

# Annual Report 2020

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College of Dental Technologists  
of Alberta

# Table of Contents

About the College	3
Mission	3
College Directory	4
Organizational Structure	5
Message From the Registrar and President	6
Public Members Report	7
Registration and Renewal of Practice Permits	9
Continuing Competence Report	11
Professional Conduct and Complaints	12
Audited Financial Statements	14

# A bout the College

The Profession of Dental Technology has been self-regulating under the Health Professions Act and Dental Technologists Profession Regulation since 2004.

## The Role of Dental Technologists and Dental Technicians

Dental Technologists and Dental Technicians:

In their practice, dental technologists and dental technicians do one or more of the following:

- (a) fabricate, duplicate, alter and repair prosthetic and orthodontic devices,
- (b) fit those devices when fitting is incidental to the fabrication, duplication, alteration or repair,
  - (b.1) teach, manage and conduct research in the science, techniques and practice of dental technology, and
- c) provide restricted activities authorized by the regulations.

## Mission

The College of Dental Technologists of Alberta will execute its responsibilities of protection of the public in a fair and transparent manner, while providing leadership and guidance to the members.

## Vision

Dental Technologists and Dental Technicians provide a supporting role to other healthcare professionals and the College of Dental Technologists of Alberta takes this very seriously.

In our role to provide support, protection of the public is paramount. With the advance of technology, accessibility to worldwide dental technology is a reality.

The members of the College of Dental Technologists of Alberta must be leaders in their field. The College of Dental Technologists of Alberta will assist our members through our leadership and relationships with Government and other healthcare professionals.



### Council Members prior to April 30, 2020

President	Brian Cook, RDT
Vice President	Grant Maier, RDT
Treasurer	Pam Rehm, RDT
Council Member	Isabelle Peltonen, RDT
Council Member	Gary Wakelam, RDT
Council Member	Marinela Seremetkoska, RDT
Public Member	Douglas Cooper
Public Member	Catherine Mardon

### Council Members Appointed April 30, 2020

President	Gary Wakelam, RDT
Vice President	Tara Singleton, RDT
Treasurer	Pam Rehm, RDT
Council Member	Jason Lohr, RDT
Council Member	Linda Seymour, DT
Council Member	Yousef Sleiman, RDT
Public Member	Douglas Cooper
Public Member	Catherine Mardon

### Finance Committee

Chair	Pam Rehm, RDT
	Carolyn Kincade, RDT
	Monty Jensen, DT

### Registration, Education and Competence

Chair	Jason Lohr, RDT
	Michel Carr, RDT
	Brian Cook, RDT
	Anthony Sawchuck, RDT
	Pawl Ciechanowski, RDT

### Professional Services

Legal Counsel (Operations)	Richard Fraser QC
Legal Counsel (Complaints/ Discipline)	Field LLP
Auditor	Bergeron &. Co
IT Services	Semper IT

### Office and Support Staff

Registrar/Executive Director	Tara Tremblay
Complaints Director	Carolyn Kincade, RDT
Examination Coordination	Jason Lohr, RDT
Hearings Director	Tara Tremblay
Inspectors	Alexander Sinclair, RDT & Chelsey Lindahl, DT

