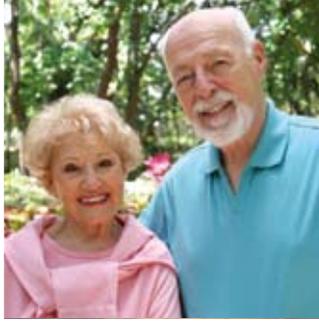




COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA



2 0 1 0 A N N U A L R E P O R T



*Celebrating 20 Years
of Self-Regulation*





CONTENTS

I	PRESIDENT'S MESSAGE
I	MEMBERS OF COUNCIL
2	PUBLIC MEMBERS' MESSAGE
3	INTRODUCTION
4	ORGANIZATIONAL STRUCTURE
6	GOVERNANCE
8	REGULATING THE PROFESSION
10	COMPLAINTS DIRECTOR REPORT
11	ACCESS AND ADVANCEMENT
14	RECOGNIZING EXCELLENCE
16	AUDITOR'S REPORT AND FINANCIAL STATEMENTS

The College of Registered Dental Hygienists of Alberta (CRDHA) exists so that Albertans will receive safe, high quality dental hygiene care from a continually advancing dental hygiene profession.

president's message



GERRY COOL, RDH
PRESIDENT

I am pleased to present the College of Registered Dental Hygienists of Alberta's Annual Report for the fiscal year ending October 31, 2010. Although it's important to report on the past year, it's also important to note that October 31, 2010 marks 20 years of self-regulation for the dental hygiene profession in Alberta.

Beginning with the launch of the Alberta Dental Hygienists Association in 1963, dental hygienists began to prepare themselves and the profession for the future. Not satisfied to sit back and let others dictate their future, members continually strived to achieve self-regulation for the profession. When self-regulation was finally achieved through proclamation of the Dental Disciplines Act on November 1, 1990, plans were immediately initiated to remove a restrictive clause in that legislation in order to facilitate increased access and choice for Albertans, and to allow dental hygienists to practice to the fullest extent of their competencies.

On October 31, 2006, the *Health Professions Act* (HPA) replaced the earlier Dental Disciplines Act. The HPA eliminated barriers to practice and the delivery of dental hygiene services. The HPA facilitates efficient and effective delivery of dental hygiene services in a wide variety of settings including interdisciplinary health centres, independent practices, continuing care facilities and home care settings. The Alberta Government's decision to allow dental hygienists to practice to the fullest extent of their competencies without

restrictive barriers has resulted in increased access and choice for Albertans.

Alberta dental hygienists couldn't have predicted the future, but they did have a vision for it – a vision that was achieved and will continue to be celebrated and appreciated. The access and choice for Albertans and practicing dental hygienists that is facilitated by the HPA is unique in North America and sets a benchmark for dental hygienists and policy makers in the western world. In the grand scheme of things 20 years of self-regulation is a short time. However, for a relatively young profession like dental hygiene, it is truly a reason to celebrate.

Respectfully submitted,
Gerry Cool, RDH, *President*

MEMBERS OF COUNCIL

Gerry Cool, President
Shirley Smith, Vice President
Brenda Murray, Past President
Allison Boone
Aimee Bradley
Joanna Czarnobaj
Jean Fraser, Public Member
Maureen Graham
Sabrina Heglund
Debbie Hubbard, Public Member
Arlaine Monaghan, Public Member
Jacki Blatz, CDHA Director

public members' message



Public members are appointed by the Minister of Health and Wellness to serve as active participants and observers on the CRDHA Council. In these roles we provide an element of accountability to ensure CRDHA operates in the interest of the public. At Council meetings we participate fully in discussions and decisions, and are encouraged to provide our viewpoints and our perspectives.

Staff and Council colleagues continue to demonstrate a strong commitment to ensuring that “Albertans will receive safe, high quality dental hygiene care from a continually advancing dental hygiene profession.” It has been our observation that the day-to-day operations of the College are managed in a prudent and fiscally responsible manner.

A highlight of this year was the Council’s intentional focus on hearing from community partners and registered dental hygienists around issues impacting the provision of services to seniors. Findings here, and those of last year’s community focus groups pertaining to young children and member input at the facilitated session during the 2010 AGM, combine to help set relevant direction, an integral part of solid governance.

As public members, it has been a privilege to work with the very committed and forward-thinking staff and Council of CRDHA.

Jean Fraser, Debbie Hubbard and Arlaine Monaghan



Jean Fraser



Debbie Hubbard



Arlaine Monaghan

introduction

BACKGROUND

Dental hygienists have been providing services to Albertans since 1951. The profession has been self-regulating since 1990. The profession is currently regulated under the *Health Professions Act* and *Dental Hygienists Profession Regulation*. The *Health Professions Act* facilitates efficient and effective delivery of dental hygiene services in a wide variety of settings including interdisciplinary health centres, independent dental hygiene practices, dentist practices, community health, continuing care facilities and home care settings.



