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<b>Policy Name</b>	<b>GP-8 Statutory Committees</b>
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The Act authorizes the Council to appoint committees to support the regulatory function of the College. Pursuant to the Act, the Regulation and the bylaws, Council appoints regulated members in good standing to the Registration Committee, the Competence Committee and the Hearing Tribunal and Complaint Review Committee roster. Due to the provisions in the Act that decisions of statutory committees may be appealed to Council, Council members will not sit on statutory committees.

**Council may:**

- appoint registrants to statutory committees,
- appoint the Chair to statutory committees, and
- make appointments to fill vacancies on statutory committees.

**Committees will:**

- make decisions on matters as authorized in the Act, Regulation, Bylaws and the committee's terms of reference,
- provide recommendations to Council,
- provide reports to Council,
- meet as necessary to carry out the committee's work,
- abide by the legislation, Code of Ethics, Standards of Practice, Council governance policies, and
- respect the accountabilities, roles and responsibilities of Council and the College.

**Committee Members will:**

- always conduct themselves in a professional manner,
- immediately declare any potential, real or perceived conflict of interest,
- complete all work in a timely manner,
- participate in Committee meeting discussions,
- focus on the College's mandate in the Act, the Regulation, the Bylaws, College Mission, Vision and Values and the committee's terms of reference, and
- respect the decisions of Council on recommendations from the Committee.



## Appendix A: Registration Committee Terms of Reference

### **Purpose**

The Registration Committee is established under section 9 of the Health Professions Act.

### **Authority and Reporting**

The Committee has the authority to make decisions as authorized in the legislation, bylaws and supporting policies. The Committee reports and makes recommendations to Council on policy.

### **Membership**

The Committee will be comprised of:

- a minimum of three (3) members, the majority of whom must be regulated members, and
- the Registrar or designate as an ex-officio member of the Committee.

Guests or advisors could be invited to committee meetings as required or at the Committee's invitation.

A Committee member may resign at any time by providing written notice to the Council Chair.

### **Term**

Registrants will be appointed to the Registration Committee for a term of three (3) years, renewable to a maximum of two (2) consecutive terms. Unless a member of the Committee is not capable of performing his or her duties, the member remains a member of the Committee until a successor is appointed.

### **Duties**

When specific matters are referred to the Committee, the Committee will:

- make recommendations or a decision on the approval, deferral or refusal of a new registration with the CRDHA,
- make recommendations or a decision on the cancellation of a practice permit if the registrant has not met the conditions imposed upon the practice permit,
- facilitate document and policy reviews,
- must determine any issue referred to the Committee by a Hearing Tribunal under Part 4 of the HPA,
- determine any issue referred to the Committee by the Registrar, and
- undertake any other power or duty given to the Committee under the HPA or Bylaws.

### **Expectations**

The Committee members will commit to:

- review and familiarize themselves with all meeting materials in advance of each meeting,
- attend and actively participate in all scheduled Committee meetings,
- participate in all Committee discussions,
- share all communication and information across all Committee members,
- undertake a fair share of reasonable tasks and responsibilities as is appropriate for the functioning and progress of the Committee,
- consider all views and options regardless of personal agendas or interests for the best possible achievement of the Committee's responsibilities,



- declare conflicts of interest if one exists,
- remove themselves from Committee work if a real, potential or perceived conflict of interest exists,
- listen to and consider the views and suggestions of other Committee members, and
- respect the decisions of the Commission on recommendations from the Committee.

### **Meetings**

The Committee will meet as necessary. Meetings may be in person or conducted by electronic means.

### **Chair**

The Chair of the Committee is appointed by Council. The Chair is expected to:

- facilitate meetings,
- manage consensus for the purpose of recommendations,
- assist the college in preparing meeting packages including agendas and minutes, and
- act as a liaison between the Committee and Council.

### **Quorum**

Quorum for the Registration Committee is three (3) members.

### **Finances**

No member of the Committee shall receive remuneration for participating on the Committee, unless otherwise decided by the College or Council for specific purposes.

### **Confidentiality**

Committee members shall respect the confidentiality of any confidential information or materials to which they have access. Information will be maintained strictly confidential and will not, in any circumstances be disclosed or used without the express consent of Council.

