

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

**Thursday, June 16, 2022
by telephone and video conference**

Present

Council

Anna Cardozo	Professional (Chair)
Akhlaq Ahmad	Professional
Heather Broadhead	Public
Kerri Flood	Professional
Mark Heller	Public
Julie Hughes	Public
Catherine Kerr	Public
Kamika Mclean	Public
Sanjeev Nayyar	Professional
Bhupinder Sharma	Professional
Mike Steele	Public
Guru Dutt Vaid	Professional
Angela Vani	Professional

Staff

Janet Blanchard	Deputy Registrar
Kathryn Harvey	Communications Officer (recorder)
Heidi Mayer	Registration Officer
Basil Ziv	Registrar and CEO

Guests

Rachel Mason	Steinecke Maciura LeBlanc [item 6 only]
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1 Call to Order

A. Cardozo, President, called the meeting to order at 10:02 a.m. and conducted a roll call.

2 Welcome to New Council Members

The Chair welcomed and introduced new Council member Angela Vani.

3 Agenda

3.1 Consent Agenda and Committee Reports

(Appendix 3.1 Consent Agenda Items)

(Appendix 3.1.1 Update on Action Items)

(Appendix 3.1.2 Action Items Tracking Process)

(Appendix 3.1.3 Council training schedule/plan)

(Appendix 3.1.4 Meeting calendar)

(Appendix 3.1.5 Executive Committee)

(Appendix 3.1.6 Patient Relations Committee)

(Appendix 3.1.7 Inquiries, Complaints and Reports Committee)

(Appendix 3.1.8 Discipline Committee)

Motion # 1: To adopt the consent agenda

Moved by M. Steele, seconded by H. Broadhead

That Council adopt the consent agenda.

CARRIED

3.2 Adoption of Agenda

(Appendix 3.1 Council Agenda)

The Registrar indicated a change to item 9 in light of discussions by the Executive Committee. The issue of financial projections was deferred, and a statement of operations for the period April 1 to May 31, 2022 was added.

Motion # 2: To adopt the agenda as amended.

Moved by H. Broadhead, seconded by K. Flood

That Council adopt the agenda as amended.

CARRIED

4 Declaration of Conflict of Interest

(Appendix 4.1 Council Member Declarations re: Conflict of Interest)

None declared. No changes had been made since declarations were signed.

5 Approval of Minutes

5.1 March 10, 2022

(Appendix 5.1 Minutes, March 10, 2022 Council meeting)

Motion # 3: To approve the minutes of March 10, 2022

Moved by B. Sharma, seconded by K. Flood

That Council approve the minutes of its March 10, 2022 meeting.

CARRIED (abstaining: A. Vani)

6 Election of the Executive Committee

(Appendix 6.1 Report Form: Slate of Executive Committee and Officers Nominations)

Motion # 4: To appoint scrutineers

Moved by J. Hughes, seconded by H. Broadhead

That Council appoint as scrutineers Rachel Mason of Steinecke Maciura LeBlanc and Heidi Mayer, CHO Registration Officer.

CARRIED

Motion # 5: To appoint a Chair for the election

Moved by M. Steele, seconded by K. Flood

That Council appoint Registrar Basil Ziv as Chair for the duration of the election process.
CARRIED

The result of the election process was as follows:

President: Bhupinder Sharma
Vice-President: Kerri Flood
Treasurer: Heather Broadhead
Member-at-Large: Anna Cardozo
Member-at-Large: Mike Steele
Past President: Anna Cardozo

Motion # 6: To destroy the ballots
Moved by H. Broadhead, seconded by S. Nayyar

That Council instruct the scrutineers to destroy the ballots.
CARRIED

Registrar Basil Ziv passed the chair to the President, who asked that the outgoing President continue to chair the remainder of the meeting.

7 Operating Plan Goals and Objectives (OPGO)

7.1 2021/2022 OPGO Results *(Appendix 7.1 Operating Plan, Goals and Objectives Summary of Deliverables as of March 31, 2022)*

The Registrar presented an update on the status of operating goals and objectives.

Motion # 7: To accept the report on the status of operating goals and objectives
Moved by M. Steele, seconded by C. Kerr

That Council accept the report outlining the status of 2021-2022 operating goals and objectives.
CARRIED

7.2 2022/2023 OPGO Plan *(Appendix 7.2 2022-2023 Operating Plan, Goals & Objectives)*

Staff described the process undertaken to prioritize goals and objectives in the context of limited resources.