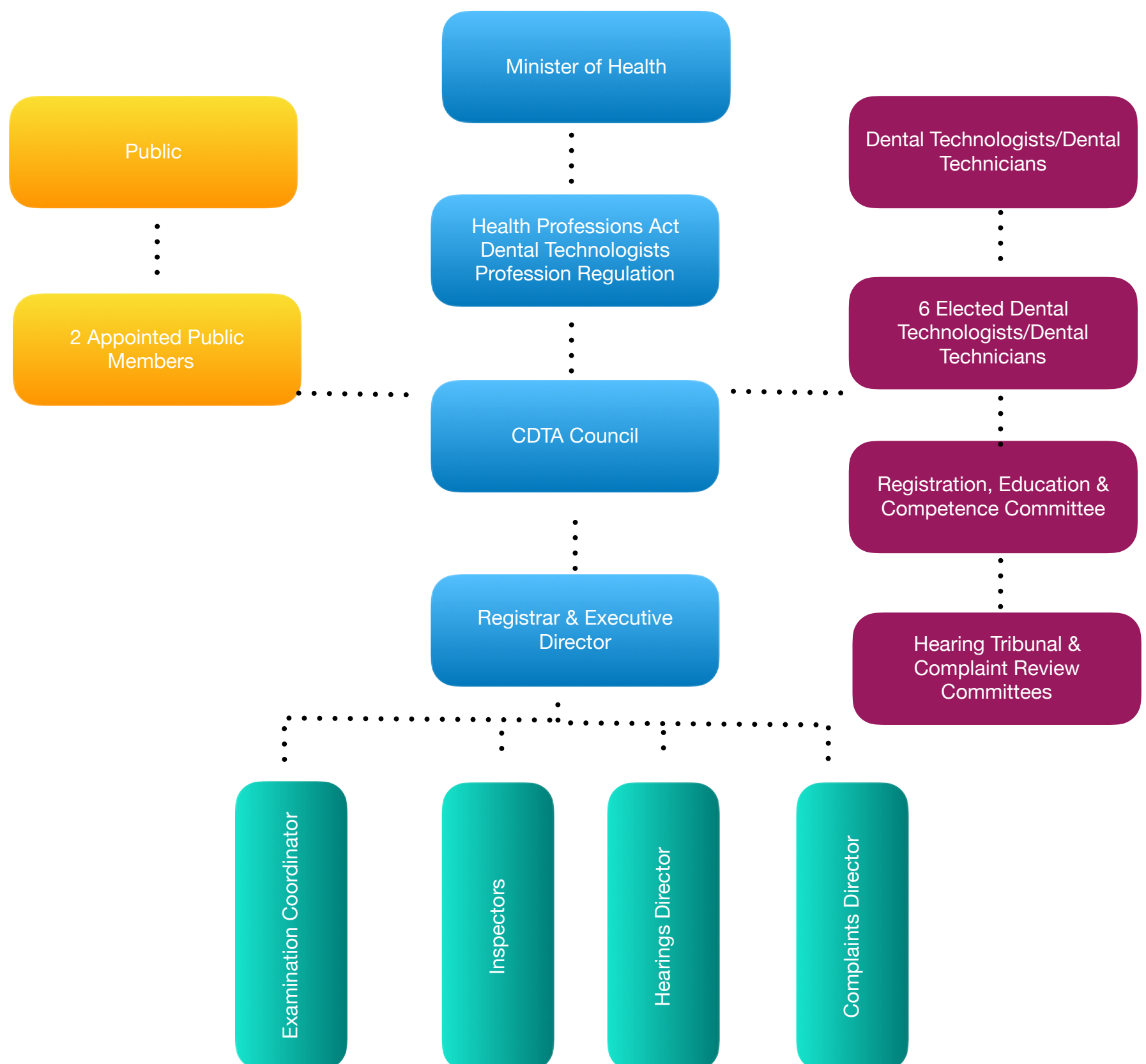
# Organizational Structure

Schedule 5 of the *Health Professions Act* (the Act) established the CDTA as an organization. Council, committees and other positions are established in accordance with the Act and the CDTA Bylaws.

## Council Composition

The CDTA Council is comprised of 6 Regulated Members of the CDTA elected in accordance with the Bylaws, and three public members appointed by the Lieutenant Governor in Council.

Council appoints the Registrar, Complaints Director, Hearings Director, and Committee Members.



# M

## essage From the Registrar and President

The College of Dental Technologists of Alberta (CDTA) continues to recognize that self-regulation is a privilege and is committed to its mandate of public protection. This is done by self-governing and regulating the profession of Dental Technology and by ensuring that members abide by the Standards of Practice and Code of Ethics.

2020 presented the CDTA with unprecedented challenges due to the COVID-19 pandemic. A new Council was elected on April 30, 2020. Transitioning Council during this time was challenging however, the consistency provided by the Public Members was invaluable to the CDTA.

The CDTA developed COVID-19 practice guidelines for Dental Technologists and Dental Technicians in order to ensure Albertans had ongoing, safe access to dental technology services. The CDTA appreciates the ongoing collaboration with other healthcare regulators, both individually and through the AFRHP.

In order to ensure operational effectiveness while adhering to the Chief Medical Officer of Health and Alberta government restrictions, the CDTA held all meetings through an online meeting platform for both Council and Committees.

The CDTA continues to be impacted by the fast rate of technological change in the industry and slow rate of change in the legislation governing the profession in Alberta. The Council is committed to meeting the needs of Albertans by allowing its members to practice to their full scope, while accommodating new technologies and practice models. Accommodating these changes to meet the needs of Albertans will require modernization of current legislation.

The College sent proposed amendments to the Dental Technologists Profession Regulation to Government in early 2019. To date, the process of implementing these important changes has not begun.

The College has implemented a public-facing complaints process as well as the publication of all unprofessional conduct findings.

The CDTA is an active member of the Canadian Alliance of Dental Technology Regulators (CADTR). This national organization focuses on common concerns within the profession on standards, labor mobility, and regulation. The CDTA along with other Regulated Jurisdictions in Canada have approved the National Essential Competencies for Dental Technology practice in Canada.

