

DRAFT AGENDA
Council Meeting
College of Homeopaths of Ontario

November 28, 2018 from 10:00 a.m. to 3:09 p.m.
Offices of the College of Denturists of Ontario
365 Bloor Street East, Suite 1606 • Toronto, ON M4W 3L4

	ITEM	ACTION	FORMAT	WHO	MIN	TIME
1	Call to Order	Information	Verbal	B Sharma	1 min	10:00
2	Agenda					
	2.1 Adoption of Agenda	Decision	Written	B Sharma	3 min	10:01
	2.2 Consent Agenda	Decision	Written	B Ziv	3 min	10:04
3	Declaration of Conflict of Interest	Decision	Verbal	B Sharma	3 min	10:07
4	Approval of minutes					
	4.1 Meeting minutes dated September 26, 2018	Decision	Written	B Sharma	5 min	10:10
	IN CAMERA					
In camera						
<i>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.</i>						
	4.2 In camera meeting minutes dated September 26, 2018	Decision	Written	B Sharma	5 min	10:15
5	Finances					
	5.1 Statement of Operations	Decision	Written	B Ziv	10 min	10:20
6	Governance					
	6.1 Governance matters	Information	Verbal	B Sharma	10 min	10:30
	OPEN SESSION					
7	Registration Report	Information	Verbal	H Mayer	5 min	10:40
8	Education Initiative for Benefits Providers	Information	Written	B Ziv	10 min	10:45
9	Bylaws					
	9.1 Past President	Decision	Written	B Ziv/E Gajraj	15 min	10:55
	9.2 Appointment of Treasurer	Decision	Written	B Ziv/E Gajraj	15 min	11:10
10	Process for Handling Complaints Submitted to Council Members	Discussion	Written	B Ziv/J Blanchard	10 min	11:25

	ITEM	ACTION	FORMAT	WHO	MIN	TIME
11	President's Report	Information	Verbal	B Sharma	10 min	11:35
12	Registrar's Report	Information	Verbal	B Ziv	10 min	11:45
	12.1 Conference Report	Information	Verbal	B Ziv/B Sharma	5 min	11:55
LUNCH					60 min	12::00
IN CAMERA						
13	Strategic Plan Process: Analysis of Strengths, Weaknesses, Opportunities and Threats (SWOT)	Discussion	Written	College of Denturists	120 min	1:00
OPEN SESSION						
14	Other Business	Discussion	Verbal	B Sharma	5 min	3:00
15	HBS – Preparation Time	Decision	Verbal	B Sharma	2 min	3:05
16	Adjournment	Decision	Verbal	B Sharma	2 min	3:07

Next Meeting: To be determined

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.

This is a scent-free environment. Please do not wear scented products to meetings. For more information staff would be happy to provide you with a copy of Health Force Ontario's policy on scent-free work environments. You can also find more information at http://www.ccohs.ca/oshanswers/hsprograms/scent_free.html. Your cooperation is sincerely appreciated and required.

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

**Wednesday, September 26, 2018
365 Bloor Street East, Toronto**

Present

Council

Bhupinder Sharma	Professional (Chair)
Sajeev Ampadi	Professional
Anna Berger	Professional
Anna Cardozo	Professional
Kerri Flood	Professional
Eden Gajraj	Public (by teleconference)
Mark Heller	Public
Paul Joseph	Professional
Gary Kapelus	Public
Sanjeev Nayyar	Professional
Myrna Tulandi	Public

Staff and Guests

Janet Blanchard	Senior Manager, Quality Assurance, Patient Relations, Communications
Kathryn Harvey	Communications Officer (recorder)
Basil Ziv	Registrar
Mary Pat Moore (item 6)	College of Kinesiologists of Ontario
Kathy Steffan (item 7.1)	Auditor, Welch LLP
Jacob Hammer (item 7.1)	Auditor, Welch LLP
Kristina Muscat	MOHLTC

Regrets

Shirelle Goodman	Public
Patricia Wilson	Public

1 Call to Order

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

2 Adoption of Agenda

2.1 Adoption of Agenda

(Appendix 2.1 Agenda, Council Meeting, September 26, 2018)

S. Nayyar asked that a governance matter be added under Other Business.

Motion # 1: To adopt the agenda as amended.

Moved by G. Kapelus, seconded by M. Tulandi

That Council adopt the agenda as amended.

CARRIED

2.2 Adoption of Consent Agenda

(Appendix 2.2.1 Legislative Update - July 2018)

(Appendix 2.2.2 Legislative Update - August 2018)

(Appendix 2.2.3 Case: Abdul v. Ontario College of Pharmacists)

(Appendix 2.2.4 Case: Fingerote v. CPSO)

Motion # 2: To adopt the consent agenda as presented.

Moved by A. Cardozo, seconded by S. Nayyar

That Council adopt the consent agenda.

CARRIED

3 Declaration of Conflict of Interest

None declared.

4 Approval of Minutes

(Appendix 4.1 Minutes, June 20, 2018 Council meeting)

It was noted that M. Tulandi's name was misspelled on page 4.

Motion #3: To approve the minutes of June 20, 2018 as amended

Moved by M. Tulandi, seconded by M. Heller

That Council approve the minutes of its June 20, 2018 meeting as amended.

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 G. Kapelus, seconded by E. Gajraj

That Council move in camera at 10:15 a.m.

CARRIED

6 Strategic Plan

(Appendix 6.1: Slide presentation provided by the College of Kinesiologists of Ontario)

Mary Pat Moore, outgoing President of the College of Kinesiologists of Ontario, described COKO's strategic planning process.

7 Response to Fairness Commissioner: Action Plan

(Appendix 7.1 OFC Action Plan)

Staff provided an update on the OFC audit process and the College's action plan to respond to it. The plan incorporates OFC recommendations as well as information gathered from other colleges and stakeholders, and is likely to be implemented over a three-year period. More feedback from the OFC is expected before the plan is finalized, and there is a high degree of confidence that the CHO will meet all requirements based on an agreed timeline.

8 Bylaws

8.1 Past President

(Appendix 8.1 Report Form: Bylaw re: Past-President)

The Registrar described past consideration of adding the position of past President to the Executive Committee as a way of maintaining continuity and organizational knowledge without offering an extension of authority. Issues include added costs and whether the position should be a named officer.

Motion # 11: To accept the recommendation of the Governance Panel

Moved by M. Tulandi, seconded by A. Cardozo

That Council approves the recommendation of Governance Panel for the addition of the position of Past President.

CARRIED

8.2 Appointment of Treasurer

(Appendix 8.2 Report Form: Appointment of Treasurer)

Staff described considerations related to the appointment of a financial oversight panel and/or treasurer, noting the need to develop a description of criteria and qualifications.

Motion # 12: To accept the recommendation of the Governance Panel to add the position of Treasurer to the Executive Committee

Moved by M. Tulandi, seconded by S. Nayyar

That Council approves the recommendation of the Governance Panel for the addition of the position of Treasurer to the Executive Committee.

CARRIED

8.3 Bylaw Amendments

(Appendix 8.3.1 Report Form: Bylaw Amendments)

To be referred back to the Governance Panel for further clarification about terms and Executive Committee composition.

8.4 Consultation

(Appendix 8.4.1 Report Form: Consultation)

Staff provided an overview of consultation requirements related to bylaw changes, noting that conducting a 60-day public consultation is optional in the case of certain amendments, including those related primarily to governance.

Motion #13: To implement upon approval proposed bylaws not requiring consultation

Moved by G Kapelus, seconded by S Nayyar

That the proposed bylaws for past president and treasurer be implemented immediately upon approval.

CARRIED

9 Council Self-Evaluation

(Appendix 9.1 Report Form: Council Self-Assessment)

G. Kapelus outlined Council's engagement in self-evaluation with the aim of continuous improvement via targeted training. The proposed first phase focuses on confidential, anonymous self-reflection as opposed to evaluation of Council as a whole. Further evaluation phases will be introduced as strategic planning proceeds.

Motion #14: To adopt the proposed Council self-assessment questionnaire

Moved by K. Flood, seconded by P. Joseph

That Council adopt the Council self-assessment questionnaire (CSAQ) to be implemented electronically in March 2019 and thereafter annually.

