

**MINUTES OF THE COLLEGE OF CHIROPRACTORS OF ONTARIO'S
COUNCIL MEETING
HELD TUESDAY, APRIL 16, 2024
59 HAYDEN ST, SUITE 800, TORONTO, ONTARIO AND VIRTUALLY BY TEAMS**

PRESENT:

Dr. Sarah Green, President and Meeting Chair
Dr. Dennis Mizel, Vice President
Mr. Shawn Southern, Treasurer
Ms Anuli Ausbeth-Ajagu (attended via Teams)
Mr. Robert Chopowick (attended via Teams)
Mr. Gagandeep Dhanda (attended via Teams)
Dr. Michael Gauthier
Dr. Jarrod Goldin
Dr. Colin Goudreau
Dr. Kyle Grice
Dr. Paul Groulx
Ms Zoe Kariunas
Dr. Angelo Santin
Mr. Scott Stewart
Dr. Julia Viscomi

REGRETS:

None

ABSENT:

None

STAFF:

Mr. Joel Friedman, Deputy Registrar
Ms Jo-Ann Willson, Registrar and General Counsel
Ms Rose Bustria, Administrative Assistant

MINUTE-TAKER:

Mrs. Beth Ann Kenny, Recording Secretary

GUEST:

Mr. Robert MacKay

CALL TO ORDER AND WELCOME

Dr. Green called the meeting to order at 8:31 a.m. EDT, noting the meeting was hybrid in nature with the majority of Council members attending in person.

Council members who were attending virtually were asked to keep their cameras on and to ensure they could be heard and seen and to alert Mr. Friedman and Mrs. Kenny if they needed to leave the meeting or if they had technical issues. Additionally, those Council members could be asked to declare votes verbally if needed as noted on the agenda.

Dr. Green confirmed that Council meetings are open to the public unless it moves in camera pursuant to the provisions within the *RHPA*, e.g., financial, government relations, or legal matters.

Council members were reminded that they are to be familiar and comply with CCO's rules of order. If needed, Dr. Green would serve as parliamentarian.

LAND ACKNOWLEDGEMENT

Ms Kariunas presented the Land Acknowledgement, recognizing the lands on which the College is situated.

1. CONSENT AGENDA

The consent agenda was presented for approval.

MOTION moved by Dr. Groulx/seconded by Dr. Gauthier

To approve the consent agenda as circulated:

- 1.1 Fitness to Practise Committee Report**
- 1.2 Inquiries, Complaints, and Reports Committee (ICRC) Report**
- 1.3 Patient Relations Committee Report**
- 1.3.1 Information dated March 7, 2024 re: Citizens' Advisory Group transition to HPRO**
- 1.4 Registration Committee Report**
- 1.4.1 Communication dated February 21, 2024 re: CCO low risk category for April 1, 2024 – March 31, 2026**
- 1.4.2 Communication dated February 21, 2024 re: OFC updates (+ enclosures)**
- 1.4.3 Communication dated March 28, 2024 re: Launching the OFC Portal for the Fair Registration Practices Report**
- 1.4.4 Newsletter dated March 2024**
- 1.4.5 Updated Letters of Standing Templates**
- 1.5 Advertising Committee Report**
- 1.5.1 Memo from Advertising Committee dated January 9, 2024 re: Mandate and Role of the Advertising Committee**

CARRIED UNANIMOUSLY.

2. MAIN AGENDA

The meeting's agenda was presented for approval.

MOTION moved by Ms Kariunas/seconded by Dr. Viscomi

To approve the main agenda with the addition of item 4.13 – 2023 Draft Financial Statements, distributed to Council by email on April 13, 2024

CARRIED UNANIMOUSLY.

2.1 Conflict of Interest

Council members were reminded that any real or perceived conflicts of interest could be raised during the meeting as the agenda item arises and that any standing conflicts of interest did not need to be declared at every meeting. Council members would need to leave the room and not participate in discussion when they were in conflict on any item.

