

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

**Thursday, October 21, 2021
by telephone and video conference**

Present

Council

Mark Heller	Public (Chair up to agenda item 6.1)
Anna Cardozo	Professional (Chair from agenda item 7 onward)
Akhlaq Ahmad	Professional
Heather Broadhead	Public
Kerri Flood	Professional
Julie Hughes	Public
Sanjeev Nayyar	Professional
Bhupinder Sharma	Professional
Mike Steele	Public
Guru Dutt Vaid	Professional

Regrets

Kamika Mclean	Public
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Staff

Janet Blanchard	Senior Manager, Quality Assurance, Patient Relations, Communications
Kathryn Harvey	Communications Officer (recorder)
Heidi Mayer	Registration Officer [afternoon]
Basil Ziv	Registrar and CEO

Guests

Brigitte Davis	Registrant
Natasha Zarubin	Registrant
Zahra Bolouk	Ministry of Health
Samantha Slater	Welch LLP [item 8.4 only]
Rebecca Durcan	Steinecke Maciura LeBlanc [items 6.1 and 6.2 only]

1 Call to Order

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

2 Welcome to Guests and New Council Members

The Chair welcomed and introduced guests.

3 Adoption of Agenda

(Appendix 3.1 Agenda, Council Meeting, October 21, 2021)

It was noted that item 10.3 would be a discussion item only. There was consensus that approval of the consent agenda would take place earlier in the meeting and, if discussion of any item were required, it would take place as scheduled under item 14.2.

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

That Council adopt the agenda as amended.
CARRIED

Motion # 2: To adopt the consent agenda.
Moved by M. Steele, seconded by S. Nayyar

That Council adopt the consent 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. New declarations will be requested shortly.

5 Approval of Minutes

5.1 January 28, 2021
(Appendix 5.1 Minutes, January 28, 2021 Council meeting)

Motion # 3: To approve the minutes of January 28, 2021
Moved by A. Cardozo, seconded by S. Nayyar

That Council approve the minutes of its January 28, 2021 meeting.
CARRIED

5.2 March 17, 2021
(Appendix 5.2 Minutes, March 17, 2021 Council meeting)

Motion # 4: To approve the minutes of March 17, 2021
Moved by G. Vaid, seconded by K. Flood

That Council approve the minutes of its March 17, 2021 meeting.
CARRIED

5.3 Update on Action Items
(Appendix 5.3 Action Items)

Staff provided an update on the action items arising from the January and March meetings, noting that the majority had been completed.

6 Matters Related to the Election of the Executive Committee

6.1 Bylaws related to the Election of the Executive Committee

The College's legal counsel presented an in-depth explanation of bylaws related to the election of Executive Committee members, considering them in the context of both legislation and the entirety of

CHO bylaws. Emphasis continues to be on the College's mandate to ensure that resources are focused on public protection as opposed to professional or individual interests. It was stressed that everything the College does must be framed through a public protection lens.

Election of Executive Committee

- 6.2 (Appendix 6.2.1 Report Form: Slate of Executive Committee and Officers Nominations)
(Appendix 6.2.2 Nomination Form)

Motion # 5: To appoint scrutineers

Moved by H. Broadhead, seconded by M. Steele

That Council appoint as scrutineers Rebecca Durcan and Rachel Mason of Steinecke Maciura LeBlanc.

CARRIED

Motion # 6: To appoint a Chair for the election

Moved by H. Broadhead, seconded by M. Steele

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

CARRIED

Voting for the position of President resulted in a tie on both the first and second ballots, with the tie ultimately being broken via a draw conducted by scrutineer R. Durcan. To meet the required composition of three professional and two public members, there was a call for nominations from the floor for a public member-at-large.

The result of the election process was as follows:

President: Anna Cardozo

Vice-President: Kerri Flood

Treasurer: Heather Broadhead

Member-at-Large: Julie Hughes

Member-at-Large: Sanjeev Nayyar

Past President: Mark Heller

Motion # 7: To destroy the ballots

Moved by H. Broadhead, seconded by K. Flood

That Council instruct the scrutineers to destroy the ballots.

CARRIED

Registrar Basil Ziv passed the chair to President Anna Cardozo.

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 # 8: To move in camera

Moved by B. Sharma, seconded by G. Vaid

That Council move in camera at 12:00 p.m.

