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Considering applying for a committee?

## Committee Terms of Reference

Those wishing to apply to be on a committee should review the following information in detail.



**CDSBC**

College of Dental Surgeons  
of British Columbia

## APPENDIX A: COMMITTEE TERMS OF REFERENCE

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## REGULATORY COMMITTEES

### Registration Committee

#### Terms of Reference

#### Mandate

The Registration Committee is responsible for granting registration and certification. The committee reviews and monitors the policies, procedures and provisions for registration and certification in the best interest of the public, and decides whether to approve or deny non-routine applications for initial registration, annual renewal and reinstatement.

#### Composition

The committee consists of at least 9 persons appointed by the board, and must include at least:

- 6 registrants or certified dental assistants;
- 3 public members

At least 1/3 of the total membership must consist of public members. CDSBC board members cannot be a member of the registration committee.

#### Panels

This committee may meet in panels of at least 3 committee members appointed by the committee chair. A panel has the same powers as the committee. The panels must be 1/3 public members. Panel composition varies according to whether the respondent is a registrant or certified dental assistant.

#### Composition Matrix

In addition to the core competencies for all committee members, the college will aim to appoint individuals with the following competencies to join the registration committee:

<b>Lived experience</b> Lived experience accommodating or navigating a spectrum of physical, mental health, or cognitive abilities, the knowledge of which can enhance relevant, thoughtful decisions that protect the public.	<b>Education/Examinations</b> Knowledge and experience with the development and administration of education programs and examinations.
<b>Assessment</b> Experience assessing performance and facilitating assessments or inspections to determine if qualifications have been met.	<b>Registration processes/requirements</b> Understand the process, procedures and requirements that underpin registration and renewal at the College, and be able to evaluate information to determine eligibility

<b>Dentistry Practice</b> Familiarity with dentistry/practice, and domains of practice (clinical, education, research, and administration)	<b>International Health Professional/Graduate</b> Understand the process for becoming a health professional in Canada with foreign credentials, or, ideally, have experience in navigating that process.
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## Authority

The authority of this committee derives from Section 20 of the *Health Professions Act* (HPA) and CDSBC Bylaw Part 6 (Registration) and Part 7 (Certified Dental Assistants).

## Duties and Responsibilities

The committee is responsible for granting registration and certification, including reinstatement of a person as a member of the college. This committee fulfills its duty by delegating to the Registrar/CEO responsibility for most day-to-day operations.

In accordance with the HPA and the bylaws, the committee:

- (a) reviews and assesses the requirements for registration and certification under Part 6 and 7 of the bylaws and makes recommendations to the board for amendment of the same;
- (b) makes registration and certification decisions that are outside of those delegated to the Registrar/CEO;
- (c) reviews and monitors registration and certification decision-making policies and procedures to ensure they are transparent, objective, impartial and fair;
- (d) reviews and monitors the implementation of the provisions of the legislature and bylaws (part 6 and 7) related to registration and certification;
- (e) reviews the standards of education and experience required for registrants and certified dental assistants in other Canadian jurisdictions and recommends to the Board jurisdictions for recognition; and
- (f) reviews and assesses, at least every two years, Part 6 and 7 of the CDSBC Bylaws and the committee's terms of reference and makes recommendations to the board for amendment of the same.

## Meetings and expectations

The committee schedules meetings once a month, but may cancel meetings or meet more often if necessary.

Committee meetings are up to two hours long 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.

### Expectations:

In addition to the expectations for all committee members, members of the Registration Committee are expected to:

- Each committee member has a personal responsibility to be aware of real or perceived conflict of interest they may have and to declare any conflicts of interest during meetings. Committee members must recuse themselves from any discussions or decision in which they have a conflict. (Refer to Part 5 of the Guide for Applicants)
- Be familiar with the bylaws specific to the committees, including the categories of registration and certification.

# Inquiry Committee

## Terms of Reference

### Mandate

The inquiry committee assists the Board with investigations and resolution of complaints in accordance with the *Act*.

### Composition

The committee consists of at least 21 members who can meet in panels, and must include at least:

- 12 registrants or certified dental assistants
- 7 public members

At least 1/3 of the total membership must consist of public members.

A person cannot simultaneously be a member of the inquiry committee and the CDSBC board or any other CDSBC committee.

### Panels

This committee meets in panels of at least 3 committee members appointed by the committee chair. A panel has the same powers as the committee. The panels must be 1/3 public members. Panel composition varies according to whether the respondent is a registrant or certified dental assistant.

The panels will meet to review complaint files in-person. Files regarding certified dental assistants will be reviewed by panels with at least one CDA.

### Composition Matrix

In addition to the core competencies for all committee members, the college will aim to appoint individuals with the following competencies to join the inquiry committee:

<b>Lived experience</b>  Lived experience accommodating or navigating a spectrum of physical, mental health, or cognitive abilities, the knowledge of which can enhance relevant, thoughtful decisions that protect the public	<b>Standards/Scopes of Practice</b>  Understand the standards and scopes of practice that guide dental practice in British Columbia and be able to determine where a breach or potential breach might occur.
<b>Committee and Panel Leadership</b>  Experience in facilitating committee or panel meetings, developing a positive culture, conflict resolution, and fostering effective decision making.	<b>Traumatic Experience Awareness</b>  Experience in, understanding of, and sensitivity to the effects or stress or potential stress on individuals involved in a complaint process, and experience in creating safe spaces and trust-building processes.