No conflicts were declared.

3. MINUTES

Council members were reminded by notation on the agenda that they should only make motions or vote to approve meeting minutes for those meetings in which they were in attendance. A call was made for motions to approve the most recent Council meeting minutes.

3.1 Council Minutes of February 23, 2024 (draft)

MOTION moved by Dr. Mizel/seconded by Dr. Goldin

To approve the February 23, 2024, Council Meeting Minutes as circulated
CARRIED UNANIMOUSLY.

3.2 Council Minutes (In Camera) of February 23, 2024 (draft)

MOTION moved by Dr. Santin/seconded by Dr. Grice

To approve the February 23, 2024, In Camera Council Meeting Minutes as circulated
CARRIED UNANIMOUSLY.

Received for information:

3.3 Summary Notes of Training Session November 24, 2023

Council Training

Review of Rules of Order

Mr. Robert MacKay joined the meeting to provide an orientation session for Council members regarding CCO's rules of order, focusing on motions and how motions are made. It was confirmed that CCO's rules begin with the *Regulated Health Professions Act (RHPA)*, followed by by-laws and other CCO policies.

The following was noted during the presentation:

Rule 1 – defines “Council Member”

Rule 2 – refers to motions which need to be moved and seconded before debate; motions should be restated by the mover or Chair unless it is a very simple motion, e.g., approval of a Committee report

Rule 3 – refers to raising hands when wanting to speak; noted that *Robert's Rules of Order* requires standing to speak

Rule 4 – confirms that staff and consultants are able to speak when permitted by the Chair to provide information but not advocate for any position

Rule 5 – confirms that observers are not to speak

Rule 6 – refers to refraining from repetitive discourse with Council members not speaking more than twice to a matter unless permitted by the Chair

Rule 7 – states that there is a five-minute speaking limit for debates on motions

Rule 8 – confirms that the only other motions that can be made when a motion is being debated relate to that motion, e.g., amendments, referral to committee, etc.; also noted that motions that add to the agenda after the agenda is approved are inappropriate

- Rule 9 – confirms that only one amendment to a motion can be debated at a time
- Rule 10 – speaks to the power and authority of the Chair; the President can stop debate when it is clear to them that the debate is no longer productive or when the time has expired
- Rule 11 – confirms that no Council member should enter or leave the room when the vote on a motion is under way
- Rule 12 – refers to conflicts of interest and that Council Members should not be present or participate in the discussion or vote on matters in which they are conflicted; it was confirmed that a person can declare a conflict without reason and leave the meeting or a person can state that another person has a conflict and the person who was reported to have had a conflict must leave the meeting while that potential conflict is being discussed
- Rule 13 – confirms that a matter cannot be rediscussed unless two-thirds of Council Members present agree to reintroduce the matter
- Rule 14 – speaks to the authority of the Chair
- Rule 15 – also speaks to the authority of the Chair
- Rule 16 – notes that rules can be relaxed at the discretion of the Chair
- Rule 17 – relates to rule 5, confirming that Council Members are not to discuss matters with observers
- Rule 18 – refers to turning off electronic devices unless necessary for the meeting
- Rule 19 – speaks to Council member etiquette, i.e., being silent while others are speaking
- Rule 20 – notes that Council can use Robert’s Rules of Order if an issue is **not** addressed by CCO’s Rules of Order but that Robert’s Rules of Order do not override CCO’s Rules of Order

It was confirmed that a Council Member is able to make a motion to move in camera as a privileged motion and that the motion to move in camera would need to be debated and confirmed that the need falls within the stipulations in the RHPA for moving in camera.

Mr. MacKay was thanked for his presentation and he left the meeting, rejoining the observer gallery.

4. COMMITTEE REPORTS

4.1 Executive Committee Report

Mr. Gagandeep Dhanda’s reappointment to CCO Council was noted and the three acclaimed Council Members were recognized: Dr. Mizel, Dr. Santin, and Dr. Viscomi.

