



COLLEGE OF  
DENTAL HYGIENISTS  
OF MANITOBA

# ANNUAL REPORT

2019–2020



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***The College of Dental Hygienists of  
Manitoba exists so every Manitoban  
will have safe, competent dental hygiene  
care that maximizes their oral and  
overall health through a cost-effective  
stewardship of resources.***

## Virtual Annual General Meeting

Virtual AGM date: **October 17th, 2020**

- *Meeting attendance instructions will be provided*

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### College of Dental Hygienists of Manitoba

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# Message from the Chair



*Carol Hiscock—Chair*

I am pleased to present the CDHM Annual report for the fiscal year ending April 30, 2020 on behalf of the Council of the College of Dental Hygienists of Manitoba.

During the last year, our ten-member Council has met for a total of 6.5 days either virtually or in person to conduct our business. Council meeting highlights continue to be published in the CDHM News, which is available on the website and emailed to all registrants.

We have been guided by our ENDS statement, approved the previous year:

“The College of Dental Hygienists of Manitoba exists so that every Manitoban will have safe, competent dental hygiene care and expertise that maximizes their oral and overall health through the reasonable stewardship of resources.”

Our three Legislated Committees (Board of Assessors, Complaints, and Inquiry) and five non- legislated Committees (Continuing Competency, Interpretation Guidelines, Ownership Linkage, Nominations, and RHPA) have met outside of those meetings to undertake work on behalf of Council and the College.

As a Council, we have been committed to, and are very aware of, the need to be transparent, to practice due diligence, to use informed and ethical decision making, to develop processes for seeking advice, and to remain inclusive in our endeavours.

We have been focussed on accomplishing 2 specific goals this past year- the first to improve communication with our membership, and the second to improve our reach throughout the province by reducing barriers to participation from our registrants. Many of the actions undertaken this past year have moved us forward in accomplishing these goals. The quarterly CDHM News releases have continued, webinars have been held, correspondence from the Registrar has increased, our social media presence has been established, and our partnered activities have increased. Our Registrar has been active on the provincial front with the Manitoba Alliance of Health Regulatory Colleges, various RHPA committees, University of Manitoba School of Dental Hygiene, MDHA, Manitoba Institute of Patient Safety committee and on the national front as well, with ongoing commitments to the National Dental Hygiene Certification Board, the Federation of Dental Hygiene Regulators (FDHRC), and the Steering Committee for the FDHRC Competency Project.

*Continued on Page 2 »*

The year began innocently enough, beginning with our long-awaited relocation to new shared office space in Sept., Council meetings held shortly thereafter, and a well attended and successful AGM held Oct. 26, 2019. Again we enjoyed a diverse panel of hygienists who presented their non traditional approaches to providing services throughout the province. Committees continued their work over the ensuing months, and Council met in October, November 2019, and March 2020. It was in March when the world tilted slightly, and COVID- 19 came to live among us. Needless to say, the practice of dental hygiene was totally affected, dental clinics were closed, and we went through the following 6 months trying to stay abreast, if not ahead, of the pandemic. The impact of this global pandemic was, and is, immeasurable. As I write this we are in the midst of the second wave (perhaps), uncertain still of the future. This has tested our leadership on all fronts- Council and volunteers, registrants, and our registrar and staff. Further in the report we have presented some of the actions undertaken because of COVID- 19, and today we do not know what lies right around the corner.

Rest assured we will remain committed to the best possible outcomes for our registrants and for the public at large throughout Manitoba who are dependent on our services for their ongoing oral health. Our Council will remain ever-mindful of all that good governance requires.

Thank you to every member of the College, to those volunteers who have stepped up to advance our practices, to the ongoing committed and supportive Council members and most especially in this past year, to our staff Donna Dowie and Valerie Olivier most capably led by our exceptional Registrar, Arlynn Brodie.

Without each of you, this past year would not have been the success it was!

Carol Hiscock, Chair

## Role of the College

### **THE DENTAL HYGIENISTS ACT AND ACCOMPANYING REGULATIONS PROVIDE DIRECTION TO:**

- determine who is eligible to practice dental hygiene in Manitoba.
- protect the title of 'registered dental hygienist,' 'oral hygienist' and/or 'dental hygienist' to be used only by registered members of the College;
- require registrants to meet or exceed the standards for registration and renewal;
- ensure that all applicants have successfully written or have been 'grand-parented' into the National Dental Hygiene Certification Exam (NDHCE);
- require registrants to adhere to current jurisdictional legislation and regulations encompassing: the Practice Standards, the Code of Ethics, the Competencies, Practice Guidelines and Policies of the College related to relevant profession and practice settings;
- set and administer the Continuing Competency program;
- investigate and resolve complaints about dental hygienists and administer discipline where necessary.

