



# Bylaws

Approved by Council  
February 28, 2025



COLLEGE OF  
**ALBERTA DENTURISTS**

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## 1 DEFINITIONS AND INTERPRETATIONS

### 1.1 Bylaws in force

These Bylaws have been made by the Council pursuant to Section 132 of the *Health Professions Act*, hereinafter known as “the Act”. These Bylaws replace all Bylaws previously in force under the Act.

### 1.2 Definitions

In these Bylaws:

- (a) “Act” means the *Health Professions Act* of Alberta;
- (b) “Bylaws” means these Bylaws;
- (c) “Chair” means the person appointed or elected as President under Section 7 of the Act;
- (d) “College” means the College of Alberta Denturists;
- (e) “Complaints Director” means the complaints director of the College appointed under section 14(3) of the Act;
- (f) “Council” means the Council of the College;
- (g) “Courtesy regulated member” means a person whose name is entered in the courtesy regulated member register under Section 2 of the Regulation;
- (h) “Extenuating circumstances” means situations where there is an unexpected departure of a Council member or if there are no suitable applicants for Council as determined by the Selection Committee;
- (i) “General regulated member” means a person whose name is entered in the general regulated member register under Section 2 of the Regulation;
- (j) “Hearings Director” means the hearings director of the College appointed under section 14(1) of the Act;
- (k) “Member” means a person who is a regulated or non-regulated member of the College;
- (l) “Minister” means the minister defined in Section 1(1)(v) of the Act;
- (m) “Non-regulated member” means a student member, honorary member or associate member of the College;
- (n) “Practice of denturism” means the practice of denturism defined in Section 3 in Schedule 8 of the Act;
- (o) “Practice permit” means a practice permit issued to a regulated member under the Regulation;
- (p) “Provisional regulated member” means a person whose name is entered in the provisional regulated member register under Section 2 of the Regulation;
- (q) “Register” means a register established in accordance with the Act, the Regulation or the College’s Bylaws;
- (r) “Registrar” means the registrar of the College;
- (s) “Regulation” means the *Denturists Profession Regulation* made pursuant to the Act;
- (t) “Standards of Practice” mean the standards of practice adopted by the College under sections 133 and 133.1 of the Act;
- (u) “Supervised employment agreement” means a College approved agreement between a provisional regulated member and one or more general regulated members, as per College policy.

### 1.3 Severable

The provisions of these Bylaws are independent and severable and the invalidity of any part of the Bylaws does not affect the validity of the remainder of the Bylaws, which shall continue in full force and effect.

### 1.4 Number

All words referencing the singular in these Bylaws shall also include the plural where the context requires and vice versa.

### 1.5 Headings

The headings in the Bylaws are for ease of reference only and shall not affect in any way the meaning or interpretation of the Bylaws.

## 2 COUNCIL

### 2.1 Duties and powers

The Council is the governing body of the College and may exercise all the powers and duties granted to a Council under the Act.

### 2.2 Responsibility of Council

Council is the governing body of the College and has the responsibility to enact the powers and duties defined by the Act including, but not limited to:

- 2.2.1 operate within the terms and conditions of the Act, the Regulation and any other applicable legislation;
- 2.2.2 delegate powers established under the Act and these Bylaws to the Registrar, College employees or any College committee and reserve the right to revoke such delegation;
- 2.2.3 establish, review and revise (where appropriate) policies governing the activities of the College;
- 2.2.4 delegate authority and responsibility for the implementation of policy to the Registrar;
- 2.2.5 in accordance with the Act, Council must appoint a:
  - 2.2.5.1 Registrar;
  - 2.2.5.2 Complaints Director; and
  - 2.2.5.3 Hearings Director.
- 2.2.6 To avoid real or perceived conflict, the Registrar may not, unless in an emergency or other unforeseen situation, be named as the Complaints Director. The Complaints Director may not be appointed as the Hearings Director.
- 2.2.7 establish committees as required under the Act and as appropriate to ensure efficient function of the College; and
- 2.2.8 establish the registration, membership, and other applicable fees of the College.

### 2.3 Composition of Council

The Council shall consist of:

- 2.3.1 five regulated members selected in accordance with Bylaw 2.13;
- 2.3.2 the number of public members appointed by the Lieutenant Governor in Council pursuant to the Act; and
- 2.3.3 any non-voting members appointed by Council.

### 2.4 Term of office

- 2.4.1 Subject to interim appointment, the term of office for a regulated

- member of Council shall be three years.
- 2.4.2 Subject to the Bylaws, any Council member whose term of office as a Council member is expiring shall be eligible for re-appointment.
- 2.4.3 Any regulated member of Council may not sit more than two consecutive terms of office unless Council determines there are extenuating circumstances.

## 2.5 Council officers

- 2.5.1 Council shall select a Chair and Vice-Chair from among the members of Council, in accordance with Council policy.
- 2.5.2 A Council member may only be elected as Chair once they have completed at least one year as a Council member.
- 2.5.3 A Council member may only be elected as Vice-Chair once they have completed at least one year as a Council member.
- 2.5.4 The term of a Council officer is two years and may serve a maximum of two consecutive terms as an officer, unless otherwise decided by Council.
- 2.5.5 In the event the term of the Chair or the Vice-Chair extends beyond their Council term; their term will be extended to the completion of the Officer's term.
- 2.5.6 The Chair may call meetings of the officers of Council at any time deemed necessary or advisable.
- 2.5.7 The officers of Council may participate in a meeting of the officers of Council in person, by electronic means or telephone or by other communication facilities that permit all persons participating in the meeting to hear and be heard.
- 2.5.8 If the Chair is temporarily absent or unable to act, the Vice-Chair shall perform the functions, duties, powers, and responsibilities of the Chair.
- 2.5.9 If both the Chair and the Vice-Chair are temporarily absent or unable to act, Council will determine who shall perform the functions, duties, powers, and responsibilities of the Chair.

## 2.6 Duties of the Chair

The Chair shall:

- 2.6.1 perform all duties, which may be prescribed by the Council and as assigned by these Bylaws;
- 2.6.2 chair meetings of Council;
- 2.6.3 be the primary contact for the Council; and
- 2.6.4 be a signatory for the College.

## 2.7 Duties of the Vice-Chair

The Vice-Chair shall:

- 2.7.1 perform other duties, which may be prescribed by the Council, as required.
- 2.7.2 chair meetings of Council when the Chair is not available.
- 2.7.3 be a signatory for the College.

## 2.8 Meetings of the Council

- 2.8.1 Meetings of the Council shall be held at least three times per year, on such dates and at such times and places as may be determined by the Chair, acting reasonably.
- 2.8.2 Meetings of Council may take place in person, by electronic means or telephone or by other communication facilities that permit all persons participating in the meeting to hear and be heard.
- 2.8.3 Unless deemed an emergency by the Chair and sufficient notice cannot be given, notice of the time, date, and place of each meeting of the Council, shall be given to each Council member not less than 14 days before the date when the meeting is to be held.
- 2.8.4 Except when Council otherwise directs, Council meetings are open to regulated members and the public. Notwithstanding the foregoing, Council may direct that a meeting or a portion of a meeting be held *in camera*.

## 2.9 Quorum

- 2.9.1 The quorum, in order to make a Council decision, is a majority of the members of the Council and must include at least one public member.
- 2.9.2 For the purposes of calculating whether a majority of the members of Council is present for a Council decision, public representative positions on Council to which the Lieutenant Governor in Council has not appointed an individual shall not be counted.

## 2.10 Voting

- 2.10.1 Except as otherwise stated in these Bylaws, and regardless of voting method, a decision shall be made by a majority vote of the Council members participating in the vote.
- 2.10.2 Except for the Chair and any non-voting members of Council, each member of Council shall have one vote. In the event of a tie vote, the Chair of the Council shall then cast a deciding vote.

## 2.11 Eligibility to be a regulated member Council member

- 2.11.1 Every regulated member who meets the following is eligible to be a Council member:
  - 2.11.1.1 is registered on the College's General Register;
  - 2.11.1.2 has a minimum of three years of regulated denturist practice;
  - and
  - 2.11.1.3 is a resident of the Province of Alberta.
- 2.11.2 Despite (2.11.1) above, a regulated member is not eligible to be a Council member if the regulated member:
  - 2.11.2.1 Is considered not to be considered in good standing with the College which includes:
    - 2.11.2.1.1 the regulated member is insolvent, or is in arrears greater than 30 days in payment of any fees, dues or levies assessed by the College.
    - 2.11.2.1.2 the regulated member is the subject of an investigation under the Act.
    - 2.11.2.1.3 the regulated member is found to be in contravention of the Act, the Regulation, or these Bylaws, or is subject of a finding of unprofessional



- conduct by a hearing tribunal under the Act.
- 2.11.2.1.4 is incapacitated.
- 2.11.2.2 has been convicted of an indictable offence.
- 2.11.2.3 is elected to federal or provincial public office.
- 2.11.2.4 represents denturists in collective bargaining or in proceedings under a collective bargaining agreement.
- 2.11.2.5 is a union representative for denturists.
- 2.11.2.6 is an officer or senior employee, or has been within the immediately preceding year, of a professional association that represents members of a regulated health profession.
- 2.11.2.7 is a College employee.
- 2.11.2.8 is within the three years immediately before applying for an appointment, the regulated member's practice permit was suspended or cancelled pursuant to Part 4 of the Act.
- 2.11.2.9 has completed two consecutive terms as a Council member and has not been absent from Council for a minimum of two years.

## 2.12 Council members ceasing to hold office

### 2.12.1 Automatic termination

- 2.12.1.1 A regulated member of Council automatically ceases to be a Council member if:
  - 2.12.1.1.1 the member provides a letter of resignation to the Chair or Registrar
  - 2.12.1.1.2 the member is suspended or ceases to be a regulated member.
  - 2.12.1.1.3 the member is found guilty of unprofessional conduct under the Act or makes an admission of unprofessional conduct that is accepted by a hearing tribunal in accordance with the Act,
  - 2.12.1.1.4 the member is subject to the provisions of governance policy PC-03 (Council Members and Part 4 Health Professions Act Professional Conduct Proceedings)
  - 2.12.1.1.5 the member ceases to meet the requirements set out in Bylaw 2.11

