

## Permit Committee

### Terms of Reference

BCCOHP's committees are established by and accountable to the Board. Each committee has specific duties and responsibilities that help the Board meet its responsibility for ensuring that the organization's mandate – regulation of oral health care in the public interest – is carried out effectively and efficiently on behalf of British Columbians. Committee members collaborate with professional staff to achieve this.

Committees comprise members who reflect the importance of diversity, gender equality, professional experience, knowledge and skill.

### Mandate

The Permit Committee is accountable to the Board in overseeing BCCOHP's health profession corporation permit program in accordance with Part 3, Divisions 2 and 4 of the *Health Professions and Occupations Act* (HPOA) and Part 9 of the BCCOHP bylaws. The Permit Committee makes decisions whether to approve or deny non-routine applications for the issuing, varying, renewing or reinstating of health profession corporation permits.

### Composition

The committee consists of at least 12 people appointed by the Board. The recommended composition is:

- At least eight licensees
- At least four public members

At least 1/3 of the total membership must consist of public members. A Board member cannot be a member of the Permit Committee.

The Board appoints committee members for terms of two or three years, to a maximum of six consecutive years.

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## Panels

The Permit Committee may meet in panels of at least three committee members appointed by the committee chair. A panel has the same powers as the committee. The panels must be 1/3 public members.

The panels meet to consider applications to issue, vary, renew or reinstate an applicant's health profession corporation permit.

Panel composition will consist of members with the necessary expertise and competencies to deal with the matter being considered.

## Composition Matrix

To effectively fulfill their roles and responsibilities, committee members should possess a diverse set of competencies that align with the organization's mission and strategic objectives. More information about the various competencies can be found in the Guide for Committee and Advisory Working Group Members.

In addition, committee members should possess, or be willing to learn, the following competencies:

### Lived experience

Lived experience accommodating or navigating disability, health, culture, identity, or systemic barriers, the knowledge of which can enhance relevant, thoughtful decisions that protect the public.

### Business knowledge

Understand the process for incorporating a company and have knowledge about corporations and corporate structures.

**Oral health practice**

Familiarity with oral health, and domains of practice (clinical, education, research, and administration).

**Diverse perspectives**

Represent a range of perspectives, including the perspectives of Indigenous persons and other persons from equity-denied communities.

**Permitting processes/requirements**

Understanding the process, procedures and requirements of health profession corporation permitting issuance and renewal at BCCOHP and be able to evaluate information and determine eligibility.

**Authority**

The authority of the Permit Committee derives from Part 3, Divisions 2 and 4 of the *Health Professions and Occupations Act* (HPOA) and Part 9 (Health Profession Corporation Permits) of the BCCOHP bylaws.

**Duties and Responsibilities**

The Permit Committee is responsible for permitting health professions corporations. The Permit Committee fulfills its duty by delegating to the Registrar responsibility for most day-to-day operations.

In accordance with the HOPA and the bylaws, the Permit Committee:

- (a) makes permitting decisions that are outside of those delegated to the Registrar, including adverse application decisions;
- (b) attaches limits or conditions on a health profession corporation permit;
- (c) conducts hearings for disciplinary action against a health profession corporation when necessary;
- (d) conducts hearings with respect to adverse application decisions of a permit application when necessary;
- (e) reviews and monitors permitting decision-making policies and procedures to ensure they are transparent, objective, impartial and fair; and
- (f) reviews and assesses the requirements for permitting health professions corporations under Part 9 of the bylaws and makes recommendations to the Board for amendment of same.

## Meetings and Expectations

### Meeting Schedule

The Permit Committee may meet two to three times per year, but this cadence may vary based on need.

Committee meetings may be up to an hour in length, and members are required to review committee meeting materials and be prepared for meetings. Schedule and meeting length are dependent on member availability and committee workload.

At least one training sessions is conducted each year and is mandatory for members.

### Quorum Requirements

Under the bylaws, a majority of the committee must be present and at least 1/3 of the members present must be representatives of the public. Committee members are expected to attend all meetings in order to have quorum.

For panel meetings, all members of the panel must be present if the panel has fewer than four members. At least 1/3 of the panel must be public members.

### Decision-making

Committees will come to decisions by consensus or by majority vote if, despite reasonable efforts, the committee is unable to arrive at a decision by consensus.

### Remuneration

Committee members are compensated for attending meetings in accordance with BCCOHP's Remuneration and Expense Policy. This policy is currently being updated.