



NOVA SCOTIA  
Regulator of  
Dietetics

# Committees Terms of Reference Manual

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## **Registration and Licensing Committee Terms of Reference**

In accordance with section 30(2) of the *Regulated Health Professions Act*, SNS 2023, c 15, the NSRD Board shall appoint a Registration and Licensing Committee composed of:

- at least one public representative; and
- such other number of registrants and public representatives as the Board determines.

### **Committee Membership**

The composition of the Registration and Licensing Committee will be at least five members, including a minimum of:

- three registrants; and
- two public representatives.

The Board shall appoint a Chair of the Registration and Licensing Committee.

### **Panel**

Upon receipt of a referral, the Chair of the Registration and Licensing Committee shall appoint a panel of at least three members of the Committee to act as the Committee, at least one of whom must be a public representative.

The Chair of the Registration and Licensing Committee may sit on the panel and, if so, shall act as the Chair of the panel. Where the Chair of the Registration and Licensing Committee is not appointed to the panel, the Chair of the Registration and Licensing Committee shall appoint a Chair for the panel.

### **Term of Office**

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

A registrant member who is subject to any licensing sanction or ongoing regulatory process that in the opinion of the Chair of the Registration and Licensing Committee impacts their ability to ethically and competently serve as a member of the Committee, or would otherwise be contrary to the objects of NSRD, shall recuse their membership on the Committee.

A Registration and Licensing Committee panel member whose term of office expires remains a Committee panel member until the proceeding is concluded.

### **Quorum**

Pursuant to section 32(2) of the *Regulated Health Professions Act*, a quorum of the Registration and Licensing Committee shall consist of three Committee members, at least one of whom must be a public representative.

A decision of the Registration and Licensing Committee requires the vote of a majority of the panel of the Committee.

### **Mandate**

The Registration and Licensing Committee is established by the *Regulated Health Professions Act* to exercise the powers and functions as provided for in the Act, General Regulations, and policies, including, without limitation, the following activities:

- review registration, licence, and renewal matters referred to it by the Registrar and take such steps as the Committee considers appropriate within the scope of the authority granted to it in the Act, General Regulations, and policies;
- make decisions on registration, licence, and renewal in accordance with the Act, General Regulations, and policies;
- where needed in the performance of its duties, exercise the powers, privileges and immunities of a commissioner under the *Public Inquiries Act*, except the powers of contempt, arrest and imprisonment;
- request that the Registrar obtain additional information;
- require an applicant to satisfactorily complete such competence assessments and bridging education as determined by the Committee;
- waive any of the criteria for registration, licensing, or renewal of a licence if:
  - it is required by law; or
  - it is consistent with the objects of NSRD;
- issue a written decision and direct its distribution and publication as required or permitted by the Act and Regulations; and
- set its own procedures, provided they are consistent with the *Regulated Health Professions Act* and General Regulations.

### **Criteria for Membership**

Pursuant to section 17(1)(b) of the General Regulations, one member of the Board may serve on the Registration and Licensing Committee.

No employee of NSRD shall serve on the Registration and Licensing Committee. Regulator staff supports this Committee and may attend meetings.

A registrant must hold a licence at the time of their appointment to the Registration and Licensing Committee.

A committee member must not hold a leadership role within a professional association.

All Committee members must adhere to the NSRD Code of Conduct, Confidentiality agreement, and conflict of interest policy.

### **Additional Skills for Chair and Vice-Chair**

The Chair must have experience conducting meetings or be willing to develop the required competencies to do so.

## **Registration and Licensing Review Committee**

### **Terms of Reference**

In accordance with the section 30(2) of the *Regulated Health Professions Act*, SNS 2023, c 15, the NSRD Board shall appoint a Registration and Licensing Review Committee composed of:

- at least one public representative; and
- such other number of registrants and public representatives as the Board determines.

### **Committee Membership**

The composition of the Registration and Licensing Review Committee will be at least three members, including a minimum of:

- two registrants; and
- one public representatives.

The Board shall appoint a Chair of the Registration and Licensing Review Committee.

### **Panel**

Upon receipt of a referral, the Chair of the Registration and Licensing Review Committee shall appoint a panel of at least three members of the Committee to act as the Committee, at least one of whom must be a public representative.

