



# Terms of Reference

## Registration Committee

Authority	The Registration Committee (the Committee) is a statutory Committee established under sections 19(1)(m.4) and 19(1)(t) of the <i>Health Professions Act</i> and sections 15 and 23 of the College’s bylaws (the “Bylaws”).
Mandate	To ensure that future or potential registrants meet the conditions and/or requirements to be granted registration with the College.
Responsibilities	<p>Establish standards of academic or technical achievement and the qualifications required for registration with the College.</p> <p>Establish, monitor and review registration policies and processes, with respect to the registration of new, renewing and reinstating registrants.</p> <p>Establish protocols for substantial equivalence assessment.</p> <p>Grant registration, including reinstatement and registration renewal, to all individuals who satisfy the Committee that, based on registration policies and the College bylaws, they are qualified to be a registrant.</p> <p>Set, administer, and maintain registration policies on all matters related to assessment of competencies, establishment of standards of academic achievement, principles, selection or design and processes.</p> <p>Inform registrants, complainants and the Health Professions Review Board (as required) about the registration process and outcomes, as required.</p> <p>Review non-routine applications for registration, determine applicants’ eligibility for registration, and permit or deny registration to such applicants.</p> <p>Attach terms and conditions to the granting of registration, as necessary.</p>
Composition	<p>The Committee consists of at least three persons appointed by the Board.</p> <p>At least one-third of the Committee must consist of public representatives.</p> <p>The Board Chair and the registrar are ex officio members of the Committee.</p> <p>The Committee chair (and Vice Chair if required) are appointed by the Board.</p>

	<p>The Committee may meet in panels of three persons which must include at least one public representative.</p>
Competencies	<p>One or more Committee members will have the following specific competencies or experience.</p> <p>Adjudication and Hearing: Knowledge and experience of participating in and/or chairing hearings within a legislative framework, and an understanding of administrative law principles and procedural fairness.</p> <p>Committee/Panel Leadership: Experience in facilitating committee or panel meetings, developing a positive culture, conflict resolution, and fostering effective decision making.</p> <p>Governance Expertise: Understand how governance works, how committees should function, and be able to think critically about committee structures and practices.</p>
Term of Appointment	<p>Appointments for all Committee members, including the Committee chair, are for three years. Terms will be staggered to avoid complete change over of committee members in any given year. Appointees are eligible for reappointment by the Board, to a maximum of three consecutive terms.</p> <p>A registrant appointed to the Committee ceases to be a member if they are no longer a registrant in good standing or if they become a College employee.</p> <p>Any Committee member may resign from the Committee, upon written notification to the registrar. Committee members who are absent for more than three committee meetings per year may, upon review of the Board, be immediately removed. The chair has the discretion to approve, in advance, an extended absence of any Committee member.</p> <p>A Committee member may be removed from the Committee by majority vote of the Board under section 23(1) of the bylaws.</p>
Quorum	<p>A majority of the Committee constitutes a quorum.</p>
Panels	<p>The Committee may meet in panels of three persons of which one is a public member.</p> <p>The chair of the Committee must appoint the members of a panel and must designate a chair of the panel.</p> <p>The panel may exercise any power, duty or function of the Committee.</p>
Reporting	<p>The Committee, via the Chair, submits a report of its activities to the board annually, or as required by the Board.</p>

Confidentiality	Each Committee member must sign a confidentiality policy at the time of each appointment and at the time of each term renewal, indicating their agreement to maintain the confidentiality, privacy, security, and integrity of all meeting and Committee materials.
Conflict of Interest	<p>Each Committee member must sign a conflict of interest policy at the time of each appointment and at the time of each term renewal, indicating their agreement to abide by the policy.</p> <p>Committee members must declare conflicts of interest prior to the discussion of individual agenda items or at any time a conflict of interest or potential conflict of interest arises.</p> <p>Once a conflict of interest is declared the member must follow the guidance and directives in the conflict of interest policy.</p>