It was shared that the Executive Committee met twice since the last Council meeting, on March 4 and March 22, 2024.

Move in Camera

MOTION moved by Dr. Mizel/seconded by Dr. Grice

To move in camera

CARRIED UNANIMOUSLY.

Move Out of Camera and Ratify Decisions Made In Camera

MOTION moved by Dr. Mizel/seconded by Mr. Southern

To move out of the in camera session and ratify all decisions made during the in camera session

CARRIED UNANIMOUSLY.

By-laws

4.1.29 By-law amendments approved February 23, 2024 (clean copy)

4.1.30 By-law amendments chart recommended to Council February 23, 2024

Dr. Green thanked Council Members for their thoughtful, focused, and diligent work over the past year as CCO's By-laws were reviewed and amended, consistent with the public interest and public protection.

Received for information:

4.1.31 Communication from Dr. Berman dated February 21, 2023

4.1.32 President's Message and Newsletter dated March 1, 2024

4.1.33 Statistics from Constant Contact dated March 8, 2024

4.1.34 Feedback to date

It was shared that the open rate for the President's Message and Newsletter was excellent at 74 percent.

Council Members were asked to share any recommendations regarding CCO's new communications strategies with Dr. Green and Ms Willson.

Regulatory Excellence Workshops

It was shared that the first Regulatory Excellence Workshop is scheduled to be held in Ottawa in May with a good turnout anticipated. Additional Workshops are planned, including a virtual session on June 3, 2024, Waterloo in the Fall, and Niagara Falls in December. Districts 1, 3, 5, and 6 are to be scheduled, and elected Council Members were asked to let staff know if a particular date in their District would be beneficial for consideration. Public members were encouraged to attend a Workshop in their area.

It was confirmed that the Regulatory Excellent Workshops are mandatory for all CCO members every six years and it is the responsibility of members to track their Workshop attendance.

4.1.35 Extract from CCO website and communications

Strategic Planning

It was shared that consultants from the Regulators Practice will be supporting CCO's 2024 strategic planning process which will include refreshing the Mission, Vision, and Strategic Objectives. Additionally, Mr. Boyd Neil and Mr. Chris Winsor will also attend as required.

Additional items for discussion at Strategic Planning were noted to include the following:

- College Performance Measurement Framework (CPMF) commendable practices list from 2022 and 2023 reports, if available, and CCO's commitments from the 2023 report
- CCO communications

- Healthy breaks for which Council Members were asked to volunteer to lead
- CCO's progress on current Mission, Vision, Strategic Objectives and Communications Strategies.

Received for information:

4.1.36 Mission, Vision and Strategic Objectives

4.1.37 Proposal dated March 21, 2024 from The Regulator's Practice

4.1.38 Council Effectiveness Workshop +September Planning Session Addendum

4.1.39 Council Meeting Evaluation Form

It was shared that Council was being asked to approve the evaluation form as a starting point, i.e., phase 1 of determining Council effectiveness with individual and peer reviews and third party reviews to be considered in future phases.

It was noted that this evaluation form was intended to be an online process, sent to Council Members shortly after the meeting, allowing responses within 48 hours. The aggregate results will be included in council information packages.

MOTION moved by Mr. Southern/seconded by Dr. Viscomi

That Council approve with effective date of April 16, 2024, amended as follows:

- Reword: "Was the tone of the meeting professional and respectful for all in attendance?"
- Add opportunity to recognize someone (positively), i.e., "Is there somebody you would like to thank from today's meeting?"
- Reword: "Were Council members prepared?" (removing the attendance portion)
- Remove N/A and include a reminder of the scale with each question, i.e., strongly agree, agree, neutral, disagree, strongly disagree (alongside the numbers)
- Include meeting date, i.e., not populated by the user

CARRIED UNANIMOUSLY.

It was confirmed that evaluation submissions would be anonymized and summaries of the numeric responses would be shared publicly. A question was posed regarding the information being collected via text box responses and it was shared that Council could consider that information separately, including the notations of those who did something noteworthy, remarkable, or otherwise positive tagged.

