

College of Nurses of Ontario

By-laws

Approved by Council March 2000

Amended through June 2022



COLLEGE OF NURSES
OF ONTARIO

ORDRE DES INFIRMIÈRES
ET INFIRMIERS DE L'ONTARIO

THE STANDARD OF CARE.
L'EXCELLENCE EN SOINS

College of Nurses of Ontario
By-Laws
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BY-LAW NO. 1: GENERAL

*Approved by Council March 2000
and as amended through June 2022*

1. Definitions

1.01 In this by-law and in any other by-law of the College, unless otherwise defined or required by the context of the specific provision,

“Act” means the *Nursing Act*, 1991, Statutes of Ontario, 1991, Chapter 32, as amended from time to time;

“appointed committee member” means a member of the College who is not a member of the Council of the College and who is appointed to a statutory committee and includes a member originally elected in accordance with the then by-laws of the College as an elected committee member as well as a member appointed to fill a vacancy;

(Amended March 2013)

“by teleconference” means by any electronic manner that allows all persons participating to communicate with each other simultaneously and instantaneously;

“client” has the same meaning as the word ‘patient’ as that word (patient) is used in the RHPA;

“Code” means the Health Professions Procedural Code being Schedule 2 of the *Regulated Health Professions Act* (RHPA), as amended from time to time;

“College” means the College of Nurses of Ontario;

“committee” means a committee of the College and includes statutory, standing and ad hoc committees but does not include a Board of Inquiry appointed under the RHPA;

“committee member” means a member of a committee of the College;

“Council Officers” means the President, Vice-President – RN and Vice-President – RPN;

(Added June 2013)

“councillor” means a member of the Council of the College and includes public and elected councillors;

“designated address” means:

- (i) where the member works in nursing in Ontario, the location in Ontario in which the member works in nursing as designated by the member; or
- (ii) where the member does not work in nursing in Ontario, the member’s principal Ontario residence;

(Amended June 2009)

“elected councillor” means a member of the Council described in clause 9(1)(a) of the Act and includes a member elected or appointed to fill a vacancy;

“election of councillors” means the election which takes place within the first sixty days of each calendar year in accordance with the by-laws of the College and, except where the context otherwise requires, includes a by-election;

(Amended September 2013)

“form” includes one which is printed or electronic;

(Added June 2010)

“in writing” when used in reference to a document or notice includes a document or notice provided electronically;

(Added June 2013)

“June Council meeting” means the second regular Council meeting in the calendar year;

(Amended June 2013)

“March Council meeting” means the first regular Council meeting in the calendar year;

(Added June 2013)

“member” means a member of the College as that term is used in the RHPA and the Act;

“public councillor” means a councillor who is appointed to the Council by the Lieutenant Governor in Council;

“RHPA” means the *Regulated Health Professions Act, 1991*, Statutes of Ontario, 1991, Chapter 18, as amended from time to time and includes the Health Professions Procedural Code being Schedule 2 of the RHPA, as amended from time to time;

“RN” means a nurse registered with the College in the registered nurse class as that word (class) is used in section 8 of the Act;

“RN category” means the class of nurse containing all RNs regardless of the class of certificate which they hold;

“RPN” means a nurse registered with the College in the registered practical nurse class as that word (class) is used in section 8 of the Act;

“RPN category” means the class of nurse containing all RPNs regardless of the class of certificate which they hold;

“Regulation” means a Regulation passed pursuant to the Act or the RHPA, including any amendments made from time to time;

“restricted by a lawful authority of Canada”, as that phrase is used in paragraph 8 of Article 44.1.06, includes a situation where a notice pursuant to the Controlled Drug and Substances Act (Canada) and/or its regulations has been issued that directly or indirectly affects a member’s ability to prescribe, procure, provide and/or dispense a controlled substance.

(Amended March, 2019)

“Schedule” means a Schedule of a by-law of the College;

“standing committee” means a committee of the College which is not a statutory committee but which is specifically established by the by-laws of the College and stands ready to perform those duties assigned to it under the by-laws or by the Council;

“statutory committee” means a committee of the College required by or provided for under the RHPA.

Part 1: General

2. By-Laws

- 2.01** By-laws of the College may be enacted, amended or revoked by a two-thirds majority vote of the councillors present at a Council meeting duly called for the purpose of considering such enactment, amendment or revocation.
- 2.02** Notice of a motion to enact, amend or revoke a by-law shall be given to Council at least ten days prior to the meeting referred to in Article 2.01.
- 2.03** Every by-law shall be signed by the Executive Director and one of the President or Vice-Presidents and sealed.
- 2.04** Every by-law, including any amendment or revocation of a by-law, shall be maintained in a book containing all of the College's by-laws.

3. Seal

- 3.01** The seal, an impression of which is impressed in the margin, shall be the seal of the College.
- 3.02** Any person authorized to sign any document on behalf of the College which requires the College's seal may affix the seal to it.

4. Head Office

- 4.01** The head office of the College is in the City of Toronto or at such other place as the Council may determine from time to time.

5. Quorum

- 5.01** Unless specifically provided for otherwise under the Act, the RHPA or the by-laws, a majority of councillors constitutes a quorum for any meeting of Council and a majority of committee members constitutes a quorum for a meeting of a committee.

(Amended June 2009)

5.02 In determining whether a quorum of Council or a committee is present, the number of members of the Council or committee shall be deemed not to be reduced as a result of any vacancy.

5.03 A committee of the College shall be considered properly constituted despite the presence of a vacancy or vacancies so long as the committee continues to have a quorum.

5.04 If, prior to the intended commencement of a Council meeting or at any time during a Council meeting, a quorum is lost, the presiding officer/chair may, notwithstanding that there is no quorum, adjourn the meeting and reconvene that meeting if, as, and when a quorum is present, so long as the meeting is reconvened on a day or days previously scheduled for that meeting of Council.

6. Fiscal Year

6.01 The fiscal year of the College shall be the calendar year, 01 January to and including 31 December.

7. Meetings of Council

7.01 Council shall have at least four regular meetings during each calendar year held, if reasonably possible, one in each of the quarters of the calendar year.

7.02 Council by resolution shall determine the date, time and place of all regular meetings, however, if Council should fail to indicate the place of the meeting, the meeting shall take place at the head office of the College.

7.03 Deleted June 2013

7.04 Special meetings of Council may be called by

- i) the President; or
- ii) the Executive Director upon receipt of a written request or requests for a meeting signed by at least twenty councillors and containing the matter or matters for decision at the meeting.

7.05 Special meetings called by the President shall be held on the date and at the time and place designated by the President and special meetings called by the Executive Director shall be held on the date and at the time and place designated by the Executive Director.

- 7.06** Council may by resolution determine to hold a regular meeting by teleconference.
- 7.07** Where a special meeting is called by the President, he or she may designate the meeting to be held by teleconference and where a special meeting is called by the Executive Director, he or she may designate the meeting to be held by teleconference.
- 7.08** For the purposes of section 7 of the Code, meetings of Council held by teleconference shall be deemed to be held at the head office of the College unless Council otherwise determines.
- 7.09** The Executive Director shall give each councillor reasonable notice in writing of the date, time and place of all Council meetings.
- 7.10** In the case of a regular meeting, the notice referred to in Article 7.09 shall be sent by ordinary prepaid first class mail or such other method as is reasonable to provide notice to each councillor at least ten days before the meeting.
- 7.11** In the case of a special meeting, the notice referred to in Article 7.09 shall be provided by courier, facsimile or such other method as is reasonable to provide notice to each councillor at least three days before the meeting.
- 7.12** The Executive Director shall include in or with the notification of a special meeting the matters for decision which are to be dealt with at the special meeting.
- 7.13** A councillor may, at any time, waive notice of a meeting.
- 7.14** Council may consider
- i) at a special meeting,
 - a) the matter or matters for decision at the meeting for which notice was given under Article 7.12;
 - b) matters brought by the Executive Committee and
 - c) routine and procedural matters; and
 - ii) at a regular meeting,
 - a) matters contained within the agenda approved by the Executive Committee;

- b) matters brought by the Executive Committee;
- c) recommendations and reports by committees;
- d) motions or matters where written notice has been given by a councillor to the Executive Director or the President at least fifteen days in advance of the meeting;
- e) such other matters, not included in the agenda, as the majority of councillors in attendance determine to be of an urgent nature; and
- f) routine and procedural matters.

- 7.15** The President, or another councillor appointed by the President for the purpose, shall preside over meetings of Council.
- 7.15.1** Where for any reason the President or his or her appointee is unable or unwilling to preside over a meeting of Council, the Council shall, by resolution, appoint a councillor to preside.
- 7.16** Unless otherwise required by law or by the by-laws, every motion which properly comes before the Council shall be decided by a simple majority of the votes cast at the meeting by councillors present.
- 7.17** In the event of a tie vote, the motion is defeated.
- 7.18** Except where a secret ballot is required or at a meeting held by teleconference, every vote at a Council meeting shall be by a show of hands but, if any two councillors so require, a roll call vote shall be taken.
- 7.19** A vote at a Council meeting held by teleconference shall be taken in such manner as determined by the chair unless a councillor requests a roll call vote in which event a roll call vote shall be taken.
- 7.20** In taking a vote, other than one conducted by secret ballot, the chair shall first determine those councillors in favour, opposed, and abstaining after which the chair may cast his or her vote.
- 7.21** The chair is not required to vote whether or not that vote would affect the outcome.
- 7.22** Except where inconsistent with the RHPA, the Act, the regulations or the by-laws of the College, the rules of order as contained in the current

version of the *American Institute of Parliamentarians' Standard Code of Parliamentary Procedure* shall be the rules of order for meetings of Council.

(Amended March 2014)

7.22.1 Despite the provisions of 7.22, at the discretion of the President, the Council will allow discussion of a topic without a motion needing to be made first.

(Added March 2014)

7.23 Minutes of a meeting of Council, other than minutes of a meeting from which the public is excluded, shall

- i) be taken and include a record of all motions, recommendations and decisions;
- ii) be circulated to all councillors;
- iii) be approved at a subsequent meeting of Council; and
- iv) once approved, be signed by the chair of that meeting.

(Amended March 2012)

7.23.1 Where the Council holds a meeting from which the public is excluded, the minutes of that portion of the meeting shall

- i) be taken and include a record of all motions, recommendations and decisions;
- ii) be marked “confidential”;
- iii) be circulated to all councillors, unless otherwise directed by the Executive Committee, in which case the minutes will be circulated to only those councillors who were present during the entire portion of that meeting;
- iv) be maintained in a confidential manner by those councillors to whom the minutes were circulated;
- v) be approved at a subsequent meeting of Council by those councillors present at that subsequent meeting and to whom the minutes were circulated; and
- vi) once approved, be signed by the chair of that meeting.

(Added March 2012)

8. Officers

8.01 The officers of the College shall be the President, the Vice-Presidents and the Executive Director as well as such other officers as the Council shall determine from time to time.

9. Election of the Executive Committee

(Renamed December 2016)

9.01 At the March Council meeting each year, the Council shall elect from among councillors eligible for election the Executive Committee, in accordance with this by-law and the “Process for Election of the Council Officers and Other Members of the Executive Committee”, which is set out in Schedule 1.

(Amended December 2016)

9.02 A councillor is not eligible for nomination or election as a Council Officer if the councillor held that elected position during the previous two consecutive terms.

(Amended December 2016)

9.03 A councillor who held elected office pursuant to the provisions of Article 10.02 will not be considered to have been the President or Vice-President during that term for the purposes of Article 9.02.

(Amended December 2016)

9.04 Subject to the provisions of this by-law, the term of office of the members of the Executive Committee shall commence at the June Council meeting following the election and continue until the new members of the Executive Committee take office at the June Council meeting in the following calendar year.

(Amended December 2016)

10. Removal and Replacement of Members of the Executive Committee

(Renamed December 2016)

10.01 A member of the Executive Committee may be removed from office by a two-thirds majority vote of the councillors present at a Council meeting duly held for that purpose.

(Amended December 2016)

10.02 In the event that the President or a Vice-President or another member of the Executive Committee is removed from the office or position, resigns or dies or the office or position becomes vacant for any other reason, Council shall elect, in accordance with this by-law and the “Process for Election of Council Officers and Other Members of the Executive Committee”, which is set out in Schedule 1, a new President or Vice-President or another member of the Executive Committee, as the case shall be, to hold the office or position which became vacant for the remainder of the term of office.

(Amended December 2016)

10.03 (Deleted December, 2016)

11. President

11.01 The President shall

- i) if present, preside as chair at all meetings of the Council unless the President designates an alternate chair for all or any portion of the meeting;
- ii) be the chair of the Executive Committee; and
- iii) perform all duties and responsibilities pertaining to his or her office and such other duties and responsibilities as may be decided by Council.

11.02 In the event that the President shall be unable to perform the duties of the President, he or she may designate one of the Vice-Presidents to perform those duties and responsibilities; however, the designation shall only be effective until the next meeting of the Executive Committee unless approved by the Executive Committee or until the next meeting of Council unless approved by the Council.

11.03 In the event that the President is unable to perform the duties of the President and has not appointed a designate in accordance with Article 11.02 or in the event that the Executive Committee refuses to approve the President's designate, the Executive Committee shall appoint from among its members an Acting President who shall have all the powers and responsibilities of the President until

- i) the President becomes able to perform the duties of President; or
- ii) the next meeting of Council, at which meeting Council shall either appoint an acting President to serve until the President becomes able to perform the duties of the President or remove the President from office and elect a new President in accordance with Articles 10.01 and 10.02.

12. Executive Director

12.01 The Executive Director shall be the Chief Executive Officer of the College.

12.02 The Executive Director 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 such duties and responsibilities as shall be assigned to the

position by Council.

- 12.03** The Executive Director shall be appointed by Council and shall be a member of the College.
- 12.04** The terms of employment of the Executive Director shall be set out in a written employment contract approved by the Executive Committee and shall be consistent with the College personnel policy in effect at the time such contract is approved.
- 12.05** No candidate for the position of Executive Director shall be offered a contract of employment until that candidate has been approved by the Council.
- 12.06** Despite subsection 12(1) of the Code, the Executive Committee shall not exercise the authority of the Council under Article 12.03.

13. Acting Executive Director

- 13.01** If a vacancy occurs in the office of the Executive Director, the Executive Committee or the Council shall appoint an Acting Executive Director until an Executive Director is appointed.
- 13.02** Where the Executive Committee appoints an Acting Executive Director that appointment shall be valid only until the next meeting of Council unless ratified by the Council.
- 13.03** A person appointed as Acting Executive Director under Article 13.01 shall have all the duties and responsibilities of the Executive Director including those contained in the RHPA, the Act, the Regulations and by-laws of the College.
- 13.04** During extended absences, the Executive Director shall appoint in writing a department director as the Acting Executive Director.
- 13.05** The Acting Executive Director appointed in accordance with Article 13.04 shall fulfil the duties and responsibilities and have the power and authority vested in the Registrar as set out in the RHPA.

14. Committees

- 14.01** In addition to statutory committees, the Council shall establish and maintain the standing committees referred to in Article 23.01.