### **Effective**

These terms of reference are effective upon Council approval and may be altered or rescinded in whole or in part by Council decision.

### **Amendment, Modification or Variation**

These terms of reference may be amended, varied, or modified in writing after consultation and agreement by Council.



## Appendix B: Competence Committee Terms of Reference

### **Purpose**

The Competence Committee is established and may carry out the powers and duties set out in the Act, the Regulations and the Bylaws.

### **Authority and Reporting**

The Committee has the authority to make decisions as authorized in the legislation, bylaws and supporting policies. The Committee reports and makes recommendations to Council on policy.

### **Membership**

The Committee will be comprised of:

- a minimum of four (4) members, the majority of whom must be regulated members, and
- the Registrar or designate as an ex-officio member of the Committee.

The Committee may retain any person with technical expertise or other knowledge to inquire into and report to the Committee on any matter within the Committee's mandate.

A Committee member may resign at any time by providing written notice to the Council Chair.

### **Term**

Registrants will be appointed to the Continuing Competence Committee for a term of three (3) years, renewable to a maximum of two (2) consecutive terms. Unless a member of the Committee is not capable of performing his or her duties, the member remains a member of the Committee until a successor is appointed.

### **Duties**

When specific matters are referred to the Committee, the Committee will:

- May make recommendations to Council on continuing competence requirements and the assessment of those requirements.
- May undertake practice visits as part of the Continuing Competence Program and conduct a practice visit of regulated members.
- Consider issues related to cancelled permits, when referred by the Registrar.
- Determine any issue referred to the Committee by the Registrar.
- Make a referral to the Complaints Director if:
  - On the basis of information obtained from a practice visit or continuing competence program, the Committee is of the opinion that a member has intentionally provided false or misleading information under Part 3 of the HPA.
  - On the basis of information obtained from a practice visit, the Committee is of the opinion that:
    - i. the member displays a lack of competence that has not been remedied by participating in the Continuing Competence Program
    - ii. the member may be incapacitated
    - iii. the conduct of the member constitutes unprofessional conduct that cannot be readily remedied by means of the Continuing Competence Program



- Must determine any issue referred to the Committee by a Hearing Tribunal under Part 4 of the HPA,
- Oversee other projects such as Infection Prevention and Control projects and Occupational Health and Safety projects.
- Undertake any other power or duty given to the Committee under the HPA or Bylaws.

### **Expectations**

The Committee members will commit to:

- review and familiarize themselves with all meeting materials in advance of each meeting,
- attend and actively participate in all scheduled Committee meetings,
- participate in all Committee discussions,
- share all communication and information across all Committee members,
- undertake a fair share of reasonable tasks and responsibilities as is appropriate for the functioning and progress of the Committee,
- consider all views and options regardless of personal agendas or interests for the best possible achievement of the Committee's responsibilities,
- declare conflicts of interest if one exists,
- remove themselves from Committee work if a real, potential or perceived conflict of interest exists,
- listen to and consider the views and suggestions of other Committee members, and
- respect the decisions of the Commission on recommendations from the Committee.

### **Meetings**

The Committee will meet as necessary. Meetings may be in person or conducted by electronic means.

### **Chair**

The Chair of the Committee is appointed by Council. The Chair is expected to:

- facilitate meetings,
- manage consensus for the purpose of recommendations,
- assist the college in preparing meeting packages including agendas and minutes, and
- act as a liaison between the Committee and Council.

### **Quorum**

Quorum for the Registration Committee is three (3) members.

### **Finances**

No member of the Committee shall receive remuneration for participating on the Committee, unless otherwise decided by the College or Council for specific purposes.

### **Confidentiality**

Committee members shall respect the confidentiality of any confidential information or materials to which they have access. Information will be maintained strictly confidential and will not, in any circumstances be disclosed or used without the express consent of Council.

### **Effective**

These terms of reference are effective upon Council approval and may be altered or rescinded in whole or in part by Council decision.



COLLEGE OF REGISTERED  
DENTAL HYGIENISTS  
OF ALBERTA

**Amendment, Modification or Variation**

These terms of reference may be amended, varied, or modified in writing after consultation and agreement by Council.



## Appendix C: Complaint Review Committee Terms of Reference

### Purpose

Complaint Review Committees (CRC) have two purposes under the Act.

