



# Bylaws

Adopted by the Council of the  
Alberta College of Occupational Therapists  
Effective April 1, 2023

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## Definitions

### 1. Definitions

In these bylaws:

- (a) “**Act**” means the *Health Professions Act*;
- (b) “**Code of Ethics**” mean the code of ethics adopted by the College under section 133 of the Act.
- (c) “**College**” means the Alberta College of Occupational Therapists;
- (d) “**Complaints Director**” means the complaints director of the College appointed under section 15(3) of the Act;
- (e) “**Council**” means the Council of the College established under section 5 of the Act;
- (f) “**Good Standing**”, as used in these bylaws, means a member on the General Register who has been practicing for at least one year, has no fines, fees or costs owing to the College, has no conditions on their permit, is not currently under investigation for professional misconduct, and has not been found guilty of professional misconduct within the last five years.
- (g) “**Hearings Director**” means the hearings director of the College appointed under section 15(1) of the Act;
- (h) “**Registrar**” means the registrar of the College appointed under section 8 of the Act;
- (i) “**Regulated member**” means a person who is registered as a member under Section 33(1)(a) of the Act (also referred to as “**Registrant**”);
- (j) “**Regulation**” means the *Occupational Therapists Profession Regulation*;
- (k) “**Standards of Practice**” mean the standards of practice adopted by the College under sections 133, 133.1 and 133.2 of the Act.

## Council

### 2. Council

#### *Duties and Powers*

- (1) The Council is the governing body of the College and may exercise all the powers and duties granted to a council under the Act. Without limiting Council’s powers and duties under the Act, Council is empowered to:
  - (a) Act on behalf of the College to implement the applicable requirements of the Act;
  - (b) Establish and revise policies with respect to the College’s activities;

- (c) Enter into a contract with the Registrar specifying the terms and conditions of employment.
  - (d) Delegate authority and responsibility for the implementation of the College's policies to the Registrar;
  - (e) Appoint any committees, in addition to the committees referenced in these bylaws, the Council considers necessary and advisable, and may, by resolution and without requirement of further bylaws, designate such further committees and the powers and duties of any committee.
- (2) Any person carrying out powers and duties of the Council or on behalf of the College under the Act or the bylaws, must do so in good faith and in accordance with any relevant policies or procedures approved by Council, including any policies on conduct, conflict of interest or confidentiality.

### *Composition*

- (3) Council shall consist of:
- (a) four regulated members appointed in accordance with bylaw 4.(1) and 4.(2);
  - (b) the number of public members required to be appointed by the Lieutenant Governor in Council in accordance with section 12(1) of the Act (no less than 50% or four); and
  - (c) any non-voting members appointed by Council.
- (4) Notwithstanding the above, the total number of regulated members with voting privileges shall never be less than the number of appointed public members.

### *Term of Office*

- (5) Except as otherwise stated in these bylaws,
- (a) the term of office for a regulated member of Council shall be three (3) years.<sup>1</sup>
  - (b) a regulated member's term on Council will begin in September.<sup>1</sup>
  - (c) a regulated member of Council may put their name forward for appointment for a second term, but may not serve more than two (2) consecutive terms.<sup>2</sup>
- (6) If a regulated member is appointed to Council under bylaw 3.(10), Council may, in its sole discretion, direct that the partial term of office not be counted as a term of office for the purposes of bylaw 2.(5).

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<sup>1</sup> Start dates for public members may vary and terms can be extended or altered by the Lieutenant Governor in Council.

<sup>2</sup> Terms are considered consecutive if:

- they occur back to back (i.e., a call for applicants for appointment occurs while the regulated member is still serving their first term on Council); or,
- a former regulated member of Council is a successful applicant for a Council appointment that is posted within 12 months of their first term ending (or portion of a term that Council has determined counts as the regulated member's first term).

(7) If a regulated member of Council is selected as President or Vice-President under bylaw 2.(8) or 3.(11), Council may, in its sole discretion, extend the length of the regulated member's current term on Council to coincide with the term of office set out in bylaw 2.(9) or 2.(11), as applicable.

### *Officers*

(8) Council shall select a President and a Vice-President from among the members of Council.

(a) The President will be a regulated member. The Vice President may be a regulated member or a public member.

(b) The Executive Committee shall:

- i. consist of the President, Vice-President and CEO/Registrar
- ii. administer the affairs of the college between meetings of Council, as specified in these bylaws and in accordance with Council policy, and
- iii. perform any other duties assigned by Council,

but shall not change any policy of the College nor authorize or incur any expenditure that is not explicitly authorized by Council policy.