CARRIED

8.4 2020-2021 Audited Financial Statements

(Appendix 8.4.1 Report to the Board of Directors)

(Appendix 8.4.2 Audited Financial Statements)

Samantha Slater of Welch LLP reviewed the 2020-2021 audited financial statements.

Motion # 13: To accept the audited financial statements

Moved by B. Sharma, seconded by H. Broadhead

That Council accept the 2020-2021 audited financial statements as presented.

CARRIED

8.5 Approval of Auditor for 2021-2022

(Appendix 8.5.1 Report Form: Appointment of Auditor for 2021-2022)

Motion # 14: To reappoint Welch LLP

Moved by H. Broadhead, seconded by M. Steele

That Council reappoint Welch LLP as the College's auditors for 2021/2022.

CARRIED

9 Operational Goals and Objectives

9.1 2020-2021 Operational Goals and Objectives

(Appendix 9.1 2021-2021 Operating Plan, Goals and Objectives Summary of Deliverables as of March 31, 2021)

Staff reviewed the status of operational goals and objectives as of the end of the 2021-2021 fiscal year.

9.2 2021-2022 Operational Goals and Objectives

(Appendix 9.2.1 2021-2022 Operating Plan, Goals & Objectives)

(Appendix 9.2.2 Report Form: Support for Governance Work)

Staff presented the operational goals and objectives. It was pointed out that in order to achieve goals related to the work of the Governance Panel, additional resources would be required.

Motion # 15: To approve proposed funding to support the work of the Governance Panel
Moved by M. Steele, seconded by H. Broadhead

That Council approve the funding envelope for the 2021-2022 fiscal year, including added funds to support the work of the Governance Panel.
CARRIED

Motion # 16: To approve the 2021-2022 Operating Plan, Goals and Objectives
Moved by J. Hughes, seconded by M. Steele

That Council approve the 2021-2022 Operating Plan, Goals and Objectives.
CARRIED

10 Committee Matters and Reports

10.1 Patient Relations Committee Approval of the Sexual Abuse Prevention Plan (Appendix 10.1 Report Form: Draft Sexual Abuse Prevention Program/Plan)

Motion # 17: To approve the Sexual Assault Prevention Program/Plan
Moved by K. Flood, seconded by H. Broadhead

That Council approve the Sexual Assault Prevention Program/Plan as presented by the Patient Relations Committee.
CARRIED

10.2 Inquiries, Complaints and Reports Committee Update (Appendix 10.2.1 Report Form: Inquiries, Complaints, and Reports Committee)

ICRC Chair K. Flood provided an update on the status of cases currently under consideration.

10.3 Registration Committee Proposed Regulatory Change Project (Appendix 10.3.1 Report Form: Registration Committee Proposed Regulatory Change Project)

Registration Committee Chair M. Steele described discussions to date. Staff noted that a risk assessment will be conducted and that ongoing work on this issue must demonstrate how the initiative will benefit the public protection mandate.

10.4 Council Self-Evaluation Report and Recommendations from Governance Panel (Appendix 10.4.1 Report Form: Council Self-Evaluation)

Council members suggested that the issue of anonymity be revisited by the Governance Panel, which had recommended that the survey be confidential but not anonymous.

Motion # 18: To accept the Council Self-Evaluation recommendations with the exception of the issue of anonymity
Moved by M. Steele, seconded by B. Sharma

That Council accept the Council Self-Evaluation recommendations put forward by the Governance Panel and ask that anonymity be reconsidered.
CARRIED

11 **Bylaw Change re: Professional Health Care Corporation Fees**
(Appendix 11.1 Report Form: Health Care Professional Corporation Fees)

Motion # 19: To approve the reduction of fees relating to professional corporations
Moved by M. Steele, seconded by K. Flood

That Council approve the reduction of fees relating to professional corporations and certificates of authorization detailed in bylaw 19.03D pertaining to the application, issuance and renewal fees for a homeopathy Health Profession Corporation effective October 21, 2021.
CARRIED

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

Along with the appointments listed in Appendix 12.1, H. Broadhead was added to the Governance Panel and A. Ahmad was added to the Patient Relations Committee.

Motion # 20: To approve Committee appointments
Moved by H. Broadhead, seconded by M. Steele

That Council approve appointments to Committees as presented, with the addition of H. Broadhead to the Governance Panel and A. Ahmad to the Patient Relations Committee.
CARRIED

13 **Resignation – Council Vacancy**
(Appendix 13.1 Report Form: Council Vacancy – Professional Council Member, Southwest District)

Council considered options available to address the vacant Council seat resulting from the resignation of S.S. Kooner.

