



College of Traditional Chinese Medicine  
Practitioners and Acupuncturists of Ontario

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



# Serving the Public *and Regulating the Profession*

ANNUAL REPORT  
**2015-2016**

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## COMMONLY USED ACRONYMS

<b>College/CTCMPAO</b>	College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario
<b>The Code</b>	Health Professions Procedural Code
<b>FHRCO</b>	Federation of Health Regulatory Colleges of Ontario
<b>HPARB</b>	Health Professions Appeal and Review Board
<b>ICRC</b>	Inquiries, Reports and Complaints Committee
<b>PLAR</b>	Prior Learning Assessment and Recognition
<b>PLI</b>	Professional Liability Insurance
<b>QA</b>	Quality Assurance
<b>RHPA</b>	<i>Regulated Health Professions Act, 1991</i>
<b>SCERP</b>	Specified Continuing Education & Remediation Program
<b>TCLs</b>	Terms, Conditions and Limitations
<b>TCM</b>	Traditional Chinese Medicine
<b>TCM Act</b>	<i>Traditional Chinese Medicine Act, 2006</i>

### ***Traditional Chinese Medicine Act, 2006***

The *Traditional Chinese Medicine Act, 2006 (TCM Act)* establishes the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario. It sets out:

The scope of practice of Traditional Chinese Medicine is "...the assessment of body system disorders through Traditional Chinese Medicine techniques and treatment using Traditional Chinese Medicine therapies to promote, maintain or restore health".

**In the course of engaging in the practice of Traditional Chinese Medicine, a member is authorized, subject to the terms, conditions and limitations imposed on his or her certificate of registration, to perform the following controlled acts:**

- ❖ Performing a procedure on tissue below the dermis and below the surface of a mucous membrane for the purpose of performing acupuncture
- ❖ Communicating a Traditional Chinese Medicine diagnosis identifying a body system disorder as the cause of a person's symptoms using Traditional Chinese Medicine techniques



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# What is The College?

In Ontario, Traditional Chinese Medicine Practitioners and Acupuncturists are regulated under the *Regulated Health Professions Act, 1991* and the *Traditional Chinese Medicine Act, 2006*, and the regulations made under these Acts.

**The Traditional Chinese Medicine Act, 2006**, a profession-specific Act, working together with the **Regulated Health Professions Act, 1991**, was proclaimed by the Ontario government on April 1, 2013.

These Acts established the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO) as one of 26 regulatory health colleges in Ontario that are accountable to the Minister of Health and Long-Term Care in regulating the practice of Traditional Chinese Medicine in the interest of the public of Ontario.

Key regulations, by-laws, policies, publications and guiding documents can be found on the CTCMPAO website: [www.ctcmpao.on.ca](http://www.ctcmpao.on.ca) and the Service Ontario website: [www.e-laws.gov.on.ca](http://www.e-laws.gov.on.ca). The law in Ontario requires that every person identifying themselves as a TCM Practitioner or Acupuncturist must be a registered member of the CTCMPAO, which has a mandate to serve and protect the public interest.



**Ferne Woolcott**  
President

## President's Message

The 2015 - 2016 year has been a busy, but exciting time for the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (College). Our dedicated staff and Council members have worked diligently to fulfil their mandate: "to protect and serve the public interest". We do this by promoting and ensuring that safe, quality, professional and ethical health care is available to the residents of Ontario.

As the recently elected President of the College, I am honoured to work with and represent our members while serving the public. It is my intention to work closely with our Registrar and CEO, Mr. Allan Mak, as we strive to continue, extend, and fulfil the goals set for the College when self-regulation was proclaimed. My predecessor, Ms. Joanne Pritchard-Sobhani and our former Registrar and CEO, Ms. Cristina De Caprio,

worked hard to create and implement the processes that allow the College to fulfil its responsibilities. Along with all of Council, I applaud their commitment and dedication.

Throughout this fiscal year, the Executive, Registration, Quality Assurance, Inquiries, Complaints and Reports, and Discipline Committees have met regularly to fulfil their duties. Programs, policies, and procedures continue to be developed. Our members are encouraged and expected to participate in ongoing professional development to maintain current knowledge, skills, and competencies.

Complaints against members are reviewed and investigated and, when appropriate, referred to the Discipline Committee. In managing these complaints, the goal is always to provide a fair and ethical response for both the complainant and the practitioner while at the same time protecting the safety and well-being of the public.

The Patient Relations Committee worked to develop Standard of Practice (6): Prohibition of a Sexual Relationship with a Patient. This has been approved by Council and posted on our website.

While the Fitness to Practise Committee is established, to date there have been no issues brought forward.

We continue to encourage our Grandparented members to pursue their completion of the Prior Learning Assessment and Recognition (PLAR) process so they can apply for and successfully transfer to the General Class prior to the established deadlines. Several training sessions and ongoing support are being provided by College staff.

Communication with our stakeholders continues to be a priority. Meetings and discussions have been held with the regulatory colleges that share a common scope of practice (i.e., acupuncture), the schools that train our future practitioners, and the associations which support our members.

We are proud of our achievements to date but appreciate that our journey has really just begun. We recognize the responsibilities afforded to us as a self-regulatory body, and will continue to work diligently to fulfil our leadership role in meeting our mandate to serve the public and regulate the profession.

The commitment of our Council members, staff and especially our Registrar and CEO, Mr. Allan Mak, is recognized and appreciated. As we move forward with our goals, values and anticipation, we share a common excitement, commitment and dedication!



**Mr. Allan Mak**  
Registrar & CEO

# Registrar's Report

This past year marks as our third since proclamation back in April 2013. Since that time, we've made some tremendous progress as a regulatory body and this past year is another step in establishing our foundation as a self-regulated profession.

During her tenure, my predecessor, Ms. Cristina De Caprio, dedicated efforts to strengthen the existence of the College and establish its stance on the mandate of protecting the public interest. Our team of committed and passionate staff has accomplished several key objectives in registering nearly 3,000 regulated members, promoting standards of the profession, encouraging professional development of our members, and investigating concerns of professional misconduct.

The College continues to be committed to being transparent and support the Ministry of Health and Long-Term Care's (MOHLTC) initiative. By-laws have been created to increase the information about our members in order for patients to access and make appropriate decisions about their care from Traditional Chinese Medicine (TCM) practitioners and acupuncturists.

To further inter-professional collaboration, the College met with the other health regulatory colleges that share the controlled act of acupuncture to provide education on TCM acupuncture and to share the profession's standards of practice. The College will continue working with other regulatory bodies to establish common acupuncture practice standards.

The Minister of Health and Long-Term Care, Dr. Eric Hoskins, established a Task Force on the Prevention of Sexual Abuse of Patients to review and modernize legislation designed to prevent and deal with sexual abuse of patients by regulated health professionals. The College provided information to the Task Force in terms of how the College handles sexual abuse complaints. The College, through the Patient Relations Committee, oversaw the creation of a Standard of Practice on Prohibition of a Sexual Relationship with a Patient, further demonstrating the College's commitment to protecting the safety and well-being of all Ontarians.

To foster fair, objective and open processes, the College has committed to improving efficiencies by improving its membership renewal with online submissions. We will strive to continue providing more information about the College through revamping of the website, increasing information about College activities, providing information about standards and tools to members of the profession, and educating the public on the role of the College.

On a national level, the College represents Ontario on the Canadian Alliance of Regulatory Bodies of Traditional Chinese Medicine Practitioners and Acupuncturists (CARB-TCMPA), an organization comprised of provincial and territorial regulatory bodies of TCM practitioners, acupuncturists and/or herbalists in Canada. CARB-TCMPA works collaboratively on common issues that impact the regulation, safe and quality practices, education and training of TCM practitioners, TCM acupuncturists and/or TCM herbalists. CARB-TCMPA endeavours to develop, implement and maintain programs of national interest, and to develop mechanisms and programs to facilitate the mobility of TCM practitioners, TCM acupuncturists and/or TCM herbalists in Canada.

The College also worked collaboratively with the regulatory bodies nationally to develop and administer the Pan-Canadian Examination, which is the national entry-to-practice examination evaluating entry-level competencies for those provinces that regulate TCM and acupuncture.

The College continues to strive to be open, fair and transparent in all of its functions and duties. Council has committed to strategic planning and development of a work plan for the College, which will set our objectives for the next three years. We look forward to providing a report in the coming year on the future direction of the College.