*Continued on Page 3 »*

## COLLEGE COUNCIL

According to our governing legislation and by-laws, the Council will consist of at least nine persons, but no more than 12, who are either members of the College or public representatives. At least one-third of the members of the Council must be public representatives who are appointed to the Council by the Minister of Health.

The Council manages and conducts the business affairs of the College and exercises the rights, powers and privileges of the College in the name and on behalf of the College. Additionally, it directs, controls and inspires the organization through the careful establishment of broad written policies reflecting the Council's values and perspectives. The CDHM Council operates under the Carver® Model of Governance. Under this model, the Council is responsible for long-term strategy and leadership and the Registrar is responsible for executing the strategy.

The CDHM's mission statement, objectives, governance and management policies provide direction to both Council and staff.

## COUNCIL POLICIES

- establish objectives 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 objectives.

## COUNCIL ENDS (GOALS)

*(prioritized with input from registrants attending the 2018 AGM)*

- 1 The College of Dental Hygienists of Manitoba exists so that every Manitoban will have safe, competent dental hygiene care and expertise that maximizes their oral and overall health through the reasonable stewardship of resources.
- 2 Every registered dental hygienist provides competent care to their full scope of practice in all settings.
  - a. Dental hygienists always use evidence-informed practice.
  - b. Dental hygienists always comply with the legislation, Regulations, Practice Guidelines, Practice Standards & Competencies.
- 3 Every Manitoban receives competent, compassionate, and affordable oral health care.
  - a. Underserved Manitobans, including but not limited to seniors, children, and individuals in rural and remote communities, have equitable access to this care.
- 4 Other health care professionals recognize, value, and collaborate with dental hygienists in the pursuit of overall health for all Manitobans.

# Council Members



**Carol Hiscock**  
(Chair, Public Rep)



**Corinne Latozke**  
(Vice Chair)



**Lezah Evan**



**Johanna Grant**



**Saima Klippenstein**



**Jennifer Miller**



**Christine Ronceray**



**Lucie Boutet**  
(Public Rep)



**Ernest Jantzen**  
(Public Rep)



**Kathleen Reid**  
(Public Rep)



**CDHM U of M Student Award recipient Gul Malik receives her award from Council Vice-Chair Corinne Latozke**

**Council Chair, Carol Hiscock presents outgoing Chair Karina Hiebert and Councilor Terri Archibald a Certificate of Appreciation for their dedicated service to the CDHM**



# Legislated Committees

## BOARD OF ASSESSORS

The Board of Assessors (BOA) is a committee of at least three College members who are appointed by the Council. The BOA reviews applications for registration and can deny, approve, or place conditions on registration.

**Members:** May De Guzman, Kristin Holt, Eunice Rowan, and Heather Sirkovsky

## COMPLAINTS COMMITTEE

The Complaints Committee investigates and makes decisions regarding complaints brought to the College's attention by the public, dental professionals, the Registrar and other registrants. The public places the utmost trust in health care professionals to provide safe and effective quality care.

All complaints are brought forward to the Registrar/Executive Director and are subsequently referred to the Complaints Committee for review and decision. Examples of complaints that have been submitted to the College include: individuals practicing illegally, fraudulent documents, lack of professionalism, practicing beyond one's scope of practice, and breaches in infection control.

**Members:** Lucie Boutet (Chair), Lila Jorheim MacInnes and Tracey Walther

## INQUIRY COMMITTEE

The Inquiry Committee is responsible for holding hearings on matters referred to it by the complaints committee and making disciplinary decisions about the conduct of investigated members.

**Members:** Corinne Latozke (Chair) and Kim Boyce (2019)

# Non-Legislated Committees

## CONTINUING COMPETENCY

The Continuing Competency committee reviews registrant submissions to the Continuing Competency Program (CCP) and provides feedback to registrants.

**Members:** Alyssa Duszak, Diane Girardin, Paula Larocque, Chelsey Pachkowsky and Aaron Szucsik

## Committees Of Council

**INTERPRETATION GUIDELINES**—This committee creates, as directed by Council, interpretation guidelines for registrants

**Members:** Lezah Evan (Co-Chair) and Johanna Grant (Co-Chair)

**OWNERSHIP LINKAGE:** The committee prepares annual linkage work for Council's consideration, providing opportunities to link with registrants and the public.

