

Terms of Reference
Anti-Racism Anti-Discrimination
Action Advisory Committee
Approved: 2022-03

Purpose

The Anti-Racism Anti-Discrimination Action Advisory Committee (Action Advisory Committee) will provide advice to CPSA Council and Registrar on priority areas where CPSA has the greatest authority to action and influence change to disrupt racism and discrimination within CPSA as an organization and within regulated member practice.

Membership

In its first year of operation, the Action Advisory Committee will be comprised of up to 17 members representing CPSA Council and Team, regulated members, and volunteers who represent those who have experienced racism and discrimination, who have expressed a commitment to disrupting racism and discrimination in healthcare.

Initial Action Advisory Committee membership will seek to engage a broad group of individuals who have experienced acts of racism and discrimination to enhance member awareness and understanding and inform their work. Engagement will be trauma-informed.

Initial Action Advisory Committee membership will include the following:

Role/Representation	Member
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Chair	Selected from membership
Vice-Chair	Selected from membership
CPSA Council	Interested Councillors (6)
CPSA Team Members (5)	<ul style="list-style-type: none"> • CPSA Executive Sponsor (1) • CPSA Team (4)
Members at Large (up to 5)	<ul style="list-style-type: none"> • Initial core membership includes representatives of <ul style="list-style-type: none"> ○ Black Physicians' Association of Alberta (2) ○ U of A Black Medical Students' Association (1) ○ U of C Black Medical Students' Association (1) • Professional Association of Resident Physicians of Alberta representative (Vacant) • CPSA Indigenous Advisory Circle representative (Vacant)
Secretariat (non-voting)	<ul style="list-style-type: none"> • Chief of Staff

Role/Representation	Member
	<ul style="list-style-type: none"> Executive Assistant to Chief of Staff Program Manager, Policy
Additional Support (non-voting)	<ul style="list-style-type: none"> Director of People & Culture Standards of Practice Advisor Communications Advisor
CPSA President and Registrar by Standing Invitation	<ul style="list-style-type: none"> CPSA President, Registrar and Complaints Director may attend at their discretion

Recommendation of Council member appointments will be made by acknowledgement of interest. Recommendation of CPSA Executive Sponsor and Team members and Members at Large will be made by the Registrar. Recommendation of appointment and reappointment of chair and vice-chair will be made by the membership.

All recommendations for appointment and reappointment will be brought forth to the Governance Committee.

Initial term of membership is one year. Within the one-year time period, Action Advisory Committee members will evaluate membership composition and terms and make recommendations for what the future composition and terms of membership should be.

Action Advisory Committee members will conduct a review of the membership and terms of reference annually. At any point in time, the Action Advisory Committee or the Registrar may make recommendations for change to the membership composition or terms of reference. Recommendations for change to the membership composition or terms of reference will be brought forth to the Governance Committee.

Should a member resign, a new member may be appointed by the Registrar in accordance with membership requirements in this Terms of Reference.

Authority and Accountability

CPSA has developed a framework to guide it in tackling racism and discrimination and promoting equity, diversity and inclusion in the healthcare system. The Anti-Racism and Equity, Diversity and Inclusion Framework (Framework) recognizes that CPSA’s responsibility to its staff and its authority to govern the medical profession intersect with a broader ecosystem within which CPSA can be an influencer for positive change.

On March 5, 2021, CPSA Council gave unanimous consent to a proposal to establish a working group with Council members to develop a plan based on the Framework and assist CPSA in understanding where it has the greatest authority and influence to implement change.

The Action Advisory Committee is advisory in nature. It is understood the Action Advisory Committee will have no formal decision-making authority. Its advice and recommendations will inform decisions made by Council and the Registrar regarding CPSA's policies, processes, programs and initiatives. CPSA Council and/or the Registrar or delegate may directly solicit the Action Advisory Committee for advice and endorsement of a proposed action or initiative.

The Action Advisory Committee will

- Report to Council Executive Committee through the Registrar;
- Provide a progress report to be tabled before Council at each Council meeting; and
- Submit advice and recommendations directly to Council in writing or detail in its records any advice or endorsement given when solicited by CPSA Council or the Registrar/delegate.

Roles and Responsibilities

The Action Advisory Committee will assist CPSA in further developing its Framework and Action Plan for Disrupting Racism and Discrimination and Advancing Equity, Diversity and Inclusion. The Framework and Action Plan will address

- Racism against people on the basis of colour, race, ethnicity, place of origin, religion and/or culture;
- Discrimination against people on the basis of age; disability; gender; gender identity or expression; sexual orientation; genetic and physical characteristics; language; ability or disability; marital and family status; medical condition; weight; political affiliation; and/or socioeconomic status; and
- Racism and discrimination intersection.

