

Terms of Reference

Discipline Committee

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Category: Board Committee

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Authority

The Discipline Committee is a Committee of the CDBC Board established pursuant to the *Health Professions Act*, s. 16, 19(1), 37 to 40; Bylaws, s. 14, 16-19, 62-65 and 67-69.

Composition

The Committee consists of five (5) persons appointed by the Board:

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

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

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.

The Committee selects a Chair and a Vice-Chair 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 ensure public safety by conducting hearings on matters referred from the Inquiry Committee.

Primary Duties, Functions and Responsibilities

The Committee ensures public safety by:

- Conducting a discipline hearing and making a determination on matters referred to it;
- Referring matters that cannot be resolved through a hearing to the Supreme Court;

- At the conclusion of a hearing, advising every Dietitian of the name of the respondent, facts of the case, reasons for the decision and disposition of the case;
- Where an outcome of the hearing is the limitation or suspension of a Dietitian's practice, notifying the dietetic regulators of every other Canadian jurisdiction;
- Informing others; 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, legal counsel and the 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 and legal counsel 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 published on the CDBC website once approved.

Indemnification

Immunity for acts or omissions in good faith (s. 24, *Health Professions Act*); Directors and Officers Liability Insurance.