Disposition of Council and Executive Committee Action Items

June 21, 2023 – September 6, 2023

1. Engage N. Harris to conduct a third-party assessment of Council effectiveness. [IN PROGRESS]

2. Finalize Emergency Class regulation in consultation with Ministry of Health. [COMPLETED AND POSTED]

3. Meet with Ministry re: financial position. [COMPLETED]

4. Poll Council members re: meeting dates in 2023-2024. [COMPLETED]

5. Update website to reflect committee appointments and election of Executive Committee members. [COMPLETED]

6. Complete submission to Health Canada re: changes to natural product legislation. [COMPLETED, SEE CONSENT AGENDA ITEM 3.1.4]

7. Complete audit and annual report. [IN PROGRESS FOR PRESENTATION AT SEPTEMBER 20 MEETING]

College of Homeopaths of Ontario
163 Queen Street East, 2nd Floor,
Toronto, Ontario, M5A 1S1
TEL 647-749-9366
www.collegeofhomeopaths.com

Natural and Non-Prescription Health Products Directorate
Health Products and Food Branch
Health Canada
2 Constellation Dr, PL 2607A
Nepean, ON K1A 0K9
Email: nnhpd.consultation-dpsnso@hc-sc.gc.ca

August 2, 2023

Dear NNHPD,

As the regulatory body overseeing the practice of homeopathy in Ontario, the College of Homeopaths of Ontario has public protection as its most important mandate. In the regulatory context, public protection encompasses patient safety, provider competence and ethics, and access to effective health care.

Access is fundamental to ensuring optimal patient outcomes and goes beyond access to skilled professionals. As is true across the spectrum of health care services, access to necessary products is also vital. Without the products needed to support care, homeopaths and other professionals will be limited in their ability to provide effective services to patients who seek their help.

The proposals currently under consideration threaten to constrain the availability of homeopathic remedies and other necessary health products. We are unclear as to how these changes will impact homeopaths and their patients but know that without being able to supply needed remedies, homeopaths could be significantly impeded in their ability to provide care and to address serious health issues. Restricting the supply of needed products will have a profound impact on patients and, in turn, on the health care system more broadly, as publicly funded alternatives will have to take the place of the safe and cost-effective homeopathic care chosen (and paid for) by patients.

In Ontario, homeopaths are regulated and practice under the same level of scrutiny as every other regulated profession. They have demonstrated their competence and continue to be subject to a rigorous level of oversight as they provide a patient-centered approach to health care. The key to providing that care is having access to safe and effective homeopathic remedies.

Health Canada and regulatory colleges share similar principles in their oversight of health care to ensure safety and effectiveness for patients. To that end, it is important to recognize that product safety is only relevant if those products remain accessible to those who need them. Patient outcomes depend on access to both practitioners and products.

As these proposals have come to light, the College has received many messages of concern from patients and practitioners deeply worried about their ability to continue with care that has proven effective for them.

We share those concerns, and believe that Health Canada should, too. While we have no argument with the ongoing pursuit of product safety and effectiveness, we would suggest that the fees proposed in Bill C47 could severely impact the availability of necessary products and thereby negatively affect patient outcomes. We urge Health Canada to reconsider the current proposals. There is a real danger that the result will have exactly the wrong impact on patient care and health outcomes.

Patient safety is a common goal. The College of Homeopaths of Ontario has been an active contributor to Health Canada's initiatives related to natural health products in the past, most recently related to product labelling. Consultation on the implementation of Bill C47 must be undertaken if patient safety and outcomes are to be protected.

As Health Canada moves toward developing the testing process, the College would be pleased to provide insight into the safety of patient remedies and their impact on patient care. Consultation with patients, the College, and the profession will go a long way toward ensuring the best possible outcome for patients.

Sincerely,

Basil Ziv
Registrar & CEO

Council Meeting
College of Homeopaths of Ontario
Wednesday, September 20, 2023
10:00 a.m. – 12:44 p.m.
by teleconference

		ITEM	ACTION	FORMAT	WHO	START TIME	DURATION
1		**Call to Order**	Information	Verbal	B Sharma	10:00	2 min
2		**Welcome and Acknowledgement of Guests**	Information	Verbal	B Sharma	10:02	2 min
3		**Agenda**					
	3.1	Consent Agenda* and Committee Reports 3.1.1 Update on Action Items 3.1.2 Annual Report 3.1.3 Operating Plan Goals & Objectives 3.1.4 Letter to Health Canada	Information	Written	B Ziv	10:04	5 min
	3.2	Adoption of Agenda	Decision	Written	B Sharma	10:09	3 min
4		**Declaration of Conflict of Interest**	Information	Written	B Sharma	10:12	3 min
5		**Approval of minutes**					
	5.1	June 21, 2023	Decision	Written	B Sharma	10:15	5 min

IN CAMERA

In-camera
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 issues 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 conference held*in-camera *is not open to the public.*

6		**Approval of *in camera* minutes–June 21, 2023**	Decision	Written	B Sharma	10:20	5 min
7		**Finances**					
	7.1	Audited Financial Statements 2022/2023	Decision	Written	U Saeed Welsh LLB	10:25	30 min
	7.2	Statement of Operations – July 2023	Decision	Written	B Ziv	10:55	10 min
	7.3	Membership Scorecard	Information	Written	B Ziv	11:05	5 min
	7.4	Approval of Operating Budget for 2023/2024	Decision	Written	H Broadhead	11:10	10 min
	7.5	Appointment of Auditors for 2023/2024	Decision	Written	H Broadhead	11:20	5 min

DRAFT

		ITEM	ACTION	FORMAT	WHO	START TIME	DURATION
8		Emergency Class Regulation Updates	Information	Written	J Blanchard	11:25	10 min
9		**Policy**					
	9.1	Equivalent Education from other Jurisdictions for Emergency Class	Decision	Written	J Blanchard	11:35	20 min
	9.2	Triggers for open of Emergency Class	Decision	Written	J Blanchard	11:55	15 min
	9.3	Council & Committee Competencies	Discussion	Written	B Ziv	12:10	25 min
10		Other Business and Action Items Arising	Discussion	Verbal	Chair	12:35	5 min
11		HBS – Preparation Time	Information	Verbal	Chair	12:40	3 min
12		Adjournment	Decision	Verbal	Chair	12:43	1 min

* A consent agenda is a bundle of items that is voted on, without discussion, as a package. It differentiates between routine matters not needing explanation and more complex issues needing examination. The Chair will ask if anyone wishes to remove an item from the consent agenda. Any Council member may request an item be removed so it can be discussed. To test whether an item should be included in the consent agenda, ask:

- Is this item self-explanatory and uncontroversial? Or does it contain an issue that warrants Council discussion?
- Is this item for information only? Or is it needed for another meeting agenda issue?

NOTE: Please be reminded that all meeting materials, discussions, and decisions are confidential to the College and cannot be copied or shared until they are made public.

DRAFT

College of Homeopaths of Ontario
Council Member Declarations
re: Conflict of Interest
as of September 20, 2023

Statement

Annually, CHO Council members complete a written declaration of Conflict of Interest which acknowledges and agrees to the premise that an actual or perceived conflict of interest can undermine confidence in the College and its ability to fulfill its public interest mandate. Council members review the College's Bylaws and conflict of interest policies and agree to take all reasonable steps to avoid any actual or perceived conflict of interest from arising and. If one cannot be avoided, Council members are required, in advance and at each meeting, to declare any real, perceived or potential conflict of interest and to remove him- or herself from any consideration of the matter in issue.