In closing, I would like to express my appreciation to those who have supported and contributed to the success of the College over the past year. First recognition goes to our past President, Ms. Joanne Pritchard-Sobhani, for her dedication and passion in leading the College to where it is today as a self-regulated profession.

I would also like to acknowledge current and past Council members, non-Council committee members, peer assessors, legal counsel, investigators, and auditors for their support and contributions.

Lastly, I express my appreciation to the incredible College staff for their flexibility, knowledge, hard work and wonderful personalities. The College's success would not be achievable without their commitment to serving and protecting the public.

Please enjoy reading all the activities of the College and its committees from the past year. It was an important time for laying the groundwork for the year to come and beyond.



# Meet Our Council Members

**Gordon Campbell, Public Member**

With a B.Sc. in Mathematics, Gordon Campbell was editor-in-chief of several publications for the computer industry and managed people and projects developing computer application software. He has also served as a public member of the College of Dental Hygienists of Ontario from 2004 – 2007. Mr. Campbell resigned from Council on April 21, 2015.

**Ming C. Cha, District 4 (Central West), Professional Member**

Elected to represent District 4, Ming C. Cha is a Traditional Chinese Medicine practitioner. He completed his education and began his career in China before moving to Canada to continue his practice as well as to complete his Ph.D. in human nutrition.

**Cedric Kam Tat Cheung, District 5 (West), Professional Member**

Elected by acclamation from District 5, Cedric Cheung is a Traditional Chinese Medicine practitioner appointed to the Transitional Council of the College in 2008 and becoming the Transitional Council's first President. After establishing his practice in 1972, he has represented Canada as Vice-President of the World Federation of Acupuncture-Moxibustion Societies since 1990, and was President of the Chinese Medicine and Acupuncture Association of Canada (CMAAC) from 1983 – 2008. Mr. Cheung resigned from Council on December 31, 2015.

**Richard Guo Qing Dong, District 3 (Central), Professional Member**

An elected representative from District 3, Richard Guo Qing Dong is a traditional Chinese medicine practitioner who served on the College's transitional Council from 2008-2010, and participated in the process of regulating Traditional Chinese Medicine for over 10 years. Mr. Dong resigned from Council on May 07, 2015.

**Christine Kit Yee Fung, District 4 (Central West), Professional Member**

Elected by acclamation from District 4 in 2015, Christine Kit Yee Fung is a Traditional Chinese Medicine practitioner who has a passion for helping families achieve optimal health. Ms. Fung's management experience is an asset to Council as is her commitment to inter-professional collaboration.

**Yu Qiu Guo, District 1 (North East), Professional Member**

An elected representative from District 1, Yu Qiu Guo is a Traditional Chinese Medicine practitioner who began her career in China before moving to Canada, where she continued her practice as well as acting in numerous positions as chair and director of various community service organizations.

**Terry Wai Tin Hui, District 3 (Central), Professional Member**

An elected representative from District 3, Terry Wai Tin Hui has been a Traditional Chinese Medicine practitioner in Ontario and was appointed to the Transitional Council of the College in 2012. Terry also has extensive experience as a Traditional Chinese Medicine educator.

**Sharon Lam, Public Member**

Sharon Lam is a Certified General Accountant and is currently the City of Toronto's Manager of Financial Review Service Providers' Children's Services Division. She was a member of the Transitional Council from 2008 – 2010.

**Christine Lang, District 2 (Central East), Professional Member**

An elected representative from District 2, Central East, Christine Lang began her health care career in kinesiology at the University of Waterloo. She became an acupuncturist in 2000 in southern California before returning home to Ontario to commence her career. Ms. Lang was elected Vice-President of Council on March 1, 2016.

**Henry Maeots, Public Member**

With an MBA in Marketing, Finance and HR Management, Henry Maeots was previously a Regional Vice President and Branch Manager for Primerica Financial Services. He was a member of the Transitional Council from 2008 – 2010 as well as having prior experience as a public member of the College of Physicians and Surgeons of Ontario.



# Meet Our Council Members - cont'd



## **Cal McDonald, Public Member**

A retired Assistant Deputy Minister of the Northern Development Division of the Ministry of Northern Development and Mines, Mr. McDonald was accountable for a 1.3 billion dollar budget, and responsible for four government

agencies. He brings a wealth of government experience and a proven commitment to governance including policy and program development. Mr. McDonald has a Master of Science from Lakehead University and was appointed to Council on February 17, 2016.



## **Martial Moreau, Public Member**

A financial advisor with extensive human resources and administrative experience, Martial Moreau is a financial advisor with North Star Brokers. He is also a member of the audit committee of the Sault Ste. Marie School Board and Chair of the

audit committee of the United Way. Mr. Moreau served as Vice President of the College from 2015 – 2016.



## **Claudia Newman, Public Member**

Principal of NCA Associates, Claudia Newman provides training, consulting and writing services to public and private sectors in the area of occupational and professional ethics. A member of the Council on Licensure, Enforcement

& Regulation (CLEAR), she was also a member of the Transitional Council from 2012 – 2013 and was appointed to the College of Veterinarians of Ontario as a public member in 2013.



## **Phil Schalm, Public Member**

An educator, Phil Schalm is the Associate Director of the University of Toronto's School of Continuing Studies. He has been involved in many national and international educational partnership projects, and delivered an orientation

on Traditional Chinese Medicine to Ontario MPs and government officials responsible for public hearings, and leading to the regulation of Traditional Chinese Medicine and acupuncture. He has also served as a member of the Toronto Region Immigrant Employment Council Founding Board of Directors from 2007 – 2013



## **Joanne Pritchard-Sobhani, District 1 (North East), Professional Member**

An elected representative from District 1, Joanne Pritchard-Sobhani is a Traditional Chinese Medicine practitioner appointed to the Transitional Council of the College in

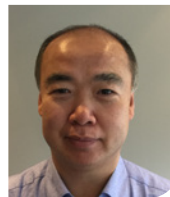
2008, and has been the transitional Council's President from November 2011 to February 2016. She was Vice President of Technical Committee (TC-249), Committee/Traditional Chinese Medicine for the Standards Council of Canada representing Canada internationally from 2011 – 2013. During her tenure as President, Ms. Pritchard-Sobhani was the Vice-President of the Canadian Alliance of Regulatory Bodies for Traditional Chinese Medicine and Acupuncture.



## **Ferne Woolcott, Public Member**

A retired elementary school principal and teacher, Ferne Woolcott has an extensive background in education and evidenced a strong commitment to community involvement throughout her career. She has served as a member on

several boards, including the South West Community Care Access Centre and the South West Local Health Integration Network. She became a member of the Transitional Council in March 2013. Ms. Woolcott was elected President of the College on March 1, 2016.



## **Yuqi Yang, District 3 (Central), Professional Member**

An elected representative from District 3, Yuqi Yang is a Traditional Chinese Medicine practitioner who graduated from a TCM University in China in 1988, with 30 years of experience in

practicing and teaching Chinese Medicine. Mr. Yang brings his passion for excellence in TCM practice and education to the Council table. Mr. Yang was elected to Council in 2015.



## **Rong Zhu, District 3 (Central), Professional Member**

An elected representative from District 3, Rong Zhu is a Traditional Chinese Medicine practitioner who has served as a director, board member and member of Traditional Chinese Medicine

associations with experience as both a practitioner and as an educator. Mr. Zhu resigned from Council on October 25, 2015.

### **Public Members**

Public members are appointed by the Lieutenant Governor of Ontario. A minimum of five and no more than eight persons would be appointed to the College's Council. Public members may not be members of the Traditional Chinese Medicine profession, members of a health regulatory college as defined in the *Regulated Health Professions Act, 1991*, or members of a Council of another health regulatory college.

### **Professional Members**

Professional members are elected by members of the College to Council in five districts to represent the practising Traditional Chinese Medicine Practitioners and Acupuncturists in the district they are elected from. Members of the College are only allowed to vote in the district in which they live. In August 2016 all five electoral districts are up for election in accordance with the by-laws.



## 2016 - 2017

**Chair: Ferne Woolcott,**  
President

**Christine Lang,**  
Vice-President

**Terry Wai Tin Hui**

**Henry Maeots**

**Ming C. Cha**

## 2015 - 2016

**Chair: Joanne Pritchard-Sobhani,** President

**Martial Moreau,**  
Vice President

**Terry Wai Tin Hui**

**Christine Lang**  
**Ferne Woolcott**

The Executive Committee supports the Council in upholding the College's responsibility of protecting the public, strengthening relationships with key external stakeholders, and seeking opportunities for inter-professional collaboration by supporting and participating in initiatives with other health care regulators.