**Members:** Lucie Boutet (Co-Chair) Kathleen Reid (Co-Chair), Amber Anderson, Amanda Bridge, Lezah Evan, Carol Hisock, Jennifer Miller, Melina Sturym

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### REGULATED HEALTH PROFESSIONS ACT (RHPA)

The RHPA committee works in conjunction with the Manitoba Dental Hygienist's Association (MDHA) to prepare for the transition from regulation under the Dental Hygienist's Act to the Regulated Health Professions Act.

#### Council members working on this committee include:

Jennifer Miller (Chair)	<b>RHPA Committee</b>
Johanna Grant (Chair)	<b>Working Group #2 (Education/Communication)</b>
Karina Hiebert (Chair)	<b>Working Group #3 (Regulatory Workbook)</b>
Corinne Latozke	<b>Working Group #3 committee member</b>
Christine Ronceray	<b>Working Group #3 committee member</b>

### NOMINATIONS COMMITTEE

This committee is responsible for creating a slate of potential Council members as required to fill vacancies by outgoing members.

**Members:** Saima Klippenstein (Chair), Ernest Jantzen

## College Administrative Staff

College administrative staff is responsible for enforcing the Act and achieving the College's objectives through application of policies and guidelines established by the Council.

#### Staff:

Arlynn Brodie  
*Registrar/Executive Director*

Valerie Olivier  
*Deputy Registrar*

Donna Dowie  
*Executive Assistant to the Registrar*





# Dental Hygiene Regulation & COVID-19

The end of the fiscal year saw the rise of the global pandemic. On March 19th, 2020, following the Order from Shared Health, all non-essential dental hygiene services were placed on hold. At that time, the coronavirus was spreading with little knowledge around its mode of transmission or its infectivity.

Today, we are practicing differently, knowing COVID-19 is transmitted by droplet and can be aerosolized. Historically, this pandemic will be remembered as life altering and as a time when there was a monumental shift in how dental hygiene services were provided using health risk mitigation strategies.

The CDHM responded to the pandemic by extending two regulatory requirement deadlines, the first was the extension of the Continuing Competency submission date from April 30th to July 1st, 2020, and the second was the temporary suspension of the registrant CPR requirement until CPR re-certification courses resumed.

To ensure dental hygienists were informed during the onset of the pandemic, CDHM was committed to providing accurate, evidence-based, and up to date information. Sixteen registrant mailouts were circulated between March 6th and April 29th, 2020; six were general 'Updates' and the remaining ten were subject specific as listed:

**March 17th**—Important Registrant Information- COVID Guiding Document

**March 18th**—COVID Follow-Up Message to the Guiding Document

**March 18th**—Remote Work Policy

**March 19th**—COVID Update and CPR Information

**March 23rd**—COVID Update and Continuing Competency Extension

**March 27th**—COVID Pandemic MUST READ Guidance Bulletin

**March 30th**—CDHM Updates and Supplemental COVID Information

**April 7th COVID**—Personal Protective Equipment (PPE) & Infection Protection Control (IPC) Updates

**April 16th**—MHSAL Shared Health COVID-19 External Partner Update #007

**April 29th**—Premier Announces Possible Return to Work May 4th for Dental Hygienists-MUST READ

Thank you to everyone who contacted the College office with questions, we appreciate your commitment to the profession.

Respectfully submitted,

Arlynn Brodie, *Registrar, Executive Director*



# Year in Review

## A New Home for CDHM

While the office on Des Meurons had served the College well for ten years, it was time to search for a new CDHM home. Sharing space with other health professions was explored to realize efficiencies while enjoying the benefits of enhanced space. August 2019 was the move-in date for the CDHM into 610-1445 Portage. Our office space is shared with the College of Paramedics of Manitoba and the Manitoba Association of Radiation Technologists. On January 14th we welcomed everyone to our open house to see first-hand our collaborative working space. As the 1-year anniversary of our move is approaching, we look forward to another year of enhanced savings and continued benefits.

## Registration

Our new registration software testing was completed in October; starting November 1st, registration renewal for 2020 was an upgraded process designed to be more streamlined and user-friendly for registrants. Subsequent enhancements completed in March enable registrants to download and print off their current certificate of registration.

## Criminal Record Check Requirement

New for 2020 registration was a criminal record check and vulnerable sector check for all registrants. This requirement is in accordance with regulatory best practice for health professionals and provides the public assurance our practitioners are safe to practice.