Received for information:

4.1.40 Toronto Star article dated February 17, 2024 Should you tip your massage therapist or your chiropractor? Here's what the experts say

Ministry of Health

College Performance Measurement Framework (CPMF)

Appreciation was extended to Mr. Friedman and other staff members who supported the completion of the 2023 CPMF report, which was submitted prior to the March 31, 2024, deadline. The report is now available online.

Received for information:

4.1.41 CCO’s CPMF Report filed March 27, 2024**4.1.42 Various MOH News Releases****4.1.43 Communication Exchange with Dr. Gauthier re: quorum*****Advertising Committee***

Those who had served on the Advertising Committee were thanked for their work over the years to support CCO’s public protection mandate. Council Members were reminded of Consent Agenda item 1.5.1 – Memo from Advertising Committee dated January 9, 2024, re. Mandate and Role of the Advertising Committee.

It was confirmed that the Quality Assurance Committee had created a webinar on advertising and additional work is being done related to social media.

4.1.44 Terms of Reference

MOTION moved by Dr. Groulx/seconded by Dr. Grice

That the Advertising Committee’s Terms of Reference be revoked

CARRIED UNANIMOUSLY.

4.1.45 I-019: Policy on Nomination and Election Procedures for Committee Positions

It was shared that the work of the Nominating Committee would be considered at the April 17, 2024, Council meeting but that minor policy amendments are being presented, e.g., using the term “recommendation” versus “slate”.

MOTION moved by Dr. Santin/seconded by Ms Kariunas

That Council approve the amendments to I-019: Policy on Nomination and Election Procedures for Committee Positions

CARRIED UNANIMOUSLY.

Animal Chiropractic

It was shared that CCO had been accepted to present before the Standing Committee on April 22, 2024, at 2:00 p.m. related to Bill 171 – *Veterinarian Professionals Act, 2024*, with CCO focusing on the provisions in the legislation related to animal chiropractic.

Received for information:

4.1.46 Correspondence dated March 7, 2024 to Ms Willson from the Honourable Lisa Thompson, Minister of Agriculture**4.1.47 Extract of Bill 171 – *Veterinarian Professionals Act, 2024* re: chiropractic****4.1.48 News Release dated March 7, 2024 entitled “Ontario Introducing Measures to Help Improve Access to Veterinary Services”****4.1.49 S-009: Chiropractic Care of Animals****4.1.50 Communication dated March 22, 2024 to Ms Willson from Ms Melville, OCA****4.1.51 CCO Request to make submissions to standing committee*****Other Chiropractic/Health Related Stakeholders******Federation of Canadian Chiropractic (FCC)***

It was shared that FCC is attempting to harmonize aspects related to registration by regulators across the country, including letters of standing.

Additionally, FCC is seeking a volunteer chiropractor from Ontario to serve on its Accreditation Committee and a public member to serve on the specialties colleges.

Received for information:

4.1.52 Communication from FCC re: need for Ontario member on CCEC and public member for Specialties Colleges

4.1.53 Currency of Practice and Letters of Standing follow up dated March 13, 2024 (Report from Dr. Wanda Lee MacPhee)

Ontario Chiropractic Association

Received for information:

4.1.54 News release and support materials dated March 7, 2024 re: animal chiropractic

Canadian Chiropractic Association

It was shared that Dr. Mizel and Ms Willson would be attending the upcoming Canadian Chiropractic Association Summit.

Received for information:

4.1.55 Letter of Invitation dated February 29, 2024 to Chiropractic Stakeholder Summit and response

4.1.56 Facebook posting dated February 16, 2024 re: Indigenous communities

Canadian Chiropractic Protective Association

Received for information:

4.1.57 Communique dated February 2024

Health Profession Regulators of Ontario (HPRO)

It was shared that CCO would be hosting the June 3, 2024, HPRO Board meeting. Ontario's Fairness Commissioner will be attending and an invitation to the Minister of Health is anticipated.