The Framework and Action Plan will strive for applicability and relevance to all people who experience racism and discrimination, providing for all to see themselves reflected in it.

Areas of focus may include, but are not limited to, the following:

- Developing a CPSA Position Statement on Racism and Discrimination;
- Developing a Standard of Practice on Racism and Discrimination;
- Developing an informed understanding and glossary of relevant terms;
- Increasing awareness and identifying individual and systemic bias, both real and perceived;
- Removing barriers to equity, diversity and inclusion and incorporating acceptable, sensitive and culturally responsive concepts, action and language in
 - CPSA internal operations, processes, policies and procedures, including
 - Human resource practices,
 - Participation in CPSA Council and CPSA committees, and
 - Complaints, registration and continuing competence processes;
 - Guidance provided to regulated members, including

- Standards of Practice and Advice to the Profession documents; and
 - Communication with regulated members and the public;
- Identifying training and educational opportunities that may be undertaken by
 - CPSA Council and Team; and
 - CPSA regulated members;
- Determining purpose and means for collecting and reporting relevant data; and
- Measuring progress.

The Terms of Reference and any amendments will be approved by Council to ensure they are in alignment with CPSA's purpose, vision, strategy and areas of influence. The Terms of Reference will be reviewed annually and may be reviewed more frequently in response to evolving priorities and issues as identified by Action Advisory Committee members, CPSA Council or CPSA Team.

Meetings

Frequency: The Action Advisory Committee will meet at least 4 times per year. Additional meetings may be called as required at the request of the Chair in consultation with the Secretariat.

Procedure: Meetings will be held in person where possible. Video conferencing will be used when in person meetings are not feasible. If video conferencing is not feasible, meetings will be held by telephone conference.

Meeting requirements will be set out at the first meeting of the Action Advisory Committee.

As the Action Advisory Committee provides advice to CPSA Council and Registrar, meetings will not be held in public.

Quorum: Quorum will be fifty percent (50%) of the voting members of the Action Advisory Committee.

Recommendations/Decisions: Every effort will be made to ensure recommendations and advice are finalized on a consensus basis. In the event consensus cannot be achieved, the Chair may determine a majority vote may be taken to move a matter forward with the understanding that a member may request Action Advisory Committee revisit the matter at a future date.

Records: All Action Advisory Committee records will be retained by CPSA per CPSA's retention schedule.

Confidentiality: Member respect for confidentiality, privacy, and each other is critical to ensure a safe space for discussion. All written materials and discussions related to decisions made at the meetings of the Action Advisory Committee are confidential except any information deemed necessary by CPSA Council or Registrar to communicate with stakeholders.

The Confidentiality and Non-disclosure Agreement signed annually by Council members extends to their work and actions on the Action Advisory Committee.

The Confidentiality Agreement & Policy Acknowledgement signed annually by CPSA Team members extends to their work and actions on the Action Advisory Committee.

Action Advisory Committee Members at Large will annually sign a Confidentiality and Non-disclosure Agreement that will apply to their work and actions on the Action Advisory Committee.

Subcommittees: The Action Advisory Committee may from time to time, as required, recommend the formation of working or project groups to achieve time-limited work.

The Registrar approves the formation of a working or project group. If formed, such a group will

- Be established for a maximum length of time, appropriate to the purpose;
- Report back to the Action Advisory Committee on progress at regular intervals; and
- Provide a written report to the Action Advisory Committee upon completion of the task or project; and
- Fulfill the deliverable for which it was formed.

Committee Resources

Council approves the budget of the Action Advisory Committee.

Council Members and Members at Large will be paid an honorarium and will be reimbursed for expenses in accordance with CPSA's Honoraria and Expense Policy.

Representative members of the U of A Black Medical Students' Association and the U of C Black Medical Students' Association may identify an alternate to attend a meeting of the Action Advisory Committee in their place. The alternate must be identified to the Chief of Staff or designate at least one (1) week before the meeting at which they are scheduled to attend. The alternate will be paid an honorarium and will be reimbursed for expenses at the rates set out CPSA's Honoraria and Expense Policy.

The Chief of Staff will attend all Action Advisory Committee meetings.

The Executive Assistant to the Chief of Staff or designate will act as Recording Secretary for the Action Advisory Committee.

The Action Advisory Committee may from time to time invite guest speakers for information. Guests will be remunerated at the discretion of the Registrar.