



College of Veterinarians of British Columbia

Investigation Committee

Terms of Reference

Committee Name	Investigation Committee (the “IC”)
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
Date Terms of Reference Approved / Last Amended	Unknown
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	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. <u>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)</u>
Policies and Procedures	Pending
Committee Members Appointed by	Council INTAKE PANEL members appointed by IC
Chair Appointed by	<u>IC Chair is appointed by Council</u> <u>Intake Panel Chair is appointed by the IP</u>
Number of Committee Members	Minimum 9 / Maximum 15 Intake Panel Minimum 3 registrants and possibly 1 public member
Length of Committee member Term	3 years (renewable)
Number of Re-Appointments	See Bylaw s. 1.43
Committee Reports to	Registrar for operational reports, can also report directly to Council as needed
Reporting Schedule	As required

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