The Committee works in collaboration with the President, Vice-President and Registrar to address issues, deliberate, and decide on matters before it.

## In 2015 – 2016, the Executive Committee:

- ❖ Convened 14 meetings
- ❖ Managed a full agenda of strategic initiatives in support of Council's direction and focus:
  - Developed a plan for the Council's Strategic Planning Session, and retained consultants to facilitate a fulsome session to develop a three-year plan for the College
  - Oversaw the creation of a Working Group of Council in order to facilitate the development of the doctor title. Council appointed members of the Working Group and tasked the Working Group with creating a terms of reference. The Working Group presented a proposed work plan and budget to Council
  - Reviewed the elections process according to the College by-laws and discussed the feasibility of online electronic voting for future elections
  - Sought new ways of communicating with members, including an upcoming communication initiative called "Did You Know?"
  - Assessed and appropriately responded to requests from the Ministry of Health and Long-Term Care and other regulatory health colleges for feedback and comments on matters of importance to protecting the public
  - Oversaw the circulation of proposed by-law changes regarding a freeze on membership fees for the year 2016 – 2017, the Student Class of Registration, election eligibility, and the removal of Council or committee members
  - Continued to be committed to the Minister of Health and Long-Term Care's transparency initiative by overseeing the creation of by-law amendments for transparency and consultation on those amendments. The Executive Committee will continue to discuss how it can further strengthen existing measures to enhance transparency
  - Sought opportunities to reach out to external stakeholders through involvement with the Federation of Health Regulatory Colleges of Ontario (FHRCO). In October 2015, a member of the Executive Committee was invited by the World Health Organization to attend and participate in a Working Group meeting of Acupuncture Practice in Guangzhou, China
  - Actively participated in collaboration with other regulatory health colleges as part of the Clinic Regulation Working Group. The working group, consisting of 13 other health regulatory colleges, was developed in 2015 to jointly explore the idea of regulating clinics in Ontario
  - Committed to building infrastructure for the College by approving a human resources review for the College and ongoing appointment of Council members to statutory committees



## 2016 - 2017

**Chair: Christine Lang**

**Ferne Woolcott**

**Henry Maeots**

**Ming C. Cha**

**Terry Wai Tin Hui**

**Yuqi Yang**

**Cal McDonald**

**Martial Moreau**

## 2015 - 2016

**Chair: Ferne Woolcott**

**Henry Maeots**

**Christine Lang**

**Ming C. Cha**

**Terry Wai Tin Hui**

The role of the health regulatory college is to protect the public by ensuring that professionals are competent when they enter practice and that their performance throughout their professional careers continues to address the needs of the public and reflects the standards of the profession.

The Health Professions Procedural Code, Schedule 2 of the *Regulated Health Professions Act, 1991* sets out the requirements of a Quality Assurance Program. The Quality Assurance Committee accordingly developed the Quality Assurance Program for the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario. The Committee is responsible for administering and monitoring the Program.

## In 2015 – 2016, the Quality Assurance Committee:

- ❖ Hosted in-person and online seminars attended by over 1800 members.
- ❖ Developed a draft Standard of Practice to guide members with advertising practices.
- ❖ Published the Professional Development Guidelines to better assist members with their yearly QA obligations
- ❖ Successfully launched the Peer and Practice Assessment Program

## Developing Standard of Practice (7): Advertising

The Quality Assurance Committee has drafted a standard of practice to capture performance indicators that members must follow in regards to advertising. Advertising is defined as any message under the member's control that communicates information about the member, his/her practice and what services he/she may offer. The advertising standard of practice will ensure that the member's advertising will be factual, accurate, easily verified, independent of personal opinion, understandable and professionally appropriate. The draft advertising standard of practice has been approved by the Committee, and has now been referred to the Executive Committee.

## Professional Development Guidelines

The Committee has created and published the Professional Development Guidelines to assist members in understanding what professional development activities are accepted by the College. The Committee created the learning objectives that establish a framework of required continuing education for each member. Each calendar year, members are required to complete 15 hours of professional development activities to promote continuing competency and continuing quality improvement in their practice. The member may choose from a variety of activities that either directly relate to their competencies and the scopes of practice of the College or are complementary to Traditional Chinese Medicine but are not directly related to the scopes of practice.

## Quality Assurance Communications and Outreach

In the latter half of 2015, the Committee employed the use of robot calling to inform active and inactive members of their yearly professional development obligations and an upcoming College webinar series. The Committee will be planning future calls, as the reaction was positive with 30 members calling the College to learn more about QA, and 82 new members registered for the College's webinar.

The robot calling was complemented with the addition of email reminders and a news release posted on the College's website. The Committee looks forward to reaching out and engaging members as they complete their continuing education requirements.

## Peer and Practice Assessment Program

In 2015, the Committee launched its peer and practice assessment program after a successful pilot project that occurred in the summer. The program consists of peer assessors visiting member's clinics to review the physical aspects of their practice, ask a variety of questions designed to help members reflect on their professional development, review the contents of randomly selected patient records, and provide members with useful feedback on how to improve their practices.

The College currently has six trained and active peer and practice assessors in its roster. For 2016, the Committee is looking to expand its roster of assessors and has placed a call for peer and practice assessor applications to add to its complement. The Committee has revised its criteria for selection to prefer general class members, but will consider members from all classes.

The peer and practice assessment program is currently active with peer assessors routinely assigned to assess members who have been ordered to undergo an assessment.





## QA Monitoring of Records

### ***Members Selected to Submit QA Records***

Each year, the Quality Assurance Committee will require a percentage of members to submit their completed Self-Assessment forms and Professional Development Plan to the Committee for review under QA Regulation Section 6(2). For the year 2015, 15 members were selected by stratified random sampling. The Quality Assurance Committee has reviewed the records submitted to the College, and is satisfied with the information provided by 14 of the selected members. The outstanding member is currently under registration suspension with the College and will be subjected to a peer assessment upon reinstatement.

For 2016, the Committee has approved a motion that will ask 5% of the membership to submit their 2015 Self-Assessment forms to the College by June 30, 2016. To satisfy the motion, based on the current membership, 150 members have been randomly chosen and have been notified of the need to submit their records.

The Committee will review each member's self-assessment records to ensure they are participating in continuing education and to assess if the member has met the requirements as laid out in the Quality Assurance Program.

### ***Members Selected to Undergo a Peer and Practice Assessment***

The Committee agreed that the percentage of members who are selected to undergo a peer and practice assessment in 2016 will be 1% of the membership. As a result, the College has randomly selected 30 members who will be notified of their assessments.

### ***Members Who Declared QA Non-Compliance***

As part of the Quality Assurance Program, every member must declare that they have completed their continuing education requirements yearly on their annual registration forms. The Registration Department of the College forwarded a list of members who declared QA non-compliance on their 2015 renewal forms. The members failed to either declare that they have satisfied QA requirements or they have not completed the QA requirements for the previous year.

Throughout 2015, the Committee reviewed and followed up with these members and asked that they submit their Self-Assessment forms and their Professional Development Plan. The members are to report any professional development activities they have completed so far for the previous and current calendar years.

The Committee is pleased to report that all members who declared non-compliance have been accounted for. The Committee reviewed each member's QA records and was either a) satisfied that they had successfully completed their continuing education obligations; b) issued remedial activities to ensure the members comply with the QA requirements; or c) the member was ordered to undergo a peer and practice assessment to have their knowledge, skills and judgement assessed.

### ***Continuing Education Sessions***

In July 2015, the Committee hosted an in-person professional development day for members in Thornhill, Ontario. The full-day information session informed members on delegation, the PLAR process, the Quality Assurance Program and the College's record keeping policy.

Throughout the summer, three webinars were also hosted for members who could not make the in-person information session. The agenda was kept the same for the webinars, and members could conveniently access the information sessions from their own personal computers. The professional development day was well-received, with over 380 members attending in person and over 900 members connected online for the webinar re-broadcasts.

In the fall, the Committee hosted a four-day webinar series to assist members with their continuing education requirements. The full-day online information session provided members with information on three sample case studies, the College's Standard of Practice (3): Safe Practice, and the College's Safety Program and Safety Manual. The webinar provided members with six credit education hours for use towards their professional development activities. The Committee is pleased to report that a total of 1,678 members attended this fall webinar series.