(9) The term of office for President is two (2) years. A council member elected to serve as President may serve a maximum of one (1) term as President.

(10) Powers and duties of the President include:

- (a) Chairing all meetings of Council; and
- (b) Performing other duties as Council directs.

(11) The term of office for Vice-President is two (2) years. A council member elected to serve as Vice-President may serve a maximum of one (1) term as Vice-President.

(12) The Vice-President succeeds to the Office of President but only if they are eligible as per bylaw 2.(8)(a) and their succession is confirmed through election by the Council. If the Vice-President is not eligible or not elected by Council to succeed to the position of President, then Council shall elect another member of Council to be President.

(13) If the President is temporarily absent or unable to act, the Vice-President shall perform the functions, duties, powers and responsibilities of the President.

(14) If both the President and Vice-President are temporarily absent, unable to act or are not present within fifteen (15) minutes of the scheduled start of a meeting, Council shall determine who shall perform the functions, duties, powers and responsibilities of the President.

### *Meetings*

(15) Regulated members of the College and the public may attend meetings of Council with advance notice to the President.

- (a) Council may direct that a meeting, or a portion of a meeting, be closed. Attendees who are not members of Council shall be excluded from such closed proceedings.

#### *Quorum*

- (16) A quorum in order to make a Council decision is a majority of the members of Council (fifty percent plus one) joining in-person or by way of teleconference/videoconference.
- (17) For the purposes of calculating whether a majority of the members of Council is present for a Council decision/vote, non-voting positions on Council or public representative positions on Council to which the Lieutenant Governor in Council has not appointed an individual, shall not be counted.

#### *Voting*

- (18) Consensus is the preferred method of decision-making. However, if consensus cannot be reached, a decision shall be made by a majority vote of the Council members participating in the vote who are present either in-person or by way of teleconference/videoconference.
- (19) Except as otherwise stated in these bylaws, the President shall only vote in the event of a tie vote, in which case the President shall cast a deciding vote.

#### *Council Policy and Procedures*

- (20) Council shall approve policies for Council and may determine its own procedures, subject to the Act, the Regulation, and these bylaws.

### **3. Council Members Ceasing to Hold Office**

#### *Automatic termination*

- (1) A regulated member of Council automatically ceases to be a Council member if the member:
  - (a) provides a letter of resignation to the President or the Registrar;
  - (b) is suspended or ceases to be a regulated member;
  - (c) ceases to meet eligibility requirements for election to Council as outlined in bylaw 4.(1) and 4.(2).

#### *Complaints about Council members*

- (2) A person may make a written complaint regarding the conduct of a Council member to the President or Vice-President if the Council member:
  - (a) has been found guilty of an offence under the *Criminal Code of Canada*;
  - (b) is or has been engaged in any conduct or activity that undermines the College or its objectives; or
  - (c) misses two (2) consecutive meetings of the Council without reasonable excuse.

- (3) On receipt of a written complaint under bylaw 3.(2), the President or Vice-President shall arrange for an investigation to be conducted in accordance with the process approved by Council.
- (4) If, following the investigation conducted under bylaw 3.(2), the President or Vice-President determines there are reasonable grounds to believe the Council member who is the subject of the complaint has been found guilty of an offence under the *Criminal Code of Canada*, or is or has been engaged in conduct or activity that undermines the College or its objectives, then the President or Vice-President shall call a meeting of Council to review and discuss the results of the investigation.
- (5) Council shall consider the matter and vote on the following question:
  - (a) If the Council member is a regulated member, “Are you in favour of removing \_\_\_\_\_ as a member of Council?”
  - (b) If the Council member is a public member, “Are you in favour of recommending to the Lieutenant Governor in Council that the appointment of \_\_\_\_\_ to Council be rescinded?”
- (6) The Council member who is the subject of the complaint may attend any such meeting of Council and be heard; however, that member shall abstain from the vote on the issue and shall be absent during the vote on the issue.
- (7) In a vote under bylaw 3.(5), the President shall be entitled to vote unless the President is the subject of the complaint.
- (8) If two-thirds (2/3) or more of the Council members present and voting vote in favour of the question in bylaw 3.(5)
  - (a) if a regulated member is the subject of the complaint, then they shall be removed from office effective immediately;
  - (b) if a public member is the subject of the complaint, then Council shall recommend to the Lieutenant Governor in Council that their appointment be rescinded.
- (9) If two-thirds (2/3) or more of the Council members present and voting do not vote in favour of the question in bylaw 3.(5), then the member who is the subject of the complaint shall not be removed from office and Council shall proceed to consider the seriousness of the issue and may take other action as deemed appropriate.

