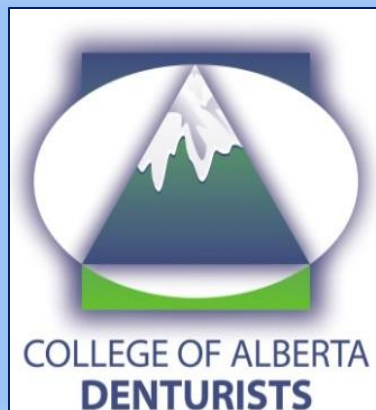


# **College of Alberta Denturists**



## **Annual Report 2015**

**College of Alberta Denturists  
Suite 270, 10123-99 Street  
Edmonton, Alberta  
T5J 3H1**

### **Mission Statement**

***Through leadership, innovation and inter-professional relationships, the College of Alberta Denturists discharges its duties ethically, respectfully and with full accountability and transparency.***

### **Vision Statement**

***The College of Alberta Denturists ensures that the public receives ethical, professional and safe denturist services, through leadership, innovation and inter-professional relationships.***

# Table of Contents

- College Directory** ..... 4
  - Contact Information..... 4
  - Council, College Employees and Officers (as at December 31, 2015) ..... 4
- College Committees as at December 31, 2015**..... 5
- History**..... 6
  - Continuing Competence in the Profession ..... 7
  - College of Alberta Denturists Organizational Structure ..... 8
- President of Council – Annual Report** ..... 10
- Public Members of Council – Annual Report** ..... 11
- Complaints Director – Annual Report** ..... 11
  - Complaints Directory Summary Table (Complaint File Statistics) ..... 12
- Hearings Director – Annual Report**..... 12
  - Summary of Hearings Referrals from January 1, 2015 – December 31, 2015..... 13
- Notice:**..... 13
- Registrar – Annual Report**..... 13
  - Registration for 2015 ..... 14
- Audit Committee Report**..... 15
- Examination Committee Report** ..... 16
- Fee Guide Development & Negotiations Committee Report**..... 16
- Registration Committee Report**..... 17
- Standards Committee Report** ..... 17
- Order of Merit** ..... 18
- Appendix 1 – 2015 Audited Financial Statements** ..... 19

# College Directory

## Contact Information

College of Alberta Denturists  
Suite 270, 10123-99<sup>th</sup> Street  
Edmonton, Alberta  
T5J 3H1

Phone (780) 429-2330 or toll free 1-800-260-2742

Fax (780) 429-2336 or toll free 1-888-429-2336

### Emails:

Registrar: [registrar@collegeofabdenturists.ca](mailto:registrar@collegeofabdenturists.ca)

Complaints Director: [complaintsdirector@collegeofabdenturists.ca](mailto:complaintsdirector@collegeofabdenturists.ca)

General Inquiries: [reception@collegeofabdenturists.ca](mailto:reception@collegeofabdenturists.ca)

Website: [www.collegeofabdenturists.ca](http://www.collegeofabdenturists.ca)

## Council, College Employees and Officers (as at December 31, 2015)

### Council

Rodney Laliberte, DD - President  
John Burnham, DD - Vice-President  
David Bennett, DD  
Rae-Lynne Robichaud, DD  
Cara-Lee Voss-Seiller, DD  
Kevin Peddie - Public Member  
Aaron Zelmer - Public Member

### Registrar

Carol Stewart

### Complaints Director

Carol Humphries

### Hearings Director

Lorrie Rees, B.Ed

### Legal Counsel

Blair Maxston, LL.B.

### Auditor

BDO Canada, LLP

## College Committees as at December 31, 2015

### Audit Committee

---

John Burnham, DD  
David Bennett, DD

### Examination Committee

---

Michael Weiss, B.Sc., DD, - Chair  
Kevin Cho, DD  
Chris Duncan, DD  
Tony Ivcevic, DD  
Dan Mihajlov, DD  
Darren Strach, DD  
Erin Makysmetz, DD

### Fee Guide Development and Negotiations Committee

---

Michael Hansen, DD – Chair  
Joanna Cho, DD  
Steven Sailer, DD

### Registration Committee

---

Katherine Holyk, DD – Chair  
Darron Ward, BSc., DD  
Sharma Jatinder, DD

### Standards Committee

---

Walter Assmus, DD, F.C.A.D. – Chair  
Jayesh Bharadia, B.Sc., DD  
Janet Paradis, DD  
Karen Smith, DD

## History

The denturist profession is a young profession, with the first legislation in 1961, and this was in Alberta. We were pleased to have celebrated the 50<sup>th</sup> Anniversary of the profession in 2011.

