



# Bylaws

Implementation Date: August 20, 2025  
Revised:

## **ACKNOWLEDGEMENT**

The Nova Scotia Regulator of Dietetics (NSRD) acknowledges that we are in Mi'kma'ki, the ancestral and unceded territory of the Mi'kmaq People and pays respect to the Indigenous knowledges held by the Mi'kmaq People, and to the wisdom of their Elders past and present.

The Mi'kmaq People signed Peace and Friendship Treaties with the Crown, and section 35 of the Constitution Act, 1982 recognizes and affirms Aboriginal and Treaty rights. We are all Treaty people.

The Regulator of Dietetics also acknowledges the histories, contributions, and legacies of African Nova Scotians, who have been here for over 400 years.

## Table of Contents

1.	DEFINITIONS.....	1
2.	CORPORATE SEAL.....	2
3.	HEAD OFFICE .....	2
4.	FORMS .....	2
5.	INITIAL BOARD .....	2
6.	BOARD MEETINGS .....	3
7.	REMOVAL OF MEMBERS OF BOARD AND OFFICERS .....	4
8.	CHAIR .....	4
9.	VICE-CHAIR.....	5
10.	TREASURER .....	5
11.	COMPOSITION OF SUBSEQUENT BOARDS.....	5
12.	TERMS OF OFFICE FOR REGISTRANT BOARD MEMBERS ON A SUBSEQUENT BOARD .....	5
13.	TERMS OF OFFICE FOR OFFICERS ON A SUBSEQUENT BOARD .....	6
14.	VACANCY OF CHAIR ON A SUBSEQUENT BOARD.....	6
15.	VACANCY OF VICE-CHAIR ON A SUBSEQUENT BOARD .....	7
16.	VACANCY OF TREASURER ON A SUBSEQUENT BOARD.....	7
17.	VACANCY OF REGISTRANT BOARD MEMBER ON A SUBSEQUENT BOARD.....	7
18.	APPOINTMENT OF REGISTRANT BOARD MEMBERS TO A SUBSEQUENT BOARD	8
19.	APPOINTMENT OF OFFICERS.....	9
20.	APPOINTMENT OF REGISTRANT COMMITTEE MEMBERS .....	10
21.	APPOINTMENT OF PUBLIC REPRESENTATIVE COMMITTEE MEMBERS .....	11
22.	RESERVED PRACTICE.....	11
23.	TITLE PROTECTION .....	12
24.	REGISTRATION AND LICENSING EXAMINATIONS .....	12
25.	CONTINUING COMPETENCE PROGRAM.....	12
26.	PRACTICE HOURS .....	13
27.	CURRENCY OF PRACTICE REQUIREMENTS.....	13
28.	RISK COMMITTEE.....	13
29.	MINUTES .....	13
30.	TRANSCRIPTS .....	14
31.	FINES AND PENALTIES.....	14
32.	CODE OF ETHICS.....	14
33.	STANDARDS OF PRACTICE .....	14
34.	COMPETENCIES.....	14

