

Terms of Reference

Inquiry Committee

Date created: October 13, 2004

Date approved: June 8, 2012, June 7, 2013, February 5, 2014, October 21, 2016

Category: Board

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Authority

The Inquiry Committee is a Committee of the CDBC Board established pursuant to *Health Professions Act*, s. 16, 19(1), 27 to 36, and 37; Bylaws, s. 14, 16-19, 60, 61 and 69.

Composition

The Committee consists of a minimum of five (5) persons appointed by the Board, maintaining one-third public representation:

- one (1) appointed public representative Board member;
- one (1) public representative;
- one (1) elected Registered Dietitian Board member; and
- two (2) Registered Dietitians.

The Committee may meet in panels of three (3) persons appointed by the Committee Chair to exercise any power, duty or function of the Committee. Composition must include at least:

- one (1) board member,
- one (1) public representative, and
- one (1) other Committee member.

Ex-officio (non-voting) members of the Committee include the Board Chair (not applicable when the Board Chair is also a Committee or panel member). Staff support is provided by the Registrar and the Deputy Registrar – Quality Assurance.

The Committee selects a Chair and a Vice-Chair annually from its members and recommends their approval to the Board. The Chair of a panel is appointed by the Committee Chair

Mandate

Pursuant to legislation and in a transparent, objective, impartial and fair manner, the Committee's mandate is to manage complaints related to the practice and conduct of Dietitians, superintend the practice of the profession; govern registrants according to the Act, Dietitians Regulation and the bylaws of the College and enforce standards of practice and professional ethics.

Primary Duties, Functions and Responsibilities

The Committee manages complaints by:

- Investigating complaints delivered to the Committee from the Registrar as an "own motion" complaint from a CDBC Committee or a complaint received in writing;
- Inspecting, observing or examining the premises, equipment and materials used by a Dietitian to practice, the records relating to the Dietitian's practice and the practice of a Dietitian;

- Monitoring the inspection process;
- Tracing and monitoring the effectiveness of the inquiry process;
- Making decisions in accordance with the legislation;
- Informing Dietitians and the public of the inquiry process and outcomes;
- Reporting the results of an inspection to the Board, complainant and the public;
- Referring matters that cannot be resolved to the Discipline Committee for a hearing; and,
- Reporting to and advising the Board.

Term

The term for each Committee member is two (2) years. Members are eligible for reappointment by the Board but may not serve more than three (3) consecutive terms.

Remuneration

Remuneration is \$500 annually for members and \$600 annually for the Chair, plus expense reimbursement. Remuneration is prorated for first terms of less than one year.

Meeting Procedures

- Schedule: at least three times annually
- Format: meetings can be held in person or by telecommunications or electronic means
- Voting may take place in person by teleconference or by email ballot; a majority is required to pass a proposed resolution.
- Agenda: developed by the Committee Chair and Registrar, with input from Committee members
- Quorum: a majority of a Committee constitutes a quorum
- Minutes: using standard format, drafted by College staff, circulated to the Chair for approval of the draft, circulated to Committee members, and reviewed and approved by the Committee at the next meeting or via email ballot. Minutes are not published on the CDBC website due to the confidential nature of complaints and the advice of legal counsel.

Indemnification

Immunity for acts or omissions in good faith (s. 24, *Health Professions Act*); Directors and Officers Liability Insurance (for Board/Committee members and staff); and a CDBC Errors and Omissions policy (for Inspectors).