

# CITIZEN ADVISORY GROUP: PARTNERSHIP TERMS OF REFERENCE (2022—2023)

## 1. Background:

The Citizen Advisory Group (CAG) was launched by the College of Physiotherapists in 2015 in order to support public participation and consultation in their regulatory work. The CAG was comprised of patients and caregivers in order to draw upon their experience, perspectives, and feedback in order to inform decision-making about regulatory work in the health care sector.

The College of Physiotherapists subsequently opened up access to the CAG to other health regulatory Colleges in Ontario. This led to the development of the CAG Partnership (the “Partnership”), a collective of Partner Colleges that managed and engaged the CAG.

The Partnership and the CAG have since evolved significantly, with many more Colleges joining the Partnership and taking advantage of a variety of engagement strategies to support their collective mandate to serve in the public interest.

## 2. Authority:

The Partnership’s authority derives from each College’s agreement with the terms of reference outlined herein. The Partnership is comprised of the following 22 health regulatory Colleges in Ontario:

- [College of Audiologists and Speech-Language Pathologists of Ontario](#)
- [College of Dental Hygienists of Ontario](#)
- [College of Dental Technologists of Ontario](#)
- [College of Denturists of Ontario](#)
- [College of Dietitians of Ontario](#)
- [College of Kinesiologists of Ontario](#)
- [College of Massage Therapists of Ontario](#)
- [College of Medical Laboratory Technologists of Ontario](#)
- [College of Medical Radiation and Imaging Technologists of Ontario](#)
- [College of Naturopaths of Ontario](#)
- [College of Nurses of Ontario](#)
- [College of Occupational Therapists of Ontario](#)
- [College of Opticians of Ontario](#)
- [College of Optometrists of Ontario](#)
- [College of Physicians and Surgeons of Ontario](#)
- [College of Physiotherapists of Ontario](#)
- [College of Registered Psychotherapists of Ontario](#)
- [College of Respiratory Therapists of Ontario](#)
- [College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario](#)
- [Ontario College of Pharmacists](#)
- [Ontario College of Social Workers and Social Service Workers](#)
- [Royal College of Dental Surgeons of Ontario](#)

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### 3. Purpose:

The Partnership has collective responsibility for overseeing the management of the CAG and enabling access among all Partner Colleges in order to enhance public engagement in health regulation in Ontario.

### 4. Parameters:

All health regulatory Colleges in Ontario are welcome to join the Partnership by agreeing to these terms of reference.

The CAG Membership will be comprised of a sufficient number of individuals to support the demand in engagement activities while enabling access to a diversity of perspectives.

The CAG Membership will be comprised of individuals that represent the diversity of the Ontario population (e.g., age, geographic location, gender identity, ethnic and/or racial background(s), (dis)abilities, socioeconomic status, etc.) and use the health care system (e.g., patients and caregivers with experiences with different regulated health care providers).

CAG Members cannot:

- Have been or be actively registered as a member of any regulated health profession in any jurisdiction;
- Have been or be actively employed by any health regulatory College in any jurisdiction;
- Have been or be actively sitting on Council (Board) or a Committee of any health regulatory College in any jurisdiction; or
- Be the subject of or participant in any active regulatory matter before a health regulatory in any jurisdiction (e.g., investigation, hearing, etc.).

Engaging with the CAG Membership will be supported through a variety of modalities, reflecting the needs of the Partner College, the nature of the regulatory issue being considered, and the importance of creating an effective environment for CAG members to share their perspectives and for Partner Colleges to get effective feedback. This can include but is not limited to:

- Large format in-person or virtual meetings with external facilitation;
- Online surveys;
- Small focus or discussion groups; or
- Representation on Partner College Working Groups.

CAG members will be compensated at agreed costs for their contribution. Reasonable expenses incurred as a result of participating in in-person meetings will be reimbursed.

Volunteer opportunities can be shared with the CAG Members to solicit participation, where the request is reasonable and respectful of their contribution to the project.

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### 5. Roles and Responsibilities:

#### *Of the Partnership:*

- Pay an annual fee to cover administrative and human resource costs associated with managing the CAG;
- Oversee and approve an annual budget, including setting the annual fee schedule;
- Select a Chair annually among the Partner Colleges to assume responsibility for day-to-day operations of the CAG;
- Provide strategic oversight and decision-making with regards to the CAG and the Partnership; and
- Meet annually with all Partner Colleges ensuring attendance by an individual vested with decision-making authority regarding CAG activities.

#### *Of the Chair:*

- Oversee the day-to-day management of the CAG including:
  - Employing the Partnership Coordinator on behalf of the Partnership;
  - Financial management of all expenses relating to the administration of the CAG, including all engagement activities (e.g., paying suppliers or contractors, invoicing Partner Colleges, Member compensation or reimbursement, etc.);
  - Recruit and manage a complement of CAG Members in accordance with the parameters set out above;
  - Facilitate Partner College access to the CAG through various modalities (ad hoc and scheduled) and manage all elements of coordinating engagement activities (i.e., hiring of external contractors, venue and catering coordination, technological needs, soliciting Member involvement, Member reimbursement, etc.); and
  - Solicit items from Partner Colleges for inclusion in a quarterly newsletter to CAG Members and Partners to support continued engagement between activities.
- Provide strategic guidance in relation to engagement activities to support implementation of best practices and evaluate effectiveness and/or satisfaction with engagement activities among both CAG Members and Partner Colleges.
- Coordinate an annual meeting of the Partnership and provide an annual report regarding the operation of the CAG over the past year.
- Support Partnership decision-making through the development or coordination of briefing materials.

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### 6. Cost Sharing

An annual Partner College fee schedule will be set by the Partnership to cover administrative and human resource costs associated with managing the CAG.

- The fee will aim to reflect a fair approach to cost sharing among the Partner Colleges based on their relative size, recognizing that no Partner College should be unduly burdened by the fee. The 2022–2023 Fee Schedule is set out in **Appendix A**.
- The Chair will recover costs from the annual Partner College fees to manage any expenses related to managing the day-to-day operations of the CAG, including fair reimbursement for the costs of employing the Partnership Coordinator.

The costs associated with all engagement activities will be shared among the co-sponsoring Partner Colleges. The total costs for each engagement activity will be distributed across each item/issue explored through the activity in relation to the proportion of the activity spent on that item. The costs for each item will then be divided equally among the co-sponsoring Colleges for that item.

### 7. Member Compensation

Members will be compensated for their contribution to engagement activities.

- The current rate of compensation is \$45.00/hour (the “per diem”).
- Any paid engagement activity will have a minimum compensation of one hour.
- Members will also be compensated for any preparatory time needed for the engagement activity (e.g., pre-reading or completing pre-engagement online surveys) at the usual rate (minimum of one hour and maximum of three hours).

Reasonable expenses incurred due to participation at in-person events will be reimbursed upon proof of payment (e.g., accommodation, meals, parking, or transportation,) if the Chair is unable to pay for these services directly on the Members’ behalf. Where possible, the Chair will seek to use corporate service providers to reduce costs.