The denturist profession in Canada has approximately 2,000 licensed denturists. In Alberta at the end of 2013, we had 287 Regulated Members on the register; we have the third largest number of denturists, with Quebec having the largest and Ontario being second.

The College of Alberta Denturists is the Regulatory Body for the Profession of Denturists in Alberta pursuant to the Alberta **Health Professions Act** and the **Denturists Profession Regulation** enacted thereunder. Schedule 8 of the **Health Professions Act** was proclaimed in force as was the **Denturists Profession Regulation** on September 01, 2002.

Prior to this proclamation, the profession in Alberta was governed under the **Dental Mechanics Act** and regulated by the Board of Examiners for Certified Dental Mechanics; this administered by the Alberta Government.

Denturists are independent primary healthcare providers who provide dental prostheses for patients who are missing one or more of their natural teeth, as well as some other dental related services which are not restricted activities; such as sports mouthguards and tooth whitening procedures.

Most denturists provide their services from independent “denture clinics”; however, some provide services from dental offices, in health institutions, and private residences. In their practice, denturists do one or more of the following:

- Assess, diagnose and treat persons missing some or all of their natural teeth;
- Design, construct, repair, alter and fit any complete or partial denture for the purpose of restoring and maintaining function and appearance,
- Teach, manage and conduct research in the science, techniques and practice of denturism, and
- Provide restricted activities authorized in the regulation as follows:

### **Restricted activities authorization**

**14** *Regulated members may, in the practice of denturism and in accordance with the standards of practice, perform the following restricted activities:*

- 1) *prescribe or fit*
  - (i) *a removable partial or complete denture, or*
  - (ii) *a fixed or removable implant supported prosthesis that replaces 2 or more teeth;*
- 2) *perform an invasive procedure on body tissue below the mucous membrane or in or below the surface of teeth if the procedure does not alter natural dentition;*
- 3) *insert and remove instruments, devices and fingers into an artificial opening of the mouth;*
- 4) *reduce a dislocation of a temporomandibular joint for the purposes of reducing a subluxation of the temporomandibular joint;*
- 5) *order any form of ionizing radiation in medical radiography.*

In some situations, denturists may work in conjunction with other healthcare practitioners such as general dentists, dental specialists, dental hygienists, dental assistants, dental technologists, physicians and surgeons, to provide comprehensive health services to their patients.

Denturists in Canada receive training at one of four institutions. In 2015, three of these institutions have programs that are accredited:

- **NAIT** – Edmonton, Alberta
- **Vancouver Community College** – Vancouver, British Columbia

- [George Brown College](#) – Toronto, Ontario
- The following is the unaccredited program of study:
- [Collège Édouard-Montpetit](#) – Longueuil, Quebec

In Alberta, the NAIT denturist program is currently a three-year program of studies. Upon graduation, the graduates must then successfully challenge the College of Alberta Denturists regulatory examinations as part of the requirements for registration as a Regulated Member, and to subsequently be issued with a practice permit which allows them to practice independently. An individual who is in transition between graduation and his/her successful completion of the examinations must register as a Provisional Regulated Member” and may provide denturist’s services if he/she is in a College-approved employment agreement with a supervising Regulated Member of the College.

In Alberta, denturists use the titles of “denturist”, “registered denturist”, and “denture specialist”. In Canada, the initials “DD” identify a Regulated Member, and some Regulated Members are also appointed as Fellows of the Canadian Academy of Denturism, identified by the initials “F.C.A.D.”.

By letter dated February 5, 2002, the Minister of Health granted approval pursuant to Section 27 of the **Health Professions Act** for the College to provide guidelines for professional fees in the form of a recommended fee schedule, and to negotiate professional fees on behalf of its Regulated Members via a committee made up of members elected by the general membership, functioning independently of the Council and reporting to Council only for purposes of providing information. Those activities are the responsibility of the Fee Guide Development & Negotiation Committee.