Motion # 8: To approve List A - Operating Plan Goals and Objectives for 2022/2023 and ask the Executive Committee to prioritize items on List B to complete if resources allow.
Moved by B. Sharma, seconded by M. Steele

That Council approve List A - Operating Plan Goals and Objectives for 2022/2023 and ask the Executive Committee to prioritize items on List B to complete if resources allow.
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 # 9: To move in camera

Moved by H. Broadhead, seconded by C. Kerr

That Council move in camera at 1:23 p.m.

CARRIED

10 Bill 106: Emergency Registrant Class
(Appendix 10.1 Report Form: Emergency Registrant Class)

Staff reported that the Ministry of Health had implemented a requirement for each College to add an Emergency Registrant Class. Regulatory amendments, required policies and processes will be developed with feedback from the Registration Committee and assistance from Legal Counsel.

11 Strategic Partner Initiatives

Staff provided an update on SPI I – Registrant Education, including Resource Support for Governance Enhancement and Parts I and II of QA, noting that it will fulfill CPMF requirements, educate registrants within and beyond the QA program, enhance registrant engagement, and promote collaborative, cost-effective resource development in the short and long term.

12 Committee Appointments
(Appendix 12.1 Report Form: Committee Appointments)

Motion # 13: To approve Committee appointments

Moved by J. Hughes, seconded by H. Broadhead

That Council approve the 2022/2023 committee appointments slate as presented.

CARRIED

13 Competency-Based Governance

Deborah Adams, Registrar and CEO of the College of Registered Psychotherapists of Ontario, presented a comprehensive overview of the efforts undertaken to develop and implement competency-based governance at the CRPO.

14 Other Business and Action Items Arising

No other business.

Action Items:

1. Distribute D. Adams' slides.
2. Executive Committee to examine reasons for resignations and consider ways to address where possible.
3. Executive Committee to prioritize items on OPGO List B for completion if resources allow.
4. Develop the regulatory amendments, required policies and processes needed to establish an Emergency Registrant Class.

15 HBS Preparation Time
Full day preparation, full day meeting
Start time: 10:02 a.m.
End time: 3:43 p.m.

16 Adjournment

Motion # 14: To adjourn
Moved by H. Broadhead, seconded by J. Hughes

That Council adjourn at 3:43 p.m.
CARRIED

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

, Chair

Date

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

**Thursday, October 6, 2022
by telephone and video conference**

Present

Council

Bhupinder Sharma	Professional (Chair)
Heather Broadhead	Public
Anna Cardozo	Professional
Kerri Flood	Professional
Mark Heller	Public
Catherine Kerr	Public
Kamika Mclean	Public
Sanjeev Nayyar	Professional
Mike Steele	Public
Guru Dutt Vaid	Professional
Angela Vani	Professional

Staff

Janet Blanchard	Deputy Registrar
Kathryn Harvey	Communications Officer (recorder)
Heidi Mayer	Registration Officer
Basil Ziv	Registrar and CEO

Guests

Samantha Slater	Welch LLP [item 6 only]
Vivian Pang	Ministry of Health

Absent

Akhlaq Ahmad	Professional
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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 Welcome to Guests

The Chair welcomed Vivian Pang from the Ministry of Health.

3 Agenda

3.1 Consent Agenda and Committee Reports

(Appendix 3.1.1 Update on Action Items)

(Appendix 3.1.2 Annual Operating Calendar)

(Appendix 3.1.3 Membership Scorecard)

(Appendix 3.1.4 2022-2023 Operational Goals and Objectives)

(Appendix 3.1.5 Executive Committee)

(Appendix 3.1.6 Inquiries, Complaints and Reports Committee)

(Appendix 3.1.7 Discipline Committee)

(Appendix 3.1.8 Overview of Planning Process)

Motion # 1: To adopt the consent agenda

Moved by H. Broadhead, seconded by A. Cardozo

That Council adopt the consent agenda.

CARRIED

3.2 Adoption of Agenda

(Appendix 3.1 Council Agenda)

Motion # 2: To adopt the agenda.

Moved by C. Kerr, seconded by A. Cardozo

That Council adopt the agenda.

CARRIED

4 Declaration of Conflict of Interest

(Appendix 4.1 Council Member Declarations re: Conflict of Interest)

None declared. No changes had been made since declarations were signed.

5 Approval of Minutes

5.1 June 16, 2022

(Appendix 5.1 Minutes, June 16, 2022 Council meeting)

It was suggested that the outcome of the Executive Committee election should list the immediate Past President as such in addition to her position as a Member at Large.

Motion # 3: To approve the minutes of June 16, 2022 as amended

Moved by H. Broadhead, seconded by S. Nayyar

That Council approve the minutes of its June 16, 2022 meeting as amended.