## 1. DEFINITIONS

- 1.1 All words used in these by-laws that are not otherwise defined in the by-laws have the same meaning as set out in the Act or regulations.
- 1.2 In these by-laws, unless the context requires:
- (a) “reserved practice” means an activity, procedure or service within the scope of practice of the profession that:
    - (i) is identified by the Board as necessitating additional education, training or other requirements beyond an entry to practice level; and
    - (ii) requires approval of the Registrar before a registrant may engage in the activity, procedure or service as part of their individual scope of practice.
  - (b) “Board,” when used in these by-laws includes the Initial Board and Subsequent Boards, unless the Initial Board or Subsequent Board is specifically identified;
  - (c) “Board Code of Conduct” means the code approved by the Board governing the conduct of Board members;
  - (d) “Board Composition Matrix” means the list of competencies, qualities and other criteria approved by the Board to describe the collective desired composition of the Board;
  - (e) “Chair” means the Chair of the Initial Board or the Chair of a Subsequent Board, as the context requires;
  - (f) “Dietetics Regulations” means the regulations approved by Order in Council under the authority of the Regulated Health Professions Act;
  - (g) “employee” means an individual employed on a full or part-time basis by the Regulator, but does not include an independent contractor, consultant or facilitator who otherwise provides services to the Regulator;
  - (h) “good standing” for purposes of appointment as a registrant Board member, means the status of a registrant who:
    - (i) holds a practising licence or a conditional licence, unless there is a condition on the licence restricting the registrant from eligibility to serve on the Board;
    - (ii) is current in their continuing competence requirements;
    - (iii) does not owe any outstanding fees or costs to the Regulator; and
    - (iv) is not subject to any licensing sanction or ongoing regulatory process that in the opinion of the Board, impacts their ability to ethically and competently serve as a member of the Board, or would otherwise be contrary to the objects of the Regulator;

- (i) "Initial Board" means the Board of the Regulator continued from the Legacy Board following the date of repeal of the *Dietitians Act*;
- (j) "Legacy Board" means the Board of the Nova Scotia College of Dietitians and Nutritionists in existence immediately prior to the repeal of the *Dietitians Act*;
- (k) "Meeting Rules" means such rules approved by the Board that govern the conduct of Board meetings that are not inconsistent with these By-laws;
- (l) "officer" or "officers" means any 1 or more persons, respectively, who have been appointed as officers of the Regulator, and includes the Chair, Vice-Chair, and Treasurer;
- (m) "Regulations" include the Regulated Health Professions General Regulations and the Dietetics Regulations;
- (n) "Subsequent Board" includes each Board appointed after the expiry of the term of the Initial Board.

## **2. CORPORATE SEAL**

- 2.1 The seal of the Regulator shall have the words "Nova Scotia Regulator of Dietetics" endorsed thereon.

## **3. HEAD OFFICE**

- 3.1 The head office of the Regulator shall be maintained within the province of Nova Scotia and located as to reasonably carry on the business of the Regulator.

## **4. FORMS**

- 4.1 Any forms not already specified in the Act or Regulations and necessary for the administration of the affairs of the Regulator shall be as approved by the Registrar.

## **5. INITIAL BOARD**

- 5.1 The Initial Board shall consist of the members of the Legacy Board.
- 5.2 A registrant member's term on the Initial Board does not count towards any term limit for registrant Board members appointed to Subsequent Boards after the expiry of the term of the Initial Board.
- 5.3 The officers of the Initial Board are the Chair, Vice-Chair, and Treasurer.
- 5.4 The Chair of the Initial Board shall be the same individual as the Chair of the Legacy Board.
- 5.5 The Vice-Chair of the Initial Board shall be the same individual as the Past-Chair of the Legacy Board.
- 5.6 The Treasurer of the Initial Board shall be the same individual as the Treasurer of the Legacy Board.

- 5.7 The term of office for the Chair, Vice-Chair, and Treasurer on the Initial Board is the same as the term of the Initial Board.
- 5.8 The quorum for the Initial Board is a majority of its members, which must include at least one public representative.
- 5.9 Where a vacancy occurs due to the resignation, removal or otherwise of a registrant member of the Initial Board who is not an officer, prior to the expiration of the term of the Initial Board, that vacancy may be filled with a registrant in good standing appointed by the Initial Board.
- 5.10 A registrant appointed by the Initial Board to fill a vacant position of a registrant member on the Initial Board pursuant to Article 5.9 shall serve for the duration of the Initial Board's term.
- 5.11 Where a vacancy occurs due to the resignation, removal or otherwise of the Chair of the Initial Board, the Vice-Chair shall assume the role of Chair. The time served prior to the expiration of the Initial Board is not considered part of the Chair's term.
- 5.12 Where a vacancy occurs due to the resignation, removal or otherwise of the Vice-Chair of the Initial Board, that vacancy may be filled by the Initial Board with a member from amongst their number, in such manner as determined by the Initial Board. The time served prior to the expiration of the Initial Board is not considered part of the Vice-Chair's term.
- 5.13 Where a vacancy occurs due to the resignation, removal or otherwise of the Treasurer of the Initial Board, that vacancy may be filled by the Initial Board with a member from amongst their number, in such manner as determined by the Initial Board. The time served prior to the expiration of the Initial Board is not considered part of the Treasurer's term.
- 5.14 The Initial Board shall approve the Board Composition Matrix for the Subsequent Board prior to the expiry of the term of the Initial Board.