### Health care terminology

Know and understand the common terminology, acronyms and phrases used in health care.

## Authority

The authority of this committee derives from Part 3 (Inspections, Inquiries and Discipline) of the *Health Professions Act* (HPA) and CDSBC Bylaw Part 10 (Investigation and Discipline).

## Duties and Responsibilities

In accordance with the HPA and the bylaws, the committee:

- (a) accepts, reviews and authorizes the investigation of all new complaints received by CDSBC using the risk assessment framework;
- (b) provides advice and direction to CDSBC on how to proceed with ongoing investigations;
- (c) manages complaints;
- (d) authorizes the issuance of citations and monitors and addresses issues with compliance ;
- (e) provides any other assistance CDSBC may require with respect to investigations;
- (f) typically meets with the respondent to discuss possible resolutions to complaints;
- (g) reviews and monitors the implementation of the HPA provisions relating to complaint investigation policies and procedures to ensure they are transparent, objective, impartial and fair;
- (h) recommends CDSBC's approach to investigations and complaint resolution in the best interest of the public; and
- (i) reviews and assesses, at least every two years, Part 10 of the CDSBC Bylaws and the committee's terms of reference and makes recommendations to the board for amendment of the same.

### Current Activities:

In addition to the duties and responsibilities above, the inquiry committee will be working on the following during the next committee term:

- Transitioning to the new committee structure, in which the inquiry committee will be meeting in panels to review fewer cases in more depth.

## Meetings and expectations

**3-4** training sessions are conducted each year and are compulsory for all members.

The committee typically meets **2-3** times per month and each panel member is expected to participate in approximately **8** meetings per year.

Committee meetings are usually around 3 hours long and members are required to review committee meeting materials and be prepared for meetings. Meeting schedule and length are dependent on member availability and committee workload.

**Expectations:**

In addition to the expectations for all committee members, members of the Inquiry Committee are expected to:

- Each committee member has a personal responsibility to be aware of real or perceived conflict of interest they may have and to declare any conflicts of interest during meetings. Committee members must recuse themselves from any discussions or decision in which they have a conflict. (Refer to Part 5 of the Guide for Applicants)
- To attend training sessions



# Discipline Committee

## Terms of Reference

### Mandate

The Discipline Committee adjudicates disciplinary matters when the investigation of a complaint identifies a serious problem, or when the complaint cannot be resolved through alternative dispute mechanisms or remediation.

### Composition

The committee consists of at least 15 members, and must include at least

- 10 registrants or certified dental assistants
- 5 public members

At least 1/3 of the total membership must consist of public members.

A person cannot simultaneously be a member of the Discipline Committee and the CDSBC board or any other CDSBC committee.

### Panels

The committee may meet in panels of at least 3 committee members appointed by the committee chair. A panel has the same powers as the committee. The panel must be 1/3 public members. Panel composition varies according to whether the respondent is a registrant or certified dental assistants.

A person must not sit on a panel hearing a matter in which the member was involved in the investigation or had any other prior involvement.

### Composition Matrix

In addition to the core competencies for all committee members, the college will aim to appoint individuals with the following competencies to join the Discipline Committee:

<b>Adjudication and hearing</b> Knowledge and experience of participating in and/or chairing hearings within a legislative framework, and an understanding of administrative law principles and procedural fairness.	<b>Standards/Scope of Practice</b> Understand the standards and scope of practice that guide dental practice in British Columbia and be able to determine where a breach or potential breach might occur
<b>Committee and panel leadership</b> Experience in facilitating committee or panel meetings, developing a positive culture, conflict resolution, and fostering effective decision making.	<b>Dentistry practice</b> Familiarity with dentistry/practice, and domains of practice (clinical, education, research, and administration)

<b>Writing/Editing</b> Experience in professional and academic writing and editing	<b>Systems Perspective</b> Knowledge of practice overlap, including diverse experience with, for example, other health professions, health care employers.
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## Authority

The authority of this committee derives from Part 3 (Inspections, Inquiries and Discipline) of the *Health Professions Act* (HPA), specifically sections 38 to 40, and CDSBC Bylaw Part 10 (Investigation and Discipline).

## Duties and Responsibilities

In accordance with the HPA and the bylaws, the committee:

- (a) holds disciplinary hearings on the terms and conditions set out in the HPA and bylaws;
- (b) orders fines, if any, to a maximum of \$50,000;
- (c) awards costs, if any;
- (d) reviews and monitors CDSBC's implementation of the HPA and Bylaws relating to disciplinary hearing policies and procedures to ensure they are transparent, objective, impartial and fair, and makes recommendations, as necessary; and
- (e) reviews and assesses, at least every two years, Part 10 of the CDSBC Bylaws and the committee's terms of reference and makes recommendations to the board for amendment of the same.

## Meetings and expectations

Committee members are required to complete one full day of training every year, usually in the month of January. Committee members must attend this training session before they can sit on a disciplinary panel.

