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PART I GENERAL

1.1 Definitions

Adopted 12/2021, Effective 12/2021

In these Bylaws:

- Act and/or HPA means the *Health Professions Act*;
- College and/or CCOA means the College of Chiropractors of Alberta carrying on its operations under the name the College of Chiropractors of Alberta;
- Chief Executive Officer or CEO means the Chief Executive Officer appointed by the Council;
- Complaints Director means the complaints director of the College appointed under section 15(3) of the Act;
- Costs, fees, levies and assessments are the costs, fees, levies and assessments referred to in the *Health Professions Act*;
- Council means the council of the College established under section 5 of the Act;
- Council member or Council Member means a member of the Council;
- Directive means Council-issued, enforceable direction that supplements the Standards of Practice;
- Hearings Director means the hearings director of the College appointed under section 15(1) of the Act;
- Other member means a member as described under clause 6.5 of these Bylaws;
- Chair means the person appointed or elected as President under section 7 of the Act;
- Officers of the Council means the Chair in accordance with Section 7 of the HPA and the Vice Chair in accordance to Part 4 of the Bylaws;
- Policy means Council-issued, enforceable policies around Council, College and Regulated Member activities and operations;
- Registrar means the registrar of the College appointed under section 9 of the Act;
- Regulated member means a person whose name is entered in the General Register or Courtesy Register pursuant to the Registration section of the Chiropractic Regulation and who engages in the practice of chiropractic;
- Regulation means the Chiropractic Profession Regulation enacted under the Act;
- Standards of Practice mean the standards of practice adopted by the Council under sections 133 and 133.1 of the Act.

1.2 Bylaws in Force

Adopted 12/2021, Effective 12/2021

These Bylaws have been made by the Council pursuant to Section 132 of the *Health Professions Act*, hereinafter known as “the Act”. These Bylaws replace all Bylaws previously in force under the Act.

1.3 Enactment, Amendment, and Repeal of Bylaws

Adopted 12/2021, Effective 12/2021

- a) Enactment, amendment, and repeal of Bylaws may be passed by a two-thirds (2/3) majority of Council Members participating and eligible to vote at any meeting of Council.
- b) Bylaw changes take effect on the first day of the month following passage unless otherwise directed by Council.
- c) All Bylaws shall be binding on Regulated Members of the College.



- d) The CEO is authorized to make any corrections to article and section designation, punctuation, grammar and cross-referencing, except where this would change the intent or meaning of the Bylaw.
- e) Notwithstanding anything to the contrary in the Bylaws, the Council may temporarily suspend and/or amend portions of the Bylaws during an internal or external disaster, a public health emergency, a state of emergency, or similar event to ensure efficient functioning of the College provided:
 - (i) A Council motion that lists specific Bylaw suspensions and/or amendments and the number of days the suspensions or amendments are in effect, is approved by a simple majority vote of the Council participating and eligible to vote;
 - (ii) The motion specifies the number of days the suspension or amendment is in effect, not to exceed 120 days; and
 - (iii) The College notifies the Regulated Members by electronic delivery.

1.4 Severability

Adopted 12/2021, Effective 12/2021

In the event that any provision of these Bylaws or its application to any circumstance is determined to be invalid, illegal or unenforceable, in whole or in part, by a court of competent jurisdiction, such provision shall only be ineffective to the extent of its invalidity, illegality or unenforceability without affecting the validity or the enforceability of the remaining Bylaw provisions and without affecting its application to other circumstances.

1.5 Legislation Structure and Hierarchy

Adopted 12/2021, Effective 12/2021

The Council regulates the profession utilizing the following legislation structure and hierarchy:

- a) The Health Professions Act: The Act is paramount and supersedes all enactments and documents below it;
- b) The Chiropractors Profession Regulation: This profession-specific Regulation supplements the Act and addresses matters that are unique to the chiropractic profession;
- c) Standards of Practice, Codes of Ethics, and Bylaws: These documents are subordinate to the Act and the Regulation and cannot modify or supersede those documents;
- d) Policies and Directives: Council-issued and enforceable documents that supplement Standards of Practice and Bylaws;
- e) Guidelines and Advisories: These documents provide guidance on specific matters but cannot supersede any of the documents above.

1.6 Code of Ethics and Standards of Practice

Adopted 12/2021, Effective 12/2021

Council shall, in accordance with the *Health Professions Act*, develop a Code of Ethics and Standards of Practice.

PART II GOVERNANCE

2.1 Duties and Powers of Council

Adopted 12/2021, Effective 12/2021

- a) The Council is the governing body of the College and may exercise all the powers and duties granted to a council under the Act;
- b) Council may perform any other duties not specified in the Act that allows the College to fulfill its mission and purpose, including but not limited to developing College policies and appointing individuals to committees not specified in the Act.

2.2 Validity of Acts

Adopted 12/2021, Effective 12/2021

- a) An act of a Council member or an officer is valid notwithstanding any irregularity in the officer's or Council member's election or appointment, or any defect in the officer's or Council member's qualification.
- b) Acts and decisions of Council undertaken in good faith shall be valid notwithstanding any defect in the calling or conduct of the meeting at which the act took place or the decision was made.

2.3 Composition of Council

Adopted 12/2021, Effective 12/2021, Revised 03/2023

The Council shall consist of:

- a) five regulated members each appointed pursuant to Bylaw 2.8 and 2.9, in accordance with these Bylaws;
- b) the number of public members required to be appointed by the Lieutenant Governor in Council in accordance with the Act, and
- c) any ex-officio (non-voting) members appointed by Council.

2.4 Terms of Office

Adopted 12/2021, Revised 11/2022, Revised 03/2023, Revised 11/2023

- a) Except when these Bylaws otherwise provide, the term of office of all Regulated Member Council Members is three years, with approximately one-third of the Regulated Member Council Members appointed each year.
- b) Regulated Member Council Members may serve a maximum of three, consecutive three-year terms. A former Regulated Member Council Member may serve a fourth three-year term after a minimum one-year hiatus from Council.
- c) Council is empowered to increase or decrease the length of the term of office of Regulated Member Council Members, including those already appointed to a specific term of office, in order to maintain the one-third turnover rate in accordance with subsection (a) above.
- d) A Regulated Member of Council who continues to meet the eligibility requirements in Bylaw 2.8 may be appointed to serve a second or third consecutive term, in accordance with subsection (b) above, by a majority vote of Council taking place no less than six months prior to the end of the Regulated Member of Council's current term.
- e) The Regulated Member Council Members commence their terms of office on July 1 of the year in which they are appointed.
- f) The Public Member Council Members' terms commence and conclude as per their appointment by the Lieutenant Governor in Council in accordance with the Act.



2.5 Officers of the Council

Adopted 12/2021, Revised 07/2022, Revised 11/2023

- a) The officers of the Council of the College shall each hold office for a one-year term and shall be the:
 - (i) Chair
 - (ii) Vice-Chair

Council shall elect a Chair and Vice-Chair from among the members of Council.

- b) The Chair shall chair meetings of Council and perform the functions, duties, powers and responsibilities as outlined in the Chair position description.
- c) If the Chair is temporarily absent or unable to act, the Vice-Chair shall perform the functions, duties, powers and responsibilities of the Chair.
- d) If both the Chair and Vice-Chair are temporarily absent or unable to act, Council will determine who shall perform the functions, duties, powers and responsibilities of the Chair.
- e) Officers of the Council are eligible for re-election upon the expiry of their term, but shall not be entitled to serve more than three consecutive terms in such office. Upon re-election in accordance with these Bylaws and, in circumstances where Council believes it to be in the best interests of the College, the term of the officer may be extended beyond the prescribed three years. No officer shall serve more than six consecutive terms.
- f) The Chair also serves as Chair of the CEO Review & Compensation Committee.
- g) The Vice-Chair also serves as Chair of the Governance Committee.
- h) On an annual basis, the Chair selects and Council approves one member of Council to act as a Finance and Audit Committee Chair for a one-year term.

2.6 Meetings and Quorum of Council

Adopted 12/2021, Effective 12/2021

- a) Council shall meet a minimum of four times a year at such times and manner as determined by Council.
- b) A quorum for a meeting of Council exists when a majority of Council members are participating, excluding ex-officio members.
- c) For the purposes of calculating whether a majority of the members of Council is participating in a Council decision, public member positions on Council to which the Lieutenant Governor in Council has not appointed an individual shall not be counted.
- d) Council or panels of Council may meet for the dispatch of business, adjourn and otherwise regulate their meetings and proceedings as required or subject to the provision of the Act.
- e) If the Chair or the Vice-Chair is not present within 30 minutes after the time appointed for holding such meetings, the Council present shall designate one of their members to act as chair.
- f) A Council member or a member of a committee may participate in a meeting of Council or of a committee of Council by means of telephone or other communication facilities that permit all persons participating in the meeting to hear each other.
- g) The Chair shall have the power to call special meetings of Council when necessary or desirable or subject to the provisions of the Act.
- h) A majority of members of Council, excluding ex-officio members, may, by a requisition in writing signed by them, require the Chair to convene a special meeting of Council which requisition shall state the object of the meeting so required provided that;
 - (i) six days' notice of such meeting shall be given to all Council members.



- (ii) in the event that the Chair does not cause a meeting to be held within 14 days after receipt of a requisition, the requisitioners may themselves convene a meeting, in which case not less than six business days of notice in writing shall be provided to all Council members.
- (iii) in the event that the Chair is not in attendance within 30 minutes after the time appointed for holding such a specially requisitioned meeting, the members of Council present shall choose one of their members to preside as chair.

2.7 Votes on Council

Adopted 12/2021, Effective 12/2021

- a) Except as otherwise stated in these Bylaws and regardless of voting method, a decision shall be made by a majority vote of the Council members, including the Chair, participating in the vote.
 - (i) in the event of a tie vote at any meeting of the Council, the Chair, or in their absence, the Chair's designate, may cast the deciding vote.
- b) Voting by proxy at Council meetings shall not be permitted in any circumstances.

2.8 Eligibility for Council Appointment

Adopted 12/2021, Effective 12/2021, Revised 03/2023

In order to be eligible for appointment, a regulated member must:

- a) be a regulated member on the general register; and
- b) have been engaged for a minimum of five years in the active practice of chiropractic in Alberta at the time of appointment; and
- c) be in good standing with the CCOA and any other colleges of regulated health professions that they are a member of; and
- d) practice in full compliance with CCOA legislation including the HPA, Regulation, Bylaws, Standards of Practice, Code of Ethics, Administrative Policies, and Directives

A regulated member on the general register is **not eligible** for appointment to Council if that member;

- a) has not consistently maintained all professional obligations without interruption for the five-year period immediately prior to appointment; or
- b) provides false information at any time during the application process; or
- c) is currently subject to certain undertakings, conditions imposed under section 55 or 65, or directions under section 118 of the Act; or
- d) has been formally charged with unprofessional conduct that has not yet been determined by a Hearing Tribunal; or
- e) has been formally charged with criminal offences under the *Criminal Code of Canada* that have or have not yet been determined by legal proceedings; or
- f) has been found to have committed unprofessional conduct pursuant to Part 4 of the Act for the five-year period immediately prior to the application; or
- g) has been found guilty of unprofessional conduct related to sexual abuse, misconduct, or any sexual boundary violation at any time in any jurisdiction, including outside of Canada; or
- h) is elected to federal or provincial public office; or
- i) occupies a senior position (Assistant Deputy Minister or higher) with the Government of Alberta; or



- j) is an officer, board member, or senior employee of a professional association or a labour union that represents members of a regulated health profession; or
- k) has been employed by the College in the three years immediately prior to appointment.

