



COLLEGE OF REGISTERED  
DENTAL HYGIENISTS  
OF ALBERTA

## Public Advisors Network Terms of Reference

### Purpose

The Public Advisors Network (the “PAN”) brings the voice and perspective of Albertans to help inform the regulation of the dental assisting and hygiene professions in Alberta and makes sure the views of Albertans guide the professions’ regulatory documents and communications.

### Membership

The PAN will consist of a diverse and unique group of up to ten (10) Albertans who are committed to the advancement of oral health care regulation. These public advisors will be recommended by a panel comprised of the College partners’ Councils and governance committee Chairs and Registrars (the “Panel”). The Panel’s recommendations for appointment will be based on the following criteria:

- Alberta residency
- availability to review documents and provide feedback
- availability to serve a three (3) year term
- not currently, and haven’t been for at least ten (10) years, a regulated member of any health profession in any jurisdiction
- not currently an employee or member of any organization whose mandate may conflict with that of the colleges
- ability to provide a diverse perspective, experience, or background (e.g., community, education, First Nations/Indigenous, gender diversity, geographic region, employment/volunteer sector, age, disability)

The College partners’ Council Chairs will make the public advisor appointments.

### Term

The public advisors will be appointed to serve for a three (3) year term, with the possibility of one reappointment for a maximum of six (6) consecutive years.

A public advisor may resign from the PAN at any time by providing written notice to the College partners.

The College partners’ Council Chairs may jointly dismiss a public advisor from the PAN due to egregious acts, breaches of trust and or the code of conduct and or personal agenda conflicts. If such action is taken, the decision and rationale will be documented and shared with the dismissed public advisor and College partners’ Councils and Registrars.

## **Expectations**

Public advisors will commit to:

- promoting a culture of mutual trust, respect, professionalism, integrity, and accountability of the PAN
- familiarizing themselves with the College partners' mandates
- actively participating in all matters presented
- declaring real, potential, or perceived conflicts of interest and if one exists removing themselves from any associated work
- listening to, considering, and respecting the views and suggestions of other public advisors when meetings occur
- maintaining confidentiality and not disclosing or using any information or materials received in preparation for, during or coming from discussions, whether orally or in writing, except to other members of the PAN and College partners, unless authorized by College partners involved
- refraining from engaging in conduct that would discredit or compromise the integrity of the PAN or the College partners.

## **Role**

Public advisors appointed to the PAN are asked to:

- Consider and give opinions to the College partners on different topics (e.g., amalgamation, measuring regulatory risk and effectiveness), as presented.
- Review and provide feedback to the College partners on regulatory documents (e.g., standards of practice, bylaws, policies, guidelines, and strategic priorities, communications directed at the public like website content), as presented.

Feedback will generally be solicited and collected electronically.

## **Meetings**

The College partner(s) may call an electronic meeting of the PAN or with an individual public advisor, if necessary to:

- gain an in-depth understanding of an issue
- clarify feedback
- hear feedback in public advisors' own words and voices
- uncover ideas and issues that initially may not have been considered

An agenda and meeting materials will be circulated in advance of the meeting. Meeting notes will be recorded and circulated after each meeting.

## **Authority and Reporting**

The PAN nor individual public advisors have any decision-making authority. Formal and informal output from the PAN will be used as prioritized advice by the College partner involved and inform development of recommendations. While every effort will be made to respond to or incorporate the feedback of the PAN, the final decision on all matters resides with the College partner involved.

Public advisors may be asked by College partners to contribute content for annual reports.

College partners will provide the PAN with an annual impact summary to outline how the College partners were able to utilize feedback from the PAN in their regulatory work.

## **Finances**

No expenses should be incurred by public advisors, and no compensation will be made to any public advisors, for participating on the PAN.

## **Effective**

These terms of reference are effective upon joint approval of the College partners' Registrars and may be amended or rescinded in whole or in part after consultation and approval by the college partners' registrars.

## **Definitions**

***College partners*** means the College of Alberta Dental Assistants and the College of Registered Dental Hygienists of Alberta.