



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

AGENDA

Council Meeting

Wednesday, June 10, 2026

9:00 a.m. – 2:45 p.m.

705-55 Commerce Valley Drive West, Thornhill, Ontario

Item	Open/ In-Camera	Time	Speaker	Action	Section No.
1. Welcome and Call to Order	Open Session	9:00 a.m. (2 mins)	D. Worrad <i>Chair</i>	Information	Section 1
2. Declarations of Conflicts of Interest	Open Session	9:02 a.m. (3 mins)	D. Worrad <i>Chair</i>	Information	Section 2
3. Briefing on Meeting Procedure	Open Session	9:05 a.m. (5 mins)	D. Worrad <i>Chair</i>	Information	Section 3
4. Adoption of the Agenda	Open Session	9:10 a.m. (5 mins)	D. Worrad <i>Chair</i>	Motion	Section 4
<p>5. Consent Agenda</p> <p>1) Draft Minutes of March 18, 2026, Council Meeting</p> <p>2) Registration Committee Report</p> <p>3) Inquiries, Complaints and Reports Committee Report</p> <p>4) Quality Assurance Committee Report</p> <p>5) Patient Relations Committee Report</p> <p>6) Discipline Committee Report</p> <p>7) Fitness to Practise Committee Report</p> <p>8) Dr. Title Working Group Report</p> <p>9) Acupuncture Working Group</p> <p>10) Nomination Committee Report</p> <p><i>A consent agenda is a single item on an agenda that encompasses all the things the Council would normally approve with little comment. All those items combine to become one item for approval on the agenda to be called the consent agenda.</i></p> <p><i>As a single item on the agenda, the consent agenda is voted on with a single vote - to approve the consent agenda. This means that there is no discussion on the items, that are listed in the consent agenda.</i></p> <p><i>For item "i", only substantive decisions that the Executive Committee made on behalf of Council were included and ergo need to be ratified.</i></p> <p>However, if a person wishes to speak about any component of the consent agenda, they will alert the Chair. The component will be removed from the consent agenda and discussed at some point in the meeting. The remaining components of the consent agenda can then be approved.</p>	Open Session	9:15 a.m. (5 mins)	D. Worrad <i>Chair</i>	Motion	Section 5

Item	Open/ In-Camera	Time	Speaker	Action	Section No.
6. President's Remarks	Open Session	9:20 a.m. (10 mins)	J. Pritchard-Sobhani <i>President</i>	Information	Section 6
7. Registrar's Report	Open Session	9:30 a.m. (10 mins)	S. Cassman <i>Registrar & CEO</i>	Information	Section 7
8. Finance 1) Financial Statements – 4th Quarter	Open Session	9:40 a.m. (20 mins)	F. Ortale <i>Director IT, Finance & Corporate Services</i>	Information	Section 8
9. Elections 1) Election of District 1 2) Election of District 2 3) By-Election of District 3	Open Session	10:00 a.m. (15 mins)	S. Cassman <i>Registrar & CEO</i>	Information	Section 9
Break		10:15 a.m. (15 mins)			
10. Update Doctor Title Submission	Open Session	10:30 a.m. (60 mins)	S. Cassman <i>Registrar & CEO</i>	Information	Section 10
11. Public Appointments Update 1) Committee Appointments, Maria Damiano, Public Member	Open Session	11:30 a.m. (15 mins)	J. Pritchard-Sobhani <i>President</i> S. Cassman, <i>Registrar & CEO</i>	Motion	Section 11
12. CRM Project Update	Open Session	11:45 a.m. (15 min)	S. Cassman, <i>Registrar & CEO</i> F. Ortale <i>Director IT, Finance & Corporate Services</i>	Information	Section 12
Lunch		12:00 p.m. (60 mins)			
13. By-Law Amendments	Open Session	1:00 p.m. (30 mins)	S. Cassman <i>Registrar & CEO</i>	Motion	Section 13
14. Queen's Park Event	Open Session	1:30 p.m. (30 mins)	J. Pritchard-Sobhani <i>President</i> S. Cassman, <i>Registrar & CEO</i>	Information	Section 14

Item	Open/ In-Camera	Time	Speaker	Action	Section No.
15. Risk Management Framework Presentation	Open Session	2:00 p.m. (30 mins)	S. Cassman <i>Registrar & CEO</i>	Information	Section 15
16. Other Business	Open Session	2:30 p.m. (5 mins)	S. Cassman <i>Registrar & CEO</i>	Information	Section 16
17. Review of March 18th, 2026, Council Meeting Effectiveness Survey	Open Session	2:35 p.m. (5 mins)	D. Worrad <i>Chair</i>	Information	Section 17
18. Next Meeting Dates and Meeting Effectiveness Survey	Open Session	2:40 p.m. (5 mins)	D. Worrad <i>Chair</i>	Information	Section 18
19. Adjournment of the June 10th, 2026, Council Meeting	Open Session	2:45 p.m.	D. Worrad <i>Chair</i>	Motion	Section 19



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

CONSENT AGENDA

Council Meeting
Wednesday, June 10, 2026

9:00 a.m. – 3:00 p.m.
In-Person & Virtual - Teams Meeting

Item	Open/ In-Camera	Time	Speaker	Action	Page No.
<p>1. Consent Agenda</p> <p>a) Draft Minutes of March 13, 2026 Council Meeting</p> <p>b) Executive Committee Report</p> <p>c) Registration Committee Report</p> <p>d) Inquiries, Complaints and Reports Committee Report</p> <p>e) Quality Assurance Committee Report</p> <p>f) Patient Relations Committee Report</p> <p>g) Discipline Committee Report</p> <p>h) Fitness to Practise Committee Report</p> <p>i) Dr. Title Working Group Report</p> <p>j) Acupuncture Working Group</p> <p>k) Nominations Committee</p> <p><i>A consent agenda is a single item on an agenda that encompasses all the things the Council would normally approve with little comment. All those items combine to become one item for approval on the agenda to be called the consent agenda. As a single item on the agenda, the consent agenda is voted on with a single vote - to approve the consent agenda. This means that there is no discussion on the items, that are listed in the consent agenda. For item "i", only substantive decisions that the Executive Committee made on behalf of Council were included and ergo need to be ratified.</i></p> <p>However, if a person wishes to speak about any component of the consent agenda, they will alert the Chair. The component will be removed from the consent agenda and discussed at some point in the meeting. The remaining components of the consent agenda can then be approved.</p>	Open Session	9:20 a.m. (5 mins)	D. Worrad <i>Chair</i>	Motion	<p>Page 2</p> <p>Page 18</p> <p>Page 19</p> <p>Page 23</p> <p>Page 25</p> <p>Page 27</p> <p>Page 28</p> <p>Page 30</p> <p>Page 31</p> <p>Page 32</p> <p>Page 33</p>



COLLEGE OF TRADITIONAL CHINESE MEDICINE PRACTITIONERS AND ACUPUNCTURISTS OF ONTARIO

MEETING OF COUNCIL

MINUTES

March 18, 2026 from 9:04 a.m. to 3:36 p.m.
Via Teams

IN ATTENDANCE

External Chair

Deborah Worrada

Council

Joanne Pritchard-Sobhani	President/ Professional Member
Jin Qi (Jackie) Zeng	Vice-President / Professional Member
Kimberley Bishop	Public Member (as of 10:52 a.m.)
Ming Cha	Professional Member
Iftikhar Choudry	Public Member
Julia Chuang	Professional Member
Judy Cohen	Public Member (out 1:00 p.m. to 2:50 p.m.)
Terry Hui	Professional Member
Fanny Ip	Professional Member
Christine Lang	Professional Member
Heidi Machel	Public Member
Deborah Sinnatamby	Public Member
Yanzhi Xu	Professional Member

Staff

Sean Cassman	Registrar and CEO
Francesco Ortale	Director, IT, Finance and Corporate Services
Ryan Chu	Deputy Registrar and Director of Professional Conduct
Mohan Cappuccino	Manager of Registration and Examinations
Mary Kennedy	Manager of Quality Practice
Jennifer Nghiem	Policy Analyst
Laurie Krol	Executive Assistant
Temí Adewumi	Recorder

Guest

Sandi Verrecchia	Satori Consulting (10:29 a.m. to 11:57 a.m.)
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Observers

Hanbo Hou
Iskra Kaneva
Vivian Pang (MOH)
Nathalie Xian Yi Yan

1. WELCOME AND CALL TO ORDER

After calling the meeting to order at 9:04 a.m., Ms. Worrad welcomed participants to the March 18, 2026 Council meeting of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario.

Council members were referred to the excerpt of *Schedule 2 of the Health Professions Procedural Code*, *Schedule 1 to 3 of the By-Laws* and the *Decision-Making Tool*.

2. DECLARATIONS OF CONFLICT OF INTEREST AND REMINDER OF CONFIDENTIALITY

Ms. Worrad asked if any Council members had any conflicts of interest with regard to the matters being considered at the day's meeting. There were no conflicts declared.

3. BRIEFING ON MEETING PROCEDURE

Ms. Worrad provided an overview of the meeting procedure.

4. ADOPTION OF THE AGENDA

The agenda of the March 18, 2026 meeting of Council was adopted as presented.

MOTION: F. Ip - C. Lang

THAT the Agenda of the March 18, 2026, Meeting of the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario be adopted as presented.

CARRIED

5. CONSENT AGENDA

- a) Draft Minutes of December 4, 2025, Council Meeting
- b) Executive Committee Report
- c) Registration Committee Report
- d) Inquiries, Complaints and Reports Committee Report

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- e) Quality Assurance Committee Report
- f) Patient Relations Committee Report
- g) Discipline Committee Report
- h) Fitness to Practise Committee Report
- i) Dr. Title Working Group Report
- j) Acupuncture Working Group Report
- k) Nominations Committee Report

Ms. Worrada explained the procedure for approving the consent agenda.

MOTION: I. Choudry - J. Cohen

THAT the Consent Agenda of the March 18, 2026, Meeting of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, be approved as presented.

CARRIED

6. PRESIDENT'S REMARKS

Congratulations were extended to Kim Bishop, Iftikhar Choudry and Judy Cohen on their re-appointments as public members. All three public members were thanked for their trust and confidence in the College.

Thanks were extended to the Public Appointments Secretariat and the Ministry of Health for helping the College stay constituted and fulfill its fiduciary duty to protect the public. Mr. Cassman was also thanked for his work in ensuring the re-appointments.

The President outlined progress on several projects which include:

- The risk management report
- Follow up to the governance review report
- Proposed changes to the draft regulations for the Doctor class
- Updates to the Bylaws and Standards for Prevention of Sexual Abuse
- New draft governance manual
- School approval project
- Hiring of an interim Executive Director at CARB
- Outreach to stakeholders, and Queen's Park Day.

Council and staff were commended on their work with the College.

7. REGISTRAR'S REPORT

Mr. Cassman welcomed all participants to the meeting.

A by-election will be held in District 3 to replace Ms. Feng who resigned from Council

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effective the previous week. Appreciation was expressed for Ms. Feng's contributions to Council.

An overview was provided of the school approval process, the CRM project, and new changes to the peer and practice assessment process.

A Queen's Park Day will be held on May 27, with the purpose of educating the public and politicians on the College's public protection mandate, and to highlight specific groups that can benefit from TCM healthcare.

Prince Edward Island has informed CARB of their wish to join the association. The President has also met with school representatives to introduce the school approval program.

CARB has now hired an interim Executive Director, Simon Leung. CARB's focus will now be on the Pan-Canadian exam and a search for a permanent Executive Director.

CARB has also signed an 18 month contract with the exam provider, who will take on more responsibilities, thereby reducing the burden on staff.

Acknowledgement was made of the public members' re-appointment, as well as governance discussions to be held later on in the meeting.

Thanks were extended to all for their hard work and support.

8. FINANCE

Mr. Ortale presented the College's third quarter financial statement for the 2025/2026 fiscal year. This covers revenue collected and expenses incurred until December 31, 2025.

Cash: The College's cash position, as of December 31, 2025, is approximately \$8 million.

Revenue

- The College has collected \$4.9 million, which is 103.45% of the projected revenue for the period. Most of the revenue has been obtained from annual renewal, which is over target at 102.37%, or \$3.7 million, due to new registration, with 212 candidates in various classes. This has also corresponded to an increase of 114% in administration fees.
- Approximately 488 candidates (314 R. Ac + 144 R.TCMP), registered for the Pan-Canadian exam for the R.Ac, R.TCMP and Chinese language version. The College also received its final instalment of \$20,000 from the government for the exam.

- Other fees include the Safety program and Jurisprudence courses which both account for 123.19% of the projection and represent an average of 290 candidates per program, or 580 candidates in total.
- Other income is 77.2% of the projection and comprises mostly banking interest, with only \$600 received from cost orders as of the third quarter.

Expenses

- Overall, expenses are at 63.5%, under projection by 10%. All other categories are below budget or on target. However, not all invoices rendered in this quarter have been received.
- Council and Committees: Overall, this item is at 54.51%. All other committees are under budget or on target except ICRC, which is at 85.49%, covering legal fees and investigations.
- Professional services are below budget, as expert consultation was not used this fiscal year.
- Special programs and projects: Overall, this item is at 64.17%. The Pan Canadian exam is at 117%. The Safety and Jurisprudence tests are at 120.27%. Both items are higher than projected due to increased registration, but are in and out expenses.
- The Pan-Canadian Chinese language exam is at 73.74% and includes translation and salary expenses. For the next year, the College will absorb all related costs for the exam.
- All other areas such as administration and operating are below budget. The exception is communication and expenses related to the townhall at 91.32%.

Overall, the College has a net income of \$1.65 million.

9. FINANCE – OPERATING BUDGET FOR FISCAL YEAR 2026-27

Mr. Ortale provided a report on the budget.

Revenue

- Revenue growth relies on membership volume. It is projected at \$5.03 million, which is a 6% increase, or \$3.86 million based on an estimated increase of 200 new members per year.
- The annual fee has remained unchanged for nine consecutive years. Revenue growth is tied to membership growth rather than fee increases.

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- Other revenue streams remain stable, and administration fees are consistent with approximately 200 new registrants per year.
- Pan-Canadian revenue is expected to increase by 15%, driven by the number of candidates. This is anticipated as 150 TCMP candidates and 300 acupuncture candidates.
- Other income includes banking interest and collected cost orders which are projected to decrease slightly by 2%, based on actual costs in previous years.
- The College continues to operate as a fully self-funded organization without reliance on government funding.

Expenses

Expenses are expected to reach \$5.5 million. This is a 9.5% increase over the previous year, resulting in a deficit of \$922,000. The deficit is intentional, and is supported by strong operations, as well as \$2.5 million in reserve.

- The increase in expenses is driven by strategic investment and external cost pressures, not discretionary spending.
- Committee spending has decreased overall, but regulatory functions remain in place. Committees are at approximately 3% overall.
- Quality Assurance has seen a significant increase of 29%, supporting assessor training and development of a digital learning app. This reflects a shift in proactive regulation, and continuous professional development.
- Spending in professional services remains stable, with a reallocation of resources away from expert consultation, towards increased external engagement.
- Special programs are at 3.8% overall. Costs associated with the Pan-Canadian exam have increased by 13%, and are aligned with an increase in applicants.
- 55% has been allocated for strategic initiatives such as the Doctor title and the school approval program.
- Administrative expenses have been reduced by 6.7% due to statutory benefit increases such as CPP, EI and EHT. Salary increases remain modest and are aligned with the cost of living at 3%.
- Information technology has seen an increase at 85.7%, which reflects the planned implementation of the new CRM system and website, as well as ongoing investments in cybersecurity, cloud services and software licensing. These investments will

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modernize the College's infrastructure, improve operational efficiency and enhance service delivery.

- General operational expenses remain largely stable with only modest increases tied to inflation and activity levels. Payment processing costs are expected to rise in line with membership growth.
- Discussion ensued on College revenue being dependent on member registration. As the fee has not been increased in 10 years, new applicants are a factor in revenue growth. However, there are risks to this growth, especially with the government's changes to student loans.
- The Registrar is seeking information from schools on enrolment in order to predict future membership.

MOTION: F. Ip - T. Hui

THAT the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario approve the Operating Budget for the Fiscal Year of 2026-27.

CARRIED

10. GOVERNANCE REVIEW

Ms. Verrecchia from Satori Consulting joined the meeting at 10:29 a.m.

Highlights from the presentation titled: *Council effectiveness and governance*

a) Council effectiveness review

- Ms. Verrecchia presented on the scores in various categories, most of which were very highly rated.
- Discussion ensued on the use of peer reviews. While it was noted that these are becoming best practice, Council members expressed their discomfort with personal assessments.
- Other methods of assessment include observing multiple Council meetings to determine the cadence of a meeting. Colleges can also choose their review cycle, but every few years is appropriate.
- Council members were reminded to send to the President their workbooks, which outline areas for members to focus on and for which they can obtain guidance and support.