The Chair of the Registration and Licensing Review Committee may sit on the panel and, if so, shall act as the Chair of the panel. Where the Chair of the Registration and Licensing Review Committee is not appointed to the panel, the Chair of the Registration and Licensing Review Committee shall appoint a Chair for the panel.

### **Term of Office**

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

A registrant member who is subject to any licensing sanction or ongoing regulatory process that in the opinion of the Chair of the Registration and Licensing Review Committee impacts their ability to ethically and competency serve as a member of the Committee, or would otherwise be contrary to the objects of NSRD, shall recuse their membership on the Committee.

A Registration and Licensing Review Committee member whose term of office expires remains a member of the Committee until the proceeding is concluded.

## **Quorum**

Pursuant to section 32(2) of the *Regulated Health Professions Act*, a quorum of the Registration and Licensing Review Committee shall consist of three Committee members, at least one of whom must be a public representative.

A decision of the Registration and Licensing Review Committee requires the vote of a majority of the panel of the Committee.

## **Mandate**

The Registration and Licensing Review Committee is established by the *Regulated Health Professions Act* to exercise the powers and functions as provided for in the Act, General Regulations, and policies, including, without limitation, the following activities:

- take such steps as the Committee considers appropriate in accordance with the scope of authority grant to it in the Act, General Regulations, and policies;
- order pre-review processes, including pre-review conferences that are held in private, and direct the times, dates and places for those processes;
- determine whether a review is to be conducted through written submissions or whether the parties have a right of attendance before the Committee for the presentation of evidence or to make submissions;
- where needed in the performance of its duties, exercise the powers, privileges and immunities of a commissioner under the *Public Inquiries Act*, except the powers of contempt, arrest and imprisonment;
- request that the Registrar obtain additional information;
- waive any of the criteria for registration, licensing or renewal of a licence if:
  - it is required by law; or
  - it is consistent with the objects of NSRD;
- make any decision the Registrar or the Registration and Licensing Committee could have made with respect to the application, and may:
  - order the imposition of conditions or restrictions on the registration or licence of the applicant; and
  - assess costs to be paid by the applicant if the application for review is denied;

- issue a written decision and direct its distribution and publication as required or permitted by the Act and Regulations; and
- set its own procedures, provided they are consistent with the *Regulated Health Professions Act* and General Regulations.

### **Criteria for Membership**

No member of the Board or employee of NSRD shall serve on the Registration and Licensing Review Committee or attend meetings. Staff may offer logistical support.

A registrant must hold a licence at the time of their appointment to the Registration and Licensing Review Committee.

A committee member must not hold a leadership role within a professional association.

All Committee members must adhere to the NSRD Code of Conduct, Confidentiality agreement, and conflict of interest policy.

### **Additional Skills for Chair and Vice-Chair**

The Chair is expected to have experience conducting meetings and the ability to prepare thorough, well-reasoned decisions. Experience conducting hearings and prior legal experience are considered strong assets; however, the Chair will have access to legal counsel for guidance.

## **Complaints Committee Terms of Reference**

In accordance with the section 66(1) of the *Regulated Health Professions Act*, SNS 2023, c 15, the NSRD Board shall appoint a Complaints Committee composed of:

- at least one public representative; and
- such other number of registrants and public representatives as the Board determines.

### **Committee Membership**

The composition of the Complaints Committee will be at least five members, including a minimum of:

- three registrants; and
- two public representatives.

The Board shall appoint a Chair and Vice-Chair of the Complaints Committee. The Vice-Chair shall act as Chair in the absence of the Chair. Where neither the Chair nor the Vice-Chair is available, the Chair may appoint a member of the Complaints Committee as Chair of the Committee.

### **Panel**

Upon receipt of a referral or a request for a review of a complaint, the Chair of the Complaints Committee shall appoint a panel of at least three members of the Committee to act as the Committee, at least one of whom must be a public representative

The Chair of the Complaints Committee may sit on the panel and, if so, shall act as the Chair of the panel. Where the Chair of the Complaints Committee is not appointed to the panel, the Chair of the Complaints Committee shall appoint a Chair for the panel.

### **Term of Office**

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

A registrant member who is subject to any licensing sanction or ongoing regulatory process that in the opinion of the Chair of the Complaints Committee impacts their ability to ethically and competency serve as a member of the Committee, or would otherwise be contrary to the objects of the Regulator, shall recuse their membership on the Committee.

A Complaints Committee member whose term of office expires remains a member of the Committee until the proceeding is concluded.

