



# Terms of Reference for the Inquiries, Complaints and Reports Committee

## Policy 2.2

|                         |  |                          |                |
|-------------------------|--|--------------------------|----------------|
| <b>Section:</b>         | Governance   |                          |                |
| <b>Approved By:</b>     | Council  | <b>Public</b>            | Yes            |
| <b>Approved Date:</b>   | March 28, 2014   | <b>Review Schedule:</b>  | Every 3 Years  |
| <b>Effective Date:</b>  | June 19, 2014  | <b>Last Reviewed:</b>    | September 2023 |
| <b>Amended Date(s):</b> | September 17, 2020<br>March 31, 2022<br>September 16, 2022 | <b>Next Review Date:</b> | September 2026 |

### Policy: Terms of Reference for the Inquiries, Complaints and Reports Committee

#### Purpose

The Inquiries, Complaints and Reports (ICR) Committee of the College investigates complaints and considers reports regarding the conduct of members and disposes of them in accordance with legislation. The ICR Committee also conducts inquiries related to a member's fitness to practice. The ICR Committee makes independent decisions within its legislated mandate, and prepares reports for Council on its activities.

#### Responsibilities

1. Investigates complaints and considers reports on investigations, relevant documentation, health records and members' responses
2. Decides how to dispose of the complaint or report and prepares reasons for decisions
3. Delivers oral cautions to members
4. Makes inquiries into a member's fitness to practise

5. Reviews decisions of the Health Professions Appeal and Review Board and takes appropriate action
6. Evaluates and measures performance against any College plan or policy
7. Makes recommendations and provides advice on any discrepancies or areas that need improvement
8. Brings forward to Council any matter that the Committee deems relevant within its mandate

### **Composition**

- At least two (2) Professional Councillors
- At least two (2) Publicly-Appointed Councillors
- At least four (4) Non-Council Committee Members

The Chair shall be appointed by the Council.

A majority of the members of a Committee and a panel shall constitute a quorum.

The Committee and the panels are supported by the Professional Conduct & Regulatory Affairs Director.