

**Manitoba Naturopathic Association
2024 Annual General Meeting Agenda & 2023 Annual Report**

Date: Thursday February 29, 2024 7:00PM
Format: Zoom Conference. Link in the email.

Voting Procedures:

Voting by Consensus Instructions:

- The Chair will ask members to use the chat function to “move” and “second” a motion
- Once a motion is seconded discussion may proceed
- Members **please** use the “raise hand” icon to speak
- After discussion, the Chair will say if no one is opposed the motion is passed. Those who are opposed are asked to state “opposed” in the chat function

AGENDA

1.0	Roll Call	G. Sims
2.0	Call to order	G.Sims
3.0	Welcome	G.Sims
4.0	Approval of the Agenda	G.Sims
5.0	Approval of the Minutes of February 9, 2023	G.Sims
6.0	Presidents 's Report	G.Sims
7.0	Treasurer's Report	L. Cottom
8.0	Registrar's Report	K. Brown
9.0	Complaint Committee Report	E. Wiebe
10.0	New Business/Discussion Items	G.Sims
	-Member Advertising and Compliance	
11.0	Election of Board Members	G.Sims/K. Brown
12.0	Adjournment	G.Sims

**Manitoba Naturopathic Association
Annual General Meeting Minutes
Thursday February 9, 2023 7:00PM by Zoom Conference**

Location: Zoom Virtual Meeting

In Attendance:

Jason Bachewich, Britany Badiou, Victoria Baldwin, Samantha Bell, Jasmine Bray-Mak, Karly Brown, Kelly Brown, Andrew Bryk, Mindy Campbell, Ashley Cassan, Sean Ceaser, Mekayla Clarke, Lauren Cottom, Annie Coughlin, Anna Cvitko, Suzanne Danner, Azza ElBakry, Erin Esau, Jessica Flamand, Leanne Florence, Janice Fyfe, Abbie Gardiner, Joel Guillemmin, Mary Anne Hembroff, Lori Mae Janzen, Deirdre Jasper, Jill Kazuk, Sara Korsunsky, Nicole Krapp, Amy Kroeker, Michael Lavallée, Melanie Leppelmann, Mary Pat McNaught (Public Board Member) Dara Morden, Nicole Pander, Lesley Phimister (administrator and recorder), Alyssa Robbins, Mehrdhad Sadeghi, Dean Schrader, Jil Simmons, Gord Sims, Aminder Singh, Cory Storm, Rachelle Walker, Erin Wiebe

Regrets: Alexandra Lucyshen, Christopher Turner, Kerry Gryba, Lisa Kandic, Paul Conyette, Nazilla Yal

1.Roll Call. Lesley conducted the attendance for the minutes

2.Call to order Dr. Gord Sims, ND, MNA President.
Gord called the meeting to order at 7:12pm

3.Welcome (President) G. Sims

4.Approval of the February 9, 2023 Agenda

A. Kroeker requested discussion regarding option of an in-person AGM under New Business

Motion to approve the February 9, 2023 AGM Agenda with the above noted addition

Moved: C. Storm Seconded: S. Korunsky All in Favour: Carried

5.Approval of AGM minutes of February 8, 2022

Motion to approve the February 8, 2022 AGM Minutes

Moved: S. Ceaser Seconded: J. Beatty All in Favour: Carried

6.President's Report-Dr. Gord Sims, ND

Gord referred to and summarized his report and the work of the MNA Board of Directors this past year. Gord thanked the board, committee and staff for giving their time and energy to assist with their roles as volunteer board and committee members this past year

7. Treasurer's Report -Dr. Lauren Cottom, ND

Lauren referred to and summarized her report

Q: Cory Storm asked if there is any conflict of interest with members being lay auditors
Lesley responded that other Regulatory Bodies use the same practice and clarified that they do not do an Audit but an Annual Review. The Regulations were updated and printed in the *Manitoba Gazette* and were not flagged by Government.

