Registration Appeal Committee

Terms of Reference

Underlying Authority:
- Land Surveyors Regulations (sections 20-22 & 65, 69-2).
- Registration Appeals Policy (revised February 11, 2021).
- FRPA Policy on Internal Reviews of Registration Decisions.
- FRPA Policy on Communicating Registration Decisions.

Aims, Objectives and Measurables:
- The Committee must perform the functions set out in the Regulations.
- Each person on the Committee has all the rights, powers, privileges and immunities of a commissioner appointed under the *Public Inquiries Act*.
- Each committee member has to complete mandatory training as outlined by the Board of Examiners in consultation with the Executive Director. If this is not completed, a member will not be able to participate in decision-making.
- The Committee (in liaison with ANSLS staff) is responsible to the Board of Examiners to prepare a Registration Appeal Orientation Manual to include but not be limited to the following: initial interview; transfer interviews questionnaire; Registration Committee policies and terms of reference; extension requests; breech of articles; written examinations; survey project reports; jurisdictional exam training; & confidentiality.

Committee Structure/Composition:
- The Council must appoint the following members to the Committee: (a) 1 public representative; & (b) 2 members from the active membership roster.
- The Council must appoint a chair of the Committee.
- A majority of the Committee constitutes a quorum.

Conflict of Interest or Confidentiality provisions:
- All committee members are required to sign confidentiality agreements.

Operations:
- When the Board of Examiners refuses an applicant's registration and on receiving a written notice of appeal, the Committee must act according to the procedures as outlined in the Regulations (section 21).
- Upon completion of the registration appeal process the committee must act according to the Regulations (section 22) regarding disposition.
- The Committee will review member training annually and identify any training gaps.