## Proposed General By-Law Consultation Guide



Existing provisions in the by-law	Proposed amendments	Rationale
Article 1 – Interpretation	Article 1 - Interpretation	Rationale
1.01 – Definitions	1.01 – Definitions	
"Council" means the Council of the College.	Amended: "Board" means the Board of Directors which is the Council of the College as established under section 6 of the Midwifery Act, 1991.	"Council" to "Board" - to align with current governance modernization initiatives at health regulatory Colleges. We have already changed President and Vice-President to Chair, and Vice-Chair.
"Director" means the person on staff in a senior position with oversight responsibilities and has been assigned the designation.	"Director" means the persons elected or appointed to the Board and includes, the Elected Directors and the Public Directors (but does not include Staff Directors); and "Director" means any one of them;	Updated "Director" definition - to align with the change from "Council" to "Board", to capture both types of Board Directors, those who are elected to the Board (professional midwives) and those who are appointed to the Board (members of the public) and to distinguish Board Directors from staff Directors. Additional definitions for these are provided below.
"Member" means a member of the College as that term is used in the RHPA and the Act unless otherwise indicated.	"Registrant" means a member of the College within the meaning of subsection (1) of the RHPA and section 1 of the Act unless otherwise indicated.	"Member" to "Registrant" – to align with previous decisions regarding the use of member vs registrant. Any midwife who holds a certificate of registration with the College of Midwives of Ontario is considered a registrant.
"Spouse" means either of two persons who are married to each other and includes a common law spouse and a same sex partner of the person.	"Spouse" in relation to a registrant, means, (a) a person who is the registrant's spouse as defined in section 1 of the Family Law Act, or (b) a person who has lived with the	Definition of "spouse" changed to use the Family Law Act definition which is inclusive of relationships between people of all gender identities.

	registrant in a conjugal relationship outside of marriage continuously for a period of not less than three years.  Additions:  "Elected Director" means a Director who is a Registrant who is elected to the Board;  "Public Director" means a Director who is appointed to the Board by the Lieutenant Governor in Council;  "Staff Director" means an individual on staff in a senior position with oversight responsibilities who has been assigned the designation;	New definitions added to clarify each type of "Director".
1.03 - Consistency with RHPA and Act All provisions of these and all by-laws of the College shall be interpreted in a manner consistent with the RHPA and the Act and where any inconsistency is found to exist, the inconsistent provision shall, where practical, be severed from the by-law.	Repeal: 1.03	This section is not necessary as Acts always supersede bylaws.

Article 5 - Council	Article 5 - Board	Rationale
5.06 – Election Date An election of members to the Council shall be held in the month of June each year.	5.06 – Election Date An election of members to the Board shall be held annually on a date determined by the Registrar.	Provides flexibility to adjust the governance calendar (and Board terms start and end dates) in the future by removing the specific month for an election to be held while still requiring an annual election.
a) the Member holds a certificate of registration other than a certificate in the Transitional class;  q) the Member has not been a director, board member, officer or employee of a Professional Association in the preceding 12 months;  r) the Member has not been director, owner, or board member of an educational institution relating to midwifery in the preceding 12 months;	<ul> <li>5.08 – Eligibility for Election</li> <li>5.08 (1) A registrant is eligible for election to the Board if, on the deadline for the receipt of nominations and up to and including the final date for voting in the election,</li> <li>a) the registrant holds a certificate of registration other than a certificate in the transitional, emergency, or supervised class;</li> <li>q) the registrant has not been a director, board member, officer, or employee of a Professional Association in the preceding three (3) years;</li> <li>r) the registrant has not been director, owner, or board member of an educational institution relating to midwifery in the preceding three (3) years;</li> <li>u) the registrant is not and has not been an employee of the College during the previous three (3) years;</li> </ul> Additions:	Adding the additional classes to this section to account for the classes in the current and proposed Registration Regulation where the certificate is limited by an expiration date and therefore these registrants should not be eligible for election.  Extending the timeframe in sections q), r) and u) to ensure a sufficient cooling off period for a registrant to become eligible for election to avoid a possible conflict of interest, where the individual may have a vested interest in the profession versus the College, due to a former position, or having been a former employee of the College. The Council recommended three years to align with Board terms and other eligibility timeframes.  The College Performance Measurement Framework (CPMF) required by the Ministry of Health includes the following standard: The College enforces a minimum time before an individual can be elected to Council after holding a position that could create an actual or perceived conflict of interest with respect their Council duties (i.e., cooling off periods).
	y) the registrant is not, and has never been, a party to civil litigation or arbitration adverse in interest against the College, the Board, a committee, a Director of the Board or a College officer, employee or agent, provided that the litigation or arbitration against a	To mitigate against the possibility of a candidate for election being or having been a party to litigation against the College, to protect the public and College interest, legal counsel recommended adding the wording in section y).

