

Discipline Committee Terms of Reference

Mandate

The mandate of the Discipline Committee (the committee) is to hear and make findings on complaints referred to it by the Complaints Committee, or Council, pursuant to the Act.

In proceedings before the Discipline Committee, the Association and the individual are parties. An individual is the member, licensee, or holder of a certificate of authorization.

Authority: Act Section 13, By-laws Section 13.2, and Council Rules Schedule A

Composition

The Discipline Committee shall be appointed by Council. It shall be composed of not fewer than three members including at least one person who is a public representative.

No member of the Discipline Committee shall be a member of Council nor the Complaints Committee.

The committee may engage advisors or appoint additional members, having applicable experience or expertise. The committee may permit the establishment of panels to exercise all duties of the committee provided that each panel includes a minimum of three (including a public representative), and if a particular matter involves a geoscientist or geosciences, the panel shall include two geoscientists.

The Chairperson and members on the committee will be appointed for a 3-year term with the potential of being reappointed twice for a maximum of nine years.

All members must be in good standing. Preference will be given to Regular (practicing) members; however, members may continue to sit on the committee for up to five years following retirement.

The Director of Professional Affairs/Registrar will serve as secretary.

The APEGNB legal counsel will provide legal guidance and support.

Duties

The duties of the Discipline Committee are to investigate, hear and determine findings on complaints, referred by the Complaints Committee or Council pursuant to the Act, with respect to any allegation of professional misconduct or incompetence. This may result in a decision for dismissal, voluntary resolution, or mandatory sanctions. The Discipline Committee shall provide its decision to the individual and the person who filed the complaint.

Confidentiality and Conflict of Interest

All panel members shall be required to declare confidentiality and the absence of a known conflict of interest for each complaint.

Meeting Schedule

Panels will be convened as required. Typically, once every 2-3 years. The committee will hold one meeting of the members annually in the spring. Teleconferencing and other remote meeting technology will be used when possible.

Reporting

The Chairperson will submit a summary of its activities for inclusion in the Association annual report.

Expenses

Members of the committee will be reimbursed meeting expenses as per *APEGNB Travel Policy F-1*.

Approved by Council February 11, 2021