

PART 3 – COMMITTEES

Committees

3.01 (1) The following committees are established:

- (a) licence committee;
- (b) permit committee;
- (c) investigation committee;
- (d) finance and audit committee
- (e) accreditation committee.

(2) The board must appoint the members of a committee

- (a) in accordance with the requirements of this section and the composition of the committee specified in this Part, and
- (b) as necessary to ensure that the committee panel composition requirements and objectives under section 3.03(5) and (8) may be met.

(3) In addition to the restriction on committee appointments in section 359(4) of the Act, the board may only appoint the following persons as a member of a committee:

- (a) a representative of the public;
- (b) a dental hygienist licensee;
- (c) a full dentist licensee;
- (d) a limited (restricted-to-specialty) dentist licensee;
- (e) a limited (academic) dentist licensee;
- (f) a dental therapist licensee;
- (g) a full denturist licensee;
- (h) a dental technician licensee.

(4) Despite subsection (3), the board may appoint a board member to the finance and audit committee under section 3.12(2)(b).

(5) The board must,

- (a) ensure that each person appointed under subsection (2) possesses the education, training, experience and other qualifications needed to exercise the powers and fulfill the duties of a committee member effectively and in accordance with guiding principles under the Act, and
- (b) for the licence committee, permit committee and investigation committee, make reasonable efforts to ensure the appointed members represent a range of perspectives, including the perspectives of Indigenous persons and other persons from equity-denied communities.

- (6) Subject to any terms and conditions on an appointment set by the board under section 359(3) of the Act, a person appointed under subsection (2)
 - (a) serves a term of office specified by the board not exceeding 3 years,
 - (b) is eligible for reappointment to a committee, and
 - (c) ceases to hold office as a committee member upon,
 - (i) the expiration of the term of office under paragraph (a),
 - (ii) death
 - (iii) resigning from office by delivering notice of that resignation in writing to the registrar, or
 - (iv) being removed from office by a resolution of the board.
- (7) Despite subsection (6)(b) but subject to subsection (8), a person is not eligible to be reappointed as a committee member until one year after he or she
 - (a) completes 6 consecutive years of service as a committee member, or
 - (b) ceases to hold office under subsection (6)(c)(iii) or (iv).
- (8) The board may waive the one-year period of ineligibility under subsection (7) if it is satisfied there is a public interest in retaining a person as a committee member, including in particular an Indigenous person or a person from another equity-denied community.
- (9) A member of the investigation committee must not be a member of any other committee.
- (10) Subject to the Act and the regulations, the board may set terms of reference for each committee.

Committee chairs and vice chairs

- 3.02** (1) A committee must select a committee chair and may select a committee vice chair
- (a) before April 1 in each year, and
 - (b) as required under subsection (5)(b) and (c).
- (2) A committee chair
- (a) must preside at all meetings of the committee,
 - (b) subject to the Act, the regulations and these bylaws, may exercise powers and must perform duties assigned by the committee, and
 - (c) must report to the board in a form and at a time as directed by the board.
- (3) If a committee selects a committee vice chair under subsection (1), the committee vice chair
- (a) must perform such tasks and duties as the committee or the committee chair may assign, and

- (b) when the board chair is absent or unable to act for any reason, may exercise the powers and perform the duties of the committee chair.
- (4) The committee members present at a meeting of a committee may appoint one of their number to exercise the powers and perform the duties of the committee chair, if
 - (a) the committee has not selected a committee vice chair under subsection (1) and the committee chair is absent from the meeting or unable to act for any reason, or
 - (b) the committee has selected a committee vice chair under subsection (1) but the committee chair and committee vice chair are both absent from the meeting or unable to act for any reason.
- (5) A committee chair or committee vice chair ceases to hold office on,
 - (a) the selection of a new chair or new vice chair, as applicable, under subsection (1),
 - (b) ceasing to be a committee member under section 3.01(6), or
 - (c) being removed from office as a committee chair or committee vice chair, as applicable, by a resolution of the committee.

Committee panels

- 3.03**
- (1) The licence committee, permit committee, investigation committee and accreditation committee may meet in panels of at least 3 committee members.
 - (2) Subject to subsections (3), (5), (8) and (9), the chair of a committee referred to in subsection (1) must appoint the members of a committee panel and must designate one of the appointed members as chair of the panel.
 - (3) At least 1/3 of the members of a committee panel must be representatives of the public.
 - (4) A member of a committee may be appointed concurrently to more than one panel of the committee.
 - (5) For a panel of the licence committee or the investigation committee, in addition to the representatives of the public required under subsection (3),
 - (a) if the panel may make a decision in respect of an applicant for a licence or a licensee in the designated health profession of dental hygiene, at least one member of the panel must be a dental hygienist licensee,
 - (b) if the panel may make a decision in respect of an applicant for a licence or a licensee in the designated health profession of dentistry, at least one member of the panel must be a licensee specified in section 3.01(3)(c) or (d),
 - (c) if the panel may make a decision in respect of an applicant for a licence or a licensee in the designated health profession of denturism, at least one member of the panel must be a full denturist licensee, and