College employee or agent related to the College or their role as an employee or agent of the College; One of the measurement standards in the CPMF bb) the registrant meets the pre-defined competencies Governance Domain requires where possible, Council and and suitability criteria that may be approved by the Statutory Committee members demonstrate that they Board; have the knowledge, skills and commitment prior to becoming a member of Council or a Statutory Committee. Evidence required, includes: a. Professional members are eligible to stand for election to Council only after: Meeting pre-defined competency and suitability criteria: Therefore, propose adding the wording in section bb) to the by-laws to enable Council to begin the work of establishing these criteria. Election candidates are currently asked to self-disclose as identifying with key demographic populations to encourage diverse representation on Council. The Ministry has recommended that Colleges be as ready as possible to implement governance modernization changes as they expect that once a direction is made the timelines will be short. cc) The registrant has not completed three consecutive The Regulated Health Professions Act already establishes three-year terms as a College Board member within that a Council member cannot serve on Council for more the past three years. than nine consecutive years (three consecutive three-year terms). However, after an undefined break from Council, a registrant is eligible to be elected for an unlimited number of three consecutive three-year terms (with a break in between) throughout their lifetime. With the addition of cc) Council has proposed that there is a three-year break 5.08(2) A registrant is not eligible for election to the Board between any nine consecutive years served. who, if elected, would be unable to serve completely the

5.09 – Eligibility to Vote A Member is eligible to vote in an election for members of Council if, on the day the election opens, the Member, a) holds a certificate of registration other than a certificate in the Transitional class;	three-year term prescribed by subsection 5.04 by reason of (a) the nine-consecutive-year term limit prescribed by subsection 5(2) of the Health Professions Procedural Code.  5.09 – Eligibility to Vote A registrant is eligible to vote in an election to the Board, on the day the election opens, the registrant, a) holds a certificate of registration other than a certificate in the transitional, emergency, or supervised class;	5.08(2) is wording recommended to address the term limit to prevent a candidate from running for election if they would not be able to complete their term if elected as they would exceed the maximum term limit.  Adding the additional classes to this section to account for the classes in the current and proposed Registration Regulation where the certificate is limited by an expiration date and therefore these registrants should not be eligible to vote in an election.
5.14 – Conflict of Interest Questionnaire The Registrar shall request every eligible nominee to complete and return a conflict of interest questionnaire and any nominee who fails to complete and return the questionnaire in the form and by the deadline set by the Registrar, shall not be eligible for election.	5.14 – Conflict of Interest Declaration The Registrar shall request every eligible nominee to complete and return a conflict of interest declaration and any nominee who fails to complete and return the declaration in the form and by the deadline set by the Registrar, shall not be eligible for election.	Simple wording change to better reflect the current process and language.
5.22 – Number of Votes Cast A Member may cast as many votes in an election of Members to the Council as there are Members to be elected but shall not cast more than one (1) vote for any candidate.	5.22 – Number of Votes Cast A registrant may cast as many votes in an election to the Board as there are candidates to be elected but shall not cast more than one (1) vote for any candidate.	Simple wording change for clarity. No change in intent.