# Inquiries, Complaints and Reports Committee



## 2016 - 2017

**Chair:** Claudia Newman

**Cal McDonald**

**Christine Lang**

**Christine Fung**

**Phillip Schalm**

## *Non-Members of Council:*

**Poney Chiang**

**Noel Wright**

**Chris Gordon**

**Kwong Chiu**

## 2015 - 2016

**Chair:** Claudia Newman

**Gordon Campbell**

**Sharon Lam**

**Christine Lang**

**Rong Zhu**

## *Non-Members of Council:*

**Poney Chiang**

**Noel Wright**

**Chris Gordon**

**Kwong Chiu**

The College receives complaints about the practice or conduct of registered Traditional Chinese Medicine Practitioners and Acupuncturists. Every complaint that is received by the College is thoroughly and objectively investigated. Registrar's Report Investigations regarding a member's conduct are also forwarded to the Inquiries, Complaints and Reports Committee (ICRC) for review. The complaints and Registrar's reports are reviewed by the ICRC to determine if there is any evidence of professional misconduct, incompetence or incapacity.

## **In 2015 – 2016, the Inquiries, Complaints and Reports Committee:**

- ❖ The Committee held 16 meetings
- ❖ A risk assessment tool was approved to use as a resource to assist with the disposition of cases
- ❖ Four non-Council professional members were appointed

## **2015 - 2016 Statistics**

- ❖ Reviewed 13 complaint matters
- ❖ Reviewed 41 Registrar Report investigations
- ❖ Completed 7 complaint matters
- ❖ Completed 8 Registrar Report investigations

2015–2016 Files referred to ICRC Panel	
Case Decision Overview	Number of Cases
Complaints	13
Registrar Reports	41
<b>Total</b>	<b>54</b>

2015–2016 Summary of ICRC Panel Case Dispositions	
Case Decision Overview	Number of Cases
Take no action	3
Written caution	2
Verbal caution	1
Specified Continuing Education or Remediation Program (SCERP)	0
Referral to Discipline	9
Referral to Fitness to Practise	0
<b>Total Completed Cases</b>	<b>15</b>

Health Professions Appeal and Review Board (HPARB) Reviews	
Case Decision Overview	Number of Cases
Cases Appealed to HPARB	0

# Patient Relations Committee



## 2016 - 2017

**Chair: Martial Moreau**

**Joanne Pritchard-Sobhani**

**Sharon (Shao Quan) Lam**

**Henry Maeots**

**Yu Qiu Guo**

**Ferne Woolcott**

**Phil Schalm**

## 2015 - 2016

**Chair: Phil Schalm**

**Richard Guo Qing Dong**

**Yu Qiu Guo**

**Claudia Newman**

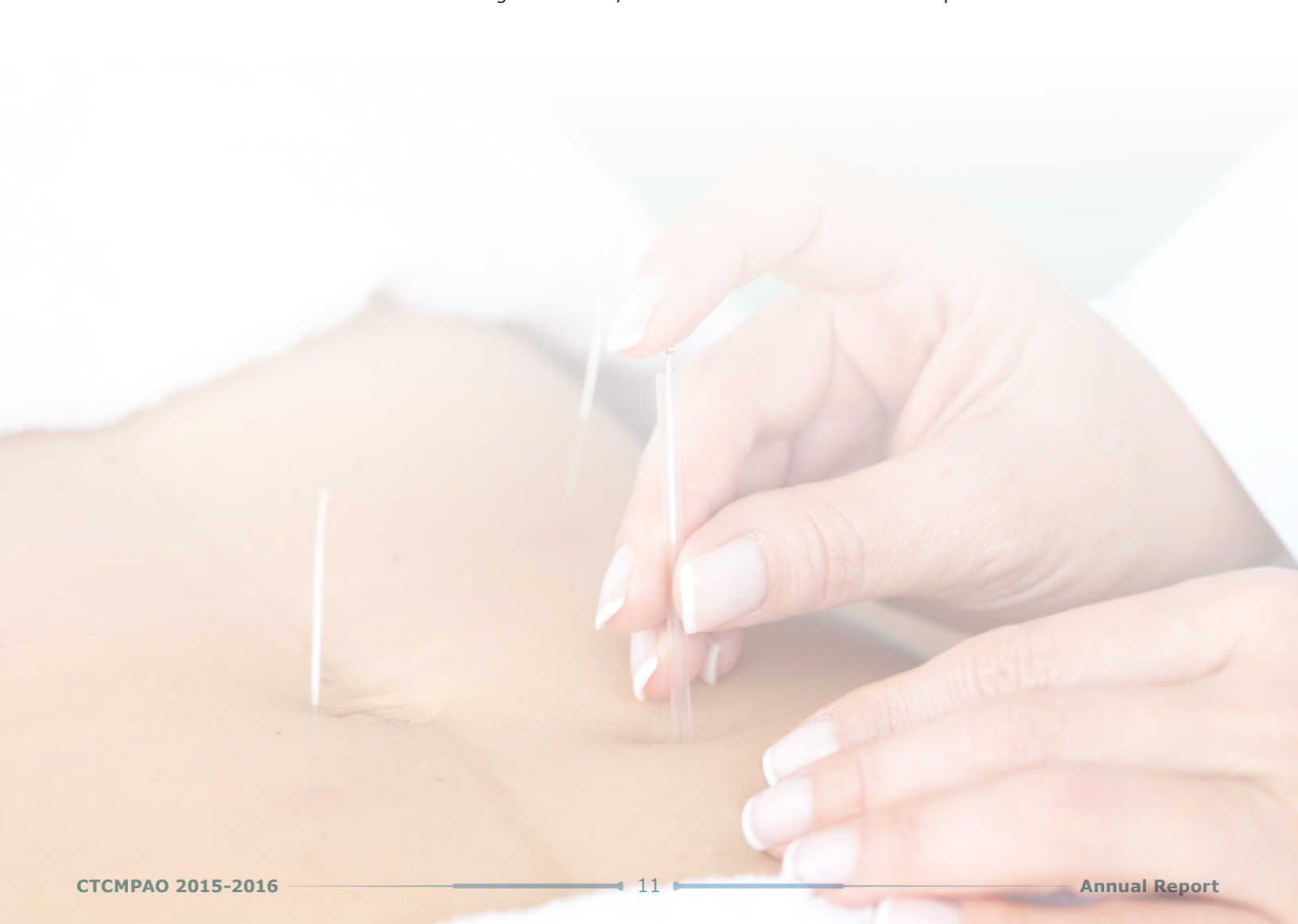
**Henry Maeots**

**Joanne Pritchard-Sobhani**

The Patient Relations Committee continued to uphold its regulatory mandate to protect the public interest through developing and implementing programs and guidelines to enhance the practitioner/patient relationship, and to prevent and deal with the sexual abuse of patients.

## In 2015 - 2016, the Patient Relations Committee:

- ❖ Convened four meetings
- ❖ Completed the development of a *Standard of Practice on the Prohibition of a Sexual Relationship with a Patient* and sent to Council for approval and circulation to the membership for consultation
- ❖ Affirmed the Committee's commitment to administering and monitoring the Patient Relations Funding for Therapy and Counselling for patients who have been sexually abused by their Traditional Chinese Medicine Practitioners or Acupuncturists. The necessary forms were developed for this process for Council's approval. The forms were approved by Council and are posted on the College's website
- ❖ Updated the College's website with expanded content on prevention of sexual abuse and mandatory reporting
- ❖ Affirmed the Committee's commitment to assisting the Task Force on the Prevention of Sexual Abuse of Patients set up by the Ministry of Health and Long-Term Care, and looks forward to the final report in 2016.



# Registration Committee



## 2016 - 2017

**Chair: Claudia Newman**

**Ming C. Cha**

**Terry Wai Tin Hui**

**Martial Moreau**

**Yuqi Yang**

**Ferne Woolcott**

## 2015 - 2016

**Chair: Ferne Woolcott**

**Ming Cha**

**Terry Wai Tin Hui**

**Martial Moreau**

**Joanne Pritchard-Sobhani**

The Registration Committee is a statutory committee under the *Regulated Health Professions Act, 1991* with the mandate to consider referrals from the Registrar relating to applications for a certificate of registration. After considering an application for registration, the Committee may direct the Registrar to:

- ❖ Issue a certificate of registration,
- ❖ Issue a certificate of registration if the applicant successfully completes examinations set or approved by the Committee,
- ❖ Issue a certificate of registration if the applicant successfully completes additional training specified by the Committee,
- ❖ Impose specified terms, conditions and limitations on a certificate of registration of the applicant and specify a limitation on the applicant's right to apply for an order removing or modifying any term, condition or limitation imposed on a member's certificate of registration as a result of a committee proceeding, and/or
- ❖ Refuse to issue a certificate of registration.