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- Council members were also encouraged to contact the President if they have any concerns so that issues can be dealt with.
- In response to a query, the timing of the evaluations can be changed to allow for a proper assessment of new Council members, after they have been active for about a year.
- Council members were also assured that the comments were anonymous.

b) Best practices in succession planning for Council leadership roles

- Ms. Verrecchia provided an explanation on the need for succession, especially as it prevents leadership gaps, protects institutional knowledge, and maintains continuity.
- Succession is a higher form of governance, as it grooms the right people for executive roles, and helps the Council determine the kind of competencies and skills it needs to govern effectively.
- An overview was provided of the benefits of succession planning, best practices, as well as a competency informed nomination process.
- The recommendation was made that some elements for succession as outlined by Ms. Verrecchia can be added to the current nominations process. There can also be steps made towards developing competencies to be eligible for election to the Executive Committee.

c) Council Mentorship programs

- Ms. Verrecchia outlined the elements of a formal program, which will onboard members faster, and help them contribute to Council much earlier.
- While the suggestion was made that the program should be mentor driven, Council members commented on the lack of in-person meetings which affect the ability to obtain shared advice in person. There is also a time commitment required for effective mentoring.
- The suggestion was made that a mentorship program could be an informal “buddy” system where a new Council member is paired up with an experienced member. However, it was noted that mentees do not often feel comfortable reaching out to mentors.
- In response to a query, and in comparison to other colleges, Ms. Verrecchia noted the Council’s lack of dysfunction and commended the positive attitude of Council members. Opinion was also shared by a public member about the progress the College has made, due to the leadership of the President and Registrar.

- Note was also taken of the public's confidence in the College, which is reflected in the new public member appointments, as well as the collaboration with the Ministry of Health and other stakeholders.

Ms. Verrecchia left the meeting at 11:57 a.m.

11. 2026 CTCMPAO Election

Mr. Cassman provided a timeline of the upcoming elections. District 1 will hold an election for two seats and District 2 for one seat. There will also be a by-election in District 3 to fill Ms. Feng's position for a one year term.

The nominations package will be available as of June 3, with a submission deadline of July 3. The election will be held in September.

Council was informed of the potential for members not becoming elected. The President reminded Council that both she and Ms. Zeng are from District 1. Ms. Zeng has also concluded her third term and will no longer be eligible for election.

MOTION: J. Zeng - J. Cohen

THAT the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario approve the timeline for the 2026 Election as presented.

CARRIED

12. APPROVAL OF REGISTRATION REGULATION FOR THE DOCTOR TITLE

Mr. Cassman reported that the consultation period has ended. Approximately 800 responses were received with responses from members, members of the public, other health care professionals and regulators. CONO has also expressed support for the regulation. Overall feedback was positive.

The minor changes have been reviewed by the Working Group and were presented at the day's meeting for the Council's approval.

- i) The designation has been changed from D.TCM to Dr. of TCM.
- ii) As recommended by CONO, clarification has been added on who is authorized to use the Doctor title, which is a member registered in the Doctor class.
- iii) Clarification was provided on the requirement for a two year Bachelor degree.

It was noted that comments were received with the previous consultation about the

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requirement for a degree program. In the present consultation, the opposite was noted, as respondents observed that a degree program should not be included as it does not exist.

It was also confirmed that the regulation language does not include specifics for a degree program.

To maintain a high level, the College is also ensuring that its educational requirements are consistent with those of other colleges.

Discussion:

- In response to a query, the requirement for a two year degree was added to be consistent with other professions that offer the Doctor title.
- A correction will be made to item 20.5(1)ii to change “may” to “must.”
“...conduct a minimum of 500 traditional Chinese medicine patient visits which *must* include...”
- It was clarified that this change had been discussed at the Working Group, and was just a typographical error.
- In response to a query, there are pathways to review international qualifications. This will also be outlined in the submission package.
- The difference between the TCMP and Doctor class is the level of proficiency.

Next steps

- Mr. Cassman informed Council that once the regulations are approved, a submission document will also be prepared to be sent to the Ministry of Health, using the template they have provided.
- The College is also conducting meetings with the MOH on educational requirements. There are plans to meet with associations of other professions that hold the Doctor title, to obtain their input and support.
- The College will also have to submit its regulation amendment to other colleges for feedback.

MOTION: J. Pritchard-Sobhani - D. Sinnatamby
THAT the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario approve the Regulation for the Doctor Title for submission to the Ministry of Health as amended.

CARRIED

Yes votes: K. Bishop, M. Cha, J. Cheung, I. Choudry, T. Hui, F. Ip, C. Lang,

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13. GOVERNANCE MANUAL

Mr. Cassman presented the Governance manual, which is a reference tool for Council on governance best practices. This will ensure that processes are maintained and knowledge is retained.

The manual is expected to be a living document, and will be updated in tandem with Bylaw changes.

A secondary document is the policy framework, which will be presented separately and then included in the Governance manual.

The following recommendations were made:

- That decision making frameworks for different committees should be included.
- That staff should seek legal counsel to ensure the manual is in order.

Policy framework

This document provides a review timeline for policies to ensure they are consistent with other policies, Bylaws and regulations. It also explains how processes are created.

Council was informed that the Executive Committee recommended a three year cycle for review of policies. In addition, it was agreed that staff can make grammatical or wording changes, as long as they do not change the intent or purpose of the policy wording.

In response to a query, Council will have the most input at the committee level, with work done by staff. The three year cycle is also flexible, as staff can recommend changes as needed.

MOTION: T. Hui - K. Bishop

THAT the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario approve the governance manual as amended.

CARRIED

14. BY-LAW UPDATES

Mr. Cassman presented the Bylaw updates, with an explanation that the last review was conducted in 2020. However, those changes were not approved as Council was unconstituted.

The intent is to have Bylaws reviewed by Council on a regular basis. Changes from 2020

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and 2026 were brought forward to the Council for approval at the day's meeting.

4.08: Eligibility for Election

- This new proposal recommends that members must be in the General class for three years before they can be eligible for election.

Section 7.07: Transition Provisions

- As officer elections have been changed from March to December, this provision is no longer needed, and has been deleted.

Section 8.03: Delegation to Executive Committee

- This provision was originally put forward in 2020, and will limit the Executive Committee's ability to terminate the Registrar. The decision can only be made by Council.

Section 9.01 (iii) Appointment of Members to Committees

- This provision was originally put forward in 2020, and recommends that the Executive Committee can fill committee vacancies mid-year. The Bylaws currently outline that the appointment can only be filled in December.

Section 11.01 (iv) Meeting of the Council

- This recommendation outlines how the Council will operate if the Council becomes unconstituted. Any decisions made by the Executive Committee would be ratified by Council once it becomes constituted again.

Section 12.0 Committees

- This provision would allow public members to be appointed as non-Council members. At present there are only five public members. In addition to the workload for these members, fewer public voices can create conflicts with the Discipline committee and ICRC.
- Staff are seeking the Council's opinion on this item before any work commences.

Section 12.01 Executive Committee

- This provision is from 2020, and clearly sets out expectations for the Executive Committee. It will ensure that Council is aware of all decisions made by the Committee on its behalf.

Section 13.04 (ii) k. Providing Information to the College

- This provision would mandate that members inform the College when they are delisted by their insurance company.

Section 14.01. Council Appoints and Terminates

- This is a reference to Section 12.01 and confirms that the Executive Committee can make a recommendation, but only Council has the authority to terminate the Registrar.

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SCHEDULE 4 TO THE BY-LAWS

There are two new recommendations:

i. Remove “Fees Related to Examinations” except for application fees.

As these fees are not set by the College, and are subject to change, keeping them in the Bylaws can be cumbersome. The fees will be maintained on the examination section of the website.

ii. Include a \$600.00 fee for Compliance Monitoring (ICRC and Discipline Orders).

Having this fee listed for SCERPs will help with transparency and reduce administrative work.

SCHEDULE 2 TO THE BY-LAWS

- Staff are recommending removal of the Rules of Order from the By-laws.
- The Rules will then become an operational policy to guide small requirements which are currently strictly enforced because they are in the Bylaws.
- This item would also provide chairs of Council and committees with a tool to use when running meetings.

MOTION: T. Hui - C. Lang

THAT the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario approve the By-Law amendments to sections 7.07, 8.03, 9.01, 11.01, 12.01, and 14.01 as presented.

CARRIED

MOTION: F. Ip - J. Pritchard-Sobhani

THAT the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario approve the By-Law amendments to sections 4.08, 13.04, and Schedule 4 for consultation as presented.

CARRIED

15. QUALITY PRACTICE – STANDARD FOR PREVENTION OF SEXUAL ABUSE

Ms. Kennedy presented the changes to the Consent to Treatment (Sensitive Areas) Form and the Standard for Prevention of Sexual Abuse, as recommended by both the Quality Assurance and Patient Relations Committees.

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The following changes are being made to the Standard, as committees are considering educational opportunities for members, applicants and potentially the public.

- Clarifying the language regarding the scope of practice for R.TCMPs and R.Acs.
- Being more specific about what acts fall outside the scope of practice and what are controlled acts under the *RHPA*.
- Making the Standard more consistent with the Record keeping Standard.
- The Jurisprudence manual also needs to be made consistent with other standards.
- Discussions have also been held on what information should be made available to members and the public, and what can be included in a guidance document.

Changes to the Consent form

- The College already provides a sample form for members to use when determining what is required to gain written consent.
- It has been observed that members may be using the form incorrectly when treating sensitive areas or using the form to obtain consent when it is not required.
- Education will also be provided on how to adapt the form to electronic records or how to customize the form.
- Another form was also provided for follow ups, which could be adapted to members' practices.

Discussion:

- It was recommended that the phrase and section regarding "minor services" be deleted as the concept is too difficult to define.
- The recommendation was made to add the initial consent date on the ongoing consent form. Staff confirmed that the ongoing consent form is intended to be attached to the original.
- Concern was expressed that the ongoing consent form is not practical, as it could unnecessarily require patients to provide consent for the same treatment at each visit.
- While it was clarified that the form would be helpful for new practitioners who need guidance on how to develop their records, there was agreement that it is not required. Ongoing express consent can be recorded in the patient notes.

MOTION: J. Cohen - F. Ip
THAT the Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario approve the amendments to Standard for Prevention of Sexual Abuse as amended.

CARRIED

16. RISK MANAGEMENT REPORT

Mr. Cassman reported that a more in-depth review will be presented at the June Council meeting. At present, all risks are stable.

MOVING IN-CAMERA

The Chair reminded observers, staff and guests that in accordance with Section 7. (2)b and (e) of the *Health Professions Procedural Code*, the meeting will now go in-camera at 3:27 p.m.

- [7. (2) Despite subsection (1), the Council may exclude the public from any meeting or part of a meeting if it is satisfied that,
- (b) financial or personal or other matters may be disclosed of such a nature that the harm created by the disclosure would outweigh the desirability of adhering to the principle that meetings be open to the public.

MOTION: T. Hui - J. Cohen
THAT, in accordance with Sections 7. (2)b of the Health Professions Procedural Code, the meeting will now move in-camera.

CARRIED

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

MOVING OUT OF CAMERA

MOTION: D. Sinnatamby - C. Lang
THAT the meeting be moved out of camera at 3:32 p.m.

CARRIED

17. OTHER BUSINESS

There was no other business.

18. DECEMBER 4TH, 2025, MEETING EVALUATION REVIEW

Five responses were received and Council members were thanked for their input.

Mr. Cassman reported that evaluation questions have been revised to draw more engagement.

19. NEXT MEETING DATES

The next Council meeting will be held on June 10, 2026, at the College office.

20. ADJOURNMENT

The meeting was adjourned at 3:36 p.m.

MOTION: T. Hui - F. Ip

THAT the meeting of Council of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario of March 18th, 2026, be adjourned until the next meeting or at the call of the President.

CARRIED



FOR: Information

SUBJECT: Executive Committee Report

Executive Committee Members

Joanne Pritchard-Sobhani	Professional Member/President
Jin Qi (Jackie) Zeng	Professional Member/Vice-President
Kimberley Bishop	Public Member
Deborah Sinnatambay	Public Member
Ming Cha	Professional Member

Since the last quarterly report, the Executive Committee met on May 13th, 2026.

FOR INFORMATION

1) Finance Update Q4

The Financial Statements for the 4th quarter and presented to the Executive Committee by the College. The Committee had the opportunity to ask questions regarding several aspects of the report. Overall, expenses are at 86.7%, under target by 13%. All other components are below budget or on target.

2) CARB Office

It was reported that Prince Edward Island started to regulate acupuncture in June of 2026 and requested to join CARB.

3) 2026 Election

It was reported that Council had approved an election date for regular elections in Districts 1 and 2, and a by-election in District 3.

4) New Public Council Member

A new Public Council member, Maria Damiano, has been appointed to the College for three years and the Public Member Heidi Machel has been re-appointed for an additional three years.

5) Council Effectiveness

The Executive Committee began initial discussions on the development of regular Council effectiveness reviews. The Committee will use the recent third-party review and Council competencies as a starting point. The goal is to enable council to regularly review Council's performance as a whole in between third-party reviews that are conducted every three years.

6) Risk Management

The Executive Committee members were asked to provide their input on the risk management report.

This report is current as of May 27th, 2026, in anticipation of the Council meeting scheduled for June 10, 2026.



FOR: Information

SUBJECT: Registration Committee Report

Registration Committee Members

Terry Hui (Chair)	Professional Member
Heidi Machel	Public Member
Judy Cohen	Public Member
Kimberley Bishop	Public Member
Akari Yokokawa (Non-Council)	Professional Member
Brendan Cheung (Non-Council)	Professional Member
Fanny Ip	Professional Member
Joanne Pritchard-Sobhani	Professional Member
Ming C. Cha	Professional Member
Xianmin Yu	Professional Member
Yanzhi Xu	Professional Member

Since the last quarterly report, the Registration Committee met on the following date:

- March 5, 2026 – Panel 1 meeting
- April 16, 2026 – RC and Panel 2 meeting

All meetings were held via Microsoft Teams.

This report is current to May 21, 2026, unless otherwise noted, in anticipation of the Council meeting scheduled for June 10, 2026.

FOR INFORMATION

1. PAN-CANADIAN EXAMINATIONS

Spring 2026 Pan Canadian Examinations

A total of 198 candidates wrote the exams, as shown in the table below. The results are expected to be released by the end of June 2026.

	ACU	TCMP	Total
English	91	24	115
Simplified Chinese	52	26	78
Traditional Chinese	0	5	5
Total	143	55	198



Fall 2026 Pan Canadian Examinations

The application for the Fall examinations will be available to candidates starting June 1, 2026, with a submission deadline of July 15, 2026. The examinations are scheduled to take place in person at venues across Canada on the following dates:

- Traditional Chinese Medicine Practitioners examination - October 26 and 27, 2026
- Acupuncturists examination - October 29 and 30, 2026

2. ANNUAL RENEWAL

The College opened the registration renewal application on February 1, 2026. All Members registered in the General, Student, or Inactive Class were required to renew their registration by March 31, 2026.

3,139 members have successfully renewed their 2026–2027 registration with the College. Effective May 14, 2026, 45 members were administratively suspended for failure to complete their renewal.

3. EDUCATION PROGRAM APPROVAL PROJECT

On March 11 the College hosted a meeting with representatives from Ontario schools to update them on the Program Approval initiative – specifically about the approval criteria, how approval decisions will be made, and how to apply for their programs to be reviewed and approved. Twenty-one representatives from 13 schools attended, along with the College president and the Registration Committee Chair, the Registrar, and two representatives from the College’s consultant, FICS.

Information about the approval process, including the Standard and the Decision-Making Framework that the Registration Committee approved last year, was shared with attendees in advance of the meeting. During the meeting FICS provided an overview of the approval criteria and the process that leads to a program’s approval. Attendees were informed that we are now ready to accept applications for programs that wish to begin the approval process. The presentation from FICS was then followed by a Q & A and discussion session to conclude the meeting.

4. QUARTERLY REGISTRATION STATISTICS FOR MOH

The Q4 report required by the Ministry, with data about application processing times, will be submitted by the May 31, 2026 deadline. The College’s processing times consistently fall well within the timeframes required in the regulations.

5. OFFICE OF THE FAIRNESS COMMISSIONER

All health professional regulators are required to submit a report to the OFC each calendar year with statistics about applicants and members, and information on registration processes. Staff compiled the necessary information and submitted the report, which is now posted on the College’s website. The OFC has requested some additional details about operational processes and procedures in a follow-up questionnaire, and responses will be provided shortly.



6. REGISTRATION COMMITTEE PANEL UPDATES (From March 2, 2026, to May 21, 2026)

	Decisions made by the Registration Committee				
	Approved	Approved with TCLs	Request for More Info	Rejected	Total
Refresher Course Proposal	1	0	0	0	1
General Class application	1	0	0	0	1
Student Class application	0	1	0	0	1
Transfer from Inactive Class	0	3	0	0	3
Totals	2	4	0	0	6

The Registration Committee Panel reviewed 1 case on March 5, 2026 and 5 cases at the April 16, 2026 meeting.