Article 6 - Committees	Article 6 - Committees	Rationale
6.12 – Eligibility for Appointment a) A Member is eligible for appointment to a Committee, if on the date of the appointment, i. the Member holds a certificate of registration other than a certificate in the Transitional class; xvii. the Member has not been a director, board member, officer or employee of a Professional Association in the previous 12 months.  xviii. the Member has not been a director, board member or owner of a midwifery educational institution in the previous 12 months.  xxi. the Member is not and has not been an employee of the College during the previous two (2) years;	<ul> <li>6.12 – Eligibility for Appointment</li> <li>a) A registrant is eligible for appointment to a Committee, if on the date of the appointment,</li> <li>i. the registrant holds a certificate of registration other than a certificate in the transitional, emergency, or supervised class;</li> <li>xvii. the registrant has not been a director, board member, officer or employee of a Professional Association in the previous three (3) years.</li> <li>xviii. the registrant has not been a director, board member or owner of a midwifery educational institution in the previous three (3) years.</li> <li>xxi. the registrant is not and has not been an employee of the College during the previous three (3) years;</li> </ul>	Adding the additional classes to this section to account for the classes in the current and proposed Registration Regulation where the certificate is limited by an expiration date and therefore these registrants should not be eligible for appointment to committees.  Extending the timeframe in sections xvii and xviii to ensure a sufficient cooling off period for a registrant to become eligible for appointment to committees to avoid a possible conflict of interest, where the individual may have a vested interest in the profession versus the College, due to a former position, or having been a former employee of the College. The Council is recommending three years to align with Board terms and other eligibility timeframes.
b) A person who is not a Member is eligible for appointment to a Committee if, on the date of the appointment, they meet the eligibility criteria as the Council may from time to time determine.	<ul> <li>b) A person who is not a registrant and not a former registrant is eligible for appointment to a Committee if, on the date of the appointment, they meet the eligibility criteria as the Board may from time to time determine.</li> <li>Additions:         <ul> <li>xxiv. the registrant is not, and has never been, a party to civil litigation or arbitration adverse in interest against the College, the Board, a committee, a Director of the Board or a College officer, employee or agent, provided that the litigation or arbitration against a College employee or agent related to the College or their role as an employee or agent of the College;</li> </ul> </li> </ul>	Wording added to b) to clarify that resigned/former registrants would not be able to be appointed as non-Board public members to committees. This supports the public interest in not having former professional registrants acting as public members on a committee.  To mitigate against the possibility of a candidate for appointment to a committee being or having been a party to litigation against the College, to protect the public and College interest, legal counsel recommended adding the wording in section xxiv.

	xxvi. the registrant meets the pre-defined competencies and suitability criteria approved by the Board;	One of the measurement standards in the CPMF Governance Domain requires where possible, Council and Statutory Committee members demonstrate that they have the knowledge, skills and commitment prior to becoming a member of Council or a Statutory Committee and have met pre-defined competency and suitability criteria. Therefore, it is proposed that the wording in section xxvi be added to the by-laws to enable Council to begin the work of establishing these criteria, in addition to the criteria outlined in the rest of this section. The Ministry has recommended that Colleges be as ready as possible to implement governance modernization changes as they expect that once a direction is made the timelines will be short.
6.13 – Removal of Non-Council Committee Members The Council may remove a non-Council member of a Committee at its discretion.	6.13 – Removal of Committee Members The Board may remove a non-Council member of a Committee at its discretion.	The proposed changes broaden the section to enable the removal of a member, whether Council or non-Council (Board or non-Board), from a committee if warranted.

Article 7 – Meetings of Council and Committees	Article 7 – Meetings of Board and Committees	Rationale
7.02 — Provision of Information Regarding Discipline Committee Hearings a) The Registrar shall ensure that information concerning a hearing by a panel of the Discipline Committee respecting allegations of professional misconduct or incompetence by a Member is given to every person who requests it, i. at least 30 days before the intended date of the hearing, if possible; or ii. for requests made less than 30 days before the meeting, as soon as reasonably possible after the request is made. b) The information shall be available in English or French as requested. c) The information shall include, i. the name of the Member against whom the allegations have been made; ii. the Member's principal place of practice; iii. the intended date, time and place of the hearing; iv. a statement of the purpose of the hearing; and v. a notation that the hearing is open to the public. If the panel makes an order that the public be excluded from a hearing or any part of it, a notation to that effect.	Repeal: 7.02	This provision was previously found in the General Regulation under the Midwifery Act. It was removed from the General Regulation in November 2020 and the Ministry recommended that we consider adding it to our Bylaws, which we did. However, the College has now confirmed that it is sufficient that this simply be a process we follow and it should be removed from the Bylaws
7.03 – Council Meetings Council meetings shall, wherever possible, be held in the Toronto area on dates set in advance and shall occur at regular intervals and at such frequency as necessary for Council to conduct its business but shall, in any event, occur at least three (3) times per year.	7.02 – Board Meetings Board meetings may be held on dates set in advance and shall occur at regular intervals and at such frequency as necessary for the Board to conduct its business but shall, in any event, occur at least three (3) times per year.	This section becomes 7.02 due to the removal of 7.02 above. The proposed wording changes are recommended to account for the shift to the majority of Board meetings now being held virtually and no longer needing to refer to the location nor in person. This is also addressed in section 7.09 Meetings by other Means.