- 14.02** The Council may from time to time establish additional standing committees as well as ad hoc committees.
- 14.03** Council shall determine the composition and terms of reference for each ad hoc committee.
(Amended March 2009)
- 14.04** The terms of reference and authority of each committee of the College shall be determined by the Council and shall be deemed to include the authority and responsibility vested in the committee by the RHPA, given to the committee under the by-laws of the College and assigned to the committee from time to time by the Council.
- 14.05** Save and except for the filling of vacancies or where the by-laws specifically provide otherwise, the Council shall appoint the committee members to each committee giving due consideration to the recommendations, if any, of the Nominating Committee.
(Amended September 2021)
- 14.06** Unless specifically provided otherwise in this by-law and save and except for the filling of vacancies,
 i) appointments to statutory committees shall take place at the March Council meeting, and
 ii) appointments to standing committees shall take place at the June Council meeting.
(Amended December 2019)
- 14.07** The term of office of statutory and standing committee members shall be from the effective date of each member's appointment as specified by Council until a new committee member's term of office begins in accordance with this by-law.
(Added June 2013)
- 15. Statutory Committees**
- 15.01** The statutory committees of the College are the Executive Committee, Registration Committee, Inquiries, Complaints and Reports Committee, Discipline Committee, Fitness to Practise Committee, Quality Assurance Committee and the Client Relations Committee as well as any other committees required under the RHPA.
(Amended June 2009)
- 16. Executive Committee**
- 16.01** Subject to article 16.02, the Executive Committee shall be composed of five councillors, two of whom shall be public councillors, and shall include the President and the Vice-Presidents.

(Amended December, 2016)

16.02 The Executive may be composed of five councillors, three of whom are public councillors, where the position of President is filled under article 10.02.

(Added December, 2016)

17. Registration Committee

17.01 The Registration Committee shall be composed of

- i) not fewer than one or more than three elected councillors each of whom was elected as an RN;
- ii) not fewer than one or more than two elected councillors each of whom was elected as an RPN;
- iii) not fewer than three or more than five public councillors;
- iv) not fewer than one or more than three RNs who are appointed committee members; and
- v) not fewer than one or more than two RPNs who are appointed committee members.

(Amended June 2011)

18. Inquiries, Complaints and Reports Committee

(Formerly Complaints Committee, changed June 2009)

18.01 The Inquiries, Complaints and Reports Committee shall include all of the members of the Executive Committee and shall be composed of

- i) not fewer than six or more than ten public councillors;
- ii) not fewer than three or more than four elected councillors each of whom was elected as an RN;
- iii) not fewer than one or more than two elected councillors each of whom was elected as an RPN;
- iv) not fewer than three or more than six RNs who are appointed committee members; and
- v) not fewer than two or more than three RPNs who are appointed committee members.

(Amended June 2011)

18.02 Unless otherwise provided by the Code, three committee members constitute a quorum of the Inquiries, Complaints and Reports Committee

or a quorum of a panel of that committee.

(Approved June 2009)

19. Discipline Committee

19.01 The Discipline Committee shall be composed of

- i) not fewer than six elected councillors each of whom was elected as an RN;
- ii) not fewer than three elected councillors each of whom was elected as an RPN;
- iii) not fewer than seven public councillors;
- iv) not fewer than nine RNs who are appointed committee members; and
- v) not fewer than four RPNs who are appointed committee members.

(Amended September 2020)

20. Fitness to Practise Committee

20.01 The Fitness to Practise Committee shall be composed of

- i) not fewer than six elected councillors each of whom was elected as an RN;
- ii) not fewer than three elected councillors each of whom was elected as an RPN ;
- iii) not fewer than seven public councillors;
- iv) not fewer than nine RNs who are appointed committee members; and
- v) not fewer than four RPNs who are appointed committee members.

(Amended September 2020)

21. Quality Assurance Committee

21.01 The Quality Assurance Committee shall be composed of

- i) not fewer than two or more than three elected councillors each of whom was elected as an RN;
- ii) not fewer than one and more than two elected councillors each of whom was elected as an RPN;
- iii) not fewer than three and more than five public councillors;

- iv) not fewer than one or more than three RNs who are appointed committee members; and
- v) not fewer than one or more than two RPNs who are appointed committee members.

(Amended June 2011)

22. Client Relations Committee

22.01 The Executive Committee shall be the College's Patient Relations Committee (referred to by the College both generally and in its by-laws as the Client Relations Committee) and it shall have all of the powers and authority and perform the duties and responsibilities of the Patient Relations Committee as conferred by the Regulated Health Professions Act.

(Amended June 2008)

22.02 To the extent necessary, any reference in the by-laws to the Client Relations Committee shall be considered a reference to the Executive Committee.

(Amended June 2008)

23. Standing Committees

23.01 The standing committees of the College shall include the Nominating Committee, the Conduct Committee, the Finance Committee, and the Sub-Committee on Compensation.

(Amended September 2017; Effective December 2017, Amended September 2021)

24. Nominating Committee

(Original Revoked and Replaced September 2021)

24.01 The Nominating Committee supports Council and committees to demonstrate the competencies and attributes, such as experience, knowledge, skills, and character, to enable them to fulfil their roles and their public protection mandate. Specifics regarding the Nominating Committee's role and membership is set out in its Terms of Reference, as approved by Council.

24.02 Despite Article 30.01, the chair of the Nominating Committee shall be the immediate past President of the Council so long as he or she is willing and able to serve and Council or the Executive Committee has not specifically directed otherwise or Article 30.06 has not been invoked.

24.03 Deleted, June 2022

25. Conduct Committee

(Added September 2017 to come into effect December 2017)

25.01 The Conduct Committee shall be composed of five councillors, three of whom are RNs or RPNs and two of whom are public councillors. Members of the Executive Committee shall not serve on the Conduct Committee.

25.02 The members of the Conduct Committee shall be appointed by the Council at the June Council meeting.

(Amended December 2019)

25.03 Deleted December 2019

25.04 A member of the Conduct Committee who ceases to be a member of the Committee after a Code of Conduct matter has commenced under the College's conduct of councillors and committee members by-law, shall be deemed, for the purpose of dealing with that matter, to remain a member of the Committee until the final disposition of the matter.

25.05 The Conduct Committee shall perform the duties assigned to it in By-Law No. 3 and any other duties assigned to it by Council in its terms of reference.

(Amended September 2017; Effective December 2017)

26. Finance Committee

26.01 The Finance Committee shall be composed of eight persons including

- i) the President;
- ii) two RN councillors, one of whom is the Vice-President;
- iii) two RPN councillors, one of whom is the Vice-President;
- iv) two public member councillors; and
- v) The Chair of the Sub-Committee on Compensation.

(Amended June 2009)

26.02 Subject to Article 26.01, Council shall appoint the members of the Finance Committee at the June Council meeting.

(Amended December 2019)

- 26.03** Deleted December 2019
- 26.04** The Finance Committee shall act in an advisory capacity to Council on the financial affairs of the College.
- 26.05** Deleted March 2009.
- 27. Sub-Committee on Compensation**
- 27.01** The Sub-Committee on Compensation acts as a neutral and expert resource to the Executive Director and CEO and the Finance Committee on staff compensation, and on Council or committee member compensation where there is a financial impact to the budget. Specifics regarding the Sub-Committee on Compensation’s role and membership is set out in its Terms of Reference, as approved by Council.
(Amended September 2019)
- Deleted September 2019
- Deleted September 2019
- Deleted March 2009
- Deleted September 2019
- 28. Revoked March 2012.**
- 29. Appointments to Committees**
- 29.01** Deleted June 2013
- 29.02** Having regard for the composition requirements of each committee and following any protocol approved by Council, the Nominating Committee shall
(Amended September 2021)
- i) at the March Council meeting present a slate of candidates for each statutory committee; and
 - ii) at the June Council meeting, present a slate of candidates for the members of the Conduct Committee and the Finance Committee.
(Amended December 2019)
- 29.03** The Nominating Committee will present the slates to Council for its consideration and, subject to any amendment by Council, ratification.
(Amended December 2019 and September 2021)
- 29.04** Once ratified each member on the slate shall be deemed to have been

appointed to that committee by Council and the term of office of each appointed committee member shall begin on the effective date of the member's appointment as specified by Council.

(Amended June 2013)

29.05 Unless specifically provided otherwise, any eligible person may be re-appointed to a committee.

29.05.1 Each member appointed to the Discipline Committee shall automatically also be appointed to the Fitness to Practise Committee and each member appointed to the Fitness to Practise Committee shall automatically also be appointed to the Discipline Committee.

(Added September 2020)

29.06 Where for any reason the Council fails to appoint a new committee at the time or times provided for in this by-law, the existing members of the committee shall continue to serve as the committee provided that a quorum exists.

29.1 Removal of Committee Members

(Article 29.1 added September 2008)

29.1.01 A member of a committee who is a councillor may be removed from the committee, with or without cause, by a two-thirds majority vote of the councillors present at a Council meeting duly called for that purpose.

(Amended March 2013)

29.1.02 A member of a committee who is an appointed committee member may be removed from the committee, with or without cause, by resolution of the Executive Committee at a meeting called for that purpose.

(Amended March 2013)

29.1.03 A member of a committee who is neither a councillor, nor an appointed committee member¹ may be removed from the committee, with or without cause, by resolution of the Executive Committee at a meeting called for that purpose.

(Amended March 2013)

29.1.04 An appointed committee member who has been removed from all committees ceases to be an appointed committee member.

29.1.04.1 A member of the Discipline or Fitness to Practise Committees who ceases to be a member of one of those committees shall immediately cease to be a member of both of those committees.

(Added September 2020)

¹ For example – members of the Sub-Committee on Compensation would fall into this category.

(Amended March 2012)

29.1.05 The decision of the Executive Committee under Article 29.1.02 or 29.1.03 is not subject to review or appeal.
(Added March 2013)

30. Committee Chairs

30.01 Save and except where the by-laws specifically provide otherwise, the chair of each statutory committee shall be a councillor.
(Amended March 2009)

30.02 No person shall be eligible to serve as a chair of a committee for more than two consecutive terms.

30.02.1 Deleted - March 2009.

30.03 The President shall be the chair of the Executive Committee and of the Inquiries, Complaints and Reports Committee.
(Amended March 2009)

30.04 The two Vice-Presidents shall co-chair the Finance Committee in such manner as they agree upon or, failing agreement, as determined by the Finance Committee.
(Moved March 2009)

30.05 Save and except where the by-laws specifically provide otherwise, the chair of every committee, other than the Executive Committee, Inquiries, Complaints and Reports Committee and Finance Committee, shall be appointed by Council on the recommendation of the Executive Committee and shall be a member of the committee.
(Approved March 2009)

30.06 A chair of a committee, other than the Executive Committee, Inquiries, Complaints and Reports Committee and the Finance Committee, shall cease to be chair upon the receipt by the Executive Committee of a requisition signed by at least a two-thirds of the members of the committee.
(Amended March 2009)

30.06.1 If the same person chairs both the Discipline and Fitness to Practise committees, and the person ceases to be the chair of either one of those committees under article 30.06, that person shall immediately cease to be the chair of both of those committees.
(Added September 2020)

30.07 Where the position of chair of any committee, other than the Executive Committee, Inquiries, Complaints and Reports Committee or the Finance Committee, becomes vacant for any reason, the Executive Committee shall appoint an interim chair who shall serve until a new chair can be appointed by Council in accordance with Article 30.05.

(Approved March 2009)

30.08 Nothing in this Article prevents the interim chair from being appointed as the chair under Article 30.05.

(Approved March 2009)

30.09 Where one of the positions of co-chair of the Finance Committee becomes vacant, the remaining co-chair shall act as the chair of the Committee until a new Vice-President is elected.

(Approved March 2009)

30.10 Time spent as chair as a result of an appointment to fill a vacancy whether as a result of the appointment by the Executive Committee or Council shall not be included for the purposes of Article 30.02.

(Numbering change March 2009)

31. Committee Vacancies

31.001 Where the by-laws require a committee to have a minimum number of persons by using the phrase ‘at least’ or another similar phrase, a vacancy which reduces the number of persons on the committee to a number below the required minimum shall not affect the validity of the committee.

(Added June 2009)

31.01 Where one or more vacancies occur in the membership of a committee, the remaining members of the committee constitute the committee until such time as the vacancy shall be filled, so long as the committee continues to have a quorum.

31.02 Deleted March 2009.

31.03 Where a vacancy occurs in respect of the membership of a committee, other than the Executive Committee, the Executive Committee may and, if necessary for such committee to achieve its quorum shall, appoint a person(s) to fill any vacancy in the membership of such committee.

31.04 Deleted March 2009.

31.05 A member of a committee appointed by the Executive Committee in

accordance with Article 31.03 is subject to confirmation by the Council at its next regular meeting.

31.06 Deleted September 2008.

31.07 Deleted September 2008.

32. Committee Meetings

32.01 In this Article, “meeting” does not include a hearing pursuant to the Code.

32.02 Committee meetings may be held in person or, at the direction of the chair, by teleconference.

32.03 Each committee shall meet at the call of its chair on the date and time designated by the chair and at such intervals as are necessary to perform the responsibilities of that committee.

32.04 Except for meetings held by teleconference, all meetings shall be held at the head office of the College or such other location approved by the Executive Director.

32.05 Reasonable efforts shall be made to notify all of the committee members of every meeting and to arrange meeting dates and times which are convenient to the committee members.

32.06 The chair or his or her appointee for the purpose shall preside over meetings of the committee.

32.07 Every motion which comes before a committee shall be decided by a majority vote cast at the meeting including the chairs and in the case of a tie vote, the motion is defeated.

32.08 A vote at a committee meeting held by teleconference shall be taken in such manner as determined by the chair unless a committee member requests a roll call vote in which event a roll call vote shall be taken.

32.09 In taking a vote, other than one conducted by secret ballot, the chair shall first determine those committee members in favour, opposed, and abstaining after which the chair may cast his or her vote.

32.10 The chair is not required to vote whether or not that vote would affect the outcome.

- 32.11** Minutes of a committee meeting shall
- i) be taken and include a record of all motions, recommendations and decisions;
 - ii) be circulated to all members of the committee;
 - iii) be approved at a subsequent committee meeting; and
 - iv) once approved, be signed by the chair, or by the person presiding as chair at the meeting at which the minutes were approved.

32.12 The chair of the committee shall sign all records, reports or other forms related to the committee's activities.

33. Board of Inquiry

33.00 When the Executive Committee appoints the Board of Inquiry it shall appoint one of the members of the Board to serve as chair.

33.01 Meetings of the Board of Inquiry may be held in person or, at the direction of the chair, by teleconference.

33.02 Minutes of a Board of Inquiry shall be taken and include a record of all motions, recommendations and decisions.

33.03 Minutes shall be circulated to all members of the Board which held the inquiry.

33.04 The chair of the Board of Inquiry shall sign all minutes, records or other forms related to the Board's activities.

34. Indemnity for Councillors, Officers and Others

34.01 Every councillor, every committee member, every officer, and every employee of the College, including any assessor or inspector, and each of his or her heirs, executors, administrators and other personal representatives shall at all times be indemnified and saved harmless out of the funds of the College from and against any liability including reasonable costs, charges and expenses whatsoever which such person reasonably sustains or incurs in or about any action, suit or proceeding that is brought, commenced or prosecuted against him or her as a result of the execution or intended execution of the duties of his or her office or employment save and except any liability or costs, charges or expenses that are occasioned by his or her own willful neglect or default or because he or she failed to act in good faith.

35. Insurance

35.01 The College shall obtain insurance coverage to protect the property and assets of the College in such form as may be determined from time to time and, without limiting the generality of the foregoing, shall maintain directors and officers indemnity insurance and insurance to protect the College from loss occasioned by the disappearance or destruction of property as a result of the dishonesty of councillors, committee members, officers or staff of the College.

