

Type of document: terms of reference	Approved by: Registration Committee
Date approved: February 26, 2021, January 21, 2022	Next review date: November 2024
Amendment dates: November 3, 2023	

Registration Committee

Terms of Reference

Name and type	Registration Committee Statutory
Purpose	The Registration Committee is a Statutory Committee as defined in the <i>Health Professions Procedural Code (Code)</i> , which is Schedule 2 of the <i>Regulated Health Professions Act, 1991 (RHPA)</i> .
Specific Areas of Responsibility	<p>The Registration Committee is responsible for the following activities:</p> <ol style="list-style-type: none"> 1. Meeting in the form of panels to make decisions regarding applications for registration in accordance with the Code, the Registration Regulation, and College policy. 2. Considering the requirements of the Office of the Fairness Commissioner in: <ol style="list-style-type: none"> a. The study, review and development of registration policies and protocols that are transparent, objective, impartial and fair; b. The review of the submitted fair registration practices report. c. Addressing any recommendations made by the Office of the Fairness Commissioner. 3. Developing amendments to the Registration Regulation, for approval by Council and the Ministry of Health and Long-Term Care (MOHLTC).
Committee Composition	<p>Members of the Registration Committee are appointed by Council.</p> <p>The Registration Committee must be composed of:</p> <ul style="list-style-type: none"> • three (3) members who are members of Council; • two (2) public members who are members of Council; and • one (1) or more members who are not members of Council if Council so wishes. <p>The number of Committee members who are also registrants shall, wherever possible, exceed the number of public members (appointed by the Lieutenant Governor in Council).</p>
Panel Composition	Panels are selected by the Chair to perform statute-specific functions.

	<p>In accordance with the Code, panels must be composed of at least:</p> <ul style="list-style-type: none"> • three (3) Committee members, • at least one (1) of whom shall be appointed to the Council by the Lieutenant Governor in Council. <p>Three (3) members of a panel constitute a quorum.</p>
Committee Competencies	<p>Elected and public members of Council are required to meet the minimum Council Competencies and Committee Competencies.</p> <p>Appointed committee members (i.e., non-council appointments) may be required to meet the minimum Council Competencies and Attributes.</p>
Decision-Making Process	<p>Wherever possible, decisions will be made by consensus. Where necessary, formal voting will be used.</p>
Delegated Authority	<p>The Registration Committee will advise Council with respect to the Committee's specific areas of responsibility.</p>
Reporting	<p>The Committee will report to Council at some, though not necessarily all, scheduled meetings. Reports to Council are to be provided in writing with the explicit purpose of informing the work of Council and framed to identify public interest issues.</p>
Appointment of Chair	<p>The Chair, or Chairs, of the Committee will be appointed by Council.</p>
Quorum	<p>The quorum is three (3) members unless otherwise provided in the Code or the by-laws or unless the Committee is composed of only three (3) members, in which case, the quorum for such a Committee must be two (2) members.</p> <p>Despite anything in the by-laws, a Committee is properly constituted despite any vacancy so long as there are sufficient members to form a quorum of the Committee or a panel of the Committee.</p>
Meetings	<p>Committee meetings will, wherever possible, be held at a place and on a date set in advance and will occur at regular intervals and at such frequency as necessary for the Committee to conduct its business. The Committee will meet at least once per year to ensure proper functioning of the Committee.</p>
Staff Support	<p>The Registrar acts in an ex-officio role as a Committee resource and in a non-voting capacity. Other staff members provide support to the Committee.</p>
Communication with Council	<p>The Committee Chair will report to Council as needed, depending on the nature of the work undertaken by the Committee.</p>

Committee Records	The Committee Chair will ensure that accurate minutes of all Committee meetings and proceedings are recorded, approved and maintained at the College office.
Conflict of Interest	All Committee members have a duty to carry out their responsibilities in a manner that serves and protects the interest of the public. As such, they must not engage in any activities or in decision-making concerning any matters where they have a direct or indirect personal or financial interest. All Committee members have a duty to uphold and further the intent of the <i>Psychotherapy Act, 2007</i> to regulate the profession of psychotherapy in Ontario, and not to represent the views of advocacy or special interest groups.
Inquiries	Inquiries relating to the work of the Committee should be forwarded to the Registrar or staff member providing support to the Committee.
Public Communications	Media inquiries regarding activities of the Committee, regulation of the profession, or operation of the Council or College shall be forwarded to the Registrar. The Registrar and President act as spokespersons on behalf of the College.
Parliamentary Authority	Schedule 2 of the by-laws outlines the Rules of Order of Council.