7.04 – Committee Meetings Committee meetings shall, wherever possible, be held in the Toronto area on dates set in advance and without limiting the generality of the foregoing, shall occur at such frequency as necessary for the Committee to conduct its business but shall, in any event, occur at least one (1) time per year.	7.03 – Committee Meetings Committee meetings may be held on dates set in advance and without limiting the generality of the foregoing, shall occur at such frequency as necessary for the Committee to conduct its business.	This section has been updated to reflect that most committee meetings are now held virtually and that a minimum frequency does not need to be specified in the by-laws as some committees may not meet at all, such as Discipline or Fitness to Practise – committee members may instead meet for training purposes only which is not considered a meeting.
7.09 – Meetings by Other Means Any meeting of the Council or a Committee, other than a hearing that is held in accordance with the Code, may be conducted by means of teleconference or any other means that permits all persons participating in the meeting to communicate with each other, and persons participating in the meeting by such means are deemed to be present at the meeting.	7.08 – Meetings by Other Means Any meeting of the Board or a Committee may be conducted by means of teleconference or any other electronic means that permits all persons participating in the meeting to communicate with each other, and persons participating in the meeting by such means are deemed to be present at the meeting.	This section has been updated to address that Council and committee meetings may be held by any electronic means.

Article 8 – Conflict of Interest	Article 8 - Conflict of Interest	Rationale
8.05 – Conflict Relating to Role Where a member of Council or a Committee member believes that they may have a conflict of interest with respect to their overall role as a Council or Committee member, they shall advise the Chair of the nature of the potential conflict as soon as possible.	8.05 – Conflict Relating to Role Where a Director of the Board or a Committee member believes that they may have a conflict of interest with respect to their overall role as a Board or Committee member, they shall advise the Chair or a designated member of staff of the nature of the potential conflict as soon as possible.	This section has been updated to provide flexibility for the matter to be addressed with the Chair and/or a member of staff.
8.12 – Declaration of Conflict Relating to Committee Matters Where a Committee member believes that they may have a conflict of interest with respect to a specific matter that will be the subject of discussion, deliberation or action by the Committee, they shall consult with the Committee Chair at the earliest opportunity and accept the Chair's direction as to whether there is a conflict of interest as defined in section 8.01 and any action the Chair undertakes to address the conflict.	8.12 – Declaration of Conflict Relating to Committee Matters Where a Committee member believes that they may have a conflict of interest with respect to a specific matter that will be the subject of discussion, deliberation or action by the Committee, they shall consult with the Committee Chair or a designated staff person at the earliest opportunity and accept the Chair's direction as to whether there is a conflict of interest as defined in section 8.01 and any action the Chair undertakes to address the conflict.	This section has been updated to provide flexibility for the matter to be addressed with the Chair and/or a member of staff.

