

Bylaws of the College of Chiropractors of B.C. under the *Health Professions Act*

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Definitions

1. In these bylaws:

“*Act*” means the *Health Professions Act*;

“appointed board member” means

- (a) a person appointed to the board under section 17(3)(b) of the *Act*, or
- (b) prior to the first election referred to in section 17(2)(a) of the *Act*, a person appointed under section 17(2)(a) of the *Act* to represent the public on the first board;

“board” means the board for the college;

“board member” means an appointed board member or an elected board member;

“chair” means the chair of the board elected under section 12;

“chiropractic services” means the services a registrant is authorized under the *Act* to provide;

“college” means the College of Chiropractors of British Columbia continued under section 15.1(1) of the *Act*;

“deliver”, with reference to a notice or other document, includes mail to or leave with a person, or deposit in a person's mailbox or receptacle at the person's residence or place of business;

“direct supervision” means the supervised person is subject to the direction and review of a registrant, who is present at the same location at the time the supervised person performs a clinical aspect of practice, but is not necessarily involved in the performance of that clinical aspect of practice;

“elected board member” means

- (a) a person elected to the board under section 17(3)(a) of the *Act* or appointed to the board under section 11, or
- (b) prior to the first election referred to in section 17(2)(a) of the *Act*, a registrant appointed under section 17(2)(a) of the *Act*;

“examination” means a theoretical examination, given orally or in writing, or a practical examination, or any combination of these, and includes a supplemental examination;

“general supervision” means the supervised person is acting subject to the review of a registrant;

“in good standing”, in respect of a registrant, means

- (a) the registrant’s registration as a member of the college is not suspended under the *Act*, and
- (b) no limits or conditions are imposed on the practice of chiropractic by the registrant under section 20, 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the *Act*;

“personal information” means,

- (a) for the purposes of Part 3, “personal information” as defined in Schedule 1 of the *Freedom of Information and Protection of Privacy Act*, and
- (b) for the purposes of section 73, means “personal information” as defined in section 1 of the *Personal Information Protection Act*;

“public representative” means a person who

- (a) is not a registrant or former registrant, and
- (b) has no close family or business relationship with a registrant or former registrant,

and includes an appointed board member;

“record” means, for the purposes of Part 3, a “record” as defined in Schedule 1 of the *Freedom of Information and Protection of Privacy Act*;

“Regulation” means the Chiropractors Regulation, B.C. Reg. 414/2008;

“respondent” means a registrant named in a citation under section 37 of the *Act* or a health profession corporation named in a notice of permit revocation hearing under section 80;

“special resolution” is a resolution which requires a $\frac{3}{4}$ vote of those persons present and eligible to vote at a meeting;

“vice-chair” means the vice-chair of the board elected under section 12.

PART 1 COLLEGE BOARD, COMMITTEES AND PANELS

Composition of the board

2. The board consists of 8 elected board members and the appointed board members.

Electoral districts

3. (1) The province of British Columbia is divided into the following electoral districts, whose boundaries are defined by the metes and bounds descriptions set out in Schedule “A”:
 - (a) Lower Mainland;
 - (b) Vancouver Island;
 - (c) Interior.
- (2) The number of elected board members from each electoral district is as follows:
 - (a) Lower Mainland – 6;
 - (b) Vancouver Island – 1;
 - (c) Interior – 1.
- (3) The boundaries of an electoral district established under subsection (1) may only be changed by a special resolution of the board amending Schedule “A”.

Voting and non-voting registrants

4. Only the following classes of registrants are eligible to vote, and to be elected, in an election under section 17(3)(a) of the *Act*:
 - (a) full registration;
 - (b) limited registration.

Notice of election

5. (1) The registrar must notify every registrant eligible to vote under section 4 of an election under section 17(3)(a) of the *Act* by delivering notice at least 120 days prior to the expiry of the term of office.
- (2) The notice must contain information about the nomination procedure and the

election procedure.

Nomination procedure

6. (1) Any registrant eligible to vote under section 4 may nominate for office a maximum of 1 registrant in good standing, who is not the subject of an investigation by the inquiry committee under section 33 of the *Act* or an unresolved citation issued by the registrar under section 37 of the *Act*, for each vacant position in his or her electoral district, by delivering such nomination and election to the registrar, together with a letter of consent from the person nominated, at least 90 days prior to the expiry of the term of office.
 - (1.1) Despite subsection (1), the deadline for nominations in respect of the election to be held in 2011 is 80 days prior to the expiry of the term of office.
 - (2) A person nominated under subsection (1) must declare in writing that he or she will observe the provisions of the *Act*, the regulations and these bylaws and the procedures related to the election and the conduct of the election.

Election procedure

7. (1) The registrar must prepare and deliver an election ballot to each registrant eligible to vote under section 4 not less than 60 days prior to the expiry of the term of office.
 - (2) Each registrant eligible to vote under section 4 is entitled to one ballot and may vote in favour of one candidate for each vacant position in his or her electoral district that is to be elected on such ballot.
 - (3) The registrar must not count a ballot unless it is received by the registrar at least 30 days prior to the expiry of the term of office and is contained in an envelope on which the registrant's name and signature appears.
 - (4) The person or persons receiving the most votes on the return of the ballots is elected.
 - (5) In the case of a tie vote, the registrar must select the successful candidate by random draw.
 - (6) The registrar must supervise and administer all board elections and may establish additional election procedures, consistent with these bylaws, for that purpose.
 - (7) The registrar may determine any dispute or irregularity with respect to any nomination, ballot or election.
 - (8) If the number of persons nominated in an electoral district under section 6 is less

than or equal to the number of positions vacant in the electoral district at the close of nominations, the nominees in that electoral district are elected by acclamation.

- (9) The registrar must use Form 1 to certify newly elected members of the board under section 17.1(1) of the *Act*.

Terms of office

8.
 - (1) The term of office for an elected board member expires on the date of the annual general meeting held in the third year following the date of the election of the board member.
 - (2) An elected board member may serve a maximum of 3 consecutive terms.
 - (3) An elected board member may resign at any time by delivering a notice in writing to the registrar and the resignation is effective upon receipt by the registrar.
 - (4) Subsections (1) to (3) do not apply prior to the first election referred to in section 17(2)(a) of the *Act*.

First elections

9.
 - (1) The first election referred to in section 17(2)(a) of the *Act* must be conducted by the registrar not more than 15 months after the date these bylaws come into force.
 - (2) Despite section 8, the first term of office of the first elected board members is
 - (a) 1 year for 2 designated positions,
 - (b) 2 years for 3 designated positions, and
 - (c) 3 years for 3 designated positions.
 - (3) When giving notice of the first election in accordance with section 5, the registrar must advise registrants and candidates of the term of office for each position designated in subsection (2).

Removal of elected board member

10. (1) An elected member of the board ceases to hold office if he or she ceases to be a registrant in good standing.
- (2) An elected member of the board may be removed by special resolution of the board, or by special resolution of the registrants at a general meeting in accordance with the provisions of section 36.
- (3) Subsections (1) and (2) do not apply prior to the first election referred to in section 17(2)(a) of the *Act*.

Vacancy

11. (1) In the case of any vacancy of an elected board position, the board may by special resolution appoint a registrant eligible under section 4 and from the same electoral district as the outgoing elected board member to fill that elected board member's position for the period of time until the next scheduled board election.
- (2) If the vacancy referred to in subsection (1) occurs less than 120 days before the next scheduled board election, the board may by special resolution appoint a registrant eligible under section 4 and from the same electoral district as the outgoing elected board member to fill that elected board member's position for the period of time until the following scheduled board election.
- (3) An election must be held at the next scheduled board election, or the following scheduled board election, if applicable, to fill any vacant position of an elected board member for the remainder of the outgoing elected board member's term.
- (4) Subsections (1) to (3) do not apply prior to the first election referred to in section 17(2)(a) of the *Act*.

Chair and vice-chair

12. (1) At the first meeting of the board following an election under section 17(3)(a) of the *Act*, the board members must elect a chair and a vice-chair by a majority vote for a 1 year term.
- (2) Despite subsection (1), the board members must elect a chair and a vice-chair by a majority vote for a term ending at the start of the first meeting of the board following the first election referred to in section 17(2)(a) of the *Act*
- (3) The chair must
 - (a) preside at all meetings of the board and all general meetings of the college,
 - (b) sign all certificates, diplomas and other instruments executed on behalf of

- the college together with such other officers as required by the board,
- (c) sign the minutes of each meeting after they are approved by the board, and
 - (d) act generally in accordance with the requirements of his or her office for the proper carrying out of the duties of the board.
- (4) The vice-chair must perform the duties of the chair in the absence of the chair.
- (5) In the absence of both the chair and the vice-chair, an acting chair for a board meeting must be elected by a majority vote of the board members present.

Board meetings

13. (1) The board must meet at least 4 times in each fiscal year and must provide reasonable notice of board meetings to board members, registrants and the public.
- (2) Meetings of the board must be called by the registrar at the request of either the chair or any 3 board members.
- (3) The registrar must provide the following to members of the public on request:
- (a) the place, day and time of an upcoming board meeting,
 - (b) a copy of the agenda for that meeting, and
 - (c) a copy of the minutes of any previous board meeting.
- (4) Subject to subsection (5), meetings of the board must be open to registrants and to the public.
- (5) The board may exclude any person from any part of a meeting if it is satisfied that
- (a) financial or personal or other matters may be disclosed of such a nature that the desirability of avoiding public disclosure of them in the interest of any person affected or in the public interest outweighs the desirability of adhering to the principle that meetings be open to the public,
 - (b) a person involved in a criminal proceeding or civil suit or proceeding may be prejudiced,
 - (c) personnel matters or property acquisitions will be discussed,
 - (d) the contents of examinations will be discussed,

- (e) communications with the Office of the Ombudsman will be discussed, or
 - (f) instructions will be given to or opinions received from legal counsel for the college, the board, or committees.
- (6) If the board excludes any person from a part of a meeting, it must have its reasons for doing so noted in the minutes of the meeting.
 - (7) The registrar must ensure that minutes are taken at each meeting and retained on file, and must publish them on the college website.
 - (8) A majority of the board constitutes a quorum.
 - (9) No resolution proposed at a meeting need be seconded and the chair of a meeting may move or propose a resolution.
 - (10) In the case of an equality of votes the chair does not have a casting or second vote in addition to the vote to which he or she is entitled as a board member and the proposed resolution does not pass.
 - (11) The board may meet and conduct business using video-conference or tele-conference connections when some or all board members are unable to meet in person.
 - (12) Except as otherwise provided in the *Act*, the regulations, or these bylaws, the most recent edition of *Robert's Rules of Order* governs the procedures at meetings of the board.
 - (13) The accidental omission to deliver notice of a meeting to, or the non-receipt of a notice by, any person entitled to receive notice under subsection (1) does not invalidate proceedings at that meeting.

