

 The College of Naturopaths of Ontario	Policy Type	COUNCIL POLICIES
	EXECUTIVE LIMITATION	
	Title	Policy No. EL11.01
	Administration of Statutory Committees and Panels	Page No. 1

Whereas the Council retains direct authority for the proper constitution of the Statutory Committees and panels and for the approval of its annual work plan agendas and budgets.

Whereas the Statutory Committees/Panels retain direct authority for the following.

- a) Decisions on complaints/compliance issues as a direct responsibility of several Committees.*
- b) Making Policy proposal recommendations to Council.*
- c) Ensuring the proposal preparation process has been well grounded to ensure decision-making process of Council is efficient and effective in making or modifying specific policies.*

Accordingly, the Chief Executive Officer (CEO) shall not fail to ensure that Statutory Committees and panels are provided efficient administration, including the following.

- 1 Meetings are organized and coordinated, finances are provided for, documentation and other communications enable the efficient and effective conduct of business.
- 2 Every complaint concerning the professional conduct of a Registrant is dealt with expeditiously.
- 3 A Quality Assurance program is supported by effective administration and required communication takes place between the College/panel and all concerned parties.
- 4 All documentation is maintained in a business-like fashion and distributed in a timely manner.
- 5 Any investigations required by regulation are undertaken in a fair and timely manner.
- 6 Any referrals to Statutory Committee/Tribunals etc. are forwarded expeditiously.
- 7 In exercising their administrative responsibility the CEO shall not undertake any of the following.
 - a) Interfere with the substantive meaning of any statements made by the committees/panels.
 - b) Attempt to force any decisions upon a Committee/Panel.
 - c) Fail to administer Committee/Panel meetings and maintain expenses within budgets and with the full knowledge of the Committee Chair.
 - d) Fail to inform the Chair of a Committee/Panel of any significant aspects of their operation which in his/her opinion could bring Council into disrepute or jeopardize the fulfillment of Council's Broad Objectives and if necessary, ask full Council to review any such matter from a Committee/Panel.

DATE APPROVED	DATE LAST REVISED
July 30, 2013	January 27, 2021