



Policy Bylaw Consultation	Replaces former policy:	
	<input type="checkbox"/>	Title:
	<input checked="" type="checkbox"/>	N/A
	Date Effective: 2026-06-18	
Last Update: 2026-06-18		
Contact: Kathy Davidson - Executive Director, SGSA		

Policy Statement

When developing or amending CHCPBC bylaws, the Board conducts consultations with the public, with other regulators and with anyone who is affected by the proposed bylaw(s) as required under the *Health Professions and Occupations Act* (HPOA) and CHCPBC Bylaw 2.45.

The Board specifies a consultation period that considers relevant factors, including:

- the nature and complexity of the proposed change
- the degree of potential impact the proposed change may have on licensees or other affected persons, and
- the nature and extent of any public controversy related to the subject matter of the proposed change

Consultation is not conducted for administrative amendments or any matter in which consultation will not modify the bylaw(s). Examples include but are not limited to:

- formatting, numbering, or typographical errors within the bylaws
- changes required by legislation, the Ministry of Health, or the Office of the Provincial Health Officer
- changes to application fees, renewal fees and other fee schedules
- updates to references to practice standards
- updates to education program names

Consultation periods

Consultation period decisions are determined as follows and vary according to the nature of the bylaw, the extent of substantive changes, and the anticipated impact on parties. Decisions related to consultation period are documented with supporting rationale.

1-30 days: Changes that impact a specific group or do not pose risk of public harm and discrimination. Examples include changes to bylaws related to the Board (Bylaw 2.0) or College Administration (Bylaw 4.0) but could include bylaws found in other Parts.



31-60 days: Changes that have impact on several groups and have some risk of public harm and discrimination. Examples include bylaws related to College Records and Information (Bylaw 5.0) or Committees (Bylaw 3.0) but could include bylaws found in other Parts.

61-90 days: Changes that have broad impact on several groups and significant risk of public harm and discrimination. Examples include bylaws related to Licensure (Bylaw 6.0), Quality Assurance (Bylaw 11.0) and Support Programs (Bylaw 14.0) but could include bylaws found in other Parts.

Notice of consultation

The College publishes a notice of the new bylaw or proposed bylaw amendment on the College website with:

- a summary of the bylaw or proposed amendment
- the duration of the consultation period, and
- information on how to submit comments or obtain further information about the proposed bylaw or bylaw amendment

Consultation and cooperation with Indigenous Governing Bodies and other entities representing Indigenous peoples as required by HPOA Section 384(c) is conducted collaboratively with other health regulatory colleges and follows a different process.

1. Policy Rationale and Purpose

This policy sets out how the College meets our consultation obligations under the *Health Professions and Occupations Act* (HPOA), including the Guiding Principles, and the CHCPBC Bylaws.

The policy ensures that when bylaws are drafted or revised, those with whom we consult are fully informed about what to expect, and decision makers are confident that required consultations have been conducted with consideration of the feedback received.

2. Policy Scope

This policy applies to consultations undertaken with the public, other regulators and with anyone who is affected by the new bylaw(s) or bylaw amendment(s) as required under the HPOA.

The policy applies to all staff, committee members and Board members who are involved in bylaw drafting and revision, those who review draft bylaws, and those who approve bylaws.

This policy does not apply to consultation with Indigenous Governing Bodies or other entities representing Indigenous peoples.



3. Duties and Responsibilities

Team Members

Identify and notify their People Manager of any issues in policies, supporting documents, or bylaws which may need to be addressed through a bylaw amendment, including patterns of systemic discrimination or Indigenous-specific racism.

People Managers/Directors

Recognize the changes to policy or process that will require new bylaws or bylaw amendments. Set out bylaw development, revision and approval timelines that accommodate consultation obligations.

Determine (in consultation with their supervisor if necessary) whether the bylaw or bylaw amendment is administrative (no consultation required) or substantive in nature, and the prescribed consultation period.

Document the rationale for the identified consultation period.