A national entry-to-practice assessment for dental technology in Canada is in the final stages of development. CADTR's dental technology entry-to-practice assessment is expected to have its first administration in 2021.

The contents of this Annual Report were approved by the CDTA Council. The information contained in the Annual Report reflects activities for the fiscal year January 1-December 31, 2020. Statistical information is reported at December 31, 2020, unless otherwise stated.

# P<sup>ublic Members Report</sup>

## Introduction

The College of Dental Technologists of Alberta (CDTA) is a self-regulating profession pursuant to the Health Professions Act of Alberta (HPA). The HPA requires that Councils of self-regulating Colleges be comprised of Elected Members from within their profession as well as a ratio of Public Members. In the case of the College of Dental Technologists, two Public Members are currently required to represent and serve the public interest as members of the College Council. This “arm’s length” public representation on the College of Dental Technologists of Alberta allows for balance and transparency within the profession and ensures that the public interest, particularly in matters of health and safety, is always paramount within the profession.

Douglas Cooper was appointed by Order-in-Council to serve as a Public Member to the College of Dental Technologists of Alberta as of October 2014. Dr. Catherine Mardon was appointed by Order-in-Council to serve as a Public Member in March 2018.

## Public Members Report 2020

The Public Members commend the CDTA Council and the CDTA membership, as well as the Executive Director/Registrar, in their efforts to maintain fiscal accountability and quality standards for themselves and the public they serve, with the goal of bringing a stable and sustainable self-regulating process to their profession.

The Public Members believe the CDTA has completely transitioned from private entrepreneurship to that of a self-regulated Profession subject to the high standards of the HPA.

The Public Members continue to commend the Council for their review of and amendments to Bylaws with an understanding that the Bylaws serve not only the mission statement of the College but also the spirit of the HPA. The College continues to be receptive to public sentiment based on the views raised by the Public Members.

The Public Members commend the current meeting schedule of the entire Council which ensures that the business of the College is conducted in a timely and transparent fashion.

The Public Members recommend continuing legal input from the same legal counsel to ensure consistency and to assist the College in the following areas: Bylaws, Code of Ethics, Standards of Practice, and Operating Policies as aligned with the HPA.

The Public Members commend and encourage the Council to continue its collaboration with the Canadian Alliance of Dental Technology Regulators.

The Public Members commend the Council and CDTA for the development of their Competency Profile and Standards for DT Educational Programs. Also for the continued updating of Examination Policies and Mandatory Training Policies.



The Public Members encourage the Council to continue to develop relationships with educational and training institutes to insure articulation between professional preparation programs and necessary competencies as identified by the College and membership growth through multiple and varied pathways of entrance into the profession.

The Public Members caution/encourage the Council and College to develop timely responses to demographic and technological changes that impact the profession. The Public Members continue to caution/encourage Council and the CDTA membership to maintain focus on the goals required within a self-governing College, to ensure resources are directed towards meeting the ends of a fully functioning regulatory body. This would include budgeting for complaints and the disciplinary process as well as establishing appropriate oversight mechanisms. In addition to budgeting for cost factors integral to a sustainable professional self-regulating body. Council is encouraged to develop policies to support professional development and training for staff and Council members. It would be advantageous to help further educate CDTA members and the public about the privilege CDTA members hold in belonging to a professional college under the Health Act.

The Public Members are encouraged by the implementation of fair and reasonable honorariums for Council and Committee members. This facilitates more active participation of all registered members in the governance, operation, and transparency of the Profession.

The Public Members, along with the entire Council and College have made the unprecedented changes needed to face the challenges of the current worldwide Covid-19 pandemic. The updating and adjustment to required Policies and restrictions to the Covid-19 pandemic are to be commended.

### **Public Members Involvement**

Both Public Members participated in a large volume of new legislation and internal regulations. There has been much work on the College Regulations to bring the College into compliance with the Government's Bill 11, The Fair Registration Practices Act. Finally, the Public Members participated in the discussions towards implementation of the Mandatory Suspension of Non-Emergency and Non-Essential Dental Health Services ordered by the Alberta Government.

Due to the Covid-19 pandemic the annual general meeting of the CDTA was cancelled in 2020.

### **Conclusion**

The Public Members have enjoyed working with the College and its membership during their time with the College.

*Catherine Mardon CDTA Public Member*

*Douglas Cooper CDTA Public Member*



# R

## egistration and Renewal of Practice Permits

A Dental Technologist/Technician is a Regulated Health Care Professional who is knowledgeable and skilled in the fabrication, duplication, alteration or repair of dental prosthetics and orthodontic devices which are prescribed by a Dentist or Denturist. All Dental Technologists/Technicians must be registered with the College of Dental Technologists of Alberta (CDTA) and must work within their designated scope of practice under the Health Professions Act.

