
POLICY TYPE: GENERAL POLICY – Registrar Directives

Policy No: RD 02

POLICY TITLE: Administration of Statutory Committees

Approval Date: January 14, 2012

Revision Date: April 22, 2024

Definitions:

Statutory Committee: Committees established under CASLPM by-law 12.1.1. and pursuant to the Regulated Health Professions Act (the “Act”). Statutory committees have duties set out in the Act, regulations, and by-laws.

Standing Committee: Committees established under CASLPM by-laws 12.2.1. and 12.2.2. are permanent committees, established as needed, with continuing functions and must be outlined in the by-laws.

Special Committee: Committees established under CASLPM by-law 12.3.1. An ad hoc committee created by Council from time to time with for a specific task, defined purpose, and specified end date for completion of mandate.

Panel of the Committee: A group of council or committee members directed by Council or a Committee to complete a specific mandate within a specified period of time. Most commonly used under complaints and appeals.

The Council retains direct authority for:

- A. Proper constitution of Statutory Committees and Panels.
- B. Approval of any work plans and budgets.

Statutory Committees and Panels retain direct authority for:

- A. Decisions or complaints/compliance issues.
- B. Making proposals to Council regarding Regulations and standards, and any work plans and budgets.
- C. Ensuring that their decision-making and proposal preparation process accords with all Council policies.

The Registrar shall ensure the efficient administration, including the organization and coordination of meetings, finances, documentation, and other communications to enable the efficient and timely conduct of business, of Statutory Committees and Panels in accordance with the *Regulated Health Professions Act* (“RHPA”), College Regulations, By-laws, and Policies.

1. The Registrar shall ensure that:
 - a. Every complaint concerning the professional conduct of a registrant is dealt with expeditiously.
 - b. Required communication takes place between the College or Panel and all concerned parties.
 - c. Documentation is maintained and distributed in a timely manner.



- d. Any investigations required by legislation or regulation are undertaken in a fair and timely manner.
 - e. Any referrals to Statutory Committees arising out of the registration process are forwarded expeditiously.
2. In exercising this responsibility, the Registrar shall:
- a. Respect the substantive meaning of any statements made by the Committees or Panels.
 - b. Consult the Chair of the Committee or Panel regarding any substantive changes to the presentation of statements made by their Committee or Panel.
 - c. Avoid forcing any decisions upon a Committee or Panel.
 - d. Administer Committee or Panel meetings and maintain expenses within Council approved work plans and budgets.
 - e. Inform the Chair of a Committee or Panel of any matter which requires the attention of their Committee or Panel.
 - f. Inform the Chair of a Committee or Panel of any significant aspects of its operation which, in their opinion, could bring the Council into disrepute or jeopardize the fulfillment of the Council's priorities and objectives and, if necessary, ask the full Council to review the matter.