CARRIED

10 Annual Report

(Appendix 10 Annual Report)

Motion #15: To accept the draft Annual Report for posting with minor amendments as needed

Moved by A. Cardozo, seconded by M. Tulandi

That Council accept the draft Annual Report for posting with minor amendments as needed

CARRIED

11 Registration Report

Staff presented updated registration statistics.

12 Complaints

The Registrar described activity related to complaints resolved and in process, most of which involve secondary or supplementary practices or misuse of title. These have not required ICRC involvement and have not come from patients. Increased activity in this area is expected in the coming months as more focus is directed toward ensuring compliance. A focused education program on standards will be rolled out in conjunction with the quality assurance program.

13 President's Report

The President reported that he had completed the annual performance review of the Registrar, including an assessment from an outside stakeholder, noting that results were very positive. As well, he described his attendance at *Liga Medicorum Homoeopathica Internationalis (LMHI) / International Homoeopathic Medical League Congress* in South Africa, where there was much discussion and appreciation of the regulation of homeopathic profession in Ontario.

14 Registrar's Report

The Registrar outlined the ways in which reports to the Ministry are being reworked to recognize the change in dynamic evidenced by the new government, observing that the recommendations in the reports need to tie in with the College's strategic planning process.

15 Other Business

Motion #16: To move in camera

Moved by Anna Cordoza seconded by Gary Kapelus

That Council move in camera at 3:30 p.m.

CARRIED

Staff and guests left the meeting

16 HBS Meeting and Preparation Time

One full day preparation, one full day meeting

Start time: 10:05 a.m.

End time: 4:00 p.m.

17 Adjournment

Motion # 18: To adjourn

Moved by M. Heller, seconded by A. Cardozo

That Council adjourn at 4:00 p.m.

CARRIED

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

Bhupinder Sharma, Chair

Date



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TEL 416-862-4780 OR 1-844-862-4780
www.collegeofhomeopaths.on.ca

November 2018

Dear [benefits provider],

The College of Homeopaths of Ontario (CHO) is one of 26 health professional regulators in Ontario, and as such is charged with public protection as it relates to patient safety and the delivery of homeopathic care in the province.

Since the proclamation of the *Homeopathy Act 2007* in 2015, the CHO has sought stakeholder input from patients and professionals about obstacles that have an impact on patient choice, quality care, and effective outcomes. Our goal is to support patient access to qualified professionals practising within the bounds of established standards. The key to achieving this goal is the removal of identified barriers that limit choice and accessibility and, perhaps more notably, disrupt both the continuity and efficacy of care.

Without exception, every time the College has sought feedback – and numerous times in between – the message has been clear: patients who choose homeopathy as part of their personal health-care strategies ought to have access to insurance coverage. Many benefits plans do not include homeopathy despite covering a number of unregulated modalities such as osteopathy, reiki and healing touch.

The right to choose among providers is one held dear by Ontarians. The diversity of the province's population is rightly celebrated as a strength and should be recognized as a guiding factor in policy development, particularly as it relates to individual health-care preferences. Many large cultural groups in Ontario rely heavily – some exclusively – on homeopaths as their first point of contact with the system, despite the fact that services are not insured. It is incumbent on system managers to ensure that these patients are not further disadvantaged as a result of their choice.

As regulated professionals, homeopaths in Ontario have proven their competence by meeting rigorous registration requirements. Their knowledge, skills and judgement are monitored and supported by comprehensive professional practice standards and guidelines as well as an ongoing quality assurance program. Like all other regulated professionals, homeopaths are subject to formal complaints and discipline processes mandated by the *Regulated Health Professions Act 1991*.

In addition to being regulated in Ontario, homeopaths are recognized as authorized medical practitioners for the purposes of the medical expense tax credit.

Worldwide, hundreds of millions of people choose homeopathy. They do so because they say it works. And when they do use it, they avoid more costly treatment that often takes considerably longer and has greater risks attached. Homeopathy has a proven track record as safe, effective, and – in many cases – quick to bring relief. This means that patients are back at work and resume activities of daily living sooner, and with the potential for fewer chances of relapse. It also means that patients are often in a happier state of mind with the gentle resolution of their health complaints, and experience no side effects from the homeopathic medicines.

People choose homeopathy because it works for them despite the financial disincentive to do so. They could choose another option, one that is insured either publicly or privately, but they choose homeopathy because they know it's what's best for them. It is important to respect patients choice – particularly in light of the safeguards inherent in health regulation – this means recognizing the need to provide coverage for patients who choose homeopathy. Continued omission of homeopathy from benefits programs just simply isn't fair. Moreover, it fails to recognize the advantages of supporting patient choice in a safe, effective, and efficient manner.

Among the greatest obstacles to public protection are limitations on access to care. The more than 500 homeopaths in Ontario and their patients across the province recognize that the system must change in order to ensure that access is not prejudiced in favour of some modalities at the expense of others.

As a regulated profession, homeopathy ought to be on the list of health services covered by employee benefits programs and spending accounts. As the choice of so many patients and an effective means of addressing a wide array of conditions, homeopathy should be a welcome addition to any plan.

We encourage you to add homeopathy to the list of services covered, and would be pleased to answer any questions you may have.

Best regards,

A handwritten signature in cursive script, appearing to read "Basil Ziv".

Basil Ziv, HOM
Registrar



Background: Homeopathy in Ontario

What is homeopathy?

Homeopathy is a system of natural medicine used around the world and based on the principle of “likes cures likes.” The idea behind this is that, a substance, if ingested by a person, can cause symptoms. If a patient with an illness or disease displays similar symptoms, they can be treated with minute doses of those substances to stimulate the individual’s natural healing process in order to restore and maintain health.

Homeopaths are trained health-care practitioners who observe and assess the totality of all signs and symptoms that reflect the patient’s health concerns. This totality refers to taking all the symptoms a patient exhibits on a physical, mental, emotional and general level, and prescribing a remedy that best matches this symptom profile. Treatment involves choosing the appropriate remedy, which is administered in minute doses with the aim of stimulating the individual’s healing response.

What is the homeopathic scope of practice?

Under the *Homeopathy Act, 2007*, the scope of practice is defined as “the assessment of body system disorders and treatment using homeopathic techniques to promote, maintain or restore health.” The College of Homeopaths of Ontario has created a series of professional practice standards and guidelines to define the safe and effective practice and scope of practice for homeopathy.

Where do homeopaths work?

Homeopaths work in a variety of settings including private practice, multi-practitioner health-care centres, pharmacies, and other health-care settings.

Do patients need a referral from a family doctor?

Homeopathy may be used independently to treat acute or chronic illness or disorders or as an adjunct to other forms of health care. In many cases homeopaths are part of the patient’s multi-disciplinary health care team. A referral is not required to see a homeopath.

Why do patients seek help from homeopaths?

In a survey of homeopaths conducted in 2017, respondents were asked to describe the primary reason each of their most recent five patients came to see them. A broad array of issues was identified:

Once registered, the Homeopath's name appears on the Public Register of the College. The Public Register provides the public with information about the practitioner including business name and address, years in practice, status of College regulation, and information about any formal disciplinary or fitness to practice issues.

Regulated Health Professions Act, 1991

The *Regulated Health Professions Act, 1991* (RHPA), which came into force on December 31, 1993, provides a common legislative framework under which all regulated health professions in Ontario must function. Currently 20 health professions are regulated under 26 health colleges.

The underlying objectives of the RHPA are:

- To protect the public from harm and from unqualified, incompetent or unfit providers;
- To promote safe, high quality care;
- To make regulated health professions accountable to the public;
- To provide patients/clients access to health-care professionals of their choice;
- To achieve equality and consistency by requiring all regulated health professions adhere to the same purposes, procedures and public interest principles;
- To treat individual patients/clients and health professionals in an equitable manner.

Homeopathy Act, 2007

Every regulated health profession in Ontario has, in addition to the RHPA, a profession-specific Act which establishes a regulatory college responsible for governing the profession to ensure the public is protected. The *Homeopathy Act, 2007* establishes the College of Homeopaths of Ontario.

