



College of Veterinarians of British Columbia

Investigation Committee Terms of Reference

Committee Name	Investigation Committee (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
ToR Approved / Amended	March 3, 2023
Policy Intent	Compliance with ss. 3, 49–58, 65–68 and 76 of the Act, and Part 1, s. 1.48 and Part 5, ss. 267–281 of the Bylaws
Duties and Authorities	<p>a) The IC must consider all written complaints to the CVBC and determine if a complaint is to be investigated or dismissed without an investigation (ss. 51 and 52 of the Act).</p> <p>b) 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) (s. 57 of the Act). The IC may consider post-citation consent proposals if a discipline hearing has not yet begun (s. 67 of the Act).</p> <p>c) The IC has authorized the Registrar to (a) assess the issues presented by the complaint, (b) collect information to inform the decision of the Intake Panel, and (c) deploy and utilize specific inspector resources as necessary (Bylaws s. 1.26).</p>
Panels	<p>Pursuant to Bylaws s. 1.46, the IC has the authority to establish panels to delegate the duties and powers of the committee. Panels may include but are not limited to:</p> <ul style="list-style-type: none">the Intake Panel (IP) 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 direct investigations into complaints (s. 52(1) of the Act); dismiss complaints without investigations (s. 51 of the Act); or direct an investigation into a registrant on its own initiative (s. 52(2) of the Act).

	<ul style="list-style-type: none"> • The Investigation Committee Panel(s) (ICP) may be charged with reviewing the investigation findings of low to moderate risk complaints and may dismiss or refer to the IC if it is determined that a citation should be considered pursuant to s. 57 of the Act. • The Interim Order Panel(s) may be charged with hearing s. 65 of the Act applications to determine if it is necessary in the public interest to take action, including actions to protect animals or persons from immediate risks to health or safety by written order to impose limits or conditions on the practice of veterinary medicine or suspend the registrant’s registration.
Attendance and Communication	Committee members are expected to respond promptly to communications and attend all (or at least most) scheduled meetings; missing either 3 consecutive meetings or not attending 50% of meetings in any 12-month period may result in dismissal.
Policies and Procedures	<ul style="list-style-type: none"> • IC Guiding Principles • Other standards and polices developed by the IC and approved by Council as needed to define and clarify how the committee will achieve the expectations established in the Act and Bylaws.
Virtual Meeting Participation	Committee members should where possible ensure that video and audio are working when logging into a virtual meeting. When participating in virtual meetings, committee members are asked to keep video on whenever possible. If this is not possible, committee members are asked to establish an agreed-to process with the committee chair such that during the voting and decision-making process the chair can accurately count votes and ensure all committee members have the opportunity to speak when desired in the process of making committee decisions.
Self Assessment Process	Committee members will participate in an annual self assessment process.
Members Appointed by	Council (Bylaws s. 1.43(1)(b)) Panel members appointed by IC
Chair Appointed by	Council, in consideration of the committee's recommendation (Bylaws 1.43 (1)(c)). Panel chairs are appointed by the IC
Number of Members	<u>Investigation Committee</u> : Minimum 7, maximum 12 <u>Panels</u> : Minimum 3 committee members

Member Composition	<u>Committee:</u> Minimum 7 registrants and at least 1 public member when practicable <u>Panels:</u> Majority of members are registrants but one public member preferred.
Length of Member Term	3 years
Number of Re-appointments	In accordance with s. 1.43(5) and (6).
Committee Reports to	Report directly to Council with the support of the Registrar and staff.
Reporting Schedule	An annual report and reporting at least once every 3 months in a form directed by Council
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