

**MINUTES OF THE COLLEGE OF CHIROPRACTORS OF ONTARIO'S  
COUNCIL MEETING  
HELD FRIDAY, JUNE 14, 2024  
59 HAYDEN ST, SUITE 800, TORONTO, ONTARIO AND VIRTUALLY BY TEAMS**

**PRESENT:**

Dr. Sarah Green, President and Meeting Chair  
Dr. Jarrod Goldin, Vice President  
Mr. Shawn Southern, Treasurer  
Ms Anuli Ausbeth-Ajagu (attended via Teams)  
Mr. Robert Chopowick  
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. Dennis Mizel  
Dr. Angelo Santin  
Mr. Scott Stewart  
Dr. Julia Viscomi

**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 (attended via Teams)

**REGRETS:**

None

**ABSENT:**

None

**GUESTS:**

Mr. Kevin McCarthy, The Regulators Practice (for part)  
Mr. Dan Faulkner, RCDSO and HPRO Chair (attended via Teams for part)

**CALL TO ORDER AND LAND ACKNOWLEDGEMENT**

Dr. Green called the meeting to order at 8:30 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. Dr. Goldin would maintain a list of speakers if needed.

Ms Kariunas presented the Land Acknowledgement, recognizing the lands on which the College was situated and focused on two-spirited peoples during Pride Month.

## **1. CONSENT AGENDA**

The consent agenda was presented for approval.

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

To approve the consent agenda as circulated:

- 1.1 Discipline Committee Report**
  - 1.1.1 CCO v Dr. Brian Moore (Decision and Reasons on Costs dated May 2, 2024)**
  - 1.1.2 Policy P-020: Adjournment of Discipline Hearings**
  - 1.1.3 Rules of Procedure of the Discipline Committee (approved April 16, 2024)**
- 1.2 Fitness to Practise Committee Report**
- 1.3 Inquiries, Complaints, and Reports Committee (ICRC) Report**
- 1.4 Patient Relations Committee Report**
- 1.5 Registration Committee Report**
  - 1.5.1 Meeting Brief for CCEB Member Meeting May 24, 2024 (confidential)**

CARRIED UNANIMOUSLY.

## **2. MAIN AGENDA**

The meeting's supplementary agenda was presented for approval.

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

To approve the supplementary agenda as circulated.

CARRIED UNANIMOUSLY.

### **2.1 Conflict of Interest**

Council members were reminded that any real or perceived conflicts of interest should be raised during the meeting as the agenda item arises. Any standing conflicts of interest did not need to be declared at every meeting recognizing if they had been previously identified. It was confirmed that Council members would need to leave the meeting and not participate in any discussion when they were in a real or perceived conflict of interest 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 April 16, 2024 (draft)**

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

To approve the April 16, 2024, Council Meeting Minutes as presented.

CARRIED UNANIMOUSLY.

### **3.2 Council Minutes (In Camera) of April 16, 2024 (draft)**

MOTION moved by Dr. Mizel/seconded by Ms Kariunas

To approve the April 16, 2024, In Camera Council Meeting Minutes as presented.

CARRIED UNANIMOUSLY.

### **3.3 Council Minutes of April 17, 2024 (draft)**

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

To approve the April 17, 2024, Council Meeting Minutes, as presented correcting typographical errors on page 91 of the meeting package, i.e. Dr. Groulx and Mr. Southern.

CARRIED UNANIMOUSLY.

## **4. COMMITTEE REPORTS**

### **4.1 Executive Committee Report**

#### **4.1.1 Confidential Minutes of May 24, 2024**

##### ***Move in Camera***

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

To move in camera

CARRIED UNANIMOUSLY.

Guests were excused from the meeting, noting they would be emailed when Council rose from the in camera session.

##### ***Move Out of Camera and Ratify Decisions Made In Camera***

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

To rise from the in camera session and ratify any decisions made during the in camera session

CARRIED UNANIMOUSLY.

Guests were brought back into the meeting.

##### ***Communications***

#### **4.1.15 President's Message and Newsletter dated April 26, 2024**

#### **4.1.16 Statistics from Constant Contact dated May 6, 2024 CCO website**

It was reported that the updated format for the President’s Message and Newsletter were raised, noting that the open rate is high, and feedback has been positive. Council members were encouraged to suggest topics for future communications.

