



**College of Alberta
Dental Assistants**

Governance Policy 001

Governance and Accountability Framework

GOV-POL-001 Governance and accountability framework

Legislative Authority: This policy is established under the *Dental Assistants Profession Regulation*, the *Fair Registration Practices Act*, the *Health Professions Act*, the *Health Professions Restricted Activity Regulation*, and the *Labour Mobility Act*.

1.0 Purpose

This policy establishes the governance and accountability framework for the College of Alberta Dental Assistants. It sets expectations for Council authority, governance oversight, delegation, accountability, and role separation between Council, committees, and the Registrar and Chief Executive Officer (or authorized delegate).

This policy confirms that governance decisions support legislated responsibilities, align with the College mandate to protect the public interest, and reflect the Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust.

This policy ensures governance practices are transparent, reasonable, and defensible, and that governance decision making occurs within statutory authority and established governance expectations. Committee mandates, delegation mechanisms, risk oversight, and governance review requirements are governed through related governance policies within this suite.

This governance policy suite establishes the governance architecture for Council oversight of the College and clarifies authority, accountability, and role separation across governance functions.

2.0 Scope

This policy applies to Council, the Registrar and Chief Executive Officer (or authorized delegate), committees, and any individual participating in governance activities on behalf of the College.

This policy applies to governance activities, decisions, oversight functions, and accountability mechanisms exercised by or on behalf of Council.

This policy does not govern operational management activities, which fall within the authority of the Registrar and Chief Executive Officer (or authorized delegate).

Operational procedures support the implementation of this policy, including governance administration, delegation documentation, committee operations, reporting, and review processes. These procedures are approved by the Registrar and Chief Executive Officer (or authorized delegate) and do not alter Council authority or governance accountabilities.

3.0 Principles

The College applies the following principles to ensure governance practices are lawful, consistent, and accountable:

1. **Public interest** is protected by ensuring that governance decisions prioritize **the protection of the public interest and the integrity of professional regulation**.
2. **Legislative consistency** is upheld through governance practices aligned with the *Health Professions Act*, the *Dental Assistants Profession Regulation*, the *Fair Registration Practices Act*, and other applicable legislation.
3. **Accountability** is demonstrated by clear roles for Council, committees, and the Registrar and Chief Executive Officer (or authorized delegate). Responsibilities for governance, oversight, and decision making are defined and monitored.
4. **Transparency and fairness** guide governance decision making. Decisions are documented, defensible, and supported by clear processes and accountability pathways.
5. **Role clarity and separation** are maintained to ensure governance oversight is distinct from operational management and committee functions.
6. **Governance independence** is preserved by ensuring Council oversight remains distinct from operational management while respecting statutory authority assigned to committees, panels, and operational leadership.
7. **Strategic alignment** ensures governance practices support the College's Strategic Plan (2025–30) Leading with Vision, Ensuring Public Trust.

4.0 Governance authority, delegation, and oversight

The College exercises governance authority consistent with applicable legislation, established standards of regulatory governance, and this policy.

4.1 Council authority

1. Council is the governing body of the College and exercises authority in accordance with legislation and the Bylaws.
2. Council establishes governance policy, sets strategic direction, and provides oversight of regulatory performance, statutory compliance, and organizational risk.
3. Council monitors outcomes and system performance but does not participate in operational management of regulatory programs.
4. Operational management responsibilities rest with the Registrar and Chief Executive Officer (or authorized delegate).
5. Council has one employee, the Registrar and Chief Executive Officer (or authorized delegate), through whom operational authority is exercised.
6. Council is accountable for ensuring that the College fulfills its statutory mandate in the public interest

4.1.1 Council orientation and governance development

1. Council members participate in orientation and ongoing governance education to support effective fulfillment of governance responsibilities, legislative awareness, and informed decision making.
2. Orientation and governance education processes are established through governance procedures approved by the Registrar and Chief Executive Officer (or authorized delegate).

4.2 Delegation and oversight

1. Council delegates operational authority to the Registrar and Chief Executive Officer (or authorized delegate) in accordance with legislation, the Bylaws, and governance policy.
2. Delegation supports effective management while preserving Council's governance and oversight role.
3. Delegation is documented, reviewed, and supported through reporting and assurance mechanisms.
4. Council approves governance policy suites and regulatory program policy suites.
5. The Registrar and Chief Executive Officer (or authorized delegate) may approve operational policy suites, provided such policies do not establish or alter governance authority or statutory accountability. Council is informed of operational policy approvals in accordance with established reporting processes.
6. Approval pathways reflect the distinction between governance oversight and operational management responsibilities.

4.2.1 Policy development and consultation

1. Development of governance and regulatory policies may include consultation with affected parties where appropriate.
2. Consultation approaches are proportionate to the scope, impact, and regulatory significance of the policy under consideration.
3. Consultation activities and resulting considerations are documented to support transparency and defensibility in governance decision making.

