



The College of Naturopaths of Ontario

**Council Meeting
July 28, 2021**

**Video Conference
APPROVED MINUTES**

Council		
Present		Regrets
Ms. Asifa Baig (2:2)		
Dr. Jonathan Beatty, ND (2:2)		
Dr. Kim Bretz, ND (2:2)		
Dr. Shelley Burns, ND (2:2)		
Mr. Dean Catherwood (2:2)		
Mr. Brook Dyson (2:2)		
Ms. Lisa Fenton (2:2)		
Dr. Brenda Lessard-Rhead, ND (Inactive) (2:2)		
Dr. Jennifer Lococo, ND (2:2)		
Mr. Paul Phillion (1:1)		
Ms. Sarah Griffiths-Savolaine (2:2)		
Dr. Jacob Scheer, ND (2:2)		
Dr. Jordan Sokoloski, ND (2:2)		
Dr. George Tardik, ND (2:2)		
Staff Support		
Mr. Andrew Parr, CAE, CEO		
Ms. Agnes Kupny, Director of Operations		
Ms. Erica Laugalys, Director, Registration & Examinations		
Mr. Jeremy Quesnelle, Deputy CEO		
Ms. Monika Zingaro, Administrative Assistant Operations		

Guests		
Ms. Rebecca Durcan, Legal Counsel		
Ms. Justine Wong, Articling Student		
Mr. Thomas Kriens, Auditor		
Ms. Sandi Verrecchia, Satori Consulting		
Dr. Gudrun Welder, ND, Governance 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 appointed Public member Mr. Paul Philion.

The Chair also noted that the meeting was being live streamed via YouTube to the College's website.

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:	Jacob Scheer
SECOND:	Sarah Griffiths-Savolaine
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. The Chair added Item 9.01 Appointment of new Public member Mr. Philion to Committee(s).

MOTION:	To approve the Main Agenda as amended.
MOVED:	Shelley Burns
SECOND:	Dean Catherwood
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.

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.
MOVED:	George Tardik
SECOND:	Brenda Lessard-Rhead
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. He advised that the 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:	Jonathan Beatty
CARRIED.	

5. Council Governance Policy Confirmation

5.01 Review/Issues Arising

5.01(i) Detailed Review – Council-CEO Linkage Policies

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

5.01(ii) 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(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) – (Executive Limitations Policies Part 1)

Council members were asked if there were any members who wished to discuss the Executive Limitations Policies (Part 1). Dr. Brenda Lessard-Rhead, ND (Inactive), Chair of the Governance Policy Review Committee (GPRC), 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 as presented.
MOVED:	Lisa Fenton
SECOND:	Shelley Burns
CARRIED.	

5.03 Proposed New/Amended Policies from GPRC

5.03a Process for Election of Officers – GP 23.03

Dr. Lessard-Rhead, ND (Inactive), provided a detailed overview of the proposed amendments to the policy included within the Council’s package and responded to any questions that arose during the discussion.

MOTION:	To approve the proposed amendments to GP 23.03 as presented.
MOVED:	Paul Phillion
SECOND:	Dean Catherwood
CARRIED.	

5.03b Participation in Outside Activities or Events – GP 29.00

Dr. Lessard-Rhead, ND (Inactive), provided a detailed overview of the newly drafted policy included within the Council’s package to help govern the process for the participation of Council and Committee members in outside activities and responded to any questions that arose during the discussion.

MOTION:	To approve GP 29.00 as presented.
MOVED:	Asifa Baig
SECOND:	Shelley Burns
CARRIED.	

6. Business

6.01 Audit Committee Report on the 2020-2021 Audit

A copy of the Audit Committee Report on the audit for the fiscal year April 1, 2020, to March 31, 2021, was circulated in advance of the meeting. Ms. Lisa Fenton, on behalf of Dr. Elena Rossi, ND, Audit Committee Chair, reviewed the report with the Council members and responded to any questions that arose during the discussion.

MOTION:	To accept the Audit Committee Report as presented.
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MOVED:	Jacob Scheer
SECOND:	Brenda Lessard-Rhead
CARRIED.	

6.02 Auditor's Report and Audited Statements – Fiscal Year 2020-21

The Chair invited Mr. Thomas Kriens, Partner at Kriens~LaRose, LLP and Auditor, to present the Auditor's Report and the Audited Financial Statements to Council. Mr. Kriens presented his report and responded to questions that were brought forward from Council members.

MOTION:	To accept the Auditor's Report and approve the Audited Financial Statements for the period April 1, 2020, to March 31, 2021, as presented.
MOVED:	Jonathan Beatty
SECOND:	Sarah Griffiths-Savolaine
CARRIED.	

The Chair thanked Mr. Kriens and Ms. Fenton for presenting their reports to Council.