- (d) if the panel may make a decision in respect of an applicant for a licence or a licensee in the designated health profession of dental technology, at least one member of the panel must be a dental technician licensee.
- (6) A panel of the licence committee makes a decision in respect of an applicant for a licence or a licensee under subsection (5) when the panel makes a decision under sections 52 to 54 of the Act.
- (7) A panel of the investigation committee makes a decision in respect of a licensee under subsection (5) when the panel
 - (a) assesses, under section 134 of the Act, whether it has reasonable grounds to believe that a respondent lacks competence or has committed an act of misconduct, or
 - (b) decides
 - (i) a review of a disciplinary order under section 110 of the Act,
 - (ii) whether to begin an investigation of a licensee under section 124 of the Act,
 - (iii) whether to direct the registrar to take action under section 126 of the Act,
 - (iv) whether to direct or require an investigator to take action further to the conduct of an investigation under section 127 of the Act,
 - (v) whether to direct the registrar to take action in respect of a respondent's capacity under section 128 of the Act,
 - (vi) whether to direct an investigator to delay all or part of an investigation under section 129(2) of the Act,
 - (vii) what direction to give the registrar as to the disposition of a complaint under section 136(2) of the Act,
 - (viii) whether to direct the registrar to request the cancellation of a citation under section 138(2) of the Act,
 - (ix) whether to agree to one or more disciplinary orders with a respondent under section 139(1) of the Act, and
 - (x) a reconsideration of a summary protection order under section 261 of the Act, including the setting or authorizing of directions or a schedule for a repeat reconsideration under section 261(2) of the Act.
- (8) The chair of the investigation committee must make reasonable efforts to appoint at least one Indigenous person to a panel that will make a decision specified in subsection (7) in respect of a matter involving one or more of
 - (a) Indigenous-specific racism or discrimination,
 - (b) Indigenous practices, or
 - (c) a complainant or respondent who is an Indigenous person.

- (9) Subject to subsection (5), a panel of a committee may exercise any power and perform any duty of that committee.

Remuneration of committee members

- 3.04** (1) A committee member is entitled to remuneration for time spent on committee work and reimbursement for travelling and out-of-pocket expenses incurred in carrying out committee member duties.
- (2) Remuneration and reimbursement under subsection (1) must be in accordance with Schedule “X”.

Format of committee and committee panel meetings

- 3.05** (1) A committee or a committee panel may meet and conduct business in person, by telephone conference, web casting or an equivalent mechanism, or using a combination of any of these.
- (2) The meetings of a committee or a committee panel are closed to the public, including licensees who are not members of the committee or panel, unless, further to an application in writing or on its own motion, a committee or panel invites a member of the public to attend all or part of a meeting.
- (3) While a member of the public is in attendance at a meeting of a committee or a committee panel under subsection (2), the committee or panel must not discuss any of the matters specified in section 2.09(3), except to the extent that the member of the public in attendance is already aware of those matters or information relating to those matters.

Committee and committee panel decision making

- 3.06** (1) For quorum at a meeting of a committee,
- (a) a majority of the committee must be present, and
 - (b) at least 1/3 of the committee members present must be representatives of the public.
- (2) Despite subsection (1)(a), for quorum at a meeting of a committee panel
- (a) all members of the panel must be present if the panel has fewer than 4 members, and
 - (b) if the panel has 4 members or more,
 - (i) 3/4 of the panel must be present, and
 - (ii) at least 1/3 of the panel members present must be representatives of the public.
- (3) Subject to subsections (4) and (5), a committee or committee panel must decide resolutions or questions that come before it by consensus.

- (4) A committee or committee panel decides a resolution or question by consensus when no member present at a meeting of the committee or committee panel, as applicable, objects to a proposed decision in respect of the resolution or question.
- (5) When, despite reasonable efforts, a committee or committee panel is unable to decide a resolution or question by consensus, it may decide the resolution or question by majority vote of the members present.
- (6) If a vote under subsection (5) is tied, the committee chair and the chair of a committee panel do not have a second or deciding vote, and the resolution or question before the committee or panel remains undecided.

Resolutions in writing

- 3.07** (1) Subject to section 3.06, a committee or committee panel may decide a resolution in writing, including through the use of any combination of mail and written electronic communication.
- (2) A resolution decided by a committee or committee panel under subsection (1) has the same effect as if it was decided at a meeting of the committee or committee panel.