2.9 Appointment Procedure

Adopted 12/2021, Effective 12/2021, Revised 03/2023, Revised 11/2023

- a) The Registrar shall identify any regulated members of Council whose terms are expiring that year. The Governance Committee shall specify the method, timing and appointment process of the recruitment of regulated members as potential Council members.
- b) In any year in which new regulated members of Council will be appointed, the Governance Committee shall prepare the method and process, taking into the account the following factors:
 - (i) the requirements of the Act, the Regulation, and these bylaws with respect to the Composition of Council;
 - (ii) current or expected vacancies on Council;
 - (iii) competency-based skills matrix (knowledge, skills and attributes) adopted by Council to determine the skills and competencies that Council will require in the following year.
- c) In any year in which new regulated members of Council will be appointed, a call for applications to all regulated members and the number of vacancies will be posted to the CCOA website.
- d) The call for applications will specify the deadline and process for regulated members to submit their applications for appointment to Council and will include access to the required competencies.
- e) The Registrar shall confirm whether each application for appointment to Council meets the eligibility criteria as per Bylaw 2.8 and provide a list of eligible candidates (from all the applications received) to the Governance Committee.
- f) At least 5 weeks before the end of a regulated member of Council's term, the Governance Committee will make a recommendation to Council for the appointment of a new regulated member of Council, considering the competencies that Council will require in the following year.
- g) Appointments of regulated members to Council shall be made by Council.
- h) The names of the appointed members shall be posted on the CCOA website no more than 5 days following the appointment.

2.10 Vacancies on Council

Adopted 12/2021, Effective 12/2021, Revised 03/2023

- a) An appointed member of Council may at any time resign from the Council by a letter directed to the Chair or Vice-Chair if Chair is absent.
- b) If a regulated member of Council is unable to complete their term of office for any reason, Council may:
 - (i) appoint a regulated member on the general register to serve the remainder of the term of office; OR
 - (ii) the position may remain vacant until the next regularly scheduled Council appointment cycle.

2.11 Disqualification or Termination of Membership on Council

Adopted 12/2021, Effective 12/2021

- a) Automatic termination: A regulated member of Council automatically ceases to be a member of Council if any of the following conditions exist. The regulated member:



- (i) Resigns from their position or dies; or
- (ii) Is suspended or ceases to be a regulated member; or
- (iii) Ceases to be a resident of Alberta during their term of office; or
- (iv) Has been found to be guilty of unprofessional conduct under the Act or makes an admission of unprofessional conduct that is accepted by a hearing tribunal in accordance with the Act.
- (v) Pleads guilty or has been found guilty of an offence under the *Criminal Code of Canada* which Council determines harms the integrity of the profession of chiropractic, the College or the Council; or
- (vi) Applies for a staff role with the College; or
- (vii) Ceases to meet specified eligibility requirements for nomination as outlined in Bylaw 2.8 Eligibility for Council Nomination.
- b) Disqualification or Removal from Office of Council Member: A person may make a written complaint regarding the conduct of a Council member to the Chair or Vice-Chair if the Council member:
 - (i) is incapacitated as that term is defined in section 1(1)(s) of the Act;
 - (ii) is or has been engaged in any conduct or activity that undermines the College or its objectives; or
 - (iii) fails to uphold Council Member obligations as outlined in the CCOA Governance Manual.
- c) On receipt of a written complaint under subsection (b), the Chair or Vice-Chair shall arrange for an investigation to be conducted in accordance with the process approved by Council.
- d) If, following the investigation conducted under subsection (c) the Chair or Vice-Chair determines there are reasonable grounds to believe the Council member who is the subject of the complaint has been found guilty of an offence under the *Criminal Code of Canada* which harms the integrity of the profession of chiropractic, acted contrary to CCOA policy, or is or has been engaged in conduct or activity that undermines the College or its objectives, then the Chair or Vice-Chair shall ask the Chair to call a meeting of Council to review and discuss the results of the investigation.
- e) Council shall meet to consider the seriousness of the matter and, by two-thirds (2/3) vote of Council Members present and voting, determine one or more of the following actions of recourse:
 - (i) Sanctioning the Council Member;
 - (ii) Removal of the Council Member;
 - (iii) Conclusion of the complaint.
- f) The Council Member who is the subject of the complaint may attend any such meeting of Council and be heard; however, that member shall abstain from any votes on the issue and shall be absent during any votes on the issue.
- g) Council may determine sanctions for a Council Member, including but not limited to, the following:
 - (i) Suspension of the Council Member's voting rights for a period of time as determined by Council;
 - (ii) Prohibition of the Council Member's attendance and participation in all meetings of Council for a period of time as determined by Council.
- h) Where Council determines the seriousness of the matter warrants removal of a Council Member, a vote will be conducted on the following question:
 - (i) If the Council Member is a regulated member, "Are you in favour of removing _____ as a member of Council?"



