

**Manitoba Naturopathic Association
2025 Annual General Meeting Agenda
&
2024 Annual Report**

Date: Thursday February 27, 2025 7:00PM

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 29, 2024	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
11.0	Election of Board Members	G.Sims/K. Brown
12.0	Adjournment	G.Sims

**Manitoba Naturopathic Association
Annual General Meeting Minutes
Thursday February 29, 2024 7:00PM by Zoom Conference**

Location: Zoom Virtual Meeting

Present: Kelly Brown, Jason Bachewich, Chris Turner, Hayley Warren, Gord Sims, Mary Pat McNaught (Public Member), Lauren Cottom, Sean Ceaser, Samantha Bell, Leanne Florence, Mekayla Clarke, Joel Guillemain, Abbie Gardiner, Victoria Baldwin, Janice Graydon, Nicole Pander, Alyssa Robbins, Sydne Valiquette, Mary Anne Hembroff, Jasmine Bray-Mak, Sara Korsunsky, Jessica Flamand, Erin Wiebe, Melanie Leppelmann, Cory Storm, Brittany Badiou, Jessica Beatty, Jasmine Bhullar, Jill Kazuk, Mackayla Johnson, Dean Schrader, Ayesha Parvez, Mindy Campbell, Karly Brown, Nicole Krapp, Michael Lavalley, Dara Morden, Kerry Gryba, Hayley Warren, Deirdre Jasper, Lori Mae Janzen, Annie Coughlin, Amy Kroeker, Andrew Bryk, Erin Esau, Jil Simmons, Ashley Cassan, Suzanne Danner, Paul Conyette, Lesley Phimister (administrator)

- **Call to order** G.Sims, ND, MNA President.
Gord called the meeting to order at 7:08pm

- **Welcome** (President) G. Sims

- **Approval of the February 29, 2024 Agenda**

J. Bachewich request to add Member Advertising to the agenda under new business
N. Krapp request to add emergency medicine requirements under new business

Motion to approve the February 29, 2024 AGM Agenda with the additions
Moved: A. Bryk Seconded: M. Campbell All in Favour: Carried

- **Approval of AGM minutes of February 9, 2023**

Motion to approve the February 9, 2023 AGM Minutes
Moved: Seconded: All in Favour: Carried

- **President's Report-G.Sims, ND**

Gord referred to and summarized his report and the work of the MNA Board of Directors this past year.

Noted that it is a privilege to be a self-regulated profession. Health regulators are now governed by government in British Columbia. With this privilege comes the responsibility of continuing to practice safely and ethically.

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. We are all busy professionals and their time is appreciated. Also, a special thank you to K. Brown and L. Phimister whose knowledge of regulation and governance is invaluable and relied upon regularly.

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

Lauren referred to and summarized her report

- **Registrar's Report** -K. Brown, ND

Kelly referred to and summarized her report

- **Complaint Committee** Report-Dr. Erin Wiebe, ND, Complaint Committee Chair

Erin summarized her report.

Motion to accept the Council, Committee and Registrar Reports

Moved: A. Bryk Seconded: Clarke All in Favour: Carried

- **New Business**

10.1 Member Advertising and Manitoba Health J. Bachewich

Jason asked to speak on this matter as a member and a MNA Board Member.

There has been a lot of discussion in the past year regarding what members can and cannot state in their advertising. Some updates to the advertising standard were made after Health Canada instructed us do so, but other rules have always been there and are not new, such as making health claims.

We are a self-regulated profession as Gord mentioned but we are one of 22 regulated health professions in Manitoba and are actually governed by Manitoba Health and the Naturopathic Act. We actually have a lot of leeway in Manitoba compared to other naturopathic colleges across Canada. The board has been very flexible about supporting continuing education course requests for CE, approving practice proposals and new therapies. These advertising changes are relatively minor in comparison to the wide scope of practice that we have in Manitoba. Let's work to keep it that way.

Some members are still not abiding by the Health Canada advertising requirements and are still stating that they treat cancer and/or provide lists of IV's and the conditions they treat.

Testimonials are also an ongoing issue. It states clearly in our Advertising Standard that they aren't allowed; this isn't a new rule. We can't re-post third party patient comments either.

Case studies on blogs and website are also problematic if they make health claims and list conditions that restricted substances can treat.

The next and final step for members who's advertising is not in compliance with standards is for the registrar to submit a complaint to the complaint committee who will proceed with a review and investigation. Legislation allows the MNA to recoup legal/investigation costs from members. Complaints are also shared when a member applies for registration in another jurisdiction and must be declared with insurance companies at renewal time.

10.2 Emergency Medicine N. Krapp

Query regarding Dr. Anderson, ND's online course. How long do members have access to it?

Discussion: for further discussion at the MAND meeting.

11. Election of Board Members (K. 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:

- Gord Sims
- Lauren Cottom
- Nicole Krapp

After the introductions, Kelly directed L. Phimister to launch the Zoom ballot polls to all members in attendance.

Results of Position Poll #1 Gord Sims
Results of Position Poll #2 Lauren Cottom

G. Sims and L. Cottom have been elected to the 2024-2026 term of office.

12. Adjournment.

Motion to adjourn the meeting

Moved: N. Pander Seconded: C.Storm

Meeting adjourned at 7:46pm

All in favour: Carried

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. Janice Fyfe, 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

2024 Board Initiatives:

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

- Advertising Standard and Compliance
- CPR/First Aid Requirements
- New Standards: Telepractice and updates to Informed Consent Standard
- Emergency Medicine Certification Providers
- Canadian Alliance of Naturopathic Regulatory Authorities (CANRA)

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.

