



**College of Alberta
Dental Assistants**

Governance Policy 003

Delegation and Registrar Authority

GOV-POL-003 Delegation and registrar authority

Legislative Authority: This policy is established under the *Health Professions Act*, the *Dental Assistants Profession Regulation*, the *Health Professions Restricted Activity Regulation*, the *Fair Registration Practices Act*, and the *Labour Mobility Act*. Authority is further supported by the Bylaws of the College of Alberta Dental Assistants.

1.0 Purpose

This policy establishes the framework for delegation of authority from Council to the Registrar and Chief Executive Officer (or authorized delegate) and clarifies the boundaries between governance and operational management.

This policy confirms that Council retains ultimate accountability for the statutory mandate of the College while enabling effective operational leadership through documented delegation.

This policy ensures delegation practices are transparent, documented, reviewed, and consistent with legislation, including statutory limitations on delegation.

2.0 Scope

This policy applies to Council, the Registrar and Chief Executive Officer (or authorized delegate), committees, and any individual exercising delegated authority on behalf of the College.

This policy applies to delegation of operational, administrative, and regulatory functions permitted under legislation.

This policy does not alter, restrict, or override statutory authorities assigned directly to committees or panels under the *Health Professions Act* or related legislation.

Operational procedures supporting this policy are approved by the Registrar and Chief Executive Officer (or authorized delegate) and include delegation documentation, delegation register maintenance, reporting, and accountability processes.

3.0 Principles

The College applies the following principles to ensure delegation practices are lawful, accountable, and consistent with sound regulatory governance.

1. **Public interest** is protected by ensuring that delegation supports effective regulatory operations while preserving Council's oversight responsibility.
2. **Legislative consistency** is upheld by ensuring delegation occurs only where permitted under the *Health Professions Act*, the *Dental Assistants Profession Regulation*, the *Fair Registration Practices Act*, and other applicable legislation.
3. **Accountability** is maintained by ensuring Council retains ultimate responsibility for governance decisions and statutory compliance.
4. **Role clarity** is preserved by distinguishing governance authority from operational management authority.

5. **Transparency and documentation** ensure delegated authority is clearly recorded, monitored, and reviewable.
6. **Strategic alignment** ensures delegated authority supports implementation of the Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust.

4.0 Delegation and registrar authority

Council may delegate authority consistent with legislation, the Bylaws, and this policy. The intent of this section is to clarify how authority flows from Council to operational leadership while preserving governance oversight and statutory accountability.

4.1 Council authority and non-delegable functions

1. Council exercises authority granted under legislation and the Bylaws.
2. Council may delegate authority to the extent permitted by legislation.
3. Council does not delegate functions that legislation requires Council to exercise directly.
4. Delegation under this policy does not alter or override statutory authority assigned to committees or panels under the *Health Professions Act*.
5. Council retains authority for governance decisions including strategic direction, governance policy approval, establishment of regulatory programs, and oversight of statutory compliance.

4.2 Delegation to the Registrar and Chief Executive Officer (or authorized delegate)

1. Council delegates operational and administrative authority to the Registrar and Chief Executive Officer (or authorized delegate) to support effective management of the College.
2. Delegation supports implementation of Council policy, strategic direction, and regulatory programs.
3. The Registrar and Chief Executive Officer (or authorized delegate) exercises delegated authority within the scope approved by Council and consistent with legislation.
4. Delegation does not diminish Council's oversight responsibility or accountability for regulatory outcomes.

4.3 Delegation to committees

1. Council may delegate decision making authority to a committee, including statutory and governance committees where permitted by legislation and the Bylaws of the College of Alberta Dental Assistants.
2. All delegation to a committee must be documented in writing and must:
 - a. specify the scope and limits of authority
 - b. identify reporting requirements to Council
 - c. confirm whether the authority is final decision making authority or recommendation authority
3. Delegation to a committee does not remove Council's accountability for governance oversight.
4. All delegated committee authority is subject to ongoing oversight, review, and may be amended or revoked by Council at any time.

4.4 Documentation and review of delegated authority

1. All delegated authorities, including delegation to the Registrar and Chief Executive Officer (or authorized delegate), committees, and financial delegation instruments, are documented in a formal delegation register.
2. The delegation register:
 - a. identifies scope of authority

- b. identifies reporting requirements
 - c. identifies review intervals
 - d. identifies the source of delegated authority
- 3. Delegation arrangements are reviewed annually or sooner where required by legislative, regulatory, financial, or strategic change.
- 4. Changes to delegated authority that affect governance authority, statutory responsibility, or financial thresholds are approved by Council.
- 5. Council retains authority to amend or revoke delegated authority where required to protect the public interest or ensure legislative compliance.

4.5 Delegation register

- 1. Council maintains a delegation register documenting authorities exercised by the Registrar and Chief Executive Officer (or authorized delegate) and committees.
- 2. The delegation register records the source of authority, scope of authority, and any applicable conditions or limitations.
- 3. The delegation register is maintained as an internal governance control document and supports transparency, accountability, and governance oversight.
- 4. The delegation register serves as the authoritative record of Council approved delegated authorities and may be relied upon as evidence of delegated authority unless superseded by legislation or Council resolution.
- 5. The delegation register may be updated administratively without reopening this policy provided the changes remain consistent with Council-approved delegation authority.

4.6 Oversight and reporting

- 1. The Registrar and Chief Executive Officer (or authorized delegate) provides regular reporting to Council on matters exercised under delegated authority.
- 2. Oversight focuses on outcomes, compliance, performance, and risk rather than operational detail.
- 3. Council may request information necessary to fulfill its governance and statutory oversight responsibilities.

4.7 Financial and contractual delegation framework

- 1. Council establishes financial, contractual, and signing authority limits through documented delegation instruments approved by Council.
- 2. Financial delegation instruments:
 - a. define expenditure thresholds
 - b. define authority for unbudgeted expenditures
 - c. define contract approval requirements
 - d. define signing authority requirements
 - e. establish segregation of duties principles
- 3. Financial delegation instruments are:
 - a. documented
 - b. reviewed annually
 - c. reported to Council through the Finance, Risk Management and Audit Committee

4. Financial delegation does not transfer budget approval authority, reserve fund establishment authority, or other governance authorities unless expressly approved by Council.
5. Financial delegation instruments approved by Council may be appended as schedules to this policy.

5.0 Expected outcomes

1. **Public interest** is protected through effective operational leadership supported by clear governance oversight.
2. **Clear authority and accountability** ensure Council and operational leadership understand delegated roles and responsibilities.
3. **Defensible delegation** practices ensure authority is documented, reviewable, and compliant with legislation.
4. **Strong role separation** supports efficient management without governance interference.
5. **Transparent reporting** strengthens confidence in regulatory decision making.
6. **Strategic alignment** ensures delegated authority supports the Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust.
7. **Financial and contractual authority** limits are clear, documented, monitored, and subject to oversight.
8. **Delegation to committees and operational leadership** occurs within defined and reviewable limits.

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-002 Council Roles, Conduct and Ethics

GOV-POL-004 Committees and Decision Pathways

GOV-POL-005 Risk, Assurance and Oversight

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. **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.
4. **Registrar and Chief Executive Officer (or authorized delegate):** The individual appointed by Council to manage the operations of the College and implement Council policy

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-PRC-006 Delegation Register and Authority Tracking Procedure GOV-PRC-007 Registrar Reporting and Accountability Procedure College of Alberta Dental Assistants Code of Ethics 2020 Bylaws of the College of Alberta Dental Assistants (2023) Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust CADA Delegation Register			