

## POLICY TYPE: GOVERNANCE PROCESS

### 4-13 Registration Committee Terms of Reference and Mandate Policy

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#### Committee Composition and Meetings

1. The Board shall appoint the members of the Registration Committee for the following year at the last Board meeting of the year in accordance with the by-laws. At that time, the Board shall indicate which members of the committee are to sit on the Registration Appeal Panel (RAP).
2. The Registration Committee shall be composed of:
  - a. at least two Directors who are registrants of the College;
  - b. at least one Director appointed to the Board by the Lieutenant Governor in Council; and
  - c. if Board so decides, and the by-laws so permit:
    - i. up to three members who are registrants of the College who are not Directors.
    - ii. up to three individuals who are not registrants of the College and who are not Directors.
3. The RAP shall be composed of a minimum of 3 members and shall include:
  - a. at least two Directors who are registrants of the College;
  - b. at least one Director appointed to the Board by the Lieutenant Governor in Council; and
  - c. if Board so decides, and the by-laws so permit:
    - i. up to three members who are registrants of the College who are not Directors.
    - ii. up to three individuals who are not registrants of the College and who are not Directors.
4. The chair and vice-chair of the Registration Committee shall be elected from among the members of the Registration Committee and the election may take place at or before the first committee meeting of the year.
5. The chair shall select a first panel of the Registration Committee from among the members of the Committee (the "First Panel"). The First Panel shall be composed of at all persons who are appointed by the Board to the Registration Committee who were not selected to sit on the RAP.
6. The chair shall select additional panels as required from among the members of the Committee. Each panel shall be composed of at least three persons, at least one of

whom shall be a person appointed to the Board by the Lieutenant Governor in Council.

7. Panels of the Registration Committee, and the committee as a whole, shall meet as required.
8. Three members of a panel constitute a quorum.
9. All Registration Committee members, except for members of the RAP, are required to attend an annual orientation session and such other training sessions as may be deemed appropriate by the chair of the Committee and/or the Board. RAP members shall attend such training sessions as may be deemed appropriate by the chair of the Committee and/or the Board.

#### **Authority and Accountability**

10. The Registration Committee is a statutory committee of the College as set out in section 10(1)2 of the Health Professions Procedural Code (the “Code”).
11. The Registration Committee is accountable to the Board for:
  - a. Acting in accordance with the Regulated Health Professions Act, 1991 (the “RHPA”), including the Code, the Opticianry Act, 1991, the regulations under those acts, the by-laws and any other laws that apply to its processes and decision making.
  - b. Fulfilling any other duties and responsibilities assigned to it by the Board.

#### **Responsibilities of the Registration Committee**

The Registration Committee shall:

12. Perform such functions as are assigned to it under the RHPA, Code, regulations, by-laws, and policies of the College including the review and assessment of all applications for registration that are referred to it by the Registrar or referred back to it by the Health Professions Appeal and Review Board, and all applications for variation under s.19 of the Code.
13. Recommend to Board proposals for changes to applicable legislation, regulations, and by- laws, as well as programs to support registration processes including Prior Learning Assessment and Recognition (PLAR), accreditation of opticianry programs and the National Registration Examinations.
14. Submit an annual report to the Board. The report will include information on number of new applications considered in all categories, number of new certificates of registration granted, participation in the Ontario Fairness Commissioner’s audit and any other relevant information.

The Registration Committee may:

15. Submit a report to the Board in between annual reports.