Extraordinary board meetings

14. (1) A written resolution signed by all board members is valid and binding and of the same effect as if such resolution had been duly passed at a meeting of the board.
- (2) Despite section 13(1), the registrar or the chair may call a meeting of the board without providing notice to the registrants or the public if necessary to conduct urgent business.

Registration committee

15. (1) The registration committee is established consisting of 3 persons appointed by the board.
- (2) The registration committee must include at least 1 appointed board member.

Inquiry committee

16. (1) The inquiry committee is established consisting of 6 persons appointed by the board.
- (2) The inquiry committee must include at least 2 public representatives, at least 1 of whom must be an appointed board member.

Discipline committee

17. (1) The discipline committee is established consisting of 6 persons appointed by the board.
- (2) The discipline committee must include at least 2 public representatives, at least 1 of whom must be an appointed board member.

Quality assurance committee

18. (1) The quality assurance committee is established consisting of 4 persons appointed by the board.
- (2) The quality assurance committee must include at least 2 public representatives, at least one of whom must be an appointed board member.
- (3) The quality assurance committee is responsible for
 - (a) reviewing the standards of practice to enhance the quality of practice and to reduce incompetent, impaired or unethical practice among registrants,
 - (b) administering a quality assurance program to promote high standards of practice among registrants,
 - (c) assessing the clinical ability of registrants, and
 - (d) recommending courses to the board for approval under section 57,
 - (e) collecting information from registrants in furtherance of the objects of this section,
 - (f) establishing remedial procedures to assist registrants in identifying and

correcting deficiencies in their clinical abilities or places of practice, and

- (g) reviewing all aspects of the management and conduct of health profession corporations to ensure their compliance, and the compliance of their registrant shareholders, with the *Act*, the regulations, these bylaws and the policies of the college.

Patient relations committee

19. (1) The patient relations committee is established consisting of 3 persons appointed by the board.
- (2) The patient relations committee must include at least 1 appointed board member.
- (3) The patient relations committee must
 - (a) establish and maintain procedures by which the college deals with complaints of professional misconduct of a sexual nature,
 - (b) monitor and periodically evaluate the operation of procedures established under paragraph (a),
 - (c) develop and coordinate, for the college, educational programs on professional misconduct of a sexual nature for members and the public as required,
 - (d) establish a patient relations program to prevent professional misconduct, including professional misconduct of a sexual nature,
 - (e) develop guidelines for the conduct of registrants with their patients, and
 - (f) provide information to the public regarding the college's complaint and disciplinary process.
- (4) For the purposes of this section, "professional misconduct of a sexual nature" means
 - (a) sexual intercourse or other forms of physical sexual relations between the registrant and the patient,
 - (b) touching, of a sexual nature, of the patient by the registrant, or
 - (c) behaviour or remarks of a sexual nature by the registrant towards the patient;

but does not include touching, behaviour and remarks by the registrant towards the patient that are of a clinical nature appropriate to the service being provided.

Committees

20. (1) A person appointed to a committee established under these bylaws
 - (a) serves a term determined by the board not exceeding 3 years, and
 - (b) is eligible for reappointment but may not serve more than 3 consecutive terms.
- (2) A person cannot be appointed to the inquiry committee and the discipline committee at the same time.
- (3) A committee member, other than an *ex officio* member, may be removed by a majority vote of the board.
- (4) The board must designate a committee chair and a committee vice-chair from among the members of the committee appointed under subsection (1).
- (5) Each committee must submit a quarterly report of its activities to the board.
- (6) The chair of the board and the registrar are *ex officio* non-voting members of every committee.

Committee panels

21. (1) The discipline committee and the inquiry committee may meet in panels of 3 persons which must include at least 1 public representative.
- (2) *Ex officio* members must not be appointed to panels.
- (3) The chair of a committee referred to in subsection (1) must appoint the members of a panel and must designate a chair of the panel.
- (4) A panel of a committee referred to in subsection (1) may perform any duty and exercise any power of that committee.

Meetings of a committee or panel

22. (1) A majority of a committee constitutes a quorum.
- (2) All members of a panel constitute a quorum.

- (3) The provisions of section 13(3) to (6) and (9) to (12) apply to a committee or a panel as if it were the board.

Remuneration of board and committee members

23. (1) A board member or committee member is entitled to be paid an honorarium in accordance with the policy established by the board.
- (2) A board member or committee member is entitled to be reimbursed by the college for reasonable expenses necessarily incurred in connection with the activities of the board or committee, in accordance with the policy established by the board.
- (3) Appointed board members and elected board members must be remunerated equally under the policies referred to in this section.
- (4) All members of a committee must be remunerated equally under the policies referred to in this section.
- (5) Despite subsection (4), the amount of an honorarium referred to in subsection (1) may be different for each committee.

PART 2 COLLEGE ADMINISTRATION

Seal

24. (1) A seal for the college must be approved by the board.
- (2) The seal of the college must be affixed, by those persons designated by the board, to certificates of registration and such other documents as the board may direct by resolution.

Deputy registrar

25. (1) If a deputy registrar is appointed by the board,
 - (a) the deputy registrar is authorized to perform all duties and exercise all powers of the registrar, subject to the direction of the registrar, and
 - (b) if the registrar is absent or unable to act for any reason, the deputy registrar is authorized to perform all duties and exercise all powers of the registrar.

Fiscal year

26. The fiscal year of the college commences on August 1 and ends on July 31 of the following year.

Banking and financial administration

27. (1) The board must establish and maintain such accounts with a chartered bank, trust company or credit union as the board determines necessary from time to time and must deposit into the accounts all money received for and on account of the college.
- (2) The board is responsible for
 - (a) managing the college's system of financial administration, including
 - (i) accounting practices and systems, including classification of accounts, internal control and auditing systems.
 - (ii) financial planning,
 - (iii) budgetary control,
 - (iv) ensuring the safekeeping of college assets, including assets held in trust,
 - (v) managing college revenues, including receipt, recording and control of funds and deposit to accounts maintained by the board,

- (vi) producing financial reports for the use of the board, and submitting a financial statement to the auditor immediately after the close of each fiscal year,
- (b) determining the needs of the college in regard to financial administration, and the financial implications of board decisions,
- (c) applying legislative, regulatory and other financial requirements to the college,
- (d) developing, establishing and administering financial policies, systems and procedures essential to the financial administration of the college, and
- (e) overseeing the organization, staffing and training of administrative staff of the college.

Payments and commitments

- 28. (1) The registrar may approve payments and commitments for the purchase of goods and services up to \$10,000.
- (2) Subject to subsection (3), all payments and commitments by the college in excess of \$10,000 must be approved by the registrar and 1 board member designated by the board.
- (3) All payments and commitments by the college in excess of \$50,000 must be approved by the board.

Borrowing powers

- 29. (1) The board must not enter into any security obligation in excess of \$250,000 without a special resolution approved by the registrants of the college at a general meeting.
- (2) The registrants may, by special resolution at a general meeting, restrict the borrowing powers of the board.

Investments

- 30. Subject to sections 15.1 and 15.2 of the *Trustee Act*, the board may, in the name of the college,
 - (a) invest funds of the college in any investments, and
 - (b) change those investments.

Auditor

31. (1) The board must appoint a chartered accountant or a certified general accountant to be the auditor.
- (2) The registrar must submit the financial statement to the auditor within 45 days of the end of the fiscal year.
- (3) A copy of the auditor's report must be included in the annual report.

Legal counsel

32. The board or, with the approval of the board, a committee or panel, may retain legal counsel for the purpose of assisting the board, committee or panel in performing any duty or exercising any power under the *Act*, the regulations or these bylaws.

General meetings

33. (1) General meetings of the college must be held in British Columbia at a time and place determined by the board.
- (2) The first annual general meeting must be held not more than 12 months after the date these bylaws come into force, and after that an annual general meeting must be held at least once in every calendar year and not more than 15 months after the holding of the last preceding annual general meeting.
- (3) The following matters must be considered at an annual general meeting
 - (a) financial statements,
 - (b) the report of the board, and
 - (c) the report of the auditor.
- (4) Every general meeting, other than an annual general meeting, is an extraordinary general meeting.
- (5) The board
 - (a) may convene an extraordinary general meeting by resolution of the board, and

- (b) must convene an extraordinary general meeting within 60 days after receipt by the registrar of a request for such a meeting signed by at least 15 percent of all registrants.

Notice of general meetings

- 34. (1) The board must deliver notice of an annual or extraordinary general meeting to all board members and registrants at least 45 days prior to the meeting.
- (2) Notice of a general meeting must include
 - (a) the place, day and time of the meeting,
 - (b) the general nature of the business to be considered at the meeting,
 - (c) any resolutions proposed by the board, and
 - (d) any resolutions proposed by the registrants under section 35 and delivered to the registrar prior to the mailing of the notice.
- (3) The accidental omission to deliver notice of a meeting to, or the non-receipt of a notice by, any person entitled to receive notice under subsection (1) does not invalidate proceedings at that meeting.
- (4) General meetings must be open to the public.
- (5) The registrar must
 - (a) provide reasonable notice of each general meeting to the public, and
 - (b) provide to members of the public on request a copy of the notice given under subsection (1) in respect of a general meeting.

Resolutions proposed by registrants

- 35. (1) Any 10 registrants who are eligible to vote at a general meeting may deliver a written notice to the registrar at least 30 days prior to the date of an annual or extraordinary general meeting requesting the introduction of a resolution.
- (2) On receipt of a notice specified in subsection (1) and at least 14 days prior to the date of that meeting, the registrar must deliver a notice and a copy of the resolution to each registrant.

- (3) A registrant who is eligible to vote at a general meeting may propose a resolution at a general meeting from the floor and any such resolution must be noted by the chair of the meeting and placed at the end of the agenda to be debated if time permits.
- (4) Except as provided under section 29, all resolutions proposed by registrants at a general or extraordinary general meeting are for the consideration of the board and are not binding on the board.

Proceedings at general meetings

36. (1) A quorum for a general meeting is 45 registrants who are eligible to vote at a general meeting.
- (2) No business, other than the adjournment or termination of the meeting, may be conducted at a general meeting at a time when a quorum is not present.
- (3) If at any time during a general meeting there ceases to be a quorum present, business then in progress must be suspended until there is a quorum present.
- (4) In the case of an annual general meeting under section 33(2) or an extraordinary general meeting under section 33(5)(a),
 - (a) if there is no quorum present within 30 minutes from the time appointed for the start of the meeting, or
 - (b) if there is no quorum present within 30 minutes from any time during the meeting when there ceases to be a quorum present,the meeting must be adjourned to a date within 45 days, at a time and place to be determined by the board, and those registrants who attend that later meeting will be deemed to be a quorum for that meeting.
- (5) In the case of an extraordinary general meeting under section 33(5)(b),
 - (a) if there is no quorum present within 30 minutes from the time appointed for the start of the meeting, or
 - (b) if there is no quorum present within 30 minutes from any time during the meeting when there ceases to be a quorum present,the meeting must be adjourned and cancelled and no further action may be taken in respect of the request under section 33(5)(b).

- (6) In the absence of both the chair and the vice-chair of the board, an acting chair for a meeting must be elected by a majority vote of the registrants entitled to vote at a general meeting who are present.
- (7) A general meeting may be adjourned from time to time and from place to place, but no business may be transacted at an adjourned meeting other than the business left unfinished at the meeting from which the adjournment took place.
- (8) When a meeting is adjourned in accordance with subsection (4) or (5) or by motion under subsection (7), notice of the rescheduled meeting must be delivered as in the case of the original meeting.
- (9) No motion proposed at a meeting need be seconded and the chair of a meeting may propose a motion.
- (10) Every registrant entitled to vote at a general meeting who is present at a meeting is entitled to one vote and the chair of the meeting, if the chair is a registrant who is entitled to vote at a general meeting, is entitled to one vote.
- (11) Voting may be conducted by ballot or by hand count.
- (12) In the case of an equality of votes the chair does not have a casting or second vote in addition to the vote to which he or she is entitled under subsection (10), if any, and the proposed resolution does not pass.
- (13) Except as these bylaws otherwise provide, the most recent edition of *Robert's Rules of Order* governs the procedures at an annual or extraordinary general meeting.

Notice to public representatives

37. Every notice or mailing provided to the general membership of the college must also be provided to a public representative serving on the board or a committee.

PART 3 COLLEGE RECORDS

Body responsible for administering the *Freedom of Information and Protection of Privacy Act*

38. (1) The registrar is the “head” of the college for the purposes of the *Freedom of Information and Protection of Privacy Act*.
- (2) The registrar may authorize a deputy registrar, a person employed by the college or a person who has contracted to perform services for the college to perform any duty or exercise any function of the registrar that arises under the *Freedom of Information and Protection of Privacy Act*.
- (3) The board is responsible for ensuring that the registrar fulfils the college’s duties under the *Freedom of Information and Protection of Privacy Act*.
- (4) The registrar must report annually to the board regarding the steps the college has taken to fulfil its duties under the *Freedom of Information and Protection of Privacy Act*.

Protection of personal information

39. (1) The board must take all reasonable measures to ensure that the collection, use, and disclosure of personal information occurs in accordance with the *Freedom of Information and Protection of Privacy Act*.
- (2) The board must take reasonable measures to ensure that, if personal information is sent to any person or service organization for processing, storage or destruction, a contract is made with that person or organization which includes an undertaking by the person or organization that confidentiality will be maintained.

Disclosure of annual report

40. The registrar must make each annual report under section 18(2) of the *Act* available electronically and free-of-charge on the college website, must notify registrants that the report is available, and must provide a paper copy of the report to any person on request upon payment of the fee set out in Schedule “C”.

Disclosure of registration status

41. (1) If an inquiry about the registration status of a person is received by the board or the registrar, the registrar must disclose, in addition to the matters required by section 22 of the *Act*,
- (a) whether the discipline committee has ever made an order relating to the person under section 39 of the *Act* and the details of that order,
- (b) whether the person has ever consented to an order under sections 37.1 of the

Act and the details of that order, and

- (c) whether the person has ever given an undertaking or consented to a reprimand under section 36 of the *Act* and the details of that undertaking or reprimand.
- (2) When acting under subsection (1), the registrar must not release information which might enable a person to identify
- (a) a complainant or patient, or
 - (b) another person, other than the registrant, affected by the matter, except with the consent of the complainant, patient or other person.

Manner of disposal of college records containing personal information

42. The board must ensure that a college record containing personal information is disposed of only by
- (a) effectively destroying a physical record by utilizing a shredder or by complete burning,
 - (b) erasing information recorded or stored by electronic methods on tapes, disks or cassettes in a manner that ensures that the information cannot be reconstructed,
 - (c) returning the record to the person the information pertains to, or
 - (d) returning the record to the registrant who compiled the information.

PART 4 REGISTRATION

Classes of registrants

43. The following classes of registrants are established:

- (a) full registration;
- (b) limited registration;
- (c) student registration;
- (d) non-practising registration;
- (e) temporary registration.

Full registration

44. (1) For the purposes of section 20(2) of the *Act*, the requirements for full registration are, subject to sections 47(4) and 52 to 55,
- (a) graduation from one of the recognized chiropractic education programs listed in Schedule “B”,
 - (b) successful completion of the examinations specified by the registration committee less than 3 years prior to the date of the application for full registration submitted under subsection (e)(i),
 - (c) successful completion of the jurisprudence examination required by the registration committee,
 - (d) evidence satisfactory to the registration committee of the good character of the applicant consistent with the responsibilities of a registrant and the standards expected of a registrant, and
 - (e) receipt by the registrar of
 - (i) a signed application for full registration in Form 2,
 - (ii) the application fee specified in Schedule “C”,
 - (iii) a notarized copy, or other evidence satisfactory to the registration committee, of the applicant’s degree or diploma and evidence satisfactory to the registration committee that he or she is the person named therein,
 - (iv) a statutory declaration in Form 3,

- (v) the fee for the jurisprudence examination,
 - (vi) an authorization for a criminal record check in the form required by the *Criminal Records Review Act*,
 - (vii) a certified passport size photograph of the applicant taken within one year prior to the date of application,
 - (viii) a notarized copy, or other evidence satisfactory to the registration committee, of the applicant's Canadian citizenship or his or her right to work in Canada,
 - (ix) proof of professional liability insurance as required under section 84,
 - (x) in the case of an applicant who is practicing or has practiced chiropractic or another health profession in another jurisdiction, an authorization for a criminal record check in that jurisdiction, and
 - (xi) a letter or certificate, in a form satisfactory to the registration committee and dated within 60 days prior to the date of application, from each body responsible for the regulation of chiropractic or another health profession in a jurisdiction where the applicant is, or has been, authorized to practice chiropractic or another health profession, specifying particulars of any cancellation, suspension, limitation or conditions on the applicant's entitlement to practice, or any investigation, review or proceeding which could lead to cancellation, suspension, limitation or conditions on the applicant's entitlement to practice.
- (2) Despite subsection (1), an applicant who is authorized to practice chiropractic in another Canadian jurisdiction may be granted full registration if the applicant
- (a) satisfies the registration committee that he or she is currently authorized to practice chiropractic in that other jurisdiction as the equivalent of a full registrant under these bylaws, and
 - (b) meets the requirements established in subsection (1)(c), (d) and (e)(i), (ii) and (iv) to (xi).
- (3) Despite subsection (1), the registration committee has discretion, in satisfying itself under section 20 of the *Act* that the applicant meets the conditions or requirements for registration as a member of the college, to consider whether the applicant's knowledge, skills and abilities are substantially equivalent to the standards of academic or technical achievement and the competencies or other qualifications established in subsection (1) (a) and (b), and to grant registration on that basis, if the applicant also meets the requirements established in

subsections (1)(c) to (e).

Limited registration

45. (1) An applicant under section 44 who does not meet the requirements established in section 44(1)(a) and (b) or (3) may be granted limited registration for a period of up to 1 year if the applicant, in the opinion of the registration committee, is capable of practicing as a limited registrant without undue risk to public health and safety.
- (2) The registration of a person who has been granted limited registration under subsection (1) may be renewed once for a period of up to 1 year if
- (a) the registration renewal fee specified in Schedule “C” is paid, and
 - (b) a signed application for registration renewal in Form 4 is delivered to the registrar prior to the expiry of the limited registration granted to the registrant under subsection (1).
- (3) Full registration may be granted to a person who has been granted limited registration under this section and who completes the requirements established in section 44(1)(a) and (b) or (3).
- (4) A limited registrant may only provide chiropractic services under the general supervision of a full registrant.
- (5) A limited registrant must not delegate any aspect of practice involving patient assessment or treatment.

Student registration

46. (1) For the purposes of section 20(2) of the *Act*, the requirements for student registration are
- (a) the applicant is enrolled, or was enrolled during the 6 months previous to the date of application under this subsection, as a student in one of the recognized chiropractic education programs listed in Schedule “B”;
 - (b) successful completion of the jurisprudence examination required by the registration committee,
 - (c) evidence satisfactory to the registration committee of the good character of the applicant consistent with the responsibilities of a registrant and the standards expected of a registrant, and
 - (d) receipt by the registrar of
 - (i) a signed application for student registration in Form 2,

- (ii) the application fee specified in Schedule “C”,
 - (iii) a notarized statement, or other evidence satisfactory to the registration committee, of the applicant’s name, date of birth and educational standing,
 - (iv) a statutory declaration in Form 3,
 - (v) an authorization for a criminal record check in the form required by the *Criminal Records Review Act*,
 - (vi) a certified passport size photograph of the applicant taken within 1 year prior to the date of application,
 - (vii) a notarized copy, or other evidence satisfactory to the registration committee, of the applicant’s Canadian citizenship or his or her right to work in Canada,
 - (viii) proof of professional liability insurance as required under section 84,
 - (ix) in the case of an applicant who is practicing or has practised chiropractic or another health profession in another jurisdiction, an authorization for a criminal record check in that jurisdiction, and
 - (x) a letter or certificate, in a form satisfactory to the registration committee and dated within 60 days prior to the date of application, from each body responsible for the regulation of chiropractic or another health profession in a jurisdiction where the applicant is, or has been, authorized to practice chiropractic or another health profession, specifying particulars of any cancellation, suspension, limitation or conditions on the applicant’s entitlement to practice, or any investigation, review or proceeding which could lead to cancellation, suspension, limitation or conditions on the applicant’s entitlement to practice.
- (2) Student registration may be granted under subsection (1) for a period that does not exceed 4 consecutive months in any calendar year.
- (3) A student registrant may do the following only under the general supervision of a full registrant:
- (a) observation of an aspect of practice;
 - (b) monitoring and directing patient rehabilitation or exercise programs;
 - (c) office management functions.

- (4) A student registrant may do the following only under the direct supervision of a full registrant:
 - (a) examination of patients, history taking, x-ray marking, developing a treatment plan, and delivery of the registrant's report of findings and treatment plan;
 - (b) performing a restricted activity specified in section 4 of the Regulation, and application of any other therapeutic modalities or treatments.
- (5) Whenever a student registrant provides chiropractic services under subsection (3) or (4), the supervising full registrant remains ultimately responsible for the patient's health.
- (6) A student registrant must not
 - (a) be appointed to, or serve on, any committee established under these bylaws, or
 - (b) vote at a general meeting of the college.
- (7) A student registrant must not delegate any aspect of practice involving patient assessment or treatment.

Non-practising registration

- 47. (1) For the purposes of section 20(2) of the *Act*, the requirements for non-practising registration are
 - (a) the applicant is currently a full registrant, and
 - (b) receipt by the registrar of
 - (i) a signed application for non-practising registration in Form 2,
 - (ii) the fee specified in Schedule "C" for change in registration status from full registrant to non-practising registrant,
 - (iii) any other fee, fine, levy or debt owed to the college under the *Act* or the *Chiropractors Act*,
 - (iv) proof of professional liability insurance as required under section 84, and
 - (v) a statutory declaration that the applicant will not provide chiropractic services in British Columbia while registered under this section.

- (2) A non-practicing registrant must not
 - (a) provide chiropractic services in British Columbia, or
 - (b) vote at a general meeting of the college.
- (3) A non-practicing registrant may be appointed to, and serve on, any committee established under these bylaws.
- (4) For the purposes of section 20(2) of the *Act*, the requirements for a non-practicing registrant to return to full registration are
 - (a) the non-practicing registrant is not in contravention of the *Act*, regulations or these bylaws,
 - (b) receipt by the registrar of
 - (i) a return to full registration application in Form 10,
 - (ii) a letter or certificate, in a form satisfactory to the registration committee and dated within 60 days prior to the date of application, from each body responsible for the regulation of chiropractic or another health profession in a jurisdiction where the non-practicing registrant is, or has been, authorized to practice chiropractic or another health profession, specifying particulars of any cancellation, suspension, limitation or conditions on the non-practicing registrant's entitlement to practice, or any investigation, review or proceeding which could lead to cancellation, suspension, limitation or conditions on the non-practicing registrant's entitlement to practice,
 - (iii) an authorization for a criminal record check in the form required by the *Criminal Records Review Act*,
 - (iv) in the case of a non-practicing registrant who is practicing or has practiced chiropractic or another health profession in another jurisdiction, an authorization for a criminal record check in that jurisdiction,

- (v) proof of completion of the requirements under section 57 as though the non-practicing registrant had been a full registrant for the period since he or she ceased to be a full registrant,
 - (vi) the fee for change in registration status from non-practicing registrant to full registrant specified in Schedule C,
 - (vii) any other fee, fine, levy or debt owed to the college under the *Act* or the *Chiropractors Act*,
 - (viii) proof of professional liability insurance as required under section 84, and
 - (ix) evidence satisfactory to the registration committee that the non-practicing registrant remains a person of good character suitable for registration as a member of the college, and
- (c) in the case of a non-practicing registrant who has not been a full registrant for 3 years or more prior to the date of application under this subsection, he or she either
- (i) successfully completes a clinical skills examination specified by the registration committee, or
 - (ii) satisfies the registration committee that his or her knowledge, skills and abilities are substantially equivalent to the standards of academic or technical achievement and the competencies or other qualifications established in section 44(1) (a) and (b).

Temporary registration

48. (1) For the purposes of section 20(2) of the *Act*, the requirements for temporary registration are
- (a) the applicant is a member in good standing of a body responsible for the regulation of chiropractic, and is authorized to practise chiropractic, in a Canadian or foreign jurisdiction recognized by the board for the purposes of this section,
 - (b) successful completion of the jurisprudence examination required by the registration committee,
 - (c) evidence satisfactory to the registration committee of the good character of the applicant consistent with the responsibilities of a registrant and the standards expected of a registrant, and
 - (d) receipt by the registrar of

- (i) a signed application for temporary registration in Form 2,
 - (ii) the application fee specified in Schedule “C”,
 - (iii) a notarized copy, or other evidence satisfactory to the registration committee, of the applicant’s membership status in a body described in paragraph (a) and evidence satisfactory to the registration committee that he or she is the person named therein,
 - (iv) a statutory declaration in Form 3,
 - (v) an authorization for a criminal record check in the form required by the *Criminal Records Review Act* together with the applicable fee for obtaining a criminal record check,
 - (vi) a certified passport size photograph of the applicant taken within 1 year prior to the date of application,
 - (vii) a notarized copy, or other evidence satisfactory to the registration committee, of the applicant’s Canadian citizenship or his or her right to work in Canada,
 - (viii) proof of professional liability insurance as required under section 84, and
 - (ix) an authorization for a criminal record check in the jurisdiction where the applicant is currently practicing chiropractic, together with the applicable fee for obtaining a criminal record check in that jurisdiction.
- (2) Temporary registration under subsection (1) may be granted for a period of up to 90 days.
- (3) The registration of a person who has been granted temporary registration under subsection (1) may be renewed once for an additional period of up to 90 days if
- (a) the registration renewal fee specified in Schedule “C” is paid,
 - (b) a signed application for registration renewal in Form 4 is delivered to the registrar prior to the expiration of the temporary registration granted to the registrant under subsection (1), and
 - (c) if applicable, the applicant’s right to work in Canada has been extended for the additional period.

- (3) A person who has been granted temporary registration under subsection (1) may provide chiropractic services as though he or she is a full registrant.
- (4) A temporary registrant must not
 - (a) be appointed to, or serve on, any of committees established under these bylaws, or
 - (b) vote at a general meeting of the college.

Certificate of registration

49. (1) The registrar must issue a certificate in Form 5 to any person who is granted full, limited, student, non-practising or temporary registration and the certificate must specify the limits or conditions that apply to that class of registrants.
- (2) A certificate of full or non-practising registration or any renewal of such certificate is valid until not later than the following July 31.
- (3) A certificate of limited, student or temporary registration is valid until the date shown on the certificate.

Use of terms

50. (1) A person who is granted full, limited or temporary registration may use the titles reserved for exclusive use by registrants under the *Regulation*, as well as the terms “regulated”, “registered”, “licensed” and “certified”, or an abbreviation of one of those terms.
- (2) A person who is granted student registration may use the titles reserved for exclusive use by registrants under the *Regulation*, as well as the terms “regulated”, “registered”, “licensed” and “certified”, or an abbreviation of one of those terms, but only in association with the term “student”.
- (3) A person who is granted non-practising registration may use the titles reserved for exclusive use by registrants under the *Regulation*, as well as the terms “regulated”, “registered”, “licensed” and “certified”, or an abbreviation of one of those terms, but only in association with the term “non-practicing”.

Examinations

51. (1) Except for examinations conducted by the Canadian Chiropractic Examining Board, any examination required to be taken must be prepared by or under the direction of the registration committee and approved by the board.

- (2) Except for examinations conducted by the Canadian Chiropractic Examining Board, the registration committee must
 - (a) determine the time, place and procedure for conducting an examination,
 - (b) review the results of the examination or re-examination for each applicant, and
 - (c) notify the applicant of the results of the examination or re-examination as soon as is practicable.
- (3) An applicant who fails an initial examination conducted by the registration committee is entitled to 2 opportunities to repeat the examination.
- (4) If the registration committee has reason to believe that an applicant has engaged in improper conduct during the course of an examination, the registration committee may take one or more of the following courses of action
 - (a) fail the applicant,
 - (b) pass the applicant,
 - (c) require the applicant to rewrite the examination, or
 - (d) disqualify the applicant from participating in any examination for a period of time.
- (5) An applicant disqualified under subsection (4)(d) must be provided with written reasons for the disqualification.

Registration renewal

52. (1) For the purposes of section 20(2) of the *Act*, the requirements for renewal of the registration of a full registrant or non-practising registrant are that the registrant must
 - (a) apply to the registrar in Form 4,
 - (b) pay the registration renewal fee specified in Schedule “C”,
 - (c) pay any other outstanding fee, debt or levy owed to the college under the *Act* or the *Chiropractors Act*,
 - (d) provide proof of professional liability insurance as required under section 84,

- (e) attest that he or she is in compliance with the *Act*, the regulations, and these bylaws, and is in compliance with any limits or conditions imposed under section 20, 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the *Act*, and
 - (f) in the case of full registrants, provide proof of having completed any applicable requirements of the quality assurance program under Part 5.
- (2) Notice of the fees must be delivered to each registrant no later than June 1 and must describe the consequences of late payment and non-payment of fees.
 - (3) Each full registrant or non-practicing registrant must pay to the college the registration renewal fee on or before July 31.
 - (4) The annual registration renewal fee may be paid in advance instalments if approved by the board.
 - (5) On payment of the registration renewal fee, and any monies payable as required under subsection (1) (c), the registrar must issue to the registrant making payment a receipt bearing the seal of the college and stating that the registrant is, subject to his or her compliance with the *Act*, the regulations, and the bylaws, entitled to practise the profession of chiropractic in the Province of British Columbia as a registrant of the college.
 - (6) If a full registrant or non-practicing registrant fails, on or before July 31, to fulfil all of the requirements for registration renewal established in subsection (1), he or she must pay, in addition to the registration renewal fee, the late renewal fee specified in Schedule “C”.
 - (7) If a full registrant or non-practicing registrant described in subsection (6) fails, on or before August 15, to do both of the following, he or she ceases to be registered:
 - (a) fulfil all of the requirements for registration renewal established in subsection (1);
 - (b) pay the late renewal fee under subsection (6).
 - (8) Despite subsections (1), (6) and (7), the registration committee may, for reasons of undue hardship or other special circumstances, waive the payment of the registration renewal fee, or late renewal fee, or both, in respect of a full registrant.

Reinstatement within 2 months of failure to renew registration

53. For the purposes of section 20(2) of the *Act*, the requirements for reinstatement of the registration of a former full registrant or former non-practicing registrant who ceased to be registered under section 52(7) are, subject to section 55,

- (a) the former registrant was in good standing upon the expiry of his or her previous registration,
- (b) the former registrant is not in contravention of the *Act*, the regulations or these bylaws, and
- (c) receipt by the registrar of
 - (i) a reinstatement application in Form 6 not later than 2 months after the expiry of the former registrant's registration,
 - (ii) proof of completion of all applicable requirements of the quality assurance program under Part 5, as though the former registrant had not ceased to be registered under section 52(7),
 - (iii) the registration renewal fee specified in Schedule C,
 - (iv) the registration reinstatement fee specified in Schedule C,
 - (v) any other fee, fine, levy or debt owed to the college under the *Act* or the *Chiropractors Act*, and
 - (vi) proof of professional liability insurance as required under section 84.

