

# BRIEFING NOTE

**TO:** Board of the Directors

**FROM:** Governance Committee

**DATE:** February 22, 2021

**SUBJECT:** Registration Committee Terms of Reference Policy 4-13

For Decision  For Information  Monitoring Report

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**Purpose:**

To review the proposed Registration Committee Terms of Reference Policy 4-13.

**Background:**

The Registration Committee Terms of Reference Policy 4-13 falls into the Governance Process Policy category. This policy is designed to describe the purpose, scope and authority of the Registration Committee. The Registration Committee Terms of Reference were created on May 14, 2012 and have not had a revision since that time.

**For Consideration:**

The original policy with the proposed revisions is redlined in **Appendix A** below and a clean version, **Appendix B**, is also attached. Items no. 2ii as well as 9 under, “Committee Composition and Meetings,” are matters that are not referred to in the current terms of reference (or any other committees).

**Public Interest Considerations:**

Committee Terms of Reference create accountabilities for the members of each Committee and outline the Board’s expectations on how a committee will work together to accomplish specific roles and responsibilities that execute the College’s mandate of public protection.

**Diversity, Equity and Inclusion Considerations:**

It is incumbent on the Board to consider whether the proposed policy is consistent with the COO’s organizational values relating to diversity, equity and inclusion.

**Recommendation:**

To approve the Registration Committee Terms of Reference Policy 4-13 as recommended by the Governance Committee.

REGISTRATION COMMITTEE

Terms of Reference ~~and Mandate~~

Committee Composition and Meetings ~~Committee Type:~~ Statutory

Terms of Reference

1. The Board shall appoint the members of the Registration Committee for the following year at the ~~first-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 ~~members of Board~~ Directors who are members-registrants of the College;
  - b. at least one ~~member of Board~~ Director appointed to the Board by the Lieutenant Governor in ~~Board~~ Council; ~~and~~
  - c. if Board so decides, and the by-laws so permit:
    - i. up to three members who are ~~registrants~~ members of the College who are not ~~members of the Board~~ 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.
  
- ~~2.4.~~ 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 ~~pAs required,~~ panels of the Registration Committee ~~shall be selected by the chair~~ 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.
  
- ~~3.6.~~ 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.

The RAP shall be composed of a minimum of 3 members with,

- a. at least one member of the Board who is a member of the College;
- b. at least one member of the Board appointed to the Board by the Lieutenant Governor in Board; and
- c. if the Board so decides, up to three members of the College who are not a member of the Board.

No member of the first Panel shall be a member of the RAP. Three members of the RAP constitute a quorum.

7. Panels of the Registration Committee, and the committee as a whole, shall meet when as required.

4-8. Three members of a panel constitute a quorum.

5-9. 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

#### **Mandate**

The Registration Committee shall:

6-12. Perform such functions as are assigned to it under the RHPA, Health Professions Procedural 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 Ss.19 of the Code.

7-13. Recommend to Board proposals for changes to applicable legislation, regulations, and by-laws, as well as programs to support the registration processes including Prior Learning Assessment and Recognition (PLAR), accreditation of opticianry programs and the National

Registration Examinations.

8.14. \_\_\_\_\_ 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.

**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**

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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.