



The College of Naturopaths of Ontario

**Council Meeting
March 30, 2022**

**Video Conference
APPROVED MINUTES**

Council	
Present	Regrets
Dr. Jonathan Beatty, ND (4:6) *	Ms. Asifa Baig (3:6)
Dr. Kim Bretz, ND (5:6)	Ms. Sarah Griffiths-Savolaine (5:6)
Dr. Shelley Burns, ND (6:6)	
Mr. Dean Catherwood (6:6)	
Mr. Brook Dyson (6:6)	
Ms. Lisa Fenton (6:6)	
Dr. Brenda Lessard-Rhead, ND (Inactive) (6:6)	
Ms. Tiffany Lloyd (1:1)	
Mr. Paul Phillion (5:5)	
Dr. Jacob Scheer, ND (6:6)	
Dr. Jordan Sokoloski, ND (6:6)	
Dr. George Tardik, ND (5:6)	
Staff Support	
Mr. Andrew Parr, CAE, CEO	
Ms. Agnes Kupny, Director of Operations	
Ms. Erica Laugalys, Director, Registration & Examinations	
Ms. Monika Zingaro, Administration Coordinator	
Guests	
Ms. Rebecca Durcan, Legal Counsel	
Ms. Sandi Verrecchia, Satori Consulting	
Dr. Danielle O'Connor, ND, Chair Registration Committee	

*Attended meeting beginning at 9:52 a.m.

1. Call to Order and Welcome

The Chair, Dr. Kim Bretz, ND, called the meeting to order at 9:17 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:	Brenda Lessard-Rhead
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 amended.
MOVED:	Jacob Scheer
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:	Tiffany Lloyd
SECOND:	Jordan Sokoloski
CARRIED.	

4.03 Variance Report and Unaudited Financial Statements for Q3

A Variance Report and the Unaudited Financial statements ending December 31, 2021 (Q3) 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 quarter. She responded to questions that arose during the discussion that followed.

MOTION:	To accept the Variance Report and Unaudited Financial statements for the third quarter as presented.
MOVED:	Jacob Scheer
SECOND:	Lisa Fenton
CARRIED.	

4.04 College Performance Measure Framework Report (CPMF)

Mr. Parr 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 tomorrow. 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:	Brenda Lessard-Rhead
SECOND:	George Tardik
CARRIED.	

5. Council Governance Policy Confirmation

5.01 Review/Issues Arising

5.01(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) Council-CEO 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(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) – 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. 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 GP03.03 – Code of Conduct for Council and Committee Members as presented.
MOVED:	Shelley Burns
SECOND:	Dean Catherwood
CARRIED.	

MOTION:	To approve the proposed amendments to the GP05.04 – Role of the Council Chair as presented.
MOVED:	Paul Phillion
SECOND:	George Tardik
CARRIED.	

MOTION:	To approve the proposed amendments to the GP06.07 – Committee Principles as presented.
MOVED:	Paul Phillion
SECOND:	Lisa Fenton
CARRIED.	

MOTION:	To approve the proposed amendments to the GP08.04 – Annual Planning Cycle as presented.
MOVED:	Shelley Burns
SECOND:	Dean Catherwood
CARRIED.	

MOTION:	To approve the proposed amendments to the GP09.02 – Council Communication as presented.
MOVED:	George Tardik
SECOND:	Tiffany Lloyd
CARRIED.	

6. Business

6.01 Biomedical Examination (BME) Blueprint

A Briefing Note and corresponding documentation highlighting the proposed changes to the BME Blueprint were circulated in advance of the meeting. Dr. Danielle O'Connor, ND, Registration Committee Chair, 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 BME Blueprint as presented.
MOVED:	Jordan Sokoloski
SECOND:	Lisa Fenton
CARRIED.	

