

Policy Type: Section 4: College Committees Terms of Reference

Policy Reference: 4.14 Indigenous Insights Advisory Committee

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Date Reviewed:

Committee Category

Advisory

Mandate

The Indigenous Insights Advisory Committee's primary function is to explore, discuss, and provide recommendations on current occupational therapy practice issues relevant to Indigenous people.

Accountability and Authority

The Indigenous Insights Advisory Committee is directly accountable to the Executive Committee.

Limitations

The Committee exercises only the authority and fulfills only the duties and responsibilities authorized by these terms of reference.

Duties and Responsibilities

The Committee undertakes the following activities:

- Conducts regular environmental scans on occupational therapy practices which:
 - Address the distinct health needs of all Indigenous people.
 - Influence health outcomes and indicators identified in the Truth and Reconciliation Commission of Canada's Calls to Action (2015) for health.
 - Affect the health care rights of Indigenous Peoples, who are identified by treaties and laws.
 - Recognize the value of Indigenous healing practices and create practice guidance for occupational therapists in treating Indigenous clients or patients in collaboration with Indigenous Healers and Elders.
 - Support culturally safer relationships and anti-racist, ethical spaces.
 - Encourage the education, recruitment, and retention of Indigenous occupational therapists to serve Indigenous communities and provide culturally competent

mentorship for other occupational therapists.

- Identifies current practice issues impacting Indigenous people for consideration and possible action by the Executive Committee.
- Acts as an advisory committee on occupational therapy practice and Indigenous people to other committees.
- Recommends action on specific practice issues related to Indigenous people.
- Develops, reviews, and revises College resources related to practice and Indigenous people as the Board directs.
- Recommends action on specific client or patient relations issues connected with Indigenous people.

Composition

The Committee comprises at least all of the following:

- Four to six Professional Committee Appointees, representing a cross-section of current occupational therapy practice and with either lived experience or practice experience related to Indigenous people.
- One to a maximum of six Community Appointees.

Composition Matrix

In addition to the attributes and diverse perspectives in the Board Competency Framework, the individuals appointed by the Board to join the Indigenous Insights Advisory Committee, will strive to demonstrate the following competencies:

Lived Experience of Physical, Mental, or Cognitive Health Limitations

- Lived experience of an impairment or functional limitation that reduces full involvement in society because of barriers faced. Lived experience of these barriers can enhance thoughtful decisions that protect the public (Accessible Canada Act, 2019).

Lived Healthcare Experience

- Significant personal experience or experience caring for someone with health challenges or maneuvering through the healthcare system.

Standards and Scope of Practice

- Understands the standards of practice, competencies, and scope of practice that guide occupational therapy practice in Ontario and be able to determine where a breach or potential breach might occur.

Systems Perspective

- Knowledge of the healthcare system, as well as practice and industry specific understanding. For example, models of care, scope of occupational therapy practice in practice settings, practice overlap, including diverse experience with, for example, other health professions, healthcare employers and various practice roles.

Writing/Editing

- Experience in professional and academic writing and editing.

Term of Office

The term of Committee Appointees is three years with a maximum of two consecutive terms.

The Board approves appointments to the Committee. The term of office for each Committee Appointee begins immediately after their appointment.

Meetings

The Committee holds meetings at a place and on a date predetermined, whenever possible, and meets regularly and as often as necessary to conduct its business.

Quorum

According to section 14.06.1 of the College bylaws, a majority of Committee Appointees constitutes quorum.

Selection of the Chair

The Board annually appoints the Chair of the Indigenous Insights Advisory Committee.

If Chair is unable or unwilling to preside at the meeting, the Chair will designate an acting Chair from among the Committee Appointees to preside. If the Chair is unable to delegate their chairing duties, the Committee will select an acting Chair to preside at the meeting from among its appointees.

Voting

Whenever possible, decision-making at the Committee level is conducted using a consensus model. When necessary, formal voting is used.

Every motion that properly comes before the Committee is decided by a simple majority of the votes cast at the meeting by the Committee Appointees present. This applies unless specifically provided for otherwise under the Health Professions Procedural Code, which is Schedule 2 of the *Regulated Health Professions Act, 1991* (RHPA), or the College bylaws.

As a Committee Appointee, the Chair may vote.

In the event of a tie, the motion is defeated.

Reporting

At every Board meeting, the Committee reports on activities it has undertaken since the last report. The Committee prepares an annual report of its activities at the end of each fiscal year.

Conflict of Interest

All Committee Appointees have a duty to carry out their responsibilities in a manner that serves and protects the public interest. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee Appointees have a duty to uphold and further the RHPA's intent to regulate the professional practice of occupational therapy in Ontario. Appointees also have a duty not to represent the views of advocacy or special interest groups.

The College bylaws include comprehensive information regarding conflict of interest obligations.

Committee Records

The Committee ensures that College staff record, approve, and maintain accurate minutes of all Committee meetings and proceedings. Electronic means are suitable for maintaining minutes and records.

Resources

The Manager of Practice and Program Director support the Committee, as do other staff members.

Confidentiality

Committee Appointees have access to highly sensitive and confidential information, which they must keep in the strictest confidence. The duty of confidentiality for appointees of this Committee is especially stringent. Appointees must not discuss with anyone any information that the Committee considers, even of a general nature, except for the purposes of providing the annual report to the Board.

Each Committee Appointee must sign a binding Confidentiality Agreement at the time of each appointment indicating their agreement to maintain the confidentiality, security, and integrity of all materials during and after their term on the Committee.

Evaluation

The Committee terms of reference are reviewed annually by the Governance Committee and amended where necessary—for example, in response to statutory, regulatory, or policy amendments. The Board must approve any amendments to the terms.