



**College of Alberta
Dental Assistants**

Governance Policy 002

Council Roles, Conduct and Ethics

GOV-POL-002 Council roles, conduct and ethics

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 defines the governance role of Council and establishes expectations for Council member conduct, fiduciary responsibility, ethical behavior, and collective accountability.

This policy confirms that Council members act in the public interest, exercise independent judgment, and uphold the integrity of the College in accordance with legislated authority and standards of regulatory governance.

This policy reinforces that Council decision making supports the statutory mandate of the College and reflects the Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust.

2.0 Scope

This policy applies to all members of Council, including regulated and public members.

This policy applies to Council members serving as officers, committee members, or panel members under the Act or Bylaws.

This policy applies to governance conduct, decision making, fiduciary responsibilities, and ethical obligations exercised by Council members individually and collectively when carrying out Council responsibilities.

This policy does not replace or limit obligations established under legislation, the Bylaws, the Code of Ethics, or the Standards of Practice.

Operational procedures supporting this policy are approved by the Registrar and Chief Executive Officer (or authorized delegate) and include procedures addressing Council conduct, conflict of interest, confidentiality, and Council education.

3.0 Principles

The College applies the following principles to ensure Council governance is ethical, lawful, and accountable.

1. **Public interest** is protected by ensuring that Council members place the protection of the public interest above personal, professional, or sector interests.
2. **Legislative consistency** is upheld through governance practices aligned with the *Health Professions Act*, the *Dental Assistants Profession Regulation*, the *Fair Registration Practices Act*, the *Labour Mobility Act*, and other applicable legislation.
3. **Fiduciary accountability** requires Council members to act honestly, in good faith, and with reasonable care, diligence, and skill.

4. **Collective responsibility** ensures that Council authority is exercised as a body and that decisions of Council are respected and supported once made.
5. **Integrity and independence** guide Council conduct to ensure decisions are free from improper influence and consistent with regulatory obligations.
6. **Strategic alignment** ensures Council leadership supports the Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust.

4.0 Council roles, conduct, and ethical expectations

Council members exercise governance authority consistent with legislation, the Bylaws, and this policy. The intent of this section is to clarify the standard of conduct expected of Council members in exercising governance authority and fulfilling statutory responsibilities.

4.1 Governance role of council

1. Council governs the College and exercises authority granted under legislation and the Bylaws.
2. Council sets strategic direction, approves governance policy, and oversees regulatory performance and risk.
3. Council does not engage in operational management except where expressly required by legislation.
4. Council does not interfere with statutory decision making exercised by committees, panels, or the Registrar and Chief Executive Officer (or authorized delegate) where legislation assigns independent decision authority).

4.2 Public interest and fiduciary duty

1. Council members act in the public interest at all times.
2. Council members act honestly and in good faith in fulfilling its public interest mandate.
3. Council members exercise reasonable care, diligence, and skill in governance decision making.
4. Council members avoid self dealing, improper personal benefit, or conduct that undermines public confidence.

4.3 Collective responsibility

1. Council authority is exercised collectively and not individually.
2. Individual Council members do not act or speak on behalf of Council unless authorized by Council.
3. Council members who represent the College in external forums, meetings, or events do so in accordance with Council direction and established governance expectations.
4. Council members represent Council decisions and regulatory positions accurately and do not present personal views as the position of the College.
5. Council members representing the College externally report back to Council on relevant discussions, developments, or issues that may affect regulatory policy, governance oversight, or the public interest mandate of the College.
6. Council members do not commit the College to positions, agreements, or decisions outside of Council authority.
7. Once a Council decision is made, Council members support and uphold the decision in external communications.

8. Individual Council members do not direct staff or interfere with operational management.

4.4 Conflict of interest

1. Council members disclose actual, potential, or perceived conflicts of interest.
2. Council members refrain from participating in discussions or decisions where a conflict of interest exists.
3. Conflict disclosures and management actions are documented and recorded in Council minutes or official governance records
4. Council members provide annual and situational conflict of interest declarations. Conflict management actions are documented to support transparency, defensibility, and protection of the public interest.

4.5 Confidentiality

1. Council members maintain confidentiality of in-camera discussions and protected information.
2. Council members protect personal information and legally privileged material consistent with applicable legislation.
3. Confidentiality obligations continue after a Council member ceases to hold office.

4.6 Diligence and participation

1. Council members attend meetings regularly and prepare for deliberations.
2. Council members participate respectfully and constructively in governance discussions.
3. Council members engage in ongoing governance education and development to support effective regulatory oversight and governance decision making.
4. Council members participate in governance orientation and development activities established by Council to support effective governance oversight.

4.7 Council conduct concerns

1. Concerns regarding Council member conduct are addressed through documented governance processes that ensure fairness, proportionality, confidentiality, and defensible resolution.
2. Council retains authority to address conduct matters in a manner consistent with legislation, fiduciary duties, and protection of the public interest.

5.0 Expected outcomes

1. **Public interest** is protected through ethical and accountable Council conduct that upholds the College's statutory mandate and public trust.
2. **Clear fiduciary expectations** ensure Council members understand and fulfill governance roles and responsibilities.
3. **Collective accountability** supports consistent, independent, and defensible governance decision making.
4. **Transparent conflict of interest and confidentiality practices** strengthen integrity and governance credibility.
5. **Governance confidence and professionalism** support trust in Council leadership and regulatory decision making.
6. **Strategic alignment** ensures Council conduct and leadership reflect the Strategic Plan (2025 to 2030) 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).

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

Related college policies

GOV-POL-001 Governance and Accountability Framework

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. **Conflict of Interest:** A situation in which a Council member’s personal, professional, or financial interests could improperly influence, or appear to influence, governance decision making.

8.0 Document information

Policy type	Governance			
Policy owner	Registrar and Chief Executive Officer (or authorized delegate)			
Approved by	Council of the College of Alberta Dental Assistants			
Approval date	June 20, 2026			
Effective date	June 20, 2026			
Review schedule	Annually or sooner if required by legislative, regulatory, or strategic change.			
Approval history	Version	Date	Council Motion #	Summary of Revision
Related documents	GOV-POL-001 Governance and Accountability Framework GOV-POL-003 Delegation and Registrar Authority GOV-POL-004 Committees and Decision Pathways GOV-PRC-003 Council Code of Conduct Procedure GOV-PRC-004 Conflict of Interest Disclosure and Management Procedure GOV-PRC-005 Council Confidentiality and Information Handling Procedure Registrar and Chief Executive Officer Performance Evaluation Framework Code of Ethics (2020) Bylaws of the College of Alberta Dental Assistants (2023) Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust			