



The College of Naturopaths of Ontario

**Council Meeting  
January 26, 2022**

**Video Conference  
APPROVED MINUTES**

<b>Council</b>	
<b>Present</b>	<b>Regrets</b>
Ms. Asifa Baig (3:5)	Dr. Jonathan Beatty, ND (3:5)
Dr. Kim Bretz, ND (4:5)	
Dr. Shelley Burns, ND (5:5)	
Mr. Dean Catherwood (5:5)	
Mr. Brook Dyson (5:5)	
Ms. Lisa Fenton (5:5)	
Dr. Brenda Lessard-Rhead, ND (Inactive) (5:5)	
Mr. Paul Phillion (4:4)	
Ms. Sarah Griffiths-Savolaine (5:5)	
Dr. Jacob Scheer, ND (5:5)	
Dr. Jordan Sokoloski, ND (5:5)	
Dr. George Tardik, ND (4:5)	
<b>Staff Support</b>	
Mr. Andrew Parr, CAE, CEO	
Ms. Agnes Kupny, Director of Operations	
Ms. Erica Laugalys, Director, Registration & Examinations	
Ms. Monika Zingaro, Administration Coordinator	
<b>Guests</b>	
Ms. Rebecca Durcan, Legal Counsel	
Mr. Richard Steinecke, Legal Counsel	

### 1. Call to Order and Welcome

The Chair, Dr. Kim Bretz, ND, called the meeting to order at 9:19 a.m. She welcomed everyone to the meeting.

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:	Dean Catherwood
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. However, the Chair noted that Agenda Item 8 will be moved to after the Council Education portion of the meeting.

MOTION:	To approve the Main Agenda as amended.
MOVED:	Sarah Griffiths-Savolaine
SECOND:	Paul Phillion
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:	Shelley Burns
SECOND:	Lisa Fenton
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 highlights of the report and responded to questions that arose during the discussion that followed.

MOTION:	To accept the Report on Regulatory Operations from the CEO.
MOVED:	Dean Catherwood
SECOND:	Paul Phillion
CARRIED.	

### **5. Council Education**

#### **5.01 Program Briefing – Registration Program**

A Briefing Note highlighting the Registration Program was circulated in advance of the meeting. Ms. Erica Laugalys, Director, Registration & Examinations provided an overview of the program and the processes within the program the College follows and responded to any questions that arose during the discussion.

#### **5.02 Enterprise Risk Management Framework Presentation**

The Chair welcomed Mr. Richard Steinecke, from Steinecke, Maciura, LeBlanc, to the meeting to present on the topic of Enterprise Risk Management (ERM). Mr. Steinecke provided the Council with an interactive review of the topic which included case studies as further explanations in relation the concepts being described and encouraged participation using Zoom Polls and dialogue throughout the presentation. He responded to any questions and provided any clarification throughout the discussion.

The Chair thanked Mr. Steinecke for his presentation to Council.

### **6. Council Governance Policy Confirmation**

#### **6.01 Review/Issues Arising**

##### **6.01(i) Detailed Review – 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.

##### **6.01(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.

##### **6.01(iii) 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.

#### **6.02 Detailed Review (as per GP08) – Council-CEO Linkage Policies**

Council members were asked if there were any members who wished to discuss the Council-CEO Linkage Policies. 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 approve the proposed amendments to the Council-CEO Linkage Policies as presented.
MOVED:	George Tardik
SECOND:	Lisa Fenton
CARRIED.	

## 7. Business

### 7.01 Enterprise Risk Management (ERM)

Mr. Parr provided a quick overview of the newly drafted program and corresponding policies and Committee's Terms of Reference as an encapsulation to the earlier presentation by Mr. Richard Steinecke and responded to any questions that arose.

#### 7.01(i) GP32 – ERM Policy

Dr. Brenda Lessard-Rhead, ND (Inactive), provided a detailed overview of the newly drafted policy 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 approve GP32 – Enterprise Risk Management Policy as presented.
MOVED:	Dean Catherwood
SECOND:	Paul Phillion
CARRIED.	

#### 7.01(ii) CC09 – Risk Committee – Terms of Reference

Dr. Brenda Lessard-Rhead, ND (Inactive), provided a detailed overview of the newly drafted Terms of Reference for the Risk Committee as outlined in the Memorandum included within the Council's package and responded to any questions that arose during the discussion.

MOTION:	To approve to approve CC09 - Risk Committee's Terms of Reference as amended.
MOVED:	George Tardik
SECOND:	Shelley Burns
CARRIED.	

#### 7.01(iii) ERM Program (Operating Policy)

Mr. Parr advised the Council members that the ERM Program Policy is an Operating policy that is currently going through the College's internal approval process before being presented to the College's Senior Management Team for approval and implementation. Thus, this policy has been included within the Council's meeting materials as an informational document. He welcomed Council members to e-mail him with any of their comments, feedback or questions.

### 7.02 Review of College Reserves & Registrant Fees

A Briefing Note highlighting the College Reserves and Registrant Fees was circulated in advance of the meeting. Ms. Agnes Kupny, Director of Operations, provided a detailed overview and responded to any questions that arose during the discussion.

MOTION:	To accept the recommendation to defer the College's financial review until one more full accounting cycle under normal circumstances.
MOVED:	Dean Catherwood
SECOND:	Brenda Lessard-Rhead
CARRIED.	

### 7.03 Capital and Operating Budget Consultation

A Briefing Note highlighting the draft Capital and Operating Budgets for fiscal year 2022-2023 was circulated in advance of the meeting. Ms. Kupny provided a detailed overview of each budget and reminded the Council this is an initial review of the budgets for feedback and clarification. She responded to any questions that arose during the discussion.

The final Capital and Operating Budgets will be presented to Council at their March meeting for acceptance.

### 7.04 Committee Appointment

A Briefing Note listing the Governance Committee's recommendations for the appointment of Dr. Amber Vance, ND (Inactive)<sup>1</sup>, to the Inquiries, Complaints and Reports Committee as well as the Governance Committee was circulated in advance of the meeting. Mr. Parr, on behalf of 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 recommendation and thereby appoint Dr. Amber Vance, ND (Inactive), to the Inquiries, Complaints and Reports Committee as well as the Governance Committee.
MOVED:	Brenda Lessard-Rhead
SECOND:	Lisa Fenton
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 10:51 a.m.

---

<sup>1</sup> It is noted that Dr. Amber Vance, ND has completed the process of moving to the General Class just prior to this meeting and therefore is no longer required to use "Inactive" as a part of her title.

MOTION:	That the Council moves to an in-camera session pursuant to paragraph (d) of section 7(2) of the Health Professions Procedural Code so that it may discuss personnel matters relating to the CEO.
MOVED:	Paul Phillion
SECOND:	Jordan Sokoloski
CARRIED.	

**9. Other Business**

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

**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 March 30, 2022. 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 12:38 p.m.

MOTION:	To adjourn the meeting.
MOVED:	George Tardik
SECOND:	Sarah Griffiths-Savolaine

Recorded by: Monika Zingaro  
Administration Coordinator  
January 26, 2022

Approved: March 30, 2022