



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA

2022 ANNUAL REPORT





LAND ACKNOWLEDGMENT

The College of Registered Dental Hygienists of Alberta acknowledges that the land on which we operate, what we call Alberta, is the traditional and ancestral territory of many peoples, subject to Treaties 6, 7, and 8. We acknowledge the many First Nations, Métis and Inuit who have lived on and cared for these lands for generations. This includes: the Blackfoot Confederacy – Kainai, Piikani, and Siksika – the Cree, Dene, Sauteaux, Nakota Sioux, Stoney Nakoda, and the Tsuu T’ina Nation and the Métis People of Alberta, including the Métis Settlements and the Six Regions of the Métis Nation of Alberta within the historical Northwest Metis Homeland.

The College recognizes the land of those First Nations, Métis, and Inuit people as an act of reconciliation and we express gratitude to those whose territory we reside on or are visiting. We are committed to working together to continue building strong and positive relationships together.

TABLE OF CONTENTS

CHAIR'S MESSAGE	4
PUBLIC MEMBER'S MESSAGE	5
INTRODUCTION	6
VISION, VALUES, GOALS	7
GOVERNANCE	8
Council Composition	8
Members of Council	8
Organizational Structure	9
Council's Role	10
CRDHA Management Team	11
REGULATORY FUNCTIONS	12
Practice Standards and Code of Ethics	12
Continuing Competence Program	12
Entry-To-Practice Examinations	12
Registration Statistics	14
Complaint Statistics	16
COLLEGE INITIATIVES	18
Federation of Dental Hygiene Regulators of Canada (FDHRC)	18
Entry To Practice Canadian Competencies	18
Bill 49	18
Bill 10	18
Bill 46 and Standards of Practice Updates	18
Divestment Report for Government	19
Re-Branding	19
Infection Prevention and Control Guidelines	19
Provider Directory	19
Student Presentations	19
Program Approval Process	20
Learning Management System and Jurisprudence Exam	20
IT Infrastructure and Database	20
Human Resources	20
INDEPENDENT AUDITOR'S REPORT & FINANCIAL STATEMENTS	21

CHAIR'S MESSAGE

It is my privilege as Council Chair of the College of Registered Dental Hygienists of Alberta (CRDHA) to present the 2022 Annual Report, as approved by Council. This report covers the registration year of November 1, 2021, to October 31, 2022, and the financial year April 1, 2022 to March 31, 2023.

To prepare for the significant changes required by Bill 46, work continued to update the College's Standards of Practice and Code of Ethics. The updated standards set the minimum levels of professional behaviour and conduct for registered dental hygienists in Alberta. They also contain a description of the outcome that clients can expect when a dental hygienist meets the standard. These draft documents were thoroughly reviewed by staff, the Registration and Competence Committee members and Council before going out for public consultation in Summer 2022. Government consultation and Council approval of these standards is anticipated in 2023.

Although the College, Council and the dental hygiene professionals were still managing the complexities that came with providing health services during a pandemic, the College was able to focus on other key priorities that were outlined in the strategic plan, including work on Bill 49 (*Labour Mobility Act*), Bill 10 (*Health Professions Amendment Act*), and a host of operational improvements such as updating the Jurisprudence Exam and implementing a new database and Learning Management System.

This year the College completed work with the College of Alberta Dental Assistants, College of Alberta Denturists, and College of Dental Technologists of Alberta to develop a shared Infection, Prevention, and Control Guideline, which went into effect on June 1, 2022. Collaboration with other regulatory colleges and key stakeholders is one of our College values and we will continue to look for opportunities to collaborate on regulatory projects in the future.

As Council Chair, I would like to acknowledge the commitment of Council, the Registration Committee members, the Continuing Competence Committee members, and staff, who responded to challenges with agility and resilience. I thank them for their hard work to advance the regulation of the dental hygiene profession for the protection of the public.

Respectfully submitted,
Kathleen Sauze, BHSc, RDH
Chair



Kathleen Sauze ■

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.

PUBLIC MEMBER'S MESSAGE

The College of Registered Dental Hygienists of Alberta (CRDHA) is mandated to have 50% public members on its Council, as stated in the *Health Professions Act* and Bill 30, hence in 2022 Council decreased the required number of regulated members on Council to prepare for more public members. By using a competency-based skills matrix to ensure that the Council has an appropriate mix of skills, knowledge and experience to govern effectively the Council is now formed of six regulated members and six public members.



Louise Mosier ■

The role of public members is to represent the public interest on Council and carry out its mandate in a manner that protects and serves the public's interests. Public members are active voting members of Council but are not registered dental hygienists. Public members are appointed by the Government of Alberta and work with Council to advance its goals and governance.

In 2020, Bill 46, the Health Statutes Amendment Act, was tabled and passed. With the most extensive set of amendments to the HPA in 20 years, the separation of regulatory colleges from professional associations came into effect March 31, 2023. Although primarily a regulatory body, the College had been operating with some association activities. Work behind the scenes in 2021/2022 saw the divestment of all association activities, along with updated draft Standards of Practice and Code of Ethics. With this, the College's singular mandate as a regulatory college to provide safe, effective, ethical, and beneficial oral healthcare services to the Alberta public is solidified.

I would like to commend both the staff and Council for their outstanding work in 2021/2022 as the COVID-19 pandemic still impacted daily life. The College's collaboration with the Alberta Dental Association & College and the College of Alberta Dental Assistants helped guide oral health professionals across Alberta consistently in their practice, even as circumstances changed.