Minutes of committee and committee panel meetings

- 3.08** (1) The chair of a committee or a committee panel must ensure that minutes are taken at each meeting of the committee or panel and retained on file.
- (2) Resolutions approved in writing under section 3.07 must be included in the minutes of the next committee or committee panel meeting, as applicable.

Licence committee

- 3.09** (1) Subject to subsection (2) and section 3.01, the licence committee consists of at least 12 persons appointed by the board, including
- (a) at least 8 licensees, and
 - (b) at least 4 representatives of the public.
- (2) At least 1/3 of the members of the licence committee must be representatives of the public.
- (3) In addition to the duties and powers of the licence committee under Divisions 2 and 3 of Part 3 of the Act and Part 6 of these bylaws, the committee is responsible for reviewing and assessing the requirements for licensing under Part 6 of these bylaws and making recommendations to the board for amendment of same.

Permit committee

- 3.10** (1) Subject to subsection (2) and section 3.01, the permit committee consists of at least 12 persons appointed by the board, including
- (a) at least 8 licensees, and
 - (b) at least 4 representatives of the public.

- (2) At least 1/3 of the members of the permit committee must be representatives of the public.
- (3) In addition to the duties and powers of the permit committee under Divisions 2 and 4 of Part 3 of the Act and Part 7 of these bylaws, the committee is responsible for reviewing and assessing the requirements for permitting health profession corporations under Part 7 of these bylaws and making recommendations to the board for amendment of same.

Investigation committee

- 3.11** (1) Subject to subsection (2) and section 3.01, the investigation committee consists of at least 15 persons appointed by the board, including
- (a) at least 10 licensees, and
 - (b) at least 5 representatives of the public.
- (2) At least 1/3 of the members of the investigation committee must be representatives of the public.

Finance and audit committee

- 3.12** (1) In this section, “**auditor**” means the auditor appointed by the board under section 4.09.
- (2) Subject to subsection (3) and section 3.01, the finance and audit committee consists of at least 5 persons appointed by the board, including
- (a) at least one representative of the public who is a chartered professional accountant, and
 - (b) at least one board member who may also be a representative of the public described in paragraph (a).
- (3) At least 1/3 of the members of the finance and audit committee must be representatives of the public.
- (4) The board must designate a representative of the public appointed under subsection (2)(a) as the committee chair.
- (5) The finance and audit committee is responsible for
- (a) analyzing the annual operating and capital budget prepared by the registrar and preparing a report on that analysis to be sent to the board at the same time as the budget,
 - (b) reviewing all financial statements and reports prepared for the college, including the annual audited financial statements, and advising the board on
 - (i) any issues with a statement or report that the committee identifies, and
 - (ii) if board approval of a statement or report is required, whether to approve the statement or report,
 - (c) consulting with the registrar and the auditor on

- (i) the suitability and sufficiency of accounting policies, practices and systems utilized by the college, and
 - (ii) significant college financial reports, records or presentations,
- (d) making recommendations to the board on the appointment of the auditor,
- (e) reviewing the performance of the auditor and reporting to the board on that review,
- (f) working with the registrar on
 - (i) establishing and, as appropriate, amending policies and procedures for managing allegations of misconduct regarding the finances of the college, and
 - (ii) reporting any such allegations to the board,
- (g) monitoring the investments and indebtedness of the college and reporting to the board on same, and
- (h) monitoring college compliance with financial laws and best practices, reviewing college policies and procedures on compliance, and reporting to the board on same.

Accreditation committee

- 3.13** (1) Subject to subsection (2) and section 3.01, the accreditation committee consists of at least nine persons appointed by the board, including
- (a) at least 2 persons who are full dentist licensees or limited (restricted-to-specialty) dentist licensees,
 - (b) at least 2 medical practitioners certified in anesthesia by the Royal College of Physicians and Surgeons of Canada, who are confirmed by the College of Physicians and Surgeons of British Columbia as suitable for membership on the committee,
 - (c) at least 2 persons with expertise in biomechanical engineering, and
 - (d) at least 3 representatives of the public.
- (2) At least 1/3 of the members of the accreditation committee must be representatives of the public.
- (3) The responsibilities of the accreditation committee are set out in Part 14.

Advisory working groups

- 3.14** (1) The registrar may establish advisory working groups for such purposes as the registrar considers necessary or appropriate.
- (2) Subject to the Act and 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, an advisory working group.

- (4) A person appointed to an advisory working group is entitled to receive remuneration for time spent on college business and reimbursement for travelling and out-of-pocket expenses incurred in carrying out the duties of the advisory working group.
- (5) Remuneration and reimbursement under subsection (4) must be in accordance with Schedule “X”.
- (6) The registrar may dissolve an advisory working group at any time.