THE ROLE OF THE COLLEGE

In accordance with Section 3(1) of the *Health Professions Act*, “A college

- a) must carry out its activities and govern its regulated members in a manner that protects and serves the public interest,
- b) must provide direction to and regulate the practice of the regulated profession by its regulated members,
- c) must establish, maintain and enforce standards for registration and of continuing competence and standards of practice of the regulated profession,
- d) must establish, maintain and enforce a code of ethics,
- e) carry on the activities of the college and perform other duties and functions by the exercise of the powers conferred by this Act, and
- f) may approve programs of study and education courses for the purposes of registration requirements.”

OVERVIEW OF SERVICES PROVIDED BY THE PROFESSION

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

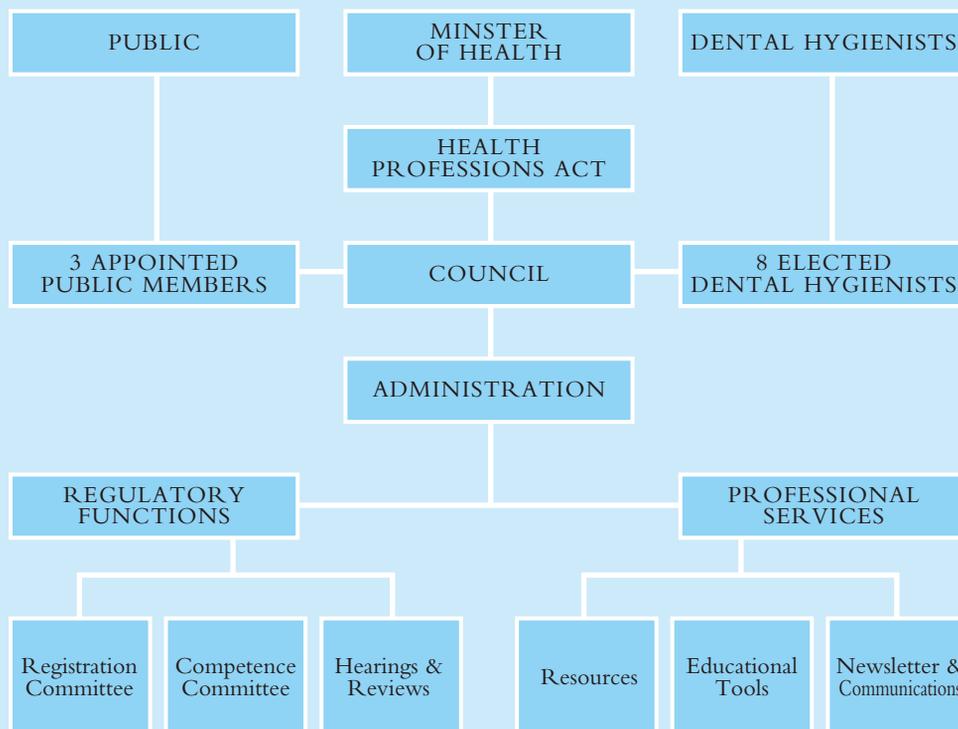
- a) assess, diagnose and treat oral health conditions through the provision of therapeutic, educational and preventive dental hygiene procedures and strategies to promote wellness,
- b) provide restricted activities authorized by the regulations, and
- c) provide services as clinicians, educators, researchers, administrators, health promoters and consultants.

A regulated member of the College of Registered Dental Hygienists of Alberta may use the following titles, abbreviations and initials:

- a) dental hygienist
- b) registered dental hygienist
- c) DH
- d) RDH

o r g a n i z a t i o n a l s t r u c t u r e

The CRDHA is established through Schedule 5 of the *Health Professions Act* (the Act). Council, committees and other positions are established in accordance with the Act and the CRDHA Bylaws. The organizational structure of the College is set out below.



*Celebrating 20 Years
of Self-Regulation*

COUNCIL

The Council is comprised of not fewer than eight regulated members of the College, elected in accordance with the Bylaws, and three members of the public appointed by the Lt. Governor in Council. The Registrar is appointed as an ex-officio member of Council.

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

REGISTRAR & COMPLAINTS DIRECTOR

The Registrar performs all duties designated to that position by the legislation and those other duties delegated by the Council. The Registrar also serves as 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.

DEPUTY REGISTRAR & HEARINGS DIRECTOR

The Deputy Registrar serves as the Hearings Director for the College. The CRDHA 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 College members. The Committee members review registration issues referred to them by the Registrar.

Members: Janice Pimlott, Chair
Judy Clarke
Sharon Compton
Julia Salvia

COMPETENCE COMMITTEE

The Competence Committee reviews competence programs and issues referred by the Registrar or a Hearing Tribunal.