36. Banking

36.01 All money belonging to the College will be held in a bank or banks selected in accordance with the Policy - Banking, as approved by the Finance Committee.
(Amended September 2019)

36.02 Deleted September 2019

36.03 Deleted September 2019

36.04 Deleted September 2019

36.05 Deleted September 2019

37. Investments

37.01 All College funds will be invested in accordance with the Policy - Investments, as approved by the Finance Committee.
(Amended September 2019)

38. Expenditures

38.01 All expenditures will be approved in accordance with the Policy - Expenditures, as approved by the Finance Committee.
(Amended September 2019)

38.02 Deleted September 2019

38.03 Deleted September 2019

38.03.1 Deleted September 2019

38.04 Deleted September 2019

38.05 Deleted September 2019

- 38.06** Deleted September 2019
- 38.07** (Deleted September 2019)
- 39. Borrowing**
- 39.01** The College may borrow money in accordance with the Policy - Borrowing, as approved by the Finance Committee.
(Amended September 2019)
- 39.02** Deleted September 2019
- 40. Payments**
- 40.01** All payments will be issued in accordance with the Policy - Payments, as approved by the Finance Committee.
(Amended September 2019)
- 40.02** Deleted September 2019
- 41. Contracts and Other Documents**
- 41.01** Contracts and other documents requiring the signature of the College will be signed in accordance with the Policy - Contracts and Other Documents, as approved by the Finance Committee (Amended September 2019)
- 41.02** Deleted September 2019
- 41.03** Deleted September 2019
- 42. Certificates of Registration**
- 42.01** Certificates of registration shall bear the signature of the Executive Director or a likeness thereof.
- 43. Financial Audit**
- 43.01** The Council shall annually appoint auditors to audit the accounts of the College and to hold office for the ensuing year.
- 43.02** Financial statements for the College shall be prepared promptly at the close of each fiscal year and audited financial statements shall be presented annually to the Council.
- 43.03** In the event that the auditors are unable to continue their duties as agreed or in the event that Council is dissatisfied with the auditors, Council may

appoint new auditors.

43.04 The auditors shall have a right of access at all reasonable times to all records, documents, books, accounts and vouchers of the College and are entitled to require from the councillors, officers and employees such information as is necessary in their opinion to enable them to report as required by law or under this by-law.

43.05 The auditors shall be invited to attend the meeting at which the audited financial statements are presented to Council.

44. Stipends and Expenses

Council officers, elected councillors, and committee members who are not public councillors shall be paid a stipend and shall be reimbursed by the College for travelling and other expenses reasonably incurred in relation to the performance of their duties in accordance with the stipend and expense policy as approved from time to time by Council on the advice of the Finance Committee.

(Amended September 2008)

44.1 Register

(Original Revoked and Replaced June 2009,
Revoked and Replaced March 2018)

Name and Business Address

44.1.01 Subject to Article 44.1.02, a member's name in the register of the College shall be the member's name as set out in the member's certificate of registration.

44.1.02 The Executive Director shall direct that a name other than as provided in Article 44.1.01 be entered in the register of the College if such a request is made by the member and the Executive Director is satisfied that

- i) the member has validly changed his or her name; and
- ii) the use of the name is not for an improper purpose.

44.1.03 A member's business address in the register of the College shall be

- i) where the member is primarily employed in nursing in Ontario other than through a nursing agency or nursing registry, the location in which the member primarily engages in nursing practice;
- ii) where the member is primarily employed at or engaged in nursing in Ontario by or through a nursing agency or a nursing registry, the business address of the nursing agency or nursing registry through which the member primarily engages in nursing practice; or
- iii) such other business address approved by the Executive Director.

44.1.04 A member's business telephone number in the register of the College shall be the telephone number associated with the location referred to in Article 44.1.03 or such other telephone number approved by the Executive Director.

Register Information Required by the Code

44.1.05 Under subsection 23(2) of the Code and subject to certain exceptions contained in the Code, certain information must be contained in the College's register. As of May 30, 2017, the register is required to contain the following:

1. Each member's name, business address and business telephone number, and, if applicable, the name of every health profession corporation of which the member is a shareholder.
2. Where a member is deceased, the name of the deceased member and the date upon which the member died, if known to the Executive Director.
3. The name, business address and business telephone number of every health profession corporation.
4. The names of the shareholders of each health profession corporation who are members of the College.
5. Each member's class of registration and specialist status.
6. The terms, conditions and limitations that are in effect on each certificate of registration.
7. A notation of every caution that a member has received from a panel of the Inquiries, Complaints and Reports Committee under paragraph 3 of subsection 26 (1) of the Code, and any specified continuing education or remedial programs required by a panel of the Inquiries, Complaints and Reports Committee using its powers under paragraph 4 of subsection 26 (1) of the Code.
8. A notation of every matter that has been referred by the Inquiries, Complaints and Reports Committee to the Discipline Committee under section 26 of the Code and that has not been finally resolved, including the date of the referral and the status of the hearing before a panel of the Discipline Committee, until the matter has been resolved.
9. A copy of the specified allegations against a member for every matter that has been referred by the Inquiries, Complaints and Reports Committee to the Discipline Committee under section 26 of the Code and that has not been finally resolved.
10. Every result of a disciplinary or incapacity proceeding.

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

Additional Register Information¹

44.1.06

In accordance with the authorization provided by paragraph 20 of subsection 23(2) of the Code and subject to Article 44.1.07, the following additional information shall be kept in the register of the College:

1. Any change to each member's name which has been made in the register of the College since he or she first became registered with the College.
2. Where a member is or has been engaged in nursing practice during the previous three calendar years, the name and address of all persons and businesses for whom or through which the member engages or engaged in nursing practice during those years, whether in Ontario or any other jurisdiction, including the year on which the member commenced practice and the year on which the member ceased practice, if applicable, for each of those persons or businesses.

(Approved March 2019)

3. Where the College is aware of the fact that a member is currently registered or licensed to practice nursing in another jurisdiction, a notation to that effect including the name of the jurisdiction.
4. Each member's certificate of registration number.
5. The classes of certificate of registration held by each member and the date on which each was issued.
6. The specialty certificate held by each member and the date on which each was issued.
7. Where a member holds an extended class certificate of registration as an RN (Nurse Practitioner) but has not met the requirements under the regulations made under the Nursing Act, 1991 to prescribe controlled substances, a notation to that effect.

(Amended March 2019)

8. Where the College is aware and the Executive Director is satisfied that a member's ability to prescribe, procure, provide and/or

¹ Certain of these by-law provisions are repeated in s. 44.1.05.

dispense a controlled substance has been restricted by a lawful authority of Canada, a notation that the member is entitled to practise with restrictions and a summary of any restriction which the College has reason to believe is currently in effect.

9. Where known to the College, the name of each hospital and health facility in Ontario where a member holding a Certificate of Registration as a Registered Nurse in the Extended Class has professional privileges, as well as all revocations, suspensions or restrictions of these privileges reported to the College under subsection 85.5 of the Code, which the College has reason to believe are currently in effect.
10. Where a member resigned, the date upon which the resignation took effect and where the resignation did not relate to all certificates of registration, the certificate of registration to which the resignation applied.
11. Where an allegation of professional misconduct or incompetence has been referred to the Discipline Committee in respect of the member and is outstanding,
 - a. the date of the referral;
 - b. a brief summary of each specified allegation;
 - c. a copy of the specified allegations; and
 - d. the status of the hearing including but not limited to,
 - i. the date of the hearing if the hearing date has been set;
 - ii. if the hearing has commenced but not yet completed, 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; and
 - iii. if the hearing of evidence and arguments is completed and the parties are awaiting a decision of the panel of the Discipline Committee, a statement of that fact.

12. Where a decision of the Inquiries, Complaints and Reports Committee, made on or after December 1, 2015, requires a member to attend before a panel of that committee to be cautioned, as authorized by paragraph 3 of subsection 26(1) of the Code,
 - a. a notation of that fact;
 - b. a summary of the caution;
 - c. the date of the panel's decision;
 - d. once the member has received the caution, a notation to that effect and the date the member received the caution; and
 - e. if applicable, a notation that the panel's decision is currently under review or appeal, which notation shall be removed once the review or appeal is finally disposed of.
13. Where a decision of the Inquiries, Complaints or Reports Committee, made on or after December 1, 2015, requires a member to complete a specified continuing education or remediation program, as authorized by paragraph 4 of subsection 26(1) and subsection 26(3) of the Code,
 - a. a notation of that fact;
 - b. the specified continuing education or remediation program;
 - c. the date of the panel's decision;
 - d. once the program is completed, a notation to that effect and the date on which the program was completed; and
 - e. if applicable, a notation that the panel's decision is currently under review or appeal, which notation shall be removed once the review or appeal is finally disposed of.
14. If an application for reinstatement has been referred to the Discipline Committee and the hearing date has been set,
 - a. the date of the hearing;
 - b. if the hearing has commenced but not yet completed, 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; and

c. if the hearing of evidence and arguments is completed and the parties are awaiting a decision of the panel of the Discipline Committee, a statement of that fact.

15. Where the College is aware that a finding of professional misconduct or incompetence or other like finding has been made against a member by a body that governs any profession, whether inside or outside of Ontario,
 - a. a notation of that fact;
 - b. the date of the finding;
 - c. the name of the governing body that made the finding; and
 - d. where the finding is under appeal, a notation of that fact, which notation shall be removed once the appeal is finally disposed of.

16. Where the College is aware that a restriction on a member or a member's practice has been made against a member by a body that governs any profession, whether inside or outside of Ontario,
 - a. a notation of that fact;
 - b. the date the restriction was imposed;
 - c. the name of the governing body that made the restriction; and
 - d. where the restriction is under appeal, a notation of that fact, which notation shall be removed once the appeal is finally disposed of.

17. Where the question of the member's capacity has been referred to the Fitness to Practise Committee and not yet decided,
 - a. a notation of that fact; and

- b. the date of the referral.
- 18. Where the results of a disciplinary proceeding are contained in the College's register, the date on which the panel of the Discipline Committee made its decision including, if applicable, the date on which the panel ordered any penalty.
- 19. If an application for reinstatement has been decided by a panel of the Discipline Committee, the results of the hearing including the date of the decision and any order made.
- 20. Where a decision of the Discipline Committee has been published by the College with the member's name included in any medium and the decision included a finding of professional misconduct or incompetence,
 - a. a notation of that fact; and
 - b. identification of the specific publication of the College which contains that information.
- 21. Where a decision of the Discipline Committee has been published by the College with the member's name included in any medium but the decision did not make a finding of professional misconduct or incompetence,
 - a. a notation of that fact; and
 - b. identification of the specific publication of the College which contains that information.
- 22. Where the result of an incapacity proceeding is contained in the College's register, the date on which the panel made the finding of incapacity and the effective date of any order made by the panel.
- 23. Where a member has any terms, conditions or limitations in effect on his or her certificate of registration, the effective date of those terms, conditions and limitations and where applicable, the Committee responsible for the imposition of those terms, conditions and limitations.

24. Where a member has terms, conditions or limitations on his or her certificate of registration varied, the effective date of the variance of those terms, conditions and limitations and where applicable, the Committee responsible for the variance of those terms, conditions and limitations.
25. Where a member's certificate of registration is revoked, suspended, cancelled, expired or otherwise terminated, a notation of that fact and the effective date and the basis of the revocation, suspension, cancellation, expiry or other termination which shall include but not be limited to circumstances where
 - a. a member's certificate of registration is subject to an interim order of the Inquiries, Complaints and Reports Committee;
 - b. a member's certificate of registration is suspended for non-payment of the annual fee or any fee required by the College or for failure to provide information required by the by-laws or for failure to provide evidence of professional liability protection; or
 - c. a member's certificate of registration is suspended for failure to submit to a physical or mental examination as ordered by a Board of Inquiry or the Inquiries, Complaints and Reports Committee.
26. Where a suspension on a member's certificate of registration is lifted or otherwise removed, the effective date of the lifting or removal of that suspension and where applicable, the Committee responsible for the lifting or removal of the suspension.
27. Where a member's certificate of registration is reinstated, the effective date of the reinstatement and where reinstated by a panel of the Discipline or Fitness to Practise Committee, the name of the Committee responsible for the reinstatement.
28. Where a member's specialty certificate is revoked, suspended, cancelled or otherwise terminated, a notation of that fact and the effective date and the basis of the revocation, suspension, cancellation or other termination.

29. Where a member's specialty certificate is reinstated, the effective date of the reinstatement.
30. Where a finding of professional negligence or malpractice is contained in the College's register, the information provided by the member who was the subject of the finding including
 - a. the notice of and a description of the finding;
 - b. the date the finding was made against the member;
 - c. the name and location of the court that made the finding against the member; and
 - d. the status of any appeal respecting the finding made against the member.
31. A summary of any charge against a member, of which the College is aware, commenced on or after December 1, 2015, which in the opinion of the Executive Director is relevant to the member's suitability to practise nursing, in respect of,
 - i) any offence under the Criminal Code of Canada,
 - ii) any offence under the Controlled Drugs and Substances Act, (Canada) or
 - iii) any other offence in any jurisdiction.
32. A summary of any current restriction that relates to or otherwise impacts a member's practice imposed by a court or other lawful authority against the member, of which the College is aware, including the date of and a summary of the restriction imposed.
33. A summary of any finding of guilt made by a court or other lawful authority against a member, of which the College is aware, in respect of (i) any offence under the Criminal Code of Canada, (ii) any offence under the Controlled Drugs and Substances Act, (Canada), or (iii) any other offence which in the opinion of the Executive Director is relevant to the member's suitability to practise nursing, including,

- a. the date of and a brief summary of the finding;
 - b. the date of and the sentence imposed, if any; and
 - c. where the finding is under appeal, a notation to that effect.
34. Any information the College and the member have agreed should be included in the register.
35. The date on which each certificate of authorization was issued by the College.
36. Where a certificate of authorization is revised, a notation of the effective date of the revision.
37. Where a certificate of authorization is revoked, suspended, cancelled or otherwise terminated, a notation of the effective date of the revocation, suspension, cancellation or other termination.
38. Any information the College and a health profession corporation to which the College has issued a certificate of authorization have agreed should be included in the register.

(Amended March 2018)

39. If a member holds a certificate of registration as an RN in the general class and is authorized to prescribe a drug designated in the regulations under the Act, a notation of that fact.

(Approved December 2020; effective on approval of the amendments to Parts III and V of O. Reg. 275/94)

- 44.1.07** All of the information referred to in Articles 44.1.05 and 44.1.06 is information designated to be withheld from the public pursuant to subsection 23(6) of the Code such that the Executive Director may refuse to disclose to an individual or post on the College's website any or all of that information if the Executive Director has reasonable grounds to believe that disclosure of that information may jeopardize the safety of an individual.
- 44.1.08** Where as a result of an appeal or review from the decision of the Inquiries, Complaints or Reports Committee, a member is no longer required to attend before a panel of that committee to be cautioned, the information placed in the register as a result of paragraph 12 of Article 44.1.06 shall be removed, once the appeal or review has become final.
- 44.1.09** Where as a result of an appeal or review from the decision of the Inquiries, Complaints or Reports Committee, a member is no longer required to complete a specified continuing education or remediation program, the information placed in the register as a result of paragraph 13 of Article 44.1.06 shall be removed, once the review or appeal becomes final.
- 44.1.10** The information placed in the register as a result of paragraph 31 of Article 44.1.06 shall be removed once the charges are no longer outstanding and the dismissal of the charges is not the subject of an appeal.
- 44.1.11** Information placed in the register as a result of paragraph 7 of Article 44.1.06 shall be removed if the Executive Director is satisfied that the member has met the prescribed requirements to be able to prescribe controlled substances and that there is no other legal impediment, of which the Executive Director is aware, preventing the member from doing so.
- 44.1.12** Information placed in the register as a result of paragraph 8 of Article 44.1.06 shall be removed if the Executive Director is satisfied that the restriction referred to in that paragraph is no longer in effect.
- 44.1.13** Information placed in the register as a result of paragraph 21 of Article 44.1.06 shall be removed 91 days following the date the decision, including the reasons why there was no finding, was posted on the register unless the member to whom the information relates specifically requests, in writing, that the Executive Director continue to maintain the information on the register.

