

POLICY TYPE: GOVERNANCE PROCESS

4-11 ICRC Terms of Reference and Mandate Policy

Committee Composition and Meetings

1. The Board of Directors shall appoint the members of the Inquiries, Complaints and Reports Committee (ICRC) for the following year at the last Board meeting of the year in accordance with the by-laws.
2. The ICRC shall be composed of:
 - a. at least two Directors who are registrants of the College
 - b. at least two Directors appointed to the Board by the Lieutenant Governor in Council
 - c. at least two additional registrants of the College; and
 - d. at least two additional individuals who are not registrants of the College.
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 ICRC and each panel shall be composed of at least three persons, at least one of whom shall be a person appointed to the Board by the Lieutenant Governor in Council.
5. Panels of the ICRC, and the committee as a whole, shall meet as required.
6. All ICRC members are required to attend an annual orientation session and such other training sessions as may be deemed appropriate by the chair of the ICRC and/or the Board.

Authority and Accountability

7. The ICRC is a statutory committee of the College as set out in section 10(1)3 of the Health Professions Procedural Code (the “Code”).
8. The ICRC is accountable to the Board for:
 - a. Acting in accordance with the Regulated Health Professions Act, 1991 (the “RHPA”), including the Code, the Opticianry Act, 1991, the regulations under those acts, the by-laws and any other laws that apply to its processes and decision making.
 - b. Fulfilling any other duties and responsibilities assigned to it by the Board.

Responsibilities of the ICRC

The ICRC shall:

9. Perform such functions as are assigned to it under the RHPA, Code, regulations, by-laws, and policies of

the College including conducting investigations and inquiries in a fair, neutral and efficient manner and providing reasonable and fair dispositions of all matters before it in accordance with applicable legislation and established rules and procedures.

10. Recommend to the Board 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.
11. Consider the results of investigations into unauthorized practice and, where appropriate, make recommendations to the Finance Committee and/or the Board about initiating legal proceedings to address unauthorized practice.
12. Submit an annual report to the Board. The report will include information on the number of complaints, the types of complaints dealt with, and the dispositions of those complaints and reports generally.

The ICRC may:

13. Consider resolutions of complaints that have been brought before it through an alternative dispute resolution process, as permitted by the RHPA.
14. Submit a report to the Board in between annual reports.

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