Members: Monika Kun, Chair
Shannon Eaton-Lefroy
Val Felesky
Robin Lutz
Christine Martinello

MEMBER LIST FOR HEARING TRIBUNALS OR COMPLAINT REVIEW COMMITTEE

When a complaint is referred to a hearing, two or more members from the appointed membership list are appointed to a Hearing Tribunal to hear evidence and determine findings and appropriate sanctions. Two or more members 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.

Members: Lauren Best
Rachelle Pratt
Kathleen Sauze
Jeanette Trenchie

COLLEGE ADMINISTRATIVE STAFF

College staff is responsible for employing the appropriate means to ensure enforcement of the Act and achieve the College's goals and objectives (Ends) through application of policies established by the Council.

Brenda Walker, Registrar & Complaints Director
Stacy Mackie, Deputy Registrar & Hearings Director
Darlene Fraser, Member Services Coordinator
Kim Koble, Administrative Assistant
Trudy Korner, Registration Clerk

g o v e r n a n c e



COUNCIL'S ROLE

The Council manages and conducts the activities of the College, exercises the rights, powers and privileges and carries out the duties of the College and the Council under the Act and the Bylaws. The CRDHA Council operates under the Carver Model of Governance®. The CRDHA's mission statement, ends, governance and management policies provide direction to both Council and staff. The Council creates policies that:

- *Establish long and short term Ends for the College*
- *Guide the Council's own conduct and performance*
- *Delegate authority to the Registrar*
- *Set out a system for monitoring operations and achievement of Ends*

Council held four business meetings, two governance workshops, and an Annual General Meeting between November 1, 2009 and October 31, 2010 to fulfill the responsibility of managing and conducting the business of the College.

OTHER INITIATIVES

In November 2009 the Government of Alberta approved 2 legitimate objectives for the practice of dental hygiene in Alberta under Chapter 7 of the Agreement on Internal Trade. The legitimate objectives are in regard to the administration of local anaesthesia and the prescribing of Schedule 1 drugs.

The College met with staff from Alberta Health and Wellness and the Office of the Privacy Commissioner of Alberta to prepare for changes to the *Health Information Act* that will come in force for dental hygiene practitioners on March 1, 2011.

The College received a grant from the Alberta Government to continue with systems changes to facilitate transfer of data on a daily basis to the Government's Provider Directory.



RESOURCE ALLOCATION

For the fiscal period November 1, 2009 to October 31, 2010, the Council allocated College resources in several key areas:

1. Governance of the organization
2. High quality dental hygiene care
3. Access and advancement

Governance expenses include all Council's operational expenses for meetings, member forums, the financial audit, insurance, and professional and consulting fees related to Council activities and responsibilities.

"High quality" expenses encompass all expenses incurred in fulfilling the CRDHA's regulatory responsibilities.

"Access and advancement" expenses include initiatives that provide information and support to members regarding practice and employment issues and opportunities, increased recognition of the profession, member and student awards and scholarships, and oral health information for the public.

Often, projects and initiatives in the budget are not fully completed by the fiscal year end. This unfinished business results in the reporting of a surplus of funds in the Financial Statement. The projects and initiatives are still scheduled for completion and the surplus funds at year end are used to complete these planned projects

regulating the profession



BRENDA WALKER
REGISTRAR &
CHIEF ADMINISTRATIVE OFFICER

ENTRY-TO-PRACTICE EXAMINATIONS

National Examination

Successful completion of the National Dental Hygiene Certification Examination is required for registration with the CRDHA. The examination is offered three times each year in sites across Canada. The University of Alberta served as the Alberta testing site. CRDHA is a voting member on the National Dental Hygiene Examining Board (NDHCB) and Alberta regulated members sit on NDHCB exam development committees.

Jurisprudence Examination

All applicants for registration with the CRDHA are required to successfully complete a CRDHA on-line jurisprudence examination that increases their knowledge of the provincial legislation and CRDHA standards of practice, practice guidelines and code of ethics.

Alberta Clinical Examination

In order to assist with determining whether the qualifications and competencies of an applicant for registration are substantially equivalent to those required for graduation from the approved Alberta program, applicants for registration may be required to complete the CRDHA clinical examination or other testing and assessment activities. In the year ending October 31, 2010, twenty-two individuals were required to complete the clinical examination.

ALBERTA CLINICAL EXAM RESULTS

EXAM DATE	1ST ATTEMPT	2ND ATTEMPT	SUCCESSFUL	NOT SUCCESSFUL
December 15-16, 2009	6	1	1	6
July 12-13, 2010	13	2	5	10

STANDARDS OF PRACTICE AND CODE OF ETHICS

Standards of practice 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 standards of practice to be unprofessional conduct.

CRDHA has the following standards documents in place: *CRDHA Code of Ethics*, *CRDHA Practice Standards*, *Guidelines for Prescribing and Administering Nitrous Oxide/Oxygen Conscious Sedation*, *Guidelines Regarding Prescription and Non-Prescription Drugs in Dental Hygiene Practice*, and *Rules Respecting Advertising*. The College has adopted *Safety Code 30 – Radiation Protection in Dentistry*.