The CDTA's primary regulatory role is the protection of the public. The CDTA accomplishes its regulatory role by carrying out the roles of the College as set forth in the Health Professions Act.

### Applications For Registration

The CDTA ensures that only qualified Dental Technologists/Technicians are registered and meet the requirements to provide safe and effective professional services. Candidates applying for registration must fulfill the requirements as indicated in the Health Professions Act and Dental Technologists Profession Regulation in order to proceed with an application for registration with the CDTA.

### NAIT Graduates

Students graduating from the NAIT Dental Technology program are subject to mandatory Practical Examinations administered by the CDTA prior to obtaining licensure. Throughout their registration at NAIT students are encouraged to become voluntary student Members of the CDTA.

### Practicum Students

The Practicum Student program is approved by Council and is a minimum of two years in duration. The successful candidates must: successfully complete the practicum student program, successfully complete the practical examinations administered by the CDTA, and submit a current criminal record check prior to being granted a practice permit by the CDTA.

### Substantial equivalency

In addition to the above, the CDTA received one application from an individual registered in another regulated jurisdiction in 2020.

### Application Reviews

Council received no requests for application review in 2020.

## Membership

Member Statistics				
	2020	2019	2018	2017
Dental Technologist	211	232	230	224
Dental Technologist RAA	67	64	64	62
Dental Technologist (conditions)	5	5	3	-
Dental Technician	182	172	166	160
Dental Technician RAA	17	15	14	13
Dental Technician (conditions)	46	34	7	-
Practicum Student	13	12	15	12
Educational Student	6	15	3	10
Inactive Regulated	0	32	37	35

## Practical Examinations

Due to significant challenges in safely administering the CDTA's practical examinations during the COVID-19 pandemic, the CDTA was unable to conduct entry-to-practice assessments in 2020.

The nature of the CDTA's practical examinations, being an in person, hands-on, exam posed an unacceptable level of risk to both applicants and examiners. Throughout 2020, the CDTA Council worked diligently to develop a new examinations process for use in 2021.

The Practical Examinations are used to:

- I. Evaluate entry-to-practice competence of graduates of the NAIT Dental Technology Program.;
- II. Assist in the evaluation process of the Practicum Student Program; and
- III. Determine equivalency for candidates from other jurisdictions not covered under TILMA.

The following table provides practical examination statistical information

Registration Type	Candidates	Candidate Pass Rate	Applicants Registered
Dental Technologist	N/A	N/A	N/A
Dental Technician	N/A	N/A	N/A
Practicum Student	N/A	N/A	N/A
International Candidate	N/A	N/A	N/A
NAIT Program Graduate	N/A	N/A	N/A

# C

## ontinuing Competence Report

The Dental Technologists Profession Regulation, requires regulated members to complete 60 hours of continuing competence in each 5 years of registration.

CDTA members have flexibility to acquire Continuing Competency credits from both "technical" and "non-technical" activities provided that the credits obtained from non-technical activities DO NOT exceed one-third of the total required credits.

*Technical:* learning activities that are directly related to the scope of practice of dental technology as defined by the Health Professions Act.

*Non-Technical:* learning activities that relate to Dental Technologists other responsibilities.

*Credits:* are awarded on an hour-for-hour basis unless otherwise indicated, with the exception of hands on courses which are awarded two credits per hour. Credits may be obtained in activities as listed under Section 16 of the Dental Technologists Profession Regulation and the CDTA Competency Profile in technical and/or non-technical subjects.

Professional development activities are self-selected and do not need pre approval; however, they must comply with Section 16 of the Dental Technologists Profession Regulation and CDTA Competency profile. Most courses are not pre-approved. The Registrar's office usually receives notification of attendance or claims for approval after registrants have attended the event. Credits will be recognized upon documentation of successful completion of the continuing competence activity.

The CDTA conducts audits of continuing competence for approximately 10 % of the Regulated Members on an annual basis. Audited members are chosen, at random, based on the last digit of their registration number as outlined in the CDTA's audit policy. The 2020 audit was deferred by Council due to the COVID-19 pandemic.

