



TERMS OF REFERENCE

1. **Name:** Investigation Committee (the “Committee”)
2. **Type / Reporting Relationship:**
 - 2.1 Type: The Committee is an Independent Statutory Committee created by the *Engineers and Geoscientists Act*, R.S.B.C. 1996, c.116, s. 30 (the “Act”)
 - 2.2 Reporting Relationship: The members of the Committee are appointed by Council.
3. **Purpose:**
 - 3.1 To investigate alleged breaches of the *Act*, Bylaws and Code of Ethics by members and licensees (as defined in the *Act*) of APEGBC.
4. **Authorities of the Committee:**

To investigate through confidential communication with concerned parties alleged breaches of the *Act*, Bylaws and Code of Ethics. To exercise the Committee’s responsibilities, powers and duties as set out in the *Act* and Bylaws. After investigation, the Committee may, as set out in the *Act*:

 - 4.1 dismiss the complaint;
 - 4.2 make recommendations to the member, licensee or certificate holder;
 - 4.3 refer the matter for review to the Practice Review or Conduct Review Committee established under the Bylaws; or
 - 4.4 recommend an inquiry to the Discipline Committee.
5. **Function:**
 - 5.1 The function of the Committee is set out in the *Act*.

6. Budget:

6.1 Except as set out above and as allocated in APEGBC's annual budget, the Committee has no budget authority beyond reasonable expenses for travel, teleconference or ancillary expenses.

7. Membership:

7.1 At least five (5) persons, one of whom may be a non-member of APEGBC. Council members are not eligible for appointment to the Committee. There should be at least one representative from each of the engineering and geoscience professions.

8. Term of Office:

8.1 Appointments are two years normally, renewable twice unless otherwise extended by Council.

9. Selection of Officers:

9.1 The Chair is appointed by Council. The members may appoint an alternate Chair to act in the Chair's absence. If at any meeting the Chair and alternate Chair cannot attend a portion of the meeting or are not present within ten minutes after the time appointed for holding the meeting, the members present may choose one of their number to be Chair of the meeting.

10. Quorum:

10.1 At least 50% of the members of the Committee.

11. Frequency of Meetings:

11.1 Normally the Committee meets ten times per year.

12. Conduct of Meetings:

12.1 The Committee may meet in person and/or by telephone conference, webcast or other electronic communications media where all members attending may simultaneously hear each other and participate during the meeting.

12.2 The Chair may communicate with all members by e-mail and propose and call for a consent resolution in accordance with the Council-approved Procedure on E-Resolutions.

13. Minutes:

- 13.1 Minutes are the responsibility of the Director, Legislation, Ethics and Compliance.
- 13.2 Minutes are confidential and distributed only to members of the Committee.

14. Periodic Reporting and Review of Terms of Reference:

- 14.1 The Committee shall review its Terms of Reference on a regular basis and submit any recommended changes to Council for approval.
- 14.2 The Committee is to submit statistical quarterly and annual reports to Council.

15. Staff Support:

- 15.1 Staff support is the responsibility of the Director, Legislation, Ethics and Compliance.

Approved by Council: July 6, 1988 (Minute# CO 88-154)
REVISED, APPROVED BY COUNCIL: January 9, 1992 (Minute# CO 93-99)
REVISED, APPROVED BY COUNCIL: January 14, 2005 (Minute# CO 05-12-1)
REVISED, APPROVED BY COUNCIL: May 5, 2006 (Minute # CO 06-42)
REVISED, APPROVED BY COUNCIL: June 18, 2010 (Minute #CO-10-105)