7. MEMBERSHIP STATISTICS

Registration by District

	District 1	District 2	District 3	District 4	District 5	Practicing outside ON/Unknown	Total
General	223	188	1753	601	86	142	2993
Inactive	18	6	117	20	6	68	235
Student	2	1	6	1	1	2	13
Total Members	243	195	1876	622	93	212	3241

Registration Updates

	3-Sep-24	13-Nov-24	26-Feb-25	04-Jun-25	19-Nov-25	2-Mar-26	21-May-26
General R. Ac	1404	1437	1472	1456	1549	1577	1546
General R. TCMP	1410	1423	1443	1410	1456	1477	1447
Student R. Ac	4	4	2	2	6	5	8
Student R. TCMP	2	1	2	3	2	3	5
Inactive R. Ac	88	85	88	95	96	95	114
Inactive R. TCMP	89	88	88	100	102	101	121
Current Members	2997	3038	3095	3066	3211	3258	3241
Resigned	685	693	715	800	809	826	914
Revoked	85	85	85	85	85	85	85
Suspended	217	216	212	243	239	238	279



Changes since previous report

	3-Sep-24 to 13-Nov-24	13-Nov-24 to 26-Feb-25	27-Feb-25 to 04-Jun-25	5-Jun-25 to 19-Nov-25	20-Nov-25 to 2-Mar-26	3-Mar-26 to 21-May-26
Current members	41	57	-29	145	47	-17
Resignations	8	22	85	9	17	88
Revocation	0	0	0	0	0	0
Suspensions	-1	-4	31	-4	-1	41

Members practising with terms, conditions and limitations: 237

Jurisprudence Course Tests (From March 3, 2026 to May 21, 2026)

Passed	Failed	Total
46	2	48

Safety Program Tests (From March 3, 2026 to May 21, 2026)

Passed	Failed	Total
52	1	53



FOR: Information

SUBJECT: Inquiries, Complaints and Reports Committee Report

Inquiries, Complaints and Reports Committee Members

Jin Qi (Jackie) Zeng	Professional Member, Chair
Julia Chuang	Professional Member
Fanny Ip	Professional Member
Christine Lang	Professional Member
Yanzhi Xu	Professional Member
Meiying Chen	Non-Council Professional Member
Matthew Colavecchia	Non-Council Professional Member
Noel Wright	Non-Council Professional Member
Xianmin Yu	Non-Council Professional Member
Kimberley Bishop	Public Member
Iftikhar Choudry	Public Member
Judy Cohen	Public Member
Deborah Sinnatamby	Public Member

The Inquiries, Complaints and Reports Committee (the “ICRC”) is divided into three main panels to accommodate the number of ongoing matters, and to accommodate the selection of panel members, should the need arise for a discipline hearing. Since the last quarterly report, the ICRC has met four times on May 1, May 8, May 12, and May 25, 2026.

New Cases and Nature of Concerns

Note: Some cases may have more than one concern

Complaints	Nature of Concerns		Registrar Report Investigations	Nature of Concerns	
6		Advertising	3		Advertising
	4	Billing and Fees			Billing and Fees
	2	Communication			Communication
	2	Competence / Patient Care		2	Competence / Patient Care
		Fraud		1	Fraud
	4	Professional Conduct & Behaviour		1	Professional Conduct & Behaviour
	1	Record Keeping		1	Record Keeping



	1	Sexual Abuse / Harassment / Boundary Violations		2	Sexual Abuse / Harassment / Boundary Violations
		Unauthorized Practice		1	Unauthorized Practice

Completed Cases and Outcomes*

Note: Some decisions have more than one outcome

Complaints	Outcomes		Registrar Reports Investigations		
4	1	Take no action	7	1	Take no action
	1	Advice		3	Advice
	1	Written Caution		2	Written Caution
	1	Oral Caution			Oral Caution
		SCERP			SCERP
		Refer to Discipline			Refer to Discipline
		Undertaking/Withdraw		1	Undertaking/Withdraw

Complaint cases before the Health Professions Appeal and Review Board

New Cases	Pending Cases
-	1

Pending Cases

Complaints	Registrar Report Investigations	Incapacity Inquiries	Total # Cases
17	19		35

This report is current as of May 25, 2026, in anticipation of the Council meeting scheduled for June 10, 2026.



FOR: Information

SUBJECT: Quality Assurance Committee Report

Quality Assurance Committee Members

Christine Lang (Chair)	Professional Member
Ming C. Cha	Professional Member
Jin Qi Zeng	Professional Member
Terry Hui	Professional Member
Kimberley Bishop	Public Member
Iftikhar Choudry	Public Member
Judy Cohen	Public Member
Heidi Machel	Public Member
Ariel Kim-Schofield	Non-Council Professional Member
Meiying Chen	Non-Council Professional Member
Evelyn Cho	Non-Council Professional Member

The Quality Assurance Committee (QAC) meeting date this quarter includes April 13, 2026, on which the QAC met twice.

FOR INFORMATION

1. Quality Practice Programs

Peer and Practice Assessment (PPA) Update

Conclusion of the Current PPA Program: Scheduled PPAs continued through the end of the last fiscal year (March 31). Currently, new PPAs are being scheduled for members who previously requested deferrals or who are now returning to compliance after missing initial scheduling requirements. QAC panels continue to meet to review completed assessments, and routine monitoring of Specified Continuing Education or Remediation Programs (SCERPs) is ongoing as required.

Implementation of the New Tiered System: The new tiered assessment system is currently in development. An in-person training meeting is scheduled for July to review the Tier 1 documents and create a comprehensive scoring grid; this process will heavily leverage the subject matter expertise of our peer and practice assessors.

The system rollout will occur in phases. The first cohort of 100 members will commence in August, supported by instructional webinars to ensure they fully understand the expectations for their PPA submissions. Following this initial launch, the team will review the process and



make any necessary revisions to the documents and webinars. Finally, the remaining 200 members will be notified of their required participation in September.

Update on Member Education: Practice Documentation Review

The QAC is currently conducting a congruency check of all practice documentation, utilizing the subject matter expertise of our peer and practice assessors. This comprehensive review ensures that the College's documentation has evolved alongside environmental changes in practice and current global health standards, such as infection control protocols. Updating these standards is a foundational step for the educational documents and training initiatives that the QAC has been spearheading to date.

The Quality Practice team plans to launch broad educational webinars in August focusing on New Member Orientation and the Standard for the Prevention of Sexual Abuse. Additionally, the team continues to facilitate targeted, small-group webinars for members who have undergone a peer and practice assessment and require supplementary training on this Standard.

Learning Hub Phase 1: Project Pivot and Internal Development

Background: Following the posting of the revised Request for Proposals (RFP) for Phase 1 of the Learning Hub, the College received 19 submissions. The QAC team shortlisted and interviewed four candidates. While two candidates emerged as strong standouts, the committee determined that none of the proposals fully met the comprehensive goals intended for this project.

Strategic Pivot: Consequently, the QAC team has pivoted its strategy to better align with the College's long-term objectives. We have developed a new, internal project plan. This approach allows us to work collaboratively and share resources with the IT department, which is concurrently working on the new database and website development.

Next Steps: To execute this internal build effectively, ensure we adhere to our set budget, and secure the long-term capacity to maintain the Learning Hub, the College is now seeking two contracted experts. We will be bringing on an Instructional Designer and a Multimedia Designer to assist in the successful internal development and launch of the platform.

This report is current to May 27, 2026, in anticipation of the Council meeting scheduled for June 10, 2026.



FOR: Information

SUBJECT: Patient Relations Committee Report

Patient Relations Committee Members – (Chair not determined yet)

Ming Cha	Professional Member
Bo (Kathy) Feng	Professional Member
Kimberley Bishop	Public Member
Iftikhar Choudry	Public Member
Deborah Sinnatamby	Public Member
Heidi Machel	Public Member
Nisha Thadani	Non-Council Professional Member
Akari Yokokawa	Non-Council Professional Member

Since the last quarterly report, the Patient Relations Committee (PRC) have not met. The PRC is convening in June to strategize the educational rollout for the Standard for the Prevention of Sexual Abuse.

FOR INFORMATION

This report is current to May 27, 2026, in anticipation of the Council meeting scheduled for June 10, 2026.



FOR: Information

SUBJECT: Discipline Committee Report

Discipline Committee Members

Judy Cohen	Public Member, Chair
Ming Cha	Professional Member
Julia Chuang	Professional Member
Terry Hui	Professional Member
Fanny Ip	Professional Member
Christine Lang	Professional Member
Joanne Pritchard-Sobhani	Professional Member
Yanzhi Xu	Professional Member
Jin Qi (Jackie) Zeng	Professional Member
Matthew Colavecchia	Non-Council Professional Member
Akari Yokokawa	Non-Council Professional Member
Xianmin Yu	Non-Council Professional Member
Xiao Ling (Rachel) Zhang	Non-Council Professional Member
Kimberley Bishop	Public Member
Iftikhar Choudry	Public Member
Heidi Machel	Public Member
Deborah Sinnatamby	Public Member

The Discipline Committee released one decision and one order in this quarter.

- Decision and Reasons for Penalty: [Chun Sheng Liu](#)
- Order-Merits: [Chun Sheng Liu](#)

As of May 25, 2026, there are three open cases which have been referred to the Discipline Committee by the Inquiries, Complaints and Reports Committee (ICRC).

	Member Name	Status
1	Nathalie Xian Yi Yan	Continuation of liability hearing on May 11, 2026. Awaiting Decision on liability.
2	Mai Thi Tuyet Pham	Penalty hearing scheduled to occur on May 28, 2026.
3	Jong Chul Kim	The Notice of Hearing was served on the Member on March 11, 2026. Pre-hearing scheduled to occur on June 2, 2026.



There is one discipline decision currently under appeal.

- [Mohmed Shoeb M. Chikhlikar](#)

This report is current as of May 25, 2026, in anticipation of the Council meeting scheduled for June 10, 2026.



FOR: Information

SUBJECT: Fitness to Practise Committee Report

Fitness to Practise Committee Members

Iftikhar Choudry	Public Member, Chair
Ming Cha	Professional Member
Julia Chuang	Professional Member
Terry Hui	Professional Member
Fanny Ip	Professional Member
Christine Lang	Professional Member
Joanne Pritchard-Sobhani	Professional Member
Yanzhi Xu	Professional Member
Jin Qi (Jackie) Zeng	Professional Member
Kimberley Bishop	Public Member
Judy Cohen	Public Member
Heidi Machel	Public Member
Deborah Sinnatamby	Public Member

Pursuant to the College Bylaw, every member of Council is a member of the Fitness to Practise Committee.

The Fitness to Practise Committee did not meet since the last quarterly report.



FOR: Information

SUBJECT: Doctor Title Working Group Report

Doctor Title Working Group Members

Joanne Pritchard-Sobhani	Professional Member / Chair
Kimberley Bishop	Public Member
Ming C. Cha	Professional Member
Iftikhar Choudry	Public Member
Judy Cohen	Public Member
Terry Hui	Professional Member
Xianmin Yu	Non-Council Professional Member

The Doctor Title Working Group has not met since the last quarterly report.

FOR INFORMATION

1. Proposal Drafting

Since last Council meeting, staff have begun drafting the regulation proposal package to be sent to the Ministry. Staff anticipate the proposal will be sent to the Ministry prior to the June 10th Council meeting.

Full details can be found in the meeting package under the Doctor Title item.

This report is current as of May 25, 2026, in anticipation of the Council meeting scheduled for June 10, 2026.



FOR: Information

SUBJECT: Acupuncture Standard Ad Hoc Committee Report

Acupuncture Ad Hoc Committee Members

Meiying Chen	Professional Member
Shuli Chen	Professional Member
Ming Cha	Professional Member
Julia Chuang	Professional Member
Jin Qi (Jackie) Zeng	Professional Member / Chair
Deborah Sinnatamby	Public Member

The Acupuncture Standard Ad Hoc Committee has not met since the last quarterly report.

FOR INFORMATION

This report is current to May 12, 2026, in anticipation of the Council meeting scheduled June 10, 2026.



FOR: Information

SUBJECT: Nomination Committee Report

Nomination Committee Members

Terry Hui	Professional Member
Ming Cha	Professional Member
Iftikhar Choudry	Public Member / Chair (as of May 8, 2026)
Deborah Sinnatamby	Public Member
Judy Cohen	Public Member

The Nominations Committee met on May 8, 2026.

FOR INFORMATION

1. Committee Composition

Following the nomination process that was implemented for the 2025 elections, the Nomination Committee met to review the process and procedures and made a few adjustments to the documents for the upcoming elections in 2026 for District 1, District 2, and District 3 (by-election).

A meeting in June will be scheduled to discuss the updates to the assessment tools before the interview process begins.

This report is current as of May 25, 2026, in anticipation of the Council meeting scheduled for June 10, 2026.

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

Q4 April 2025 - March 2026

		Q4 Actuals 2025-2026	Annual Budget 2025-2026	Actual to Budget %	Budget Remaining (balance of Year)
GL Code	Revenue				
4101000	Registration Fees	\$ 228,175.00	\$ 202,200.00	112.85%	\$ (25,975.00)
4102000	Renewal Fees	\$ 3,729,825.00	\$ 3,642,100.00	102.41%	\$ (87,725.00)
4200000	Administration Fees	\$ 103,200.00	\$ 74,025.00	139.41%	\$ (29,175.00)
4300000	Pan Can Examination Fees	\$ 628,432.00	\$ 520,320.00	120.78%	\$ (108,112.00)
4400000	Other Income-Government Funds	\$ 14,747.47	\$ 20,000.00	73.74%	\$ 5,252.53
4500000	Other Fees	\$ 78,200.00	\$ 47,000.00	166.38%	\$ (31,200.00)
4600000	Other Income	\$ 236,004.48	\$ 236,000.00	100.00%	\$ (4.48)
	Total Income	\$ 5,018,583.95	\$ 4,741,645.00	105.84%	\$ (276,938.95)
GL Code	Expenses				
	Council & Committees	\$ 943,800.08	\$ 1,086,250.00	86.89%	\$ 142,449.92
6100000	Council	\$ 61,718.66	\$ 94,500.00	65.31%	\$ 32,781.34
6201000	Executive Committee	\$ 6,792.43	\$ 29,000.00	23.42%	\$ 22,207.57
6202000	Registration Committee and Panel	\$ 30,482.45	\$ 63,500.00	48.00%	\$ 33,017.55
6203000	ICRC Committee	\$ 381,668.96	\$ 362,000.00	105.43%	\$ (19,668.96)
6204000	Quality Assurance Committee	\$ 75,795.84	\$ 132,000.00	57.42%	\$ 56,204.16
6205000	Patient Relations Committee	\$ 4,715.90	\$ 41,000.00	11.50%	\$ 36,284.10
6206000	Discipline Committee	\$ 378,682.39	\$ 360,000.00	105.19%	\$ (18,682.39)
6207000	Fitness to Practice Committee	\$ 3,943.45	\$ 4,250.00	92.79%	\$ 306.55
6300000	Professional Services	\$ 192,067.54	\$ 244,500.00	78.56%	\$ 52,432.46
6301000	Legal Fees	\$ 50,881.59	\$ 74,000.00	68.76%	\$ 23,118.41
6302000	Accounting Fee	\$ 34,689.10	\$ 34,000.00	102.03%	\$ (689.10)
6303000	Expert Consultation	\$ -	\$ 26,500.00	0.00%	\$ 26,500.00
6304000	Government Relations	\$ 106,496.85	\$ 110,000.00	96.82%	\$ 3,503.15
6400000	Special Programs/Projects	\$ 607,109.60	\$ 881,000.00	68.91%	\$ 273,890.40
6401000	Pan-Canadian Examinations	\$ 483,210.00	\$ 410,000.00	117.86%	\$ (73,210.00)
6402000	Doctor Title	\$ 10,819.97	\$ 187,000.00	5.79%	\$ 176,180.03
6403000	Strategic Initiatives	\$ -	\$ 80,000.00	0.00%	\$ 80,000.00
6404000	Program Approval	\$ 32,418.66	\$ 75,000.00	43.22%	\$ 42,581.34
6405000	Safety and Jurisprudence Test	\$ 59,793.12	\$ 35,000.00	170.84%	\$ (24,793.12)
6407000	Acupuncture Working Group	\$ 6,120.38	\$ 24,000.00	25.50%	\$ 17,879.62
6408000	Learning Hub and QA Online	\$ -	\$ 50,000.00	0.00%	\$ 50,000.00
6800000	Pan Can Chinese Language Examination	\$ 14,747.47	\$ 20,000.00	73.74%	\$ 5,252.53
6500000	Administrative Expenses	\$ 1,953,800.18	\$ 2,021,008.00	96.67%	\$ 67,207.82
6500000	Salaries and Benefits	\$ 1,917,037.40	\$ 1,971,008.00	97.26%	\$ 53,970.60
6502000	Casual Labour	\$ 36,762.78	\$ 50,000.00	73.53%	\$ 13,237.22
6600000	Information Technology	\$ 237,648.65	\$ 316,500.00	75.09%	\$ 78,851.35
6602000	Equipment Expenses	\$ 4,576.81	\$ 12,000.00	38.14%	\$ 7,423.19
6603000	Software & IT Projects	\$ 101,020.66	\$ 171,000.00	59.08%	\$ 69,979.34
6604000	Maintenance and Support Contracts	\$ 63,986.84	\$ 65,500.00	97.69%	\$ 1,513.16
6605000	Online Services	\$ 58,246.90	\$ 56,000.00	104.01%	\$ (2,246.90)
6606000	Network Security	\$ 9,817.44	\$ 12,000.00	81.81%	\$ 2,182.56
6700000	Operating Expenses	\$ 501,359.77	\$ 570,550.00	87.87%	\$ 69,190.23
6701000	General Operating Costs	\$ 276,358.82	\$ 307,550.00	89.86%	\$ 31,191.18
6702000	Payment Gateway	\$ 144,155.40	\$ 170,000.00	84.80%	\$ 25,844.60
6703000	Subscriptions and Conferences	\$ 38,321.89	\$ 48,000.00	79.84%	\$ 9,678.11
6704000	Communications and Publications	\$ 42,523.66	\$ 45,000.00	94.50%	\$ 2,476.34
45	Total Expenses	\$ 4,435,785.82	\$ 5,119,808.00	86.64%	
46	Net Income	\$ 582,798.13	\$ (378,163.00)		



Meeting Date:	June 10, 2026
Issue:	Elections
Reported By:	Sean Cassman
Action:	Information

Issue

The election process is now underway.

