



College of
Dental Hygienists
of Nova Scotia

November 1

2019

to October 31

2020

ANNUAL REPORT



CDHNS Mega End (Mission):

The College of Dental Hygienists of Nova Scotia exists so that, in the best interest of the public, the practice of dental hygiene is effectively regulated and the integrity of the profession is supported through the cost-effective stewardship of resources.

Vision:

The College of Dental Hygienists of Nova Scotia, operating in the best interest of the public, is a self-sustaining regulatory authority whose members are recognized by the public as essential health care providers. The College supports an environment of interprofessional collaboration, professional advancement and equitable access to health care for all Nova Scotians.

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This report covers the College of Dental Hygienists of Nova Scotia’s responsibilities and actions between November 1, 2019 to October 31, 2020

Date: April 15, 2021



CHAIR'S MESSAGE

Greetings,

As the Chair of the College of Dental Hygienists of Nova Scotia (CDHNS), I am proud to present to you the Annual Report from November 1, 2019 to October 31, 2020. In this report, I would like to highlight the incredible success of the CDHNS during this time period, with a focus on how we navigated Covid-19, and showed appreciation for the incredible job the Registrar and staff have done, keeping both registrants and the public safe.

This report spans two Chair's terms, both myself and Shannon O'Neill's, who retired from her Council position, after completing the maximum 6-year term as a Council member on June 30th, 2020. Shannon did an excellent job working with our Registrar, Stacy Bryan, when Covid-19 arrived in Nova Scotia in March 2020 and our provincial state of emergency began, closing community dental and dental hygiene practices until June 2, 2020. I would like to take this opportunity to show appreciation for Shannon's leadership and dedication through this unprecedented time in her Chair position. She went above and beyond her outlined Chair responsibilities. In addition, I would be completely amiss not to express my appreciation for the work of our Registrar, Stacy Bryan. I can speak firsthand to the amount of energy and effort she has put in, working around the clock during the time span of this report. Under her guidance, we made decisions based on ensuring public and practitioner safety, while continuing to provide oral health care. She has had the pleasure of working with an excellent administrative team including Neha Singh and Kelly Hurlburt, of whom we are so thankful.

Although some of the planned CDHNS work during this time period had to be revised due to the pandemic, we still made lemonade from lemons, hosting our first virtual AGM on May 9, 2020. As our AGM is held in May, it left little time to plan and organize this online event, which included voting for the AGM. The takeaway was that we made this meeting much more accessible to our registrants, and had wonderful feedback. This truly showed the forward thinking and adaptability of our College.

As a Council, we have managed to integrate excellent interprofessional contacts for education, including the Nova Scotia College of Pharmacists, and begin a relationship with Sue Radwan, a Policy Governance Coach, to improve Ownership Linkage. Stacy has been the voice representing the dental hygiene regulatory body. She has maintained and ensured inclusion by continually meeting with Oral Health Regulators both provincially and nationally. During this annual reporting period, she also worked closely with Dr. Ferne Kraglund, who held the role of Provincial Dental Consultant until Oct 31, 2020. Recently, Stacy met with the newly appointed Provincial Dental Consultant, Dr. Phil Mintern, to discuss continuing this collaboration.

In this Annual Report you will find the activities and financial audit from Nov 1, 2019, to October 31, 2020. In closing, I would like to thank the CDHNS again for its steadfast and unwavering commitment to the oral health of Nova Scotians, especially during this time of Covid-19.

A handwritten signature in black ink, which appears to read "Hilary Boudreau". The signature is fluid and cursive, with a long horizontal line extending to the right.

Hilary Boudreau

CDHNS Chair, July 1, 2020 to June 30, 2021



INTRODUCTION

Background

Dental hygienists have been providing services to Nova Scotians since 1955. The profession has been self-regulating since May 15, 2009. The profession is regulated under the Dental Hygienists Act of Nova Scotia (2007) and the Dental Hygiene Profession Regulation. The Act facilitates efficient and effective delivery of dental hygiene services in a wide variety of settings including interdisciplinary health centres, dental hygiene practices, dental offices, community health, continuing care facilities, and home care settings.

THE ROLE OF THE COLLEGE

The Dental Hygienist Act and Regulations give us the authority to:

- determine who is qualified to practice dental hygiene in Nova Scotia
- set and administer standards of practice
- resolve complaints about dental hygienists and administer discipline when necessary

As the regulatory authority, the College requires Nova Scotia dental hygienists to:

- meet or exceed the standards for registration and renewal of licences
- meet the requirements of the CDHNS's quality assurance program, including the continuing competence program and a requisite number of practice hours
- meet the Practice Standards approved by the CDHNS
- abide by the approved Code of Ethics

By meeting these professional expectations, Nova Scotia's dental hygienists are well prepared to provide safe, ethical, effective oral health care 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 authorized by the regulations, and
- provide services as clinicians, educators, researchers, administrators, health promoters, and consultants.

Restricted Title

Only a registrant of the College of Dental Hygienists of Nova Scotia who holds a practising licence may use the following titles, abbreviations and initials:

- dental hygienist
- registered dental hygienist
- DH
- RDH

What constitutes dental hygiene practice in Nova Scotia?