## Continuing Competency

One of the primary responsibilities of the CDHM is to ensure ongoing competence of registered dental hygienists. The CCP program is an essential component in fulfilling the College's mandate to protect the public and is designed to support lifelong learning and advance the collective knowledge and quality of care provided by dental hygienists in Manitoba. The CCP process is registrant-centered, whereby the individual assesses their practice needs, creates goals based on those needs, identifies resources for learning, reflects and evaluates the learning and then implements the learning into practice.

Our competency program has continued to evolve and is now a fully integrated online process. The new developments facilitated easier reporting for registrants while complying with legislated competency requirements as a self-regulating profession. The review process is now completely online, enabling a confidential process for registrants and Reviewers.

## Communication

The College continues to improve both its internal communication capacity between staff, council and committees, and externally through the new website and social media accounts. Expanded infrastructure including Teams, SharePoint, Zoom and improved telephony enabled the College to seamlessly move to working remotely during the onset of the pandemic. During the past year, the College set up Facebook and Twitter accounts to provide additional opportunities to connect with registrants and the College's website is maintained as an up-to-date resource for registrants.

## Regulatory Representation

The College continues to work with stakeholders locally, provincially and nationally to ensure our regulatory practices and initiatives are current and are implemented in the public's interest. The CDHM is represented on four local organization committees, two provincial bodies and four national organizations/committees.

Respectfully submitted, Arlynn Brodie, *Registrar, Executive Director*

# Regulating the Profession

## REGISTERING DENTAL HYGIENISTS

The College has a systematic and comprehensive registration process that must be met prior to the applicant being able to practice the profession of dental hygiene in Manitoba. In accordance with the by-laws, the Council must appoint a Board of Assessors (BOA) to consider and decide on applications for registration. Before making a decision, the BOA carefully reviews a dental hygienist's education, training, and relevant practice experience, and confirms that s/he has met all of the requirements mandated by the Dental Hygienists Act. As well, the BOA considers any outstanding investigations, disciplinary actions, or practice restrictions from other jurisdictions to ensure that only qualified, competent, and ethical dental hygienists are approved for registration.

Through the review of applications and renewals, the BOA has the ability to place conditions on the registration of dental hygienists. If the BOA does not approve an application for registration or approves an application subject to conditions, it must give notice to the applicant in writing, with reasons for its decisions, and must advise the applicant of the right to appeal its decision to the Council. Examples of conditions that may be placed by the BOA include: specific practice hour requirements, additional continuing competency submissions, direct supervision, and additional fines/fees.

## Regulated Members

	2017/18	2018/19	2019/20
Practicing	758	762	773
Non practicing	38	49	50
Temporary	0	0	1
Students U of M years 2 & 3	52	51	51
Total Number of Registrants	848	862	875

*Continued on Page 10*



## Included in the above total are:

Applicants from Out of Province	21
International	1
U of M grads	25

## Cancelled Registrations

Voluntary	23
Noncompliance	1

## Complaints Information

Complaints Information and Decisions	2017/18	2018/19	2019/20
New complaints received	0	0	1
Complaints carried forward from previous years	0	0	0
Complaints closed with censure	1	0	0
Complaints open as of April 30	0	0	1
Complaints Withdrawn	0	0	0
Appeals	0	1	0
RDHs with conditions placed on their registration	2	2	1
Cease and desist letters sent out	1	0	0

# Committee Reports

## Complaints Committee

During the fiscal year ending April 30th, 2020 one complaint was received. On February 25th, 2020, under section 21(1) of the Dental Hygienists Act a complaint was filed with the registrar. In accordance with section 22(1) of the Dental Hygienists Act the complaint was referred to the Complaints committee. After review, the Complaints committee enlisted a third-party investigator and under section 24(1) of the Dental Hygienists Act decided not to refer the complaint to the Inquiry Committee.

Submitted by:

Lucie Boutet, Chair, Public Rep • Lila Jorheim-McInnes, Dental Hygienist • Tracey Walthier, Dental hygienist

## Regulated Health Professions Act Committee

**RHPA Committee Mission Statement**—*Working to increase Manitobans' access to comprehensive oral health services provided by dental hygienists working in rural, urban, and primary healthcare.*

This past year has been an extraordinary one. While many have been forced to take a pause, the RHPA Committee and its internal working groups have continued to meet regularly, whether in person or virtually. The application process for the RHPA is extensive but we have progressed considerably thanks to the tireless efforts of our many committee members, our policy writer, and our registrar.