**4.1.17 (C-Group) Creative Brief dated May 7, 2024**

**4.1.18 C-Group Progress Report dated May 24, 2024**

Council members were reminded that the proposal from C-Group had been approved, and it was confirmed that work has begun and that there will be opportunities for ongoing review and input during the development process, including feedback on the creative brief.

The new website’s comprehensive design walk through is targeted to be September with a full roll in January 2025.

**4.1.21 Land Acknowledgements**

The Executive Committee’s discussion regarding Land Acknowledgements was raised, noting that it is being recommended that the Land Acknowledgements be meaningful, potentially rotating among willing Council members to allow others the opportunity to participate. It was shared that the Federation of Canadian Chiropractic (FCC) has engaged consultants from the Indigenous community and work will include Land Acknowledgements, and HPRO is continuing its work on equity, diversity, and inclusion; both organizations’ work can be used by CCO as appropriate.

Recommendations from Council members were requested. It was agreed that CCO should ensure that its Land Acknowledgement does not become performative, and the Land Acknowledgment shared at this meeting by Ms Kariunas was noted to be excellent, adding meaning to the usual statement.

The consensus of Council was to offer Council members the opportunity to present the Land Acknowledgement, ensuring it is meaningful for Council and that Council member personally.

At this time in the meeting, a fire alarm sounded. The meeting recessed to determine if the building needed to be evacuated or if it was a false alarm. It was subsequently confirmed that it had been a false alarm, and the meeting resumed.

***Ministry of Health***

***College Performance Measurement Framework (CPMF)***

*Received for information:*

**4.1.22 CCO’s CPMF Report dated March 27, 2024**

**4.1.23 CCO’s CPMF Action Plan - 2024**

The CPMF Action Plan was presented for approval.

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

To approve the CPMF Action Plan – 2024

CARRIED UNANIMOUSLY.

#### **4.1.24 IPAC Regulatory College Working Group – Confirming Membership and First Meeting**

Ms Willson has been asked to participate on this ministry working group.

#### *Animal Chiropractic*

An overview of recent activities related to animal chiropractic was provided, including Ms Willson and Mr. Friedman’s presentation on Bill 171. Additionally, the work related to providing information on the CCO website about animal chiropractic for the public was raised. A voluntary register of animal chiropractors would provide helpful information to members of the public.

*Received for information:*

**4.1.25 Correspondence dated April 22, 2024 to Members of the Standing Committee on the Interior from Ms Willson**

**4.1.26 Feedback re: Submissions**

**4.1.27 Information re: Submissions to Standing Committee**

**4.1.28 Bill 171: Clause by Clause**

#### *Advertising Committee*

*Received for information:*

**4.1.29 Terms of Reference (revoked April 16, 2024)**

**4.1.30 Communication from Dr. Santin re: webinar follow up Annual Review of By-laws, Standards, Policies and Guidelines**

#### **Annual Review of By-laws, Standards, Policies and Guidelines**

It was shared that Council and Committee members’ use of social media will be considered at a future Council meeting along with any recommended changes to P-011: Conflict of Interest for Council, Non-Council Committee Members and Council Appointed Members (“Committee members”) + conflict chart (current) and historical conflict chart (before District 7 created) and I-012: Reimbursement of Reasonable Expenses and Per Diems.

*Received for information:*

**4.1.31 By-laws**

**4.1.32 Code of Conduct**

**4.1.33 Rules of Order**

**4.1.34 E-mail dated April 20, 2024 from Mr. Robert MacKay re: Rules of Council**

#### **Standards**

*Received for information:*

**4.1.35 S-020: Cooperation and Communication with CCO Policies**

**4.1.36 P-009: Dr. Harold Beasley Memorial Award**

**4.1.37 P-010: Use of Professional Titles, Designations and Credentials**

**4.1.38 P-011: Conflict of Interest for Council, Non-Council Committee Members and Council Appointed Members (“Committee members”) + conflict chart (current) and historical conflict chart (before District 7 created)**