The Discipline Committee meets in panels when required.

### **Expectations:**

In addition to the expectations for all committee members, members of the Discipline Committee are expected to:

- Be available to sit on a panel that may last for 2-3 weeks

Each committee member has a personal responsibility to be aware of real or perceived conflict of interest they may have and to declare any conflicts of interest during meetings. Committee members must recuse themselves from any discussions or decision in which they have a conflict. (Refer to Part 5 of the Guide for Applicants)

## Quality Assurance Committee

### Terms of Reference

#### Mandate

The quality assurance committee is responsible for developing, administering and maintaining the quality assurance program.

#### Composition

The committee is composed of at least 5 members, including at least:

- 3 registrants or certified dental assistants
- 2 public members

At least 1/3 of the total membership must consist of public members. CDSBC board members cannot be a member of the quality assurance committee.

#### Composition Matrix

In addition to the core competencies for all committee members, the college will aim to appoint individuals with the following competencies to join the quality assurance committee:

<b>Lived experience</b> Lived experience accommodating or navigating a spectrum of physical, mental health, or cognitive abilities, the knowledge of which can enhance relevant, thoughtful decisions that protect the public.	<b>Research and analytical skills</b> Experience providing evidence-based research to support a project or initiative
<b>Quality Improvement</b> Experience and understanding of the quality assurance and quality improvement programs and assessments in health care, and experience in developing tools that enable meaningful feedback and continuous improvement.	<b>Professional standards and ethics</b> Knowledge and experience of the standards of practice and standards of professional ethics at regional, provincial, national and international levels.
<b>Standards and scope of practice</b> Understand the standards and scope of practice that guide dental practice in British Columbia and be able to determine where a breach or potential breach might occur	<b>Education Curriculum</b> Experience with program/advanced education changes, trends and innovation, developing, implementing and evaluating curriculum, including representation from diverse post-secondary institutions.

#### Authority

The authority of this committee derives from the *Health Professions Act* (HPA) and CDSBC Bylaw Part 9 (Quality Assurance).

## **Duties and Responsibilities**

In accordance with the HPA and the bylaws, the committee:

- (a) develops, administers and maintains the quality assurance program in accordance with Part 9 of the bylaws;
- (b) establishes criteria for the continuous practice requirements for registrants and certified dental assistants;
- (c) reviews and considers continuing education courses, study clubs, or equivalent activities for the purpose of registrants and certified dental assistants satisfying CDSBC's professional development requirements, including appeals for eligibility;
- (d) establishes criteria for determining the maximum number of hours of lecture, instruction or other participation in an approved activity or a category of approved activities that may be credited towards satisfaction of CDSBC's professional development responsibilities;
- (e) establishes criteria to determine when each multi-year cycle begins for each registrant and certified dental assistant to whom the requirements apply;
- (f) reviews and assesses, at least every 2 years, the committee's terms of reference, Bylaw 9, and the quality assurance program requirement guidelines, and makes recommendations to the board for amendment of the same.

In addition to the bylaws and the Act, the committee

- (g) collects college data from the QA program to support the development of the QA program requirements, as well as, potentially inform other College initiatives, such as the strategic plan, and standards and guidance;

### **Current Activities:**

In addition to the duties and responsibilities above, the quality assurance committee will be working on the following during the next committee term:

- finalizing and implementing the improved quality assurance program; and
- collaborating with the other oral health colleges to implement a quality assurance program for all dental professionals.

## **Meetings and expectations**

The committee typically meets **3-4** times per year, but may meet more often if necessary.

Committee meetings are usually around 3 hours long and members are required to review committee meeting materials and be prepared for meetings. Meeting schedule and length are dependent on member availability and committee workload.

### **Expectations:**

In addition to the expectations for all committee members, members of the Quality Assurance committee are expected to:

- be familiar with QA requirements for all categories of registration
- be familiar with bylaws specific to QA

Each committee member has a personal responsibility to be aware of real or perceived conflict of interest they may have and to declare any conflicts of interest during meetings. Committee members must recuse themselves from any discussions or decision in which they have a conflict. (Refer to Part 5 of the Guide for Applicants)

# Sedation and General Anaesthesia Committee

## Terms of Reference

### Mandate

The Sedation and General Anaesthesia Committee assesses the compliance of registrants and dental facilities with the sedation and general anaesthesia standards.

### Composition

The committee is composed of at least 9 members and must include at least:

- 6 registrants or certified dental assistants
- 3 public members
  - 2 public members who are anaesthesiologists
  - 1 public member who is a biomedical engineer

Committee members, who provide sedation and general anaesthesia, must have current credentials and experience providing deep sedation and general anaesthesia. Registrants must be qualified to provide at least moderate sedation.

At least 1/3 of the total membership must consist of public members. CDSBC board members cannot be a member of the Sedation and General Anaesthesia Committee.