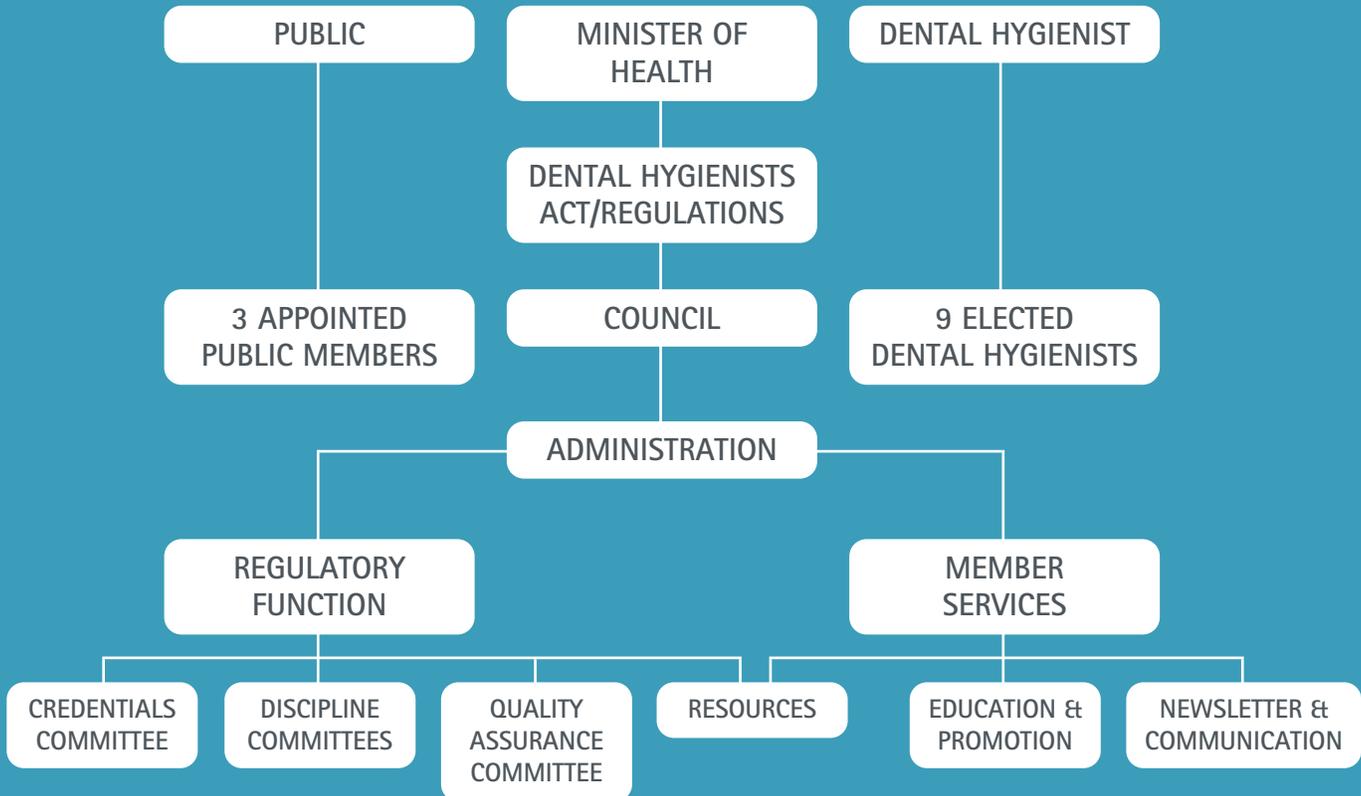
Section 22 of the Act provides details regarding dental hygiene scope of practice. In conjunction with the Regulations (including Sections 25 and 26: Scope of Practice), the practice of dental hygiene is defined. Only CDHNS registrants who hold a practising license may engage in the practice of dental hygiene in Nova Scotia, whether as a volunteer or for remuneration. The practice of dental hygiene includes registrants who act as clinicians, educators, researchers, administrators, health promoters, and/or consultants.



ORGANIZATIONAL STRUCTURE

The CDHNS is established through the Dental Hygienists Act of Nova Scotia (2007). Council, Statutory Committees, and other positions are determined in accordance with the Act and Regulations. The organizational structure is set out below.

ORGANIZATIONAL CHART



Licence Renewal Deadlines

Accordingly, all information must be received by the CDHNS by the specified date on the renewal notice, as determined by Council. The application deadline for renewal for the 2021/22 licence is **October 4, 2021(11:59 pm)**. A **complete application**, including payment of fees and any other requirements e.g., CPR at the level specified by Council, must be received by that deadline.

Individuals who do not meet the Council-set deadline of **October 4, 2021** but submit a **complete renewal** application between **October 5 and October 31, 2021** will be required to pay additional fees. During this time period:

- Registrants wishing to renew their practising licence must pay an additional **\$100 payment**.
- Registrants wishing to renew in the non-practising licence category must pay an additional **\$20 payment**.

Registrants who do not renew by **October 31, 2021** will have their licence suspended. If they want their licence renewed, they will be required to pay reinstatement fees in addition to the \$100 payment, and will be required to provide proof they have met all other licensing requirements. If repeated and flagrant violations of these deadlines and the renewal process occur, a complaint may be referred to the Investigation Committee.



Council as of July 1, 2020

(Top, left to right) Hilary Boudreau-Chair, Lindsay Macdonald-Vice Chair, Michele Brennan, Mallory Brent, Allison Craig, Shelby Devan, (Bottom, left to right) Greg Glynn, Dale Keefe, Joyce Lind, RaeLynn MacLean, Danielle Newell, Nicole Stevens.

GOVERNANCE

COUNCIL

The Council is comprised of not fewer than nine regulated members of the College, elected by the registrants, and three members of the public appointed by Governor in Council. Council appoints the Registrar, and members of the Credentials, Investigation, and Hearing Committees.

COUNCIL'S ROLE

This year, due to the pandemic, Council held a total of six meetings and an Annual General Meeting between Nov 1, 2019 and October 31, 2020 to fulfill the responsibility of managing and conducting the business of the CDHNS.

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 directs written complaints to the Investigation Committee or may, in exceptional circumstances, refer a compliant directly to the Hearing Committee.

COLLEGE MANAGEMENT AND STAFF

College staff, including volunteer staff, is responsible for employing the appropriate means to ensure enforcement of the Act and Regulations, and achieving the CDHNS's goals and objectives (Ends) through application of policies established by the Council, and within the resources available.

Stacy Bryan, Registrar/CAO, Complaints Director

Kelly Hurlburt, Member Services Coordinator

Neha Singh, Administrative Assistant

Volunteers

The CDHNS is indebted to its myriad of volunteers who selflessly dedicate their time and talents to serve the CDHNS in a variety of ways, including Committee work, providing educational sessions requested by the public, and providing feedback to surveys and CDHNS documents.

STANDING COMMITTEES

CREDENTIALS COMMITTEE

The Credentials Committee consists of no fewer than five individuals, three of whom are College registrants and two public representatives. As required by the Fair Registration Practices Act, the Credentials Committee acts as an appeal body for registration and licensing decisions. The Credentials Committee reviews registration and licensing issues referred to them by the Registrar. Applicants for registration or licensing may request to appear before the Credentials Committee. Registrants may appear before Council on matters of licensing. The Credentials Committee decisions on registration are final.

