- (e) For a retired certificate of registration: NIL

13.3 An applicant for a general certificate of registration who has completed the requirements for graduation from a chiropractic education program that is accredited or the subject of reciprocal recognition by the CCEC within the six months prior to their application is exempted from paying the prescribed annual fee for the year in which the certificate is issued.

13.4 A member who holds a general certificate of registration is exempted from paying the prescribed certificate and annual fees for an inactive certificate of registration for the year in which the inactive certificate is issued.

- 13.5 Every member except a member who holds a temporary certificate shall pay an annual fee.
- 13.6 The annual fee is \$1050 for a member who holds a general certificate of registration, \$525 for a member who holds a general certificate of registration who is renewing their license for the first time, \$475 for a member who holds an inactive certificate of registration and \$100 for a member who holds a retired certificate of registration.
- 13.7 Council may, without, amending these by-laws, adjust the amount of any fees or penalties in By-law 13 to reflect annual changes to the Cost of Living Adjustment (Ontario).
- 13.8 The annual fee for a member who holds a general certificate of registration may be paid in two instalments on January 1st and June 1st of each year in amounts to be set by the registrar.
- 13.9 No later than 60 days before the annual fee or the first instalment of the annual fee is due, the registrar shall notify the member of:
- (a) the amount of the annual fee or, if the member is paying by instalment, the amounts of the first and second instalments;
 - (b) the date on which the annual fee or each of the instalments is due; and
 - (c) the penalty for late payment.
- 13.10 If a member fails to pay the annual fee or an instalment on or before the day on which it is due, the member shall pay a penalty in addition to the annual fee.
- 13.11 The penalty referred to in By-law 13.10 is \$100 for a member who holds a general certificate of registration, \$20 for a member who holds an inactive certificate of registration, and \$20 for a member who holds a retired certificate of registration.
- 13.12 Where a person requests the registrar to do anything the registrar is required or authorized to do by statute or by regulation, the person shall pay the prescribed fee or the fee set by the registrar for doing so.
- 13.13 If the registrar suspends a member's certificate of registration for failure to pay a prescribed fee, the registrar may lift the suspension on payment of:
- (a) the fee the member failed to pay;

- (b) the annual fee for the year in which the suspension is to be lifted if it is not the same fee as clause (a); and
 - (c) any applicable penalty.
- 13.14 A member whose certificate of registration was revoked for failure to pay a fee and who applies to be reinstated is required to pay:
- (a) an application fee of \$50;
 - (b) the annual fees and any applicable penalties the member failed to pay up to the date of revocation; and
 - (c) the annual fee for the year in which the member wishes to be reinstated.
- 13.15 The registrar may grant a partial exemption from the fees payable by a member pursuant to this by-law if the Registration Committee is satisfied that extraordinary circumstances exist which justify the exemption.
- 13.16 The amount payable by a member who applies for reinstatement of a retired certificate of registration is \$50.
- 13.17 The fee for follow-up letters, emails or other notifications to a member who has not complied with a request from CCO, such as a request:
- (a) to make available the members' professional portfolio to the Quality Assurance Committee,
 - (b) to participate in the peer and practice assessment component of the Quality Assurance Program,
 - (c) to explain an advertisement that does not appear to comply with CCO regulations or guidelines despite previous advice or caution to the member,
- is \$50 per letter.
- 13.18 Where CCO presents a continuing education or professional development program or course, CCO shall determine whether any fee shall be charged for that course and if so, what the fee shall be.

BY-LAW 14: PROFESSIONAL CORPORATIONS

Approved by Council: February 24, 2001

Amended: September 24, 2009, September 17, 2015, June 19, 2019 (came into effect September 13, 2019)

