



The College of Naturopaths of Ontario

**Council Meeting  
January 27, 2021**

**Teleconference  
APPROVED MINUTES**

<b>Council</b>	
<b>Present</b>	<b>Regrets</b>
Ms. Asifa Baig (3:3) *	Dr. Tara Gignac, ND (3:4)
Dr. Kim Bretz, ND (4:4)	
Dr. Shelley Burns, ND (4:4)	
Mr. Dean Catherwood (4:4)	
Mr. Brook Dyson (1:1)	
Ms. Lisa Fenton (4:4)	
Dr. Brenda Lessard-Rhead, ND (Inactive) (4:4)	
Dr. Danielle O'Connor, ND (4:4)	
Ms. Sarah Griffiths-Savolaine (2:2)	
Dr. Jacob Scheer, ND (4:4)	
Dr. Jordan Sokoloski, ND (4:4)	
Dr. George Tardik, ND (4:4)	
<b>Staff Support</b>	
Mr. Andrew Parr, CAE, CEO	
Ms. Erica Laugalys, Director, Registration & Examinations	
Mr. Jeremy Quesnelle, Deputy CEO	
Ms. Monika Zingaro, Administrative Assistant Operations	
<b>Guests</b>	
Ms. Rebecca Durcan, Legal Counsel	

\*Attended between 9:00 a.m. – 10:30 a.m.

### 1. Call to Order and Welcome

The Chair, Dr. Kim Bretz, ND, called the meeting to order at 9:05 a.m. She welcomed everyone to the meeting and recognized new Public member Mr. Brook Dyson. The Chair also noted that the meeting was being live streamed via YouTube to the College's website. As a result, any observers were directed to that feed as opposed to logging into the Zoom meeting.

### 2. Consent Agenda

#### 2.01 Review of Consent Agenda

The Consent Agenda was circulated to members of Council in advance of the meeting. The Chair asked if there were any items to move to the main agenda for discussion. There were none.

MOTION:	To approve the Consent Agenda as presented.
MOVED:	Brenda Lessard-Rhead
SECOND:	George Tardik
CARRIED.	

### 3. Main Agenda

#### 3.01 Review of the Main Agenda

A draft of the Main Agenda, along with the documentation in support of the meeting had been circulated in advance of the meeting. The Chair asked if there were any items to be added to the agenda. There were none.

MOTION:	To approve the Main Agenda as presented.
MOVED:	Danielle O'Connor
SECOND:	Sarah Griffiths-Savolaine
CARRIED.	

#### 3.02 Declarations of Conflicts of Interest

The Chair reminded the Council members of the updated Declarations of Conflict-of-Interest process. A summary of the Annual Conflict of Interest Questionnaires completed by Council members has been included to increase transparency and accountability initiatives, and to align with the College Performance Measure Framework launched by the Ministry of Health. An error with respect to the listing of Ms. Sarah Griffiths-Savolaine was noted and would be corrected for the next meeting.

### 4. Monitoring Reports

#### 4.01 Report of the Council Chair

The Report of the Council Chair was circulated in advance of the meeting. The Chair reviewed the report briefly with Council. She welcomed and responded to questions from the Council.

MOTION:	To accept the Report of the Council Chair as presented.
MOVED:	Jacob Scheer

SECOND:	Lisa Fenton
CARRIED.	

#### **4.02 Report on Operations from the CEO**

The Report on Operations from the CEO was circulated in advance of the meeting. Mr. Andrew Parr, CEO, identified misspellings of Ms. Sarah Griffiths-Savolaine's name in the report and apologized. He also highlighted several activities underway and responded to questions that arose during the discussion that followed.

MOTION:	To accept the Report on Operations from the CEO as presented.
MOVED:	Shelley Burns
SECOND:	Brenda Lessard-Rhead
CARRIED.	

### **5. Council Governance Policy Confirmation**

#### **5.01 Review/Issues Arising**

##### **5.01(i) Detailed Review – Governance Process Policies**

Council members were asked if they had any questions or matters to note with respect to the Governance Process policies based on the reports received. No issues were noted at this time.

##### **5.01(ii) Executive Limitations Policies**

Council members were asked if they had any questions or matters to note with respect to the Executive Limitations policies based on the reports received. No issues were noted at this time.

##### **5.01(iii) Ends Policies**

Council members were asked if they had any questions or matters to note with respect to the Ends policies based on the reports received. No issues were noted at this time.

#### **5.02 Detailed Review (as per GP08) – Council-Registrar Linkage Policies**

Council members were asked if there were any Council members who wished to discuss the Council-Registrar Linkage Policies. Dr. Jordan Sokoloski, ND, provided a brief overview of the amendments being presented and responded to any questions that arose during the discussion. A detailed review of the proposed amendments to the policies and Council's acceptance will take place during Agenda Item 6.04.

