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<b>SCHEDULE 4 TO BY-LAW NO. 1</b>
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**STANDING COMMITTEES - TERMS OF REFERENCE****1. AUDIT COMMITTEE**

- (1) The audit committee shall be composed of two dentist-members of council, one Lieutenant-Governor in Council appointee-member of council, and the president, ex officio.
- (2) The audit committee shall study and make recommendations to the council or the executive committee on:
  - (a) the appointment or reappointment of auditors after reviewing scope, remuneration and other terms of the engagement;
  - (b) periodic reports from the director of finance and administration;
  - (c) the scope of the external auditors' examination, the nature and level of support provided by the internal accounting function and any management reports resulting therefrom;
  - (d) the College's annual audited financial statements;
  - (e) appropriate systems of internal control over financial reporting;
  - (f) reports from management on the adequacy of the College's financial reporting, accounting and internal control procedures;
  - (g) the effectiveness of the external audit function and any matter which the external auditors wish to bring to the attention of the College;
  - (h) any litigation, claim or other contingency that could have a material effect upon the financial position or operating results of the College;
  - (i) the need for any special review that may arise from time to time;

- (j) such other matters as may be assigned from time to time by the council or the executive committee.
- (3) The committee shall report at least annually to the council.

## **2. COMMUNICATIONS COMMITTEE**

- (1) The communications committee shall be composed of no less than six and no more than seven persons appointed by the council, including the president and chair, if the chair is a member of council, of each of the following committees:

- inquiries, complaints and reports committee,
- discipline committee,
- patient relations committee,
- professional liability program committee, and
- quality assurance committee,

provided

- (a) that at least two of the members of the committee shall be members of the council appointed by the Lieutenant-Governor in Council and at least two members shall be members of the council who are members of the College, and
  - (b) that, if the chair of any committee is a person who is not a member of council, the council shall designate a member of the committee who is a member of council to act as chair for the purposes of being a member of the communications committee.
- (2) The communications committee shall meet at the direction of the president or council should either the president or council feel it appropriate to have the committee deal with issues relating to communications.
- (3) The committee shall report to council within a reasonable period of time following any meeting held by the committee.

**3. ELECTIONS COMMITTEE**

- (1) The elections committee shall be composed of three members of council, all of whom shall be members appointed to the council by the Lieutenant-Governor in Council.
- (2) The elections committee shall:
  - (a) perform such functions as are required to be performed by the elections committee under the Act; and
  - (b) perform such other duties as may be assigned from time to time.

**4. FINANCE, PROPERTY AND ADMINISTRATION COMMITTEE**

- (1) The finance, property and administration committee shall be composed of three dentist-members of council and one Lieutenant-Governor in Council appointee-member of council, one of whom shall be the vice-president, and the president, ex officio.
- (2) The finance, property and administration committee shall study and make recommendations to the council or the executive committee on:
  - (a) the financial and property requirements of the College;
  - (b) proposed changes to the College's policies and programs in respect of financial implications;
  - (c) the annual budget for the College;
  - (d) the disbursement of the funds of the College;
  - (e) council fees, staff salaries and benefits;
  - (f) the management of the headquarters property;
  - (g) such other matters as may be assigned from time to time by the council or the executive committee.

- (3) The committee shall report at least annually to the council.

## **5. LEGAL AND LEGISLATION COMMITTEE**

- (1) The legal and legislation committee shall be composed of three dentist-members of council, one Lieutenant-Governor in Council appointee-member of council, and the president, ex officio.
- (2) The legal and legislation committee shall study and make recommendations to council or the executive committee on:
  - (a) matters having legal, legislative or regulatory significance for the practice of dentistry in Ontario and for the governance of the College and its members;
  - (b) legal and legislative suggestions received from committees of the council and from interested groups or individuals outside the council;
  - (c) the current applicability of the Regulated Health Professions Act, 1991, the Act, other cognate statutes, regulations and by-laws;
  - (d) such other matters as may be assigned from time to time by the council or the executive committee.
- (3) The committee shall report at least annually to the council.

## **6. PROFESSIONAL LIABILITY PROGRAM COMMITTEE**

- (1) The professional liability program committee shall be composed of five members of the College who shall not be members of the council, one member of the council who shall be a member of the College and one Lieutenant-Governor in Council appointee member of council who shall be the chair of the committee. All members of the committee shall be appointed by the council.

- (1.1) The members of the committee who are not members of council shall be appointed in accordance with any protocol or by-law passed by the council referable to the appointment of non-council committee members to the professional liability program committee.
- (2) The professional liability program committee shall study and make recommendations to council or the executive committee on:
  - (a) the policies and practices of the professional liability program;
  - (b) such other matters as may be assigned from time to time by the council or the executive committee.
- (3) The professional liability program committee shall consider and, if appropriate, approve all claims expenditures for sums in excess of such authority as may be extended from time to time by the council to the person responsible for managing the claims administered through the professional liability program.
- (4) The committee shall report at least annually to the council.

## **7. SEDATION AND GENERAL ANAESTHESIA COMMITTEE**

- (1) The Sedation and General Anaesthesia Committee shall be composed of those persons who are members of the Quality Assurance Committee and its Chair shall be the Chair of the Quality Assurance Committee
- (2) The Sedation and General Anaesthesia Committee shall
  - (a) perform such functions as required of it under the College's By-laws; and
  - (b) such other matters as may be assigned from time to time by the council or the executive committee.