During the past year, we created a mission statement, fact sheets for the 2019 AGM, and provided updates to registrants via the CDHM News. We also completed most sections of the draft regulation, which involved a significant amount of time researching current literature. The Reserved Acts Committee developed, launched, and analyzed the Reserved Acts Membership Survey which was distributed in February 2020. A mapping of the University of Manitoba School of Dental Hygiene curriculum took place in collaboration with the School of Dental Hygiene, to align competencies that support the reserved acts. Finally, we drafted an introductory paper for government, describing dental hygiene in Manitoba and providing a foundation for our requested reserved acts.

The RHPA Committee continues to work toward our goals. We appreciate your support in this endeavour and welcome your questions and feedback.

Respectfully submitted: Jennifer Miller RDH, RHPA Committee Chair

## Interpretation Guidelines Committee

Committee members: Co-chairs; Lezah Evan & Johanna Grant, Valerie Olivier (Deputy Registrar, CDHM), other members vary depending on experts consulted

The committee has a new name, which more accurately reflects the work and purpose of the committee. Formerly the Professional Practice committee, it is now called the Interpretation Guidelines committee. The purpose of interpretation guidelines is to support clinicians and clients in making appropriate decisions about health care. Practice or interpretation guidelines define the role of specific assessment and treatment modalities in the management of clients. Guidelines are created using current practice information, based on research and the most current evidence available. Each year the committee works to revise dated documents and constructs new guidelines based on current topics in the field and the needs of the profession. The interpretation guidelines are available on the CDHM website. This year the committee updated the interpretation guidelines for CPR and Vital Tooth Whitening, and created a new guideline for Occupational Blood or Bodily Fluid Exposures. The committee incurred no costs and used approximately six staff hours this year.



## Ownership Linkage Committee

### November

- Recruited new members to the committee, dental hygienists Amber Anderson, Amanda McKay, and council member Lezah Evan.
- Reviewed DH survey results with Council. The results suggest that while DH's see value in Oral Health presentations, the main deterrents to providing presentations are lack of time, resources, and finances available to do so.
- Reached out to MDHA with a goal to review the DH survey results and to forge a working relationship going forward. It was determined that a collaborative initiative would best serve the Manitoba public.

### December

- The committee held a joint meeting with the MDHA Executive Director Lee Hurton, President Laura MacDonald and Melana Sturym, a public health dental hygienist.
- The mission and vision statements of both organizations were reviewed and the CDHM ENDS were compared with the MDHA future strategic plan. It was agreed both groups have obligations to inform both the public and dental hygienists.
- CDHM's mandate is to protect the public with regulation/guidelines and provide competent care to all Manitobans.
- MDHA's goal is to promote the profession of dental hygiene as a primary health profession.
- Both organizations-agreed working collaboratively would provide a united front and would be more efficient. CDHM has data from surveys that MDHA can use to help focus and direct future endeavors to increase oral health education.
- Conclusion—the joint committee will continue to meet to further the conversation with an intent for action.

### February

Developed a 3-year Plan for the committee, focusing on K-5 students oral health education.

**1st year:** Focus on urban K-5 students

**2nd year:** Work with MDHA in the schools

**3rd year:** Focus on rural K-5 students

Future plans: The next focus will be Seniors

### March

- Reported to CDHM Council on committee activity
- All meetings and action items were put on hold due to COVID-19

**Respectfully Submitted:** Lucie Boutet and Kathleen Reid, Ownership Linkage Committee Co-Chairs



COLLEGE OF  
DENTAL HYGIENISTS  
OF MANITOBA

College of Dental Hygienists of Manitoba  
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Year Ended April 30, 2020

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## INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of College of Dental Hygienists of Manitoba

We have reviewed the accompanying financial statements of College of Dental Hygienists of Manitoba, which comprise the statement of financial position as at April 30, 2020, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

### Management's Responsibility 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.

### Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

### Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of College of Dental Hygienists of Manitoba as at April 30, 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.