### **6. Business**

#### **6.01 Proposed by-law Changes**

A briefing note highlighting the proposed amendments to the College's by-laws and corresponding document were circulated to the members of the Council in advance of the meeting. Mr. Parr advised the Council that during the consultation of the by-laws no feedback or concerns were received from the College's Stakeholders or Registrants.

Mr. Parr also briefed the Council on issues that have arisen in an analysis of the by-law changes when compared to panel requirements set out in the Code. He was therefore recommending some further changes to the composition requirements set out in section 13 of the by-laws to meet these requirements.

Finally, Mr. Parr identified an issue relating to the Quality Assurance Committee which, although it does not meet in panels and although the Code has no panel composition requirements, such requirements are set out in the Quality Assurance Regulation made under the *Naturopathy Act, 2007*. After a discussion, the consensus of the Council was that the requirements set out in the regulation should also be incorporated into the by-laws.

MOTION:	To approve the proposed by-laws changes as presented.
MOVED:	Jordan Sokoloski
SECOND:	Danielle O'Connor
CARRIED.	

MOTION:	To further amend paragraph (i) of sections 13.02, 13.03, 13.05 of the by-laws to read "at least one Council member who is a Public member and any number of additional Council members".
MOVED:	Brenda Lessard-Rhead
SECOND:	Asifa Baig
CARRIED.	

MOTION:	To further amend paragraph (i) of section 13.06 of the by-laws to read "at least one Council members who is a Public member and at least one Registrant who is a Council member".
MOVED:	Shelley Burns
SECOND:	Jacob Scheer
CARRIED.	

MOTION:	To further amend paragraph (i) of section 13.04 of the by-laws to read "at least two Council members who are Public members and at least one Registrant who is a Council member".
MOVED:	Lisa Fenton
SECOND:	Brenda Lessard-Rhead
CARRIED.	

## 6.02 Executive Committee Vacancies

The Chair informed the Council members that due to the Minister's decision not to re-appoint Mr. Barry Sullivan and Ms. Dianne Delany to the Council, the Executive Committee does not currently have a Council Vice-Chair and the Executive Committee is also missing an Officer-

at-Large (Public member). However, the Committee remains properly constituted with the three remaining members, and the Committee's role moving forward has been reduced to meeting at the call of Chair for urgent matters.

Therefore, the Council may wish to leave the two vacancies unfilled until the election in May 2021 or hold an election during the March 2021 meeting. The Chair reviewed the various challenges in moving forward and the timeframe until the next regular election of the Executive Committee.

After a discussion, the consensus of the Council was to proceed to hold a supplemental election for the Executive Committee vacancies at the March Council meeting.

MOTION:	To hold an election at the March 2021 Council meeting to elect a Council Vice-Chair and/or Officer-at-Large (Public member) to the Executive Committee of the Council of the College.
MOVED:	Brenda Lessard-Rhead
SECOND:	Sarah Griffiths-Savolaine
CARRIED.	

### **6.03 Public Member, Public Representatives and CEO Performance Review Panel Appointments**

The Chair reviewed in detail the briefing note distributed to Council in advance of the meeting and highlighted seven recommendations set out in the briefing note for Council to consider. The Chair responded to any questions or concerns that arose during the discussion that followed.

It was noted that the Vice-Chair position, in association with the CEO Performance Review Panel, will be filled after the election in March.

MOTION:	To amend the composition requirements set out in the Terms of Reference of the Governance Policy Review Committee to read as "any number of Registrants who are not Council members". The Governance Policy Review Committee shall be appointed by the Council and shall be comprised of at least two (2) but as many members as the Council deems appropriate, including: (i) One (1) or more Council members. (ii) Any number of Registrants who are not Council members. (iii) Any number of Public Representatives as defined in the by-laws.
MOVED:	Brenda Lessard-Rhead
SECOND:	Shelley Burns
CARRIED.	

MOTION:	To appoint Public member Mr. Brook Dyson to the Discipline Committee and the Fitness-to-Practise Committee.
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MOVED:	Jacob Scheer
SECOND:	George Tardik
CARRIED.	

MOTION:	To appoint Mr. Barry Sullivan as a Public Representative to the Quality Assurance Committee (as Chair), the Governance Policy Review Committee (as Chair), and to the Inquiries, Complaints and Reports Committee.
MOVED:	Sarah Griffiths-Savolaine
SECOND:	Jordan Sokoloski
CARRIED.	

