



**College of Alberta  
Dental Assistants**

# **Bylaws**

## **Effective December 31, 2022**

These Bylaws were adopted by the Council of the College of Alberta Dental Assistants on December 21, 2022, to be effective December 31, 2022.

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# Interpretation and Definitions

## 1 Interpretation

### Bylaws in Force

- (1) Council made these bylaws under section 132 of the *Health Professions Act*. When these bylaws come into force, they replace all previous bylaws.

### Changes to Number and Gender

- (2) These bylaws are to be read with all changes to number and gender required by context.

### Severable

- (3) The provisions of these bylaws are independent and severable. If any part of these bylaws becomes invalid, it does not affect the validity of the rest of these bylaws which continue in full force and effect.

### Headings for Reference Only

- (4) The headings in these bylaws are for ease of reference only and do not affect in any way the meaning or interpretation of these bylaws.

### Effect of Policies

- (5) Where the Act, Regulation, Standards of Practice, Code of Ethics and these bylaws are silent, College policies apply.

### Good Standing

- (6) A Regulated Member of the College shall be in good standing only if:
  - (a) no fines, costs, assessments, penalties, levies, or fees (including initial registration fees and practice permit fees) are owing by the Regulated Member to the College;
  - (b) the Regulated Member has a valid and subsisting practice permit;
  - (c) the Regulated Member's registration and/or practice permit have not been cancelled or suspended under Part 4 of the Act;
  - (d) the Regulated Member has complied with all College continuing competence program requirements;
  - (e) the Regulated Member is not in breach of:
    - (i) any professional conduct orders under Part 4 of the Act; and
    - (ii) any Section 118 directions under Part 6 of the Act.

## 2 Definitions

- (1) In these bylaws:
  - (a) "Act" means the *Health Professions Act*;
  - (b) "Chair" means the person elected or appointed under section 7 of the Act;
  - (c) "Code of Ethics" means the code of ethics adopted by the College under section 133 of the Act;
  - (d) "College" means the College of Alberta Dental Assistants;
  - (e) "Council" means the council of the College established under section 5 of the Act;

- (f) “Hearings Director” means the hearings director of the College appointed under section 15(1) of the Act;
- (g) “Regulated Member” means a person referred to in section 33(1)(a) of the Act;
- (h) “Registrar” means the registrar of the College appointed under section 8 of the Act;
- (i) “Regulation” means the *Dental Assistants Profession Regulation*;
- (j) “Standards of Practice” mean the standards of practice adopted by the College under sections 133 and 133.1 of the Act;
- (k) “Student Member” means a person whose name is entered on the Student Member Register.

## Council

### 3 Council

#### Duties and Powers

- (1) The Council is the governing body of the College and may exercise all the powers and duties granted to a council under the Act and the Regulation.

#### Composition

- (2) Council will consist of:
  - (a) five (5) Regulated Members appointed according to bylaw 9;
  - (b) the number of public members to be appointed by the Lieutenant Governor in Council according to the Act; and
  - (c) any non-voting members appointed by Council.

#### Term of Office

- (3) Except as otherwise stated in these bylaws, the term of office for a Regulated Member of Council will be three (3) years.
- (4) A Regulated Member of Council may not serve more than two (2) consecutive terms of office.
- (5) Despite anything to the contrary in these bylaws, and in order to ensure appropriate composition and turnover of Regulated Member councillors, Council is empowered by simple majority motion to, at any time, increase or decrease the length of the term of up to two (2) Regulated Member councillors, including those already appointed to a specific term of office, in order to maintain the desired turnover rate of Regulated Member councillors.

#### Officers

- (6) Council will select a Chair, a Vice-Chair Governance and Regulation and a Vice-Chair Finance and Risk Management from among the members of Council, by following Council policy.
- (7) The Chair will hold office for one (1) year, and may serve multiple consecutive terms as Chair, if their term as Chair ends within their appointed Council term.
- (8) The Vice-Chair Governance and Regulation will hold office for one (1) year, and may serve multiple consecutive terms as Vice-Chair Governance and Regulation, if their term as Vice-Chair Governance and Regulation ends within their appointed Council term.