### 2.12.2 Complaints about Council members

- 2.12.2.1 A person may make a written complaint regarding the conduct of a Council member (outside of conduct pertaining to unprofessional conduct under the HPA) to the Chair or Vice-Chair if the Council member:
  - 2.12.2.1.1 Has been found guilty of an offence under the *Criminal Code of Canada*, or
  - 2.12.2.1.2 Is or has been engaged in any conduct or activity that undermines the College or its objectives.
- 2.12.2.2 On receipt of a written complaint under subsection 2.12.2.1, the Chair or Vice-Chair shall arrange for an investigation to be conducted in accordance with the process approved by Council.
- 2.12.2.3 If, following the investigation conducted under subsection 2.12.2.2, the Chair or Vice-Chair determines there are reasonable grounds to believe the Council member who is the subject of the complaint has been found guilty of an offence





under the *Criminal Code of Canada*, or is or has been engaged on conduct or activity that undermines the College or its objectives, then the Chair or Vice-Chair shall call a meeting, or ask the Chair to call a meeting, to review and discuss the results of the investigation.

2.12.2.4 Council shall consider the matter and vote on the following question:

2.12.2.4.1 If the Council member is a regulated member, “Are you in favour of removing \_\_\_\_\_ as a member of Council?”

2.12.2.4.2 If the Council member is a public member, “Are you in favour of recommending to the Lieutenant Governor in Council that the appointment of \_\_\_\_\_ to Council be rescinded?”

2.12.2.5 The Council member who is the subject of the complaint may attend any such meeting of Council and be heard; however, that member shall abstain from the vote on the issue and shall be absent during the vote on the issue.

2.12.2.6 In a vote under subsection 2.12.2.4, the Chair shall be entitled to vote unless the Chair is the subject of the complaint.

2.12.2.7 If two-thirds or more of the Council members present and voting vote in favour of the questions in subsection 2.12.2.4 above

2.12.2.7.1 If a regulated member is the subject of the complaint, then they shall be removed from the office effective immediately

2.12.2.7.2 If a public member is the subject of the complaint, then Council shall recommend to the Lieutenant Governor in Council that their appointment be rescinded.

2.12.2.8 If two-thirds or more of the Council members present and voting do not vote in favour of the question in subsection 2.12.2.4 above, then the member who is the subject of the complaint shall not be removed from office and Council shall proceed to consider the seriousness of the issue and may take other action as deemed appropriate.

2.12.3 Vacancies

2.12.3.1 If a regulated member of Council is unable to complete their term of office, Council may appoint a member on the general register to serve the remainder of the term of office

2.12.3.2 If the office of the Chair becomes vacant before the Chair’s term of office would normally end, a new Chair shall be selected by Council from among the Council members, in accordance with Council policy.

## **2.13 Selection of regulated members of Council**

2.13.1 The selection of regulated members of Council shall take place as follows:

2.13.1.1 Selection Committee

2.13.1.1.1 The Selection Committee shall be responsible for recruitment of potential Council members for Council vacancies, at any time where a vacancy or



- shortage of regulated members of Council occurs.
- 2.13.1.1.2 At least 90 days prior to the end of Council term, the Selection Committee determines which Council member's terms are expiring or where a vacancy is occurring and determine the skills and competencies that Council will require in the following term.
- 2.13.1.1.3 At least 60 days prior to the end of the Council term, the Registrar sends communication to all regulated members regarding the process of Council member selection and applicable timelines.
- 2.13.1.1.4 Completed application forms are to be forwarded to the Selection Committee, who will then determine which regulated members have been selected to continue through the selection process.
- 2.13.1.2 Selection
  - 2.13.1.2.1 Once the Selection Committee has completed the assessment process, the committee will do one of the following:
    - 2.13.1.2.1.1 provide a slate of appropriate applicants for election by the regulated membership.
    - 2.13.1.2.1.2 if there are a number of appropriate applicants equal to the number of Council vacancies, the committee will inform Council of their recommendation.
    - 2.13.1.2.1.3 Where there are no appropriate applicants for Council vacancies, the committee may recommend a regulated member to Council to fill the vacancy.
  - 2.13.1.2.2 Council will consider its needs, the recommendation(s) from the committee, and the applicant and may confirm the candidate(s) for vacant Council position(s).
- 2.13.1.3 Reporting and Notification of Selection
  - 2.13.1.3.1 Council Chair, or their delegate, will notify all applicants, regulated members, and any relevant stakeholders of the results of the selection within 30 days of the selection.

### 3 REGISTRATION

#### 3.1 Registration Committee

- 3.1.1 A Registration Committee is hereby established and may carry out the powers and duties set out in the Act, the Regulation, and these Bylaws.
- 3.1.2 There shall be no fewer than three regulated members on the Registration Committee for a term to be determined by Council.
- 3.1.3 Council shall designate a member of the Registration Committee to act as Chair.
- 3.1.4 Quorum of the Registration Committee shall be three members.
- 3.1.5 A decision of the Registration Committee shall be by majority vote of the members participating in the vote.
- 3.1.6 The Registration Committee shall be responsible to:
  - (a) carry out duties and responsibilities of a Registration Committee under the Act



- (b) carry out duties and responsibilities of a Competence Committee under the Act
  - (c) consider and decide on an application for registration that is referred by the Registrar.
  - (d) pursuant to Section 43(4) of the Act, shall consider a referral from the Registrar concerning a regulated member who has not complied with conditions respecting the member's practice permit and may direct the Registrar to cancel the member's registration and practice permit.
- 3.1.7 Subject to the Act, the Regulation, these Bylaws, and any Terms of Reference approved by Council, the Registration Committee may determine its own procedures.

