



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA

2020 ANNUAL REPORT





CONTENTS

I	PRESIDENT'S MESSAGE
I	PUBLIC MEMBERS' MESSAGE
2	INTRODUCTION
3	GOVERNANCE
8	MISSION, VISION AND VALUES
9	REGULATION BY THE NUMBERS
15	RECOGNIZING EXCELLENCE
15	COLLEGE INITIATIVES
18	AUDITOR'S REPORT AND FINANCIAL STATEMENTS FOR THE FISCAL YEAR ENDED MARCH 31, 2021

The College of Registered Dental Hygienists of Alberta is committed to supporting all Albertans in their health and wellness journey through the achievement of oral health regulatory excellence.

PRESIDENT'S MESSAGE



It is my honour and privilege, as President of the College of Registered Dental Hygienists of Alberta (CRDHA), to present this 2020 Annual Report, as approved by CRDHA Council. This report covers the registration year November 1, 2019 to October 31, 2020 and the financial year April 1, 2020 to March 31, 2021. Due to the 2019 change of the College's fiscal year end to March 31, the financial statements will lack comparability to the previous statements, which covered a five-month period.

The year 2020 proved to be a busy one for the CRDHA as the COVID-19 pandemic made a heavy impact around the world. The College navigated this pandemic by striking a COVID-19 task force and worked with other stakeholders to publish practice guidelines and provide support to registrants as new information was rapidly released.

In preparation for April 1, 2021, when Bill 30 of the Health Statutes Amendment Act requires regulatory college councils to consist of 50% public members, Council moved to skills-based appointments of regulated member councillors from an annual election process.

The CRDHA implemented a new governance structure and instituted three new charter committees, in addition to the legislated committees. This modernized governance structure has been working well and will continue to create efficiency within the organization.

As CRDHA President, I would like to acknowledge how very hectic and unpredictable the year has been. I would like to recognize the diligent dedication and contributions of committee members, CRDHA staff and CRDHA Council who worked together during the many challenges and turmoil, to regulate and advance the dental hygiene profession to the benefit of all Albertans.

Respectfully submitted,

Kathleen Sauze, BHSc, RDH
President

PUBLIC MEMBERS' MESSAGE



Anne Bello

The College of Registered Dental Hygienists of Alberta (CRDHA) has two public members on Council who are mandated by the Health Professions Act. There is one vacant public member position.

It is the public members' role to represent public interest on the CRDHA Council in governing and carrying out its mandate in a manner that protects and serves the public's interests. As such, public members are active voting members of Council, but they are not dental hygienists. As volunteer Albertans appointed by the Government of Alberta, we public members work with Council to establish, maintain and enforce a code of ethics, develop standards of practice and continuing competency, along with many other duties.

This past year has been an extremely challenging one for the College since dealing with COVID-19 in oral healthcare environments meant many new practice guidelines needed to be developed and implemented to ensure public protection.

The Council and staff of the College of Registered Dental Hygienists of Alberta consistently demonstrate their commitment to protect and serve the public interest of all Albertans. They act with integrity and transparency in a fiscally responsible manner. We commend them for their professionalism in regulating and guiding the dental hygienist profession of Alberta.

Respectfully submitted,

Ms. Anne Bello
Mrs. Louise Mosier
Public Members for the CRDHA Council



Louise Mosier

INTRODUCTION

BACKGROUND

Dental hygienists have been providing oral health services to Albertans since 1951. The profession has been self-regulating since 1990 and is currently regulated under the *Health Professions Act* (the Act, or HPA) and the Dental Hygienists Profession Regulation (Regulation).

THE ROLE OF THE CRDHA

The *Health Professions Act* and Dental Hygienists Profession Regulation authorize the CRDHA to:

- Set entry-to-practice requirements
- Set and administer standards of practice
- Resolve complaints about dental hygienists and administer discipline when necessary

As the regulatory authority, the CRDHA requires Alberta dental hygienists to:

- Meet or exceed the requirements for registration and renewal of practice permits
- Meet or exceed the requirements of the CRDHA's Continuing Competence Program
- Comply with the CRDHA's practice standards

By meeting these professional expectations, Alberta's dental hygienists are well prepared to provide safe, effective oral healthcare services to their clients.

OVERVIEW OF SERVICES PROVIDED BY THE PROFESSION

In their practice, dental hygienists do one or more of the following:

- Assess, diagnose and treat oral health conditions through the provision of therapeutic, educational and preventive dental hygiene procedures and strategies to promote wellness
- Provide restricted activities as authorized by the Regulation
- Provide advanced restricted activities as authorized by the CRDHA in accordance with legislation and Regulation
- Provide services as clinicians, educators, researchers, administrators, health promoters and consultants

Dental hygienists provide clinical services in a wide variety of settings including interdisciplinary health centres, dental hygienist-owned practices, dentist-owned practices, community health, continuing care and home care settings, administration, and education.

PROTECTED TITLES

A regulated registrant of the CRDHA may use the following protected titles, abbreviations and initials:

- dental hygienist
- registered dental hygienist
- DH
- RDH

GOVERNANCE

Council, statutory committees and other College positions are established in accordance with the *Health Professions Act* and the CRDHA bylaws. Council governs the CRDHA in accordance with the Act and Bylaws.

The following pages summarize the interrelationships of the organization structure and the College's governance structure.

COUNCIL COMPOSITION

At October 31, 2020, Council was comprised of eight elected or appointed registrants from the College's General register and two members of the public appointed by Alberta's Lieutenant Governor in Council. There was one public member vacancy.

In preparation for the April 1, 2021, requirement for 50% of Council's voting members to be public members, CRDHA began the process of amending its Bylaws in 2020. Prior to the April 1 deadline, Council will be comprised of five regulated registrants from the CRDHA General register and five members of the public to be appointed by government.

Council appoints the Registrar and CEO, Complaints Director, Hearings Director, and members of the Registration and Competence Committees. They also appoint registrants to a pool of individuals available for Hearing Tribunals and Complaint Review Committees.