## **6. BOARD MEETINGS**

- 6.1 The Chair of the Board shall call general meetings of the Board, with no less than 4 general meetings in a fiscal year.
- 6.2 The Registrar shall ensure notice of general Board meetings is given to Board members at least 14 days in advance of the general meeting, stating the time and whether the meeting is in-person, virtual, or hybrid.
- 6.3 The Chair of the Board may call a special Board meeting at any time as required by the Chair or upon the written request of one third of Board members indicating the subject(s) to be considered.
- 6.4 At least 3 days prior to a special Board meeting, notice shall be issued to each Board member. The notice shall state the purpose of the meeting. No matter shall be discussed at any special Board meeting apart from that specified in the Notice.
- 6.5 Notice of and voting at Board meetings may take place by means as determined by the Board.

- 6.6 Accidental omission to deliver notice of meetings does not invalidate proceedings at the meeting.
- 6.7 Notice requirements for meetings may be waived by a majority vote of those participating in the meeting.
- 6.8 Board meetings will be conducted in accordance with these By-laws and any Meeting Rules approved by the Board.
- 6.9 Where not inconsistent with the By-laws or Meeting Rules, the Chair may make procedural rulings or determinations on any matter relevant to the meeting.
- 6.10 The Chair shall preside over all meetings of the Board. When the Chair is unavailable, the Vice-Chair shall preside. If the Chair and Vice-Chair are both unavailable, any other Board member may chair the meeting.

## **7. REMOVAL OF MEMBERS OF BOARD AND OFFICERS**

- 7.1 Notwithstanding any other provisions of the By-laws, the Board may, by a two-thirds majority vote of the quorum participating at any Board meeting or a special meeting called for the purpose, remove any registrant Board member from the Board before the expiration of their term of office, where the Board believes it is consistent with the objects of the Regulator to do so.
- 7.2 Notwithstanding any other provisions of the By-laws, the Board may, by a two-thirds majority vote of the quorum participating at any Board meeting or a special meeting called for the purpose, remove any officer from their office before the expiration of their term of office, where the Board believes it is consistent with the objects of the Regulator to do so.
- 7.3 The Board may not remove a public representative appointed by the Governor-in-Council from the Board.
- 7.4 Examples where the Board may believe it consistent with the objects of the Regulator to remove a registrant Board member or officer include, but are not limited to:
  - (a) failing to attend 3 consecutive Board meetings, without sufficient cause accepted by the Board; and
  - (b) acting contrary to the Board Code of Conduct policy.
- 7.5 A decision of the Board under this Article is final.

## **8. CHAIR**

- 8.1 The Chair shall:
  - (a) unless otherwise delegated, preside at all meetings of the Board;
  - (b) act as the official spokesperson for the Board, unless this function is otherwise delegated;
  - (c) perform all acts related to the office; and

(d) perform such other duties as identified in a policy approved by the Board.

8.2 The Chair shall not vote at any meeting of the Board, except in the case of a tie, where the Chair shall cast the deciding vote.

## **9. VICE-CHAIR**

The Vice-Chair shall:

- (a) perform the duties of the Chair in the absence of the Chair;
- (b) perform all acts related to the office; and
- (c) perform such other duties as identified in a policy approved by the Board.