Reinstatement where sections 53 and 55 do not apply

54. For the purposes of section 20(2) of the *Act*, the requirements for reinstatement of the registration of a former full registrant or a former non-practicing registrant are, subject to sections 53 and 55,

- (a) the former registrant was in good standing upon the expiry of his or her previous registration,
- (b) the former registrant is not in contravention of the *Act*, the regulations or these bylaws,
- (c) receipt by the registrar of
 - (i) a reinstatement application in Form 6,
 - (ii) a letter or certificate, in a form satisfactory to the registration

committee and dated within 60 days prior to the date of application, from each body responsible for the regulation of chiropractic or another health profession in a jurisdiction where the former registrant is, or has been, authorized to practice chiropractic or another health profession, specifying particulars of any cancellation, suspension, limitation or conditions on the former registrant's entitlement to practice, or any investigation, review or proceeding which could lead to cancellation, suspension, limitation or conditions on the former registrant's entitlement to practice,

- (iii) an authorization for a criminal record check in the form required by the *Criminal Records Review Act*,
 - (iv) in the case of a former registrant who is practicing or has practiced chiropractic or another health profession in another jurisdiction, an authorization for a criminal record check in that jurisdiction,
 - (v) in the case of a former full registrant, proof of completion of the requirements under section 57 as though the former registrant had been a full registrant for the period since the expiry of his or her previous registration,
 - (vi) the registration reinstatement fee specified in Schedule C,
 - (vii) any other fee, fine, levy or debt owed to the college under the *Act* or the *Chiropractors Act*,
 - (viii) proof of professional liability insurance as required under section 84, and
 - (ix) evidence satisfactory to the registration committee that the former registrant is a person of good character suitable for registration as a member of the college, and
- (d) in the case of a former full registrant whose registration has been expired for 3 or more years prior to the date of application under this subsection, he or she either
- (i) successfully completes a clinical skills examination specified by the registration committee, or

- (ii) satisfies the registration committee that his or her knowledge, skills and abilities are substantially equivalent to the standards of academic or technical achievement and the competencies or other qualifications established in section 44(1) (a) and (b).

Reinstatement following disciplinary action

55. (1) In this section, “disciplined person” means

- (a) a former registrant whose registration was suspended or cancelled under section 32.2, 32.3, 33, 35, 36, 37.1, 38, 39 or 39.1 of the *Act*, or
 - (b) a person whose certificate of registration was suspended or cancelled under the *Chiropractors Act*, and who is eligible to apply for reinstatement of registration.
- (2) For the purposes of section 20(2) of the *Act*, the requirements for reinstatement of the registration of a disciplined person are, subject to any applicable order or agreement under the *Act* or *Chiropractors Act*,
- (a) the disciplined person is not in contravention of the *Act*, the regulations or these bylaws,
 - (b) receipt by the registrar of
 - (i) a reinstatement application in Form 6,
 - (ii) a letter or certificate, in a form satisfactory to the registration committee and dated within 60 days prior to the date of application, from each body responsible for the regulation of chiropractic or another health profession in a jurisdiction where the disciplined person is, or has been, authorized to practice chiropractic or another health profession, specifying particulars of any cancellation, suspension, limitation or conditions on the disciplined person’s entitlement to practice, or any investigation, review or proceeding which could lead to cancellation, suspension, limitation or conditions on the disciplined person’s entitlement to practice,
 - (iii) an authorization for a criminal record check in the form required by the *Criminal Records Review Act*,
 - (iv) in the case of a disciplined person who is practicing or has practiced chiropractic or another health profession in another jurisdiction, an authorization for a criminal record check in that jurisdiction,

- (v) proof of completion of all requirements under Part 5 as though the disciplined person had been a registrant for the period since the expiry of his or her registration,
 - (vi) the registration reinstatement fee specified in Schedule C,
 - (vii) any other fee, fine, levy or debt owed to the college under the *Act* or the *Chiropractors Act*,
 - (viii) proof of professional liability insurance as required under section 84, and
 - (ix) evidence satisfactory to the registration committee that the disciplined person is a person of good character suitable for registration as a member of the college,
- (c) in the case of disciplined person whose registration has been expired for 3 or more years prior to the date of application under this subsection, he or she either
- (i) successfully completes a clinical skills examination specified by the registration committee, or
 - (ii) satisfies the registration committee that his or her knowledge, skills and abilities are substantially equivalent to the standards of academic or technical achievement and the competencies or other qualifications established in section 44(1) (a) and (b), and
- (d) the disciplined person satisfies the registration committee that his or her registration will not
- (i) pose an undue risk to public health or safety, or
 - (ii) otherwise be contrary to the public interest.

Notification of change of registration information

56. A registrant must immediately notify the registrar of any change of address, name or any other registration information previously provided to the registrar.

PART 5 QUALITY ASSURANCE

Continuing education

57. (1) Every 2 years of either full or limited registration, or any combination of both, a registrant must complete 24 hours of continuing education including 6 hours of mandatory diagnostic imaging and any mandatory courses required by the board.
- (2) Despite subsection (1), starting July 1, 2013, every 2 years of either full or limited registration, or any combination of both, a registrant must complete 40 hours of continuing education, including any mandatory courses required by the board.

Criteria and guidelines

58. The quality assurance committee must establish criteria and guidelines for achieving the continuing education hours required under section 57.

Proof of compliance

59. Each registrant must prove his compliance with the requirements of section 57 by submitting to the quality assurance committee prior to the end of each 2 year period such proof of compliance as the quality assurance committee may establish.

Assessment of professional performance

60. (1) The quality assurance committee or an assessor appointed by the committee may
- (a) assess the clinical ability of a registrant,
 - (b) collect information from registrants for the purposes of this Part,
 - (c) establish remedial procedures to assist registrants in identifying and correcting deficiencies in their clinical abilities or places of practice, and
 - (d) review all aspects of the management and conduct of health profession corporations to ensure their compliance, and the compliance of their registrant shareholders, with the *Act*, the regulations, these bylaws and the policies of the college.
- (2) Upon receiving a practice self-review form or any other request for practice information from the quality assurance committee under subsection (1)(b), a registrant must send the committee the completed form or his or her response to the request within 30 days.
- (3) If the quality assurance committee is not satisfied with a response provided by a

registrant in a practice self-review form or in reply to a request for practice information, the committee may return the practice self-review form to the registrant or repeat the request for information.

- (4) Despite subsection (3), the quality assurance committee, or an assessor on behalf of the committee, may assess a registrant's professional practice and inspect his or her records under section 26.1(2) and (3) of the *Act*, if
 - (a) the registrant does not send the quality assurance committee a completed practice self-review form or a response to a request for information under subsection (2) or (3), or
 - (b) the committee is not satisfied with a response provided by the registrant in a practice self-review form or in reply to a request for information under subsection (2) or (3).
- (5) If the quality assurance committee or an assessor acts under subsection (4), the registrant must pay the office assessment fee specified in Schedule "C".
- (6) The quality assurance committee or an assessor must not observe a registrant while the registrant is providing a service to a patient except if
 - (a) the consent of the patient being treated has been obtained in advance, or
 - (b) the service is being provided in a public setting.
- (7) If the quality assurance committee is required to notify the inquiry committee of a matter in accordance with subsection 26.2(3) of the *Act*, it must deliver notice in writing to the registrar.

PART 6 INSPECTIONS, INQUIRIES AND DISCIPLINE

Inspections

61. An inspector must not observe a registrant while the registrant is providing a service to a patient except if
- (a) the consent of the patient being treated has been obtained in advance, or
 - (b) the service is being provided in a public setting.

Registrar authority

62. The registrar is authorized to act under section 32(3) of the *Act*.

Mediation

63. (1) If the complainant and the registrant agree, the inquiry committee may recommend under section 33(6)(b) of the *Act* that a complaint be mediated.
- (2) Following a recommendation under subsection (1), the inquiry committee must appoint a mediator who is acceptable to the complainant and the registrant.
- (3) If an agreement between the complainant and the registrant is reached through mediation, the terms of the agreement must be approved by the inquiry committee before becoming effective.
- (4) If an agreement is approved by the inquiry committee under subsection (3), the inquiry committee must retain a copy of the agreement on file.
- (5) If an agreement is not reached through mediation, or if the terms of an agreement are not approved by the inquiry committee, the mediator must refer the matter back to the inquiry committee and may recommend that the inquiry committee take one or more actions under section 36 of the *Act*.

Citation for disciplinary hearing

64. (1) On the direction of a panel of the discipline committee, the registrar may join one or more complaints or other matters which are to be the subject of a discipline hearing in one citation as appropriate in the circumstances.
- (2) On the direction of a panel of the discipline committee, the registrar may sever one or more complaints or other matters which are to be the subject of a discipline hearing as appropriate in the circumstances.

- (3) On the direction of a panel of the discipline committee, the registrar may amend a citation issued under section 37 of the *Act*.
- (4) If a citation is amended under subsection (3) prior to a discipline hearing, the amended citation must be delivered to the respondent by personal service or sent by regular mail to the respondent at the last known address for the person recorded as required under section 21(2) of the *Act* not fewer than 14 days before the date of the hearing.
- (5) If a citation is amended under subsection (3) prior to a discipline hearing, and the amended citation changes the date, time or place of the hearing, the registrar must notify any complainant of the amendment not fewer than 14 days before the date of the hearing.

Notice of disciplinary committee action under section 39.1 of *Act*

65. The discipline committee must notify a registrant not fewer than 14 days before making an order under section 39.1 of the *Act*.

Hearings of discipline committee

66. (1) No member of the discipline committee may hear a matter under section 38 of the *Act* in which he or she
 - (a) was involved as a member of the inquiry committee, or
 - (b) has otherwise had any prior involvement.
- (3) Information about the date, time and subject matter of the hearing must be provided to any person on request.
- (4) The discipline committee must provide notice by registered mail or by personal service to a person who is required to attend a hearing under section 38(6) or section 47 of the *Act* in Form 7.
- (5) All discipline hearings must be recorded and any person may obtain, at his or her expense, a transcript of any part of the hearing which he or she was entitled to attend.

Retention of discipline committee and inquiry committee records

67. (1) Records of the inquiry committee must be retained for not less than 10 years following the conclusion of an investigation and records of the discipline committee must be retained for not less than 10 years following the date a decision is rendered.

- (2) Despite subsection (1), documents setting out decisions and reasons of the inquiry and discipline committees relating to actions taken under sections 32, 32.2, 32.3, 33(6)(c) or (d), 35, 36, 37.1, 38, 39, 39.1 or 44 of the *Act* must be kept on permanent record at the office of the college.