Council Member	Form Signed and Returned	Affiliations Identified	Conflict Identified
Akhlaq Ahmad	✓	Ontario Homeopathic Medical Association, Director 2017-2021 (resigned upon assuming seat on Council)	None
Ayinde Azeez	✓	Licensed Financial Advisor	None
Heather Broadhead	✓	Rotary Club of London, member, ongoing Institute of Corp. Directors, member, ongoing Vimy Ridge Legion, member, ongoing	None
Anna Cardozo	✓	Member, Ontario Homeopathic Medical Association	None
Kerri Flood	✓	CCHM, contract teacher, 2020-2021	None
Robyn Gravelle	✓	Council Member, College of Chiropractors (term ended May 16, 2023)	None
Mark Heller	✓	IPAC Canada, member, ongoing Canadian College of Health Leaders, member, ongoing Ontario Long Term Care Association, member, ongoing Advantage Ontario, member, ongoing Ontario Retirement Communities Association, member, ongoing Canadian Standards Association, member, ongoing	None

Council Member	Form Signed and Returned	Affiliations Identified	Conflict Identified
Catherine Kerr	✓	None	None
Kamika McLean	✓	None	None
Sanjeev Nayyar	✓	Member, Ontario Homeopathic Medical Association	None
Bhupinder Sharma	✓	LIGA Homeopathica Medicorum Internalis, NVP Canada, 2009-present Ontario Homeopathic Medical Association, member, 2017-present Canadian Homeopathic Medical College, Dean, teaching homeopathy, 2016-present Past affiliations: Community Advisory Council, William Osler Health, Brampton General Hospital, member, 2009-2019 Community Care Access Centre, board member, 2009-2017 Homeopathic Medical Educational Center of Canada, teacher, 2006-2008	None
Guru Dutt Vaid	✓	None	None
Angela Vani	✓	Registrant, College of Opticians of Ontario	None

Council Meeting
College of Homeopaths of Ontario (CHO)
Minutes

Wednesday, June 21, 2023
by telephone and video conference

Present

Council

Bhupinder Sharma	Professional (Chair)
Akhlaq Ahmad	Professional
Ayinde Azeez	Public
Heather Broadhead	Public
Anna Cardozo	Professional
Kerri Flood	Professional
Robyn Gravelle	Public
Mark Heller	Public
Catherine Kerr	Public
Kamika Mclean	Public
Sanjeev Nayyar	Professional
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

Ashley Myers	Steinecke Maciura LeBlanc [item 6 only]
Vivian Pang	Ministry of Health
Mawi Zai Tu	Ministry of Health
Hira Zuberi	Public

1 Call to Order
The President called the meeting to order at 10:04 a.m. and conducted a roll call.

2 Welcome to New Council Members
The Chair welcomed guests. The Registrar introduced new Council members Ayinde Azeez and Robyn Gravelle.

3 Agenda

3.1 Consent Agenda and Committee Reports

(3.1.1 Update on Action Items)
(3.1.2 Inquiries, Complaints and Reports Cttee)
(3.1.3 Discipline Committee)
(3.1.3.1 Kooner Decision re: penalty and costs)
(3.1.4 Emergency Class Submission)
(3.1.5 SML Grey Areas – Conflict of Interest)

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

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 H. Broadhead, seconded by K. Flood

That Council adopt the agenda.
CARRIED

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

None declared. Form has been updated to include new Council members.

5 Approval of Minutes

5.1 April 21, 2023
(Appendix 5.1 Minutes, April 21, 2023 Council meeting)

Motion # 3: To approve the minutes of April 21, 2023
Moved by A. Cardozo, seconded by K. Flood

That Council approve the minutes of its April 21, 2023 meeting.
CARRIED (abstaining: A. Ayinde, R. Gravelle, K. Mclean)

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 H. Broadhead, seconded by A. Cardozo

That Council appoint as scrutineers Ashley Myers of Steinecke Maciura LeBlanc and Heidi Mayer, CHO Registration Officer.
CARRIED

Motion # 5: To appoint a Chair for the election
Moved by A. Cardozo, seconded by K. Flood

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

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The result of the election process was as follows:

President: Bhupinder Sharma
Vice-President: Kerri Flood
Treasurer: Heather Broadhead
Member-at-Large: Akhlaq Ahmad
Member-at-Large: Kamika Mclean
Past President: Not applicable

Motion # 6: To destroy the ballots
Moved by A. Cardozo, seconded by K. Flood

That Council instruct the scrutineers to destroy the ballots.
CARRIED

Motion # 7: To return the chair to the President
Moved by G. Vaid, seconded by A. Cardozo

That the President resume the position of Chair for the remainder of the meeting.
CARRIED

7 Operating Plan Goals and Objectives (OPGO)

7.1 2023/2024 OPGO Results

(Appendix 7.1.1 2023-2024 Operating Plan Goals and Objectives)

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

Motion # 8: To approve List A Operating Goals and Objectives for 2023/2024
Moved by K. Flood, seconded by S. Nayyar

That Council approve List A Operating Goals and Objectives for 2023/2024.
CARRIED

7.2 2023 Registrar's Goals

(Appendix 7.2 Registrar's 2023 Goals)

Staff outlined the list of Registrar Accountability Reports to be included in the Registrar's Annual Performance Review.

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.*

DRAFT / CONFIDENTIAL

Motion # 9: To move *in camera*
Moved by C. Kerr, seconded by H. Broadhead

That Council move *in camera* at 12:17 p.m.
CARRIED

10 Committee Appointments
(Appendix 10.1 Report Form: Committee Appointments)

Motion # 13: To approve Committee appointments
Moved by H. Broadhead, seconded by K. Flood

That Council approve the 2023/2024 committee appointments slate as presented.
CARRIED

11 Other Business and Action Items Arising
No other business.

12 HBS Preparation Time
Full day preparation, full day meeting
Start time: 10:04 a.m.
End time: 1:19 p.m.

13 Adjournment

Motion # 14: To adjourn
Moved by A. Ahmad, seconded by H. Broadhead

That Council adjourn at 1:19 p.m.
CARRIED

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

Chair **Date**

DRAFT / CONFIDENTIAL

Ontario

Français

Homeopathy Act, 2007

ONTARIO REGULATION 18/14

REGISTRATION

Consolidation Period: From August 21, 2023 to the e-Laws currency date.

Last amendment: 283/23.

Legislative History: [+]

This is the English version of a bilingual regulation.

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9.	Registration requirements, Grandparented class
10.	Terms, etc., Grandparented class
11.	Labour mobility, Grandparented class
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Interpretation

1. In this Regulation, where there is a requirement that an applicant or member have practised the profession of homeopathy for a certain number of hours,

(a) the applicant or member may only count a maximum of one-third of the total hours as coming from non-clinical practice with the remainder coming from clinical practice;

(b) the hours of non-clinical practice must consist of formal professional development, academic research or employment related administration, supervision or teaching and must not include time spent on general preparation; and

(c) in calculating the hours of clinical practice, the member or applicant may only attribute a maximum of two hours to any initial visit case-work assessment and a maximum of one hour to any follow-up visit. O. Reg. 18/14, s. 1.

Classes of certificates

2. The following are prescribed as classes of certificates of registration:

1. Full.
2. Grandparented.

3. Inactive. O. Reg. 18/14, s. 2.

Note: On August 31, 2023, the day subsection 3 (3) of Schedule 6 to the *Pandemic and Emergency Preparedness Act, 2022* comes into force, section 2 of the Regulation is amended by adding the following paragraph: (See: O. Reg. 283/23, s. 1)

4. Emergency.

Application for certificate of registration

3. A person may apply for a certificate of registration by submitting a completed application in the form provided by the Registrar, together with any applicable fees required under the by-laws and any supporting documentation requested by the Registrar. O. Reg. 18/14, s. 3.