## **10. TREASURER**

10.1 The Treasurer shall:

- (a) perform all acts related to the office; and
- (b) perform the duties as identified in a policy approved by the Board.

## **11. COMPOSITION OF SUBSEQUENT BOARDS**

11.1 Each Subsequent Board following the expiry of the term of the Initial Board shall consist of 7 persons, including:

- (a) 4 registrant members; and
- (b) 3 public representatives.

11.2 The officers of each Subsequent Board are the Chair, the Vice-Chair, and the Treasurer.

11.3 Registrant Board members of Subsequent Boards shall be appointed in accordance with the process set out in Article 18.

11.4 Officers of Subsequent Boards shall be appointed in accordance with the process set out in Article 19. Registrant members and public representatives can be officers of the Board.

## **12. TERMS OF OFFICE FOR REGISTRANT BOARD MEMBERS ON A SUBSEQUENT BOARD**

12.1 The term of office of a registrant Board member on a Subsequent Board is 3 years.

12.2 A registrant Board member is eligible to be appointed to a Subsequent Board as a registrant Board member for two consecutive terms.

12.3 A registrant Board member who has served two consecutive terms on a Subsequent Board is not eligible for appointment for an additional term as a registrant Board member unless two years has expired since last serving on the Board.



- 12.4 Incumbent registrant Board members who are eligible and seek appointment for an additional term will be subject to the same requirements and process as new candidates as set out in Article 18.
- 12.5 Notwithstanding Article 12.1, for the purpose of establishing a stagger in the terms of office for the registrant Board members appointed after the expiry of the term of the Initial Board, the Initial Board may establish a process to designate that, for one or more specified registrant Board members on the first Subsequent Board, their term of office is 1, 2, or 3 years.
- 12.6 The designation by the Initial Board of a term of office for a registrant Board member under Article 12.5 is only effective if made:
- (a) by a resolution of the Initial Board; and
  - (b) before the Initial Board appoints the registrant Board member.
- 12.7 Terms of office for the Chair, Vice-Chair, and Treasurer are not independent of the terms of a Board member.

### **13. TERMS OF OFFICE FOR OFFICERS ON A SUBSEQUENT BOARD**

- 13.1 Subject to Articles 14.3 and 15.3, the term of office for the positions of Chair and Vice-Chair on a Subsequent Board is one year.
- 13.2 Subject to Article 16.3, the term of office for the position of Treasurer on a Subsequent Board is two years.
- 13.3 A person is eligible to serve a maximum of two consecutive terms as Chair.
- 13.4 A person is eligible to serve a maximum of two consecutive terms as Vice-Chair.
- 13.5 A person is eligible to serve a maximum of two consecutive terms as Treasurer.
- 13.6 The Vice-Chair is eligible for appointment to the position of Chair, subject to the decision of the Board.

### **14. VACANCY OF CHAIR ON A SUBSEQUENT BOARD**

- 14.1 If the term of the Chair on a Subsequent Board is not completed, the Board shall appoint a replacement Chair from among the serving Board members, who may be the Vice-Chair.
- 14.2 The replacement Chair will serve for the balance of the term of the outgoing Chair.
- 14.3 Notwithstanding Article 13.1, the Board may determine that the replacement Chair may serve an additional year as Chair in addition to the unexpired term of the outgoing Chair.
- 14.4 Where a person is appointed to fill a vacancy under Article 14.1, the unexpired term served to fill the vacancy does not count towards the term limit pursuant to Article 13.3.
- 14.5 Where the Vice-Chair is appointed to fill the role of Chair, the Board shall appoint a new Vice-Chair from among the serving Board members, whose term shall mirror the term of the replacement Chair.

