



The College of Naturopaths of Ontario

**Council Meeting
March 31, 2021**

**Teleconference
APPROVED MINUTES**

Council	
Present	Regrets
Dr. Kim Bretz, ND (5:5)	Ms. Asifa Baig (3:4)
Dr. Shelley Burns, ND (5:5)	
Mr. Dean Catherwood (5:5)	
Mr. Brook Dyson (2:2)	
Ms. Lisa Fenton (5:5)	
Dr. Tara Gignac, ND (4:5)	
Dr. Brenda Lessard-Rhead, ND (Inactive) (5:5)	
Dr. Danielle O'Connor, ND (5:5)	
Ms. Sarah Griffiths-Savolaine (3:3)	
Dr. Jacob Scheer, ND (5:5)	
Dr. Jordan Sokoloski, ND (5:5)	
Dr. George Tardik, ND (5:5)	
Staff Support	
Mr. Andrew Parr, CAE, CEO	
Ms. Erica Laugalys, Director, Registration & Examinations	
Mr. Jeremy Quesnelle, Deputy CEO	
Ms. Monika Zingaro, Administrative Assistant Operations	
Guests	
Ms. Rebecca Durcan, Legal Counsel	

Dr. Jennifer Lococo, ND, Council member elect, District 4	
Ms. Sandi Verrecchia, President, Satori Consulting	

1. Call to Order and Welcome

The Chair, Dr. Kim Bretz, ND, called the meeting to order at 9:00 a.m. She welcomed everyone to the meeting and recognized newly re-elected Council member Dr. Shelley Burns, ND, District 2, and Council members elect Dr. Jennifer Lococo, ND, District 4 and Dr. Jonathan Beatty, ND, District 6. 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. Dr. Danielle O'Connor, ND, requested to have a brief discussion in relation to the Scheduled Substances Review Committee (SSRC) Chair's Report to receive an update about their communications with the Ministry of Health. The Chair noted this item will be removed from the Consent Agenda and moved into the Main Agenda as Item 9.01 under Other Business.

MOTION:	To approve the Consent Agenda as amended .
MOVED:	Tara Gignac
SECOND:	Danielle O' Connor
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, Item 9.01 – Summary of SSRC's Discussion with the Ministry of Health was added.

MOTION:	To approve the Main Agenda as amended.
MOVED:	Jordan Sokoloski
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 Report (CPMF) launched by the Ministry of Health.

The Chair declared an updated Conflict of Interest in relation to their speaking engagements with Designs for Health.

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:	George Tardik
SECOND:	Tara Gignac
CARRIED.	

4.02 Report on Regulatory Operations from the CEO

The Report on Regulatory Operations from the CEO was circulated in advance of the meeting. Mr. Andrew Parr, CEO, provided a detailed overview of the information enclosed in the report, as this is the first one given to Council. He advised this report's timelines have been generated to align with the CPMF cycle and responded to questions that arose during the discussion that followed.

MOTION:	To accept the Report on Regulatory Operations from the CEO.
MOVED:	Shelley Burns
SECOND:	Tara Gignac
CARRIED.	

4.03 Variance Report and Unaudited Financial Statements for Q3

A Variance Report and the Unaudited Financial statements ending December 31, 2020 (Q3) were included in the materials circulated in advance of the meeting. Mr. Parr provided a review of the Variance Report and the Unaudited Statements and highlighted the changes in the report from the previous quarter. He responded to questions that arose during the discussion that followed and informed Council he will clarify the total expenditures percentage with Agnes Kupny, Director of Operations.

MOTION:	To accept the Variance Report and Unaudited Financial statements for the third quarter as presented.
MOVED:	Dean Catherwood
SECOND:	George Tardik
CARRIED.	

5. Council Governance Policy Confirmation

5.01 Review/Issues Arising

5.01(i) Detailed Review – Council-Registrar Linkage 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) – Governance Process Policies (Part 1)

Council members were asked if there were any members who wished to discuss the Governance Process Policies (Part 1). Dr. Jordan Sokoloski, ND, provided a detailed overview of the amendments being presented as outlined in the Memorandum included within the Council's package and responded to any questions that arose during the discussion.

MOTION:	To accept the recommendations of the Governance Policy Review Committee.
MOVED:	Brenda Lessard-Rhead
SECOND:	Shelley Burns
CARRIED.	

6. Business

6.01 Executive Committee Elections

The CEO advised Council that at the close of nominations, there were no nominations for the position of Council Vice-Chair. As the by-laws require that this position be filled by a Public member, because the Chair position is currently filled by a Professional member, this position will remain vacant until the regular Executive Committee elections at the end of May.

