



The College of Naturopaths of Ontario

**Council Meeting  
May 26, 2021**

**Teleconference  
APPROVED MINUTES**

<b>Council</b>	
<b>Present</b>	<b>Regrets</b>
Ms. Asifa Baig (1:1)	
Dr. Jonathan Beatty, ND (1:1)	
Dr. Kim Bretz, ND (1:1)	
Dr. Shelley Burns, ND (1:1)	
Mr. Dean Catherwood (1:1)	
Mr. Brook Dyson (1:1)	
Ms. Lisa Fenton (1:1)	
Dr. Brenda Lessard-Rhead, ND (Inactive) (1:1)	
Dr. Jennifer Lococo, ND (1:1)	
Ms. Sarah Griffiths-Savolaine (1:1)	
Dr. Jacob Scheer, ND (1:1)	
Dr. Jordan Sokoloski, ND (1:1)	
Dr. George Tardik, ND (1:1)	
<b>Staff Support</b>	
Mr. Andrew Parr, CAE, CEO	
Ms. Erica Laugalys, Director, Registration & Examinations	
Dr. Mary-Ellen McKenna, ND (Inactive), Manager, Professional Practice	
Mr. Jeremy Quesnelle, Deputy CEO	
Ms. Natalia Vasilyeva, Manager, Professional Conduct	
Ms. Monika Zingaro, Administrative Assistant Operations	
<b>Guests</b>	

Ms. Rebecca Durcan, Legal Counsel		
Dr. Sean Armstrong, ND, Inspection Committee Chair		

**1. Call to Order and Welcome**

The Chair, Dr. Kim Bretz, ND, called the meeting to order at 9:02 a.m. She welcomed everyone to the meeting and recognized newly re-elected Council member Dr. Shelley Burns, ND, District 2, and newly elected Council members Dr. Jennifer Lococo, ND, District 4 and Dr. Jonathan Beatty, ND, District 6 to their first meeting. In addition, she congratulated the newly re-appointment Public members Ms. Asifa Baig, Ms. Lisa Fenton, and Ms. Sarah Griffiths-Savolaine for their three-year term extensions.

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. Executive Committee Elections**

**2.01 Council Chair**

Upon the submission deadline for nominations, only one nomination was received, Dr. Kim Bretz, ND. Therefore, by acclamation she has been elected to the position of Council Chair.

**2.02 Council Vice-Chair**

Upon the submission deadline for nominations, only one nomination was received, Ms. Sarah Griffiths-Savolaine. Therefore, by acclamation she has been elected to the position of Council Vice-Chair.

**2.03 Officer-at-Large Public member**

Upon the submission deadline for nominations, only one nomination was received, Mr. Dean Catherwood. Therefore, by acclamation he has been elected to the position of Officer-at-Large Public member.

**2.04 Officers-at-Large Professional members**

Upon the submission deadline for nominations, only two nominations were received, Dr. Jordan Sokoloski, ND, and Dr. George Tardik, ND. Therefore, by acclamation they have been elected to the positions of Officer-at-Large Professional members.

**3. Consent Agenda**

**3.01 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:	George Tardik
SECOND:	Sarah Griffiths-Savolaine
CARRIED.	

#### **4. Main Agenda**

##### **4.01 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:	Jordan Sokoloski
SECOND:	George Tardik
CARRIED.	

##### **4.02 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 reminded Council there are a few forms that are still required to be completed and submitted to College staff as soon as possible.

#### **5. Monitoring Reports**

##### **5.01 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:	Brenda Lessard-Rhead
SECOND:	Jacob Scheer
CARRIED.	

##### **5.02 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. 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:	Brenda Lessard-Rhead
SECOND:	Dean Catherwood
CARRIED.	