CONTINUING COMPETENCE PROGRAM

A mandatory continuing competence program has been in place since 1997. Each regulated member must meet the program requirements in a three-year reporting period. A registrant's reporting period begins on the November 1 immediately following the initial date of registration with the College.

REGULATED MEMBER STATISTICS

The Dental Hygienists Profession Regulation establishes a General member register and a Courtesy member register. General members hold a practice permit and may use the protected titles set out in the Act.

In 2009 the Canadian Institute for Health Information (CIHI) reported a 44% increase in the number of dental hygienists registered in Canada between 2001 and 2008. The Alberta increase was reported to be 43% in the same period. The data below demonstrates a 31% change in the number of College registrants between 2006 and 2010.

REGULATED MEMBERS AS AT OCTOBER 31, 2010					
	2006	2007	2008	2009	2010
General	1784	1876	2033	2196	2351
Courtesy	1	1	1	1	2
Total	1785	1877	2034	2197	2353

NEW REGISTRATIONS COMPLETED BETWEEN NOV 1, 2009 & OCT 31, 2010					
	2006	2007	2008	2009	2010
Graduates U of A	38	40	44	38	42
Other Canadian Graduates	102	134	169	183	218
International Graduates (USA)	18	11	28	12	23
Total	158	185	241	233	283

RESTRICTED ACTIVITY AUTHORIZATION

General members who have provided the Registrar with the evidence required to verify that they have achieved competence to perform restricted activities set out in the Dental Hygienists Profession Regulation are authorized to perform those activities. Courtesy members may hold a practice permit under the Act and Regulation on a temporary basis, for up to 60 days, and may also perform restricted activities if authorized by the College. The distribution of restricted activity authorizations requiring advanced training is:

RESTRICTED ACTIVITY	2010
Administration of local anaesthesia by injection	1423
Performing restorative procedures of a permanent nature in collaboration with a dentist	20
Prescribing a limited subset of Schedule 1 drugs	55
Prescribe or administer nitrous oxide/oxygen conscious sedation	181
Perform orthodontic procedures in collaboration with a dentist	10

The College provides the Alberta College of Pharmacists with a list of regulated members who are authorized to prescribe Schedule 1 drugs.

REVIEWS BY COUNCIL

REVIEWS REQUESTED	REASON FOR REQUEST	OUTCOME
2 reviews under section 31	2 applicants for registration requested a review of the Registrar's decision to issue registration with conditions.	A panel of Council confirmed the decision of the Registrar and supported the reasons set out in the decision.

NON-REGULATED MEMBER STATISTICS

The CRDHA Bylaws establish four non-regulated member registers – Non-practicing, Student, Life, and Honourary. Each non-regulated membership category is briefly described below.

Non-practicing membership is for individuals who were previously on the College's regulated member register. Non-practicing members do not hold a practice permit and are not authorized to use the protected titles. Non-practicing members are generally on maternity or disability leave, continuing further education, or seeking employment in another field.

Student membership is open to students enrolled in the University of Alberta Dental Hygiene Program.

Life membership may be granted to a dental hygienist who has been a registered member in good standing in the College or its predecessor for a minimum of fifteen (15) years and meets the criteria established by Council for Life membership.

Honorary membership may be granted to any person who has made outstanding contributions to the College or the practice of dental hygiene who would not be eligible for registration as a regulated or non-regulated member.

NON-REGULATED MEMBERS AS AT OCTOBER 31, 2010					
	2006	2007	2008	2009	2010
Non-Practicing	178	136	145	138	154
Student	n/a	33	10	8	1
Life	3	3	3	3	3
Total	181	172	158	149	158

COMPLAINTS DIRECTOR REPORT

The College manages complaint, investigation and discipline processes in accordance with the *Health Professions Act* and responds to written complaints about the practice or conduct of regulated members from all sources - members of the public, members of other health professions, employers, and members of the College. No hearings were held this year.

	SUMMARY OF WRITTEN COMPLAINTS	
	COMPLAINTS RECEIVED BETWEEN NOV 1, 2009 TO OCT 31, 2010	COMPLAINTS STILL IN PROGRESS AT OCT 31, 2010
Complaints Received	3	0
Complaints Withdrawn	1	0
Complaints Dismissed	2	
Requests for Review of Dismissal of Complaint	0	0
Tribunal Hearings	0	0

ORIGIN OF COMPLAINTS: MEMBERS OF THE PUBLIC: 3

access and advancement



FACILITATING CONTINUING COMPETENCE

The College has committed to ensuring that members have opportunities for quality, relevant continuing education. A number of activities were undertaken this year to fulfill this commitment.

