



The College of Naturopaths of Ontario

**Council Meeting
March 27, 2024**

**Video Conference
APPROVED MINUTES**

Council		
Present		Regrets
Dr. Jonathan Beatty, ND (4:6)*		Ms. Lisa Fenton (5:6)
Dr. Shelley Burns, ND (6:6)		Ms. Sarah Griffiths-Savolaine (4:6)
Mr. Dean Catherwood (6:6)		Ms. Tiffany Lloyd (2:6)
Dr. Amy Dobbie, ND (6:6)		
Mr. Brook Dyson (5:6)		
Dr. Anna Graczyk, ND (6:6)		
Dr. Denis Marier, ND (6:6)**		
Mr. Paul Phillion (5:6)		
Dr. Jacob Scheer, ND (6:6)		
Dr. Jordan Sokoloski, ND (5:6)		
Staff Support		
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, Human Resources & Administration Coordinator		
Guests		
Ms. Rebecca Durcan, Legal Counsel		
Dr. Brenda Lessard-Rhead, ND (Inactive), GPRC Chair and Council member elect (District 6)		
Dr. Erin Walsh (Psota), ND, Council member elect (District 4)		

*Left meeting at 11:12 a.m.

** Joined meeting at 9:45 a.m.

Dr. Felicia Assenza, ND, Council member elect (District 2)		
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1. Call to Order and Welcome

The Chair, Dr. Jordan Sokoloski, ND, called the meeting to order at 9:16 a.m. He welcomed everyone to the meeting, including the three new Council elect members attending the meeting as observers, Dr. Felicia Assenza, ND of Hamilton, ON (District 2), Dr. Erin Walsh (Psota), ND of Toronto East, ON (District 4), and Dr. Brenda Lessard-Rhead, ND (Inactive) of Aurora, ON (District 6) and legal counsel Rebecca Durcan. In addition, he congratulated Mr. Paul Philion, Public Member, on his reappointment to the Council beginning July 8, 2024, for an additional three years.

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:	Dean Catherwood
SECOND:	Amy Dobbie
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 changes to the agenda. There were none.

MOTION:	To approve the Main Agenda as presented.
MOVED:	Paul Philion
SECOND:	Jacob Scheer
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. He welcomed and responded to questions from the Council.

MOTION:	To accept the Report of the Council Chair as presented.
MOVED:	Shelley Burns
SECOND:	Dean Catherwood
CARRIED.	

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

The Report on Regulatory Operations from the CEO, Mr. Andrew Parr and corresponding Briefing Note were 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 Report on Regulatory Operations as presented by the CEO.
MOVED:	Dean Catherwood
SECOND:	Amy Dobbie
CARRIED.	

4.03 Variance Report and Unaudited Financial Statements for Q3

The Variance Report and the Unaudited Financial statements ending December 31, 2023 (Q3) 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 quarter. She responded to questions that arose during the discussion that followed.

MOTION:	To accept the Variance Report and Unaudited Financial statements for the third quarter as presented.
MOVED:	Dean Catherwood
SECOND:	Paul Philion
CARRIED.	

5. Council Governance Policy Confirmation

5.01 Review/Issues Arising

5.01(i) 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.

5.01(ii) 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(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) – Governance Process Policies GP17-GP33

Dr. Brenda Lessard-Rhead, ND (Inactive), Governance Policy Review Committee (GPRC) Chair, presented the results of the GPRC’s survey to Council members regarding GP17-GP33 and provided supporting information as to why which responses were appropriate. For example, referencing direct language found within a given policy corresponding to the survey question. In addition, she provided a summary of the information within each of the policies and responded to any questions throughout her presentation.

The Chair thanked Dr. Lessard-Rhead, ND (Inactive), GPRC Chair, for her presentation.

5.03 Policy Review – Governance Process Policies

Dr. Lessard-Rhead, ND (Inactive), GPRC Chair, provided a detailed overview of the amendments being presented on behalf of the GPRC as outlined in the Memorandum included within the Council’s package and responded to any questions that arose during the discussion.

MOTION:	To approve the proposed changes to GP07, GP10, GP11 and GP 12 as presented.
MOVED:	Paul Phillion
SECOND:	Jacob Scheer
CARRIED.	

6. Business

6.01 Language Proficiency Policy Amendments

A Briefing Note and corresponding documentation highlighting the proposed changes to the Language Proficiency Policy amendments were circulated in advance of the meeting. Dr. Shelley Burns, ND, Registration Committee Vice-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:	Amy Dobbie
SECOND:	Brook Dyson
CARRIED.	

6.02 Registration Policy Amendments

A Briefing Note and corresponding documentation highlighting the proposed changes to the Registration Policy amendments were circulated in advance of the meeting. Dr. Shelley Burns,

ND, Registration Committee Vice-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 Registration Policy as presented.
MOVED:	Paul Philion
SECOND:	Dean Catherwood
CARRIED.	

