



Policy number	GP-31
Policy name	Committees
Approved	November 18, 2022
Last reviewed	February 28, 2025
Scheduled review	Q1 2027

## **POLICY**

Council is ultimately responsible for the performance of College committees and manages them through the lens of the public interest.

### **Committee constitution**

Each committee is constituted according to its Terms of Reference. Each committee's Terms of Reference are approved by Council.

### **Committee member recruitment**

The recruitment of committee members is managed by the Executive Director. This includes communication and selection. Selection may be made in conjunction with the committee Chair.

The College aims to have diversity on College committees that represent its membership. Considering committee vacancies, regulated members are selected for committees based on their interest, experience, registration and professional conduct status, and demographic representation.

### **Appointment of committee Chairs**

Council appoints committee Chairs from the committee composition, on the recommendation of the Executive Director and/or committee, unless otherwise stated in legislation.

### **Suspension of committee members**

Should a committee member be the subject of an investigation related to a professional conduct matter, they may be suspended from the committee by the committee Chair until the matter is concluded. Should the matter conclude with the finding that the investigated member performed wrongdoing, the suspended committee member will be referred to Council for removal from the committee on the recommendation of the committee Chair.




If the committee Chair is the investigated member, the matter will be referred to Council for suspension. The suspension will be recommended by the Executive Director & Registrar.

### **Removal of committee members**

Council may receive recommendations from a committee, committee Chair, or the Executive Director & Registrar to remove a committee member by majority vote.

### **Indicators**

Council may consider the removal of a committee member when:

-  The individual is absent for at least 50% of scheduled meetings.
-  The individual continually fails to complete assigned tasks in a reasonable timeframe, as determined by the committee.
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- ☒ The committee of which the individual is a member raises significant concerns about the individual including, but not limited to, the individual's accountability to the College and profession, conduct, competence, breach of confidentiality, or undeclared conflict of interest.
- ☒ The individual conducts themselves in a manner that brings the College or Council into disrepute.
- ☒ The individual jeopardizes the focus and function of the College with a non-regulatory agenda.
- ☒ The individual is the subject of an investigation related to a professional conduct matter.
- ☒ The individual is alleged to have performed an egregious act.

Egregious acts include:

- ☒ Allegations of illegal activity (this will also be referred to the police or other appropriate agency for investigation)
- ☒ The individual endangers the College, Council, or the public interest

**DEFINITIONS**

Egregious: extraordinary in some bad way; glaring; flagrant<sup>1</sup>

**APPENDICES**

none

**REFERENCES**

Government of Alberta. (2002). *Health Professions Act*. Alberta, Author. Available at: <http://www.qp.alberta.ca/documents/Acts/H07.pdf>.

Government of Alberta. (2002). *Health Professions Act – Denturists Profession Regulation*. Alberta, Author. Available at: [http://www.qp.alberta.ca/documents/Regs/2002\\_186.pdf](http://www.qp.alberta.ca/documents/Regs/2002_186.pdf)

College of Alberta Denturists. (2022). *Bylaws*. Alberta, Author. Available at: <https://www.abdenturists.ca>

**DOCUMENT HISTORY**

Date	Action	Rationale
November 18, 2022	New	Required by Bylaws
February 28, 2025	Review	As scheduled

<sup>1</sup> <https://www.dictionary.com/browse/egregious>