

## Investigation Committee: Terms of Reference

June 2024

Next review: 2026

### Purpose

The purpose of the Investigation Committee is to:

- Oversee, in collaboration with the Registrar, the Complaint and Investigation process pursuant to sec. 66 of the *Professional Governance Act*;
- take extraordinary actions to protect the public as needed pursuant to sec. 67 of the Act;
- review and make determinations on complaint files;
- appoint inspectors pursuant to sec. 68 of the Act.

The Investigation Committee oversees and makes determinations on complaints against registrants for failure to meet their professional and ethical obligations as set out in:

- *Professional Governance Act*,
- College Bylaws,
- College Code of Ethics and Professional Conduct.

### Membership

- The Committee is appointed by the Board using a merit-based selection framework.
- Pursuant to section 64 of the Act, membership will consist of up to ten (10) members including the chair.
- The Investigation Committee must include the following:
  - a minimum of four (4) 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 Board must make reasonable efforts to ensure that committee members are appointed according to the College's DEI policy.

### 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) registrants (including the chair) and one (1) Lay member.
- 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*

- Oversee and make determinations on complaint file(s) in accordance with sec. 66 of the Act, the College bylaws and the Code of Ethics and Professional Conduct.
- Collaborate with other committees as required.
- Prepare annual or quarterly reports to the Board and other committees, as required.