### Composition Matrix

In addition to the core competencies for all committee members, the college will aim to appoint one or more individuals with the following competencies to join the Sedation and General Anaesthesia Committee:

<b>Assessment</b> Experience assessing performance and facilitating assessments or inspections to determine if qualifications have been met.	<b>Professional standards and ethics</b> Knowledge and experience of the standards of practice and standards of professional ethics at regional, provincial, national and international levels; understanding of the sedation and GA standards and scope of practice that guide dental practice in BC and be able to determine if a breach might occur
<b>Committee and Panel Leadership</b> Experience in facilitating committee and panel meetings, developing a positive culture, conflict resolutions and fostering effective decision-making.	<b>Registration processes/requirements</b> Understanding the process, procedures and requirements that underpin sedation and GA registration and renewal at the College and be able to evaluate information and determine eligibility

<b>Dentistry Practice</b> Familiarity with dentist/practice and domains of practice (clinical, educational, research, administration). The committee should have members with experience in moderate sedation, deep sedation and GA. The committee would also benefit from members with experience sedating patients 12 years or under, utilizing mild, moderate and deep sedation.	<b>Standards and scope of practice</b> Understand the process, procedures and requirements that underpin registration and renewal of sedation and general anaesthesia authorization at the College and be able to evaluate information to determine eligibility, including registration categories and educational requirements.
<b>Healthcare Terminology</b> Know and understand the common terminology, acronyms and phrases used in healthcare.	<b>System Perspective</b> Knowledge of practice overlap, including diverse experience with, for example, other health care professions. This may include: CPSBC's sedation standards, BCCNP's regulations, Biomed, etc.

## Authority

In accordance with Section 19(t) of the *Act*, the Board has the power to establish committees it determines are necessary or advisable. The Sedation and General Anaesthesia Committee was established under this provision and therefore receives its authority from the Board. The Board approves the processes and authority of this committee.

## Duties and Responsibilities

In accordance with CDSBC Bylaw 4.09, the committee

- (a) authorizes qualified registrants to provide sedation or general anaesthesia;
- (b) assesses the compliance of registrants with the standards for sedation and general anaesthesia, including whether dentists are operating, in compliance with those standards, the dental offices and other facilities (that are not a hospital) where they provide sedation or general anaesthesia;
- (c) collaborates with other health colleges on processes for assessing and authorizing sedation and general anaesthesia services, and
- (d) at least every two years, reviews and assesses the committee's terms of reference and makes recommendations to the board for amendment of the same.

In addition to the bylaws, the committee

- (e) oversees the inspection and authorization process for dental offices or other facilities that are not hospitals in which sedation and general anaesthesia services are provided;
- (f) identifies potential changes to the Sedation and General Anaesthesia Services Standards and informs the standards and guidance committee.

**Current Activities:**

During its next term, the Sedation and General Anaesthesia Committee will be working on the following in addition to its regular duties and responsibilities:

- Authorizing facilities that provide moderate sedation;
- Discussing the regulation of minimal sedation;
- Developing a training program for CDSBC sedation and GA assessors.

**Meetings and expectations**

The committee typically meets **5** times per year, but may meet more often if necessary. Committee meetings are usually 3 hours and require preparation. Schedule and meeting length are dependent on member availability and committee workload.

**Expectations:**

In addition to the expectations for all committee members, members of the Sedation and General Anaesthesia Committee are expected to:

- Review approximately 50 applications for registration each year and confirm qualifications
- Review and confirm compliance of approximately 70 deep sedation and GA facilities per year (self-assessments and in-office assessments)
- Review and confirm compliance of moderate sedation facilities (self-assessments and in-office assessments) – protocol TBD
- Participate in at least 3 in-person meetings per year.

Each committee member has a personal responsibility to be aware of real or perceived conflict of interest they may have and to declare any conflicts of interest during meetings. Committee members must recuse themselves from any discussions or decision in which they have a conflict. (Refer to Part 5 of the Guide for Applicants)



# PROFESSIONAL STANDARDS COMMITTEES

## Standards and Guidance Committee

### Terms of Reference

#### Mandate

The Standards and Guidance Committee develop, manage and review CDSBC professional standards and guidance documents, and establish working groups to develop and revise documents based on subject-matter.

#### Composition

The committee is composed of at least 5 members and must include at least:

- 3 registrants or certified dental assistants
- 2 public members

At least 1/3 of the total membership must consist of public members. CDSBC board members cannot be a member of the Standards and Guidance Committee.

#### Composition Matrix

In addition to the core competencies for all committee members, the college will aim to appoint individuals with the following competencies to join the Standards and Guidance Committee:

<b>Healthcare terminology</b> Know and understand the common terminology, acronyms and phrases used in health care	<b>Research and analytical skills</b> Experience providing evidence-based research to support a project or initiative
<b>Innovation</b> Experience developing teams, environments and processes that employ new and creative thinking.	<b>Standards/Scope of Practice</b> Understand the standards and scopes of practice that guide dental practice in British Columbia and be able to determine where a breach or potential breach might occur.
<b>Professional Standards and Professional Ethics</b> Knowledge and experience of the standards of practice and standards of professional ethics at regional, provincial, national and international levels.	<b>Systems Perspective</b> Knowledge of practice overlap, including diverse experience with, for example, other health professions, health care employers.
<b>Project management and oversight</b>	<b>Writing/Editing</b>

Experience overseeing and managing projects, including time management, budget, personnel, etc.	Experience in professional and academic writing and editing
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## Authority

In accordance with Section 19(t) of the *Act*, the Board has the power to establish committees it determines are necessary or advisable. The Standards and Guidance Committee was established under this provision and therefore gets its authority from the Board. The Board approves the processes and authority of this committee.