Requirements for issuance of certificate of registration, any class

4. (1) An applicant must satisfy the following requirements for the issuance of a certificate of registration of any class:

1. The applicant must, at the time of application, provide written details about any of the following that relate to the applicant and, where any of the following change with respect to the applicant after submitting the application but before the issuance of a certificate, the applicant must immediately provide written details with respect to the change:
    i. A finding of guilt for any of the following:
        A. A criminal offence.
        B. An offence resulting in a fine greater than $1,000 or any form of custody or detention.
    ii. A finding of professional misconduct, incompetence or incapacity, or any similar finding, in relation to another regulated profession in Ontario or to any regulated profession in another jurisdiction.
    iii. A current proceeding for professional misconduct, incompetence or incapacity, or any similar proceeding, in relation to another regulated profession in Ontario or to any regulated profession in another jurisdiction.
    iv. A finding of professional negligence or malpractice in any jurisdiction.
    v. A refusal by any body responsible for the regulation of a health profession in any jurisdiction to register or license the applicant.
    vi. An attempt to pass a registration examination or assessment which is required for the purposes of being licensed or certified to practise any regulated health profession, whether in Ontario or another jurisdiction, that has not resulted in a passing grade.
    vii. Whether the applicant was in good standing at the time he or she ceased being registered with a body responsible for the regulation of another health profession in Ontario or of any health profession in any other jurisdiction.
    viii. Where the applicant is a member of another regulated health profession in Ontario or any regulated health profession in another jurisdiction, any failure by the applicant to comply with any obligation to pay fees or provide information to the body responsible for the regulation of such a profession, the initiation of any investigations by such a body in respect of the applicant or the imposition of sanctions on the applicant by such a body.
    ix. Any other event that would provide reasonable grounds for the belief that the applicant will not practise homeopathy in a safe and professional manner.
2. The applicant's previous conduct must afford reasonable grounds for the belief that he or she will practise the profession in a safe and professional manner.
3. The applicant must be able to speak, read and write either English or French with reasonable fluency.
4. The applicant must not have a physical or mental condition or disorder that would make it desirable in the interest of the public that he or she not be issued a certificate of registration unless, should the applicant be given a certificate of registration, the imposition of a term, limit or condition on that certificate is sufficient to address such concerns.
5. If the applicant is registered by any body responsible for the regulation of any other health profession in Ontario or of any health profession in any other jurisdiction, the applicant's registration must be in good standing and must continue to be in good standing until such time as the applicant is issued a certificate of registration.
6. If the applicant ceased being registered with any body responsible for the regulation of another health profession in Ontario or any health profession in any other jurisdiction, the applicant must have been in good standing at the time he or she ceased being registered.
7. The applicant must, at the time of application, provide the Registrar with the results of a criminal background check. O. Reg. 18/14, s. 4 (1).

(2) An applicant shall be deemed not to have satisfied the registration requirements for a certificate of registration if the applicant makes a false or misleading statement or representation on or in connection with his or her application, and any certificate of registration issued to such an applicant may be revoked by the Registrar. O. Reg. 18/14, s. 4 (2).

Terms, conditions and limitations of every certificate

5. Every certificate of registration is subject to the following terms, conditions and limitations:

1. The member shall provide the College with written details about any of the following that relate to the member as soon as possible and in any event no later than 30 days after the event occurs:
    i. A finding of professional misconduct, incompetence or incapacity, or any similar finding, in relation to another regulated profession in Ontario or to any regulated profession in another jurisdiction.

ii. A current proceeding for professional misconduct, incompetence or incapacity, or any similar proceeding, in relation to another regulated profession in Ontario or to any regulated profession in another jurisdiction.

iii. A finding of professional negligence or malpractice in any jurisdiction.

iv. A refusal by any body responsible for the regulation of a health profession in any jurisdiction to register or license the member.

v. An attempt to pass a registration examination or assessment required for the purposes of being licensed or certified to practise any regulated health profession, whether in Ontario or another jurisdiction, that has not resulted in a passing grade.

vi. Whether the member was in good standing at the time he or she ceased being registered with a body responsible for the regulation of another health profession in Ontario or of any health profession in any other jurisdiction.

vii. Where the member is a member of another regulated health profession in Ontario or any regulated health profession in another jurisdiction, any failure by the member to comply with any obligation to pay fees or provide information to the body responsible for the regulation of such a profession, the initiation of any investigations by such a body in respect of the member or the imposition of sanctions on the member by such a body.

viii. Any other event that would provide reasonable grounds for the belief that the member will not practise homeopathy in a safe and professional manner.

2. The member shall provide the College with written details about any finding of guilt relating to any offence as soon as possible after receiving notice of the finding, but not later than 30 days after receiving the notice.
3. The member shall maintain professional liability insurance in the amount and in the form required under the by-laws, and the member shall provide the College, within two days, with written notice if the member no longer maintains such insurance.
4. The member shall prominently display his or her certificate of registration at any location at which he or she practises the profession.
5. Immediately before the member's resignation, or the suspension, revocation or expiry of the member's certificate of registration, the member shall return his or her certificate of registration to the Registrar.
6. A member who holds a certificate of registration listed in Column 1 of the Table to this section,
   i. shall only use a title listed in Column 2 opposite the certificate of registration, and

   ii. shall only use the designation listed in Column 3 opposite the certificate of registration.

The member shall only practise in the areas of Homeopathy in which the member is educated and experienced.

TABLE

Item	Column 1 Certificate of Registration	Column 2 Title	Column 3 Designation
1.	Full	Homeopath	Hom
2.	Grandparented	Homeopath (Transitional)	Hom (T)
3.	Inactive	Homeopath (Inactive)	Hom (I)

O. Reg. 18/14, s. 5.

Note: On August 31, 2023, the day subsection 3 (3) of Schedule 6 to the *Pandemic and Emergency Preparedness Act, 2022* comes into force, the Table to section 5 of the Regulation is amended by adding the following item: (See: O. Reg. 283/23, s. 2)

4.	Emergency	Homeopath (Emergency)	Hom (E)

Registration requirements, Full class

6. (1) The following are registration requirements for a Full certificate of registration:

1. The applicant must have,
   i. successfully completed a post-secondary program in homeopathy in Ontario that is approved by Council or another body approved by Council for that purpose, or

   ii. successfully completed a program in homeopathy together with other education or training which a panel of the Registration Committee considers, when taken together, to be substantially equivalent to the requirements set out in subparagraph i.

2. The applicant must have successfully completed a program of clinical experience in the profession that is structured, comprehensive, supervised and evaluated and that is at least 45 weeks in length and includes at least 225 hours of direct client contact.

3. The applicant must have successfully passed an assessment conducted by a panel of the Registration Committee, or by another body that is approved by the Council for that purpose, that demonstrates that the applicant has the necessary competencies to safely practise the profession.
4. The applicant must have successfully completed the jurisprudence course set or approved by the Registration Committee.
5. The applicant must be certified in health care provider CPR and standard first aid. O. Reg. 18/14, s. 6 (1).

(2) The requirements in paragraphs 1, 2, 3 and 4 of subsection (1) are non-exemptible. O. Reg. 18/14, s. 6 (2).

(3) The requirement in paragraph 4 of subsection (1) is not considered to have been met unless the applicant satisfies that requirement within the three-year period immediately before the date on which the applicant submitted his or her completed application. O. Reg. 18/14, s. 6 (3).

(4) Except in the case of an applicant to whom subsection 8 (1) applies, where the applicant has not successfully completed at least one of the requirements of paragraph 1 or 2 of subsection (1) within the 12-month period immediately before the date on which the applicant submitted his or her completed application, the applicant must have,

(a) practised the profession of homeopathy for at least 750 hours in the three years immediately before the date of the applicant's application; or

(b) successfully completed a refresher program approved by the Registration Committee within the 12 months immediately before the date of the applicant's application. O. Reg. 18/14, s. 6 (4).

(5) An applicant who either holds or is eligible to hold a Grandparented certificate of registration shall be issued a Full certificate of registration if,

(a) the applicant has successfully passed an assessment conducted by a panel of the Registration Committee, or by another body that is approved by the Council for that purpose, that demonstrates that the applicant has the necessary competencies to safely practise the profession;

(b) the applicant has paid any fees owed to the College; and

(c) the applicant has provided the College with any information that it has required of the applicant. O. Reg. 18/14, s. 6 (5).

Terms, etc., Full class

7. (1) Subject to subsection (2), the following are terms, conditions and limitations on every Full certificate of registration:

1. The member shall practise the profession a minimum of 750 hours during every three-year period, with the first three-year period beginning on the day that the member is issued a Full certificate of registration, and each subsequent three-year period beginning on the first anniversary of the commencement of the previous period.
2. At all times the member must be certified in health care provider CPR and standard first aid. O. Reg. 18/14, s. 7 (1).