Seek approval from Leadership of any draft bylaw(s) or bylaw amendment(s) to proceed to consultation.

Lead or participate in bylaw consultations as required in this policy.

Leadership Team Members

Review and approve new bylaw(s) and bylaw amendment(s) prior to proceeding to consultation.

Lead or participate in bylaw consultations as required in this policy.

Describe how consultation obligations within this policy were met when providing relevant briefing materials to the appropriate committee or Board.

Committee Members/Chair

Confirm consultation obligations within this policy were or will be met when reviewing or approving processes or policies that will result in new or revised bylaws.

Board Members/Chair

Confirm consultation obligations within this policy were met when reviewing or approving new or revised bylaws.

4. Legal and Regulatory Authority

This policy is linked to the following legislation and regulatory documents:

- Health Professions and Occupations Act (HPOA) S384, S387
- Health Professions and Occupations Act, Guiding Principles, S14 and S15
- CHCPBC Bylaws 2.45, 2.46



5. Other Relevant Policies and Documents

This policy is linked to the following other relevant policies and documents:

- CHCPBC Strategic Plan, 2026-2030

6. Key Partnerships

Key partnerships include BC health regulatory colleges and partner groups (licensees, members of the public, specific communities, BC Public Advisory Network, others) who are affected by new bylaws and bylaw amendments.

7. Definitions

None identified.

8. Process Check

The following documents have been consulted and applied to this policy.

- Policy Development Framework (required)
- Anti-Discrimination Measures (S14/15 HPOA) (required if applicable)

9. Resources/References

None identified.

Reviewed by the Board on:		2026-06-18	<input type="checkbox"/> N/A
Reviewed by the Registrar/Deputy Registrar on:			<input checked="" type="checkbox"/> N/A
Date Approved 2026-06-18	Approved By <input checked="" type="checkbox"/> Board <input type="checkbox"/> Committee OR Name Title		
Date Effective 2026-06-18	Revision history	Last Updated:	2026-06-18
Next Review		Previous Update:	
		Previous Update:	