- (9) The Vice-Chair Finance and Risk Management will hold office for one (1) year, and may serve multiple consecutive terms as Vice-Chair Finance and Risk Management, if their term as Vice-Chair Finance and Risk Management ends within their appointed Council term.
- (10) The Chair will chair meetings of Council.
- (11) If the Chair is temporarily absent or unable to act, the Vice-Chair Governance and Regulation will perform the functions, duties, powers and responsibilities of the Chair.
- (12) If both the Chair and Vice-Chair Governance and Regulation are temporarily absent or unable to act, Council will decide who will perform the functions, duties, powers and responsibilities of the Chair.

## Meetings

- (13) Council will hold meetings at least two (2) times per year on the dates, times and locations set by the Chair, acting reasonably. Written notice (including by email) of the date, time and location of each Council meeting will be provided to each Council member at least thirty (30) days before the scheduled meeting. Council may, at Council's discretion, allow Council members to participate in Council meetings in person or by electronic means such as teleconference.
- (14) The Chair or any three (3) Council members may call special meetings of Council. Written notice (including by email) of the date, time and location of a special meeting must be provided to the other Council members not less than seven (7) days ahead of the meeting. The notice of meeting must include reasons for the meeting and an agenda for the meeting. All special meetings of Council will be held at a location set by the Chair, acting reasonably. Only the matters in the notice of meeting will be considered at a special meeting. Any Council member may request in writing (including by email), at least three (3) days before the special meeting, that the meeting be held by electronic means. If such a request is made, the meeting shall be held by electronic means unless a simple majority of Council members decide that the special meeting should be held in person.
- (15) Except when Council otherwise directs, Council meetings are open to the public.

## Quorum

- (16) A quorum to make a Council decision is a majority of the members of Council.
- (17) 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.

## Voting

- (18) Except as otherwise stated in these bylaws and regardless of voting method, a decision will be made by a majority vote of the Council members participating in the vote.
- (19) Except as otherwise stated in these bylaws, the Chair will only vote if there is a tie vote, in which case the Chair will then cast a deciding vote. In the absence of the Chair, the Vice-Chair Governance and Regulation will then cast a deciding vote.

## Procedures

- (20) Council will decide its own procedures, subject to the Act, the Regulation, and these bylaws.

## 4 Council Members Ceasing to Hold Office

### Automatic termination

- (1) A Regulated Member of Council automatically ceases to be a Council member if:
  - (a) the member resigns in writing to the Chair or the Registrar;
  - (b) the member's practice permit is suspended or the member is no longer a Regulated Member;
  - (c) 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 under the Act; or
  - (d) if the member becomes an officer, director, executive member or similar position in a professional association, union or bargaining organization representing dental assistants.

### Complaints about Council members

- (2) A person may make a written complaint regarding the conduct of a Council member to the Chair or if the complaint relates to the Chair, to the Vice-Chair Governance and Regulation if the Council member:
  - (a) has been found guilty of an offence under the Criminal Code of Canada; or
  - (b) is or has been engaged in any conduct or activity that undermines the College or its objectives.
- (3) On receipt of a written complaint under subsection (2), the Chair or Vice-Chair Governance and Regulation will arrange an inquiry following the process approved by Council.
- (4) If, following the inquiry conducted under subsection (3), the Chair or Vice-Chair Governance and Regulation finds 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 in conduct or activity that undermines the College or its objectives, then the Chair or Vice-Chair Governance and Regulation is authorized to and shall call a meeting of Council to review and discuss the results of the inquiry.
- (5) Council will consider the matter and vote on the following question:
  - (a) If the Council member is a Regulated Member, "Are you in favour of removing \_\_\_\_\_ as a member of Council?"
  - (b) 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?"
- (6) The Council member who is the subject of the complaint may attend any such meeting of Council and be heard; however, that member will abstain from the vote on the issue and will be absent during the vote on the issue.
- (7) In a vote under subsection (5), the Chair may vote unless the Chair is the subject of the complaint.
- (8) If two-thirds or more of the Council members present and voting vote in favour of the question in subsection (5) above:
  - (a) if a Regulated Member is the subject of the complaint then they will be removed from office effective immediately;