The *Homeopathy Act, 2007* sets out:

- The scope of practice of homeopathy is defined as "...the assessment of body system disorders and treatment using homeopathic techniques to promote, maintain or restore health";
- Title protection, authorizing only members of the College of Homeopaths of Ontario the use of the title "homeopath," a variation or abbreviation or an equivalent in another language;
- The composition of the College Council.

How does the College protect the public?

In Ontario, the law sets out the responsibilities, powers and procedures for the College of Homeopaths of Ontario to regulate the profession of homeopathy in the interest of public protection. The College works for the public to ensure that homeopaths are qualified to offer safe, competent and ethical care.

Accountability

While anyone can legally provide homeopathy education and advice, what sets registered homeopaths apart is that, under the *Regulated Health Professions Act, 1991*, they are accountable to the College of Homeopaths of Ontario to provide safe, competent and ethical practice. Each homeopath must participate in quality assurance and practice assessment programs to ensure continuing competency. Under certain circumstances, homeopaths and employers have an obligation to report registrants who are not practising ethically, safely and competently.

Complaints Resolution Process

The College also has a complaints resolution process in place for anyone who has a concern or complaint about the services they have received from a homeopath. The College has the responsibility and power to investigate and take action in all complaints.

Homeopath: A Protected Health Profession Title

In Ontario, only members of the College of Homeopaths of Ontario are regulated and authorized to use the title "Homeopath" or "HOM." Individuals who are not members of the College are prohibited from using this professional designation or from holding themselves out as qualified to practise as a homeopath. You can verify that your practitioner is a qualified and registered member by consulting the Public Register.



- Worldwide, 300-500 million people use homeopathy on a regular basis.
- Homeopathy is included in the national health systems of numerous countries, including France, Switzerland, Belgium, Germany, Brazil, Chile, India, Mexico, Pakistan, South Africa, and the United Kingdom.
- India leads in terms of number of people using homeopathy, with 200 million people depending solely on homeopathy for their medical care.
- There are over 300,000 registered homeopaths currently practising in India, with approximately 12,000 more being added every year.
- 100 million European Union citizens, or 29% of the EU's population, use homeopathic medicines in their day-to-day health care.
- Ontario is the first province in Canada to regulate homeopathy.

COLLEGE OF HOMEOPATHS OF ONTARIO
REPORT FORM

MEETING/DATE:	COUNCIL, NOVEMBER 28, 2018	DECISION	X
		DISCUSSION	<input type="checkbox"/>
		INFORMATION	<input type="checkbox"/>
DATE:	NOVEMBER 13, 2018		
ITEM NAME:	Bylaw re: Past-President - Revisions		
PRESENTED BY:	J BLANCHARD / B ZIV		

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

1. To provide information from legal counsel, as requested by Council at its September 26, 2018 meeting, related to the Past President position.

STRATEGIC DIRECTIONS: This initiative fits with the strategic direction of the College, which is a reflection of the fundamental components of our mandate. In the public interest the CHO will:

X Infrastructure

Establish an infrastructure that allows for the efficient and effective regulation of the profession of homeopathy in Ontario.

Protection of Public

Protect, promote and advance homeopathy through the development of bylaws, regulations, standards, guidelines, etc.

Membership

The College can only be truly effective if it has the support of the profession; something that requires consultation and communication. This priority addresses the need for the development of content, information and education to be provided to members.

X Transparency

Decisions must abide by the transparency principles adopted by the College in November 2014.

GUIDING LEGISLATION:

CHO Bylaws

RHPA, the Code section 94.

LINK TO CURRENT/FUTURE OPERATIONAL STRUCTURE:

There is currently no provision for a past president position.

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):

Legal Counsel has suggested the changes listed below, based on feedback from the September 2018 Council meeting. The Executive Committee voted to support these changes at its November 13, 2018 meeting.

REVISED WITH MARKING

1. INTERPRETATION

1.01 – Definitions

“Past-President” means the immediate past President of the College, who shall be an **ADVISORY ex-officio non-voting member of the Executive Committee.**

5. OFFICERS – GENERAL

5.01 – Officers of the College

The officers of the College shall be the President, Vice-President, Past-President, Treasurer and such other officers as Council may determine from time-to-time.

5.02 – Term of Office

The term of office for each officer of the College, except the Past-President, shall commence immediately following their election as an officer and shall continue until the next election for officers, approximately one year later.

The term of office for the Past-President shall commence immediately following the end of his or her term as President and the election of a new President, and shall continue until the end of the term of the President then in office.

6. ELECTION OF OFFICERS

6.01 – Eligibility for Nomination

Only a member of Council is eligible for nomination or election as an officer of the College, except the Past-President who need not be a member of Council.

6.02 - Election Procedure

At the first regular Council meeting after the elections for Council Members, Council shall elect by secret ballot from among those members of Council eligible for election, the President, Vice-President, and Treasurer and, with the exception of the Past-President, any other officer positions, in accordance with this by-law and the “Process for Election of Officers” set out in Schedule 1.

6.05 – Filling Vacancies (Past-President) [NEW]

In the event that the Past-President is removed from office, resigns or dies or the position of Past-President becomes vacant for any reason, the position will remain vacant for the remainder of the term.

7. DUTIES OF OFFICERS

7.03 – Duties of the Past-President [NEW]

The Past-President shall:

- (i) serve in an ex-officio capacity on the Executive Committee without the right to vote; and
- (ii) perform all duties and responsibility as may be decided by Council.

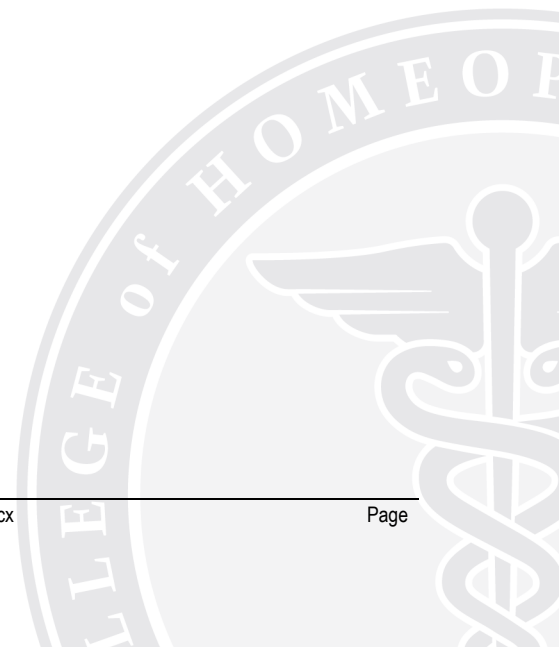
13. SPECIFIC COMPOSITION AND SELECTION OF COMMITTEES

13.01 – Executive Committee

(1) The Executive Committee shall be composed in accordance with the following principles:

- (i) the Executive Committee shall consist of the President, the Vice-President, Past President, Treasurer, two (2) members of Council;
- (ii) three (3) members of the Executive Committee shall be Registrants,
- (iii) three (3) two (2) members of the Executive Committee shall be Public Members, and

- (iv) the immediate past President of the College, who shall be an advisory ex-officio non-voting member of the Executive Committee.



REVISED CLEAN COPY

1. INTERPRETATION

1.01 – Definitions

“Past-President” means the immediate past President of the College, who shall be an **ADVISORY** ex-officio non-voting member of the Executive Committee.

13. SPECIFIC COMPOSITION AND SELECTION OF COMMITTEES

13.01 – Executive Committee

(2) The Executive Committee shall be composed in accordance with the following principles:

- (v) the Executive Committee shall consist of the President, the Vice-President, Treasurer, two (2) members of Council and the Past President;
- (vi) three (3) members of the Executive Committee shall be Registrants,
- (vii) two (2) members of the Executive Committee shall be Public Members, and
- (viii) the immediate past President of the College, who shall be an advisory ex-officio non-voting member of the Executive Committee.

KEY CONSIDERATIONS

1. Continuity – knowledge and experience
2. Succession planning
3. Cost
4. Fair balance of representative voices

RESOURCE IMPLICATIONS:

1. Per Diem, meeting and travel costs

DEADLINES AND NEXT STEPS:

1. Forward to Council for consideration at the November 28 meeting.
2. Finance Policy FIN-06 Per Diem for Council, Committee and Panel Members to be revised and submitted to Council for approval to cover per diem payment for the Past-President (if required) i.e. in the case were a Past-President is a public appointee who's appointment has expired.