- (ii) If the Council Member is a public member, “Are you in favour of recommending to the Lieutenant Governor in Council that the appointment of _____ to Council be rescinded?”
- i) In a vote under subsection (g) and/or (h), the Chair shall be entitled to vote unless the Chair is the subject of the complaint.
- j) If two-thirds (2/3) or more of the Council members present and voting vote in favour of the question in subsection (h) above;
 - (i) If a regulated member is the subject of the complaint, then they shall be removed from office effective immediately;
 - (ii) If a public member is the subject of the complaint, then Council shall recommend to the Lieutenant Governor in Council that their appointment be rescinded;
 - (iii) There is no appeal process allowed once a decision has been made.
- k) If two-thirds (2/3) or more of the Council members present and voting do not vote in favour of the question in subsection (h) above, then the member who is the subject of the complaint shall not be removed from office/recommended for removal from office and Council shall proceed to consider the seriousness of the issue and may take other action as deemed appropriate.
- l) Council may also, by simple majority vote of the Council members present and voting, decide to publish a report of the meeting when the vote was held and the decision or recommendation made under subsections (g) and (h).

PART III ADMINISTRATION

3.1 Head Office

Adopted 12/2021, Effective 12/2021

The head office of the College shall be located at such address or premises as may be determined from time to time by the Council.

3.2 Chief Executive Officer (CEO)

Adopted 12/2021, Effective 12/2021

The Council may hire as an employee of the College a Chief Executive Officer who reports to the Council and shall be responsible for the operation and oversight of the College as directed by the Council from time to time and in accordance with these Bylaws and College policies.

3.3 Registrar

Adopted 12/2021, Effective 12/2021

- a) Council, at the recommendation of the CEO, shall appoint a Registrar as specified in the Act and in accordance with College policy.
- b) Council delegates responsibility for recruitment, supervision and evaluation of the Registrar to the CEO.
- c) The Registrar shall perform all duties required of and exercise the powers provided to the Registrar in the Act, Regulation, and these Bylaws, as well as duties assigned or delegated by the CEO.

3.4 Forms and Documents

Adopted 12/2021, Effective 12/2021



The Chief Executive Officer (CEO) or designate is authorized to prescribe such forms, certificates, permits or other documents that may be required for the purposes of the Act, the Regulation, Bylaws or Policies.

3.5 Inspection Authority Granted to Staff

Adopted 06/2022, Effective 07, 2022

Council appoints staff per Section 53.1 of the *Health Professions Act* as Inspectors.

PART IV FINANCIAL MATTERS

4.1 Fiscal and Practice Permit Year

Adopted 12/2021, Effective 12/2021

The fiscal and practice permit year of the College shall be from July 1 to the following June 30.

4.2 Fees, Costs, Assessments and Levies

Adopted 12/2021, Effective 12/2021

- a) Council may establish fees, costs, assessments or levies for the following:
 - (i) Application fees;
 - (ii) Registration fees;
 - (iii) Practice permit fees;
 - (iv) Late payment fees;
 - (v) Fees for reviews or appeals of any decisions under the Act; and
 - (vi) Resources or services that support the provision of safe, competent, ethical care.
- b) Council may also establish any fees, costs, levies, or assessments to be paid by Regulated Members or applicants for any service or thing provided by the College under the Act, the Regulation, or these Bylaws.
- c) Before establishing a fee, cost, levy or assessment under subsection (a) or (b), or before making any changes to such fee, cost, levy or assessment, Council shall provide notice to the regulated membership via electronic means no fewer than 60 days before the fee, cost, levy, assessment or change comes into effect.

4.3 Use of Funds

Adopted 12/2021, Effective 12/2021

- a) The College may make use of all revenues received from membership fees and other sources of income to carry out the objectives of the College.
- b) The accounts and financial transactions of the College shall be subject to annual audit by the auditor(s) appointed by Council.
- c) Financial policy pertaining to the College shall be determined by Council and the College shall publish annually a copy of its financial information in the form required by the Minister under section 4(1)(f) of the Act.

4.4 Remuneration and Per Diems

Adopted 12/2021, Effective 12/2021



- a) Council shall have the power to pay a member of Council, appointees, committees and tribunals, and regulated members performing work on behalf and at the request, of the College reasonable honorariums, per diems or fees and/or reasonable travel and living expenses;
- b) The honorariums or per diem allowances referred to in these Bylaws shall be set by Council and reviewed from time to time.

4.5 Indemnity

Adopted 12/2021, Effective 12/2021

- a) In this Bylaw, the “Indemnified” means College Council members, officers, employees, officials appointed under the Act, individuals appointed to Hearing Tribunals, committees or panels under the Act, investigators appointed under the Act and individuals formerly holding such positions.
- b) Subject to the restrictions in this Bylaw, the College shall indemnify and save harmless the Indemnified from and against reasonable costs, charges and expenses (including legal expenses) which any such individual sustains or incurs in any action, suit, complaint (including complaints under Part 4 of the Health Professions Act) or proceeding which is or has been brought, commenced or prosecuted against them for, or in connection with any act, matter or thing done by them in the performance of the duties of their office, except where such action, matter or thing has been done or permitted to be done by them as the result of their own fraud, dishonesty, criminal conduct or bad faith.
- c) This Bylaw applies to all actions, suits, complaints, or proceedings brought against the Indemnified on or after July 1, 2015.
- d) The maximum amount to be indemnified by the College is \$25,000.00 per individual for each action, suit, complaint, or proceeding. Council may, in its sole discretion, increase the amount of the indemnification for a particular action, suit, complaint, or proceeding against an individual.
- e) There is no indemnification for costs, charges, and expenses for which the Indemnified is reimbursed through either College’s insurance or personal insurance.
- f) Any requests for indemnification are to be made to Council of the College which will decide by a majority vote, and in its sole discretion, whether to grant the request. If the individual requesting indemnity is a member of Council, then that individual shall not participate in the vote or be present when the other Council members vote. In the case of other non-Council members requesting indemnity, they shall not be present when Council votes on whether to approve the indemnity.