MEMBERS OF COUNCIL



Kathleen Sauze, RDH
President



Danielle Clark-Perry, RDH
Vice-President



Anne Bello, Public Member



Beth Blair, RDH



Rocell Gercio-Chad, RDH



Denise Kokoram, RDH



Louise Mosier
Public Member



Lindsay Ord, RDH



Jodi Sperber, RDH



Jacqueline VanMalsen, RDH

ORGANIZATIONAL STRUCTURE



GOVERNANCE

COUNCIL'S ROLE

Council acts on behalf of the College to provide strategic oversight and ensure that the organization fulfills its responsibilities under the HPA and Dental Hygienists Regulation.

It monitors the success of the organization in achieving the strategic goals it develops and establishes the mission, vision, and values for the organization that provides direction to both Council and the College management team.

Council is accountable to the Alberta Government, CRDHA registrants, and the Alberta public.

Its connection to the operational aspects of the College is through the Registrar and CEO.

Council conducts meetings to transact the business of the College as required, and no less than four (4) times per year.

REGISTRAR

The Registrar performs all the duties designated to the position by the legislation and other management duties as delegated by Council and is accountable to Council.

CEO

The CEO is responsible for operational management of the organization and is accountable to Council.

Currently, the Registrar and CEO positions are held by one person.

COMPLAINTS DIRECTOR

The Complaints Director receives and investigates complaints of unprofessional conduct and determines whether the complaint should be dismissed due to lack of evidence, referred to the alternate complaint resolution process, or referred to a hearing.

HEARINGS DIRECTOR

The Hearings Director carries out key administrative and organizational duties related to professional conduct hearings and appeals.

REGISTRATION COMMITTEE

The Registration Committee consists of no fewer than three members from the General register. This statutory committee reviews registration issues referred to it by the Registrar and makes determinations.

MEMBERS:

Samantha Heron, Chair
Ava Chow
Mimi Godin
Carolynn Riemann

COMPETENCE COMMITTEE

The Competence Committee consists of no fewer than four members from the General register. This statutory committee reviews competence program issues as referred by the Registrar or a Hearing Tribunal and makes determinations. The committee also makes recommendations to Council regarding the College's Continuing Competence Program.

MEMBERS:

Dipika Jain, Chair
Gerry Cool
Brittany Fandrick
Chrissy Ford

REGISTRANT LIST FOR HEARING TRIBUNALS OR COMPLAINT REVIEW COMMITTEE

When a complaint is referred to a hearing, two or more individuals from the appointed registrant and public member pools are appointed to a Hearing Tribunal to hear evidence and determine findings and appropriate disciplinary sanctions. Two or more individuals may also be appointed to a Complaint Review Committee to ratify a settlement resulting from an alternate complaint resolution process or to review the dismissal of a complaint, if requested by a complainant. The Act specifies the number of public members required to sit on a Hearing Tribunal or Complaint Review Committee.

REGISTRANT POOL MEMBERS:

Lisa Kim	Rachelle Pratt
Sally Lockwood-Diebert	Sonya Spencer
Christine Martinello	Jeanette Trenchie
Heather Nelson	Brittney Walz
Kimron Penner	

CRDHA MANAGEMENT TEAM

The management team is responsible for employing the appropriate means to ensure enforcement of the Act and for achievement of the strategic plan goals established by Council. It achieves these goals through the application of policies, procedures and activities.

Amie Dowell	Registrar & CEO
Judy Clarke	Deputy Registrar and Complaints Director
Salima Thawer	Director of Regulatory Affairs
Rena Schafers	Registration Manager
Marthe Benoit	Practice Advisor
Alysha Bailey	Practice Advisor
Bernadette Baron	Marketing & Communications Lead
Tammy Akers	Executive Assistant & Hearings Director
Leona Farris	Administrative Assistant
Darla Kinniburgh	Administrative Assistant

RESOURCE ALLOCATION

Funding for the College's programs and operations comes primarily from registrant fees. For the period November 1, 2019 to October 31, 2020, Council allocated resources to several key areas.

- 1. Governance of the organization**
Includes: Council's operational expenses for meetings, professional and consulting fees related to Council's activities and responsibilities, insurances, and the financial audit.
- 2. High quality dental hygiene care**
Includes: All expenses incurred in fulfilling the College's regulatory responsibilities, such as registration, complaint investigations, and management of continuing competence processes.
- 3. Access and advancement**
Includes: Expenses for initiatives that provide oral health regulatory information for the public, practice resources for registrants, advancement of the profession, and awards and scholarships.
- 4. Major project and facility improvements**
Includes: Major office expenses, work from home expenses required due to the pandemic, major projects related to registrant regulation modernization and technological improvements.

PRACTICE STANDARDS AND CODE OF ETHICS

Practice standards and codes of ethics provide direction to health professionals in the practice of their profession. The Act considers contravention of a college's code of ethics or practice standards to be unprofessional conduct.

CRDHA Practice Standards, effective March 2019, and CRDHA Code of Ethics, are both posted on the College's website under the heading "Protecting the Public".

The following documents are available on the College's website:

CRDHA Practice Standards 2019

Professional Boundaries for Dental Hygienists in Alberta Guidelines

CRDHA Code of Ethics 2018

Prevention of Sexual Abuse and Sexual Misconduct of Clients Guideline

Dental Practice Guidelines During the COVID-19 Pandemic (joint document)

Safety Code 30 - Radiation Protection in Dentistry

Infection Prevention and Control Standards and Risk Management for Dentistry

CRDHA Guidelines Regarding Prescription and Non-Prescription Drugs in Dental Hygiene Practice

CRDHA Standards of Practice for Administration of Local Anaesthesia

CRDHA Nitrous Oxide/Oxygen Conscious Sedation Guidelines

CONTINUING COMPETENCE PROGRAM

Each registrant on the General register must meet the mandatory Continuing Competence Program (CCP) requirements as set out in the College's CCP Rules and the Dental Hygienists Profession Regulation. A registrant must earn 45 CCP credits (One (1) credit = one (1) hour of learning activity) and 600 practice hours in each three-year reporting period. A registrant's reporting period begins on November 1 immediately following their initial date of registration with the CRDHA.

The CRDHA Competence Committee began a review of the College's CCP in November, 2018. After several months of research, the committee's recommendation was that a total redevelopment of the CCP was not warranted but recommended the rules be revised.

Subsequent to two registrant feedback surveys and thorough thematic analysis of the results, Council approved the final recommended revised CCP Rules in June of 2020.