### **Quorum**

Pursuant to section 68(2) of the *Regulated Health Professions Act*, a quorum of the Complaints Committee shall consist of three Committee members, at least one of whom must be a public representative.

A decision of the Complaints Committee requires the vote of a majority of the panel of the Committee.

### **Mandate**

The Complaints Committee is established by the *Regulated Health Professions Act* to exercise the powers and functions as provided for in the Act, General Regulations, and policies, including, without limitation, the following activities:

- consider complaints and other matters referred to the Committee and take such steps as the Committee considers appropriate within the scope of the authority granted to it in the Act, General Regulations, and policies;
- upon request from the Registrar, provide directions regarding an investigation;
- dispose of complaints and other matters referred to the Committee within the scope of the authority granted to it in the Act, General Regulations, and policies;
- where needed in the performance of its duties, exercise the powers, privileges and immunities of a commissioner under the *Public Inquiries Act*, except the powers of contempt, arrest and imprisonment;
- during the course of an investigation, the Committee may order a respondent to submit to a physical or mental health examination, audit, or competence assessment, or produce records or documents;
- consider whether a matter should be referred to the Fitness to Practise process;
- upon request from a complainant, review the decision by the Registrar to dismiss a complaint, and confirm or overturn the dismissal of some or all of the complaint;
- consider a proposed Settlement Agreement referred by the Registrar and:
  - recommend acceptance of the proposed Settlement Agreement;
  - recommend changes to the proposed Settlement Agreement; or

- reject the proposed Settlement Agreement;
- where permitted by the Act and Regulations, consider whether to impose an interim suspension of a registrant’s licence or ability to obtain a licence, or conditions or restrictions on a registrant’s licence;
- issue a written decision where required by the Act and Regulations, and direct its distribution and publication as required or permitted by the Act and Regulations;
- where a registrant has not paid a fine for engaging in practice without a valid licence and the matter is referred by the Registrar, determine whether to direct the Registrar to suspend the registrant’s licence or ability to obtain a licence, together with any reinstatement fee ordered by the Committee;
- consider and dispose of matters referred to it pursuant to section 61 of the Act; and
- set its own procedure for investigations and the review of complaints, provided they are consistent with the *Regulated Health Professions Act* and General Regulations.

### **Criteria for Membership**

Pursuant to section 17(1)(b) of the General Regulations, one member of the Board may serve on the Complaints Committee.

No employee of NSRD shall serve on the Complaints Committee. NSRD staff may support the Committee and attend meetings.

A registrant must hold a licence at the time of their appointment to the Complaints Committee.

A committee member must not hold a leadership role within a professional association.

All Committee members must adhere to the NSRD Code of Conduct, confidentiality agreement, and conflict of interest policy.

### **Additional Skills for Chair and Vice-Chair**

The Chair is expected to have experience conducting meetings and the ability to prepare thorough, well-reasoned decisions. The Chair will have access to legal counsel for guidance.

## **Professional Conduct Committee Terms of Reference**

In accordance with the section 90(1) of the *Regulated Health Professions Act*, SNS 2023, c 15, the NSRD Board shall appoint a Professional Conduct Committee composed of:

- at least one public representative; and
- such other number of registrants and public representatives as the Board determines.

### **Committee Membership**

The composition of the Professional Conduct Committee will be at least three members, including a minimum of:

- two registrants; and
- one public representative.

The Board shall appoint a Chair and Vice-Chair of the Professional Conduct Committee. The Vice-Chair shall act as Chair in the absence of the Chair. Where neither the Chair nor the Vice-Chair is available, the Chair may appoint a member of the Profession Conduct Committee as Chair of the Committee.

### **Panel**

Upon receipt of a referral, the Chair of the Professional Conduct Committee shall appoint a panel of at least three members of the Committee to act as the Committee, at least one of whom must be a public representative

The Chair of the Professional Conduct Committee may sit on the panel and, if so, shall act as the Chair of the panel. Where the Chair of the Professional Conduct Committee is not appointed to the panel, the Chair of the Professional Conduct Committee shall appoint a Chair for the panel.

### **Term of Office**

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

A registrant member who is subject to any licensing sanction or ongoing regulatory process that in the opinion of the Chair of the Professional Conduct Committee impacts their ability to ethically and competency serve as a member of the Committee, or would otherwise be contrary to the objects of the Regulator, shall recuse their membership on the Committee.