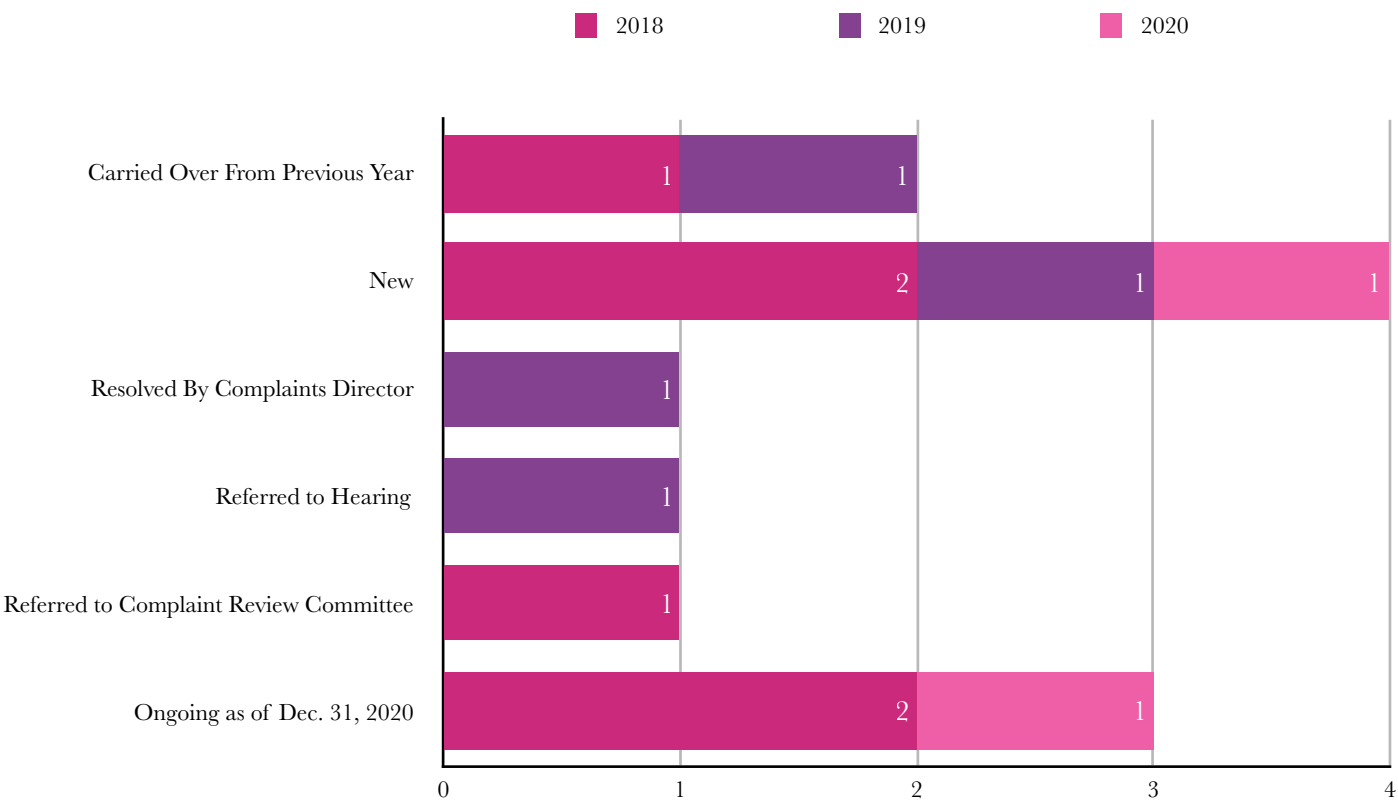
# Professional Conduct and Complaints

Self-regulation is a privilege that the College of Dental Technologists does not take lightly. As part of the College’s mandate, the College is charged with the responsibility to protect the Public from unprofessional conduct of its regulated members. In their practice, Dental Technologists and Technicians have limited interaction directly with the public. As a result, Regulated Members of the CDTA are at low risk for complaints and the CDTA receives only a small number of complaints annually. The CDTA has never received a complaint alleging boundary violations by one of its Regulated Members.

Common examples of unprofessional conduct include:

- Displaying lack of knowledge or a lack of skill or judgement in the provision of professional services
- Contravening the HPA, Regulation, Code of Ethics or Standards of Practice
- Contravening other legislation that applies to the profession
- Representing that a person was a regulated member in good standing, while the person’s registration or practice permit was suspended or cancelled
- Misrepresenting the conditions on a person’s registration or practice permit
- Failing or refusing to cooperate with the requirements of a continuing competence program or the instructions of the Competence Committee
- Failing or refusing to cooperate with an investigator
- Any conduct that harms the integrity of the Profession

Complaints directed to the College of Dental Technologists are dealt with in accordance with part 4 of the Health Professions Act.