## **15. VACANCY OF VICE-CHAIR ON A SUBSEQUENT BOARD**

- 15.1 If the term of the Vice-Chair on a Subsequent Board is not completed, the Board shall appoint a replacement Vice-Chair from among the serving Board members.
- 15.2 Subject to Article 14.5, the replacement Vice-Chair shall serve for the balance of the unexpired term of the outgoing Vice-Chair.
- 15.3 Notwithstanding Article 13.1, the Board may determine that the replacement Vice-Chair may serve an additional year as Vice-Chair in addition to the unexpired term of the outgoing Vice-Chair.
- 15.4 Where a person is appointed to fill a vacancy under Article 15.1, the unexpired term served to fill the vacancy does not count towards the term limit pursuant to Article 13.4.

## **16. VACANCY OF TREASURER ON A SUBSEQUENT BOARD**

- 16.1 If the term of the Treasurer on a Subsequent Board is not completed, the Board shall appoint a replacement Treasurer from among the serving Board members.
- 16.2 The replacement Treasurer shall serve for the balance of the unexpired term of the outgoing Treasurer.
- 16.3 Notwithstanding Article 13.2, the Board may determine that the replacement Treasurer may serve an additional year as Treasurer in addition to the unexpired term of the outgoing Treasurer.
- 16.4 Where a person is appointed to fill a vacancy under Article 16.1, the unexpired term served to fill the vacancy does not count towards the term limit pursuant to Article 13.5.

## **17. VACANCY OF REGISTRANT BOARD MEMBER ON A SUBSEQUENT BOARD**

- 17.1 A registrant Board member on a Subsequent Board shall be considered to have vacated that position in any of the following circumstances:
  - (a) the member resigns from office;
  - (b) the Board removes the member in accordance with Article 7;
  - (c) the member ceases to be in good standing;
  - (d) the member dies;
  - (e) the member becomes an employee of the Regulator; or
  - (f) the member becomes an employee, board officer, board member or committee chair at, or holds any position of responsibility with, a professional association.
- 17.2 If a registrant Board member position on a Subsequent Board has been vacated, the Board shall review the Board Composition Matrix and shall appoint another registrant who is in good standing and who in the opinion of the Board best meets the requirements set out in the Board Composition Matrix, to hold office for the unexpired portion of the term.

- 17.3 Where a registrant is appointed to fill a vacancy under Article 17.2, the unexpired term served to fill the vacancy does not count towards the term limit pursuant to Article 12.2.
- 17.4 When filling a vacancy under Article 17.2, the Board may seek the assistance of the Appointments Committee.

## **18. APPOINTMENT OF REGISTRANT BOARD MEMBERS TO A SUBSEQUENT BOARD**

- 18.1 The Board shall establish an Appointments Committee comprised of at least:
- (a) 2 registrants in good standing; and
  - (b) 1 public representative.
- 18.2 The members of the Appointments Committee shall hold office for such term as set by the Board who appoints them, which shall not be longer than 3 years. A member of the Appointments Committee may be appointed for one additional 3 year term by the Board.
- 18.3 The Board shall appoint one of the members as Chair of the Appointments Committee.
- 18.4 The Board shall approve the Terms of Reference of the Appointments Committee.
- 18.5 The Appointments Committee shall act in accordance with these Bylaws and its Terms of Reference.
- 18.6 With respect to the appointment of registrant Board members to a Subsequent Board, the Appointments Committee shall perform the following functions, in accordance with the process and timelines approved by the Board that are not in conflict with these By-laws:
- (a) compare the composition of the Board with the Board Composition Matrix and identify the competencies, qualities, diversity, and other criteria needed to fill identified vacancies;
  - (b) seek candidates to fill current and/or anticipated registrant vacancies on the Board;
  - (c) assess the degree to which candidates fill the desired competencies, qualities, diversity, and other criteria identified by the Appointments Committee to align with the Board Composition Matrix;
  - (d) advance all candidates to the Board where the Appointments Committee is satisfied that a registrant is in good standing;
  - (e) make recommendations to the Board regarding candidates who in its opinion best meet the desired competencies, qualities, diversity, and other criteria identified by the Appointments Committee to align with the Board Composition Matrix; and
  - (f) perform such other functions related to the appointment of registrant Board members as identified by the Board.
- 18.7 In order for a candidate to be considered by the Appointments Committee, the candidate must submit a form signifying a willingness to serve as a registrant Board member and to abide by the Act, Regulations, By-laws and policies of the Regulator.

