

Draft Bylaws

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Part 3 - Committees

Committees established

- 3-1 (1) The following statutory committees are established:
- (a) Licence Committee,
 - (b) Permit Committee, and
 - (c) Investigation Committee.
- (2) The following additional regulatory committees are established:
- (a) Blood-borne Communicable Diseases Committee,
 - (b) Practice Enhancement Program Committee,
 - (c) Prescription Review Program Committee,
 - (d) Patient Safety Incidents Review Committee,
 - (e) Diagnostic Accreditation Program Committee, and
 - (f) Non-hospital Medical and Surgical Facilities Accreditation Program Committee.
- (3) The following board support committees are established:
- (a) Finance and Audit Committee,
 - (b) Nominations Committee,
 - (c) Governance Committee, and
 - (d) Human Resources Committee.
- (4) Subject to the Act, the Regulations and these Bylaws, the board may set terms of reference for each committee.

Licence Committee composition

- 3-2.1 (1) The Licence Committee consists of at least six persons appointed by the board, and must include:
- (a) at least two licensees, and
 - (b) at least two representatives of the public.
- (2) The number of public representatives on the Licence Committee must constitute at least one-third of the total number of persons on the committee.

Permit Committee composition

- 3-2.2 (1) The Permit Committee consists of at least three persons appointed by the board, and must include:
- (a) at least two licensees, and
 - (b) at least two representatives of the public.

- (2) The number of public representatives on the Permit Committee must constitute at least one-third of the total number of persons on the committee.

Investigation Committee composition

- 3-2.3 (1) The Investigation Committee must consist of at least six persons appointed by the board, and must include:
- (a) at least two licensees, and
 - (b) at least two representatives of the public.
- (2) The number of public representatives on the Investigation Committee must constitute at least one-third of the total number of persons on the committee.

Blood-borne Communicable Diseases Committee composition and function

- 3-2.4 (1) The Blood-borne Communicable Diseases Committee must consist of at least six persons appointed by the board, and must include:
- (a) a hepatologist, a physician who specializes in infectious diseases or is otherwise skilled in management of HIV and AIDS, and a medical microbiologist or virologist, all of whom must be licensees in a practising class with CPSBC, and
 - (b) a licensee who works with, or is recommended by, the Office of the Provincial Health Officer.
- (2) Subject to section x-xx and the direction of the board, the function of the Blood-borne Communicable Diseases Committee is to establish conditions for the practice of licensees who have contracted blood-borne communicable diseases and to monitor adherence to those conditions.

Practice Enhancement Program Committee composition and function

- 3-2.5 (1) The Practice Enhancement Program Committee must consist of at least six persons appointed by the board, and must include:
- (a) at least two licensees, and
 - (b) at least two representatives of the public.
- (2) The number of public representatives on the Practice Enhancement Program Committee must constitute at least one-third of the total number of persons on the committee.
- (3) Subject to section x-xx and the direction of the board, the function of the Practice Enhancement Program Committee is to review standards of practice, to enhance the quality of practice, and to reduce incompetent, impaired or unethical practice by licensees.

Prescription Review Program Committee composition and function

- 3-2.6 (1) The Prescription Review Program Committee must consist of at least six persons appointed by the board, and must include:

- (a) at least two licensees, and
 - (b) at least two representatives of the public.
- (2) The number of public representatives on the Prescription Review Program Committee must constitute at least one-third of the total number of persons on the committee.
- (3) Subject to section x-xx and the direction of the board, the function of the Prescription Review Program Committee is to establish guidelines for the prescription of narcotics, mood altering drugs and other medications.

Patient Safety Incidents Review Committee composition and function

- 3-2.7 (1) The Patient Safety Incidents Review Committee must consist of at least six persons appointed by the board, and must include:
- (a) at least two licensees, and
 - (b) at least two representatives of the public.
- (2) The number of public representatives on the Patient Safety Incidents Review Committee must constitute at least one-third of the total number of persons on the committee.
- (3) Subject to section x-xx and the direction of the board, the function of the Patient Safety Incidents Review Committee is to provide guidance and conditions to promote patient safety and review incidents of patient safety at accredited facilities not subject to oversight by a health authority in British Columbia.

Diagnostic Accreditation Program Committee composition and function

- 3-2.8 (1) The Diagnostic Accreditation Program Committee must consist of at least six persons appointed by the board, and must include:
- (a) a pathologist, a medical imaging specialist and another licensee who performs diagnostic services,
 - (b) a person recommended by one or more of the health authorities in British Columbia, and
 - (c) a person recommended by the Ministry of Health.
- (2) The number of public representatives on the Diagnostic Accreditation Program Committee must constitute at least one-third of the total number of persons on the committee.
- (3) Subject to section x-xx and the direction of the board, the function of the Diagnostic Accreditation Program Committee is to assess, accredit and monitor accredited diagnostic facilities.