PART V COMMITTEES AND TRIBUNALS

5.1 Committees and Tribunals Formed

Adopted 12/2021, Effective 12/2021

- a) In accordance with the *Health Professions Act*, the regulatory committees tribunals, and committees of the College will be the:
 - (i) competence committee
 - (ii) complaint review committee
 - (iii) registration committee, and
 - (iv) hearings tribunal.
- b) In accordance with the Act, the Council shall appoint a chair for the Competence Committee and the Registration Committee. These appointments shall be conducted in accordance with the policies of the College that are approved by Council.



- c) The policies of the College that are approved by the Council shall include, but not be limited to the duties and responsibilities, terms of reference, eligibility requirements, term of office, removal of an officer, filling of vacancies for all committees and shall be consistent with the Act and Regulation where applicable.
- d) Council may establish such other committees from time to time as may be necessary or desirable for the effective conduct of activities and affairs of the College. Council shall provide direction as to each committee's function and responsibility according to section (c).
 - (i) Standing committees of the college continue in perpetuity. The standing committees of the college will be the:
 - a. Modes of Care Committee
 - (ii) Ad hoc committees of the college expire at the completion of their Council mandate.

5.2 Hearing Tribunals and Complaint Review Committee (CRC)

Adopted 12/2021, Effective 12/2021

In accordance with the HPA, the Hearings Director may establish a Hearing Tribunal and CRC:

- a) No member of a Hearing Tribunal or CRC shall be a member of Council;
- b) The Hearings Director may establish a Hearing Tribunal and CRC with the number of members they consider appropriate which may include an even number of members or a majority of public members.
- c) A quorum for a Hearing Tribunal and CRC shall be two regulated members in good standing and two public members, provided that the public members present constitute at least 50 % of the members of the Hearing Tribunal and CRC.
- d) Subject to the HPA, a Hearing Tribunal and CRC may determine its own procedure.
- e) Hearing Tribunal and CRC decisions shall be by a vote of the majority of members on the Hearing Tribunal and CRC. In the event that the Hearing Tribunal or CRC is sitting with an even number of members and there is a tie vote, then the Chair shall cast a second and deciding vote.

5.3 Council Appeal Committee

Adopted 12/2021, Effective 12/2021, Revised 03/2023, Revised 07/2023

In accordance with the HPA, the Council establishes a Council Appeal Committee.

- a) The Hearings Director may appoint a panel from among the members of Council to conduct appeals pursuant to Sections 87, 90, or Section 118 and reviews pursuant to Sections 31 or 41 of the HPA.
- b) A quorum for the Council Appeal Committee shall be two regulated members of Council and two public members of Council, provided that the public members present constitute at least 50 % of the Council Appeal Committee. The Hearings Director will designate a Council member to act as the Chair of the panel.
- c) A quorum for a panel will be a minimum of two regulated members of Council and two public members of Council.
- d) A panel of more than four may be appointed, provided that the public members present constitute at least 50% of the panel.
- e) Panel decisions shall be by vote of the majority of the members on the panel.
- f) Subject to the requirements for quorum, panels may sit with an even number of members. In the event there is a tie vote, then the Chair shall cast a second and deciding vote.



PART VI REGISTRATION

6.1 Applications for Registration on the General Register

Adopted 12/2021, Effective 03/2023, Revised 07/2023, Revised 04/2024

Regulated Members and applicants per the Act 33(4)(b) must provide to the Registrar information respecting:

- (i) the demographic status of the regulated member or applicant, including, without limitation, addresses, email addresses and other contact information,
- (ii) education, training and experience of the regulated member or applicant, including, without limitation, degrees, diplomas, certificates and professional examinations, and
- (iii) the regulated member's practice of the regulated profession, including, without limitation, practice locations, areas of practice, specializations, names of supervisors or supervisees and other professional registrations within Alberta or in other jurisdictions.
- (iv) any other information the Registrar deems desirable or necessary for college initiatives, and
- (v) all updates to the information in bullets (i)-(iv).

Applicants in accordance with section 28 of the Act, must demonstrate the following registration requirements for an application to be complete prior to a registration decision:

- a) a notarized application in a form approved by the Registrar;
- b) demonstration of eligibility to work in Canada;
- c) evidence of English language proficiency;
- d) evidence of good character as indicated in Section 29.1 of the Act;
- e) a criminal record check;
- f) a graduate from a CCE(C) accredited Doctor of Chiropractic Program (DCP) or its substantial equivalent;
- g) successful completion of all CCEB examinations; and
- h) evidence of current competence.
 - (i) Successful completion of the CCEB exams within the last year, or
 - (ii) If more than one year has elapsed since the successful completion of the CCEB exams: demonstration of,
 - i. active practice in a regulated jurisdiction, and
 - ii. the fulfillment of continuing competence requirements as determined by the Registrar, or Registration Committee is required.
 - (iii) If less than three years have elapsed since participation in active practice in a regulated jurisdiction: demonstration of,
 - i. the fulfillment of continuing competence requirements as determined by the Registrar, or Registration Committee is required.
 - (iv) If more than three years and less than ten years since participation in active practice in a regulated jurisdiction: demonstration of,
 - i. Successful completion of the CCEB clinical exam.
 - (v) If more than ten years since participation in active practice in a regulated jurisdiction: demonstration of,
 - i. Completion of a DCP, and
 - ii. Successful completion of the CCEB exams.
- i) completion of the CCOA examination in jurisprudence and ethics approved by the Registrar;
- j) the required professional liability protection;



- k) evidence of fitness to practice as required of the Registrar; and
- l) all application fees.

