



**College of Alberta
Dental Assistants**

Governance Policy 006

Governance Review and Transparency

GOV-POL-006 Governance review and transparency

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 governance review, evaluation, and transparency to ensure Council fulfills its statutory mandate in the public interest.

This policy confirms that governance structures, policies, and oversight practices are periodically evaluated for effectiveness, legislative alignment, and public confidence.

This policy ensures that governance transparency supports accountability, defensibility, and public confidence in regulatory decision making.

2.0 Scope

This policy applies to Council, Council committees, and governance processes of the College.

This policy applies to governance review activities, transparency practices, public reporting, and policy evaluation.

This policy does not interfere with statutory confidentiality requirements, in-camera proceedings, or legally protected information.

Operational procedures supporting this policy are approved by the Registrar and Chief Executive Officer (or authorized delegate) and include governance evaluation processes, public reporting mechanisms, policy review schedules, and disclosure procedures.

3.0 Principles

The College applies the following principles to ensure governance review and transparency are lawful, proportionate, and consistent with effective regulatory governance.

1. **Public interest** is protected through transparent governance practices and accountable decision making.
2. **Legislative consistency** ensures governance review and disclosure align with the *Health Professions Act*, the *Dental Assistants Profession Regulation*, the *Fair Registration Practices Act*, and other applicable legislation.
3. **Accountability** requires that governance effectiveness is periodically assessed and improvements are implemented where necessary.
4. **Transparency and confidentiality** are balanced to ensure public reporting while respecting statutory privacy and privilege requirements.
5. **Continuous improvement** strengthens governance maturity and public confidence.
6. **Strategic alignment** ensures governance review supports the Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust.

4.0 Governance review and transparency framework

Council maintains oversight of governance effectiveness and transparency consistent with legislation and the governance framework established in GOV-POL-001 Governance and Accountability Framework and the associated governance policy suite. The intent of this section is to clarify how governance performance is evaluated and how information is communicated to the public.

4.1 Governance evaluation

1. Council conducts periodic evaluation of its governance effectiveness, including roles, structures, policies, and decision processes.
2. Governance committees may be reviewed to ensure mandate clarity, effectiveness, and legislative compliance.
3. Council members participate in governance self-assessment activities.
4. Findings from governance evaluations inform policy refinement and structural adjustments.
5. Governance evaluation may include independent or external review where appropriate.
6. Council member onboarding, orientation, and ongoing governance development support effective performance of governance responsibilities.
7. Where competency gaps are identified, Council implements development, recruitment, or structural adjustments to ensure effective governance capacity.
8. Council aligns governance review, evaluation, and development activities with an annual governance work plan.

4.2 Policy review and renewal

1. Governance policies are reviewed on a scheduled basis to ensure legislative compliance and alignment with regulatory best practices.
2. Policy updates are approved in accordance with governance authority established under GOV-POL-001 Governance and Accountability Framework.
3. Changes to governance policies reflect statutory amendments, strategic shifts, or identified improvement opportunities.

4.3 Transparency and public reporting

1. Council supports transparency through publication of approved governance policies, annual reports, and other public-facing governance materials consistent with legislative requirements and protection of confidential information.
2. Governance decisions are documented and recorded in accordance with records and information governance policies.
3. Governance documentation supports auditability, defensibility, and historical accountability.
4. Transparency practices comply with statutory confidentiality requirements and protection of personal information.
5. Governance control documents, including delegation registers and financial delegation schedules, are internal governance instruments and are not public documents unless disclosure is required by legislation or directed by Council.

6. Disclosure decisions must balance transparency with operational integrity, protection of financial controls, and statutory confidentiality obligations.
7. Public reporting reflects governance activities, oversight outcomes, and strategic progress.
8. Transparency practices are proportionate, accurate, and timely to support public understanding of governance activities.
9. Council determines the scope and format of public governance disclosures consistent with legislation and the public interest.

4.4 Continuous governance improvement

1. Council considers internal and external feedback to strengthen governance effectiveness.
2. Council may request independent reviews or external expertise where appropriate.
3. Governance improvement initiatives support regulatory maturity and public confidence.
4. Where material financial, regulatory, or governance risk arises, Council or the Registrar and Chief Executive Officer (or authorized delegate) may initiate an interim governance review outside the scheduled review cycle.

5.0 Expected outcomes

1. **Public interest** is protected through transparent and accountable governance practices.
2. **Governance structures and policies** remain current, effective, and legislatively compliant.
3. **Council effectiveness** is periodically evaluated and strengthened.
4. **Transparency practices** support defensible decision making and public confidence.
5. **Continuous improvement** enhances governance maturity.
6. **Strategic alignment** ensures governance review supports 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-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

7.0 Definitions

- 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.
- Governance Review:** Structured evaluation of governance effectiveness, compliance, and performance.

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-013 Governance Review and Evaluation Procedure GOV-PRC-014 Governance Transparency and Public Reporting Procedure GOV-PRC-015 Governance Work Plan and Policy Review Procedure GOV-PRC-016 Council Evaluation Procedure GOV-PRC-017 Registrar Performance Evaluation Procedure Code of Ethics (2020) Bylaws of the College of Alberta Dental Assistants (2023) Strategic Plan (2025 to 2030) Leading with Vision, Ensuring Public Trust			