



Policy number	GOV-02
Policy name	Investigation of Council Member
Approved	November 19, 2021
Last reviewed	March 17, 2023
Scheduled review	Q1 2024

POLICY

Council has a standardized and equitable process for investigating concerns that are raised about the conduct of Council members while they are fulfilling their Council duties. Council members shall not engage in any conduct or activity that undermines the College or its objectives.

At the discretion of the Chair (or Vice-Chair) having regard to the nature of a particular concern/complaint, this Policy may be suspended by the Chair (or Vice-Chair) due to any concurrent *Health Professions Act (HPA)* Part 4 complaint proceedings relating to the same facts as those in the concern/complaint.

PROCESS

Notification of Concern

When a concern/complaint is raised about a Council member, it must be addressed in writing to the Council Chair. If the concern regards the Chair, the concern is directed to the Vice-Chair.

1. In the first instance of a concern/complaint being raised about the conduct of a Council member and unless the Chair (or Vice-Chair) determines otherwise, the Council member who is the subject of the concern will be addressed by the Chair (or Vice-Chair), who will outline the allegation, and seek resolution as appropriate. This shall be documented by the Chair (or Vice-Chair).
2. In the second instance of a concern/complaint being raised about the same Council member or where the Chair (or Vice-Chair) determines that the process in item #1 above is not applicable:
 - a. The Council member shall be informed in writing about the concern and the identity of the complainant(s),
 - b. The Council member shall be invited to respond to the allegation in writing to the Chair (or Vice-Chair) within 21 days of receiving the concern.
 - c. After the 21 days noted in b. above, the Chair (or Vice-Chair) will designate an external investigator to investigate the concern/complaint.

Investigation

1. The investigator will be notified, and they will initiate an investigation into the complaint within 14 days. The investigator will provide a report of the investigation to the Chair (or Vice-Chair) and this report will be shared with the entire Council.

Documentation

All documentation regarding the complaint shall be kept confidential once Council has made its decision on the matter.



DEFINITIONS

Concern/complaint means any allegation of a breach of the Code of Conduct by a Council member or an allegation that the Council member should be considered to have automatically ceased to be member of Council in accordance with the Bylaws.

APPENDICES

none

REFERENCES

College of Alberta Denturists. Bylaws. Alberta, Author. Available at:
<https://www.abdenturists.ca/about/legislation-and-bylaws/>

DOCUMENT HISTORY

Date	Action	Rationale
19/11/21	New	Support bylaws
18/11/22	Review	As scheduled
17/03/23	Revision	To align with Bylaws