Winnipeg, Manitoba  
August 14, 2020



CHARTERED PROFESSIONAL ACCOUNTANTS

The accompanying notes are an integral part of these statements



# College of Dental Hygienists of Manitoba

## Financial Statements (Year Ended April 30, 2020)

**COLLEGE OF DENTAL HYGIENISTS OF MANITOBA**  
**Statement of Financial Position**  
**April 30, 2020**

	2020	2019
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 523,697	\$ 514,554
Investments (Note 3)	20,000	-
Interest receivable	1,258	-
Prepaid expenses	4,592	5,387
	<u>549,547</u>	519,941
<b>CAPITAL ASSETS (Notes 2, 4)</b>	<b>47,131</b>	<b>50,941</b>
<b>INVESTMENTS (Note 3)</b>	<b>40,000</b>	<b>-</b>
	<u><b>\$ 636,678</b></u>	<u><b>\$ 570,882</b></u>
<b>LIABILITIES</b>		
<b>CURRENT</b>		
Accounts payable	\$ 25,662	\$ 12,401
Deferred revenue (Note 5)	284,043	276,302
	<u>309,705</u>	288,703
<b>NET ASSETS</b>		
<b>NET ASSETS</b>	<u><b>326,973</b></u>	<u><b>282,179</b></u>
	<u><b>\$ 636,678</b></u>	<u><b>\$ 570,882</b></u>

Approved on behalf of the Council

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The accompanying notes are an integral part of these statements



# College of Dental Hygienists of Manitoba

## Financial Statements (Year Ended April 30, 2020)

### COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

#### Statement of Operations Year Ended April 30, 2020

	2020	2019
<b>REVENUE</b>		
Registration fees	\$ 427,991	\$ 410,967
Application fees	17,147	18,205
Interest	7,688	6,399
Other	4,267	2,150
	<u>457,093</u>	<u>437,721</u>
<b>EXPENSES</b>		
Accounting fees	11,597	9,658
Advertising and promotion	1,452	1,862
Amortization	10,897	10,149
Annual general meeting	11,981	12,546
Bank charges	1,174	2,246
Council & Committees	12,220	21,270
Council & Committees - Honoraria	18,828	17,699
Council - Consulting fees	4,856	20,484
Council - Legal fees	-	16,856
Credit card terminal charges	13,931	11,243
Insurance	741	644
Legal fees (Note 6)	17,217	4,144
Memberships	9,807	9,632
Office	14,391	10,096
Professional development	3,357	1,095
Regulated Health Professions Act	22,475	-
Rent and utilities	24,527	27,643
Salaries and benefits	196,748	156,475
Telephone and internet	2,155	2,311
Travel	9,175	6,834
Website & I.T.	24,770	18,702
	<u>412,299</u>	<u>361,589</u>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b>\$ 44,794</b>	<b>\$ 76,132</b>

The accompanying notes are an integral part of these statements

# College of Dental Hygienists of Manitoba

## Financial Statements (Year Ended April 30, 2020)

### COLLEGE OF DENTAL HYGIENISTS OF MANITOBA Statement of Changes in Net Assets Year Ended April 30, 2020

	2019 Balance	Excess of revenue over expenses	Purchase of assets	Transfers	2020 Balance
Unrestricted	\$ 141,238	\$ 55,691	\$ (7,087)	\$ (30,000)	\$ 159,842
Operational Reserve Fund	70,000	-	-	-	70,000
RHPA Reserve Fund	20,000	-	-	20,000	40,000
Investment in capital assets	50,941	(10,897)	7,087	-	47,131
Legal Reserve Fund	-	-	-	10,000	10,000
	<u>\$ 282,179</u>	<u>\$ 44,794</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 326,973</u>

	2018 Balance	Excess of revenue over expenses	Purchase of assets	Transfers	2019 Balance
Unrestricted	\$ 65,302	\$ 86,281	\$ (10,345)	\$ -	\$ 141,238
Operational Reserve Fund	70,000	-	-	-	70,000
RHPA Reserve Fund	20,000	-	-	-	20,000
Investment in capital assets	50,745	(10,149)	10,345	-	50,941
	<u>\$ 206,047</u>	<u>\$ 76,132</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 282,179</u>

### COLLEGE OF DENTAL HYGIENISTS OF MANITOBA Statement of Cash Flows Year Ended April 30, 2020

	2020	2019
<b>OPERATING ACTIVITIES</b>		
Cash receipts from customers	\$ 463,577	\$ 451,608
Cash paid to suppliers and employees	(387,345)	(353,652)
Cash flow from operating activities	<u>76,232</u>	<u>97,956</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of capital assets	(7,088)	(10,343)
Purchase of investments	(60,000)	-
Cash flow used by investing activities	<u>(67,088)</u>	<u>(10,343)</u>
<b>FINANCING ACTIVITY</b>		
Repayment of note payable	-	(350)
<b>INCREASE IN CASH FLOW</b>	<b>9,144</b>	<b>87,263</b>
Cash - beginning of year	<u>514,554</u>	<u>427,291</u>
<b>CASH - END OF YEAR</b>	<b>\$ 523,698</b>	<b>\$ 514,554</b>

The accompanying notes are an integral part of these statements



# College of Dental Hygienists of Manitoba

## Financial Statements (Year Ended April 30, 2020)

### COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

#### Notes to Financial Statements

Year Ended April 30, 2020

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#### 1. PURPOSE OF THE ORGANIZATION

The College of Dental Hygienists of Manitoba (CDHM) is the self-regulating body for the profession in Manitoba. The College provides services to its membership and governs its members in a manner that serves and protects the public interest.