6.03 Council Vaccine Statement

A Briefing Note and corresponding documents were circulated to the members of the Council in advance of the meeting. The Chair provided a detailed outline of the process that will be adopted for this agenda item by following the Council’s procedures for debates and motions which is based on Robert’s Rules of Order. Afterwards the Chair proposed that a motion be tabled to focus the discussion on the matter at hand.

MOTION:	That the Council's Vaccine Statement issued on November 25, 2021 remain in place and unchanged at this time.
MOVED:	Shelley Burns
SECOND:	Brook Dyson

After asking if any Council members had questions or clarifications on the briefing materials, the Chair opened the floor to general comments and discussion. During this discussion, a further motion was moved and seconded seeking to call the question on the motion.

In accordance with the rules of order, the Chair noted that a motion to call the question had been made which thereby took precedence over the earlier motion. He asked if there were any comments or questions on the motion to call the question.

At this time, the Chair recognized Dr. Jonathan Beatty, ND, Council member for District 6, who indicated that he was tendering his resignation from the Council effective immediately. Dr. Beatty, ND, left the meeting.

On the advice of Legal Counsel, the Chair clarified that a motion to call the question on the motion that had been tabled required the approval of two-thirds of Council members present. He then called for a vote on the motion to call the question.

MOTION:	To call the question on the motion that was tabled on the vaccine statement.
MOVED:	Brook Dyson
SECOND:	Dean Catherwood
IN FAVOUR:	8
OPPOSED:	2

With a vote of 8 in favour and 2 opposed, the Chair ruled that the motion had met the two-thirds approval requirement and that the motion was carried.

The Chair then turned the Council's attention to the earlier motion that had been tabled to which the Council would vote and would require a simple majority.

MOTION:	That the Council's Vaccine Statement issued on November 25, 2021 remain in place and unchanged at this time.
MOVED:	Shelley Burns
SECOND:	Brook Dyson
CARRIED.	

6.04 Annual Operational Plan

A comprehensive Briefing Note, Operational Plan and Human Resources Plan documents were circulated to the members of the Council in advance of the meeting. Mr. Parr provided a detailed review of the plan and highlighted some projects and activities underway for the coming fiscal year 2024 - 2025. He also responded to any questions or concerns that arose during the discussion that followed.

MOTION:	To accept the Annual Operational Plan and Human Resources Plan as presented.
MOVED:	Dean Catherwood
SECOND:	Paul Phillion
CARRIED.	

6.05 Annual Capital and Operating Budgets 2024-2025 Fiscal Year

A detailed Briefing Note and the draft capital and operating budgets were included in the Council materials circulated in advance of the meeting. Ms. Kupny highlighted the main components within each budget and responded to any questions or concerns that arose during the discussion that followed.

MOTION:	To accept the Capital and Operating budgets for fiscal year 2024-2025 as presented.
MOVED:	Dean Catherwood
SECOND:	Anna Graczyk
CARRIED.	

6.06 College Performance Measure Framework Report (CPMF)

Mr. Jeremy Quesnelle, Deputy CEO, reviewed in detail the CPMF Report 2023 distributed to Council in advance of the meeting. He informed the Council that once approved, the report will

be submitted to the Ministry of Health and uploaded to the College's website for the public's viewing. In addition, he responded to any questions or concerns that arose during the discussion that followed.

MOTION:	To approve the College Performance Measure Framework Report for 2023 as presented.
MOVED:	Paul Phillion
SECOND:	Jacob Scheer
CARRIED.	

6.07 Risk-based Regulation

Mr. Parr, reviewed in detail the Risk-based Regulation documents distributed to Council in advance of the meeting. He informed the Council of how data would be collected to identify potential risks that can be mitigated and how this program would be implemented. In addition, he responded to any questions or concerns that arose during the discussion that followed.

MOTION:	To accept the Risk-based Regulation Program as presented.
MOVED:	Dean Catherwood
SECOND:	Jacob Scheer
CARRIED.	

7. Council Education

7.01 Program Briefing – Examination Program

A Briefing Note highlighting the Examination Program was circulated in advance of the meeting. Ms. Erica Laugalys, Director, Examinations & Registration, attended the meeting to responded to any questions asked by Council.

8. In-camera Session (Pursuant to paragraph (d) of section 7(2) of the HPPC)

8.01 Motion to Begin In-camera Session

The Chair called the meeting to move to an in-camera session at 1:14 p.m.

MOTION:	To move to an in-camera session pursuant to paragraph (d) of section 7(2) of the Health Professions Procedural Code as the Council will be discussing personnel matters.
MOVED:	Paul Phillion
SECOND:	Denis Marier
CARRIED.	

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 Council members that a link will be provided via e-mail 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 May 29, 2024.

11. Adjournment

11.01 Motion to Adjourn

The Chair asked for a motion to adjourn the meeting. The meeting adjourned at 1:43 p.m.

MOTION:	To adjourn the meeting.
MOVED:	Paul Phillion
SECOND:	Shelley Burns

Recorded by: Monika Zingaro
Administration Coordinator
March 27, 2024

Approved: May 29, 2024