A Professional Conduct Committee member whose term of office expires remains a member of the Committee until the proceeding is concluded.

## **Quorum**

Pursuant to section 92(2) of the *Regulated Health Professions Act*, a quorum of the Professional Conduct Committee shall consist of three Committee members, at least one of whom must be a public representative.

A decision of the Professional Conduct Committee requires the vote of a majority of the panel of the Committee.

## **Mandate**

The Professional Conduct Committee is established by the *Regulated Health Professions Act* to exercise the powers and functions as provided for in the Act, General Regulations, and policies, including, without limitation, the following activities:

- consider Notices of Hearing, and take such steps as the Committee considers appropriate in accordance with the scope of authority granted to it in the Act, General Regulations, and policies;
- dispose of allegations in a Notice of Hearing referred to the Committee in accordance with the authority granted to it in the Act, General Regulations, and policies;
- where needed in the performance of its duties, exercise the powers, privileges and immunities of a commissioner under the *Public Inquiries Act*, except the powers of contempt, arrest and imprisonment;
- consider whether a matter should be referred to the Fitness to Practise process;
- hold pre-hearing conferences to address procedural matters in advance of a hearing;
- at the request of a party, the Committee may make orders relating to the exclusion of the public at a hearing or may impose publication bans;
- during the course of a hearing, the Committee may order a respondent to submit to a physical or mental health examination, audit, or competence assessment, or produce records or documents;
- where the Committee determines that one or more of the allegations in a Notice of Hearing are proven, set a date for a determination of the disposition of the matter, and then continue the hearing for that purpose in accordance with the procedure determined by the Committee;
- consider a proposed Settlement Agreement referred by the Complaints Committee and:
  - accept the Settlement Agreement;

- recommend changes to the Settlement Agreement; or
- reject the Settlement Agreement;
- consider an Application for Consent Revocation consented to by the Registrar and:
  - consent to the revocation of the respondent’s registration or/and licence with or without conditions; or
  - refuse to consent to the revocation of the respondent’s registration or/and licence;
- in its discretion, award costs against the respondent;
- issue a written decision and direct its distribution and publication as required or permitted by the Act and Regulations; and
- set determine its own procedures provided they are consistent with the Act and General Regulations.

### **Criteria for Membership**

No member of the Board or employee of NSRD shall serve on the Professional Conduct Committee or attend meetings. Staff may provide logistical support.

A registrant must hold a licence at the time of their appointment to the Professional Conduct Committee.

A committee member must not hold a leadership role within a professional association.

All Committee members must adhere to the NSRD Code of Conduct, Confidentiality agreement, and conflict of interest policy.

### **Additional Skills for Chair and Vice-Chair**

The Chair is expected to have experience conducting meetings and the ability to prepare thorough, well-reasoned decisions. Experience conducting hearings and prior legal experience are considered strong assets; however, the Chair will have access to legal counsel for guidance.

## **Fitness to Practise Committee Terms of Reference**

In accordance with the section 122(1) of the *Regulated Health Professions Act*, SNS 2023, c 15, the NSRD Board shall appoint a Fitness to Practise Committee composed of:

- at least one public representative; and
- such other number of registrants and public representatives as the Board determines.

### **Committee Membership**

The composition of the Fitness to Practise Committee will be at least three members, including a minimum of:

- two registrants; and
- one public representatives.

The Board shall appoint a Chair and Vice-Chair of the Fitness to Practise Committee. The Vice-Chair shall act as Chair in the absence of the Chair. Where neither the Chair nor the Vice-Chair is available, the Chair may appoint a member of the Fitness to Practise Committee as Chair of the Committee.

### **Panel**

Upon receipt of a referral, the Chair of the Fitness to Practise Committee shall appoint a panel of at least three members of the Committee to act as the Committee, at least one of whom must be a public representative

The Chair of the Fitness to Practise Committee may sit on the panel and, if so, shall act as the Chair of the panel. Where the Chair of the Fitness to Practise Committee is not appointed to the panel, the Chair of the Fitness to Practise Committee shall appoint a Chair for the panel.

### **Term of Office**

Fitness to Practise Committee members hold office for one, two, or three year terms as directed by the Board, and are eligible for reappointment. A term is three years.