Complaints Complaints Related to Sexual Misconduct and/or Sexual Abuse	2020	2019	2018
Sexual Misconduct	0	0	0
Sexual Abuse	0	0	0

Patient Treatment and Counselling Fund	Related to Sexual Abuse	Related to Sexual Misconduct	Total
Number of Complaints	0	0	0
Number of patients that accessed the Fund	0	0	0
Amount of Money Disperesed	0	0	0



**COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA**

**FINANCIAL STATEMENTS**

**December 31, 2020**

**INDEX**

	Page
Independent Auditor's Report	2
Statement of Operations	4
Statement of Changes in Net Assets	5
Statement of Financial Position	6
Cash Flow Statement	7
Notes to Financial Statements	8 - 11



## INDEPENDENT AUDITOR'S REPORT

To the Members of College of Dental Technologists of Alberta

### *Opinion*

We have audited the accompanying financial statements of College of Dental Technologists of Alberta, which comprise the statement of financial position as at December 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 financial statements present fairly, in all material respects, the financial position of College of Dental Technologists of Alberta as at December 31, 2020, and the results of its activities 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 College in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

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

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

Those charged with governance are responsible for overseeing the College'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 College'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 College's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College 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.

**COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA**

**STATEMENT OF OPERATIONS**  
**For the year ended December 31, 2020**

REVENUE	<u>2020</u>	<u>2019</u>
Membership dues	\$ 393,130	\$ 425,689
Interest, assessment, and other revenue		
Educational revenue	<u>-</u>	<u>25,100</u>
	<u>400,087</u>	<u>459,941</u>
EXPENSES		
Wages and benefits	109,641	126,322
Professional fees	72,321	48,376
Rent (Note 9)	36,030	29,997
Postage and courier	18,297	21,163
Interest and bank charges	7,014	15,905
Memberships and subscriptions	5,507	5,928
Education expenses	4,234	13,275
Amortization of tangible capital assets	4,015	3,196
Conferences and seminars (Note 10)	3,550	4,139
Training	2,063	1,975
Office and general	1,929	2,574
Telephone	1,597	3,355
Computer and internet services	1,574	10,867
Equipment rental	931	-
Travel	315	3,761
Subcontracting	200	2,930
Repairs and maintenance	<u>-</u>	<u>644</u>
	<u>330,361</u>	<u>351,485</u>
EXCESS OF REVENUE OVER EXPENSES	<u>69,726</u>	<u>108,456</u>
Other		
OTHER		
Gain (loss) on sale of assets	-	(2,429)
<b>EXCESS OF REVENUE OVER EXPENSES</b>	<b><u>\$ 69,726</u></b>	<b><u>\$ 106,027</u></b>

**COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA**  
**STATEMENT OF CHANGES IN NET ASSETS**  
**For the year ended December 31, 2020**

	<u>Invested in capital assets</u>	<u>Unrestricted</u>	<u>Total 2020</u>	<u>Total 2019</u>
NET ASSETS				
Balance, beginning of year	\$14,215	\$588,975	\$603,190	\$497,163
Excess of revenues over expenses	(4,015)	73,741	69,726	106,027
Investment in capital assets	<u>2,681</u>	<u>(2,681)</u>	-	-
<b>Balance, end of year</b>	<b>\$ <u>12,881</u></b>	<b>\$ <u>660,035</u></b>	<b>\$ <u>672,916</u></b>	<b>\$ <u>603,190</u></b>

See accompanying Notes to Financial Statements

**COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA**  
**STATEMENT OF FINANCIAL POSITION**  
**December 31, 2020**

ASSETS			
CURRENT		<u>2020</u>	<u>2019</u>
Cash and cash equivalents	\$	656,074	\$ 609,418
Term deposits (Note 4)		-	330,000
Accounts receivable (Note 3)		4,725	5,304
Prepaid Expenses		<u>55,719</u>	<u>16,362</u>
TOTAL CURRENT ASSETS		716,518	961,084
INVESTMENTS (Note 4)		339,921	-
TANGIBLE CAPITAL ASSESTS (Note 5)		<u>12,882</u>	<u>14,215</u>
<b>TOTAL ASSETS</b>	<b>\$</b>	<b><u>1,069,321</u></b>	<b>\$ <u>975,299</u></b>
LIABILITIES			
CURRENT			
Accounts payable and accrued liabilities	\$	33,689	\$ 236,849
Deferred membership revenue (Note 7)		<u>362,716</u>	<u>348,260</u>
TOTAL LIABILITIES		<u>396,405</u>	<u>372,109</u>
NET ASSETS			
Net assets invested in capital assets		12,881	14,215
Unrestricted net assets		<u>660,035</u>	<u>588,975</u>
TOTAL NET ASSETS		<u>672,916</u>	<u>603,190</u>
<b>TOTAL LIABILITIES AND NET ASSETS</b>	<b>\$</b>	<b><u>1,069,321</u></b>	<b>\$ <u>975,299</u></b>