The College took significant steps forward to meet government requirements and achieve regulatory excellence while acting with a commitment to the organization's values. I commend them for excellence in protecting the public by working with accountability, transparency, collaboration, and integrity.

Respectfully submitted,

Louise Mosier

Public Member for The College of Registered Dental Hygienists of Alberta

INTRODUCTION

Alberta's dental hygienists are well prepared to provide safe, effective oral healthcare services to their clients.

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



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.

GOVERNANCE

COUNCIL COMPOSITION

At October 31, 2022, Council was comprised of six elected or appointed registrants from the College's General register and five members of the public appointed by Alberta's Lieutenant Governor in Council. There was one Public Member Councillor vacancy.

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



Kathy Sauze, President



Jodi Sperber, Vice President



Lindsay Ord, Councillor



Beth Blair, Councillor



Samantha Heron, Councillor



Teanne MacCallum, Councillor

PUBLIC MEMBER COUNCILLORS



Louise Mosier, Public Member



John Jossa, Public Member



Judy Hansen, Public Member



Carol Gibbons Kroeker, Public Member



Erhard Poggemiller, Public Member

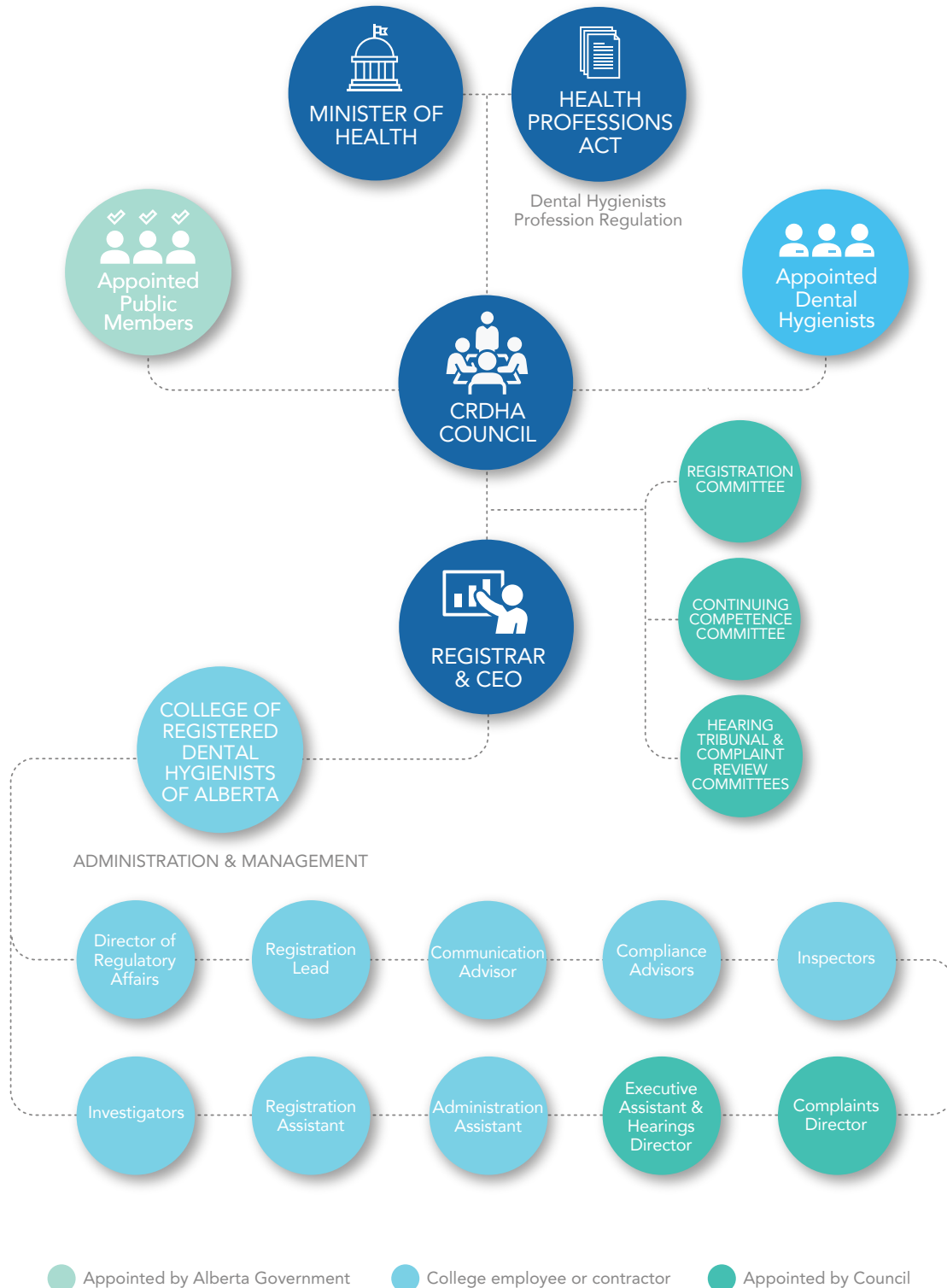


Vacant, Public Member

*time frame from November 1, 2021 to October 31, 2022

ORGANIZATIONAL STRUCTURE

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.



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 Profession 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 legislated committee reviews registration issues referred to it by the Registrar and makes determinations.