- (b) if a public member is the subject of the complaint, then Council will, as soon as reasonably possible, recommend to the Lieutenant Governor in Council that their appointment be rescinded.
- (9) If two-thirds or more of the Council members present and voting do not vote in favour of the question in subsection (5) above, then the member who is the subject of the complaint will not be removed from office. Council will proceed to consider the seriousness of the issue and may, by simple majority vote of the other Council members, take other action as deemed appropriate. For clarity, the member who is the subject of the complaint shall not be entitled to vote.

## Vacancies

- (10) If a Regulated Member of Council is unable to complete their term of office, Council may appoint a member on the general register with an active practice permit to serve the rest of the term.
- (11) If the office of Chair becomes vacant before the Chair's term of office would normally end, Council will select a new Chair from among the Council members, following Council policy.

## Appointment to Council

### 5 Appointment Committee

- (1) Council will set up an Appointment Committee to:
  - (a) review applications for Regulated Member Council appointments,
  - (b) interview and otherwise assess candidates for appointment to Council, and
  - (c) recommend appointments of Regulated Members to the Council.
- (2) The Appointment Committee will be comprised of:
  - (a) one public member of Council;
  - (b) one Regulated Member of Council;
  - (c) one Regulated Member at large, appointed by Council; and
  - (d) the Registrar or their designate as an ex-officio member.
- (3) Council will appoint a member of the Appointment Committee to serve as Chair.
- (4) Subject to the Act, the Regulation and these bylaws, the Appointment Committee will follow the terms of reference and the policies and procedures approved by Council.

### 6 Applications for Regulated Member Council Positions

- (1) Not less than sixty (60) days before the end of the current Council term, Council will determine which Council positions are ending and which Regulated Member Council positions will be available to fill.
- (2) Council will assess the needs of Council for the coming year(s) and inform the Registrar who will issue a call for applications for Council appointment. The deadline for applications will be 11:59 pm 14 days after the call for applications by the Registrar.
- (3) Applications will be accepted electronically on the prescribed application form.

- (4) The Registrar will confirm that applicants are eligible based on the criteria in these bylaws. The Registrar will forward the eligible applications to the Appointment Committee, following the policies and procedures determined by Council.

## **7 Regulated Member Eligibility for Appointment to Council**

- (1) Every Regulated Member in good standing with an active practice permit who:
  - (a) is registered on the General Register;
  - (b) has a minimum of three (3) years of regulated dental assisting practice; and
  - (c) is a resident of the Province of Albertais eligible to apply for appointment to serve on Council.
- (2) Despite the eligibility criteria above, a Regulated Member is not eligible to be appointed to Council if the Regulated Member:
  - (a) is currently, or has been within the most recent two (2) years an officer, director, executive member or similar position in a professional association, union or bargaining organization that represents dental assistants;
  - (b) is currently, or has been within the most recent two (2) years, a College employee;
  - (c) within the three (3) years before applying for an appointment, the Regulated Member's practice permit was suspended or cancelled under Part 4 of the Act; or
  - (d) has been a member of Council within the last two (2) years.

## **8 Appointment Committee Recommendations**

- (1) Upon receiving the applications under these bylaws, the Appointment Committee in its sole discretion will consider the applicants' submissions.
- (2) The Appointment Committee may interview and request documents and information from any applicants.
- (3) After considering the applicants' submissions and the needs of Council, the Appointment Committee will recommend applicants to Council.

## **9 Council Appointment of Regulated Members to Council**

- (1) Council will consider the Appointment Committee's recommendations and appoint applicants to fill any vacant Regulated Member Council positions.