44.2 Information from Members

(Original Revoked and Replaced June 4, 2009)

44.2.01 The College shall forward to its members each year a request for information, in a form approved by the Executive Director.

44.2.02 Each member shall accurately complete and return such form providing such information as may be requested including but not limited to

i) the member's home address being the address of the principal Ontario residence of the member or if the member does not have a residence in Ontario, the member's principal residence;
(Amended June 2013)

i.1) the member's primary telephone number and the member's primary e-mail address that is checked personally by the member on a regular basis;
(Added June 2013)

i.2) where available, the member's facsimile number;
(Added June 2013)

ii) where a member is engaged in nursing practice, whether inside or outside of Ontario, the name, address and telephone number of each person or business for whom or through which the member engages in nursing practice;

ii.1) the name of any and all jurisdictions where the member is currently registered or licensed to practice nursing.
(Approved June 2015; Effective September 15, 2015)

iii) the nature of the nursing services provided at the location in Ontario where the member primarily engages in nursing practice;

iii.1) in respect of a member holding an Extended Class Certificate of Registration as a Registered Nurse, the name of each hospital and health facility in Ontario where the member has professional privileges.
(Approved June 2015; Effective September 15, 2015)

iv) information respecting his or her participation in the Quality Assurance Program;

v) information required to be contained in the College's register pursuant to the by-laws, the RHPA, the Act, or the regulations under the RHPA or the Act;

vi) information required to be provided to the College pursuant to the

by-laws, the RHPA, the Act, or the regulations under the RHPA or the Act.

- vii) information that relates to the professional characteristics and activities of the member that may assist the College in carrying out its objects; and
- viii) information for the purposes of compiling statistical information to assist the College in fulfilling its objects.
- ix) details of any existing charges against the member, in respect of,
 - i) any offence under the Criminal Code of Canada,
 - ii) any offence under the Controlled Drugs and Substances Act, (Canada),
 - iii) any other offence in any jurisdiction.

(Approved June 2015; Effective December 1, 2015)

- x) details of any restriction that relates to or otherwise impacts a member's practice imposed by a court or other lawful authority against the member including the name of the court or other lawful authority which imposed the restriction, the actual restriction imposed and the date the restriction was imposed.

(Approved March 2015; Effective September 15, 2015)

- xi) details of any finding of professional misconduct or incompetence or other like finding that has been made against a member by a body that governs any profession, whether inside or outside of Ontario, including,
 - a) the date of the finding,
 - b) the name of the governing body that made the finding,
 - c) whether the finding is under appeal, and
 - d) where the finding is under appeal, the outcome of the appeal when known to the member.

(Approved June 2015; Effective September 15, 2015)

44.2.03 The form required by this Article shall be fully completed by the member and returned to the College by the December 31st next following the forwarding of the form to the member.

44.2.04 Where a member fails for any reason to return a fully completed form, the Executive Director shall cause the member to be notified in writing of that

failure.

44.2.05 Revoked January 2013.

44.2.06 Where any of the information provided to the College under Article 44.2.02 has been changed, the member shall notify the Executive Director in writing of the change within thirty (30) days of the effective date of the change.

44.2.07 A member shall, upon written request of the Executive Director,

- i) immediately provide particulars of any information required to be in the College's register pursuant to the by-laws, the RHPA, the Act, or the regulations under the RHPA or the Act;
- ii) within thirty days, provide particulars of any information which was not information required to be in the College's register but was information that the member was required to provide to the College pursuant to the by-laws, the RHPA, the Act, or the regulations under the RHPA or the Act; and

(Amended January 2013)

- iii) within seven days, confirm the accuracy of any information previously provided to the College by the member and where that information is no longer accurate, provide accurate information.

44.3 **Annual Payment Card**

(Revoked June 2010)

44.4 **Professional Liability Protection**

(Approved September 2013; Effective March 31, 2014)

44.4.01 Every member holding a certificate of registration in the General, Extended, Temporary, Emergency Assignment or Special Assignment class shall maintain professional liability protection to indemnify the member for all errors and omissions that may occur while practising nursing in Ontario.

44.4.02 The professional liability protection referred to in 44.4.01 shall be provided through one or more of the following:

- i) a policy of insurance in which the member is specifically named as an insured;
- ii) by virtue of membership or other relationship with a Canadian or Provincial nursing association that provides protection for professional liability as a benefit of that membership or relationship or by the exercise by the member of an option available as a result of

the membership or relationship with that association;

- iii) a policy of insurance obtained by an employer of the member which provides professional liability protection for the member;
- iv) protection under the Treasury Board of Canada Policy on Legal Assistance and Indemnification.

(Added September 2014)

44.4.03 Any professional liability protection shall provide,

- i) in the case of a member holding a certificate of registration, other than an Extended class certificate of registration, a minimum of \$1,000,000.00 per claim, occurrence or loss and if the policy or protection has an annual aggregate limit, the annual aggregate limit shall not be less than \$2,000,000.00;
- ii) in the case of a member holding an Extended class certificate of registration, a minimum of \$5,000,000.00 per claim, occurrence or loss and if the policy or protection has an annual aggregate limit, the annual aggregate limit shall not be less than \$5,000,000.00;
- iii) in the case of a "claims made" policy or "claims made" protection (i.e. one which requires the claim to have occurred during the policy or protection period), a form of protection which includes an extended reporting period of at least two years; and
- iv) in the case of a policy or protection which requires the member to pay a deductible, a deductible not exceeding \$1,000.00.

Part 2: Elections and Appointments: Council and Committee Members

45. Electoral Districts (Interpretation)

45.01 The counties, united counties, regional municipalities, municipalities, district municipalities and territorial districts described in Articles 46.01 and 46.02 are those that existed as at December 31, 1996 and the geographical territory of each electoral district shall be interpreted to ensure that all parts of Ontario fall into one of the aforementioned counties, united counties, regional municipalities, municipalities, district municipalities and territorial districts described in each of Articles 46.01 and 46.02.

46. Electoral Districts

46.01 The following electoral districts are established for the purposes of the election of RN councillors:

(Amended March 2013)

Electoral district 1,
the Southwestern District, composed of the counties of Elgin, Essex,
Huron, Kent, Lambton, Middlesex, Oxford and Perth.

Electoral district 2,
the Central Western District, composed of the counties of Brant, Bruce,
Grey, Wellington and Dufferin and the regional municipalities of
Haldimand-Norfolk, Hamilton-Wentworth, Niagara and Waterloo.

Electoral district 3,
the Central Eastern District, composed of the counties of Frontenac,
Hastings, Lanark, Northumberland, Peterborough, Prince Edward,
Victoria and Haliburton, the united counties of Leeds and Grenville,
Lennox and Addington, and the regional municipality of Durham.

Electoral district 4,
the Eastern District, composed of the united counties of Stormont,
Dundas and Glengarry, Prescott and Russell, the County of Renfrew and
the regional municipality of Ottawa-Carleton.

Electoral district 5,
the Northeastern District, composed of the territorial districts of Algoma,
Cochrane, Manitoulin, Parry Sound, Nipissing, Sudbury and
Timiskaming, and the district municipality of Muskoka.

Electoral district 6,
the Northwestern District, composed of the territorial districts of Rainy
River, Thunder Bay and Kenora.

Electoral district 7,
the Toronto District, composed of the municipality of metropolitan
Toronto.

Electoral district 8,
the Central District, composed of the County of Simcoe and the regional
municipalities of Halton, Peel and York.

46.02

The following electoral districts are established for the purposes of the
election of RPN councillors:

(Amended March 2013)

Electoral district 1,
the Southwestern District, composed of the counties of Elgin, Essex,
Huron, Kent, Lambton, Middlesex, Oxford and Perth.

Electoral district 2,
the Central Western District, composed of the counties of Brant, Bruce,
Grey, Wellington and Dufferin and the regional municipalities of
Haldimand-Norfolk, Hamilton-Wentworth, Niagara and Waterloo.

Electoral district 3,
the Central Eastern District, composed of the counties of Frontenac,
Hastings, Lanark, Northumberland, Peterborough, Prince Edward,
Victoria and Haliburton, the united counties of Leeds and Grenville,
Lennox and Addington, and the regional municipality of Durham.

Electoral district 4,
the Eastern District, composed of the united counties of Stormont,
Dundas and Glengarry, Prescott and Russell, the County of Renfrew and
the regional municipality of Ottawa-Carleton.

Electoral district 5,
the Northeastern District, composed of the territorial districts of Algoma,
Cochrane, Manitoulin, Parry Sound, Nipissing, Sudbury and
Timiskaming, and the district municipality of Muskoka.

Electoral district 6,
the Northwestern District, composed of the territorial districts of Rainy
River, Thunder Bay and Kenora.

Electoral district 9,
the Central/Toronto District, composed of the municipality of
metropolitan Toronto, the County of Simcoe and the regional
municipalities of Halton, Peel and York.

47. Voting Eligibility

47.01 A member is eligible to vote in an election if, on the 20th day before the
election,

(Amended-September 2013)

i) the member meets the requirements of subsection 9(2) of the Act;

ii) the member has his/her designated address in the electoral district
for which an election is being held;

(Amended June 2009)

iii) in respect of the election of RN councillors, the member is the
holder of a general or extended class certificate of registration in
the RN Category; and

(Amended March 2013)

iv) in respect of the election of RPN councillors, the member is the
holder of a general certificate of registration in the RPN Category.

(Amended March 2013)

47.02 In an election, each RN who is eligible to vote shall vote only for RN
candidates and each RPN who is eligible to vote shall vote only for RPN
candidates.

47.03 Nothing herein prevents a member who is both an RN and an RPN from
voting in the election for both RN candidates and RPN candidates.

48. Elected Councillors

48.01 There shall be twenty-one members elected to Council, fourteen from
among eligible members who are RNs and seven from among eligible
members who are RPNs.

48.02 From each electoral district referred to in Column 1 of the following
table there shall be elected to Council the number of RNs set out opposite
in Column 2 and the number of RPNs set out opposite in Column 3 of the
table.

Table related to Article 48.02
(Council members)

Column 1	Column 2	Column 3
Electoral districts	Registered Nurses	Registered Practical Nurses
Southwestern	2	1
Central Western	2	1
Central Eastern	2	1
Eastern	2	1
Northeastern	1	1
Northwestern	1	1
Metropolitan Toronto	2	-
Central	2	-
Central/Toronto	-	1

49. Deleted March 2013.

50. Term of Office

50.01 The term of office of an elected councillor commences at the June Council meeting following his or her election to Council and the elected councillor shall continue to serve until his or her successor takes office in accordance with the by-laws.

(Amended June 2013)

50.02 No elected councillor shall serve for more than two consecutive terms in that capacity.

50.03 Deleted March 2013.

50.04 Time spent as an elected councillor as a result of a by-election or an appointment by Council to fill a vacancy shall not be included for the purposes of Article 50.02.

(Amended June 2013)

50.05 Deleted March 2013.

50.06 Deleted March 2013.

51. Timing of Elections

51.01 Separate elections for elected councillors shall be held simultaneously as follows:

- i) within the first sixty days of the calendar year 2015 and in the first sixty days of every third calendar year thereafter for electoral districts 1 and 2 for the RN Category and electoral districts 1, 2 and 9 for the RPN Category;

(Amended September 2013)

- ii) within the first sixty days of the calendar year 2016 and in the first sixty days of every third calendar year thereafter for electoral districts 3, 7 and 8 for the RN Category and electoral district 3 for the RPN Category;

(Amended September 2013)

- iii) within the first sixty days of the calendar year 2014 and in the first sixty days of every third calendar year thereafter for electoral districts 4, 5 and 6 for both the RN Category and the RPN Category.

(Amended September 2013)

51.02 The Executive Director shall

- i) set the date for each election referred to in Article 51.01, which date shall be before the March Council meeting;

(Amended June 2013)

- ii) set the date for each by-election; and

- iii) set a time deadline for the receipt of ballots.

52. Eligibility for Election

52.01 Subject to the balance of the provisions of Article 52, a member is eligible for election in an electoral district if,

- i) on the deadline for receipt of nominations, the member is the holder of a general or extended class of certificate of registration and the certificate is not subject to a term, condition or limitation other than one applicable to all members of the class;
- ii) on the deadline for receipt of nominations, the member is not in default of the payment of any fee prescribed by the Regulations or required by the by-laws;
- iii) on the deadline for receipt of nominations, the member is not the subject of any disciplinary or incapacity proceeding;
- iv) the member's certificate of registration has not been revoked or suspended in the six years preceding the date of the election for any

- v) reason other than non-payment of fees;
the member has not been the subject of any professional misconduct, incompetence or incapacity finding in the three years preceding the date of the election;
- vi) the member has not been disqualified from the Council nor removed from a committee under the College's conduct of councillors and committee members by-law in the three years preceding the date of the election;
(Amended September 2017; Effective December 2017)
- vii) on the deadline for receipt of nominations, the member has his or her designated address in the electoral district for which he or she is nominated and has been nominated in accordance with this by-law;
(Amended September 2017; Effective December 2017)
- viii) the member has completed and filed with the Executive Director the Conflict of Interest form by the deadline established by the Executive Director in accordance with Article 53.04.1; and
(Amended September 2017; Effective December 2017)
- ix) the member has delivered to the Executive Director a fully completed form, prepared by the Executive Director, expressing understanding of and a commitment to comply with the Code of Conduct.
(Amended September 2017; Effective December 2017)

52.01.1 Subject to Article 52.01.2, a member is not eligible for election as an elected councillor if the member has been an elected councillor, or an appointed committee member, for three consecutive terms.
(Amended March 2013)

52.01.2 A member who is ineligible as a result of Article 52.01.1 shall once again be eligible for election in the third calendar year following the year in which the member last served as an elected councillor, or appointed committee member.
(Amended March 2013)

52.01.3 An employee of the College shall not be eligible for election as an elected councillor unless he or she provides an irrevocable written notice of termination of employment which must be received by the Executive Director and be effective on or before the deadline for receipt of nominations.
(Amended March 2013)

52.01.4 An elected councillor shall not be eligible to run in a by-election unless he or she provides a written resignation from his or her position as an

elected councillor which resignation must be received by the Executive Director and be effective on or before the deadline for receipt of nominations.

(Amended March 2013)

52.02 Deleted March 2013.

52.03 Deleted March 2013.

52.03.1 An elected councillor who resigns his or her seat is not eligible to run in a by-election which takes place as a result of that resignation or an election for the position which he or she resigned from which takes place within sixteen months of the day following the elected councillor's resignation.

(Amended March 2013)

52.04 A member who is both an RN and RPN may not be a candidate in more than one election at the same time.

(Amended March 2013)

52.05 A candidate may withdraw from an election by giving notice in writing to the Executive Director. If the notice in writing is received on a date set by the Executive Director that is at least fifty days prior to the date of the election the name of the person shall not be placed on the ballot. In all other cases, the Executive Director shall make reasonable efforts to notify the members eligible to vote that the candidate has withdrawn from the election.

(Amended June 2013)

52.06 A member is not eligible for election as a councillor if the member holds a position which would cause the individual, if elected as a councillor, to have a conflict of interest by virtue of having competing obligations to both the College and another organization unless the member files with the Executive Director, prior to the deadline referred to in Article 53.04.1 a written agreement to resign from the other position if elected as a councillor.