(2) The terms, conditions and limitations described in paragraph 2 of subsection (1) do not apply to a member's certificate of registration if that member was not required, before the issuance of his or her Full certificate of registration, to meet the requirements of paragraph 5 of subsection 6 (1). O. Reg. 18/14, s. 7 (2).

(3) If a member fails to meet the condition described in paragraph 1 of subsection (1), the Registrar shall refer the member to the Quality Assurance Committee for a peer and practice assessment unless the member,

(a) has successfully completed a refresher program approved by the Registration Committee;

(b) has given the College a written undertaking that is acceptable to the Registrar and with which the member is in compliance; or

(c) has resigned his or her Full certificate of registration and applied for and received an Inactive certificate of registration. O. Reg. 18/14, s. 7 (3).

Labour mobility, Full class

8. (1) Where section 22.18 of the Health Professions Procedural Code applies to an applicant for a Full certificate of registration, the applicant is deemed to have met the requirements set out in paragraphs 1, 2, 3 and 5 of subsection 6 (1) of this Regulation. O. Reg. 18/14, s. 8 (1).

(2) It is a non-exemptible registration requirement that an applicant referred to in subsection (1) provide one or more certificates or letters or other evidence satisfactory to the Registrar or a panel of the Registration Committee confirming that the applicant is in good standing as a practitioner of homeopathy in every jurisdiction where the applicant holds an out-of-province certificate. O. Reg. 18/14, s. 8 (2).

(3) If an applicant to whom subsection (1) applies is unable to satisfy the Registrar or a panel of the Registration Committee that the applicant practised the profession of homeopathy to the extent that would be permitted by a Full certificate of registration at any time in the two years immediately before the date of that applicant's application, it is a non-exemptible requirement that the applicant must meet any further requirement to undertake, obtain or undergo material additional training, experience, examinations or assessments that may be specified by a panel of the Registration Committee. O. Reg. 18/14, s. 8 (3).

(4) An applicant referred to in subsection (1) is deemed to have met the requirement of paragraph 3 of subsection 4 (1) if the requirements for the issuance of the out-of-province certificate included language proficiency requirements equivalent to those required by that paragraph. O. Reg. 18/14, s. 8 (4).

(5) Despite subsection (1), an applicant is not deemed to have met a requirement if that requirement is described in subsection 22.18 (3) of the Health Professions Procedural Code. O. Reg. 18/14, s. 8 (5).

Registration requirements, Grandparented class

9. (1) The following are registration requirements for a Grandparented certificate of registration:

1. The applicant must have practised the profession of homeopathy for at least 750 hours during any three-year period before the date on which the applicant applied for the Grandparented certificate of registration.
2. The applicant must have submitted the completed application to the Registrar on or before the first anniversary of the day this paragraph came into force.

3. The applicant must have successfully passed an assessment conducted by a panel of the Registration Committee, or by another body that is approved by the Council for that purpose, that demonstrates that the applicant has the necessary competency to safely practise the profession as the holder of a Grandparented certificate of registration.
4. The applicant must have successfully completed the jurisprudence course set or approved by the Registration Committee.
5. The applicant must be certified in health care provider CPR and standard first aid. O. Reg. 18/14, s. 9 (1).

(2) The requirements in paragraphs 2, 3 and 4 of subsection (1) are non-exemptible. O. Reg. 18/14, s. 9 (2).

Terms, etc., Grandparented class

10. (1) Subject to subsection (2), the following are terms, conditions and limitations on every Grandparented certificate of registration:

1. The member must at all times be actively engaged in pursuing completion of the assessment referred to in clause 6 (5) (a).
2. The member's certificate of registration expires on the earlier of the following:
    i. The issuance to the member of a Full certificate of registration.
    ii. The fifth anniversary of the day this paragraph came into force.
3. The member shall practise the profession a minimum of 750 hours during every three-year period, with the first three-year period beginning on the day that the member is issued a Grandparented certificate of registration, and each subsequent three-year period beginning on the first anniversary of the commencement of the previous period.
4. At all times the member must be certified in health care provider CPR and standard first aid. O. Reg. 18/14, s. 10 (1).

(2) The terms, conditions and limitations described in paragraph 4 of subsection (1) do not apply to a member's certificate of registration if that member was not required, before the issuance of his or her Grandparented certificate of registration, to meet the requirements of paragraph 5 of subsection 9 (1). O. Reg. 18/14, s. 10 (2).

(3) If a member fails to meet the condition described in paragraph 3 of subsection (1), the Registrar shall refer the member to the Quality Assurance Committee for a peer and practice assessment unless the member,

(a) has successfully completed a refresher program approved by the Registration Committee;

(b) has given the College a written undertaking that is acceptable to the Registrar and with which the member is in compliance; or

(c) has resigned his or her Grandparented certificate of registration and applied for and received an Inactive certificate of registration. O. Reg. 18/14, s. 10 (3).

Labour mobility, Grandparented class

11. (1) Where section 22.18 of the Health Professions Procedural Code applies to an applicant for a Grandparented certificate of registration, the applicant is deemed to have met the requirements set out in paragraphs 1, 2, 3 and 5 of subsection 9 (1). O. Reg. 18/14, s. 11 (1).

(2) It is a non-exemptible registration requirement that an applicant referred to in subsection (1) provide one or more certificates or letters or other evidence satisfactory to the Registrar or a panel of the Registration Committee confirming that the applicant is in good standing as a practitioner of homeopathy in every jurisdiction where the applicant holds an out-of-province certificate. O. Reg. 18/14, s. 11 (2).

(3) If an applicant to whom subsection (1) applies is unable to satisfy the Registrar or a panel of the Registration Committee that the applicant practised the profession of homeopathy to the extent that would be permitted by a Grandparented certificate of registration at any time in the two years immediately before the date of that applicant's application, it is a non-exemptible requirement that the applicant must meet any further requirement to undertake, obtain or undergo material additional training, experience, examinations or assessments that may be specified by a panel of the Registration Committee. O. Reg. 18/14, s. 11 (3).

(4) An applicant referred to in subsection (1) is deemed to have met the requirement of paragraph 3 of subsection 4 (1) if the requirements for the issuance of the out-of-province certificate included language proficiency requirements equivalent to those required by that paragraph. O. Reg. 18/14, s. 11 (4).

(5) Despite subsection (1), an applicant is not deemed to have met a requirement if that requirement is described in subsection 22.18 (3) of the Health Professions Procedural Code. O. Reg. 18/14, s. 11 (5).

Registration requirements, Inactive class

12. The following are non-exemptible registration requirements for an Inactive certificate of registration:

1. The applicant must be a member holding a Full or Grandparented certificate of registration.
2. The applicant must provide an undertaking to the College in a form satisfactory to the Registrar in which the applicant undertakes to comply with the conditions set out in section 13.
3. The applicant must not be in default of any fee, penalty or other amount owing to the College.
4. The applicant must have provided the College with any information that it has required of the applicant. O. Reg. 18/14, s. 12.

Terms, etc., Inactive class

13. The following are terms, conditions and limitations on every Inactive certificate of registration:

1. Where the member held a Grandparented certificate of registration at the time he or she applied for the Inactive certificate of registration, the Inactive certificate of registration expires on the fifth anniversary of the day this paragraph came into force.
2. The member shall not,
    i. practise the profession,

ii. use any title or designation other than what is specified for an Inactive certificate of registration set out in the Table to section 5,

iii. supervise the practice of the profession, or

iv. make any claim or representation to having any competence in the profession. O. Reg. 18/14, s. 13.

Note: On August 31, 2023, the day subsection 3 (3) of Schedule 6 to the *Pandemic and Emergency Preparedness Act, 2022* comes into force, the Regulation is amended by adding the following sections: (See: O. Reg. 283/23, s. 3)

Registration requirements, Emergency class

13.1 (1) The following are registration requirements for an Emergency certificate of registration:

1. The Minister must have requested that the College initiate registrations under this class based on the Minister's opinion that emergency circumstances call for it, or the Council must have determined, after taking into account all of the relevant circumstances that impact the ability of applicants to meet the ordinary registration requirements, that there are emergency circumstances, and that it is in the public interest that the College issue emergency certificates of registration.
2. The applicant must have satisfied the educational requirements set out in paragraph 1 of subsection 6 (1) or have completed a program in another jurisdiction that is equivalent to a program described in that paragraph in the opinion of the Registration Committee.
3. The applicant must have successfully completed the jurisprudence course set or approved by the Registration Committee. O. Reg. 283/23, s. 3.