Jocelyn Burke	Chair
Alma Wade	Vice-Chair, as of February 29, 2020
Shauna Hachey	Secretary to Feb 27, 2020; Committee Member to April 1, 2020
Christine Ingram	Secretary as of Feb 28, 2020
James Craig	Public Member
Greg Glynn	Public Member
Helene MacDonald	(as of Oct 4, 2020)
Karen Ann MacDonald (Martell)	

INVESTIGATION COMMITTEE

The Investigation Committee (IC) investigates complaints concerning any registrant of the College regarding a disciplinary matter directed to it from the Complaints Director. When a complaint has been forwarded from the Registrar, the Chair will appoint a panel of three members of the Committee, one of whom must be a public representative to investigate the complaint according to the legislation and policies.

Kim Haslam	Chair
Nancy Berkshire	Public Member; Vice-Chair, as of April 27, 2020
Karen Alcoe-Guest	
Paulette Anderson	Public Member
Kore-Lee Cormier	Public Member
Karen Flinn	
Joyce Lind	
Christine Robillard	Public Member

HEARING COMMITTEE

The Hearing Committee consists of a group of no less than 5 practising CDHNS registrants and 2 members of the public appointed by Council. These individuals have agreed to be available to hear a complaint referred from

the Investigation Committee or the Registrar. When a complaint is referred to hearing, the Chair of the Hearing Committee appoints a panel of five persons from the Committee, at least one of whom is a public representative, to act as the Hearing Panel for purposes of the discipline process.

David Purdy	Chair
Denise Zwicker	Vice Chair
Shauna Hachey	to April 1, 2020
Katherine MacKeigan	
Michael Maddalena	Public Member
Elizabeth Mullally	Public Member
Wendy Stewart	
Susan (Sue E.) Walker	

QUALITY ASSURANCE COMMITTEE (QAC)

The Quality Assurance Committee consists of no less than five members. Under the direction of the Registrar, the QAC conducts the Continuing Competency Audit and reviews other matters concerning the mandatory continuing competency program referred to it by Administrative staff.

Sonya Bishop	Chair
Sandra Rhodenizer	Vice-Chair
Melanie Carpenter	
Palmer Nelson	
Sydney Nelson	
Kaleigh Wagner	
Brittany Weagle	

MEMBER SERVICES COMMITTEE

This Committee is the vehicle through which members have the opportunity to participate, engage and promote the dental hygiene profession. It is an advisory committee to the Registrar or designate. It serves as a liaison between CDHNS membership, as a whole, and CDHNS Administration/Registrar. Some of the responsibilities include coordinating the Annual CDHNS Continuing Competency event, undertaking projects considered to be of interest and professional benefit/promotion to the general membership of the CDHNS and exploring options and opportunities to support the CDHNS in achieving ENDS.

Angie Nowe	Chair
Susan Keating-Bekkers	Vice Chair
Kim Haslam	Secretary
Jennifer Cox	
Ruth McConkey	
Katie Powers	
Kelly Hurlburt	CDHNS Designate



EXCELLENCE IN DENTAL HYGIENE CARE – REGULATING THE PROFESSION

Stacy Bryan – Registrar/Chief Administrative Officer (CAO)

National Examination

Successful completion of the National Dental Hygiene Certification Examination (NDHCE) is required for registration with the CDHNS.

The examination is offered three times per year at sites throughout Canada. Dalhousie University serves as the exam site in Nova Scotia. Due to the COVID-19 pandemic, many writing sites closed, or were open with significantly reduced capacity. The May 2020 sitting was rescheduled to July. Both the July and October examinations were administered using virtual proctoring. The CDHNS is a voting member of the National Dental Hygiene Certification Board (NDHCB) and CDHNS registrants sit on the NDHCB Exam and the Item Writing Committees.

Jurisprudence Examination: *Knowledge of Dental Hygiene Practice in Nova Scotia: Jurisprudence*

All applicants for licensing must successfully complete a jurisprudence exam for Nova Scotia which assesses an applicant’s understanding of the legislation, standards of practice, and other matters relevant to the practice of dental hygiene in Nova Scotia. There are two courses (with exams) that meet these criteria – *the Jurisprudence (JP) Course for Nova Scotia* or *the Self-Initiation (SI) Course for Nova Scotia* (exam includes SI and JP exam content). Both are offered as an online course on the Canadian

Dental Hygienists Association (CDHA) website. Current registrants can complete the Jurisprudence Examination as a continuing competence learning opportunity.

Clinical Examinations/Practice Hours

Applicants who graduate from non-accredited programs must pass any examination or examinations approved by the Council, in addition to meeting all other requirements. Generally, the NDHCB certificate and an approved performance-based (clinical) exam is required. The Regulations require those who have been away from practice for three years or more to complete an approved clinical exam or other examination(s) as determined by Council and delegated to the Registrar.

In February 2015, the CDHNS Council approved a practice hours requirement for licensing or licence renewal. The CDHNS is seeking a regulatory change and three-year NOTICE has been served to the membership of the change noted below.

Council served notice to the CDHNS members that all registrants will need to acquire 600 practice hours in a three-year period to be eligible for licence renewal.

For registrants who have graduated more than three years prior to their application for a licence or licence renewal, the registrant must provide evidence of 600 hours of practice as a dental hygienist within the 3 years immediately preceding the date the Registrar receives a complete application.

Hours of practice were tracked beginning November 1, 2017 and the 600 hours requirement took effect on November 1, 2020.

Accredited Dental Hygiene Programs

Applicants applying for initial registration must be graduates of a dental hygiene program accredited by the Commission on Dental Accreditation of Canada (CDAC) or the Commission on Dental Accreditation of the American Dental Association; or they must successfully complete any examinations approved by Council.

CDAC accredits dental hygiene programs in Canada and has a reciprocal agreement with the Accreditation Commission in the U.S. The Federation of Dental Hygiene Regulators of Canada (FDHRC) has representatives on CDAC. Due to the COVID-19 pandemic, accredited dental hygiene programs encountered an interruption in the traditional delivery of these programs. CDAC instituted additional reporting programs, submitted in June, from these programs, to outline the modifications the programs made to ensure that they graduated entry level competent dental hygienists. All provincial DH regulators worked closely with CDAC and the individual programs to ensure that the programs adjustments still achieved the desired outcome.

CODE OF ETHICS AND PRACTICE STANDARDS

Code of Ethics and Practice Standards provide direction for health professionals in their practice. The CDHNS has adopted the CDHA Code of Ethics and Practice Standards as well as the National Dental Hygiene Competency Statements. The Act considers failing to maintain the Standards of Practice or failing to uphold the Code of Ethics adopted by the College as unprofessional conduct.