Labour Mobility applicants currently registered with a Chiropractic Regulator in Canada who meet the requirements of section 29.1 of the Act satisfy requirements f), g) or h) for consideration of their application.

6.2 Applications for Registration on the Courtesy Register

Adopted 12/2021, Effective 12/2021

The information collected at registration shall be received in the application form approved by Council.

6.3 Applications for Registration on the Specialty or Acupuncture Register

Adopted 10/2022, Effective 03/2023

A regulated member or a courtesy member must submit the following information to be included on the indicated register.

Specialty Register

Registration on this register is required to use the title of *specialist* as well as the appropriate abbreviations and initials in compliance with the Standard of Practice approved by the Council.

- (i) demonstration of completion of the specialty; and
- (ii) a letter of standing confirming active status in the specialty college.

Acupuncture Register

- (i) demonstration of completion of an acupuncture program approved by Council; and
- (ii) demonstration of the required Professional Liability Protection for acupuncture.

6.4 Applications for Practice Permit Renewal

Adopted 12/2021, Effective 12/2021

- a) Regulated Members on the general register must submit to the Registrar by June 17, as specified by Council:
 - a complete application for a practice permit;
 - payment of the annual fees and dues determined by Council dated no later than June 17; and
 - payment of all outstanding financial obligations to the College.
- b) In the event a Regulated Member fails to submit the required payments and complete application by June 17:
 - (i) that member shall be assessed a late fee determined by Council; and
 - (ii) that member shall be suspended effective July 1 at 12:00 a.m. until such time as all requirements for the renewal of the practice permit are completed.
- c) The Registrar shall inform any organization deemed appropriate when a member's practice permit has been suspended.

6.5 Regulated Members in Good Standing

Adopted 12/2021, Effective 12/2021

A Regulated Member is in good standing in the College for the purpose of these Bylaws where:

- a) They are not in default of any fees, costs, dues, assessments, levies or fines prescribed by the Act, Regulation and Bylaws;



- b) Their practice permit is not under suspension or cancellation for any reason; and
- c) Their practice permit is not subject to a term, condition or limitation imposed pursuant to Part 4 of the Act.

6.6 Consideration of Application to College Registers

Adopted 10/2022, Effective 03/2023

- a) Council designates that the:
 - (i) Registrar or Registration Committee may review applications for the College registers and make registration decisions per the Act.
 - (ii) Registrar, Registration Committee, Competence Committee or the Complaints Director may impose conditions on a practice permit per section 40.1(1) of the Act.

6.7 Former Regulated Members

Adopted 12/2021, Effective 12/2021

- a) The College shall maintain a register of other members that includes:
 - (i) non-practicing Regulated Members who, while in good standing with the College and not the subject of any investigation, disciplinary or incapacity proceedings, voluntarily cease to be members of the College and no longer hold a practice permit;
 - (ii) lapsed Regulated Members who have failed to maintain their active registration status and whose registration and practice permit have been cancelled under the former Act, except under Part 6 or the HPA, except under Part 4.
- b) Non-practicing Regulated Members must provide a written undertaking that they shall not engage in the practice of chiropractic in Alberta.
- c) A non-practicing or lapsed Regulated Member may apply to the Registrar to have their practice permit reinstated.

6.8 Publishing of the College Registers

Adopted 10/2022, Effective 03/2023

Information to Be Public on the General Register:

In accordance with the Act section 33(3) and Regulation, the Registrar shall enter on the appropriate register in perpetuity all required information:

- (i) the full name of the regulated member as indicated on the practice permit;
- (ii) the regulated member's unique registration number/practice permit number;
- (iii) the initial date of issuance of their practice permit;
- (iv) whether the regulated member's registration is restricted to a period of time and, if so, the period of time;
- (v) any conditions imposed on the regulated member's practice permit;
- (vi) the status of the regulated member's practice permit, including whether it is suspended or cancelled, including history of status changes;
- (vii) the regulated member's practice specialization that is recognized by the College;
- (viii) whether the regulated member is authorized to provide a restricted activity not normally provided by regulated members of the college;
- (ix) whether the regulated member is not authorized to provide a restricted activity that is normally provided by regulated members of the college;
- (x) information described in the Act Section 119(1).



- a) In accordance with the HPA and Regulation, the Registrar can correct or remove any information on a register if he/she determines it is based on out of date, incorrect, or inaccurate information or that an entry was made in error.
- b) For the purposes of the HPA, Regulation and these Bylaws, every regulated member on the general register shall maintain a business address for providing chiropractic services in Alberta and shall advise the Registrar in writing of that address and business or clinic name and of any change in that address or business or clinic name forthwith after the change occurs.

