



Investigations Committee: Terms of Reference

October 29, 2021

Next review: 2024

Purpose

The purpose of the Investigations Committee (IC) is to:

- oversee in collaboration with the Registrar/Deputy Registrar the Complaints and Investigations 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 investigations and make a determination on investigation files(s);
- appoint inspectors pursuant to sec. 68 of the Act

These Terms of Reference (ToR) are specific to the Investigations Committee.

The College's Investigations Committee oversees and makes determinations on investigations regarding 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 Council 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 Investigations Committee must include the following:
 - a minimum of four registrants; and
 - at least one lay member not serving on Council.
- The Chair and registrants serve a maximum three-year term.
- Members can be reappointed but may not serve for more than six consecutive years

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 1 Lay member.
- Written reports may be submitted to the Executive Oversight Board or Council 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.

The Committee will be responsible for:

- overseeing the investigation process pursuant to section 66 of the Act.
- taking extraordinary actions to protect the public as needed pursuant to section 67 of the Act.
- appointing inspectors pursuant to section 68 of the Act.
- Reviewing files and make a determination on investigation files based upon the College's Code of Ethics and Professional Conduct, bylaws and the Act
- Identifying areas where additional training or guidance for registrants may be needed.

Resources and Budget

The Committee will operate within the budget allocated by the Council of the College of Applied Biologists. Should unforeseen expenses occur, the Chair will seek authority to overextend the budget.

Deliverables

Program

- Oversee and make determinations on Investigation 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 Council and other committees, as required.