CDHNS Standards Documents:

- CDHA Entry-to-Practice Competencies and Standards for Canadian Dental Hygienists
- CDHA Code of Ethics
- CDHNS Care Directive for the Use of Local Anaesthetics
- CDHNS Best Practices: Self Initiation

- CDHNS Best Practices: Record Keeping
- Practice Protocol on Whitening /Bleaching
- Practice Protocol on Use of Lasers in Dental Hygiene Care
- COVID-19 Return to Work Guidelines for Nova Scotia Oral Health Professions (developed, and updated, in collaboration with all NS oral health regulators)
- The CDHNS was part of a multi-stakeholder provincial coalition, including Dalhousie researchers, the Provincial Dental Board of NS, and government policymakers, to [develop, disseminate, and evaluate](#) the return to work strategies for oral health professionals in NS.

Other useful documents recognized by the CDHNS include: Safety Code 30 – Radiation Protection in Dentistry and the Nova Scotia Dental Association’s Infection Prevention and Control Guidelines.

CONTINUING COMPETENCY PROGRAM (CCP)

In addressing the CDHNS’s responsibility to protect the public, quality assurance is one element that the CDHNS uses to meet this responsibility of ensuring dental hygienists provide safe and effective dental hygiene care. The Dental Hygienist Regulations provide for the establishment of quality assurance programs. A mandatory CCP has been in place since 2009. Council has delegated the responsibility for the administration of the program to the Registrar. Each registrant must meet the program requirements as set out in the Regulations and the Program Requirements document.

Registrants must obtain 45 Continuing Competency Credit hours within a three year reporting period. A registrant’s three-year cycle begins on the January 1 closest to their date of licensure. The cycle renews every three years thereafter, as long as a practising licence is maintained.

An external auditor conducts a random selection of registrants for the CCP audits, annually, and the audits are completed by the Quality Assurance Committee (QAC) in February each year. If a registrant fails to meet the CCP requirements, the registrant is required to submit a written plan on how they will meet the requirements and in what

time frame. If a registrant does not submit documents as requested, the College may take one or both of the following actions – A complaint may be initiated and processed through the College’s disciplinary process and/or the Registrar may suspend their licence in accordance with Subsection 34 (1) of the Regulations, until such time as all documents are submitted and their CC requirements have been met.

Continuing Competency Audit Results	Total Performed	Total Complete (at initial review)	Extension granted	Total Incomplete	
				Pending (more info required)	Did not meet requirements
2015	39	29	–	10	
2016	40	34	–	6	
2017	42	31	1*	7*	3*
2018	38	27	3*	7*	1*
2019	42	34	0	7*	1*
2020	Audits for the year ending Dec 31, 2020 took place Feb 2021				

*At the time of this publication, all members had met the requirements.

Quality Assurance Committee (QAC)

The QA Committee met three times during this time period. The Committee communicates continually by email to give guidance to the Registrar and staff on specific registrant questions.

On November 16, 2019 the QAC met to update the Continuing Competency Program (CCP) Revision Action plan and review material gathered from other regulators. The plan included the phase 2 survey to be circulated to Registrants to obtain further feedback on new areas developed or outstanding questions from the last

survey e.g., definitions, study club, Category A and B proposals. The same evaluation expert used for the first survey was used for this new survey. Following this meeting, we contacted legal counsel to obtain final feedback on the Audit Appeal process. These were approved by Council on Feb 13, 2020.

The second meeting was held on Feb 8, 2020 to conduct the 2019 audits for registrants whose cycle ended on December 31, 2019. During this meeting, the Study Club Annual Reports were reviewed and credits were assigned.

On June 19, 2020, an additional, third meeting, was held to deal with two things: (1) continuing competency learning activity questions/changes that had occurred because of the pandemic, e.g., the Dalhousie Student Presentations were delivered online, rather than in its scheduled in-person format, and (2) CCP Survey – Phase 2 question development. Survey circulation was delayed due to pandemic issues, and then delayed again in an effort to minimize respondent fatigue. **It was circulated in Oct, with a response deadline of Oct 28, 2020.**

REGISTRANT STATISTICS

The Act and Regulations established a general register of members. Within that general register there are six possible classes of registrants: practising licence holders, non-practising class, provisional licence holders, student members, life members, and honorary members.

Practising licence holders may practice dental hygiene in the province subject to the Act and Regulations and may use the protected titles.

Non-practising class of membership is for individuals who were previously on the College's Practising Licence holder register. Those holding non-practising membership may not engage in the practice of dental hygiene in Nova Scotia, but their names remain on the non-practising register list. They are not authorized to use the protected titles. Non-practising registrants are generally on maternity or disability leave, continuing further education, or seeking employment in another field. Some are employed as dental hygienists outside the province of Nova Scotia.

Provisional licence holders may practice dental hygiene in the province but must do so only for a specific period of time and according to any provisions placed on the licence by the CDHNS.

The CDHNS licensing year is from November 1 to October 31.

Life membership may be granted to a dental hygienist who has been a registered member in good standing of the College or its predecessor for at least 15 years, has been nominated by five voting registrants and has made an outstanding contribution to the College or the profession, as determined by Council.

Honorary membership status may be granted to any person who is not otherwise eligible for registration or licensing, is nominated by at least 5 voting registrants and has made such outstanding contributions to the College or to the profession of dental hygiene that the person is deserving of honorary status as determined by Council.

CDHNS REGISTRANTS

Registrants as of January 31, unless noted	2016	2017	2018	Oct 31, 2018	Oct 31, 2019	Oct 31, 2020
Practising	667	673	689	704	695	756
Non-Practising	40	49	47	46	47	48
Provisional	1	0	0	0	1	0
Honorary	1	1	1	1*	1*	1*
Life	3	3	3	3*	3*	3*
Total	722	725	737	754	747	804

* The honorary and life members do not hold practising or non-practising licenses. In previous years, one life member held a practising licence

NEW REGISTRATIONS COMPLETED

	November 1, 2019 and October 31, 2020
Graduates Dalhousie	39
Oulton	12
Other New Registrants	26
Total	77

Independent Dental Hygiene Practitioners (included in practising registrants table)

The Regulations allow registered and licensed dental hygienists to provide services directly to the public in any practice setting. Practice settings can include long term care facilities, collaborative practices, multi discipline clinics, mobile services, or a stand-alone office. There are approximately 18 practising members who have self-identified as independent dental hygienists who provide mobile services or practice in stand-alone clinics.