MEMBERS:

Mimi Godin, Chair
Carolynn Reimann
Tyla Gill
Ava Chow

COMPETENCE COMMITTEE

The Competence Committee consists of no fewer than four members from the General register. This legislated 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:

Brittany Fandrick, Chair
Olena Sazonova
Gerry Cool
Chrissy Ford

HEARING TRIBUNALS OR COMPLAINT REVIEW COMMITTEE

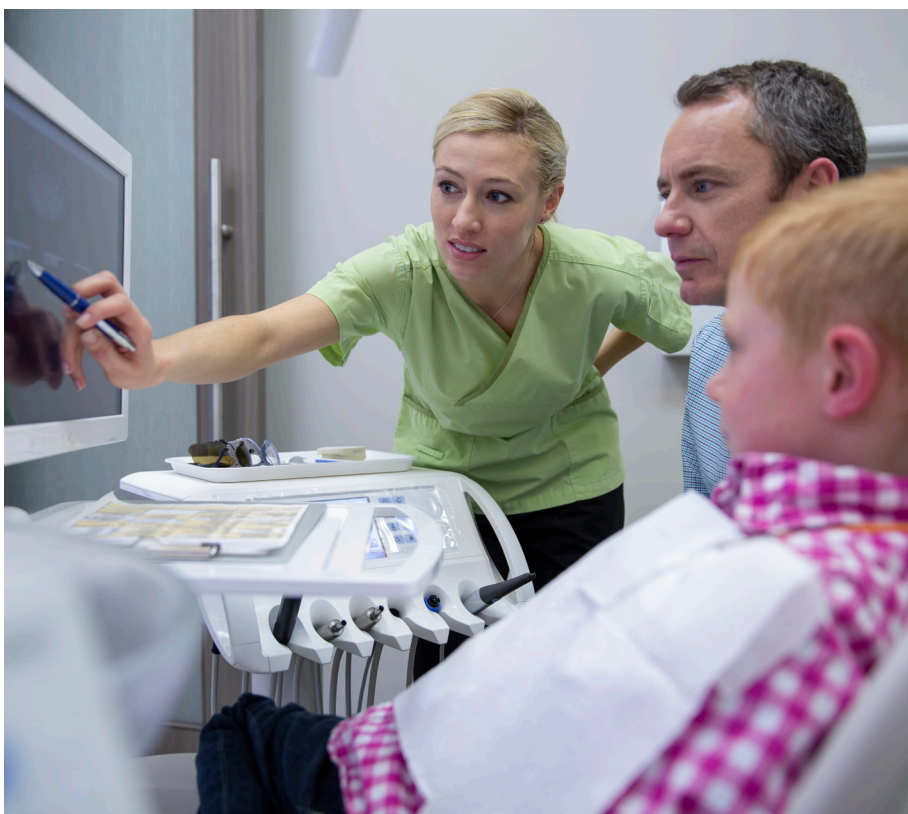
When a complaint is referred to a hearing, two or more individuals from the appointed registrant and public member pools are appointed to a Hearing Tribunal to hear evidence and determine findings and appropriate disciplinary sanctions. Two or more individuals may also be appointed to a Complaints Review 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.

MEMBERS

Jaskiran (Jaz) Tathgur
Lisa Kim
Sally Lockwood-Deibert
Christine Martinello
Heather Nelson
Rachelle Pratt
Sonya Spencer
Jeanette Trenchie
Kimron Penner
Mimi Godin
Carolynn Riemann

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 established by Council. They achieve this through the application of policies, procedures, and activities. A list of current staff and their responsibilities is available on the College's website.



REGULATORY FUNCTIONS

PRACTICE STANDARDS AND CODE OF ETHICS

Practice standards and code 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.

The current CRDHA Practice Standards, effective March 2019, and CRDHA Code of Ethics, can both be found on the College's website.

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

- CRDHA Current Practice Standards (2019)
- Professional Boundaries for Dental Hygienists in Alberta Guidelines
- CRDHA Current Code of Ethics (2018)
- Prevention of Sexual Abuse and Sexual Misconduct of Clients Guideline
- Infection Prevention and Control (IPC) Guidelines (joint document)
- Safety Code 30 - Radiation Protection in 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.

At annual renewal, all applications are reviewed for compliance with the CCP.

The Continuing Competence Program and Rules are available on the College's website.

ENTRY-TO-PRACTICE EXAMINATIONS

National Written Examination

Successful completion of the Federation of Dental Hygiene Regulators of Canada's (FDHRC) 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 is a member and director on the FDHRC Board and has oversight of the NDHCE.

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

regulated members who were not previously required to complete the Jurisprudence Examination may do so as a one-time 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.

The CRDHA hosted the 2-day CPEDH at the University of Alberta on November 25-26, 2021. There were 6 candidates who took the exam. Alberta was able to host BC's exam candidates and the two provinces worked together to administer the exam at the University of Alberta. Ontario hosted their CPEDH on the same dates. Staff from the FDHRC participated in the two exams. Following this exam, the CPEDH was transferred to the FDHRC for implementation at a national level. On October 22-23, 2022, the FDHRC administered the CPEDH at Oxford College, Scarborough Campus for 9 candidates.



REGULATORY FUNCTIONS

REGISTRATION STATISTICS

REGULATED MEMBER 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 previously allowed for a registrant on the General register to also hold a Life Membership which was granted to a dental hygienist who had been a regulated member in good standing with 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 were not exempt from paying fees for a practice permit or any other fees required by registrants on the General register and were required to maintain Professional Liability Insurance; they are included in the data set for General Regulated Members. As part of the divestment of professional association functions in accordance with Bill 46 amendments to the HPA, the CRDHA bylaws were updated to remove Life membership. Affected individuals were notified of the change effective February 2022 and CRDHA no longer has any regulated or non-regulated members who hold Life membership.