(Amended September 2017; Effective December 2017)

52.07 A person shall be deemed to have a position which would result in a competing obligation under Article 52.06 if the person has a leadership, employment or contractual role or position with a provincial, national or international entity that advances the interests of nurses, has policy making responsibilities for nurses or oversees the regulation of nurses.

(Amended September 2017; Effective December 2017)

52.08 Disputes as to whether a member is eligible for election or to vote in an election will be determined by the Nominating Committee.

(Amended September 2021)

52.09 Disputes relating to the election of an elected councillor shall be dealt with by the Nominating Committee which shall investigate the facts and report its findings and recommendations to the Council for such decision as Council considers appropriate.

(Amended March 2013 and September 2021)

53. Elections

53.01 The Executive Director shall supervise the nominating and election of elected councillors.

(Amended March 2013)

53.02 At least ninety days before the date of an election or by-election, the Executive Director shall notify in writing each member who is then eligible to vote in that election or by-election of the date of the election, the nomination procedure and the deadline for returning nominations to the College.

(Amended June 2013)

53.03 The nomination of a candidate for election shall be in writing, shall include the written consent of the member wishing to stand for election and the signature of two eligible nominators and must be received prior to the deadline for returning nominations to the College, which deadline shall be set by the Executive Director and shall be at least sixty days before the date of the election.

(Amended June 2013)

53.04 Each nominator shall be a member who is eligible to vote in that election on the date of nomination and on the date on which the nominations close.

53.04.1 The Executive Director shall establish a deadline by which each candidate for election as a councillor shall deliver to the Executive Director a fully completed form, prepared by the Executive Director, expressing understanding of and a commitment to comply with the Code of Conduct, which deadline shall not be less than ten days after the date upon which nominations close.

(Amended September 2017; Effective December 2017)

53.04.2 The Executive Director shall provide each nominated candidate for election as a councillor with a copy of the form referred to in Article 53.04.1, notice of the deadline for the filing of that form and a and copy of By-Law No. 3.

(Amended September 2017; Effective December 2017)

53.05 If, after the deadline referred to in Article 53.04.1, the number of eligible candidates nominated for an electoral district is equal to the number of

members to be elected in that electoral district, the eligible candidates shall be elected by acclamation.

53.06 If, after the deadline referred to in Article 53.04.1, the number of eligible candidates nominated for an electoral district is less than the number of members to be elected in that electoral district, the existing eligible candidate(s) shall be elected by acclamation and the Executive Director shall establish a new election schedule including, where necessary, a new date for that election.

53.07 Time frames referred to in Article 53.02, 53.04.1 and 53.03 do not apply where the Executive Director acts under Article 53.06.

53.08 Where the Executive Director acts under Article 53.06, the deadline for nominations for that election shall be re-opened for fifteen days or such greater number of days as determined by the Executive Director and a new deadline by which the candidates shall complete and file the Conflict of Interest form shall be established by the Executive Director.

53.09 Where the Executive Director acts under Article 53.06, the Executive Director shall notify in writing each member referred to in Article 53.02 of the date of the election and the deadline for returning nominations to the College which deadline shall be determined by the Executive Director.

53.10 If the number of eligible candidates nominated for election for an electoral district after the second call for nominations remains less than or equal to the number of members to be elected in the electoral district, those additional eligible candidates shall be elected by acclamation.

53.11 If after two calls for nominations there are still insufficient eligible candidates for election in any electoral district, the seat shall be considered vacant and the vacancy shall be dealt with by Council at its next regular meeting.

53.12 The Executive Director shall advise each eligible candidate that he or she has an opportunity to have candidate information distributed with the ballot so long as the candidate provides to the Executive Director the information in a form consistent with the guidelines set by the Executive Director and on or before the deadline established by the Executive Director.

(Amended September 2013)

53.13 Electronic access to a ballot listing all eligible candidates and voting instructions shall be provided to every member eligible to vote in an electoral district in which an election is to take place at least fifteen days before the date of an election.

(Amended September 2013)

- 53.13.1** A member who is eligible to vote and who, for any reason, does not obtain access to a ballot may apply to the Executive Director for a replacement access to a ballot and the Executive Director shall provide the member with a replacement provided the request is received at least 24 hours before 5:00 p.m. Eastern Standard Time on the day of the election.
(Added September 2013)
- 53.14** Voting for eligible candidates for election to the Council shall be by electronic ballot, cast in a manner determined by the Executive Director.
(Amended September 2013)
- 53.15** A member eligible to vote may cast as many votes on a ballot as there are members to be elected from that electoral district, however, a member shall not cast more than one vote for any one eligible candidate.
- 53.16** Only those ballots cast on or before 5:00 p.m. Eastern Standard Time on the day of the election will be tabulated.
(Amended September 2013)
- 53.16.1** Ballots cast in an election on or before 5:00 p.m. Eastern Standard Time on the day of the election will be tabulated by an independent organization appointed by the Executive Director.
(Added September 2013)
- 53.17** Deleted September 2013
- 53.18** As soon as possible following the counting of the ballots, the Executive Director shall, in respect of each election,
- i) notify each eligible candidate of the results of the election and the number of votes cast for each eligible candidate; and
 - ii) notify each eligible candidate that he or she may require a recount.
- 53.19** An eligible candidate may require a recount by giving a written request to the Executive Director no more than fifteen days after the date of an election and paying a fee of \$400.
- 53.20** A recount shall be held within fifteen days of receipt of the request referred to in Article 53.19, at a time and place and in a manner determined by the Executive Director.
(Amended September 2013)
- 53.21** A representative of the College named by the Nominating Committee shall be present for a recount and each eligible candidate shall be entitled

to attend in person or by a representative.
(Amended September 2013, Amended September 2021)

53.21.1 Subject to Articles 53.22 or 53.23, any expense associated with the attendance of a candidate or his or her representative under Article 53.21 shall be borne by the candidate.
(Added June 2013)

53.22 Where a recount occurs, if the recount changes the election outcome, the member requiring the recount shall be entitled to,

- i) be reimbursed for travel expenses incurred by or on behalf of the member under Article 53.21 in accordance with the College's policy for reimbursement of travel expenses; and
- ii) the return of the fee required in Article 53.19.

53.23 Where a recount takes place, the eligible candidate with the highest number of votes shall be entitled to be reimbursed for travel expenses incurred by or on behalf of the member under Article 53.21 in accordance with the College's policy for reimbursement of travel expenses.

53.24 Subject to Article 53.26,

- i) in an election where only one candidate is to be elected, the successful candidate is the eligible candidate with the highest number of votes; and
- ii) in an election where more than one candidate is to be elected, the successful candidates are those eligible candidates with the highest and next highest number of votes and so on until the number of successful candidates equals the number of persons to be elected in that election.

53.25 Subject to Article 53.26, in each election the Nominating Committee shall declare the successful candidates elected after the counting of the ballots or in the case of a recount, after the recounting of the ballots.
(Amended September 2021)

53.26 If there is a tie in any election and it is necessary to break the tie to determine who shall be the successful candidate, the Nominating Committee shall designate a person to break the tie by lot and then declare that candidate elected.
(Amended September 2021)

53.27 The College shall notify its members of the results of all elections by publication of those results on the College’s website or in such manner as Council may direct.

(Amended Sept. 2011)

53.28 The Executive Director may authorize destruction of all ballots thirty-one days after the announcement to eligible candidates of the results of an election including any recount.

53.29 If there is an interruption of electronic service provided for or by the College during a nomination or election, the Executive Director may extend the holding of a nomination or election for such period of time as he or she considers necessary to compensate for the interruption.

(Amended September 2013)

53.30 The Executive Director may extend an election in an electoral district for such period of time as he or she considers necessary and, where appropriate, provide replacement voting packages to the members eligible to vote in an electoral district if, the Executive Director has reason to believe

- i) a significant number of members who are eligible to vote in that electoral district did not receive their voting packages; or
- ii) the integrity of the election process would otherwise be compromised.

54. Disqualification of Elected Councillors

(Renamed March 2013)

54.01 The Council shall disqualify an elected councillor if he or she

- i) ceases to be a member in the Category for which he or she was elected;
- i.1) ceases to be the holder of a general or extended class of certificate of registration which is not subject to a term, condition or limitation other than one applicable to all members of the class;
- ii) ceases to principally reside in or work in nursing in the electoral district for which he or she was elected;
- iii) fails, without reasonable cause, to attend two consecutive meetings of the Council;
- iv) fails, without reasonable cause, to attend three consecutive

meetings of a committee of which he or she is a member;

- v) fails, without reasonable cause, to attend a hearing or proceeding of a panel for which he or she has been selected;
- vi) is found to have committed an act of professional misconduct or to be incompetent by a panel of the Discipline Committee; or
- vii) is found to be incapacitated by a panel of the Fitness to Practise Committee.

(Amended March 2013)

54.02 An elected councillor is also subject to disqualification pursuant to the College's conduct of councillors and committee members by-law.
(Amended March 2013)

54.03 An elected councillor who is disqualified by Council under this or any other by-law of the College ceases to be an elected councillor and ceases to be a member of all committees.

54.04 Deleted March 2013.

54.05 An elected councillor who becomes the subject of a disciplinary or incapacity proceeding, including one which originates at any time after the deadline for receipt of nominations, shall not serve on Council or on any committee until the proceeding is finally completed.
(Amended March 2013)

54.06 An elected councillor who becomes in default of the payment of any fees prescribed by the regulations or required by the by-laws, including a default which originates at any time after the deadline for receipt of nominations, shall not serve on Council or any committee until the default is remedied.
(Amended March 2013)

54.07 Where a councillor believes that Council should consider disqualifying an elected councillor on the basis that he or she meets one or more of the disqualification factors set out in Article 54.01, the councillor shall advise the Executive Committee in writing.
(Amended March 2013)

54.08 If the Executive Director receives information that if true may result in Council disqualifying an elected councillor on the basis that he or she meets one or more of the disqualification factors set out in Article 54.01, the Executive Director shall advise the Executive Committee in writing.
(Amended March 2013)

54.09 The Executive Committee shall notify the elected councillor whose conduct is the subject of concern of the nature of the concern and provide

him or her with a reasonable opportunity to make written or oral submissions or both to the Executive Committee.

(Amended March 2013)

- 54.10** The Executive Committee shall make a preliminary determination of the relevant facts and report those facts to the elected councillor whose conduct is the subject of concern and, where applicable, to the councillor who brought the concern to the Executive Committee's attention.
(Amended March 2013)

- 54.11** If either the Executive Committee or the councillor who brought the matter to the Executive Committee's attention is of the view that further action may be required by Council, the issue shall be placed on the agenda for the next meeting of Council.

- 54.12** Should, pursuant to this by-law, the matter of the potential disqualification of an elected councillor be placed on the agenda of Council, the Executive Director shall advise the person who is potentially subject to disqualification of the date when Council intends to meet to deal with the issue and of his or her opportunity to make either written or oral submissions to the Council, should he or she wish to do so.
(Amended March 2013)

- 54.13** After providing the opportunity referred to in Article 54.12, Council shall determine the relevant facts and, if appropriate, disqualify the elected councillor in accordance with this by-law.
(Amended March 2013)

- 54.14** A two-thirds majority vote of the councillors present at a Council meeting duly called for that purpose shall be required in order to disqualify an elected councillor pursuant to this Article.
(Amended March 2013)

- 54.15** Where an elected councillor is the subject matter of a motion for disqualification under this Article, that elected councillor shall not be present during the debate or vote and shall not be counted as a member of Council in determining whether a quorum exists or whether the motion was carried or defeated.

- 54.16** Before any debate is had or vote taken by Council pursuant to this Article, Council shall consider whether the public should be excluded from the meeting in accordance with the Code.

- 54.1** **Eligibility for Appointment**
(Article 54.1 Added September 2008)

- 54.1.01** The Executive Director shall approve a form of application for

appointment as an appointed committee member and establish in each year a deadline for receipt of applications to be appointed as an appointed committee member.

54.1.02

Subject to the balance of the provisions of Article 54.1, a member is eligible for appointment if,

- i) the member has completed and filed with the Executive Director an application for appointment in the form approved by the Executive Director prior to the deadline for applications established by the Executive Director;
- ii) the member is the holder of a general or extended class of certificate of registration and the certificate is not subject to a term, condition or limitation other than one applicable to all members of the class;
- iii) the member is not in default of the payment of any fee prescribed by the Regulations or required by the by-laws;
- iv) the member is not the subject of any disciplinary or incapacity proceeding;
- v) the member's certificate of registration has not been revoked or suspended in the six years preceding the date of appointment for any reason other than non-payment of fees;
- vi) the member has not been the subject of any professional misconduct, incompetence or incapacity finding in the three years preceding the date of appointment;
(Amended September 2017; Effective December 2017)
- vii) the member has not been disqualified from the Council nor removed from a committee under the College's conduct of councillors and committee members by-law in the three years preceding the date of appointment; and
(Amended September 2017; Effective December 2017)
- viii) the member has delivered to the Executive Director a fully completed form, prepared by the Executive Director, expressing understanding of and a commitment to comply with the College's conduct of councillors and committee members by-law.
(Added September 2017; Effective December 2017)

54.1.02.1

A member is not eligible for appointment as an appointed committee member if the member served as an appointed committee member for the previous two consecutive terms.

(Amended March 2013)

- 54.1.02.2** Time spent as an appointed committee member as a result of an appointment to fill a vacancy shall not be included for the purposes of Article 54.1.02.1.
- 54.1.03** Subject to Article 54.1.04, a member is not eligible for appointment as an appointed committee member if the member has been an elected councillor or an appointed committee member or for three consecutive terms.
(Amended March 2013)
- 54.1.04** A member who is ineligible as a result of Article 54.1.03 shall once again be eligible for appointment in the third calendar year following the year in which the member last served as an elected councillor or appointed committee member.
(Amended March 2013)
- 54.1.05** An employee of the College shall not be eligible for appointment as an appointed committee member unless he or she provides an irrevocable written notice of termination of employment which must be received by the Executive Director.
- 54.1.06** An elected councillor, other than one whose term will automatically expire prior to the date of appointment, shall not be eligible to be appointed as an appointed committee member unless he or she provides a written resignation from his or her position as an elected councillor which resignation must be effective on or before the deadline for receipt of applications.
(Amended March 2013)
- 54.1.07** A member may not apply to be appointed as an appointed committee member if the member is a candidate for election as an elected councillor.
- 54.1.08** A member who is both an RN and RPN may be appointed either as an RN appointed committee member or an RPN appointed committee member but not as both.
- 54.1.09** A member is not eligible for appointment as an appointed committee member if the member holds a position which would cause the individual, if appointed, to have a conflict of interest by virtue of having competing obligations to both the College and another organization unless the member files with the Executive Director, prior to the deadline for receipt of applications, a written agreement to resign from the other position if appointed as an appointed committee member.
- 54.1.10** A person shall be deemed to have a position which would result in a

competing obligation under Article 54.1.09 if the person has a leadership, employment or contractual role or position with a provincial, national or international entity that advances the interests of nurses, has policy making responsibilities for nurses or oversees the regulation of nurses.

(Amended September 2017; Effective December 2017)

54.1.11 Any question as to whether a member is eligible for appointment as an appointed committee member will be determined by the Nominating Committee.

(Amended September 2021)

54.2 Term of Office of Appointed Committee Members

(Article 54.2 Added September 2008)

54.2.01 The term of office of an appointed committee member commences on the effective day of the appointment as specified by Council and subject to Article 55.01.1 continues

(Amended June 2013)

i) except in the case of an appointed committee member who is appointed to fill a vacancy, until the June Council meeting in the third calendar year after that member's appointment; and

(Amended June 2013)

ii) in the case of an appointment to fill a vacancy, when the appointed committee member's predecessor's term would have expired.

