



## TERMS OF REFERENCE

### Complaints Investigation and Discipline Committee

**Authority:** The Act gives legislated authority to the Complaints Investigation and Discipline Committee to investigate and resolve, or refer to a Hearing, all matters referred to the committee. (1998, c. 22, s. 46-47)

**Purpose:** To investigate all complaints, any matter referred by the Registrar and any other disciplinary matter that may arise. (ref 1998,c.22,s.44.)

**Member Recruitment/Appointment:** The Chair must be a member or former member of the Board, and there must be one Board appointed liaison. Member representation should include at least 1 other college member appointed by the Board from the membership at large, and 1 lay member for every 3 College members. *Terms of Office:* Members are elected for three (3) years and renewable twice and staggered to ensure continuity. Where a vacancy occurs for any reasons, a replacement shall be chosen by the Board from the membership at large to serve for the remaining term of the member of the Investigation Committee being replaced.

#### **Roles and Responsibilities:**

- The Registrar is responsible for initiating the investigation process and filing completed files.
- Members of the Investigations Committee are required to be unbiased and impartial in the performance of their duties
- to maintain confidentiality and to withdraw from the active investigation of complaints where a conflict of interest exists.

**Authority/Decision Making:** A majority of the members of the committee constitutes a quorum.

The CIDC maintains jurisdiction over a complaint until resolution or the commencement of a Hearing

**Meetings:** The Committee meets as often as needed to deal with the complaints. (6 – 8 times per year)

**Reporting:** *Record of Decision:* The Committee notifies the member and complainant in writing of the decision of the Committee. *Board:* The Board liaison member of the committee reports to the Board as appropriate and the Chair submits an annual report to the Board (by January 31<sup>st</sup> of each year).