Regulated Members - AS AT OCTOBER 31, 2022

	2018	2019	2020	2021	2022
General	3249	3298	3239	3328	3570
Courtesy	1	2	1	1	0
Total	3250	3300	3240	3328	3570

New Applications for Registration - NOVEMBER 1, 2021 TO OCTOBER 31, 2022

	2018	2019	2020	2021	2022
Received	185	234	194	222	323

New Registrations Completed - NOVEMBER 1, 2021 TO OCTOBER 31, 2022

	2018	2019	2020	2021	2022
U of A	39	0	43	41	41
Other Canadian	135	166	136	158	256
International	7	4	3	0	4
Total	181	170	182	199	301

Conditional Registrations - NOVEMBER 1, 2021 TO OCTOBER 31, 2022

	2018	2019	2020	2021	2022
Issued	2	5	5	3	13
Conditions Met	1	3	1	2	5
Registrations Revoked	1	2	0	1	0

Transfers and Reinstatements - NOVEMBER 1, 2021 TO OCTOBER 31, 2022

	2020	2021	2022
Transfers	6	2	11
Reinstatements	7	9	27

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 was continued for those who were granted this status when they transferred to the Non-Regulated register. As of February 2022, Life membership is no longer offered by the College as a result of the divestment of association activities related to Bill 46 amendments to the HPA.

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.

Non-Regulated Registrants - AS AT OCTOBER 31, 2022

	2018	2019	2020	2021	2022
Non-Practicing	151	172	147	159	176
Student	0	51	n/a	n/a	n/a
Non-Practicing Life	3	3	4	4	0
Total	154	226	151	163	176

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: - AS AT OCTOBER 31, 2022

	2018	2019	2020	2021	2022
Administer local anaesthesia by injection	2208	2205	2238	2245	2313
Perform restorative procedures of a permanent nature in collaboration with a dentist	57	51	52	48	53
Prescribe a limited subset of Schedule 1 drugs	86	80	115	149	217
Prescribe or administer nitrous oxide/oxygen conscious sedation	311	298	295	290	309
Perform orthodontic procedures in collaboration with a dentist	87	95	104	104	109
NP Swabbing				10	11

REGULATORY FUNCTIONS

COMPLAINTS STATISTICS

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, 2021 TO OCTOBER 31, 2022

	2018	2019	2020	2021	2022
New complaints received	3	12	6	9	3
Complaints carried over from previous years	9	3	13	6	1
Complaints withdrawn	0	0	2	2	1
Complaints resolved by Complaints Director	8	0	2	3	2
Complaints dismissed	0	2	3	1	1
Request for review of dismissal of complaint	0	0	0	0	0
Referred to a Hearing Tribunal	0	0	1	1	0
Number of complaints closed	9	2	8	2	4
Number of complaints still open	3	13	10	6	0
Number of registrants dealt with under s.118	0	0	0	0	0
Number of complaints alleging sexual abuse or misconduct	0	0	0	0	0

Nature of New Complaints - NOVEMBER 1, 2021 TO OCTOBER 31, 2022

	2018	2019	2020	2021	2022
Advertising/business operations	0	0	2	4	1
Conduct - non-sexual in nature	1	1	0	1	1
Communication/consent	2	4	0	1	1
Contravention of an Act or Regulation			1	0	0
Ethical issues	0	2	0	1	0
Privacy issues	0	1	1	0	0
Record keeping	0	0	2	1	0
Sexual abuse or sexual misconduct	0	0	0	0	0
Skills/practice/knowledge	0	4	0	1	0
Total Complaints Received	3	12	6	9	3

Source of New Complaints - NOVEMBER 1, 2021 TO OCTOBER 31, 2022

	2018	2019	2020	2021	2022
Client	0	8	2	6	2
Complaints Director	1	2	2	2	0
CRDHA registrant	2	0	0	0	1
Employer	0	1	1	0	0
Other (agency, professional body, other health professional)	0	0	1	1	0
Public/family member	0	1	0	0	0
Total Complaints Received	3	12	6	9	3

HEARINGS DIRECTOR REPORT

CRDHA Hearings are open to the public and generally proceed by way of consent agreements between the member and the CRDHA. Hearing Tribunal findings may be published on the College’s website. 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 website.

Hearings, Appeals and Reviews Conducted - NOVEMBER 1, 2021 TO OCTOBER 31, 2022

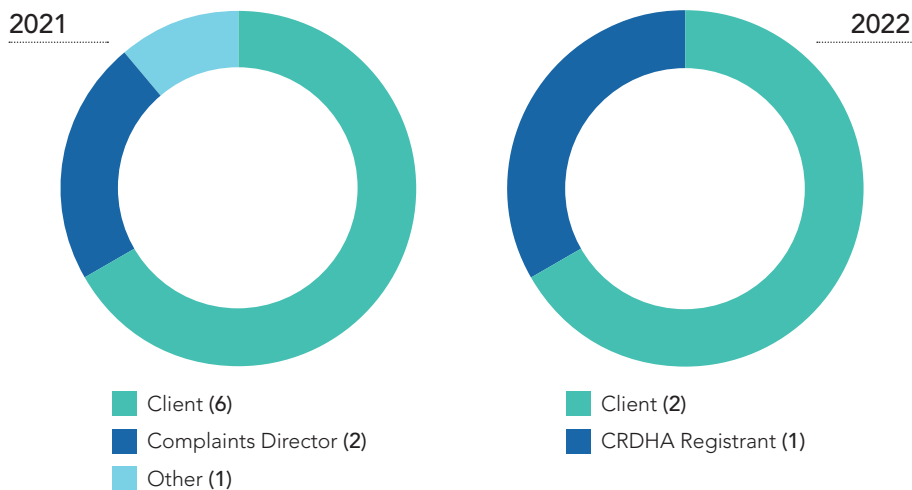
	2018	2019	2020	2021	2022
Findings based in whole or in part on sexual abuse	0	0	0	0	0
Findings based in whole or in part on sexual misconduct	0	0	0	0	0
Hearings	0	0	2	0	0
Hearings partly or completely closed to the public	0	0	0	0	0
Appeal of hearing tribunal decision to council	0	0	0	0	0
Complaint Review Committee review of decision to dismiss a complaint	1	0	0	0	0

