



Time Commitment Guidelines for Council and Committee meetings

In accordance with the College's by-laws and governance policies all Council and Committee members are required to attend Council and Committee meetings. All meetings are scheduled in advance taking into account the members' availability. Committee meetings are held as teleconferences, wherever possible.

In addition to attendance at meetings, Council and Committee 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.

In addition, Council members serve on panels for the Discipline, Fitness to Practise, Registration, Quality Assurance (QAC) and Inquiries Complaints and Reports (ICRC) Committees. These panels require preparation, attendance at a panel meeting or participation in a teleconference and, in some cases, writing or review of written decisions (Registration, ICRC and QAC).

The following time commitment guidelines approved by the Council in 2017 sets out the following expectations for the College's Council and committee members:

- All Council members are required to attend Council meetings. Pursuant to the College's by-laws a Council member may be disqualified, if the member fails, without reasonable cause to attend two (2) meetings of the Council in any twelve-month period. All professional members are required to be off call.
- All Council members are required to attend training days organized by the College. All professional members are required to be off call.
- All Committee members are expected to attend Committee meetings. All professional members are encouraged to be off call.
- All Committee Chairs are required to attend Committee meetings. Committee Chairs, who are professional members, are required to be off call.
- All panel members are required to attend panel meetings. All professional members are required to be off call.
- All panel Chairs are required to attend panel meetings. Panel Chairs, who are professional members, are required to be off call.

Below is a breakdown of meetings for Council and every statutory Committee.

Council

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| Number of Council meetings | 4 |
| Number of training days | 3-4 |
| Preparation time per meeting | 5-7 hours |
| Attendance | 4 full day meetings 3-4 full day training days |

Executive

The Executive Committee has all powers of the 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. Council members must serve at least one year of their term before they are eligible for election to the Executive Committee.

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| Number of meeting days per year | 4-6 |
| Preparation time per meeting | 5-7 hours |
| Attendance | 4 full day meetings by Video/teleconference 1-2 half-day meetings (if required) |

Client Relations

The Client Relations Committee is mandated to ensure protection of the public interest by developing the policies and procedures of the College to prevent sexual abuse of clients and to define appropriate professional relations between the members of the College and their clients.

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| Number of meeting days per year | 2 |
| Preparation time per meeting | 2 hours |
| Attendance | 2-hour Video/teleconference |

Discipline

The Discipline Committee hears matters of professional misconduct or incompetence that are referred by a panel of the Inquiries, Complaints and Reports Committee.

NOTE: Committee members do not participate in all panels.

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| Number of meeting days per year | 2 |
| Number of training days | 1 training workshop |
| Number of hearing days per year | dependent on College's hearing caseload |
| Preparation time per meeting | 0-4 hours for meetings 0 hours for hearings 2-6 hours (and as required) for motions |
| Hearing Related | Up to 1 day decision writing/review* Up to 1 day Deliberation time* *May exceed one day and is dependent on length of hearing |
| Attendance | 1 half-day meeting (video/teleconference) 1/2 day of orientation (if required) Contested hearings typically range from 2 days to 5 days (Note: Due to COVID-19 these may occur through video/teleconference) |

Fitness to Practise

The Fitness to Practise Committee conducts hearings of allegations concerning a midwife's capacity to practise midwifery that are referred by a panel of the Inquiries, Complaints and Reports Committee.

NOTE: Committee members do not participate in all panels.

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|---------------------------------|---|
| Number of meeting days per year | 1 |
| Number of hearing days per year | dependent on hearing |
| Preparation time per meeting | 0-4 hours for meetings 0 hours for hearings |
| Attendance | 2 half-day meetings (tele/videoconference) 1/2 day of orientation (if required) Contested hearings typically range from 3 days to 5 days |

Inquiries, Complaints and Reports

The Inquiries, Complaints and Reports Committee (ICRC) oversees all investigations into midwives' care and conduct, including formal complaints, mandatory reports, Registrar's investigations, and inquiries into a midwife's capacity to practise.

NOTE: Committee members do not participate in all panels.

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| Number of meeting & panel days per year | 12-18 |
| Preparation time per meeting | 6-8 hours |
| Attendance | 2-4 half-day meetings (tele/videoconference) 8-12 half-day panels (tele/videoconference) |

Quality Assurance

The Quality Assurance Committee develops, establishes and maintains programs to promote continuing competence among midwives.

NOTE: Committee members do not participate in all panels.

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| Number of meeting & panel days per year | 4-6 |
| Preparation time per meeting | 3-5 hours |
| Attendance | 2-3 half-day meetings (tele/video conference) 2-3 half-day panels (tele/video conference) |

Registration

The Registration Committee ensures protection of the public interest by providing direction to the College with regards to the registration processes of the College.

NOTE: Committee members do not participate in all panels.

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| Number of meeting & panel days per year | 12-15 |
| Preparation time per meeting | 1-4 hours |
| Attendance | 3 half-day meetings (tele/videoconference) 4-7 quarter-day panels (tele/videoconference) |