



College of  
Dental  
Technologists  
of Alberta

**Council Election**

**Nomination Package & Candidate Information  
Guide**

**2025**

## INTRODUCTION

This guide has been designed to assist regulated members interested in running for election to the Council of the College of Dental Technologists of Alberta (CDTA).

All documents, listed on the nomination checklist below, must be provided in support of your nomination. Any nominee who fails to provide all the documents listed in the nomination checklist, by the deadline set by the Nomination and Election Committee, shall not be eligible for election.

Please submit all required documents (refer to the nomination checklist) by email to [electioncommittee@cdta.ca](mailto:electioncommittee@cdta.ca) by **March 18, 2025 @ 4:00 pm.**

## NOMINATION CHECKLIST

- Governance questionnaire
- Nomination form
- Acknowledgement
- Conflict of interest declaration
- Eligibility for election declaration
- Color head and shoulder photo suitable for publication

*Please note, submitting a nomination does not guarantee election as a Council member with the College of Dental Technologists of Alberta. We thank all nominees for their interest in Council.*

# KEY DATES

<b>February 25, 2025</b>	Nominations open
<b>March 18, 2025</b>	Nominations close at 4:00 pm MST
<b>April 15, 2025</b>	Electronic voting opens; <i>Regulated members receive a link by email + instructions</i>
<b>April 25, 2025</b>	Voting closes at 11:59 pm MST
<b>May 1, 2025</b>	New Councilors announced
<b>June 16, 2025</b>	New Councilors start their term/Attend first Council meeting

# FREQUENTLY ASKED QUESTIONS

## What does a Councillor do?

Councillors are responsible for governing the College by making policy decisions that help meet the legislated mandate of the College. Councillors are not involved in running College programs or the day-to-day operations of the organization.

Council members must be aware that the following is expected of them (please note, this is not an exhaustive list). Council members must:

- Provide collective leadership, with no individual authority, and provide a unified voice on all Council decisions.
- Respect the separation of roles of Council and Administration.
- Be able and willing to participate thoughtfully and objectively in the constructive deliberation of issues, without bias or prejudice, while respecting the opinion of others.
- Be committed to honouring all Council decisions.
- Be strategic, thoughtful, objective and focused on the College’s legislated mandate; public protection.
- Carry out their role as a Councillor in the public interest, not registrant benefits, professional advancement, or advocacy for the profession.
- Carefully read and thoroughly consider Council meeting materials, to knowledgeably participate in discussions.
- Maintain confidentiality on Council matters.

## Will I be compensated for my time?

Yes. Councillors are paid an honorarium plus travel, accommodation and meal expenses for each Council-approved meeting attended. The amount paid does not necessarily represent full compensation for lost earnings.

<b>HONORARIUM<sup>1</sup></b>	
Council	\$169.00/half day <sup>2</sup>
	\$290.00/full day <sup>3</sup>
	\$454/over 8 hours

<sup>1</sup> Amounts are equal to Alberta Health rates for Public Members

<sup>2</sup> Up to 4 hours

<sup>3</sup> Up to 8 hours

### Will I get continuing competence credits for participating on Council?

Yes. Councillors can claim continuing competence credits for participation on Council as follows:

Activity	Supporting Documentation	Credits Awarded		
		1	3	6
Council Meeting	Copy of Minutes	up to 6 hours	6-12 hours	12 + hours

### What is the time commitment?

Council generally meets four (4) times a year. **Councillors should expect to dedicate at a minimum of 4 hours per meeting. Meetings may be schedule during regular business hours, or on the weekend.**

- The majority of Council meetings are held virtually, however, in person attendance may be required.
- Meeting dates are set well in advance to help members plan. Each meeting also required preparation time- such as reviewing materials in advance of meetings to be able to fully contribute to discussions and decisions. 2025 meeting dates are:
  - June 12 @ 12:00 pm (Format: virtual)
  - September 15 @ 12:00 pm (Format: Virtual)
  - November 21 & 22 @ 9:00 am (Format: In-Person/Edmonton)
- We understand and recognize it can be challenging to balance Council work and your other responsibilities, your expertise and time commitment enable the CDTA to protect the public by guiding the profession in Alberta. As you take on this meaningful work, we ask you to consider the potential impact such commitment could have on you, your professional responsibilities, and your personal life.
- You should expect to devote additional time preparing for meetings. Materials are distributed in advance of the meeting and Council Members are expected to review the materials thoroughly before each meeting. The actual amount of time to prepare may vary depending on the meeting agenda.

### How long is the term of office?

Council Members are elected on a three-year term unless they are filling a vacancy on Council. The term officially begins at the first meeting of the Council following the election. For the purposes of the 2025 election, the first meeting of new Councillors will be on Monday, June 12, 2025 @ 12:00 pm.

**If my circumstances change, how can I withdraw my nomination?**

Candidates may withdraw their nomination at any time before the election by giving notice to the College in writing at [electioncommittee@cdta.ca](mailto:electioncommittee@cdta.ca).