(2) The requirements set out in subsection (1) are non-exemptible. O. Reg. 283/23, s. 3.

(3) Where the applicant has not successfully completed at least one of the requirements of paragraph 2 of subsection (1) within the three-year period immediately before the date on which the applicant submitted their completed application for an Emergency certificate of registration, it is an additional requirement that the applicant has,

(a) practised the profession for 750 hours in that three-year period; or

(b) successfully completed a refresher program approved by the Registration Committee. O. Reg. 283/23, s. 3.

Moving from Emergency class to Full Certificate

13.2 A member who holds an Emergency certificate of registration, or a former member who held an Emergency certificate of registration within the previous six months, may be issued a Full certificate of registration despite not having met the requirements set out in paragraph 3 of subsection 6 (1), if they apply for the Full certificate of registration and,

(a) satisfy all other requirements for the Full certificate of registration; and

(b) provide satisfactory evidence based on their practice of the profession, that they will practice competently and ethically with or without supervision. O. Reg. 283/23, s. 3.

Expiry of an Emergency certificate

13.3 (1) Unless stated otherwise on the certificate, an Emergency certificate of registration expires on March 31 following the date it is issued unless otherwise renewed. O. Reg. 283/23, s. 3.

(2) Unless stated otherwise on the certificate, a renewed Emergency certificate of registration expires on March 31 following the date it was issued, unless otherwise renewed. O. Reg. 283/23, s. 3.

(3) Despite subsections (1) and (2), an Emergency certificate of registration expires six months after the date the Council or the Minister determines that emergency circumstances referred to in paragraph 1 of section 13.1 no longer exist even where the certificate would otherwise expire before or after that time. O. Reg. 283/23, s. 3.

Reinstatement

14. The Registrar may issue to a member who is the holder of an Inactive certificate of registration the Full or Grandparented certificate of registration that he or she previously held if the member,

(a) applies in writing to the Registrar for reinstatement;

(b) pays any fee, penalty or other amount owed to the College;

(c) provides the College with any information that it has required of the member;

(d) satisfies a panel of the Registration Committee that he or she possesses the current knowledge, skill and judgment relating to the practice of the profession that would be expected of a member holding a certificate of registration of the same class as the one for which he or she is applying to be reinstated;

(e) has professional liability insurance coverage in the amount and in the form as required under the by-laws; and

(f) is in compliance with any outstanding requirements of the College's Quality Assurance Committee and Inquiries, Complaints and Reports Committee or any outstanding orders of the Council, Executive Committee, Discipline Committee and Fitness to Practise Committee. O. Reg. 18/14, s. 14.

Suspensions, failure to provide information

15. (1) If a member fails to provide the College with information about the member as required under the by-laws and within the time period set by the College,

(a) the Registrar may give the member notice of intention to suspend the member's certificate of registration; and

(b) the Registrar may suspend the member's certificate of registration if the member fails to provide the information within 30 days after the notice is given. O. Reg. 18/14, s. 15 (1).

(2) If the Registrar suspends a member's certificate of registration under subsection (1), the Registrar shall lift the suspension upon being satisfied that the former member,

(a) has given the required information to the College;

(b) has paid any fees required under the by-laws for lifting the suspension;

(c) has paid any fee, penalty or other amount owed to the College;

(d) has professional liability insurance coverage in the amount and in the form as required under the by-laws; and

(e) will be in compliance with any outstanding requirements of the College's Quality Assurance Committee and Inquiries, Complaints and Reports Committee or any outstanding orders of the Council, Executive Committee, Discipline Committee and Fitness to Practise Committee as of the anticipated date on which the suspension is to be lifted. O. Reg. 18/14, s. 15 (2).

Suspension, lack of insurance

16. (1) If the Registrar becomes aware that a member no longer maintains professional liability insurance in the amount and in the form as required under the by-laws, the Registrar may immediately suspend the member's certificate of registration. O. Reg. 18/14, s. 16 (1).

(2) If the Registrar suspends a member's certificate of registration under subsection (1), the Registrar shall lift the suspension upon being satisfied that the former member,

(a) has professional liability insurance coverage in the amount and in the form as required under the by-laws;

(b) has provided any information requested by the College;

(c) has paid any fees required under the by-laws for lifting the suspension;

(d) has paid any fee, penalty or other amount owed to the College; and

(e) will be in compliance with any outstanding requirements of the College's Quality Assurance Committee and Inquiries, Complaints and Reports Committee or any outstanding orders or requirements of the Council, Executive Committee, Discipline Committee and Fitness to Practise Committee as of the anticipated date on which the suspension is to be lifted. O. Reg. 18/14, s. 16 (2).

Lifting of suspension for failure to pay fees, etc.

17. If the Registrar suspends the member's certificate of registration under section 24 of the Health Professions Procedural Code for failing to pay a fee or penalty, the Registrar shall lift the suspension upon being satisfied that the former member,

(a) has paid the fee or penalty in question;

(b) has provided any information requested by the College;

(c) has paid any fees required under the by-laws for lifting the suspension;

(d) will be in compliance with any outstanding requirements of the College's Quality Assurance Committee and Inquiries, Complaints and Reports Committee or any outstanding orders or requirements of the Council, Executive Committee, Discipline Committee and Fitness to Practise Committee as of the anticipated date on which the suspension is to be lifted;

(e) has professional liability insurance coverage in the amount and in the form as required under the by-laws; and

(f) has satisfied a panel of the Registration Committee that he or she has the knowledge, skill and judgment to practise the profession in a safe and professional manner. O. Reg. 18/14, s. 17.

Automatic revocation

18. If the Registrar suspends a member's certificate of registration under section 15 or 16 of this Regulation or under section 24 of the Health Professions Procedural Code and the suspension has not been lifted, the certificate is revoked on the day that is three years after the day it was suspended. O. Reg. 18/14, s. 18.

19. OMITTED (PROVIDES FOR COMING INTO FORCE OF PROVISIONS OF THIS REGULATION). O. Reg. 18/14, s. 19.

Français

COLLEGE OF HOMEOPATHS OF ONTARIO
REPORT FORM / BRIEFING NOTES

MEETING/DATE:	**COUNCIL, SEPTEMBER 20, 2023**	**DECISION**	□
DATE:	**SEPTEMBER 15, 2023**	**DISCUSSION**	**X**
ITEM NAME:	**Council and Committee Competencies**	**INFORMATION**	□
INITIATED BY:	**B ZIV**		
PRESENTED BY:	**B ZIV**		

OBJECTIVE OF THIS REPORT (relevance to the business of Council, potential impact/outcome of decision):

To engage Council in discussion of a framework and draft set of competencies developed in response to a CPMF directive, with a focus on developing, adopting and evaluating competency and suitability criteria for professional members on Council and all members on statutory committees.

STRATEGIC DIRECTIONS: This initiative fits with the strategic direction of the College's 2023/2024 Operating Plan, Goals and Objectives in the Key Result Area or other requirement:

X **1 Delivering on Legislative & Legal Mandate**
X **2 Practicing Good Governance**
□ **3 Achieving Growth**
X **4 Fulfilling RHPA Objects**
X 5 **Meeting a Legislative/Regulatory or Bylaw Requirement**
□ **Other, specify:** _____

GUIDING LEGISLATION/BYLAW/POLICY:

Direction from CPMF

Changes to 2022 CPMF Report – Evidence Benchmarks

For the 2022 CPMF report, eight pieces of evidence were categorized as benchmarks. That is, as excellent regulators, Colleges are expected to meet or work towards meeting these evidence benchmarks, which are clearly identified in Part 1 of the tool. If a College does not meet, or partially meets a benchmark, it is required to provide an improvement plan that includes the steps it will follow, timelines, and any barriers to implementing that benchmark. In subsequent CPMF reports, Colleges will be expected to report on their progress in meeting the benchmark.