At annual renewal, all applications are reviewed for compliance with the CCP. When a registrant fails to meet the CCP requirements, application for a practice permit renewal is denied. In the months leading up to the renewal deadline, the College actively communicates with registrants who appear to be in danger of not meeting their requirements.

MISSION, VISION AND VALUES



OUR VISION

We are leaders in proactively advancing regulation and protecting the public through the provision of safe, quality oral health for all Albertans.



OUR VALUES

Accountable – We value individual and organizational accountability by accepting responsibility for our decisions and actions.

Transparent – We are committed to open and clear policies, procedures, and communication.

Collaborative – We value collaboration to create new ideas, enhance opportunities, and build relationships.

Integrity – We promote an environment of trust by demonstrating consistent, fair, and honest communication and behaviour.



OUR STRATEGIC GOALS

Embrace leading regulatory practices to protect the public.

Identify and strengthen productive relationships with stakeholders.

Ensure a strong understanding amongst stakeholders of the College's regulatory role in the healthcare system.

Achieve effective governance and strong leadership to support our mandate.

REGULATION BY THE NUMBERS

ENTRY-TO-PRACTICE EXAMINATIONS

National Written Examination

Successful completion of the National Dental Hygiene Certification Board's (NDHCB) National Dental Hygiene Certification Exam (NDHCE) is required for registration with the CRDHA. The examination is offered three times each year in multiple sites across Canada. The CRDHA has a voting member on the NDHCB and Alberta regulated registrants sit on NDHCE development committees.

CRDHA Jurisprudence Examination

All applicants for registration with the CRDHA are required to successfully complete an on-line jurisprudence examination that increases their knowledge of the provincial legislation and the CRDHA's practice standards, practice guidelines and code of ethics. Current members who were not required to complete the Jurisprudence Examination may do so as a once-in-a-lifetime continuing competence learning activity.

CRDHA Clinical Performance Examination

To assist in determining whether the qualifications and competencies of an applicant for registration are substantially equivalent to those required for graduation from the approved Alberta benchmark program at the University of Alberta, applicants for registration may be required to complete a performance exam or other testing and assessment activities. The challenge to evaluating clinical competency is establishing testing processes that are fair, valid, reliable, transparent, legally defensible and adhere to best practices. An additional complicating factor is that once a candidate receives registration in one province, they are eligible to apply for registration in other provinces as per interprovincial trade agreements. For these reasons and more, Canada's three largest dental hygiene regulators, CRDHA, the College of Dental Hygienists of Ontario, and the College of Dental Hygienists of British Columbia, collaborated to develop a standardized clinical performance exam. This process began in 2012. The resulting exam was named the Canadian Performance Exam in Dental Hygiene, or CPEDH.

In September of 2017, CRDHA Council approved the use of the CPEDH as the exam standard for use when clinical competency must be demonstrated by an applicant for initial registration in Alberta.

In the year ending October 31, 2020, five (5) applicants for registration with CRHDA were required to successfully complete CPEDH examination. Due to the COVID-19 Pandemic, a Canadian Performance Exam in Dental Hygiene (CPEDH) could not be held in 2020.

Canadian Performance Exam in Dental Hygiene (CPEDH) Results in the year ending October 31, 2020

EXAM DATE	1ST ATTEMPT	2ND ATTEMPT	SUCCESSFUL	NOT SUCCESSFUL
No exams held due to pandemic	-	-	-	-

REGULATED REGISTRANT STATISTICS

The Dental Hygienists Profession Regulation establishes two categories of registration within the Regulated Member Register; General and Courtesy. General and Courtesy registrants hold a practice permit and may use the protected titles set out in the Act. Courtesy registrants may hold a practice permit for a specified purpose and period of time, as approved by the Registrar, and for up to 60 days.

Bylaws of the CRDHA allow for a registrant on the General register to also hold a Life Membership. Life membership was granted to a dental hygienist who had been a regulated member in good standing in the CRDHA or its predecessor for a minimum of fifteen (15) years and met the criteria established for Life Membership by Council at the time. These registrants are not exempt from paying fees for a practice permit or any other fees required by registrants on the General register and must maintain Professional Liability Insurance and are included in the data set for General Regulated Members.

Regulated Members

AS AT OCTOBER 31, 2020

	2016	2017	2018	2019	2020
General	3133	3176	3249	3298	3239
Courtesy	0	0	1	2	1
Total	3133	3176	3250	3300	3240

Note: There was a more than 100% increase in the number of registration cancellations in 2020. While the reason for cancellation is supplied voluntarily, the major explanations provided were:

- Moving to another province/jurisdiction 55%
- Retirement 54%

New Applications for Registration

NOVEMBER 1 TO OCTOBER 31

	2016	2017	2018	2019	2020
Received	174	164	185	234	194

New Registrations Completed

NOVEMBER 1 TO OCTOBER 31

	2016	2017	2018	2019	2020
U of A Graduates	43	37	39	*0	43
Other Canadian Graduates	126	129	135	166	136
International Graduates**	6	3	7	4	3
Total	175	169	181	170	182

* There were no graduates from the Dental Hygiene Program at the U of A in 2019 due to the program switch to a degree-only program beginning with the September 2017 intake.

** Includes United States Graduates

Conditional Registrations

NOVEMBER 1 TO OCTOBER 31

	2016	2017	2018	2019	2020
Issued	3	4	2	5	5
Conditions Met by October 31	1	1	1	3	1
Conditional Registrations Revoked	1	3	1	2	0

Transfers and Reinstatements

NOVEMBER 1 TO OCTOBER 31

	2019	2020
Transfers from Non-Regulated to General (Regulated) Register	10	6
Reinstatements to the General (Regulated) Register	12	7

NON-REGULATED REGISTRANT STATISTICS

CRDHA Bylaws provide for a Non-Practicing category of registration.

Non-Practicing registrants do not hold a practice permit and are not authorized to use the protected titles. Non-Practicing registrants are generally on maternity or disability leave, continuing further education, registered in another jurisdiction, or seeking employment in another field. Enrollment in this category allows registrants to receive communications from the College on matters concerning regulation of the profession in Alberta.

Life Membership may be continued for those whom have been granted this status when they transfer to the Non-Regulated register.

