



Policy Category:	Policy Title:	Policy #:
Governance	Bylaws, Policies, & Standards	POL-G-04
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Section 58		Section 19
Authorization:	Date Approved:	Last Revised:
CSHBC Board	February 24, 2017	NEW

PURPOSE

To establish formal processes, delegated to the core committee¹ chairs and the Registrar & CEO, for the development and maintenance of College Bylaws, policies, and standards².

To ensure that College's Bylaws, policies, and standards are effective and reflect the College's public interest mandate.

To ensure that the process for establishing, amending, or repealing bylaws of the College aligns with the regulatory college bylaw amendment process approved by the BC Ministry of Health's Professional Regulation and Oversight Branch (the "PRO").

SCOPE

The development or maintenance of College Bylaws, policies, and standards.

Any member of a core or advisory committee, the Registrar & CEO, the Deputy Registrar, Director, Quality Assurance & Professional Practice, or the Registration and Office Manager may initiate the development or maintenance of a Bylaw, policy, or standard; however, it is the responsibility of the appropriate core committee chair or the Registrar & CEO to submit a draft proposal for a new or revised Bylaw, policy, or standard to the Board for consideration and approval.

POLICY

1. All **BYLAWS** of the College will be established, amended, or repealed as follows:

- a. All draft Bylaw proposals must be pre-approved by the appropriate core committee;
- b. All draft Bylaw proposals must be submitted to the Board for approval in the prescribed form (see "3 Column Document") approximately 7 calendar days prior to the next meeting date of the Board;

¹ Client Relations, Discipline, Finance & Audit, Governance, Human Resources, Inquiry, Quality Assurance & Professional Practice, Registration.

² Guidelines, protocols, and forms (including Certified Practice programs of study) do not require Board approval.

- c. Once approved, and unless the Board recommends further development, the Board will direct the Registrar & CEO to present the draft 3 Column Document to the PRO for consultation.
- d. Where the PRO expresses concern or objections, these will be brought forward to the Board for further consideration;
- e. Once approved by both the Board and the PRO, the Registrar & CEO will retain legal counsel with expertise in legislative drafting to prepare draft bylaw amendment(s) (i.e., the “redline version”);
- f. The Registrar & CEO will provide public notice by submitting a redline version of the proposed bylaw amendment(s) to other regulatory colleges, the PRO, registrants, and the public, for the prescribed maximum 90-day public review period;
- g. Where an Agreement on Internal Trade (“AIT”) notice is required, the Registrar & CEO will submit the AIT form to the PRO. The PRO then forwards it to the Ministry of Jobs, Tourism and Skills Training, and stakeholders in other Canadian jurisdictions, for consideration.
- h. Where a shorter notice period is required, the Registrar & CEO will submit a rationale for the consideration of the Minister of Health. If approved, the Minister specifies a shorter notice period;
- i. At the conclusion of the public review period, the Registrar & CEO and the PRO jointly review feedback received in respect of the proposed bylaw amendment(s);
- j. Where substantive changes to the proposed bylaw amendment(s) are required, the Board approval and public review notice requirements are repeated;
- k. Once the proposed bylaw amendment(s) have received final PRO approval, the Registrar & CEO will prepare a final resolution, and retain legal counsel with expertise in legislative drafting to prepare a final schedule (the “blackline version”), of the proposed bylaw amendment(s) for filing with the PRO;
- l. Pending a final maximum 60-day PRO review period, the Minister’s Office will sign, process, and file the approved bylaw amendment(s) and specify a proclamation date;
- m. Where an early proclamation date is required, the PRO prepares a Minister’s Order (MO) for consideration by the Minister.
- n. The Registrar & CEO will ensure any bylaw amendments brought into force are properly incorporated into the official version of the bylaws posted on the College website.

2. All POLICIES of the College will be established, amended, or repealed as follows:

- a. All draft policy proposals must be pre-approved by the appropriate core committee.
- b. Once approved, and unless further development is recommended, all draft policy proposals must be submitted to the Board for approval in the prescribed form (see CSHBC policy template) at least 7 calendar days prior to the next meeting date of the Board;
- c. Once approved, and unless the Board recommends further development, the Board will direct the Registrar & CEO to post and implement (or repeal) the policy.



- d. All policies are maintained by the Registrar & CEO and posted on the College website. The Registrar & CEO provides copies to the Board whenever policies are amended, and obtains legal counsel as required to ensure compliance with the College's governing legislation.

3. All STANDARDS of the College will be established, amended, or repealed as follows:

- a. All draft proposals for a standard must be pre-approved by the appropriate core committee;
- b. Once approved, and unless the appropriate committee recommends further development, all draft proposals for a standard must be submitted to the Board for approval in the prescribed form (see CSHBC standard template) at least 7 calendar days prior to the next meeting date of the Board;
- c. Once approved, and unless the Board recommends further development, the Board will direct the Registrar & CEO to post and implement (or repeal) the standard.
- d. All standards are maintained by the Registrar & CEO. The appropriate committee chair provides copies to the Board whenever a standard is amended.

CSHBC RELATED DOCUMENTS

College of Speech and Hearing Health Professionals of British Columbia [Bylaws](#).

Government of British Columbia, [Health Professions Act](#), R.S.B.C. 1996, c.183, Victoria, BC: Queens Printer