



## **Registration Appeals Committee Terms of Reference**

**General mandate:** The Registration Appeal Committee is a statutory standing committee established by the Board. Its purpose is to oversee and facilitate an evidence-based, fair, timely, transparent, and equitable registration appeal process.

The Registration Appeal Committee is responsible for

- Developing and monitoring the effectiveness of policies and procedures to support the Committee's general mandate.
- Upon receipt of an appeal, determining whether an applicant meets all of the criteria for registration in an applicable registration and license category.

The activities of the Registration Appeal Committee shall be conducted in accordance with the Act, Regulations, Bylaws, relevant College policies, and the Fair Registration Practices Act.

### **Specific responsibilities:**

- Participate in training required under the Fair Registration Practices Act
- Set a date for the appeal that is not later than sixty days following receipt of the written notice of appeal
- Serve written notice of the date, time and place of the appeal to the appellant and the Registrar
- Advise the appellant of the right to be represented by legal counsel, disclosure of any information to be provided to the Registration Appeal Committee, and a reasonable opportunity to present a response and make submissions
- Determine the procedure to be followed for the Appeal (the Registration Appeal Committee may proceed by way of a review of the written record, without the necessity of an oral hearing)
- Make any determination that, in its opinion, ought to have been made by the Registrar or the Registration Committee
- Give its decision in writing and send to the applicant a copy of the written decision by registered mail or personal service (the decision of the Registration Appeal Committee is final)

**Frequency of meetings:** The Registration Appeal Committee will meet at the call of the Chair.

**Size and membership of committee:** The committee chair and members of the Committee are appointed by the Board. The committee will consist of one public representative and not fewer

than two dietitians from the active-practising roster. No one who acted as a decision-maker on the Registration Committee with respect to a current appeal may participate on the committee when the process to address the appeal is being carried out.

**Quorum:** A quorum at any Registration Appeal Committee meeting shall be the majority of its membership. All decisions require the vote of a majority of the Committee.

**Ability to retain expert resources:** The Registration Committee retains the right to consult experts in the field of professional regulation.

**Reporting obligations:** The Registration Appeals Committee reports to the registrar.

**Annual evaluation of the committee's effectiveness:** The Registration Appeal Committee completes a committee evaluation in accordance with the Board's macro agenda.

Each member of the Committee has all the rights, powers, privileges and immunities of a commissioner appointed pursuant to the Public Inquiries Act.