Outcomes of Hearings, Appeals and Reviews - NOVEMBER 1, 2021 TO OCTOBER 31, 2022

Hearing Tribunal (s): n/a

Complaint Review Committee review of a complaint dismissal: n/a

Source of Complaints



COLLEGE INITIATIVES

FEDERATION OF DENTAL HYGIENE REGULATORS OF CANADA (FDHRC)

The FDHRC received the Certificate and Articles of Amalgamation for Federation of Dental Hygiene Regulators of Canada effective December 31, 2021, which confirmed the amalgamation between the FDHRC and National Dental Hygiene Certification Board. The FDHRC Board held their inaugural board meeting on January 5, 2022. As a member and director with the FDHRC, the CRDHA worked with other dental hygiene colleges across Canada to promote leadership in dental hygiene regulation for the protection of the public. The FDHRC pursued several projects, including:

- Completing the Entry-to-Practice Canadian Competencies for Dental Hygienists.
- Developing a new governance structure.
- Developing and approving a new Strategic Plan.

ENTRY TO PRACTICE CANADIAN COMPETENCIES FOR DENTAL HYGIENISTS

The Entry-to-Practice Canadian Competencies for Dental Hygienists were completed and released publicly to all stakeholders on December 9, 2021. The competencies present a detailed description of the knowledge, skills, attitudes, behaviours, and judgement required at entry-to-practice, regardless of the practitioner's level of education or previous experience. The competencies integrate both clinical and non-clinical statements and are relevant to dental hygienists in all settings and contexts, including dental hygiene practices,

dental offices, public health agencies, dental industries, educational, and research institutions.

Endorsement of the competencies by key stakeholders continued throughout 2022, with full implementation planned by 2026.

BILL 49

As part of Alberta's Recovery Plan, the Government of Alberta passed the *Labour Mobility Act* in December 2021. The Labour Mobility Act removes barriers and creates a consistent approach to recognizing out of province credentials to help make it easier and faster for highly skilled Canadian certified professional workers to get to work in Alberta. The Labour Mobility Act will not be proclaimed until the Regulation comes into force, which is expected to occur by the end of 2022.

BILL 10

The government passed Bill 10 *Health Professions (Protecting Women and Girls) Amendment Act, 2022*. This action was based on the proposal to ban female genital mutilation or cutting that was included in the 2020 Consultation White Paper. To comply with the regulation, the CRDHA plans to make amendments to specific standards of practice, such as Duty to Report.

BILL 46 AND STANDARDS OF PRACTICE UPDATES

Work to implement Bill 46 continued throughout 2022. The College redrafted the existing Practice Standards and Code of Ethics in preparation for the enactment of Bill 46. After many reviews by staff, the Registration and Continuing Competence Committees and Council, the draft standards were released for

public consultation in Summer 2022. The College received constructive feedback from registrants that was incorporated into the draft standards. Government consultation is scheduled for 2023.

DIVESTMENT REPORT FOR GOVERNMENT

Section 3.1 of the *Health Professions Act* addresses the cessation of professional association functions by a college. This section reads as follows:

3.1 A college that immediately before the coming into force of this section serves or purports to serve as a professional association must:

- a. within 6 months after the coming into force of this section, provide the Minister with a plan to divest itself of its professional association functions, and
- b. effective 18 months after the coming into force of this section, have no functions of, connection to or affiliation with a professional association.

The CRDHA reviewed all operations, bylaws, internal policies, and finances and submitted their divestment report to the government on January 21, 2022. The College received confirmation from the government on June 6, 2022 that the Assistant Deputy Minister will be recommending that the Minister accept the report as meeting the requirements of Section 3.1 of the HPA.

RE-BRANDING

In accordance with Bill 46, the CRDHA divested itself of all professional association activities. To solidify its singular mandate as a regulatory college to provide safe, effective, ethical, and beneficial oral healthcare services to the

Alberta public, the CRDHA embarked on re-branding to a new name to be released in 2023.

INFECTION PREVENTION AND CONTROL (IPC) GUIDELINES

New Infection Prevention and Control (IPC) Guidelines were developed as a collaboration between the CRDHA, the College of Alberta Dental Assistants, the College of Alberta Denturists, and the College of Dental Technicians of Alberta and were approved by the Councils of all four Colleges. The new IPC guidelines went into effect June 1, 2022.

PROVIDER DIRECTORY

The CRDHA began work with the Alberta Government on the provider directory. All colleges in Alberta are required to send data (“packets”) on registrants (e.g., full name, gender, DOB, permit status, expiry date, etc.) every 24 hours in a particular format, through a secure manner. This information is used for data collection, analysis and reporting purposes.

STUDENT PRESENTATIONS

The College presented to the 4th year University of Alberta dental hygiene students in their D HYG 480 – Behavioural Sciences class. Topics included: legislation and regulation, registration, communications, compliance advisors and complaints. Both classes were done virtually through zoom and recorded for any students who were not able to attend the course due to their rotations.