Non-hospital Medical and Surgical Facilities Accreditation Program Committee composition and function

- 3-2.9 (1) The Non-hospital Medical and Surgical Facilities Accreditation Program Committee must consist of at least six persons appointed by the board, and must include:
- (a) an anesthesiologist, a surgeon and another licensee who performs invasive procedures,
 - (b) a person recommended by one or more of the health authorities in British Columbia, and
 - (c) a person recommended by the Ministry of Health.
- (2) The number of public representatives on the Non-hospital Medical and Surgical Facilities Accreditation Program Committee must constitute at least one-third of the total number of persons on the committee.
- (3) Subject to section x-xx and the direction of the board, the function of the Non-hospital Medical and Surgical Facilities Accreditation Program Committee is to assess, accredit and monitor accredited medical and surgical facilities.

Finance and Audit Committee composition and function

- 3-2.10 (1) The Finance and Audit Committee must consist of at least six persons appointed by the board, and must include:
- (a) at least two licensees, and
 - (b) at least two representatives of the public.
- (2) The number of public representatives on the Finance and Audit Committee must constitute at least one-third of the total number of persons on the committee.
- (3) Subject to the Regulations, the board may appoint one or more board members as members of the Finance and Audit Committee.
- (4) Subject to the direction of the board, the function of the Finance and Audit Committee is to provide support to the board on the financial affairs of CPSBC including oversight, advice and development of policies.

Nominations Committee composition and function

- 3-2.11 (1) The Nominations Committee must consist of at least six persons appointed by the board, and must include:
- (a) at least two licensees, and
 - (b) at least two representatives of the public.
- (2) The number of public representatives on the Nominations Committee must constitute at least one-third of the total number of persons on the committee.
- (3) Subject to the Regulations, the board may appoint one or more board members as members of the Nominations Committee.

- (4) Subject to the direction of the board, the function of the Nominations Committee is to provide support to the board on the composition of committees, including recommendations, assessments and selection of committee chairs and vice-chairs.

Governance Committee composition and function

- 3-2.12 (1) The Governance Committee must consist of at least six persons appointed by the board, and must include:
- (a) at least two licensees, and
 - (b) at least two representatives of the public.
- (2) The number of public representatives on the Governance Committee must constitute at least one-third of the total number of persons on the committee.
 - (3) Subject to the Regulations, the board may appoint one or more board members as members of the Governance Committee.
 - (4) Subject to the direction of the board, the function of the governance committee is to provide support to the board on the governance of CPSBC, including review, recommendations and development of policies and procedures.

Human Resources Committee composition and function

- 3-2.13 (1) The Human Resources Committee must consist of at least six persons appointed by the board, and must include:
- (a) at least two licensees, and
 - (b) at least two representatives of the public.
- (2) The number of public representatives on the Human Resources Committee must constitute at least one-third of the total number of persons on the committee.
 - (3) Subject to the Regulations, the board may appoint one or more board members as members of the Human Resources Committee.
 - (4) Subject to the direction of the board, the function of the Human Resources Committee is to provide support to the board on human resources at CPSBC, including review, recommendations and developments of policies and procedures.

Advisory working groups

- 3-3 (1) The registrar may appoint advisory working groups for such purposes as the registrar considers necessary or appropriate.
- (2) Subject to the Regulations, the registrar may appoint any person other than a board member to an advisory working group.
 - (3) The registrar shall determine the composition of, and terms of reference for, advisory working groups.

- (4) Advisory working group members are entitled to receive remuneration and reimbursement for reasonable travel and other expenses necessarily incurred in performing CPSBC business in accordance with CPSBC policies on remuneration and reimbursement.
- (5) The registrar may dissolve an advisory working group at any time.

Committee membership

- 3-4 (1) Subject to subsection (1.1), the Regulations and these Bylaws, the board may appoint any person other than a board member to an additional regulatory committee.
- (1.1) The board may appoint any person, including a board member, to a board support committee listed under section 3-1(3) of these Bylaws.
- (2) A person appointed to a committee may serve a term determined by the board, and is eligible for reappointment.
- (3) The board shall ensure that each appointee possesses the education, training, experience, and other qualifications that the board considers necessary to ensure that the appointee may exercise the powers and fulfill the duties assigned to them effectively and in accordance with guiding principles under the Act.
- (4) The board establishes the criteria for appointment and rescindment of committee members policy.
- (5) A committee member ceases to hold membership on a committee upon:
- (a) expiration of their term,
 - (b) delivering a written notice of resignation from the position of committee member to the registrar effective the date specified in the notice or, if no effective date is specified, on receipt of the notice by the registrar,
 - (c) death, or
 - (d) removal from the committee by a majority vote of the board.
- (6) A committee member who:
- (a) completes six consecutive years of serving as a member of a committee, or
 - (b) ceases to hold office as a committee member under subsection (5)(b) or (d),
- is not eligible for reappointment to the committee for at least one year unless the board is satisfied there are extenuating circumstances.

Committee chair and vice-chair

- 3-5 (1) Subject to section 3-6, the board may, at its discretion, appoint committee members as committee chair and vice-chair.

