



# Terms of Reference for the Registration Committee

## Policy 2.7

<b>Section:</b>	Governance		
<b>Approved By:</b>	Council	<b>Public:</b>	Yes
<b>Approved Date:</b>	March 28, 2014	<b>Review Schedule:</b>	Every 3 Years
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<b>Amended Date(s):</b>	December 7, 2018 September 17, 2020 December 9, 2022	<b>Next Review Date:</b>	September 2026

### Policy: Terms of Reference for the Registration Committee

#### Purpose

The Registration Committee of the College assesses applications for registration which have been referred to the Committee by the Registrar to determine whether the applicants meet the requirements for registration to practise the profession in Ontario, in a fair, transparent, objective and impartial manner.

The Committee makes independent decisions regarding applications for registration, and prepares reports for Council on its activities.

#### Responsibilities

1. Assesses whether an applicant is eligible for registration in Ontario in accordance with the provisions of the registration regulation and determine if any terms, conditions, or limitations should be imposed on the certificate of registration
2. Determines whether to direct the Registrar to issue a certificate of registration for an applicant and prepare reasons for the decision
3. Monitors that all fair registration practices reports, audits and other reports as required are submitted to the Office of the Fairness Commissioner to demonstrate that the registration

practices of the College meet the legislated requirements and the duty to provide registration practices that are transparent, objective, impartial and fair

4. Reviews research and holds conceptual/policy discussions to develop policies to support registration practices
5. Evaluates and measures performance against any College plan or policy
6. Makes recommendations and provides advice on any discrepancies or areas that need improvement
7. Brings forward to Council any matter that the Committee deems relevant within its mandate

### **Composition**

- At least one (1) Professional Councillor
- At least one (1) Publicly-Appointed Councillor
- At least three (3) Non-Council Committee Members

The Chair shall be appointed by the Council.

Generally, the Committee functions as a panel for matters relating to assessing applications for registration.

A majority of the members of a Committee and a panel shall constitute a quorum.

The Committee and the panels are supported by the Deputy Registrar & Registration Director.