



The College of Naturopaths of Ontario

**Council Meeting
October 28, 2020**

**Teleconference
APPROVED MINUTES**

Council		
Present		Regrets
Ms. Asifa Baig (2:2)		
Dr. Kim Bretz, ND (3:3)		
Dr. Shelley Burns, ND (3:3)		
Mr. Dean Catherwood (3:3)		
Ms. Dianne Delany (3:3)		
Ms. Lisa Fenton (3:3)		
Dr. Tara Gignac, ND (3:3)		
Dr. Brenda Lessard-Rhead, ND (Inactive) (3:3)		
Dr. Danielle O'Connor, ND (3:3)		
Ms. Sarah Griffiths-Savolaine (1:1)		
Dr. Jacob Scheer, ND (3:3)		
Dr. Jordan Sokoloski, ND (3:3)		
Mr. Barry Sullivan (3:3)		
Dr. George Tardik, ND (3:3)		
Staff Support		
Mr. Andrew Parr, CAE, CEO		
Ms. Erica Laugalys, Director, Registration & Examinations		
Mr. Jeremy Quesnelle, Deputy CEO		
Ms. Staci Weingust, Director of Operations		
Ms. Monika Zingaro, Administrative Assistant Operations		

Guests	Observers
Ms. Rebecca Durcan, Legal Counsel	Mr. John Wellner, OAND

1. Call to Order and Welcome

Dr. Kim Bretz, ND, Council Chair, called the meeting to order at 9:06 a.m. She welcomed everyone to the meeting.

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:	Dianne Delany
SECOND:	Shelley Burns
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.

The Chair advised the Council members on the following amendments:

- Item 4.01 will be re-named to read as Report of the Council Chair,
- Item 4.02 will be re-named to read as Report on Operations from the CEO, and
- Under section 6, Regular Business, there was no Item 6.05, therefore Items 6.06 and 6.07 will be renumbered to read as 6.05 and 6.06.

MOTION:	To approve the Main Agenda as amended.
MOVED:	Barry Sullivan
SECOND:	Danielle O'Connor
CARRIED.	

3.02 Declarations of Conflicts of Interest

The Chair informed the Council members of the updated Declarations of Conflict of Interest process that will be used going forward. 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 being launched by the Ministry of Health.

The Chair asked if any Council members had any conflicts to declare based on the approved agenda and there were none.

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 as presented.
MOVED:	Brenda Lessard-Rhead
SECOND:	Jordan Sokoloski
CARRIED.	

4.02 Report on Operations from the CEO

The Report on Operations from the CEO was circulated in advance of the meeting. Andrew Parr, Chief Executive Officer, highlighted several activities underway and responded to questions that arose during the discussion that followed.

MOTION:	To accept the Report on Operations from the CEO as presented.
MOVED:	Dianne Delany
SECOND:	Tara Gignac
CARRIED.	

5. Council Governance Policy Confirmation

5.01 Review/Issues Arising

5.01(i) Detailed Review – 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.

5.01(ii) Council-Registrar Linkage Policies

Council members were asked if they had any questions or matters to note with respect to the Council-Registrar Linkage policies based on the reports received. No issues were noted at this time.

5.01(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.

5.02 Detailed Review (as per GP08) – Ends Policies

Mr. Barry Sullivan and Dr. Jordan Sokoloski, ND, members of the Governance Policy Review Committee, reminded the Council that a detailed review of the Ends policies was scheduled for this meeting. They noted that when asked several weeks ago whether Council members had any proposed changes, none had been received.

It was noted that the first questions to be addressed were whether the Council members, many of whom were not involved in the development of these policies continued to believe that they were relevant and had not yet been achieved. The consensus of the Council was that both policies were relevant and had not yet been accomplished. It was generally agreed that a more extensive review, using an external consultant, would be considered within the next two years as an urgent update was not required.

The Governance Policy Review Committee asked Council to consider proposed changes to these two policies to add some clarity to them. These changes were circulated in advance of the meeting but separately from the main meeting materials package. The Council discussed the proposed amendments.

MOTION:	To accept the amendments to policy E01.04 – Ends Statements as presented.
MOVED:	Danielle O’Connor
SECOND:	Barry Sullivan
CARRIED.	

MOTION:	To accept the amendments to policy E02.04 – Ends Priorities as presented.
MOVED:	Brenda Lessard-Rhead
SECOND:	Shelley Burns
CARRIED.	

6. Business

6.01 Election of Officer-at-Large (Public Member)

Mr. Parr informed the Council that the need for a supplemental election of an Officer-at-Large (Public Member) came about due to the expiration of the Order in Council of Mr. Samuel Laldin. A Call for Nominations had been issued in September and, at the close of the nomination period, one nomination had been received for Ms. Dianne Delany. Therefore, with no other nominations, he noted that Ms. Delany had been acclaimed to the Officer-at-Large (Public Member) position on the Executive Committee. The Council congratulated Ms. Delany.