### *Vacancies*

- (10) If a regulated member of Council is unable to complete their term of office, Council may:
  - (a) leave the seat vacant (if there is less than 18 months remaining in the vacating Council member’s term); or
  - (b) appoint a member on the general register to serve the remainder of that vacant term of office. (As per bylaw 2.6, Council can determine whether this partial term in office will be counted as the appointed member’s first term or not).



- (11) If the office of President becomes vacant before the President's term of office would normally end, a new President shall be selected by Council from among the Council members, in accordance with Council policy.

#### **4. Appointment of Council**

##### *Eligibility for appointment*

- (1) To be eligible to apply as a candidate for appointment to Council, a regulated member must be in good standing, as defined in bylaw 1.(f).
- (2) A regulated member is not eligible to apply as a candidate for appointment to Council if the regulated member:
- (a) is an employee of the College;
  - (b) is an officer or senior employee of a professional association or a labour union that represents members of a regulated health profession; or
  - (c) has previously served the maximum two (2) terms on Council ending in the past twelve (12) months.

##### *Call for Applications*

- (3) In any year in which new regulated members of Council will be appointed, Council shall prepare a skills, knowledge and attributes matrix, taking into account the following factors:
- (a) the requirements of the Act and the bylaws with respect to the composition of Council;
  - (b) current or expected vacancies on Council;
  - (c) skills, knowledge or attributes that
    - i. relate to the duties and functions of regulated members of Council, or
    - ii. may not be adequately represented among the regulated members currently on Council; and
  - (d) the importance of working towards a diverse Council that reasonably reflects the diversity that exists within the populations served by regulated members.
- (4) In any year in which new regulated members of Council will be appointed, a call for applications shall be sent to all regulated members in accordance with Council policy by no later than March 1, at which time the skills, knowledge and attributes matrix shall be made available to regulated members.
- (5) The Registrar shall determine whether applicants are eligible candidates under bylaw 4.(1) and 4.(2) and shall provide a list of eligible candidates to Council by no later than April 1.

## *Appointment*

- (6) Upon receiving the list of eligible candidates from the Registrar, Council shall conduct the appointment process in accordance with Council policy, having regard for the factors identified in bylaw 4.(3).

## **Registrar**

### **5. Duties and Powers of Registrar**

- (1) The Registrar acts as the Chief Executive Officer of the College and is responsible for:
  - (a) Reporting to and taking direction from Council.
  - (b) Implementing the policies established by Council;
  - (c) Carrying out the duties, responsibilities and functions of the Registrar under the Act, Regulation and bylaws;
  - (d) Overseeing the administration of the College;
- (2) The Registrar shall not concurrently serve as the Complaints Director or Hearings Director.
- (3) The Registrar may delegate all or any of their duties and responsibilities to another staff member of the College, with or without conditions.

## **Registration**

### **6. Professional Liability Insurance**

Upon application for registration as a regulated member or when requested by the Registrar or Competence Committee, an applicant or regulated member must provide evidence satisfactory to the Registrar that the applicant or regulated member personally holds a minimum of five million dollars in professional liability insurance beyond what an employer may provide.

### **7. Citizenship**

An applicant for registration as a regulated member must provide evidence satisfactory to the Registrar that the applicant is a Canadian citizen or is lawfully admitted to and entitled to work in Canada.

### **8. Language Proficiency**

- (1) An applicant for registration as a regulated member must be sufficiently proficient in English to be able to engage safely and competently in the practice of the profession.
- (2) An applicant may be required by the Registrar to demonstrate proficiency as required by bylaw 8.(1) in accordance with requirements approved by Council.

## **9. Equivalent Jurisdictions**

- (1) Pursuant to the Labour Mobility Support Agreement (LMSA) between Canada's provincial occupational therapy regulatory bodies, the following jurisdictions are recognized as having substantially equivalent competence and practice requirements for the purposes of section 28(2)(b) of the Act:
  - (a) British Columbia
  - (b) Saskatchewan
  - (c) Manitoba
  - (d) Ontario
  - (e) Quebec
  - (f) Newfoundland and Labrador
  - (g) New Brunswick
  - (h) Nova Scotia
  - (i) Prince Edward Island
- (2) An applicant under section 28(2)(b) of the Act must make arrangements for their originating jurisdiction to complete a labour mobility support agreement confirmation form and regulatory history form.