## Continuing Competence in the Profession

- 10.1(1)** *A regulated member registered on the general register must complete 100 hours of continuing education, in accordance with the rules established by the Council under section 11, in each sequential 5-year period beginning on the January 1 following the year of the regulated member’s initial registration under the Dental Mechanics Regulation (AR 315/69) or under this Regulation.*
- (2)** *To obtain continuing education credit hours, a regulated member registered on the general register may undertake one or more of the following continuing education activities if those activities contain scientific or clinical content related to the practice of denturism:*
- (a) a program of full time study;*
  - (b) attendance at or participation in conventions or conferences;*
  - (c) self-study or distance education courses;*
  - (d) preparation of publications;*
  - (e) any other activities approved by the Council, Registrar or Registration Committee.*
- (3)** *To obtain continuing education credit hours, a regulated member may undertake continuing education activities that promote the personal or non-clinical development of the regulated member to a maximum of 10 hours in the 5 years preceding the date of renewal of practice permit.*
- (4)** *A regulated member must submit to the Registrar the hours of continuing education that the member has undertaken and specify the activities undertaken in accordance with the rules established under section 11.*
- (5)** *A one credit hour is given for every hour of participation in a continuing education activity unless otherwise specified in the rules established under section 11.*

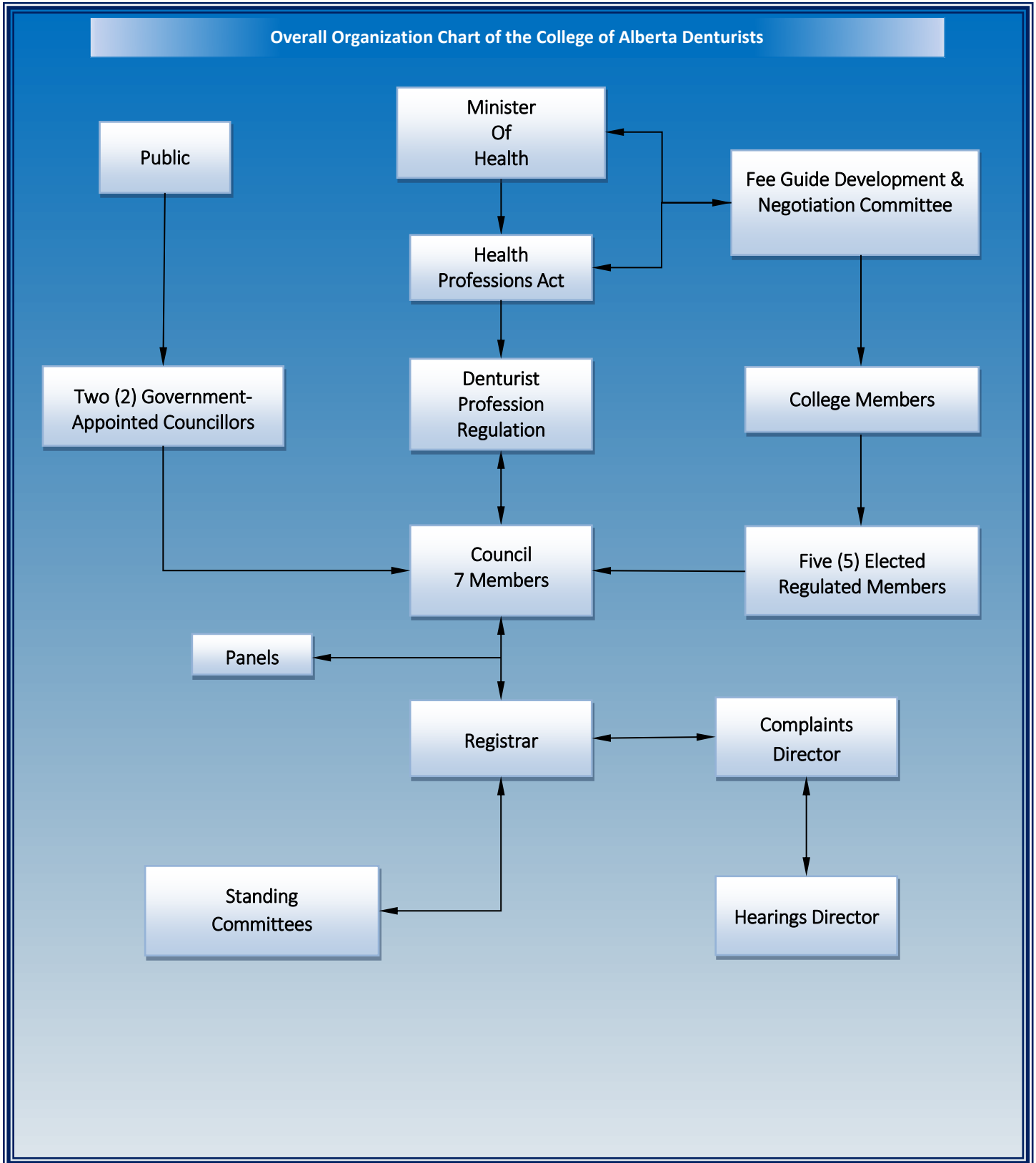
The aforementioned “section 11” refers to the Continuing Competency Rules established by the College Council. In the absence of a Competence Committee, the College of Alberta Denturists Registration Committee is responsible for the duties of “a competence committee”; this allowable pursuant to Section 10(3) of the **Health Professions Act**.