OPTIONS:

1. Approve recommendation as presented.
2. Approve recommendation with amendment.
3. Send back to the Legal Counsel or Governance Panel with direction for re-consideration.
4. Reject the recommendation.

RECOMMENDATIONS:

1. Approve recommendation as presented.

RESOLUTION:

BE IT RESOLVED THAT Council support the proposed bylaw revisions for the addition of the position of Past President.

ALSO INCLUDED WITH THIS REPORT:

1. Report provided to September 26 meeting of Council

COLLEGE OF HOMEOPATHS OF ONTARIO
REPORT FORM

MEETING/DATE:	COUNCIL, SEPTEMBER 26, 2018	DECISION	X
		DISCUSSION	<input type="checkbox"/>
		INFORMATION	<input type="checkbox"/>
DATE:	SEPTEMBER 21, 2018		
ITEM NAME:	Bylaw re: Past-President		
PRESENTED BY:	B ZIV / E GAJRAJ		

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

2. To submit a recommendation from the Governance Panel on the structure to set up the position of Past President.

STRATEGIC DIRECTIONS: This initiative fits with the strategic direction of the College, which is a reflection of the fundamental components of our mandate. In the public interest the CHO will:

X Infrastructure

Establish an infrastructure that allows for the efficient and effective regulation of the profession of homeopathy in Ontario.

Protection of Public

Protect, promote and advance homeopathy through the development of bylaws, regulations, standards, guidelines, etc.

Membership

The College can only be truly effective if it has the support of the profession; something that requires consultation and communication. This priority addresses the need for the development of content, information and education to be provided to members.

X Transparency

Decisions must abide by the transparency principles adopted by the College in November 2014.

GUIDING LEGISLATION:

CHO Bylaws

RHPA, the Code section 94.

LINK TO CURRENT/FUTURE OPERATIONAL STRUCTURE:

There is currently no provision for a past president position.

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):

A proposal to add a past president position was first raised in 2015. At the time, the Council, who was comprised of the members of the transitional Council of the College of Homeopaths of Ontario, made the following decision:

From the Council Minutes, August 10, 2015:

10.2 Proposed Bylaw Revision: Past President

Motion #10: To table this item

Moved by Jim Dunsdon, seconded by Wangari Muriuki

That Council table discussion of proposed bylaw revisions related to the position of Past President.

CARRIED

At the time of the decision the Council felt it was more appropriate for the newly elected Council of the College of Homeopaths to make a decision on this position.

Fast Forward to 2018

Over the course of two meetings the Governance Panel (chaired by Eden Gajraj) considered the feasibility of creating a Past President position to provide guidance and advice to the incoming/new president and continuity to the Executive Committee and Council.

The Panel considered the manner in which other regulatory college's manage this type of role and reviewed a report provided by Bhupinder Sharma, President (see page 5).

The Governance Panel also took into account these key considerations:

1. Continuity – knowledge and experience
2. Succession planning
3. Cost

At its' August 9, 2018 meeting the Governance Panel discussed the following points:

- Whether the position would include right to vote, whether the position would depend on re-election/re-appointment, and term.
- There was agreement to tie re-election/re-appointment to Council with the Past-President's ability to vote.

The Governance Panel directed staff to consult with Legal Counsel, prepared amended bylaws for review, and return with a recommendation.

Following substantial discussion the following the Governance Panel agreed to the following proposed changes to the College's Bylaws:

1. INTERPRETATION

1.01 – Definitions [NEW]

"Past-President" means the immediate past President of the College, who shall be an ex-officio non-voting member of the Executive Committee.

5. OFFICERS – GENERAL

5.01 – Officers of the College

The officers of the College shall be the President, Vice-President, **Past-President**, Treasurer and such other officers as Council may determine from time-to-time.

5.02 – Term of Office

The term of office for each officer of the College, **except the Past-President**, shall commence immediately following their election as an officer and shall continue until the next election for officers, approximately one year later.

The term of office for the Past-President shall commence immediately following the end of his or her term as President and the election of a new President, and shall continue until the end of the term of the President then in office.

6. ELECTION OF OFFICERS

6.01 – Eligibility for Nomination

Only a member of Council is eligible for nomination or election as an officer of the College, except the Past-President who need not be a member of Council.

6.02 - Election Procedure

At the first regular Council meeting after the elections for Council Members, Council shall elect by secret ballot from among those members of Council eligible for election, the President, Vice-President, Treasurer and, with the exception of the Past-President, any other officer positions, in accordance with this by-law and the “Process for Election of Officers” set out in Schedule 1.

6.05 – Filling Vacancies (Past-President) [NEW]

In the event that the Past-President is removed from office, resigns or dies or the position of Past-President becomes vacant for any reason, the position will remain vacant for the remainder of the term.

7. DUTIES OF OFFICERS

7.03 – Duties of the Past-President [NEW]

The Past-President shall:

- (iii) serve in an ex-officio capacity on the Executive Committee without the right to vote; and
- (iv) perform all duties and responsibility as may be decided by Council.

13. SPECIFIC COMPOSITION AND SELECTION OF COMMITTEES

13.01 – Executive Committee

- (3) The Executive Committee shall be composed in accordance with the following principles:
 - (i) the Executive Committee shall consist of the President, the Vice-President, Past-President, Treasurer and two (2) members of Council;
 - (ii) three (3) members of the Executive Committee shall be Registrants and
 - (iii) three (3) members of the Executive Committee shall be Public Members.

The Governance Panel, following substantial discussion, concluded that the position of Past President in an advisory role had merit and value for the College and that the position would serve in an ex-officio capacity on the Executive Committee without the right to vote, but would have voting rights on Council if he or she continued to be an elected or publically appointed Council member. The current wording of the proposed Bylaws allows the Past President to continue on Council until the end of his or her term even if he or she is no longer elected to Council.

At its September 21, 2018 meeting the Executive Committee the following motion was passed:

Motion: Be it resolved that the Executive Committee supports the recommendation of Governance Panel for the addition of the position of Past President to the Executive Committee and commends the matter to Council for approval.

Moved by: E Gajraj
Seconded by: G Kapelus
CARRIED

KEY CONSIDERATIONS

5. Continuity – knowledge and experience
6. Succession planning
7. Cost

RESOURCE IMPLICATIONS:

2. Per Diem, meeting and travel costs

DEADLINES AND NEXT STEPS:

3. Forward to Council for consideration at the September 26 meeting.

OPTIONS:

5. Approve recommendation as presented.
6. Approve recommendation with amendment.
7. Send back to the Governance Panel with direction for re-consideration.
8. Reject the recommendation.

RECOMMENDATIONS:

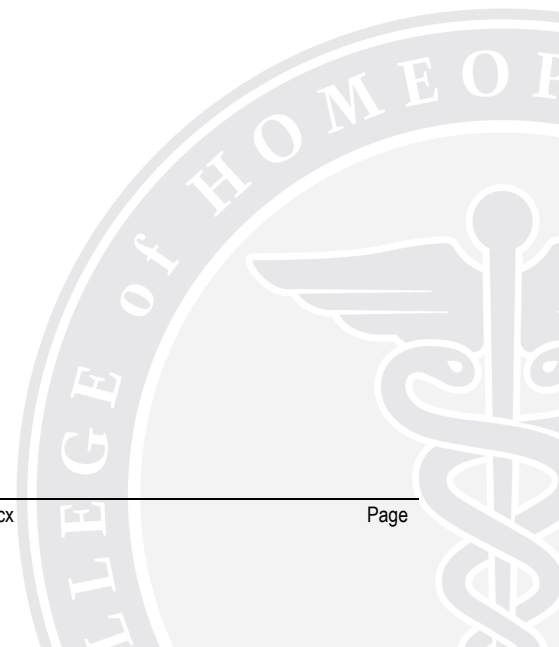
2. Approve recommendation as presented.

RESOLUTION:

BE IT RESOLVED THAT Council support the recommendation of Governance Panel for the addition of the position of Past President.

