



Registration Committee – Terms of Reference

MANDATE

The Registration Committee is mandated to ensure protection of the public interest by providing direction to the College and to the Registrar with regards to the registration processes of the College.

POWERS

The Registration Committee has the power to issue, revoke, refuse or apply terms, conditions and limitations to an application for Registration as a Member of the College. It has the power to direct the Registrar with regards to registration.

RESPONSIBILITIES

The responsibilities of the Registration Committee shall be:

- 1) to appoint Panels of the Committee;
- 2) within 15 days of receiving notice from the Health Professions Appeal and Review Board (HPARB) of a hearing into an application to the College, to provide HPARB with a copy of the Committee's order to an applicant with respect to application, the reasons for it and the documents upon which the decision to make the order was based;
- 3) to act on direction from HPARB resulting from a Board hearing into an application for membership with the College;
- 4) to provide policy direction to the Registrar with respect to the implementation of the registration process;
- 5) to submit regulations to the Council for approval;
- 6) to develop and revise registration policies, standards and guidelines which are then submitted to Council for approval;
- 7) to develop amendments to registration-related regulations which are then submitted to Council for approval;
- 8) to link with the Quality Assurance committee regarding continuing education, quality improvement and other quality assurance program initiatives.

ADMINISTRATIVE DUTIES

The Committee shall:

- 1) meet at least one (1) time per year to ensure the proper functioning of the Committee;
- 2) maintain minutes of its meetings in which shall be recorded all decisions and actions taken by it;
- 3) report its actions to Council at each Council meeting or more frequently if needed;
- 4) submit annually a report of its activities to the Council of the College.



MEMBERSHIP

The Council shall appoint members of the Registration Committee and may replace or remove members from time to time. The Committee shall be comprised of at least three (3) members of the Council, at least one (1) of whom is an elected professional member and at least one (1) of whom is a publicly appointed member. The Council may, at its discretion, appoint members who are not members of the Council to the Committee. The President of the Council shall be designated as *ex-officio* member of the Committee.

CHAIR OF THE COMMITTEE

The Council shall appoint the chair of the committee.

QUORUM

A simple majority of members of the Registration Committee, that includes at least one member of the committee who is an elected professional member and one member of the committee who is a publicly appointed member, shall constitute a quorum for decision-making.

DECISION MAKING

The Committee will endeavour to arrive at decisions by consensus and all members may contribute to the consensus-making process. Where a decision cannot be reached by consensus, the decision shall be made by a majority of the votes cast by all members present. The President of the Council, as *ex-officio*, does not have voting privileges.

CONFIDENTIALITY

Every member of the Committee shall preserve confidentiality with respect to all information that comes to their knowledge in the course of their duties and shall not communicate any information to any other person.