College Council has not appointed inspectors pursuant to Part 3.1 of the **Health Professions Act**, and inspections are not currently being carried out. Similarly, the College does not (as yet) conduct practice visits as provided for in s.51. of the **Health Professions Act**, and therefore does not have a separate Competence Committee.

The College’s Registrar is responsible for monitoring a regulated member’s compliance with the requirements of continuing competence.

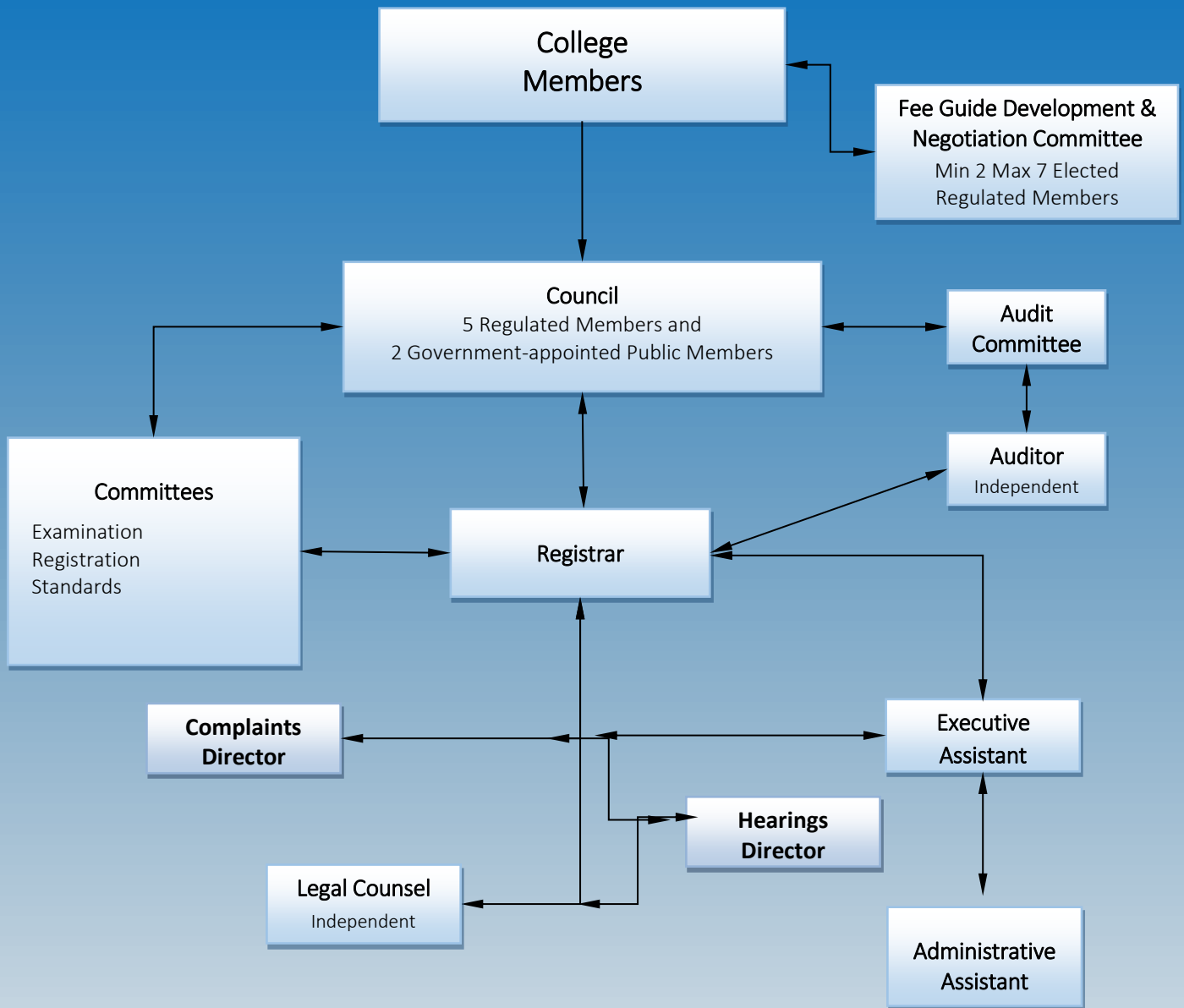
# College of Alberta Denturists Organizational Structure