- 18.8 The form must be submitted within such timelines as approved by the Appointments Committee.
- 18.9 If the Appointments Committee determines a candidate is not eligible for nomination as a registrant Board member, the Appointments Candidate shall not advance the candidate's name to the Board.
- 18.10 A decision of the Appointments Committee is final.
- 18.11 Upon receipt from the Appointments Committee of the names of candidates pursuant to Article 18.6, the Board must consider the names of the candidates and determine which candidates shall be appointed to fill the number of anticipated vacancies on the Board.
- 18.12 For clarity, the registrant Board members of the first Subsequent Board shall be appointed by the Initial Board.
- 18.13 A decision of the Board is final.

## **19. APPOINTMENT OF OFFICERS**

- 19.1 The Chair, Vice-Chair, and Treasurer shall be appointed by the Board members serving on the Board immediately prior to the end of the term of the incumbent Chair, Vice-Chair, or Treasurer.
- 19.2 The Chair, Vice-Chair, and Treasurer shall be appointed in the following manner:
  - (a) prior to the completion of the term of the incumbent Chair, Vice-Chair, or Treasurer, the Board must request and encourage expressions of interest from individuals seeking to serve as the next Chair, Vice-Chair, or Treasurer;
  - (b) the Board shall
    - (i) vet the candidates using such processes as the Board considers appropriate, including the Board Composition Matrix;
    - (ii) prepare a recommendation for the position of Chair, Vice-Chair, and Treasurer;
  - (c) if the Board approves the recommended candidate for the position of the Chair, the candidate is deemed appointed, effective the day following the date the incumbents' term expires;
  - (d) if the Board approves the recommended candidate for the position of the Vice-Chair, the candidate is deemed appointed, effective the day following the date the incumbents' term expires;
  - (e) if the Board approves the recommended candidate for the position of the Treasurer, the candidate is deemed appointed, effective the day following the date the incumbents' term expires;
  - (f) if the Board does not approve the recommended candidate for Chair, Vice-Chair, or Treasurer, the Board will prepare a new recommendation for the Board's

consideration, and such process shall continue until a new Chair, Vice-Chair, and Treasurer are appointed;

- (g) if there are no members of the Board willing to serve as Chair, Vice-Chair, or Treasurer, the Board must appoint individuals to fill these positions in such manner as the Board determines.

19.3 For clarity, notwithstanding any other provision of these By-laws, the Board may extend the term of a serving Chair, Vice-Chair, or Treasurer if no other Board member is willing to serve in these roles, for such time and on such conditions as the Board may determine.

19.4 The Board may make appointment rules and set such deadlines as it deems appropriate, as long as such rules are not inconsistent with these By-laws.

19.5 A decision of the Board is final.

## **20. APPOINTMENT OF REGISTRANT COMMITTEE MEMBERS**

20.1 With respect to the appointment of registrants to Committees of the Regulator, the Appointments Committee shall:

- (a) seek candidates to fill current and/or anticipated registrant vacancies on a Committee of the Regulator;
- (b) advance all candidates to the Board where the Appointments Committee is satisfied that a registrant is in good standing; and
- (c) perform such other functions related to the appointment of registrants to Committees of the Regulator as identified by the Board.

20.2 In order for a registrant to be considered by the Appointments Committee, the registrant must submit a form approved by the Appointments Committee signifying a willingness to serve as a Committee member and to abide by the Act, Regulations, By-laws and policies of the Regulator.

