

Delegation of Authority Policy

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Approved by: NSRDDA Board	Approval Date: February 8, 2026

1. Purpose

The purpose of this policy is to clearly define the authority delegated by the Board of the Nova Scotia Regulator of Dentistry and Dental Assisting (NSRDDA) to the Registrar (or Deputy Registrar in their absence), staff, Statutory Committees, and external agents. It ensures accountability and efficient decision-making within the framework of the NSRDDA's governing legislation and public interest mandate.

2. Scope

This policy applies to:

- All Board and Committee members
- All employees and contracted agents who act on behalf of the Regulator

3. Guiding Principles

This policy is guided by the following principles:

- **Public Interest First:** All delegated authority must be exercised in accordance with the Regulator's duty to protect the public.
- **Clarity and Accountability:** Roles and responsibilities must be clear, documented and regularly reviewed.
- **Efficiency:** Delegation supports timely and appropriate decision-making while allowing the Board to focus on governance.
- **EDIRA:** All delegated authority must be exercised in a way that reflects the principles of equity, diversity, inclusion, reconciliation and accessibility. This includes being mindful of how decisions may impact individuals or communities differently, and taking steps to promote fairness, cultural safety, and accessibility wherever possible.

4. Legal and Regulatory Context

Delegations must comply with:

- The Nova Scotia Regulated Health Professions Act (RHPA) and its regulations
- Bylaws and Board policies
- Other applicable legislation (e.g. privacy, employment, health and safety, etc.)

Delegations may be limited or constrained by legislation, regulation, or fiduciary obligations.

5. Board Authority and Non-Delegable Powers

The NSRDDA Board retains authority over all governance matters and oversight responsibilities, including:

- a. Approval of strategic plans, budgets, and annual reports
- b. Adoption and amendment of bylaws and core governance policies
- c. Appointment and performance review of the Registrar
- d. Oversight of risk, audit, and financial stewardship
- e. Approval of registration fees and other statutory fees
- f. Approval of Statutory Committee appointments

These powers may not be delegated.

6. Delegation to the Registrar

The Board delegates operational and administrative authority to the Registrar, including:

- a. Management of day-to-day operations and staffing
- b. Implementation of the strategic plans and Board-approved policies
- c. Financial decisions within approved budget limits
- d. Supervision of statutory processes (registration, complaints, investigations) in accordance with applicable legislation and policies
- e. Execution of contracts and agreements provided the expenditure is within an approved budget line item and has been approved in accordance with the financial delegation thresholds below.

The Registrar may further delegate operational tasks to staff but retains accountability to the Board.

In the absence of the Registrar, the Deputy Registrar has the authority to act for the Registrar under this policy.

7. Financial Delegation Thresholds

Role	Spending Authority
Registrar	Up to \$10,000 per transaction (within approved budget)
Board	Approval of more than \$10,000 per transaction or anything outside of the approved budget
Executive Assistant	As delegated by the Registrar for routine operational matters (e.g., office supplies, travel, etc.)

Any expenditures outside the approved budget or over the thresholds specified above require Board approval.

8. Specific Delegation Areas

a. Financial Management and Budgets

See the NSRDDA Governance Policies on Budgeting and Financial Management.

b. Procurement and Vendor Management

See the NSRDDA Governance Policy on Financial Management.

c. Signing Authority

The following positions have signing authority on behalf of the NSRDDA:

- Registrar
- Executive Assistant
- Board Chair
- Chair of the Finance, Audit and Risk (FAR) Committee

Financial and banking matters must be signed by any two of the above. Service or supply contracts must be signed by the Registrar or the Board Chair. Documents related to professional conduct proceedings must be signed in accordance with internal policies. All other documents of a legal nature must be signed by the Registrar or the Board Chair.

d. Travel

Staff and Board or Committee member travel must be approved in accordance with the Honourarium and Travel policy.

e. Bad Debt Write-Offs

The Registrar may approve the write-off of uncollectible accounts.

f. Disposition of Property and Equipment

The Registrar may authorize the disposal or sale of obsolete or surplus equipment up to a fair market value threshold of \$5000 per item. Items above that threshold require approval by the Finance, Audit and Risk Committee.

g. Leases and Rental Agreements

The Registrar may enter into or renew leases within budget and under Board-approved parameters. Long-term or multi-year commitments require Board approval.

h. Contract Management

The Registrar may approve and sign contracts within approved budgets up to i.e., \$10,000. Contracts exceeding this require Board Chair co-signature or Board approval.

i. Banking, Debt and Related Matters

Banking arrangements must be approved by the Board. The Registrar or the Executive Assistant may manage day-to-day banking operations. New credit arrangements or changes to banking institutions require Board approval.

j. Employment-Related Matters

The Board approves the annual staffing budget as part of the annual business plan and budget. The Registrar has authority over staff selection, hiring, discipline, performance reviews, and terminations, within policy and legal frameworks. The Registrar must inform the Board of significant operational changes and may, from time to time, think it advisable to consult with the Board on human resource management issues.

