The College of Naturopaths of Ontario

MEMORANDUM

DATE: December 1, 2021

TO: EDIC Members

FROM: Andrew Parr, CAE
                     Chief Executive Officer (CEO)

RE: EDIC Action Plan

The Equity, Diversity and Inclusion Committee (EDIC) was appointed by the Council of the College and provided with terms of reference. The responsibilities of the Committee are as follows:

Working closely with the CEO and senior staff, the Equity, Diversity and Inclusion Committee shall develop and maintain a program of equity, diversity and inclusion (EDI) that ensures that:

- Appropriate policies are developed, approved by the Council and implemented that reflect the values of the Council and its commitment to equity, diversity, inclusion and an environment that is free of bias, discrimination and racism.
- All recruitment of volunteers to work with the College is one that is based on equity, diversity and includes every individual who is qualified to participate.
- Training for all volunteers includes addressing critical issues surrounding equity and inclusion, in particular but not limited to anti-discrimination and anti-bias training.
- Reviewing the College's regulatory framework and processes to ensure that they are equitable to all individuals within society.

In order to fulfill its responsibilities, the EDIC must develop an Action Plan that will see it address each of these areas.

1. Appropriate policies are developed and implemented that reflect the values of the Council.

The Council operates on a governance policy model. As such, it establishes policies that govern its conduct and the conduct of the College. The Council does not conduct the operations of the College, a function that has been delegated in its entirety to the Chief Executive Officer (CEO); however, it does oversee those activities and hold the CEO accountable for actions and compliance with its directions.

In directing the EDIC to develop these policies, the Council was anticipating one or more of the following:

- A general statement of the Council for release publicly that reflects is values and its commitment to EDI and anti-racism activities.
- A Governance Process (GP) policy what sets out the Council's commitment for the Council and its committees in the area of EDI.

- An Executive Limitation policy that ensures that the CEO develops an appropriate EDI program for the operations of the College and that the CEO reports on those activities.

To act in this area, the EDIC needs to identify the specific steps it may wish to take. Some considerations are:

- Asking the Governance Policy Review Committee (GPRC) Chair to make a presentation to the Committee on the Councils governance policy model to properly understand it.
- Meet with the GPRC Chair to discuss the policy development process and their advice and recommendations for drafting and to understand the GPRC responsibilities in this area.
- Developing initial drafts of the policies and seeking feedback from the GPRC.
- Subsequently seeking the input of the communities intended to be supported by EDIC initiatives for their feedback on the draft policies, both in content and language.
- Incorporating all feedback, finalizing the policies and delivering them to the GPRC for finalization (note: The GPRC is the conduit to the Council for any policy work surrounding the governance of the College and the Council).

2. All recruitment of volunteers to work with the College is one that is based on equity, diversity and includes every individual who is qualified to participate.

The Governance Committee is responsible for developing initiatives to support the Council's move towards a competency-based appointment process, as well as the Qualifying Program for Council and Committee members and the volunteer training program. Work is well underway in this regard, however, the EDIC will want to have one or more opportunities to review the materials being developed to ensure the EDI mandate is being met.

To act in this area, the EDIC needs to identify the specific steps it may wish to take. Some considerations are:

- Asking the Governance Committee (GC) Chair to make a presentation to the Committee on the volunteer program as its been developed to date and where the GC is intending to take that program.
- Meet with the GC Chair and relevant College staff to understand the policy and program development process.
- Subsequently seeking the input of the communities intended to be supported by EDIC initiatives for their feedback on the draft program and related policies, both in content and language.
- Providing the feedback and recommendations to the GC on potential changes to the program that might assist it in fulfilling its mandate.

3. Training for all volunteers includes addressing critical issues surrounding equity and inclusion, in particular but not limited to anti-discrimination and anti-bias training.

In 2021, the College launched a new training program for all volunteers. On an on-going basis, volunteer training will be continued and volunteers will be required to take a refresher course every two years. In addition to its own training program, all volunteers must complete additional training from the Ontario Human Rights Commission as well as from the Canadian Centre for Diversity and Inclusion.

To act in this area, the EDIC needs to have completed all the necessary training required of volunteers and then identify specific steps it may wish to take. Some considerations are:

- Reviewing the content delivered in all of the training courses.
- Identifying any shortcomings or approaches that have not been addressed.
- Making recommendations to the CEO for additional training or changes to existing processes.

4. Reviewing the College's regulatory framework and processes to ensure that they are equitable to all individuals within society.

To address this item, the EDIC needs to have a thorough understanding of the regulatory framework and processes. Presentations from the CEO and General Counsel to the College are highly recommended.

For context, every regulatory aspect of the College is governed by one or more of the following: statutes, regulations, by-laws, program policies, operating policies and operating procedures. The regulatory framework consists of registration, examinations, inspections, quality assurance, professional conduct, hearings, and patient relations among others. Appendix 1 provides a list of the regulatory program areas and the components within that framework to provide a get a sense of the scope of this item.

Based on a review of the scope of this project, it will not be a quick review to be undertaken. It is therefore recommended that the EDIC approach this by individual program or regulatory area. As the EDIC embarks on a program or regulatory area review, it should:
- Invite the relevant Committee Chair and College staff to make a presentation about the program and its activities.
- Discuss with the Chair and staff the EDI mandate and issues.
- Review the relevant governing documents for potential areas of EDI concern.
- Review any concerns with the program area.
- Seek input from the communities intended to be supported by EDIC initiatives for their feedback.
- Make any recommendations to the Committee and/or staff as applicable.

APPENDIX 1
SCOPE OF WORK

Governed by:	Exams	ETP	Complaints	Hearings	Pat. Rels	FTP	QA
Statute	✓	✓	✓	✓	✓	✓	✓
Regulations	✓	✓	✓	✓	✓	✓	✓
By-laws	✓	✓	✓	✓	✓	✓	✓
Program Policies	✓	✓	✓	✓	✓	✓	✓
Standards			✓	✓	✓	✓	✓
Guideline			✓	✓		✓	✓
Profession Policies			✓	✓		✓	✓
Council policies	✓	✓	✓	✓	✓	✓	✓
Operating policies	✓	✓	✓	✓	✓	✓	✓

Governed by:	Insp.	Register	Reg Guide	Accnting	SSRC	Vol.	
Statute		✓		✓			
Regulations	✓	✓	✓	✓	✓		
By-laws	✓	✓	✓			✓	
Program Policies	✓	✓	✓			✓	
Standards	✓		✓	✓	✓		
Guideline	✓		✓				
Profession Policies			✓		✓		
Council policies	✓	✓	✓	✓	✓	✓	
Operating policies	✓	✓	✓	✓	✓	✓	