MOTION:	To appoint Ms. Dianne Delany as a Public Representative to the Governance Committee, the Examination Appeals Committee, the Discipline Committee and the Fitness-to-Practise Committee.
MOVED:	Shelley Burns
SECOND:	Jacob Scheer
CARRIED.	

MOTION:	To appoint Dr. Rick Olazabal, ND, as a Registrant to the Examination Appeals Committee.
MOVED:	Brenda Lessard-Rhead
SECOND:	Danielle O'Connor
CARRIED.	

MOTION:	To appoint the Council Chair, Dr. Kim Bretz, ND, Dr. Brenda Lessard-Rhead, ND (Inactive), and Ms. Sarah Griffiths-Savolaine, to the CEO Performance Review Panel.
MOVED:	Jacob Scheer
SECOND:	Shelley Burns
CARRIED.	

MOTION:	To appoint Mr. Dean Catherwood to the Quality Assurance Committee as a Public member.
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MOVED:	Brenda Lessard-Rhead
SECOND:	Lisa Fenton
CARRIED.	

#### 6.04 Council Governance Policy Changes

A briefing note highlighting the proposed amendments to the Council Registrar Linkage policies, Governance policies GP04, GP06 and GP08, Committee Terms of Reference, and the corresponding documents were circulated to the members of the Council in advance of the meeting. Dr. Jordan Sokoloski, ND, provided a detailed review of the amendments and responded to any questions or concerns that arose during the discussion that followed.

Mr. Parr also reviewed some additional changes to the Terms of Reference based on the earlier discussions surrounding the Quality Assurance Committee composition, to require at least one Public member and at least one Registrant who is on the Council. Mr. Parr also identified a typographical error in the Audit Committee Terms of Reference.

MOTION:	To approve the proposed amendments to the Council Registrar Linkage policies as presented.
MOVED:	Danielle O'Connor
SECOND:	Shelley Burns
CARRIED.	

MOTION:	To approve the proposed amendments to GP04, GP06 and GP08 as presented.
MOVED:	Sarah Griffiths-Savolaine
SECOND:	Jacob Scheer
CARRIED.	

MOTION:	To approve the proposed amendments to the Committee Terms of Reference as amended.
MOVED:	Shelley Burns
SECOND:	Dean Catherwood
CARRIED.	

MOTION:	That the Council authorizes the Chief Executive Officer, subject to review and approval of the Governance Policy Review Committee, to amend all governance policies to reflect the changes in terminology set out in the by-laws, including changes to make all language gender neutral and to make such housekeeping
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	changes to ensure that the wording is grammatically correct and understood and to correct any other grammatical and typographical errors that might be identified.
MOVED:	Brenda Lessard-Rhead
SECOND:	George Tardik
CARRIED.	

### **6.05 Amended Ontario Biomedical Exam Blueprints**

A briefing note highlighting the proposed amendments to the Ontario Biomedical Exam Blueprints and the corresponding documents were circulated to the members of the Council in advance of the meeting. Dr. Danielle O'Connor, ND, provided a detailed review of the changes and responded to any questions or concerns that arose during the discussion that followed.

MOTION:	To approve the proposed amendments to the Ontario Biomedical Exam Blueprints as presented.
MOVED:	Lisa Fenton
SECOND:	Jordan Sokoloski
CARRIED.	

### **6.06 Amended PLAR Program Policy**

A briefing note highlighting the proposed amendments to the PLAR Program Policy and the corresponding documents were circulated to the members of the Council in advance of the meeting. Dr. Danielle O'Connor, ND, provided a detailed review of the changes and responded to any questions or concerns that arose during the discussion that followed.

MOTION:	To approve the proposed amendments to the PLAR Program Policy as presented.
MOVED:	Lisa Fenton
SECOND:	George Tardik
CARRIED.	

### **6.07 Amended PLAR Appeals Policy**

A briefing note highlighting the proposed amendments to the PLAR Appeals Policy and the corresponding documents were circulated to the members of the Council in advance of the meeting. Dr. Danielle O'Connor, ND, provided a detailed review of the changes and responded to any questions or concerns that arose during the discussion that followed.

MOTION:	To approve the proposed amendments to the PLAR Appeals Policy as presented.
MOVED:	Jacob Scheer
SECOND:	Brenda Lessard-Rhead



CARRIED.	
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**6.08 Amended Language Proficiency Policy**

A briefing note highlighting the proposed amendments to the Language Proficiency Policy and the corresponding documents were circulated to the members of the Council in advance of the meeting. Dr. Danielle O'Connor, ND, provided a detailed review of the changes and responded to any questions or concerns that arose during the discussion that followed.

