

INQUIRIES, COMPLAINTS and REPORTS COMMITTEE (ICRC)

Terms of Reference and Mandate

Committee Type: Statutory

Terms of Reference*

1. Council shall appoint the members of the ICRC at the first Council meeting of the year in accordance with the by-laws.
2. The ICRC shall be composed of at least four members of the Council who are members of the College; at least three members of the Council appointed to the Council by the Lieutenant Governor in Council; and at least three members of the College who are not members of Council.
3. The chair and vice-chair of the ICRC shall be elected from among the members of the ICRC and the election may take place at or before the first committee meeting of the year.
4. Panels of the ICRC shall be selected by the chair of the ICRC from among the members of the Committee and each panel shall be composed of at least three persons, at least one of whom shall be a person appointed to the Council by the Lieutenant Governor in Council.
5. Panels of the ICRC, and the committee as a whole, meet when required.
6. All Committee members are required to attend an annual orientation session.

Mandate

The ICRC shall:

1. Perform such functions as are assigned to it under the Health Professions Procedural Code, and the Regulations, by-laws, and policies of the College including conducting investigations and inquiries in a fair and efficient manner and providing reasonable and fair dispositions of all matters before it in accordance with applicable legislation and established rules and procedures.
2. Recommend to Council proposals for changes to the legislation, including regulations to applicable statutes, and by-laws, as well as programs to support the inquiries, complaints and reports process.
3. Consider resolutions of complaints that have been brought before it through an alternative dispute resolution process.
4. Submit an annual report to the Council. The report will include information on number of complaints, the types of complaints dealt with, and the dispositions of those complaints and reports generally.

The ICRC may:

1. Submit a report to council in between annual reports.

**Note: The chair and vice-chair of the Discipline Committee shall not be members of the ICRC.*