The following flowcharts provide indication of the overall organizational structure of the College, as well as the internal organizational structure.





## Internal Organization Chart of the College of Alberta Denturists



## President of Council – Annual Report

On behalf of the Council of the College of Alberta Denturists, I am pleased to present the President's report for 2015. The Council for 2015-2016 is composed of two government-appointed Public Members, Kevin Peddie and Aaron Zelmer (both from Edmonton), and five Regulated Members including myself as President (St. Albert): John Burnham, Vice President (Edmonton); Cara-Lee Voss-Seiler (Grande Prairie); Rae-Lynne Robichaud (Grande Prairie); and Dave Bennett (Edmonton). Council welcomed newly-elected Dave Bennett, and acknowledged with appreciation the contribution of our departing President Jennifer Auld.

Council members are elected at the College's Annual General Meeting for a two-year term. In 2015, Council met in person six times, and additionally, has addressed items as needed, via email and teleconference.

2015 saw several changes in staffing with first the introduction of Pauline Farmer and then Carol Humphries as Complaint Director's, with Peter Portlock the Registrar acting as interim Complaints Director for several months. Then in October 2015, Carol Stewart joined CAD as the new Registrar and Peter Portlock (temporary CAD Advisor) officially departed on December 15, 2015.

More specifically:

- Council supported continued work on the pre Objectively Structured Clinic Examination (OSCE) format for the College's Denturist Qualifying Examinations for licensure, to commence in 2016.
- Council enjoyed the annual education conference, that the Denturist Association of Alberta with the Denturists Association of Canada's Annual Meeting.
- The College advanced discussions with Alberta government ministries to relinquish the authority granted to the College by the Minister of Health in 2002 under section 27 of the Health Professions Act, in favor of the DAA. This is in relation "*to setting professional fees, providing guidelines on professional fees, and negotiating professional fees on behalf of regulated members*". – **COUNCIL was advised that this would NOT be a consideration of the government and must remain with CAD.**
- With the arrival of Carol Stewart in October the Council has seen some changes in much of the accounting and business organization.
- Council in 2016 will be streamlining as much of the operation of CAD as possible.

I would like to express my personal appreciation to each of the many Regulated Members who have volunteered to serve on College Committees and Council, facilitating the successful operation of the profession's regulatory body in Alberta over the past year. Council must single out the Exam Committee and all those who assisted in the preparation of the new exam format. Council also acknowledges the efforts of our excellent staff in supporting the College's operations in 2015.

Rodney Laliberte  
Council President

## Public Members of Council – Annual Report

We have been asked to provide an Annual Report with respect to our role as public members on the governing council for the College of Alberta Denturists for 2016. Aaron Zelmer has served as a public member since November, 2010 and Kevin Peddie has served since February, 2011. We have enjoyed the opportunity to participate as board members at numerous board meetings and a strategic planning retreat in 2016.

Through the past year, the College has continued to make significant movement forward into the future. Of particular note, the College has successfully completed it's first OSCE Exam in June, 2016 in partnership with NAIT and the University of Alberta. The development of this process for graduates of NAIT will ensure that they have the required skills and competence to practice as competent denturists, therefore ensuring the public is well served. This has been the culmination of several years of work by the Exam Committee and is a critical step in moving the College forward into the future. Everyone involved is deserving of congratulations for a job very well done.

The members of the College council, in concert with the new Registrar and the Complaints Director continue to provide consistent and positive leadership with the goal of betterment of the profession. The Registrar and the Complaints Director should be recognized and commended for their positive leadership as they each close their first year with the College. The College is fortunate to enjoy a high level of professional management by all of the College staff.