20.3 The form must be submitted within such timelines as approved by the Appointments Committee.

20.4 If the Appointments Committee determines a registrant is not eligible for nomination as a Committee member, the Appointments Committee shall not advance the registrant's name to the Board.

20.5 A decision of the Appointments Committee is final.

20.6 Upon receipt from the Appointments Committee of the names of registrants pursuant to Article 20.1, the Board must consider the names of the registrants and determine which registrants shall be appointed to fill the number of anticipated registrant vacancies on a Committee of the Regulator.

20.7 A decision of the Board is final.

## **21. APPOINTMENT OF PUBLIC REPRESENTATIVE COMMITTEE MEMBERS**

- 21.1 With respect to the appointment of public representatives to Committees of the Regulator, the Appointments Committee shall:
- (a) seek members of the public to fill current and/or anticipated public representative vacancies on a Committee of the Regulator;
  - (b) publicly advertise to invite expressions of interest in serving as a public representative on a Committee of the Regulator for at least 30 days, except when the Board seeks to appoint a public representative from a pool established under Section 25 of the Act;
  - (c) advance all expressions of interest to the Board;
  - (d) perform such other functions related to the appointment of public representative Committee members as identified by the Board.
- 21.2 Except when the Board seeks to appoint a public representative from a pool established under Section 25 of the Act, in order for a member of the public to be considered by the Appointments Committee, the member of the public must submit a form approved by the Appointments Committee signifying a willingness to serve as a Committee member and to abide by the Act, regulations, by-laws and policies of the Regulator.
- 21.3 The form must be submitted within such timelines as approved by the Appointments Committee.
- 21.4 Upon receipt from the Appointments Committee of the expressions of interest pursuant to Article 21.1, the Board must consider the names and determine which members of the public shall be appointed to fill the number of anticipated public representative vacancies on a Committee of the Regulator.
- 21.5 A decision of the Board is final.

## **22. RESERVED PRACTICE**

- 22.1 The Board may identify any professional activity, procedure or service within the scope of practice of dietetics as a reserved practice.
- 22.2 Where the Board identifies a reserved practice, the Board shall determine if practice standards are required to establish expectations for registrants in the performance of such reserved practice.
- 22.3 Where the Board determines that practice standards are required under article 22.2, the Board shall approve such practice standards.
- 22.4 Where a reserved practice has been identified by the Board under 22.1, the Board must approve the additional requirements beyond entry to practice competencies that must be completed by a registrant before the registrant is allowed to engage in the reserved practice.
- 22.5 A registrant must obtain the approval of the Registrar prior to engaging in a reserved practice.

- 22.6 The Registrar shall establish the procedure for applying for approval to engage in a reserved practice.
- 22.7 When the Registrar approves a registrant to engage in a reserved practice, the Registrant will publish the following information on the registrant's public directory on the Regulator's website:
- (a) the nature of the approved activity, procedure or service;
  - (b) any titles or permits authorized by the registrar to signify approval to engage in the approved activity, procedure or service; and
  - (c) any conditions or restrictions respecting the approved activity, procedure, or service.
- 22.8 If the Registrar denies an application from a registrant to engage in an reserved practice, the Registrar shall advise the applicant of a right to seek review of the Registrar's decision by the Registration and Licensing Review Committee, if the registrant provides a notice in writing to the Registrar to this effect within 30 days of the Registrar's decision.
- 22.9 The procedure for a review shall be conducted as set out in sections 51 - 58 of the Act.
- 22.10 A decision of the Registration and Licensing Review Committee is final.

### **23. TITLE PROTECTION**

- 23.1 No person may take or use the title, description or designation of "registered dietitian – authorized prescriber", the abbreviation of "RD(AP)" or a derivation of either of them alone or in combination with other words, letters or descriptions unless the person:
- (a) is a registrant holding a registered dietitian practising licence or a registered dietitian conditional licence under the Regulations; and
  - (b) is approved by the Registrar or the Registration and Licensing Review Committee to engage in the approved reserved practice of prescribing.