Q: Andrew Byrk asked if there was any extra training for the lay auditors

Lesley noted that the volunteer auditors are provided them with the same information that she had previously provided to the accountant (bank statements, invoices and financial statements prepared by the bookkeeper) with instructions of what to review and requirements for an audit.

8. Registrar's Report -Dr. Kelly Brown, ND
Kelly referred to and summarized her report

9. Complaint Committee Report-Dr. Erin Wiebe, ND, Complaint Committee Chair
Erin summarized her report.
The Complaints Committee is looking for a public member if anyone knows someone who might be interested in the position.

Motion to accept the Council, Committee and Registrar Reports
Moved: A. Byrk Seconded: J. Beatty All in Favour: Carried

10. New Business

Amy Kroeker asked if the AGM could be in person next year.
Discussion: Lesley noted that hosting a hybrid meeting has proven challenging for regulators. Technology has been an issue and voting was not able to occur which resulted in meetings having to be rescheduled. It is something we can look into. Currently the MNA has 12-15 members living outside of Winnipeg which is a consideration as we want to ensure meetings are open to all as well as winter driving considerations.

11. Election of Board Members (Kelly Brown, Registrar)

Kelly explained the election and voting procedures as outlined in the Regulations as follows:
The registrar must conduct the election and must declare elected as members of the board the full registrant(s) and public representative(s) who have received the greatest number of votes. In the event of a tie between any two or more candidates necessary to complete the membership of the board, the member or members to be elected must be decided from among such names by a drawing to be conducted under the supervision of the registrar.

Kelly Brown explained that there are two board positions that have reached the end of their terms. Kelly has received a total of three nominations for the two positions and so members must vote for nominees by ballot.

Kelly asked the following nominees to introduce themselves in order:

- Jason Bachewich
- Sean Ceaser
- Janice Fyfe

After the introductions, Kelly directed Lesley Phimister to send the ballot email to all members in attendance and for members to complete the ballot.

The two members who received the highest ranking are as follows:
Jason Bachewich and Sean Ceaser

12. Adjournment.

Motion to adjourn the meeting
Moved: A. Byrk Seconded: M. Clarke All in favour: Carried
Meeting adjourned at 8:12pm

GOVERNANCE

The Board of the Manitoba Naturopathic Association governs and administers the affairs of the Association in accordance with the *Naturopathic Act*. It is composed of five directors elected from the membership. Four are practicing members of the Association and one is a public member (nonmember) as required by legislation.

The Manitoba Naturopathic Association is one of 22 self-regulated health professions in Manitoba. The regulation of naturopathy in Manitoba is governed by Manitoba Health and the Naturopathic Act at the discretion of the Minister of Health. The Board is responsible for supporting the Ministry of Health's directive for a health regulatory which is the protection of the public. As a courtesy, the Ministry allows a handful of *associations* to maintain that title until they are under the umbrella legislation of the Regulated Health Professions Act. The success of this dual-trusteeship is accomplished when the public is protected, which, in turn, benefits the profession as a whole.

President

Dr. Gord Sims, ND

Vice-President

Dr. Jason Bachewich, ND

Treasurer

Dr. Lauren Cottom, ND

Public Member

Mary-Pat McNaught Osteopathic Manual Therapist

Member at Large

Dr. Sean Ceaser, ND

Ex-Officio Officers

Dr. Kelly Brown, ND, Registrar

Complaint Committee

Dr. Erin Wiebe, ND, Chair

Examination Committee

Dr. Leanne Florence, ND Chair

President's Report

2023 Board Initiatives:

The MNA board met 4 times in the past year and considered the following topics:

- Advertising Standard and Compliance
 - Interprovincial applicants and failure to disclose previous board exam failures
 - Consideration and approval of accredited training courses such as: Naturopathic Advanced Life Support Course, Emergency Medicine Training, IV Training
 - Canadian Alliance of Naturopathic Regulatory Authorities (CANRA) National Exam Project
- In between board meetings, the board and staff regularly communicated by email to share and consider information and directives received from Shared Health, Health Canada, the Canadian Alliance of Naturopathic Regulatory Authorities (CANRA) as well as frequent information distributed by the Manitoba Alliance of Health Regulatory Colleges (MAHRC).

