

Terms of Reference

August 19, 2021

Name: Discipline Committee

Status: A standing committee of the ASFP Council (“Council”) required by The Forestry Professions Act.

Mandate:

- To develop policies and guidelines related to disciplinary action and disciplinary hearings.¹
- Upon receipt of a written report from the Professional Conduct Committee recommending the Discipline Committee do so, to conduct disciplinary hearings to determine whether professional misconduct has occurred, or professional incompetence exists.²
- To make appropriate orders and assess penalties against Members found guilty of professional misconduct or professional incompetence.³
- To monitor those orders and assessments to ensure they are being adhered to, satisfied or completed.
- To advise the Registrar of member expulsions so the Registrar may remove the member from the register⁴ and notify Council and the Admissions Committee of that expulsion.
- To identify emerging issues related to disciplinary action, assessing their priority and whether they warrant action.
- To act upon matters related to disciplinary action referred by Council or the Executive Committee including acting on behalf of the ASFP in such discussions with allied organizations.

Reporting to: Council

Committee Members:

- Committee members are appointed by Council.⁵
- Committee members will consist of at least 3 Members⁶ in good standing.⁷
- One of the Committee members is the Public Appointee, if one has been appointed.⁸
- The Chair will be a member of Council.⁹
- The Chair will be a Professional Forester or Professional Forest Technologist.¹⁰
- No Committee member can also be a member of the Professional Conduct Committee.¹¹
- Term of membership is 2 years and may be renewed.

¹ ASFP Bylaws, May 29, 2018, Section 89

² The Forestry Professions Act, Section 29(3). ASFP Bylaws, May 29, 2018, Section 86.

³ The Forestry Professions Act, Section 30(1)&(2)

⁴ The Forestry Professions Act, Section 30(4)

⁵ The Forestry Professions Act, Section 28(1). ASFP Bylaws, May 29, 2018, Section 71.

⁶ The Forestry Professions Act, Section 28(1). ASFP Bylaws, May 29, 2018, Section 85(a).

⁷ ASFP Bylaws, September 25, 2013, Section 71.

⁸ The Forestry Professions Act, Sections 9(6) and 28(1). ASFP Bylaws, May 29, 2018, Section 85(a)

⁹ ASFP Bylaws, May 29, 2018 Section 72

¹⁰ ASFP Bylaws, May 29, 2018, Section 71

¹¹ The Forestry Professions Act, Section 28(2). ASFP Bylaws, May 29, 2018 Section 85(a)

Life Span: Ongoing

Committee Operations:

- The Committee will usually meet in-person, or by video or teleconference, depending on factors such as where the Committee members live.
- The Committee will provide Minutes of all meetings to the Registrar for filing at the ASFP office and will make Minutes available to Council upon request.
- The Committee may initiate other work as situations or opportunities occur, and will keep Council advised.
- The Chair, on behalf of the Committee will prepare a report and deliver it in advance of each Council meeting.
- The Chair of the Committee will prepare a Committee Report annually and deliver it to the Membership at the ASFP AGM.
- Policies and guidelines, submissions, public positions, positions regarding dealings with other organizations, documents for Members and other publications or information developed by the Committee will be approved by Council before their release.

Approved at ASFP Council Meeting of August 19, 2021