



## COUNCIL AND COMMITTEES TIME COMMITMENTS AND RESPONSIBILITIES

### College Council will carry out its responsibilities to:

- Uphold the College's responsibilities in protecting the public;
- Maintain a working knowledge of the legislation under which the College operates;
- Read and become familiar with the College's By-Laws and governance policies;
- Stay current on issues and events important to the profession and its stakeholders;
- Prepare for each Council meeting by reviewing meeting materials in order to understand the topics to be discussed, and the implications of policy and directional decisions;
- Attend each Council meeting and debate issues and policies pertaining to the College's mandate. Once a decision has been taken, align fully with the decision and uphold its implementation;
- Adhere to, respect and model behaviour described in the Council Code of Conduct, Conflict of Interest Policy and Confidentiality Policy;
- Apply prudent and responsible thinking to the management of the affairs of the College in order that fiscally sound policies are applied in safeguarding the College's assets;
- Actively participate in the strategic as well as the short and long-term planning for the College;
- When appointed to the College committees, participate in the work of the committee toward the fulfillment of the purpose of the College;
- Ensure that appropriate succession planning of both Council leadership and the Registrar occurs so that the ongoing successful management of the College is maintained;
- Engage in the Council and meeting evaluation processes to maintain successful performance of Council meetings and members.

### Time Commitment as a Member of Council

Each member of Council will be placed on one or more committees and will participate in Discipline Panels in addition to attending Council meetings. \*Currently, most Council meetings are held virtually.

COUNCIL	COMMITTEES	DISCIPLINE
<ul style="list-style-type: none"><li>• 4 all-day meetings</li><li>• 1 all-day training day</li><li>• Occasional teleconference calls</li><li>• Preparation per meeting 3-5 hours</li></ul>	Generally, <ul style="list-style-type: none"><li>• 3-6 all-day meetings for <u>each</u> committee</li><li>• Preparation per meeting 1-4 hours</li><li>• Some panels meet by teleconference for 2-4 hours</li></ul>	<ul style="list-style-type: none"><li>• Discipline panels are made up of 3-5 Council members</li><li>• 4 hearings were held in 2020-2021</li><li>• Many hearings are 1 day with an additional day deliberation.</li><li>• Some hearings may be 2-5 days with additional time for deliberation.</li><li>• There is approximately 1-4 hours of preparation time and there may be <u>decision writing following the hearing.</u></li></ul>



## COUNCIL, COMMITTEES AND TIME COMMITMENTS

In accordance with the College's By-Laws, all Council and Committee members are required to attend Council and Committee meetings. All meetings are scheduled in advance with consultation with members on availability. Committee meetings are held by teleconference wherever possible.

In addition to attendance at meetings, members are required to prepare for each meeting by reviewing a meeting package and any other related materials that are provided in advance of the meeting. Adequate preparation is critical to allow members to participate and contribute fully to discussions and to develop informed opinions in rendering decisions.

COMMITTEE	FREQUENCY OF MEETINGS AND PREPARATION REQUIRED	DESCRIPTION OF RESPONSIBILITIES
Council	Number of meetings per year: <b>4</b> Preparation time <u>per meeting</u> : <b>3-5 hours</b> Estimated meetings per year: <b>4 full-day meetings; plus 1 training day</b>	Council is the main governing and decision-making body of the College. It manages and administers the affairs of the College; whose mandate is to serve and protect the public.
Executive	Number of meetings per year: <b>6</b> Preparation time <u>per meeting</u> : <b>3-5 hours</b> Estimated meetings per year: <b>2-3 full-day meetings</b>	Executive has all the power of Council with respect to any matter that requires immediate attention between Council meetings, other than the power to make, amend or revoke a regulation or By-Law.
Registration	Number of meetings and panels* per year: <b>8</b> Preparation time <u>per meeting</u> : <b>1-4 hours</b> Estimated meetings per year: <b>4-6 full-days; 3 half-day panel meetings are held by teleconference</b>	Provides guidance to Council on matters concerning registration, examinations and registration regulations; reviews applications referred by the Registrar.
Quality Assurance	Number of meetings per year: <b>6</b> Preparation time <u>per meeting</u> : <b>1-4 hours</b> Estimated meetings per year: <b>3-4 full-day meetings; 2 half-day meetings held by teleconference</b>	Develops and maintains the Quality Assurance Program which supports continued competence and encourages continuing professional development of members.
Patient Relations	Number of meetings per year: <b>2</b> Preparation time <u>per meeting</u> : <b>1-4 hours</b> Estimated meetings per year: <b>3 half-day teleconference meetings</b>	Advises Council regarding the Patient Relations Program which enhances relations between members and patients. It also deals with preventing and handling matters related to sexual abuse of patients by members.

Inquiries, Complaints and Reports (ICRC)	Number of meetings and panels* per year: <b>18</b> Preparation time <u>per meeting</u> : <b>1-4 hours</b> Estimated meetings per year: <b>2 full-day meetings; panel meetings are 2-3 hours and held by teleconference</b>	Oversees all Registrar reports and complaints into a member's conduct, competence, and health inquiries. Also, oversees all complaint-based investigations and makes referrals as appropriate to Discipline and Fitness to Practice.
Discipline	Number of meetings and panels* per year: <b>1-2</b> Number of hearings per year: <b>4</b> Preparation time <u>per meeting</u> : <b>1-4 hours</b> <b>A hearing can last from one day to several weeks.</b> <b>All hearings are held virtually until further notice.</b>  <b>All Council members are on the Discipline Committee.</b>	Independent Committee of the College. Hold open hearings regarding allegations of professional misconduct or incompetence referred to it by the ICRC. Hears evidence regarding each case. Decides whether the member has committed acts of professional misconduct or incompetence and determines appropriate penalty.
Fitness to Practice	Number of meetings per year: <b>1</b> Preparation time <u>per meeting</u> : <b>1-4 hours</b> <b>A hearing can last from one day to a week or more.</b> <b>All hearings are held virtually until further notice.</b>  <b>All Council members are on the Fitness to Practice Committee.</b>	Independent Committee of the College. Holds closed hearings of allegations concerning a member's capacity to practice that are referred by the ICRC.
Doctor Title Working Group	Preparation time <u>per meeting</u> : <b>1-4 hours</b> Estimated meetings per year: <b>2 half-day meetings</b>  <b>Meetings shall, whenever possible, be held at regular intervals and at such frequency as necessary for the Working Group to conduct its business.</b>	Prepares recommendations to the Council as to whether the College should seek a Dr title and if so, criteria and scope. The working group shall conduct research, synthesize information, make recommendations and undertake project activities at the request of the Council.

\* ICRC, Registration, QA and Discipline Committees use panels comprised of 3 -5 members. Committee members do not participate in all panels.

\*\* Of those 4 hearings for 2020-2021, none were contested. An agreement of fact or penalty hearing lasts only a day.

All meeting materials are made available online usually one (1) week prior to the meeting for review.