

**Council Meeting  
College of Homeopaths of Ontario (CHO)  
Minutes**

**Thursday, June 11, 2020  
by telephone and video conference**

**Present**

**Council**

Mark Heller	Public (Chair)	
Heather Broadhead	Public	
Anna Cardozo	Professional	(Left meeting at 12:40 p.m.)
Kerri Flood	Professional	
Eden Gajraj	Public	
Julie Hughes	Public	
Paul Joseph	Professional	
Gary Kapelus	Public	
Sukhdev Kooner	Professional	(telephone only)
Kamika Mclean	Public	
Sanjeev Nayyar	Professional	
Guru Dutt Vaid	Professional	
Bhupinder Sharma	Professional (Past-President)	

**Staff**

Janet Blanchard	Senior Manager, Quality Assurance, Patient Relations, Communications
Kathryn Harvey	Communications Officer (recorder)
Basil Ziv	Registrar

**Guest**

Ana Miletic	Ministry of Health
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**1 Call to Order**

The President called the meeting to order at 10:05 a.m. and conducted a roll call.

**2 Adoption of Agenda**

**2.1 Adoption of Agenda**

*(Appendix 2.1 Agenda, Council Meeting, June 11, 2020)*

**Motion # 1: To adopt the agenda.**

Moved by E. Gajraj, seconded by G. Vaid

**That Council adopt the agenda.**

*CARRIED*

**3 Declaration of Conflict of Interest**

None declared.

**4 Approval of Minutes**  
(Appendix 4.1 Minutes, February 27, 2020 Council meeting)

**Motion # 2: To approve the minutes of February 27, 2020**  
Moved by H. Broadhead, seconded by J. Hughes

**That Council approve the minutes of its February 27, 2020 meeting.**  
*CARRIED*

**Secretary's note:**

*As permitted by the Regulated Health Professions Act, 1991, Schedule 2, section 7.2 there are times when it is appropriate for Council to discuss matters in camera. These include matters of public security; financial or personal or other matters of such a nature that it is desirable to avoid public disclosure; information related to a person involved in a criminal proceeding or civil suit; personnel matters or property acquisition; or instructions to be given to or opinions received from legal counsel. A meeting or any portion of a meeting held in camera is not open to the public.*

**Motion # 3: To move *in camera***  
Moved by A. Cardozo, seconded by G. Kapelus

**That Council move *in camera* at 10:12 a.m.**  
*CARRIED*

**6 Elections and Appointments**

**6.1 Election of Executive Committee**  
(Appendix 6.1.1 Slate of Executive Committee & Officers )

In response to a concern related to eligibility raised by S. Kooner, staff clarified that in accordance with Bylaw 6.01 and 6.01.1 pertaining to the eligibility for nomination and election of officers and for President and Vice-President, in order to be eligible to stand for the position of President or Vice-president, a Council member is required to have spent a minimum of one year on the Executive Committee.

**Motion # 7: To accept the Executive Committee slate by acclamation**  
Moved by H. Broadhead, seconded by K. Flood

**That Council accept the Executive Committee slate by acclamation.**  
*CARRIED, S. Kooner opposed*

**6.2 Committee Appointments**  
(Appendix 6.2.1 Committee Appointments )

**Motion # 8: To approve committee appointments as presented**  
Moved by G. Kapelus, seconded by S. Nayyar

**That Council approve committee appointments as presented.**  
*CARRIED*

**6.3 Council Member Transitions**

The President reported that the term of G. Kapelus had not been renewed by government despite the College's efforts to reverse the decision. It was also noted that A. Berger had opted not to run again and would not be returning to Council. The contributions of these Council members were noted with appreciation. Mr. Kapelus will continue to be involved with the College, particularly in the area of governance.

**7 Bylaws**

**7.1 Fees Bylaw 10.03 B6 Proposed Increase to Fee for Substantially Equivalent Competency Assessment**  
*(Appendix 7.1.1 Report Form: Substantially Equivalent Assessment Fee – Bylaw Revision)*

Staff described to feedback received from the Office of the Fairness Commissioner and the College's response.