### 5.03 Variance Report and Unaudited Financial Statements for Q4

A Variance Report and the Unaudited Financial statements ending March 31, 2021 (Q4) were included in the materials circulated in advance of the meeting. Ms. Agnes Kupny, Director of Operations, provided a review of the Variance Report and the Unaudited Statements and highlighted the changes in the report from the previous quarters. She responded to questions that arose during the discussion that followed.

MOTION:	To accept the Variance Report and Unaudited Financial statements for the fourth quarter as presented.
MOVED:	Brenda Lessard-Rhead
SECOND:	Brook Dyson
CARRIED.	

## 6. Council Governance Policy Confirmation

### 6.01 Review/Issues Arising

#### 6.01(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.

#### 6.01(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.

#### 6.01(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.

### 6.02 Detailed Review (as per GP08) – Governance Process Policies (Part 2)

Council members were asked if there were any members who wished to discuss the Governance Process Policies (Part 2). 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:	Shelley Burns
SECOND:	Brenda Lessard-Rhead
CARRIED.	

### 6.03 Proposed New/Amended Policies from GPRC – GP 28.00

Dr. Jordan Sokoloski, ND, provided a detailed overview of the newly drafted policy included within the Council's package to help further the College's transparency initiatives and responded to any questions that arose during the discussion.

In addition, Mr. Parr advised the Council members a similar Operational Policy has been created for College staff members.

MOTION:	To approve the newly drafted Governance Policy GP28.00 – Registering Gifts, Benefits & Remuneration as presented.
MOVED:	Jacob Scheer
SECOND:	George Tardik
CARRIED.	

**7. Business**

**7.01 Inspection Program Fees**

The Council Chair welcomed Dr. Sean Armstrong, ND, Inspection Committee Chair, and Dr. Mary-Ellen McKenna, ND (Inactive), Manager of Professional Practice, to the meeting and invited them to present their Agenda items.

A Briefing Note highlighting the proposed changes to the Inspection Fees was circulated in advance of the meeting. Dr. Sean Armstrong, ND, provided a detailed overview of the amendments, for instances, reducing the 5-year inspection fee from \$2,500 to \$2,000 and combining the Part I and Part II fees together payable prior to the first inspection in the amount of \$2,500.

They responded to any questions that arose during the discussion.

MOTION:	To approve the proposed changes to the Inspection Fees as presented.
MOVED:	Brenda Lessard-Rhead
SECOND:	Sarah Griffiths-Savolaine
CARRIED.	

**7.02 Inspection Program Requirements**

A Briefing Note and corresponding documentation highlighting the proposed changes to the Inspection Program Requirements were circulated in advance of the meeting. Dr. Sean Armstrong, ND, provided a detailed overview of the amendments and responded to any questions that arose during the discussion.

MOTION:	To approve the proposed changes to the Inspection Program Requirements as presented, subject to an Inspection Committee’s review of non-substantive grammatical and/or typographical changes.
MOVED:	Dean Catherwood
SECOND:	Jordan Sokoloski
CARRIED.	

### 7.03 Inspection Program Policies

A Briefing Note and corresponding documentation highlighting the proposed changes to the Inspection Program Policies were circulated in advance of the meeting. Dr. Armstrong, ND, provided a detailed overview of the amendments and responded to any questions that arose during the discussion.

MOTION:	To approve the proposed changes to the Inspection Program Policies as presented.
MOVED:	Jonathan Beatty
SECOND:	Shelley Burns
CARRIED.	

The Council Chair thanked Dr. Sean Armstrong, ND, Inspection Committee Chair, and Dr. Mary-ellen McKenna, ND (Inactive), Manager of Professional Practice, for attending the meeting.

### 7.04 Alternate Dispute Resolution Program Policies

A Briefing Note and corresponding documentation highlighting the newly drafted Alternate Dispute Resolution (ADR) Program Policies were circulated in advance of the meeting. Mr. Jeremy Quesnelle, Deputy CEO, provided a detailed overview of the Policies and responded to any questions that arose during the discussion.