Student status within the Non-Practicing registration category was discontinued in 2020 in accordance with *Alberta's Fair Registration Practices Act*, as it was only open to students enrolled in the University of Alberta Dental Hygiene Undergraduate program. In its stead, all students enrolled in dental hygiene education programs will be eligible to subscribe to receive the College's electronic communications.

Non-Regulated Registrants

AS AT OCTOBER 31

	2016	2017	2018	2019	2020
Non-Practicing	189	180	151	172	147
Student (no longer applicable, N/A)	40	57	0	51	N/A
Non-Practicing Life	3	3	3	3	4
Total	232	240	154	226	151

REVIEWS BY COUNCIL

There were no requests for review of registration decisions for the period November 1, 2019 to October 31, 2020.

ADVANCED RESTRICTED ACTIVITY AUTHORIZATION

Individuals on the General register who have provided the Registrar with the evidence required to verify they have achieved competence to perform advanced restricted activities set out in the Regulation may be authorized to perform those activities. Likewise, if authorized by the College, individuals on the Courtesy register may also perform advanced restricted activities.

Registrants Authorized to:

	2018	2019	2020
Administer local anaesthesia by injection	2208	2205	2238
Perform restorative procedures of a permanent nature in collaboration with a dentist	57	51	52
Prescribe a limited subset of Schedule 1 drugs	86	80	115
Prescribe or administer nitrous oxide/oxygen conscious sedation	311	298	295
Perform orthodontic procedures in collaboration with a dentist	87	95	104

INSPECTIONS

The CRDHA's council-appointed inspectors conduct inspections in accordance with Part 3.1 of the *Health Professions Act*. Inspectors assess the work environment in general, and infection prevention and control in all areas of the practice. Inspections focus on dental hygiene practice owners and are primarily viewed as an opportunity to mentor and assist practitioners in making adjustments in their practice where deficiencies are detected. Matters will be referred to the Registrar, however, where there is evidence of unprofessional conduct.

Inspection Information

NOVEMBER 1 TO OCTOBER 31

	2018	2019	2020
Inspections initiated	14(10*)	18(8*)	14
Inspections resulting in minor recommendations for change	4	16	13
Inspections resulting in follow-up visits to ensure compliance*	1	1	1
Number of practices voluntarily agreeing to cease providing dental hygiene care until deficiencies rectified	0	0	0
Referrals to Complaints Director	0	** 1	0
Referrals to AHS Environmental Health Officer	0	** 1	0

*Includes inspections conducted prior to official practice openings. Those numbers are indicated with a single asterisk in the column and pertain only to the 2018 and 2019 inspections.

** Applies to same practice

ACTIVITIES UNDER SECTION 27 OF THE HPA

In June 2007, the Minister approved CRDHA's request under section 27 of the Act to set or negotiate fees on behalf of some or all of its registrants, subject to the following conditions:

- “that the CRDHA establish a separate Committee to carry out these functions independently of the regulatory functions of the College;
- that members of this Committee be precluded from serving as CEO-Registrar, complaints director, hearings director, or as a member of Council, the Competence Committee, the Registration Committee, or in any similar capacity with the College; and
- that the Committee report to the Council only for the purpose of providing information.”

Following legal consultation, the CRDHA took the stance that it will not set the professional fees to be charged by its members and will not create a fee guide for its members.

A Fee Negotiation Committee shall be appointed by Council at least three months prior to the expiry of a Government of Alberta service contract. The Committee will retain a negotiator (Fee Consultant) from time to time who will negotiate on professional fees provided by dental hygienist-owned practices related to service agreements with government agencies. The committee will serve until the date the Fee Consultant completes the contract negotiation.

The Fee Negotiation Committee and Alberta Health (AH) have engaged in a series of progressive discussions over the past year that focused on; expanding eligible professional services, amalgamating multiple fee guides and updating the current archaic agreement. Work thus far has resulted in a blueprint for the most extensive dental hygiene fee schedule for publicly funded programs in Canada. Given the scope and work involved it is expected to conclude sometime later this year, with the intention of producing a modernised fee guide that better serves it's participants and providers alike.

COMPLAINTS

The CRDHA manages complaint, investigation and discipline processes in accordance with the *Health Professions Act*. The College responds to complaints about the practice or conduct of regulated registrants from all sources, including members of the public, other health professionals, employers, and registrants of the CRDHA.

Complaints Information

NOVEMBER 1 TO OCTOBER 31

	2018	2019	2020
New complaints received	3	12	6
Complaints carried forward from previous years	9	3	13
Complaints withdrawn	0	0	2
Complaints resolved by Complaints Director	8	0	2
Complaints dismissed	0	2	3
Request for review of dismissal of complaint	0	0	0
Referred to a Hearing Tribunal	0	0	1
Number of complaints closed	9	2	8
Number of complaints still open	3	13	10
Number of registrants dealt with under s.118	0	0	0
Number of complaints alleging sexual abuse or misconduct	0	0	0

Nature of New Complaints

NOVEMBER 1 TO OCTOBER 31

	2018	2019	2020
Advertising/business operations	0	0	2
Conduct - non-sexual in nature	1	1	0
Communication/consent	2	4	0
Contravention of an Act or Regulation	0	0	1
Ethical issues	0	2	0
Privacy issues	0	1	1
Record keeping	0	0	2
Sexual abuse or sexual misconduct	0	0	0
Skills/practice/knowledge	5	4	0
Total Complaints Received	12	12	6

Source of New Complaints

NOVEMBER 1 TO OCTOBER 31

	2018	2019	2020
Client	0	8	2
Complaints Director	1	2	2
CRDHA registrant	2	0	0
Employer	0	1	1
Other (agency, professional body, other health professional)	0	0	1
Public/family member	0	1	0
Total Complaints Received	3	12	6

PATIENT RELATIONS PROGRAM

The College's Patient Relations Program includes measures to prevent sexual abuse or misconduct by CRDHA registrants towards their clients, as well as measures to support clients who may have experienced sexual abuse or misconduct from CRDHA regulated registrants.

Two practice guidelines, *Professional Boundaries for Dental Hygienists in Alberta*, and *Prevention of Sexual Abuse and Sexual Misconduct of Clients*, were developed in 2019, circulated to registrants, and posted on the College's public-facing website. These documents define who a client/patient is and establish when an intimate relationship between a client and regulated registrant can occur. Links to these, and other guidelines, are provided to all new registrants in their registration packages. Information for the public regarding sexual abuse and sexual misconduct is also included in the Complaints section of the College's public-facing website.