The College also provided a lunch-and-learn session to the Toronto College of Dental Hygiene and Auxiliaries school for any students who are planning on registering in Alberta. Topics included scope-of-practice in Alberta and registration processes.

COLLEGE INITIATIVES

PROGRAM APPROVAL PROCESS

The CRDHA enlisted the support of a consulting agency to develop a program approval process for any new dental hygiene programs being considered in Alberta. The consultant explored other program approval processes both provincially and nationally to design a fulsome and defensible review and approval process for the College. Once the program is approved by Council, it will be available on the CRDHA website.

LEARNING MANAGEMENT SYSTEM AND JURISPRUDENCE EXAM

The CRDHA procured a new Learning Management System (LMS) which will integrate with the College database. The LMS will provide a platform for applicants to take the updated Jurisprudence Exam, and registrants to access regulatory education. College staff worked diligently throughout 2022 to re-develop the jurisprudence exam modules. The updated exam will take effect in 2023.

IT INFRASTRUCTURE AND DATABASE

The CRDHA team transitioned to a new database in 2022. The new system is licensed through a European company called FlowForma, is hosted on a Microsoft Azure database and is powered by Microsoft PowerBI. All data is securely stored on the CRDHA's own Microsoft Azure database and backed up through both a Cloud and on-site server. The new system transitions all college functions to a seamless online platform and provides the College advanced tracking and data analytics through the PowerBI system.

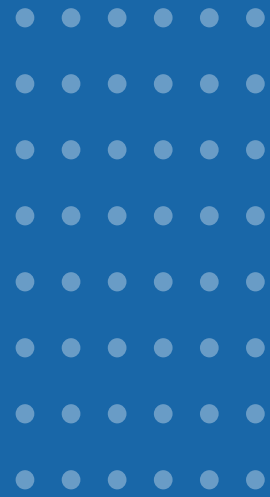
HUMAN RESOURCES

Throughout 2022 the CRDHA continued to work with a human resources consultant to strengthen the College's organizational structure and HR processes, including updating the human resources policies, job descriptions, salary grids and a new payroll structure. The CRDHA participated in the Career in Business Program (a program funded in part by the Government of Canada's Foreign Credential Recognition Program). This program assists Internationally Educated Professionals (IEPs) in their integration into the Canadian labour market. The CRDHA welcomed students from this program for their 8-week practicum to assist with the College's administrative work.

COLLEGE OF REGISTERED DENTAL HYGIENISTS OF ALBERTA

FINANCIAL STATEMENTS

FOR THE YEAR ENDED MARCH 31, 2023



INDEPENDENT AUDITOR'S REPORT

To the Registrants of College of Registered Dental Hygienists of Alberta

OPINION

We have audited the financial statements of College of Registered Dental Hygienists of Alberta (the company), which comprise the statement of financial position as at March 31, 2023, and the statements of revenues and expenditures, changes in net assets and cash flows for the year then ended, 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 company as at March 31, 2023, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

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 company in accordance with 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.

OTHER MATTER

The financial statements for the year ended March 31, 2022 were audited by another auditor who expressed an unmodified opinion on those financial statements on August 8, 2022.

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 ASNPO, 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 company'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 company or to cease operations, or has no realistic alternative but to do so.

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

(continues)

INDEPENDENT AUDITOR'S REPORT (continued)

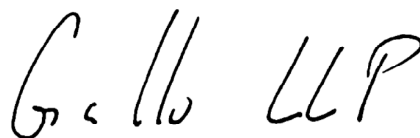
AUDITOR'S RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

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 company'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 the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the company'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 company 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.



CHARTERED PROFESSIONAL ACCOUNTANTS

Sherwood Park, Alberta
August 14, 2023

STATEMENT OF REVENUES AND EXPENDITURES

Year Ended March 31, 2023

	2023	2022
REVENUES		
Permit fees	\$ 2,435,326	\$ 2,294,303
Interest income	81,727	66,437
Discipline costs, fines and other	22,250	21,089
Grant	12,045	5,553
Examinations	-	15,000
	2,551,348	2,402,382
EXPENSES		
Advertising and promotion	1,262	709
Amortization of intangible assets	39,370	-
Amortization of tangible assets	35,176	40,326
Commission on dental accreditation	23,860	17,788
Continuing education	-	275
Donations	28,434	12,550
Examinations	-	77,016
Inspections	71,880	78,935
Insurance: cyber	3,685	-
Insurance: general	10,493	11,235
Insurance: property	6,502	8,866
Insurance: travel	850	-
Interest and bank charges	58,277	53,924
Investigations and discipline	1,360	105,118
Liaisons and committees	20,937	14,212
Meetings: governance	45,777	23,179
Meetings: travel and accommodation	10,055	7,099
Newsletter and website	19,579	8,355
Office	357,249	250,815
Professional fees	85,259	103,120
Rental	151,197	129,559
Salaries and wages	988,622	902,479
Telephone	18,310	17,488
	1,978,134	1,863,048
EXCESS OF REVENUES OVER EXPENSES	\$ 573,214	\$ 539,334

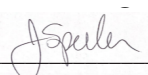
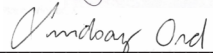
See notes to financial statements