The Committee also considers members' applications for an order removing or modifying any term, condition or limitation imposed on a member's certificate of registration as a result of a Committee proceeding.

## In 2015 - 2016, the Registration Committee:

The Registration Committee held eight meetings in 2015 - 2016, two of which were held by teleconference. The Registration Committee Panel conducted 11 meetings between April 1, 2015 and March 31, 2016, four of which were held by teleconference.

### The Registration Committee developed:

- ❖ An amendment to the General Class Registration Policy to enable applicants to submit an Application for a Certificate in the General Class of Registration at any time, with or without successful completion of the Registration Examination
- ❖ An amendment to the Annual Renewal Policy and Certificate of Registration policy to phase out the wallet-sized certificates
- ❖ A by-law amendment regarding Student Class fees and the mandatory reporting of any changes to the supervisor agreement between a Student Class member and his/her supervisor
- ❖ A PLAR and General Class Transfer Application Deadline Policy to define a deadline for when Grandparented Class members must complete the PLAR process, and a deadline for when Grandparented Class members must submit their General Class Transfer Application to the College
- ❖ A PLAR communications plan to inform Grandparented Class members of the deadlines, processes, and requirements involved in transferring to the General Class. As part of the PLAR communications plan, the College has completed numerous mail and email campaigns, in-person sessions, webinars, an update of the PLAR information on the College website, and published PLAR information in the College's newsletter
- ❖ An amendment to the Registration Examination process to roll back the application timeline by one month. Applications will be accepted starting May 1, 2016 and will have a deadline of June 30, 2016
- ❖ An online only renewal process to phase out the paper version of the registration renewal. The 2016 - 2017 Registration Renewal included some changes to reflect by-law amendments and the currency requirement. Minor changes were made to improve the renewal following our experience with the 2015 - 2016 Registration Renewal
- ❖ A Refresher Course Guideline for members who have not completed at least 500 TCM patient visits within a three-year timeframe, and must complete a refresher program to meet the currency requirement of the College
- ❖ A process to randomly audit member's professional liability insurance (PLI) to ensure compliance with the registration requirements of the College. The College audited 50 members for proof of PLI and all 50 successfully met the requirement
- ❖ A cooling off period for members who have resigned from the College: seven days for Grandparented Members and thirty days for General Class members. Within this timeframe, members will be able to cancel their resignation and remain a member of the College.



# Registration Committee - cont'd

## Referral to the Registration Committee

In accordance with Section 15 (2) of the Health Professions Procedural Code (the Code), the Registrar shall refer an application for registration to the Registration Committee if the Registrar has doubts, on reasonable grounds, about whether the applicant fulfills the registration requirements. Furthermore, pursuant to section 19(3) of the Code, a member may apply to the Registration Committee for an order directing the Registrar to remove or modify any term, condition or limitation imposed on the member's certificate of registration.

There were 29 applications referred to the Committee by the Registrar between April 1, 2015 and March 31, 2016.

The Registrar was directed to issue eight Grandparented certificates of registration, two General (Provisional) certificates of registration and eight General certificates of registration. There were nine applications from among those approved for registration for which the Registration Committee imposed terms, conditions and limitations (TCLs) on the member's certificate of registration with the College. The Registrar was directed to refuse five applications for registration.

The Registration Committee reviewed 16 applications for title variation, approving 10, refusing four, and requesting more information from two.

The Registrar was directed to refuse 30 applications for registrations.

## Health Professions Appeal and Review Board

In 2015 – 2016, there were two new appeals to the Health Professions Appeal and Review Board (HPARB), an independent adjudicative agency. On request, HPARB conducts reviews and hearing of orders of the Registration Committees of Ontario's health regulatory colleges.

The College received a decision on four previous HPARB appeal cases, with the Registration Committee's decision being upheld in all four cases. The College is waiting for a decision on two HPARB appeal cases.

## Office of the Fairness Commissioner Registration Practices Report

The College has successfully submitted its third Fair Registration Practices Report reflecting registration practices in 2015 and before the due date of March 1, 2016.

# 2015 – 2016 College Facts & Statistics

## Registration Facts and Figures

### NEW MEMBERS

(April 1, 2015 - March 31, 2016)

Grandparented Class	<b>60</b>
General Class	<b>79</b>
Inactive Class	<b>0</b>
<b>Total: New Members</b>	<b>139</b>

**Members practising with terms, conditions and limitations: 423**

(as of March 31, 2016)

**Grandparented Members practising with written language plan 234**  
(as of March 31, 2016)

### TOTAL MEMBERS REGISTERED BY MONTH

(April 1, 2015 - March 31, 2016)

Year	Month	Total
2015	April	<b>0</b>
2015	May	<b>0</b>
2015	June	<b>24</b>
2015	July	<b>15</b>
2015	August	<b>17</b>
2015	September	<b>18</b>
2015	October	<b>24</b>
2015	November	<b>25</b>
2015	December	<b>10</b>
2016	January	<b>4</b>
2016	February	<b>1</b>
2016	March	<b>1</b>
<b>Grand Total</b>		<b>139</b>

### MEMBERS BY AGE

(As of March 31, 2016)

Age Range	Members
<b>18 – 30</b>	<b>63</b>
<b>31 – 40</b>	<b>515</b>
<b>41 – 50</b>	<b>956</b>
<b>51 – 60</b>	<b>987</b>
<b>&gt; 60</b>	<b>405</b>
<b>Total</b>	<b>2,926</b>

### CLASS/TITLE

(As of March 31, 2016)

Current Class of Registration	Total
General Acupuncturist	<b>158</b>
General Provisional Acupuncturist	<b>22</b>
General Provisional Traditional Chinese Medicine Practitioner, Acupuncturist	<b>2</b>
General Traditional Chinese Medicine Practitioner, Acupuncturist	<b>246</b>
Grandparented Acupuncturist	<b>1,322</b>
Grandparented Traditional Chinese Medicine Practitioner, Acupuncturist	<b>1,099</b>
Inactive Acupuncturist	<b>33</b>
Inactive Traditional Chinese Medicine Practitioner, Acupuncturist	<b>44</b>
<b>Total</b>	<b>2,926</b>

### PROFESSIONAL DESIGNATION

(As of March 31, 2016)

Professional Designation	Total
R. Ac	<b>1,480</b>
R. Ac (Inactive)	<b>33</b>
R. Ac (Prov.)	<b>22</b>
R. TCMP (Inactive), R. Ac (Inactive)	<b>44</b>
R. TCMP (Prov.), R. Ac (Prov.)	<b>2</b>
R. TCMP, R. Ac	<b>1,345</b>
<b>Grand Total</b>	<b>2,926</b>

### TOTAL MEMBERS BY DISTRICT

(As of March 31, 2016)

District	Total
District 1	<b>183</b>
District 2	<b>117</b>
District 3	<b>1,918</b>
District 4	<b>578</b>
District 5	<b>89</b>
Unknown	<b>41</b>
<b>Total</b>	<b>2,926</b>



# 2015 – 2016 College Facts & Statistics - cont'd

## Applications Referred to Registration Committee Panel: 29 (April 1, 2015 - March 31, 2016)

Grandparented Class	General Class	Title/Variation Grandparented Class	Title/Variation General Class
7	11	9	2

## Decisions made by Registration Committee Panel: 37 (April 1, 2015 - March 31, 2016)

Grandparented Class	General Class	Title/Variation Grandparented Class	Title/Variation General Class
11	12	13	1

## 2015 Registration Examinations – Pan-Canadian Written and Clinical Case Study Examinations

Examination	Candidates	Passes	Pass rate
Written	205	117	57.07%
Clinical Case Study	136	101	74.26%

## 2015 – 2016 Jurisprudence Course Test

Total Candidates	Passes	Pass rate
93	91	97.85%

## 2015 – 2016 Jurisprudence Accommodation

Grandparents Class	Pass rate
8	88%

## 2015 – 2016 Safety Program Test

Total Candidates	Passes	Pass rate
88	87	98.86%

## 2015 – 2016 Safety Accomodation

Total Candidates
16



# Fitness to Practise Committee



## **Committee Composition** February 2015 – March 2016

**Chair:** Phil Schalm

### **Members:**

Pursuant to the College by-laws, the Fitness to Practise Committee is composed of every member of Council. However, it is a committee that is distinct and independent from the College.

