



The College of Naturopaths of Ontario

**Council Meeting  
December 10, 2025**

**Video Conference  
APPROVED MINUTES**

<b>Council</b>	
<b>Present</b>	<b>Regrets</b>
Dr. Felicia Assenza, ND (4:4)	Ms. Sarah Griffiths-Savolaine (0:4)
Dr. Amy Armstrong, ND (4:4)	Dr. Jacob Scheer, ND (3:4)
Ms. Naomi Bussin (1:1)	
Mr. Dean Catherwood (4:4)	
Ms. Lisa Fenton (4:4)	
Dr. Brenda Lessard-Rhead, ND (Inactive) (4:4)	
Dr. Denis Marier, ND (4:4)	
Ms. Marjia Pajdakovska (3:4)	
Mr. Paul Philion (4:4)	
Dr. Erin Psota (4:4)	
<b>Staff Support</b>	
Mr. Andrew Parr, CAE, CEO	
Ms. Erica Laugalys, Deputy CEO, Registrant and Corporate Services	
Mr. Jeremy Quesnelle, Deputy CEO, Regulation	
Ms. Monika Zingaro, Human Resources Coordinator	
<b>Guests</b>	
Ms. Rebecca Durcan, Legal Counsel	
Dr. Jamie Kellar, Associate Dean, Academic of the Leslie Dan Faculty of Pharmacy at the University of Toronto	
Mr. Barry Sullivan, Governance Committee, Vice-Chair	

### 1. Call to Order and Welcome

The Chair, Dr. Brenda Lessard-Rhead, ND (Inactive), called the meeting to order at 9:16 a.m. and she welcomed everyone to the meeting, welcoming the Council's new Public Member, Ms. Namoi Bussin who was recently appointed by Order-in-Council.

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:	Paul Phillion
SECOND:	Amy Armstrong
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. No items were added to the agenda.

MOTION:	To adopt the Main Agenda as presented.
MOVED:	Erin Psota
SECOND:	Dean Catherwood
CARRIED.	

#### 3.02 Declarations of Conflicts of Interest

The Chair reminded Council members of the updated Declarations of Conflict-of-Interest process. A summary of the Annual Conflict of Interest Questionnaires completed by Council members have been included in the Council package 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 with Council. She welcomed and responded to questions from the Council.

MOTION:	To accept the Report of the Council Chair as presented.
MOVED:	Lisa Fenton

SECOND:	Denis Marier
CARRIED.	

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

The Report on Regulatory Operations at October 31, 2025, 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 at October 31, 2025, from the CEO.
MOVED:	Paul Phillion
SECOND:	Denis Marier
CARRIED.	

#### **4.03 Report on Operations – Mid-Year Report**

The Report on Operations – Mid Year-Report at September 30, 2025, 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 Mid-Year Report on Operations from the CEO.
MOVED:	Amy Armstrong
SECOND:	Lisa Fenton
CARRIED.	

#### **4.04 Unaudited Financial Statements for Q2**

A copy of the Unaudited Financial statements ending September 30, 2025 (Q2) were included in the materials circulated in advance of the meeting. Ms. Erica Laugalys, Deputy CEO, Registrant and Corporate Services, provided a detailed review of the Statements and highlighted 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 the Unaudited Financial Statements at September 30, 2025, as presented.
MOVED:	Paul Phillion
SECOND:	Dean Catherwood
CARRIED.	

## **5. Council Governance Policy Confirmation**

### **5.01 Review/Issues Arising**

#### **5.01(i) Executive Limitation 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.

#### **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.

### **5.02 Detailed Review (as per GP08) – Ends Policies and Council-CEO Linkage (CCL) Policies**

Mr. Barry Sullivan, Governance Committee (GC) Vice-Chair, provided the Council with a detailed presentation reviewing the survey responses and comments submitted by Council members in relation to the Ends and CCL policies detail review, and highlighted each policy's directive.

Council members were also asked if there were any members who wished to discuss the grouping of policies, and Mr. Sullivan and Mr. Parr responded to any questions that arose during the discussion.