Domain 1: Governance

Standard 1: Measure: 1.1

1.1 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.

Required Evidence

a. Professional members are eligible to stand for election to Council only after:

i. Meeting pre-defined competency and suitability criteria; and

b. Statutory Committee candidates have:

i. Met pre-defined competency and suitability criteria;

PROTECTING THE PUBLIC: Provide a brief summary and rationale for any proposed decision and how it may impact and advance public interest and protection. I.e. How action taken or proposed demonstrates and advances public interest and protection, increases public trust and transparency, reduces risk to patients/public, and/or addresses changing public expectations.

The CPMF measures and reports in a standardized manner how each College is acting in the public interest. It gathers information on how well Colleges have met a set of best practices (standards) related to their key statutory functions and key organizational aspects.

In addition, the CPMF will provide benchmark information and best practices that will help Colleges improve their performance and ensure that public confidence in the professions is maintained[1].

The Ministry is committed to building a connected and sustainable health care system centered around the needs of patients. One key component of this journey is to continue strengthening transparency and accountability of regulated health professions to engender trust between Ontario's Colleges and the public. The CPMF will assist the ministry in achieving these goals.

Measuring college performance will strengthen accountability by linking college activities to outcomes and providing consistent and aligned information across all Colleges. In addition, performance measurement strengthens transparency about the role of the Colleges (e.g., how decisions are made, the impact of those decisions and activities in advancing the public interest, etc.) helping to foster trust in the ability of the health professions to regulate themselves in the interest of the public.

Finally, this work places a focus on areas of improvement (e.g., better support for changing public expectations, patient needs, and delivery of care models); makes it easier for patients, their families and employers to navigate the regulatory system; and through highlighting best practices, reduces variation in the efficiency and effectiveness with which Colleges carry out their functions. [2]

BACKGROUND (history/pertinent info/stakeholder groups consulted/government directives/research findings/best practices. When conducting research provide full references including web links, document title, author, source, page number).:

Direction from CHO 2022/2023 OPGO

This item is on the 2022/2023 – B List (items to do as time allows).

2A) Work towards regulatory governance excellence through alignment with the College Performance Management Framework (CPMF) best practices. Primary focus will be in the areas that CHO has identified as high and moderate risk and low to moderate effort related to:

Domain 1 – Governance;
Domain 2 – Resources;
Domain 4 – Information Mgmt;
Domain 7 – Measurement, reporting and improvement with an enhanced focus on preparing for governance reform, stewardship, planning, risk awareness/assessment/mitigation activities and resources for Council and decision makers.

[1] MOH College Performance Measurement Framework FAQs Question and answer 1. Page 5. December 2020.
[2] Ibid.

Deliverable:

Particular focus under KRA 2 will be placed on (as time allows):

a) Domain 2 Resources – Governance Policies related to succession and contingency planning to ensure the College demonstrates responsible stewardship of its financial and human resources in achieving its statutory objectives and regulatory mandate. (CPMF Std 4.1 c)

b) Domain 7 Measurement, Reporting and Improvement – To enhance the College's performance improvement measurements, monitoring and reporting to integrate the use of performance and risk information to assess the College's progress against stated goals, objectives and regulatory requirements. Enhance reporting tools to demonstrate how performance and risk review findings translate into improvement activities. (CPMF Std 14.1 b and 14.2 a)

c) Domain 1 Governance – The Governance Panel to review and recommend competency profiles for professional Council and all statutory committee members. (CPMF Std 1.1 a/b)

d) Domain 1 Governance – The Governance Panel to review and recommend a system of ongoing training and evaluation of Council and statutory committee members.

e) Domain 1 Governance – Fully implement process for pre-determination of eligibility, training and competence validation of Council and committee members.

f) Prepare for Governance Reform – develop volunteer recruitment and management strategy.

g) Other high priority items identified by Council include Stewardship, Planning and Risk Awareness/Assessment/ Mitigation tools and resources for decision makers such as:

i. Matching projects and resources to strategic and operating plans;
ii. Reporting on performance and risk against regulatory outcomes and risk management approach;
iii. Risk informed environmental strategic operational planning;
iv. Reviewing operational policies to ensure the organization has needed staffing;
v. Aligning College operations and planning with CPMF for integrated risk informed management;
vi. Creating and providing tools to Council to enhance risk informed feedback on activities.

In developing the attached draft, significant effort went into examining what other Colleges have put in place to address the issue.

RISKS / MITIGATION OPTIONS, KEY CONSIDERATIONS, AND ANALYSIS:

Establishing a competency framework and criteria is a requirement under the CPMF. In the 2023 CPMF report, the CHO will be expected to report on its progress in meeting this benchmark, including an improvement plan that includes the steps it will follow, timelines, and any barriers to implementing that benchmark.

RESOURCE IMPLICATIONS:

Staff time, potentially Executive and/or Governance Panel time.

OPTIONS:

1) Accept the framework and competency profile as presented.

2) Consider the proposed framework and suggest modifications as appropriate. For example,

1) Is the proposed framework/competency profile comprehensive?

2) Are there additional competencies that should be included?

3) Could any of the proposed competencies be more clearly defined?

RECOMMENDATIONS:

Discuss proposed competency framework and criteria and modify as needed. Approve by consensus the following proposed project plan:

Suggested Phases of Project

#	**Description**	Complete
1	Research and develop pre-defined competency and suitability criteria	
2	Determine and develop mechanisms for evaluation and measurement	
3	Determine and develop mechanisms for improvement if applicable/appropriate. May wish to also consider routes to gain any missing competencies.	
4	Develop supporting processes and policy guidelines for actions to address what to do if people do not demonstrate or the general philosophy of how to approach deficiencies (i.e. fundamental/minimum competencies that each individual should possess; the competencies which should be viewed from a macro level [i.e. in when measured in totality the Council meets all of the competencies – see COTO as a good example])	
5	Review bylaws for required changes	
6	Governance Panel review and development of recommendations to Executive Committee **and** Council	
7	Council review and approval	
8	Adoption and implementation/integration into existing processes + set schedule (i.e. elections, committee selection/appointments, volunteer recruitment, Council member candidacy development, entrance qualifications onto Council)	

RESOLUTION:

None required at this stage.

CHO BOARD COMPETENCY FRAMEWORK 2023 - DRAFT

The Board of Directors (Board) is the governing body of the College of Homeopaths of Ontario (CHO) and its role is to serve the public interest by overseeing the regulation of the practise of Homeopaths.

The Board establishes the CHO's Vision and Strategic Direction. It ensures that homeopaths are well educated, and well trained and practise competently and ethically within the standards and guidelines of the CHO.

Board participation ensures public protection and public access to registered homeopaths who are in good standing with the CHO. There are 7 Professional members and 6 Public members who comprise the CHO Board. They serve an initial 3-year term with a maximum of 3 consecutive terms.

Attributes EVERY Director will have or attain and demonstrate:	**ONE OR MORE Directors should have the following professional experience, knowledge and skills:**	**ONE OR MORE Directors should have the following diverse perspectives, backgrounds and experiences needed by the Board to support strong decision-making in the public interest:**
Professionalism, Good Character Acts transparently with integrity, discretion and humility to consider a range of perspectives and non-threatening ways to challenge the status quo.	**Leadership** Demonstrates confidence and good judgment in inspiring, motivating, and offering direction and leadership to others. Conveys knowledge and understanding of consensus-building and uses effective facilitation techniques. Fosters the values and commitments of CHO.	**Professional Diversity** Homeopaths' practices are diverse in private sector contexts. The perspective of different styles of practice and focus of practice and contexts need to be present on the Board.
Accountability, Honesty and Integrity Act with integrity and speak the truth, be able and willing to take full responsibility for decisions and follow through on commitments. Ability to identify and declare real and perceived conflicts of interest and appearances of bias.	**Board and Governance Experience** Has experience with, or can demonstrate knowledge or expertise in, board governance in the private, public, and/or non-profit sector, through prior Board or committee service. Clearly understands the distinction between the roles of the Board versus the role of management. Understands the role of the regulator versus a professional association.	**Regional Diversity** Homeopaths' practices vary throughout the province and so does the experience of the public's interaction and expectations of the health care system. Perspectives of the various regions of the province on the Board is desirable.
Collaborative, Open, Curious, Inclusive Recognize what can emerge as a result of meaningful engagement through dialogue and debate, especially in a complex system. Further recognize that outcomes arrived at with dialogue and debate will be stronger, solutions orientated and, will, likely lead to more effective decision than outcomes created in isolation. Be open to new ideas, new perspectives, and new ways of doing things, always bringing a learning mindset to decision-making. Decisions reached by consensus are encouraged within a democratic process. Work cooperatively, collegially and respectfully in a team-based environment that is socially and culturally diverse.	**Financial Integrity and Sustainability** Knowledge of financial and fiscal management. This will allow the Board to ensure that the College is financially sustainable, with adequate financial reserves, potential for membership growth, and sufficient and appropriate staff resources, including leadership. There should be appropriate resources for staff personal development.	**Age Diversity** The board needs the perspectives of various age groups from both elected and appointed members.