## **Code of Ethics and Standards of Practice**

### **10 Procedure for adopting or amending a Code of Ethics or Standards of Practice**

- (1) Council may adopt or amend a Code of Ethics or Standards of Practice following the consultation process set out at section 133 of the Act.

- (2) No fewer than thirty (30) days before adopting a proposed or amended code of ethics or standards of practice, Council will provide a copy to Regulated Members or post a copy on the College's website for review and comment. The information will include a deadline for Council to receive written comments.
- (3) Council will consider any written submissions received under subsection (2) before making a decision.

## Registration

### 11 Registration Committee

- (1) Council will establish a registration committee to carry out the powers and duties set out in the Act, the Regulation, and these bylaws.
- (2) Council will appoint at least three (3) members to the registration committee, the majority must be Regulated Members on the General Register, and will appoint a member as chair.
- (3) Members are appointed for a one (1) year term unless Council specifies a different term when making the appointment. Members may serve multiple consecutive terms on the registration committee.
- (4) A quorum of the registration committee is three (3) members.
- (5) The registration committee will make decisions by a majority vote of the members participating in the vote.
- (6) Subject to the Act, the Regulation, these bylaws, and any terms of reference approved by Council, the registration committee may set its own procedures.

### 12 Professional Liability Insurance

- (1) Anyone applying for registration as a Regulated Member or for practice permit renewal must supply proof of professional liability insurance satisfactory to the Registrar. Proof must show:
  - (a) name of the insured must be the same as the name of the person applying for registration/ reinstatement/ renewal;
  - (b) professional liability insurance coverage is written on an occurrence form;
  - (c) Regulated Member is insured for a minimum limit of at least two-million dollars (\$2,000,000.00) per occurrence; and,
  - (d) Regulated Member is insured for a minimum annual aggregate limit of at least three million dollars (\$3,000,000.00).

### 13 Language Proficiency

- (1) Anyone applying for registration as a Regulated Member must be proficient at using English in their dental assisting practice.
- (2) The Registrar may require an applicant to prove they are proficient as required by subsection (1) and according to requirements approved by Council.

## 14 Equivalent Jurisdictions

- (1) The following jurisdictions are recognized as having substantially equivalent competence and practice requirements for the purposes of section 28(2)(b) of the Act:
  - (a) British Columbia;
  - (b) Saskatchewan;
  - (c) Manitoba;
  - (d) New Brunswick;
  - (e) Nova Scotia;
  - (f) Prince Edward Island; and
  - (g) Newfoundland and Labrador.
- (2) Anyone applying for registration as a Regulated Member under section 28(2)(b) of the Act must:
  - (a) have, in any of the jurisdictions in subsection (1), current registration in good standing and full practice rights, not limited in any way;
  - (b) demonstrate good character and reputation; and
  - (c) submit the application, application assessment fee and the registration fee.

## 15 Registration Applications

- (1) Anyone applying for registration as a Regulated Member must meet the requirements in section 28(1) of the Act and shall pay the registration fee established in policy by Council from time to time.
- (2) The Registrar will consider complete applications for registration as a Regulated Member.
- (3) The Registrar may, in their sole discretion, refer any application for registration to the Registration Committee.

## 16 Practice Permits

- (1) Regulated Members must submit a complete application for a practice permit to the Registrar by November 30 each year.
- (2) The Registrar will consider complete applications for practice permits.
- (3) The Registrar may, in their sole discretion, refer any application for a practice permit to the Registration Committee.
- (4) Applicants for practice permit renewal must provide:
  - (a) proof of professional liability insurance in the type and amount required by Council as determined by Council from time to time;
  - (b) a minimum of two (2) learning objectives for the upcoming registration year;
  - (c) confirmation of successful completion of the Patient Relations Module; and
  - (d) the renewal fee established in policy by Council from time to time.
- (5) A practice permit is valid from December 1 to November 30 unless otherwise noted on the practice permit.