MOTION:	To approve the proposed amendments to the Ends and Council-CEO Linkage policies as presented.
MOVED:	Paul Phillion
SECOND:	Denis Marier
CARRIED.	

### **5.03 GP34.00 – Council Member Performance Assessment Policy**

Mr. Sullivan informed the members of Council that the CEO and Governance Committee have been working on a Council Performance Assessment policy and highlighted that the policy was designed to enhance the Council and Committee assessment process by giving Council members a formal review process. Therefore noting, that should the Council approve the by-law changes relating to the election of Council members, this policy is required to be implemented.

In addition, the Chair noted that to streamline activities, the panel created by GP34 will be the same panel noted in GP19 – CEO Annual Performance & Compensation Review. Thus, should Council approve GP34, an amendment to paragraph 1 of GP19 will be made as well.

Mr. Sullivan and the Chair responded to questions as they arose during the discussion.

MOTION:	To approve GP34 – Council member Performance Assessment as presented/amended and to amend paragraph 1 of GP19 – CEO Annual Performance & Compensation Review to rename the panel established therein to the Council & CEO Performance Review Panel.
MOVED:	Paul Phillion
SECOND:	Dean Catherwood

CARRIED.	
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**5.04 GP36 – Governance Policy Review Process**

Mr. Sullivan informed the members of Council that the CEO and Governance Committee have also been working on a new policy that would set out the detailed policy review processes for reviewing the governance policies.

Mr. Sullivan and Mr. Parr responded to any questions that arose during the discussion.

MOTION:	To approve GP36 – Governance Policy Review Process as presented.
MOVED:	Amy Armstrong
SECOND:	Erin Psota
CARRIED.	

**6. Business**

**6.01 Appointment of the Council & CEO Review Panel**

The Chair advised Council members that according to GP19, each year the Council needs to appoint members to the Council & CEO Performance Review Panel (“Review Panel”) with a minimum of three and maximum of four members, that is comprised of the Council Chair and Council Vice-Chair and up to two additional Council members.

She noted that last year, the panel included Dr. Denis Marier, ND and Dr. Jacob Scheer, ND, but Dr. Marier, ND has decided not to continue this year due to other time commitments, however, the Council can proceed with the three individuals, or if someone else is interested, they are welcome to indicate their interest now. Dr. Amy Armstrong, ND indicated her interest to join the newly renamed Council & CEO Performance Review Panel.

MOTION:	To appoint Dr. Brenda Lessard-Rhead, ND (inactive), Council Chair, Dean Catherwood, Council Vice-Chair, Dr. Jacob Scheer, ND, Dr. Amy Armstrong, ND to the Council & CEO Performance Review Panel.
MOVED:	Paul Phillion
SECOND:	Dean Catherwood
CARRIED.	

**6.02 Understanding Off-label Prescribing Presentation**

The Chair introduced Dr. Jamie Kellar, Associate Dean, Academic of the Leslie Dan Faculty of Pharmacy at the University of Toronto and welcomed her to the meeting to give a presentation to the Council about off-label prescribing. The presentation covered off-label prescribing in both general terms and the risks and ways to reduce those risks as well as in the context of the proposed amendment to Table 3 of the General Regulation to add OMP as a drug that can be prescribed by NDs.

Dr. Kellar responded to any questions that arose throughout her presentation.

The Chair thanked Dr. Kellar for her presentation and her work in reviewing the OMP on behalf of the Council and the College.

### **6.03 Proposed General Regulation Amendment (Table 3)**

A Briefing Note and corresponding documents were circulated to the Council in advance of the meeting. Mr. Jeremy Quesnelle, Deputy CEO, Regulation, provided a detailed overview of the information in the Briefing Note and highlighted the proposed amendment to Table 3 of the General Regulation.

Mr. Quesnelle responded to any questions and provided clarification that arose throughout the fulsome discussion.

MOTION:	To amend the proposed amendment to Table 3 of the General Regulation to remove the limitation on OMP and to direct the CEO to re-circulate the amendment for a formal 60-day consultation.
MOVED:	Dean Catherwood
SECOND:	Amy Armstrong
CARRIED.	

