

Terms of Reference

Registration Committee

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Authority

The Registration Committee is a Committee of the CDBC Board established pursuant to *Health Professions Act*, s. 16, 19(1) and 20; Bylaws, s. 14, 16 to 19, 40 to 53, and 55.

Composition

The Committee consists of a minimum of five (5) persons appointed by the Board, maintaining one-third public representation:

- one (1) appointed public representative Board member;
- one (1) public representative;
- one (1) elected Registered Dietitian Board member; and
- two (2) Registered Dietitians.

The Committee may meet in panels of three (3) persons appointed by the Committee Chair to exercise any power, duty or function of the Committee. Composition must include at least:

- one (1) board member,
- one (1) public representative, and
- one (1) other Committee member.

Ex-officio (non-voting) members of the Committee include the Board Chair (not applicable when Board Chair is also a Committee or panel member). Staff support is provided by the Deputy Registrar, Registration and Communications and the Registrar.

The Committee selects a Chair and a Vice-Chair annually from its members and recommends their approval to the Board. The Chair of a panel is appointed by the Committee Chair.

Mandate

Pursuant to legislation and in a transparent, objective, impartial and fair manner, the Committee's mandate is to ensure, in the public's interest, that Dietitians are qualified to practice.

Primary Duties, Functions and Responsibilities

The Committee ensures that Dietitians are qualified to practice by:

- Establishing standards of academic or technical achievement and the qualifications required for registration as a member of the College;
- Developing and monitoring registration policies;
- Monitoring registration requirement processes;
- Establishing protocols for substantial equivalence assessment processes;
- Granting registration, including reinstatement, to every person who, in

- accordance with the requirements of the bylaws, applies for registration, satisfies the Registration Committee that he or she is qualified to be a Registered Dietitian, and pays the required fees;
- Attaching terms and conditions to the grant of registration;
 - Refusing to grant registration or setting limits or conditions on the practice of an applicant who presents a risk of physical or sexual abuse to children and physical, sexual or financial abuse of vulnerable adults according to a criminal record check authorized under the Criminal Records Review Act.
 - Informing Dietitians and the public about responsibilities of registration; and,
 - Reporting to and advising the Board.

Term

The term for each Committee member is two (2) years. Members are eligible for reappointment by the Board but may not serve more than three (3) consecutive terms.

Remuneration

Remuneration is \$500 annually for members and \$600 annually for the Chair, plus expense reimbursement. Remuneration is prorated for first terms of less than one year.

Meeting Procedures

- Schedule: at least three times annually;
- Format: meetings can be held in person or by telecommunications or electronic means;
- Voting: may take place in person, by teleconference or by email ballot; a majority is required to pass a proposed resolution;
- Agenda: developed by the Committee Chair and Deputy Registrar, Registration and Communications, with input from Committee members;
- Quorum: a majority of a Committee constitutes a quorum;
- Minutes: using standard format, drafted by College staff, circulated to the Chair for approval of the draft, circulated to Committee members, and reviewed and approved by the Committee at the next meeting or via email ballot; approved copies of the Minutes are published on the CDBC website.

Indemnification

Immunity for acts or omissions in good faith (s. 24, *Health Professions Act*); Directors and Officers Liability Insurance.