**Motion # 9: To approve the change to fee bylaw 19.03 for Substantially Equivalent initial and retake assessment effective October 1, 2020**

Moved by E.Gajraj, seconded by K. Flood

**That Council approve the change to fee bylaw 19.03 for Substantially Equivalent initial and retake assessment effective October 1, 2020**

*CARRIED*

**7.2 Council Seat – North District**

*(Appendix 7.2.1 Report Form: Council Seat – North District )*

**Motion # 10: To support the decision to leave the North district professional Council member seat vacant until the 2021 Council election**

Moved by H. Broadhead, seconded by G. Kapelus

**That Council supports the decision to leave the North district professional Council member seat vacant until the 2021 Council election.**

*CARRIED, E. Gajraj abstained*

**8 2019 / 2020 Goals & Objectives Wrap Up**

**8.1 Final Year-End Status Report on Deliverables**

*(Appendix 8.1 Summary of Deliverables as of April 1, 2020)*

The Registrar reviewed the deliverables report as of April 1, 2020. It was agreed that the process had been useful in keeping both Council and staff on track.

**9 2020 / 2021 Goals & Objectives**

**9.1 Finalize Operational Goals**

*(Appendix 9.1 2020-2021 Operating Plan, Goals & Objectives, Working Draft: 2020-06-10)*

The President and staff presented a draft document outlining operational goals for the next year. Through discussion, the document was amended to account for overall workload and strategic priorities. Remaining items will be completed by the Executive Committee, with the final document to be circulated to Council.

**9.2 2020/2021 Financial Projections**  
(Appendix 9.2: Financial Projections)

The Registrar described the College's financial position currently and for the year ahead based on projected registration numbers.

**10 Outreach**

B. Sharma described a number of initiatives undertaken to reach out to international homeopathy regulators and to gather information about best practices. A report describing findings will be circulated.

**11 Other Business**

None.

**12 Meeting Actions and Follow Up Summary**

**Action Plan resulting from the June 11, 2020 Council Meeting**

1. Provide SS Kooner with materials provided to Council and the profession on changes related to bylaw 6.01, 6.01.1 and Schedule 1.
2. Send thank you letters to non-returning Council members.
3. Update the 2019/2020 feedback on operating plan to document culpable loss strategy.
4. Communicate the outcome of the 2019/2020 operating plan.
5. Update the 2020/2021 operational plan and send to Executive Committee for final review and approval. The finalized document will be circulated to Council for their information.
6. Circulate B. Sharma's outreach report to Council. Include list of targeted organizations.

**13 HBS Preparation Time**

Full day preparation, full day meeting

Start time: 10:05 a.m.

End time: 3:20 p.m.

**14 Adjournment**

**Motion # 11: To adjourn**

Moved by H. Broadhead, seconded by P. Joseph

**That Council adjourn at 3:20 p.m.**

*CARRIED*

The Chair agrees these minutes are an accurate reflection of the meeting.

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<b>Mark Heller, Chair</b>	<b>Date</b>
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**Council Meeting  
College of Homeopaths of Ontario (CHO)  
Minutes**

**Thursday, October 1, 2020  
by telephone and video conference**

**Present**

**Council**

Mark Heller	Public (Chair)	
Heather Broadhead	Public	(departed at 12:57 p.m.)
Anna Cardozo	Professional	
Kerri Flood	Professional	
Eden Gajraj	Public	
Julie Hughes	Public	
Paul Joseph	Professional	
Sukhdev Kooner	Professional	(telephone only)
Kamika Mclean	Public	
Sanjeev Nayyar	Professional	
Guru Dutt Vaid	Professional	
Bhupinder Sharma	Professional (Past-President)	

**Staff**

Janet Blanchard	Senior Manager, Quality Assurance, Patient Relations, Communications
Kathryn Harvey	Communications Officer (recorder)
Basil Ziv	Registrar

**Guest**

Sheila McAllister	Ministry of Health
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**1 Call to Order**

The President called the meeting to order at 10:01 a.m. and conducted a roll call.