Received for information:

4.1.58 Agenda for March 7, 2024 Board Meeting

4.1.59 Correspondence dated February 28, 2024 to Irwin Glasberg re: OFC Risk-Informed Compliance Framework

Dr. Green thanked Council for their support and its excellent work adhering to CCO's mandate.

MOTION moved by Dr. Gauthier/seconded by Dr. Mizel

To accept the Executive Committee Report

CARRIED UNANIMOUSLY.

Received for information:

4.1.60 Government Relations Update dated March 7, 2024 (confidential)

4.1.61 Communication dated March 27, 2024 re: Dr. Peterson Case

4.1.62 Legislative Updates for February/March 2024

4.2 Discipline Committee Report

Dr. Mizel presented the Discipline Committee report.

4.2.1 Rules of Procedure of the Discipline Committee (draft)

4.2.2 Rules of Procedure of the Discipline Committee (track changes)

MOTION moved by Dr. Mizel/seconded by Mr. Southern

To approve the amended Rules of Procedure of the Discipline Committee

CARRIED UNANIMOUSLY.

4.2.3 Policy – P-020: Adjournment of Discipline Hearings (draft)

4.2.4 Policy – P-020: Adjournment of Discipline Hearings (track changes)

4.2.5 Policy – P-020: Adjournment of Discipline Hearings (current)

MOTION moved by Dr. Mizel/seconded by Dr. Santin

To approve Policy – P-020: Adjournment of Discipline Hearings

CARRIED UNANIMOUSLY.

Dr. Mizel thanked the Discipline Committee members and Council, recognizing the busy year for the Committee.

MOTION moved by Dr. Mizel/seconded by Mr. Stewart

To approve the Discipline Committee report.

CARRIED UNANIMOUSLY.

Received for information:

4.2.6 HPRO Discipline Orientation Workshops

4.3 Quality Assurance Committee Report

Dr. Groulx presented the Quality Assurance Committee Report

4.3.1 S-003: Professional Portfolio (draft)

4.3.2 S-003: Professional Portfolio (current)

MOTION moved by Dr. Groulx/seconded by Dr. Gauthier

That Council approve draft amendments to S-003:Professional Portfolio

CARRIED UNANIMOUSLY.

The following was noted during debate on the motion:

- Chiropractors can at any time enter into practice using the full scope of practice for a chiropractor.
- Ongoing continuing education could be considered as a requirement, e.g., diagnosis, similar to the mandates for training in CPR and acupuncture.

- The inclusion of diversity, equity, and inclusion need to be considerations.
- Research could be conducted regarding how often members might need continuing education throughout their career.

Received for information:

4.3.3 President’s Message dated September 19, 2023 (extract)

4.3.4 Feedback re: S-003: Professional Portfolio

4.3.5 Draft Communication to Stakeholders including members re: S-003: Professional Portfolio

The draft communication was approved in principle as drafted.

It was confirmed that CCO does not approve education courses and, therefore, listing available courses would not be appropriate. Additionally, training sessions could be offered by entrepreneurs, e.g., in remote areas by demand.

4.3.6 Draft webinar on Advertising, Websites and Social Media

It was shared that the Committee created an online, on demand, structured CE webinar.

MOTION moved by Dr. Groulx/seconded by Dr. Grice

That Council approve the on demand webinar to be distributed to all (via link) and made available on the CCO website

CARRIED UNANIMOUSLY.

A question was posed regarding the possibility of adding a “speed up” or “slow down” function for the webinar.

Also, the Quality Assurance Committee would be asked following an email request via Dr. Green to consider adding a mechanism for members who do advertising to be prompted to watch the webinar.

4.3.7 Background and feedback re: webinar

MOTION moved by Dr. Groulx/seconded by Dr. Mizel

To accept the Quality Assurance Committee report

CARRIED UNANIMOUSLY.