Notice to regulatory bodies

68. If an order is made against a registrant under section 39(2) or 39.1 of the *Act* which

- (a) imposes limits or conditions on the practice of chiropractic by the registrant, or
- (b) suspends or cancels the registration of the registrant ,

the registrar must notify

- (c) the body responsible for the regulation of chiropractic in every other Canadian jurisdiction, and
- (d) on request, any body responsible for the regulation of chiropractic outside Canada.

Registrant under suspension

69. (1) A registrant whose registration is suspended must, for the duration of the suspension,

- (a) not provide chiropractic services in British Columbia or hold himself or herself out as being a registrant,
- (b) not hold office in the college,
- (c) not make appointments for patients or prospective patients,
- (d) not contact or communicate with patients or prospective patients, except for the following purposes:
 - (i) to advise patients or prospective patients of the fact and duration of the suspension;
 - (ii) to advise a patient or prospective patient that another registrant will continue to operate in the suspended registrant's place, or to refer the patient to another registrant in good standing,
- (e) remove from their premises and the building in which the premises are located, their name and any sign relating to their practice,
- (f) prominently display, a notice of suspension in a form and in an area approved by the registrar, which states the duration and reasons for the suspension,

- (g) immediately surrender to the registrar their practice certificate,
 - (h) pay any fee or special assessment required by the college when due in order to remain a member, and
 - (i) not be given a refund of the annual fee for the portion of the suspension or of any special assessment that the member has paid.
- (2) During the period of suspension, a suspended registrant may permit another registrant in good standing to practice within the suspended member's office, provided that the suspended member complies with the provisions of subsection (1).
 - (3) Any communication under subsection (1)(d) must be made in writing in a form approved in advance by the registrar, or by employing office staff, an answering service or other telephonic device specifically for this purpose.

Fines

- 70. The maximum amount of a fine that may be ordered by the discipline committee under section 39(2)(f) of the *Act* is \$50,000.

Costs

- 71. The tariff of costs applicable to sections 33(7), 37.1(1) and (5), and 39(4) and (5) of the *Act* is set out in Schedule "D".

PART 7 REGISTRANT RECORDS

Record-keeping

72. (1) A registrant must keep:
- (a) clinical records for each patient showing the patient's name and address, the dates seen, an adequate history and all particulars of physical examinations, radiographic examinations, investigations ordered and the results of same, as well as, descriptions of all diagnosis made and treatment provided by the registrant,
 - (b) an account card or ledger page or section with respect to each patient or, if appropriate, the patient's representative showing the date of services rendered, nature of those services, charges and payments made, and balance outstanding, and
 - (c) a day book, daily diary, appointment sheets or similar documentation showing for each day the names of patients to whom professional services were rendered.
- (2) All records referred to (1) must be typed or written legibly in ink and kept in suitable systematic permanent forms such as books, binders, files, cards or folders for a period of not less than 10 years from the date on the last entry recorded, provided that a computerized, mechanical or electronic record-keeping or accounting system must be deemed sufficient if the information kept on such system can be reproduced promptly in written form when required, and if the material so reproduced, either by itself or in conjunction with other records, constitutes orderly and legible permanent records that would provide, without delay, the information required to be kept under subsections (1)(a), (b) and (c).

Privacy requirements

73. A registrant must take all reasonable measures to ensure that the collection, use, disclosure and disposal of patient personal information occurs in accordance with the *Personal Information Protection Act*, and all other relevant legal requirements, and, without limitation, a registrant must
- (a) ensure that patient personal information collected under section 72 is current, legible, accurate and completely recorded,
 - (b) at all times protect and maintain the confidentiality of patient personal information collected under section 72,

- (c) upon request, provide patients, or the legal representatives of patients, with access to their patient personal information in accordance with the *Personal Information Protection Act*, and all other relevant legal requirements, and
- (d) ensure that all records from his or her practice containing patient personal information are safely and securely stored, or disposed of, by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.

Production of registrant records to the college

- 74. A registrant must make records kept under section 72 and any written or electronically, computerized or mechanically-recorded documentation relevant to those records available at reasonable hours for inspection by representatives of the college, including the registrar, members of the inquiry committee, the discipline committee and the quality assurance committee, and assessors and inspectors appointed under any provision of these bylaws or the *Act*.

PART 8 HEALTH PROFESSION CORPORATIONS

Application for health profession corporation permit

75. (1) A corporation incorporated under the *Business Corporations Act* may apply to the board for a permit to carry on the business of providing chiropractic services to the public by delivering to the board
- (a) a completed permit application in Form 8,
 - (b) a true copy of the certificate of incorporation of the company, and
 - (c) the permit application fee specified in Schedule “C”.
- (2) The president of a corporation applying for a permit under subsection (1) or his or her designate must promptly advise the board in writing of any change to the information contained in the permit application.

Issuance of health profession corporation permit

76. A permit is valid from the issue date shown until the next July 31.

Renewal of health profession corporation permit

77. (1) A health profession corporation which intends to continue to provide chiropractic services to the public must, before its permit expires, apply for a renewal of the permit by delivering to the board
- (a) a completed permit renewal application in Form 9, and
 - (b) the permit renewal fee specified in Schedule “C”.
- (2) A renewal permit is valid until the next July 31.
- (3) The president of the health profession corporation or his or her designate must promptly advise the board in writing of any change to the information contained in the most recent permit renewal application.

Health profession corporation advertising

78. A health profession corporation which carries on the business of providing chiropractic services to the public must disclose on all letterhead and business cards, and in all other advertisements, that the chiropractic services are being provided by a health profession corporation.

Disposition of shares

79. The articles of the corporation must provide for the disposition, in accordance with section 43 of the *Act*, of the shares of a shareholder who dies, ceases to be a registrant or who ceases to be qualified to practise chiropractic.

Hearings respecting revocation of permits

80. (1) The duties and powers of the board under section 44 of the *Act* are delegated to the discipline committee.
- (2) The discipline committee may conduct a permit revocation hearing on the receipt of a written complaint or on its own motion.
- (3) The discipline committee may conduct an oral hearing or a hearing by written submission to determine if a health corporation permit should be revoked.
- (4) A permit revocation hearing may be consolidated with a hearing conducted under section 38 of the *Act* if there is a similarity of subject matter between the two hearings.
- (5) A consolidated hearing under subsection (4) must be an oral hearing conducted in accordance with the requirements of section 38 of the *Act*.
- (6) The registrar must provide notice of a permit revocation hearing by personal service or by registered mail to the registered office of the health profession corporation not less than 30 days before the date of the hearing.
- (7) The notice of permit revocation hearing must
- (a) name the health profession corporation as respondent,
 - (b) describe the matter that is to be the subject of the hearing, including the particulars of any evidence in support of that subject matter,
 - (c) if the hearing is to be an oral hearing,
 - (i) specify the date, time and place of the hearing,
 - (ii) advise the respondent that the discipline committee is entitled to proceed with the hearing in the absence of representatives of the health profession corporation, and

- (iii) advise the respondent that the respondent and the college may appear as parties and with counsel at a hearing,
- (d) if the hearing will be conducted by written submission
 - (i) specify the date of the hearing, and
 - (ii) advise the respondent that the respondent is entitled to submit a written submission no later than 14 days prior to the date of the hearing.
- (8) At an oral permit revocation hearing of the discipline committee
 - (a) the testimony of witnesses must be taken on oath, which may be administered by any member of the discipline committee, and
 - (b) there must be a full right to cross examine witnesses and call evidence in defence and reply.
- (9) If the respondent does not attend, the discipline committee may
 - (a) proceed with the hearing in the respondent's absence on proof of receipt of the citation by the respondent, and
 - (b) without further notice to the respondent, take any action that it is authorized to take under the *Act*, the regulations or the bylaws.
- (10) The discipline committee must provide notice by registered mail or by personal service to a person who is required to attend an oral permit revocation hearing under section 47 of the *Act* in Form 7.
- (11) The discipline committee must provide written reasons for its decision.

PART 9 - DELEGATION AND SUPERVISION

Delegation and supervision

81. (1) Subject to sections 45 and 46, a registrant may delegate any aspect of practice that does not involve the performance of a restricted activity specified in section 4 of the *Regulation*, if
- (a) any aspect of practice involving patient assessment or treatment is performed under the direct supervision of the registrant,
 - (b) any other aspect of practice is performed under the general supervision of the registrant,
 - (c) the person to whom the aspect of practice is delegated is employed by or contracted with the registrant, or a registrant or health profession corporation with which the registrant is associated, and
 - (d) the registrant is satisfied that the person to whom the aspect of practice is delegated is competent to perform the aspect of practice safely.
- (2) Whenever a registrant delegates any aspect of practice, the registrant remains ultimately responsible for the patient's chiropractic health.

PART 10 GENERAL

Standards of professional ethics and practice

82. (1) The board must publish, on the college website or in another manner accessible to registrants and the public, all standards, limits and conditions established by the board in accordance with the authority set out in section 19 (1)(k), (l) and (z) and (1.1) of the *Act*.
- (2) Registrants must at all times conduct their practice in a manner that is in keeping with the standards, limits or conditions published by the board under subsection (1).

Radiation safety and procedure

83. (1) All registrants who operate a radiographic installation must obtain and at all times maintain a valid Certificate of Radiation Safety issued by a Radiation Protection Surveyor approved by the Radiation Protection Services of the Environmental Health Division, BC Centre for Disease Control.
- (2) All registrants who operate a radiographic installation must display the Certificate of Radiation Safety specified in subsection (1) on, or at a location within 3 metres of, their radiographic equipment, and in a manner that is easily visible to patients receiving X-rays.
- (3) Registrants may only issue an instruction or authorization under section 4(1)(f) of the *Regulation* to apply
- (a) electromagnetism for the purpose of magnetic resonance imaging to a magnetic resonance imaging technologist, certified by the Canadian Association of Medical Radiation Technologists, or equivalent organization approved by the board,
 - (b) X-rays for diagnostic of imaging purposes, including X-rays for the purpose of computerized axial tomography, to a radiological technologist, certified by the Canadian Association of Medical Radiation Technologists, or equivalent organization approved by the board, and
 - (c) X-rays for diagnostic or imaging purposes, excluding X-rays for the purpose of computerized axial tomography, to another registrant.

Liability insurance

84. (1) All full, limited, student and temporary registrants, and all employees of registrants or health profession corporations to whom aspects of practice involving patient assessment or treatment are delegated under Part 9, must obtain and at all times maintain professional liability insurance coverage in an

amount of at least \$2,000,000 per claim in a form that is satisfactory to the college.

- (2) For a period of 5 years following the grant of non-practising registration under section 47(1), a non-practicing registrant must maintain insurance coverage in the amount and form specified in subsection (1) against liability arising from the practice of chiropractic while he or she was a full, limited or temporary registrant or a member of the college under the *Chiropractors Act*.

