

Registration Committee

Terms of Reference

Authority

The Registration Committee is a statutory committee. [HPPC¹ s. 10(1)]

Mandate, Duties and Powers

The Registration Committee reviews and considers applications for a certificate of registration to practice medicine in Ontario of individuals referred to it by the Registrar [HPPC, s. 15(1)]. The Registrar refers applications for review where the Registrar:

- has doubts on reasonable grounds as to whether the applicant fulfills the registration requirements;
- is of the opinion that terms, conditions and limitations should be imposed on a certificate of registration if the applicant does not consent to the imposition or the applicant already holds an out-of-province certificate that is equivalent to the certificate being applied for;
- proposes to refuse the application [HPPC, s. 15(2)]; or,
- is of the opinion that a certificate should be issued to an applicant with terms, conditions, and limitations imposed and the applicant consents to the imposition [HPPC, s. 15(4)].

In reviewing and considering applications, the Registration Committee considers written submissions by an applicant, if any.

The powers of the Registration Committee with respect to the above mandate include:

- making orders directing the Registrar to:
 - issue a certificate of registration to an applicant [HPPC, s. 18(2)];
 - issue a certificate of registration to an applicant subject to the completion of examinations or additional training [HPPC, s. 18(2)];
 - issue, with the applicant's consent, a certificate of registration with the terms, conditions, and limitations specified and imposed by a panel of the Registration Committee [HPPC, s. 18(4)];
 - impose specified terms, conditions, and limitations on a certificate of registration of an applicant and specifying a limitation on the applicant's right to apply to remove or modify the term, condition, or limitation under s. 19 of the HPPC [HPPC, s. 18(2)];

¹ *Health Professions Procedural Code* ("HPPC"), Schedule 2 to the *Regulated Health Professions Act, 1991* ("RHPA")

- refuse to issue a certificate of registration. [HPPC, s. 18(2)]; and,
- inform the development and implementation of registration policies passed by the Board of Directors (the Board), including reviewing and updating the policies based on information provided to the Committee.

Reporting

The Registration Committee reports to the Board.

Composition

The Registration Committee shall be composed of Registrants and Public Directors. The number of members on the Registration Committee shall be determined by the Board annually to meet the needs of the Registration Committee. [CPSO By-laws, s. 8.2.1]

Term of Appointment

The term of office of each Registration Committee member is up to three years and automatically expires at the close of the third Annual Organizational Meeting of the Board² which occurs after the appointment or at such earlier time as the Board specifies in the appointment. [CPSO By-laws, s. 7.6.2] The maximum number of years that a member may serve on the Registration Committee is nine years. [CPSO By-laws, s.7.6.6]

Chair and Vice-Chair

The Chair and Vice-Chair of the Registration Committee are members of the Committee appointed by the Board. The term of the Chair is up to two years.

Meetings

The Registration Committee shall meet as a whole at least twice per year on business and policy matters.

Applications considered by the Registration Committee shall be considered by a panel selected by the Chair, or their designate, from among the members of the Committee. [HPPC, ss. 17(1), 19(3)] Meetings of the Registration Committee (including panel meetings) may, at the discretion of the Chair, be held in any manner that allows all the persons participating to communicate with each other simultaneously and instantaneously. [CPSO By-laws, s. 7.7.8]

Members of the Registration Committee are expected to regularly attend and actively participate in meetings.

The Chair, or their appointee for this purpose (the “presiding officer”), will preside over meetings of the Registration Committee (including panel meetings). [CPSO By-laws, s. 7.7.6]

² The Annual Organizational Meeting is the Board meeting that takes place between November 1st and December 14th of each year. [CPSO By-laws, s. 6.1.1(a)]

The presiding officer is responsible for recording the meeting deliberations in writing (i.e. minutes). The minutes of a business meeting will be brought to a subsequent Registration Committee meeting for acceptance (and corrections, if any), and once accepted, the minutes are conclusive proof that they accurately reflect the proceedings and deliberations at the prior Registration Committee meeting. The minutes of a panel meeting will be reviewed and signed by the presiding and recording officers, and they may be circulated to the panel members for review. Once signed by the presiding and recording officers, the minutes are conclusive proof that the written record accurately reflects the proceedings and deliberations of the panel of the committee. [CPSO General By-Laws, s. 7.7.9-7.7.11]

Quorum

Panel Meeting

Each Registration Committee panel shall be composed of at least three persons, at least one of whom shall be a person appointed to the Board by the Lieutenant Governor in Council. Three members of the panel constitutes a quorum for a panel. [HPPC s. 17(2)-(3)]

Business Meeting

A majority of the members of the Registration Committee constitutes a quorum for business meetings. [CPSO By-laws, s.7.7.5]

Decision-Making

Questions or motions before the Registration Committee may be decided by a majority of the votes cast at the meeting (including the presiding officer at the meeting).³ If there is an equality of votes, the question is deemed to have been defeated. [CPSO By-laws, s.7.7.7]

Compensation

Committee members who are Registrants are compensated for conducting College business, including committee work and travel time and are reimbursed for eligible expenses incurred in the conduct of College business, in accordance with and subject to section 12.1 of the CPSO By-laws, and the Board Director and Committee Member Remuneration and Expense Reimbursement Guidelines. [CPSO By-laws, s. 12.1].

Committee members who are Public Directors are compensated by the Minister of Health for expenses and remuneration as determined by the Lieutenant Governor in Council. [HPPC, s. 8]

Committee Staff Support

The Registration Committee will receive administrative support from the staff within the Registration & Membership Services division of CPSO. Administrative support includes

³ For example, where there are only three Committee members present, a majority of the votes is two.

scheduling meetings, preparing and distributing meeting materials, and assistance with organization and notice of each meeting.

Declaration of Adherence

Each member of the Registration Committee must sign a Declaration of Adherence in the form provided by CPSO, which requires committee members to comply with, among other things, fiduciary duty, conflict of interest, confidentiality obligations and CPSO policies.