- (2) A committee chair and vice-chair cease to hold office as committee chair or committee vice-chair upon:
 - (a) expiration of their term,
 - (b) ceasing to be a committee member,
 - (c) delivering a written notice of resignation from the position of chair or vice-chair to the registrar effective the date specified in the notice or, if no effective date is specified, on receipt of the notice by the registrar,
 - (d) death, or
 - (e) removal from the position of committee chair or vice-chair by a majority vote of the board.
- (3) If a committee chair or vice-chair ceases to hold office, the board must designate another committee chair or vice-chair to fill the vacancy as soon as practicable.

Committee chair and vice-chair - Blood-borne Communicable Diseases Committee

- 3-6
- (1) The Blood-borne Communicable Diseases Committee may appoint members of that committee as a committee chair and a vice-chair by majority vote.
 - (2) A Blood-borne Communicable Diseases Committee chair or vice-chair ceases to hold office as committee chair or vice-chair upon:
 - (a) expiration of their term,
 - (b) ceasing to be a Blood-borne Communicable Diseases Committee member,
 - (c) delivering a written notice of resignation from the position of chair or vice-chair to the registrar effective the date specified in the notice or, if no effective date is specified, on receipt of the notice by the registrar,
 - (d) death, or
 - (e) removal from the position of Blood-borne Communicable Diseases Committee chair or vice-chair by a majority vote of the Blood-borne Communicable Diseases Committee.
 - (3) If a committee chair or vice-chair of the Blood-borne Communicable Diseases Committee ceases to hold office, the committee must designate another committee chair or vice-chair to fill the vacancy as soon as practicable.

Powers and duties of committee chair and committee vice-chair and quorum

- 3-7
- (1) A committee chair:
 - (a) must preside at all meetings of the committee,
 - (b) must fulfill duties under the Act, the Regulations, and these Bylaws,
 - (c) may exercise powers and must perform duties delegated by the committee, and

- (d) must report to the board in a form and at a time as directed by the board.
- (2) If the committee chair is absent or unable to act for any reason, the vice-chair may exercise the powers and must perform the duties of the committee chair.
- (3) If the committee chair and vice-chair are absent or unable to act for any reason, the committee must appoint an acting chair by majority vote to preside at the meeting and to exercise powers and perform duties of the committee chair, subject to any terms, limits or conditions the committee considers necessary or appropriate in the circumstances.

Committee member remuneration and expenses

- 3-8 Committee members are entitled to receive remuneration for time spent, and reimbursement for reasonable travel and other expenses necessarily incurred in accordance with CPSBC policies on remuneration and reimbursement.

Committee rules, procedures, and policies

- 3-9 A committee may adopt rules, policies and procedures consistent with the Act, the Regulations, and these Bylaws to:
- (a) establish or provide guidance relating to the committee's processes,
 - (b) establish or provide guidance relating to the roles and responsibilities of committee members, and
 - (c) provide guidance to committee members and/or the public respecting any matter for which the committee may exercise powers or must perform duties.

Committee panels

- 3-10 (1) For the purposes of this section, "profession-specific panel" means a panel comprised of a majority of licensees of one or more relevant professions, or one or more relevant classes of licensee.
- (2) With the exception of the Permit Committee and Blood-borne Communicable Diseases Committee, a committee may establish and meet in panels, with panel members and a chair and vice-chair of the panel appointed by the chair or vice-chair of the committee.
- (3) A panel must be comprised of at least three members of the committee.
- (4) At least one-third of the panel members must be representatives of the public, with the exception of those committees which are not required to have public representatives.
- (5) The committee chair or vice-chair must, when selecting panel members, make reasonable efforts to ensure the selection provides for a range of perspectives, including the perspectives of Indigenous persons and other persons from equity-denied communities.

- (5.1) The committee chair or vice-chair must, when selecting panel members for a matter involving Indigenous-specific racism or discrimination, or Indigenous practices, make reasonable efforts to ensure the selection provides for the perspectives of Indigenous persons.
- (6) The committee chair or vice-chair must appoint a profession-specific panel if they determine that a matter requires the expertise of a licensee from one or more professions, or one or more classes of licensee.
- (7) The committee chair or vice-chair must make reasonable efforts to appoint at least two Indigenous persons to a panel conducting an investigation in which either the complainant, the licensee, or both are Indigenous persons.
- (8) A member of a committee may be appointed concurrently to more than one panel of the committee.
- (9) A panel may exercise any power, duty, or function of the committee, except the power to appoint a panel.
- (10) If a panel consists of three members, all members of the panel constitute a quorum.
- (11) If a panel consists of more than three members, a majority of the panel constitutes a quorum.

Committee and panel meetings

- 3-11
- (1) A committee or panel may meet and conduct business in person, by telephone, by video conference, by any other method of telecommunication, or in a hybrid manner.
 - (2) Subject to the Regulations and these Bylaws, committee and panel meetings are not open to the public, including licensees who are not otherwise on the committee or panel.
 - (3) A committee or panel may invite any person to attend all or part of a meeting.
 - (4) The following Bylaw provisions apply to each committee and to each panel as if it were the board:
 - (a) section 2-9(1) to (4),
 - (b) section 2-10,
 - (c) section 2-11(1) to (3), and
 - (d) section 2-12.
 - (5) A committee must submit an annual report of its activities to the board in a form and at a time as directed by the board.