### **Responsibilities**

The Fitness to Practise Committee's mandate is to hear and determine allegations of mental or physical incapacity referred to the Committee by the Inquires, Complaints and Reports Committee.

### **Summary**

There were no referrals to the Fitness to Practise Committee in the past year. The Committee continues to ensure it is adequately prepared should it receive a referral.

# Discipline Committee



## **Committee Composition** February 2015 – March 2016

**Chair:** Henry Maeots

**Members:** Pursuant to s.151 of the College by-laws, the Discipline Committee is composed of every member of Council. However, it is a committee that is distinct and independent from the College.

### **Responsibilities**

The Discipline Committee's mandate is to adjudicate specified allegations of professional misconduct or incompetence referred to the committee by the Inquires, Complaints and Reports Committee.

### **Rules of Procedure**

In early 2015, the Committee approved the Rules of Procedure for discipline panels of the College. Members of the Committee were reminded that the Discipline Committee is independent of the College. The Rules of Procedure were developed to establish a framework for discipline hearings and pre-hearing conferences. It establishes the guidelines needed to process cases in a manner that will serve the needs of all parties. The Rules of Procedure can be found on the College's website.

## **SUMMARY OF 2015 DISCIPLINE COMMITTEE DECISIONS**

**Name of Member:** Mr. Alan Canon

### **Discipline Summary**

On October 20, 2015, a Panel of the Discipline Committee of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario found that Mr. Alan Canon has committed professional misconduct as alleged in that:

- ❖ Mr. Canon performed an unauthorized controlled act, contrary to section 27(1) of the *RHPA* and sections 1(10) and 1(39) of *Ontario Regulation 318/12* in that he performed the thread lift procedure, which involves inserting needles under the surface of the skin but does not constitute acupuncture;
- ❖ Mr. Canon used a prohibited title contrary to s. 33(1) of the *RHPA* and sections (1)32 and (1)39 of *Ontario Regulation 318/12* in that he used the title "Dr." on his business card; and
- ❖ Mr. Canon engaged in conduct or performed an act relevant to the practice of the profession which, having regard to all the circumstances, would reasonably be regarded by a member as disgraceful, dishonourable, or unprofessional, contrary to section 1(48), of *Ontario Regulation 318/12*.





## ***The Complaint***

This matter came to the College's attention by way of a complaint from Ms. B.N. ("Ms. N."). Ms. N. complained that Mr. Canon had performed a procedure called a "thread lift" on her, despite not being a physician. She stated that she paid \$1,500 for the procedure. Ms. N. alleged that Mr. Canon's secretary referred to him as "Dr.", as did his business card. Ms. N. also complained that Mr. Canon was rude and "ignorant" when she complained about the procedure.

Attached to Ms. N.'s complaint were photographs of Mr. Canon's business card, which used the title "Dr." in his email address and website. Ms. N. also attached a brochure from the Clinic, which advertised the thread lift procedure as a "non-invasive technique of face and neck lift" that "lifts the skin by specially intended thread to rectify sagging skin and wrinkles".

In his response, Mr. Canon admitted to performing the thread lift procedure on Ms. N., which he referred to as the "Aptos" method. He agreed that the procedure does not constitute acupuncture. Mr. Canon denied that he was rude to Ms. N. and denied that he represented himself as an MD. He stated that he is a neurologist and doctor of medicine in Russia.

Ms. N. maintained that Mr. Canon represents himself as a doctor, and was adamant about his lack of professionalism.

## ***The Investigation***

As a result of the information received from Ms. N., the College commenced an investigation, pursuant to section 75(1)(c) of the Health Professions Procedural Code.

The Member was interviewed in furtherance of the investigation. During an interview with the College investigator, Mr. Canon explained that the thread lift procedure involves inserting needles under the skin for cosmetic benefit. He estimated that he has performed as many as ten thread lift procedures. He also stated that the procedure "has nothing to do with Chinese medicine". When asked about possible side effects and whether Ms. N. was advised of them, Mr. Canon said that bruising is the only side effect. Mr. Canon was unable to provide Ms. N.'s patient records, claiming he did not have them because she is not his patient. On January 26, 2015, the investigator met with Ms. D. to locate Ms. N.'s patient chart, which Ms. D. did not have.

## ***Admissions to Allegations***

With respect to the allegations set out in the Notice of Hearing, the Member acknowledges and pleads that he has engaged in professional misconduct.

## ***Penalty Submission***

The Panel of the Discipline Committee of the College has made the following orders with respect to the appropriate penalty arising from the Panel's finding of guilt:

- ❖ Mr. Canon shall attend in person before the Panel to receive a public and recorded reprimand.
- ❖ The Registrar of the College is directed to suspend Mr. Canon's Certificate of Registration for a period of fourteen (14) consecutive months to commence immediately.
- ❖ The fourteen (14) month suspension referred, above, shall be remitted by two (2) months to twelve (12) months upon Mr. Canon complying with the conditions described in the clause below.
- ❖ The Registrar is directed to impose terms, conditions and limitations on Mr. Canon's Certificate of Registration, requiring Mr. Canon to enroll in and successfully complete the following College-approved courses at his own expense:
  - Ethics;
  - Recordkeeping; and
  - A refresher course in Traditional Chinese Medicine fundamentals in respect of which the Member will submit a proposal to the Registrar contemplating a 40 to 60-hour program. The proposal will include the name of the school and/or other educational institution where the course work will be provided.
- ❖ The Registrar is directed to impose a term, condition or limitation on Mr. Canon's Certificate of Registration, which contemplates the reassessment of Mr. Canon's practice six (6) months following his return to practice at the end of the period of suspension.
- ❖ Mr. Canon shall contribute to the investigation and prosecution costs of the College in the amount of \$5,000, which must be paid in three (3) equal monthly installments of \$1,666.67.



## **Reasons for Penalty Decision**

The Panel recognized that the penalty should maintain high professional standards, preserve public confidence in the ability of the College to regulate its members, and, above all, protect the public. This is achieved through a penalty that considers the principles of general deterrence, specific deterrence and, where appropriate, rehabilitation and remediation of the Member's practice. The Panel also considered the principle that the Panel should accept the joint submission on penalty unless it was contrary to the public interest and would bring the administration of justice into disrepute.

The Panel concluded that the proposed penalty is reasonable and in the public interest. The Member has cooperated with the College and, by agreeing to the facts and proposed penalty, has accepted responsibility. The Panel finds that the penalty satisfies the principles of specific and general deterrence, rehabilitation and remediation, and public protection.

The Panel believes that the reprimand, suspension and publication will act as a deterrent to the Member to similar behaviour in the future. The Panel is encouraged that he has recognized his mistakes through his cooperation in this matter. The Panel further finds that the profession as a whole will likewise view the reprimand, suspension and publication as deterrents to engaging in similar behaviour.

The public's confidence in the ability of the College to regulate its members and to protect the public is enhanced by the remedial provisions of the penalty as outlined in paragraph 4 and the safeguards implemented by paragraph 5.

## *thank you...*

The College would like to thank **Ms. Joanne Pritchard-Sobhani** for her years of service and dedication as President of the Transitional Council of the College from 2011 to 2013, and becoming the first President of the Council following proclamation of the College in April 2013.

Her passion and commitment to the College's mandate in protecting the interest of the public have been admirable and unmatched.

The success of achieving the privilege of self-regulation of the profession of Traditional Chinese Medicine and acupuncture is in direct relation to Joanne's resilience and hard work.

Joanne has decided not to seek re-election to the College Council. However, the College looks forward to continuing to work with her in other capacities.