### 3.2 Professional liability insurance

- 3.2.1 A regulated member must maintain professional liability insurance (PLI) that provides the coverage specified, by Council, in these Bylaws.
- 3.2.2 An applicant for registration as a regulated member must provide evidence satisfactory to the Registrar or Registration Committee that they have PLI that provides coverage specified, by Council, in these Bylaws
- 3.2.3 a regulated member must provide evidence of PLI to the College at any time upon request.
- 3.2.4 Council specifies that, for the 2025 registration year, a PLI policy must include coverage for \$2,000,000 per occurrence and \$2,000,000 annual aggregate.
- 3.2.5 Council specifies that, for the 2026 registration year and onward, a PLI policy must:
  - a. Specifically identify the applicant or regulated member
  - b. Include coverage for:
    - i. PLI with a limit of a minimum of \$1,000,000 per occurrence and \$5,000,000 annual aggregate; and
    - ii. Legal defence coverage for the regulated member with a liability limit of at least \$50,000 per occurrence and annual aggregate.
  - c. Have an extended reporting period of a minimum of three years.
- 3.2.6 A regulated member must immediately notify the College of any cancellation of the PLI.

### 3.3 Citizenship

An applicant for registration as a regulated member must provide evidence satisfactory to the Registrar or Registration Committee that the applicant is a Canadian citizen or is lawfully admitted to and entitled to work in Canada.

### 3.4 Language proficiency

- 3.4.1 An applicant for registration as a regulated member must be sufficiently proficient in English to be able to engage safely and competently in the practice of the profession.
- 3.4.2 An applicant may be required by the Registrar or Registration Committee to demonstrate proficiency as required by subsection 3.4.1 in accordance with requirements approved by Council.



### 3.5 Equivalent jurisdictions

- 3.5.1 In the absence of a legitimate objective issued by the Government of Alberta, the following jurisdictions are recognized as having substantially equivalent competence and practice requirements for the purposes of section 28(2)(b) of the Act:
  - 3.5.1.1 Canadian provinces
  - 3.5.1.2 Canadian territories
- 3.5.2 An applicant for registration as a regulated member pursuant to section 28(2)(b) of the Act must:
  - 3.5.2.1 Provide a complete application.
  - 3.5.2.2 Provide a letter of Standing from their current jurisdiction.

### 3.6 Registration applications

- 3.6.1 The Registrar shall consider all complete applications for registration as a regulated member.
- 3.6.2 When a supervised practice agreement is required to be part of a completed application, the supervising dentist must be on the general register and in good standing.
- 3.6.3 The Registrar, in their sole discretion, may refer applications for registration to the Registration Committee for review and decision.

### 3.7 Practice permits

- 3.7.1 A practice permit shall be effective on January 1 and shall expire on December 31 of each year, unless otherwise indicated on the practice permit.
- 3.7.2 A completed application for a practice permit renewal, along with full payment of the required fee(s), must be completed by the member, no later than November 30 each year.
- 3.7.3 The Registrar shall consider all complete applications for practice permits.
- 3.7.4 The Registrar, in their sole discretion, may refer practice permit applications to the Registration Committee for review and decision.
- 3.7.5 A regulated member who has not completed their registration renewal and payment of applicable fees by the renewal date shall be subject to an administration fee. The fee shall be determined by Council.

### 3.8 Reinstatement applications (non-disciplinary)

- 3.8.1 A regulated member whose registration and practice permit are cancelled under the Act, except if cancelled under Part 4 of the Act, may apply for reinstatement.
- 3.8.2 The Registrar, in their sole discretion, may refer any application for reinstatement to the Registration Committee.

### 3.9 Practice permit cancellation

- 3.9.1 When a member fails or neglects to apply for a practice permit and/or remit any required fees, costs, levies and/or assessments by 11:59 p.m. on November 30 of each year, following a 30-day notice as per the Act, their registration and practice permit shall be automatically suspended, and their employer (if appropriate) shall be notified.
- 3.9.2 If it is determined that a regulated member has failed to comply with conditions imposed under s. 40(2) of the Act, within the time specified, the Registrar may cancel the regulated member's practice permit and



registration or refer the matter to the Registration Committee for consideration.

- 3.9.3 A regulated member may cancel their practice permit and registration by submitting the appropriate form(s) to the College. The College shall refund in accordance with the College Fees Policy.