6.9 Reinstatement of a Practice Permit (except under Part 4 of the HPA)

Adopted 12/2021, Effective 12/2021

- a) A non-practicing or lapsed practitioner may apply to the Registrar to have their practice permit reinstated.
- b) Before reinstating a practice permit, the Registrar shall require:
 - (i) payment of a fee determined by Council;
 - (ii) payment of any outstanding fees, costs, dues, assessments, levies and/or fines;
 - (iii) proof of continuing competence;
 - (iv) proof of professional liability protection;
 - (v) if applicable, proof of compliance with any outstanding or previous requests, conditions, requirements, directives or orders of a hearing tribunal, the Registrar and/or the Complaints Director;
 - (vi) other information required to insure the non-practicing or lapsed practitioner meets current registration requirements.
- c) Pursuant to Section 45(1) of the HPA, the Registrar upon application for reinstatement of a practice permit may:
 - (i) approve it unconditionally;
 - (ii) refuse with reasons;
 - (iii) defer approval of the application until the applicant has successfully completed any requirements prescribed by the Registrar; or
 - (iv) impose conditions in accordance with the Regulation.

6.10 Professional Liability Protection

Adopted 06/2022, Effective 07/2022

Every chiropractor is required to have and maintain professional liability insurance (PLI) or professional liability protection (PLP) to be on the General Register of the CCOA. Proof of such PLI or PLP is required (i) to register, (ii) to renew and reinstate a practice permit, and (iii) throughout the entirety of their active practice.

Chiropractors are required to have and maintain in force at all times PLI policies or PLP with the following terms:

1. A minimum of \$5,000,000.00 coverage per claim and \$5,000,000.00 aggregate coverage per year;
2. Where the chiropractor is authorized to provide the restricted activity of acupuncture, PLI or PLP that provides coverage for the provision of acupuncture;
3. The PLI insurer or PLP provider is required to immediately advise the CCOA in writing of any suspension, cancellation or change concerning the chiropractor's PLI or PLP.



The CCOA may also communicate directly with the PLI or PLP provider to indicate any change in the chiropractor's registration or practice permit status with the CCOA.

PART VII PROFESSIONAL CORPORATIONS AND LIMITED LIABILITY PARTNERSHIPS

7.1 Record of Professional Corporations

Adopted 12/2021, Effective 12/2021

- a) The Registrar shall keep and maintain a record of professional corporations containing the following information with respect to each professional corporation:
 - (i) the name and registered office of each professional corporation and the unique College registration number attributed to that corporation;
 - (ii) the date of issuance of the permit of the professional corporation;
 - (iii) the date of the renewal of the annual permit of the corporation; and
 - (iv) such further particulars as may be directed by Council.
- b) The Registrar can correct or remove any information on the record of professional corporations if he/she determines it is out of date, incorrect, inaccurate or was made in error.

7.2 Application and Registration of Professional Corporations

Adopted 12/2021, Effective 12/2021

- a) A Regulated Member of the College, or the member's designate, proposing to incorporate, amend or amalgamate a professional corporation shall submit to the Registrar executed Articles of Incorporation, Amendment or Amalgamation which comply with the Act and these Bylaws and in particular:
 - (i) propose a professional corporation name that meets the requirements of the Act and section 7.4 of these Bylaws;
 - (ii) satisfy the Registrar that the legal and beneficial ownership of all issued shares of the corporation are consistent with the requirements set out in the Act section 109;
 - (iii) satisfies the Registrar that the professional corporation is not restricted from providing professional services regulated by the College or from carrying out its powers, duties and functions as described in section 7.3 of these Bylaws and under the Act;
 - (iv) the articles do not derogate from the Regulated Member's liability that is created pursuant to section 107(c) of the Act;
 - (v) if applicable, satisfies the Registrar that the professional corporation is in good standing with Corporate Registry.
- b) If the Registrar is satisfied that the Articles of Incorporation, Amendment or Amalgamation meet the requirements in Section 7.2(a) of these Bylaws, the Registrar shall return the original Articles to the Regulated Member or member's designate after endorsing the original and duplicate copy of the Articles the following:

Each of the subscribers to these Articles of Incorporation is a regulated Chiropractor and is a member of the Alberta College and Association of Chiropractors carrying on its operations under the name the College of Chiropractors of Alberta. These Articles of Incorporation comply with the requirements of the Health Professions Act respecting Professional Corporations.
- c) Prior to finalizing the registration of the professional corporation, the Regulated Member or the member's designate must provide the College with
 - (i) an application in the form as determined by Council which assigns a College Professional Corporation Director (i.e. primary contact);



- (ii) a copy of the certificate of incorporation certified correct by the Registrar of Corporations;
- (iii) a copy of the articles of incorporation; and
- (iv) registration fees as determined by Council, if applicable.
- d) If sections 7.2(a), (b) and (c) of these Bylaws have been met, the Registrar shall:
 - (i) issue an annual permit to the corporation director in the form prescribed by Council;
 - (ii) assign a unique College registration number to the professional corporation; and
 - (iii) enter the name of the professional corporation in the College record of corporations.
- e) A professional corporation must inform the Registrar within 30 days, in a form prescribed by Council, of any change in the ownership or directors of the professional corporation or to the name of the professional corporation.

