

Terms of Reference

Policy Title	Policy Number
Terms of Reference	TOR-3
Complaints Committee	Date of Approval
	March 14, 2012
Responsible Authority	Date of Revisions
CMLTM Council	April 21, 2018
	Page(s)
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Purpose

To act upon complaints referrals from the CEO/Registrar and the disposition of which shall be informal resolution or investigation, pursuant to sec.19 of the Medical Laboratory Technologists Act (MLTA).

Authority

To dispose of a complaint in accordance with sec. 21(1) and 21(2) of the MLTA.

Composition

The committee shall be comprised of a minimum of three members of whom one is a Chair appointed by Council and one of whom is a Public Representative.

Quorum shall be three members, one of whom must be a Public Representative.

Terms

The Chair shall be appointed by Council and hold office for one year and shall be eligible for reappointment, for a maximum of 6 years, with the provision that no person is at any time Chair of more than one committee.

Public Representative(s) shall be appointed for a three year term.

Members shall be appointed by the Chair, subject to Council approval, serve for a one year term and be eligible for reappointment to a maximum of 6 Years.

Meetings

The committee shall meet as required to a minimum of once a year.

Reporting

The Chair shall provide a report, in writing, to the Council as requested to a minimum of once a year. Informal updates will be provided as required. The Chair shall submit minutes of all meetings to the CEO/Registrar.