Restricted Activities Authorization

Practising licence holders who have provided the Registrar with the evidence required to verify that they have achieved competence to perform a restricted activity or practice in a self-initiating manner as set out in the Dental Hygienists Regulation are authorized to perform those activities. Registrants must not perform these activities until they have received recognition or authorization from the College.

The following table shows the distribution of those who held practising licences and have received CDHNS authorization to work in a self initiating manner, and to administer local anaesthetic as part of their dental hygiene practice in Nova Scotia.

Restricted Authorization	Authorized to Self-Initiate	Recognized to Administer Local Anaesthetic
January 31, 2016	664*	209
January 31, 2017	668*	253
January 31, 2018	684*	283
February 1, 2018 to October 31, 2018	700	292
November 1, 2018 to October 31, 2019	690	301*
November 1, 2019 to October 31, 2020	755	359

*Please note: These numbers have been corrected from previous years' reports.

COMPLAINTS DIRECTOR REPORT

The CDHNS manages complaints, investigations and hearing processes in accordance with the Dental Hygienists Act, Regulations, other applicable legislation and policies. It is the College's policy to respond to formal written and signed complaints from all sources – members of the public, employers, other health professionals, other Colleges and members of the College. The Registrar acts as Complaints Director and may lay a complaint on behalf of the College. The Registrar receives and directs written complaints to the Investigation Committee except in exceptional circumstances where the Registrar may refer a complaint directly to the Hearing Committee.

There was one formal complaint to investigate during this reporting period. On Aug 19, 2020, the College received one complaint of alleged professional misconduct involving billing practices. A panel of the Investigation Committee is currently investigating this matter.

FACILITATING CONTINUING COMPETENCY

The College is committed to facilitating opportunities for quality, evidence based and relevant continuing education for the CDHNS registrants. To meet this commitment, the CDHNS undertook a number of activities between Nov 1, 2019 and Oct 31, 2020.

2020 CDHNS AGM Highlights: The CDHNS Annual General Meeting was held virtually, on May 9, 2020 with over 430 CDHNS registrants registered for this event. The general business was shared with all those in attendance, focusing on highlights in the Annual Report for the fiscal year, November 1, 2018 to October 31, 2019, including the audited financial statements. Greetings were sent from Honourable Randy Delorey, NS Minister of Health. Shannon O'Neill, then CDHNS Chair, presented her message. Wendy Stewart, CDHA Board Director NS, updated everyone on CDHA's activities. Stacy Bryan, Registrar, presented both her message as well as the report prepared by Sonya Bishop, Chair of the Quality Assurance (QA) Committee. Sharon Davis-Murdoch offered a short educational session for registrants on behalf of the Health Association of African Canadians. 124 participants completed the post-event survey, with 100% rating the event good to excellent.

Outgoing Council Members – Shannon O'Neill (Chair) and Teanne McCallum: In appreciation for their years of service, donations were made in their names.

Lindsay Macdonald, CDHNS Council Nominations Chair, outlined the Council nominations for July 1, 2020, who were elected by acclamation.

CDHNS Council Nominations for 2020-2022

Allison Craig
Shelby Devan
Joyce Lind

The *Annual Report November 1, 2018 to Oct 31, 2019*, including the Council approved Audited Financial Statements, was received by the membership and was posted on the CDHNS website for members and the public to view.

LOCAL ANAESTHETIC – CONTINUING EDUCATION

Prior to approving an individual's application for authorization to administer local anaesthetic (LA), the CDHNS reviews the local anaesthetic program completed by the applicant to ensure the local anaesthetic course meets the requirements set out in CDHNS Policies. These standards are in place for protection of the public and include minimum educational requirements – theory and clinical, as well as currency in practice requirements, if applicable. A LA program has been offered through Dalhousie Continuing Dental Education in the spring for the last several years and is available to registered dental hygienists who did not obtain this set of competencies in their undergraduate program. The CDHNS works with Dalhousie Continuing Dental Education to ensure the course continues to meet the CDHNS requirements.

OTHER CONTINUING COMPETENCY OPPORTUNITIES

Continuing Dental Education at Dalhousie University

The Quality Assurance Committee (QAC) reviews the scheduled courses offered through the Continuing Dental Education program at Dalhousie University and then assigns credits and categories for the CDHNS program, following course completion. A sample of the upcoming courses provided through CDE are included in each of the Unison newsletters.

Jurisprudence Course and National Dental Hygiene Certification Board (NDHCB) Exams

As noted earlier in this report, current registrants can access the Knowledge of Dental Hygiene Practice in Nova Scotia: Jurisprudence course online at the CDHA website as a continuing competence opportunity. Similarly, the NDHCB has two Practice Exams on their website which current registrants of the CDHNS can complete as a continuing competency opportunity.

Interprofessional Collaboration

The CDHNS supports an environment of interprofessional collaboration to help achieve its ultimate mission (goal). To that end, there is cooperation and collaboration with stakeholders (provincially and nationally), including regulators and health professions to help registrants achieve a high standard of care and ensure that the public receives safe and effective care from Nova Scotia registered dental hygienists.

Federation of Dental Hygiene Regulators of Canada (FDHRC)

The mission of the FDHRC is to provide national leadership in Dental Hygiene regulation for the protection of the public. All ten provinces are part of the FDHRC, which came into a more formalized existence in 2017. In Sept 2019, Stacy Bryan, CDHNS Registrar, became Chair of the FDHRC, and she continues to serve in this capacity.

The FDHRC enlisted the services of Cambridge Professional Development (CamProf) – an international consultancy and expert in professional competencies – to lead the Entry-to-Practice Canadian Competencies for Dental Hygienists Project (EPCCoDH). The Project's purpose is to review and update the current set of national entry-to-practice competencies for dental hygienists, developed in 2010.

The scope of the Project includes:

- confirming that the competencies cover current practice, including both knowledge and performance expectations;
- ensuring that the full range of competencies, both technical and non-technical, are included;
- identifying what additional competencies are likely to be required due to changes in legislation, technology and any other factors;
- ensuring that the full range of variety is included, for example: specializations, provincial differences;
- exploring the format and components of the competencies to ensure they are as usable and useful as possible and in line with current national and international best practice.

It is the goal of the FDHRC that these competencies will be used across Canada by a variety of stakeholders for many purposes, including:

- comparing dental hygienist credentials including internationally;
- regulation of dental hygienists at entry to practice, re-entry and for standards of practice;
- to identify education needs for self-development, performance appraisals and organization.