Public Interest Rational

Council elections help ensure that Council is constituted with the appropriate number of Council members, which allows the College to function. Professional Council members, making decisions in the public interest, help the College achieve its mandate of public protection.

Background

As per section 4.06 of the College By-Laws, the professional Council Member positions for District 1 (two seats) and District 2 (one seat) are up for election in 2026 for a three-year term ending in 2029. This is a regularly scheduled election.

A by-election will be held in District 3 to fill the (1) seat that has been vacated, as per section 6.02 of the By-Laws. The term will end December 2027.

District 1 and District 2 had a pre-orientation session on May 4th, with 3 members in attendance (two from district 1, and one from district 2). The session for the District 3 by-election was held on May 22nd and had 10 attendees. The College received good questions and signs of interest from those in attendance.

As per the election timeline, staff sent the nomination package to members in the districts on June 3rd and the deadline to receive all packages is July 3, 2026.

Another orientation session will be offered in June for members that were not able to attend the first session(s).

The Nominations Committee met on May 8, 2026, to discuss updates to the evaluation process. As a reminder, the evaluation includes a rubric to be used for the interview and candidate package responses. The Committee will be interviewing candidates virtually and then meet for discussion.

The Committee will complete this work though July, and staff will notify candidates by August 13, 2026, of their eligibility for nomination.

Next Steps

The Nominations Committee will meet on June 23rd to finalize the documents for the interview process. An update will be provided to Council at the next meeting.



Meeting Date:	June 10, 2026
Issue:	Draft Doctor Title Regulation Proposal
Reported By:	Sean Cassman
Action:	Information and Discussion

Issue

The draft regulation proposal for the Doctor Class has been prepared for Council review and discussion.

Background

Since the last meeting of Council, staff have been working on the draft regulation updates and proposal in anticipation to be submitted to the Ministry of Health On June 8, 2026. College staff will provide an update on the submission at the Council meeting.

The regulation submission template includes Form A (Position of College council members on College's proposed regulation) and Form B (Clause by Clause Comparison Chart). A draft of the proposed regulation, consultation materials, and supporting documents including the Phase One environmental scan will also be provided in the submission.

Next Steps

The College will regularly follow up with the Ministry on the progress of the proposed amendment.



Meeting Date:	June 10, 2026
Issue:	Public Appointments Update
Reported By:	Sean Cassman
Action:	Motion

Issue

The College has received a new public appointment to the College Council.

Public Interest Rational

Public Appointments are crucial to the public protection mandate of the College as they provide a perspective from a public/patient mindset. In addition, without the necessary number of appointments, the College Council becomes unconstituted.

Background

On April 30, 2026, the College received notice that a new public member had been appointed to Council, Maria Damiano for a three-year appointment. The College welcomes Maria and looks forward to working with her.

The College has completed initial orientation with Maria, and conflict of interest declaration, and confidentiality agreements have also been completed. Maria has also provided the Executive Committee with her committee preferences for appointment. Based on these preferences, the Executive Committee has recommended that Maria be appointed to the Quality Assurance Committee, and Standard for Acupuncture Ad-Hoc Committee. Additionally, College by-laws require all Council members be appointed to the Discipline and Fitness to Practice Committees

Next Steps

Council to consider a motion to appoint Maria Damiano to the following committees:

- Discipline;
- Fitness to Practice;
- Quality Assurance; and
- Standard for Acupuncture.



Meeting Date:	June 10, 2026
Issue:	CRM Project Update
Reported By:	Sean Cassman
Action:	Motion

Issue

College staff to provide an update on the CRM project.

Public Interest Rational

The College CRM is an essential database that, along with the integrated online portal, enables the College to effectively carry out our regulatory functions. Without a functional and supported database, the College would be unable to meet our mandate for public protection.

Background

CRM

At the December 4, 2025 meeting, Council approved a proposal submitted in response to the College’s request for proposal to develop a new CRM for the College. Following that meeting, College staff completed the agreement with the consultant and began initial discussion to prepare for the project. College staff have fully begun the project following the completion of the 2026 renewal period (April 1, 2026).

Since then, staff have completed working through the business requirements for the Registration and Professional Conduct departments with the developers, who are now able to begin the development phase for those processes.

The project is still on track to meet its initial goal of having all core functionality developed within one year.

Website

College staff have initiated a full website audit with a graphic design company, who have reviewed all webpages and documents on the College website. The College has received the report and recommendations from the audit. Next steps for staff will be to make a decision on continuing with the same company to complete work on the website or to search for additional options.



Meeting Date:	June 10, 2026
Issue:	By-Law Consultation Updates
Reported By:	Sean Cassman
Action:	Motion

Issue

The College has completed the 60-day online public consultation for sections 4.08, 13.04, and Schedule 4 of the By-Laws.

Public Interest Rationale

The College By-Laws are a set of binding rules and processes that are applicable to the Council, Committees, staff, and members of the College. They are intended to ensure the College is fulfilling its public safety mandate, and any changes to them must consider the public interest first and foremost.

Background

Following approval at the March 2026 Council meeting, a comparison chart of the amended sections 4.08, 13.04, and Schedule 4 of the By-Laws were posted for a 60-day consultation on April 2, 2026. In addition to the chart and a link to the full By-Laws, a survey consisting of six questions was included to collect responses. The survey collected general demographic information and asked open-ended questions regarding the proposed amendments to the By-Laws. Members were asked their feedback on the following amendments:

a) 4.08 Eligibility for Election

This section describes the requirements for a member of the College to be eligible for election to Council.

- Recommendation – Add a requirement that a member must be registered in the General Class for a minimum of 3 years before being eligible for Council

b) 13.04 (ii) k. Providing Information to the College

The College is aware of situations where an insurance company delists members of this College without notifying the College and going through the complaints process. This information is relevant to the College, and should be provided to us. In 2020, the College recommended an addition that requires members to notify the College if they are delisted by an insurance company.

- Recommended – Add: “k. any notification from any insurer that the Member has been delisted as a provider.”

c) SCHEDULE 4 TO THE BY-LAWS

Schedule 4 is the fee schedule and sets out all of the fees of the College. Staff are recommending two changes to the fee schedule:

- Remove “Fees Related to Examinations” except for application fees. The other fees listed in this section are not set by the College, but by CARB. It is misleading for the College to have them here as they can change without a change to our By-Laws.



- Include a \$600.00 fee for Compliance Monitoring (ICRC and Discipline Orders). Currently this cost is built into SCERPS each time it is ordered. There are benefits to making it a set fee in the by-law (helps to enforce that the member actually pays the fee, transparency, reduction of administrative work).

Survey Stats

Respondent Type	Number of Responses
Patient or Member of the Public	2 (2.15%)
Registered Traditional Chinese Medicine Practitioner and/or Acupuncturist	89 (95.7%)
Representative of a Professional Association or School	0
Other Healthcare Professional	1 (1.08%)
Other (please specify)	1 (1.08%)
Total	93

The College also had one response received via email.

Survey Response Trends

Question 3 – Overall, the individuals that provided a written response agreed with the amendment to the eligibility criteria for election.

Question 4 – There is general agreement with this amendment; however, concerns were raised regarding the possibility of overstepping of boundaries by the College and/or insurance companies.

Question 5 – Not many responses were received, but there seemed to be mixed understanding/responses to the amendment. This may require additional clarification.

Question 6 – This was an open question for respondents to provide any additional comments on the consultation. A few responses were not directly related to the by-laws and there was a concern that the proposed fee for compliance monitoring would be onerous on the members.

Furthermore, staff have sought legal advice on the proposed amendments. Legal counsel noted there is a risk the requirement for three years of experience could be challenged based on discrimination (ageism for example). With that said, obtaining feedback from the profession and providing reasoning for the amendment will mitigate the risk. The feedback from members was largely in favour of this amendment. And the purpose of the amendment is to Council members are better suited to meet our new council competencies. This is in terms of their professional experience, and understanding the practical impacts policy decisions will have.

Next Steps

The Council is asked to review the responses received and consider the proposed amendments. The are:

a) 4.08 Eligibility for Election

Amend (i) to: the Member holds a General class of certificate of registration, and it has been a minimum of three years since the date of their initial registration in the General Class;



b) 13.04

Add: **k. any notification from any insurer that the Member has been delisted as a provider.**

c) SCHEDULE 4 TO THE BY-LAWS

Remove the following fees under “Fees Relating to Examination”:

- TCM Practitioner - Written Examination \$550.00 and Clinical Case Study Examination \$550.00.
- Acupuncturist - Written Examination \$450.00 and Clinical Case Study Examination \$350.00.
- Request for Rescore - Written Examination Clinical \$50.00 and Case Study Examination \$350.00.

Add the following fee under “Other Fees”:

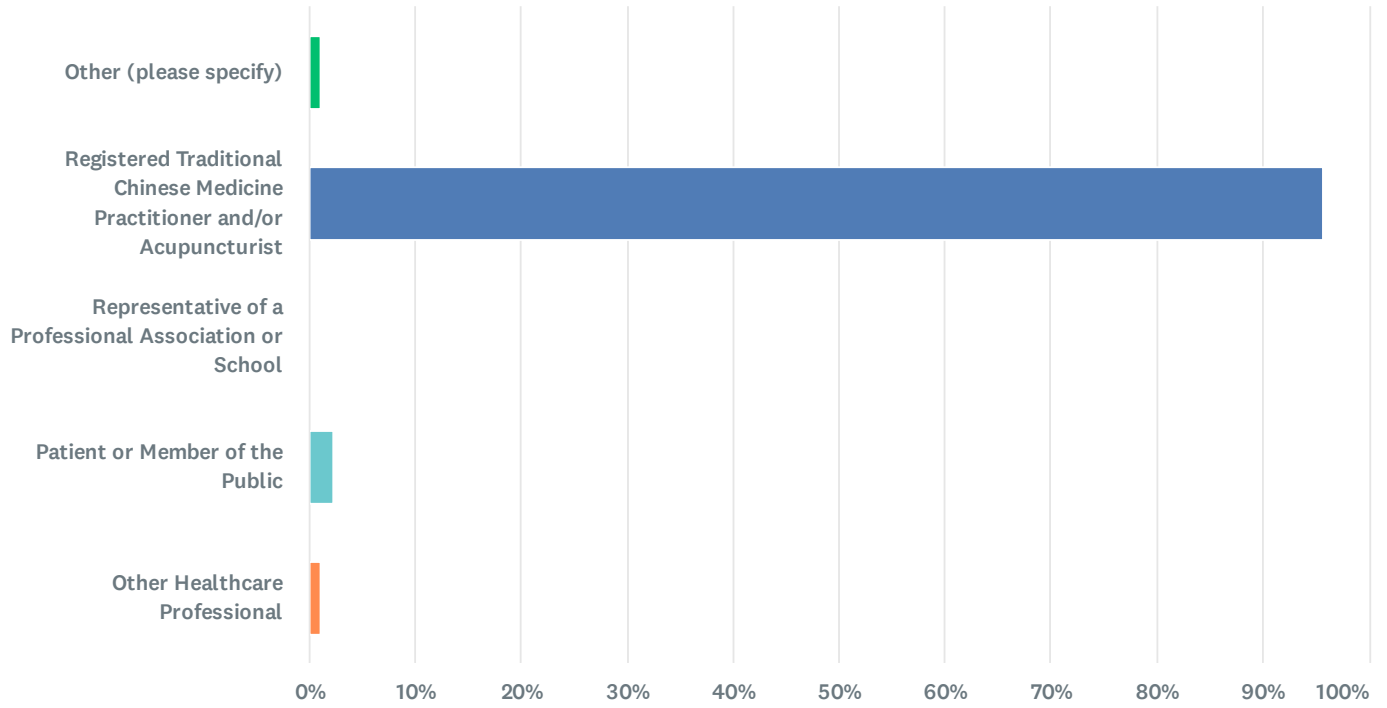
- Compliance Monitoring (ICRC and Discipline Orders) \$600.00.

Other By-Law Amendments Under Consideration

Council may recall that two additional amendments were considered at the March 18, 2026 meeting. These included a change to allow for non-council public member to be appointed to Committees and a change to remove Schedule 4 of the By-laws to be an operational policy. Staff are still working on these amendments and will be brought back to a future meeting.

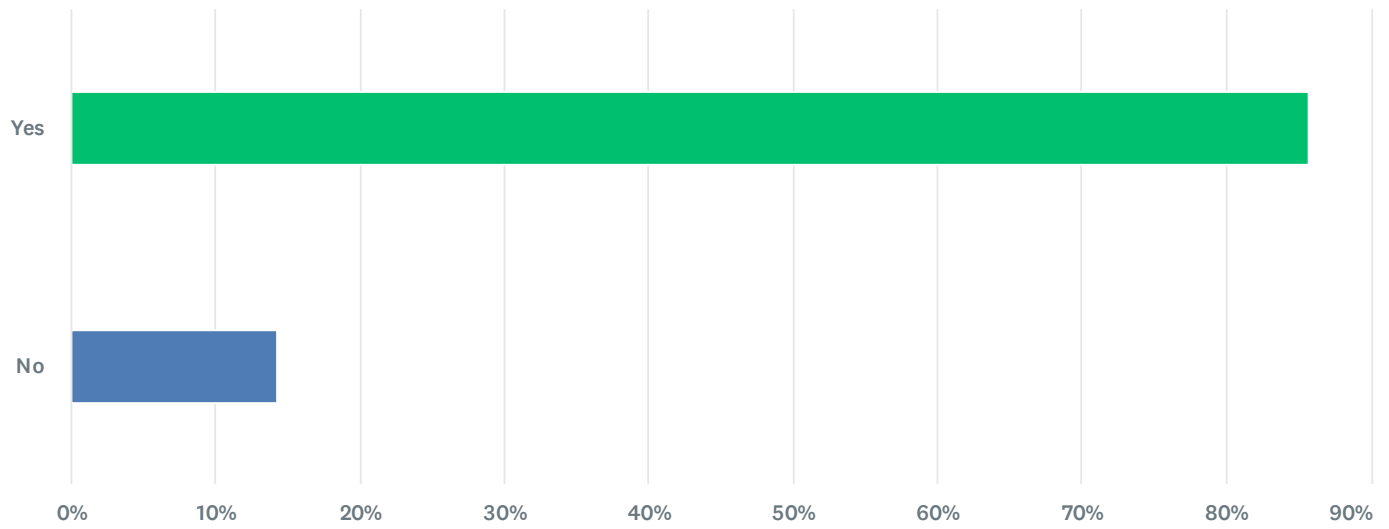
Q1 93 responses

I am a



Q2 77 responses

Have you read the Proposed By-Law Amendments?



Q3 Do you have any comments, questions, or concerns about the proposed section under “Eligibility for Election” (section 4.08)?