**4.1.39 P-029: Chiropractic Specialties**

### *Internal Policies*

*Received for information:*

- 4.1.40 I-001: Meeting Guidelines**
- 4.1.41 I-009: Procedures for Attending Events/Functions**
- 4.1.42 I-010: Procedures for Attending Educational Sessions/Professional Development Programs**
- 4.1.43 I-011: Procedures for the Peer and Practice Assessment of Committee Members**
- 4.1.44 I-012: Reimbursement of Reasonable Expenses and Per Diems**
- 4.1.45 I-013: Procedures for Speaking Engagements for Council Members**
- 4.1.46 I-014: Procedures for Striking and Dissolving Sub-Committees**
- 4.1.47 I-015: Zero Tolerance of Abuse, Neglect and Harassment**
- 4.1.48 I-016: Guidelines for Observers at Council Meetings**
- 4.1.49 Undertaking to attend Council meeting virtually**
- 4.1.50 I-017: Record Retention and Destruction Policy**
- 4.1.51 I-018: Minutes for CCO Meetings**
- 4.1.52 I-019: Policy on Nomination and Election Procedures for Committee Positions**

It was confirmed that feedback from Council on I-019: Policy on Nomination and Election Procedures for Committee Positions was considered by the Executive Committee at its May meeting and that Dr. Green dealt with the issue raised and no further discussion was needed subject to any further feedback received.

Recommendations, including the provision of a “fillable” chart, will be considered by the Executive Committee to help the process be as user friendly as possible. Any feedback should be sent to Dr. Green and Ms Willson for future consideration.

*Received for information:*

- 4.1.53 I-020: Contingency Reserve Fund**
- 4.1.54 I-021: Procurement of Goods and/or Services**
- 4.1.55 I-022: Guidance for Committee Chairs**
- 4.1.56 IG-001: Procedures for Use of Email for CCO Business**
- 4.1.57 Health and Safety Protocols for Hybrid (In-Person/Virtual) Council and Committee Meetings**

### *Council Effectiveness*

*Received for information:*

- 4.1.58 Council Meeting Evaluation Form distributed following April 16, 2024 Council Meeting**
- 4.1.59 Summary of Results of Evaluation Survey**

The results from the first Council meeting evaluation were reviewed, noting they were overall very positive. Council members were asked to ensure their recommendations were actionable, e.g., Dr. Green using the microphone. It was confirmed that Council members were asked to submit their evaluations within 48 hours from today.

A request was made to consider for a future training session best practices in preparing for meetings, e.g., navigating the agenda, expectations for preparation, and hearing from council members about what works best for them for possible learning.

*Received for information:*

**4.1.60 Council Effectiveness Workshop + September Planning Session Addendum  
(approved February 23, 2024)**

**4.1.61 Communication dated April 17, 2024 from Dr. Goudreau entitled “Disappointed”**

### ***Strategic Planning***

Mr. Kevin McCarthy of the Regulator’s Practice joined the meeting to provide an overview of plans for the September Strategic Planning Session as well as preparation that would include Council. The following was noted during discussion.

- The project plan will inform and guide next steps, allowing for flexibility as needed, ensuring the session is engaging and open.
- Council members and staff are currently being engaged in the discovery phase.
- Environmental scanning is also underway, focusing on health and non-health regulators in Ontario, across Canada, and internally. Organizational structures, e.g., smaller/nimbler Boards, will be considered within those scans as well as how the public is being engaged.
- The facilitation methods used by the Regulator’s Practice will be consistent with the needs of CCO; Council members were asked to share any insights into their preferences related to facilitation.
- The mandate of a regulator, it was noted, makes strategic planning processes for the College different than other organizations.
- The goal for strategic planning is to review the mission, vision, and strategic objectives for CCO in the next five years.

The possibility of having a presentation on chiropractic services as an educational session for Council was raised.

Council members were asked to send any other suggestions to Dr. Green and Ms Willson.

Mr. McCarthy was thanked, and he left the meeting.

*Received for information:*

**4.1.19 Project Timeline and Deliverables**

**4.1.20 The Regulator’s Practice Proposal dated March 21, 2024 (approved)**

### ***BC College of Complementary Health Professionals***

*Received for information:*

**4.1.62 Communication dated May 6, 2024 re: draft bylaws for College of Complementary Health Professionals of BC**

**4.1.63 Ms Willson’s response re: Comments on Draft By-laws dated May 21, 2024**

**4.1.64 Information re: SharePoint/Teams for Board/Committees**

It was reported that the Executive Committee received a presentation about the use of SharePoint and Teams to support meeting information sharing and retrieval as well as other communications, e.g., all Council members having CCO email addresses. More information will be provided to Council as it is received. Keith Carter is preparing a proposal, since helping regulators would be a new business practise for then.

