



## **NSCDO Registration Committee Terms of Reference**

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### **Introduction**

In accordance with the requirements of the *Dispensing Opticians Act*, S.N.S. 2005, c. 39, and the Regulations and By-laws made thereunder, the Board shall appoint a Complaints Committee comprised of such number of members and non-members as determined by the Board.

The terms of reference below address the membership of the committee, terms of office of committee members, quorum, and mandate of the committee.

### **Committee Membership**

- Committee composition will be five (5) persons, including a minimum of:
  - One (1) non-member;
  - Three (3) dispensing opticians.
- The Board shall appoint a Chair and a Vice Chair of the Registration Committee.
- When considering appointments to the Registration Committee, with the exception of non-members, the persons appointed must hold a licence at the time of initial appointment to the committee, and ideally have held a license for a minimum period of five years.
- Experience on committees or boards is considered an asset when making appointments.

### **Term of Office**

Committee members hold office for one, two or three year terms as directed by the Board, and are eligible for reappointment.

Where the Registration Committee is considering a matter and the term of office of a member sitting on the committee expires, that member may remain part of the committee until the proceeding is concluded.

Dispensing optician members of the committee who have a complaint filed against them shall recuse their membership on the committee unless the Chair otherwise determines.

## **Quorum**

A quorum shall consist of three (3) committee members, regardless whether such persons are dispensing opticians or non-members.

All decisions of the committee require the vote of a majority of the quorum.

## **Mandate**

The Registration Committee is established by the *Dispensing Opticians Act* to exercise the powers and functions as provided for in the Act, Regulations and By-laws, including without limitation the following activities:

- Consider appeals filed by applicants who have been refused registration or licencing by the Registrar and take such steps as the committee considers appropriate within the scope of the authority granted to it in the Act, Regulations, By-laws and Policies, including:
  - setting a date for the hearing of the appeal, which is not later than sixty (60) days following receipt of the written notice of appeal;
  - serving notice of the appeal upon the applicant and the Registrar;
  - advising the appellant of their rights during the appeal process in accordance with the Act;
  - determining the procedure to be followed for the hearing of the appeal;
  - making a decision on the appeal in accordance with the information it receives, and issuing a decision in writing, together with the reasons for the decision, within a reasonable time after completing the appeal.

The Registration Committee may retain legal counsel to advise it in the performance of its mandate.

Approved by the Board this 26<sup>TH</sup> day of July, 2023.