The Project completion is targeted for December 2020. The Project is collaborative and inclusive, involving regulators, educators, clinical dental hygienists, the CDHA, the National Dental Hygiene Certification Board, and other stakeholders during various stages of the project. Once completed, the FDHRC will work with all stakeholders regarding the timing of implementing the updated ETP competencies.

CDHA

Collaboration and communication on projects and other opportunities continue with the National Association throughout the year. The Registrar attends Executive Director's meetings and the Chair of Council attends the CDHA/Provincial meetings. Due to the pandemic, a larger number of virtual meetings were held to discuss topics that affected both parties, and dental hygiene registrants, throughout this time.

The CDHA and CDHNS completed revisions to the existing NS Jurisprudence course provided through CDHA's educational platform – both in the stand-alone jurisprudence course, and the module within the Self-Initiation courses for Nova Scotia. The review of the remaining content within the NS Self-Initiation Course offered through CDHA's platform continues.

During this reporting period, the CDHNS continued to publish news from CDHA in each CDHNS newsletter publication.

Nova Scotia Regulated Health Professions Network

The College is a member of the NSRHPN which is recognized under the *Regulated Health Professions Network Act*, (2012). This Act enables the 22 regulated health professions in the province to voluntarily collaborate, when deemed appropriate, in regulatory processes related to the investigation of complaints, interpretation and/or modification of scopes of practice, and review of registration appeals. The NSRHPN continues to meet quarterly. The NSRHPN provides another avenue for collaborative communication with the Department of Health and Wellness, and sharing issues of mutual concern on regulatory matters and best practices.

Smoke Free Nova Scotia (SFNS)

The CDHNS is an agency level member of SFNS. As of September, 2020, Joni Nauss, RDH, has become the new CDHNS representative for this group.

SFNS has been putting a concentrated effort into increasing awareness of the side effects of vaping, vaping prevention, and cessation. The way SFNS has been doing this is by successfully influencing the movement of a full flavour ban on vaping products, implemented in April 2020 in Nova Scotia.

- Following a year of data collection, the SFNS found that:
 - o 95% of underage youth preferred to have flavoured products over unflavoured products.

- o 8% of youth and young adults said they would quit if flavoured products were removed.

- Lobbying for a nicotine cap of 20mg/mL. This reduces the experience of a nicotine rush, which will discourage youth from vaping and also reduce the chances of a life time addiction.
- Striving to have the age limit raised to 21 years.
- Trying to have taxes raised on smoking products.

Nova Scotia has been the leading province in implementing changes with vaping and plans to continue to be a national leader in vaping control.

COMMUNICATIONS, PUBLIC EDUCATION, PROMOTIONAL PUBLICATIONS AND ACTIVITIES

Provincial Community Oral Health Promotion

This fiscal year, two initiatives were launched during the month of April, 2020 as part of the CDHNS's commitment to reach all Nova Scotians and get out the following messages:

- (1) Oral health is important to overall health.
- (2) Dental hygienists are an integral partner in helping Nova Scotians achieve oral health.

Billboards were showcased in two locations during National Oral Health Month –one in Halifax and one in Sydney. The CDHNS presented a 30-second commercial, which was broadcast, province wide, during the week of April 20-26, highlighting dental hygiene practice throughout Nova Scotia, from a regulatory point of view. With the combination of these two initiatives, we were able to access many Nova Scotians, throughout our province.

Thank you to the CDHNS Member Services Committee for spearheading these initiatives and thank you to Susan Keating-Bekkers for her generous donation of funds, designated for billboard advertising and the production of the commercial.

Employment Handbook – Empowering Yourself in the Work Place

This handbook is an excellent resource for those looking to understand provincial labour standards, needing to resolve an employment issue that requires a difficult conversation, or preparing for a job interview. It is made available to CDHNS registrants in our online library in the

Members Only section of our website (log-in required). This handbook was comprehensively updated in the Spring 2020.

COMMUNITY EDUCATION RESOURCE CENTRE (CERC)

From Nov 1, 2019, to October 31, 2020, the CERC had 10 requests for supplies and resources to support educational activities in the community. The regions represented stretched from Yarmouth to New Glasgow. A wide variety of community groups were visited, including expecting mothers, preschoolers, youth, and seniors. In all, a total of 508 members of the public were served by the CERC centre through dental hygiene volunteers.

IMPROVING ACCESS TO CARE

GOVERNMENT

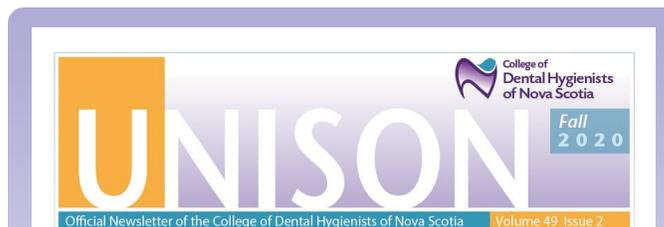
Oral Health Advisory Group and the CDHNS Legislative Review Committee

The CDHNS continues to dialogue with the Department of Health and Wellness to encourage the start of Phase III of the Oral Health Advisory: Development of a plan for an oral health strategy for the province.

The CDHNS Legislative Review Committee continued to work on regulation revisions based on the feedback gathered from stakeholders, including CDHNS registrants. In January 2020, a finalized document with the proposed regulation revisions was submitted to government. Because of the pandemic, government review of the submitted regulation revisions was delayed. We continue to work collaboratively with Government regarding the submission.

In January 2020, the CDHNS was requested to present to the Committee regarding Children's Oral Health, along with the Dept of Health. This involved CDHNS registrants, Patricia Grant, Shauna Hachey, and Dianna Major, who presented to this Committee, along with Stacy Bryan, Registrar. This group presented to the Committee using the CDHNS White Paper (2014) to help highlight the current challenges and recommendations for change. Patricia Grant and Francine Leach, RDH from the North East Health Clinic, were also interviewed for a news segment following this presentation. For a full meeting transcript, go to: <https://nslegislature.ca/legislative-business/committees/standing/health/archive/health>

The information is also published in the [Standing Committee on Health's Annual Report](#)



NEWSLETTER

The Unison continues to provide CDHNS registrants with information about dental hygiene practice, CDHNS updates through the "From the Desk of the Registrar", practice issues, health promotion, legislative, and educational information. Practice questions received from registrants often provide a topic for practice issues articles in the newsletter.

