

Research, Teaching & Learning Committee (RTLTC) Terms of Reference

Format for Committee Terms of Reference	
Role or Purpose	<p>The purpose of the Research, Teaching & Learning Committee (“RTLTC”) is to oversee the Bloorview Research Institute and the Teaching and Learning Institute.</p> <p>The VP Research is responsible for the Bloorview Research Institute (BRI) and reports to the President and CEO of the Hospital. The VP of Medicine and Academic Affairs is responsible for the Teaching & Learning Institute (T&L) and reports to the President and CEO of the Hospital.</p> <p>No decision or resolution of the Committee shall be binding on the Corporation until it is adopted by the Board or unless it has otherwise been authorized by the Board.</p>
Duties and Responsibilities	<ul style="list-style-type: none"> • Educate and advise the Board of Directors of the Hospital on matters related to the BRI and T&L including: <ul style="list-style-type: none"> ▪ governance and policies; ▪ strategic direction; ▪ financial planning and use of funds; ▪ performance ▪ commercialization ▪ integration of teaching, learning and research ▪ research ethics ▪ knowledge translation • Ensure that the policies and procedures developed by the BRI/T&L respect ethical issues and standards, and strategic plans are in alignment and consistent with: (1) the University of Toronto’s strategic education and research plans, and (2) the University of Toronto-Holland Bloorview affiliation agreement; • Ensure that the BRI/T&L strategic plans are aligned with the strategic goals of the Hospital; • Provide advice on budget assumptions and review year-end financial report of the BRI/T&L to ensure alignment with the BRI/T&L strategic plans; • Provide advice on partnership opportunities locally, nationally and globally in alignment with the strategic priorities of the BRI/T&L • Apprise the Board of academic/research excellence leading to the creation, translation, application and evaluation of knowledge into clinical best practices; • Review Holland Bloorview Kids Rehabilitation Hospital Foundation policies and procedures that may affect BRI or T&L. • Provide oversight and approval for the administrative and operational functions of the Research Ethics Board (REB). Approval will be sought for the following activities: <ul style="list-style-type: none"> ▪ appointment of the REB chair; ▪ REB terms of reference; ▪ REB policies and procedures; and boards of record requests;

	<p>The REB will have complete autonomy to review and rule on the ethical acceptability of all research studies involving humans.</p> <ul style="list-style-type: none"> • Assess and monitor the commercialization of Holland Bloorview intellectual property which could be a meaningful source of funds for research, teaching & learning or other hospital activities. The committee will receive regular reports from research management on commercialization strategy and progress. • Assume other duties as may be assigned by the Board.
<p>Membership and Voting</p>	<ul style="list-style-type: none"> • Chair shall be a member of the Board; • Up to 4 Members of the Board of Directors of the Hospital including the representative of the Dean of the Faculty of Medicine, University of Toronto; • VP Research at the Hospital • VP Medicine and Academic Affairs at the Hospital; • 1 senior external researcher • 1 senior external education leader • Representative(s) of clients and families • Representative(s) from BRI; • Representative(s) from Teaching and Learning; • President and CEO of the Hospital; • President and CEO of the Foundation (or delegate)¹ • Community Members (where needed) with pertinent skills (legal, business) or life experience; <p>At the first meeting of the Board following each Annual Meeting, the Board will appoint the members of the standing committees (<i>By-law 27.1.1</i>)</p> <p><u>Voting</u> A member of a Committee may participate in the meeting by teleconference and vote by teleconference, however, e-mail or voting by proxy are not permitted. (<i>form 8.5 Committee Principles, Rules...</i>)</p>
<p>Frequency of Meetings and Manner of Call</p>	<p>The Research, Teaching & Learning Committee shall meet at the call of the Chair.</p> <p>The RTAL will meet a minimum of four times per year. Meetings will be scheduled to coincide with the annual budget planning and relevant reporting requirements.</p> <p>Copies of meeting minutes shall be distributed to all Committee members. The Chair of the Research, Teaching & Learning Committee shall sign the minutes immediately after they are accepted at the next scheduled meeting. The signed original copy of the minutes shall be filed by the Executive Assistant to the Research, Teaching & Learning Committee.</p>
<p>Quorum</p>	<p>A majority of members of the Committee, which includes a minimum of two Directors of the Board that are required to conduct a meeting, will be included in determining whether a quorum is present. The Chair will be included in determining whether a quorum is present.</p>

¹ Consistent with BRI Endowment Agreement, the Foundation has the right to appoint up to 30% of the members of the RTAL from their Board of Directors.

Reporting	<p>The Committee will report to the Board of Directors of the Hospital via the Chair of the Committee. The report will include the most current data on productivity, outcomes, research impact, knowledge translation, and performance indicators.</p> <p><i>Reporting:</i> The RTLC will provide a report, at least annually, to the Boards of both the Hospital and the Foundation, from the BRI and T&L on the use of all funds (internal and external) and the overall performance of both institutes.</p>
Date of Last Review	September 2023

Notes:

1. These terms of reference are consistent with BG-140 and the endowment agreement between the hospital and foundation, dated February 5, 2010