

 The College of Naturopaths of Ontario	Policy Type	COUNCIL POLICIES
	EXECUTIVE LIMITATION	
	Title	Policy No. EL11.03
	Administration of Statutory Committees and Panels	Page No. 1

Whereas the Council retains direct authority for the proper constitution of the Statutory Committees.

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

- a) Decisions with respect to the authorities set out under the Code.*
- b) Regular review of and proposing amendments to Regulations and Program policies relating to their authorities set out under the Code.*
- c) Ensuring the proposal preparation process has been based on evidence, regulatory best-practices and appropriate consultations to ensure decision-making process of Council is efficient and effective.*

Accordingly, the Chief Executive Officer (CEO) shall not fail to ensure that Statutory Committees and panels are provided the necessary administrative support to fulfill their mandate, including but not necessarily limited to the following.

- 1 Access to General Legal Counsel of the College to guide in the interpretation and application of the *Regulated Health Professions Act, 1991* and the *Naturopathy Act, 2007* and the regulations made under these statutes.
- 2 Appointment of a senior staff person at the manager or higher level to provide advice and guidance to the Committee and Committee Chair, including:
 - Regulatory program advice as it relates to the Committees responsibilities.
 - Guidance on the proper functioning of the Committee.
 - Support in the development of appropriate budgets to support the Committee in its work.
 - Overseeing the program related to the Committee's area of authority and reporting on program matters to the Committee as needed.
- 3 Appointment of a Coordinator or Administrative Assistant on staff to provide administrative support to the Committee Chair and Committee, including:
 - Scheduling, Notice and hosting of meetings.
 - Confirmation of attendees for the purposes of quorum.
 - Preparation and dissemination of meeting materials.
 - Preparation of minutes of the meetings and/or records of decisions made.
 - Tracking Committee attendance and reporting on attendance to the Chair.
 - Monitoring payment of per diems.
 - Providing such other administrative support to the Committee as required.
 - Submission of Attendance Reports to the Health Boards Secretariat.
- 4 All Committee documentation is securely maintained in accordance with College records management and retention policies and is accessible in a timely manner.
- 5 Any referrals to Statutory Committees or Tribunals or referrals from one Statutory Committee to another are forwarded expeditiously.
- 6 Refrain, in exercising their responsibilities from:
 - a) Interfering with the substantive meaning of any statements made by the committees/panels.

DATE APPROVED	DATE LAST REVISED
July 30, 2013	September 24, 2025

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- b) Attempting to force any decisions upon a Committee/Panel.
- c) Failing to administer Committee/Panel meetings and maintain expenses within budgets and with the full knowledge of the Committee Chair.
- d) Failing to inform the Chair of a Committee/Panel of any significant aspects of their operation which in their 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.

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