



The College of Naturopaths of Ontario

Council Meeting
150 John St., 10th Floor
Toronto, Ontario
January 28 & 29, 2020

APPROVED MINUTES

Council		
Present		Regrets
Dr. Kim Bretz, ND (4:4)		Ms. R. Gail Goodman (2:4)
Dr. Shelley Burns, ND (4:4)		
Ms. Dianne Delany (4:4)		
Ms. Lisa Fenton (3:3)		
Dr. Tara Gignac, ND (3:4)		
Mr. Samuel Laldin (3:4)		
Dr. Brenda Lessard-Rhead, ND (Inactive) (4:4)		
Dr. Danielle O'Connor, ND (3:4)		
Dr. Jacob Scheer, ND (3:3)		
Dr. Jordan Sokoloski, ND (4:4)		
Mr. Barry Sullivan (4:4)		
Dr. George Tardik, ND (4:4) (January 29 only)		
Staff Support		
Mr. Andrew Parr, CAE, Registrar & CEO		
Mr. Jeremy Quesnelle, Deputy Registrar		
Ms. Agnes Kupny, Director of Operations		
Ms. Margot White, Director of Communications		
Ms. Monika Zingaro, Administrative Assistant Operations		
Guests		Observers (Jan 29, 2020 only)
Deanna Williams, Facilitator		Mr. Stamatis Kefalianos, COTO
		Mr. John Wellner, OAND

1. Call to Order and Welcome

The President, Dr. Kim Bretz, ND, called the meeting to order at 9:05 a.m. on January 28, 2020. She welcomed everyone to the meeting. She welcomed Deanna Williams, our facilitator for the Governance Workshop portion of the meeting.

Prior to turning over the meeting to Ms. Williams, the President noted that in order to facilitate fulsome discussions and to allow Council the time to contemplate any outcomes from today's Governance Workshop, it has been recommended that the Council move to a Committee of the Whole for these discussions. As such, the full Council would participate as a Committee, Ms. Williams would chair the session and any outcomes would be in the form of recommendations presented to Council.

MOTION:	That the Council of the College resolve itself as a Committee of the Whole for the purposes of discussing governance matters and its own future governance model.
MOVED:	Tara Gignac
SECOND:	Danielle O'Connor
CARRIED.	

2. Governance Workshop

2.01 Format of the Day

Ms. Williams thanked the President and the Council for including her in these discussions. She reviewed the format that would be followed for the discussions.

2.02 Ground Rules

Ms. Williams reviewed the ground rules to be followed for the workshop discussions.

2.03 Re-Cap

Ms. Williams asked the President to recap the Council's purpose and goals of the governance review. The President took some time to speak to the reasons as to why the review was initiated and the emphasis on leadership and excellence in regulation.

2.04 Work Completed to Date

The President quickly reviewed the work completed to-date by the Council, including the extensive research and literature review, the development of the white paper by legal counsel and staff, the presentations by the three regulators who have already undertaken similar work and the various consultations undertaken by the College.

2.05 In-depth Discussion by Topic Area

Ms. Williams walked the Council through the key areas of discussion surrounding governance of regulatory authorities taking time for each item to contemplate the best practices worldwide, what the stakeholders have said about it and what has been done by others. The outcome of these discussions will be summarized in a separate report.

At 4:00 p.m. at the conclusion of the in-depth discussions, the President recessed the meeting until 9:00 a.m. on January 29, 2020.

2.06 Recap and Next Steps

At 9:00 a.m. on January 29, 2020, the President reconvened the meeting. She welcomed Dr. George Tardik, ND, to the meeting. She also welcomed guests from the Ontario Association of Naturopathic Doctors and the College of Occupational Therapists of Ontario.

Ms. Williams resumed the governance workshop and reviewed the outcomes of the discussions from the prior day and responded to several questions.

Next steps were also discussed which would include the preparation of a report and an implementation plan. These would be developed, reviewed by the Executive Committee and presented to the Council for approval in April 2020.

The President thanked Ms. Williams for her hard work facilitating an excellent discussion and her advance work prior to these two days. She asked for a motion to reconvene the Council from the Committee of the Whole.

MOTION:	That the Council now reconvene from the Committee of the Whole for the purpose of conducting its regular business.
MOVED:	Danielle O'Connor
SECOND:	Tara Gignac
CARRIED.	

3. Consent Agenda

3.01 Review of Consent Agenda

The Consent Agenda was circulated to members of Council in advance of the meeting. The President 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:	Sam Laldin
SECOND:	George Tardik
CARRIED.	

4. Main Agenda

4.01 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 President asked if there were any items to be added to the agenda. The Council members had no items to add, however, the President noted that the Registrar asked that a verbal briefing on the 2019 Novel Coronavirus, to be presented by the Deputy Registrar, be added. The item was added as 7.01.

MOTION:	To approve the Main Agenda as amended.
MOVED:	Barry Sullivan

SECOND:	Dianne Delany
CARRIED.	

4.02 Declarations of Conflicts of Interest

The President asked the Council members if there were any conflicts to declare. No conflicts were declared.

5. Monitoring Reports

5.01 President's Report

The President's Report was circulated in advance of the meeting. The President reviewed the report briefly with Council. She welcomed and responded to questions from the Council.