All registrants on the General register as of December 31, 2020, were required to complete the mandatory online training program *Protecting Patients from Sexual Abuse and Misconduct*, available on the College’s website. Completion of the program became a requirement for registration with the CRDHA effective January 1, 2021.

Training on understanding and addressing sexual abuse and trauma and being able to provide appropriate guidance to resources and the complaints process was provided to CRDHA staff, Council, and the Hearing Tribunal registrant pool.

The College has a contract with a provider for treatment and counselling services, with money in a reserved fund for associated costs, to support clients who allege sexual abuse or misconduct by CRDHA regulated registrants.

There have no changes to CRDHA’s Patient Relation Program since its inception.

Discipline decisions made by Hearing Tribunal, Council, or the Court, for unprofessional conduct related to sexual abuse or sexual conduct, including the name and practice permit number of the offender, plus any orders made, are permanently published on the College’s public website.

Patient Relations Program

NOVEMBER 1 TO OCTOBER 31

	2020
Requests received for support by registrant clients	0

HEARINGS DIRECTOR REPORT

CRDHA Hearings are open to the public and generally proceed by way of consent agreements between the registrant and the CRDHA. Hearing Tribunal findings may be published in the CRDHA *Mini InTouch* newsletter and on CRDHA’s website.

Hearings, Appeals and Reviews Conducted

NOVEMBER 1 TO OCTOBER 31

	2018	2019	2020
Findings based in whole or in part on sexual abuse	0	0	0
Findings based in whole or in part on sexual misconduct	0	0	0
Hearings	0	0	0
Hearings partly or completely closed to the public	0	0	0
Appeal of hearing tribunal decision to council	0	0	0
Complaint Review Committee review of decision to dismiss a complaint	1	0	0

Outcomes of Hearings, Appeals and Reviews

NOVEMBER 1 TO OCTOBER 31

Complaint Review Committee review of a complaint dismissal:

There were no hearings scheduled during the period from November 1, 2019 to October 31, 2020.

There were no requests made to the Complaint Review Committee during the period from November 1, 2019 to October 31, 2020 for a review of a complaint dismissal.

RECOGNIZING EXCELLENCE

The CRDHA encourages leadership and excellence in the dental hygiene profession through the sponsorship of academic and leadership awards.

The following CRDHA-sponsored student awards and scholarships were conferred during the year:

CRDHA Gold Medal:
Megan Chow

CRDHA Gold Scholarship
in Dental Hygiene:
Ayesha Haq

CRDHA Silver Scholarship
in Dental Hygiene:
Anna Lemoine

CRDHA Jan Pimlott Award:
Yunona Anders

Dr. Charls Els/CRDHA Prize in Addiction
Awareness and Brief Interventions:
Kelsey Jakubowski

CRDHA Student Award of Merit:
Janelle Laing

CRDHA Scholarship in Honour
of Margaret Berry-MacLean:
Candice Blair

CRDHA Award for Leadership
in Dental Hygiene II:
Robyn Mazzei

CRDHA Award for Leadership
in Dental Hygiene III:
Alicia Tran

CRDHA Scholarship II:
Sarah Rachid

CRDHA 40th Anniversary Award:
Alicia Howery

CRDHA Scholarship III:
Mackenzie Sturdy

CRDHA Scholarship III:
Alanna Blanchette



Brenda Walker

CRDHA Life Membership was bestowed by Council upon Brenda Walker in recognition of her substantial, meaningful contributions to dental hygienists profession, both at the provincial and national levels. Brenda's career included 26 years with the College and its predecessor. Under her leadership, Alberta dental hygienists became self-regulating with the broadest scope of practice in North America. She served as the College's first Registrar and CEO from 2006 to 2017.

COLLEGE INITIATIVES

In 2020, the College participated in a number of new initiatives related to the regulation of the dental hygienist profession, the modernization of the College's operations, and the practice of dental hygiene within a COVID-19 world. In addition, the College continued or updated some long-standing initiatives.

COMMUNICATIONS

Newsletter

The College ceased publication of its printed newsletter, InTouch, in 2020. A winter edition, prior to the pandemic, and a special collective final edition were published.

The College replaced the printed newsletter with an electronic newsletter, the Mini InTouch launched in February, 2020. This digital format allows the College to communicate quickly with registrants on important matters and is more fiscally responsible and environmentally friendly.

Website

www.crdha.ca

A decision was made to rebuild the College's website mid-2019. After review of proposals and presentations in September of 2019, a website developer was chosen and the rebuild project was kicked-off in November. Some delays in the project's completion were encountered as College staff were tasked with duties related to the pandemic situation. The new website was launched August 4, 2020.

The site provides information about the role, requirements and responsibilities of CRDHA in the regulation of the dental hygienists profession, as well as all the information required by the HPA, such as the College's regulations, bylaws, standards of practice, code of ethics, its professional conduct complaint process and a directory of Alberta registered dental hygienists as well as Council and College staff.

Significant time was spent by the College to ensure that its registration practices are transparent, objective, impartial, and procedurally fair as required by the *Alberta Fair Registration Practices Act*. The College obtained outside evaluation of its registration information to ensure it was clear and understandable, including on the College's website.

COLLEGE INFRASTRUCTURE

Physical Space Improvements

The College secured leasehold improvements from the landlord when it negotiated a lease renewal for the space it currently occupies. This allowed the College to increase the number of offices within its existing footprint. As it was necessary for construction to occur while CRDHA staff provided business services, arrangements were made for staff to work from home on an as-needed basis. Little did anyone know this would be a dress rehearsal for what was to come in just a few weeks.

Telephone System

More offices meant more telephones were required. The existing College telephone system was too old to update. A new VoIP telephone system was installed. This proved fortuitous, as it allowed for remote access and call-forwarding to CRDHA staff working from home during the height of the pandemic.

