



# Licence Committee

## Terms of Reference

### Purpose

The purpose of the College of Complementary Health Professionals of British Columbia's ("CCHPBC") Licence Committee (the "Committee") is to establish the conditions or requirements for licensure of a person as a licensee based on the review and alignment of the person's knowledge, skills, and abilities with the standards of academic achievement, competencies, or other qualifications established under the *Health Professions and Occupations Act* (the "HPOA") and the College bylaws (the "Bylaws") and grant registration and certification on that basis.

### Authority

The Committee is defined in Part 1 of the HPOA and derives its authority from section 541(2) of the HPOA and subparagraph 3.1(a) of the Bylaws.

### Responsibilities of the Committee

The Committee has the responsibility to:

- Grant licensure, including initial registration, renewal of licensure, and reinstatement of licensure, to all applicants who satisfy the conditions and requirements as set out in the HPOA and the Bylaws.
- Develop, recommend, and implement policy on registration and examination processes, including reapplication process for applicants who fail to satisfy licensure requirements.
- Review, assess, and make recommendations to the Board, where necessary, in relation to requirements for licensure and certification under the Bylaws;
- Develop and recommend guidelines or policies for the recognition of education programs to the Board, where necessary.
- Develop and/or approve examination requirements to ensure that applicants meet the conditions and requirements for licensure as set out in the HPOA and the Bylaws.
- Approve the process used to determine whether education credentials of applicants trained outside of British Columbia or from a non-accredited program are substantially equivalent to graduates from recognized education programs.
- Review and assess the Committee's terms of reference and make any appropriate recommendations to the Board.



Everything the Committee does must comply with the HPOA, the *Freedom of Information and Protection of Privacy Act*, RSBC 1996, c 165 (FIPPA), the Bylaws, any applicable Board policies, and the principles of administrative law.

## Committee Membership

### **i. Recruitment and Appointment**

The Governance and Human Resources Committee recommends a Committee Composition Matrix to the Board that is applicable to all committees. This matrix identifies the ideal collection of skills, backgrounds, and experience for each College committee and includes individual and collective commitment and capacity in cultural safety, cultural humility, and Indigenous-specific anti-racism. The Committee Composition Matrix is reviewed every two years in accordance with the review cycle for the Committee Composition and Appointments Policy.

Appointments will be made by the Board in accordance with the committee appointments process outlined in the Committee Composition and Appointments Policy. The Committee chair and vice chair may either be designated by the Board from among Committee Members or be elected by majority vote of the Committee Members.

When a vacancy needs to be filled, the Governance and Human Resources Committee will, in consultation with staff and the Committee chair, compare current Committee competencies, backgrounds and experience against the Committee Composition Matrix and identify and prioritize needs to be filled. These prioritized needs will support the recruitment and assessment of potential candidates for the Committee.

### **ii. Composition**

The Committee will be composed of a sufficiently large number of both licensee Committee Members from each Designated Health Profession and public Committee Members to form a number of panels. There will be a sufficiently large number of Committee Members to meet the skills, background, and diversity requirements outlined in the Committee Composition Matrix and the *Guidelines: Regulatory Committee Panels*.

The Bylaws set out the minimum Committee composition of at least seven persons. There must be at least two licensees from each of the Designated Health Professions in the College and at least three public Committee members.

### **iii. Terms of Office**

Each member of the Committee will be appointed for a term of up to three years, unless otherwise specified by the Board. Committee Members may be



reappointed to the Committee but may not serve as a Committee Member for more than six consecutive years. A person who completes six consecutive years on the Committee will be ineligible for reappointment to the Committee until three years have elapsed since the end of their service unless the Board is satisfied that there are extenuating circumstances.

The term of office for the chair and vice-chair is one year, renewable by the Board.

#### **iv. Compensation**

Compensation for Committee Members' time will be paid in accordance with the [Board and Committee Member Compensation \(Honouraria\) Policy](#).

### Responsibilities of all Committee Members

Expectations of all Committee Members are set out in the *Board and Committee Code of Conduct*. All Committee members have a responsibility, on an annual basis, to read and sign the Confirmation of Understanding and Acceptance of the Code, and to always comply with the expectations set out within it.

### Responsibilities of the Committee and Panel Chair

In addition to the general responsibilities of Committee members, the role of the chair includes:

For the Committee chair:

- Appointing Committee Members to panels and designating the Panel chair in accordance with the *Guidelines: Regulatory Committee Panels*.
- Where a panel is created for a specific task or is established as a standing, long-term panel and the chair deems it necessary, approving Terms of Reference for the panel.
- Supporting Committee and Committee Member evaluations when required.
- Providing oversight, feedback, and mentorship to Panel chairs as required with respect to chair issues.