### *Other Chiropractic/Health Related Stakeholders*

#### *Federation of Canadian Chiropractic (FCC)*

##### **4.1.65 Information re: meetings May 24 – 25, 2024**

It was shared that Dr. Green and Ms Willson attended the FCC meetings and hosted an open house for FCC members, including the chiropractor regulators across the country. Very positive feedback about the open house and CCO's premises has been received.

#### *Canadian Chiropractic Association (CCA)*

##### **4.1.66 Information re: Summit April 18, 2024**

It was noted that Dr. Mizel and Ms Willson attended the CCA Summit. Verbal reports have previously been provided.

*Received for information:*

**4.1.67 Communication from Dr. MacPhee re: materials for Partnership Roundtable discussion about Patient Safety including correspondence dated April 4, 2024 from Manitoba Chiropractors Association**

**4.1.68 Communication dated May 22, 2024 re: National Chiropractic Leadership Summit Report**

#### *Canadian Memorial Chiropractic College (CMCC)*

*Received for information:*

**4.1.69 Announcement dated April 25, 2024 re: Dr. Christine Bradaric-Baus, President (effective July 1, 2024)**

#### *Health Profession Regulators of Ontario (HPRO)*

*Received for information:*

**4.1.70 Information re: HPRO meeting with the Honourable Sylvia Jones, Minister of Health at CCO on June 3, 2024**

**4.1.71 Communication dated May 7, 2024 re: Midwives' Expanded Authority to Prescribe and Administer Drugs and Substances**

**4.1.72 Information re: Registration for HPRO's Governance Training Session (May 14, 21, 2024)**

**4.1.73 Information re: Registration for HPRO's Decision Writing Session (May 28, 2024)**

**4.1.74 Legislative Update for April 2024**



President Green concluded the Executive Committee report, noting that she looks forward to another productive year working with Council and Staff, recognizing the commitment, professionalism, and productive dialogue of Council and Staff at CCO.

MOTION moved by Ms Kariunas/seconded by Mr. Stewart  
To approve the Executive Committee Report  
CARRIED UNANIMOUSLY.

## **4.2 Quality Assurance Committee Report**

Dr. Grice presented the Quality Assurance (QA) Committee report, noting they had met once since the last Council meeting.

### **4.2.1 Policy P-051: Peer Assessors (draft)**

MOTION moved by Dr. Grice/seconded by Ms Kariunas  
That Council approve draft amendments to Policy P-05I: Peer Assessors  
CARRIED UNANIMOUSLY.

It was confirmed that the removal of reference to “in his/her electoral district” was related to accessibility issues and fiscal responsibility.

It was also confirmed that the removal of reference to “no other committee will have access to this information” is addressed by the *RHPA*.

QA Committee Members and Staff were thanked with special recognition of Dr. Groulx who was leaving the Committee after many years of service and leadership.

MOTION Dr. Grice/Mr. Southern  
To accept the Quality Assurance Committee report  
CARRIED UNANIMOUSLY.

*Received for information:*

- 4.2.2 Policy P-051: Peer Assessors (current)**
- 4.2.3 Updates from the Quality Assurance Committee dated May 30, 2024 (draft)**
- 4.2.4 Extract from CCO Website re: Regulatory Excellence Workshops**
- 4.2.5 Information re: Regulatory Excellence Workshop (REW) in Ottawa May 4, 2024 including feedback**
- 4.2.6 Feedback re: Ottawa REW**
- 4.2.7 Information re: Cyber Security Ontario Discussion**

## **5. NEW BUSINESS**

***Presentation by Mr. Dan Faulkner, HPRO Chair***

Mr. Faulkner was welcomed to the meeting to provide highlights from HPRO for the Board’s information including recent initiatives such as government relations and the meeting with the Minister of Health. A presentation was made available for Council.

Following the presentation, Mr. Faulkner was thanked, and he left the meeting.

