

Policy number	GP-30
Policy name	Council selection process
Approved	February 4, 2022
Last reviewed	November 20, 2025
Scheduled review	Q4 2027

## POLICY

Pursuant to section 5 of the *Health Professions Act* (HPA), the governing body of a College is the Council. Council is composed of regulated members, elected by the regulated membership, and public members appointed by the Lieutenant Governor in Council.







To fill Council vacancies left by departing regulated members, the College undergoes a hybrid model that is outlined in policy. Council reserves the right, as per the Bylaws, to appoint a regulated member to fill an unexpected Council vacancy.

### Selection process

The process is overseen by a committee composed of Council members and a non-Council member dentist, in a voting capacity, along with non-voting, ex-officio College staff. The committee's Terms of Reference are approved by Council.

The process consists of:

1. Application Process
 


All general regulated members with the College may apply to be a Council member. Only applications that are submitted by applicants who are in good standing with the College and who meet Council eligibility criteria set out in the Bylaws will be considered by the committee.
2. Assessment of submitted applications
  -  The committee will assess any real or perceived conflicts of interest with any Council applicants. Conflicts may be addressed through a replacement Council member on the committee.
  -  The committee will assess the applications submitted and compare the applicants' skills and competencies to that of Council through a gap analysis of Council's currently held competencies. Council's currently held competencies are known as a result of Council member self-assessment.
  -  The committee will also consider the biographical information provided by the applicant, their responses to the governance questionnaire, the applicant's signed acknowledgment, and any other information provided in the application process.
3. Interviews
  -  The committee will conduct, or delegate the performance of, objective and standardized interviews of the short-listed applicants.
4. Outcome of assessment
  -  The committee will consider all aspects of the applicant's application process including information provided and attained.
  -  They may do one of the following:
    - i. Produce a slate of suitable applicants for an election to be voted on by regulated members of the College



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- ii. If there are a number of appropriate applicants equal to the number of Council vacancies an election will not be held and the committee will inform Council.
- iii. If there are no appropriate applicants for Council vacancies, the selection committee may recommend one or more regulated members who meet the eligibility requirements in the Bylaws by considering the regulated member's assessed competencies as per the approved Council competency matrix.

### Start of service

-  The new Council member(s)'s term commences January 1 of the year following their appointment, unless otherwise agreed upon by Council.

### DEFINITIONS

none

### APPENDICES

none

### REFERENCES

Government of Alberta. (2002). *Health Professions Act*. Alberta, Author. Available at: <http://www.qp.alberta.ca/documents/Acts/H07.pdf>.

Government of Alberta. (2002). *Health Professions Act – Denturists Profession Regulation*. Alberta, Author. Available at: [http://www.qp.alberta.ca/documents/Regs/2002\\_186.pdf](http://www.qp.alberta.ca/documents/Regs/2002_186.pdf)

### DOCUMENT HISTORY

Date	Action	Rationale
04/02/2022	New	Required
15/09/23	Review	As scheduled
20/11/2025	Review	As scheduled