For the Committee chair and Panel chairs:

- Setting meeting dates in consultation with the Committee or Panel Members and staff.
- Developing and/or approving the agenda in consultation with staff.
- Encouraging and maintaining a culturally safe environment for any Indigenous Committee Members.
- Taking a believing stance when Indigenous Committee Members raise concern or comment and expecting the same of other Committee members.



- Committing to mounting a timely and active response when an issue of Indigenous-specific racism is raised.
- Presiding at and conducting all Committee or Panel meetings in a manner that promotes meaningful discussion and rational, defensible decisions and/or recommendations.
- Being aware of and facilitating meetings in accordance with principles of Indigenous cultural safety including when relevant any local First Nations customs, laws or protocols, and any other guidelines set out by the Board or Committee.
- Encouraging Committee and Panel member participation in discussion.
- Utilizing facilitator, coaching, and other interpersonal skills to ensure meaningful discussions occur.
- Encouraging meeting attendance, including speaking with Committee or Panel members not attending.
- Monitoring Committee or Panel member compliance with the Board and Committee Code of Conduct.
- Ensuring relevant Board directives are followed and ensuring timely communication with the Board on extraordinary situations as they occur, including any concerns with the functioning of the Committee or Panel.

## Responsibilities of the Committee Vice-Chair

In addition to the general responsibilities of Committee members, a vice-chair will assist and support the chair in the execution of their responsibilities as determined by the chair and will assume the responsibilities of the chair if the chair is unable to for any reason.

## Panels

While the Committee may meet as a whole, where needed, for purposes such as orientation, education, and consultation, the Committee will usually meet in panels.

### **i. Duties**

A panel may exercise any power, duty, or function of the Committee, except the power to appoint a Panel or a Committee chair or vice chair.

### **ii. Selection and composition**

Each panel consists of at least three Committee members, including one public Committee member. Members of a Panel are appointed by the Committee chair from among Committee members, in consultation with staff using the Guidelines: Regulatory Committee Panels.

Where a panel is considering a matter of Indigenous-specific racism or discrimination or the matter relates to Indigenous practices, the Committee chair must make reasonable efforts to ensure that Indigenous perspectives



are included in the panel membership.

If the Committee chair is of the opinion that a matter requires profession-specific advice, the panel must include at least one licensee from the Designated Health Profession regulated by the College connected with or affected by the matter at issue.

In practice, panel chairs will be designated by the Committee chair from among Committee vice-chairs appointed by the Board, however any committee member can be appointed a panel chair if required.

## Committee/Panel Meetings

**i. Frequency**

The frequency of Committee and panel meetings will be determined by the Committee chair in consultation with staff. There is usually required pre-reading for each meeting. The Committee will usually meet in panels and rarely meet as a whole.

**ii. Method of Meeting**

The Committee and its panels may meet and conduct business in person, by telephone, by videoconference or by any other method of telecommunication.

**iii. Voting**

Each Committee member has one vote. Committee and Panel decisions will ideally be achieved through consensus whenever possible, as outlined in the Consensus Decision-Making Policy. Should consensus not be reached, a vote will be held as directed by the Committee chair in accordance with the Committee Decision-Making Policy.

**iv. Attendance**

Committee Members are expected to participate actively and regularly in Committee meetings. If a Committee Member is absent for three consecutive meetings or is absent on a regular basis, the Committee chair shall discuss the absence with the Committee Member and determine whether it is appropriate for the Committee Member to resign.

**v. Quorum**

A majority of the Committee constitutes quorum, as long as at least one third of the members in attendance are Public Committee Members.

Quorum for a meeting of a panel consists of all members if the panel has three members and a majority of panel members if the panel has more than three members, including at least one Public Committee Member.



**vi. Minutes**

It is the responsibility of the chair to ensure that minutes are taken at each meeting of the Committee and retained on file. In practice, the chair delegates this responsibility to support staff for approval at the next meeting.

## Removal

The Board may, by Special Resolution, remove a Committee chair or vice chair. The Board may remove a Committee Member by majority vote. Special care must be taken when removing a Committee or Panel member when the Committee or Panel on which the person sits is in the process of considering a matter.

## Reporting

The Committee must report to the Board annually or at a frequency determined by the Board, outlining the Committee's activities as well as the activities of its panels in a manner prescribed by the Board in consultation with staff responsible for Board governance and committee reporting.

## Resourcing and Staff Liaison

The Committee and its panels will be supported by one or more members of staff, as determined by the Registrar. The Committee may engage outside cultural, legal or other professional advice, in accordance with budget allocation.

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