Kelly Brown and Lesley Phimister represent the MNA at meetings of the MAHRC and the Fair Practices Office.

This past year the Fair Practices Office, through the course of our most recent registration review, strongly encouraged the MNA to utilize a prior learning assessment program. The MNA is happy to report that internationally educated applicants to the MNA may now have their education assessed by the College of Naturopaths of Ontario (CONO). This is a very important and helpful step in assessing prior learning and we are happy that CONO has agreed to allow potential applicants to utilize their PLAR Program.

Self-Regulation and Volunteerism = Essential Service

I would like to thank my naturopathic colleagues for their time and commitment to the MNA board, our membership and the public. We are all busy professionals who volunteer our time to meet regulatory requirements and I would like to thank the following members who gave their time this past year. I hope you will join me in thanking the following:

MNA Board Members: Drs. Jason Bachewich, ND (Vice President), Lauren Cottom, ND (Treasurer), Sean Ceaser, ND (Member at Large), Mary Pat McNaught, Osteopathic Manual Therapist (public member).

Board Examiners: Drs. Leanne Florence, ND, Jill Kazuk, ND, Suzanne Danner, ND, Jessica Flamand, ND

Complaint Committee: Drs. Erin Wiebe ND, Melanie Leppelmann, ND, Heather McLaren (public member)

Volunteer Auditors: Drs. Sara Korsunsky, ND, Jessica Flamand, ND

Finally, I would like to thank Dr. Kelly Brown, ND and Lesley Phimister for their commitment to the regulatory function of the Association and their abilities to communicate effectively and professionally with stakeholders. Both Lesley and Kelly field queries from the public, are the first point of contact for complainants, navigate and interpret health policy, relay government directives to members, collaborate with regulatory colleagues and field many queries from our members and applicants.

Respectfully submitted,
Dr. Gord Sims, ND
MNA President

Treasurer's Report

Results of the Year End Review-November 1, 2022 - October 31, 2023

Surplus and Contribution to Reserve Fund:

The year-end review shows a \$9438.72 surplus compared to \$28,769.71 the previous year. This is explained by less income from new membership application fees and first year registration dues compared to previous years as well as increased legal costs relating to complaints and Health Canada matters.

The board is pleased to see continued savings that support our long-term plan to increase our modest savings by responsible budgeting and reduction of expenses whenever possible. As a regulatory body, funds need to be available to plan and prepare for legal costs associated with complaints, investigations, potential hearings, education opportunities for members and regulatory requirements.

Finally, I would like to thank our volunteer auditors, Drs. Sara Korsunsky, ND and Jessica Flamand, ND for giving their time again this year to sit with the year end audit.

Respectfully submitted,
Dr. Lauren Cottom, ND
MNA Treasurer

February 1, 2024

Lay Auditor's Report
Manitoba Naturopathic Association (MNA)

We have reviewed the statement of the financial position of the Manitoba Naturopathic Association (MNA) as of October 31, 2023 including the statements of operations and net assets. These financial statements are the responsibility of the Association's management. Our responsibility as lay auditors are to express an opinion on these financial statements based on our review.

In conducting the review, we reviewed the financial statements prepared by the MNA Bookkeeper, Grant Tarr of Solutions Bookkeeping. We examined the evidence supporting the amounts and disclosures in the financial statements considering the documents on file used for bookkeeping. When necessary, we review the minutes of the Board of Directors that relate to important financial decisions as well as relevant Treasurer's Reports as required.

In our opinion the treasurer's reports, the documentation concerning decisions, and the minutes of the Board suggest a prudent use of Association funds and careful attention to financial decisions. The Board has taken measures to control expenditures while continuing to meet the mandate to protect the building.