## 17 Reinstatement Applications (Non-Disciplinary)

- (1) A Regulated Member whose practice permit and registration are cancelled under the Act, except under Part 4 of the Act, may apply to the Registrar for reinstatement.
- (2) The Registrar may, in their sole discretion, refer any application for reinstatement to the Registration Committee.

## Registers

### 18 Information Regarding Regulated Members

- (1) A Regulated Member must supply the following information to the Registrar when the Registrar asks and within thirty (30) days of any changes to the information:
  - (a) the information required under section 33(3) of the Act;
  - (b) the following personal information and academic information:
    - (i) full legal name and previous names if applicable;
    - (ii) preferred name;
    - (iii) date of birth;
    - (iv) gender;
    - (v) home mailing address, telephone number(s) and email address;
    - (vi) languages in which the applicant or Regulated Member can provide professional services;
    - (vii) employer(s) name(s), address(es), telephone number(s) and email address(es); and
    - (viii) name(s) of school of training and training completion date(s).
  - (c) and, the following information about the Regulated Member's practice:
    - (i) initial registration date;
    - (ii) area(s) of practice and any specializations; and
    - (iii) name(s) of any other jurisdiction or regulatory body with which the applicant or Regulated Member has current or previous dental assisting or other regulated health professions practice rights.
- (2) The College may disclose information collected under subsection (1) about a Regulated Member
  - (a) with the consent of the Regulated Member; or
  - (b) in a summarized or statistical manner so it is not possible to relate the information to the Regulated Member or any other identifiable person.

### 19 Changes to Information on Regulated Members Registers

- (1) The Registrar may enter, change, or remove information from the Regulated Members registers where appropriate.
- (2) No registration or practice permit will be cancelled except according to the Act.

## 20 Registers of Non-Regulated Members

(1) The following register of non-regulated members is hereby established:

(a) Student Member Register

### Student Member Register

(2) An applicant for Student Member shall provide this information to the Registrar:

- (a) name, address, telephone number, and email address;
- (b) name of the dental assisting program the student is attending;
- (c) enrollment date and expected graduation date; and
- (d) any other information the Registrar asks for and is provided by the person with their consent;

and, if the applicant is granted registration as a Student Member, the Registrar will enter this information on the Student Member Register.

(3) A student in a dental assisting program recognized by Council may apply to the Registrar to be a Student Member.

(4) A person on the Student Member Register is entitled to:

- (a) access to their profile; and
- (b) access to the Professional Practice Learning Centre.

### Changes to Information

(5) The Registrar may enter, change, or remove information from the register set out in subsection (1).

## Continuing Competence

### 21 Competence Committee

- (1) Council will establish a competence committee to carry out the powers and duties set out in the Act, the Regulation, the Standards of Practice, and these bylaws.
- (2) Council will appoint at least three (3) members to the competence committee, the majority must be Regulated Members on the General Register and will appoint a member as chair.
- (3) Members are appointed for a one (1) year term unless Council specifies a different term when making the appointment. Members may serve multiple consecutive terms on the competence committee.
- (4) A quorum of the competence committee is three (3) members.
- (5) The competence committee will make decisions by a majority vote of the members participating in the vote. If the competence committee is sitting with an even number and there is a tie vote, the chair will cast a second and deciding vote.
- (6) Subject to the Act, the Regulation, these bylaws, and any terms of reference approved by Council, the competence committee may set its own procedures.

# Professional Conduct

## 22 Membership List

- (1) Council will appoint at least four (4) Regulated Members on the General Register with active practice permits to the membership list in section 15 of the Act. This list will be used for appointing Regulated Members to both hearing tribunals and complaint review committees.
- (2) A person will not sit on a complaint review committee and a hearing tribunal with respect to the same matter.

## 23 Complaint Review Committee

- (1) A complaint review committee consists of the Regulated Members and public members appointed to it by the Hearings Director.
- (2) The Hearings Director will appoint a chair of each complaint review committee.
- (3) A quorum for a complaint review committee is two (2) Regulated Members and the number of public members required by section 12(1) of the Act.
- (4) A complaint review committee will make decisions by majority vote. If a complaint review committee is sitting with an even number and there is a tie vote, the chair will cast a second and deciding vote.
- (5) Subject to the Act, the Regulation, these bylaws, and any terms of reference approved by Council, a complaint review committee may set its own procedures.

