

**Terms of Reference**  
***Anti-Racism Anti-Discrimination***  
***Action Advisory Committee***  
**Updated December 2023**

**Purpose**

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

**Membership**

The Action Advisory Committee will have up to 17 members representing CPSA Council, regulated members, and volunteers who represent those who have experienced racism and discrimination, and who have expressed a commitment to disrupting racism and discrimination in healthcare.

ARADAAC will seek to engage a broad group of individuals who have experienced acts of racism and discrimination and can enhance member awareness and understanding and inform the Committee’s work. Engagement will be trauma-informed.

ARADAAC membership includes:

Role/Representation	Member
<b>Role/Representation</b>	<b>Member</b>
Chair	CPSA Council member
Vice-Chair (if desired)	To be selected from Committee membership
CPSA Council	Up to 6 Councillors
Members at Large (up to 11)	<ul style="list-style-type: none"> <li>• Up to 7 representatives of equity-deserving groups</li> <li>• 2 Representatives of medical students from equity-deserving groups</li> <li>• 1 Professional Association of Resident Physicians of Alberta representative</li> </ul>

Role/Representation	Member
	<ul style="list-style-type: none"> <li>• 1 CPSA Indigenous Advisory Circle representative</li> </ul>
Ex officio and non-voting	<ul style="list-style-type: none"> <li>• CPSA Council Chair</li> <li>• CPSA Registrar</li> </ul>

## Authority and Accountability

On March 5, 2021, CPSA Council unanimously approved the establishment of the Anti-Racism Anti-Discrimination Action Advisory Committee. In September 2022, Council confirmed the Committee as a priority Committee of Council. The *CPSA Governance Structure and Committees Policy* categorizes this Committee as a Council/Standing Committee.

ARADAAC is advisory in nature, with no formal decision-making authority. ARADAAC will report to Council at each Council meeting, and use its written report to submit advice and recommendations.

## Roles and Responsibilities

The Committee will assist CPSA in further developing actions that advance CPSA’s Anti-Racism Anti-Discrimination Strategic Direction in the [2022-2026 Strategic Plan](#).

The Committee provides advice and recommendations to CPSA Council, related to regulation of the medical profession. Advice/recommendations may be solicited or proactive.

The Committee:

- Provides perspectives and advice on areas for improvement or change in the following regulatory areas:
  - Continuing Competence
  - Medical Facility Accreditation
  - Professional Conduct
  - Registration
  - Standards of Practice

- Supports CPSA to help regulated members incorporate anti-racism and anti-discrimination in their practice with the goal of enhancing the patient experience.
- Provides a safe space for collaboration, where members discuss and recommend action on research/work/initiatives occurring in the medical profession in Alberta.

## 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.

**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.

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.

## **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.

## **Next Review Date – Fall 2026**