6.02 Clinical Sciences Examination (CSE) Blueprint

A Briefing Note and corresponding documentation highlighting the proposed changes to the CSE Blueprint were circulated in advance of the meeting. Dr. O'Connor, ND, Registration Committee Chair, 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 CSE Blueprint as presented.
MOVED:	Jacob Scheer
SECOND:	Paul Phillion
CARRIED.	

6.03 Alternative Documentation Policy

A Briefing Note and corresponding documentation highlighting the proposed new Alternative Documentation policy were circulated in advance of the meeting. Dr. O'Connor, ND, Registration Committee Chair, provided a detailed overview of the policy and responded to any questions that arose during the discussion.

MOTION:	To approve the proposed new Alternative Documentation policy as presented.
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MOVED:	Jacob Scheer
SECOND:	Paul Philion
CARRIED.	

6.04 Proof of Identity Policy Amendments

A Briefing Note and corresponding documentation highlighting the proposed changes to the Proof of Identity policy were circulated in advance of the meeting. Dr. O'Connor, ND, Registration Committee Chair, 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 Proof of Identity policy as presented.
MOVED:	Shelley Burns
SECOND:	George Tardik
CARRIED.	

The Chair thanked Dr. O'Connor, ND, for presenting the proposed changes to Council.

6.05 Annual Operational Plan 2022-2025 Fiscal Years

A comprehensive Briefing Note and the Operational Plan document were circulated to the members of the Council in advance of the meeting. Mr. Parr provided a detailed review of the plan and highlighted some projects and activities underway for the coming fiscal year 2022 - 2023. He also responded to any questions or concerns that arose during the discussion that followed.

MOTION:	To accept the Operational Plan for 2022-2025 as presented.
MOVED:	Brenda Lessard-Rhead
SECOND:	George Tardik
CARRIED.	

6.06 Annual Capital and Operating Budgets 2022-2023 Fiscal Year

A detailed Briefing Note and the draft budgets were included in the Council materials circulated in advance of the meeting. Ms. Kupny 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 fiscal year 2022-2023 as presented.
MOVED:	Brenda Lessard-Rhead
SECOND:	Jordan Sokoloski

CARRIED.	
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6.07 Council and Committee Evaluation

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 for fiscal year 2021-2022. She went into detail of the timeline that will be followed, for instance, May 2 the survey for all Council and Committee members will go live until May 20, then individual briefings will be held between June 13 – July 29 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 approximately two full hours for completion, and to begin brainstorming feedback and area(s) of improvement(s) for everyone they work with on either Council or their Committees to include within the survey. She responded to any questions or concerns that arose during the discussion that followed.

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

7. Council Education

7.01 Program Briefing – Examinations Program

A Briefing Note highlighting the Examinations 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.

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 10:50 a.m.

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:	Brenda Lessard-Rhead
SECOND:	Jacob Scheer
CARRIED.	

9. Other Business

9.01 “So long, farewell, auf Wiedersehen, adieu.”

Mr. Parr thanked Dr. Kim Bretz, ND, Chair, and Dr. Brenda Lessard-Rhead, ND (Inactive), for all of their hard work and service to protect the public’s interest throughout their terms on the Council. Fellow Council members also expressed their gratitude towards each of them and look forward to continuing working with them on various Committees.

MOTION:	To thank Dr. Brenda Lessard-Rhead, ND (Inactive), on behalf of the entire Council for their dedication to protect the public’s interest, their
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	continued support of Council tasks and being a great fellow Council member throughout their years of service.
MOVED:	Jordan Sokoloski
SECOND:	Kim Bretz
CARRIED.	

MOTION:	To thank Dr. Kim Bretz, ND, Chair, on behalf of the entire Council for their dedication to protect the public's interest, their continued support of Council tasks and being a great fellow Council member throughout their years of service.
MOVED:	George Tardik
SECOND:	Jacob Scheer
CARRIED.	

9.02 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 May 25, 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 11:41 a.m.

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

Recorded by: Monika Zingaro
Administration Coordinator
March 30, 2022

Approved: May 25, 2022