

COMMITTEE TERMS OF REFERENCE

Section	Committee	Page
Governance Process	Inquiries, Complaints and Reports Committee (SC04.08)	1
		Create Date July 30, 2013

Authority and Accountability	The Inquiries, Complaints and Reports 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 Inquiries, Complaints and Reports 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 Inquiries, Complaints and Reports Committee shall: <ul style="list-style-type: none"> • Administer the Complaints and Reports Program and, as such, develop and maintain policies and procedures governing the program. • Establish panels, as necessary from time to time to investigate complaints, consider reports into the conduct and/or capacity of Registrants in accordance with the Health Professions Procedural 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 Inquiries, Complaints and Reports Committee shall be appointed by the Council and shall be comprised of no fewer than three 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, • One 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 Vice-Chair.</p>
Panels	The Inquiries, Complaints and Reports Committee may meet in panels. Any panel of the Committee shall be appointed from among the members of the Committee by the Chair and shall be comprised of no fewer than three members of the Committee, one of whom shall be a Public member of the Council.
	When appointing a panel, the Committee Chair shall designate one panel member as the Chair of the Panel.

DATE APPROVED	DATE OF UPDATE	RESPONSIBLE
July 30, 2013	May 29, 2024	Council

COMMITTEE TERMS OF REFERENCE

Section	Committee	Page
Governance Process	Inquiries, Complaints and Reports Committee (SC04.08)	2
		Create Date July 30, 2013

Term of Office	<p>The Inquiries, Complaints and Reports 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. A Panel member may not continue with a matter after that Panel member's term has ended. If a Panel has not concluded a matter before a Panel member's term ends, the remaining Panel members may continue to deal with the matter if quorum exists or the Chair of the Committee may appoint a new Panel.</p>
Meetings	<p>The Inquiries, Complaints and Reports Committee shall meet on a date and at a time set by the Committee Chair at least ten days in advance of the meeting date unless a majority of Committee members agree to a shorter period.</p> <p>In the event that the Committee Chair is unable to preside at a duly called meeting, the Vice-Chair shall preside at the meeting. If neither the Chair nor the Vice-Chair can preside, 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 the Committee members present.</p>
Quorum	<p>Pursuant to section 12.06 of the by-laws, quorum for meetings of the Inquiries, Complaints and Reports Committee shall be three members of the Committee, at least one of which shall be a Public member or a Public Representative as defined in the by-laws.</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 for a panel of the Committee shall be three members of the panel (s 25(3) 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 shall also submit a bi-monthly report to the Council addressing matters of importance to the Committee, including but not</p>

DATE APPROVED	DATE OF UPDATE	RESPONSIBLE
July 30, 2013	May 29, 2024	Council

COMMITTEE TERMS OF REFERENCE

Section	Committee	Page 3
Governance Process	Inquiries, Complaints and Reports Committee (SC04.08)	Create Date July 30, 2013

	necessarily limited to volunteer resources, attendance issues, trends in activities before the committee and volume of work.
--	--

DATE APPROVED	DATE OF UPDATE	RESPONSIBLE
July 30, 2013	May 29, 2024	Council