## **10. Good Character and Reputation**

- (1) In addition to the provisions outlined in section 29.1(1) and 40(1)(d.1) of the Act, the Registrar may request evidence relevant to an applicant's or renewing member's demonstration of good character and reputation including:
  - (a) A current criminal record check which includes a vulnerable sector check, and
  - (b) Completion of mandatory training regarding prevention of sexual abuse and sexual misconduct or any other mandatory training deemed required by the Registrar or Competence Committee.

## **11. Registration Applications**

- (1) The Registrar shall consider and approve complete applications for registration as a regulated member.

## **12. Practice Permit Renewal**

- (1) Regulated members must apply for renewal of their practice permit by the last day of February each year in order to avoid an automatic suspension of their permit pursuant to the Act.
- (2) The Registrar may, in their sole discretion, refer any practice permit renewal to the Competence Committee.

### **13. Reinstatement Applications (Non-Disciplinary)**

- (1) A regulated member whose practice permit and registration are cancelled under the Act, except under Part 4 of the Act, may apply to the Registrar for reinstatement.
- (2) The Registrar may, in their sole discretion, refer any application for reinstatement to the Competence Committee.

## **Registers**

### **14. Information Regarding Regulated Members and Applicants**

- (1) A regulated member or an applicant for registration as a regulated member must provide the following information, in addition to that required under section 33(3) of the Act, to the Registrar when requested by the Registrar, College Staff or the Competence Committee and when there are any changes to the information:
  - (a) the following personal information and academic information:
    - i. Date of birth;
    - ii. Gender;
    - iii. Preferred name that is different from legal first name;
    - iv. Race;
    - v. Spoken/Written Languages (other than English);
    - vi. Contact information – phone number, mailing address, email address;
    - vii. Degrees and other qualifications, including specializations;
    - viii. Names of post-secondary institution(s) from which degrees and other qualifications granted; and
    - ix. Year(s) degrees and other qualifications granted.
  - (b) the following information respecting the regulated member's or applicant's practice:
    - i. Employer or business name(s) and address(es);
    - ii. Position/job title or role with each employer;
    - iii. Status of employment (as per categories specified by the Canadian Institute of Health Information – CIHI);
    - iv. Main area of practice (as per categories specified by CIHI)
    - v. Client age range (as per categories specified by CIHI)
    - vi. Practice hours in the past five years
    - vii. Name of supervisor (required for applicants to the provisional register only)
- (2) The College may disclose information collected under bylaw 14.(1) about a regulated member

- (a) with the consent of the regulated member; or
- (b) in a summarized or statistical manner so it is not possible to relate the information to the regulated member or any other identifiable person.

### **15. Changes to Information on Regulated Members Registers**

- (1) The Registrar, or College staff delegated by the Registrar, may enter, change, or remove information from the regulated member register.
- (2) No registration or practice permit shall be cancelled except in accordance with the Act.

## **Continuing Competence**

### **16. Competence Committee**

- (1) A competence committee is hereby established and may carry out the powers and duties set out in the Act, the Regulations, the Standards of Practice and these bylaws.
- (2) Council shall appoint no fewer than three members to the competence committee, a majority of whom must be regulated members in good standing, and shall appoint a member as chair.
- (3) Members shall be appointed to the competence committee for a term of three (3) years unless Council specifies a different term at the time of appointment. Members may serve two (2) consecutive terms on the competence committee.
- (4) Notwithstanding bylaw 16.(3), upon request of the Registrar, Council may appoint a member to serve a third consecutive term on the competence committee for the purpose of continuity and sharing of historical knowledge to newly appointed competence committee members.
- (5) A quorum of the competence committee is three members.
- (6) A decision of the competence committee shall be made by a majority vote of the members participating in the vote.
- (7) Subject to the Act, the Regulation, these bylaws, and any terms of reference approved by Council, the competence committee may determine its own procedures including engagement of ACOT staff or other regulated members in good standing to assist with competence assessments as required.

## **Professional Conduct**

### **17. Membership List**

- (1) Council shall appoint no fewer than four (4) regulated members in good standing to the membership list referenced in section 15 of the Act. This list shall be used for appointing regulated members to both hearing tribunals and complaint review committees.

