

COMMITTEE TERMS OF REFERENCE

Section	Committee	Page
Governance Process	Fitness to Practise Committee (SC03.08)	1
		Create Date July 30, 2013

Authority and Accountability	The Fitness to Practise Committee is a statutory committee of the Council of the College of Naturopaths of Ontario. It is established pursuant to section 10(1) of the Health Professions Procedural Code (the Code), which is Schedule 2 of the <i>Regulated Health Professions Act, 1991</i> (the “RHPA”), section 12.01 of the by-laws and GP06 - Committee Principles of the Council governing policies.
Limitations	The Fitness to Practise Committee shall only exercise the authority, and fulfill the duties and responsibilities authorized under the <i>Regulated Health Professions Act, 1991</i> or under these Terms of Reference,
Responsibilities	The Fitness to Practise Committee shall: <ul style="list-style-type: none"> • Develop and maintain policies and procedures governing the process for adjudicating fitness to practise matters referred to it by the Inquiries, Complaints and Reports Committee of the College; • Bi-annually, in conjunction with the Discipline Committee, review the Discipline Rules of Procedure; • By way of panels appointed by the Committee Chair, conduct hearings into allegations of incapacity referred to it by the Inquiries, Complaints and Reports Committee as required under Schedule 2 of the Code; • Ensure that the program policies and procedures are transparent, objective, impartial, and fair, free of discrimination and bias and support the Council’s overall commitment with respect to equity, diversity, inclusion and belonging.
Appointment and composition	The Fitness to Practise Committee shall be appointed by the Council and shall be comprised of no fewer than five but as many individuals as the Council may deem appropriate, such that the Committee members include: <ul style="list-style-type: none"> • At least one Council member who is a Public member and any number of additional Council members, • Two or more registrants who are not Council members, and • Any number of Public Representatives as defined in the by-laws. <p>The Council shall appoint a Committee Chair, and where deemed necessary a Committee Vice-Chair.</p>
Panels	The Fitness to Practise Committee may meet in panels. Any panel of the Committee shall be appointed by the Committee Chair and shall include at least three members of the Committee, one of whom is a Public member. When appointing a panel, the Committee Chair shall designate one panel member as the Chair of the Panel.

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Section	Committee	Page
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		Create Date July 30, 2013

Term of Office	<p>The Fitness to Practise Committee members shall be appointed for approximately one year and may be re-appointed annually by the Council, at its sole discretion.</p> <p>The term of office of any panel appointed by the Committee Chair shall be until the matter referred to it has been disposed of.</p>
Meetings	<p>The Fitness to Practise Committee will meet at the call of the Chair.</p> <p>In the event that the Committee Chair is unable to preside at a duly called meeting, the Vice-Chair, if one is appointed, shall preside. Otherwise, the Chair may designate an acting Chair from among the Committee members, or where the Chair has not done so, an acting Chair for the meeting shall be selected by and from among the Committee members present.</p>
Quorum	<p>Pursuant to section 12.06 of the by-laws, quorum for meetings of the Fitness to Practise Committee shall be three members of the Committee, at least one of which shall be a Public member of the Council.</p> <p>In cases of urgency as determined by the Chair, the Public member/Public Representative requirement for the purposes of quorum may be waived.</p>
Quorum for panels	<p>Quorum of a Panel of the Fitness to Practise Committee shall be three members of the panel, at least one of whom shall be a Public member (s64(2) of the Code).</p>
Reports	<p>The Committee Chair, on behalf of the Committee, shall provide the Chief Executive Officer an Annual Report on the performance of its responsibilities and outcomes of its activities for the period of April 1st of the previous year to March 31st of the current year, subject to any requirements of the <i>Regulated Health Professions Act, 1991</i>. The Annual Report shall be submitted on a schedule determined by the Chief Executive Officer.</p> <p>The Committee Chair may also submit a bi-monthly report to the Council addressing matters of importance to the Committee, including but not necessarily limited to volunteer resources, attendance issues, trends in activities before the committee and volume of work.</p>

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