A registrant member who is subject to any licensing sanction or ongoing regulatory process that in the opinion of the Chair of the Fitness to Practise Committee impacts their ability to ethically and competency serve as a member of the Committee, or would otherwise be contrary to the objects of NSRD, shall recuse their membership on the Committee.

A Fitness to Practise Committee member whose term of office expires remains a member of the Committee until the proceeding is concluded.

## **Quorum**

Pursuant to section 124(2) of the *Regulated Health Professions Act*, a quorum of the Fitness to Practise Committee shall consist of three Committee members, at least one of whom must be a public representative.

A decision of the Fitness to Practise Committee requires the vote of a majority of the panel of the Committee.

## **Mandate**

The Fitness to Practise Committee is established by the *Regulated Health Professions Act* to exercise the powers and functions as provided for in the Act, General Regulations, and policies, including, without limitation, the following activities:

- consider matters referred to the Committee and take such steps as the Committee considers appropriate within the scope of the authority granted to it in the Act, General Regulations, and policies;
- where the Registrar has determined the registrant meets the eligibility criteria for the fitness to practise process, consider approval of an agreement between the Registrar and registrant whereby the registrant:
  - ceases practising to pursue remediation of the incapacity under terms and conditions;  
or
  - continues in or resumes practice under terms and conditions;
- upon request of the Registrar, convene a meeting to consider a registrant's progress in the fitness to practise process, or to hear the Registrar's request for the registrant's removal from the process;
- upon request of a registrant, where the registrant has advised the Registrar that they intend to seek to return to practice, or that they seek to remove or vary any terms and/or conditions to which they are currently subject, convene a meeting where the Committee may:
  - approve the registrant's return to practice, subject to such terms and conditions as the Committee deems appropriate and to which the registrant agrees;
  - vary the terms and conditions under which a registrant is practising, if the registrant agrees; or
  - deny the return to practice or variation request and refer the registrant back to the Registrar;

- refer the registrant back to the Registrar if:
  - the registrant withdraws consent to participate in the fitness to practise process;
  - the registrant fails to submit to a capacity examination as directed by the Registrar;
  - the registrant does not agree with the terms or conditions for practice or for a return to practice sought by the Committee;
  - the registrant fails to meet the agreed terms and conditions of practice;
  - the registrant poses an immediate threat to the health or safety of others;
  - the Committee is not satisfied that the registrant is incapacitated; and/or
  - the Committee considers that it is no longer consistent with the objects of NSRD for the registrant to participate in the fitness to practise process;
- consider requiring a registrant to pay for such expenses under such terms as the Committee determines appropriate;
- retain jurisdiction over a registrant who is subject to ongoing terms and conditions of practice agreed upon with the Committee until such terms and conditions have been met or the matter has been referred back to the Registrar;
- where needed in the performance of its duties, exercise the powers, privileges and immunities of a commissioner under the *Public Inquiries Act*, except the powers of contempt, arrest and imprisonment;
- issue a written decision and direct its distribution and publication as required or permitted by the Act and Regulations; and
- set its own procedures, provided they are consistent with the *Regulated Health Professions Act* and General Regulations.

### **Criteria for Membership**

No member of the Board or employee of NSRD shall serve on the Fitness to Practise Committee or attend meetings. Staff may provide logistical support.

A registrant must hold a licence at the time of their appointment to the Fitness to Practise Committee.

A committee member must not hold a leadership role within a professional association.

All Committee members must adhere to the NSRD Code of Conduct, Confidentiality agreement, and conflict of interest policy.

### **Additional Skills for Chair and Vice-Chair**

The Chair is expected to have experience conducting meetings and the ability to prepare thorough, well-reasoned decisions. The Chair will have access to legal counsel for guidance.

## **Reinstatement Committee Terms of Reference**

### **Committee Membership**

In accordance with the section 116(1) of the *Regulated Health Professions Act*, SNS 2023, c 15, the NSRD Board shall appoint a Reinstatement Committee composed of:

- at least one public representative; and
- such other number of registrants and public representatives as the Board determines.

The Board shall appoint a Chair of the Reinstatement Committee.

### **Term of Office**

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

Reinstatement Committee members shall recuse themselves from the work of the Committee if they become subject to a regulatory process or other matter that adversely impacts their ability to ethically and/or competently serve as members of the Committee (or there is a reasonable apprehension that it has been adversely impacted), or their continued membership is contrary to the objects of NSRD for any other reason.