In addition, at the close of nominations, there was one nomination for the Officer-at-Large (Public member) position. That nomination was for Sarah Griffiths-Savolaine who is hereby declared as elected by acclamation.

6.02 Committee Appointments and COI Declarations

The CEO reminded the Council members that Committee re-appointments are approaching. He referred the Council to the Committee information sheet and invited all Council members to review this while considering which Committees they might like to serve on. It was also noted that at the bottom of information sheet, there is a link to a new on-line portal for their submissions, as well as a copy of the Conflict-of-Interest Declaration form for the coming year. He asked all Council members to complete these forms at their earliest convenience before the next Council meeting at the end of May 2021.

6.03 College Performance Measure Framework Report (CPMF)

The CEO reviewed in detail the CPMF Report distributed to Council in advance of the meeting. He informed the Council that once approved, the report will be submitted to the Ministry of Health and uploaded to the College's website for the public's viewing by end of day. In addition, he responded to any questions or concerns that arose during the discussion that followed.

MOTION:	To approve the College Performance Measure Framework report of the College of Naturopaths of Ontario as presented.
MOVED:	Tara Gignac
SECOND:	Brenda Lessard-Rhead
CARRIED.	

6.04 Operational Plan 2021-2024

A comprehensive briefing note and the Operational Plan document were circulated to the members of the Council in advance of the meeting. The CEO provided a brief review of the plan and highlighted some projects and activities underway for the coming fiscal year. He also responded to any questions or concerns that arose during the discussion that followed.

MOTION:	To accept the Operational Plan for 2021-2024 as presented.
MOVED:	Danielle O'Connor
SECOND:	Sarah Griffiths-Savolaine
CARRIED.	

6.05 Capital and Operating Budgets 2021-2022

A detailed briefing note and the draft budgets were included in the Council materials circulated in advance of the meeting. The CEO highlighted the main components within each budget and responded to any questions or concerns that arose during the discussion that followed.

MOTION:	To accept the Capital and Operating budgets for 2021-2022 as presented.
MOVED:	Brenda Lessard-Rhead
SECOND:	Lisa Fenton
CARRIED.	

7. Business Arising from the Governance Review

7.01 Council and Committee Evaluation Program

The Chair invited Ms. Sandi Verrecchia, President of Satori Consulting, to present for the Council members the intended process for the upcoming Council and Committee evaluations. She went into detail of the timeline that will be followed, for instance, April 30 the survey for all Council and Committee members will go live until May 14, then individual briefings will be held between June 7 - June 25 to present the information gathered from the surveys. In addition, she provided an overview of how the survey will be formatted with sample questions and reminded

Council that all reviews will remain confidential. She also advised all Council members that when taking the survey to allot at least one full hour for completion, and to begin brainstorming feedback and area(s) of improvement(s) for everyone they work with on Council and their Committees to include within the survey. In addition, she also advised Council that great consideration of the members who will be included within this year's evaluation process will be taken, as newer Council and Committee members may result in unfair evaluations due to less time in their given role(s). Lastly, she responded to any questions or concerns that arose during the discussion that followed.

The Chair thanked Ms. Verrecchia for her presentation to Council.

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 10:25 a.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:	Danielle O' Connor
SECOND:	Brenda Lessard-Rhead
CARRIED.	

9. Other Business

9.01 Summary of SSRC's Discussion with the Ministry of Health (MOH)

Dr. George Tardik, ND, notified the Council members that the MOH informed the SSRC that they have reviewed their 2019 submissions of drug list amendments and followed up with them on three separate occasions with questions, concerns and/or clarifications, to which the Committee provided responses to all.

Mr. Jeremy Quesnelle, Deputy CEO, also notified the Council members that the MOH thanked the College for their responses and will communicate back to the College once their review is completed.

10. Next Meeting

The Chair noted for the Council that the next regularly scheduled meeting is set for May 26, 2021. In addition, noted a new element to the Council meeting, a quick survey to be completed by all members via the link posted in the Zoom's chat box feature.

11. Adjournment

11.01 Motion to Adjourn

The Chair asked for a motion to adjourn the meeting. The meeting adjourned at 11:16 a.m.

MOTION:	To adjourn the meeting.
MOVED:	Tara Gignac
SECOND:	Danielle O' Connor

Recorded by: Monika Zingaro
Administrative Assistant, Operations
March 31, 2021

Approved: May 26, 2021