

Terms of Reference



Standing Investigations Committee

Date approved by ABCFP Council: July 23, 2009

1.0 Membership

- The Standing Investigations Committee (SIC) will consist of not less than nine (9) members all of whom are appointed by council as required by Bylaw 14.1.14.
- Members must be registered members (RPFs, RFTs) and at least one (1) shall be a lay member.
- The committee chair is selected by the registrar and serves a term at the pleasure of the registrar.
- The term of office for the lay members will be at the pleasure of council.

2.0 Meetings

- The SIC will meet at the request of the chair or as the need arises pursuant to the investigation of complaints and the requirements of the bylaws. In no case will the SIC meet less than once per calendar year.
- All reasonable travel and accommodation expenses relative to SIC business will be borne by the association in accordance with association policy/procedures in place.
- A quorum is set at five (5) members.
- Motions require a majority to achieve consensus on matters requiring the committee's decision. The SIC chair is entitled to vote on all matters but will not have a second or casting vote. In the event of a tie, the motion is defeated.
- The SIC is free to adopt its own meeting procedures for all matters not specifically addressed in this document or described by the bylaws or council.
- All meetings and the information concerning complaints and the work of the SIC are confidential.
- The SIC will approve a set of minutes from each meeting. The minutes will record the deliberations and decisions of the SIC. ABCFP staff will take the minutes unless directed otherwise by the committee chair.
- An agenda will be developed and circulated prior to each meeting.
- Meetings may be held by teleconference or face to face at the call of the chair.

3.0 Duties

- The duties and obligations of the SIC are described in section 24 subsections (1), (2) and (3) of the *Foresters Act* and in ABCFP Bylaw 14.
- SIC members must maintain the confidentiality of the information presented at the meetings.

- For each complaint referred to them by the registrar, the SIC will meet to review the complaint and select an investigating committee (IC).
- An IC will generally have two members but it may have more or less at the discretion of the SIC depending upon the complexity of the case at hand.
- An IC may also include member and non-member technical experts as required to complete its work.
- The IC will investigate the complaint after the association informs the subject member of its decision to investigate the case.
- Investigations by an IC will follow the bylaws and any further processes/procedures and decision making criteria approved by council.
- Upon completion of investigation, the IC will complete its report according to the report format(s) approved by the SIC. Changes to report format must be approved by the SIC chair.
- In its report, the IC will make a recommendation on whether it believes grounds exist for a disciplinary hearing.
- Once the report is complete, the IC will forward it to the chair of the SIC and then to the registrar.
- The SIC shall at all times have regard to the public interest in the practice of professional forestry.
- Working with the registrar, the SIC has a general oversight function for the complaint investigation procedures of the ABCFP and may report back to council on the working effectiveness of the process and procedures.