Motion # 21: To leave the Southwest district professional Council member seat vacant
Moved by M. Steele, seconded by B. Sharma

That Council leave the Southwest district professional Council member seat vacant until the 2022 Council election.
CARRIED

14.1 **Other Business and Action Items Arising**

No other business.

Action Items:

1. Distribute annual tax forms as well as fiduciary and conflict of interest declarations for completion and return by Council members. [Staff]
2. Update website listings to reflect results of Executive Committee election and committee appointments. [Staff]

3. Sign audited financial statements and complete final steps of audit process. [Registrar and Past President]
4. Send recommendation re: anonymity/confidentiality of the Council self-assessment survey for further consideration by the Governance Panel. [Staff]
5. Engage Governance Panel assistance as approved. Update budget to include approved funding. [Registrar]
6. Update bylaws to include change in fees for health profession corporations. [Staff]
7. Post Sexual Abuse Prevention Program. [Staff]
8. Poll Council members re: 2022 meeting dates. [Staff]

14.2 Consent Agenda

[See Motion #3] No discussion of Consent Agenda items.

14.2.1 OFC Information

(Appendix 14.2.1 Report Form: OFC Risk-informed Compliance Framework)

14.2.2 System Partner Initiative Problem/Solution Form and Proposed Policy Report

(Appendix 14.2.2 CHO System Partner Initiative Worksheet and Process)

14.2.3 Annual Report

(Appendix 14.2.3 2020-2021 Annual Report)

14.2.4 Executive Committee Report

(Appendix 14.2.4 Executive Committee Reports)

15 HBS Preparation Time

Full day preparation, full day meeting

Start time: 10:02 a.m.

End time: 4:09 p.m.

16 Adjournment

Motion # 22: To adjourn

Moved by H. Broadhead, seconded by K. Flood

That Council adjourn at 4:09 p.m.

CARRIED

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

Anna Cardozo, Chair

Date

Council Meeting
College of Homeopaths of Ontario (CHO)
Minutes

Thursday, March 10, 2022
by telephone and video conference

Present

Council

Anna Cardozo	Professional (Chair)
Akhlaq Ahmad	Professional
Kerri Flood	Professional
Catherine Kerr	Public
Kamika McLean	Public
Sanjeev Nayyar	Professional
Bhupinder Sharma	Professional
Mike Steele	Public
Guru Dutt Vaid	Professional

Regrets

Mark Heller	Public
Heather Broadhead	Public
Julie Hughes	Public

Staff

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

Guests

Vivian Pang	Ministry of Health
Richard Steinecke	Steinecke Maciura LeBlanc [item 10]

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 and New Council Members

The Chair welcomed and introduced new Council member Catherine Kerr and Ministry guest Vivian Pang.

3 Agenda

3.1 Consent Agenda and Committee Reports

(Appendix 3.1.1 Update on Action Items)

(Appendix 3.1.2 Executive Committee Report (Feb 15))

(Appendix 3.1.3 Inquiries, Complaints and Reports Cttee)

(Appendix 3.1.4 Registration Committee)
(Appendix 3.1.5 Discipline Committee)
(Appendix 3.1.6 Patient Relations Committee)
(Appendix 3.1.7 Annual Operating Calendar)
(Appendix 3.1.8 Action Items Tracking Process)
(Appendix 3.1.9 Membership Scorecard)
(Appendix 3.1.10 Draft Policy: Package Distribution)
(Appendix 3.1.11 Registrar's Annual Review Process)
(Appendix 3.1.12 Governance Panel)

Motion # 1: To adopt the consent agenda.

Moved by M. Steele, seconded by C. Kerr

That Council adopt the consent agenda.

CARRIED

Item 3.1.12 was identified as Other Business for discussion.

3.2 Adoption of Agenda

(Appendix 3.2 Agenda, Council Meeting, March 10, 2022)

Motion # 2: To adopt the agenda as amended.

Moved by M. Steele, seconded by C. Kerr

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. Declarations were signed and/or reaffirmed in recent weeks.

5 Approval of Minutes

5.1 October 21, 2021

(Appendix 5.1 Minutes, October 21, 2021 Council meeting)

Motion # 3: To approve the minutes of October 21, 2021

Moved by B. Sharma, seconded by K. Flood

That Council approve the minutes of its October 21, 2021 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 K. Flood, seconded by C. Kerr

That Council move in camera.

