



The College of Naturopaths of Ontario

**Council Meeting
May 25, 2022**

**Video Conference
APPROVED MINUTES**

Council	
Present	Regrets
Dr. Shelley Burns, ND (1:1)	Ms. Asifa Baig (0:1)
Mr. Dean Catherwood (1:1)	Dr. Jonathan Beatty, ND (0:1)
Mr. Brook Dyson (1:1)	
Ms. Lisa Fenton (1:1)	
Dr. Anna Graczyk, ND (1:1)	
Ms. Sarah Griffiths-Savolaine (1:1)	
Ms. Tiffany Lloyd (1:1)	
Dr. Denis Marier, ND (1:1)	
Mr. Paul Phillion (1:1)	
Dr. Jacob Scheer, ND (1:1)	
Dr. Jordan Sokoloski, ND (1:1)	
Dr. George Tardik, ND (1:1)	
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	

1. Call to Order and Welcome

The Vice-Chair, Ms. Sarah Griffiths-Savolaine, called the meeting to order at 9:21 a.m. She welcomed everyone to the meeting and recognized newly elected Council members Dr. Denis Marier, ND, District 1, and Dr. Anna Graczyk, ND, District 2 to their first meeting, and Council member re-elect Dr. Jacob Scheer, ND, District 3.

The Vice-Chair also noted that the meeting was being live streamed via YouTube to the College's website.

2. Executive Committee Elections

2.01 Council Chair

Upon the submission deadline for nominations, only one nomination was received, Dr. Jordan Sokoloski, ND. Therefore, by acclamation he has been elected to the position of Council Chair.

2.02 Council Vice-Chair

Upon the submission deadline for nominations, only one nomination was received, Ms. Sarah Griffiths-Savolaine. Therefore, by acclamation she has been elected to the position of Council Vice-Chair.

2.03 Officer-at-Large Public member

Upon the submission deadline for nominations, only one nomination was received, Mr. Dean Catherwood. Therefore, by acclamation he has been elected to the position of Officer-at-Large Public member.

2.04 Officers-at-Large Professional members

Upon the submission deadline for nominations, only two nominations were received, Dr. Shelley Burns, ND, and Dr. George Tardik, ND. Therefore, by acclamation they have been elected to the positions of Officer-at-Large Professional members.

3. Consent Agenda

3.01 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:	George Tardik
SECOND:	Jacob Scheer
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 Chair asked if there were any items to be added to the agenda. There were none.

MOTION:	To approve the Main Agenda as presented.
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MOVED:	Sarah Griffiths-Savolaine
SECOND:	Shelley Burns
CARRIED.	

4.02 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.

The Chair reminded Council there are a few forms that are still required to be completed and submitted to College staff as soon as possible.

5. Monitoring Reports

5.01 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:	Dean Catherwood
CARRIED.	

5.02 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. 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:	Paul Phillion
SECOND:	George Tardik
CARRIED.	

5.03 Variance Report and Unaudited Financial Statements for Q4

A Variance Report and the Unaudited Financial statements ending March 31, 2022 (Q4) 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 fourth quarter as presented.
MOVED:	Jacob Scheer
SECOND:	Dean Catherwood
CARRIED.	

5.04 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 based on the Ends Policies. He responded to questions that arose during the discussion that followed.

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

6. Council Governance Policy Confirmation

6.01 Review/Issues Arising

6.01(i) 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.

6.01(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.

6.01(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.

6.01(iv) 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.

6.02 Detailed Review (as per GP08) – Committee Terms of Reference

Council members were asked if there were any members who wished to discuss the Committee Terms of Reference. 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.
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MOVED:	George Tardik
SECOND:	Lisa Fenton
CARRIED.	

7. Business

7.01 Exam Appeals Policy

A Briefing Note and corresponding documentation highlighting the proposed changes to the Exam Appeals Policy were circulated in advance of the meeting. Ms. Erica Laugalys, Director, Registration & Examinations 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 Examination Appeals Policy as presented.
MOVED:	Paul Phillion
SECOND:	Shelley Burns
CARRIED.	

7.02 Pandemic & Emergency Preparedness Regulations

A Briefing Note highlighting the proposed feedback for submission to the Ministry of Health in relation to new regulations to be made under the *Regulated Health Professions Act, 1991* (RHPA), Bill 106, on behalf of the College was circulated in advance of the meeting. Mr. Parr provided a detailed overview of the feedback and responded to any questions that arose during the discussion.

MOTION:	To approve the submission of proposed feedback to the Ministry of Health relating to new regulations to be made under the RHPA (Bill 106) as presented.
MOVED:	Jacob Scheer
SECOND:	Sarah Griffiths-Savolaine
CARRIED.	

7.03 Canadian Code for Volunteer Involvement (CCVI)

A Memorandum and corresponding documentation explaining how the Code can be used as a guide for volunteering in all levels of an organization and setting out the values of volunteer involvement, guiding principles for volunteer involvement, as well as standards of practice for volunteering was circulated in advance of the meeting. Mr. Parr provided a brief overview of the Code and responded to any questions that arose during the discussion.

The Council expressed their support in adopting this Code as part of the College's Volunteer Program.

MOTION:	To adopt the Canadian Code for Volunteer Involvement as part of the Colleges' Volunteer Program as a means of recognizing the value and contribution of its volunteers.
MOVED:	Shelley Burns
SECOND:	Dean Catherwood
CARRIED.	

7.04 Committee Appointments

A supplemental document was circulated individually in advance of the meeting, as it was not initially included within the meeting package, provided the proposed 2022-2023 fiscal year Committee appointments. Mr. Parr responded to any questions that arose.

MOTION:	To approve the Committee appointments as presented.
MOVED:	George Tardik
SECOND:	Tiffany Lloyd
CARRIED.	

8. Council Education

8.01 Program Briefing – ICRC

A Briefing Note highlighting the Complaints and Reports Processes was circulated in advance of the meeting. Mr. Parr provided a detailed overview of the processes the College follows and responded to any questions that arose during the discussion.

8.02 Program Briefing – Discipline

A Briefing Note highlighting the Discipline Processes was circulated in advance of the meeting. Mr. Parr provided a detailed overview of the processes the College follows and responded to any questions that arose during the discussion.

9. Other Business

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

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 July 27, 2022. 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.

11. Adjournment

11.01 Motion to Adjourn

The Chair asked for a motion to adjourn the meeting. The meeting adjourned at 11:16 a.m.

MOTION:	To adjourn the meeting.
MOVED:	George Tardik
SECOND:	Sarah Griffiths-Savolaine

Recorded by: Monika Zingaro
Administration Coordinator
May 25, 2022

Approved: July 27, 2022