STATEMENT OF FINANCIAL POSITION

March 31, 2023

	2023	2022
ASSETS		
CURRENT		
Cash	\$ 119,316	\$ 643,627
Cash in investment account	5,987	16,693
Short term investments (Note 6)	3,247,833	1,979,330
Accounts receivable	-	22,797
Prepaid expenses	13,275	30,201
	<u>3,386,411</u>	<u>2,692,648</u>
PROPERTY AND EQUIPMENT (Net of accumulated amortization) (Note 3)	114,506	136,116
INTANGIBLE ASSETS (Net of accumulated amortization) (Note 4)	39,370	-
LONG TERM INVESTMENTS (Note 5)	2,679,354	2,805,677
	<u>\$ 6,219,641</u>	<u>\$ 5,634,441</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable	\$ 54,458	\$ 67,850
Wages payable	13,957	18,197
Deferred income (Note 7)	1,255,061	1,225,443
	<u>1,323,476</u>	<u>1,311,490</u>
NET ASSETS		
Unrestricted fund	2,062,935	1,381,158
Internally restricted funds (Note 5)	2,679,354	2,805,677
Investment in capital assets	153,876	136,116
	<u>4,896,165</u>	<u>4,322,951</u>
	<u>\$ 6,219,641</u>	<u>\$ 5,634,441</u>
COMMITMENTS (Note 8)		

ON BEHALF OF THE BOARD

 Director
 Director

See notes to financial statements

STATEMENT OF CHANGES IN NET ASSETS

Year Ended March 31, 2023

	Unrestricted fund	Internally restricted (Note 5)	Investment in capital assets	2023	2022
NET ASSETS - BEGINNING OF YEAR	\$ 1,381,158	\$ 2,805,677	\$ 136,116	\$ 4,322,951	\$ 3,783,617
EXCESS OF REVENUES OVER EXPENSES	555,037	18,177	-	573,214	539,334
Purchase of capital assets	(92,306)	-	92,306	-	-
Amortization of capital assets	74,546	-	(74,546)	-	-
Transfers	144,500	(144,500)	-	-	-
NET ASSETS - END OF YEAR	\$ 2,062,935	\$ 2,679,354	\$ 153,876	\$ 4,896,165	\$ 4,322,951

See notes to financial statements

STATEMENT OF CASH FLOWS

Year Ended March 31, 2023

	2023	2022
OPERATING ACTIVITIES		
Excess of revenues over expenses	\$ 573,214	\$ 539,334
Items not affecting cash:		
Amortization of property and equipment	35,176	40,326
Amortization of intangible assets	39,370	-
	<u>647,760</u>	<u>579,660</u>
Changes in non-cash working capital:		
Accounts receivable	22,797	(22,797)
Prepaid expenses	16,926	(811)
Accounts payable	(13,391)	(42,367)
Deferred income	29,618	34,748
Wages payable	(4,240)	(4,052)
	<u>51,710</u>	<u>(35,279)</u>
Cash flow from operating activities	<u>699,470</u>	<u>544,381</u>
INVESTING ACTIVITIES		
Purchase of property and equipment	(13,566)	-
Purchase of intangible assets	(78,740)	(15,968)
Purchase of investments	(1,142,181)	(299,742)
	<u>(1,234,487)</u>	<u>(315,710)</u>
INCREASE (DECREASE) IN CASH FLOW	(535,017)	228,671
CASH - BEGINNING OF YEAR	660,320	431,650
CASH - END OF YEAR	\$ 125,303	\$ 660,321
CASH CONSISTS OF:		
Cash	\$ 119,316	\$ 643,627
Cash in investment account	5,987	16,693
	<u>\$ 125,303</u>	<u>\$ 660,320</u>

See notes to financial statements

NOTES TO FINANCIAL STATEMENTS

Year Ended March 31, 2023

1. DESCRIPTION OF OPERATIONS

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. The College is registered as a not-for-profit organization and, as such, is exempt from income taxes under Section 149 (1)(l) of the Income Tax Act.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO) using the restricted fund method of recording contributions.

REVENUE RECOGNITION

College of Registered Dental Hygienists of Alberta follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Permit fees are recognized over the term of the permit year. The portion of the annual permit fees paid before year end which relates to the next year end has been included in deferred revenue. Late fees are applied at the time of payment if applicable.

Testing fees are recognized as income in the period the services are provided.

CASH AND CASH EQUIVALENTS

Cash consists of \$119,316 (2022 - \$643,626) in an operating business, and \$5,987 (2022 - \$16,694) in a RBC Dominion investment account.

SHORT TERM INVESTMENTS

Short term investments purchased with maturity of one year or less are classified as current assets. Investments for which there are quoted prices in an active market are carried at fair value. Unrealised gains or losses are reported as part of net income. Investments for which there is not an active market are carried at amortized cost except when it is established that their value is impaired. Impairment losses, or reversal of previously recognized impairment losses, are reported as part of net income.

(continues)

NOTES TO FINANCIAL STATEMENTS

Year Ended March 31, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

PROPERTY AND EQUIPMENT

Property and equipment are stated at cost or deemed cost less accumulated amortization. Property and equipment are amortized over their estimated useful lives on a straight-line basis at the following rates and methods:

Furniture and fixtures	20%	declining balance method
Computer equipment	30%	declining balance method
Computer software	30%	declining balance method
Leasehold improvements	14%	straight-line method

The company regularly reviews its property and equipment to eliminate obsolete items.

Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

INTANGIBLE ASSETS

The website development costs are being amortized on a straight-line basis over its estimated useful lives of two years.

CONTRIBUTED SERVICES

Counsellors and committee members volunteer time to assist in the College's activities. While these services benefit the College considerably, a reasonable estimate of their amount and fair value cannot be made and, accordingly, these contributed services are not recognized in the financial statements.

NET ASSETS

The College has chosen to continue to show net assets invested in capital assets as a separate component of net assets.

