

Terms of Reference ***Anti-Racism Anti-Discrimination Committee*** **Approved December 2025**

Purpose

The Anti-Racism Anti-Discrimination Advisory (ARAD) Committee (“the Committee”) serves as a strategic advisory body to the Council. Grounded in the principles of equity, cultural safety, and social justice, the Committee provides guidance on how CPSA can advance anti-racism and anti-discrimination efforts in alignment with its regulatory mandate and public interest responsibilities.

The Committee supports CPSA in identifying, addressing, and removing systemic barriers within its policies, programs, and practices. It brings forward insights informed by lived and living experience, subject matter expertise, and knowledge of the historical and ongoing impacts of racism and discrimination in healthcare.

History

The Committee originated from CPSA’s growing recognition, particularly after the mishandling of the 2016 Grande Prairie noose incident and subsequent public outcry, and sustained advocacy from racialized physicians and community stakeholders, including the Black Physicians’ Association of Alberta (BPAA) that it needed to address systemic racism and discrimination more directly within Alberta’s healthcare system.

For more information on the history and background of the Committee, please refer to the *Narrative History of the Committee*.

Scope

Scope of Committee’s work extends to all forms of racism and discrimination and remains flexible to emerging issues, leanings, and evolving priorities.

Membership

The Committee’s strength lies in its diverse composition, which reflects the communities it serves, and the range of expertise needed to advance anti-racism and anti-discrimination efforts in the regulatory health landscape. The structure is designed to support inclusive engagement, balanced representation, and effective collaboration. This model ensures the Committee can remain agile, reflect the evolving needs of the CPSA and Albertans, and centre those with lived experience and demonstrated commitment to anti-discrimination efforts, without reinforcing tokenism or identity-based expectations.

Composition

The Committee will have up to 13-15 members, with representation from CPSA Council and other members-at-large with appropriate expertise. In alignment with the Committee's purpose, membership will strive to reflect perspectives of equity-deserving groups, those with lived or living experience, or those with expertise to disrupt racism and discrimination in healthcare system.

Role/Representation	Member
Chair	To be selected from Committee membership
Vice-Chair	
CPSA Council	Two to four (2-4) Councillors
Members at Large	Up to 11: <ul style="list-style-type: none"> • Two (2) Members from Black Physicians' Association of Alberta • Up to two (2) medical trainees (residents and/or students) • One (1) CPSA Indigenous Advisory Circle representative* • Six (6) other members at large reflective of expertise as outlined above
Ex officio and non-voting	<ul style="list-style-type: none"> • CPSA Council Chair • CPSA Registrar and CEO

*Reciprocal representation of the Committee occurs at the Indigenous Advisory Circle, whereby one member of this Committee attends as a non-voting member of the Circle.

Selection Process:

- Chair and Vice-Chair: confirmed by the Committee and brought to the Governance Committee for Council approval.
- Council Members: Brought by the Governance Committee to Council for confirmation of the appointment.
- Members from Black Physician Association of Alberta: put forward by the Association upon request and confirmed by the Committee.
- Indigenous Advisory Circle representative: selected by the Circle upon request from the Committee.
- Remaining Members at Large - Selected by the Committee through an open call for interest and/or targeted recruitment and brought to the Governance Committee for Council approval.

Chair and Vice-Chair Model

The Committee shall operate under a Chair and Vice-Chair leadership model, as outlined below:

- The Chair and Vice-Chair shall be selected from within the Committee membership. At least one of these roles should be held by a Council member to ensure strong representation at the Council.

- The Chair shall preside over all Committee meetings. In the event that the Chair is absent or otherwise unable to fulfill their duties, the Vice-Chair shall assume the role of Chair for the duration of the meeting or as necessary.
- To support momentum and continuity, both the Chair and Vice-Chair are encouraged to sit two-year terms. However, the term of office for both the Chair and Vice-Chair shall be one (1) year. The Committee may, by consensus, extend either appointment for one (1) additional term after (a) considering the willingness of the Chair and Vice Chair to continue and (b) assessment of performance.
- Upon completion of the Chair's term, the Vice-Chair shall assume the position of Chair, and a new Vice-Chair shall be selected from among the Committee members.

Membership Term

- Membership term length is two-years, with the possibility of renewal for additional years to support continuity.
- Staggered terms will be implemented to preserve institutional knowledge while allowing for renewal of ideas and energy.
- Membership may end earlier by resignation, mutual agreement, or at the discretion of the Council.
- Vacancies shall be filled using the same criteria and process as initial appointments.

Subcommittees and Working Groups

- The Committee may establish working groups or task teams to explore specific priorities or projects in depth.
- These groups will operate within defined scopes and timelines and report back regularly to the full Committee.

Authority and Accountability

The Committee was *originally* categorized as a Priority Committee of Council to reflect the inclusion of anti-racism and anti-discrimination as a strategic direction in CPSA's 2022-26 Strategic Plan. Due to the ongoing nature and long-term commitment to anti-racism and anti-discrimination work, and its intrinsic role in regulating the profession to the benefit of the public, the Committee was made a Standing Committee of Council at the September 2025 Council meeting.

- As per CPSA Bylaws section 16.2, the ARAD Committee is a standing committee of Council.
- The Committee operates in an advisory capacity to the CPSA and holds a shared responsibility to promote transparency, foster accountability, and uphold the values of anti-racism and anti-discrimination.
- The Committee provides advice and strategic guidance directly to the Council, supporting the development and implementation of initiatives that align with CPSA's position on racism and discrimination.

- The Committee shall report to Council at least four (4) times per year or as otherwise directed by Council regarding its activities and can expect timely responses to Committee's recommendations from Council including clarification, endorsement, or rationale for non-adoption, to maintain mutual accountability.

Roles and Responsibilities

Clear roles and responsibilities support the Committee's ability to operate with purpose, accountability, and shared leadership.

Committee Members

- Attend Meetings – proactively plan to attend all meetings where possible.
- Prepare and Participate - Review materials in advance, contribute meaningfully to discussions, and complete follow-up tasks as needed.
- Advance the Mandate - Actively contribute to the Committee's purpose of eliminating racism and discrimination in regulated health professions and advancing equity and justice across CPSA's work.
- Engage with Integrity - Participate in meetings and Committee activities with openness, curiosity, and respect for diverse lived experiences and ways of knowing.
- Support Systems Change - Identify barriers, provide insight, and offer recommendations to advance equitable policies, regulatory practices, and internal culture.
- Foster Community Connection - Bring forward community-anchored perspectives and amplify the voices of equity-deserving groups.
- Respect Confidentiality- Maintain confidentiality of sensitive matters and uphold the trust placed in the Committee's work.

Chair/Vice-Chair

- Set Meeting Direction - Collaborate with CPSA staff to set agendas and ensure meetings are focused, generative, and aligned to the Committee's strategic direction.
- Facilitating Dialogue - Support respectful, inclusive conversations that center equity and allow for diverse viewpoints and lived experiences.
- Connecting to Governance - serves as the formal link between the Committee and Council, ensuring alignment and communication across governance levels.
- Representing the Committee - When appropriate, represent the Committee in broader CPSA or community engagements, ensuring decisions are grounded in the group's collective work.

Meetings

Frequency

- To best support its duty to report to Council, the Committee shall strive to

meet a minimum of four times a year. Efforts shall be made to be schedule meetings in advance to accommodate planning, with adjustments made as needed based on emergent issues, or availability.

- An annual in-person retreat may occur at the discretion of the Committee to ensure collaboration, set direction, and onboard new Committee members.
- Additional meetings may be convened to address time-sensitive matters, project milestones, or to deepen engagement on complex topics.

Meeting Format

- Meetings may be held virtually or in person, depending on the needs and preferences of the Committee and CPSA. A hybrid option may be offered when appropriate.

Quorum:

- Quorum is defined as 50% +1 of current members.

Decision-Making Process

- Decisions are made with care and intentionality, seeking collective understanding and support rather than transactional agreement.
- Consensus is the primary goal—not necessarily full agreement, but a shared willingness to move forward together in good faith and with relational accountability.
- If consensus is not possible, the Committee may choose to pause, gather additional input, or revisit the issue in a future meeting.
- As a last resort, a majority vote may be called by the Chair or Vice-Chair, ensuring that process respects those who may require more time or cultural space to engage.

Records of the Committee

- Efforts will be made to distribute agenda and materials a week prior to the meeting.
- Minutes shall be recorded for all meetings and will be approved by the Committee at its next meeting.
- All 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 Committee meetings are confidential, except for any information deemed necessary by CPSA Council or Registrar to communicate with partners.

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

- The Committee members-at-large will annually sign a Confidentiality and Non-Disclosure Agreement that will apply to their work and actions on the Committee.

Committee Resources

- Council approves the budget of the ARAD Committee.
- Committee members are paid an honorarium and are reimbursed for their expenses as per CPSA's [Honoraria and Expense Policy](#).
- The Committee may from time to time invite external guest speakers to meetings to present and share information. Guests will be remunerated at the discretion of the Registrar.
- The Chief Operating Officer will be the Executive Sponsor of the Committee.
- The Executive Assistant to the Chief Operating Officer or designate will function as Recording Secretary for the Committee.
- Relevant CPSA staff will provide logistical and technical support, in addition to policy and context expertise as well as support implementation in partnership with relevant departments/stakeholders.

Review and Amendment Process

- Terms of Reference shall be formally reviewed every two years or more frequently as needed to ensure relevance and effectiveness.