Answered: 41 Skipped: 52

#	RESPONSES	DATE
1	No	4/24/2026 6:48 PM
2	None	4/24/2026 6:44 PM
3	No	4/21/2026 1:12 PM
4	what if you are a register practitioner in an other field. wouldn't that make you qualified? I believe the collage should be doing more to support each other like online training for the posted position. not restricting applicants!	4/20/2026 10:38 AM
5	No.	4/18/2026 5:04 PM
6	The last section with the new additional fee - not sure of why this is seen as necessary	4/14/2026 11:20 PM
7	No, agree that at least 3 yrs is important	4/12/2026 6:52 PM
8	No	4/12/2026 11:35 AM
9	no	4/10/2026 6:25 PM
10	I order to make the proposed change consistent with its reason, I propose the following rephrasing (or similar): "the Member holds a General class of certificate of registration for a minimum of 3-years, and a minimal 800 hours of proven clinical working experience in the last two years." The addition that I propose is to ensure that eligible members not only have been registered for a minimum 3-year period, but that they also accumulated a minimally sound experience.	4/10/2026 11:50 AM
11	this change is appropriate	4/9/2026 3:40 PM
12	no that's fine	4/9/2026 10:37 AM
13	None	4/9/2026 9:55 AM
14	no	4/8/2026 10:02 PM
15	NO	4/8/2026 9:37 PM
16	I partially agree with the amendment, but I think a minimal of 5 years registration is better.	4/8/2026 4:08 PM
17	No	4/8/2026 11:31 AM
18	no, makes sense	4/8/2026 10:37 AM
19	No	4/8/2026 7:16 AM
20	no it makes sense	4/7/2026 11:14 PM
21	NA	4/7/2026 10:30 PM
22	NA	4/7/2026 10:22 PM
23	no	4/7/2026 10:15 PM
24	No	4/7/2026 9:52 PM
25	No	4/7/2026 6:30 PM
26	no, it's ok.	4/7/2026 3:48 PM
27	No	4/7/2026 3:46 PM

28	I think the amendment is reasonable.	4/7/2026 3:24 PM
29	No	4/7/2026 3:18 PM
30	No	4/7/2026 1:56 PM
31	No comments; I believe the amendment is reasonable.	4/7/2026 1:48 PM
32	No	4/7/2026 1:36 PM
33	This is an excellent amendments to this section. The Councils must be familiar with the regulation and it does take some time to get to know it (and experience being regulated).	4/7/2026 12:44 PM
34	No	4/7/2026 12:44 PM
35	Nope, that seems like a reasonable requirement.	4/7/2026 12:41 PM
36	No	4/7/2026 12:35 PM
37	No	4/7/2026 12:23 PM
38	No	4/7/2026 12:16 PM
39	define eligibility clearly, especially on experiences, the clearer, the fairer	4/7/2026 12:00 PM
40	No	4/7/2026 11:56 AM
41	this makes sense to me, experience is essential to appropriate support.	4/5/2026 9:45 PM

Q4 Do you have any comments, questions, or concerns about the proposed section under "Register" (section 13.04)?

Answered: 37 Skipped: 56

#	RESPONSES	DATE
1	No	4/24/2026 6:48 PM
2	None	4/24/2026 6:45 PM
3	No	4/21/2026 1:12 PM
4	For the amount of fees members pay the collage, the collage should be building better relationships and communications with the insurance companies and policing agencies. members shouldn't be paying the collage so much when the collage isn't putting the leg work into making the public safe. also I feel that self reporting just puts a magnifying glass on them when it may not be the practitioners fault but the clinic they work for.	4/20/2026 10:42 AM
5	No	4/18/2026 5:05 PM
6	non	4/14/2026 11:20 PM
7	No	4/12/2026 11:35 AM
8	no	4/10/2026 6:25 PM
9	I agree.	4/10/2026 11:51 AM
10	I support this change	4/9/2026 3:40 PM
11	No	4/9/2026 9:55 AM
12	no	4/8/2026 10:03 PM
13	NO	4/8/2026 9:38 PM
14	Totally agree.	4/8/2026 4:08 PM
15	No	4/8/2026 11:34 AM
16	Yes, this should only apply to insurance related to their health care practice specifically. Other insurances in private or other work-related situations are irrelevant. Governing bodies are not entitled to private information. This trend to normalize institution intrusion into private lives is unethical.	4/8/2026 10:47 AM
17	No	4/8/2026 7:16 AM
18	also a good idea	4/7/2026 11:16 PM
19	Yes, please list the situation details.it is important for us to understanding better of this section.	4/7/2026 10:33 PM
20	NA	4/7/2026 10:22 PM
21	No	4/7/2026 6:30 PM
22	no	4/7/2026 3:49 PM
23	No	4/7/2026 3:47 PM
24	no comment on this.	4/7/2026 3:25 PM
25	No	4/7/2026 3:18 PM
26	No	4/7/2026 1:56 PM
27	No comments.	4/7/2026 1:52 PM

28	No	4/7/2026 1:36 PM
29	while it is important to communicate with the insurance company, I fear that this make them dictate or take control of our professions or regulation. We'd prob. need a protocol or system re; Insurance company relations.	4/7/2026 12:46 PM
30	No	4/7/2026 12:44 PM
31	Looks good.	4/7/2026 12:41 PM
32	Yes This proposal implicitly legitimizes insurer judgments as something the College should act on—without due process. Currently: • Complaint → investigation → response → fairness Proposed effect: • Delisting → mandatory self-report → possible scrutiny Delisting is not a validated indicator of professional misconduct and should not trigger mandatory reporting obligations without due process safeguards. Proposed solution "Members must report delisting only if accompanied by formal allegations of fraud, abuse, or professional misconduct communicated to the member in writing" OR "Reporting of delisting shall not, in itself, constitute grounds for investigation or disciplinary action without independent evidence."	4/7/2026 12:33 PM
33	No	4/7/2026 12:16 PM
34	No	4/7/2026 12:03 PM
35	No	4/7/2026 11:56 AM
36	No	4/7/2026 11:56 AM
37	I agree with this, as long as there is legitimate reason for an insurer to delist a member.	4/5/2026 9:49 PM

Q5 Do you have any comments, questions, or concerns about the proposed section under "Schedule 4 to the By-Laws"?

Answered: 36 Skipped: 57

#	RESPONSES	DATE
1	Regarding Other Fees, When made an order to inquiring, CTCMPAO cannot charge the \$600 advanced, if do that which is a conflict of interest. You get money to perform that, you can keep the fairly and honestly? Just for your reference.	4/24/2026 6:54 PM
2	None	4/24/2026 6:45 PM
3	No	4/21/2026 1:12 PM
4	I don't understand it!	4/20/2026 10:44 AM
5	Yes. I would like to suggest that the OSCE Exam is required for all new Registered Acupuncture as well.	4/18/2026 5:06 PM
6	non	4/14/2026 11:21 PM
7	No	4/12/2026 11:35 AM
8	no	4/10/2026 6:25 PM
9	I agree.	4/10/2026 11:51 AM
10	no	4/9/2026 3:40 PM
11	No	4/9/2026 9:55 AM
12	no	4/8/2026 10:03 PM
13	NO	4/8/2026 9:38 PM
14	No.	4/8/2026 4:09 PM
15	No	4/8/2026 11:34 AM
16	no	4/8/2026 10:47 AM
17	No	4/8/2026 7:16 AM
18	makes sense	4/7/2026 11:16 PM
19	NA	4/7/2026 10:34 PM
20	No	4/7/2026 6:30 PM
21	no	4/7/2026 3:49 PM
22	No	4/7/2026 3:47 PM
23	no comment on this issue.	4/7/2026 3:31 PM
24	No	4/7/2026 3:19 PM
25	No	4/7/2026 1:56 PM
26	No comments.	4/7/2026 1:53 PM
27	No	4/7/2026 1:36 PM
28	Keeping the fee schedules for licensing exams is convenient for applicants (and public) but I can see why the College want to remove it from the website. It'll be fine to remove this info as long as the website (page) has a link to CARB-TCMPA website stating that fees can be found there. I am all in for charging fees for compliance monitoring.	4/7/2026 12:49 PM

29	No	4/7/2026 12:44 PM
30	Looks like a good clarification to make.	4/7/2026 12:42 PM
31	No	4/7/2026 12:34 PM
32	No	4/7/2026 12:16 PM
33	no, all are fine	4/7/2026 12:04 PM
34	No	4/7/2026 11:57 AM
35	No	4/7/2026 11:56 AM
36	This seems sort of irrelevant from my perspective but if it helps bring clarity, sure whey not.	4/5/2026 9:51 PM

Q6 Do you have any other comments, questions, or concerns for the Council to consider?

Answered: 37 Skipped: 56

#	RESPONSES	DATE
1	no.	4/24/2026 6:55 PM
2	None	4/24/2026 6:46 PM
3	No	4/21/2026 1:12 PM
4	reduce collage fees or I may need to leave the profession!	4/20/2026 10:45 AM
5	NO	4/18/2026 5:06 PM
6	Development of Online Modules for Continuing education	4/14/2026 11:29 PM
7	No, looks straightforward and reasonable	4/12/2026 11:35 AM
8	Concern how the coucil can come up a solution in order to better protect the public or members who work with any formal members that have violated law or signed undertake due to very serious allegations (fraud, sexual abuse/assault) . Concern why those formal members can continue to be an owner of an clinic or interacting with patients daily.	4/12/2026 10:33 AM
9	no	4/10/2026 6:25 PM
10	Professional compliance monitoring should be enforced more frequently. For instance, a significant number of members have the rooted habit of soliciting their patients to provide online testimonials to promote their visibility and business. Some clinics even have such testimonials (naming the practitioners) on their websites.	4/10/2026 11:56 AM
11	not at this time	4/9/2026 3:40 PM
12	No	4/9/2026 9:55 AM
13	no	4/8/2026 10:03 PM
14	NO	4/8/2026 9:38 PM
15	No.	4/8/2026 4:09 PM
16	fees should not be increased, since it is difficult time for patients to pay formthe treatments and same for practioners.	4/8/2026 12:55 PM
17	Not at this time	4/8/2026 11:35 AM
18	an additional \$600 for compliance monitoring is uncalled for. That's a huge increase in fees for registrants and registrant's ways of creating income are already incredibly restrictive. It is a great disservice to the profession to make it so hard to do. The currency hours are too much, the fees too high, the regulations too strict. Adding a 46% increase in fees is egregious and unethical. It is incongruous with the remarkably low risks of TCM and acupuncture practice. Can you provide any physical evidence that such a dramatic stress on the registrants is even necessary? Please model a registration college that respects its members and treats them fairly and believes in the profession. Please stop coming up with ways to punish members (making it harder and harder to run a practice) for helping people. Please provide evidence for any need of the proposed changes. Increased fees for the registrants only results in increased fees for services, subsequent decreased accessibility for the public to access services, increased burden on the government funded health care system, and an untenable profession in the long run, that will likely cause it to collapse.	4/8/2026 10:56 AM
19	No	4/8/2026 7:16 AM
20	no	4/7/2026 11:16 PM

21	NA	4/7/2026 10:35 PM
22	No	4/7/2026 6:30 PM
23	no	4/7/2026 3:49 PM
24	No	4/7/2026 3:47 PM
25	CTCMPAO should have close relationship with CARB-TCMPA in terms of providing important professional advices on exam difficulty and keeping the professionalism at a high standard.	4/7/2026 3:35 PM
26	No comments for now	4/7/2026 3:22 PM
27	No	4/7/2026 3:19 PM
28	No	4/7/2026 1:56 PM
29	No other comments.	4/7/2026 1:55 PM
30	No	4/7/2026 1:36 PM
31	No	4/7/2026 12:44 PM
32	Thanks for your hard work!	4/7/2026 12:43 PM
33	No	4/7/2026 12:34 PM
34	No, thanks for giving me the oppotunity to speak	4/7/2026 12:07 PM
35	No	4/7/2026 11:57 AM
36	No	4/7/2026 11:56 AM
37	I would really like the college to consider by-laws that would support our practices further, like allowing us to have the same competitive edge as other healthcare providers that are using dry needling in their practices but have more freedom to present it to the public. Or some sort of by-laws that help us be in better standing with insurance companies by creating better public education for the difference in education between the colleges members versus members of other colleges practicing acupuncture techniques.	4/5/2026 9:58 PM



College of Traditional Chinese Medicine
Practitioners and Acupuncturists of Ontario

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

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

Approved: March 6, 2018

Amended: March 30, 2026

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1. INTERPRETATION

1.01 Definitions

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

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

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

1.02 Singular and Plural / Gender

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

1.03 Legislative References

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

1.04 Consistency with RHPA and Act

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

1.05 Calculating Time

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

1.06 Holidays

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

2. GENERAL

2.01 Seal



The seal depicted above is the seal of the College.

2.02 Seal Affixed

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

3. BANKING AND FINANCE

3.01 Banking

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

3.02 Bank Signing Authority

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

3.03 Investments

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

3.04 Custody of Securities

All securities owned by the College shall be lodged, in the name of the College, with a Canadian chartered bank or a Canadian trust company, or in a safety deposit box, or held in accounts with such brokerage houses as may be authorized by Council from time to time. Any securities and other documents shall be placed or removed only by any two of the Registrar, Deputy Registrar and a member of the Executive Committee.

3.05 Borrowing

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

3.06 Signing Authority

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

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

3.07 Fiscal Year

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

3.08 Auditors

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

3.09 Execution of Other Documents

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

4. ELECTION OF COUNCIL MEMBERS

4.01 Electoral Districts

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

- (i) Electoral District 1: North East. North East comprised of the districts of Kenora, Rainy River, Thunder Bay, Algoma, Cochrane, Manitoulin, Parry Sound, Nipissing, Timiskaming, and Sudbury; the district municipality of Muskoka; and the city of Greater Sudbury; the counties of Frontenac, Hastings, Lanark, Renfrew, Lennox and Addington; the united counties of Leeds and Grenville, Prescott and Russell, Stormont, Dundas, Glengarry; and the cities of Prince Edward and Ottawa.
- (ii) Electoral District 2: Central East comprised of the counties of Haliburton, Northumberland, Peterborough, and Simcoe, the city of Kawartha Lakes, and the regional municipality of Durham.
- (iii) Electoral District 3: Central comprised of the city of Toronto and the regional municipality of York.
- (iv) Electoral District 4: Central West comprised of the counties of Dufferin, Wellington, Haldimand, Brant and Norfolk, the regional municipalities of Halton, Niagara, Peel, and Waterloo, and the city of Hamilton.

- (v) Electoral District 5: West comprised of the counties of Essex, Bruce, Grey, Lambton, Elgin, Middlesex, Huron, Perth, Oxford, and the regional municipality of Chatham-Kent.

4.02 Eligibility to Vote in an Electoral District

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

4.03 Number of Members per Electoral District

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

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

4.04 Term of Office

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

4.05 Maximum Term

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

4.06 Staggered Terms

- (i) An election of Members to Council shall be held:
 - a. in 2017, and in every third year after that for Members from electoral districts 1 and 2;
 - b. in 2018, and in every third year after that for Members from electoral district 3; and
 - c. in 2016, and in every third year after that for Members from electoral districts 4 and 5.

4.07 Election Date

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

4.08 Eligibility for Election

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

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

- (xvi) the Member has not initiated, joined, continued or materially contributed to a legal proceeding against the College or any Committee or representative of the College.
- (xvii) the member has satisfied the Nominations Committee that the member has all of the competencies to be an effective member of Council as set out in a list of competencies approved by Council;
- (xviii) the member has successfully completed the College's current training program relating to the duties, obligations and expectations of Council and committee members;
- (xix) Has not been found guilty of a criminal offence within the preceding eight years.

4.09 Nominations

- (i) The Registrar shall supervise the nomination of candidates.
- (ii) No later than 120 days before the date of an election, the Registrar shall notify every Member eligible to vote of the date, time and electoral district of the election and of the nomination procedure.
- (iii) The nomination of a candidate for election as a member of Council shall be in writing and shall be given to the Registrar at least 60 days before the date of the election (the "nomination deadline").
- (iv) The nomination shall be signed by the candidate and by at least three Members who support the nomination and who are eligible to vote in the electoral district in which the election is to be held.

4.09.1 Competency Assessment by Nominations Committee

- (i) A member wishing to satisfy the competency requirement as set out in section 4.08(xvii) shall provide to the Registrar the completed form, a current CV, and supporting documentation no later than 90 days before the date of the election so as to allow the Nominations Committee time to decide if the member meets the requirement of that article.
- (ii) The Nominations Committee shall notify each member affected and the Registrar of any decision at least 60 days before the date of the election.
- (iii) The Nominations Committee decision under section 4.08(xvii) is solely within the discretion of the Nominations Committee, final and not subject to challenge and an election result is not subject to challenge on the basis that a member of the College was not permitted to stand for election as a result of the decision of the Nominations Committee.

4.10 Nomination Package

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

- (i) Completed nomination form; and
- (ii) Biographical information in a manner acceptable to the Registrar for the purpose of distribution to eligible Members in accordance with the By- Laws.