MOTION:	To accept the President's Report as presented.
MOVED:	Brenda Lessard-Rhead
SECOND:	Tara Gignac
CARRIED.	

5.02 Registrar's Report

The Registrar's Report was circulated in advance of the meeting. Mr. Parr highlighted several activities underway and responded to questions that arose during the discussion that followed.

MOTION:	To accept the Registrar's Report as presented.
MOVED:	Barry Sullivan
SECOND:	Jordan Sokoloski
CARRIED.	

6. Business

6.01 Operational Plan 2020-2023

The President noted that the next item on the agenda was the draft Operational Plan for 2020-2023 and that a briefing note was included in the materials at page 231 and the draft plan was appended to that briefing. She asked the Registrar & CEO to present the plan.

The Registrar walked the Council through the plan and responded to questions. Clarification was provided on the two Requests for Proposals for the website and database. The extensive amount of work required was also noted by the Registrar & CEO.

MOTION:	To accept the Operational Plan for 2020-2023 as presented.
MOVED:	Danielle O'Connor
SECOND:	Brenda Lessard-Rhead
CARRIED.	

6.02 Operating Budget 2020-2023

The President noted that the next item on the agenda was the draft operating budget for 2020-2021. A briefing note was provided at page 280 of the package of materials and a proposed budget for the next fiscal year and estimates for the two subsequent fiscal years were attached to that briefing. She asked Agnes Kupny, Director of Operations, to walk the Council through the materials.

Ms. Kupny presented the highlights of the budget noting that despite several areas of increased costs, including staffing, operating two databases and the addition of the standard cost of living on most line items, she had been able to hold the increase in expenses to \$60,000 by cutting budgets elsewhere. Ms. Kupny responded to several questions from the Council.

MOTION:	To accept the draft Operating Budget for 2020-2021 as presented.
MOVED:	George Tardik
SECOND:	Brenda Lessard-Rhead
CARRIED.	

6.03 Capital Budget 2020-2023

At the request of the President, Ms. Kupny continued by presenting the draft Capital Budget for 2020-2021 which had also been attached to the briefing for the prior agenda item. The draft Capital Budget also included two additional years of estimates.

The Council posed several questions noting that the overall Capital Budget was relatively small.

MOTION:	To accept the Capital Budget for 2020-2021 as presented.
MOVED:	Tara Gignac
SECOND:	Brenda Lessard-Rhead
CARRIED.	

6.04 Scheduled Substance Review Committee Terms of Reference

The President noted that the next item on the agenda was a request from the Scheduled Substance Review Committee (SSRC) to amend the Committee Terms of Reference. A briefing note was provided at page 285 of the materials package. She invited Dr. George Tardik, ND, Chair of SSRC to speak to the matter.

Dr. Tardik, ND, noted that the SSRC has been in the process of reviewing its policies, procedures and general approach to how it functions and how to best address gaps in the health care system. Based on discussions with Committee members, senior staff, legal counsel and other health regulators in Ontario, it was recommended that the SSRC undertake a review and assessment of the scope of practice of naturopaths in Ontario in order to accurately address gaps in the current system and to make recommendations to Council that are based on both public and system need. Proposed amendments to the Terms of Reference of the Committee were included in the meeting materials.

The Council discussed whether this was a one-time review or a review that would occur every number of years. It was generally agreed that at this time it would be a one-time review and any further reviews would have to be determined at a later date.

The Council generally agreed that as this was a one-time project, it might be a better approach to appoint a working group or the SSRC itself to take on this project and to not amend the Committee Terms of Reference.

MOTION:	That the Council directs the Scheduled Substances Review Committee to undertake a review of the Scope of Practice of the profession and to make recommendations on the definition of the scope and any amendments to the tables of the General Regulation and the laboratory tests and specimen collections authorized under the Laboratory and Specimen Collection Centre Licensing Act.
MOVED:	Tara Gignac
SECOND:	Danielle O'Connor
CARRIED.	

7. Other Business

7.01 Novel Coronavirus

Jeremy Quesnelle, Deputy Registrar, provided the Council with a verbal briefing on the 2019 Novel Coronavirus. He noted that daily teleconferences are held with the Ministry of Health, public health officials, representatives of the health professional associations and the regulatory Colleges. He provided information about the current readiness of the Province and the rates of infection globally as known at this time.

Mr. Quesnelle informed the Council that the Ministry was about to issue guidelines for primary care providers and that once released, the College would be informing the profession of where to obtain these and helpful signage for clinic offices. The College would also remind the profession about their reporting obligations as the virus has been designated as a communicable disease under the *Health Protection and Promotion Act*.

The Council thanked Mr. Quesnelle for the information.

8. Next Meeting

8.01 Next Meeting

The President noted for the Council that the next regularly scheduled Council meeting is set for April 28 and 29, 2020 noting that a full orientation session would be held on the 28 for all Council members.

9. Adjournment

9.01 Motion to Adjourn

The President asked for a motion to adjourn the meeting. The meeting adjourned at 11:50 a.m.

MOTION:	To adjourn the meeting.
MOVED:	Dianne Delany

SECOND:	George Tardik
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Andrew Parr, CAE
Registrar & CEO
January 29, 2020

Approved April 29, 2020