ANNUAL CONTINUING COMPETENCE (ACC) EVENT

The College held a successful Annual Continuing Competence (ACC) Event in Calgary on April 29 - May 1, 2010. The pre-event session on April 29 focused on independent dental hygiene practice. The ACC Event included a variety of scientific sessions and workshops relating to the theme "Spotlight on Why". These sessions provided information to support dental hygiene practice in a variety of practice settings. A Trends and Technology Tradeshow provided attendees with product information and practice resources. CRDHA is always pleased to feature the University of Alberta Dental Hygiene Program student research posters as part of the event.

LOCAL ANAESTHETIC CONTINUING EDUCATION

CRDHA works closely with the Department of Continuing Dental Education, University of Alberta, to ensure continued 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 the U of A local anaesthesia course before the College will authorize them to perform this restricted activity.





ORTHODONTIC MODULE

The College is a co-owner of the Orthodontic Module delivered annually by the Department of Continuing Dental Education, University of Alberta. Regulated members must complete the course in order to be authorized to provide certain orthodontic procedures including the restricted activity of fitting an orthodontic or periodontal appliance for the purpose of determining a preliminary fit of the appliance.

ELEMENTS OF PRESCRIBING:

A REFRESHER COURSE FOR DENTAL HYGIENISTS

The Dental Hygienists Profession Regulation (2006) enabled dental hygienists who meet the criteria established by CRDHA Council, to become prescribers of the Schedule 1 drugs used in dental hygiene practice. Dental hygienists are required to successfully complete the CRDHA's comprehensive Elements of Prescribing Course before being entered on the CRDHA's Prescriber Roster.

OTHER CONTINUING COMPETENCE OPPORTUNITIES

The College hosted 2 videoconference educational sessions. The videoconferences were held November 2 and November 26 in 13 locations. Course content was pertinent to scientific or ethical aspects of dental hygiene practice and sessions were eligible for CRDHA Continuing Competence Program Credit.

The College hosted exhibit booths at the Edmonton and District Dental Society's Northwest Dental Exposition and the Calgary and District Dental Society's (CDDS) Mini-Lecture and Exhibits. All five oral health professions come together at these events to learn from a variety of speakers and access the latest product information from industry suppliers.



NEWSLETTER

Four editions of the *InTouch* newsletter were published and distributed to the members. InTouch continues to provide members with information about dental hygiene practice, health promotion, legislative and other educational topics.

PROMOTIONAL PUBLICATIONS

Two promotional publications continue to be available on the CRDHA website: The Smiles flyer and the All Smiles flyer include regulatory information, features on dental hygienists in a variety of practice settings, and “Did You Know” facts about dental hygiene practice in Alberta. Printed copies are available, on request, to CRDHA members for use in their practice or in educational presentations.

EMPLOYMENT HANDBOOK FOR DENTAL HYGIENISTS

This informative handbook answers many of the questions raised by members about their employment experiences and provincial labour standards.

THE INFORMED ENTREPRENEUR: A Primer for the Business of Dental Hygiene

This resource was developed for members interested in setting up an independent dental hygiene practice.

WEBSITE www.crdha.ca

The site features “chapters” dedicated to the role of the CRDHA, the dental hygienist’s role, the education and qualifications of dental hygienists, CRDHA news, publications, events, employment opportunities and links to other useful websites.



r e c o g n i z i n g e x c e l l e n c e



GRADUATE FUNCTION

The College sponsored its annual graduate recognition function for the 2010 University of Alberta (U of A) dental hygiene graduates on April 11, 2010.

AWARDS & SCHOLARSHIPS

Marilyn Pawluk Mabey Awards were presented to Judy Clarke and Sally Lockwood at the Annual General Meeting, May 1, 2010.

The following College sponsored awards and scholarships were conferred to students in the U of A Dental Hygiene Program:

Student Award of Merit: Cassandra Bell

CRDHA First Year Scholarship: Andria Wester

CRDHA Award for Leadership in Dental Hygiene II: Ashley Holloway

CRDHA Gold Scholarship in Dental Hygiene:
Laura Murchison

CRDHA Silver Scholarship: Katherine Husk

CRDHA Award for Leadership in Dental Hygiene III: Laila Ahmed

CRDHA Scholarship for Fourth Year BSc - Dental Hygiene Specialization:
Ashley Lynes

40th Anniversary Award: Linda Mac

Margaret Berry Maclean Award: Vivian Fang

financial statements



A U D I T O R ' S R E P O R T

To the Members of College of Registered Dental Hygienists of Alberta:

We have audited the statement of financial position of College of Registered Dental Hygienists of Alberta as at October 31, 2010 and the statements of changes in net assets, operations and cash flows for the year then ended. These financial statements are the responsibility of the College's management. Our responsibility is to express an opinion on these financial statements based on our audit.

We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we plan and perform an audit to obtain reasonable assurance whether the financial statements are free of material misstatement. An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements. An audit also includes assessing the accounting principles used and significant estimates made by management, as well as evaluating the overall financial statement presentation.