### 3.10 Protected titles

- 3.10.1 It is recognized that, in accordance with the Act, the Regulation, and the Standards of Practice the titles of dentist, registered dentist and provisional dentist may be used only by regulated members of the College of Alberta Denturists, as appropriate.
- 3.10.2 It is recognized that the following titles may be used by regulated members of the College of Alberta Denturists
- 3.10.2.1 DD
  - 3.10.2.2 Denture specialist
- 3.10.3 It is recognized that the title courtesy dentist may be used only by regulated members registered on the courtesy register of the College of Alberta Denturists

## 4 REGISTERS

### 4.1 Information regarding regulated members and applicants

- 4.1.1 A regulated member or an applicant for registration as a regulated member must provide the following information, in addition to that required under sections 33(3) of the Act, to the Registrar or Registration Committee when requested by the Registrar or Registration Committee and when there are any changes to the information:
- 4.1.1.1 the following personal information and academic information:
    - 4.1.1.1.1 Legal name
    - 4.1.1.1.2 Preferred name
    - 4.1.1.1.3 Date of birth
    - 4.1.1.1.4 Contact information (i.e., mailing address, physical address, mobile phone numbers)
    - 4.1.1.1.5 Gender
    - 4.1.1.1.6 Profile photo
    - 4.1.1.1.7 Graduating institution
    - 4.1.1.1.8 Year of graduation
    - 4.1.1.1.9 Citizenship information
    - 4.1.1.1.10 Information with respect to the registration examination
  - 4.1.1.2 the following information respecting the regulated member's or applicant's practice:
    - 4.1.1.2.1 Employer name(s)/site owner
    - 4.1.1.2.2 Employer contact information
    - 4.1.1.2.3 Employment status
    - 4.1.1.2.4 Employment timeline
    - 4.1.1.2.5 Employer physical address
    - 4.1.1.2.6 Employer contact information



- 4.1.2 The College may disclose information collected under subsection 4.1.1 about a regulated member:
  - 4.1.2.1 with the consent of the regulated member, or
  - 4.1.2.2 in a summarized or statistical manner so it is not possible to relate the information to the regulated member or any other identifiable person.

#### **4.2 Changes to Information on regulated members registers**

The Registrar may enter, change, or remove information from the regulated members register[s].

#### **4.3 Registration/membership year**

The registration/membership year for regulated and non-regulated members is the first day of January to the last day of December.

#### **4.4 Non-regulated member registers**

- 4.4.1 The following registers of non-regulated members are hereby established:
  - 4.4.1.1 student register
  - 4.4.1.2 associate register
- 4.4.2 Associate register
  - 4.4.2.1 The associate register will cease as of January 1, 2023. Until that time, the following apply.
  - 4.4.2.2 An individual who meets the criteria below may apply to the Registrar for membership in the College of Alberta Denturists on the associate register.
    - 4.4.2.2.1 is a former regulated member of the College.
    - 4.4.2.2.2 is not currently practicing the profession in Alberta.
  - 4.4.2.3 The associate register shall contain, with respect to each person entered on the register, the following information:
    - 4.4.2.3.1 Name, address, telephone number, email address
    - 4.4.2.3.2 Past College registration information
    - 4.4.2.3.3 Any other information requested and provided by the person with their consent.
  - 4.4.2.4 Individuals designated as an associate member are not issued a practice permit and are not permitted to independently provide restricted activities and/or denturist services in Alberta.
  - 4.4.2.5 Associate members shall be required to renew their membership annually.
  - 4.4.2.6 An individual on the associate register shall be entitled to:
    - 4.4.2.6.1 Receive publications from the College.
    - 4.4.2.6.2 Attend the membership meeting.
- 4.4.3 Student register
  - 4.4.3.1 An individual who meets the criteria below may apply to the Registrar for membership in the College of Alberta Denturists on the student register.
    - 4.4.3.1.1 is currently enrolled in an approved denturist technology program in Alberta; and
    - 4.4.3.1.2 pays the fees as per the College fee schedule.



- 4.4.3.2 The student register shall contain, with respect to each person entered on the register, the following information:
  - 4.4.3.2.1 Name, mailing address, telephone number, email address
  - 4.4.3.2.2 Educational institution
  - 4.4.3.2.3 Expected year of graduation
  - 4.4.3.2.4 Any other information requested and provided by the person with their consent.
- 4.4.3.3 Individuals designated as a student member, are not issued a practice permit, and are not permitted to independently provide restricted activities and/or denturist services in Alberta. Student members are permitted to provide restricted activities and/or denturist services only under the direct supervision of a regulated member within the context of a denturist technology program approved by Council.
- 4.4.3.4 Student membership shall be granted for the period of time that the individual is actively enrolled in a denturist technology program in Alberta approved by Council.
- 4.4.3.5 An individual on the student register shall be entitled to:
  - 4.4.3.5.1 Receive publications from the College.
  - 4.4.3.5.2 Attend the membership meeting.
  - 4.4.3.5.3 Have their application fee waived upon initial registration with the College at the conclusion of their entry-to-practice educational program.

#### **4.5 Members in good standing**

- 4.5.1 A member of the College shall be in good standing only if:
  - 4.5.1.1 no fees or levies are owing to the College;
  - 4.5.1.2 any fines, costs or penalties have defined arrangements for payment(s) and there is no delinquency in said payment; and
  - 4.5.1.3 in the case of regulated members, the regulated member:
    - 4.5.1.3.1 has a valid practice permit; and
    - 4.5.1.3.2 their registration has not been cancelled or suspended pursuant to Part 4 of the Act.