6.03 Good Character Policy

A Briefing Note and corresponding documentation highlighting the proposed changes to the Good Character Policy were circulated in advance of the meeting. Dr. Shelley Burns, ND, speaking on behalf of the Registration Committee and Chair Dr. Danielle O'Connor, 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 Good Character Policy as presented.
MOVED:	Jacob Scheer
SECOND:	Brook Dyson
CARRIED.	

6.04 Ontario Clinical Sciences Examination (CSE) – Blueprint

A Briefing Note and corresponding documentation highlighting the proposed changes to CSE Blueprint were circulated in advance of the meeting. Dr. Shelley Burns, ND, speaking on behalf of the Registration Committee and Chair Dr. Danielle O'Connor, 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 Clinical Sciences Examination Blueprint as presented.
MOVED:	Lisa Fenton
SECOND:	George Tardik

CARRIED.	
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The Chair thanked Ms. Burns for presenting the proposed changes to Council.

6.05 Equity, Diversion, and Inclusion Committee (EDIC) Appointments

A Briefing Note listing the Governance Committee’s recommendations on the appointments of the EDIC was circulated in advance of the meeting. Dr. Gudrun Welder, ND, Governance Committee Chair, presented the Committee’s recommendations to the Council members and responded to any questions that arose during the discussion.

MOTION:	To accept the Governance Committee’s recommendations and thereby appoint the individuals named to the EDI Committee, with Dr. Jamuna Kailash, ND, as Chair.
MOVED:	Jordan Sokoloski
SECOND:	Lisa Fenton
CARRIED.	

6.06 Annual Statutory Committee Reports

The annual Committee Reports submitted by each statutory Committee Chair were distributed in advance of the meeting. The Council Chair presented the Reports and Mr. Parr responded to any questions that arose during the discussion.

MOTION:	To accept the annual Committee Reports as presented.
MOVED:	Jordan Sokoloski
SECOND:	Brenda Lessard-Rhead
CARRIED.	

6.07 Annual Report on Operational Performance

A Briefing Note and corresponding documentation indicating whether an activity has met, was below, or above the College’s expectation as set out in the Operational Plan were circulated in advance of the meeting. Mr. Parr highlighted one major change to the report, that the CEO Performance Review section has been removed, allowing this Report to be publicly available and furthering the College’s commitment to transparency. In addition, he provided a detailed summary and reasonings behind the selected expectations for each line item and responded to any questions that arose during the discussion.

MOTION:	To approve the Annual Report on Operational Performance as presented.
MOVED:	Brook Dyson
SECOND:	Paul Phillion
CARRIED.	

7. Council Education

7.01 Council and Committee Evaluations

The Council Chair welcomed Ms. Sandi Verrecchia, President of Satori Consulting, to the meeting to present the feedback from the various surveys completed by each Council member. She went into further detail about the categories that scored less than 8.5/10, for instance, Council Orientation, and provided suggestions on how to improve in these areas. In addition, she highlighted areas that were expressed by members to receive more education or training, for example, risk management. She responded to any questions or concerns that arose during the discussion.

The Chair thanked Ms. Verrecchia for attending the meeting.

7.02 Program Briefing – Patient Relations Program

A Briefing Note highlighting the Patient Relations Program was circulated in advance of the meeting. Mr. Jeremy Quesnelle, Deputy CEO, provided a detailed overview of the program and the processes within the program the College follows and responded to any questions that arose during the discussion.

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 10:32 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:	Sarah Griffiths-Savolaine
SECOND:	Brenda Lessard-Rhead
CARRIED.	

9. Other Business

9.01 Committee Appointment of new Public Member

The Council Chair advised the Council members that newly appointed Public member, Mr. Paul Philion, has been selected to join the Registration, Discipline and Fitness-to-Practise Committees.

MOTION:	To appoint Paul Philion, newly appointed Public member, to the Registration, Discipline and Fitness-to-Practise Committees.
MOVED:	Shelley Burns
SECOND:	Lisa Fenton
CARRIED.	

10. Meeting Evaluation and Next Meeting

10.01 Evaluation

The Chair advised the Council members that a link will be provided within the chat feature via Zoom for each member to copy and paste into a web browser to complete an evaluation form immediately following the end of the meeting.

10.02 Next Meeting

The Chair noted for the Council that the next regularly scheduled meeting is set for September 29, 2021. In addition, the Chair noted the informal networking held prior to the meeting commencing will take place again, as the Council members appreciated being able to speak to one another.

11. Adjournment

11.01 Motion to Adjourn

The Chair asked for a motion to adjourn the meeting. The meeting adjourned at 12:22 p.m.

MOTION:	To adjourn the meeting.
MOVED:	Sarah Griffiths-Savolaine
SECOND:	Brenda Lessard-Rhead

Recorded by: Monika Zingaro
Administrative Assistant, Operations
July 28, 2021

Approved: September 29, 2021