4.11 Withdrawal of Nomination

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

4.12 Acclamation

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

4.13 Administering Elections

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

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

4.14 Ineligibility to Vote

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

4.15 Notice of Election

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

4.16 Voting

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

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

4.17 Number of Votes Cast

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

4.18 Vote Tabulation

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

4.19 Reporting and Recording Votes

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

4.20 Tie Vote

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

4.21 Request for a Recount

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

4.22 Holding Recount

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

4.23 Changing Results

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

4.24 Exceptional Circumstances

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

4.25 Minor Irregularities Not Fatal

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

4.26 Inquiry into Disputed Election

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

5. DISQUALIFICATION

5.01 Grounds for Disqualification

- (i) The Council shall, in accordance with the procedure described in these By-Laws, disqualify a Professional Member from sitting on Council if the Professional Member:
- a. resigns from Council;
 - b. is the subject of any disciplinary or incapacity proceeding by a body that governs a profession, inside or outside of Ontario;
 - c. is found to have committed an act of professional misconduct or is found to be incompetent by a panel of the Discipline Committee or by a similar committee of a body that governs a profession, inside or outside of Ontario;
 - d. is found to be an incapacitated Member by a panel of the Fitness to Practice Committee or by a similar committee of a body that governs a profession, inside or outside of Ontario;
 - e. fails to attend two consecutive meetings of the Council or of a Committee in which he or she is a member, without reasonable cause in the opinion of Council;
 - f. fails to attend a hearing or review of a panel for which the Member has been selected, without reasonable cause in the opinion of Council;
 - g. ceases to either have a primary practice of Traditional Chinese Medicine or primary residence in the electoral district in which the Member was elected;
 - h. becomes a director, owner, board member, officer or employee of any Professional Association;
 - i. becomes a director, owner, board member or officer of an educational institution relating to Traditional Chinese Medicine;

- j. becomes a Member of the Council of or a committee of any other college regulated under the RHPA;
- k. breaches the conflict of interest provision(s) for Members of Council and Committees, in the opinion of the Council, after being given notice of the concern and an opportunity to respond to the concern;
- l. breaches section 36 of the RHPA which, in the opinion of Council, is of such a nature that warrants disqualification;
- m. fails to discharge properly or honestly any office to which the Member has been elected, in the opinion of the Council, after being given notice of the concern and an opportunity to respond;
- n. remains, thirty days after notice, in default of payment of any fees prescribed by By-Law or any fine or order for costs imposed by the College or court of law under the Act;
- o. remains, thirty days after notice, in default of providing any information required by the College;
- p. ceases to hold a General certificate of registration;
- q. is found guilty of a criminal offence which, in the opinion of Council, is of such a nature that warrants disqualification; or
- r. Initiates, joins, materially contributes or continues a legal proceeding against the College or any Committee or representative of the College.

5.02 Removal of Council or Committee Member

- (i) The following procedure shall be followed in the event that a Council or Committee Member is alleged to have contravened the duties of a Council or Committee Member or meets the criteria for disqualification set out in section 5.01 other than paragraphs a, b, or n.
 - a. A written complaint shall be filed with the Registrar. A complaint can be made by a member of the public, a Council or Committee Member or the Registrar. If a member of Council or a Committee receives such a complaint, he or she shall immediately file it with the Registrar.
 - b. The Registrar shall report the complaint to the President who shall bring the complaint to the Executive Committee if he or she believes that the complaint may warrant formal action. In the event that the information relates to another member of the Executive Committee, the President shall bring the information to the attention of the remaining members of the Executive Committee. If the Executive Committee is unable to address the complaint it may appoint another Committee to fulfill its duties under this article.
 - c. If the information received by the Registrar under this section 5.02 relates to the President, the Registrar shall bring the information to the Vice-President who shall follow the same steps set out in paragraph b.

- d. If the Executive Committee or any Committee appointed by the Executive Committee, after any investigation it deems appropriate, believes that the complaint may warrant formal action, it shall call a meeting of Council. Council shall determine whether there has been a breach of duties or whether the criteria for disqualification have been met and, if so, impose the appropriate sanction. The appropriate sanction can include one or more of the following:
 - 1. censure of the Council or Committee Member verbally or in writing,
 - 2. removal of the Council or Committee Member from any Committee on which he or she serves,
 - 3. disqualification of a Professional Member from Council, or a report requesting removal of the Public Member concerned from the Council to the Public Appointments Secretariat.
- e. A decision finding that there has been a breach of duties or that a Council or Committee Member meets the criteria for disqualification set out in section 5.02, and a decision to impose a particular sanction must be approved by a simple majority affirmative vote of Council Members present and voting.
- f. The Council or Committee Member whose conduct is the subject of concern shall not take part in the deliberation or vote, however, he or she shall be given a reasonable opportunity to respond to the allegation.

5.03 Effect of Disqualification

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

6. VACANCIES

6.01 Death, Resignation or Disqualification

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

6.02 Vacancy

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

- c. direct the Registrar to hold a by-election in accordance with these By-Laws for that electoral district.
- (ii) If the seat of a Professional Member becomes vacant in an electoral district more than 12 months before the expiry of the Member's term of office, the Registrar shall hold a by-election in accordance with these By-Laws for that electoral district.

6.03 Manner of Holding By-Election

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

6.04 Term of Office for Members Filling Vacancies

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

7. PROCEDURES FOR THE ELECTION OF OFFICERS

7.01 Nomination Procedure

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

7.02 Registrar to Conduct Election

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

7.03 Election of the President

- (i) At the meeting of the Council when the election of officers shall take place, the Registrar shall present the names of candidates who have indicated their interest for the position of President.
- (ii) Where there is only one candidate, the Registrar shall declare the candidate elected by acclamation.
- (iii) Where there is more than one candidate for the office, voting shall be conducted by secret ballot.

- (iv) If there are more than two candidates in an election, successive ballots shall be conducted until one candidate receives a majority of the votes cast. The candidate or candidates who receive the fewest votes in a ballot shall be dropped in the next ballot.
- (v) In the case of a tie, one returning officer will be directed to cast a deciding vote by lot.

7.04 Election of the Vice-President

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

7.05 Term of Office

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

7.06 Election of Executive Committee Members

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

8. DUTIES OF OFFICERS

8.01 President

- (i) The President, in conjunction with the Council, is ultimately responsible for fulfilling the mandate, objectives and strategic plans of the College. He or she is directly accountable to the Council and indirectly accountable to the government, the public and the profession for the effective governance of the College in accordance with all applicable legislative requirements.
- (ii) Specific duties of the President include:
 - a. presiding as chair of all meetings of the Council, the Executive Committee and of Members, unless a non-voting chair has been appointed to facilitate the meeting;
 - b. overseeing the operations and performance of the Council;
 - c. working with the Registrar to ensure smooth, efficient conduct of all meetings and that decisions of the Council and Executive Committee are implemented;
 - d. participating in cultivating, recruiting and orienting new Council Members, officers, Committee members and chairs, and volunteers;
 - e. overseeing and ensuring that a process is in place to evaluate the performance and employment conditions of the Registrar;

- f. representing the College as the authorized spokesperson on Council policies and positions to promote the mandate and objectives of the College;
- g. signing contracts, documents or instruments in writing as required by the College;
- h. liaising with the Registrar on any issues relating to the interactions between members of the Council and College staff;
- i. is an ex officio member of all Committees; attendance at any Committee meetings will be at the discretion of the President; chairs of Committees shall file minutes and reports with the Registrar to keep the President informed; and
- j. other duties as assigned by the Council from time to time.

8.02 Vice-President

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

8.03 Delegation to Executive Committee

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

The Executive Committee may make a recommendation to Council to terminate a Registrar, but only Council shall have the authority to terminate.

9. COMMITTEES

9.01 Appointment of Members to Committees

- (i) Prior to the first meeting of the newly elected Council, the Registrar shall invite each Council Member to indicate their preferences for Committee appointment(s). A Council Member’s written intent must be returned to the Registrar no later than 5:00 p.m. seven days before the meeting of the Council when election of officers shall take place.

- (ii) As soon as possible after election of the Executive Committee, it shall meet. It shall review the information provided to the Registrar by individual Council Members regarding their committee preferences. It shall also consider other relevant factors including past experience, conflicts of interest, workload and ensuring that Committees are representative of the Council and of the province. With the assistance of the Registrar, it shall then appoint members for all Committees. By no later than the next Council meeting, the chair of the Executive Committee shall then present the appointments to the Council. Following presentation of the appointments, Council may vary the appointments.
- (iii) The Executive Committee may appoint both Council and Non-Council Members to committees when a vacancy occurs.

9.02 Appointment of Non-Council Members to Committees

- (i) The Council may appoint persons who are not Council Members to Committees unless these By-Laws indicate that only Council Members are part of the composition of the Committee.
- (ii) A non-Council member is eligible for appointment to a Committee of the College or, subject to section 9.03, is eligible for re-appointment to a Committee of the College if, on the date of the appointment or re-appointment:
 - a. the Member holds a General class of certificate of registration;
 - b. the Member is not the subject of any disciplinary or incapacity proceedings by a body that governs a profession, inside or outside of Ontario;
 - c. no findings of professional misconduct, incompetence or incapacity has been made against the Member in the preceding six years by a body that governs a profession, inside or outside of Ontario;
 - d. a period of six years has elapsed since the Member complied with all aspects of an order imposed by the Discipline or Fitness to Practice Committee or by a similar committee of a body that governs a profession, inside or outside of Ontario;
 - e. the Member's certificate of registration has not been revoked or suspended in the six years preceding the date of the appointment;
 - f. the Member is not subject to any order, direction, or term, condition and limitation of the Discipline Committee, the Fitness to Practice Committee or the Quality Assurance Committee or by a similar committee of a body that governs a profession, inside or outside of Ontario;
 - g. the Member is not in default of payment of any fees to the College;
 - h. the Member is not nor has been at any time within the last two years, a director, owner, board member, officer or employee of any Professional Association;
 - i. the Member is not at present nor has been at any time within the last two years, a director, owner, board member or officer of an educational institution relating to Traditional Chinese Medicine;

- j. the Member has not been disqualified pursuant to section 5.01 in the three years preceding the date of the appointment;
 - k. the Member has not resigned from the Council or a Committee in the preceding three years;
 - l. the Member does not have a conflict of interest to serve as a member of a Committee or has agreed to remove any such conflict of interest before accepting an appointment;
 - m. the Member is not a member of the Council or of a Committee of the College of any College regulated under the RHPA;
 - n. the Member has not been a member of the staff of the College at any time within the preceding one year; or
 - o. the Member has not initiated, joined, continued or materially contributed to a legal proceeding against the College or any Committee or representative of the College.
- (i) The Executive Committee, with the assistance of the Registrar, shall prepare for the Council a list of recommended Committee appointments that are to be filled by persons who are not Council Members. The list shall have the recommended names arranged in order of the Executive Committee's preference and include documentation of each person's qualifications relating to the work of the Committee concerned. Appointment shall be approved by a majority of votes cast by the Council.

9.03 Term of Office of Non-Council Members

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

9.04 Appointment of Committee Chairs

Each Committee other than the Executive Committee shall elect its own chair from among its members. The chair shall be a member of Council. The Council may remove the chair of a Committee and appoint a different chair to take his or her place, if Council considers it appropriate to do so.

9.05 Duties of Chair

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

10. DUTIES OF COUNCIL AND COMMITTEE MEMBERS

10.01 Conflicts of Interest

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

- (viii) Any member of Council or a Committee who believes that another member of Council or a Committee has a conflict which has apparently not been declared, will, if possible, discuss the matter with the member. If the matter is not resolved to the satisfaction of the Member who perceives the conflict, she or he shall discuss it with the President. If the President believes it warrants further action he or she will:
 - a. Cause an investigation of the alleged conflict to be had through the Executive Committee; Council will be informed.
 - b. The Executive Committee's findings will be presented to Council for resolution.
 - c. The decision of Council will be considered final.
- (ix) Every declaration of conflict of interest shall be recorded in the minutes of the meeting.
- (x) A member of Council or its Committees shall not use College property or information of any kind to advance his or her own interests, direct or indirect.
- (xi) A member of Council or its Committees may not hold any other position, contract or appointment, with the College while serving as a member of Council or its Committees. There is a one-year waiting period before the individual may apply for a staff or consultant position with the College. This includes, but is not limited to positions as peer assessor, investigator, examiner or staff.

10.02 Confidentiality

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

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

36. (1) Every person employed, retained or appointed for the purposes of the administration of this Act, a health profession Act or the *Drug and Pharmacies Regulation Act* and every member of a Council or committee of a College shall keep confidential all information that comes to his or her knowledge in the course of his or her duties and shall not communicate any information to any other person.

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

10.03 Code of Conduct

- (i) Council and Committee Members shall comply with the Code of Conduct.

- (ii) The Code of Conduct attached as Schedule 1 is the Code of Conduct for the College. Schedule 1 forms part of these By-Laws.

10.04 Remuneration of Council and Committee Members

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

11. COUNCIL AND COMMITTEE MEETINGS

11.01 Meetings of the Council

- (i) Meetings of the Council shall be held at the head office of the College or at any other place as may be determined by the Registrar or Council from time to time. The Registrar shall serve as secretary of the Council.
- (ii) The Council shall hold, in a calendar year, at least three regular meetings called by the President.
- (iii) The Council may, by resolution, determine to hold additional regular meetings and shall fix the date, time and place of any such meeting. Such additional meetings may also be called by the President, or on the written request of any nine members of the Council.
- (iv) If Council does not maintain the minimum number of Council members as per s. 6 of the Act, the Executive Committee shall assume Council duties, as needed. The Executive Committee shall make all efforts to maintain the original schedule of Council meetings. The Executive Committee shall hold open Executive Committee meetings when meeting in lieu of Council. All decisions made by the Executive Committee shall be ratified at the first Council meeting after the composition requirements as set out in s. 6 of the Traditional Chinese Medicine Act have been met."

11.02 Meetings to be Public

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

11.03 Notice

- (i) Subject to any regulations made under the RHPA or the Code, reasonable notice of Council meetings shall be given to the Members of the College, to the Minister and to the public in a manner that Council may determine from time to time.
- (ii) Notice of Council meetings stating the date, time and place of the meeting shall be communicated to each Council Member not less than five days prior to the date of the meeting. The accidental omission to give notice or the non-receipt of any notice by any Council Member shall not invalidate any resolution passed or any proceedings taken at any Council meeting.

11.04 Special Meetings

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

11.05 Business of Meetings

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

11.06 Agenda

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

11.07 Manner of Holding Meetings

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

11.08 Chair

- (i) For the purpose of conducting meetings, the Council may appoint a non-voting chair who is not a member of the Council or of the College to preside at all meetings or at a meeting. The appointed chair shall function solely as an arbiter of procedures in accordance with procedures in these By-Laws and shall not participate in deliberations. Before assuming his or her duties, the appointed chair shall undertake to maintain confidentiality of all matters coming before the Council that are not part of an open meeting of the Council in accordance with the Act.
- (ii) In the absence of an appointed chair, the President, or his or her delegate, shall preside over meetings. The Vice-President shall preside where the President is absent. In the absence of both the President and the Vice-President, the Council Members present shall select from among themselves a Council Member to chair the meeting.

11.09 Quorum

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

11.10 Voting

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

11.11 Written Resolutions

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

11.12 Deputations

- (i) The President may effect arrangements to allocate specific time during the meeting to receive and hear deputations on specific topics relevant to the affairs of the College requested by non-Members of the Council. No such deputation shall be permitted unless a written request has been provided to the Executive Committee not less than 10 business days before the Council meeting and the Executive Committee gives permission.
- (ii) Unless the chair otherwise determines, each deputation shall be allowed a maximum of two speakers and a maximum of ten minutes to make a presentation. The chair may grant additional time if he or she considers it appropriate.
- (iii) The chair may accept questions from members of the Council to seek clarification from the speaker. Neither the Council Member nor the speaker shall engage in debate or in direct or indirect discussion with each other or other persons present.

11.13 Adjournment

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

11.14 Rules of Order

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

11.15 Meetings of All Committees

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

11.16 Language of Meetings

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

12. COMMITTEES

Statutory Committee Composition

12.01 Executive Committee

- (i) The Executive Committee shall be composed of the President, the Vice-President and three (3) members of the Council.
- (ii) Two of the members of the Executive Committee shall be Public Members and three shall be Professional Members.
- (iii) The President shall be the chair of the Executive Committee.
- (iv) Council may appoint the immediate Past President of the College, who shall be an advisory ex-officio non-voting member of the Executive Committee.
- (v) In accordance with s. 12(2) of the Code, all decisions made by the Executive Committee in between Council meetings shall be reported to and ratified by the Council.

12.02 Registration Committee

- (i) The Registration Committee shall be composed of:
 - a. at least two (2) members of Council who are Professional Members;

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

12.03 Inquiries, Complaints and Reports Committee

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

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

12.04 Discipline Committee

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

12.05 Fitness to Practice Committee

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

12.06 Quality Assurance Committee

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

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

12.07 Patient Relations Committee

(i) The Patient Relations Committee shall be composed of:

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

By-Law Committees

12.08 Other Committees

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

12.09 Nominations Committee

The Nominations Committee shall be composed of:

- (i) Two (2) members of Council who are Professional Members;
- (ii) Three (3) Public Members;

All Committees

12.10 Vacancies

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

12.11 Quorum

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

12.12 Panels

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

12.13 Removal of Committee Member

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

13. REGISTER

13.01 Name and Business Address

- (i) Subject to section 13.01(ii), a Member's name in the Register shall be the full name indicated on the documents used to support the Member's initial registration with the College.
- (ii) The Registrar may enter a name other than the name referred to in section 13.01(i), in the 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.

