



College of Veterinarians of British Columbia

TERMS OF REFERENCE

Registration Committee

Type	Statutory Committee
Legal Authority	<i>Veterinarians Act</i> s. 5 and s. 1.38 of the Bylaws
Date Established	Established as in the most current version of bylaws (approved December 4, 2017) under s. 1.39
ToR Approved /Amended	September 23, 2022
Policy Intent	Compliance with ss. 3, 5, 32 to 38 and 76 of the Act, and ss. 1.42 to 1.47 of the Bylaws as applicable
Duties and Authorities	The Registration Committee must, among other things: Decide on applications for registration in accordance with the Act Hold hearings on applications for registration in accordance with the Act, and Oversee the College Bylaw and Ethics Exam process
Policies and Procedures	Developed by Committee and Approved by Council as needed to define and/or clarify how the Committee will achieve the expectations established in the Act and bylaws
Establishment of Panel	Pursuant to bylaw s. 1.46, the Registration Committee has established a panel that will be composed of no less than a quorum of the committee. The Committee will establish the procedures for panel activities in policy, and will delegate duties and powers (to be established by committee motion) according to 2. 1.46(3)
Attendance and Communication	Committee members are expected to respond promptly to communications and attend all (or at least most) scheduled meetings; missing either 3 consecutive meetings or not attending 50% of meetings in any 12 month period may result in dismissal
Virtual Meeting Participation	Committee Members should where possible ensure that video and audio are working when logging into a virtual meeting. When participation in virtual meetings, Committee Members are asked to keep video on whenever possible. If this is not possible, Committee members are asked to establish an agreed to process with the Committee chair such that during the voting and decision making process the Chair can accurately count votes and ensure all Committee members have the opportunity to speak when desired in the process of making Committee decisions
Members Appointed by	Council (Bylaw s. 1.43(1)(b))
Chair Appointed by	Council, in consideration of the committee's recommendation (Bylaws 1.43(1)(c))
Number of Members	Minimum of 5, maximum of 9 (Bylaw s. 1.47(1))
Member Composition	At least 5 registrants, plus 1 or more public member when practicable (Bylaws s. 1.47(1))
Length of Member Term	3 years per term, (Bylaw s. 1.43(5))
Number of Re-Appointments	Renewable by Council for up to 2 terms (or 3 terms, if the member is serving as Chair) (Bylaw s. 1.43(5) & (6))

Committee Reports to	Registrar for operational reports. Can also report directly to Council as needed
Reporting Schedule	An annual report and reporting at least once every 3 months in a form directed by Council
Performance Review Process	Annually by Registrar, reported to Council
Self Assessment Process	Committee Members will participate in an annual self assessment process
Membership Review Process	Annually by Registrar, reported to Council
Honoraria Policy	CVBC Council and Committee Honoraria Policy applies
Relevant Website Resources (www.cvbc.ca)	Legislation, Standards & Policies About/Committees