



# College of Veterinarians of British Columbia

## Investigation Committee

### Terms of Reference

<b>Committee Name</b>	<b>Investigation Committee (the “IC”)</b>
Type of Committee	Statutory Committee
Legal Authority	<i>Veterinarians Act</i> s. 5 and Bylaws s. 1.38
Date Established	Established under s. 1.39 of the Bylaws
ToR Approved / Amended	April 26, 2019
Policy Intent	Compliance with ss. 3, 49-58, 65-68 and 76 of the Act, and ss. 1.48 and Part 5, ss. 267-281 of the Bylaws
Duties and Authorities	<p>The IC must consider all written complaints to the CVBC and determine if a complaint is to be investigated. Following an investigation the IC may dismiss, request a reprimand or remedial action by consent (RAC) or direct the Registrar to issue a Citation for hearing by the Discipline Committee. (DC). The IC may consider post-citation consent proposals.</p> <p>The Intake Panel (IP), a sub-panel of the IC, is charged with performing the initial assessment of complaints received by the IC and to deal with any aspect of the committee’s mandate delegated appropriately under the Act. The IC has authorized the IP to deal with or dispose of complaints pursuant to s. 51 of the Act (Bylaws s. 1.46) and to initiate complaints pursuant to s. 52(2) of the Act. The IC has authorized the Registrar to (a) assess the issues presented by the complaint, (b) commence investigations before or after communicating with the IP, and (c) deploy and utilize specific inspector resources as necessary. (Bylaw s. 1.26)</p>
Attendance and Communication	Committee members are expected to respond promptly to communications and attend all (or at least most) scheduled meetings; missing either 3 consecutive meetings or not attending 50% of meetings in any 12 month period may result in dismissal
Policies and Procedures	Complaints Process and Guiding Principles
Members Appointed by	Council (Bylaw s. 1.43(1)(c)) Intake Panel members appointed by IC
Chair Appointed by	Council, in consideration of the committee's recommendation (Bylaws 1.43 (1)(c)). Intake Panel Chair is appointed by the IP

Number of Members	<u>Investigation Committee</u> : Minimum 9, maximum 15 <u>Intake Panel</u> : Minimum 3 Committee members
Member Composition	<u>Committee</u> : Minimum 7 registrants and at least 1 public member when practicable <u>Intake Panel</u> : Majority or members are registrants and 1 public member
Length of Member Term	3 years
Number of Re-appointments	In accordance with s. 1.43 (5) and (6).
Committee Reports to	Registrar for operational reports, can also report directly to Council as needed
Reporting Schedule	An annual report and reporting at least once every 3 months in a form directed by Council
Performance Review Process	Annual by Registrar, reported to Council
Membership Review Process	Annually by Registrar, reported to Council
Honoraria Policy	CVBC Council and Committee Honoraria Policy applies