NAVIGATING THE PANDEMIC

The CRDHA began actively monitoring the 2019 novel coronavirus situation in January, 2020, before the WHO declared a pandemic. Our first communication to registrants on COVID-19 was in the February Mini InTouch. It included links to Alberta Health Services monitoring and guidance webpage as well as pandemic preparedness links. A pandemic was subsequently declared, with the global and local situation evolving rapidly. On March 15, 2020, CRDHA Council held an emergency meeting where it was decided, in accordance with its mandate to act in the public interest, to recommend registrants suspend oral healthcare services. This was communicated to registrants early in the morning of March 16. The following day Alberta declared a public health emergency which included suspension of oral of healthcare services. Only emergency care was allowed under very strict conditions.

The College office was closed, and work-from-home arrangements were implemented for all staff. Most staff were already familiar with Zoom and it, together with the new phone system, enabled the College to operate with full business service.

A COVID-19 Task force was established with two (2) members of CRDHA staff and two (2) members of Council, to evaluate the research and information about the virus, its transmissibility, and potential impacts to safe dental hygiene care as research data was slowly released. This enabled the College to quickly respond with guidelines when the Alberta Government suddenly charged the health regulatory colleges with this requirement on April 30. The first iteration of guidelines, effective May 4, was released May 3. An update was released on May 15, followed by an amendment regarding PPE on May 26. Version 3 of the guidelines, effective June 15, was released on June 12.

Subsequent to the release of Version 3 guidelines, the CRDHA was pleased to have the opportunity to collaborate with the College of Alberta Dental Assistants, and the Alberta Dental Association and College, to develop shared joint guidelines. The resulting document, *Dental Practice Guidelines During the COVID-19 Pandemic*, effective August 1, was released on July 30. These guidelines remained in effect until October 31, 2020.

The College provided funds and participation in a national dental hygiene COVID-19 research study. The results will help support future updates of COVID-19 workplace guidelines.

NEW REGISTRANT DATABASE

As the College worked to develop strategies to implement new procedures, processes and technology to modernize its regulatory policies, it became apparent that its existing registrant database capabilities could not align with its plans. Request for proposal invitations were sent in early 2020, with presentations by the vendors on the short list at the end of March. A vendor was chosen and contracted with a commitment to be functional when practice permit renewal opened in August. Data migration, and other factors impeded progress. Renewal opened at the beginning of September, but not without challenges. CRDHA staff

and the database provider worked diligently to ensure practice permit renewal was completed by the College's October 31st deadline. Other database functions, such as an updated continuing education component and online registration integrated with the website, will be released in 2021 once they have passed rigorous testing.

STRENGTHENING GOVERNANCE

Updated Approach to Governance

In October of 2019, Council made a decision to explore other governance models and approaches to governance. In accordance with sound fiscal stewardship, proposals for future continued governance coaching were requested and reviewed.

A new governance structure was chosen by Council which more closely aligned and clarified the roles of government, Council, the Registrar & CEO, and College staff, in College operations and accountability to the Alberta public in regulating the dental hygienists profession.

One of the aspects of this new governance structure was the institution of three Council-appointed committees to further its goals:

- Audit, Finance, and Risk Committee
- Governance Committee
- Executive Committee

Each committee has specific objectives set by Council. Committee authority is limited to making recommendations to Council.

Bylaw Analysis and Revision Project

The College engaged a student enrolled in the Master's in Public Health Program at the University of Alberta's School of Public Health for a practicum to study and analyze the College's current Bylaws, comparing them to the bylaws of other health regulatory colleges and best practices. The end deliverable, of suggested restructuring and revisions to "future proof" the College's Bylaws, was presented to Council for their consideration.

INFECTION PREVENTION AND CONTROL – COLLABORATIVE PROJECT TO UPDATE GUIDELINES

A collaborative project between the CRDHA, the College of Alberta Dental Assistants, the College of Alberta Denturists, and the College of Dental Technologists of Alberta, to develop joint infection prevention and control (IPC) guidelines, began in July of 2020. These joint guidelines will be released in 2021.

FACILITATING CONTINUING EDUCATION

College Activities

The College was invited, in 2019, to collaborate with the Alberta Dental Association and College on presentation of joint conferences to take place in Edmonton May, 2020, and in Calgary May, 2021. These would replace the Annual Continuing Education event presented by the College for well over a decade. The collaboration was approved by Council and planning undertaken in earnest. Event registration was well underway when COVID-19 forced the cancellation of the 2020 event. No event is planned for 2021 due to Bill 46 and the uncertainty surrounding COVID-19.

During the closure of dental and dental hygiene practices between March 17 and May 14 of 2020, College staff curated for registrants a large selection of online continuing education opportunities available at no charge.

Going forward, the College will focus any learning opportunities it participates in to topics related directly to the regulation and advancement of the provision of safe, effective, high-quality dental hygiene care to Albertans.

Local Anaesthetic Continuing Education

CRDHA works closely with the Department of Continuing Dental Education, University of Alberta, to ensure annual delivery of the Council-approved local anaesthesia course for dental hygienists. The course is available to individuals who have completed an out-of-province dental hygiene program which does not include clinical training in administration of local anaesthetic. Graduates of such programs must successfully complete an approved local anaesthesia course before the CRDHA will authorize them to perform this advanced restricted activity.

Orthodontic Module

The Department of Continuing Dental Education, University of Alberta is also responsible for delivery of the Orthodontic Module. Regulated members must complete the module in order to be authorized to provide certain orthodontic procedures, such as the advanced restricted activity of fitting an orthodontic or periodontal appliance for the purpose of determining a preliminary fit of the appliance.

Elements of Prescribing

Dental hygienists are required to successfully complete CRDHA's comprehensive Elements of Prescribing Course before being entered on the College's roster of registrants authorized to prescribe the Schedule 1 drugs used in dental hygiene practice. A comprehensive review and update was undertaken 2019. The course is now delivered within the Dental Hygiene Undergraduate Program. Beginning in 2021, the Department of Continuing Dental Education at the University of Alberta will offer *Elements of Prescribing: A Refresher Course for Dental Hygienists*, as a continuing education opportunity.

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF COLLEGE OF REGISTERED DENTAL HYGIENISTS OF ALBERTA:

Opinion

We have audited the financial statements of the **College of Registered Dental Hygienists of Alberta** the Entity), which consist of the statement of financial position at March 31, 2021, and statements of changes in net assets, operations and of cash flows for the year ended March 31, 2021, and notes to the financial statements including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Entity as at March 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter

We draw attention to Note 8 to the financial statements, concerning the worldwide spread of a novel coronavirus known as COVID-19 and its effect on the global economy. Our opinion is not modified in respect of this matter.