7.3 Business Conducted and Powers Exercised by a Professional Corporation

Adopted 12/2021, Effective 12/2021

The business that may be conducted and the powers, functions and duties that may be exercised by a professional corporation shall include the following:

- a) to engage in every phase and aspect of rendering the same chiropractic services to the public that a Regulated Member, being an active member of the College of Chiropractors of Alberta is authorized to render;
- b) to purchase or otherwise acquire, and to own, mortgage, pledge, sell, assign, transfer or otherwise dispose of, and to invest in, deal in, and with, real and personal property and other assets in the course of the management of the corporation;
- c) to contract debts, and borrow money, issue and sell or pledge bonds, debentures, notes and other evidences of indebtedness and execute such mortgages, transfers of corporate property or other instruments to secure the payment of corporate indebtedness as required; and
- d) to enter into partnerships, consolidate or merge with or purchase the assets of another corporation or individual rendering the same professional chiropractic services.

7.4 Names of Professional Corporations

Adopted 12/2021, Effective 12/2021

- a) The name of the professional corporation shall contain only the surname, or the surnames and any combination of the given names or initials, of one or more Regulated Members of the College, who are shareholders of the corporation followed by the words *Professional Corporation*, or *Professional Chiropractor Corporation*.
- b) Except as provided in Section 114(3), when a Regulated Member is providing chiropractic services on behalf of a professional corporation, the corporation must be identified on practice documents and stationery.

7.5 Professional Corporation Annual Permit Renewal

Adopted 12/2021, Effective 12/2021

- a) Annual permits for professional corporations shall expire on November 30 of each year.
- b) A College professional corporation director that wishes to have an annual permit renewed must submit to the Registrar on or before November 30 of each year, as specified by Council:
 - (i) complete application documents in the form as prescribed by Council; and
 - (ii) payment of the renewal fee in the amount determined by Council dated no later than November 30, as specified by the Council.



- c) In the event the professional corporation director fails to submit the required fees and complete application documents for renewal of the annual permit by November 30, that permit shall expire.
- d) The Registrar shall not approve the renewal of an annual permit for a professional corporation if they have not received the complete application documents for renewal of the annual permit and the accompanying fee.
- e) The Registrar shall inform any organization deemed appropriate 30 days after the expiry date when an annual permit for a professional corporation has not been renewed.
- f) The Registrar shall inform Corporate Registries 30 days after the expiry date when an annual permit for a professional corporation has not been renewed.
- g) A reactivation fee, as specified by Council, plus the submission of the complete application documents for renewal of the annual permit and renewal fee must be received by the College prior to the removal of the corporation from the register at Corporate Registry in order to reactivate an expired permit for a professional corporation.

7.6 Limited Liability Partnerships

Adopted 12/2021, Effective 12/2021

Notwithstanding Part 3 of the *Partnership Act*, no Regulated Member may provide professional services of chiropractic in a limited liability partnership under that Act.

PART VIII CONTINUING COMPETENCE PROGRAM

8.1 Continuing Competence Program

Adopted 10/2022, Effective 11/2022

To fulfill the mandate of the Act for the Continuing Competence Program, Council;

- a) Establishes the continuing competence program.
- b) Establishes the continuing competence committee and appoints a chair.
- c) Approves continuing competence requirements.
- d) Approves the assessment of continuing competence requirements.
- e) Approves the rules of the continuing competence program.
- f) Appoints the Registrar the authority to interpret the intent of the Continuing Competence Program Requirements as published in the Continuing Competence Program Manual.

8.2 Continuing Competence Program Requirements

Adopted 10/2022, Effective 03/2023

- a) The requirements of the Continuing Competence Program that regulated members must meet are established in the Standards of Practice.
- b) The Continuing Competence Program Manual adopted by Council provides the program rules and program requirements.

8.3 Competence Committee

Adopted 10/2022, Effective 03/2023

The competence committee of the College is authorized by Council to:

- a) Require members to provide Continuing Competence Credits (references as Professional Development records in the HPA) and undergo competence assessment(s).
- b) Conduct an annual audit of Continuing competency credits.
- c) Direct/conduct practice visits and provide regulated members with findings and results.



- d) Direct regulated members who do not comply with the competence program rules, satisfy a practice visit or assessment to undertake the activities in Continuing Competence Program Manual.
- e) To consider practice permit renewal applications in relation to the completion of the continuing competence program requirements, and may;
 - (i) Approve renewal applications.
 - (ii) Impose conditions on a practice permit.
 - (iii) Suspend a practice permit.
 - (iv) Refuse a renewal application.
- f) To make recommendations to Council on competence program rules and requirements.

PART IX PROFESSIONAL CONDUCT

9.1 Publication

Adopted 12/2021, Revised 11/2022, Revised 02/2024

- a) The Registrar may publish or distribute any information, in any manner, including but not limited to publication on the College's website, required or permitted to be disclosed pursuant to:
 - (i) Any section of the HPA;
 - (ii) The *Chiropractors Profession Regulation*;
 - (iii) The *Personal Information Protection Act*;
 - (iv) Any other enactment that applies to the College; or
 - (v) As otherwise permitted or required by law.
- b) The information that the Registrar may publish or distribute includes, but is not limited to the following:
 - (i) Information on the College's register;
 - (ii) Any direction made under section 118(4) of the HPA;
 - (iii) Information about a complaint and ratified settlement under section 60(6) of the HPA;
 - (iv) Information about any suspension, cancellation or conditions imposed on a regulated member's practice permit;
 - (v) Information about upcoming hearings or appeals; and
 - (vi) Any decision, order or direction made under Part 4 of the HPA, including written decisions issued by a Hearing Tribunal or Council with respect to any matter.
- c) Unless otherwise specified in the HPA or in the decision, order or ratified settlement, any decision, order or ratified settlement published under Bylaw 9.1(b)(iii) or (vi) will remain on the College's website for 10 years from the date of the decision, order or ratified settlement.