54.3 Deleted March 2013.

55. Vacancy

55.01 The seat of an elected councillor shall be deemed to be vacant upon the death, resignation or disqualification of the elected councillor.

(Amended March 2013)

55.01.1 An appointed committee member shall cease to be a committee member and a vacancy shall be created on that committee upon death, resignation, or removal of the appointed committee member.

(Amended June 2013)

55.02 If the seat of an elected councillor becomes vacant for an electoral district not more than sixteen months before the expiry of his or her term, the Council shall

i) leave the seat vacant; or

ii) appoint as a councillor a member who meets the requirements for

eligibility for election in that electoral district to serve the balance of the former elected member's term.

(Amended September 2008)

55.03 If the seat of an elected councillor becomes vacant for an electoral district more than sixteen months before the expiry of his or her term, the Council shall

- i) direct the holding of a by-election for that electoral district which shall be held in a manner consistent with the elections held under this by-law; or
- ii) appoint as a councillor the eligible candidate who had the most votes of the unsuccessful candidates in the last election for that electoral district or if that candidate is not willing to accept the appointment, the eligible candidate with the next highest number of votes.

(Amended September 2008)

55.03.1 Where a by-election will be required under Article 55.03 because there is no eligible candidate who could be appointed pursuant to sub-Article 55.03(ii), no decision of the Council shall be required pursuant to Article 55.03 and the Council shall be deemed to have directed the holding of a by-election thereby allowing the Executive Director to set a date for the by-election without a resolution of the Council.

55.03.2 Where a vacancy occurs as a result of the death, resignation, or removal of an appointed committee member, the Executive Committee shall

(Amended June 2013)

- i) leave the position vacant until the June Council meeting; or
- ii) appoint as an appointed committee member, a member who continues to be eligible for appointment and whose name was listed on the list of eligible members prepared by the Elections and Appointments Committee for the previous March Council meeting.

(Amended June 2013)

55.04 The term of an elected councillor or an appointed committee member elected or appointed under Article 55.02, 55.03 or 55.03.2 shall continue until the term of the former elected councillor or former appointed committee member would have expired.

(Amended March 2013)

Part 3: Funding for Therapy and Counselling

56. Funding for Therapy and Counselling

(Revoked March 2022)

Part 4: Interpretation

57. Interpretation

- 57.01** In all by-laws of the College, the singular shall include the plural and the plural shall include the singular.
- 57.02** Wherever reference is made in the by-laws to a statute or section, such reference shall be deemed to extend and apply to any amendment or re-enactment of such statute or section, as the case may be.
- 57.03** A Schedule in this or any other by-law of the College shall form part of the by-law.
- 57.04** All provisions of this or any other by-law of the College shall be interpreted in a manner consistent with the RHPA and the Act and where any such inconsistency is found to exist, the inconsistent provision is to be severed therefrom so long as this severance is practical.
- 57.05** Where notice is required under this or any other by-law of the College and except where specifically provided otherwise, the following shall apply in determining whether sufficient notice was given,
- i) the number of days shall be calculated excluding the day on which the notice was sent or forwarded and excluding the day of the event for which the notice was given;
 - ii) the number of days shall be calculated including all days whether or not they are business days, weekend days, or holidays;
 - iii) where notice is provided by ordinary prepaid first class mail to the person's last known address, the notice shall be considered to have been received on the fifth day following mailing;
 - iv) where notice is provided by facsimile, electronic mail or other electronic means, the notice shall be considered to have been received on the date and time it was sent; and
 - v) where notice is provided by courier to the person's last known address, the notice shall be considered to have been received on the date the courier delivered the notice, whether or not it was personally received on that date.

Schedule No. 1 to By-Law No. 1
Process for Election of Council Officers and Other Members of the Executive Committee
Revised version March,2020

In this Schedule,

“Council Officers” means the President and two Vice-Presidents of the Council

“Council Officer” means one of the President or Vice-Presidents of the Council and “ballot” can be in either electronic or paper form.

1. Prior to any Council meeting, where councillors are expected to elect one or more Council Officers and/or other members of the Executive Committee, nomination forms for the nomination of the Council Officers and/or other members of the Executive Committee to be elected at that meeting shall be sent by the Executive Director to persons who the Executive Director expects to be councillors at the meeting of Council where the elections are to be held.
2. Subject to paragraphs 8 and 34, to be nominated for election as a Council Officer or another member of the Executive Committee, a councillor must submit a completed nomination form including the written consent of the councillor wishing to stand for election for that position and the signatures of three persons who, at the time of the nomination, were councillors.
3. A councillor may not run for election for more than one Council Officer position.
4. A councillor may withdraw as a candidate at any time.
5. A councillor nominated for more than one Council Officer position must, prior to the commencement of the election, withdraw as a candidate from all but one Council Officer position, failing which the councillor shall not be eligible to run for election for any Council Officer position.
6. The chair of the Nominating Committee or his or her designate shall preside as chair of that portion of the meeting of Council where the election of Council Officers and/or other members of the Executive Committee takes place.

(Amended September 2021)
7. Council shall appoint three scrutineers for the election.

Election of Council Officers

- 8.** The chair will call for nominations from the floor which nominations must be in writing and must comply with paragraph 2 above.
- 9.** Ballots will be distributed for election of the Council Officers to be elected at that Council meeting. Each ballot will include all Council Officer positions to be elected and will include the names of all candidates.
- 10.** The chair will announce the names of all candidates running for election for each Council Officer position.
- 11.** If no councillor has been nominated for any Council Officer position for which an election was to be held at that Council meeting, the Nominating Committee will nominate a candidate or candidates for the office(s).

(Amended September 2021)
- 12.** If only one candidate has been nominated for a Council Officer position, the chair shall declare the candidate elected by acclamation.
- 13.** Each candidate for election shall be offered the opportunity to briefly address Council.
- 14.** Voting shall be by secret ballot and shall take place simultaneously for all Council Officer positions which are subject of election at that Council meeting.
- 15.** The completed ballots will be collected and reviewed by the scrutineers.
- 16.** A staff member designated by the chair will review and confirm the election results under the supervision of the scrutineers.
- 17.** The scrutineers will report to the chair the results in writing including the number of votes cast for each candidate for each Council Officer election. The chair will announce the results to Council without referring to the number of votes cast for each candidate.
- 18.** A candidate receiving a majority of the votes cast for that Council Officer position shall be declared the successful candidate. Where there were more than two candidates running for election for a Council Officer position and no candidate received a majority of the votes cast, the candidate with the lowest number of votes shall be

dropped from the election and another vote (ballot) shall be taken. The same process shall be followed until one candidate receives a majority of the votes cast for that Council Officer position. In the event that two candidates remain with an equal number of votes which tie, in the opinion of Council, is unlikely to be broken by additional ballots, the tie shall be broken by the chair by lot.

19. Where in the course of the election a tie vote occurs respecting two or more candidates having the lowest number of votes in that election and it is necessary to break that tie in order to determine which of the candidates shall be dropped from the ballot, the Council shall vote by secret ballot to determine which of the candidates shall be dropped from the ballot unless the tie, in the opinion of Council, is unlikely to be broken by additional ballots, in which case the tie shall be broken by the chair by lot.

Election of the Balance of the Executive Committee

20. Following the election of the Council Officers, the remaining two members of the Executive Committee shall be determined by election using a secret ballot and in a manner consistent with the election of Council Officers, unless otherwise specifically provided for in this Schedule. For greater clarity the provisions of paragraphs 9, 10, 11, 13, 15, 16, 17, 18 and 19 apply with necessary modification to the election(s) of other members to the Executive Committee.

Process where the President is a member of the College

21. The provisions of paragraphs 22 to 27 apply where the President elected at the meeting is member of the College and therefore two public councillors are to be elected to be members of the Executive Committee.
22. The Chair shall request nominations for the two public councillor positions on the Executive Committee which nominations must be in writing and must comply with paragraph 2 above.
23. If only two public councillor candidates have been nominated for election to the Executive Committee, the chair shall declare those candidates elected by acclamation.
24. If only one public councillor candidate has been nominated for election to the Executive Committee, the chair shall declare that candidate elected by acclamation.
25. If insufficient public councillors have been nominated for election to the

Executive Committee for which an election was to be held at that Council meeting, the Nominating Committee will nominate a candidate or candidates for the position(s).

(Amended September 2021)

26. Where more than two eligible candidates have been nominated for election to the Executive Committee, elections shall be held in a manner consistent with the process for election of Council Officers save and except that each councillor will be entitled to cast a vote for not more than two of the candidates.
27. For greater clarity, a ballot cast under paragraph 26 shall not be considered spoiled simply because a councillor only votes for one candidate.

Process where the President is a Public Councillor

28. Where the President elected at the meeting is public councillor, the provisions of paragraphs 29 to 37 shall apply in order to elect one additional public councillor and one additional councillor who is a member of the College, to the Executive Committee.
29. The Chair shall request nominations for the public councillor position on the Executive Committee, which nominations must be in writing and must comply with paragraph 2 above.
30. If only one public councillor candidate has been nominated for election to the Executive Committee, the chair shall declare that candidate elected by acclamation.
31. If no public councillor has been nominated for the Executive Committee position the Nominating Committee will nominate a candidate for the position.
(Amended September 2021)
32. If more than one eligible candidate is nominated, an election shall be held in a manner consistent with the election of Council Officers.
33. The chair shall then call for nominations for the remaining position on the Executive Committee which position shall be filled from among eligible councillors who are members of the College.
34. Nominations for the position referred to in paragraph 33 may be in writing, in compliance with paragraph 2 or may be made orally at the meeting if supported either orally or in writing by three persons who,

at the time of the nomination, were councillors, provided the person being nominated for election consents to being a candidate.

35. If only one candidate has been nominated for that Executive Committee position, the chair shall declare the candidate elected by acclamation.
36. If no councillor has been nominated for that Executive Committee position the Nominating Committee will nominate a candidate for that position.
(Amended September 2021)
37. If more than one eligible candidate is nominated, an election shall be held in a manner consistent with the election of Council Officers.
38. The following rules and procedures apply to all elections held in accordance with this Schedule:
1. If a request by a candidate is made within thirty days of the election, the chair of the Nominating Committee will advise the candidate of the number of votes cast for each candidate in respect of any position for which he or she ran for election.
(Amended September 2021)
 2. Unless Council directs otherwise, ballots shall be destroyed immediately following the chair declaring the successful candidates for all positions.

Schedule No. 2 to By-Law No. 1
Process for the Selection of Chairs

Deleted March 2009

BY-LAW NO. 2: FEES

Approved by Council June 14, 2000

Revised version January 1, 2013

Amended June 2021

1.01 In this by-law,

"administrative suspension" means a suspension of a member's certificate of registration as a result of the member's failure to pay a prescribed fee or a fee required by the by-laws or to provide information required by the by-laws;

"category" means one of the RN Category or the RPN Category;

"certificate of registration" means a certificate of registration issued by the College and does not include a specialty certificate;

"class" means a class of certificate of registration and does not mean "class" as that word is used in section 8 of the *Nursing Act*, 1991;

"fee" includes a required fee(s) or charge, an administrative fee(s) or an administrative charge(s);

"out-of-province certificate" has the meaning ascribed to it under the Regulated Health Professions Act, 1991 and its Health Professions Procedural Code;

"person" includes a member and former member; and

"registration regulation" means Part II of Ontario Regulation 275/94, as amended, passed under the Nursing Act, 1991.

(Added September 2014)

APPLICATION FEES

2.01 Unless otherwise specifically provided in this by-law, a separate application fee is payable for each class of certificate of registration applied for in each category.

Application Fee: General and Extended Class

(Amended September 2014)

2.02 A person who submits an application for a certificate of registration in the general class as a registered nurse shall pay an application fee of

- i) \$300.00 if the applicant is a graduate of a nursing program required for registration as a registered nurse which was taken in Canada or if the applicant, at the time of application, holds an out-of-province certificate that is equivalent to a general class certificate of registration as a registered nurse or if the applicant previously held a general or extended class certificate of registration as a registered nurse issued by the College;
(Amended June 2018)
- ii) \$300.00 if the applicant is not one described in (i), and the applicant provides a current assessment report from the National Nursing Assessment Service; or
(Amended June 2018)
- iii) \$1,000.00.

2.02.1 A person who submits an application for a certificate of registration in the general class as a registered practical nurse shall pay an application fee of

- i) \$300.00, if the applicant is a graduate of a nursing program required for registration as a registered practical nurse which was taken in Canada or if the applicant, at the time of application, holds an out-of-province certificate that is equivalent to a general class certificate of registration as a registered practical nurse or as a registered nurse, issued by the College;
- ii) \$300.00 if the applicant is not one described in (i), and the applicant provides a current assessment report from the National Nursing Assessment Service; or
- iii) \$1,000.00.
(Amended June 2018)

2.02.2 A person who submits an application for a certificate of registration as a registered nurse in the extended class shall pay an application fee of

- i) \$300.00, if the applicant is a graduate of a program required for registration in the extended class which was taken in Canada or if the applicant, at the time of application, holds an out-of-province certificate that is equivalent to an extended class certificate of registration as a registered nurse or if the applicant previously held an extended class certificate of registration as a registered nurse issued by the College;
- ii) \$300.00 if the applicant has education other than the education referred to in (i) and the applicant graduated from a program for registration as a registered nurse in the extended class that was approved by Council or a body approved by Council for that purpose,

or a program approved by the Registration Committee as equivalent to a Council-approved program for registration as a registered nurse in the extended class; or

iii) \$1,000.00.

(Amended June 2018)

Application Fee: Other Classes

2.03 Subject to Article 2.05, a person who submits an application for a certificate of registration for any class of certificate, other than general, extended or emergency, shall pay an application fee of \$50.00.

Application Fee: Emergency Class

2.04 No application fee shall be payable for an emergency class certificate of registration.

Application Fee: Non-Practising Class

2.05 No application fee shall be payable for an application for a non-practising class certificate of registration if the applicant holds, at the time of application, another class of certificate of registration, other than an emergency class, in the category for which the person is seeking the non-practising class certificate of registration.

EVALUATION FEES

(Added September 2014)

2.06 The fee for an evaluation conducted directly by the College under:

i) sub-subparagraph 1 iii B of subsection 2(1) of the Registration Regulation is \$500.00:

(Amended September 2017)

ii) sub-subparagraph 1 iii B and subparagraph 1 v of subsection 3(1) of the Registration Regulation is \$225.00; and

(Amended September 2017)

iii) sub-subparagraph 2 iv B of subsection 4(1) of the Registration Regulation is \$225.00.

(Amended September 2017)

REGISTRATION FEES

- 3.01** Unless otherwise specifically provided in this by-law, a separate registration fee is payable for each class of certificate of registration issued in each category.
- 3.02** Subject to Article 3.04, a registration fee of \$50.00 shall be paid for the issuance of each class of certificate of registration, other than an emergency class certificate of registration.
- 3.03** No registration fee shall be payable for the issuance of an emergency class certificate of registration.
- 3.04** No registration fee shall be payable for the issuance of a non-practising class certificate of registration if the applicant holds, at the time of application, another class of certificate of registration, other than an emergency class, in the category for which the person is seeking the non-practising class certificate of registration.

FEES FOR SPECIALTY CERTIFICATES

- 4.01** The fee for the issuance or reinstatement of a specialty certificate in the extended class is \$50.00 and shall be payable for each specialty for which a specialty certificate is to be issued or reinstated.