Information other than the Financial Statements and Auditor's Report Thereon

Management is responsible for the other information. The other information comprises the annual report, but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Entity's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

We also provide those charged with governance with a statement that we have complied with relevant ethical requirements regarding independence, and to communicate with them all relationships and other matters that may reasonably be thought to bear on our independence, and where applicable, related safeguards.

Yaremchuk & Annicchiarico LLP

CHARTERED PROFESSIONAL ACCOUNTANTS
EDMONTON, ALBERTA
SEPTEMBER 24, 2021

STATEMENT OF FINANCIAL POSITION

AS AT MARCH 31, 2021

	2021	2020
ASSETS		
CURRENT ASSETS:		
Cash	\$ 431,639	\$ 259,860
Due from broker	11	15,023
Tenant improvement allowance receivable	-	176,265
Investments and Accrued Interest	1,669,927	1,561,324
Prepaid Expenses	29,389	36,656
Total Current Assets	2,130,966	2,049,128
INVESTMENTS AND ACCRUED INTEREST (Note 4)	2,815,337	2,940,000
EQUIPMENT (Note 3)	160,474	157,203
Total	\$ 5,106,777	\$ 5,146,331
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts Payable and Accrued Liabilities	\$ 132,465	\$ 207,504
Prepaid Permit Fees		
- College of Registered Dental Hygienists of Alberta	1,190,695	1,155,979
Total Current Liabilities	1,323,160	1,363,483
NET ASSETS:		
Invested in Equipment	160,474	\$ 157,203
Internally Restricted (Note 4)	2,815,337	2,940,000
Unrestricted	807,806	685,645
Total Net Assets	3,783,617	3,782,848
Total	\$ 5,106,777	\$ 5,146,331

APPROVED BY THE COUNCIL: 


STATEMENT OF CHANGES IN NET ASSETS

FOR THE YEAR ENDED MARCH 31, 2021

	Invested In Equipment	Internally Restricted (Note 4)	Unrestricted	2021 Total	2020 Total
Balance at beginning of year	\$ 157,203	\$ 2,940,000	\$ 685,645	\$ 3,782,848	\$ 3,708,822
Excess of revenue (expenses) for the year	(44,707)	(124,663)	170,139	769	74,026
Purchase of equipment	47,978	-	(47,978)	-	-
Balance at end of year	\$ 160,474	\$ 2,815,337	\$ 807,806	\$ 3,783,617	\$ 3,782,848

STATEMENT OF OPERATIONS

FOR THE YEAR ENDED MARCH 31, 2021

	2021 (12 MONTHS)	2020 (5 MONTHS)
REVENUE:		
Permit fees	\$ 2,119,068	\$ 862,571
Interest	89,825	33,778
Newsletter, website and other	–	9,449
Total revenue	2,208,893	905,798
EXPENSES:		
Advertising and promotion	6,802	709
Amortization	44,707	9,699
Awards: - students	8,563	7,250
Commission on Dental Accreditation (Note 5)	28,658	7,164
Continuing education: - annual	621	2,096
- other programs	–	11,025
Costs of investigations and discipline	302,073	115,887
Donations	27,478	9,078
Examinations	11,876	5,141
Functions	–	1,475
Inspections	109,023	35,337
Insurance: - general liability	13,252	4,897
- property	6,459	2,499
Liaisons and committees	20,572	2,467
Meetings: - governance	31,402	14,789
- travel and accommodation	7,193	20,290
Newsletter and website	49,224	15,298
Printing, postage and office	108,096	35,977
Professional fees	371,569	74,382
Rent (Note 5)	96,176	56,522
Salaries and benefits	948,861	376,773
Telephone	15,519	7,662
Total expenses	2,208,124	816,417
EXCESS OF REVENUE BEFORE THE UNDERNOTED	769	89,381
LOSS ON DISPOSAL OF EQUIPMENT	–	15,355
EXCESS OF REVENUE FOR THE YEAR	\$ 769	\$ 74,026

STATEMENT OF CASH FLOWS

FOR THE YEAR ENDED MARCH 31, 2021

	2021 (12 MONTHS)	2020 (5 MONTHS)
OPERATING ACTIVITIES:		
CASH FROM OPERATIONS:		
Excess of revenue for the year	\$ 769	\$ 74,026
Items not involving cash for operations:		
Amortization	44,707	9,699
Loss on disposal of equipment	–	15,355
	<u>45,476</u>	<u>99,080</u>
Increase in non-cash working capital balances related to operations:		
Tenant improved allowance receivable	176,265	(114,343)
Prepaid expenses	7,267	6,909
Accounts payable and accrued liabilities	(75,039)	145,697
Prepaid permit fees	34,716	(1,413,492)
Net cash from (used in) operating activities	<u>188,685</u>	<u>(1,276,149)</u>
INVESTING ACTIVITIES:		
Purchase of equipment	(47,978)	(105,743)
Increase in investments - net	16,060	(1,213,306)
Net cash used in investing activities	<u>(31,918)</u>	<u>(1,319,049)</u>
INCREASE (DECREASE) IN CASH DURING THE PERIOD	156,767	(2,595,198)
CASH AT BEGINNING OF THE PERIOD	<u>274,883</u>	<u>2,870,081</u>
CASH AT END OF THE PERIOD	<u>\$ 431,650</u>	<u>\$ 274,883</u>
CASH CONSISTS OF:		
Cash	\$ 431,639	\$ 259,860
Due from broker	11	15,023
	<u>\$ 431,650</u>	<u>\$ 274,883</u>

NOTES TO THE FINANCIAL STATEMENTS

Note 1 – Purpose of College:

The College regulates the practice of dental hygiene in a manner that protects and serves the public interest. In fulfilling this role, the College establishes, maintains and enforces standards for registration and continuing competence, standards of practice and a code of ethics for the profession, and investigates and acts on complaints.