### **24. REGISTRATION AND LICENSING EXAMINATIONS**

- 24.1 The examinations required for registration and licensing as a dietitian are the entry to practice examinations approved by the Board.

### **25. CONTINUING COMPETENCE PROGRAM**

- 25.1 The Board shall approve a continuing competence program for each licensing category.
- 25.2 The Board shall approve reporting requirements for registrants respecting the continuing competence program.
- 25.3 A registrant must retain documentation and records related to continuing competence program activities for a minimum of three years following the submission deadline, where applicable.

- 25.4 For the purpose of verifying a registrant's compliance with the continuing competence program, the Regulator may at any time conduct an audit of the documentation and records kept under Article 25.3.

## **26. PRACTICE HOURS**

- 26.1 A registrant must keep a record of the hours that the registrant worked for at least 500 hours in the immediately previous three years.
- 26.2 The Regulator may at any time conduct an audit of records kept under Article 26.1.

## **27. CURRENCY OF PRACTICE REQUIREMENTS**

- 27.1 An applicant for a licence or renewal of a licence must provide satisfactory proof to the registration and licensing decision maker that the applicant meets one or more of the following currency of practice requirements, unless exempted from these requirements in accordance with a policy approved by the Board:
- (a) current licensure in an equivalent category of licence in another Canadian jurisdiction;
  - (b) graduated from an approved education program for registered dietitians no later than three years prior to applying to the Regulator;
  - (c) engaged in practice for a minimum of 500 hours (paid or unpaid) in the past three years prior to applying to the Regulator;
  - (d) successfully passed an entry to practice examination for registered dietitians approved by the Board in the past three years prior to applying to the Regulator; or
  - (e) successfully completed a competence assessment and/or bridging education in the past three years prior to applying to the Regulator.

## **28. RISK COMMITTEE**

- 28.1 The Board shall establish a Risk Committee comprised of the Registrar and three Board members.
- 28.2 The Board shall appoint members of the Risk Committee for a three-year term. A member is eligible to be appointed to the Risk Committee for two consecutive terms.
- 28.3 The Board shall appoint one of the members as Chair of the Risk Committee.
- 28.4 The Risk Committee shall act in accordance with its Terms of Reference approved by the Board

## **29. MINUTES**

- 29.1 The Initial Board shall approve the minutes from the last Annual General Meeting of the Nova Scotia College of Dietitians and Nutritionists.



**30. TRANSCRIPTS**

- 30.1 A registrant who requests that a transcript be made of a regulatory process is responsible for paying the full cost of the transcript.

**31. FINES AND PENALTIES**

- 31.1 The amount of the fine that may be imposed for the reinstatement of a suspended licence in accordance with section of 154 of the Act shall be up to double the annual licensing fee.
- 31.2 The amount of the fine that may be imposed by the Registrar under section 155 of the Act for a registrant who has practised without a licence shall be up to double the annual licensing fee for each month, or a portion thereof, the registrant practiced without a licence.

**32. CODE OF ETHICS**

- 32.1 The Code of Ethics approved under the Act is the Code approved by the existing regulator prior to the establishment of the Nova Scotia Regulator of Dietetics under the Act, and may be revised, as approved by the Board, from time to time, as necessary.

**33. STANDARDS OF PRACTICE**

- 33.1 The Standards of Practice approved under the Act are those approved by the existing regulator prior to the establishment of the Nova Scotia Regulator of Dietetics under the Act, and may be revised, as approved by the Board, from time to time, as necessary.

**34. COMPETENCIES**

- 34.1 The Competencies approved under the Act are those approved by the existing regulator prior to the establishment of the Nova Scotia Regulator of Dietetics under the Act, and may be revised, as approved by the Board, from time to time, as necessary.