



Inquiry Committee

Terms of Reference
Policy Number: TOR-4

Date of Approval	Responsible Authority	Last Revised
March 14, 2012	CMLTM Council	June 14, 2023

Purpose

To act upon referrals from the Complaints Committee, pursuant to sec.29 of the Medical Laboratory Technologists Act (MLTA).

Authority

To determine a course of action in accordance with sec. 42(1) of the MLTA.

Composition

The Committee shall be comprised of a minimum of three (3) members of whom one (1) is a Chair appointed by Council and one (1) of whom is a Public Representative. The Quorum shall be three (3) members, one (1) of whom must be a Public Representative.

Terms

The Chair shall be appointed by Council and hold office for one (1) year and shall be eligible for reappointment, for a maximum of six (6) consecutive years, with the provision that no person is at any time Chair of more than one (1) committee. Public Representative(s) shall be appointed for a three (3) year term. Members shall be appointed by the Chair, subject to Council approval, serve for a three (3) year term and be eligible for reappointment to a maximum of two consecutive terms (6 years).

Meetings

The Committee shall meet as required and 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.

Revision History

- March 14, 2012 – Date of Approval
- February 10, 2018
- June 14, 2023 – Last Date of Revision