ALSO INCLUDED WITH THIS REPORT:

2. Report provided to Governance Panel on August 5, 2018 from Bhupinder Sharma
3. Resources related to past president involvement/duties from other RHPA Colleges



From: Bhupinder Sharma [mailto:bhupindersharma.ontario@gmail.com]
Sent: August-05-18 1:39 PM
To: Eden Gajraj; Basil Ziv; Gary Kapelus; Anna Cardozo; Anna Berger
Subject: Re: Governance Panel meeting, Thursday, August 9

Hi Eden, Basil et el,

You are aware that the matter of proposed By Law revision for establishing a position of Past President was tabled in the Transitional Council's last meeting held in 2015, for the new council to decide which is still pending since then. I am copying a briefing note which was discussed there, as it gives more light into the discussion of Agenda item No. 5.3 of the Governance Panel meeting on August 9, 2018 for consideration. Have a great long week end. Thanks, Bhupinder.

BRIEFING NOTE (AMENDMENT TO BY LAWS)

This Policy is intended to provide guidance and direction with regards to the establishment of a Past Chair position, as permitted through section of the By Laws (to be amended). Should the Council Members deem it appropriate to appoint a Past President, it will be done so upon a motion by the Council members.

Role Statement : The Past President will serve an important role to provide continuity, consistency, mentorship and advice to the incoming President. Upon the request of the Council President, the Past President may be asked to contribute to discussions and deliberations of the Council.

The Past President is a non-voting, Council Officer's role, not a member of the Council.

Responsibilities, Duties and Expectations

The Past President will be required to execute the Past President's Declaration upon appointment and abide by all of the policies and by-laws of the Council.

- be required to sign a Confidentiality Agreement be permitted to attend and speak at the Council meetings but does not count as quorum.
- be permitted to attend in Cameral Meetings at the invitation of the President
- be provided with Council Meeting materials in advance of each meeting
- be permitted to attend any Committee meetings of the Council at the request of the Committee Chair or Council President.

Accountability: The Past President will act honestly, in good faith and in the best interests of the Council in exercising his or her function and discharging his or her duties as an Officer of the Council. The Past President is not permitted to speak on behalf of the Organisation. The Council President and Registrar are the designated spokespeople for the Council.

Contribution to the Council : The Past President is expected to support the incoming President and act as a mentor and advisor for the Board.

Time Commitment: The Past President should meet the minimum attendance requirement for the Council Meetings

Quorum : The Past President is not included in establishing quorum for any meetings of the Council.

Expense Reimbursement: The Past President will be reimbursed for reasonable expenses to participation at Board meetings in the same manner as Board Members as per the Council's Reimbursement of Professional Members.

Education: The Past President will be entitled to attend conferences and workshops, Conferences upon approval of Council President

Duration of appointment of Past President: one year from the date of appointment.

Declaration form: I hereby agree to comply with the duties and expectations as stated in the appended document.

(a) Accountability; (b) contribution to the Board; (c) Time and commitment.

Findings from Other RHPA Colleges related to the Role of Past President

In a comprehensive survey of RHPA colleges (not including the College of Registered Psychotherapists of Ontario), five colleges have a role for past president. They include:

- College of Denturists
- College of Midwives
- College of Pharmacists and Pharmacy Technicians
- College of Physicians and Surgeons
- College of Respiratory Therapists

Specific Bylaws from Other RHPA Colleges

College of Denturists of Ontario

23.02 Non-Statutory Committees

In addition to the statutory Committees required by the Code, the Council may establish and maintain any additional Committee or working groups deemed necessary for the efficient functioning of the College including an Elections Committee and a Nominating Committee. Unless Council directs otherwise, the Nominating Committee will consist of the Past President, the **Vice President** and a Public Member.

College of Midwives of Ontario

6.05 – Role of Past President Where the Council determines that the immediate Past-President of Council may serve as a member of the Executive Committee, in addition to the five (5) elected members, the immediate Past-President may serve for up to one year as an ex-officio member of the Executive Committee and shall not be entitled to vote.

6.03 – Election of Executive Committee

The members of Council shall elect five (5) members to the Executive Committee from amongst their number in the month of September each year (Schedule 1)

6.04 – Composition of Executive Committee

The Executive Committee shall be composed of three (3) members of the Council who are Members and two (2) members of the Council appointed by the Lieutenant Governor in Council.

College of Pharmacists and Pharmacy Technicians of Ontario

8.1 Composition of the Executive Committee. The Executive Committee shall be composed of:

8.1.1 the President and the Vice-President;

8.1.2 the immediate past President if he or she is a current member of the Council; and

8.1.3 the minimum number of additional members of the Council as will ensure that the Committee consists of four members of the Council who are Members and three members of the Council who are appointed by the Lieutenant Governor in Council.

College of Physicians and Surgeons of Ontario

28. (2) The council shall at each annual general meeting, (b) appoint a member of the College who is a councillor to serve on the executive committee ("Executive Member Representative"). If there is more than one nominee, the council shall determine such member by first having an election of nominees for this position, which election shall be in accordance with the procedure set out in subsection 3.1.

Committee Composition

34. (1) Unless otherwise required by law or this by-law,

(a) the council shall appoint the members of each committee and a chair of each committee;
(b) each committee shall be composed of such members of the College and others as the council may appoint;
and

(2) *[repealed: June 26, 2008]*

(3) The council and the executive committee may establish special committees, and may appoint the members to, and establish the powers and duties of, any such special committee.

Appointment of Members to Committees

35. (1) The council may appoint a member of the College to a committee only if, on the date of the appointment,

(a) the member practises medicine in Ontario or resides in Ontario;
(b) the member is not in default of payment of any prescribed fees;
(c) the member is not the subject of any disciplinary or incapacity proceeding;
(d) the member's certificate of registration has not been revoked or suspended in the six years preceding the date of the appointment; and
(e) the member's certificate of registration is not subject to a term, condition or limitation other than one prescribed by a regulation.

(2) The council may appoint a person who is not a member of the College or a councillor to a committee.

Executive Committee

39. (1) The executive committee shall be composed of,

(a) the president and the vice-president;
(b) the past president and one member of the college who is a councillor or, if the past president is unwilling or unable to serve on the executive committee, two members of the College one or both of whom are councillors;
and

(c) one or two councillors appointed to the council by the Lieutenant Governor in Council.

Committee appointments are for one years.

Council Award Selection Committee

41a. (1) The Council Award Selection Committee shall be composed of,

(a) the president and the three most immediate past presidents except for any of the three most immediate past presidents who are unable or unwilling to be on the committee; and
(b) a member of the Council who was appointed to the Council by the Lieutenant Governor in Council appointed by the Executive Committee.

(2) The past president shall be the chair of the Council Award Selection Committee if he or she is a member of the committee.

(3) The Council Award Selection Committee shall select the person or people to whom to award the Council Awards.

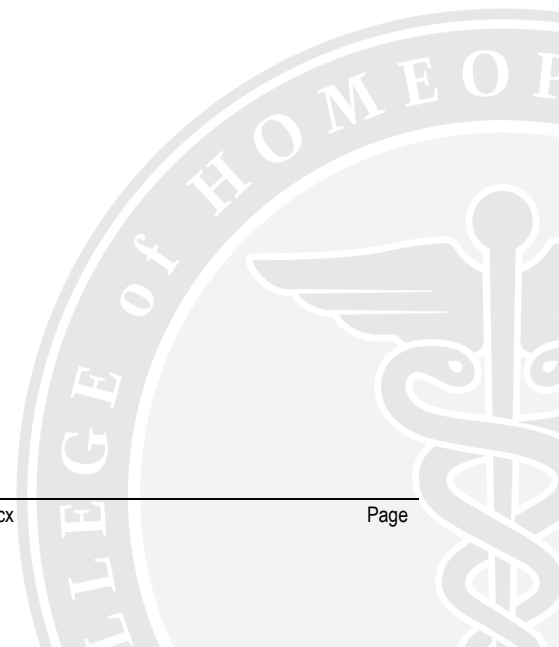
Governance Committee

44. (1) The governance committee shall be composed of,
- (a) the president, the vice-president and a past president;
 - (b) one councillor who is a member of the College and who is not a member of the executive committee; and
 - (c) two persons appointed to the Council by the Lieutenant Governor in Council who are not members of the Executive Committee.
- (2) A past president shall chair the governance committee.
- (3) The Governance Committee shall,
- (a) monitor the governance process adopted by the Council and report annually to the Council on the extent to which the governance process is being followed;
 - (b) consider and, if considered advisable, recommend to the Council changes to the governance process;
 - (c) ensure nominations for the office of president and vice-president;
 - (d) make recommendations to the Council regarding the members and chairs of committees; and
 - (e) make recommendations to the Council regarding any other officers, officials or other people acting on behalf of the College.

