
 <p>The College of Naturopaths of Ontario</p>	Policy Type <b>GOVERNANCE PROCESS</b>	<b>COUNCIL POLICIES</b>
	Title  <b>Annual Planning Cycle</b>	Policy No.  GP08.05
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*The Council adopts an annual planning cycle to optimize its effectiveness in governing, directing and fulfilling its regulatory function.*

Accordingly,

- 1 The Council meets a minimum of six (6) times per year, on the last Wednesday of January, March, May, July, September and November. With the exception of the May meeting, which will be held in person, all other meetings will be held by videoconference or by other electronic means.
- 2 A meeting, for the purposes of receiving the annual report of all committees and operational activities and for the purpose of approving the Auditor’s Report and Audited Financial Statements, will be held within six months of the end of the fiscal year.
- 3 At each meeting, the Council will:
  - a) Review the CEO’s Report on Regulatory Operations, including the most recent quarterly financial report if it is available.
  - b) Review reports from all Committees.
  - c) Review any new or proposed changes to existing regulations, or program policies (i.e. Patient Relations, ICRC, Quality Assurance, Registration, Examination) policies.
  - d) Review any committee appointments brought forward by the CEO on behalf of the Governance Committee.
  - e) Review any new or proposed changes to existing governance policies (Ends, Governance Process, Linkage, Executive Limitations) of the Council as brought forward by the Governance Policy Review Committee or the CEO.
  - f) Review, in depth, one set of governance policies in accordance with the schedule identified in this policy.
- 4 The Council will perform additional functions, in accordance with the following schedule:
  - Meeting #1 (May)
    - A two-day in-person meeting.
    - Annual election of Officers and Executive Committee.
    - Committee appointments.
    - Review of Q4 Unaudited Financial Statements.
    - Briefing on the ICRC/Discipline processes.
    - Training/review of the duties, responsibilities and role of the Council.
    - Briefing on the Policy Governance Framework of the Council by the Chair of the Governance Policy Review Committee.
    - In-depth review of the Governance Process policies (Part 3 – Committee Terms of Reference).
  - Meeting #2 (July)
    - Annual Committee Reports for the prior year.
    - CEO’s Performance Review Report for the prior year.
    - Council and Committee evaluation reports.
    - Annual Operational Report for the prior full-year.

DATE APPROVED	DATE LAST REVISED
July 30, 2013	September 25, 2024

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- Receive the Auditor’s Report and Audited Financial Statements.
- In depth review of the Executive Limitations policies (Part 1).
- Meeting #3 (September)
  - Briefing on the Quality Assurance Program.
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  - Review of Q1 Unaudited Financial Statements.
  - In depth review of the Executive Limitations policies (Part 2).
- Meeting #4 (November)
  - Review of Q2 Unaudited Financial Statements.
  - Semi-annual Operational Report for the first six months of the year.
  - Appointment of CEO Performance Review Panel.
  - Briefing on the Inspection Program.
  - In-depth review of the Ends policies and Council-CEO Linkage policies.
- Meeting #5 (January)
  - CEO’s Performance Review – Goals and Development Plan for the next fiscal year.
  - Briefing on the Registration Program.
  - In-depth review of the Governance Process policies (Part 1).
  - CEO’s annual inflationary salary adjustment
- Meeting #6 (March)
  - Review of the Q3 Unaudited Financial Statements.
  - Annual Operational Plan.
  - Annual Capital and Operating Budgets.
  - Briefing on the Examinations program.
  - In-depth review of the Governance Process policies (Part 2).

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