- (2) A person shall not sit on a complaint review committee and a hearing tribunal with respect to the same matter.
- (3) The term of appointment shall be five (5) years subject to review and renewal by Council.
- (4) Council shall ensure the regulated members they appoint receive relevant ongoing training.

### **18. Complaint Review Committee**

- (1) A complaint review committee consists of the regulated members and public members appointed to it by the hearings director.
- (2) The hearings director shall appoint a chair of each complaint review committee.
- (3) A quorum for a complaint review committee is such that the percentage of public members participating in the vote is at least fifty percent of the complaint review committee as required by section 12(1) of the Act.
- (4) A decision of a complaint review committee shall be by majority vote. If a complaint review committee is sitting with an even number and there is a tie vote, then the chair shall cast a second and deciding vote.
- (5) Subject to the Act, the Regulation, these bylaws, and any terms of reference approved by Council, a complaint review committee may determine its own procedures.

### **19. Hearing Tribunal**

- (1) A hearing tribunal consists of the regulated members and public members appointed to it by the hearings director.
- (2) The hearings director shall appoint a chair of each hearing tribunal.
- (3) A quorum for a hearing tribunal is such that the percentage of public members participating in the vote is at least fifty percent of the hearing tribunal as required by section 12(1) of the Act.
- (4) A decision of a hearing tribunal shall be by majority vote. If a hearing tribunal is sitting with an even number and there is a tie vote, then the chair shall cast a second and deciding vote.
- (5) Subject to the Act, the Regulation, these bylaws, and any terms of reference approved by Council, a hearing tribunal may determine its own procedures.
- (6) Subject to the Act, the Registrar may publish or distribute any information with respect to the unprofessional conduct process and hearings in any manner they consider appropriate.

### **20. Appeals Committee**

- (1) An appeals committee is hereby established, from which panels shall be selected.

- (2) Council shall appoint six (6) members of Council to the appeals committee, three (3) of whom shall be regulated members of Council and three (3) of whom shall be public members of Council.
- (3) Council members shall be appointed to the appeals committee for a term of one year unless Council specifies a different term at the time of appointment. Council members may serve multiple consecutive terms on the appeals committee.
- (4) Council members appointed to the appeals committee shall continue to hold office after the expiry of their term on the appeals committee or their term on Council for the sole purpose of concluding hearings under bylaw 20.(5) that have commenced but have not been completed.
- (5) A panel of Council from the appeals committee shall:
  - (a) carry out the duties and powers of Council under section 31 of the Act (review of registration decision);
  - (b) carry out the duties and powers of Council under section 41 of the Act (review of practice permit decision);
  - (c) carry out the duties and powers of Council under sections 87 to 89 of the Act (appealing to Council, Council's powers on appeal);
  - (d) carry out the duties and powers of Council under section 93 of the Act (court of appeal); and
  - (e) carry out the duties and powers of Council under sections 118(6) to 118(8) of the Act (appeal of assessment of incapacity).
- (6) A quorum for a panel of the appeals committee shall be two (2) regulated members of Council and two (2) public members of Council as required by section 12(1) of the Act.
- (7) Council shall appoint a chair of the appeals committee who will select the members of the appeals committee who will sit on a particular panel and will appoint a chair of each panel.
- (8) A decision of a panel of the appeals committee shall be by majority vote. If a panel is sitting with an even number and there is a tie vote, then the chair shall cast a second and deciding vote.

### **21. Reinstatement Applications under Section 45.1 of the Act**

- (1) On completing a review of an application for reinstatement from a person whose practice permit and registration were cancelled under Part 4 of the Act, the Registrar may order the person to pay any or all of the College's expenses including but not limited to the following:
  - (a) Legal expenses and legal fees for legal services provided to the College, Registrar and Competence Committee, including for independent legal counsel to the person or committee making the decision;
  - (b) The cost of obtaining the record of the hearing at which the person's practice permit and registration were cancelled;

- (c) Travelling expenses and a daily allowance, as determined by the Council, for the members of the Competence Committee, if applicable; and
- (d) Any other expenses of the College directly attributable to the reinstatement application.

## **22. Designations by Council under Sections 65 and 86 of the Act**

- (1) Council hereby designates the President or an alternate Council member as designated by Council to make decisions under section 65(1) of the Act (interim conditions).
- (2) Council hereby designates the President or an alternate Council member as designated by Council to make decisions under section 86(1) of the Act (stay pending appeal).