#### **4.6 Change of member information**

- 4.6.1 A member shall notify the Registrar of any change in the information contained in any register, which relates to that member, as soon as reasonably possible. The member is required to submit the appropriate change via their online member profile or by contacting the College directly. The Registrar may then update the register accordingly.
- 4.6.2 For the purposes of Section 33(5) of the Act, the Registrar may enter and remove information concerning non-regulated members, from the applicable register(s).
- 4.6.3 Subject to the Act, the Registrar, in their sole discretion, may amend or delete any information on any register or record of the College, which is irrelevant, inaccurate, or outdated.



## 5 CONTINUING COMPETENCE

- 5.1 A Competence Committee is hereby established and may carry out the powers and duties set out in the Act, the Regulation, the Standards of Practice, and these Bylaws.
- 5.2 There shall be no fewer than three members on the Competence Committee, the majority of which shall be regulated members, for a term to be determined by Council.
- 5.3 Council shall designate a member of the Competence Committee to act as Chair.
- 5.4 Quorum of the Competence Committee shall be three members.
- 5.5 A decision of the Competence Committee shall be by majority vote of those participating in the vote.
- 5.6 The Competence Committee may undertake any power or duty given to it under the Act, including but not limited to, making recommendations to the Council on continuing competence requirements, considering an application for registration or a practice permit renewal, placing conditions or restrictions on a practice permit or cancelling a practice permit.
- 5.7 Subject to the Act, the Regulation, these Bylaws, and any Terms of Reference approved by Council, the Competence Committee may determine its own procedures.

## 6 PROFESSIONAL CONDUCT

### 6.1 Membership List

- 6.1.1 Council shall appoint no fewer than eight regulated members to the membership list referenced in Section 15 of the Act. This list shall be used for appointing regulated members to both Hearing Tribunals and Complaint Review Committees.
- 6.1.2 Regulated members on the membership list shall not be officers or senior employees of a professional association or a labour union that represents the College's members.
- 6.1.3 A person shall not sit on a Complaint Review Committee and a Hearing Tribunal with respect to the same matter.

### 6.2 Complaint Review Committee

- 6.2.1 A Complaint Review Committee consists of the regulated members and public members appoint to it by the Hearings Director
- 6.2.2 The Hearings Director shall appoint a Chair of each complaint review committee.
- 6.2.3 A quorum for a Complaint Review Committee is two regulated members and the number of public members required by section 12(1) of the Act.
- 6.2.4 A decision of the Complaint Review Committee shall be by majority vote. If a Complaint Review Committee is sitting with an even number and there is a tie vote, then the chair shall cast a second and deciding vote.
- 6.2.5 Subject to the Act, the Regulation, these Bylaws, and any Terms of Reference approved by Council, a Complaint Review Committee may determine its own procedures.

### 6.3 Hearing Tribunal

- 6.3.1 A Hearing Tribunal consists of the regulated members and public members appoint to it by the Hearings Director





- 6.3.2 The Hearings Director shall appoint a Chair of each Hearing Tribunal.
- 6.3.3 A quorum for a Hearing Tribunal is two regulated members and the number of public members required by section 12(1) of the Act.
- 6.3.4 A decision of the Hearing Tribunal shall be by majority vote. If a Hearing Tribunal is sitting with an even number and there is a tie vote, then the Chair shall cast a second and deciding vote.
- 6.3.5 Subject to the Act, the Regulation, these Bylaws, and any Terms of Reference approved by Council, a Hearing Tribunal may determine its own procedures.

## 6.4 Appeals, Practice Permit and Registration Reviews

### Committee

- 6.4.1 An Appeals Committee is hereby established, from which panels shall be selected.
- 6.4.2 Council shall appoint all members of Council to the Appeals Committee, unless otherwise agreed by Council, half of whom shall be regulated members of Council and half of whom shall be public members of Council.
- 6.4.3 Council members shall be appointed to the Appeals Committee for the length of their term on Council.
- 6.4.4 Council members appointed to the Appeals Committee shall continue to hold office after the expiry of their term on the Appeals Committee or their term on Council for the sole purpose of concluding hearings under subsection 6.4.5 that have commenced but have not been completed.
- 6.4.5 A panel of Council from the appeals committee shall:
  - 6.4.5.1 Carry out the duties and powers of Council under section 31 of the Act.
  - 6.4.5.2 Carry out the duties and powers of Council under section 41 of the Act.
  - 6.4.5.3 Carry out the duties and powers of Council under sections 87 to 89 of the Act.
  - 6.4.5.4 Carry out the duties and powers of Council under section 93 of the Act.
  - 6.4.5.5 Carry out the duties and powers of Council under sections 118(6) to 118(8) of the Act.
- 6.4.6 A quorum for a panel of the Appeals Committee shall be two regulated members of Council and the number of public members of Council required by section 12(1) of the Act.
- 6.4.7 Council shall appoint a Chair of the Appeals Committee who will select the members of the Appeals Committee who will sit on a particular panel and will appoint a Chair of each panel.
- 6.4.8 A decision of a panel of the Appeals Committee shall be by majority vote. If a panel is sitting with an even number and there is a tie vote, then the Chair shall cast a second and deciding vote.