ANNUAL FEES

- 5.01** Unless otherwise provided in the by-law, an annual fee is payable by each member for each calendar year in accordance with this by-law.
- 5.02** The Executive Director shall notify every member of the amount of the annual fee and the day on which the fee is due.
- 5.03** The annual fee for the calendar year for which a person first becomes a member in a category must be paid immediately prior to the issuance of that certificate of registration.
- 5.04** Except where Article 5.03 or 5.08 is applicable, or unless otherwise authorized by the Executive Director, the annual fee for the calendar year must be paid on or before December 31st of the previous year.
(Amended June 2018)
- 5.05** No annual fee is payable in relation to the issuance of an emergency class certificate of registration or by a member who only holds an emergency class certificate of registration.

- 5.06** The annual fee for a member holding a certificate of registration in a class other than the non-practising class is
- i) for the 2018 calendar year
 - a) \$200.00 if the member is registered in one category; or
 - b) \$400.00 if the member is registered in two categories.
 - ii) for the 2019 calendar year and subsequent calendar years
 - a) \$270.00 if the member is registered in one category; or
 - b) \$540.00 if the member is registered in two categories.
- (Amended June 2018)

5.07 The annual fee for a member who only holds a certificate of registration in the non-practising class is

- i) \$50.00 if the member is registered in one category; or
- ii) \$100.00 if the member is registered in two categories.

5.08 A member who holds a non-practising class certificate of registration and to whom another class of certificate is issued shall pay, on the issuance of that other class of certificate, the fee set out in Article 5.06 less any annual fee paid by the member for that calendar year.

PENALTY FEES

6.01 A member, other than one who only holds a certificate of registration in the non-practising class, who fails to pay an annual fee on or before the day on which it is due, shall pay a penalty fee of \$100.00.

6.02 A member who only holds a certificate of registration in the non-practising class who fails to pay an annual fee on or before the day on which it is due, shall pay a penalty fee of \$25.00.

FEES FOR REINSTATEMENT /LIFTING ADMINISTRATIVE SUSPENSIONS

Application for Reinstatement Fee

7.01 A person who applies for reinstatement of a certificate of registration shall pay, at the time the person makes such application, an application fee of

- i) \$350.00 where the application is made pursuant to section 72 of the Code; or
- ii) \$150.00 where the application is not made pursuant to section 72 of the Code.

(Amended September 2015)

Application for Lifting Administrative Suspension Fee

7.02 A person who is otherwise entitled to have an administrative suspension lifted shall pay a fee of \$50.00 which fee shall be payable at the time the person makes the request to lift the suspension.

Reinstatement Fee

7.03 A person who is otherwise entitled to reinstatement of his or her certificate of registration shall pay a reinstatement fee of

- i) \$50.00; and
- ii) \$500.00 for each calendar year or part thereof during which the applicant, while not a member,
 - a) used a title, the use of which was restricted to members;
 - b) held himself or herself out as a member or held himself or herself out as qualified to practise in Ontario as a nurse, registered nurse, practical nurse or in a specialty of nursing in breach of section 11 of the Act; or
 - c) performed an act authorized to members under the Act in breach of the RHPA.

EXAMINATION FEES

8.01 Deleted September 2014.

8.02 Revoked March 2022

8.02.1 Revoked March 2022

8.03 Removed June 2018

8.04 Revoked March 2022

- 8.05** Deleted June 2021
- 8.06** A person who applies to have a re-score of the results of the examination which is a requirement for the issuance of a specialty certificate in the extended class, known as the Canadian Nurse Practitioner Examination (CNPE), shall pay a fee of \$110.00.
(Amended June 2021)
- 8.07** A person who applies to attempt the College's jurisprudence examination shall pay a fee of \$40.00.
- 8.08** A separate fee is payable for each application referred to in Articles 8.06 and 8.07 and shall be paid at the time the application is submitted.
(Amended March 2022)

FEES RELATING TO QUALITY ASSURANCE

- 9.01** Where a person is required by the College's Quality Assurance Committee or a panel thereof to undergo a practice assessment or reassessment under clause 29(1)(a) of the regulation governing the College's Quality Assurance Program (being Part IV of Ontario Regulation 275/94, as amended), a fee of \$1,500.00 shall be paid unless otherwise directed by the Quality Assurance Committee or the panel which required the person to undergo that practice assessment or reassessment.
- 9.02** Where a person is required by the College's Quality Assurance Committee or a panel thereof to undertake one or more additional practice assessment components under subsection 28(3) of the regulation governing the College's Quality Assurance Program (being Part IV of Ontario Regulation 275/94, as amended), a fee of \$1,500.00 shall be paid if the Quality Assurance Committee or a panel thereof determined that the need to include additional components was due in whole or in part to the person's failure to co-operate with the Quality Assurance Committee, a panel thereof or an assessor.
- 9.03** The fee required by Article 9.01 shall be payable upon receipt of notice from the College that a practice assessment or reassessment has been required by the Quality Assurance Committee or a panel thereof.
- 9.04** The fee required by Article 9.02 shall be payable upon receipt of notice from the College that the person has been required by the Quality Assurance Committee or a panel thereof to undertake one or more additional practice assessment components under subsection 28(3) of the regulation governing the College's Quality Assurance Program (being Part IV of Ontario Regulation 275/94, as amended) as a result of the person's failure to co-operate with the Quality Assurance Committee, a panel thereof or an assessor.

9.1 **OTHER FEES**

9.1.01 An administrative fee of \$50.00 shall be payable by a person who purports to make a payment to the College by credit card for each time that the payment is refused by the credit card provider.

9.1.02 An administrative fee of \$25.00 shall be payable for the issuance of any refund by the College and shall be automatically deducted from that refund.

9.1.03 Where the member fails to comply with Article 44.2.06 of the College’s By-law No. 1: General and the College subsequently is required to revise its register to reflect information thereafter provided by the member, the member shall pay an administrative fee of \$100.00.

(Approved March, 2019)

GENERAL

10.01 Fees described in this by-law are exclusive of applicable taxes and are not refundable either in whole or in part.

10.02 Where a fee is required to be submitted or paid under this by-law, the fee shall be paid by debit or credit card.

(Amended March 2017; Effective June 1, 2017)

10.03 Payment by any means other than those specified in Article 10.02 is not the submission or payment of a fee under this by-law.

10.04 Deleted June 1, 2017

10.05 Despite any provisions contained in this by-law, the Executive Director may waive the requirement for an individual applicant, member or former member to pay a fee required by this by-law where, in the Executive Director’s opinion, the circumstances are sufficiently extraordinary to warrant the waiver and are not based upon the ability of the individual applicant, member or former member to pay the fee.

BY-LAW NO. 3: CONDUCT OF COUNCILLORS AND COMMITTEE MEMBERS

(Approved by Council on September 20, 2017

Effective December 2017)

Purpose

The College has a duty to serve and protect the public interest.

Council is committed to ensuring that, in all aspects of its affairs, it maintains the highest standards of public trust and integrity.

The Code of Conduct supports individual Council and committee members in understanding and meeting their individual accountability.

The Code of Conduct supports Council in meeting its commitment to the public.

1. Definitions and Interpretations

1.01 In this by-law,

“**Code of Conduct**” means the expectations set out in Article 2.03 below;

“**panel**” means a panel of a statutory committee of the College;

“**affiliated entity**” means an organization in which a councillor or committee member has a leadership, employment or contractual role or position or which a councillor or committee member owns in whole or in part.

1.02 This by-law shall be interpreted in such a manner as to promote and enhance public confidence in the regulation of the nursing profession in the public interest.

1.03 This by-law shall be interpreted in such a manner as to be consistent with Council’s governance principles such as that Council has designated spokespeople, usually the Executive Director or the President, and that Council speaks with one voice.

1.04 This by-law applies to councillors and to committee members.

1.05 This by-law does not apply to and shall not be interpreted as in any way limiting the ability of Council or the Executive Committee under By-Law No. 1 to remove a councillor or committee member from a committee or office or to disqualify a councillor. When removing or disqualifying a councillor under By-Law No.1 there is no requirement to follow the procedure set out in Article 5 of this by-law.

2. Code of Conduct

2.01 Councillors and committee members shall comply with the Code of Conduct to the extent reasonable in the circumstances.

2.02 Each councillor and committee member shall, prior to commencing service, deliver to the Executive Director a fully completed form, prepared by the Executive Director, expressing understanding of and a commitment to comply with the Code of Conduct. Each councillor and committee member shall immediately notify the Executive Director of any new information or changes of information to the form and shall also update the form annually.

2.03.1 Accountability

Councillors and committee members shall fulfill their accountability to the public by:

- a) making all decisions in the best interests of the public;
- b) participating in discussion constructively and in a respectful, non-judgemental and reasoned manner;
- c) attending meetings and being on time;
- d) understanding and complying with their duties as set out in the *Regulated Health Professions Act, Nursing Act*, the regulations and by-laws made under them and the policies of the College;
- e) respecting the Executive Director's authority as Chief Executive Officer and Registrar and holding the Executive Director accountable for her or his performance;
- f) respecting the boundaries between the roles of councillors and committee members and staff; and
- g) raising concerns when observing apparent wrongdoing by councillors and committee members.

2.03.2 Adaptability

Councillors and committee members shall demonstrate adaptability by:

- a) considering the views of other councillors and committee members and of stakeholders; and
- b) supporting and endorsing Council and committee decisions regardless of the level of prior personal disagreement.

2.03.3 Competence

Councillors and committee members shall demonstrate competence in their roles by:

- a) coming prepared for meetings;
- b) participating in required applicable orientation and learning sessions for councillors and committee members;
- c) addressing matters clearly and succinctly without undue repetition; and
- d) taking part in committee work diligently and actively serving on committees as appointed.

2.03.4 Diversity

Councillors and committee members shall support diversity by:

- a) welcoming alternative points of view;

- b) demonstrating respect for others;
- c) recognizing and respecting the value of diversity and the contribution of all councillors and committee members and respecting their diverse background, skills and expertise; and
- d) respecting staff and all others with whom councillors and committee members interact.

2.03.5 Independence

Councillors and committee members shall act independently by:

- a) making decisions impartially, fairly, using best evidence and without discrimination or bias;
- b) not directing the work of individual College staff; and
- c) refraining from attempting to influence a decision affecting an individual unless part of the panel or committee assigned to do so.

2.03.6 Integrity

Councillors and committee members shall act with integrity by:

- a) not acting when in a conflict of interest (see Article 3 for further explanation);
- b) complying with their confidentiality obligations (see Article 4 for further explanation);
- c) fostering trust and demonstrating confidence in colleagues;
- d) being courteous to others and refraining from behaviour that may reasonably be perceived as verbal, physical or sexual abuse or harassment and intervening as appropriate when observing such behaviour by others; and
- e) referring all requests for comment by the media and others to the designated College spokesperson.

2.03.7 Transparency

Councillors and committee members support transparency by:

- a) being honest and accurate in all communications; and
- b) being transparent in providing the reasons and supporting rationales contributing to decisions made by the Council.

3. Conflicts of Interest

3.01 The purpose of this part of the by-law is to provide helpful explanations as to how to comply with the conflict of interest provisions of the Code of Conduct. These provisions in no way limit the full extent of the duties set out in the Code of Conduct.

3.02 A conflict of interest may be actual or potential, real or perceived, direct or indirect.

3.03 A conflict of interest exists where a reasonable member of the public would conclude that a councillor's or committee member's personal or financial interest, relationship or affiliation may affect his or her judgment or the discharge of his or her duties to the College.

3.04 The terms "conflict of interest" and "appearance of bias" are often used interchangeably. The term "conflict of interest" generally applies best to policy or administrative decisions while the term "appearance of bias" generally applies best to an adjudicative type of decision. For the purpose of this by-law, they mean the same thing.

Examples of Conflicts of Interest

3.05 Some examples of activities or circumstances that in most circumstances would constitute a conflict of interest or an appearance of bias for a councillor or committee member include the following:

- (a) Where the decision could confer a more than trivial financial or other benefit to the councillor or committee member or their close relative or friend or affiliated entity;
- (b) Where the decision could impose a more than trivial financial or other burden on the councillor or committee member or their close relative or friend or affiliated entity;
- (c) Where the councillor or committee member or their close relative or friend or affiliated entity seeks or accepts more than a nominal gift from a person or entity connected to or affected by the College or its mandate or a gift which could reasonably be viewed as influencing the councillor or committee member;
- (d) Where the councillor or committee member or their close relative or friend or affiliated entity uses the councillor's or committee member's position with the College to advance their personal or financial interests;

- (e) Where the councillor or committee member has a leadership, employment or contractual role or position with a provincial, national or international entity that advances the interests of nurses, has policy making responsibilities for nurses or oversees the regulation of nurses;
- (f) Where the councillor or committee member is running for national or provincial public office and where the councillor or committee member has not taken a leave of absence from all Council and committee positions at the College;
- (g) Where the councillor or committee member agrees to give or gives a presentation on an issue related to the College's role or activities without prior College approval;
- (h) Where the councillor or committee member agrees to participate or participates in a committee, working group, task force or other group related to the College's role or activities without prior College approval;
- (i) Where the councillor or committee member, who is not the official spokesperson for the College, is in communication with government officials, politicians or the media on any matter related to the College without prior College approval;
- (j) Where the councillor or committee member publishes, including a posting on social media, a statement that could impair the public's confidence in the College or the councillor's or committee member's ability to make transparent, objective, impartial and fair decisions that are in the public interest;
- (k) Where the councillor or committee member appears to give special access to a person or entity that advances the interests of nurses or that has policy making responsibilities for nurses or that oversees the regulation of nurses without prior College approval;
- (l) Where the councillor or committee member advises or assists anyone in their dealings with the College;
- (m) Where the councillor or committee member demonstrates a closed mind on an issue that is coming up, or is likely to come up, before the College;
- (n) Where the councillor or committee member participates in a legal proceeding against the College, except on behalf of the College;

- (o) Where the councillor or committee member is the subject of an inquiry or investigation by the College, the police or another authority that impairs the ability of the councillor or committee member to participate in a decision or to continue to serve in his or her position or has the potential to jeopardize public trust in the member, the Council, the committee or the College;
- (p) Where the councillor or committee member applies for employment with the College without first resigning all Council and committee member positions;
- (q) Where the councillor or committee member has a connection with a person or issue to be determined that would reasonably be seen by those who know all of the circumstances as incompatible with his or her responsibilities as an impartial decision-maker; and
- (r) Where the councillor or committee member or their close relative or friend or affiliated entity uses materials developed for the College for commercial purposes without prior College approval.

Preventing and Addressing Conflicts of Interest

- 3.06** Councillors and committee members shall avoid, where feasible, situations where they would have conflicting duties of confidentiality and disclosure between their role with the College and with another person or entity.
- 3.07** Where a councillor or committee member is in doubt as to whether he or she has a conflict of interest, the councillor or committee member shall consult with an appropriate person such as the Chair of the affected committee, the President, the Executive Director, or independent legal counsel in a hearing.
- 3.08** If a councillor or committee member believes that he or she has a conflict of interest in a particular matter, he or she shall,
- (a) prior to any consideration of the matter, declare to the Council or the committee that he or she has a conflict of interest that prevents him or her from participating;
 - (b) not take part in the discussion of or vote on any question in respect of the matter;
 - (c) leave the room for the portion of the meeting relating to the matter even where the meeting is open to the public; and

- (d) not attempt in any way to influence the voting or do anything which might be reasonably perceived as an attempt to influence other councillors or committee members or the decision relating to that matter.