Communication, Understanding Communicate effectively, concisely, constructively, respectfully, and accurately, verbally and in writing, with Council and committee members, and staff. Good communication skills reflect an ability to work in a group, be ready to listen effectively with active participation. Clear expression of ideas, opinions and positions including creativity is an asset. Comprehension and understanding in the language of the Board is paramount.	**Regulatory Understanding** Knowledge and understanding about the regulatory environment required to meet legal, regulatory and governance requirements. Understands the public protection mandate of the College. Familiarity with applicable legislation including the *RHPA1991*, the *Homeopathy Act 2007*, College regulations, bylaws and policies and the objects of the College.	**Cultural Diversity** Homeopaths' practices are significantly influenced by culture. It is important to have diverse cultural perspectives represented on the Board, specifically perspectives of various cultural groups and the potential to include the First Nations.
Orientation, Training, Competencies Be open to orientation and training and display a willingness to follow bylaws, internal policies, conflict of interest policies, code of conduct and rules of order. Independently gain an insight into the work of assigned Committees and projects that are in progress. Being a willing participant. It is not expected that candidates for Council and committees possess all of these competencies prior to being elected or appointed. Competencies can be acquired through ongoing orientation, continuing education and professional development.	**Vision, Mission, Strategic Plan, Risk** Understands the importance of an organizational vision and the methods/processes for developing the vision, mission and creating a strategic plan. Experience with, and understanding of,the risk management framework for identifying, measuring and managing significant risks and events that may impact the College's objectives. Experience in overseeing organizational performance.	**Gender Diversity** The Board needs the perspectives of all genders in decision-making.
Objectivity, Critical Thinking Be able to self-reflect and make decisions based on factual evidence and reliable and valid information from other sources to best fulfil the public mandate. Use professional judgment and strategic thinking to solve problems and address issues independently. Adapt and demonstrate flexibility based on understanding and changing environments. Opinions can change based on evidence.	**Knowledge of Homeopathy** Has knowledge and understanding of the homeopathy profession including scope of practice. Clearly understands key trends/developments in the profession and an understanding of legislation and regulation governing the profession.	**Stakeholder Relations** The Board needs to understand the concept of public interest, and how decisions that are made in the public interest may be viewed by stakeholders. The Board can see things from a variety of perspectives, and can listen, understand, and respond to others as required. Working to build or maintain ethical relationships or networks of contacts with people who are important in achieving Council-related goals and the CHO mission.
Public Interest, Focus Upholds the public's right to safe, ethical care, demonstrated by an understanding and appreciation of, and commitment to, the public protection mandate and the time required to execute the role diligently. Recognizing that the public interest will always be prioritized over personal or professional interests. Focus is always on the public interest and protection.	**Conflict Management, Mediation** Conflict management / Mediation is the knowledge and ability to anticipate, recognize and effectively resolve disputes. It includes facilitating open and constructive discussions, and where possible, win-win solutions, or as necessary, rendering a decision to bring resolution to matters.	**Interprofessional collaboration** An overview of the 26 health regulatory colleges and an understanding of potential alliances is useful and will help establish mutually beneficial cooperation leading to the establishment of interprofessional alliances.

Availability, Willingness to Participate
Committed, punctual and available for regular meetings and hearings, and to be prepared by reading committee packages and background material in advance. Demonstrate an interest by becoming knowledgeable and curious about the impact of regulation on the public and on the registrants, and the College. Approximately equivalent to five full day meetings per year (additional meetings on an as-needed basis)

Time commitments
Members of the Board need to ensure they have willingness and the time to devote to Board and Committee work in order to achieve the best results, see table attached for time commitments.

Roles and Responsibilities of Members
Familiarize and comply with the College's bylaws, code of conduct, and in particular, declare all conflicts of interest, step down from his or her position on Council in the event of allegations regarding conduct, competence or capacity until such time they have been disposed of. Publicly supports and does not speak against any decision of Council. Respects confidentiality.

Technological Competence and Legislation
Ability to work electronically and to communicate securely, and efficiently with College's material. Broad knowledge of regulatory legislation, scope of practice, statutory committees, standards and guidelines and ability to acquire such knowledge.

Ministry communications
President and Registrar can communicate as may be required.

Media Training
The Registrar and other designated Board members can be trained to respond to media events and requests. All media contact shall be channeled and coordinated through the Registrar's office. Any Council or Committee member [or any member of a panel] being asked by media representatives to provide interviews, respond to inquiries or to comment on issues concerning the regulation of the profession or the operation of the College shall not provide any such communication and shall instead refer them to the Registrar's office

College of Homeopaths of Ontario (CHO) Competency Framework 2023 – Key Roles and Leaders

There are several roles within the College which carry additional responsibility, requiring different skills and greater and specific knowledge. This framework identifies key competencies for the roles related to Executive Committee Members-at-Large, Treasurer, President, Vice-President, Statutory Committee Chair, and Chair of a decision making panel. [This competency profile must be read in conjunction with the CHO Board Competency Framework 2023].

Executive Committee Members/Member-at-Large	Treasurer	President	Vice-President	Committee Chair	Panel Chair ICRC, QA, Registration
Acts ethically with integrity and honesty, and in good faith, for the best interests of the College and the public.	Yes	Yes Has developed personal and professional credibility.	Yes	Yes Has developed personal and professional credibility.	Yes Yes
Provides leadership in exercising CHO's mandate to regulate homeopaths in the public interest.	Yes	Yes The President is an experienced, articulate leader who works towards a vision with a commitment to set the strategic direction of the College to achieve its objectives and to deliver efficient, effective, and high-quality outcomes in keeping with the mandate, governing legislation, governance, and accountability requirements. The President plans and sets an agenda with staff support, and chairs Council and Executive meetings.	Yes The VP acts in the absence of the President or Chair. VP carries out such duties as may be delegated by the President when required. The VP has leadership abilities enabling the implementation of strategic plans and the attainment of performance objectives in keeping with the CHO mandate, governing legislation, governance, and accountability requirements.	Yes A chair is an articulate and experienced leader who has the education, skills, and ability to lead and chair Committee meetings. Chairs are fully informed on all Committee matters and plan and set an agenda with staff support. Move the agenda forward. Sets the ethical tone and values of the Panel and encourages ethical behaviour. With the exception of Executive, Committees shall elect their own Chairs from their members.	Yes To manage activities of panel members to comply with RHPA and possess knowledge of the legal, procedural, and regulatory framework for the Committee.
Recognizing that the College's mandate is public protection and public interest.	Yes	Yes	Yes	Yes	Yes

