



Terms of Reference

Inquiry Committee

Authority	<p>The Inquiry Committee (the Committee) is a statutory committee established under sections 19(1)(t) and Part 3 of the <i>Health Professions Act</i> (the “Act”) and section 17 of the College bylaws.</p>
Mandate	<p>Upon receipt of a complaint from the Registrar with an assessment of the complaint and any recommendation of the Registrar for disposition, or on its own motion the committee will be responsible to deal with the matter in accordance with its mandate under the Health Professions Act.</p>
Responsibilities	<p>The Committee will investigate all complaints on its own motion or raised by a complainant in accordance with statutory timelines.</p> <p>When investigating complaints, the Committee may appoint and instruct inspectors.</p> <p>During an investigation, the Committee may take extraordinary action to protect the public.</p> <p>The Committee may meet with a registrant to discuss possible resolution of complaints.</p> <p>On completion of an investigation the Committee will make a disposition. All dispositions made by the Committee must be in writing and issued within 30 days of making the decision.</p> <p>The Committee can direct the registrar to issue a citation for hearing by the Discipline Committee.</p> <p>The Committee can provide any other assistance that the College requires with respect to investigations.</p>
Composition	<p>The Committee consists of at least three persons appointed by the Board.</p> <p>At least one member is an appointed Board member.</p> <p>At least one-third of the Committee must consist of public representatives.</p> <p>The Committee Chair (and Vice Chair if required) are appointed by the Board.</p> <p>The Board chair and the registrar are ex officio members of the Committee.</p>

No person shall be a member of the Committee while being a member of the Discipline Committee.

Competencies

One or more Committee members will have the following specific competencies or experience:

Adjudication and Hearing: Knowledge and experience of participating in and/or chairing hearings within a legislative framework, and an understanding of administrative law principles and procedural fairness.

Committee/Panel Leadership: Experience in facilitating committee or panel meetings, developing a positive culture, conflict resolution, and fostering effective decision making.

Governance Expertise: Understand how governance works, how committees should function, and be able to think critically about committee structures and practices.

Term of Appointment

Appointments for all Committee members, including the Committee chair, are for three years. Terms will be staggered to avoid complete change over of committee members in any given year. Appointees are eligible for reappointment by the Board, to a maximum of three consecutive terms.

A registrant appointed to the Committee ceases to be a member if they are no longer a registrant in good standing or if they become a College employee.

Any Committee member may resign from the Committee, upon written notification to the registrar. Committee members who are absent for more than three committee meetings per year may, upon review of the Board, be immediately removed. The chair has the discretion to approve, in advance, an extended absence of any Committee member.

A Committee member may be removed from the Committee by majority vote of the Board under section 23(1) of the bylaws.

Quorum

A majority of the Committee constitutes a quorum.

Panels

The Committee may meet in panels of three persons of which one is a public member.

The chair of the Committee appoints the members of a panel and designates a chair of the panel.

The panel may exercise any power, duty or function of the Committee.

Reporting

The Committee (via the Chair) provides a written annual report of the Committee's activities to the Board.

Confidentiality

Each Committee member must sign a confidentiality policy at the time of each appointment and at the time of each term renewal, indicating their agreement to maintain the confidentiality, privacy, security, and integrity of all meeting and Committee materials.

Conflict of Interest

Each Committee member must sign a conflict of interest policy at the time of each appointment and at the time of each term renewal, indicating their agreement to abide by the policy.

Committee members must declare conflicts of interest prior to the discussion of individual agenda items or at any time a conflict of interest or potential conflict of interest arises.

Once a conflict of interest is declared, the Committee must follow the guidance and directive in the conflict of interest policy.