MOTION:	To approve the proposed amendments to the Language Proficiency Policy as presented.
MOVED:	Brenda Lessard-Rhead
SECOND:	George Tardik
CARRIED.	

**6.09 College Performance Measure Framework Briefing**

A briefing note highlighting the newly developed Framework and the corresponding documents were circulated to the members of the Council in advance of the meeting. Mr. Parr provided the Council with information of how the new reporting framework for health regulatory Colleges from the Ministry of Health will enable all Colleges to report on the same performance measures, while also indicating areas for improvement and how the public's interest is being protected.

This report will be presented to Council during their March meeting for approval before submission to the Ministry.

**6.10 Review of Existing College Reporting Frameworks**

A briefing note highlighting all of the current College reports Council receives throughout the year and the corresponding documents were circulated to the members of the Council in advance of the meeting. Mr. Parr explained in detail the information presented within each report and responded to any questions or concerns that arose during the discussion that followed.

Going forward, the Council agreed to receive the CEO's Report on the Operational Plan twice a year, once half-way through the fiscal year and then at the end of the fiscal year. In addition, the revised CEO's Report on Operations, following the briefing note's Appendix 2 parameters, will be provided at each Council meeting throughout the year.

MOTION:	That the CEO's Report on Operations be revised to report on the parameters as set out in Appendix 2 of the briefing note as presented.
MOVED:	Brenda Lessard-Rhead
SECOND:	George Tardik
CARRIED.	

MOTION:	That the Report on the Implementation of the Governance Plan be eliminated.
MOVED:	George Tardik
SECOND:	Sarah Griffiths-Savolaine
CARRIED.	

### 6.11 Registration Fees – Fiscal Year 2021-22

A briefing note highlighting the College’s proposed draft Capital and Operating Budgets, and Registration fee information and the corresponding documents were circulated to the members of the Council in advance of the meeting. Mr. Parr explained in detail the information presented within the briefing note, including the request for approval to waive the \$153 fee to enroll in the College’s Payment Plan and the initial 35% payment of total fees to be paid. However, it was noted that if a Registrant should miss a payment, they will be required to pay their remaining balance in full within 30 days, if they do not comply, the Registrant may be suspended. Mr. Parr also explained the possibility of reducing the Registration Fee for fiscal year 2021-22 and responded to any questions or concerns that arose during the discussions that followed.

MOTION:	That the CEO be authorized to waive the annual indexing of Registration fees as required under section 18.04 of the by-laws.
MOVED:	Dean Catherwood
SECOND:	Jordan Sokoloski
CARRIED.	

MOTION:	That the CEO be authorized to implement the payment plan without applying paragraphs (i) and (iv) of section 18.08 of the by-laws.
MOVED:	Danielle O’Connor
SECOND:	Jacob Scheer
CARRIED.	

MOTION:	That there will not be a Registration fee reduction for the 2021-22 fiscal year.
MOVED	Jacob Scheer
SECOND	George Tardik
CARRIED	

## 7. Business Arising from the Governance Review

### 7.01 Report on the Governance Implementation Plan - #2

Mr. Parr informed the members of Council that out of the 40 recommendations created through the Governance Review and indicated within the Implementation Plan, 45% have been completed, 50% are on-going to-date and 5% have not been started. Furthermore, he

highlighted major accomplishments thus far and responded to any questions that arose during the discussion and reminded everyone that this report will no longer be provided at each Council meeting.

MOTION:	To accept Report #2 on the Governance Implementation Plan.
MOVED:	Brenda Lessard-Rhead
SECOND:	George Tardik
CARRIED.	

## **8. In-camera Session (Pursuant to paragraph (d) of section 7(2) of the HPPC)**

### **8.01 Motion to Begin In-camera Session**

The Chair called the meeting to move to an in-camera session at 3:14 p.m.

MOTION:	To move to an in-camera session pursuant to paragraph (d) of section 7(2) of the Health Professions Procedural Code as the Council will be discussing personnel matters.
MOVED:	Brenda Lessard-Rhead
SECOND:	Sarah Griffiths-Savolaine
CARRIED.	

## **9. Other Business**

The Chair asked if there was any other business to be brought before the meeting ended. There was none.

## **10. Next Meeting**

The Chair noted for the Council that the next regularly scheduled meeting is set for March 31, 2021.

## **11. Adjournment**

### **11.01 Motion to Adjourn**

The Chair asked for a motion to adjourn the meeting. The meeting adjourned at 3:27 p.m.

MOTION:	To adjourn the meeting.
MOVED:	George Tardik
SECOND:	Jacob Scheer

Recorded by: Monika Zingaro  
Administrative Assistant, Operations  
January 27, 2021

Approved: March 31, 2021