CARRIED

6 Audit

(Appendix 6.1 Audited Financial Statements)

Samantha Slater of Welch LLP presented the audited financial statements for the 2021-2022 fiscal year. It was noted that the significant difference in financial status from the previous year could be attributed entirely to the legal and investigative costs of the complaints received and/or processed during the year.

Motion # 4: To accept the audited financial statements

Moved by H. Broadhead, seconded by K. Flood

That Council accept the 2021-2022 audited financial statements as presented.
CARRIED

6.2 Appointment of Auditor

Motion # 5: To appoint Welch LLP as auditor for 2022-2023

Moved by K. Flood, seconded by H. Broadhead

That Council appoint Welch LLP as auditor for the 2022-2023 fiscal year.
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 # 6: To move in camera

Moved by C. Kerr, seconded by A. Cardozo

That Council move in camera at 10:47 a.m.
CARRIED

Secretary's note: *S. Nayyar left the meeting at 2:28 p.m.*

9 Recap of Strategies/Motions related to Financial Position

During the *in camera* session, Council determined that there would be a 7.8% increase to all fees, in keeping with the 2022 increase in the Consumer Price Index and consistent with bylaw 19.05. This increase will be implemented as part of the renewal period beginning in February 2023.

Additionally, it was decided that a service charge would be implemented to cover the cost to the College of registrants remitting their fees via credit card.

Motion # 11: To approve the addition of service fees and to circulate this change for public consultation

Moved by H. Broadhead, seconded by A. Cardozo

That Council approve, in principle, the proposed fee schedule related to payment of College fees by credit card as itemized in the new bylaw 19.05 f9 a to e., and further that this proposed schedule be circulated for 60-day public consultation.
CARRIED

Secretary's note: *A. Vani left the meeting at 2:44 p.m.*

10 Operating Plan Goals and Objectives 2023-2025 KRAs

(Appendix 10.1 Report Form: Operational Goals and Objectives: Key Result Areas for 2023-2025)

Council agreed with the Executive Committee's recommendation to continue with the same Key Result Areas for the period 2023-2025.

Motion # 12: To approve Key Result Areas for April 2023 to March 2025

Moved by K. Flood, seconded by A. Cardozo

That Council approve the Key Result Areas for April 2023 to March 2025 as follows:

- 1 CHO effectively delivers its legislative and legal mandate;**
- 2 CHO to practice good governance**
- 3 CHO to achieve growth.**

CARRIED

11 Proposed Bylaw Change – 4.15 Audit Deadline

(Appendix 11.1 Report Form: Proposed Bylaw Change: Bylaw 4.15 – Deadline for Report (Audit))

Based on the difficulty of completing all audit requirements within the current timeline, staff recommended that bylaw 4.15 be amended to extend the reporting period from 120 days to six months. The proposed extension is consistent with the legislative requirements set out in the *Not-for-Profit Corporations Act*. The need for a 60-day consultation on this bylaw change is optional; however, because another item (see 7.3, Service Charges for Credit Card Payments) will be sent out for consultation, it may be worthwhile to include this one as part of the consultation package.

Motion # 13: To approve the proposed amendment to bylaw 4.15

Moved by A. Cardozo, seconded by K. Flood

That the matter of proposed amendment to bylaw 4.15 – Deadline for Report (Audit) be approved as presented.

CARRIED

12 Update on Quality Assurance Program

Staff presented a status update on the Quality Assurance Program.

13 Other Business and Action Items Arising

No other business.

14 HBS Preparation Time

Full day preparation, full day meeting

Start time: 10:01 a.m.

End time: 3:05 p.m.

15 Adjournment

Motion # 14: To adjourn

Moved by H. Broadhead, seconded by A. Cardozo

That Council adjourn at 3:05 p.m.
CARRIED

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

B. Sharma, Chair

Date

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

**Friday, January 27, 2023
by telephone and video conference**

Present

Council

Bhupinder Sharma	Professional (Chair)
Akhlaq Ahmad	Professional
Heather Broadhead	Public
Anna Cardozo	Professional
Kerri Flood	Professional
Mark Heller	Public (until 11:45 a.m.)
Catherine Kerr	Public
Kamika Mclean	Public
Sanjeev Nayyar	Professional
Mike Steele	Public
Guru Dutt Vaid	Professional
Angela Vani	Professional

Staff

Janet Blanchard	Deputy Registrar
Kathryn Harvey	Communications Officer (recorder)
Heidi Mayer	Registration Officer
Basil Ziv	Registrar and CEO

Guests

Vivian Pang	Ministry of Health
Maram Khalif	Office of the Fairness Commissioner (until 10:20 a.m.)

1 Call to Order

The President called the meeting to order at 10:02 a.m. and conducted a roll call.

