



## Registration Committee (HPA)

### Terms of Reference

#### **Mandate**

The Registration Committee (the “Committee”) shall determine any issue with respect to registration or practice permits referred to the committee by the Registrar in accordance with the *Health Professions Act* and the Alberta Dental Association and College (the “CDSA”) *By-laws*.

#### **Duties**

The Committee must:

- a) Review applications for registration as a regulated member to determine if the applicant meets or will meet the registration requirements established by the CDSA Council, HPA and By-laws.
- b) Carry out its powers and duties under Part 2 of the *Health Professions Act*.
- c) Advise the CDSA Council generally on matters relating to the applications for registration as a regulated member that have been referred to the Committee by the Registrar.

#### **Decisions**

Subject to the HPA, the Committee may determine its own rules of procedure. The members of the Committee will strive for agreement on all matters before it. A decision of the Committee shall be by vote of a majority of the members present at a meeting.

#### **Composition**

The Council shall appoint a minimum of three (3) regulated members and the Registrar. The Committee terms of membership and duties are determined by the CDSA Council in accordance with the *Health Professions Act* and the AD&C By-laws. The Chair of the Committee will be chosen by the President. Three members of the committee attending a meeting is required for quorum.

#### **Service Term**

The Committee member once appointed will serve for a five year term unless the member resigns in writing prior to completing the term. A member of the Committee continues to hold office after the expiry of the member’s term until the member is reappointed or a successor is appointed.

#### **Meetings**

The Committee will meet when the Registrar refers an application for registration to be reviewed by the Committee. Ideally, meetings will be in-person meetings, although teleconference and video-conference meetings may be held if more convenient. A decision of the review must be prepared after each meeting; the preparation of decision will be the responsibility of the Chair. The Chair must distribute the decision to the members of the Committee which will require approval. The Chair will also distribute the decision to the Chief Executive Officer and the Registrar. The CDSA Administration will provide administrative and technical assistance in organizing meetings, including electronic meetings.

**Costs**

The CDSA will pay the cost of travel and accommodation if required according to our approved policy. The CDSA will be responsible for the other related costs such as meeting room rental, meals during the meeting and audio visual equipment rental when required. Per diems will be paid to the Committee members according to the CDSA Per Diem Policy.

**Reporting**

The Chair of the Committee reports directly to the Registrar.

**Staff Support**

Staff support for the Committee will be assigned by the Chief Executive Officer of the CDSA.

**Committee Members**

- Dr. Osman Anwar, Chair