## *with gratitude...*

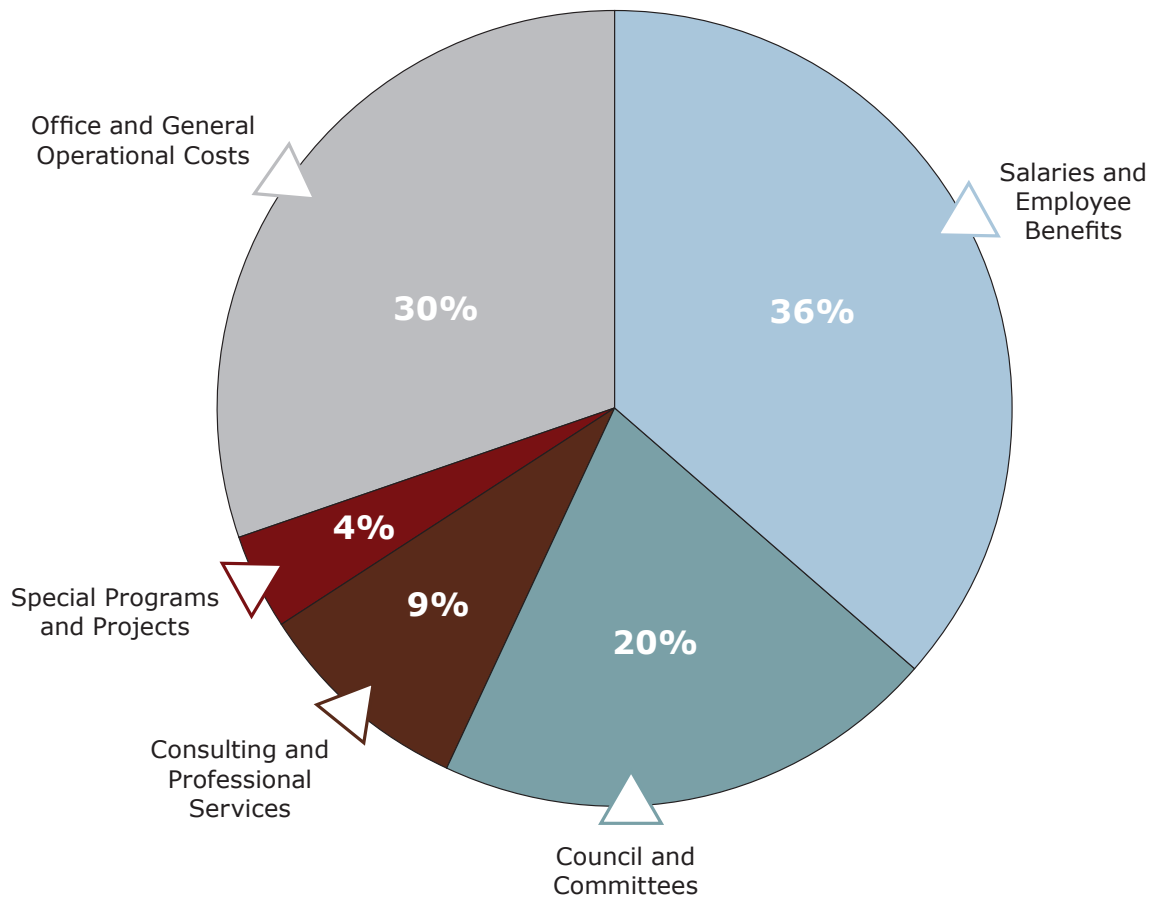
The College wishes to express its appreciation to **Ms. Cristina De Caprio**, who during her tenure as Registrar of the College, delivered the College's transparency report to the Minister of Health and Long-Term Care. This important initiative for health regulatory colleges to increase their transparency with the public of Ontario was embraced by the College, and engaged Council in discussions about articulating its strong commitment.

Cristina also oversaw and led the creation of a standard of practice on the prohibition of a sexual relationship with a patient, and was a leading force in several successful legal challenges faced by the College.

The College would like to thank Cristina for her contributions in supporting the College's mandate to protect the public.

# How Are Membership Fees Allocated?

## 2015–2016 Breakdown



Salaries and Employee Benefits	\$384.90
Council and Committees	\$216.32
Consulting and Professional Services	\$94.39
Special Programs and Projects	\$43.09
Office and General Operational Costs	\$316.78
2015–2016 Annual Membership Fee:	\$1,055.48



# 2015 Financial Statements







## **Independent Auditor's Report**

To the Members of Council of  
the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario

We have audited the accompanying financial statements of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario, which comprise the statement of financial position as at March 31, 2016 and the statements of operations and net assets and cash flows for the year then ended and a summary of significant accounting policies and other explanatory information.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditor's Responsibility**

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### **Opinion**

In our opinion, the financial statements present fairly, in all material respects, the financial position of the College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario as at March 31, 2016 and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Toronto, Ontario  
August 30, 2016

*Clarke Henning LLP*

**CHARTERED ACCOUNTANTS**  
Licensed Public Accountants



# College Of Traditional Chinese Medicine Practitioners And Acupuncturists Of Ontario

Statement Of Financial Position, as at March 31, 2016

	2016	2015
<b>Assets</b>		
Current Assets		
Cash	3,532,020	3,010,940
Accounts receivable ( <i>note 2</i> )	194,473	518,617
Prepaid expenses	41,165	50,353
	3,767,658	3,579,910
Capital Assets ( <i>note 3</i> )	787,655	565,182
	\$4,555,313	\$4,145,092

## Liabilities

Current Liabilities		
Accounts payable and accrued liabilities ( <i>note 4</i> )	177,988	142,808
Account payable - Ministry of Health and Long-Term Care	— — —	1,034
Deferred membership dues	489,665	543,692
	667,653	687,534
Deferred capital contributions ( <i>note 5</i> )	187,289	235,892
Deferred lease inducements ( <i>note 6</i> )	232,694	260,617
	\$1,087,636	\$1,184,043

## Net Assets

Unrestricted	3,467,677	2,961,049
	\$4,555,313	\$4,145,092

Approved on behalf of the Council:

Jane L. Woolcott

President

CH

Vice-President



## College Of Traditional Chinese Medicine Practitioners And Acupuncturists Of Ontario

Statement Of Operations and Net Assets, Year End March 31, 2016

	2016	2015
<b>Revenues</b>		
Membership dues	3,075,955	3,012,446
Ministry of Health and Long-Term Care funding	— — —	819,475
Other Fees	230,427	195,700
Other	174,783	73,641
	<u>\$3,481,165</u>	<u>\$4,101,262</u>

### Expenses (Schedule)

Salaries and employee benefits	1,062,972	897,890
Council and committees	597,422	207,742
Consulting and professional services	260,691	427,367
Special programs and projects	118,989	438,206
Office and general operational costs	874,863	891,502
	<u>\$2,914,937</u>	<u>\$2,862,707</u>

Excess of revenues over expenses from operations before the following	566,228	1,238,555
Depreciation	(108,203)	(100,490)
Amortization of deferred capital contributions (note 5)	48,603	49,766
Excess of revenues over expenses for the year	<u>\$506,628</u>	<u>\$1,187,831</u>
Net assets - at beginning of year	2,961,049	1,773,218
Net assets - at end of year	<u>\$3,467,677</u>	<u>\$2,961,049</u>



# College Of Traditional Chinese Medicine Practitioners And Acupuncturists Of Ontario

Statement Of Cash Flows, Year End March 31, 2016

	2016	2015
<b>Cash flows from operating activities</b>		
Purchase of capital assets	3,355,132	3,113,136
Capital contributions received from Ministry of Health and Long-Term Care	— — —	636,979
Cash paid to employees and suppliers	(2,711,015)	(3,152,556)
	\$644,117	\$597,559
<b>Cash flows from investing and financing activities</b>		
Purchase of capital assets	(330,677)	(560,538)
Capital contributions received from Ministry of Health and Long-Term Care	— — —	180,524
Lease inducement received	207,640	— — —
	\$(123,037)	\$(380,014)
Change in cash during the year and cash at end of year	521,080	217,545
Cash - at beginning of year	3,010,940	2,793,395
Cash - at end of year	\$3,532,020	\$3,010,940





# College Of Traditional Chinese Medicine Practitioners And Acupuncturists Of Ontario

Notes To The Financial Statements, Year End March 31, 2016

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The College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (the "College") regulates the practice of traditional Chinese medicines and governs the actions and conduct of its members to ensure the public has access to safe, competent and ethical services from qualified traditional Chinese medicine professionals.

The College is a not-for-profit organization, incorporated without share capital by a special act of the Ontario Legislature and, as such, is generally exempt from income taxes. The College is governed by the Regulated Health Professions Act, 1991 and the Traditional Chinese Medicine Act, 2006.

