

COMMITTEE TERMS OF REFERENCE

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Authority and Accountability	The Registration Committee is a statutory committee of the Council of the College of Naturopaths of Ontario. It is established pursuant to section 10(1) of the Health Professions Procedural Code (the Code), which is Schedule 2 of the <i>Regulated Health Professions Act, 1991</i> (the "RHPA"), section 12.01 of the by-laws and GP06 - Committee Principles of the Council governing policies.
Limitations	The Registration Committee shall only exercise the authority, and fulfill the duties and responsibilities authorized under the <i>Regulated Health Professions Act, 1991</i> or under these Terms of Reference,
Responsibilities	<p>The Registration Committee shall:</p> <ul style="list-style-type: none"> • Administer the Registration Program and, as such, shall develop and maintain policies and procedures governing: <ul style="list-style-type: none"> ○ The registration program and annual renewal of registrants; ○ The entry-to-practise program of the College; ○ The Prior Learning Assessment and Recognition program . • Administer the Examinations Program and, as such, shall develop and maintain policies and procedures governing the: <ul style="list-style-type: none"> ○ Jurisprudence examination; ○ Written Clinical Sciences and Biomedical examinations; ○ Ontario Clinical Examinations; ○ Therapeutic Prescribing examination; and ○ IVIT Examination; • Establish panels, as necessary from time to time to consider: <ul style="list-style-type: none"> ○ Applications for initial registration referred to it by the CEO; ○ Applications from Registrants who have held an inactive certificate of registration for more than two years and who wish to be issued a general class certificate of registration as set out under paragraph 6 of subsection 10.(1) of the Registration Regulation; ○ Applications to remove or modify a term, condition or limitation that was imposed as a result of a Registration proceeding (Code, s. 19); ○ Applications and applicants' submissions and make orders with respect to the disposition of the applications in accordance with the Code (s.18(2) and s. 19(6)); and ○ Ensure that the program policies and procedures are transparent, objective, impartial, and fair, free of discrimination and bias and support the Council's overall commitment with respect to equity, diversity, inclusion and belonging.
Appointment and composition	The Registration Committee shall be appointed by the Council and shall be comprised of no fewer than three but as many individuals as the Council may deem appropriate, such that the Committee members include:

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	<ul style="list-style-type: none"> • At least one Council member who is a Public member and any number of additional Council members, • One or more registrants who are not Council members, and • Any number of Public Representatives as defined in the by-laws. <p>A Committee Chair, and where deemed necessary by the Council a Committee Vice-Chair, shall also be appointed by the Council.</p>
Panels	<p>Panels of the Registration Committee shall be appointed from among the members of the Committee by the Chair and shall be comprised of no fewer than three members, one of whom shall be a Public Member of the Council.</p> <p>The Chair of the Registration Committee shall, at the time of appointing a Panel, designate one member of the panel as the Chair of the Panel.</p>
Term of Office	<p>The Registration Committee members shall be appointed for approximately one year and may be re-appointed annually by the Council, at its sole discretion.</p> <p>The term of office of any panel appointed by the Committee Chair shall be until the matter referred to it has been disposed of.</p>
Meetings	<p>The Registration Committee shall meet on a date and at a time set by the Committee Chair at least ten days in advance of the meeting date unless a majority of Committee members agree to a shorter period.</p> <p>In the event that the Committee Chair is unable to preside at a duly called meeting, the Vice-Chair, if one is appointed shall preside. Otherwise, the Chair may designate an acting Chair from among the Committee members, or where the Chair has not done so, an acting Chair for the meeting shall be selected by and from among the Committee members present.</p>
Quorum	<p>Pursuant to section 12.06 of the by-laws, quorum for meetings of the Registration Committee shall be three members of the Committee, at least one of which shall be a Public member or a Public Representative as defined in the by-laws.</p> <p>In cases of urgency as determined by the Chair, the Public member/Public Representative requirement for the purposes of quorum may be waived.</p>
Quorum for Panels	<p>Quorum for Panels shall be three members of the Panel, one of whom is a Public member of the Council (Code, s.17(3)).</p>
Reports	<p>The Committee Chair, on behalf of the Committee, shall provide to the Chief Executive Officer an Annual Report on the performance of its responsibilities and outcomes of its activities for the period of April 1st of the</p>

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	<p>previous year to March 31st of the current year, subject to any requirements of the <i>Regulated Health Professions Act, 1991</i>. The Annual Report shall be submitted on a schedule set by the Chief Executive Officer.</p> <p>The Committee Chair shall also submit a bi-monthly report to the Council addressing matters of importance to the Committee, including but not necessarily limited to volunteer resources, attendance issues, trends in activities before the committee and volume of work.</p>
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