## **Code of Ethics and Standards of Practice**

### **23. Procedure for adopting or amending a Code of Ethics or Standards of Practice**

- (1) Council may adopt or amend a code of ethics or standard of practice in accordance with the consultation process set out at section 133 of the Act.
- (2) Before adopting a proposed code of ethics or standard of practice or amendment, Council shall provide a copy to regulated members or post a copy on the College's website for review and comment and shall indicate a deadline for Council to receive written comments.
- (3) Council shall consider any written submissions received in accordance with bylaw 23.(2) before making a decision to adopt or amend a code of ethics or standard of practice.

## **Committees**

### **24. Other Committees**

- (1) In addition to committees established in the Act or in these bylaws, Council may establish such committees as it considers necessary in carrying out its duties and responsibilities.
- (2) Council shall set out a process in policy for the appointment and removal of members of committees established under bylaw 24.(1).

### **25. Terms of Reference for Committees**

Council shall approve terms of reference for all committees established in the Act, in these bylaws, and under bylaw 16.(1).



## Publication and Distribution of Information

### 26. Publication and Distribution of Information by the Registrar

The Registrar may publish or distribute information respecting any order made by a hearing tribunal or the Council under Part 4 of the Act including the order or the decision itself, and information referred to in section 119(1) of the Act, as deemed appropriate by the Registrar and in any manner deemed appropriate by the Registrar, subject to any requirements in the Act, the Regulation, the *Personal Information Protection Act*, SA 2003, c P-6.5, or any other enactment that applies to the College.

## Administration

### 27. Forms and Documents

The Registrar is authorized to prescribe such forms, certificates, permits or other documents that may be required for the purposes of the Act, the Regulation, or these bylaws.

### 28. Reimbursement of Expenses

- (1) The College shall reimburse expenses incurred by Council members and committee members in the course of carrying out their duties under the Act, the Regulation, and these bylaws, in accordance with policies made by Council.
- (2) The College shall pay per diems to members of committees in accordance with policies made by Council.

### 29. Compensation

- (1) The President and Vice President may be compensated as determined and directed by the Council.
- (2) All other regulated members of Council may be compensated as determined and directed by Council
- (3) Public Members of Council will be compensated by the Government of Alberta according to the terms of their Government of Alberta Order in Council.
- (4) The College will indemnify a current or former Council member or Officer, committee member, staff or volunteer against all costs, charges and expenses, including an amount paid to settle an action, suit or proceeding reasonably incurred by the individual in respect of any civil, criminal, administrative, investigative or other proceeding to which they are made a party by reason of having been engaged, employed, elected or appointed by the College, provided.
  - (a) Such costs, charges or expenses are not attributable to the person's willful misconduct or lack of good faith.

### 30. Fees and Levies for Applicants and Members

- (1) Council may establish any of the following fees:

- (a) Application fees (including processing fees for a Labour Mobility Support Agreement applications);
  - (b) Registration fees;
  - (c) Registration review fees;
  - (d) Practice permit fees;
  - (e) Practice permit review fees;
  - (f) Late payment fees; and
  - (g) Fees for reviews or appeals of any decisions under the Act.
- (2) Council may also establish any fees, costs, levies, or assessments to be paid by regulated members or applicants for any service or thing provided by the College under the Act, the Regulation, or these bylaws.
- (3) Before establishing a fee, cost, levy or assessment under bylaw 30.(1) or 30.(2), or before making any changes to such fee, cost, levy or assessment, Council shall provide notice to the members via the College website no fewer than 60 days before the fee, cost, levy, assessment, or change comes into effect.

### **31. Fiscal Year**

The Colleges fiscal year will be from March 1 to the last day of February each year.

### **32. Use of Funds**

- (1) The College may make use of all revenues received from registration fees and other sources of income to carry out the objectives of the College.
- (2) The College's annual budget will be prepared by the Registrar and will be presented to Council for approval.
- (3) The approved budget will be made available to regulated members upon request.
- (4) Financial policy pertaining to the College shall be determined by Council and the College shall publish annually a copy of its financial information in the form required by the Minister under section 4(1)(f) of the Act.

### **33. Head Office**

The head office of the College shall be located at Edmonton, Alberta, or such other location as may be determined by Council.

## **Bylaws**

### **34. Enactment, Amendment, and Repeal of Bylaws**

A bylaw or an amendment to a bylaw may be passed at any meeting of Council.