4.3 Committees

1. Council establishes committees in accordance with legislation and the Bylaws.
2. Committees operate within approved mandates and support Council decision making.
3. Committees do not exercise independent governance or decision-making authority unless expressly identified in legislation or delegated by Council.

4.4 Oversight, risk and assurance

1. Council exercises oversight through monitoring, reporting, assurance activities, and review
2. Oversight focuses on outcomes, compliance, and risk while respecting statutory independence of decision-making bodies.
3. Assurance mechanisms may include audits, reviews, evaluations, and performance reporting.

4.4.1 Governance effectiveness evaluation

1. Council periodically evaluates its governance effectiveness, structures, policies, and decision processes to ensure alignment with legislative requirements and regulatory best practice.

2. Evaluation activities may include governance self-assessment, committee review, or independent governance review.
3. Findings inform governance improvement, policy refinement, and Council development activities.

4.5 Governance documentation and records

1. Governance decisions, delegations, committee activities, and oversight outcomes are documented and retained in accordance with College records and information governance policies.
2. Governance records support transparency, accountability, and defensibility.

4.6 Independent advice and external expertise

1. Council may obtain independent professional advice, regulatory expertise, or external consulting support where necessary to fulfill its governance responsibilities, statutory mandate, or oversight obligations.
2. Requests for external expertise may relate to governance review, regulatory risk, policy development, or other matters requiring specialized knowledge.
3. Engagement of external expertise supports informed governance decision making and does not alter Council authority or statutory accountability.

4.7 Stakeholder engagement oversight

1. Council provides governance oversight of the College's stakeholder engagement approach to ensure that regulatory decisions consider system impacts and support public confidence in the regulatory process.
2. Operational responsibility for stakeholder relationships, communications, and engagement activities rests with the Registrar and Chief Executive Officer (or authorized delegate).
3. Council oversight focuses on the effectiveness, transparency, and regulatory implications of stakeholder engagement rather than direct management of stakeholder relationships.

5.0 Expected outcomes

1. **Public interest** is protected through governance decisions that uphold the College's statutory mandate and public trust.
2. **Clear authority and accountability** ensure Council, committees, and leadership understand governance roles and responsibilities
3. **Effective role separation** supports strong oversight without operational interference.
4. **Defensible delegation and oversight** ensure governance decisions are documented, reviewable, and compliant.
5. **Governance confidence and transparency** support trust in regulatory decision making.
6. **Strategic alignment** ensures governance supports the Strategic Plan (2025–30) Leading with Vision, Ensuring Public Trust.

This policy is reviewed annually, or sooner if required by legislative, regulatory, or strategic change.

6.0 Related legislation and references

Legislation and regulation

Dental Assistants Profession Regulation.

Fair Registration Practices Act.

Health Professions Act.

Health Professions Restricted Activity Regulation.

Labour Mobility Act.

College authority and governance

Bylaws of the College of Alberta Dental Assistants (2023).

Code of Ethics (2020) of the College of Alberta Dental Assistants.

Council and Registrar and Chief Executive Officer (or authorized delegate) Relationship Policy (2024).

Governance Policies of the College of Alberta Dental Assistants.

Strategic Plan (2025–30) Leading with Vision, Ensuring Public Trust

Related college policies

GOV-POL-002 Council Roles, Conduct and Ethics

GOV-POL-003 Delegation and Registrar Authority

GOV-POL-004 Committees and Decision Pathways

GOV-POL-005 Risk, Assurance and Oversight

GOV-POL-006 Governance Review and Transparency

7.0 Definitions

1. **College of Alberta Dental Assistants:** the regulatory body established under the *Health Professions Act* responsible for governing the practice of dental assisting in Alberta to protect and serve the public interest. For the purposes of policies, the term “College” refers to the College of Alberta Dental Assistants.
2. **Council:** The governing body of the College as established by legislation and the Bylaws.
3. **Registrar and Chief Executive Officer (or authorized delegate):** The individual appointed by Council to manage the operations of the College and implement Council policy.
4. **Committee:** A body established by Council under legislation or the Bylaws to support governance and decision making.
5. **Delegation:** The documented assignment of authority from Council to the Registrar and Chief Executive Officer (or authorized delegate), committees, or other authorized decision makers consistent with legislation and Council approval.

8.0 Document information

Policy type	Governance			
Policy owner	Registrar and Chief Executive Officer (or delegate) of the College of Alberta Dental Assistants			
Approved by	Council of the College of Alberta Dental Assistants			
Approval date	June 20, 2026			
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Approval history	Version	Date	Council Motion #	Summary of Revision
Related documents	GOV-POL-002 Council Roles, Conduct and Ethics GOV-POL-003 Delegation and Registrar Authority GOV-POL-004 Committees and Decision Pathways GOV-POL-005 Risk, Assurance and Oversight GOV-POL-006 Governance Review and Transparency GOV-PRC-001 Governance Administration Procedure GOV-PRC-002 Council Orientation and Education Procedure Bylaws of the College of Alberta Dental Assistants (2023) Code of Ethics (2020) Strategic Plan (2025-30) Leading with Vision, Ensuring Public Trust			