## Duties and Responsibilities

In accordance with CDSBC bylaw 4.10, the committee:

- (a) makes recommendations to the board for development of practice and ethical standards and guidance;
- (b) reviews practice and ethical standards and guidance and makes recommendations for amendment of same;
- (c) collaborates with other health colleges for the purpose of developing or amending practice and ethical standards and guidance under paragraphs (a) and (b);
- (d) oversees consultation with the public or with registrants and certified dental assistants on the amendment and development of practice and ethical standards and guidance and, as appropriate, incorporating the results of that consultation in the recommendations of the committee to the board for amendment or development of standards and guidance, and
- (e) at least every 2 years, reviews and assesses the committee's terms of reference and make recommendations to the board for amendments of the same.

In addition to the bylaws, the committee:

- (f) establishes working groups, in collaboration with the Appointments Committee, to develop CDSBC standards, guidance and other publications;

## Current Activities:

In addition to the duties and responsibilities above, the Standards and Guidance Committee will be working on the following during the next committee term:

- Revising existing college documents and collaborating with the other oral health colleges to create consistent standards for the profession.
- Developing new practice standards for the profession

## Meetings and expectations

The Standards and Guidance Committee meets 5-6 times per year, but may meet more often if necessary.

Committee meetings are usually 3-4 hours and members are required to review meeting materials and be prepared for meetings. Schedule and meeting length are dependent on member availability and committee workload.

\*Note this is a new committee with a considerable workload for its first term. The committee will likely be required to meet more often during the first term in order to revise existing college documents. As a result, there may be a significant time requirement.

**Expectations:**

In addition to the expectations for all committee members, members of the Standards and Guidance Committee are expected to:

- Review committee materials before and after meetings
- May be required to do some research, writing and editing
- 

Each committee member has a personal responsibility to be aware of real or perceived conflict of interest they may have and to declare any conflicts of interest during meetings. Committee members must recuse themselves from any discussions or decision in which they have a conflict. (Refer to Part 5 of the Guide for Applicants)

## Patient Relations Committee

### Terms of Reference

#### Mandate

The Patient Relations Committee establishes a patient relations program to seek to prevent professional misconduct, reviews standards and guidance from the patient perspective, and develops and oversees public interest initiatives.

#### Composition

The committee is composed of at least 6 members and must include at least:

- 3 registrants or certified dental assistants
- 3 public members

A public member must be designated as the Chair of the committee and at least 50 percent of the total membership must consist of public members. CDSBC board members cannot be members of the Patient Relations Committee.

#### Composition Matrix

In addition to the core competencies for all committee members, the college will aim to appoint individuals with the following competencies to join the Patient Relations Committee:

<b>Lived experience</b> Lived experience accommodating or navigating a spectrum of physical, mental health, or cognitive abilities, the knowledge of which can enhance relevant, thoughtful decisions that protect the public.	<b>Standards/Scope of Practice</b> Understand the standards and scopes of practice that guide dental practice in British Columbia and be able to determine where a breach or potential breach might occur.
<b>Lived healthcare experience</b> Significant personal experience or experience caring for someone with health challenges or maneuvering through the health care system	<b>Traumatic Experience Awareness</b> Experience in, understanding of, and sensitivity to the effects or stress or potential stress on individuals involved in a complaint process, and experience in creating safe spaces and trust-building processes.
<b>Professional Standards and Professional Ethics</b> Knowledge and experience of the standards of practice and standards of professional ethics at regional, provincial, national and international levels.	<b>Writing/Editing</b> Experience in professional and academic writing and editing

## Authority

The authority of this committee derives from the *Health Professions Act* (HPA) and the CDSBC Bylaws (Part 4 and section 13.03).

## Duties and Responsibilities

In accordance with bylaw 4.11, the committee:

- (a) establishes a patient relations program to seek to prevent professional misconduct, including professional misconduct of a sexual nature;
- (b) monitors and periodically evaluates the operation of the patient relations program and procedures;
- (c) reviews and assesses standards and guidance relevant to patient relations and makes recommendations to the standards and guidance committee for amendment of same;
- (d) collaborates with other health colleges for the purpose of developing standards and guidance relevant to patient relations under paragraph (c); and
- (e) at least every 2 years, reviews and assesses the committee's terms of reference and makes recommendations to the board for amendment of same.

In addition to the bylaws, the committee:

- (f) may direct the development of patient and public resources;
- (g) oversees strategic initiatives regarding patient and public engagement; and
- (h) establishes and oversees any other programs and initiatives it determines necessary for the public such as a cultural safety and humility program;

### **Current Activities:**

In addition to the duties and responsibilities above, the Patient Relations Committee will be working on the following during the next committee term:

- developing a patient relations program

## Meetings and expectations

The Patient Relations Committee meets approximately 4 times per year, but may meet more often if necessary.

Committee meetings are usually 3-4 hours and members are required to review meeting materials and be prepared for meetings. Schedule and meeting length are dependent on member availability and committee workload.

