

Registration and Licensing Committee – Terms of Reference

Policy Number:	Next Review Date:
Approved by: NSRDDA Board	Approval Date: August 14, 2025; amended Sept. 26, 2025

1. Purpose

The Registration and Licensing Committee is a statutory committee established under the authority of the *Regulated Health Professions Act, 2023 (NS)(RHPA-NS)*. Its primary function is to consider applications (for registration, licensing, or renewal of a license) referred to the Committee by the Registrar if the Registrar determines that there is an issue regarding whether the applicant meets the criteria for registration, licensing or renewal of licence or whether conditions or restrictions should be imposed.

The Committee operates in a manner that reflects the NSRDDA's commitment to EDIRA (equity, diversity, inclusion, reconciliation and accessibility), by recognizing diverse cultural experiences and removing barriers to participation to support fairness for all.

2. Mandate

Subject to the *Act*, regulations and bylaws, the Registration and Licensing Committee is responsible for:

- Considering referrals from the Registrar where there are doubts about whether an applicant meets requirements or where conditions may be necessary
- Approving applications in matters referred to it by the Registrar and directing the latter to register the applicant or issue or renew their license
- Imposing terms, conditions, or limitations on a certificate of registration where appropriate
- Denying applications when it determines the criteria for registration, licensing or renewal are not met
- Considering applications for review of decisions to refuse registration, licensing or renewals or conditions or restrictions imposed on a registration or licence
- Upholding the objects of the NSRDDA

3. Authority

The Committee derives its authority from the *RHPA-NS* and related Regulations and is accountable to the Board of the NSRDDA.

4. Membership and Terms

- The Committee shall be composed of at least one public representative and at least one registrant from each designation regulated by the NSRDDA, with each registrant member being in good standing with the Regulator and having been licensed for a minimum of five years in their profession in Nova Scotia or at the discretion of the Board.
- Members shall be appointed by the Board in accordance with applicable legislative requirements.
- In appointing members to the Committee, the NSRDDA strives to reflect a diversity of professional backgrounds, lived experiences, and perspectives that support equitable and inclusive decision-making.
- The term of a member of the Registration and Licensing Committee shall not exceed three years. The Board may reappoint a member of the Registration and Licensing Committee for further terms.

5. Chair and Vice-Chair

- The Board shall appoint a Chair and a Vice-Chair of the Registration and Licensing Committee, both of whom must be Dentists. The term of a Chair or Vice-Chair of the Committee will be three years. The Board may reappoint the Chair or Vice-Chair of the Committee for further terms.
- The Chair is responsible for presiding over meetings and coordinating decision-making processes.
- The Vice-Chair acts for the Chair in the absence of the Chair.
- The Chair shall be entitled to vote on all matters before the Registration and Licensing Committee and in the event of a tied vote, the Chair shall have an additional casting vote.

6. Panel Appointments

- Upon receipt of an application for registration or licensing, the Chair of the Registration and Licensing Committee shall appoint a Panel or Joint Panel of at least three members of the Committee, and include a public representative and at least one member from the same profession as the applicant in question.
- If the Chair or Vice-Chair of the Registration or Licensing Committee is not appointed to a Panel, the Committee Chair must appoint a licensed Dentist, who is also a member of the Registration and Licensing Committee, to act as the Chair for the Panel.
- The Panel Chair shall be entitled to vote on all matters before the Panel, and in the event of a tied vote, the Panel Chair shall have an additional casting vote.

7. Meetings and Quorum

- Meetings may be held in person, virtual, or hybrid.
- Committee or Panel meetings shall be held in accordance with procedures determined by the Committee.

- The quorum for a meeting of a Panel of the Registration and Licensing Committee is three individuals and shall include at least one public representative and at least one member of the profession of the applicant.

8. Decision-Making

- The Committee's decisions shall be guided by principles of procedural fairness and informed by the NSRDDA's commitment to EDIRA.
- Decisions shall be made in writing with reasons.
- Decisions must be based on documentation and evidence presented by the applicant or gathered through inquiry.
- Decisions shall be rendered within a reasonable timeframe in accordance with any standards established by the Board in this regard.

9. Confidentiality

Deliberations and all documents related to matters before the Committee are confidential. Public access to complaint-related outcomes is governed by statute and applicable regulations, bylaws or Board policies. Confidential information must be protected in accordance with the *Act* and applicable privacy legislation.

10. Conflict of Interest

Members must disclose any real or perceived conflicts of interest and recuse themselves from proceedings where such conflicts exist.

11. Reporting and Records

- The Committee shall ensure that the NSRDDA maintains confidential records of all of its proceedings and outcomes.
- An annual report summarizing anonymized activity, trends, and outcomes shall be submitted to the Board.
- The Committee may recommend changes to the Board regarding NSRDDA standards, policies, or education based on its findings.

12. Review and Amendment

These Terms of Reference shall be reviewed by the Board periodically and updated as required to reflect changes in legislation, best practices, or organizational needs.

13. Accountability

The Chair of the Registration and Licensing Committee is accountable for ensuring the Committee's compliance with these Terms of Reference and any requirements under the *Act*, its regulations or the NSRDDA's Bylaws.