**2 Adoption of Agenda**

**2.1 Adoption of Agenda**

*(Appendix 2.1 Agenda, Council Meeting, June 11, 2020)*

**Motion # 1: To adopt the agenda.**

Moved by E. Gajraj, seconded by H. Broadhead

**That Council adopt the agenda.**

*CARRIED*

**2.2 Consent Agenda**

**Motion # 2: To accept the consent agenda.**

Moved by H. Broadhead, seconded by A. Cardozo

**That Council accept the consent agenda.**

*CARRIED*

**3 Declaration of Conflict of Interest**

None declared.

**4 Approval of Minutes**

*(Appendix 4.1 Minutes, June 11, 2020 Council meeting)*

**Motion # 3: To approve the minutes of June 11, 2020**

Moved by E. Gajraj, seconded by J. Hughes

**That Council approve the minutes of its June 11, 2020 meeting.**

**CARRIED**

**5 Ministry of Health College Performance Measurement Framework (CPMF)**

*(Appendix 5.1 Report Form: MOH College Performance Measurement Framework)*

*(Appendix 5.2 Ministry Memo: MOH College Performance Measurement Framework)*

Staff provided an overview of activities to date related to fulfilling the requirements of the College Performance Measurement Framework. Staff have been working through the standards to complete the report. Meeting the benchmarks described in the framework will continue to be integrated into the College's processes and objectives. Committees will be involved in shaping any changes required to meet CPMF standards.

**Secretary's note:**

*As permitted by the Regulated Health Professions Act, 1991, Schedule 2, section 7.2 there are times when it is appropriate for Council to discuss matters in camera. These include matters of public security; financial or personal or other matters of such a nature that it is desirable to avoid public disclosure; information related to a person involved in a criminal proceeding or civil suit; personnel matters or property acquisition; or instructions to be given to or opinions received from legal counsel. A meeting or any portion of a meeting held in camera is not open to the public.*

**Motion # 4: To move in camera**

Moved by H. Broadhead, seconded by G. Vaid

**That Council move in camera at 10:20 a.m.**

**CARRIED**

**12 2020-2021 Goals & Objectives Planning**

*(Appendix 12.1 Report Form: 2020-2021 Goals and Objectives Planning)*

*(Appendix 12.2 2020-2021 Operating Plan, Goals & Objectives Draft V3.3.2)*

The President presented and Council members discussed the strategic goals and objectives. It was agreed that a number of amendments would be made to the document. These include:

2B, 2 and 3 change timeframe from Q3 to Q4

3A, 2 change to "will achieve a membership level of 475 by the end of Q4"  
remove chart

3B, 4 change order of Leading Practices, moving Essential Services to Q4

**Motion # 12: To accept the Operating Plan, Goals & Objectives as amended.**

Moved by A. Cardozo, seconded by G. Vaid

**That Council accept the Operating Plan, Goals & Objectives as amended.**

*CARRIED*

**13 2020-2021 Meeting Dates**

It was agreed that staff would poll for dates in January, June, and October 2021.

**14 Other Business and Action Items Arising**

**Action Plan resulting from the October 1, 2020 Council Meeting**

1. Sign audited financial statements via digital platform. [Registrar, President]
2. Develop terms of reference for a panel to establish a framework for considering financial options for the future. To be ratified by Executive. [staff, E. Gajraj]
3. Have Governance Panel continue its work on Council evaluation, including setting a schedule for implementation. [staff to facilitate]
4. Amend Goals and Objectives document as discussed. [staff]
5. Poll for meeting dates in January, June and October 2021. [staff]
6. In an action step to move forward item 3D of the 2020/2021 Operating Plan, Goals and Objectives [Launch initiatives that will support long-term improvement to patient care which will also benefit the growth and viability of the profession of homeopathy in Ontario], form a panel of the Registration Committee to develop an action plan to consider pursuit of regulatory amendments. [Registrar]

**15 HBS Preparation Time**

Half day preparation, half day meeting

Start time: 10:01 a.m.