## 24 Hearing Tribunal

- (1) A hearing tribunal consists of the Regulated Members and public members appointed to it by the Hearings Director.
- (2) The Hearings Director will appoint a chair of each hearing tribunal.
- (3) A quorum for a hearing tribunal is two (2) Regulated Members and the number of public members required by section 12(1) of the Act.
- (4) A hearing tribunal will make decisions by majority vote. If a hearing tribunal is sitting with an even number and there is a tie vote, the chair will cast a second and deciding vote.
- (5) Subject to the Act, the Regulation, these bylaws, and any terms of reference approved by Council, a hearing tribunal may set its own procedures.

## 25 Appeals Committee

- (1) Council will establish an appeals committee from which panels will be selected.
- (2) Council will appoint six (6) members of Council to the appeals committee, three (3) of whom will be Regulated Members of Council and three (3) of whom will be public members of Council.
- (3) Council members will be appointed to the appeals committee for a term of one year, unless Council specifies a different term at the time of appointment. Council members may serve multiple consecutive terms on the appeals committee.

- (4) Council members appointed to the appeals committee will 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 reviews, appeals, hearings and variations under subsection (5) that have started but are not complete.
- (5) A panel of Council from the appeals committee will:
  - (a) carry out the duties and powers of Council under section 31 of the Act;
  - (b) carry out the duties and powers of Council under section 41 of the Act;
  - (c) carry out the duties and powers of Council under sections 87 to 89 of the Act;
  - (d) carry out the duties and powers of Council under section 93 of the Act; and
  - (e) carry out the duties and powers of Council under sections 118(6) to 118(8) of the Act.
- (6) A quorum for a panel of the appeals committee will be two (2) Regulated Members of Council and the number of public members of Council required by section 12(1) of the Act.
- (7) Council will appoint a chair of the appeals committee.
- (8) The appeals committee chair will select appeals committee members to sit on a panel and will appoint a chair of each panel.
- (9) A panel will make decisions by majority vote. If a panel is sitting with an even number and there is a tie vote, the chair will cast a second and deciding vote.

## **26 Reinstatement Applications under Section 45.1 of the Act**

- (1) 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 may order the person to pay any or all of the College's expenses related to the review.

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

- (1) Council hereby designates the Chair to make decisions under section 65(1) of the Act.
- (2) Council hereby designates the Chair to make decisions under section 86(1) of the Act.

## **Committees**

### **28 Other Committees**

- (1) In addition to committees under the Act or in these bylaws, Council may establish committees it considers necessary in performing its duties and responsibilities.
- (2) Council will set policy for the appointment and removal of members of committees under section (1).
- (3) The College has seven (7) Standing Committees:
  - (a) Appointment;
  - (b) Competence;
  - (c) Finance, Risk Management and Audit;
  - (d) Governance;
  - (e) Program Approval;



- (f) Registrar Performance Management; and
- (g) Registration.

- (4) Council will appoint Regulated Members on the General Register, in good standing and with active practice permits to committees.
- (5) Council will appoint a chair for each committee, if not already specified in bylaws.
- (6) Where not prohibited by the Act, Council may appoint Student Members and other persons to committees.
- (7) Committees will set their meeting dates, times and locations in the manner the committee deems appropriate.
- (8) Quorum for committees is a simple majority of committee members.
- (9) Council may appoint special or ad hoc committees or working groups as necessary.

## **29 Terms of Reference for Committees**

- (1) Council will approve terms of reference for all committees under the Act and in these bylaws.