5. NEW BUSINESS

No new business was raised.

6. FOR YOUR INFORMATION

College of Chiropodists of Ontario

Received for information:

6.1 Casella v College of Chiropodists of Ontario (Divisional Court, January 16, 2024)

College of Physiotherapists of Ontario

Received for information:

- 6.2 Spirou et al v. College of Physiotherapists (Divisional Court, February 13, 2024)**
- 6.3 Information dated March 8, 2024 re: 11 B.C. health occupations combined into two regulators**
- 6.4 Global News article dated February 21, 2024 entitled “Ontario documents show patient complaints over cataract billings”**
- 6.5 TB news watch article entitled “Council should be no place for criminal past: Conmee”**
- 6.6 Grey Areas – Learning from Other Regulatory Systems (March 2024)**
- 6.7 Council Members Terms (dated March 11, 2024 + reappointment of Mr. Gagandeep Dhanda**

DATE AND TIME OF MEETINGS

Council members were asked to advise Ms Bustria as soon as possible if they were unable to attend any meetings or would need to attend virtually.

See Appendix A for Executive Committee and Council meeting dates.

ADJOURNMENT

Council members were reminded that the evaluation survey would be sent shortly and should be completed within the next 24-48 hours.

With the agenda completed, the meeting was adjourned at the call of the Chair at 11:04 a.m.

President

Registrar and General Counsel

APPENDIX A – DATE AND TIME OF MEETINGS**Executive Committee Meeting Dates to December 2024**

Year	Date	Time	Event	Location
2024	Friday, May 24	8:30 a.m. – 1:00 p.m.	Meeting	CCO
	Friday, August 16	8:30 a.m. – 1:00 p.m.	Meeting	CCO
	Friday, October 25	8:30 a.m. – 1:00 p.m.	Meeting	CCO

Council Meeting Dates to December 2024

Year	Date	Time	Event	Location
2024	Thursday, June 13	6:00 p.m.	Presidents' Dinner ¹	Mortons ²
	Friday, June 14	8:30 a.m. – 1:00 p.m.	Meeting	CCO
	Friday, June 14	6:00 p.m. – 9:00 p.m.	AGM	The Royal Sonesta, Toronto, Yorkville ³
	Friday, September 13	1:00 p.m. – 4:30 p.m.	Meeting	Millcroft Inn and Spa ⁴
	Saturday, September 14	8:30 a.m. – 4:30 p.m.	Strategic Planning/Topic Specific Meeting	Millcroft Inn and Spa
	Sunday, September 15	8:30 a.m. – 11:30 a.m.	Strategic Planning/Topic Specific Meeting	Millcroft Inn and Spa
	Thursday, November 28	8:30 a.m. – 1:00 p.m.	Meeting (budget)	CCO
	Friday, November 29	8:30 a.m. – 11:30 a.m.	Training/Topic Specific Meeting	CCO
	Friday, November 29	6:00 p.m. – 9:00 p.m.	Holiday Party	Sassafras ⁵

¹ For current and former BDC and CCO Presidents.

² Morton's Steakhouse, 4 Avenue Road, Toronto ON M5R 2E8 www.mortons.com

³ The Royal Sonesta, Toronto, Yorkville, 220 Bloor Street West, Toronto, Ontario M5S 1T8

https://www.sonesta.com/royal-sonesta/on/toronto/yorkville-royal-sonesta-hotel-toronto?utm_source=GMB&utm_medium=Organic&utm_campaign=Organic_GMB&utm_id=GMB

⁴ Millcroft Inn and Spa, 55 John Street, Alton, Ontario, L7K 0C4 | 519-941-8111 | 1-800-383-3976

[Millcroft Inn & Spa | Spa Retreat in the Hills of Caledon, ON \(vintage-hotels.com\)](http://www.vintage-hotels.com)

⁵ Sassafras,

100 Cumberland Street, Toronto, Ontario, M5R 1A6 | 416-964-2222

www.sassafras.ca