The College was incorporated under The Dental Hygienists Act of Manitoba. As a not-for-profit organization, the College is exempt from tax under the Income Tax Act.

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#### 2. SIGNIFICANT ACCOUNTING POLICIES

##### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPPO).

##### Revenue recognition

The College follows the deferral method of accounting for revenues. Member registration fees are recognized in the year to which they relate on a pro rata basis. Accordingly, member fees for the subsequent fiscal year are deferred and recognized as revenue in the applicable year. All other revenue, including application fees, is recognized as revenue of the fund in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Interest is recognized as revenue when earned.

##### Capital assets

Capital assets are stated at cost or deemed cost less accumulated amortization. Capital assets are amortized over their estimated useful lives diminishing balance at the following rates and methods:

Computer software	20%	diminishing balance method
Equipment	20%	diminishing balance method
Leasehold improvements	20%	straight-line method

The organization regularly reviews its capital assets to eliminate obsolete items.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

##### Use of estimates

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities, and the reported amounts of revenue and expenses. The main estimates include estimated useful lives of tangible capital assets, impairment of long-lived assets, accrued liabilities, employee future benefits, and disclosure of contingencies.

(continues)

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The accompanying notes are an integral part of these statements

# College of Dental Hygienists of Manitoba

## Financial Statements (Year Ended April 30, 2020)

### COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

#### Notes to Financial Statements

Year Ended April 30, 2020

#### 2. SIGNIFICANT ACCOUNTING POLICIES (continued)

##### Fund accounting

College of Dental Hygienists of Manitoba follows the restricted fund method of accounting for contributions.

The General Fund accounts for the organization's program delivery and administrative activities. This fund reports unrestricted resources and restricted operating grants.

The Capital Asset Fund reports the assets, liabilities, revenues and expenses related to Organization's tangible capital assets.

The Operational Contingency Reserve fund represents an amount restricted to mitigate fluctuations in revenue and cash flow and provide for unexpected and non-recurring expenses that may arise.

The RHPA Reserve Fund is an amount restricted for the cost of compliance and training related to the Regulated Health Professions Act (RHPA).

##### Donated services

The work of the College is dependent on the voluntary service contributed by many members. Donated services are not recognized in the financial statements because of the difficulty in determining their fair value.

#### 3. INVESTMENTS

	Purchase date	Maturity date	Interest rate %	2020	2019
12-23M GIC	June 19, 2019	June 19, 2020	2.45	\$ 20,000	\$ -
36-47M GIC	June 19, 2019	June 19, 2022	2.70	20,000	-
60-66M GIC	June 19, 2019	June 19, 2024	2.90	20,000	-
				<b>\$ 60,000</b>	<b>\$ -</b>

The accompanying notes are an integral part of these statements



# College of Dental Hygienists of Manitoba

## Financial Statements (Year Ended April 30, 2020)

### COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

#### Notes to Financial Statements

#### Year Ended April 30, 2020

#### 4. CAPITAL ASSETS

	Cost	Accumulated amortization	2020 Net book value
Computer equipment	\$ 97,374	\$ 55,287	\$ 42,087
Furniture and equipment	32,308	27,264	5,044
	<b>\$ 129,682</b>	<b>\$ 82,551</b>	<b>\$ 47,131</b>

	Cost	Accumulated amortization	2019 Net book value
Computer equipment	\$ 90,287	\$ 45,651	\$ 44,636
Furniture and equipment	32,308	26,003	6,305
Leasehold improvements	22,432	22,432	-
	<b>\$ 145,027</b>	<b>\$ 94,086</b>	<b>\$ 50,941</b>

#### 5. DEFERRED REVENUE

	2020	2019
Balance, beginning of year	\$ 276,302	\$ 262,415
Prior year accrual reversed	(276,302)	(262,415)
Amount received during the year	435,323	414,452
Amount recognized as revenue	(151,280)	(138,150)
	<b>\$ 284,043</b>	<b>\$ 276,302</b>