### **Expectations:**

In addition to the expectations for all committee members, members of the Patient Relations Committee are expected to:

- Each committee member has a personal responsibility to be aware of real or perceived conflict of interest they may have and to declare any conflicts of interest during meetings. Committee members must recuse themselves from any discussions or decision in which they have a conflict. (Refer to Part 5 of the Guide for Applicants)

## BOARD COMMITTEES

### Audit and Risk Committee

#### Terms of Reference

##### Mandate

The audit and risk committee's mandate is to assist the board in fulfilling its obligations and oversight responsibilities relating to financial planning and reporting, the audit process, internal control systems and risk management.

##### Composition

The committee consists of at least 3 members appointed by the Board and must include at least:

- 1 board member (the board member can also be one of the public members)
- 1 public member who is a member of a regulated Canadian accounting profession
- 1 public member who is a member of the Law Society of British Columbia

The public member who is a member of a Canadian regulated accounting profession will be designated by the Board as the Chair of the committee.

At least 1/3 of the total membership must consist of public members.

##### Composition Matrix

In addition to the core competencies for all committee members, the college will aim to appoint individuals with the following competencies to join the audit and risk committee:

<b>Accounting systems and internal controls</b> Knowledge of accounting practices and systems for financial reporting, information technology, data security and protection of personal information and privacy.	<b>Financial literacy and expertise</b> Knowledge and understanding of financial administration and management.
<b>Business experience</b> Experience and knowledge of business management practices	<b>Governance Expertise</b> Understand how governance works, how committees should function, and be able to think critically about its structure and practices, which result in recommendations to the board.
<b>Committee and Panel Leadership</b> Experience in facilitating committee or panel meetings using strong communication skills, to develop a positive culture, resolve conflicts, and foster effective decision making.	<b>Risk Management Expertise</b> Experience developing and/or oversight of risk management programs.

## Authority

In accordance with section 19(t) of the *Act*, the Board has the power to establish committees it determines are necessary or advisable. The Audit and Risk Committee was established under this provision and therefore gets its authority from the Board. The Audit and Risk Committee is a board committee and cannot make decisions independent of the Board.

## Duties and Responsibilities

### Financial Planning

In accordance with the bylaws, the committee:

- a) analyses each financial plan and annual budget prepared by the Registrar/CEO and prepares a report on the analysis to be sent to the Board at the same time as the plan and budget;
- b) reviews all financial statements and reports prepared for the College including the annual audited financial statements and advises the Board on any issues with any of the following:
  - i. financial plans and annual budget prepared by the Registrar/CEO for recommendation to the Board;
  - ii. the appropriateness and validity of any material assumptions and estimates used in the preparation of such plans or annual budget;
  - iii. the consistency of the financial plans and annual budget with policies, objectives and initiatives approved by the Board;
  - iv. the consistency of the financial plans and annual budget with any other financial data;
  - v. any significant assumptions, forecasts, targets or performance goals used by Senior Management in the preparation of the financial plans and/or annual budget; and
- c) ensures that the Registrar/CEO provides the Board on a timely basis meaningful financial information regarding CDSBC's current financial status and up-to-date forecasts required to make decisions.

### Financial Reporting

The committee:

- a) reviews and recommends to the Board approval of the:
  - i. financial statements and reports;
  - ii. annual audited financial statements; and
  - iii. management discussion and analysis, if any, that accompanies the audited financial statements;
- b) examines the audited annual financial statements in conjunction with the reports of the External Auditor, which may include determining whether the statements:
  - i. properly reflect the significant accounting policies selected;



- ii. reflect estimates and other financial statement elements that are reasonable and consistent;
  - iii. adequately disclose all major transactions and issues;
  - iv. disclose all post-year-end significant events; and
  - v. are understandable, relevant, reliable and comparable;
- c) discusses with the Registrar/CEO and with the External Auditor:
  - i. all proposed changes in accounting policy;
  - ii. the importance and presentation of all large risks or uncertainties;
  - iii. compliance with accounting standards;
  - iv. adjustments arising out of the audit process; and
  - v. all estimates or judgments material to financial reporting;
- d) discusses with the Registrar/CEO and the External Auditor significant financial reporting, recording or presentation issues that have arisen during the fiscal period and the manner of their resolution.

### **External Audit**

The committee:

- a) recommends to the Board the appointment of the External Auditor;
- b) determines whether the performance of the External Auditor is satisfactory, effective and meets the requirements of CDSBC;
- c) reviews all issues related to any change in External Auditor and the planned steps for an orderly transition;
- d) confirms the independence of the External Auditor;
- e) reviews the terms of the External Auditor's engagement, and the appropriateness and reasonableness of the proposed fees;
- f) reviews and recommends to the Board the audit plan;
- g) reviews problems, if any, experienced by the External Auditor in performing the audit, including restrictions, if any, imposed by CDSBC staff and all significant accounting issues on which there was a disagreement with CDSBC staff;
- h) reviews the post-audit opinion letter containing the recommendations of the External Auditor and reviews the Registrar/CEO's response and subsequent follow-up to any significant identified weaknesses; and
- i) reviews and approves the provision of non-audit services, if any, to be provided by the External Auditor.