In our opinion, these financial statements present fairly, in all material respects, the financial position of the College of Registered Dental Hygienists of Alberta as at October 31, 2010 and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

EDMONTON, ALBERTA

JANUARY 24, 2011

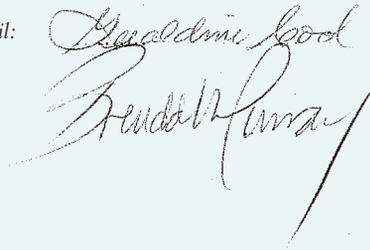
Yaremchuk & Annicchiarico LLP

CHARTERED ACCOUNTANTS

STATEMENT OF FINANCIAL POSITION

	<i>As at October 31, 2010</i>	
	2010	2009
ASSETS		
CURRENT ASSETS:		
Cash	\$ 787,622	\$ 747,135
Investments and Accrued Interest <i>(note 4)</i>	2,578,017	2,190,483
Prepaid expenses	14,597	15,374
Total Current Assets	3,380,236	2,952,992
PROPERTY AND EQUIPMENT <i>(note 3)</i>	81,739	109,608
Total	<u>3,461,975</u>	<u>\$ 3,062,600</u>
 LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES:		
Accounts Payable and Accrued Liabilities	\$ 96,990	\$ 72,671
Prepaid Membership Fees	735,597	657,268
Deferred grant revenue	15,290	7,145
Total Current Liabilities	847,877	737,084
DEFERRED LEASE INDUCEMENT	-	13,328
NET ASSETS:		
Invested in Property and Equipment	81,739	109,608
Internally Restricted <i>(note 4)</i>	782,667	800,363
Unrestricted	1,749,692	1,402,217
Total Net Assets	2,614,098	2,312,188
Total	<u>\$ 3,461,975</u>	<u>\$ 3,062,600</u>

Approved by the Council:



STATEMENT OF CHANGES IN NET ASSETS

	<i>for the year ended October 31, 2010</i>				
	Invested in Property & Equipment	Internally Restricted (note 4)	Unrestricted	2010 Total	2009 Total
Balance at beginning of year	\$ 109,608	\$ 800,363	\$ 1,402,217	\$ 2,312,188	\$ 2,167,550
Excess of revenue (expenses) for the year	(48,834)	(1,296)	352,040	301,910	144,638
TRANSFERS:					
Rental cost fund	—	(16,400)	16,400	—	—
Purchase of equipment	20,965	—	(20,965))	—	—
Balance at end of year	<u>\$ 81,739</u>	<u>\$ 782,667</u>	<u>\$ 1,749,692</u>	<u>\$ 2,614,098</u>	<u>\$ 2,312,188</u>

STATEMENT OF OPERATIONS

	<i>for the year ended October 31, 2010</i>	
	2010	2009
REVENUE		
Membership fees	\$ 1,239,701	\$ 1,108,167
Continuing education – annual	126,011	113,520
– other programs	34,890	49,625
Examination fees	32,400	11,300
Grant - Alberta Provider Directory	1,855	–
Interest	46,177	47,815
Newsletter, website and other	9,052	9,439
Total revenue	1,490,086	1,339,866
EXPENSES		
GOVERNANCE <i>(schedule 1)</i>	99,066	104,755
HIGH QUALITY <i>(schedule 2)</i>	787,224	701,561
ADVANCEMENT <i>(schedule 3)</i>	301,886	388,912
Total expenses	1,188,176	1,195,228
EXCESS OF REVENUE FOR THE YEAR	301,910	\$ 144,638

STATEMENT OF CASH FLOWS

	<i>for the year ended October 31, 2010</i>	
	2010	2009
OPERATING ACTIVITIES		
Cash receipts		
Membership fees	\$ 1,318,030	\$ 1,549,467
Continuing education – annual	126,011	113,520
– other programs	34,890	49,625
Examination fees	32,400	11,3000
Grant - Alberta Provider Directory	10,000	–
Interest	46,177	47,815
Newsletter, website and other	9,052	9,439
	1,576,560	1,781,166
Cash disbursements	1,127,574	1,155,574
Net cash from operating activities	448,986	625,592
INVESTING ACTIVITIES		
Purchase of equipment	(20,965)	(26,104)
Increase in investments - net	(387,534)	(742,276)
Net cash (used in) investing activities	(408,499)	(768,380)
INCREASE (DECREASE) IN CASH DURING THE YEAR	40,487	(142,788)
CASH AT THE BEGINNING OF THE YEAR	747,135	889,923
CASH AT THE END OF THE YEAR	\$ 787,622	\$ 747,135

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 generally accepted accounting principles. The significant accounting policies are as follows:

REVENUE RECOGNITION:

Membership revenue is recognized in the year to which the membership fees relate. Revenue from special activities is recognized when the function to which the revenue relates to has been presented or completed. 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.