End time: 1:11 p.m.

**16 Adjournment**

**Motion # 13: To adjourn**

Moved by E. Gajraj, seconded by G. Vaid

**That Council adjourn at 1:11 p.m.**

*CARRIED*

The Chair agrees these minutes are an accurate reflection of the meeting.

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**Mark Heller, Chair**

**Date**



**Council Meeting  
College of Homeopaths of Ontario (CHO)  
Minutes**

**Thursday, January 28, 2021  
by telephone and video conference**

**Present**

**Council**

Mark Heller	Public (Chair)	
Heather Broadhead	Public	
Kerri Flood	Professional	
Julie Hughes	Public	
Paul Joseph	Professional	
Sukhdev Kooner	Professional	(telephone only)
Kamika Mclean	Public	
Sanjeev Nayyar	Professional	
Mike Steele	Public	
Guru Dutt Vaid	Professional	
Bhupinder Sharma	Professional	(Past-President, non-voting)

**Staff**

Janet Blanchard	Senior Manager, Quality Assurance, Patient Relations, Communications
Kathryn Harvey	Communications Officer (recorder)
Basil Ziv	Registrar and CEO

**Guest**

Julie Henry	Registrant	(until 10:51 a.m.)
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**Regrets**

Anna Cardozo	Professional
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**1 Call to Order**

The President called the meeting to order at 10:03 a.m. and conducted a roll call.

**2 Adoption of Agenda**

**2.1 Adoption of Agenda**

*(Appendix 2.1 Agenda, Council Meeting, January 28, 2021)*

**Motion # 1: To adopt the agenda.**

Moved by H. Broadhead, seconded by K. Flood

**That Council adopt the agenda.**

*CARRIED*

**2.2 Welcome to New Council Member**

The President welcomed new public member Mike Steele.

**3 Declaration of Conflict of Interest**  
(Appendix 3.1 Council Member Declarations re: Conflict of Interest)

None declared. No changes since declarations signed.

**4 Approval of Minutes**  
(Appendix 4.1 Minutes, October 1, 2020 Council meeting)

**Motion # 2: To approve the minutes of October 1, 2020**

Moved by J. Hughes, seconded by H. Broadhead

**That Council approve the minutes of its October 1, 2020 meeting.**  
*CARRIED*

**5 Ministry of Health College Performance Measurement Framework (CPMF)**  
(Appendix 5.1 Ministry Memo: MOH College Performance Measurement Framework)  
(Appendix 5.2 CPMF Reporting Tool)

Staff provided an overview of activities to date related to the College Performance Measurement Framework, noting that the report had to be posted and submitted to the Ministry prior to the end of March. For the purpose of approving the CHO submission, an additional Council meeting will be required.

**Secretary's note:**

*As permitted by the Regulated Health Professions Act, 1991, Schedule 2, section 7.2 there are times when it is appropriate for Council to discuss matters in camera. These include matters of public security; financial or personal or other matters of such a nature that it is desirable to avoid public disclosure; information related to a person involved in a criminal proceeding or civil suit; personnel matters or property acquisition; or instructions to be given to or opinions received from legal counsel. A meeting or any portion of a meeting held in camera is not open to the public.*

**Motion # 3: To move in camera**

Moved by H. Broadhead, seconded by J. Hughes

**That Council move in camera at 10:51 a.m.**  
*CARRIED*

**9 COVID-19 Impact on Registrants**

Staff presented the results of a survey of registrants on how they were adapting to practicing during the pandemic. Approximately 19% of registrants completed the survey, with responses showing great variability across the board. It was pointed out that while some homeopaths reported a drop in practice volumes, others were busier than ever.

The Registrar and President described correspondence received from the Ontario Homeopathic Medical Association. OHMA representatives have been invited to meet to discuss concerns, with the caveat that the CHO must remain independent of interest groups.

**10 2020-2021 Goals and Objectives Update**

*(Appendix 10.1 2020-2021 Operating Plan, Goals & Objectives Summary of Deliverables as of January 15, 2021)*

Staff expanded on items that were facing challenges or stuck, offering new projected completion dates in each case.