From Nov 1, 2019 to Oct 31, 2020, 3 editions of the Unison newsletter were published and distributed to registrants.

RECOGNIZING EXCELLENCE

CDHNS AWARDS

Dalhousie Student Presentations

The CDHNS recognizes excellence through supporting awards to the newest members of our profession. In June 2020, the CDHNS provided financial awards to the first, second and third prize winners of Dalhousie University's School of Dental Hygiene second year DH student presentations.

CDHNS HIGHEST STANDING AWARD



Each year, the College of Dental Hygienists provides an award for the student with the highest academic standing graduating from the Dalhousie University, School of Dental Hygiene Program. The 2020 College of Dental Hygienists Award was presented to Jade Wile. Jade registered and licensed with the CDHNS following graduation.



RESOURCE ALLOCATION

Although financial support for specific projects may be provided by grants, funding for College programs and services primarily comes from registrant/member fees for registration, licensing and licence renewals. For the fiscal year from November 1, 2019 to October 31, 2020, the College allocated resources in the following key areas.

1. Governance of the organization: Includes Council's operational expenses for meetings, registrant functions including the AGM, professional development skills workshops, financial audit, insurance, professional and consulting fees related to Council activities and responsibilities. It includes the operating costs for the Credentials, Investigation, and Hearing Committees. Discipline costs this year totalled \$954.86. They are taken directly from the Discipline Reserve Fund.
2. Excellence in Dental Hygiene Care: Includes all the expenses involved in fulfilling the College's regulatory responsibilities under the legislation. These responsibilities are all outlined in the Annual Report, starting on page 5 and include registration and licensing and developing, revising, and upholding Standards of Practice.
3. Access and Advancement: Includes initiatives to provide information and support to registrants regarding practice, employment issues and opportunities, oral health information to the public, increased recognition of the profession, development of leadership, member

and student awards and prizes, increasing access to care initiatives, and increased opportunities for inter-professional and interagency collaboration.

Often, projects and initiatives in the budget are not fully completed by the fiscal year end. This unfinished business results in the reporting of an excess of revenue over expenses in the Financial Statement. The projects and initiatives are still scheduled for completion and any remaining funds at year end are used to complete these planned projects. This was the case with some of the planned activities that were delayed while the CDHNS focused on navigating registrants through safe, evidence-based practice during a pandemic. Registrant fees for the 2020/21 renewal year remained the same as this previous year, to further assist registrants. To ensure that financial stewardship remained strong during this period of uncertainty, other plans were also delayed, including the hiring of a Deputy Registrar. Some activities designated under Special Projects were also delayed, e.g., Legislation Review and the revamp of the Continuing Competency Program. Funds for these activities were taken from the internally restricted funds designated for those purposes. Funds used from the internally restricted account Special Projects (\$28,924.82). Although originally slated for completion by Oct 31, 2020, these projects are still ongoing.

As a result, there was excess revenue over expenditures of \$49,634.00 noted during this fiscal year.

FINANCIAL STATEMENTS

INDEPENDENT AUDITOR'S REPORT

TO THE MEMBERS OF COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA:

Opinion

We have audited the financial statements of College of Dental Hygienists of Nova Scotia (the "Organization"), which comprise the statement of financial position as at October 31, 2020, and the statements of operations, 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 College of Dental Hygienists of Nova Scotia as at October 31, 2020, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the Organization in accordance with the ethical requirements that are relevant to our audits 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 audit opinion.

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

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error. In preparing these financial statements, management is responsible for assessing the Organization's ability to continue as a going concern, disclosing, as applicable, matters related to a going concern and using the going concern basis of accounting unless management either intends to liquidate the Organization or to cease operations, or has no realistic alternative but to do so. Those charged with governance are responsible for overseeing the Organization's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

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

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement 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 Organization'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 Organization's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our independent 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 independent auditor's report. However, future events or conditions may cause the Organization 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.

Halifax, Nova Scotia
January 23, 2021


Chartered Professional Accountants

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA
STATEMENT OF FINANCIAL POSITION – OCTOBER 31, 2020

ASSETS

	Total <u>2020</u>	Total <u>2019</u>
Current		
Cash	600,396	\$ 880,930
Receivables, trade	–	641
Due from restricted fund	13	930
Prepaid expenses	3,302	643
Short-term investments (note 3)	<u>342,229</u>	<u>–</u>
	945,940	883,144
Investments, internally restricted (note 4)	<u>377,522</u>	<u>367,487</u>
	<u><u>\$ 1,323,462</u></u>	<u><u>\$ 1,250,631</u></u>

LIABILITIES

Current		
Payables and accruals, trade (note 5)	\$ 34,083	\$ 25,147
CDHA payable	161,689	162,728
Deferred revenue (note 6)	<u>378,659</u>	<u>363,359</u>
	<u>574,431</u>	<u>551,234</u>
Commitments (note 7)		

NET ASSETS

Internally restricted (note 4)	377,522	367,487
Unrestricted	<u>371,509</u>	<u>331,910</u>
	<u>749,031</u>	<u>699,397</u>
	<u><u>\$ 1,323,462</u></u>	<u><u>\$ 1,250,631</u></u>

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA
STATEMENT OF CHANGES IN NET ASSETS – OCTOBER 31, 2020

	Internally Restricted	Unrestricted	Total 2020	Total 2019
Balance, beginning of period	\$ 367,487	\$ 331,910	\$ 699,397	\$ 679,613
Excess (deficiency) of revenues over expenditures	(29,749)	79,383	49,634	19,784
Transfer from unrestricted net assets	<u>39,784</u>	<u>(39,784)</u>	<u>–</u>	<u>–</u>
Balance, end of period	<u><u>\$ 377,522</u></u>	<u><u>\$ 371,509</u></u>	<u><u>\$ 749,031</u></u>	<u><u>\$ 699,397</u></u>

