



Council Decision Note

Item: Notice of Motion to Amend College Bylaws – Section 4.07: Conflicts of Interest

Public Interest Rationale: The proposed bylaw amendment is required to ensure administrative continuity of the College complaints, investigations and hearings process in instances of conflicts of interest where the Registrar, Deputy Registrar and/or designates are not able to fulfill their duties.

Strategic Alignment: This proposal supports the College's efficient and proportionate responses to alleged and actual misconduct, incompetence, and incapacity (Goal 3).

Submitted By: Saran Rangunathan, OCT, JD, Director, Policy, Governance and Tribunals

Issue – The College's Bylaws require an amendment to section 4.07 to include the newly established position of Director of Digital Technology and Services as eligible to act in place of the Registrar in the event of a conflict.

Background – Under section 4.07 of the College Bylaws, a designated member of the Senior Leadership Team (SLT) member will act in the place of the Registrar or Deputy Registrar when a conflict of interest arises that prevents them from fulfilling duties arising from the complaints, investigations and hearings process. With the introduction of the newly established Director of Digital Technology and Services role to the SLT, an additional SLT member is now able to fulfill the duties outline in 4.07 and the Bylaws should be amended to reflect this change.

Proposed Amendment – It is proposed that section 4.07 of the College Bylaws be amended as follows (additions in **bold**):

4.07 Acting Registrar

In the event that the Registrar and Deputy Registrar each have a conflict of interest and cannot carry out duties arising from the complaints, investigations and hearings processes, including signing documentation relevant to the Investigation, Discipline and Fitness to Practise Committees and Adjudicative Body of Chairs, because of the conflict, one of **four** Directors will act in their place as outlined below:

1. Director of Corporate Services Department; and if they have a conflict of interest then,
2. Director of Standards of Practice and Accreditation Department; and if they have a conflict of interest then,
3. Director of Membership Services Department; and if they have a conflict of interest then,
4. **Director of Digital Technology and Services.**



Recommendations - That Council approve the proposed amendment to section 4.07 of the College Bylaws to include the Director of Digital Technology and Services.

Next Steps - At the October 7, 2025 council meeting, Council will be asked to approve the proposed Bylaw amendment as set out in this Notice of Motion.