



The College of Naturopaths of Ontario

**Council Meeting  
September 29, 2021**

**Video Conference  
APPROVED  
MINUTES**

<b>Council</b>	
<b>Present</b>	<b>Regrets</b>
Dr. Kim Bretz, ND (3:3)	Ms. Asifa Baig (2:3)
Dr. Shelley Burns, ND (3:3)	Dr. Jonathan Beatty, ND (2:3)
Mr. Dean Catherwood (3:3)	Dr. Jennifer Lococo, ND (2:3)
Mr. Brook Dyson (3:3)	Dr. George Tardik, ND (2:3)
Ms. Lisa Fenton (3:3)	
Dr. Brenda Lessard-Rhead, ND (Inactive) (3:3)	
Mr. Paul Pillion (2:2)	
Ms. Sarah Griffiths-Savolaine (3:3)	
Dr. Jacob Scheer, ND (3:3)	
Dr. Jordan Sokoloski, ND (3:3)	
<b>Staff Support</b>	
Mr. Andrew Parr, CAE, CEO	
Ms. Agnes Kupny, Director of Operations	
Ms. Erica Laugalys, Director, Registration & Examinations	
Mr. Jeremy Quesnelle, Deputy CEO	
Ms. Monika Zingaro, Administration Coordinator	
<b>Guests</b>	
Ms. Rebecca Durcan, Legal Counsel	
Dr. Danielle O'Connor, ND, Registration Committee Chair	

### **1. Call to Order and Welcome**

The Chair, Dr. Kim Bretz, ND, called the meeting to order at 9:18 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:	Jacob Scheer
SECOND:	Paul Phillion
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.

Mr. Andrew Parr, CEO, advised the Chair that Item 7.04 had been incorrectly labelled and should be Item 6.04. The Agenda will be amended to reflect this change.

MOTION:	To approve the Main Agenda as amended.
MOVED:	Jordan Sokoloski
SECOND:	Sarah Griffiths-Savolaine
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:	Brenda Lessard-Rhead
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:	Brenda Lessard-Rhead
SECOND:	Sarah Griffiths-Savolaine
CARRIED.	

#### **4.03 Variance Report and Unaudited Financial Statements for Q1**

A Variance Report and the Unaudited Financial statements ending June 30, 2021 (Q1) 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 quarters. She responded to questions that arose during the discussion that followed.

MOTION:	To accept the Variance Report and Unaudited Financial statements for the first quarter as presented.
MOVED:	Dean Catherwood
SECOND:	Shelley Burns
CARRIED.	

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

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

##### **5.01(i) Detailed Review – Council-CEO Linkage 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) 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(iii) 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.

**5.02 Detailed Review (as per GP08) – (Executive Limitations Policies Part 2)**

Council members were asked if there were any members who wished to discuss the Executive Limitations Policies (Part 2). 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 accept the recommendations of the Governance Policy Review Committee as presented.
MOVED:	Paul Phillion
SECOND:	Dean Catherwood
CARRIED.	

**5.03 Proposed New/Amended Policies from GPRC**

**5.03a GP19 - CEO Annual Performance & Compensation Review**

Mr. Parr declared a conflict of interest and left the meeting for the discussion of this item.

Dr. Lessard-Rhead, ND (Inactive), provided a detailed overview of the proposed amendments to the policy included within the Council's package and responded to any questions that arose during the discussion.

MOTION:	To approve the proposed amendments to GP19 as well as the corresponding Forms as amended.
MOVED:	Sarah Griffiths-Savolaine
SECOND:	Lisa Fenton
CARRIED.	

**5.03b GP30 - Council and Committee Training Program**

Dr. Lessard-Rhead, ND (Inactive), provided a detailed overview of the newly drafted policy included within the Council's package and responded to any questions that arose during the discussion.

MOTION:	To approve GP 30.00 as presented.
MOVED:	Shelley Burns
SECOND:	Jacob Scheer
CARRIED.	

## 6. Business

### 6.01 Implementation of a Qualifying Program

Mr. Parr provided a detailed overview of the newly drafted policy and corresponding program included within the Council's package and responded to any questions that arose during the discussion.

MOTION:	To approve the implementation of a Qualifying Program and to approve GP31.00 as presented.
MOVED:	Dean Catherwood
SECOND:	Brenda Lessard-Rhead
CARRIED.	

### 6.02 Language Proficiency Policy Amendments

A Briefing Note and corresponding documentation highlighting the proposed changes to the Language Proficiency Policy 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 Language Proficiency Policy as presented.
MOVED:	Shelley Burns
SECOND:	Brenda Lessard-Rhead
CARRIED.	

### 6.03 Prescribing and Therapeutics Policy Amendments

A Briefing Note and corresponding documentation highlighting the proposed changes to Prescribing and Therapeutics Policy 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 Prescribing and Therapeutics Policy as presented.
MOVED:	Brenda Lessard-Rhead
SECOND:	Lisa Fenton
CARRIED.	

The Chair thanked Ms. O'Connor for presenting the proposed changes to Council.

### 6.04 Equity, Diversion, and Inclusion Committee (EDIC) Appointments

A memorandum setting out a recommendation from the Governance Committee to appoint two additional individuals to the EDIC was included in the package. Mr. Parr on behalf of Dr. Gudrun

Welder, ND, Governance Committee Chair, presented the Committee’s recommendations to the Council members and responded to any questions that arose during the discussion.

MOTION:	To accept the Governance Committee’s recommendations and thereby appoint the two individuals named to the EDI Committee.
MOVED:	Paul Phillion
SECOND:	Brenda Lessard-Rhead
CARRIED.	

**7. Council Education**

**7.01 Review of Council’s Policy Governance Approach**

Dr. Lessard-Rhead, ND (Inactive), provided a detailed explanation of each of the groupings of policies that govern the Council and how they are implemented and maintained. In addition, she highlighted a break down of how a Council meeting is prepared step by step and the expectations of being a Council member. For instance, attending meetings and actively participating throughout. Herself and Mr. Parr responded to any questions that arose during the discussion.

**7.02 Program Briefing – Quality Assurance Program**

A Briefing Note highlighting the Quality Assurance Program was circulated in advance of the meeting. Mr. Jeremy Quesnelle, Deputy CEO, provided a detailed overview of the program and the processes within the program the College follows and responded to any questions that arose during the discussion.

**7.03 Program Briefing – Standards Program**

A Briefing Note highlighting the Standards Program was circulated in advance of the meeting. Mr. Quesnelle provided a detailed overview of the program and the processes within the program the College follows and responded to any questions that arose during the discussion.

**8. Meeting Evaluation and Next Meeting**

**8.01 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.

**8.02 Next Meeting**

The Chair noted for the Council that the next regularly scheduled meeting is set for November 24, 2021. 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.

**9. Adjournment**

**9.01 Motion to Adjourn**

The Chair asked for a motion to adjourn the meeting. The meeting adjourned at 11:19 a.m.

MOTION:	To adjourn the meeting.
---------	-------------------------

MOVED:	Brenda Lessard-Rhead
SECOND:	Sarah Griffiths-Savolaine

Recorded by: Monika Zingaro  
Administration Coordinator  
September 29, 2021

Approved: November 24, 2021