6.02 Committee Appointments

The Chair advised the Council members that again with Mr. Laldin’s term on Council having expired earlier in October 2020, the Council had an opportunity to appoint him to various committees as a Public Representative. She noted that Mr. Laldin had expressed his willingness to remain on the Committees he was previously appointed too.

MOTION:	To appoint Mr. Samuel Laldin as a Public Representative to the Patient Relations Committee, as Chair, and to the Discipline and Inspection Committees as a Committee member.
MOVED:	Brenda Lessard-Rhead

SECOND:	Barry Sullivan
CARRIED.	

6.03 Prescribing Exam Retake Extension

Dr. Danielle O'Connor, ND, Chair of the Registration Committee, explained the circumstances for requesting a temporary 12-month extension to be granted to those Registrants who need to complete one component of the Ontario Prescribing and Therapeutics exam. For instance, the May and June 2020 exams were cancelled due to COVID-19 and current exam registration capacity has been lowered to follow COVID-19 guidelines. She responded to any questions that arose during the discussion.

MOTION:	That for Registrants who were unsuccessful in completing one component of the Ontario Prescribing & Therapeutics exam within the years 2018 and 2019, a temporary, 12-month extension to the timeframe noted in the Prescribing and Therapeutics Program and Examinations Policy for retaking a singular component be granted.
MOVED:	Brenda Lessard-Rhead
SECOND:	Jacob Scheer
CARRIED.	

6.04 Policy EL17 – Reserve Funds

Mr. Parr provided a detailed overview to the members of Council of the newly drafted policy and highlighted Council's responsibility components throughout the policy. He responded to several questions that arose during the discussion.

MOTION:	To approve the newly drafted EL17 – Reserve Funds Policy as presented.
MOVED:	Tara Gignac
SECOND:	Dean Catherwood
CARRIED.	

MOTION:	To approve the re-allocation of the funds currently in the Strategic Initiatives Fund to the Business Continuity Fund.
MOVED:	Tara Gignac
SECOND:	Barry Sullivan
CARRIED.	

6.05 Recording and Broadcasting Council Meetings

Mr. Parr noted the benefits of broadcasting the Council's Zoom meetings live streaming to the College's verified YouTube account and recording them for additional access. For example,

increases the College’s transparency and accountability, and provides more accessibility to the public and Registrants. Also, he informed the Council that meetings cannot be downloaded or edited, in-camera sessions would not be broadcasted or recorded, and costs would be minimal. He responded to any questions that arose during the discussion.

The Chair asked whether there was a general consensus to proceed with this initiative and it was agreed that there was. As a result, the staff will move forward with this initiative.

6.06 CANRA Incorporation

Mr. Parr provided a brief overview about CANRA and its history and responded to any questions that arose during the discussion about the formalization of CANRA. He noted the intended goals as a result of CANRA becoming incorporated, for instance, having collective examinations provided within each regulatory jurisdiction provided by a third party.

MOTION:	That the Council approves the incorporation of CANRA and the College of Naturopaths of Ontario as one of the founding members.
MOVED:	Tara Gignac
SECOND:	Sarah Griffiths-Savolaine
CARRIED.	

7. Business Arising from the Governance Review

7.01 Report on the Governance Implementation Plan - #1

Mr. Parr informed the members of Council that out of the 40 recommendations created through the Governance Review and indicated within the Implementation Plan, 45% have been completed and 28% are on-going to-date. Furthermore, he highlighted major accomplishments thus far, for example, sending the letter to the Minister, having the by-laws currently out for consultation, and the identification of possible risk-based regulation matters. He responded to any questions that arose during the discussion and advised everyone that updated reports will be provided for each Council meeting.

MOTION:	To accept the Report on the Governance Implementation Plan as presented.
MOVED:	Barry Sullivan
SECOND:	Shelley Burns
CARRIED.	

7.02 Council Meeting Dates

The Council was reminded that beginning in 2021 Council meetings will take place every 60 days. He briefly outlined some changes to the timing of various processes, noting that financial statements will now come to the Council rather than the Executive Committee and that the election of the Executive Committee and orientation of Council would be held during the May meetings instead of April going forward.

Meeting invites for the meetings scheduled in 2021 will be sent to each Council member to be included within their individual calendars.

8. Other Business

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

9. Next Meeting

The Chair noted for the Council that the next regularly scheduled meeting is set for January 27, 2021. In addition, an in-person Council Orientation has been tentatively set for May 2021.

10. Adjournment

10.01 Motion to Adjourn

The Chair asked for a motion to adjourn the meeting. The meeting adjourned at 11:35 a.m.

MOTION:	To adjourn the meeting.
MOVED:	Tara Gignac
SECOND:	Jacob Scheer

Recorded by: Monika Zingaro
Administrative Assistant, Operations
October 28, 2020

Approved: January 27, 2021