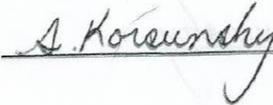
In our opinion, these financial statements present fairly the financial position of the organization as at October 31, 2023 and results of its operation, changes in net assets and cash flows for the fiscal year ending on October 31, 2023.

Sincerely,

Dr. Jessica Flamand, ND



Dr. Sara Korsunsky, ND



Members
The Manitoba Naturopathic Association

**Manitoba Naturopathic Association
Comparative Balance Sheet**

	As at 31/10/23	As at 31/10/22	Percent
ASSET			
CURRENT ASSETS			
ACU Chequing Account	191,282.23	166,969.50	14.56
ACU Savings Account	64,296.98	62,676.76	2.59
Accounts Receivable	41,300.00	50,000.00	-17.40
Prepaid Insurance	1,070.00	0.00	0.00
TOTAL CURRENT ASSETS	<u>297,949.21</u>	<u>279,646.26</u>	6.55
TOTAL ASSET	<u>297,949.21</u>	<u>279,646.26</u>	6.55
LIABILITY			
CURRENT ASSETS			
Accounts Payable	5,126.73	4,412.50	16.19
Unearned or Deferred Revenue	91,450.00	83,300.00	9.78
TOTAL CURRENT ASSETS	<u>96,576.73</u>	<u>87,712.50</u>	10.11
TOTAL LIABILITY	<u>96,576.73</u>	<u>87,712.50</u>	10.11
EQUITY			
EQUITY			
Unrestricted Net Assets	191,933.76	163,164.05	17.63
Current Earnings	9,438.72	28,769.71	-67.19
TOTAL SHAREHOLDER'S EQU...	<u>201,372.48</u>	<u>191,933.76</u>	4.92
TOTAL EQUITY	<u>201,372.48</u>	<u>191,933.76</u>	4.92
LIABILITIES AND EQUITY	<u>297,949.21</u>	<u>279,646.26</u>	6.55

Manitoba Naturopathic Association Comparative Income Statement

	Actual 01/11/22 to 31/10/23	Actual 01/11/21 to 31/10/22	Percent
REVENUE			
REVENUE FROM SALES			
Application Fee	2,500.00	4,292.00	-41.75
Duplicate Certificate	0.00	0.00	0.00
Exam Fee	100.00	300.00	-66.67
Practicing Fee - First Year	1,896.00	5,967.00	-68.23
Practicing Fee - Renewing	83,475.00	83,425.00	0.06
Late Renewal Fee - Practicing	100.00	400.00	-75.00
TOTAL SALES REVENUE	<u>88,071.00</u>	<u>94,384.00</u>	-6.69
OTHER REVENUE			
Interest income	1,959.99	776.70	152.35
Miscellaneous income	0.00	227.31	-100.00
TOTAL OTHER REVENUE	<u>1,959.99</u>	<u>1,004.01</u>	95.22
TOTAL REVENUE	<u>90,030.99</u>	<u>95,388.01</u>	-5.62
EXPENSE			
OPERATING COSTS			
Executive Director	49,356.69	45,372.86	8.78
Advertising and Website	854.88	854.88	0.00
AGM Expense	0.00	250.00	-100.00
Bookkeeping	476.00	770.01	-38.18
Business taxes & licences	156.87	40.00	292.18
Computer supplies	1,213.90	224.00	441.92
Honorarium	500.00	200.00	150.00
Insurance	1,070.00	1,070.00	0.00
Gifts	395.94	55.72	610.59
Legal Fees	14,130.81	7,255.89	94.75
Meals	141.80	124.00	14.35
Memberships & subscriptions	1,936.85	598.75	223.48
Office supplies	0.00	134.40	-100.00
Postage, Mailing Service	214.20	214.20	0.00
Printing and Copying	67.04	28.51	135.15
Registrar Services	8,450.00	7,675.00	10.10
Telephone, Telecommunications	1,627.29	1,750.08	-7.02
TOTAL OPERATING COSTS	<u>80,592.27</u>	<u>66,618.30</u>	20.98
TOTAL EXPENSE	<u>80,592.27</u>	<u>66,618.30</u>	20.98
NET INCOME	<u>9,438.72</u>	<u>28,769.71</u>	-67.19

