



## REGULATION AND REGISTRATION COMMITTEE TERMS OF REFERENCE

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### **1.0 Purpose**

The purpose of the Regulation and Registration Committee is to serve the public interest by overseeing the development, relevancy, and maintenance of all bylaws, policies, and standards of practice in adherence with the Opticians Act for the safe delivery of Opticianry practices **and** to review applicants for registration to ensure all competencies are met as required and to ensure requirements are fulfilled in the registration process.

### **2.0 Mandate**

The Regulation and Registration Committee has been developed for the purpose of:

- Overseeing the development, administration and maintenance of all:
  - Regulatory Bylaws
  - Administrative Bylaws
  - Policies
  - Standards of Practice
  - Code of Ethics
  - Practice Notices
  - Terms of Reference
- Provide guidance, review, and give input on draft documents and improve the process.
- Any documents, forms, or strategies necessary for the college's operation.
- Liaisoning with the College, Ministry of Health, and NIRO to ensure the accuracy and relevancy of our regulations.
- Ensuring the registration process is followed and all requirements are fulfilled.
- Review any registrant issues relating to evidence of identification, experience, education, character, continuing competency requirements and other jurisdictions' restrictions.

### **3.0 Structure and Composition**

- Includes Chair and Vice Chair, which will be appointed by the Council.
- The committee will consist of a minimum of two active registrants of the College and the Registrar. Members will self-identify their interests or be invited to sit.
- No member of the committee will have an in-progress or outstanding disciplinary record.
- Chairs and members will serve until resignation is provided.
- Ad-hoc and special committees will be developed as required. The Chair and/or Vice Chair will attend all subcommittee meetings.

- The quorum shall consist of the majority (51%) of the committee.

#### **Chair**

- Chairs all meetings of the Regulation and Registration Committee and/or any subcommittee meetings.
- Designate another Committee member who is a committee member to chair the committee in the Chair's or Vice Chair's absence.
- Shall serve as a liaison between the Committee and the SCO Council.
- Shall sit as a member of the NIRO and liaison with any communications to and from the Regulation and Registration committee on behalf of the College.
- Shall organize agendas, circulate minutes, and conduct reports of meetings and distribute them accordingly to the committee members and the Council.
- Shall effectively and efficiently call and conduct meetings, as required, in person or via teleconference or videoconference to efficiently carry out the duties of the committee.
- Manages time allotment for meetings and projects to ensure efficient and responsible use of the College's resources.
- Report to the Council on the work of the Committee.
- Appoint and remove the members of the Committee.

#### **Vice-Chair**

- Attend all meetings of the Regulation and Registration Committee and any ad-hoc or sub-committee meetings.
- May act in lieu of the Chair in the event of absence or incapacity of the Chair.
- All the Chair's powers can be delegated to the Vice-Chair when the office of the Chair is vacant.
- Vice-Chairs may also serve as members of the sub-committee on agenda and procedure.

#### **Members**

- Attends all meetings of the Regulation and Registration Committee. The meetings may be in-person, by teleconference or electronically.
- Provides insights, opinions, and expertise on Opticianry in regard to Regulations.
- May sit on sub-committees as required.
- Must be actively licensed by the SCO or a Public Representative with the SCO.

#### **4.0 Accountability and Authority**

- The committee aligns itself with the Opticians Act, SCO regulatory bylaws, standards of practice, and code of ethics.
- The committee is accountable to the Council for fulfilling any duties and responsibilities authorized by the Bylaws, by these Terms of Reference, and as otherwise assigned to it by the Council.
- To provide regular and annual reports to the SCO Council.
- In the event decisions must be made outside of a committee meeting, it may take place over e-mail.

- All discussions at committee meetings shall be confidential and only disclosed to the committee members.
- To present and report any findings and recommendations to the Council for approval, with the exception of any decisions the Committee is authorized to make independently under the delegation of the SCO.
- To record or take minutes of the Committee meeting. Minutes will be kept and stored with the SCO.
- The Chair may invite guests or experts to attend meetings as a resource as required.
- To serve notice of resignation to the committee and the Registrar

#### **5.0 Financial**

Committee members will be remunerated in accordance with SCO administrative policy. 008. Members are to maintain and report their own time sheets and submit them in conjunction with the SCO expense reports. It is the duty of the Chair to ensure members are responsible and efficiently manage their time in meetings and projects.

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**Approved by the Council April 17, 2025**

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