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. Janice Fyfe, (Vice President) ND, 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, Jasmine Bray-Mak

Complaint Committee: Drs. Erin Wiebe ND, Melanie Leppelmann, ND, David Langtry (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, 2023 - October 31, 2024

Surplus and Contribution to Reserve Fund:

The year-end review shows an unusually high (\$30,607.2)2 surplus compared to \$9438.72 the previous year. This past year our legal to complaint costs were over \$14,000 less than last year as well a reduction in staff fees for maternity leave. We expect a return to a more modest surplus in 2025.

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 assist with the year end financial review.

Respectfully submitted,
Dr. Lauren Cottom, ND
MNA Treasurer

February 1, 2025

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, 2024 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.

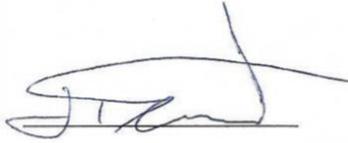
In conducting the review, we reviewed the financial statements prepared by the MNA Bookkeeper, Grant Tarr of Solutions Bookkeeping. We examined the evidence supporting the amounts and disclosures in the financial statements considering the documents on file used for bookkeeping. When necessary, we review 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 public.

In our opinion, these financial statements present fairly the financial position of the organization as at October 31, 2024 and results of its operation, changes in net assets and cash flows for the fiscal year ending on October 31, 2024.

Sincerely,

Dr. Jessica Flamand, ND



Dr. Sara Korsunsky, ND



Members
The Manitoba Naturopathic Association

Manitoba Naturopathic Association Comparative Income Statement

	Actual 01/11/23 to 31/10/24	Actual 01/11/22 to 31/10/23	Percent
REVENUE			
REVENUE FROM SALES			
Application Fee	3,450.00 ✓	2,500.00	38.00
Exam Fee	0.00	100.00	-100.00
Practicing Fee - First Year	6,200.00 ✓	1,896.00	227.00
Practicing Fee - Renewing	86,650.00 ✓	83,475.00	3.80
Late Renewal Fee - Practicing	200.00 ✓	100.00	100.00
TOTAL SALES REVENUE	<u>96,500.00</u>	<u>88,071.00</u>	9.57
OTHER REVENUE			
Interest income	2,061.26 ✓	1,959.99	5.17
Miscellaneous income	203.46 ✓	0.00	0.00
TOTAL OTHER REVENUE	<u>2,264.72</u>	<u>1,959.99</u>	15.55
TOTAL REVENUE	<u>98,764.72</u>	<u>90,030.99</u>	9.70
EXPENSE			
OPERATING COSTS			
Executive Director	50,498.48 ✓	49,356.69	2.31
Advertising and Website	854.88 ✓	854.88	0.00
Bookkeeping	604.80 ✓	476.00	27.06
Business taxes & licences	40.00 ✓	156.87	-74.50
Computer supplies	396.91 ✓	1,213.90	-67.30
Honorarium	1,250.00 ✓	500.00	150.00
Insurance	1,351.41 ✓	1,070.00	26.30
Investigation of Complaints	11.36 ✓	0.00	0.00
Gifts	200.00 ✓	395.94	-49.49
Legal Fees	0.00	14,130.81	-100.00
Meals	438.44 ✓	141.80	209.20
Memberships & subscriptions	1,963.10 ✓	1,936.85	1.36
Postage, Mailing Service	0.00	214.20	-100.00
Printing and Coping	38.07 ✓	67.04	-43.21
Registrar Services	6,200.00 ✓	8,450.00	-26.63
Rent	2,400.00 ✓	0.00	0.00
Telephone, Telecommunications	1,909.55 ✓	1,627.29	17.35
TOTAL OPERATING COSTS	<u>68,157.00</u>	<u>80,592.27</u>	-15.43
TOTAL EXPENSE	<u>68,157.00</u>	<u>80,592.27</u>	-15.43
NET INCOME	<u>30,607.72</u>	<u>9,438.72</u>	224.28

Registrar Highlights for 2024

Registration and Licensure:

new registrants were licensed in 2024. Please join me in welcoming the following new members:

- Dr. Jayden Dobson, ND
- Dr. Sydney Handel, ND
- Dr. Hosein Karandish, ND
- Dr. Emile Sagba, ND
- Dr. Umut Uzunel, ND

Canadian Alliance of Naturopathic Regulatory Authorities:

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

Manitoba Alliance of Health Regulatory Colleges (MAHRC):

The MNA continues to attend and participate as an active member of the MAHRC. In 2024 Lesley and myself attended quarterly meetings. Some topics of discussion included: Indigenous Cultural Safety Training, EDI opportunities, interprofessional collaboration, 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

In 2024, we had one new complaint made at the very end of the year. We are still in the initial phase of working up this complaint and an investigation will begin shortly.

We also have an open complaint from 2022. The member in question is still working through the remediation process that the complaint committee laid out. This included completing a course in trauma-informed-care, completing a series of therapy sessions with a counsellor as well as meeting again in August with the complaint committee to determine a safe scope of practice for this member.

This year we also welcomed a new public member to our committee, David Langtry. Unfortunately, our previous member passed away in the spring.

David served as a lawyer and senior executive for more than 40 years in both the private and public sectors.

He has an impressive biography. Most notably, in 2006, he was appointed to the Canadian Human Rights Commission. In 2014 David was inducted as an Honorary Witness of the Truth and Reconciliation Commission of Canada. He is currently an adjudicator with the Manitoba Human Rights Commission.

As always, 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