## **1.) Summary Of Significant Accounting Policies**

These financial statements have been prepared using Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

### ***Financial Assets and Liabilities***

The College initially measures its financial assets and financial liabilities at fair value. The College subsequently measures all its financial assets and financial liabilities at amortized cost. Financial assets and liabilities measured at amortized cost include cash, accounts receivable and accounts payable and accrued liabilities.

### ***Capital Assets***

Capital assets are recorded at cost. Depreciation is provided over the estimated useful lives of the assets at the following annual rates:

Furniture and equipment	- straight line over 5 years
Computer equipment	- straight line over 3 years
Computer software	- straight line over 3 years
Customized computer software	- straight line over 10 years
Leasehold improvements	- over the term of the lease

The above rates are reviewed annually to ensure they are appropriate. Any changes are adjusted for on a prospective basis. If there is an indication that the assets may be impaired, an impairment test is performed that compares carrying amount to net recoverable amount. There were no impairment indicators in 2016.

### ***Deferred Capital Contributions***

Contributions for the acquisition of capital assets that will be depreciated are deferred and amortized over the life of the related capital assets.

### ***Deferred Lease Inducements***

Deferred lease inducements are amortized on a straight line basis over the term of the premise lease.



# College Of Traditional Chinese Medicine Practitioners And Acupuncturists Of Ontario

Notes To The Financial Statements, Year End March 31, 2016

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## **1.) Summary Of Significant Accounting Policies** *(continued)*

### **Revenue Recognition**

The College's principal source of revenue is membership dues which are recognized as revenue in the period to which the membership dues relate. Membership dues received in the current year, applicable to a subsequent year are recorded as deferred revenue on the Statement of Financial Position and will be accounted for as revenue in the year to which they pertain.

Grants which include funding from the Ministry of Health and Long-Term Care are recorded as revenue on an accrual basis in the year in which the related expenditures are incurred. Grants received in advance are recorded as deferred revenue.

Other fees and revenue include application fees, examination fees, course and other fees, and are recognized as revenue when services have been provided. Fees received in the current year, applicable to a subsequent year are recorded as deferred revenue on the Statement of Financial Position and will be accounted for as revenue in the year to which they pertain.

### **Use of Estimates**

The preparation of the College's financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the year.

Key areas where management has made difficult, complex or subjective judgments, often as a result of matters that are uncertain, include, among others, useful lives for depreciation and amortization of property and equipment and assets and liabilities valuation. Actual results could differ from these and other estimates, the impact of which would be recorded in future periods.

## **2.) Accounts Receivable**

Accounts receivable includes an amount receivable for cost awards totalling \$138,315 as at March 31, 2016 (\$71,207 - 2015).



# College Of Traditional Chinese Medicine Practitioners And Acupuncturists Of Ontario

Notes To The Financial Statements, Year End March 31, 2016

## 3.) Capital Assets

Details of capital assets are as follows:

3,075,955

3,012,446

### Net Book Value

	<b>Cost</b>	<b>Accumulated Depreciation</b>	<b>2016</b>	<b>2015</b>
Furniture and equipment	245,438	99,135	146,303	195,391
Computer equipment and software	54,450	29,720	24,730	18,489
Customized computer software	417,427	41,688	375,739	90,512
Leasehold improvements	299,970	59,087	240,883	260,790
	\$1,017,285	\$229,630	\$787,655	\$565,182

During the fiscal year, the College commenced developing customized computer software, of which, costs of \$297,245 have been incurred. No amortization has been taken in the current fiscal year on this software.

## 4.) Government Remittances

Accounts payable and accrued liabilities includes government remittances totalling \$28,361 (\$NIL - 2015).

## 5.) Deferred Capital Contributions

Deferred capital contributions represent the unamortized amount of contributions received for the purchase of capital assets. The changes in deferred capital contributions are as follows:

	<b>2016</b>	<b>2015</b>
Balance - at beginning of year	235,892	105,133
Capital contributions received	— — —	180,525
Amortization of deferred capital contributions	(48,603)	(49,766)
Balance - at end of year	\$187,289	\$235,892

## 6.) Deferred Lease Inducements

Deferred lease inducements represent the unamortized amount of a leasehold improvement allowance under the premise lease and free rent at various times during the lease.

	<b>2016</b>	<b>2015</b>
Balance - at beginning of year	260,617	— — —
Lease inducement represented by free rent	— — —	71,593
Leasehold improvement allowance	— — —	207,640
Amortization of lease inducements	27,923	18,616
Balance - at end of year	\$232,694	\$260,617



# College Of Traditional Chinese Medicine Practitioners And Acupuncturists Of Ontario

Notes To The Financial Statements, Year End March 31, 2016

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## 7.) *Lease Commitment*

The College has entered into a lease for its premises which expires on July 31, 2024. The minimum annual lease payments are as follows:

Fiscal year ending March 31	2017	90,843
	2018	90,843
	2019	90,843
	2020	97,764
	2021	101,224
	thereafter	337,415
		<hr/>
		\$808,932

In addition, the College is obligated to pay its proportionate share of operating costs and taxes which amounted to \$41,084 (\$45,888 - 2015).

## 8.) *Financial Instruments And Risk Exposure*

The College is exposed to various risks through its financial instruments. The following analysis provides a measure of the College's risk exposure at the statement of financial position date.

### ***Credit Risk***

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The College is exposed to credit risk on its accounts receivable. The College is not exposed to significant credit risk.

### ***Liquidity Risk***

Liquidity risk is the risk that the College will encounter difficulty in meeting obligations associated with financial liabilities. The College is exposed to this risk mainly in respect of its accounts payable and accrued liabilities, account payable to MOHLTC and commitments. The College expects to meet these obligations as they come due by generating sufficient cash flow from operations.

### ***Market Risk***

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The College is not exposed to significant currency, price or interest rate risks.

# College Of Traditional Chinese Medicine Practitioners And Acupuncturists Of Ontario

Notes To The Financial Statements, Year End March 31, 2016

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## **7.) Guarantees And Indemnities**

The College has indemnified its past, present and future directors, officers and volunteers against expenses (including legal expenses), judgments and any amount actually or reasonably incurred by them in connection with any action, suit or proceeding, subject to certain restrictions, in which they are sued as a result of their involvement with the Council, if they acted honestly and in good faith with a best interest of the College. The College has purchased directors' and officers' liability insurance to mitigate the cost of any potential future suits and actions, but there is no guarantee that the coverage will be sufficient should any action arise.

In the normal course of business, the College has entered into agreements that include indemnities in favour of third parties, either express or implied, such as in service contracts, lease agreements and purchase contracts. In these agreements, the College agrees to indemnify the counterparties in certain circumstances against losses or liabilities arising from the acts or omissions of the College. The terms of these indemnities are not explicitly defined and the maximum amount of any potential liability cannot be reasonably estimated.





## College Of Traditional Chinese Medicine Practitioners And Acupuncturists Of Ontario

Schedule Of Revenue And Expenses Ministry Of Health And Long-Term Care  
Year End March 31, 2016

	2016	2015
<b>Revenue</b>		
Ministry of Health and Long-Term Care	— — —	819,475
<b>Expenses</b>		
Salaries and benefits	— — —	500,000
Council and committees	— — —	42,930
Consulting and professional services	— — —	148,000
Special programs and projects	— — —	72,000
Office and general operational costs	— — —	56,545
	\$ — — —	\$819,475
Excess of revenue over expenses for the year, being amount refundable to MOHLTC	\$ — — —	\$ — — —



## College Of Traditional Chinese Medicine Practitioners And Acupuncturists Of Ontario

Schedule Of Expenses, Year End March 31, 2016

	2016	2015
<b>Consulting and Professional Services</b>		
Consultants, finance, translation expenses	56,750	66,216
General legal fees	203,941	361,151
	<u>\$ 260,691</u>	<u>427,367</u>
<b>Special Programs and Projects</b>		
Pan Canadian examinations	3,281	142,018
CRM database and website	27,490	28,497
Information sessions and staff development	28,816	28,342
Communications and advertising	59,402	239,349
	<u>\$ 118,989</u>	<u>\$438,206</u>
<b>General Operational Costs</b>		
Office operating costs	353,038	221,057
Litigation and unauthorized practice	493,038	643,495
Clinic regulation and subscriptions	19,534	9,347
Registration renewal mailouts	9,253	17,603
	<u>\$ 874,863</u>	<u>\$891,502</u>





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