1. A CRC is appointed by the Hearings Director following an Alternative Complaint Resolution (ACR) process to review the proposed settlement. As part of this review, the CRC may:
  - a) review the records and the proposed settlement; and
  - b) require any of the following to appear before it to answer questions regarding the proposed settlement:
    - i. the Complainant;
    - ii. the Investigated Member;
    - iii. the Regulated Member of the College who participated in or conducted the ACR process.

The CRC may then:

- a) ratify the settlement;
- b) amend the settlement with the consent of the Complainant and the Investigated Member and then ratify the amended settlement; or
- c) refuse to ratify the settlement.

The CRC must notify the Complaints Director of its actions.

2. A CRC is appointed by the Hearings Director if a complainant requests a review of a decision by the Complaints Director to dismiss a complaint. The Hearings Director will provide the application for review and the Investigation Report to the CRC.

The CRC may take submissions in written or oral format from the Complainant and the Investigated Member.

The CRC must, within the time set out in the Act, review the Investigation Report and:

- a) refer the matter to the Hearings Director to schedule a hearing;
- b) direct the Complaints Director to conduct or appoint an investigator to conduct a further investigation; or
- c) confirm the dismissal.

The CRC must provide a written decision with reasons to the Complainant and the Investigated Member.

### Authority

The CRC makes decisions as authorized in the Act.

### Structure

A CRC is established by the Hearings Director from a roster of Registrants in good standing, as approved by Council. A CRC consists of at least two (2) registrants in good standing from the College roster and the number of Public Members required under the Act appointed from the roster established by the Provincial Government.



Note: Any roster member with previous knowledge of the matter and/or participants in the scheduled CRC may not sit as a member of the CRC for that particular matter.

### **Expectations**

The CRC will:

- respect and honour confidentiality;
- remove themselves if a conflict of interest, real or perceived, may exist;
- consider evidence with a fair and open mind;
- demonstrate excellent understanding of the dental hygiene profession;
- understand legislation; and
- demonstrate clear, reasonable thought processes and excellent written and verbal communication skills.

### **Meetings**

CRCs are appointed as necessary.

### **Term**

CRCs serve until the matter is completed. Registrants in Good Standing may remain on the roster until they choose to remove themselves or fail to maintain Registration and/or Good Standing. The roster will be reviewed annually for eligibility and willingness to continue to serve.

### **Effective**

These Terms of Reference are effective upon Council approval and may be altered or rescinded in whole or in part by Council decision.





## Appendix D: Hearing Tribunal Terms of Reference

### **Purpose**

Hearing Tribunals hold hearings pursuant to the Act on matters of unprofessional conduct and:

- may request an expert to assess and prepare a written report on any matter relevant to the subject matter of the hearing;
- will hear evidence;
- will decide that the conduct of the investigated person is or is not unprofessional conduct, as defined in the Act;
- may make orders when the conduct of the investigated person constitutes unprofessional conduct; and,
- must produce written decisions with reasons.

### **Authority**

The Hearing Tribunal makes decisions and makes orders as authorized in the Act.

### **Structure**

A Hearing Tribunal is established by the Hearings Director from a roster of Regulated Members in Good Standing approved by Council. A Hearing Tribunal consists of at least two (2) registrants in good standing from the College roster and the number of public members required under the Act appointed from the roster established by the Provincial Government.

Note: Any roster member with previous knowledge of the matter and/or participants in the hearing may not sit as a member of the hearing tribunal for that particular matter.

### **Expectations**

The Hearing Tribunal members will:

- respect and honour confidentiality;
- remove themselves if a conflict of interest, real or perceived, may exist;
- consider evidence with a fair and open mind;
- demonstrate excellent understanding of the dental hygiene profession;
- understand legislation; and
- demonstrate clear, reasonable thought processes and excellent written and verbal communication skills.

### **Meetings**

Hearing Tribunals convene only as necessary.

### **Term**

Hearing Tribunals serve until completion of the matter. Registrants in good standing may remain on the roster until they choose to remove themselves or fail to maintain registration and/or good standing. The roster will be reviewed annually for eligibility and willingness to continue to serve.

### **Effective**

These Terms of Reference are effective upon Council approval and may be altered or rescinded in whole or in part by Council decision.