



Terms of Reference for the Executive Committee

Policy 2.1

Section:	Governance		
Approved By:	Council	Public	Yes
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Policy: Terms of Reference for the Executive Committee

Purpose

The Executive Committee of the College provides leadership to Council, and facilitates the effective functioning of Council by providing input to background materials and making policy recommendations.

In support of Council, the Executive Committee shall have responsibility for:

- Leadership regarding governance policies and practices
- Leadership regarding the performance review process of the Registrar & CEO and succession-planning, and staff relations matters as set out below
- Risk identification and oversight
- Crisis management

Responsibilities

1. Acts as the Council between scheduled Council meetings, if necessary¹
2. Provides advice to the Chair on the development of Council agendas as required
3. Monitors, evaluates and reports on the governance structure, policies and processes of Council
4. Develops, implements and evaluates the Council orientation process and Council education to facilitate good governance practices and behaviours
5. Promotes and leads the evaluation processes for Council and statutory committee members to consistently improve governance performance
6. Leads the performance review process of the Registrar & CEO, the negotiation of the Registrar & CEO's compensation, and appropriate succession and contingency planning for the position of Registrar & CEO. This includes a market review of the salary range for the Registrar & CEO position at least every three to five years. It also includes whether to recommend to Council an adjustment to the salary range of the Registrar & CEO
7. Considers whether to recommend to Council an adjustment to the salary ranges of College staff
8. Reviews the College's human resources policies at least once a year
9. Carries out the powers and duties of the Staff Relations Committee as set out in the policies of the College entitled "Policy and Program regarding workplace harassment" and "Policy and Program regarding violence in the workplace"
10. Identifies and monitors areas of risk in College activities and affairs, oversees measures put into place by management to manage those risks, and reports to the Council and recommends policies as required
11. Acts as the Privacy Committee for the purposes of the Privacy Code
12. Reports on its actions to the Council on a timely basis

¹ Section 12(1) of the Health Professions Procedural Code, being Schedule 2 of the *Regulated Health Professions Act, 1991* states: "Between the meetings of the Council, the Executive Committee has all the powers of the Council with respect to any matter that, in the Committee's opinion, requires immediate attention, other than the power to make, amend or revoke a regulation or by-law." If the Executive Committee uses this power, it is required to report on its actions to the Council at the next Council meeting.

Composition

The Executive Committee shall include:

- at least three (3) Professional Councillors
- at least one (1) Publicly-Appointed Councillor

The Chair and Vice-Chair shall be among the members of the Executive Committee.

The Chair shall be Chair of the Executive Committee. A majority of the members of the Executive Committee shall constitute a quorum.

The Registrar & CEO shall attend all meetings of the Committee except for personnel matters related to the Registrar & CEO and declared by the Chair to require in camera deliberation.