- 14.1 The fee for the application for a certificate of authorization, including on any reinstatement of a certificate of authorization, for a professional corporation is \$50.
- 14.2 The fee for the issuance of a certificate of authorization is \$600.
- 14.3 The fee for the annual renewal of a certificate of authorization is \$200.
- 14.4 A professional corporation or a member listed in CCO's records as a shareholder of a professional corporation shall pay an administrative fee of \$50 for each notice sent by the registrar to the corporation or member for failure of the corporation to renew its certificate of authorization on time. The fee is due within 30 days of the notice being sent.
- 14.5 The fee for the issuing of a document or certificate respecting a professional corporation, other than the first certificate of authorization or one annual renewal of a certificate of authorization, is \$50.
- 14.6 Every member of CCO shall, for every professional corporation of which the member is a shareholder, provide in writing the following information on the application and annual renewal forms for a certificate of authorization, upon the written request of the registrar within 30 days and upon any change in the information within 30 days of the change:
- (a) the name of the professional corporation as registered with the Ministry of Government Services;
 - (b) any business names used by the professional corporation;
 - (c) the name, as set out in the register, and registration number of each shareholder of the professional corporation;
 - (d) the name, as set out in the register, of each officer and director of the professional corporation, and the title or office held by each officer and director;

- (e) the principal practice address, telephone number, facsimile number and e-mail address of the professional corporation;
- (f) the address and telephone number of all other locations, other than residences of clients, at which the professional services offered by the professional corporation are provided; and
- (g) a brief description of the professional activities carried out by the professional corporation.

BY-LAW 15: THERAPY AND COUNSELING

Approved by Council: November 30, 2002

Amended: September 24, 2009, September 17, 2015

- 15.1 CCO shall require a therapist or counselor who is providing therapy or counseling that is funded through the program required under By-law 85.7 of the *Code* to provide a written statement signed by him/her containing details of his/her training and experience and confirming that the therapy or counseling is being provided and that the funds received are being devoted only to that purpose.

- 15.2 CCO shall require a person who is receiving therapy or counseling that is funded through the program required under By-law 85.7 of the *Code* to provide a written statement signed by him/her acknowledging that he/she is aware of the details of the training and experience of the therapist or counselor and confirming that the therapy or counseling is being provided and that the funds received are being devoted only to that purpose.

BY-LAW 16: PROFESSIONAL LIABILITY INSURANCE

Approved by Council: September 24, 2009

Amended: September 17, 2015

- 16.1 Each member holding a general or temporary certificate of registration must provide evidence satisfactory to the registrar of carrying professional liability insurance in the applicable minimum amount per occurrence and minimum aggregate amount per year, including coverage for claims after the member ceases to hold a certificate relating to occurrences while holding a certificate, or membership in a protective association that provides equivalent protection. A member who is or will be when registered, an employee of a member, a health facility or other body that has equivalent professional liability insurance coverage or membership in a protective association that provides equivalent protection is deemed to comply with this section.
- 16.2 The professional liability insurance referred to in By-law 16.1 must have:
- (a) a minimum amount of \$1,000,000 per occurrence, and
 - (b) a minimum aggregate amount of \$3,000,000 per year.
- 16.3 When applying for a general or temporary certificate of registration or a renewal of a general or temporary certificate of registration, an applicant must sign a declaration that he/she complies with By-laws 16.1 and 16.2.
- 16.4 A member holding a general or temporary certificate of registration must have available in his/her office, in written or electronic form, evidence that he/she complies with By-laws 16.1 and 16.2, or may have the provider of the protection under By-law 16.1 provide regular updates to CCO confirming compliance with By-laws 16.1 and 16.2.

BY-LAW 17: PUBLIC REGISTER

Approved by Council: September 24, 2009

Amended: September 17, 2015, April 19, 2016, April 24, 2018

- 17.1 Subject to By-law 17.2, a member's name in the register shall be the full name indicated on the document used to support the member's initial registration with the College
- 17.2 The Registrar may enter a name other than the name referred to in By-law 17.1 in the register if the Registrar:
- (a) has received a written request from the member;
 - (b) is satisfied that the member has legally changed his or her name; and
 - (c) is satisfied that the name change is not for any improper purpose.
- 17.3 Subject to By-law 17.6(q)(i), a member's business address in the register shall be the address of the location in Ontario where the member is employed or self-employed as a chiropractor. In the event that the member is employed or self-employed as a chiropractor in more than one location in Ontario, the member's business address shall be then member's primary practice. In the event that the member is not employed or self-employed in Ontario as a chiropractor, the registrar shall enter as the member's business address the location designated by the member.
- 17.4 A member's business telephone number shall be the telephone number of the location in Ontario where the member is employed or self-employed as a chiropractor. In the event that the member is employed or self-employed as a chiropractor in more than one location in Ontario, the member's business telephone number shall be the telephone number of the member's primary practice. In the event that the member is not employed or self-employed in Ontario as a chiropractor, the register shall not contain a business telephone number for the member.
- 17.5 The Registrar shall maintain a register in accordance with section 23 of the *Code*.