Staffing decisions should align with the organization's commitment to inclusive hiring, equitable treatment and respect for diversity.

k. Confidentiality Agreements

The Registrar may approve and sign confidentiality agreements with staff, contractors, and volunteers consistent with organizational policy.

l. Outside Consultants and Special Services

The Registrar may engage consultants within budget and up to spending thresholds. Engagements involving legal risk, strategic planning, or reputational matters should be reported to the Board.

m. Legal Matters

The Registrar may retain legal counsel for operational and regulatory matters. Material legal issues must be reported to the Board.

n. External Communication

The Registrar is authorized to manage communications with stakeholders, media, and the public within the communications policy. Communications should reflect inclusive language and acknowledge diverse audiences and perspectives. Sensitive or strategic messages should be coordinated with the Board Chair.

o. Risk Management and Compliance

The Registrar is responsible for implementing risk management practices and ensuring compliance with applicable laws and policies, and for regularly reporting to the Board on risks and mitigations.

p. Whistleblower Protection and Ethics Oversight

The Registrar must ensure that disclosures of wrongdoing are received and handled per policy. Retaliation is strictly prohibited. Material disclosures or trends are to be reported to the Board.

q. Information Technology (IT) and Data Protection

The Registrar is responsible for the protection of information assets, including personal data, in accordance with applicable laws and internal policies.

r. Crisis Management & Business Continuity

The Registrar is authorized to activate emergency or business continuity plans. Material events must be promptly reported to the Board.

s. Reporting and Accountability

The Registrar must report regularly to the Board on operational activities, financial performance, risk compliance, and use of delegated authority.

t. Temporary Delegation of Authority

As noted earlier, in the absence of the Registrar, the Deputy Registrar has the authority to act for the Registrar under this policy. In addition, a temporary delegation may be made in writing to any other senior staff member, with notice to the Board Chair.

9. Delegation to Statutory Committees

Statutory Committees are delegated authority as outlined in the legislation and bylaws. At a high level, this includes:

Committee	Delegated Authority
Registration Committee	Makes decisions on registration and licensure applications, including referrals and conditions, when referred by the Registrar to the Committee
Registration and Licensing Review Committee	Reviews situations where an applicant has been denied registration and licensing by the Registrar or the Registration and Licensing Committee

Complaints Committee	• Conducts investigations of complaints referred by the Registrar and disposes of complaints in accordance with the <i>RHPA</i>.
Professional Conduct Committee	• Conducts hearings and makes determinations on allegations of professional misconduct, incompetence, incapacity, or conduct unbecoming the profession.
Fitness-to-Practice Committee	• Hears and decides matters where a registrant's health may affect their ability to practise safely
Reinstatement Committee	• Considers applications for reinstatement following suspension, revocation, or resignation
Practice Review Committee	• Conducts practice reviews and makes findings or recommendations as authorized

Committee decisions must follow applicable legislation, policies, and procedural fairness requirements. Committees may sub-delegate their decision-making to panels of the Committees as permitted under the *RHPA*.

10. Delegation Limits and Oversight

- All delegations must be documented and reviewed annually.
- Records must be maintained in accordance with records retention and audit requirements.
- The Registrar must report regularly to the Board on the exercise of delegated authority, including financial commitments, regulatory decisions of interest, and organizational risk.
- The Board may revoke or modify any delegation at its discretion.

11. Violation of Policy

Any violation of this policy may result in disciplinary action or revocation of delegated authority and must be reported to the Board.

12. Policy Interpretations

Questions about the interpretation or application of this policy shall be referred to the Board Chair. The Board is the final authority on interpretation if the Chair decides to escalate a question of interpretation to the Board; otherwise, the Chair has the authority to interpret this policy.

13. Monitoring and Policy Review

The Chair of the FAR Committee and the Registrar will ensure that this policy is reviewed in accordance with the Board's policy review cycle or as required by significant operational or environmental changes.

14.Accountability

The Chair of the FAR Committee and the Registrar are accountable for ensuring compliance with this policy.