

## **Discipline Committee: Terms of Reference**

*June 2024*

*Next review: 2026*

### **Purpose**

The purpose of the Discipline Committee is to:

- Appoint a Discipline Panel to conduct a discipline hearing.
- Prescribe the procedures for a discipline hearing.
- Determine if a hearing will be in person, oral or written.
- In place of a hearing, pursue an alternative remedy.
- Take extraordinary actions to protect the public as needed pursuant to sec. 67 of the *Professional Governance Act (PGA)*.

The College's Discipline Committee oversees the discipline process on a complaint file once the Investigation Committee has issued a citation. If a disciplinary hearing is required, the Discipline Committee is responsible for appointing a Discipline Panel and prescribing the procedures for the disciplinary hearing. The Discipline Committee may also pursue alternative remedies.

### **Membership**

- The Committee is appointed by the Board using a merit-based selection framework upon the issuance of a citation by the Investigation Committee.
- Pursuant to [Part 2, Division 3, section 2-12 of the College bylaws](#), membership will consist of up to seven (7) members including the chair.
- The Discipline Committee must include the following:
  - a minimum of two (2) registrants; and
  - at least one (1) Lay member not serving on the Board.
- The chair and registrants serve a maximum three- (3-)year term.
- Members can be reappointed but may not serve for more than six (6) consecutive years.
- The Committee may be deactivated upon the completion of a complaint
  - Service terms for Committee members are not accrued while the Committee is inactive.

### **Meetings**

- Meetings will occur at the request of the chair, member of the Committee or College staff.
- Meetings will be attended by the Committee, College staff, and others upon request (e.g., Investigators or Audit and Practice Review Assessors).
- Additional meetings will be held if needed.
- Quorum required for meetings will be a minimum of three (3) committee members (including the chair).

- Written reports may be submitted to the Executive Governance Committee or the Board or may be given verbally by the chair of the committee or designate.

### **Duties and Responsibilities**

It is expected that Committee members will make every effort to attend meetings and prepare for meetings in advance.

All information and materials developed by the Committee will be held in confidence and will not be shared with parties outside the College of Applied Biologists, unless a formal decision has been made to communicate to external parties or organizations or there is a statutory requirement to do so.

### **Resources and Budget**

The Committee will operate within the budget allocated by the Board. Should unforeseen expenses occur, the chair will seek authority to overextend the budget.

### **Deliverables**

#### *Program*

- Ensuring that Panel conducts discipline hearings pursuant to sec. 75 of the PGA.
- Pursue alternative remedies.
- Collaborate with other committees as required.
- Prepare annual or quarterly reports to the Board and other committees, as required.