- 17.6 In addition to the information set out in subsection 23(2)¹² of the Code, the register shall contain the following publically available information with respect to each member:
- (a) Where a decision of a panel of the Discipline Committee has been published by the College with the member's or former member's name included,
 - (i) a notation of that fact; and
 - (ii) identification of, a link to, or a copy of the specific publication containing that decision.
 - (b) For every caution required by a panel of the Inquiries, Complaints and Reports Committee under paragraph 3 of subsection 26 (1), and for any specified continuing education or remediation programs required by a panel of the Inquiries, Complaints and Reports Committee using its powers under paragraph 4 of subsection 26 (1),
 - i. the date of the panel's decision,
 - ii. a synopsis of its content, and
 - iii. if applicable, a notation that the panel's decision is subject to review and is not yet final, which notation shall be removed once the review and any reconsideration by the Inquiries, Complaints and Reports Committee is finally disposed of.
 - (c) For every acknowledgement and undertaking in relation to matters involving allegations of professional misconduct or incompetence before the Inquiries, Complaints and Reports Committee or the Discipline Committee that a member has entered into with the College and that are in effect, in addition to the synopsis,
 - i. the date of the panel's decision, and
 - ii. if applicable, a notation that the panel's decision is subject to review or appeal and is not yet final, which notation shall be removed once the review or appeal and any reconsideration by the panel is finally disposed of.
 - (d) A notation of any finding of guilt for a criminal offence or an offence under the *Health Insurance Act, 1990*, of which the College is aware, made by a court after July 1, 2016, against a member.

- (e) A notation of any finding of guilt for a criminal offence or an offence under the *Health Insurance Act, 1990*, of which the College is aware, made by a court after July 1, 2016, against a member.
- (f) A notation that a member is registered or licensed to practise a profession inside or outside of Ontario of which the College is aware.
- (g) For every term, condition and limitation that is in effect on each certificate of registration, information about the date it was imposed, the committee that imposed it and circumstances surrounding its imposition.
- (h) A notation of every bail condition or other restriction imposed on, or agreed to, by the member in connection with a charge for a criminal offence or an offence under the Health Insurance Act of which the College is aware.
- (i) the following practice information related to a member:
 - (i) The business address, business telephone number and business email of up to three practice locations;
 - (ii) The member's gender;
 - (ii) the name of the chiropractic education program graduated by the member and year of graduation from that program;
 - (iii) the year of initial registration with CCO; and
 - (iv) up to three languages in which the member offers professional services, as identified by the member.

17.7 If requested, the member shall immediately provide the College with the following information, in the form requested by the College:

- (a) information required to be maintained in the register in accordance with subsection 23(2) of the *Code* and By-law 17.6;
- (b) the address and telephone number of the member's primary residence in Ontario and, if the member does not reside in Ontario, the address and telephone number of the member's primary residence;

- (c) The member's email addresses;
- (d) Proof of professional liability insurance;
- (e) The member's areas of practice and categories of clients seen;
- (f) Information regarding the member's employment including:
 - (i) the member's title and position,
 - (ii) a description of the member's role, duties, and responsibilities, and
 - (iii) the member's employment category and status.
- (g) any nicknames or abbreviations that the member uses in any place of practice;
- (h) information about the member's registration with any other body that governs a profession, whether inside or outside of Ontario, including the name of the governing body, the member's registration or license number and the date the member first became registered;
- (i) information about any finding of professional misconduct or incompetence or similar finding that has been made against the member by a body that governs a profession, inside or outside of Ontario, where the finding has not been reversed on appeal, including:
 - (i) the finding,
 - (ii) the name of the governing body that made the finding,
 - (iii) a brief summary of the facts on which the finding was based,
 - (iv) the penalty and any other orders made relative to the finding,
 - (v) the date the finding was made, and
 - (vi) information regarding any appeals of the finding.
- (j) information about any finding of incapacity or similar finding that has been made against the member by a body that governs a profession, inside or outside of Ontario, where that finding has not been reversed on appeal, including:

- (i) the finding
 - (ii) the name of the governing body that made the finding,
 - (iii) the date the finding was made,
 - (iv) a summary of any order made, and
 - (v) information regarding any appeals of the finding.
- (k) information about the member's participation in the Quality Assurance Program,
- (l) information for the purpose of compiling statistical data,

17.8 The member shall notify the College, in writing, of any changes to the following information within 30 days of the effective date of the change:

- (a) the member's name,
- (b) the address and telephone number of the member's primary residence in Ontario and, if the member does not reside in Ontario, the address and telephone number of the member's primary residence,
- (c) the member's business address or business telephone number.

17.9 All of the information in the register is designated, under subsection 23(6) of the *Code*, as information that may be withheld from the public if the Registrar has reasonable grounds to believe that disclosure may jeopardize the safety of an individual.

¹ Section 23(2) The register shall contain the following:

1. Each member's name, business address and business telephone number, and, if applicable, the name of every health profession corporation of which the member is a shareholder.
2. Where a member is deceased, the name of the deceased member and the date upon which the member died, if known to the Registrar.
3. The name, business address and business telephone number of every health profession corporation.
4. The names of the shareholders of each health profession corporation who are members of the College.
5. Each member's class of registration and specialist status.
6. The terms, conditions and limitations that are in effect on each certificate of registration.
7. A notation of every caution that a member has received from a panel of the Inquiries, Complaints and Reports Committee under paragraph 3 of subsection 26 (1), and any specified continuing education or remedial programs required by a panel of the Inquiries, Complaints and Reports Committee using its powers under paragraph 4 of subsection 26 (1).

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8. A notation of every matter that has been referred by the Inquiries, Complaints and Reports Committee to the Discipline Committee under section 26 and that has not been finally resolved, including the date of the referral and the status of the hearing before a panel of the Discipline Committee, until the matter has been resolved.
 9. A copy of the specified allegations against a member for every matter that has been referred by the Inquiries, Complaints and Reports Committee to the Discipline Committee under section 26 and that has not been finally resolved.
 10. Every result of a disciplinary or incapacity proceeding.
 11. A notation and synopsis of any acknowledgements and undertakings in relation to matters involving allegations of professional misconduct or incompetence before the Inquiries, Complaints and Reports Committee or the Discipline Committee that a member has entered into with the College and that are in effect.
 12. A notation of every finding of professional negligence or malpractice, which may or may not relate to the member's suitability to practise, made against the member, unless the finding is reversed on appeal.
 13. A notation of every revocation or suspension of a certificate of registration.
 14. A notation of every revocation or suspension of a certificate of authorization.
 15. Information that a panel of the Registration Committee, Discipline Committee or Fitness to Practise Committee specifies shall be included.
 16. Where findings of the Discipline Committee are appealed, a notation that they are under appeal, until the appeal is finally disposed of.
 17. Where, during or as a result of a proceeding under section 25, a member has resigned and agreed never to practise again in Ontario, a notation of the resignation and agreement.
 18. Where the College has an inspection program established under clause 95 (1) (h) or (h.1), the outcomes of inspections conducted by the college.
 19. Information that is required to be kept in the register in accordance with regulations made pursuant to clause 43 (1) (t) of the *Regulated Health Professions Act, 1991*.
 20. Information that is required to be kept in the register in accordance with the by-laws.

² Section 23(14) For the purpose of this section and section 56, "result",

- (a) when used in reference to a disciplinary proceeding, means the panel's finding that the member committed an act of professional misconduct or was incompetent, particulars of the grounds for the finding, a synopsis of the decision and the order made, including any reprimand, and where the panel has made no such finding, includes a notation that no such finding was made and the reason why no such finding was made, and
- (b) when used in reference to an incapacity proceeding, means the panel's finding that the member is incapacitated and the order made by the panel.