### Appeal & Review Filing Deadlines & Submissions

For this Bylaw 6.4.9,

- (a) "appellant" means the person requesting a review or commencing a Part 4 HPA discipline appeal;
- (b) "hearing date" means the date for a review or appeal as the case may be;
- (c) "hearing" means a review or appeal hearing commenced under the HPA; and



(d) “chair” means the chair of the appeal or review body.

#### **Appellant Submission Filing Deadline**

6.4.9 At least six weeks before the scheduled hearing date, the appellant must:

6.4.9.1 Submit an electronic copy of their written submission and the relevant legal authorities to the Hearings Director, for distribution to the appeal or review body, and the respondent.

6.4.9.2 Where a written submission is not intended to be made, advise the Hearings Director and the respondent, in writing, that a written submission will not be provided.

#### **Respondent Submission Filing Deadline**

6.4.10 At least four weeks before the scheduled appeal or review date, the respondent must:

6.4.10.1 Submit an electronic copy of their written submission and the relevant legal authorities to the Hearings Director, for distribution to the appeal or review body, and the appellant

6.4.10.2 Where a written submission is not intended to be made, advise the Hearings Director and the respondent, in writing, that a written submission will not be provided.

#### **Submission Requirements**

6.4.11 Written submissions must:

6.4.11.1 Be typed in at least 12-point font

6.4.11.2 Be single spaced

6.4.11.3 Not exceed 30 single-sided pages

6.4.11.4 Be in electronic PDF format

6.4.11.5 Contain copies of any caselaw referred to or hyperlinks to such caselaw

6.4.11.6 Caselaw attached to a written submission must contain highlights of relevant paragraphs

#### **Oral Argument Requirements**

6.4.12 Each party will have up to 60 minutes for oral arguments during the appeal or review. Additional time may be granted to answer questions at the discretion of the appeal or review body.

#### **Written Requests for Changes**

6.4.13 A written request to:

6.4.13.1 Extend the filing deadline for a written submission must be submitted to the Hearings Director in writing with written notice to the opposing party. The opposing party will be provided an opportunity to respond, and the chair will decide on the request.

6.4.13.2 Increase the page limit for a written submission must be submitted to the Hearings Director in writing with written notice to the opposing party. The opposing party will be provided an opportunity to respond, and the chair will decide on the request.

6.4.13.3 Increase the time limit for oral arguments must be submitted to



the Hearings Director in writing with notice to the opposing party. The opposing party will be provided an opportunity to respond, and the chair will decide on the request.

### **6.5 Reinstatement applications under Section 45.1 of the Act**

On completing a review of an application for reinstatement from a person whose practice permit and registration were cancelled under Part 4 of the Act, the Registrar or Registration Committee may order the person to pay any or all of the College's expenses including but not limited to the following:

- a) Remuneration for the Registrar or Registration Committee
- b) Expenses for the Registrar or Registration Committee
- c) Costs for legal counsel for the Registrar or Registration Committee
- d) Expenses for legal counsel for the Registrar or Registration Committee

### **6.6 Designations by Council under Sections 65 and 86 of the Act**

- 6.6.1 Council shall designate an individual or committee to make decisions under section 65(1) of the Act as required.
- 6.6.2 Council shall designate an individual or committee to make decisions under section 86(1) of the Act as required.

## **7 COLLEGE ADMINISTRATION**

### **7.1 College office**

The office of the College of Alberta Denturists shall be located in the province of Alberta in the greater Edmonton area, or such other location as may be determined by Council.

### **7.2 Fiscal year**

The fiscal year of the College begins on January 1 and ends on December 31.

### **7.3 Audit**

Following each fiscal year of the College, there must be an audit of the College's financial books, records and accounts by a chartered accountant, certified management accountant or certified general accountant, who is registered under the *Chartered Professional Accountants Act*. This person/firm is appointed by Council.

### **7.4 Seal of the College**

The College shall have a seal, which shall have inscribed thereon, "College of Alberta Denturists", and the seal shall be kept at the main office of the College.

### **7.5 Signing authority**

- 7.5.1 There shall be two of the following four persons designated by Council with signing authority on behalf of the College:
  - (a) College Registrar
  - (b) Council Chair
  - (c) Council Vice-Chair
  - (d) Council appointed individual
- 7.5.2 The disbursement of funds and appropriate signatories shall be as per Council policy.

### **7.6 Deposit and investments of funds**

Monies of the College shall only be deposited in one or more Canadian financial institutions, chartered under the Canadian *Bank Act*, provided that both principal and interest of such deposits are fully guaranteed.

## **7.7 Use of funds**

- 7.7.1 The College may make use of all revenues received from membership fees and other sources of income to carry out the objectives of the College.
- 7.7.2 Financial policy pertaining to the College shall be determined by Council and the College shall publish annually a copy of its financial information in the form required by the Minister under section 4(1)(f) of the Act.

## **7.8 Forms and documents**

The Registrar is authorized to prescribe such forms, certificates, permits or other documents that may be required for the purposes of the Act, the Regulation, or these Bylaws.

## **7.9 Remuneration and reimbursement**

- 7.9.1 Council and Committee members of the College shall receive compensation for their services as a committee member pursuant to the College Policy.
- 7.9.2 Committee members of the College shall be reimbursed for expenses incurred during discharge of applicable duties pursuant to the College Policy.