Marketing

85. (1) In this part,

“advertisement” means the use of space or time in a public medium, or the use of a commercial publication such as a brochure or handbill, to communicate with the general public, or a segment thereof, for the purpose of promoting professional services or enhancing the image of the advertiser,

“marketing” includes

- (a) an advertisement,
 - (b) any publication or communication in any medium with any patient, prospective patient or the public generally in the nature of an advertisement, promotional activity or material, a listing in a directory, a public appearance or any other means by which professional services are promoted, and
 - (c) contact with a prospective client initiated by or under the discretion of a registrant.
- (2) Any marketing undertaken or authorized by a registrant in respect of his or her professional services must not be
 - (a) false,
 - (b) inaccurate,
 - (c) unverifiable,
 - (d) misleading,
 - (e) misrepresentative of the effectiveness of any technique, procedure, instrument or device
 - (f) undignified, offensive or in bad taste, or
 - (g) contrary to the ethical standards of the profession.

- (3) Without limitation, marketing violates subsection (2) if it
 - (a) is calculated or likely to take advantage of the weakened state, either physical, mental or emotional, of the recipient or intended recipient,
 - (b) is likely to create in the mind of the recipient or intended recipient an unjustified expectation about the results which the registrant can achieve,
 - (c) implies that the registrant can obtain results
 - (i) not achievable by other registrants,
 - (ii) by improperly influencing a public body or official, or any corporation, agency or person having any interest in the welfare of the recipient, or
 - (iii) by any other improper means, or
 - (d) compares the quality of services provided with those provided by another registrant.
- (4) A registrant must not
 - (a) state publicly that he or she speaks on behalf of the college unless he or she has been expressly authorized by the board to state the official position of the college, or
 - (b) endorse or lend himself or herself as a chiropractor to the advertisement of any property, investment or service for sale to the public unless such property, investment or service relates directly to the profession.
- (5) A registrant who, in any advertisement, includes a statement of fees for a specific service
 - (a) must ensure that the statement sufficiently describes the fees and services so as to enable the recipient or intended recipient to understand the nature and extent of the services to be provided and the cost to the patient, and
 - (b) must not in the advertisement compare the fees charged by the registrant with those charged by another registrant.
- (6) Unless otherwise authorized by the *Act*, the regulations, these bylaws, or the board, a registrant,
 - (a) must not use the title “specialist” or any similar designation suggesting a recognized special status or accreditation on any letterhead or business card or in any other marketing, and

- (b) must take all reasonable steps to discourage the use, in relation to the registrant by another person, of the title “specialist” or any similar designation suggesting a recognized special status or accreditation in any marketing.
- (7) A registrant must retain for 1 year after the date of publication or broadcast of any advertisement or brochure, and must provide to the board upon request
 - (a) a copy of any such publication
 - (b) a recording of any such broadcast made by use of any electronic media, including radio, television and microwave transmission, and
 - (c) a written record of when and where the publication or broadcast was made.
- (8) It is the duty of the registrant, when called upon by the discipline committee, inquiry committee, or the board to do so, to verify the statements made in his or her marketing.
- (9) Registrants who limit their practices to certain branches or areas of the profession may state in any marketing the branch or area to which the practice is restricted.

Clinic names

- 86. (1) A registrant must advise the registrar of any name under which the registrant is operating or intends to operate a chiropractic clinic.
- (2) A registrant may use only one name per clinic location at any one time.
- (3) A registrant cannot use a name for a clinic that contravenes section 85.
- (4) A registrant cannot use a clinic name if another registrant can demonstrate to the satisfaction of the registrar that he or she is and has been using,
 - (a) an identical name, or
 - (b) a name so closely resembling the name which the first registrant wants or has begun to use that it is likely to confuse or mislead the public.

**SCHEDULE “A” Electoral districts
(section 3)**

The boundaries for the 3 electoral districts established by section 3 of these bylaws are as follows:

- (1) “Lower Mainland” is all that part of British Columbia lying East of the Strait of Georgia, and South of the 50th parallel of North latitude, and West of the 121st meridian;
- (2) “Vancouver Island” is all that part of British Columbia lying West of the 123rd meridian, except that part described as the lower mainland; and
- (3) “Interior” is all that part of British Columbia lying East of the 123rd meridian, except that part described as the Lower Mainland.

**SCHEDULE “B” Recognized chiropractic education programs
(sections 44, 45 and 46)**

The chiropractic education programs of the following institutions are recognized chiropractic education programs for the purposes of Part 4 of the bylaws:

Canada

Canadian Memorial Chiropractic College

University of Quebec at Trois Rivieres

United States

Cleveland Chiropractic College (Kansas City and Los Angeles)

D'Youville College Doctor of Chiropractic Degree Program (Buffalo)

Life University College of Chiropractic

Life Chiropractic College West

Logan College of Chiropractic

Los Angeles College of Chiropractic of the Southern California University of Health Sciences

Doctor of Chiropractic Degree Program in the College of Professional Studies of the National University of Health Sciences

New York Chiropractic College

Northwestern College of Chiropractic of the Northwestern Health Sciences University

Palmer College of Chiropractic

Palmer College of Chiropractic West

Palmer College of Chiropractic Florida

Parker College of Chiropractic

Sherman College of Straight Chiropractic

Texas Chiropractic College

University of Bridgeport College of Chiropractic

University of Western States

Australasia

Macquarie University (Sydney, New South Wales)

Murdoch University (Perth, Western Australia)

The Royal Melbourne Institute of Technology (Bundoora, Victoria)

The Royal Melbourne Institute of Technology (Japan)

New Zealand College of Chiropractic

Europe

Anglo-European College of Chiropractic

Durban University of Technology (South Africa)

Institut Franco-Europeen De Chiropratique

Syddansk Universitet Odense

University of Glamorgan, Welsh Institute of Chiropractic

SCHEDULE “C” Fees

1. Application fees:

- (a) for full registration under section 44 \$320
- (b) for temporary registration \$25
- (c) for student registration \$25

2. Jurisprudence examination fees:

- (a) for first examination \$150
- (b) for re-examinations \$75

3. Initial registration fees:

- (a) for full registration:
 - (i) first year registrants \$475
 - (ii) second year registrants \$575
 - (iii) third year registrants \$675
 - (iv) all other full registrants \$1550
- (b) for limited registration \$475
- (c) for non-practising registration \$75
- (d) for temporary registration
 - (i) sports related \$75
 - (ii) all others \$150
- (e) for student registration \$25

4. Registration renewal fees:

- (a) for full registration:
 - (i) second year registrants \$575
 - (ii) third year registrants \$675
 - (iii) all other full registrants \$1550
- (b) for limited registration \$575
- (c) for non-practising registration \$75
- (d) for temporary registration
 - (i) sports related \$75
 - (ii) all others \$150
- (e) for late renewal \$200

5. Changes in registration status and reinstatement:

- (a) for change in registration status:
 - (i) from limited registration to full registration: \$320
 - (ii) from full registration to non-practising registration: \$75
 - (iii) from non-practising to full registration \$320
- (b) for reinstatement under section 53: \$200
- (c) for reinstatement under section 54
 - (i) to full registration: \$320
 - (ii) to non-practising registration: \$75
- (d) for reinstatement under section 55: \$320

6. Prorating of fees:

Fees listed in sections 3(a) and (b) and 4 (a) and (b) of this Schedule will be prorated on a quarterly basis for a registrant who practises less than a full year, including a registrant who discontinues practice for reasons of a maternity or paternity leave.

7. Incorporation fees:

- (a) for initial permit \$150
- (b) for permit renewal \$75
- (c) late renewal fee \$150

8. Provision of paper copy of Annual Report under section 40:

- per copy \$15

9. Office assessment fee: \$350

SCHEDULE “D” Costs
(section 69)

INVESTIGATIONS TARIFF

For the purposes of calculating costs under this tariff, an investigation is deemed to run from the time the registrar receives a complaint in writing under subsection 32(1) of the *Act* until the inquiry committee takes action under subsection 33(6)(b) or (c) of the *Act* or the registrar issues a citation under section 37 of the *Act*.

<i>Expense</i>	<i>Rate of indemnity</i>
Legal representation for the purposes of the investigation	up to 50% of actual legal fees
Other reasonable and necessary professional services contracted for the purposes of the investigation	100% of actual fees
Other reasonable and necessary disbursements incurred for the purposes of the investigation (including disbursements incurred by legal counsel)	100% of actual disbursements

DISCIPLINARY HEARING TARIFF

For the purposes of calculating costs under this tariff, qualifying expenses incurred from the time the registrar issues a citation under section 37 of the *Act* until

- (a) the inquiry committee accepts a written proposal for consent under subsections 37.1(2) or (5),
- (b) the discipline committee dismisses the matter under subsection 39(1) or
- (c) the discipline committee issues an order under s. 39(2)

are deemed to be expenses for the purposes of preparing for and conducting the hearing

<i>Expense</i>	<i>Rate of indemnity</i>
Legal representation for the purposes of preparing for and conducting the hearing	up to 50% of actual legal fees
Reasonable and necessary expert witness fees for the purposes of preparing for and conducting the hearing	100% of actual fees
Other reasonable and necessary disbursements incurred for the purposes of preparing for and conducting the hearing (including disbursements incurred by legal counsel)	100% of actual disbursements

FORM 1 Certificate of Election
(section 7)

COLLEGE OF CHIROPRACTORS OF BRITISH COLUMBIA

Certificate No. _____

CERTIFICATION OF ELECTION

The board of the College of Chiropractors of British Columbia hereby certifies that

_____ of _____
(registrant's name) *(address)*

in the City of _____, Province of British Columbia, has been

elected as a member of the board of the College in accordance with the *Health*

Professions Act and the bylaws of the College. The term of office as a member of the

board of the College will commence on the _____ day of _____,
(month)

_____, and terminate on the date of the College's _____
(year) *(year)*

annual general meeting.

GIVEN under the seal of the College at _____, British Columbia,

this _____ day of _____,
(month) *(year)*

Name: _____ attended from: _____ to: _____
degree or standing attained: _____

Name: _____ attended from: _____ to: _____
degree or standing attained: _____

4. Declarations

(a) Have you ever been expelled or suspended from a post-secondary institution?

yes no

(If yes, please provide details on a separate page and attach.)

(b) Have you ever applied to write the CCBC jurisprudence examination before?

yes no

If yes, when? _____

(c) Have you ever been registered or licensed to practice chiropractic or any other health profession in any other jurisdiction(s)?

yes no

(If yes, please list all dates and locations on separate page and attach.)