Article 9 - Duties of Council and Committee Members	Article 9 - Duties of Board and Committee Members	Rationale
9.02 – Disqualification of Council Members The Council shall disqualify a member of Council, if the Member,	9.02 – Disqualification of Board Directors The Board shall disqualify a Director of the Board, if the Director,  Additions: q) is a party to civil litigation or arbitration adverse in interest against the College, the Board, a committee, a Director or a College officer, employee or agent, provided that the litigation or arbitration against a College employee or agent related to the College or their role as an employee or agent of the College r) fails to continue to meet the pre-defined competencies and suitability criteria approved by the Board;	To mitigate against the possibility of a current Board member being a party to litigation against the College, to protect the public and College interest, legal counsel recommended adding the wording in section q).  As noted above, one of the measurement standards in the CPMF Governance Domain requires where possible, Council and Statutory Committee members demonstrate that they have the knowledge, skills and commitment prior to becoming a member of Council or a Statutory Committee.  Evidence required, includes:  a. Professional members are eligible to stand for election to Council only after:  i. Meeting pre-defined competency and suitability criteria; and  Therefore, it is recommended that the wording in section 9.02 r) be added to this section. As outlined in 9.04 there is a process for dealing with possible disqualifications.
9.08 – Consideration by Council If, after reviewing the Council member's response, the Executive Committee believes that the information warrants formal consideration by Council, it shall raise the matter at the next scheduled Council meeting or, if in the opinion of the Executive Committee the matter should be addressed sooner, shall call a meeting of the Council to determine whether the member meets one or more of the criteria for disqualification set out in section 9.02 or otherwise requires sanction.	9.08 – Consideration by Board If, after reviewing the Director's response, the Executive Committee believes that the information warrants formal consideration by the Board, it shall raise the matter at the next scheduled Board meeting or, if in the opinion of the Executive Committee the matter should be addressed sooner, shall call a meeting of the Board to determine whether the member fails to discharge their duties under section 9.01 or meets one or more of the criteria for disqualification set out in section 9.02 or otherwise requires sanction.	This section has been updated to include reference to section 9.01 (Expectations and Duties of Board and Committee members) in addition to 9.02 (Disqualification of Board Directors) so that the Board may consider any matter where the Executive Committee has determined that a member of the Board is failing to discharge their duties or meets one or more disqualification criteria. This enables procedural fairness.

9.10 – Voting by Alternative Means If a Council member is not present at the meeting where a vote is being conducted regarding the disqualification or sanction of another Council member, they may vote by mail, facsimile, teleconference or email.  9.13 – Effect of Disqualification An elected Council member who is disqualified by Council ceases to be a member of the Council and ceases to be a member of any Committee of which they are a member.	Repeal: 9.10  9.12 – Effect of Disqualification An Elected Director who is disqualified by the Board ceases to be a Director of the Board and ceases to be a member of any Committee of which they are a member. A request for removal of a Public Director who is disqualified by the Board will be made to the Public Appointments Secretariat and ceases to be a member of any committee.	This section can be removed as "alternative" or absentee voting should not be permitted for Board Directors voting on disqualification or sanction. Only those at attendance at the meeting can vote. This supports procedural fairness.  Proposed wording has been added to clarify what will occur should a Public Director be disqualified. This provides additional clarity and transparency.
Article 12 – Duties of Members	Article 12 – Duties of Registrants	Rationale
12.01 – Professional Liability Insurance Every Member, other than those in the inactive class shall maintain professional liability insurance acceptable to the College and provide evidence of coverage upon request by the College.	12.01 – Professional Liability Insurance Every registrant, other than those in the inactive/non- practising class shall maintain professional liability insurance acceptable to the College such that it covers the practise of midwifery in Ontario and must provide evidence of coverage upon request by the College.	The additional proposed wording provides more specificity as to what is required to be acceptable to the College with respect to professional liability insurance. Ensures the insurance covers practice of the profession in Ontario. This protects the public.
Article 14 – The Register	Article 14 – The Register	Rationale
14.01 – Register Information Required by the Code The Registrar shall maintain a register in accordance with section 23 (1) of the Code.	14.01 – Register Information Required by the Code The Registrar shall maintain a register in accordance with section 23 (1) and 23 (2) of the Code and O. Reg. 261/18. See Appendixes B and C.	Appendix B and C are added to provide easy reference as to what is required by the Heath Professions Procedural Code to be published in the public registered.
14.02 – Additional Register Information In addition to the information required to be contained in the register pursuant to section 23(2) of the Code, the register shall contain the following information known to the College with respect to each Member:	14.02 – Additional Register Information In addition to the information required to be contained in the register pursuant to section 23(2) of the Code, the register shall contain the following information known to the College with respect to each registrant:	Repealing section r) as the College no longer uses written cautions as a disposition.  Repealing section dd) as it is covered in section e) (the name, business address and business telephone number of

r) where a decision of a panel of the Inquiries, Complaints and Reports Committee with respect to the Member resulting from a complaint made or Registrar's investigation begun on or after March 1, 2016, includes a written caution,

i. a notation of that fact,

ii. a summary of the concern and a summary of the contents of the caution,

iii.the date of the panel's decision, College of Midwives of Ontario Page 33 of 43 General By-law

iv. if applicable, a notation that the panel's decision is under review or appeal, which notation shall be removed once the review or appeal is finally disposed of, v. the information placed on the register pursuant to paragraph (r) shall be removed from the public register two (2) years from the date of the panel's decision (unless the panel decision was overturned on appeal or review, in which case the information will remain on the register along with a link to the appeal decision unless the member requests that the information be removed, in which case it will be removed);

