



The College of Naturopaths of Ontario

**Council Meeting
September 25, 2024**

**Video Conference
APPROVED MINUTES**

Council		
Present		Regrets
Dr. Felicia Assenza, ND (3:3)		Dr. Brenda Lessard-Rhead, ND (Inactive) (1:3)
Dr. Amy Dobbie, ND (3:3)		Dr. Jacob Scheer, ND (1:3)
Mr. Dean Catherwood (2:3)		
Mr. Brook Dyson (3:3)*		
Ms. Lisa Fenton (3:3)		
Ms. Sarah Griffiths-Savolaine (3:3)		
Dr. Denis Marier, ND (3:3)		
Mr. Paul Phillion (3:3)		
Dr. Jordan Sokoloski, ND (3:3)		
Dr. Erin Walsh (Psota), ND (2:3)		
Staff Support		
Mr. Andrew Parr, CAE, CEO		
Ms. Agnes Kupny, Director, Operations		
Ms. Erica Laugalys, Deputy CEO, Registrant and Corporate Services		
Mr. Jeremy Quesnelle, Deputy CEO, Regulation		
Ms. Monika Zingaro, Human Resources Coordinator		
Guests		
Ms. Rebecca Durcan, Legal Counsel		
Mr. Barry Sullivan, GPRC Acting Chair		

*Joined at 9:50 a.m.

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.

The Chair 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:	Paul Philion
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.

MOTION:	To approve the Main Agenda as presented.
MOVED:	Denis Marier
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 have been included in the Council package 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 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:	Erin Walsh (Psota)
CARRIED.	

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

The Report on Regulatory Operations at August 31, 2024 from the CEO was 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 at August 31, 2024 from the CEO.
MOVED:	Paul Phillion
SECOND:	Dean Catherwood
CARRIED.	

4.03 Unaudited Financial Statements at Q1

A copy of the Unaudited Financial statements ending June 30, 2024 (Q1) were included in the materials circulated in advance of the meeting. Ms. Agnes Kupny, Director, Operations, provided a detailed review of the Statements and highlighted 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 the Unaudited Financial Statements for the first quarter as presented.
MOVED:	Dean Catherwood
SECOND:	Amy Dobbie
CARRIED.	

5. Council Governance Policy Confirmation

5.01 Review/Issues Arising

5.01(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.

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)

Mr. Barry Sullivan, Governance Policy Review Committee (GPRC), Acting Chair, provided the Council with a detailed presentation reviewing EL09 through EL17 and highlighted each policies

directives and reviewed the results of the survey completed by Council in relation to the grouping of policies.

Council members were asked if there were any members who wished to discuss the Executive Limitations Policies (Part 2), and Mr. Sullivan and Mr. Parr responded to any questions that arose during the discussion.

5.03 Proposed Policy Amendments

Mr. Sullivan, GPRC Acting Chair, highlighted proposed amendments to various Governance Process (GP) Policies, GP 08, GP 21, GP 26, GP 27, GP 28, GP 30 and GP 31, and Executive Limitations (EL) Policy EL17.

Mr. Sullivan and Mr. Parr responded to any questions that arose during the discussion.

MOTION:	To accept the recommendations of the Governance Policy Review Committee to amended GP 08, GP 21, GP 26, GP 27, GP 28, GP 30, GP 31, and EL17 as presented.
MOVED:	Paul Phillion
SECOND:	Amy Dobbie
CARRIED.	

6. Business

6.01 Organizational Structure of the College

A Briefing Note explaining the updated organizational structure of the College was circulated to the Council in advance of the meeting. Mr. Parr provided the Council members with a thorough explanation of the changes to the organizational structure found within the Human Resources Plan previously accepted by Council at their March 2024 meeting, which was developed to assist in the achievement of several important goals for the College through the Council's Strategic Plan.

In addition, he provided an overview of two new Human Resources Programs that will be implemented in the next fiscal year for all staff. Mr. Parr responded to any questions that arose during the discussion.

MOTION:	To receive the Organizational Structure changes and the Human Resources Program materials from the CEO.
MOVED:	Paul Phillion
SECOND:	Denis Marier
CARRIED.	

7. Council Education

7.01 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, Regulation, provided a presentation explaining

the three main components of the program with detailed examples and responded to any questions posed by Council.

7.02 Communication Key Messages

A memorandum developed to provide Council members with key messages to be used when engaging or responding to registrants and members of the public was circulated in advance of the meeting.

Mr. Parr informed the Council that these messages were distributed to provide Council members with information and guidelines to respond to inquires while maintaining the structure set out in the Governance Process policies of the Council.

In addition, Mr. Parr provided some scenarios in which the messaging presented can be used and responded to any questions that arose during the discussion.

8. Other Business

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

9. Meeting Evaluation and Next Meeting

9.01 Meeting 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 or to use the link embedded on the Main Agenda to complete an evaluation form immediately following the end of the meeting.

9.02 Next Meeting

The Chair noted for the Council that the next regularly scheduled meeting is set for November 27, 2024. This meeting will be held virtually via video conference.

10. Adjournment

10.01 Motion to Adjourn

The Chair asked for a motion to adjourn the meeting. The meeting adjourned at 11:38 a.m.

MOTION:	To adjourn the meeting.
MOVED:	Paul Philion
SECOND:	Erin Walsh (Psota)

Recorded by: Monika Zingaro
Human Resources Coordinator
September 25, 2024

Approved: November 27, 2024