In such circumstances, the member shall disclose the relevant details to the Chair of the Committee (or, where the member in question is the Chair of the Committee, to the Chair of the Board) who, in consultation with independent legal counsel if appropriate, will consider the matter and may direct the member to recuse themselves from the Committee temporarily or permanently, as the case may be.

A Reinstatement Committee member whose term of office expires remains a member of the Committee until a new member is appointed or the member is reappointed.

### **Quorum**

Pursuant to section 117(2) of the *Regulated Health Professions Act*, a quorum of the Reinstatement Committee shall consist of three Committee members, at least one of whom must be a public representative.

Failure of one or more reinstatement committee members to receive notice of a meeting does not invalidate the proceedings at the meeting, and nothing precludes the members from waiving notice of a meeting.

A decision of the Reinstatement Committee requires the vote of a majority of the Committee.

## Mandate

The Reinstatement Committee is established by the *Regulated Health Professions Act* to exercise the powers and functions as provided for in the Act, Regulated Health Professions General Regulations, and policies, including, without limitation, the following activities:

- take such steps as the Committee considers appropriate within the scope of the authority granted to it in the Act, Regulated Health Professions General Regulations, and policies;
- review applications for reinstatement of registration or licence following a revocation or a resignation authorized under the Act of the registration or licence of a registrant;
- where needed in the performance of its mandate, exercise the powers, privileges and immunities of a commissioner under the *Public Inquiries Act*, except the powers of contempt, arrest and imprisonment;
- set the date, time, place, and format of hearings of reinstatement applications;
- determine the extent to which hearings are open to the public;
- conduct hearings to review reinstatement application in accordance with the process set out in the Act, Regulated Health Professions General Regulations, and policies;
- after considering the evidence and the representations from the parties, the Reinstatement Committee must:
  - do one of the following:
    - accept the reinstatement application;
    - accept the reinstatement application with restrictions and/or conditions; or
    - reject the reinstatement application;
  - render a written decision with reasons as soon as practicable after the completion of the hearing;
  - direct the manner of publication of the Committee's decision;
  - if the reinstatement application is rejected, the Committee must consider the timing of any subsequent applications for reinstatement from the applicant;
  - determine the amount of costs, if any, payable by the applicant; and

- set its own procedures, provided they are consistent with the Act, Regulated Health Professions General Regulations, and policies.

### **Criteria for Membership**

No member of the Board or employee of the NSRD shall serve on the Reinstatement Committee or attend meetings. Staff may offer logistical support.

A registrant must hold a licence while appointed to the Reinstatement Committee.

A committee member must not hold a leadership role within a professional association.

All Committee members must adhere to the NSRD Code of Conduct, Confidentiality agreement, and conflict of interest policy.

### **Additional Skills for Chair**

The Chair is expected to have experience conducting meetings and the ability to prepare thorough, well-reasoned decisions. Experience conducting hearings and prior legal experience are considered strong assets; however, the Chair will have access to legal counsel for guidance.

**Practice Review Committee - *Under development***  
Terms of Reference

## **Appointments Committee Terms of Reference**

### **Definition**

“good standing”, for purposes of these Terms of Reference, means the status of a registrant who:

- (a) 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 or a regulatory committee;
- (b) is current in their continuing competence requirements;
- (c) does not owe any outstanding fees or costs to the Regulator; and
- (d) 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 a regulatory committee, or would otherwise be contrary to the objects of the Regulator.

### **Committee Membership**

The NSRD Board shall appoint an Appointments Committee composed of:

- 2 registrants in good standing; and
- 1 public representative.

The Board shall appoint one of the members as Chair of the Appointments Committee.

### **Terms of Office**

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.

Committee members shall recuse themselves from the work of the Committee if they become subject to a regulatory process or other matter which adversely impacts their ability to ethically and/or competently serve as a member of the Committee (or where there is a reasonable apprehension that it has been adversely impacted), or their continued membership is contrary to the objects of NSRD for any other reason.

In such circumstances, the member shall disclose the relevant details to the Chair of the Committee (or, where the member in question is the Chair of the Committee, to the Chair of the Board) who, in consultation with the Registrar, will consider the matter and may direct the member to recuse themselves from the Committee temporarily or permanently, as the case may be.

## **Quorum**

A quorum of the Appointments Committee consists of any two members of the Committee, at least one of whom must be a public representative.