### **6.04 Public Register Audit**

Mr. Parr, CEO, reviewed the information gathered during the audit process of both the Public and Information registers completed by College staff and highlighted that most of the measures have been met and those that aren't or are partially met are a result of limitations within the database but it is too costly to change or there have been Legislative changes.

He responded to any questions that arose during the discussion.

MOTION:	To adopt the audit report of the Public and Information registries as presented.
MOVED:	Erin Psota
SECOND:	Denis Marier
CARRIED.	

### **6.05 Framework for Evaluation of Laboratory Test Submissions**

A Briefing Note and corresponding documents were circulated to the Council in advance of the meeting. Mr. Parr, CEO, provided a detailed overview of the information in the Briefing Note and highlighted the Framework for the Review of Laboratory Test Submissions and the results of the consultation.

Mr. Parr responded to any questions and provided clarification that arose throughout the fulsome discussion.

MOTION:	To adopt the Framework for the Review of Laboratory Test Submissions as amended by the CEO based on feedback received.
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MOVED:	Denis Marier
SECOND:	Amy Armstrong
CARRIED.	

**6.06 By-law Amendments for Election of Council Members**

A Briefing Note and corresponding documents were circulated to the Council in advance of the meeting. The Chair also noted that on Monday, the CEO circulated an updated version of the proposed by-law amendments, after legal counsel’s review, in which eight additional minor wording changes were included to ensure consistency. In addition, an updated version of Appendix 2, was circulated, this is the document that will be referred to when speaking to the by-law amendments themselves.

Mr. Parr, CEO, provided a detailed overview of the proposed amendments to the by-laws relating to the election of Council members and the feedback received from the consultation.

Mr. Parr responded to any questions and provided clarification that arose throughout the fulsome discussion.

MOTION:	To adopt the proposed by-law changes as amended by the CEO based on feedback received.
MOVED:	Lisa Fenton
SECOND:	Dean Catherwood
CARRIED.	

**6.07 By-law Amendments Relating to Information and Fees**

A Briefing Note and corresponding documents were circulated to the Council in advance of the meeting. Mr. Parr, CEO, provided a detailed overview of the proposed by-law amendments relating to the fees and the feedback received based on the consultation.

Mr. Parr responded to any questions and provided clarification that arose throughout the fulsome discussion.

MOTION:	To adopt the \$250 increase to each registrant class effective April 1, 2026.
MOVED:	Dean Catherwood
SECOND:	Paul Philion
CARRIED.	

MOTION:	To adopt the proposed by-law and Schedule Fee changes as amended by the CEO based on feedback received.
MOVED:	Paul Philion

SECOND:	Dean Catherwood
CARRIED.	

**7. Council Education**

**7.01 Program Briefing – Quality Assurance Program**

The Council members asked to have this Agenda Item deferred to the next Council meeting to ensure adequate time would be available to fully understand the education being presented.

**8. Other Business**

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

**9. Meeting Evaluation and Next Meeting**

**9.01 Meeting Evaluation**

The Chair advised the Council members that the newly adopted method to complete the meeting evaluation via a Zoom survey will take place again and that the survey will appear on each Council member’s screen.

The Chair asked each Council member to take a few moments to complete the survey. The Chair reviewed the results of the survey, and three areas of concern were raised. The Chair spoke to this and asked if the people are comfortable in doing so, to reach out to her and provide more details.

**9.02 Next Meeting**

The Chair noted for Council that the next regularly scheduled meeting is set for January 28, 2026. This meeting will be held virtually via video conference.

**10. Adjournment**

**10.01 Motion to Adjourn**

The Chair asked for a motion to adjourn the meeting. The meeting adjourned at 4:08 p.m.

MOTION:	To adjourn the meeting.
MOVED:	Denis Marier
SECOND:	Amy Armstrong

Recorded by: Monika Zingaro  
Human Resources Coordinator  
December 10, 2025

Approved: January 28, 2026