The committee shall meet with the External Auditor at least bi-annually, including meeting in-camera with the External Auditor at least annually or as requested. The External Auditor shall be permitted to attend any committee meeting upon request.

### **Accounting Systems and Internal Controls**

The committee:

- a) may commission independent internal audit advice from an accountancy firm with regards to the college's financial policies and procedures as needed;
- b) through discussion with the Registrar/CEO and the External Auditors obtains reasonable assurances that CDSBC has implemented appropriate systems of internal control:
  - i. over financial reporting, information technology, data security and protection of personal information and privacy, and that these systems are operating effectively;
  - ii. to ensure compliance with its policies and procedures and that these systems are operating effectively; and
  - iii. to identify, monitor, mitigate and report significant financial or operational risk exposures and that these systems are operating effectively;
- c) reviews the evaluation of internal controls by the External Auditor, including any recommendations for improvement of CDSBC's accounting procedures and internal controls, together with the Registrar/CEO's response; and
- d) directs the External Auditor's examinations to particular areas of concern with respect to internal controls.

### **Risk Management**

The committee:

- a) leads the Board's oversight of CDSBC's risk management program;
- b) oversees the College's risk register on the management of material risks to CDSBC. This includes financial, operational, legal, reputational or any other material risks to the college.
  - i. reviews and advises the Board with respect to the adequacy of provisions and estimates made in financial information including financial statements relating to material litigation issues.
- c) reviews CDSBC's risk management controls and policies and seeks input and assistance from other Board committees as appropriate;
- d) reviews CDSBC's insurance coverage of material business risks and uncertainties; and
- e) reviews CDSBC's business continuity plans.

### **Alleged Financial Wrong-Doing**

The committee:

- a) ensures that the Registrar/CEO has implemented a process to receive and respond to complaints or allegations of financial wrong-doing; and
- b) reviews and advises the Board with respect to such complaints, if any.

### **Investments and Indebtedness**

The committee:

- a) reviews and recommends to the Board policies with respect to CDSBC's investments and indebtedness; and

- b) monitors CDSBC's investments and indebtedness.

### **Property**

The committee:

- a) recommends to the Board rules respecting the management, governance and control of CDSBC's real property, buildings and structures.

### **Compliance**

The committee:

- a) confirms the appropriate policies and procedures are in place for monitoring compliance with applicable laws and ascertains their adequacy and the levels of compliance;
- b) advises the Board on any new or pending developments in accounting and/or reporting standards;
- c) reports to the Board all financial matters of which the committee has knowledge that may materially affect the current or future position of CDSBC; and
- d) reviews such other matters that the committee or the Board deems advisable or timely.

### **Policy Review**

The committee has responsibility to review at least every two years, and more frequently if necessary (e.g., based on legislative changes, or a development in governance best practices) the following Board and Board-approved organizational policies:

- committee Terms of Reference
- Bylaws sections 3.07-3.12.
- Investment Policy
- Expense Policy
- Expense Approval Policy for the Board, committees and Staff

### **Current Activities:**

In addition to the duties and responsibilities above, the Audit and Risk Committee will be working on the following during the next committee term:

- reviewing the college risk register and approving the risk management process at the college
- revising the current Expense Policy with the auditors' assistance

### **Meetings**

The committee meets **5-6** times per year, but may meet more often if necessary.

Committee meetings are usually 2 hours and require preparation. Schedule and meeting length are dependent on member availability and committee workload.

### **Expectations:**

In addition to the expectations for all committee members, members of the Audit Committee are expected to:

- Each committee member has a personal responsibility to be aware of real or perceived conflict of interest they may have and to declare any conflicts of interest during meetings. Committee members must recuse themselves from any discussions or decision in which they have a conflict. (Refer to Part 5 of the Guide for Applicants)

# Appointments Committee

## Terms of Reference

### Mandate

The Appointments Committee determines the required knowledge, skills, expertise and diversity required on CDSBC's committees and fills any vacancies on the Board and committees. The goal of the committee is to recommend members with the required skills, knowledge and experience to make decision-making at the College more streamlined and effective.

### Composition

The committee consists of at least 3 members appointed by the Board and must include at least:

- 1 public member
- 1 board member

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

### Composition Matrix

In addition to the core competencies for all committee members, the college will aim to appoint individuals with the following competencies to join the Appointments Committee:

<b>Assessments</b> Experience assessing performance or facilitating assessments or inspections to determine if requirements have been met.	<b>Human Resource experience</b> Knowledge or expertise in strategic human resource management, specifically workforce planning, recruitment and hiring.
<b>Governance Expertise</b> Understand how governance works, how committees should function, and be able to think critically about its structure and practices, which result in recommendations to the Board.	<b>Systems Perspective</b> Knowledge of practice overlap, including diverse experience with, for example, other health professions, health care employers.
<b>Innovation</b> Experience developing teams, environments and processes that employ new and creative thinking.	

### Authority

In accordance with section 19(t) of the Act, the Board has the power to establish committees it determines are necessary or advisable. The Appointments Committee was established under this provision and therefore gets its authority from the Board. The Appointments Committee is a Board committee and cannot make decisions independent of the Board.