### ***HPRO Discipline Orientation Workshop – Advanced Session***

Dr. Grice provided an overview of his participation in HPRO’s Advanced Session of the Discipline Orientation Workshop, noting that it was beneficial to interact with members of other Colleges. He reminded Council that any member could be called to serve on a discipline panel and they should be prepared to serve.

## **6. FOR YOUR INFORMATION**

### ***College of Midwives of Ontario***

*Received for information:*

- 6.1 Communication dated May 3, 2024 entitled Midwives’ Prescribing and Administering Authority Expanded**
- 6.2 Extract from Medical Post dated April 2024 re: Pharmacy quotas and ordering lab tests [patient’s] naturopath wants**
- 6.3 Grey Areas (May 2024 and June 2024)**
- 6.4 Council Members Terms (dated May 7, 2024)**

## **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. Strategic Planning should be attended in person by all Council and Staff.

Members were reminded that the AGM would be held at the Royal Sonesta at 6:00 p.m.

*See Appendix A for Executive Committee and Council meeting dates.*

## **ADJOURNMENT**

With the agenda completed, the meeting was adjourned at the call of the Chair at 11:32 a.m.

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President

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Registrar and General Counsel

## APPENDIX A – DATE AND TIME OF MEETINGS

### Executive Committee Meeting Dates to December 2025

Year	Date	Time	Event	Location
2024	Friday, August 16	8:30 a.m. – 1:00 p.m.	Meeting	CCO
	Friday, October 18	8:30 a.m. – 1:00 p.m.	Meeting	CCO
2025	Friday, January 24	8:30 a.m. – 1:00 p.m.	Meeting	CCO
	Friday, March 28	8:30 a.m. – 1:00 p.m.	Meeting	CCO
	Friday, May 23	8:30 a.m. – 1:00 p.m.	Meeting	CCO
	Friday, August 15	8:30 a.m. – 1:00 p.m.	Meeting	CCO
	Friday, October 17 (budget recommendations)	8:30 a.m. – 1:00 p.m.	Meeting	CCO

### Council Meeting Dates to December 2025

Year	Date	Time	Event	Location
2024	Friday, June 14	6:00 p.m. – 9:00 p.m.	AGM	The Royal Sonesta, Toronto, Yorkville <sup>1</sup>
	Friday, September 13	1:00 p.m. – 4:30 p.m.	Meeting	Millcroft Inn and Spa <sup>2</sup>
	Saturday, September 14 (in person)	8:30 a.m. – 4:30 p.m.	Strategic Planning/ Topic Specific Meeting	Millcroft Inn and Spa
	Sunday, September 15 (in person)	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

<sup>1</sup> 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](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)

<sup>2</sup> 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 \(vintage-hotels.com\)](https://www.vintage-hotels.com/millcroft-inn-and-spa)

Year	Date	Time	Event	Location
	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 <sup>3</sup>
<b>2025</b>	Friday, February 21	8:30 a.m. – 1:00 p.m.	Meeting	CCO
	Thursday, April 24	8:30 a.m. – 1:00 p.m.	Meeting	CCO
	Friday, April 25 (Elections/Orientation)	8:30 a.m. – 1:00 p.m.	Meeting	CCO
	Thursday, June 12	6:00 p.m.	Presidents’ Dinner	TBD
	Friday, June 13	8:30 a.m. – 1:00 p.m.	Meeting	CCO
	Friday, June 13	6:00 p.m. – 9:00 p.m.	AGM	TBD
	Friday, September 12	1:00 p.m. – 4:30 p.m.	Strategic Planning/ Topic Specific Meeting	TBD
	Saturday, September 13 (in person)	8:30 a.m. – 4:30 p.m.	Strategic Planning/ Topic Specific Meeting	TBD
	Sunday, September 14 (in person)	8:30 a.m. – 11:30 a.m.	Strategic Planning/ Topic Specific Meeting	TBD
	Thursday, November 20	8:30 a.m. – 1:00 p.m.	Meeting	CCO
	Friday, November 21	8:30 a.m. – 1:00 p.m.	Meeting	CCO
	Friday, November 21	6:00 p.m. – 9:00 p.m.	Holiday Party	TBD

<sup>3</sup> Sassafras, 100 Cumberland St, Toronto ON M5R 1A6 – 416-964-2222 – [www.sassafras.ca](http://www.sassafras.ca)