## **Publication and Distribution of Information**

### **30 Publication and Distribution of Information by the Registrar**

- (1) The Registrar may publish or distribute information about any order made by a hearing tribunal or the Council under Part 4 of the Act including:
  - (a) the order or the decision itself, and
  - (b) information referred to in section 119(1) of the Act.
- (2) The Registrar may publish or distribute the information in any manner subject to any requirements in:
  - (a) the Act,
  - (b) the Regulation,
  - (c) the *Personal Information Protection Act*, SA 2003, c P-6.5, or
  - (d) any other enactment that applies to the College.

### **31 Additional Information that may be published on College Website**

- (1) In addition to the information required under the Act, the College maintains a public registry of Regulated Members on the College website. The information in that registry includes:
  - (a) the full name of the Regulated Member and any previous names;
  - (b) the Regulated Member's unique registration number;
  - (c) whether the Regulated Member's registration is restricted to a period of time and, if so, what that period of time is;
  - (d) any conditions imposed on the Regulated Member's practice permit, including whether it is suspended or if it has been cancelled under Part 4 of the Act;

- (e) whether the Regulated Member is authorized to provide a restricted activity not normally provided by Regulated Members of the College; and
- (f) whether a Regulated Member is not authorized to provide a restricted activity normally provided by Regulated Members of the College.

## Administration

### 32 Forms and Documents

- (1) The Registrar may prescribe such forms, certificates, permits or other documents that may be required for the purposes of the Act, the Regulation, or these bylaws.

### 33 Reimbursement of Expenses

- (1) The College will reimburse expenses incurred by Council members, College committee members and College employees while performing their duties under the Act, the Regulation, and these bylaws, following policies made by Council.
- (2) The College will pay honoraria to members of Council and committees following policies made by Council.

### 34 Fees and Levies for Applicants and Members

- (1) Council may set any of the following fees:
  - (a) application fees;
  - (b) registration fees;
  - (c) practice permit fees;
  - (d) late payment fees; and
  - (e) fees for reviews or appeals of any decisions under the Act.
- (2) Council may also set any fees, costs, levies, or assessments Regulated Members or applicants must pay for any service or thing provided by the College under the Act, the Regulation, or these bylaws.
- (3) Before setting a fee, cost, levy or assessment under subsection (1) or (2), or before making any changes to such fee, cost, levy or assessment, Council will provide notice to the Regulated Members via the College website no fewer than sixty (60) days before the fee, cost, levy, assessment, or change comes into effect.

### 35 Head Office

- (1) The head office of the College will be located at Edmonton, Alberta, or any other location Council may choose.

## 36 Use of Funds

- (1) The College may use all revenues received from registration fees and other sources of income to carry out the objectives of the College.
- (2) Council will decide financial policy for the College.
- (3) Every year, the College will publish a copy of its financial information in the form required by the Minister under section 4(1)(f) of the Act.

## Bylaws

### 37 Enactment, Amendment, Emergency Suspension and Repeal of Bylaws

- (1) Council may pass a bylaw or an amendment to a bylaw at any meeting.
- (2) Council may add to, amend, or repeal these bylaws if:
  - (a) Regulated Members and any other stakeholders Council identifies are notified of any proposed changes in a manner Council deems appropriate;
  - (b) Regulated Members and other stakeholders may review and comment on the changes; and
  - (c) comments are accepted for thirty (30) days after Regulated Members and other stakeholders are notified.
- (3) Council will consider comments from Regulated Members and other stakeholders before giving final approval to any changes.
- (4) Within thirty (30) days of Council approving changes to the bylaws, the Registrar will notify Regulated Members about where to access a copy of the bylaws. Notice will be by email to the last known contact information of each Regulated Member.
- (5) Despite anything to the contrary in these bylaws, Council may, by its own motion, temporarily suspend or amend portions of these bylaws during an internal or external disaster, public health emergency, state of emergency or similar event to ensure efficient functioning of the College provided:
  - (a) the motion lists the specific bylaw suspensions and amendments;
  - (b) the motion specifies the number of days the suspension or amendment is in effect, not to exceed one hundred twenty (120) days; and
  - (c) the motion is approved by a simple majority of Council.