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Executive Committee Members/Member-at-Large	Treasurer	President	Vice-President	Committee Chair	Panel Chair ICRC, QA, Registration
Ensures that the Council is familiar with applicable legislation, and bylaws and follows sound governance policies. Is respectful of other individuals even if opinions differ and displays willingness to follow rules of order.	Yes	Yes Sound understanding of the principles of governance and the ability to ensure that adequate training and education is in place to support Council members within their committees. Ensures that all established policies are followed in accordance with bylaws and legislation.	Yes Yes	Yes Yes	Yes Yes
Respects the democratic process, while advocating for consensus, and respecting results of a vote.	Yes	Yes	Yes	Yes	Yes
Respects confidentiality regarding Council or Committee matters including those required under section 36 of the RHPA.	Yes	Yes	Yes	Yes	Yes
Not allow personal feelings towards others to affect decision-making or relationships with others.	Yes	Yes	Yes	Yes	Yes
Reviews and analyzes Council and relevant committee material, in advance of meetings and listens, contributes, discusses, and debates in a respectful manner and reaches decisions regarding CHO regulatory business.	Yes	Yes	Yes	Yes	Yes

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Executive Committee Members/Member-at-Large	Treasurer	President	Vice-President	Committee Chair	Panel Chair ICRC, QA, Registration
Attends meetings regularly and on time.					
Exhibits an ability for critical thinking and active listening with respectful communication together with committee members and staff.	Yes	Yes Effective communication and interpersonal skills to positively influence and communicate with Council members, staff, stakeholders, and the public.	Yes Provides sound advice to the President. Informs President where there is a need for change to processes or practices in order to meet the organization's or stakeholder needs.	Yes	Yes
Ability and willingness to work with individuals from differing cultures, backgrounds, personalities, perspectives, and to display flexibility and congeniality in dealing with complex and sometimes difficult issues.	Yes	Yes Chairs Council and Executive Committee meetings. Keeps the VP apprised of Governance issues and matters of importance. Has regular communications with the VP to ensure executive succession policy objectives are met and reduces the risk of loss of sharing of vital information.	Yes In the absence of the President or Chair, chairs Council and Executive Committee meetings. VP has knowledge and skills required for effective governance practices.	Yes Keeps the President and Registrar informed of significant developments. Motivates and engages Committee members, oversees performance, and provides constructive and respectful feedback to encourage and enable excellence.	Yes Keeps the Committee Chair informed of significant developments. Motivates and engages Panel members, oversees performance, and provides constructive and respectful feedback to encourage and enable excellence.
Is able to reach decisions independently, irrespective of forces vying for conformity.	Yes	Yes Manages the organization of meetings and agendas to enable efficient and productive meetings, start on time and end on time.	Yes	Yes Manages the organization of meetings and agendas to enable efficient and productive meetings, start on time and end on time.	Yes Yes

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Executive Committee Members/Member-at-Large	Treasurer	President	Vice-President	Committee Chair	Panel Chair ICRC, QA, Registration
Has an open mind, critical thinker, free of bias and conflict of interest. Can logically build a case for their decision on any issue and articulate the reasoning. Possess strategies to build consensus within the committee.	Yes	Yes Keeps Council and Executive meeting discussions on topic, moving the agenda forward and focussed on College's mandate, Vision, and strategic plan, and periodically summarizes and clarifies discussion. Is able to focus on individual Council members to ensure elicitation of each one's perspective. Has mediation and conflict resolution skills affording an ability to diffuse controversial propositions and keep meetings on track. Can break log jams with solutions that come from creative thinking outside of the box. Obtains advice and assistance from staff and legal counsel as may be required in the preparation and in the course of meetings proceedings.	Yes	Yes Move the agenda forward, keeping meeting discussions on topic and focussed by periodically clarifying and summarizing issues. Is able to focus on individual Committee members to ensure participation. Maintains positive relations among Committee members encouraging discussion, and a free flow of ideas. Ensures procedural fairness in decisions and across decisions of the panel. Where panels are required, Chair selects composition of panel members. Chair leads and provides advice and support in conjunction with staff and legal support as may be required. Assures alignment with legislation, CHO policies and good practice.	Yes Move the agenda forward, keeping meeting discussions on topic and focussed, by periodically clarifying and summarizing issues. Is able to focus on individual Committee members to ensure participation. Maintains positive relations among Panel members. Ensures procedural fairness in decisions and across decisions of the panel. Review and sign draft panel decisions.
Willing to participate and contribute to Council's long-term planning for Vision, Mission, Values and Strategic plan.	Yes Needs to be aware of realistic connections between Vision, Mission and strategic plans and human and financial resources and planning.	Yes Participates in Council's long-term planning and ensures that a process is in place to evaluate Council's decision making and overall effectiveness. Plays a leading role in supporting Council activities and promotes positive relations	Yes	Yes Plays a role promoting positive relations among Committee members and staff. Possesses good conflict resolution and problem-solving skills.	Yes Plays a role promoting positive relations among Panel members and staff. Possesses good conflict resolution and problem-solving skills.

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Executive Committee Members/Member-at-Large	Treasurer	President	Vice-President	Committee Chair	Panel Chair ICRC, QA, Registration
		among Council members, staff, and stake holders. Motivates individuals and groups in government, the public and membership to contribute to the work of the College. Is cognizant of social, cultural and political issues impacting the College.			
Has a fundamental understanding of finance and budgeting from the perspective of not-for-profit organizations. Has a perspective of the overall financial stability of the profession.	Yes Expert understanding of financial and operational processes of institutional business processes and practices.	Yes Sound understanding of financial and operational processes of institutional business processes and practices.	Yes Sound understanding of financial and operational processes of institutional business processes and practices.	Yes	Yes
Contributes to review and recommendations to Council of an annual budget, consistent with human and financial resources, priorities, and strategic objectives.	Yes Has the knowledge, skill, ability, and experience to work with staff in the review of the development of the annual budget.	Yes	Yes	Yes	Yes
Basic understanding of statements of operations and variance to budget.	Yes Ability to read the operating statement, and draw conclusions, and provide advice regarding variances and contingencies. Review controls in place, and confirm audit procedures in an effort to reduce risk of fraud.	Yes	Yes	Yes	Yes
Consciously avoid becoming involved in the operations of the College and recognize that this is a staff function.	Yes	Yes	Yes	Yes	Yes

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Executive Committee Members/Member-at-Large	Treasurer	President	Vice-President	Committee Chair	Panel Chair ICRC, QA, Registration
Participates in training and education and respects that everyone has something to learn and to contribute by sharing knowledge with fellow members.	Yes	Yes	Yes	Yes	Yes
Deals with conflict and differing interests and perspectives in a professional and respectful manner by agreeing to disagree.	Yes	Yes	Yes	Yes	Yes
—	—	Ensures that the College meets its legal obligations and complies with its public interest objects.	Yes	Yes	Yes
—	—	Effectively communicates with stakeholders including registrants, members of the public, government, and other external stakeholders as required from time to time.	Yes Communicates with key stakeholders as may be required.	—	—
—	—	Comprehensive knowledge of regulatory legislation, scope of practice, statutory committees, standards and guidelines and the ability to acquire such knowledge.	Yes	Yes	Yes
—	—	In-depth understanding of professional, institutional, policy and stakeholder context in which the College operates; or the ability to acquire such understanding.	Yes	Yes	Yes
—	—	Encourages Council member participation in meetings and activities and recognizes their contributions to College work and decision-making.	Yes	Yes	Yes
—	—	Assists in mentoring and helps to develop learning for Council	Yes	Yes	Yes

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Executive Committee Members/Member-at-Large	Treasurer	President	Vice-President	Committee Chair	Panel Chair ICRC, QA, Registration
		members by providing oversight, advice and encouragement.	Assists in mentoring and coaching of new Council members, as required.	Assists in mentoring and coaching of new Committee members, as required.	Yes
—	—	Supports, respects, and promotes the principles of equity, diversity and inclusion.	Yes	Yes	Yes
—	—	Ensures that a process is developed and is in place for self evaluation of Council members performance as well as an objective measure for appraisal.	Yes Assists in developing the process as may be required.	—	—
—	—	Acts as one of the signing officers on cheques, contracts, and other legal obligations.	—	—	—
—	—	Maintains open, effective communication with the Registrar so that plans and initiatives of Council are carried out in accordance with the College's operational plans.	—	—	—
—	—	Monitors performance of the Registrar. Ensures that a process for annual evaluation of the Registrar's performance is in place and conducted.	—	—	—
—	—	Is trained and able to provide responses to media as may be required.	—	—	—

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