- (iii) The Registrar may enter in the Register as an alternative name used by a Member any nicknames or abbreviations that the Member uses in any place of practice.
- (iv) A Member's business address in the Register shall be the address of the location in Ontario where the Member is employed or self-employed as a practitioner of Traditional Chinese Medicine. In the event that the Member is employed or self-employed as a practitioner of Traditional Chinese Medicine in more than one location in Ontario, the Member's business address shall be the location where the Member generally works, or anticipates to work, the most hours. In the event that the Member is not employed or self-employed in Ontario as a practitioner of Traditional Chinese Medicine, the Registrar shall enter as the Member's business address the location designated by the Member or any other location for the Member known by the College.
- (v) A Member's business address shall include the name of the Member's employer or, if the Member is self-employed or is not practising, the Member's business address shall include a notation to that effect.
- (vi) A Member's business telephone number shall be the telephone number of the location in Ontario where the Member is employed or self-employed as a practitioner of Traditional Chinese Medicine. In the event that the Member is employed or self-employed as a practitioner of Traditional Chinese Medicine in more than one location in Ontario, the Member's business telephone number shall be the telephone number of the location where the Member generally works, or anticipates to work, the most hours. In the event that the Member is not employed or self-employed in Ontario as a practitioner of Traditional Chinese Medicine, the register shall not contain a business telephone number for the Member.

13.02 Register Information Required by the Code

The Registrar shall maintain a Register in accordance with section 23 of the Code.

13.03 Additional Register Information

- (i) In addition to the information set out in subsection 23(2) of the Code, the Register shall contain the following information with respect to each Member:
 - a. if there have been any changes to the Member's name since the date of the Member's initial application for registration, the former names of the Member;
 - b. the name, address and telephone number of every employer for whom the Member is employed as a practitioner of Traditional Chinese Medicine and, if the Member is self-employed as a practitioner of Traditional Chinese Medicine, the address and telephone number of the locations where the Member practices other than addresses of individual clients;
 - c. the date on which each class of registration that the Member holds was obtained and, if applicable, the date on which each was suspended or terminated;
 - d. the Member's electoral district for elections to the Council;
 - e. language(s) spoken by the Member;

- f. if the Member ceased to be a Member, a notation specifying the reason for the termination of membership and the date upon which the Member ceased to be a member;
- g. all changes in status of a certificate of registration or certificate of authorization and the effective date of the change;
- h. where, on or after June 1, 2016, a panel of the Inquiries, Complaints and Reports Committee requires the Member to appear before a panel of the Inquiries, Complaints and Reports Committee to be cautioned:
 - 1. a notation of the fact, including a summary of the caution;
 - 2. the date of the panel's decision; and
 - 3. where the decision of the panel is appealed, a notation of that fact, until the appeal is finally disposed of.
- i. where, on or after June 1, 2016, a panel of the Inquiries, Complaints and Reports Committee requires the Member to complete a specified continuing education or remediation program (SCERP):
 - 1. a notation of the fact, including a summary of the SCERP;
 - 2. the date of the panel's decision; and
 - 3. where the decision of the panel is appealed, a notation of that fact, until the appeal is finally disposed of.
- j. for every matter that has been referred by the Inquiries, Complaints and Reports Committee to the Discipline Committee under section 26 of the Code and has not been finally resolved, until the matter has been resolved,
 - 1. a notation of that fact, including the date of the referral,
 - 2. a summary of each specified allegation,
 - 3. the notice of hearing;
 - 4. the anticipated date of the hearing if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing was adjourned to a specific date or if the hearing was adjourned without a specific date, a notation to that effect;
 - 5. if the hearing is awaiting scheduling, a statement to that fact; and
 - 6. if the hearing of evidence and arguments is completed and the parties are awaiting a decision of the Discipline Committee, a statement of that fact.
- k. a notation, including the date of the referral, for every matter that has been referred by the Inquiries, Complaints and Reports Committee to the Fitness to Practise

Committee under section 61 of the Code and has not been finally resolved, until the matter has been resolved;

- l. any information jointly agreed to be placed on the Register by the College and the Member;
- m. where the Member's certificate of registration is subject to any term, conditions and limitations, the reason for them and the date they took effect;
- n. where the Member's certificate of registration is subject to an interim order, a notation of that fact, the nature of the order and the date that the order took effect;
- o. where the Member's certificate of registration is subject to a suspension for failure to pay a fee, the reason for the suspension and the date of the suspension in addition to the fact of the suspension;
- p. where the College is aware that the Member is currently registered or licensed to practise a profession inside or outside of Ontario, a notation of that fact;
- q. where the College is aware that a pending allegation of professional misconduct or incompetence or a similar allegation has been referred to a discipline type of hearing against the Member registered or licensed to practise a profession inside or outside of Ontario,
 - 1. a notation of that fact;
 - 2. the date of the referral if available;
 - 3. a brief summary of each allegation if available; and
 - 4. the notice of hearing if available.
- r. where the College is aware that a finding of professional misconduct or incompetence or similar finding has been made against the Member by a body that governs a profession, inside or outside of Ontario, and that finding has not been reversed on appeal,
 - 1. a notation of the finding,
 - 2. the name of the governing body that made the finding,
 - 3. a brief summary of the facts on which the finding was based,
 - 4. the penalty and any other orders made relative to the finding,
 - 5. the date the finding was made, and
 - 6. information regarding any appeals of the finding;
- s. where the College is aware that a finding of incapacity or similar finding has been made against the Member by a body that governs a profession, inside or outside of Ontario, and that finding has not been reversed on appeal, a notation of the finding,

1. the name of the governing body that made the finding,
 2. the date the finding was made,
 3. a summary of any order made, and
 4. information regarding any appeals of the finding;
- t. where a decision of the Discipline Committee has been published by the College with the Member's name or former name including,
1. a notation of that fact, and
 2. identification of the specific publication of the College which contains the information;
- u. a summary of any current charges against the Member, of which the College is aware, in respect of a federal, provincial or other offence that the Registrar believes is relevant to the Member's suitability to practise;
- v. a summary of any findings of guilt, of which the College is aware, made by a court after June 1, 2016, against the Member in respect of a provincial, federal or other offence that the Registrar believes is relevant to the Member's suitability to practise;
- w. a summary of any currently existing conditions, terms, orders, directions or agreements, of which the College is aware, relating to the custody or release of the Member in respect of a provincial, federal or other offence that the Registrar believes is relevant to the Member's suitability to practise;
- x. for every application to the Discipline Committee or Fitness to Practise Committee for reinstatement that has not been finally resolved, until that matter has been resolved,
1. a notation of that fact, including the date of the application;
 2. the anticipated date of the hearing, if the hearing date has been set or the next scheduled date for the continuation of the hearing if the hearing has commenced; and
 3. if the hearing has been adjourned and no future date has been set, the fact of that adjournment, and if the decision is under reserve, that fact;
- y. if an application to the Discipline Committee or Fitness to Practise Committee for reinstatement has been decided, the decision of the Committee;
- z. where the Member's certificate of registration is reinstated, the effective date of the reinstatement and the name of the Committee responsible for the reinstatement;
- aa. where, during or as a result of a proceeding under section 25 of the Code a Member has resigned, a notation of that fact including the nature of the investigation;

- bb. where applicable, a summary of any restriction on the Member's right to practise resulting from an undertaking given by the Member to the College or an agreement entered into between the Member and the College;
 - cc. in addition to the name of every health profession corporation of which the Member is a shareholder, the business address, business telephone number, and any operating names of the health profession corporation;
 - dd. any of the information in respect of a former Member that was on the Register just before the membership terminated, for a period of fifty years after the termination of membership;
 - ee. where, after June 1, 2016, the Registrar confirms whether the College is investigating a Member because there is a compelling public interest in disclosing this information pursuant to 36(1)(g) of the RHPA, the fact that the Member is under investigation; and
 - ff. a notation of the Member's registration, membership or licensure with any other regulatory body inside or outside of Ontario, if known by the College.
- (ii) All of the information referred to in section 23 of the Code or as information recorded in the Register in these By-Laws is information designated to be withheld from the public pursuant to subsection 23(6) of the Code such that the Registrar may refuse to disclose to an individual or post on the College's website any or all of that information if the Registrar has reasonable grounds to believe that disclosure of that information may jeopardize the safety of an individual.
 - (iii) Notwithstanding paragraphs i and j of section 13.03(i) where, after a review, the Inquiries, Complaints and Reports Committee has been required to remove or vary the appearance for a caution or a SCERP, the notation may be removed once the Committee makes its new decision. Where the original requirement to appear for a caution or to complete a SCERP has been varied, the Registrar may enter a summary of the process leading up to and the results of the variation.
 - (iv) If, upon application of the Member, and in the opinion of the Registrar, the information required by paragraph w of section 13.03(i) is no longer relevant to the Member's suitability to practise, the information may be removed from the Register.

13.04 Providing Information to the College

- (i) If requested, the Member shall immediately provide the College with the following information, in the form requested by the College:
 - a. information required to be maintained in the Register in accordance with subsection 23(2) of the Code and these By-Laws;
 - b. the address and telephone number of the Member's primary residence in Ontario and, if the Member does not reside in Ontario, the address and telephone number of the Member's primary residence;
 - c. the Member's e-mail addresses;
 - d. proof of professional liability insurance;

- e. the Member's areas of practice and categories of clients seen;
 - f. information regarding the Member's employment including:
 - 1. the Member's title and position,
 - 2. a description of the Member's role, duties, and responsibilities;
 - g. information about the Member's registration with any other body that governs a profession, whether inside or outside of Ontario, including the name of the governing body, the Member's registration or licence number and the date the Member first became registered;
 - h. information about any finding of professional misconduct or incompetence or similar finding that has been made against the Member by a body that governs a profession, inside or outside of Ontario, where that finding has not been reversed on appeal, including:
 - 1. the finding,
 - 2. the name of the governing body that made the finding,
 - 3. a brief summary of the facts on which the finding was based,
 - 4. the penalty and any other orders made relative to the finding,
 - 5. the date the finding was made, and
 - 6. information regarding any appeals of the finding;
 - i. information about any finding of incapacity or similar finding that has been made against the Member by a body that governs a profession, inside or outside of Ontario, where that finding has not been reversed on appeal, including:
 - 1. the finding,
 - 2. the name of the governing body that made the finding,
 - 3. the date the finding was made,
 - 4. a summary of any order made, and
 - 5. information regarding any appeals of the finding;
 - j. information about the Member's participation in the Quality Assurance program; and
 - k. information for the purpose of compiling statistical data.
- (ii) The Member shall notify the College, in writing, of any changes to the following information within 30 days of the effective date of the change:
- a. the Member's name,

- b. the address and telephone number of the Member's primary residence in Ontario and, if the Member does not reside in Ontario, the address and telephone number of the Member's primary residence,
- c. the Member's business address or business telephone number,
- d. the name, address or telephone number of any employer for whom the Member is employed as a practitioner of Traditional Chinese Medicine, and, if the Member is self-employed as a practitioner of Traditional Chinese Medicine, any changes to the address or telephone number of the location where the Member practices other than addresses of individual clients,
- e. the Member's email address;
- f. where an allegation of professional misconduct or incompetence or a similar allegation has been referred to a discipline type of hearing against the Member registered or licensed to practise a profession inside or outside of Ontario,
- g. any current charges against the Member, in respect of a federal, provincial or other offence;
- h. any findings of guilt, made by a court after June 1, 2016, against the Member in respect of a provincial, federal or other offence;
- i. any currently existing conditions, terms, orders, directions or agreements, relating to the custody or release of the Member in respect of a provincial, federal or other offence; and
- j. any amendment, change, termination or alteration to a supervision agreement between a Member in the Student Class and his or her supervisor.

14. REGISTRAR

14.01 Council Appoints and Terminates

The Council shall appoint an employee of the College as its Registrar under subsection 9(2) of the Code. The Executive Committee may make a recommendation to Council to terminate a Registrar, but only Council shall have the authority to terminate.

14.02 Deputy Registrar

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

14.03 Chief Executive Officer

The Registrar is the Chief Executive Officer of the College.

14.04 Registrar Duties

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

1. providing support to the Council and its committees in developing and implementing regulations, by-laws and policies and ensuring compliance with statutory obligations;
2. assisting the Council in its strategic planning process;
3. establishing and maintaining administrative, human resource, and financial operations of the office, in collaboration with the Council or Executive Committee, to ensure effective management within approved policies and budgets;
4. acting as the custodian of the seal of the College and of all books, papers, records, correspondence, contracts and other documents belonging to the College;
5. signing contracts, documents, and other instruments in writing as assigned by the Council or as are incidental to the office of the Registrar;
6. recruiting and supervising staff, consultants and contractors;
7. promoting and maintaining good relations and communications with practitioners, other regulatory bodies and stakeholders, government (including the Minister of Health and Long-Term Care) and the public; and
8. working in collaboration with the President, represents the College to relevant organizations to promote and build external relations and to further the objectives of the College.

15. MEDIA COMMUNICATIONS

15.01 Media Communications and Speaking Engagements

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

to provide interviews or respond to inquiries or comment on issues concerning the regulation of traditional Chinese medicine or the operation of the College.

- (iv) All messages to the media and to the public must be consistent with the approved policies and positions of the College.

16. REGISTRATION

16.01 Notice

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

16.02 Registration Year

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

16.03 Renewal Due Date

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

17. FEES

17.01 Fee Schedule

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

17.02 Annual Increase

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

17.03 Payment of Fees

- (i) Any fee or penalty charged or imposed by the College not paid by a Member shall be included as part of a Member's next annual membership fee.
- (ii) If a Member fails to pay a fee or penalty or part thereof: (a) the Registrar must give the Member notice if the College intends to suspend the Member; and (b) may suspend the

Member's certificate of registration for failure to pay the fee or penalty within 30 days after notice is given.

- (iii) Requests for a waiver of any fee must be submitted in writing by regular mail, fax or email to the Registrar.

17.04 Application Fee

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

17.05 Initial Registration Fee

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

17.06 Annual Fee

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

17.07 Change of Class and Proration of Fee

When a Member transfers from one class to another, the fees shall be the difference between the two fees. If the transfer results in fees owing to the Member, the College shall refund the pro-rated fee to the Member.

17.08 Late Fee

- (i) A Member shall pay a penalty if the Member fails to pay the annual fee, and/or fails to send a fully completed Annual Registration Renewal Application form, on or before the day on which the fee and annual renewal form are due.
- (ii) When the incomplete Annual Registration Renewal Application form has been returned and it is not remedied by March 31st, the late fee is also payable.
- (iii) When a declined credit card is not remedied by March 31st, then in addition to the fees for the declined credit card, the late fee is also payable.

17.09 Reinstatement and Fees

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

17.10 Other Fees

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

18. PROFESSIONAL CORPORATIONS

18.01 Fees

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

18.02 Duty to Provide Information

- (i) Every Member of the College shall, for every professional corporation of which the Member is a shareholder, provide in writing the following information on the application and annual renewal forms for a certificate of authorization, upon the written request of the Registrar within 30 days and upon any change in the information within 30 days of the change:

- a. the name of the professional corporation as registered with the Ministry of Government Services;
- b. any business names used by the professional corporation;
- c. the name, as set out in the register, and registration number of each shareholder of the professional corporation;
- d. the name, as set out in the register, of each officer and director of the professional corporation, and the title or office held by each officer and director;
- e. the principal practice address, telephone number, facsimile number and email address of the professional corporation;
- f. the address and telephone number of all other locations, other than residences of clients, at which the professional services offered by the professional corporation are provided; and
- g. a brief description of the professional activities carried out by the professional corporation.