## **7.10 Fees, dues, and levies for applicants and members**

- 7.10.1 The Council shall establish fees, costs, levies and/or assessments for the following:
  - (a) application fees
  - (b) administration fees
  - (c) registration and practice permit fees payable by regulated members
  - (d) fees for reviews or appeals of any decisions provided for in the Act
  - (e) examination fees
  - (f) any other fees payable by regulated and/or non-regulated members
  - (g) other fees payable by any other third-party or non-member as deemed necessary by the Council.
  - (h) Council may direct the College to charge a further fee to regulated and/or non-regulated members in the circumstances where a fee described in subsection 7.10.1 is not paid on or before the required date for payment.
- 7.10.2 Council may, acting reasonably and upon deliberations with College administration, access or levy an emergency cost, fee, levy, or assessment from the members, to address a financial emergency that is before the College which fundamentally affects the ability of the College to carry out its required duties.



## 8 COMMITTEES

### 8.1 Examination Committee

- 8.1.1 There shall be no fewer than three members on the Examination Committee, the majority of which shall be regulated members, for a term to be determined by Council.
- 8.1.2 Council shall designate a member of the Examination Committee to act as Chair.
- 8.1.3 Quorum of the Examination Committee shall be two members of the committee.
- 8.1.4 A decision of the Examination Committee shall be by majority vote of those participating in the vote.
- 8.1.5 The Examination Committee may develop and implement provincial registration examinations for the profession.

### 8.2 Other Committees

- 8.2.1 In addition to committee established in the Act or in these Bylaws, Council may establish such committees as it considers necessary in carrying out its duties and responsibilities.
- 8.2.2 Council shall set out a process in policy for the appointment and removal of members of committees established under section 8.2.1.

### 8.3 Terms of Reference for Committees

Council shall approve terms of Reference for all committees established in the Act, in these Bylaws, and under Bylaw 8.2.1.

## 9 CODE OF ETHICS AND STANDARDS OF PRACTICE

### 9.1 Development and adoption

The Council pursuant to Section 133 of the Act has developed and approved a Code of Ethics and a Standards of Practice for the practice of denturism.

### 9.2 Changes to the Code of Ethics and Standards of Practice

- 9.2.1 Council may adopt or amend a Code of Ethics or Standards of Practice in accordance with the consultation process set out at section 133 of the Act.
- 9.2.2 No fewer than 21 days before adopting a proposed Code of Ethics or Standards of Practice or amendment, Council shall provide a copy to regulated members or post a copy on the College's website for review and comment and shall indicate a deadline for Council to receive written comments.
- 9.2.3 Council shall consider any written submissions received in accordance with subsection 9.2.2 before making a decision.

## 10 BYLAWS

- 10.1 The Bylaws may be amended, or new Bylaws implemented by Council by majority vote at any meeting of Council.
- 10.2 Within 30 days of ratification of the new Bylaws or the amendments to the Bylaws, the College shall make them publicly available.
- 10.3 All Bylaws so amended shall be binding on regulated members of the College.



- 10.4 The Executive Director & Registrar is authorized to make any corrections to article and section designation, punctuation, grammar, and cross-referencing, except where this would change the intent or meaning of the Bylaw.
- 10.5 Notwithstanding anything to the contrary in the Bylaws, the Council may temporarily suspend and/or amend portions of the Bylaws during an internal or external disaster, a public health emergency, a state of emergency, or similar event to ensure efficient functioning of the College provided:
- (a) A Council motion lists specific Bylaw suspensions and/or amendments, and the number of days of the suspensions or amendments are in effect, is approved by simple majority vote of the Council.
  - (b) The motion specifies the number of days the suspension or amendment is in effect, not to exceed 120 days.

## 11 PUBLICATION

- 11.1 The Executive Director & Registrar has authority to publish or distribute information as permitted or required under the Act, the Regulation, the *Personal Information Protections Act*, SA 2003, c P-6.5, any other enactment that applies to the College, or as otherwise permitted or required by law.
- 11.2 The College may publish, on the College website, all Hearing Tribunal Decisions and Orders, and any appeal decisions by Council made under Part 4 of the Act, with or without disclosure of the member's name, as stipulated in a Hearing Tribunal Decision and Order, in an appeal decision by Council, and/or the Act.
- 11.3 In accordance with the Act, and in addition to the matters required to be published pursuant to the Act, the College website may include:
- (a) Information and applicable forms for registration as a regulated or non-regulated member
  - (b) Public registry to include:
    - i. Member name
    - ii. Registration number
    - iii. Registration status and time frame
    - iv. Conditions of registration
    - v. Directions made pursuant to s. 118(4) of the Act
  - (c) Information about
    - i. the College
    - ii. the profession
    - iii. membership requirements
    - iv. professional conduct
    - v. Continuing Competence matters
    - vi. Registration examination
  - (d) Patient Relations Program
  - (e) news and events
  - (f) labour mobility
  - (g) links to associated and applicable organizations and resources
  - (h) upcoming hearings or appeals; and
  - (i) any other matter determined appropriate for publication on the College website, in the sole discretion of the Registrar.