CAPITAL MANAGEMENT:

The College defines capital as the amount of unrestricted net assets. The College is not subject to externally imposed requirements on capital.

The College's objectives when managing capital are to hold sufficient unrestricted net assets to enable it to continue offering its programs and services in the event of unexpected losses and avoid major fluctuation in fees from year to year. The College's investment policy is set by Council and seeks to minimize exposure to capital market risk while earning a prudent return. Investments are restricted to guaranteed deposits.

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 of determining their fair value, donated services are not recognized in these financial statements.

INVESTMENTS:

Investments consist of government bonds, treasury bills and term deposits. Investments are classified as held-to-maturity financial instruments and are valued at amortized cost plus accrued interest and are adjusted to recognize impairment, other than a temporary impairment, in the underlying value. Investments earn interest at annual rates varying from 1% to 4.9%.

PROPERTY AND EQUIPMENT:

Property and equipment are stated at cost. Amortization is provided at the following annual rates:

Computer equipment 30% declining balance
 Office equipment and furniture 20% declining balance
 Leasehold improvements..... straight line over term of lease

Equipment donated to the College is recorded at its estimated fair market value at the time of donation (none in 2010 or 2009).

CASH AND CASH EQUIVALENTS:

Cash and cash equivalents consist of balances with banks and short-term investments with maturities not exceeding 90 days.

USE OF ESTIMATES:

The preparation of financial statements in conformity with Canadian generally accepted accounting principles 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.

NOTE 3. PROPERTY AND EQUIPMENT:

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

	Cost	Accumulated Amortization	Net Book Value	
			2010	2009
Computer equipment	\$ 223,375	\$ 163,238	\$ 60,137	\$ 64,944
Office equipment and furniture	117,506	95,904	21,602	25,847
Leasehold improvements	131,731	131,731	–	18,817
	<u>\$ 472,612</u>	<u>\$ 390,873</u>	<u>\$ 81,739</u>	<u>\$ 109,608</u>

NOTE 4. NET ASSETS - INTERNALLY RESTRICTED:

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

	2010	2009
a) Investigations and discipline fund: The fund was established to finance contingencies related to the costs of investigations and discipline	\$ 565,311	\$ 566,026
b) Rental cost fund: The fund was established to cover the increased leasing costs of new office premises to 2010	-	16,400
c) <i>Health Professions Act</i> implementation fund: The fund was established to finance the costs of implementing the <i>Health Professions Act</i>	217,356	217,937
Total	<u>\$ 782,667</u>	<u>\$ 800,363</u>

In 2010, the investigations and discipline fund had a net decrease of \$715. This net decrease resulted from interest revenue earned of \$16,000 less costs of investigation and discipline of \$16,715.

The rental cost fund was authorized by Council in 2003 and 1/7 of the fund (based on the lease term of seven years) will be utilized annually to offset the current year's rent.

The *Health Professions Act* implementation fund decreased as a result of \$581 of costs incurred during 2010.

NOTE 5. COMMITMENTS:

- a) The College is committed to the rental of business premises under a lease agreement commencing April, 2011 and expiring November, 2017. The minimum rent payable is \$5,583 per month to November, 2012, \$5,917 per month to November, 2014, and \$6,667 per month to November, 2017, 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 February, 2015. The minimum lease payments will be \$3,851 quarterly.
- c) The College approved provision of financial support to the Commission on Dental Accreditation of Canada commencing November, 1998. During 2010, \$24,858 (2009 - \$8,412) was paid to the Commission. The commitment will be \$11.41 per member in 2011 (2010 - \$11.45 per member).

NOTE 6. FINANCIAL INSTRUMENTS:

The College's financial instruments consist of cash, investments and accrued interest, and accounts payable and accrued liabilities. It is management's opinion that the College is not exposed to significant interest, currency or credit risks arising from these financial instruments.

The carrying values of the financial instruments approximate their fair values.

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.

SCHEDULE I. GOVERNANCE EXPENSES:

