

 <p>The College of Naturopaths of Ontario</p>	Policy Type <b>GOVERNANCE PROCESS</b>	<b>COUNCIL POLICIES</b>	
	Title  <b>Council and Committee Training Program</b>	Policy No.	<b>GP30.00</b>
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*The Council is committed to the principles of good governance to support the College’s public interest mandate. In line with this commitment, the Council will ensure that all Council and Committee members are provided with the training necessary for them to fulfill their duties and responsibilities to the broader benefit of the greater good.*

Accordingly,

Definitions	CCDI	Means the Canadian Centre for Diversity and Inclusion or a successor organization.
	Education review	Means a multiple-choice questionnaire that reviews information and education provided in a training session.
	Training Program	<p>Means multifaceted training that includes all the following components:</p> <ul style="list-style-type: none"> <li>• A presentation and discussion conducted by the CEO on key concepts including but not necessarily limited to the public interest, fiduciary duties and responsibilities, critical decision-making considerations, the legislative framework, right touch regulation and practical approaches to their roles.</li> <li>• An education review conducted following the presentation and discussion session delivered by the CEO.</li> <li>• On-line training delivered by the OHRC relating to human rights, discrimination and accessibility for Ontarians with disabilities.</li> <li>• On-line training delivered by the CCDI, or a similar organization at the discretion of the CEO, relating to unconscious bias, diversity and inclusion.</li> </ul>
	Successful completion	<p>Means receipt by the College and the Council or Committee member of each of the following:</p> <ul style="list-style-type: none"> <li>• A certificate of attendance for attending the presentation and discussion conducted by the CEO.</li> <li>• Correctly responding to 70% of the questions posed on the education review.</li> <li>• A certificate of completion of the OHRC training in each of human rights and discrimination and AODA.</li> <li>• A certificate of completion of the CCDI training.</li> </ul>
	OHRC	Means the Ontario Human Rights Commission as established by the Government of Ontario.

- 1 All new Council and Committees members are required to successfully complete the training program as defined herein and as developed and delivered by the CEO and external agencies, on behalf of the Council and overseen by the Governance Committee of the Council. While Council members assume their duties according to the election schedule or date of appointment by the Minister, successful completion of the training will be required prior to Committee members formally assuming their duties.

DATE APPROVED	DATE LAST REVISED
September 29, 2021	

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- 2 Notwithstanding paragraph 1, Committee members may attend a committee meeting prior to successful completion of the training program for the purposes of auditing or observing the procedures.
- 3 All sitting Council and Committee members will be required to complete an on-line refresher training program as developed and delivered by the CEO and approved external agencies, on behalf of the Council and overseen by the Governance Committee of the Council. Such training will be required a minimum of every two years following their initial training, although annual training is recommended.
- 4 Failure of Council and Committee members to complete the necessary training programs may result in referral of the matter by the CEO to the Governance Committee of the Council for a review of the circumstances and determination of what remedial action may be warranted and necessary, including but not necessarily limited to:
  - a) An extension of time necessary to complete the training program.
  - b) A requirement by the Governance Committee that the Council or Committee member complete such other remedial training, at the College's cost, as they may deem necessary.
  - c) The filing of a written complaint by the Governance committee pursuant to section 15.02 of the College's by-laws.
- 5 All Council and Committee members who attend the presentation and discussion by the CEO shall be entitled to a per diem in accordance with GP 18 – Per diems and Expenses.
6. To prevent the interruption of the performance of the duties of the Council and Committees, the CEO is requested to deliver the training program during the period between the conclusion of Council elections and the end of June annually.

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