Registrar Highlights for 2023

Registration and Licensure:

2 new registrants were licensed in 2023. Please join me in welcoming the following new members:

- Dr. Hayley Warren
- Dr. Sydne Valiquette

Canadian Alliance of Naturopathic Regulatory Authorities:

This past year a focus of CANRA has been the development of national competencies and a clinical practical examination to be delivered across the country.

The draft Competency Profile has been developed by subject matter experts representing the profession from across Canada. A uniform nationwide examination will ensure that all naturopaths have met the exact same standards at entry-to-practice: standards which ensure all naturopaths have the knowledge, skills, and judgement to practice safely, competently, and ethically.

Manitoba Alliance of Health Regulatory Colleges (MAHRC):

The MNA continues to attend and participate as an active member of the MAHRC. In 2023 Lesley and myself attended quarterly meetings. Topics of discussion included: a very thought-provoking presentation by Indigenous Canadian Senator Mary Jane McCallum regarding Truth and Reconciliation, Gender Data Collection, Equity, Diversity and Inclusion, Foreign Credential Recognition Program, Indigenous Cultural Safety Training, Complaint Investigations as well as representatives from Shared Health regarding legislative and program changes affecting health regulators.

Fair Registration Practice Offices (FRPO)

Formerly Office of the Manitoba Fairness Commissioner

Under the FRPO regulators now have a duty to collaborate with employers and post-secondary institutions on the development of remediation opportunities for internationally educated applicants. As such, the MNA is required to collaborate with naturopathic programs and to encourage them to offer bridge training opportunities for internationally educated applicants. At present, the Canadian College of Naturopathic Medicine is the only accredited naturopathic college that offers a bridge training program for international medical graduates. We recently completed the duty to collaborate report and are awaiting feedback. We attempted to obtain data on the number of international medical graduates enrolled in the two-year bridge training program, but CCNM did not respond to our requests.

The FRPO office is now responsible for Labour Mobility. In addition to the annual report, we must provide regarding internally educated applicants we will now be required to prepare a similar report for domestically educated applicants. As well, there are now strict timelines for Labour Mobility applicants. Regulators will soon be required to process interprovincial applicants within thirty days. Any delays must be reported and extensions must be approved in advanced.

Continuing Education

A reminder that the current CE cycle is November 1, 2023-October 31, 2025.

Respectfully submitted,

Dr. Kelly Brown, BSc, ND, MPH
MNA Registrar

Complaint Committee Report

This year we had two new complaints and one complaint that has carried over from 2022.

In one case, the complaint was resolved very quickly and involved a misunderstanding on the part of another healthcare provider.

In respect to the other two complaints, there has been much delay in the resolution of these two complaints primarily due to our complaints process.

In light of the delays in processing these two complaints, it was evident that there was a flaw in our complaints process. Namely that it was not a requirement for the complainant to provide authorization to review files pertinent to their complaint as part of their initial submission of their complaint. This required an extra step to contact the complainant again to obtain the necessary authorization before our committee could review files. As such, it took several attempts to make contact with the complainants and receive authorization.

This authorization has been made for both complaints and our committee is now in the process of investigating these two complaints.

Lesley has updated our complaint application to include this authorization which is now updated on the MNA website.

This year we also welcomed a new public member to our committee. Heather McLaren is a retired attorney and her expertise has been an invaluable addition to our committee.

Again, I want to thank Dr. Melanie Leppelmann for her continued guidance and leadership on our team.

Respectfully submitted,

Dr. Erin Wiebe, ND
MNA Complaint Committee Chair