Note 2 – Accounting Policies:

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies are as follows:

Revenue recognition:

Permit fees revenue is recognized in the year to which the permit fees relate. Revenue from special activities is recognized when the event to which the revenue relates has occurred. Grant revenue is accounted for by the deferral method. Under this method, revenue is accounted for in the period in which the related expenditures are incurred. Unexpended funds are recorded as deferred revenue and will be recognized as revenue when the related expenditures are made.

Donated services:

The work of the College is dependent on the voluntary service of many individuals. Since these services are not normally purchased by the College and because of the difficulty in determining their fair value, donated services are not recognized in these financial statements.

Investments:

Investments consist of term deposits and money market funds. Investments are stated at amortized cost plus accrued interest.

Equipment:

Equipment is stated at cost. Amortization is provided using the declining balance method at the following annual rates:

Computer equipment	30% declining balance
Office equipment and furniture	20% declining balance
Leasehold improvements	14% straight line

Financial Instruments:

The College initially measures its financial assets and liabilities at fair value.

The College subsequently measures all its financial assets and financial liabilities at amortized cost.

The College's financial instruments measured at amortized cost consists of cash, investments and accrued interest and accounts payable and accrued liabilities.

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. Any previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount of impairment recognized previously. The amount of the reversal is recognized in net income.

Cash and cash equivalents:

Cash and cash equivalents consist of balances with banks and short-term investments that can be readily converted to cash.

Use of estimates:

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates. These estimates are reviewed annually and adjustments are made to income as appropriate in the year they become known.

Note 3 – Equipment

The major categories of equipment and related accumulated amortization are as follows:

	Cost	Accumulated Amortization	Net Book Value	
			2021	2020
Computer equipment	\$ 212,787	\$ 147,635	\$ 65,152	\$ 64,410
Office equipment and furniture	109,897	34,811	75,086	91,168
Leasehold improvements	23,610	3,374	20,236	1,625
	\$ 346,294	\$ 185,820	\$ 160,474	\$ 157,203

NOTES TO THE FINANCIAL STATEMENTS

Note 4 – Net Assets Internally Restricted

By resolution of Council, net assets included in investments have been internally restricted as follows:

		2021	2020			2021	2020
				Balance forward		\$ 531,437	\$ 560,000
a) Investigations and discipline fund established to finance contingencies related to the costs of investigations and discipline:				e) Facility and services fund established for the costs of major office needs and work from home costs:			
Balance at beginning of the period		\$ 360,000	\$ 556,358	Balance at beginning of the period		260,000	–
Interest earned		–	5,200	Transfers		–	260,000
Transfers		–	(201,558)			260,000	260,000
		360,000	360,000				
b) <i>Health Professions Act</i> implementation fund established to finance the costs of implementing the <i>Health Professions Act</i> :				f) Succession fund established to finance the costs of recruiting and training current employees:			
Balance at beginning of the period		–	166,000	Balance at beginning of the period		190,000	–
Transfers		–	(166,000)	Transfers		–	190,000
		–	–	Expenses		(68,516)	–
						121,484	190,000
c) Legislation fund established to finance the costs of drafting policies, bylaws and bills related to the standards of practice:				g) Strategic fund established to finance the costs of major projects related to member and industry improvements:			
Balance at beginning of the period		200,000	–	Balance at beginning of the period		480,000	–
Transfers		–	200,000	Transfers		–	480,000
Expenses		(28,563)	–	Expenses		(47,248)	–
		171,437	200,000			432,752	480,000
d) New building fund established to finance costs of a future building:				h) Technology fund established to finance the costs of technical improvements:			
Balance at beginning of the year		–	1,172,750	Balance at beginning of the period		230,000	–
Interest earned		–	11,000	Transfers		–	230,000
Transfers		–	(1,183,750)	Expenses		(4,736)	–
		–	–			225,264	230,000
Subtotal		\$ 531,437	\$ 560,000	i) Sustainability fund established to ensure the long term sustainability of the College of Registered Dental Hygienists of Alberta:			
				Balance at beginning of the period		1,220,000	1,050,500
				Interest earned		24,400	9,800
				Transfers		–	159,700
						1,244,400	1,220,000
				Total		\$ 2,815,337	\$ 2,940,000

NOTES TO THE FINANCIAL STATEMENTS

Note 5 – Commitments

- a) The College is committed to the rental of business premises under a lease agreement expiring March, 2027. The minimum rent payable is \$5,116 to March 2023 and \$5,446 per month from April 2023 to March 2027, plus the College's proportionate share of common area costs.
- b) The College is committed to the rental of office equipment under a lease agreement which expires June 2022. The minimum lease payments are \$2,585 quarterly.
- c) The College approved provision of financial support to the Commission on Dental Accreditation of Canada commencing November, 1998. During the period April 1, 2020 to March 31, 2021, \$28,658 (\$8.90 per member) was accrued as payable to the Commission (November 1, 2019 to March 31, 2020 - \$7,164; \$8.90 per member).

Note 6 – Financial Instruments

The College is exposed to risk on certain financial instruments as follows:

Market risk:

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency risk, interest rate risk and other price risk. The College is mainly exposed to interest rate risk.

Interest rate risk:

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The College is exposed to interest rate risk on the investments and accrued interest. The fixed-rate instruments subject the College to a fair value risk.

Liquidity risk:

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The College is exposed to this risk mainly in respect of its accounts payable and accrued liabilities.

Note 7 – Income Tax Status

The College is a non-profit organization within the meaning of the Income Tax Act (Canada) and is exempt from income taxes.

Note 8 – Other Matter

On March 11, 2020, the World Health Organization declared a global pandemic due to a global outbreak of a novel coronavirus identified as "COVID-19". In order to combat the spread of COVID-19 governments worldwide have enacted emergency measures including travel bans, legally enforced or self-imposed quarantine periods, social distancing and business and organization closures. These measures have caused material disruptions to businesses, governments and other organizations resulting in an economic slowdown and increased volatility in national and global equity and commodity markets.

Central banks and governments, including Canadian federal and provincial governments, have reacted with significant monetary and fiscal interventions designed to stabilize economic conditions. The duration and impact of the COVID-19 outbreak is unknown at this time, as is the efficacy of any interventions. It is not possible to reliably estimate the length and severity of these developments and the impact on the financial results and condition of College of Registered Dental Hygienists of Alberta and its operations in future periods.



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA

302, 8657 51 Avenue NW
Edmonton, AB T6E 6A8