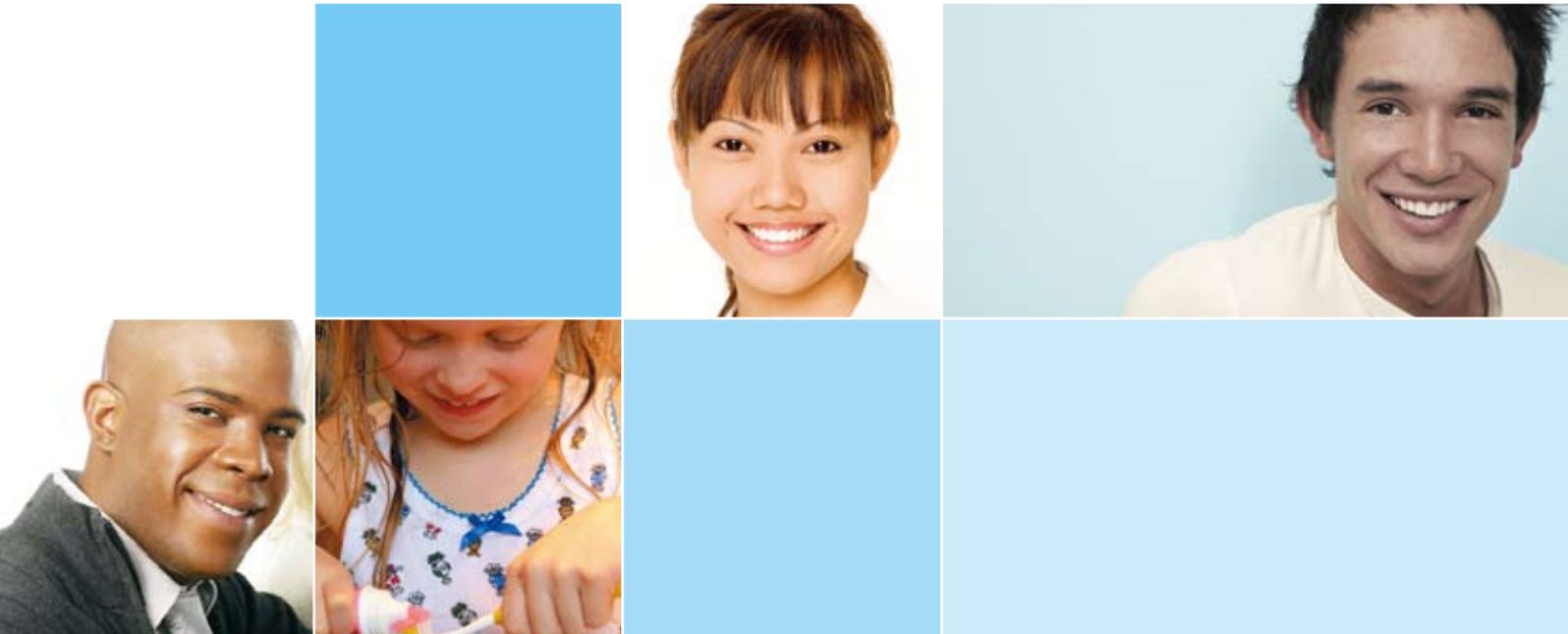
	<i>for the year ended October 31, 2010</i>	
	2010	2009
Insurance	\$ 13,096	\$ 14,160
Meeting expenses	52,568	48,651
Professional fees - audit, consulting	33,402	41,944
Total	<u>\$ 99,066</u>	<u>\$ 104,755</u>

SCHEDULE 2. HIGH QUALITY EXPENSES:

	<i>for the year ended October 31, 2010</i>	
	2010	2009
Advertising and promotion	\$ 6,293	\$ 32,620
Amortization	34,184	25,979
Commission on Dental Accreditation <i>(note 5)</i>	24,858	8,412
Continuing Education - annual	46,234	71,326
- other programs	53,032	55,448
Examinations	19,413	17,622
Costs of investigations and discipline	16,715	5,040
<i>Health Professions Act</i> - implementation <i>(note 4)</i>	581	7,644
Insurance	2,344	1,421
Liaisons and committees	592	1,086
Meetings - travel and accommodation	17,527	19,054
Member consultation and functions	3,226	1,828
Newsletter and website	22,309	15,915
Printing, postage and office	69,983	65,122
Professional fees -		
legal, consulting, accounting and computer	73,551	45,259
Rent	47,739	34,467
Reviews and appeals	19,151	-
Salaries and benefits	320,081	287,171
Telephone	9,411	6,147
Total	<u>\$ 787,224</u>	<u>\$ 701,561</u>

SCHEDULE 3. ADVANCEMENT EXPENSES:

	<i>for the year ended October 31, 2010</i>	
	2010	2009
Amortization	\$ 14,650	\$ 25,979
Awards - members	3,644	9,436
- students	4,049	6,677
Continuing education - annual	45,921	71,325
Dental hygiene promotion	5,522	32,313
Donations	4,230	3,000
Insurance	781	1,421
Meetings - travel and accommodation	7,337	4,244
Newsletter and website	21,227	31,506
Printing, postage and office	34,751	37,533
Professional fees -		
legal, consulting, accounting and computer	22,532	10,837
Rent	20,460	34,467
Salaries and benefits	113,021	115,260
Telephone	3,761	4,914
Total	<u>\$ 301,886</u>	<u>\$ 388,912</u>



COLLEGE OF REGISTERED
DENTAL HYGIENISTS
OF ALBERTA

SUITE 302, 8657 - 51 AVENUE
EDMONTON, ALBERTA T6E 6A8

TEL: 780.465.1756
TOLL FREE: 1.877.465.1756
FAX: 780.440.0544
Email: info@crdha.ca
Website: www.crdha.ca