



The College of Naturopaths of Ontario

**Council Meeting
July 26, 2023**

**Video Conference
APPROVED MINUTES**

Council		
Present		Regrets
Dr. Shelley Burns, ND (2:2)		Dr. Jonathan Beatty, ND (0:2)
Mr. Dean Catherwood (2:2)		Mr. Brook Dyson (1:2)
Ms. Lisa Fenton (2:2)		
Dr. Anna Graczyk, ND (1:2)		
Ms. Sarah Griffiths-Savolaine (2:2)		
Ms. Tiffany Lloyd (1:2)		
Dr. Denis Marier, ND (2:2)		
Mr. Paul Phillion (1:2)		
Dr. Jacob Scheer, ND (2:2)		
Dr. Jordan Sokoloski, ND (2:2)		
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		
Mr. Thomas Kriens, Auditor		
Ms. Sandi Verrecchia, Satori Consulting		

1. Call to Order and Welcome

The Chair, Dr. Jordan Sokoloski, ND, called the meeting to order at 9:16 a.m. He 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:	Sarah Griffiths-Savolaine
SECOND:	Jacob Scheer
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 – Health Canada NHP Changes was added to the agenda. In addition, Items 6.01 and 6.02 were switched, Item 5.03 was reworded to GP20 – Commitment to Strategic Planning and Item 8.01 was reworded to read as 'To move into the in-camera session'.

MOTION:	To approve the Main Agenda as amended.
MOVED:	Shelley Burns
SECOND:	Tiffany Lloyd
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.

Dr. Denis Marier, ND, requested clarification about declaring a conflict, Ms. Rebecca Durcan, Legal Counsel, and Mr. Andrew Parr, CEO, provided a detailed explanation to all Council members.

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. He welcomed and responded to questions from the Council.

MOTION:	To accept the Report of the Council Chair as presented.
MOVED:	Lisa Fenton
SECOND:	Tiffany Lloyd
CARRIED.	

4.02 Report on Regulatory Operations from the Chief Executive Officer (CEO)

The Report on Regulatory Operations from the CEO was circulated in advance of the meeting. Mr. Parr 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:	Jacob Scheer
SECOND:	Dean Catherwood
CARRIED.	

4.03 Report on Operations – Year End Report

The Report on Operations – Year End Report was included within the materials distributed in advance of the meeting. Mr. Parr provided a thorough review of the Report and explained the information contained within the Report, highlighting the key performance indicators and whether the strategic objectives were met. He responded to questions that arose during the discussion that followed.

MOTION:	To approve the Operating Report – Year End Report from the CEO.
MOVED:	Sarah Griffiths-Savolaine
SECOND:	Denis Marier
CARRIED.	

4.04 Annual Statutory Committee Reports

The annual Committee Reports submitted by each statutory Committee Chair were distributed in advance of the meeting. The 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:	Dean Catherwood

SECOND:	Paul Phillion
CARRIED.	

5. Council Governance Policy Confirmation

5.01 Review/Issues Arising

5.01(i) Ends Policies 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) 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.

5.01(iii) Governance Process 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). The Chair 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:	Lisa Fenton
SECOND:	Tiffany Lloyd
CARRIED.	

5.03 GP20 – Commitment to Strategic Planning – Amendments

Council members were asked if there were any members who wished to discuss the proposed amendments to GP20 – Commitment to Strategic Planning. The Chair 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.

After a detailed discussion, the Council requested to have this policy reviewed by the Governance Policy Review Committee again and brought back to the Council at the September 2023 meeting.

6. Business

6.01 Auditor's Report and Audited Statements – Fiscal Year 2022-2023

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, 2022, to March 31, 2023, as presented.
MOVED:	Paul Phillion
SECOND:	Dean Catherwood
CARRIED.	

The Chair thanked Mr. Kriens for presenting the reports to Council.

6.02 Audit Committee Report on the 2022-2023 Audit

A copy of the Audit Committee Report on the audit for the fiscal year April 1, 2022, to March 31, 2023, was circulated in advance of the meeting. Paul Phillion, Audit Committee member, 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.
MOVED:	Lisa Fenton
SECOND:	Ms. Sarah Griffiths-Savolaine
CARRIED.	

6.03 IVIT Examinations Blueprint – Proposed Amendments

A Briefing Note and corresponding documentation highlighting the proposed changes to the IVIT Examinations Blueprint were circulated in advance of the meeting. Dr. Shelley Burns, ND, Registration Committee Vice Chair, on behalf of Dr. Danielle O'Connor, ND, Chair, Registration Committee, 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 IVIT Examination Blueprint as presented.
MOVED:	Paul Phillion
SECOND:	Jacob Scheer
CARRIED.	

7. Council Education

7.01 Council & Committee Evaluations – Update

Ms. Sandi Verrecchia, of Satori Consulting Inc., provided the Council with a detailed summary of the Council's evaluation and highlighted the changes from the previous year's results 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 10:44 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:	Denis Marier
SECOND:	Tiffany Lloyd
CARRIED.	

9. Other Business

9.01 Health Canada NHP Changes

Mr. Parr provided an overview of the various activities of the federal government relating to natural health products. He informed the Council member he has spoken with the CEOs of each of the OAND and CAND and that he was advised that currently this is not a regulatory matter and that they would reach out to the College should it be required. He responded to any questions during the discussion.

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 26 and 27, 2023. It was also noted that this two-day meeting would be in-person taking place downtown Toronto. Mr. Parr provided some detailed information in relation to the upcoming Council meeting.

11. Adjournment

11.01 Motion to Adjourn

The Chair asked for a motion to adjourn the meeting. The meeting adjourned at 11:56 a.m.

MOTION:	To adjourn the meeting.
MOVED:	Denis Marier
SECOND:	Paul Phillion

Recorded by: Monika Zingaro
Administration Coordinator
July 26, 2023

Approved: September 27, 2023