19. SEXUAL ABUSE FUNDING

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

20. PROFESSIONAL LIABILITY INSURANCE

20.01 Professional Liability Insurance Requirement

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

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

20.02 Proof of Professional Liability Insurance

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

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

20.03 Professional Liability Insurance Eligibility

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

21. INDEMNIFICATION

21.01 Indemnification

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

22. MEMBERSHIP OF THE COLLEGE IN OTHER ORGANIZATIONS

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

23. BY-LAWS AND AMENDMENTS

23.01 Make, Amend, Revoke By-Law

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

23.02 Notice

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

23.03 Circulation

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

23.04 Amendments

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

23.05 Record of By-Laws

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

SCHEDULE 1 TO THE BY-LAWS

Code of Conduct for Members of the Council and All Committees

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

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

SCHEDULE 2 TO THE BY-LAWS

Rules of Order of the Council

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

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

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

Code of Ethics for Registered Members

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

1. General Responsibility

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

2. Responsibility to Patients

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

3. Responsibility to Oneself and the Profession

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

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

4. Responsibility to the Public

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

SCHEDULE 4 TO THE BY-LAWS

Item	Fee
Fees Relating to Applications for Initial Registration for General Class	
Application Fee	\$250.00
Registration Fee (first year of registration pro-rated by quarter in which registered)	
<i>April 1 - June 30</i>	\$1,300.00
<i>July 1 - September 30</i>	\$975.00
<i>October 1 - December 31</i>	\$650.00
<i>January 1 - March 31</i>	\$325.00
Fees Relating to Renewal of a Certificate of Registration for General Class	
Annual Renewal	\$1,300.00
Late Payment Fee	\$200.00
Reinstatement Fee	\$250.00
Fees Relating to Certificate of Registration for Inactive Class	
Annual Renewal	\$300.00
Late Payment Fee	\$50.00
Reinstatement Fee	\$250.00
Fees Relating to Student Class	
Application Fee	\$50.00
Registration Fee (first year of registration pro-rated by quarter in which registered)	
<i>April 1 - June 30</i>	\$200.00
<i>July 1 - September 30</i>	\$150.00
<i>October 1 - December 31</i>	\$100.00
<i>January 1 - March 31</i>	\$50.00
Annual Renewal for Certificate of Registration for Student Class	\$200.00
Late Payment Fee	\$50.00
Reinstatement Fee	\$50.00
Fees Relating to Temporary Class	
Application Fee	\$125.00
Registration Fee	\$650.00
Fees Relating to Emergency Class	
Application Fee	\$250.00

Registration Fee (first year of registration pro-rated by quarter in which registered)	
<i>April 1 - June 30</i>	\$1,300.00
<i>July 1 – September 30</i>	\$975.00
<i>October 1 - December 31</i>	\$650.00
<i>January 1 - March 31</i>	\$325.00
Annual Renewal	\$1300.00
Late Payment Fee	\$200.00
Reinstatement Fee	\$250.00

Fees Relating to Professional Corporations and Certificates of Authorization	
Application Fee	\$50.00
Registration Fee (first year of registration pro-rated by quarter in which registered)	
<i>April 1 - June 30</i>	\$200.00
<i>July 1 – September 30</i>	\$150.00
<i>October 1 - December 31</i>	\$100.00
<i>January 1 - March 31</i>	\$50.00
Annual Renewal for Certificate of Authorization	\$200.00
Late Payment Fee	\$50.00
Fees Relating to Examinations	
Application Fee	\$300.00
<i>TCM Practitioner</i>	
Written Examination	\$550.00
Clinical Case Study Examination	\$550.00
<i>Acupuncturist</i>	
Written Examination	\$450.00
Clinical Case Study Examination	\$350.00
<i>Request for Rescore</i>	
Written Examination	\$50.00
Clinical Case Study Examination	\$350.00
Other Fees	
Application to Change Class [General to Inactive, Inactive to General (less than 2 years of initial entry to Inactive Class)]	\$50.00
Application to Change Class (Inactive to General more than 2 years since entry to Inactive Class)	\$200.00
Committee Ordered Assessment Fee*	\$600.00
Election Recount Fee	\$150.00
Safety Program	\$100.00
Jurisprudence Program	\$100.00
Letter of Good Standing	\$75.00
Duplicate Certificate/Name Change	\$50.00
Request for Duplicate Records	\$50.00
Service Charge for Declined Payments	\$50.00

*For an assessment or re-assessment ordered by a Statutory Committee or a panel thereof

From:
To:
Subject: Re: Consultation: Proposed By-Law Amendments
Date: April 28, 2026 11:36:11 AM

Dear CTCMPO,

Thank you for the opportunity to provide feedback on the proposed amendments to the By-Laws. Overall, the proposed changes appear reasonable and align well with the existing regulatory framework. The amendment to Section 4.08, requiring a minimum of three years of registration for eligibility for Council, strengthens the current criteria by ensuring members have sufficient experience within the Ontario regulatory system before assuming governance roles. The addition to Section 13.04 requiring members to report insurer delisting is a valuable extension of the College's existing information-reporting requirements. This change enhances transparency and supports the College's mandate to protect the public by ensuring relevant professional conduct information is disclosed.

The removal of examination fees from the By-Laws is also appropriate, as these fees are set externally. This change improves accuracy and prevents inconsistencies within the By-Laws. Additionally, the introduction of a standardized compliance monitoring fee appears to improve clarity and administrative efficiency. While the proposed amendments are appropriate, it may be helpful to provide further clarification regarding insurer delisting, as not all cases may reflect professional misconduct. Overall, the amendments are consistent with the current By-Laws and contribute to improved governance, transparency, and regulatory effectiveness.

Kind regards,

On Tuesday, April 7, 2026 at 11:48:48 AM EDT, Consultation - CTCMPO
<consultation@ctcmpao.on.ca> wrote:



Meeting Date:	June 10, 2026
Issue:	Queen's Park Event Update
Reported By:	Sean Cassman
Action:	Information

Issue

The College is providing an update the recent event held at Queen's Park Legislative Assembly of Ontario.

Public Interest Rationale

It is important for the College's public interest mandate to maintain a good relationship with its stakeholders. This includes government.

Background

On May 27, 2026, the College hosted a Queens Park Day along with two TCM associations (TCMO and TCMAC). This was an opportunity to inform, educate and influence elected officials from all parties about the essential role of the College.

The event was organized by the College's GR firm (Burson / Hill and Knowlton) and sponsored by MPP Billy Pang. MPPs from each party also spoke at the breakfast reception.

After the opening remarks and breakfast reception, the College staff and President had meetings with the following departments and individual MPPs:

- Ministry of Red Tape Reduction
- Ministry of Health
- Ministry of Seniors and Accessibility
- MPP France Gelinias (Health Critic, NDP)
- MPP Alexa Gilmour (Citizenship, Multiculturalism and Ontario Autism Program Critic, Women's Social and Economic Opportunity Critic, NDP)

Overall, the breakfast reception went smoothly, and MPPs who stopped by seemed interested in the work of the College. The meetings went well and were an opportunity to introduce ourselves to new stakeholders and follow up with existing contacts. It was also an opportunity for the College to work with associations and strengthen our relationships with them.

During the legislative question period, the College was introduced by MPP Billy Pang, as one of the visitors to Queen's Park that day. A copy of the message and some photos from the event are below.

Next Steps

College staff are interested in feedback from Council members who attended. Staff believe the College can build on this event, and work toward having more MPPs attend if a similar event is held in the future.



INTRODUCTION OF VISITORS

Mr. Billy Pang: I would like to welcome the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario to Queen's Park today. Traditional Chinese medicine and acupuncture play an important role in Ontario's diverse and evolving health care landscape. It is a pleasure to have you here this morning.

I'd also like to welcome representatives from Lupus Ontario. As May is Lupus Awareness Month, we are pleased to have families, friends and advocates from the community with us today.

Welcome to Queen's Park.











Meeting Date:	June 10, 2026
Issue:	Risk Management Plan
Reported By:	Sean Cassman
Action:	Information

Issue

The College is in the process of updating Council on the current risk management plan, which includes a high-level look at the risks facing the College.

Public Interest Rationale

The College must be able to carry out its responsibilities set out in legislation. To avoid situations where we are prevented from doing that, a risk management plan is necessary to predict and mitigate risks.

Changes to Risk Register

At meetings, staff have been providing a Risk Register Summary, which is a high-level report of the quarterly risk assessment. However, staff thought it would be important to have the Executive Committee still review the full risk assessment on occasion to provide input, especially as it pertains to governance.

Additional time is required to complete the full review; however, minor updates were made to the “Governance” and “Loss of Confidence in CTCMPAO” sections for the 2025 Q4 risk assessment.

Next Steps

Staff will continue to work with the Executive Committee on the risk management plan and will provide a more fulsome update at a later meeting.

Encl.: Risk Register Summary

College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario Risk Management Plan

Risk Management Vision

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

Stakeholder Roles and Responsibilities

Role	Risk Management Responsibility	Assignment
Council	Responsible for approving Risk Tolerance Evaluation, reviewing Risk Management Plan and periodically reassessing success of Risk Management strategies.	Council Members
President	Responsible for leading Council in reviewing the Risk Management Plan, implementing certain procedures needed in specified emergency situations, ensuring action is taken as necessary to protect the separation of Council from operations.	Joanne Pritchard-Sobhani
Registrar and CEO	Responsible for ensuring comprehensive risk assessment within the organization, development and implementation of mitigation strategies, and ongoing evaluation of effectiveness of risk management by the organization.	Sean Cassman
Director, IT, Finance and Corporate Services	Responsible for identifying risk factors relating to financial management policies and procedures, adhering to sound financial risk management and mitigation policies and strategies. Champions organization-wide effort to protect the vital assets of the College and engage key stakeholders in risk management activities.	Francesco Ortale
Program Managers	Responsible for complying with obligations outlined in the Health Professional Procedural Code respecting procedure, timelines, transparency, objectivity and fairness.	Ryan Chu, Mary Kennedy, Mohan Cappuccino, Sean Cassman



Risk Management Process and Activities

The College regularly undertakes risk management activities to protect the interests of the public, its members and the Government of Ontario to which it is accountable. Risk management involves complex processes of risk assessment, development and implementation of mitigation strategies and evaluation of effectiveness, change and opportunity. Effective risk management requires the active engagement of everyone actively engaged in the organization and may include consultation with external experts such as auditors. The College adheres to a Risk Management Policy which requires regular review, evaluation and reporting to Council.

Risk Analysis Matrix

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

Staff systematically review the following to identify potential risks and to categorize potential risks using a risk occurrence matrix:

- each function performed within the College,
- records and reports generated or retained by the College.
- business processes, policies and procedures.
- resources of the College including knowledge of history, processes and legislative, operational and policy environment, staff, furnishings and equipment.

Types of Risk Identified:

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



Risk Occurrence Matrix

Consequence/ Impact		Likelihood (probability of occurring)		Rare	Unlikely	Possible	Likely	Almost Certain	
				The event may occur in exceptional circumstances. (0 – 5 %)	The event has happened at some time. (6-33%)	The event has happened periodically (34-65%)	The event has happened previously and could reasonably occur again. (66-79%)	The event is extremely likely to occur (80-100%)	
Level		1	2	3	4	5			
Negligible	1	1	2	3	4	5			
Low financial/reputation loss, small impact on operations									
Minor	2	2	4	6	8	10			
Some financial loss, moderate impact on business									
Moderate	3	3	6	9	12	15			
Moderate financial loss, moderate loss of reputation, moderate business interruption									
Major	4	4	8	12	16	20			
Major financial loss, several stakeholders raised concerns, major loss of reputation, major business interruption									
Extreme	5	5	10	15	20	25			
Complete cessation of business, extreme financial loss, irreparable loss of reputation									

Risk Rating	Risk Priority	Description
1-4	L	Low Risk: May require consideration in any future changes to the work area or processes, or can be fixed immediately
5-9	M	Medium Risk: May require corrective action, planning and budgeting process



10-16	H	High Risk: Requires immediate corrective action
20-25	E	Extreme Risk: Requires immediate prohibition of the work, process and immediate corrective action

Risk Assessment

This step involved analysing the likelihood and consequences of each identified risk using the measures provided in the table above. The College considers two types of risk:

- Inherent risk – represents the current level risk that exists given the existing set of controls.
- Residual risk – represents the amount of risk that remains after additional controls are in place.

The staff looked at the existing controls for each risk and identified what we would do to control the risk. Then, using the chart, they rated the effectiveness of existing controls in preventing the risk from happening or minimising its impact should it occur.

- Likelihood is a qualitative description of probability and frequency, asking the question 'what is the likelihood of the risk occurring?'
- Consequence was described as the outcome of the event, being a financial loss, loss of reputation, or business interruption, asking the question, 'what is the consequence of the risk event?'
- The risk rating was the sum of the consequence rating times the likelihood rating.
- The risk priority chart provides an indication of urgency to how soon the staff needed to implement a strategy to address the risk.



Risk Register Summary

Category	Risk Description	Risk Assessment		Risk Outlook	Notes
		Previous Quarter	Current		
Governance	Not reaching quorum to constitute a Committee or Council becoming unconstituted	●	●	↔	Risk decreased
Governance	Council/Committees operating outside of mandate or becoming involved with operational matters	●	●	↔	Risk decreased
Governance	Council/Committees not adhering to Code of Conduct, Conflict of interest, bylaws and other Council policies	●	●	↔	Risk decreased
Governance	Retention of current Council and Committee members	●	●	↔	Risk decreased
Loss of Confidence in CTCMPO	Applicant/member disengagement	●	●	↔	Risk decreased
Loss of Confidence in CTCMPO	Perception of College as not being transparent and/or fair	●	●	↔	Risk decreased
Loss of Confidence in CTCMPO	Insufficient support to external stakeholders	●	●	↔	
Financial	Insufficient financial resources impacting the ability of the College to meet its mandate	●	●	↔	
Financial	Poor financial management resulting in the College meeting its strategic initiatives	●	●	↔	
Financial	Risk of fraud and/or theft	●	●	↔	
Information Management	Information and computer systems are compromised	●	●	↔	
Information Management	Improper handling of digital data	●	●	↔	
Information Management	Breach of confidentiality	●	●	↔	
Information Management	Unintended destruction or loss of records	●	●	↔	
Facility/Site Safety and Security	Permanent damage to equipment and/or furnishings	●	●	↔	
Facility/Site Safety and Security	Computers, servers and other items of value are stolen	●	●	↔	
Human Resources	Disruption in work due to unexpected employee absence and/or resignation	●	●	↔	



Human Resources	Interpersonal conflicts				
Statutory Obligations (Patient Relations)	College is not taking appropriate measures to keep client/patients safe from sexual abuse				
Statutory Obligations (Registration)	Mitigating lack of oversight in TCM education				
Statutory Obligations (Registration)	College's registration process is not transparent, objective, impartial, and fair				
Statutory Obligations (QA)	QA Program is not effective for maintaining the continuing competency of members				
Statutory Obligations (All Departments)	Lack of tools helping members in understanding and meeting their statutory obligations				
Statutory Obligations (ICRC)	Complaints received are not resolved in a timely manner and/or backlog of Registrar's reports				
Statutory Obligations (ICRC/Discipline)	Fairness to member who receives a complaint or is going through discipline				
Statutory Obligations (CPMF)	Demonstrate to the Ministry that College is meeting statutory obligations in a clear and transparent way				
Exam	Exam security is breached				
Exam	Validity of the administration of the exam sitting is challenged				
Exam	Validity of examination is challenged				

Council Meeting Survey for March 18th, 2026

Survey Details

Open Date: 3/9/2026 3:42 PM EDT

Close Date: 4/10/2026 5:30 PM EDT

Survey Description

Please answer the survey questions based on your experience preparing for and during the Council meeting.

Survey Results




Question 1. Were you able to navigate the web applications used in the meeting to access the material and the virtual meeting without difficulty? (OnBoard & Teams)

Graphical Results

Selection	Percent	Count
Strongly Disagree	0%	0
Disagree	0%	0
Neutral	18%	2
Agree	36%	4
Strongly Agree	45%	5
		Total 11




Question 2. Was the agenda laid out so you felt the flow of the meeting was efficient?

Graphical Results

Selection	Percent	Count
Strongly Disagree	0%	0
Disagree	0%	0
Neutral	 18%	2
Agree	 45%	5
Strongly Agree	 36%	4
		Total 11



Question 3. Were the key agenda items clear and well communicated?

Graphical Results

Selection	Percent	Count
Strongly Disagree	 9%	1
Disagree	0%	0
Neutral	0%	0
Agree	 55%	6
Strongly Agree	 36%	4
		Total 11

Question 4. Were the discussions able to lead you to a clear understanding and an actionable outcome?



Graphical Results

Selection	Percent	Count
Strongly Disagree	0%	0
Disagree	0%	0
Neutral	0%	0
Agree	 64%	7
Strongly Agree	 36%	4
		Total 11

Question 5. Were the topics discussed in a way that prioritized the interest of the public?




Roll Call Results

Graphical Results

Selection	Percent	Count
Strongly Disagree	0%	0
Disagree	0%	0
Neutral	0%	0
Agree	 64%	7
Strongly Agree	 36%	4
		Total 11



Question 6. Were you comfortable with the level of inclusivity and collaboration during the meeting?

Graphical Results

Selection	Percent	Count
Strongly Disagree	0%	0
Disagree	0%	0
Neutral	 9%	1
Agree	 36%	4
Strongly Agree	 55%	6
		Total 11

Question 7. Do you feel at ease contacting the College staff should you have any difficulties with the meeting material, the meeting applications or any other concerns you may have?

Graphical Results

Selection	Percent	Count
Strongly Disagree	0%	0
Disagree	0%	0
Neutral	0%	0
Agree	 18%	2
Strongly Agree	 82%	9
		Total 11

Question 8. CTCMPAO values your opinion and we are always looking to make improvements and if would you like to comment on any part of the meeting or make a suggestion please leave a write in comment here.

Comments

Director	Selection
Laurie Krol	
Sean Cassman	
Jennifer Nghiem	
Kimberley Bishop	I recognize the attempt to adjust and triage the meeting topics. This will remain in motion depending on meeting material but thanks for the effort to not weigh us down!
Joanne Pritchard-Sobhani	The Chair provides enough time for everyone to be heard respectfully. Council participated in all the agenda items.
Fanny Ip	
Christine Lang	
Deborah Sinnatamby	
Iftikhar Choudry	Everything was excellent and meeting went smoothly.
Jin Qi (Jackie) Zeng	
Ming Cha	Sometimes it is difficult to open the meeting app to join the on-line meeting.
Julia Chuang	
Judy Cohen	
Terry Hui	Frequent In-persons meetings are recommended in order to facilitate the role of mentorship among the Council and Committees.
Heidi Machel	
Yanzhi Xu	