See accompanying Notes to Financial Statements

**COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA**  
**CASH FLOW STATEMENT**  
**For the year ended December 31, 2020**

OPERATING ACTIVITIES	<u>2020</u>	<u>2019</u>
Excess of revenues over expenses	\$ 69,726	\$ 106,027
Add (deduct):		
Charges to income not involving cash		
Amortization of tangible capital assets	4,015	3,196
Gain on disposal of assets	-	2,429
Interest reinvested	<u>(9,921)</u>	-
	63,820	111,652
Net change in non-cash working capital		
balances related to operationsDue from employees	(3,025)	-
Interest receivable	3,604	(5,304)
Prepaid expenses	(39,357)	(702)
Accounts payable and accrued liabilities	9,839	6,441
Deferred membership revenue	<u>14,456</u>	<u>(9,000)</u>
	<u>49,337</u>	<u>103,087</u>
INVESTING ACTIVITIES		
Proceeds from disposal of tangible capital assets	(2,681)	(11,368)
Purchase of investments	<u>-</u>	<u>(330,000)</u>
INCREASE (DECREASE) IN CASH AND CASH EQUIVALENTS	46,656	(238,281)
CASH AND CASH EQUIVALENTS, beginning of year	<u>609,418</u>	<u>847,699</u>
<b>CASH AND CASH EQUIVALENTS, end of year</b>	<b><u>\$ 656,074</u></b>	<b><u>\$ 609,418</u></b>
Cash and cash equivalents consist of:		
Cash	\$ 656,074	\$ 609,418
Money Market Mutual Funds, 1.60%	<u>-</u>	<u>-</u>
	<b><u>\$ 656,074.00</u></b>	<b><u>\$ 609,418.00</u></b>



**COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2020**

**1. PURPOSE OF THE NOT-FOR-PROFIT ORGANIZATION**

The College of Dental Technologists of Alberta is constituted under the provisions of the Health Professions Act of Alberta. The purpose of the College is to regulate the profession of Dental Technologists and Dental Technicians in Alberta pursuant to the Act and Regulations of the Act, and to administer and manage the affairs of the College consistent with the Bylaws, Standards of Practice and Code of Ethics.

The College is a not-for-profit organization and is therefore exempt from income tax.

**2. ACCOUNTING POLICIES**

These financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

**Management's use of estimates**

- a. 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 disclosure of contingent assets and liabilities at the reporting date, and the reported amounts of revenues and expenses for the reporting period. Actual results could differ from these estimates. Significant financial statements items that require the use of estimates are as follows: useful life and amortization of tangible capital assets, accrued liabilities and deferred revenues. These estimates are reviewed periodically and adjustments are made, as appropriate, in the statement of operations in the year they become known.

**Revenue recognition**

- b. The organization uses the deferral method of accounting for contributions. Under this method, contributions restricted to expenses of future periods are deferred and recognized as revenue in the period when the related expenses are incurred.

Education, assessment and administrative revenues are recorded as revenue when received or receivable if it is measurable and when the collectability is reasonably assured.

Investment income, which is reported on an accrual basis, includes interest income. Membership fees are recognized as revenue for the period in which it relates to.

**Financial instruments**

- c. Financial assets and liabilities are measured initially at fair value, except for certain related party transactions which are measured at carrying amount or exchange amount as appropriate. Subsequent measurement is at amortized cost.

Financial assets measured at amortized cost consist of cash and cash equivalents.

Financial liabilities measured at amortized cost consist of accounts payable and accrued liabilities.

Transaction costs related to financial instruments which are subsequently measured at amortized cost are included in the original cost of the asset and liability and recognized in income over the life of the instrument using the straight-line method.

**COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2020**

**Financial instruments impairment**

d. Financial assets measured at cost or amortized cost are tested for impairment if there are indications of possible impairment. The amount of the write-down is recognized in net income. A previously recognized impairment loss may be reversed to the extent of the improvement, either directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment loss not been recognized previously. The amount of the reversal is recognized in net income.

**Cash and cash equivalents**

e. Cash and cash equivalents are comprised of amounts on deposit at financial institutions and money market investments that are readily convertible to cash.

**Tangible capital assets**

f. Purchased tangible capital assets are recorded at cost. Contributed tangible capital assets are recorded at fair value at the date of contribution. Amortization is recorded at the following rates, which have been established by estimates of useful lives. Additions during the current year are amortized at one-half their normal rates, and no amortization is taken in the year of disposition. Amortization expense is reported in the statement of operations.