The accompanying notes are an integral part of these statements

# College of Dental Hygienists of Manitoba

## Financial Statements (Year Ended April 30, 2020)

### COLLEGE OF DENTAL HYGIENISTS OF MANITOBA

#### Notes to Financial Statements

Year Ended April 30, 2020

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#### 7. FINANCIAL INSTRUMENTS

The Organization's financial instruments consist of cash, accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the organization is not exposed to significant interest currency, or credit risks arising from these financial instruments. The fair value of the instruments approximates their carrying values, unless otherwise noted.

##### Credit risk

CDHM maintained cash with reputable and major financial institutions. The organization does not have any significant credit risk.

##### Fair value

CDHM's cash, accounts payable and accrued liabilities are short term financial instruments whose fair value approximates their carrying values.

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#### 8. LEASE COMMITMENTS

The organization has a long term lease with respect to its premises. The lease contains renewal options and provides for payment of utilities, property taxes and maintenance costs. Future minimum lease payments as at April 30, 2020, are as follows:

2021	\$	70,340
2022		70,340
2023		73,537
2024		76,734
2025		76,734
Thereafter		<u>396,459</u>
	\$	<u>764,144</u>

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#### 9. SUBSEQUENT EVENTS

Effective March 20, 2020, the Province of Manitoba declared a state of emergency due to the COVID-19 pandemic. Along with public health orders in the province, numerous organizations were halted to help stop the spread of the virus. As at the date of these financial statements, management was of the opinion that this will not have a material financial impact on the organization going forward.

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The accompanying notes are an integral part of these statements



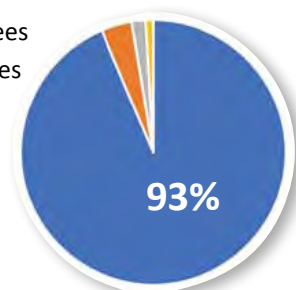
# College of Dental Hygienists of Manitoba

## Financial Statements (Year Ended April 30, 2020)

	2020	2019
<b>REVENUES</b>		
Registration fees	\$427,991	\$410,967
Application fees	17,147	18,205
Interest	7,688	6,399
Other	4,267	2,150
	<u>\$457,093</u>	<u>\$437,721</u>
<b>EXPENSES</b>		
Accounting fees	11,597	9,658 ga
Advertising and promotion	1,452	1,862 ga
Amortization	10,897	10,149 ga
Annual general meeting	11,981	12,546 ga
Bank charges	1,174	2,246 ga
Council & Committees	12,220	21,270 g
Council & Committees - Honoraria	18,828	17,699 g
Council - Consulting fees	4,856	20,484 g
Council - Legal fees	0	16,856 g
Credit card terminal charges	13,931	11,243 g
Insurance	741	644 ga
Legal fees	17,217	4,144 ga
Memberships	9,807	9,632 ga
Office	14,391	10,096 ga
Professional development	3,357	1,095 ga
Regulated Health Professions Act	22,475	0 g
Rent and utilities	24,527	27,643 ga
Salaries and benefits	196,748	156,475 w
Telephone and internet	2,155	2,311 ga
Travel	9,175	6,834 ga
Website & I.T.	24,770	18,702 ga
	<u>412,299</u>	<u>361,589</u>
<b>EXCESS OF REVENUES OVER EXPENSES</b>	<u>\$44,794</u>	<u>\$76,132</u>

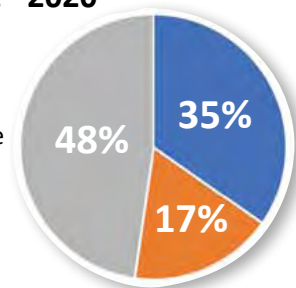
### CDHM Revenue by segment – 2020

- Registration fees
- Application fees
- Interest
- Other



### CDHM Expenses by segment – 2020

- Governance
- General & Administrative
- Wages & benefits



ga	Governance	\$	143,241	117,562
g	General & Administrative	\$	72,310	76,309
w	Wages & benefits	\$	196,748	156,475

#### Additional information

There was an increase in legal fees, office expenses, and website & IT for one time additional costs related to the move to the new office space. With these additional costs comes long term savings in lower lease costs, as shown through a reduction in rent expense.

Salaries and benefits has increased from the previous year due to the hiring of a Deputy Registrar during the year.