## **Duties and Responsibilities**

In accordance with bylaw 4.13, the Appointments Committee

- (a) reviews the composition of each committee listed in section 4.01(1) and makes recommendations to the Board for amendment of same,
- (b) works with the Registrar and committee chairs to identify the competency needs of each committee,
- (c) works with the Registrar to identify and oversee recruitment of candidates for committee membership,
- (d) works with the Registrar to identify the competencies necessary for committee chairs,
- (e) if, before the close of nominations for a Board election under section 2.05, no one is nominated as a candidate for a Board member position to be filled in that election, recruits a registrant or certified dental assistant eligible under sections 2.01 and 2.02 to be elected to that position, and recommends that registrant or certified dental assistant to the Board for appointment under section 2.10,
- (f) reviews requests under section 2.02(3) from persons seeking to be deemed eligible to be elected in a Board election, and
- (g) at least every 2 years, reviews and assesses the committee's terms of reference and makes recommendations to the Board for amendment of same.

### **Current Activities:**

In addition to the duties and responsibilities above, the Appointments Committee will be working on the following during the next committee term:

- developing a process for committees to determine the competencies required on each committee and working group;
- assisting the Standards and Guidance Committee in establishing working groups to develop each of the standards documents.

## **Meetings and expectations**

The committee meets **3-4** times per year, but may meet more often if necessary.

Committee meetings are usually 2-4 hours and require preparation. Schedule and meeting length are dependent on member availability and committee workload.

### **Expectations:**

In addition to the expectations for all committee members, members of the Appointments Committee are expected to:

- To review committee member applications
- Each committee member has a personal responsibility to be aware of real or perceived conflict of interest they may have and to declare any conflicts of interest during meetings. Committee members must recuse themselves from any discussions or decision in which they have a conflict. (Refer to Part 5 of the Guide for Applicants)

## Human Resources and Remuneration Committee

### Terms of Reference

#### Mandate

The Human Resources and Remuneration Committee is responsible for overseeing the employment, remuneration and evaluation of the Registrar/CEO, and reviewing the College's policies with regards to human resources.

#### Composition

The committee consists of at least 3 members appointed by the Board and must include at least:

- 1 board member

At least 1/3 of the total membership must consist of public members.

#### Composition Matrix

In addition to the core competencies for all committee members, the college will aim to appoint individuals with the following competencies to join the HR and Remuneration committee:

<b>Assessments</b> Experience assessing performance or facilitating assessments or inspections to determine if requirements have been met.	<b>Financial literacy and expertise</b> Knowledge and understanding of financial administration and management.
<b>Business experience</b> Experience and knowledge of business management practices	<b>Governance expertise</b> Understand how governance works, how committees should function, and be able to think critically about its structure and practices, which result in recommendations to the board.
<b>Human resource expertise</b> Knowledge or expertise in strategic human resource management. This may include workforce planning, employee engagement, succession planning, organizational capacity, compensation, and professional development. Depending on the public agency, knowledge or expertise in CEO performance management and evaluation may be a related asset.	<b>Employment law experience</b> Knowledge of and experience in employment law principles, conflict resolution and procedural fairness will be an asset.



## Authority

In accordance with section 19(t) of the HPA, the Board has the power to establish committees it determines are necessary or advisable. The HR and Remuneration committee was established under this provision and therefore gets its authority from the Board. The HR and Remuneration committee is a board committee and cannot make decisions independent of the Board.

## Duties and Responsibilities

In accordance with the bylaws, the committee

- (a) advises the Board on appropriate remuneration and employment terms for the Registrar,
- (b) reviews College human resource policies and makes recommendations to the Board for amendment of same,
- (c) each year,
  - a. works with the Registrar on
    - i. the preparation of his or her annual goals and objectives, and
    - ii. a self-evaluation of his or her job performance; and
  - b. reporting to the Board on the evaluation of the Registrar's job performance,
- (d) advises the board on appropriate policies and procedures for managing allegations of misconduct against board members, committee members or college employees engaged in carrying out the business of the College;
- (e) at least every 2 years, reviews and assesses the committee's terms of reference and makes recommendations to the Board for amendment of same.

In addition to the bylaws, the committee

- (f) collaborates with the Audit and Risk Committee when reviewing financial matters with regards to remuneration of the Registrar and review of any HR policies with regards to compensation.

### **Current Activities:**

In addition to the duties and responsibilities above, the HR and Remuneration committee will be working on the following during the next committee term:

- reviewing the college human resource policies with regards to compensation;
- determining assessment process for the Registrar/CEO

## Meetings and expectations

The HR and Remuneration Committee meets **1-2** times per year, but may meet more often if necessary.

Committee meetings are usually 2-4 hours and require preparation. Schedule and meeting length are dependent on member availability and committee workload.

### **Expectations:**

In addition to the expectations for all committee members, members of the Human Resources and Remunerations committee are expected to:

- Each committee member has a personal responsibility to be aware of real or perceived conflict of interest they may have and to declare any conflicts of interest during meetings. Committee members must recuse themselves from any discussions or decision in which they have a conflict. (Refer to Part 5 of the Guide for Applicants)