Computer hardware	30%	declining balance
Computer software	40%	declining balance
Furniture and fixtures	20%	declining balance

When a tangible capital asset no longer has any long-term service potential for the College, the excess of its net carrying amount over any residual value is recognized as an expense in the statement of operations.

**Contributed materials and services**

g. Volunteers contribute many hours per year to assist the organization in carrying out its service delivery activities. Because of the difficulty of determining their fair value, contributed services are not recognized in the financial statements. Contributed materials are recognized at their fair value.

**3. ACCOUNTS RECEIVABLE**

	<u>2020</u>	<u>2019</u>
Due from employees	\$3,025	\$ -
Interest receivable	<u>1,700</u>	<u>5,304</u>
	\$ <u>4,725</u>	\$ <u>5,304</u>

**COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2020**

**4. TERM DEPOSITS**

<b>Current</b>	<u>2020</u>	<u>2019</u>
Guaranteed investment certificate, maturing on July 29, 2020, bearing interest at 2.50%	\$ -	\$ 300,000
Guaranteed investment certificate, maturing on July 27, 2020, bearing interest at 1.76%	-	30,000
	-	330,000
<b>Long-term</b>		
February 7, 2022, bearing interest at 1.25%	339,921	-

An amount of 30,000\$ of the Guaranteed investment certificate maturing on February 7, 2022 is used as collateral for the line of credit and the credit card.

**5. TANGIBLE CAPITAL ASSETS**

	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	
			<u>2020.</u>	<u>2019</u>
Computer hardware	\$78,175	\$71,013	\$7,162	\$6,975
Computer software	19,163	18,947	216	360
Furniture and fixtures	7,644	2,140	5,504	6,880
	<u>\$ 104,982</u>	<u>\$ 92,100</u>	<u>\$ 12,882</u>	<u>\$ 14,215</u>

**6. CREDIT FACILITIES**

The College Has arranged for an operating line of credit with Scotia Bank authorized to \$25,000, and TDBank authorized to \$50,000. The line of credit is secured by a GIC with Scotia Bank and General Security Agreement with TD bank. Interest is payable monthly on any outstanding balance at bank prime plus 1% and prime plus 3.85% respectively.

The lender's prime as at December 31, 2020 is 2.45%.

The College has a credit card facility agreement authorized to \$5,000 and bearing interest at 19.99% secured by a GIC.

**7. DEFERRED MEMBERSHIP REVENUE**

	<u>Opening</u>	<u>Funds received</u>	<u>Funds used</u>	<u>Ending</u>
Membership dues	\$ 348,260	\$ 391,986	\$ 387,530	\$ 352,716
Examination	-	10,000	-	10,000
	<u>\$ 348,260</u>	<u>\$ 401,986</u>	<u>\$ 387,530</u>	<u>\$ 362,716</u>

**COLLEGE OF DENTAL TECHNOLOGISTS OF ALBERTA**  
**NOTES TO FINANCIAL STATEMENTS**  
**December 31, 2020**

**8. INTEREST, ASSESSMENT AND OTHER INCOME**

		<u>2020</u>	<u>2019</u>
Interest income	\$	6,317	\$ 7,717
Advertising income		640	800
Administrative income		-	-
	\$	<u>6,957</u>	<u>\$ 9,152</u>

**9. LEASE COMMITMENTS**

The College has entered into lease agreements for office premises expiring on January 31, 2023 for a total amount of \$51,306. Minimum lease payments for the next four years are as follows:

2021	\$24,624
2022	24,624
2023	<u>2,058</u>
\$	<u>51,306</u>

**10. RELATED PARTY TRANSACTIONS**

Members of the executive council and Manager have received honoraria totalling \$3,300 (2019 - \$3,502). These transactions were made in the normal course of business and were measured at the exchange amount which is the amount established and agreed to by the related parties.

**11. FINANCIAL RISKS**

The College is exposed to various risks through its financial instruments. The following describes the exposures to those risks, how they arise, any changes in risk exposures from the previous period, and any concentrations of risk.

Credit risk:

Credit risks arise from its cash and cash equivalents. Cash and cash equivalents are deposited with reputable, major financial institutions to limit the credit risk exposure.

Interest rate risk:

The College is exposed to interest rate risk with respect to the following financial instruments: cash and cash equivalents. Changes in interest rates can affect the fair value of investments and the cash flows related to interest income and expense.

**12. COMPARATIVE INFORMATION**

Certain corresponding figures have been reclassified to conform with the current year's presentation.