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

STATEMENT OF OPERATIONS FOR THE TWELVE MONTHS ENDED OCTOBER 31, 2020

	<u>2020</u>	<u>2019</u>
Revenue		
Licensing fees (note 8)	\$ 406,531	\$ 369,308
Investment income	14,444	16,328
AGM and CCE events	-	4,782
Other income	<u>3,690</u>	<u>4,372</u>
	<u>424,665</u>	<u>394,790</u>
Expenditures		
Advertising and promotion	11,191	13,590
AGM and CCE events	4,928	17,276
Committee and council meetings	18,616	24,444
Communications	3,634	3,042
Consultants	23,648	9,981
Insurance	7,363	7,193
Interest and bank charges	3,204	2,994
Investigations	965	9,680
Office	33,567	27,934
Professional Development	46	1,626
Professional fees	15,602	19,941
Quality assurance and special projects	28,925	19,002
Regulatory fees	8,828	8,534
Rent	30,078	30,413
Travel	1,213	5,745
Wages and benefits	<u>183,223</u>	<u>173,611</u>
	<u>375,031</u>	<u>375,006</u>
Excess (deficiency) of revenues over expenditures	<u>\$ 49,634</u>	<u>\$ 19,784</u>

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

STATEMENT OF CASH FLOWS FOR THE TWELVE MONTHS ENDED OCTOBER 31, 2020

	<u>2020</u>	<u>2019</u>
Operating Activities		
Excess (deficiency) of revenues over expenditures	\$ 49,634	\$ 19,784
Net change in non-cash working capital		
Due from restricted fund	917	24,345
Prepaid expenses	(2,659)	(89)
Payables and accruals, trade	8,937	1,397
CDHA payable	(1,039)	13,514
Deferred revenue	<u>15,300</u>	<u>30,018</u>
	<u>71,731</u>	<u>88,328</u>
Increase in cash during year	71,731	88,328
Cash and cash equivalents, beginning of year	<u>1,248,416</u>	<u>1,160,088</u>
Cash and cash equivalents, end of year	<u><u>\$ 1,320,147</u></u>	<u><u>\$ 1,248,416</u></u>
Represented by:		
Cash	\$ 600,396	\$ 880,930
Investments	342,229	-
Cash, internally restricted	25,701	77,034
Investments, internally restricted	<u>351,821</u>	<u>290,452</u>
	<u><u>\$ 1,320,147</u></u>	<u><u>\$ 1,248,416</u></u>

1. Purpose of organization

College of Dental Hygienists of Nova Scotia (the College) was incorporated May 15, 2009 under the Dental Hygienists Act of Province of Nova Scotia. The College qualifies as a not-for-profit organization under the Canadian Income Tax Act and accordingly is exempt from income taxes.

The main objective of the College is to serve and protect the best interest of the public by regulating the profession. The College represents the dental hygienists of Nova Scotia by being responsible for registration, licensing, discipline and advancement of its members.

2. Significant accounting policies

The College has applied the following significant accounting policies:

(a) Basis of presentation

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations.

(b) Cash and cash equivalents

Cash and cash equivalents consists of cash on hand and balances with banks. The College considers securities with original maturities of one year or less as meeting the definition of convertible to known amounts of cash.

(c) Fund accounting

The College has established internally restricted funds to fund future contingencies as outlined in note 4. The unrestricted fund reports the revenues and expenditures relating to the normal operations of the College.

(d) Financial instruments

The College initially measures its financial assets and financial liabilities at fair value, adjusted by the amount of transaction costs directly attributable to the instrument. The College subsequently measures all of its financial assets and financial liabilities at amortized cost. Transaction costs are amortized on the straight line basis over the term of the instrument.

(e) Capital assets

Capital assets are expensed as office expenses in the year of acquisition. The College had no capital assets in 2020 or 2019.

(f) Use of estimates

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

(g) Revenue recognition

The College follows the deferral method of accounting. Unrestricted revenues are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Licensing fees are recognized as revenue over the period of time to which they relate. Annual licensing fees are due October 31 each year.

(h) Contributed services

Volunteer services contributed on behalf of the College in carrying out its operating activities are not recognized in these financial statements due to the difficulty in determining their value.

3. Financial instruments

The College is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. Management does not feel that the College is exposed to any significant risks.

Investments

The College has invested in several short-term investments which are comprised of the following:

	Financial Institution	Maturity Date	Interest Rate	Amount
GIC	CIBC	06-Apr-21	1.15%	\$ 40,264
GIC	CIBC	06-Apr-21	1.15%	100,655
GIC	CIBC	06-Apr-21	1.15%	100,655
GIC	CIBC	06-Apr-21	1.15%	<u>100,655</u>
Total				<u>\$ 342,229</u>

4. Internally restricted funds

The balances of the internally restricted funds are comprised of the following:

	<u>2020</u>	<u>2019</u>
CIBC Wood Gundy High Interest Savings Account	\$ -	\$ 175,678
Hollis Investment Savings Account	-	105,575
CIBC GIC for Visa Collateral	10,260	10,129
CIBC GIC #00159	60,393	-
CIBC Imperial Investment Account	283,871	-
CIBC Operating Account	<u>23,011</u>	<u>77,035</u>
	377,535	368,417
Due from unrestricted fund	<u>(13)</u>	<u>(930)</u>
	<u>\$ 377,522</u>	<u>\$ 367,487</u>

These funds have been established to fund future contingencies as follows:

	<u>2020</u>	<u>2019</u>
Disciplinary matters	\$ 257,755	\$ 247,954
Rent/office	44,404	40,217
Computer IT	42,343	41,726
Registrar succession	11,178	10,455
Visa collateral	10,260	10,129
Quality assurance and special projects	<u>11,582</u>	<u>17,006</u>
	<u>\$ 377,522</u>	<u>\$ 367,487</u>

5. Payables and accruals, trade

Included in payables and accruals as at October 31, 2020 are government remittances of \$3,505 (October 31, 2019 - \$3,625).

6. Deferred revenue

	<u>2020</u>	<u>2019</u>
Licensing fees	<u>\$ 378,659</u>	<u>\$ 363,359</u>

7. Commitments

The College has entered into operating leases and commitments for its premises, liability insurance, membership management system support, governance coaching, and a photocopier. The payments required over the next three years; including the estimated additional rent for the common area of premises, are as follows:

2021	\$ 64,636
2022	\$ 57,884
2023	\$ 10,578

8. Licensing fees

	<u>2020</u>	<u>2019</u>
Practising and non-practising licensing fees	\$ 388,504	\$ 352,746
Professional corporations licensing fees	\$ 150	\$ 100
Registration fees	\$ 9,150	\$ 9,046
Application fees	\$ 8,184	\$ 7,366
Reinstatement fees	\$ 543	\$ 50
	<u>\$ 406,531</u>	<u>\$ 369,308</u>

Serving and Protecting the Public
High Standards of Care
Caring for the Profession