**11 Planning Cycle for 2021/2022 Operational Goals and Objectives**

The President described plans to set goals and objectives for 2021-2022. It was stressed that the CPMF process and directives are high priorities and will shape the College's goals in the coming years. The 2021-2022 goals and objectives will be further developed and refined by the Executive Committee and returned to Council at a subsequent meeting.

**12 Bylaw Change re: Professional Health Care Corporation Fees**

*(Appendix 12.1 Report Form: Corporation Fees)*

**Motion # 7: To approve the proposed changes related to homeopathy Health Profession Corporations**

Moved by K. Flood, seconded by M. Steele

**That Council approve the proposed changes to the application, issuance, and renewal fees for a homeopathy Health Profession Corporation and that these changes be circulated for 60-day public consultation.**

*CARRIED*

**13 Updates**

**13.1 Complaints**

The Registrar disclosed that the College was currently dealing with a serious complaint that would require significant resources to address. Details remain confidential but legal counsel has been engaged in the process, which includes formal investigation. For transparency, a summary of the undertaking signed by the registrant has been posted on the Public Register, and restrictions have been indicated on the registrant's profile which are also visible to the public.

**13.2 Quality Assurance**

Staff reported that the pilot project was due to roll out in approximately two weeks, and that it would involve up to 25% of registrants. The full program will follow during the 2021-2022 fiscal year.

**14 Election of Treasurer**

*(Appendix 14.1 Election of Treasurer or Public Member-at-Large Executive Committee Package)*

The position of Treasurer was vacated when Eden Gajraj was not reappointed to Council. Eligible Council members were invited to express their interest in the position.

**Motion # 8: To appoint Heather Broadhead to the position of Treasurer**

Moved by J. Hughes, seconded by K. Mclean

**That Council appoint Heather Broadhead to the position of Treasurer until the next election of Executive Committee members.**

*CARRIED*

**15 Committee Appointments Update**  
*(Appendix 15.1 Report Form: Committee Appointments - Updated)*

The departure of one public Council member and appointment of another has necessitated the revision of committee appointments.

**Motion # 9: To approve the revised 2020/2021 slate of committee appointments**

Moved by H. Broadhead, seconded by S. Nayyar

**That Council approve the revised 2020/2021 committee appointments slate as presented.**

*CARRIED*

**16 Upcoming Election of Professional Council Members**  
*(Appendix 16.1 Report Form: 2021 Election of Professional Members)*

Staff described the process and schedule for the 2021 election of professional members, noting that four seats would be subject to election this year.

**17 Requirement for an Additional Council Meeting**  
Because the CPMF report must be approved and submitted by March 31, 2021, an additional Council meeting is required. Staff will poll for available dates.

**18 Other Business and Action Items Arising**  
None.

**Action Items**

1. Provide slides used in CPMF presentation to Council. [completed]
2. Provide link to SML webinars. [completed]
3. Rework membership scorecard to enhance clarity. [staff]
4. Complete research related to online CPR certification. [being addressed by Registrar, to be taken to Registration Committee as required]
5. Poll for dates for March Council meeting. [staff]
6. Correct minor error in Call for Treasurer document. [staff]
7. Develop and refine 2021-2022 operational goals and objectives. [Executive Committee]

**19 HBS Preparation Time**

Half day preparation, half day meeting

Start time: 10:03 a.m.

End time: 12:24 p.m.

**20      Adjournment**

**Motion # 10: To adjourn**  
Moved by H. Broadhead, seconded by P. Joseph

**That Council adjourn at 12:24 p.m.**  
*CARRIED*

The Chair agrees these minutes are an accurate reflection of the meeting.