College of Respiratory Therapists of Ontario

20.02 The President and Vice-President of the Council shall be included in the membership of the Executive Committee.

- a) The President of the Council shall be the Chair of the Executive Committee.
- b) the Vice-President of the Council shall be the Vice-Chair of the Executive Committee.
- c) If the immediate Past President is still a Council member, but he or she is not elected to the executive Committee, he or she shall be an ex-officio member of the Executive Committee without the right to vote or be counted for a quorum.



Regulated Health Professions Act, 1991
S.O. 1991, CHAPTER 18

Consolidation Period: From May 1, 2018 to the e-Laws currency date.

Last amendment: 2017, c. 25, Sched. 9, s. 115.

By-laws

94 (1) The Council may make by-laws relating to the administrative and internal affairs of the College and, without limiting the generality of the foregoing, the Council may make by-laws,

- (a) adopting a seal for the College;
- (b) providing for the execution of documents by the College;
- (c) respecting banking and finance;
- (d) fixing the financial year of the College and providing for the audit of the accounts and transactions of the College;
- (d.1) respecting the election of Council members, including the requirements for members to be able to vote, electoral districts and election recounts;
- (d.2) respecting the qualification and terms of office of Council members who are elected;
- (d.3) prescribing conditions disqualifying elected members from sitting on the Council and governing the removal of disqualified Council members;
- (e) providing procedures for the election of the President and Vice-President of the College, the selection of the chairs of the committees, the filling of a vacancy in those offices, and setting out the duties and powers of the President, Vice-President and the chairs;
- (f) respecting the calling, holding and conducting of the Council meetings and respecting the duties of the Council's members;
- (g) respecting the calling, holding and conducting of meetings of the members;
- (g.1) providing that a meeting of the Council or of members or a meeting of a committee or of a panel that is held for any purpose other than for the conducting of a hearing may be held in any manner that allows all the persons participating to communicate with each other simultaneously and instantaneously;
- (g.2) prescribing what constitutes a conflict of interest for members of the Council or a committee and regulating or prohibiting the carrying out of the duties of those members in cases in which there is a conflict of interest;
- (h) providing for the remuneration of the members of the Council and committees other than persons appointed by the Lieutenant Governor in Council and for the payment of the expenses of the Council and committees in the conduct of their business;
- (h.1) respecting the filling of vacancies on the Council or on committees;

Note: On a day to be named by proclamation of the Lieutenant Governor, clause 94 (1) (h.1) of Schedule 2 to the Act is repealed and the following substituted: (See: 2017, c. 11, Sched. 5, s. 30 (1))

(h.1) subject to the regulations made under clauses 43 (1) (p) to (s) of the *Regulated Health Professions Act, 1991*,

- (i) respecting the filling of vacancies on the Council or on committees,
- (ii) providing for the composition of committees,
- (iii) respecting the qualification, selection, appointment and terms of office of members of committees required by subsection 10 (1) who are not members of the Council,
- (iv) prescribing conditions that disqualify committee members from sitting on committees required under subsection 10 (1) and governing the removal of disqualified committee members;

(h.2) providing for the composition of committees;

Note: On a day to be named by proclamation of the Lieutenant Governor, clause 94 (1) (h.2) of Schedule 2 to the Act is repealed. (See: 2017, c. 11, Sched. 5, s. 30 (1))

(h.3) respecting the qualification, selection, appointment and terms of office of members of committees required by subsection 10 (1) who are not members of the Council;

Note: On a day to be named by proclamation of the Lieutenant Governor, clause 94 (1) (h.3) of Schedule 2 to the Act is repealed. (See: 2017, c. 11, Sched. 5, s. 30 (1))

(h.4) prescribing conditions disqualifying committee members from sitting on committees required under subsection 10 (1) and governing the removal of disqualified committee members;

Note: On a day to be named by proclamation of the Lieutenant Governor, clause 94 (1) (h.4) of Schedule 2 to the Act is repealed. (See: 2017, c. 11, Sched. 5, s. 30 (1))

- (i) providing for the appointment, powers and duties of committees other than the committees required by subsection 10 (1);
- (j) delegating to the Executive Committee powers and duties of the Council, other than the power to make, amend or revoke regulations and by-laws;
- (k) providing for a code of ethics for the members;
- (l) providing for the appointment of inspectors for the purposes of regulations made under clause 95 (1) (h);
 - (l.1) respecting the maintenance of the register kept by the Registrar and providing for the issuing of certificates when information contained in the register is made available to the public under section 23;
 - (l.2) specifying information as information to be kept in the register for the purposes of paragraph 20 of subsection 23 (2), designating information kept in the register as public for the purposes of subsection 23 (5), and designating information kept in the register as public for the purposes of subsection 23 (5) that may be withheld from the public for the purposes of subsection 23 (6);
 - (l.3) requiring members to give the College their home addresses and such other information as may be specified in the by-law about themselves and the places they practise the profession, the services they provide there, their participation in continuing education programs and the names, business addresses,

telephone numbers and facsimile numbers of their associates, partners, employers and employees and prescribing the form and manner in which the information shall be given;

- (l.4) respecting the duties and office of the Registrar;
- (m) providing procedures for the making, amending and revoking of by-laws;
- (n) prescribing forms and providing for their use;
- (o) respecting the management of the property of the College;
- (p) authorizing the College to make arrangements for the indemnity of members against professional liability and providing levies to be paid by members;
- (q) respecting membership of the College in a national organization of bodies with similar functions, the payment of annual assessments and representation at meetings;
- (r) authorizing the making of grants to advance scientific knowledge or the education of persons wishing to practise the profession, to maintain or improve the standards of practice of the profession or to provide public information about, and encourage interest in, the past and present role of the profession in society;
- (s) requiring members to pay annual fees, fees upon application for a certificate and upon registration and fees for examinations, appeals from examinations, election recounts and continuing education programs and for anything the Registrar or a committee of the College is required or authorized to do and requiring members to pay penalties for the late payment of any fee;
- (t) specifying the amount of any fee or penalty required under clause (s);
 - (t.1) prescribing the form and manner in which a health profession corporation shall notify the Registrar of a change in the shareholders of the corporation and the time period for doing so;
 - (t.2) requiring the payment of fees upon application for a certificate of authorization and for the issue or renewal of a certificate of authorization and specifying the amount of such fees;
- (u) requiring persons to pay fees, set by the Registrar or by by-law, for anything the Registrar is required or authorized to do;
- (v) requiring members to pay specified amounts to pay for the program required under section 85.7, including amounts that are different for different members or classes of members and including amounts,
 - (i) that are specified in the by-law,
 - (ii) that are calculated according to a method set out in the by-law, or
 - (iii) that are determined by a person specified in the by-law;
- (w) requiring members to participate in an arrangement set up by the College in which members pay a person such amounts as may be determined by the person for the members or for classes of members and the person pays amounts to the College to pay for the program required under section 85.7;

- (x) authorizing the Patient Relations Committee to require therapists and counsellors who are providing therapy or counselling that is funded through the program required under section 85.7 and persons who are receiving such therapy or counselling, to provide a written statement, signed in each case by the therapist or counsellor and by the person, containing details of the therapist's or counsellor's training and experience, and confirming that therapy or counselling is being provided and that the funds received are being devoted only to that purpose;
- (y) requiring members to have professional liability insurance that satisfies the requirements specified in the by-laws or to belong to a specified association that provides protection against professional liability and requiring members to give proof of the insurance or membership to the Registrar in the manner set out in the by-laws;
- (z) respecting the designation of life or honorary members of the College and prescribing their rights and privileges;
- (z.1) exempting any member or class of member from a by-law made under this section;
- (z.2) specifying or setting out anything that is required to be specified or set out under this subsection. 1991, c. 18, Sched. 2, s. 94 (1); 1998, c. 18, Sched. G, s. 22 (1-4); 2000, c. 42, Sched., s. 40; 2007, c. 10, Sched. M, s. 73 (1, 2); 2017, c. 11, Sched. 5, s. 30 (2).