He advised the Council members should they approve the Program Policies; College staff will begin to implement the ADR Program on an operational level with newly established Operational Policies and procedures to follow with low-risk matters which meet the criteria as outlined.

In addition, he informed the Council members that those partaking in the ADR Program is voluntarily, should both parties agree, and these matters will be facilitated by a trained third party.

MOTION:	To approve the Alternative Dispute Resolution Program Policies as presented.
MOVED:	Brenda Lessard-Rhead
SECOND:	Jacob Scheer
CARRIED.	

### 7.05 Equity, Diversion, and Inclusion (EDI) Initiatives

A Briefing Note and corresponding documentation presenting possible future initiatives and strategies that can be undertaken by the College to promote EDI within College policies and procedures were circulated in advance of the meeting. Mr. Parr invited the Council members to provide their feedback and responded to any questions that arose during the discussion.

After a lengthy discussion and a majority consensus, the initial steps to be taken is to form a new EDI Committee that would focus on this topic, and the Council members agreed they would like to have an expert provide further information to expand their understanding and knowledge about this topic at a future Council meeting.

MOTION:	To approve the newly created Terms of Reference for the Equity, Diversion and Inclusion Committee as amended.
MOVED:	Shelley Burns
SECOND:	Jordan Sokoloski
CARRIED.	

### **7.06 Competency Framework Funding Request**

A Briefing Note highlighting the Council's approval to use additional funds to develop a Competency Framework was circulated in advance of the meeting. Mr. Parr provided a detailed overview of the request and responded to any questions that arose during the discussion.

In addition, he advised the Council members this would be a one-time payment and should other regulatory Colleges in Ontario agree to participate in the development of this Framework, the cost would be divided equally among the amount of participating Colleges.

MOTION:	To approve the request to spend up to \$65,000 in the development of a Competency Framework for Council and its Committees.
MOVED:	Dean Catherwood
SECOND:	Jonathan Beatty
CARRIED.	

### **7.07 Committee Appointments**

A supplemental document was circulated individually in advance of the meeting, as it was not initially included within the meeting package, provided the proposed 2021-2022 fiscal year Committee appointments. Mr. Parr presented the changes to each Committee and responded to any questions that arose.

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

## **8. Council Education**

### **8.01 Program Briefing – ICRC**

The Council Chair welcomed Ms. Natalia Vasilyeva, Manager of Professional Conduct, to the meeting. A Briefing Note highlighting the Complaints and Reports Processes was circulated in advance of the meeting. Mr. Quesnelle and Ms. Vasilyeva provided a detailed overview of the processes the College follows and responded to any questions that arose during the discussion.

**8.02 Program Briefing – Discipline**

A Briefing Note highlighting the Discipline Processes was circulated in advance of the meeting. Mr. Parr and Ms. Vasilyeva provided a detailed overview of the processes the College follows and responded to any questions that arose during the discussion.

The Council Chair thanked Ms. Natalia Vasilyeva, Manager of Professional Conduct, for attending the meeting.

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

**9.01 Motion to Begin In-camera Session**

The Chair called the meeting to move to an in-camera session at 12:12 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:	Sarah Griffiths-Savolaine
SECOND:	Brenda Lessard-Rhead
CARRIED.	

**10. Other Business**

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

**11. Next Meeting**

The Chair noted for the Council that the next regularly scheduled meeting is set for July 28, 2021. In addition, noted a new element to the Council meeting, a quick survey to be completed by all members via the link to be sent by Mr. Parr through e-mail following the meeting.

**12. Adjournment**

**12.01 Motion to Adjourn**

The Chair asked for a motion to adjourn the meeting. The meeting adjourned at 12:26 p.m.

MOTION:	To adjourn the meeting.
MOVED:	Brenda Lessard-Rhead
SECOND:	Jonathan Beatty

Recorded by: Monika Zingaro  
Administrative Assistant, Operations  
May 26, 2021

Approved: July 28, 2021