2 Welcome to Guests

The Chair welcomed Vivian Pang from the Ministry of Health and Maram Khalif from the Office of the Fairness Commissioner.

3 Agenda

3.1 Consent Agenda and Committee Reports

(Appendix 3.1.1 Update on Action Items)

(Appendix 3.1.2 Membership Scorecard)

(Appendix 3.1.3 2022-2023 Operational Goals and Objectives)

(Appendix 3.1.4 Registration Committee)

(Appendix 3.1.5 Discipline Committee)

Motion # 1: To adopt the consent agenda
Moved by M. Steele, seconded by H. Broadhead

That Council adopt the consent agenda.
CARRIED

3.2 Adoption of Agenda
(Appendix 3.2 Council Agenda)

Motion # 2: To adopt the agenda.
Moved by K. Flood, seconded by G. Vaid

That Council adopt the agenda.
CARRIED

4 Declaration of Conflict of Interest
(Appendix 4.1 Council Member Declarations re: Conflict of Interest)

S. Nayyar and A. Cardozo reported that they are members of the Ontario Homeopathic Medical Association. Records will be updated accordingly.

5 Approval of Minutes

5.1 October 6, 2022
(Appendix 5.1 Minutes, October 6, 2022 Council meeting)

Motion # 3: To approve the minutes of October 6, 2022
Moved by H. Broadhead, seconded by A. Cardozo

That Council approve the minutes of its October 6, 2022 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 # 4: To move in camera
Moved by A. Cardozo, seconded by S. Nayyar

That Council move in camera at 10:09 a.m.
CARRIED

9 Registration Changes – Emergency Class Regulation

9.1 Draft Regulation

(Appendix 9.1 Report Form: Draft Emergency Class Registration Regulation)

Staff described the process of developing an Emergency Class Regulation as required by the Ministry of Health. The draft regulation approved by the Registration Committee was presented.

Motion # 9: To approve the draft Emergency Class Registration Regulation in principle

Moved by M. Heller, seconded by M. Steele

That the matter of the draft emergency class registration regulation be approved in principle as presented for 60-day public consultation.

CARRIED

9.2 Emergency Class Fees

(Appendix 9.2 Report Form: Emergency Class Registration Fees)

Proposed fees for the new class were presented. It was noted that the fees listed in the amendment had been set with the overall fee increase taken into account.

Motion # 10: To approve the draft Emergency Class Registration Regulation fee schedule in principle

Moved by H. Broadhead, seconded by K. Flood

That Council approve, in principle, the proposed fee schedule related to payment of College fees for initial registration and annual membership for Emergency Class itemized in the new bylaw 19.03 B2.2 and C1.1. And further that this proposed schedule be circulated for 60-day public consultation.

CARRIED

10 Final Approval of Bylaw Changes

(Appendix 10.1 Report Form:)

Staff reported that the 60-day consultation on the two amendments approved in principle yielded one comment.

Date for Auditor Financial Report

Motion # 11: To amend bylaw 4.15 – Deadline for Report (Audit) as presented

Moved by H. Broadhead, seconded by C. Kerr

That Council amend bylaw 4.15 – Deadline for Report (Audit) to extend the period for preparation of the report of the Auditor to within six months of the close of the fiscal year.

CARRIED

New Fees – Credit Card Fees

Motion # 12: To amend bylaw 19.03 F9 a to e as presented

Moved by H. Broadhead, seconded by K. Mclean

That Council approve the fee schedule related to payment of College fees by credit card as itemized in new bylaw 19.03 F9 a to e.

CARRIED

- 11 College Performance Measurement Framework (CPMF) Update**
Staff presented a status update on the College Performance Measurement Framework, highlighting the addition of specific benchmarks and the need to plan and prioritize in keeping with the requirements in the report.
- 12 2023/2024 College Planning Cycle**
Staff presented an update on planning for the 2023/2024 fiscal year. Potential candidates for President and Vice-President were encouraged to make their intentions known so that they might participate in planning meetings to be scheduled from February to April.
- 13 Council Evaluation by Third Party**
The Registrar described a potential option to meet the Ministry's requirement for a third-party evaluation of Council. Further information will be gathered for discussion at the April Council meeting.
- 14 Other Business and Action Items Arising**
No other business.
- 15 HBS Preparation Time**
Half day preparation, half day meeting
Start time: 10:02 a.m.
End time: 12:01 p.m.
- 16 Adjournment**

Motion # 13: To adjourn

Moved by H. Broadhead, seconded by C. Kerr

That Council adjourn at 12:01 p.m.

CARRIED

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

B. Sharma, Chair

Date