(d) Have you ever been refused a license in another jurisdiction?

yes no

(If yes, please provide details, including dates, on a separate page and attach.)

(e) Have you ever been the subject of a complaint to a body responsible for the regulation of chiropractic or any other health profession in connection with your professional conduct?

yes no

(If yes, please provide the details of the complaint and its disposition by the governing body on a separate page and attach.)

(f) Have you ever been sued for damages resulting from or related to your practice of chiropractic or another health profession?

yes no

(If yes, please provide details on a separate page and attach.)

(g) Are you presently aware of any potential liability claims that may be brought against you?

yes no

(If yes, please provide details on a separate page and attach.)

6. I have read the *Health Professions Act* and the regulations and bylaws of the College of Chiropractors of British Columbia made under that *Act*.
7. I will practise at all times in compliance with the *Health Professions Act* and the regulations and bylaws of the College of Chiropractors of British Columbia made under that *Act*.

AND I make this solemn declaration, conscientiously believing it to be true and knowing that it is of the same force and effect as if made under oath.

Signature of Applicant

Declared before me at: _____, _____,
(city) *(province/state)*

on this _____ day of _____,
(month) *(year)*

Signature and Seal: _____
(Judge, Notary Public, Justice of the Peace or Commissioner authorized to take such Affidavits)

FORM 4(a) Application for Registration Renewal (hard copy form)
(sections 45, 48 and 52)

COLLEGE OF CHIROPRACTORS OF BRITISH COLUMBIA
APPLICATION FOR REGISTRATION RENEWAL

You must complete Form 4 as part of your registration renewal. A summary of the other requirements for renewing your registration, entitled "Renewal Information Form", is mailed annually to all full and non-practicing registrants together with a notice for payment of registration renewal dues. The summary can also be obtained by contacting the College office at info@bcchiro.com or can be viewed on-line on the Member News page of the Member Extranet. All outstanding dues, fees, debts and levies must be paid before your application will be processed.

1. Personal Information (The name, mailing address, and email address you provide will be used to advise you on all matters related to this application and of College information.)

1. Surname: _____
2. First name: _____
3. Middle name: _____
4. Birth date (mm/dd/yyyy): _____
5. Maiden name (if applicable): _____
6. Street address (and apartment number, if any): _____

7. City: _____
8. Province/State: _____
9. Country: _____
10. Postal/zip code: _____
11. Daytime phone: _____
12. Evening phone: _____
13. Fax (if available): _____
14. Email (if available): _____

2. Registration Renewal Category

15. I am applying for renewal of my registration as:

- (a) a full registrant
- (b) a limited registrant
- (c) a non-practicing registrant
- (d) a temporary registrant

3. Status and Practice Declaration A

16. You only need to complete this declaration if you are applying for renewal of your registration as a **FULL REGISTRANT** or a **NON-PRACTICING REGISTRANT**.

I am in compliance with the provisions of the *Health Professions Act*, the applicable regulations under that *Act*, and the bylaws of the College of Chiropractors of British Columbia.

I have read and understood the above statement and declare it to be true:

Signature: _____

4. Status and Practice Declaration B

18. You only need to complete this declaration if you are applying for renewal of your registration as a **FULL REGISTRANT** and if the **College of Chiropractors of BC has imposed limits or conditions on your practice**.

I am in compliance with any and all limits or conditions on my practice imposed further to my registration with the College of Chiropractors of British Columbia, by agreement with the registrar, by undertaking to or order of the inquiry committee, or by imposition or order of the discipline committee.

I have read and understood the above statement and declare it to be true:

Signature: _____.

FORM 4(b) Application for registration renewal (on-line form)
(sections 45, 48 and 52)

FORM 4 - Application For Registration Renewal

You must complete Form 4 as part of your registration renewal. A summary of the other requirements for renewing your registration, entitled "Renewal Information Form", is mailed annually to all full and non-practicing registrants together with a notice for payment of registration renewal dues. The summary can also be obtained by contacting the College office at info@bcchiro.com or can be viewed on-line on the Member News page of the Member Extranet. All outstanding dues, fees, debts and levies must be paid before your application will be processed. Following completion and electronic submission of this form, it will no longer be visible when you log into the Member Extranet, so be sure that you have answered correctly before submitting the form.

1. Personal Information

(The name, mailing address, and email address you provide will be used to advise you on all matters related to this application and College information.)

1. Surname

2. First

3. Middle

4. Birth Date mm/dd/yyyy

5. Maiden Name (if applicable)

6. Number and Street Address

7. City

8. Province

9. Country

10. Postal / Zip Code

11. Daytime Phone

12. Evening Phone

13. Fax if available

14. E-Mail if available

2. Registration Renewal Category

15. I am applying for renewal of my registration as:

- A) a full registrant
- B) a limited registrant
- C) a non-practicing registrant
- D) a temporary registrant

3. Status and Practice Declaration A

16. You only need to complete this declaration if you are applying for renewal of your registration as a **FULL REGISTRANT** or a **NON-PRACTICING REGISTRANT**.

I am in compliance with the provisions of the Health Professions Act, the applicable regulations under that Act, and the bylaws of the College of Chiropractors of British Columbia.

You must check both statements to complete this declaration.

a) I have read and understood the above statement

17.

b) I declare the above statement to be true

Status and Practice Declaration B

18. You only need to complete this declaration if you are applying for renewal of your registration as a **FULL REGISTRANT** and if the **College of Chiropractors of BC has imposed limits or conditions on your practice**.

I am in compliance with any and all limits or conditions on my practice imposed further to my registration with the College of Chiropractors of British Columbia, by agreement with the registrar, by undertaking to or order of the inquiry committee, or by imposition or order of the discipline committee.

You must check both statements to complete this declaration.

a) I have read and understood the above statement

19.

b) I declare the above statement to be true

Thank you for completing the online version of Form 4, Application For Registration Renewal. Please refer to your CCBC dues notice for payment information.

Once you have completed all required questions above, check over your answers one last time, and then submit your answers by clicking the submit button:

[Submit your answers now](#)

Or, you may choose to save your current answers in progress, and postpone using the button below. In this case, you can come back to the site later to complete this questionnaire:

[Postpone and save your answers in progress](#)

FORM 5 Certificate of registration
(section 49)

COLLEGE OF CHIROPRACTORS OF BRITISH COLUMBIA

Certificate No. _____

CERTIFICATE OF REGISTRATION

The board of the College of Chiropractors of British Columbia hereby certifies that

_____ of _____
(registrant's name) *(address)*

in the City of _____, Province of British Columbia, has met the conditions and requirements provided for in the bylaws of the College made under the *Health Professions Act*, and is duly qualified as a _____ registrant of the College of Chiropractors of British Columbia.

[Add one of the following descriptions of limits or conditions applying to the registrant's class of registration, as appropriate:

A Limited Registrant:

- (1) may only provide chiropractic services under the general supervision of a full registrant; and
- (2) must not delegate any aspect of practice involving patient assessment or treatment.

A Student Registrant:

- (1) may do the following only under the general supervision of a full registrant:
 - (a) observation of an aspect of practice;
 - (b) monitoring and directing patient rehabilitation or exercise program; and
 - (c) office management functions;
- (2) may do the following only under the direct supervision of a full registrant:
 - (a) examination of patients, history taking, x-ray marking, developing a treatment plan, and delivery of the registrant's report of findings and treatment plan; and
 - (b) performing a restricted activity specified in section 4 of the Chiropractors Regulation and application of any other therapeutic modalities or treatments;
- (3) must not delegate any aspect of practice involving patient assessment or treatment; and
- (4) must not:
 - (a) vote or be elected in an election for the College Board;
 - (b) be appointed to, or serve on, any committee established under the Bylaws, or
 - (c) vote at a general meeting of the College.

(b) Is the Corporation in good standing under the *Business Corporations Act*?

yes

no

(c) All voting shares of the Corporation are legally and beneficially owned by:

Name

Relation to applicant

_____	_____
_____	_____
_____	_____
_____	_____

(If a legal and beneficial owner is a company, please describe the legal and beneficial owners of the voting and non-voting shares of that company on a separate page and attach.)

(d) All non-voting shares of the Corporation are legally and beneficially owned by:

Name

Relation to applicant

_____	_____
_____	_____
_____	_____
_____	_____

(If a legal and beneficial owner is a company, please describe the legal and beneficial owners of the voting and non-voting shares of that company on a separate page and attach. If the non-voting shares are held in trust, please describe the beneficiaries of the trust, the law governing the trust, and the residence of trustee, and confirm that the trustee has been approved by the College of Chiropractors of British Columbia (the "CCBC") board.)

(e) Do the articles of the Corporation provide for the disposition, in accordance with section 43 of the *Act*, of the shares of a shareholder who dies, ceases to be a registrant or who ceases to be qualified to practise chiropractic?

yes

no

(f) The directors of the corporation are:

Name

Registration number

_____	_____
_____	_____
_____	_____

FORM 9 Renewal of permit
(section 77)

COLLEGE OF CHIROPRACTORS OF BRITISH COLUMBIA
APPLICATION FOR RENEWAL OF HEALTH PROFESSION
CORPORATION PERMIT

Name of Applicant: _____

Corporation Name: _____

1. Changes to information in permit application form

Check one of the following and provide information as necessary.

(a) There are no changes to the information I provided in my application for a health profession corporation permit that I have not already advised the Board of the College about in writing.

(b) The information provided in my application for a health profession corporation permit has changed as follows (please type or print clearly):

2. Renewal fee

A cheque or money order in the amount of \$75 is attached:

3. Declaration

I hereby declare that to the best of my knowledge and belief, the answers I have provided and statements I have made in this application form are correct and true.

Signature of Applicant: _____

Date of Signature: _____

**FORM 10 Application for return to full registration
(section 47(4))**

**COLLEGE OF CHIROPRACTORS OF BRITISH COLUMBIA
APPLICATION FOR RETURN TO FULL REGISTRATION**

A summary of the requirements for return to full registration is provided in the attached “Application for Return to Full Registration Information Form”.

All required documentation must be received before your application will be processed.

Please type or print clearly: The name and address stated below will be used to advise you on all matters related to this application.

1. Personal Information

Name: _____
(Surname) (First) (Middle)

Birth date: *(mm/dd/yyyy)* _____ Maiden name:

Address: _____
(Number & Street) (City)

_____ *(Province/State) (Country) (Postal / Zip code)*

Phone: *(Daytime)* _____ Phone: *(Evening)* _____

2. Return to Full Registration Category

I am applying for return to full registration:

- (a) after not having been a full registrant for less than 3 years
- (b) after not having been a full registrant for 3 years or longer

Signature of Applicant: _____

Date of Signature: _____