MEASUREMENT UNCERTAINTY

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 amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Significant areas requiring the use of estimates include the determination of the useful life of capital assets and allowance for doubtful accounts.

(continues)

NOTES TO FINANCIAL STATEMENTS

Year Ended March 31, 2023

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (continued)

FINANCIAL INSTRUMENTS POLICY

Financial instruments are recorded at fair value when acquired or issued. In subsequent periods, financial assets with actively traded markets are reported at fair value, with any unrealised gains and losses reported in income.

Transaction costs incurred on the acquisition of financial instruments measured subsequently at fair value are expensed as incurred. All other financial instruments are adjusted by transaction costs incurred on acquisition and financing costs, which are amortized using the straight-line method.

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indicator of impairment, the College determines if there is a significant adverse change in the expected amount or timing of future cash flows from the financial asset. If there is a significant adverse change in the expected cash flows, the carrying value of the financial asset is reduced to the highest of the present value of the expected cash flows, the amount that could be realized from selling the financial asset or the amount the College expects to realize by exercising its right to any collateral. If events and circumstances reverse in a future period, an impairment loss will be reversed to the extent of the improvement, not exceeding the initial carrying value.

Financial assets measured at amortized cost include cash and accounts receivable.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

3. PROPERTY AND EQUIPMENT

	Cost	Accumulated amortization	2023 Net book value	2022 Net book value
Furniture and fixtures	\$ 109,897	\$ 61,838	\$ 48,059	\$ 60,074
Computer equipment	99,482	64,290	35,192	33,801
Computer software	142,839	125,075	17,764	25,377
Leasehold improvements	23,610	10,119	13,491	16,864
	<u>\$ 375,828</u>	<u>\$ 261,322</u>	<u>\$ 114,506</u>	<u>\$ 136,116</u>

4. INTANGIBLE ASSETS

	2023	2022
Website	\$ 78,740	\$ -
Accumulated amortization	(39,370)	-
	<u>\$ 39,370</u>	<u>\$ -</u>

NOTES TO FINANCIAL STATEMENTS

Year Ended March 31, 2023

5. INTERNALLY RESTRICTED FUNDS

	2023	2022
INVESTIGATIONS AND DISCIPLINE FUND		
	\$ 360,000	\$ 360,000

The investigations and discipline fund was established to finance contingencies related to the costs of investigations and discipline.

LEGISLATION FUND

171,437	171,437
---------	---------

The legislation fund was established to finance the costs of drafting policies, bylaws and bills related to the standards of practice.

FACILITY AND SERVICES FUND

260,000	260,000
---------	---------

The facility and services fund established for the costs of major office needs and work from home costs.

SUCCESSION FUND

121,484	121,484
---------	---------

The succession fund was established to finance the costs of recruiting and training current employees.

STRATEGIC FUND

	412,752	432,752
Transfers	(54,500)	(20,000)
Total	358,252	412,752

The strategic fund was established to finance the costs of major projects related to registrant and industry improvements.

TECHNOLOGY FUND

	217,704	225,264
Transfers	(90,000)	(7,560)
Total	127,704	217,704

The technology fund was established to finance the costs of technical improvements.

SUSTAINABILITY FUND

	1,262,300	1,244,400
Interest earned	18,177	17,900
Total	1,280,477	1,262,300

The sustainability fund was established to ensure the long term sustainability of the College of Registered Dental Hygienists of Alberta.

Grand total	\$ 2,679,354	\$ 2,805,677
-------------	--------------	--------------

NOTES TO FINANCIAL STATEMENTS

Year Ended March 31, 2023

6. INVESTMENTS

Investments consist of guaranteed investment certificates and mutual funds held with RBC Dominion securities. The guaranteed investment certificates have an effective interest rate between 0.55% and 4.60% with maturity dates from April 27, 2023 to December 22, 2026.

7. DEFERRED REVENUE

Deferred revenue consists of annual registrant dues for 2024, which have been received prior to March 31, 2023.

8. COMMITMENTS

- a) The College is committed to the rental of business premises under a lease agreement expiring March 2027. The minimum rent payable is \$5,446 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. The minimum lease payments are \$2,982 plus taxes quarterly.

9. FINANCIAL INSTRUMENTS

The company is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the company's risk exposure and concentration as of March 31, 2023.

Credit risk

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The College is exposed to credit risk resulting from the possibility that a registrant or counterparty to a financial instrument defaults on their financial obligations; if there is a concentration of transactions carried out with the same counterparty; or of financial obligations which have similar economic characteristics such that they could be similarly affected by changes in economic conditions. The College's primary exposure to credit risk relates to accounts receivable from registrants for disciplinary action.

Liquidity risk

The College's objective is to have sufficient liquidity to meet its liabilities when due. The College monitors its cash balances and cash flows generated from operations to meet its requirements. As at March 31, 2023, the College's most significant liabilities are accounts payable and accrued liabilities, all of which fall due for payment within one year of the statement of financial position date. The College manages liquidity risk through ongoing review of accounts receivable balances and the management of its cash and debt positions.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the College manages exposure through its normal operating and financing activities. The College is exposed to minimal interest rate risk.

NOTES TO FINANCIAL STATEMENTS

Year Ended March 31, 2023

10. SUBSEQUENT EVENTS

Subsequent to the year end, a demand letter from a service provider was received. No liability has been accrued on the financial statements as the likeness of this being payable was deemed unlikely by legal counsel.

On April 5th, 2023 the College has changed its name from College of Registered Dental Hygienists of Alberta to Alberta College of Dental Hygienists.

11. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA

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