## ROLE OF A COUNCILLOR

The College of Dental Technologists of Alberta is a regulatory body with its primary purpose being to serve and protect the public interest. As such, the College receives its mandate from legislation rather than regulated members. The Council is focused on governance, not the administration or operation of the organization. When addressing governance issues, Council seeks to understand the viewpoints of all relevant stakeholders. The role of the Council must be public interest, not registrant benefits, professional advancement, or advocacy for the profession.

The *Health Professions Act* establishes the legislative framework or 'rules' in which the College operates and prevents the College and Council from operating as an association or carrying out association functions.

The College must focus on its mandate of protecting and serving the public interest, monitoring, and enforcing standards for registration, professional practice and conduct, standards of practice and continuing competence for the profession of dental technology in Alberta. Colleges must not engage in any association driven functions.

The *Health Professions Act* states that Council is the governing body of the College. Council's job is to ensure that all College activities and duties are carried out as set by regulation and legislation. The Council uses a system of governance that clearly delegates these duties to Administration. Council establishes outcome-based performance measures and empowers Administration to choose the most appropriate means to implement College policies and directives.

Council has a critical role, specifically, upholding the mandate of serving and protecting the public interest. To achieve this mandate, Council must provide effective governance, and clear outcome-based performance measures, which takes discipline and hard work.

As Council's role is not operational in nature, Council members must have skills and attributes that enable them to govern, not manage. Working as a collective is an important part of governing, as well as establishing a professional, dynamic, honest, and respectful working relationship with fellow Council members and Administration. Council members, hold fiduciary positions and must demonstrate honesty, fairness, and loyalty in governing the College.





4. The *Health Professions Act* states that Council is the governing body of the College. Council's job is to make sure that all College activities and duties are carried out as set by regulation and legislation. Council's role is to govern the organization by making clear the outcomes it expects the College Administration to produce.

Council uses a system of governance that clearly delegates achievement of those outcomes to Administration. Administration is authorized to choose the most appropriate means to achieve the goals and objectives, within policies set by the Council. Council does not get involved with the details of day-to-day operations of the organization.

What has been your experience in determining and establishing strategic, future-based outcomes for an organization?

*I, \_\_\_\_\_, authorize the College of Dental Technologists of Alberta to publish my written responses to this governance questionnaire and photo.*

Nominee Signature

Date

# Councillor Nomination Form

## Nominee Contact Details

Nominee (Regulated Member) Name	Registration Number
Email	Phone

	Nominator 1	Nominator 2	Nominator 3 <sup>4</sup>
Nominator (Regulated Member) Full name			
Phone number			
Email			
CDTA Registration Number			
Date			
Nominator Signature			

*The Nomination and Election Committee or College staff may contact the nominators in support of the nomination.*

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<sup>4</sup> CDTA Bylaws

Part 3(13)(3) Nominations

(a) Nominations shall be accepted when a regulated member receives a nomination signed by three qualified electors.

(b) Each regulated member, in good standing, may nominate only one Regulated Member to each vacancy.

# ACKNOWLEDGMENT

I acknowledge that the information provided in support of my nomination has been completed honestly in my nomination for a role as a Council member with the College.

I understand if elected to Council, it will be my responsibility to:

- Uphold the College's mandate of serving and protecting the public interest, regardless of professional and/or personal self-interest.
- Uphold the Council Code of Conduct and any Council member agreements.
- Avoid conflicts of interest by being aware of what is a conflict of interest, ask if unclear, and if in a conflict-of-interest situation, declare and follows required steps as laid out in the College's Council Code of Conduct.
- Make decisions that are consistent with and support the College's values and the expectations of the government of Alberta's bills, Acts, and regulations.
- Maintain all information and knowledge gained as a result of the position on Council in the strictest of confidence and in accordance with applicable federal and provincial legislation and College policies.
- Uphold Council's authority to make decisions and understand that individual Council members do not have the authority to make decisions on behalf of Council or the College.
- Be willing and able to prepare for, attend, and participate in activities of Council and the College.
- Become familiar with and be bound by the College's Bylaws, regulation, and governing policies.
- Understand the importance of developing and maintaining a respectful and professional relationship within Council and with Administration.

*I understand that the Nomination and Election Committee will review my nomination to ensure compliance with the CDTA Bylaws and that any nomination that conflicts with the Bylaws, will not be accepted.*

Nominee Signature:

Date:

Please submit all required documents by email to [electioncommittee@cdta.ca](mailto:electioncommittee@cdta.ca) by **MARCH 18, 2025 @ 4:00 pm.**

# KEY TERMS

- Administration** The Registrar/Executive Director of the College. The College’s senior leader within the organization and the Council’s sole employee.
- Bias or prejudice** Bringing in a perspective, belief, or feeling, consciously or unconsciously, that shows an inclination for or against something or someone. Acting in a manner that is free from bias or prejudice means that the individual can separate their perspective, belief, or feeling and contribute to discussions and decisions in a manner that is impartial, fair, objective, and in a manner that has the best interest of the College’s mandate in mind.
- Empowers** Provides the authority to accomplish something and/or takes steps to bring about a stronger, more confident, and capable individual, team, environment, or organization.
- Experience** The individual has applied and practiced the competency.
- Fiduciary position** The individual holds a position that requires them to act honestly, prudently, and in the best interest of the College on all matters as required by law.
- Honour(s)/Honouring** The individual upholds and respects the decisions made by Council as a whole and does not undermine the decision to or with others.
- Understand(s)** The individual appreciates and knows the framework, key concepts, and the application of these in the situation.