Circulation of certain by-laws

(2) A by-law shall not be made under clause (1) (l.2), (l.3), (s), (t), (v), (w) or (y) unless the proposed by-law is circulated to every member at least 60 days before it is approved by the Council. 1998, c. 18, Sched. G, s. 22 (5).

Exception

(2.1) Despite subsection (2), the Council may, with the approval of the Minister, exempt a by-law from the requirement that it be circulated or abridge the 60-day period referred to in subsection (2) to such lesser period as the Minister may determine. 1998, c. 18, Sched. G, s. 22 (5).

Copies of by-laws, etc.

(3) A copy of the by-laws and standards of practice made by the Council, and any documents that are referred to in the by-laws and regulations made by the Council shall be given to the Minister and to each member and shall be made available to the public during normal business hours in the office of the College. 2007, c. 10, Sched. M, s. 73 (3).

Public copies

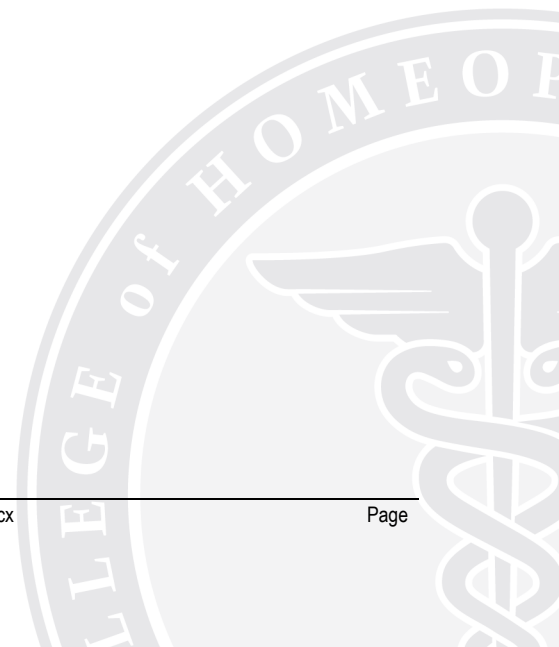
(3.1) Any person is entitled to a copy of any by-law, standard of practice or other document mentioned in subsection (3) on the payment of a reasonable fee, if required, to the Registrar. 2007, c. 10, Sched. M, s. 73 (3).

Unanimous by-laws, etc.

(4) A by-law or resolution signed by all the members of the Council is as valid and effective as if passed at a meeting of the Council called, constituted and held for the purpose. 1991, c. 18, Sched. 2, s. 94 (4).

Application

(5) Subsections (3) and (4) apply to by-laws made under this section or under a health profession Act. 1998, c. 18, Sched. G, s. 22 (6).





Memo

College of Homeopaths of Ontario

To: Council Members
From: Basil Ziv
CC: J Blanchard, K Harvey
Date: November 14, 2018
Re: Call for Nominations for Treasurer – Term November 28, 2018 to June 2019

Comments: Please find attached a nomination form for the newly approved position of Treasurer. Included with this document are the required forms and information on the nomination/selection process.

At this time, no additional training is available for the treasurer position. As such it is important that those interested carefully review the job description provided and consider if you have the knowledge, skill and judgment to serve in a financial advisory role. Prior experience in financial management roles is necessary to successfully serve in this capacity, and knowledge of auditing would be an advantage.

This position will suit you well if you have a good understanding of not-for-profit organizations and knowledge of:

- all aspects of financial management,
- current legislated compliance and reporting requirements,
- standard financial policies and processes with a focus to minimize financial risk,
- financial planning, budgeting and goal setting, and
- bylaw interpretation and the regulatory and statutory obligations of the College.

If you find this position to be a good fit for your skillset, I welcome receiving your nomination by 5:00 p.m. on November 27, 2018.

If you have questions about the position of Treasurer or the election process, please feel free to contact me directly at 416-862-4783 or basil.ziv@collegeofhomeopaths.on.ca

College of Homeopaths of Ontario

163 Queen Street East, Toronto, ON M5A 1S1

Telephone: 416-862-4780, Toll Free at 1-844-862-4780

CHO Bylaw

6. ELECTION OF OFFICERS

6.02 - Election Procedure

At the first regular Council meeting after the elections for Council Members, Council shall elect by secret ballot from among those members of Council eligible for election, the President, Vice-President, Treasurer and, with the exception of the Past-President, any other officer positions, in accordance with this by-law and the "Process for Election of Officers" set out in Schedule 1.

6.06 – Filling Vacancies (Treasurer)

In the event that the Treasurer is removed from office, resigns or dies or the position of Treasurer becomes vacant for any reason, Council shall elect a new Treasurer to hold office for the remainder of the term.

Schedule 1 to the CHO Bylaws – Process for Election of Officers

The elections shall be supervised by the Registrar. The Registrar may be assisted by scrutineers.

Before the first regular meeting of the newly elected Council each year or any other Council meeting designated for the purpose by Council resolution, the Registrar shall send an invitation to all Council Members requesting any person wishing to stand for election to the offices of the President, Vice-President Treasurer and Executive Committee member to indicate so, in writing, to the Registrar.

A Member's written intent must be supported by the signatures of two other Council Members and be returned to the Registrar no later than 5:00 p.m. on the day before the meeting of Council when the election of officers shall take place.

At the meeting of Council when the election of officers shall take place, the Registrar shall present the names of eligible candidates who have indicated their interest for the position of President.

Where there is only one nominee for a position, that person shall be elected by acclamation. In the event that there is more than one candidate for the office, the voting shall be conducted by ballot, with the result being tabulated and then recorded and reported by the Registrar. Where there are insufficient nominations for a position, nominations can be made from the floor.

Before the vote, candidates shall be given the opportunity to speak briefly (order to be determined by lot). The election of a candidate shall be confirmed by a majority vote of those present and voting. Where no candidate receives a majority vote, the candidate receiving the fewest votes shall be disqualified and the Council shall, by ballot, vote on the remaining candidates until one candidate receives a majority vote.

In the event of a tie, a second ballot shall take place. Candidates shall have an opportunity to speak briefly before the vote. If the second ballot also results in a tie, the winning candidate shall be determined by lot.

The results of each election shall be tabulated and reported by the Registrar, with the number of votes accorded to each candidate to remain confidential.

Once the President is elected, the Vice-President shall be elected in a similar manner. Once the Vice-President has been elected, the remaining Executive Committee positions shall be filled in a similar manner ensuring that there are an appropriate number of Registrants and Public Members.

Once the election is completed, the Registrar shall call for a motion to destroy the ballots. The elected members of the Executive Committee may then speak briefly.



Invitation to All Members of the Council of the College of Homeopaths of Ontario

RELEASE DATE: November 14, 2018

This letter is an invitation to all Council members of the College of Homeopaths of Ontario requesting persons wishing to stand for election to the office of **Treasurer** (1 position) to indicate their intent in writing to the Registrar no later than **Tuesday, November 27, 2018, 5:00 p.m.** The election will take place on **Wednesday, November 28, 2018.**

Please note that a member's written intent must be supported by the signatures of **two** other Council Members.

Name of candidate to stand for election for **Treasurer** for the term of November 28, 2018 to June 2019:

Signature of candidate

Print Name of candidate

1. Council member who supports the candidate whose name is listed above for the position of Treasurer

Signature of supporting member of Council

Print name of supporting member of Council

2. Council member who supports the candidate whose name is listed above for the position of Treasurer

Signature of supporting member of Council

Print name of supporting member of Council

JOB DESCRIPTION

Treasurer (Council Position)

Reports to: President / Council

Term of Office: Approximately One Year

Approved by Council: September 26, 2018

Overview:

The Treasurer of the College has an advisory role over all aspects of financial management. In conjunction with the Registrar, the Treasurer ensures fulfillment of the College's financial goals and the effective management of its financial affairs to ensure the organization's ongoing solvency. The Treasurer has an advisory role in ensuring compliance with the College's legal requirements, financial policies and Council's direction, and identifies requirements for new policies and processes in order to minimize financial risk. In addition, the Treasurer acts as an advisor regarding financial planning and reporting, and provides financial knowledge and expertise to the Registrar, Executive Committee and Council as required.