- dd)all past midwifery practice locations in Ontario, including the Member's position at that location;
- ee) a summary of any Alternate Practice Arrangements approved by the College with respect to the Member;
- ff) if the member resigned while under investigation by the College, a notation of that fact; and

Repeal:

r)

Repeal:

dd)

Repeal:

ee)

Amended:

ff) if the registrant resigned while under investigation by the College, a notation of that fact if there is a compelling interest in disclosing this information; and every current and past practice with which the registrant is or was affiliated, whether as a sole proprietor, a partner, an associate or in some other capacity as a Midwife;) and is redundant.

Repealing section ee) as the College no longer has Alternate Practice Arrangements.

Recommending the proposed wording changes to ff) to provide discretion to determine when it is warranted to include such information in the public register.

## For example:

Where the Registrar confirms whether the College is investigating a Registrant because there is a compelling public interest in disclosing this information pursuant to s. 36(1)(g) of the Act, the fact that the Registrant is under investigation.

The proposed wording will continue to support information posting that is in the public interest. It will also provide flexibility to enable a registrant who is under investigation and wishes to resign for unrelated reasons, such as health related matters, to not have to stay registered only to avoid a permanent public register posting.

<ul> <li>14.05 – Member to Provide Information A Member shall provide the College annually and upon request by the College, unless a different timeline is required by the RHPA, the Act or the Regulations, with the following information in the form and manner determined by the Registrar:</li> <li>c) the name, address and telephone number of the Member's principal place of practice as well as all past practice locations;</li> <li>d) the name address and telephone number of all other places where the Member practices midwifery, not including the private residences of clients;</li> </ul>	14.05 – Registrant Reporting Requirements A registrant shall provide the College annually and upon request by the College, unless a different timeline is required by the RHPA, the Act or the Regulations, with the following information in the form and manner determined by the Registrar:  Repeal: c) d)	Repealing sections c) and d) as they are covered in a) (information required to be maintained in the register or provided to the College pursuant to the by-laws, the RHPA, the Act or the Regulations;).
Article 15 – Professional Corporations	Article 15 – Professional Corporations	Rationale
15.01 – Required Information Every Member shall, for every professional corporation of which the Member is a shareholder, provide the following information, in the form and in the manner requested, within thirty (30) days of receiving a written request from the Registrar: a) the name of the professional corporation as registered with the Ministry of Consumer and Business Services,	<ul> <li>Every registrant shall, for every professional corporation of which the registrant is a shareholder, provide the following information, in the form and in the manner requested, within thirty (30) days of receiving a written request from the Registrar:</li> <li>a) the name of the professional corporation as registered with the Ministry of Public and Business Service Delivery,</li> </ul>	Section has been updated to reflect current Ministry name.
15.03 – Information Public The information specified in section 15.01, and any changes to that information under section 15.02 are designated as public for the purposes of paragraph 14 of subsection 23(2) of the Code.	<ul> <li>15.02 – Information Public</li> <li>The information specified in section 15.01, and any changes to that information under section 15.03 and 15.04 are designated as public for the purposes of paragraph 14 of subsection 23(2) of the Code. Including:</li> <li>a) The date of issue of a certificate of authorization for a professional corporation.</li> </ul>	Section 15.03 has been moved up for better flow of information becoming section 15.02. There were no wording changes to the now section 15.03.  In addition, it is recommended that sections a) and b) are added for public transparency and clarity for the registrant to meet the requirements of the Code which states:

	b) All changes in the status of a certificate of authorization for a professional corporation and the effective date.	(2) The register shall contain the following: 14. A notation of every revocation or suspension of a certificate of authorization.
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