# Conflict of Interest and HPA Compliance

## Declaration for Council Nominees

In addition to identifying actual or perceived conflicts of interest for persons serving with the College of Dental Technologists of Alberta (“the College”), amendments to the *Health Professions Act* (HPA) establish that a person who is an officer or senior employee of a professional association or union that represents regulated members of the College **cannot be appointed or elected to the College’s Council**.

If a person elected to Council subsequently becomes an officer or senior employee of a professional association representing regulated members of the College, the individual is no longer permitted to continue in that capacity and their position on the College Council is terminated effective immediately.

These restrictions are mandatory and apply to the College and all HPA colleges.

### **Please provide the information requested below:**

- (i) to remain transparent about any potential, real or perceived conflicts of interest and
- (ii) to ensure that you are not prevented from assuming a position on Council with the College due to the HPA and Bylaw restrictions mentioned above.

Paid employment including position and decision-making authority (all sources):

Ownership of any Company, Business or Consultancy:

Appointments, offices, membership in other organizations (including professional associations), voluntary or not:

Any other declaration that may influence decision making:

*I have disclosed all information, affiliations and memberships and if elected to Council, for the duration of my term on Council, I will immediately disclose to the College any changes to my information, affiliations and memberships:*

- (i) which may directly or indirectly influence or appear to influence my position and decisions when serving with the College and
- (ii) which relate to the HPA prohibitions for serving with the College.

Dated this: \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_  
Day Month Year City/Town Province

Full Name

Signature

# Eligibility for Election to Council

## Declaration for Council Nominees

### Purpose of this Declaration

A regulated member who meets the criteria for eligibility for election set out in Part 3(13)(3) of the College of Dental Technologists of Alberta (“College”) bylaws shall confirm their eligibility for election to Council by completing this declaration. Any nominee who fails to provide such confirmation by the deadline set by the Nomination and Election Committee shall not be eligible for election.

### Declaration of Eligibility for Election

I declare that I meet the eligibility for appointment criteria as set out in Part 3(13)(3) of the College bylaws which read as follows:

#### *(3) Eligibility for Nomination and Election to Council*

*(a) To be eligible for nomination and election to Council, the regulated member must be in good standing. A regulated member is in good standing if they:*

- I. Are a regulated member on the general register of the College;*
- II. Have no fees, costs, fines, levies, or any other sums owing to the College;*
- III. Have a valid and current practice permit that is not currently suspended;*
- IV. The member is not under supervision or cancellation pursuant to the Act, the Regulation or the Bylaws;*
- V. Have met all continuing competence requirements; and*
- VI. Are in compliance with all orders or directions made pursuant to the Act.*

*(b) Notwithstanding anything contrary in the Bylaws, a Regulated Member is **not** eligible to be nominated or elected to the Council if the Regulated Member:*

- I. Is currently, or has been within the most recent five (5) years, an officer, director, executive member or occupies a similar position in a professional association that represents members of a regulated health profession;*
- II. Within the three years immediately before an elected, has had their practice permit was suspended or cancelled pursuant to Part 4 of the Act;*
- III. Has been formally charged with unprofessional conduct that has not yet been determined by a hearing tribunal;*

- IV. *Has been found guilty of unprofessional conduct within the preceding five (5) years;*
- V. *Is an employee, contractor or other individual appointed under part 1(14) of the Act, or have been employed, contracted, or appointed under part 1(14) of the Act, within the five (5) years immediately before an election;*
- VI. *Was previously a member of Council, who was removed from Council, and has not been absent from Council for a minimum of five (5) years;*
- VII. *Was previously a member of Council, who was subject of a complaint under Part 3(12) of the Bylaws, and resigned from Council prior to the completion of the Part 3(12) complaint's process, and has not been absent from Council for a minimum of five (5) years; or*
- VIII. *Have been found guilty of unprofessional conduct related to sexual abuse, sexual misconduct or any sexual boundary violation at any time in and jurisdiction including outside Canada.*

I confirm that I meet the eligibility criteria for election to Council and agree to notify the College if I no longer meet the eligibility criteria on the date of appointment to Council or throughout my term on Council.

Dated this: \_\_\_\_\_ of \_\_\_\_\_, \_\_\_\_\_ at \_\_\_\_\_, \_\_\_\_\_  
Day Month Year City/Town Province

Full Name

Signature