Major Responsibilities:

According to Bylaw 7.04 the Treasurer shall:

- serve on the Executive Committee;
- perform those duties assigned to the Treasurer in the bylaws; and
- perform all duties and responsibilities pertaining to his or her office and such other duties and responsibilities as may be decided by Council.

The activities below expand upon the Bylaws.

- Gains a sufficient level of understanding of the College's finances, policy, bylaws, and is knowledgeable about the regulatory and statutory obligations of the College.
- Develops an appropriate working relationship with the Registrar and provides counsel and support on financial matters.
- Works with Executive Committee and Registrar to establish, monitor, and execute financial goals, policies.
- Ensures that appropriate accounting controls are in place and monitored on a regular basis.
- As may be required, provides advice to College management in the development of the annual budget to allocate costs and expenses in a fiscally responsible manner.
- Is the spokesperson within the College and ensures that Council is informed and understands the rationale for financial decisions made in the fulfillment of its mandate.
- Is responsible for reviewing the annual budget to support the College's objects, short term needs, strategic directives and mission.
- Is responsible for regularly monitoring actual revenues and expenses against the annual budget and reporting any concerns to Council including any financial implications on the College's strategic and operational plans.
- Keeps the Executive Committee and Council apprised of key financial events, trends, and concerns, and his/her assessment of the organization's fiscal health.
- Answers questions to ensure Executive Committee and Council members have the appropriate information to understand the matters at hand and to make informed financial decisions.

Principal Interfaces

Internal: Registrar – on issues related to the financial health of the College
 President – on issues related to the financial health of the College
 Executive Committee members – at meetings
 Members of Council – at meetings of Council

External: Auditor if required

Desirable Behavioural Competencies – Treasurer

Key behavioural competencies that are essential for successfully performing this role:

Continuous Learning – Involves taking actions to improve personal capability, and includes the ability to quickly understand and apply information, concepts, and strategies. Demonstrates an interest in continuous personal learning.

Creativity – Is generating new solutions, developing creative approaches and implementing new approaches that lead to improved performance. It requires the ability to anticipate and lead change that contributes to organizational success.

Effective Communication – Is being willing and able to see things from another person’s perspective. Demonstrates the ability for accurate insight into other people’s/group’s behaviour and motivation, and responds appropriately. It is the ability to accurately listen, understand, and respond effectively with individuals and groups.

Leadership – Is the ability to take a role as leader of the Council or Committee. Creates strong morale and spirit in his/her team. Shares wins and successes. It includes demonstrating a positive attitude, energy, resilience, stamina and the courage to take risks. Integrity is recognized as a basic trait required.

Planning & Initiative – Recognizes and acts upon present opportunities or addresses problems. Displays effective use of time management skills. Is able to plan and organize workflow and meetings in an efficient manner to address the opportunity or problem.

Relationship Building – Is working to build or maintain ethical relationships or networks of contacts with people who are important in achieving College-related goals and the College mission.

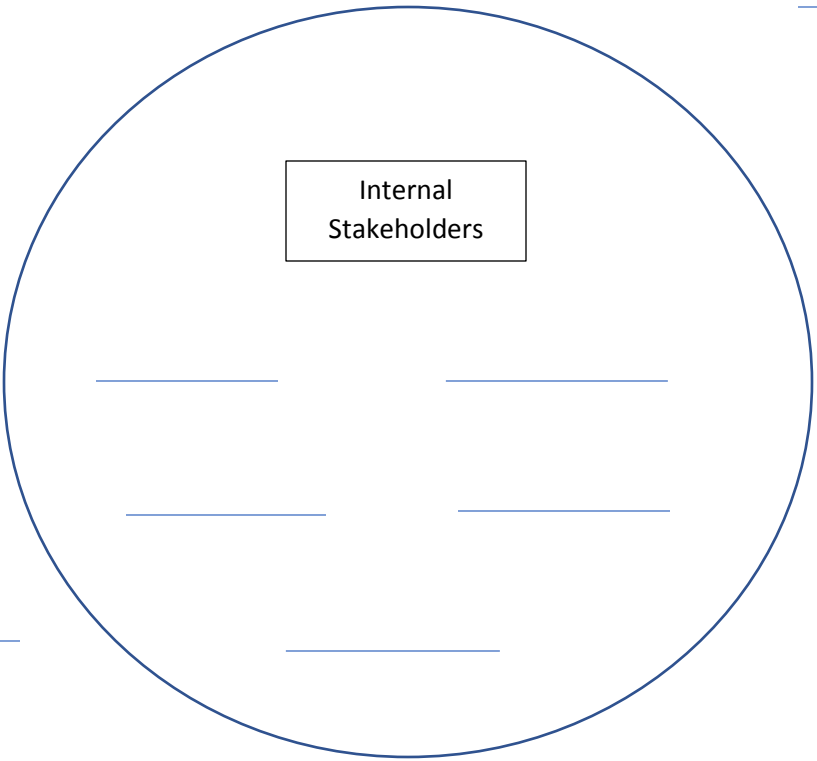
Results Oriented – Makes specific changes in own work methods or systems to improve performance beyond agreed standards (i.e., does something faster, at lower cost, more efficiently; improves quality; stakeholder satisfaction; revenues; etc.).

Stakeholder Focused – Desires to help or serve others, meets the organization’s goals and objectives. It means focusing one’s efforts on building relationships, and discovering and meeting the stakeholders’ needs. Partnerships between internal colleagues within the College are essential to meet external stakeholder’s needs.

Strategic Thinking – Understands the implications of decisions and strives to improve organizational performance. It requires an awareness of organizational issues, policy, procedures, and outcomes as they impact key stakeholders and the organization’s strategic direction.

Teamwork – Demonstrates cooperation within and beyond the College. Is actively involved and “rolls up sleeves”. Supports group decisions, even when different from one’s own stated point of view. Is a “good team player”, does his/her share of work. Compromises and applies rules flexibly, and adapts tactics to situations or to others’ response. Can accept set-backs and change own immediate behaviour or approach to suit the situation. Is candid about opinions and raises justified concerns.

External Stakeholders



Strengths Worksheet

Strengths are resources or capabilities that help an organization accomplish its mandates or mission.

Strength	Description	Options for Preserving or Enhancing Each Strength
<p>Example:</p> <ul style="list-style-type: none"> • Competent Council members 	<ul style="list-style-type: none"> • Council members are well trained and experienced 	<ul style="list-style-type: none"> • Continue to promote CPD for Council members • Implement effective performance management system

Weaknesses Worksheet

Weaknesses are deficiencies in resources or capabilities that hinder an organization’s ability to meet its mandates, fulfill its mission and create public value.

Weakness	Description	Options for Minimizing or Overcoming Weakness
<p>Example:</p> <ul style="list-style-type: none"> • Lack of clear, functional mission statement 	<ul style="list-style-type: none"> • We don’t have a clear mission statement. 	<ul style="list-style-type: none"> • Review mandates and current mission statement. • Define a contemporary mission statement, involve appropriate stakeholders.

Opportunities Worksheet

Opportunities are factors or situations that the organization can take advantage of to better fulfill its mission, meet its mandates or create public value.

Opportunity	Description	Options for Taking Advantage of the Opportunity
<p>Example:</p> <ul style="list-style-type: none">• Ministry initiative for performance measurement	<ul style="list-style-type: none">• Develop performance measurement framework	<ul style="list-style-type: none">• Explore ways that the performance measurement framework can be implemented based off of the work of the Ministry.

Challenges/Threats Worksheet

Challenges are factors or situations that can affect your organization in a negative way, making it harder to fulfill the mission, meet mandates or create public value.

Challenge/Threat	Description	Options for Overcoming the Challenge/Threat
<p>Example:</p> <ul style="list-style-type: none">• Unregistered practitioners	<ul style="list-style-type: none">• Practitioners that are not using the title but are practising the profession without being registered with the College.	<ul style="list-style-type: none">• Discuss options with the Ministry