- 3.09** Where a councillor or committee member declares a conflict of interest, that fact shall be recorded in the minutes of that meeting of Council or the committee.
- 3.10** Where a councillor or committee member believes that another councillor or committee member has a conflict of interest that has not been declared despite any appropriate informal communications, the first councillor or committee member shall advise an appropriate person such as the Chair of the affected committee, the President, the Executive Director, or independent legal counsel in hearing matters.
- 3.11** Where a councillor or committee member believes that another councillor or committee member has acted in or is in an ongoing conflict of interest, he or she shall advise in writing an appropriate person such as the Chair of the affected committee, the President, the Executive Director or independent legal counsel in hearing matters.
- 3.12** Where the Council or a committee concludes that one of its members has a conflict of interest that has not been declared, it can direct that the councillor or committee member not participate in the discussion or decision, leave the room for that portion of the meeting and not try to or otherwise exert influence in the matter.

4. Confidentiality

- 4.01** The purpose of this part of the by-law is to provide helpful explanations as how to comply with the confidentiality provisions of the Code of Conduct. These provisions in no way limit the full extent of the duties set out in the Code of Conduct.
- 4.02** Councillors and committee members shall treat all information learned in the course of their duties, whether or not the information is related to an individual, as confidential and shall not disclose it unless an exception applies.
- 4.03** Councillors and committee members shall review at least annually and when there are changes, the provisions in the Regulated Health Professions Act (especially section 36) and the Health Professions Procedural Code (especially sections 83 and 83.1), relating to confidentiality.
- 4.04** Councillors and committee members shall generally leave to College staff the disclosure of information under the legal exceptions to the duty of

confidentiality. However, in appropriate circumstances, councillors and committee members may disclose information directly such as when performing their duties, such as in rendering a decision and reasons on behalf of a committee, when appropriately discussing information that is public under the legislation and when consulting with their own legal counsel.

- 4.05** Even for communications within the College, councillors and committee members shall only obtain or disclose information on a need-to-know basis.
- 4.06** Councillors and committee members shall take reasonable measures to safeguard College information including the safe management of paper documents and portable electronic devices and avoiding the use of unsecure electronic forms of communication or the use of social media for such communications.
- 4.07** Where a councillor or committee member believes that there has been a breach of confidentiality by a councillor or committee member, whether intentional or unintentional, he or she shall immediately advise the Executive Director in writing providing all of the details. The Executive Director shall notify the President as soon as possible of any breach of confidentiality by a councillor or committee member.

5. Code of Conduct Proceedings

- 5.01** Unless it is inappropriate to do so, informal resolution between the person with the concern and the councillor or committee member about whom the person has the concern should be attempted before engaging the formal complaints process. Nothing in this by-law prevents the informal resolution of Code of Conduct concerns including by providing feedback, guidance, reminders, advice or counselling or by negotiating agreements or undertakings.
- 5.02** The following procedure shall be followed to address a complaint filed about a Code of Conduct concern if there is no informal resolution before or during the process.
- 5.03** A written complaint shall be filed with both the Chair of the Conduct Committee and the Executive Director. If the complaint is about the Chair of the Conduct Committee, it may be filed with another member of the Committee instead. A complaint may be made by a member of the public, a councillor or committee member or the Executive Director. If the complaint is made to only one of the Chair of the Conduct Committee, another member of the Committee, or the Executive Director, that person shall immediately file a copy of the complaint with the other person.

- 5.04** If the Conduct Committee as a whole has a conflict of interest with respect to the complaint or if the Committee is otherwise unable to act on the complaint, it shall appoint an independent investigator from a list approved by the Council to investigate on its behalf under this Article and it shall appoint an independent commissioner from a list approved by the Council to make decisions on its behalf under this Article.
- 5.05** The Conduct Committee or its delegate shall conduct any investigation it deems appropriate. If material facts are in dispute, the Committee or its delegate shall adopt a fair and reasonable process to determine those facts which may include the appointment of an independent investigator to investigate and provide a written report respecting those facts.
- 5.06** Where, after providing the councillor or committee member an opportunity to make written submissions, the Conduct Committee or its delegate believes that the complaint warrants formal resolution, it shall refer the complaint for formal determination by the Executive Committee or its delegate.
- 5.07** If the Executive Committee as a whole has a conflict of interest with respect to the complaint or if the Committee is otherwise unable to act on the complaint, it shall appoint an independent commissioner from a list approved by the Council to make decisions on its behalf under this Article.
- 5.08** Where the Conduct Committee or its delegate believes that the complaint does not warrant formal resolution, it shall provide a report to the Executive Committee or its delegate about the investigation and conclusion, with reasons for the conclusion. The Executive Committee or its delegate may accept the report, return the matter for additional investigation or other action, initiate informal resolution, or schedule the complaint for formal determination before the Executive Committee or its delegate.
- 5.09** The Conduct Committee or its delegate or the Executive Committee or its delegate, may make an interim direction at any time to protect the integrity and reputation of the College including directing that the councillor or committee member be suspended from his or her positions or duties until the matter is finally resolved.
- 5.10** The Executive Committee, after receiving a referral from the Conduct Committee or its delegate under Article 5.06 or scheduling the complaint for formal determination under Article 5.08, shall determine whether there has been a breach of the Code of Conduct and, if so, impose an appropriate sanction.

5.11 The Conduct Committee, or its delegate, the complainant and the councillor or committee member whose conduct is the subject of concern shall be the parties at the determination. The councillor or committee member whose conduct is the subject of concern shall be given reasonable notice of the complaint and all parties shall be given the opportunity to make written and oral submissions. The Executive Committee or its delegate is not required to hold a hearing.

5.12 An appropriate sanction may include one or more of the following:

- (a) censure of the councillor or committee member verbally or in writing
- (b) removal of the councillor or committee member from any committee on which he or she serves;
- (c) removal of a councillor or committee member as a Chair of any committee on which he or she serves;
- (d) exclusion of the councillor or committee member from all or part of meetings of the Council or any committees;
- (e) restricting access to confidential information by the councillor or committee member;
- (f) disqualification of an elected councillor;
- (g) delivery of a report to the Public Appointments Secretariat requesting the removal of a councillor who has been appointed by the Lieutenant Governor in Council; or
- (h) any other sanction appropriate to the circumstances.

5.13 A sanction under Article 5.12 requires a majority vote of the members of the Executive Committee or its delegate (if more than one), present at the meeting.

5.14 Any party may appeal the decision of the Executive Committee or its delegate to the Council. The Council is not required to hold a hearing and may establish its own procedures. The Council has all of the powers of the Executive Committee or its delegate making the determination. Since Council is acting in an appellate capacity, any decision requires a majority of the votes cast at the meeting by councillors present. The councillor whose conduct is in issue and the complainant, if a councillor, shall be deemed not to be present at the Council meeting for the purpose of counting votes.

5.15

The procedure set out in this Article is intended to be followed in a timely manner recognizing the risk of possible continuing conduct and that the reputation of individuals and the College is at stake while also recognizing the need to provide a fair process for all concerned.

BY-LAW NO. 4: HEALTH PROFESSION CORPORATIONS

1. Initial Certificate of Authorization

1.01 The Executive Director shall issue a certificate of authorization on behalf of the College if the Executive Director is satisfied that each of the following conditions have been met:

1. The corporation has applied for a certificate of authorization by completing an application in the form approved by the College.
2. The corporation submitted along with the application, the application fee and the fee for the issuance of the certificate of authorization.
3. The corporation meets all of the eligibility requirements to be issued a certificate of authorization including those set out in the Regulations passed pursuant to the *Regulated Health Professions Act, 1991*.²

² The Regulation as of the date of first introduction of this by-law required the following:

- i) The articles of the corporation provide that the corporation cannot carry on a business other than the practice of the profession governed by the College and activities related to or ancillary to the practice of that profession.
- ii) Each shareholder of the corporation holds a certificate of registration issued by the Executive Director of the College.
- iii) The name of the corporation must meet the requirements in section 3.2 of the *Business Corporations Act* which provision as of the date of first introduction of this by-law required that
 - a) the name of the corporation shall include the words “Professional Corporation” or “Société professionnelle” and shall comply with the rules respecting the names of professional corporations set out in the regulations passed under the *Business Corporations Act* and with the rules respecting names set out in the regulations or by-laws made under the *Regulated Health Professions Act, 1991* and the *Nursing Act, 1991*; and
 - b) the corporation shall not have a number name.
- iv) The name of the corporation must not violate the provisions of any other Act.
- v) The name of the corporation must include the surname of one or more shareholders of the corporation, as the surname is set out in the College register, and may also include the shareholder's given name, one or more of the shareholder's initials or combination of his or her given name and initials.
- vi) The name of the corporation must include the word nursing.
- vii) The name of the corporation must not include any information other than the information permitted or required by paragraphs iii, iv, v and vi above.

4. The College has received an original certificate of status of the corporation, issued by the Ministry of Consumer and Business Services not more than thirty days before the application was submitted to the Executive Director, which certificate indicates that the corporation is active.
5. The College has received a certified copy of the certificate of incorporation of the corporation.
6. The College has received a certified copy of every certificate of the corporation that has been endorsed under the *Business Corporations Act* as of the day the application was submitted to the Executive Director.
7. The College has received a statutory declaration of a director of the corporation, executed not more than fifteen days before the application was submitted to the Executive Director, certifying,
 - i) that the corporation was in compliance with section 3.2 of the *Business Corporations Act* as of the date the statutory declaration was executed,
 - ii) that the corporation does not carry on, and does not plan to carry on, any business that is not the practice of the profession governed by the College or activities related to or ancillary to the practice of that profession,
 - iii) that there has been no change in the status of the corporation since the date of the certificate of status referred to in paragraph 4 above, and
 - iv) that the information contained in the application is complete and accurate as of the day the statutory declaration was executed.
8. The College has received the name of each person who is a shareholder of the corporation as of the day the application was submitted and his or her business address, business telephone number and registration number with the College as of the day the application was submitted.
9. The College has received the names of the directors and officers of the corporation as of the day the application was submitted.
10. The College has received the address of the premises at which the corporation carries on activities as of the day the application was

submitted.

1.02 A certificate of authorization is subject to annual renewal by the College.

1.03 A certificate of authorization is subject to revocation.³

2. Revised Certificate of Authorization

2.01 The Executive Director shall issue on behalf of the College a revised certificate of authorization to a corporation if the corporation changes its name after the certificate of authorization has been issued to it provided the Executive Director is satisfied that

1. The corporation has applied for a revised certificate of authorization by completing an application in the form approved by the College.
2. The corporation submitted along with the application, the fee for the issuance of the revised certificate of authorization.
3. The corporation continues to be eligible to hold a certificate of authorization.

³ Revocation of a corporation's certificate of authorization is currently dealt with under a Regulation passed pursuant to the *Regulated Health Professions Act, 1991*. As of the date of first introduction of this By-Law, the Regulation provided:

- 1) That a corporation's certificate of authorization may be revoked where:
 - a) The corporation ceases to be eligible to hold a certificate of authorization.
 - b) The corporation ceases to practise the profession in respect of which the certificate of authorization was issued.
 - c) The corporation fails to comply with one or more of the requirements for a renewal of the certificate.
 - d) The corporation carries on any business that is not the practice of nursing or activities related to or ancillary to the practice of that profession.
 - e) The corporation fails to notify the Executive Director of a change in shareholders in accordance with section 85.9 of the Health Professions Procedural Code of the *Regulated Health Professions Act, 1991*.
- 2) If the College proposes to revoke a corporation's certificate of authorization, the College shall give notice of the proposed revocation, setting out the date the revocation will take effect and the grounds for the proposed revocation.
- 3) The College is required to revoke the corporation's certificate of authorization sixty days after the date on which notice is given, if any of the grounds for revocation exist on the revocation date specified in the notice.
- 4) The College is required to notify the corporation if a corporation's certificate of authorization is revoked.
- 5) If the corporation's certificate of authorization is revoked, a new certificate of authorization may be issued to the corporation only if the corporation is eligible to hold one and applies for a new certificate.

3. Renewal

3.01 The Executive Director shall issue on behalf of the College a renewal of the certificate of authorization for a corporation if the Executive Director is satisfied that

1. The corporation has applied for the renewal of a current certificate of authorization by completing an application for renewal in the form approved by the College.
2. The corporation submitted along with the application, the fee for the annual renewal.
3. The College has received a certificate of status of the corporation, issued by the Ministry of Consumer and Business Services not more than thirty days before the day it was submitted to the Executive Director, which certificate indicates that the corporation is active.
4. The College has received a certified copy of every certificate of the corporation that has been endorsed under the *Business Corporations Act* since the corporation's most recent application for a certificate of authorization or for renewal of its certificate of authorization.
5. The College has received a statutory declaration of a director of the corporation, executed not more than 15 days before the application for renewal is submitted to the Executive Director, certifying,
 - i) that the corporation was in compliance with section 3.2 of the *Business Corporations Act* as of the date the statutory declaration was executed,
 - ii) that the corporation does not carry on, and does not plan to carry on, any business that is not the practice of the profession governed by the College or activities related to or ancillary to the practice of that profession,
 - iii) that there has been no change in the status of the corporation since the date of the certificate of status referred to in paragraph 3, and
 - iv) that the information contained in the application for renewal is complete and accurate as of the date the statutory declaration was executed.

The College has received the name of each person who is a shareholder of the corporation as of the day the application for renewal was submitted and his or her business address, business telephone number and

registration number with the College as of the day the application was submitted.

6. The College has received the names of the directors and officers of the corporation as of the day the application for renewal was submitted.
7. The College has received the address or addresses of each of the premises at which the corporation carries on activities as of the day the application for renewal was submitted.

4. Fees

4.01 The application fee for a certificate of authorization is \$500.00, is non-refundable and includes the fee for the issuance of a certificate of authorization.

(Amended Jan. 2012)

4.02 The fee for the issuance of a duplicate certificate of authorization is \$25.00 and is non-refundable.

(Amended Jan. 2012)

4.03 The fee for the issuance of a revised certificate of authorization is \$150.00 and is non-refundable.

4.04 The fee for the annual renewal of a certificate of authorization is \$250.00 and is non-refundable.

5. Information from Health Profession Corporations

5.01 A corporation who holds a certificate of authorization is required to notify the College of every change in the shareholders of the corporation by completing and submitting to the Executive Director a notice in the form approved by the College.

5.02 The notice of change shall be submitted to the Executive Director within ten days of each and every change of shareholder of the corporation.

6. Rejection of Application

6.01 In the event the College receives an application for a certificate of authorization, a revised certificate of authorization or a renewal of a current certificate of authorization which application does not include all of the documents or things required to be filed in order to meet the conditions required for the issuance of that certificate or renewal, the

Executive Director may reject the application.

- 6.02** Where the Executive Director rejects an application under Article 6.01, the Executive Director shall return to the corporation all documents and things included with the application, save and except for any non-refundable fee.

7. Verification Certificate

- 7.01** The Executive Director shall issue a certificate confirming that a corporation holds a certificate of authorization issued by the College if such certificate is requested upon payment of a fee of \$25.00.

8. Interpretation

- 8.01** Where a document or thing, including a payment, is required to be filed with, submitted to or received by the College under this by-law, it shall be deemed to have been filed with, submitted to or received by the College

1. on the day the document or thing is actually received by the College provided it is actually received at the College's offices during the normal business hours of the College on a day when the College is open for business, or
2. where actually received at the College's offices at a time when the College is not open for business, on 9:00 a.m. of the first business day of the College following the day upon which the document or thing is actually received at the College's offices.

9. Fee Payment

- 9.01** Where a fee is required to be paid or submitted under this by-law, the fee shall be paid by debit or credit card.

(Amended March 2017; Effective June 1, 2017)

- 9.02** Payment by any other means other than those specified in Article 9.01 is not the submission or payment of a fee under this by-law.

- 9.03** Deleted June 1, 2017