



Policy and Procedures Committee

Approved October 2020 Revised Month/Day/Year	Authority Board of Directors Committee Support Administrative Coordinator	Status <ul style="list-style-type: none"> • Discretionary • Standing
Amendments Month/Day/Year	Supporting Legislation/Regulation/By-Laws <ul style="list-style-type: none"> • <i>CTA 11(q)</i> • <i>By-Laws 23(e); 24(1)(2)(3)(4)(5)(6)</i> 	

TERMS OF REFERENCE

Function

- As directed by the Board, in collaboration with the relevant Committee, develop policy and procedures
- Ensure all policies are consistent with the By-Laws, Regulations and *Act* governing the College
- Ensure consistency between and among College policies
- Recommend changes to the By-Laws, Regulations and *Act* governing the College as may from time to time be required
- Ensure all policies of the College conform to applicable external (i.e., non-*CT Act*) legislation (e.g., CFTA, FRPA, PIPEDA, etc.)
- Assist each Committee to develop detailed procedures as required
- Assist each Committee of the College in the bi-annual review of their Terms of Reference
- Under the direction of the Board, act as the lead point-of-contact on any external reviews or audits of the College

Membership [Terms are 2 years (with option for a 2nd term) with 50% staggered; Registrar is permanent]

1. Chair, as appointed by the Board from among the membership
2. Registrar, ex-officio and non-voting

3. Licensed Registrant
4. Licensed Registrant
5. Licensed Registrant
6. Public Representative

Quorum

- A majority (50% + 1) of the voting membership will constitute a quorum.
- All members of the Committee are voting members unless otherwise indicated under “Membership.”
- The Chair shall vote only if the votes on a question are evenly divided

Meetings

The Committee will meet not less than four (4) times per year. Special meetings may be called by the Chair or at the request of the Board. *Roberts Rules of Order (Revised)* will provide procedural guidance when required.

Agenda and Minutes

The Administrative Coordinator will circulate a call for agenda items to Committee members two weeks prior to each scheduled meeting. The Administrative Coordinator must receive agenda items (along with any relevant documents) at least ten (10) days prior to the meeting.

The Administrative Coordinator, in consultation with the Chair, will prepare and distribute an agenda to Committee members one week prior to a meeting. Each meeting package will include:

- The meeting agenda with attachments;
- The previous meeting minutes to be approved.

Approved Committee minutes (for one rolling year) will be posted on the Member Area of the College website within one week of approval by the Committee.

Review and Revision

The Committee will review its Terms of Reference every two (2) years. The Board must approve proposed revisions or administrative updates.