Failure of one or more Committee members to receive notice of a meeting does not invalidate the proceedings at the meeting, and nothing precludes the members from waiving notice of a meeting.

A decision of the Appointments Committee requires the vote of a majority of the Committee.

## **Mandate**

### Registrant Board members

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 the By-laws and these policies:

- (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, 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 and 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.

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

### Officers

Prior to the completion of the term of the incumbent Chair and Vice-Chair of the Board, at such time as directed by the Board, the Appointments Committee must request and encourage expressions of interest from Board members seeking to serve as the next Chair or Vice-Chair.

The Appointments Committee shall:

- (a) vet the candidates using such processes as the Appointments Committee considers appropriate;
- (b) prepare a recommended slate for Chair and Vice-Chair to the Board for approval;
- (c) if the Board approves the recommended slate, the Chair and Vice-Chair are deemed elected, effective the day following the date the incumbents' term expires;
- (d) if the Board does not approve the recommended slate, the Appointments Committee must consult with all Board members individually prior to advancing the next slate for the Board's vote, and such process shall continue until a new Chair and Vice-Chair are elected;

#### Registrant committee members

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.

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.

#### Public representative committee members

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 pursuant to section 25 or 26 of the *Regulated Health Professions 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.

### **Criteria for Membership**

Regulator staff may attend meetings and support the Committee.

A registrant must hold a licence while appointed to the Appointments Committee.

A committee member must not hold a leadership role within a professional association.

All Committee members must adhere to the NSRD Code of Conduct, Confidentiality agreement, and conflict of interest policy.

### **Additional Skills for Chair**

The Chair must have experience conducting meetings or be willing to develop the required competencies to do so.

## **Continuing Competency Committee Terms of Reference**

In accordance with the section 25 of the NSRD Bylaws, the NSRD Board shall approve a continuing competence program for each licensing category. This Continuing Competency Committee is a standing committee.

### **Committee Membership**

The composition of the Continuing Competency Committee will be at least three registrant members. The Board shall appoint a Chair of the Continuing Competency Committee.

### **Term of Office**

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

A registrant member who is subject to any licensing sanction or ongoing regulatory process that in the opinion of the Chair of the Registration and Licensing Review Committee impacts their ability to ethically and competency serve as a member of the Committee, or would otherwise be contrary to the objects of NSRD, shall recuse their membership on the Committee.

### **Quorum**

Quorum is achieved when more than 50% of the voting members are present.

### **Mandate**

The Continuing Competency Committee is a standing advisory committee established by the board of directors. Its purpose is to establish a CCP and relevant policies for approval by the board of directors.

**Specific responsibilities:** The Continuing Competency Committee is responsible for:

- maintaining a current understanding of trends in professional regulation as they pertain to continuing competency,
- monitoring, evaluating, and revising the CCP,
- identify the need for education resources to support dietitians to effectively complete the Program,
- developing an audit tool,
- participating in the audit process, and
- developing and monitoring policies and procedures relevant to the CCP.

The activities of the Continuing Competency Committee shall be conducted in accordance with the Act, Regulations, Bylaws and relevant policies.

## **Criteria for Membership**

A registrant must hold a licence at the time of their appointment to the Continuing Competency Committee.

A committee member must not hold a leadership role within a professional association.

All Committee members must adhere to the NSRD Code of Conduct, confidentiality agreement, and conflict of interest policy.

Regulator staff supports this Committee and attends meetings.

## **Additional Skills for Chair and Vice-Chair**

The Chair must have experience conducting meetings or be willing to develop the required competencies to do so.

## **Risk Committee Terms of Reference**

**General Mandate:** To review and manage a risk management framework that will provide a comprehensive approach for the board to adopt in identifying, assessing and minimizing risks to the organization.

### **Specific Responsibilities:**

- Identify risks to the organization
- Develop a mitigation strategy to address all identified needs
- Develop outcome indicators to evaluate effectiveness of the risk mitigation strategy
- Monitor that framework is effective

### **Membership:**

- Appointed by the board of directors
- The committee will consist of two to three current board members and executive director (ex-officio)
- Retains the right to obtain consultation with expert counsel as required

### **Meetings:**

- Minimum of annually
- There will be a meeting notes maintained for meetings of the committee within the Risk Framework.

### **Reporting:**

- The Risk Oversight Committee reports to the full board of directors