2028-06-18	
Drafted by: Name Kathy Davidson Title Executive Director, SGSA	



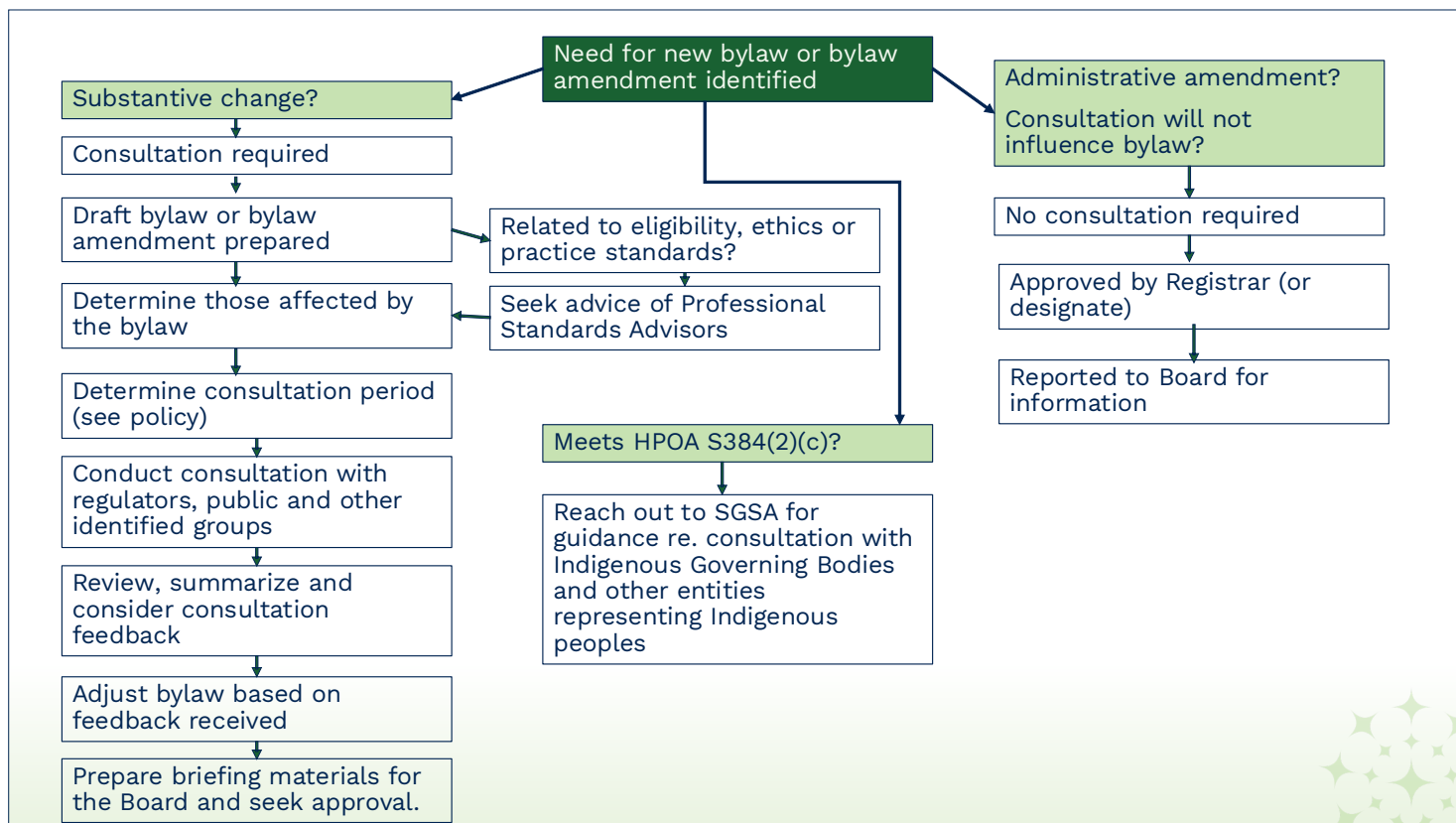
Bylaw Consultation Flowchart

Bylaw changes must include consultation with the public, other regulators and those who are affected by the bylaw. Those who are affected by the bylaw may include staff, licensees, education programs, health authorities, employers, associations, exam providers, national bodies, Board/committee members, specific communities within the public at large, and others.

If the bylaw is about

- discrimination or anti-discrimination measures where Indigenous identity is specifically relevant OR
- about the delivery of a type of health service, if it is provided in accordance with Indigenous practices OR
- about the use of restorative processes that are intended to reflect or be influenced by Indigenous practices

the policy does not apply. Please reach out to the SGSA team for more information about the process taken to consult and collaborate with Indigenous Governing Bodies and other entities representing Indigenous peoples, as required under Bylaw 2.47 and HPOA S384(2)(c).





Guiding Principles

In consideration of the Guiding Principles of the HPOA, the College ensures there are plain language summaries of the proposed bylaw or bylaw amendments to facilitate review and understanding of the impact of the bylaw.

Feedback is gathered via website form. The College implements feedback received where possible and communicates at a high level how revisions were made in response to the feedback received.

Future posting requirements

In consideration of progressing toward increased compliance with the Guiding Principles within the HPOA, in the future, outreach and feedback method(s) will consider:

1. Who is the audience for the outreach?
2. What communication needs does the audience have?
3. What barriers might the audience have, so that outreach and feedback options apply an anti-discriminatory approach?

This will influence the method of outreach and how we collect feedback. The College may work to reach subgroups of the public (e.g. disabled, neurodivergent, queer, racialized, those who do not read or speak English well, etc.) using different methods to gather their feedback in ways that are more accessible to them, with or without an external consultant. Examples include receiving feedback through audio file, video file, phone call, focus group, townhall, survey, etc.