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**Mark Heller, Chair**

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**Date**

**Special Council Meeting  
College of Homeopaths of Ontario (CHO)  
Minutes**

**Wednesday, March 17, 2021  
by telephone and video conference**

**Present**

**Council**

Mark Heller	Public (Chair)
Heather Broadhead	Public
Anna Cardozo	Professional
Kerri Flood	Professional
Julie Hughes	Public
Paul Joseph	Professional
Sukhdev Kooner	Professional (telephone only)
Kamika Mclean	Public
Sanjeev Nayyar	Professional
Mike Steele	Public
Guru Dutt Vaid	Professional
Bhupinder Sharma	Professional (Past-President)

**Staff**

Janet Blanchard	Senior Manager, Quality Assurance, Patient Relations, Communications
Kathryn Harvey	Communications Officer (recorder)
Basil Ziv	Registrar and CEO

**Guest**

Doug Ross	Ministry of Health
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**1 Call to Order**

The President called the meeting to order at 9:01 a.m. and conducted a roll call.

**2 Adoption of Agenda**

**2.1 Adoption of Agenda**

*(Appendix 2.1 Agenda, Council Meeting, March 17, 2021)*

**Motion # 1: To adopt the agenda.**

Moved by H. Broadhead, seconded by A. Cardozo

**That Council adopt the agenda.**

*CARRIED*

**3 Declaration of Conflict of Interest**

None declared. No changes since declarations signed.

- 4 Ministry of Health College Performance Measurement Framework (CPMF) Report**  
(Appendix 4.1 Report Form: MOH College Performance Measurement Framework Submission)  
(Appendix 4.2 CPMF Reporting Tool)

Council members had the opportunity to comment on the report prior to its submission on March 31. Two minor changes were suggested. (See Action Items 1 and 2)

**Motion # 7: To accept the 2020 College Performance Measurement Framework Report**  
Moved by H. Broadhead, seconded by K. Flood

**That Council accept the 2020 College Performance Measurement Framework Report.**  
*CARRIED*

- 5 Framework for Developing System Partners Initiatives**  
(Appendix 5.1 Report Form: CHO System Partner Initiative Worksheet)

Staff presented a framework tool for assessing and prioritizing potential system partner initiatives in the context of the CPMF. Council members were invited to volunteer for a task force whose goal is to further refine the process of determining which initiatives to pursue.

- 6 2020-2021 Goals and Objectives Update**  
(Appendix 6.1 2020-2021 Operating Plan, Goals & Objectives Summary of Deliverables as of March 10, 2021)

Staff expanded on items that were facing challenges and offered revised timelines.

- 7 Policy Review – REG CS03 First Aid & CPR**  
(Appendix 7.1 Report Form: Proposed Amendments to Registration Policy REG CS03 Requirements of First Aid and CPR)

Staff presented a proposed change to the policy defining requirements related to first aid and CPR. Revisions will be considered and taken to the next Executive Committee meeting for approval.

- 8 Council Self-Evaluation**  
(Appendix 8.1 Report Form: Council Self-Evaluation)

Council members were invited to comment on a self-evaluation questionnaire put forward by the Governance Panel.

- 9 Other Business and Action Items Arising**  
None.

**Action Items**

1. Reconsider reference to testing in CPMF section on Council education. [staff]
2. Add past president to description of Executive Committee in CPMF submission. [staff]
3. Gather names of those interested in the process of determining strategic partner initiatives. Deadline by March 19, 2021. [staff, interested Council members]
4. In first aid/CPR report, rework sentence re: CHO not approving programs and specify acceptability of virtual and in-person courses. Return to Executive Committee for approval. [staff]
5. Council members to provide feedback on content of Council self-evaluation questionnaire by April 6<sup>th</sup>. [Council members]
6. Where outreach occurs between the College and registrants, on behalf of local public health units, on the matter of signing up to receive a COVID-19 vaccine, the College will provide registrants with guidance on proof of HCP identification. [staff]

**10 HBS Preparation Time**

Half day preparation, half day meeting

Start time: 9:01 a.m.

End time: 10:18 a.m.

**11 Adjournment**

**Motion # 10: To adjourn**

Moved by H. Broadhead, seconded by G. Vaid

**That Council adjourn at 10:18 a.m.**

*CARRIED*

The Chair agrees these minutes are an accurate reflection of the meeting.

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**Mark Heller, Chair**

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**Date**