CARRIED

8 College Performance Measurement Framework

8.1 2021 CPMF Submission

(Appendix 8.1 2021 CPMF Submission)

Staff presented the College's draft CPMF submission.

Motion # 8: To accept the 2021 CHO College Performance Measurement Framework Report.

Moved by M. Steele, seconded by K. Flood

That Council accept the 2021 CHO College Performance Measurement Framework Report.

CARRIED

8.2 Outcome and Planning for 2022

(Appendix 8.2.1 CPMF Outcome and Planning for 2022)

(Appendix 8.2.2 CPMF – Outcomes and Planning for 2022: System Partner Initiatives Goals)

Staff described the process and recommendations related to selecting system partner initiatives for 2022 consistent with the CPMF standards.

Motion # 9: To direct the Executive Committee to monitor development and support suitable opportunities for partnership related to CPMF Standard 5 and 6. Return to Council as required.

Moved by K. Flood, seconded by M. Steele

That Council direct the Executive Committee to monitor development and support suitable opportunities for partnership related to CPMF Standard 5 and 6, and to return the matter to Council as required.

CARRIED

9 Operational Goals and Objectives

9.1 2021-2022 Operational Goals and Objectives

(Appendix 9.1 Operating Plan, Goals and Objectives Summary of Deliverables as of February 25, 2022)

The Registrar reviewed the status of deliverables.

9.2 Confirmation of Key Result Areas for 2022-2023

(Appendix 9.2 Operational Goals and Objectives: Key Result Areas for 2022-2023)

The President presented the recommendation that the 2022/2023 key result areas remain the same as those identified in 2021/2022.

Motion # 10: To approve the 2022/2023 key result areas

Moved by M. Steele, seconded by B. Sharma

That Council approve the 2022/2023 key result areas as:

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

CARRIED

10 Competency-Based Governance

CHO legal counsel Richard Steinecke presented an overview of the Ministry's governance reform proposals and offered advice on how to navigate impending changes in regulation.

11 MOH Proposal on Governance Reform

(Appendix 11.1 MOH Proposal on Governance Reform)

(Appendix 11.2 Letter from the ADM re: Governance Reform proposals)

(Appendix 11.3 MOH Governance Reform Consultation Deck)

(Appendix 11.4 HPRO Response to Government Reform Consultation)

(Appendix 11.5 CHO Response to Governance Reform Consultation)

(Appendix 11.6 CHO Response to Governance Reform Consultation Questions)

Covered in item 10.

12 Council Self-Evaluation Report

(Appendix 12.1 Council Self-Evaluation Report)

Staff presented the results of the Council self-evaluation, noting that all Council members had responded.

Motion # 11: To accept the results of the Council self-evaluation

Moved by G. Vaid, seconded by B. Sharma

That Council accept the results of the Council self-evaluation conducted in February 2022.

CARRIED

Motion # 12: To forward the results of the Council self-evaluation to the Governance Panel for review and recommendations.

Moved by Sanjeev Nayyar, seconded by C. Kerr

That Council forward the results of the Council self-evaluation to the Governance Panel for review and recommendations.

CARRIED

13 Other Business and Action Items Arising

Consent agenda item 3.1.11

The President clarified that the January 2023 evaluation will be based on the 2021/2022 goals; then in October 22 the Registrar and the President will agree on the goals for the 2023 calendar year, which will then be evaluated in January 2024. From that point forward the goals will be set on a calendar basis and evaluation will take place in the following January.

13.1 College of Traditional Chinese Medicine Practitioners and Acupuncturists

Covered in item 10.

Action Items:

1. Complete and submit CPMF. [staff]
2. Continue work on KRAs. [staff, President, Vice President]
3. Forward results of Council self-evaluation to Governance Panel for review and recommendations. [staff]
4. Make adjustment to the process document for the Registrar's Annual Performance Review to clarify dates for evaluation and goal setting process. [staff]
5. Provide further information on what is included in expense categories included in the Statement of Operations. [Registrar]

14 HBS Preparation Time

Half day preparation, half day meeting

Start time: 10:02 a.m.

End time: 12:48 p.m.

15 Adjournment

Motion # 13: To adjourn

Moved by K. Flood, seconded by A. Ahmad

That Council adjourn at 12:48 p.m.

CARRIED

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

Anna Cardozo, Chair

Date