The College staff and the individual members of the council demonstrate a commitment to the principles of public confidence and the integrity of the general membership, along with the delivery of reliable and safe denturist services. It should be noted that discharging the responsibilities on council does require a significant commitment, including balancing professional and family roles at the same time. All members of council should be commended for their ongoing roles in careful and sometimes difficult decision making while balancing the interests of the profession with the interests of the public and meeting the requirements imposed on health professionals in Alberta.

We are privileged to be members of the council and hope we have been able to contribute in a meaningful way to your profession.

Respectfully submitted,

Kevin Peddie, Public Member  
Aaron Zelmer, Public Member

## Complaints Director – Annual Report

Officially, I started in June 2015 and worked with Peter Portlock to complete as many of the complaints, as possible. I was the third Complaints Director in 2015, so there were several adjustments to be made. One of the most significant change was that I became responsible for the implementation and outcomes of the Tribunal Orders.

The new registrar also brought change with her approach to business and organizational abilities. Both of the office staff were available for administrative roles that provided more time to work on the complaint, itself.

This has been a positive outcome as you can see by the stats less complaints become official and of those official complaints all but four have been efficiently resolved.

### Complaints Directory Summary Table (Complaint File Statistics)

	Year 20-	09	10	11	12	13	14	15
<b>Total # complaints accepted</b>		40	49	20	25	28	25	13
<b>Total # current year complaint files closed</b>		18	31	13	14	22	13	10
<b>Total # current year complaint files open at year end</b>		22	18	7	11	6	12	4
<b>Total # complaint files open from carryover years</b>		22	25	24	3	18	11	7
<b>Total # complaint files closed from carryover years</b>		17	15	23	11	13	9	4
<b>Total # carryover files open at year end</b>		1	2	3	3	5	2	3
<b>Total # files referred to Hearings Director</b>		11	14	0	5	5	1	0
<b># Hearings held</b>		4	3	11	5	3	3	2
<b># Hearing closed to public</b>		0	0	0	0	0	0	0
<b># Appeals of dismissal to Complaint Review Committee</b>		0	1	0	0	0	5	0
<b># Appeals allowed by Complaint Review Committee (refer to Hearings Director)</b>		0	0	0	0	0	1	0
<b># Appeals not allowed (Complaint Director decision upheld)</b>		0	0	0	0	0	4	0
<b># Appeals to Council - Hearing Tribunal Decisions/ Orders</b>		0	0	0	0	0	1	0
<b># complaints addressed under Section 118 (incapacity)</b>		0	0	0	0	0	0	0

I continue to enjoy working with the various experts and members in the College and to learn more about the art of dentures.

Carol Humphries  
Complaints Director

## Hearings Director – Annual Report

The Hearings Director upon referral of a file from the Complaints Director and/or the Complaint Review Committee constitutes a Hearing Tribunal and carries out administrative and organizational duties in the context of professional conduct hearings and appeals.

From January 1, 2015 – December 31, 2015 the Complaints Director referred one file to the Hearings Director.

From January 1, 2015 – December 31, 2015 no files were referred from a Complaint Review Committee.

### 2015 Summary of Tribunal Hearings, Findings and Orders

- a. Findings and Orders were provided for a Hearing held in 2014
- b. One Hearing was held and the Hearing Tribunal provided their Findings and Orders.
- c. Two Hearings were adjourned in 2015. Hearings are to be rescheduled in 2016

For comparison, the number of referrals by the Complaints Director and Complaint Review Committees to the Hearings Director in the preceding five years are as follows:

### Summary of Hearings Referrals from January 1, 2015 – December 31, 2015

Year	Referrals to Hearings Director by:	
	Complaints Director	Complaint Review Committee
2015	1	0
2014	1	1
2013	5	0
2012	5	0
2011	15*	0
2010	8*	0
TOTAL	35	1

\*Eleven (11) of the twenty-three (23) Hearing referrals in 2010 and 2011 involve one member.

#### **Notice:**

#### **Hearing Tribunal Findings and Orders January 1, 2015 to December 31, 2015**

All information pertaining to Hearing Tribunal Findings and Orders are available on the College Website-Complaints-Processes-Hearing Tribunals-2015 Hearing Tribunal Findings and Orders.

Lorrie Rees, B.Ed.  
Hearings Director

## Registrar – Annual Report

In October 2015, Carol Stewart joined CAD replacing Peter Portlock. With a background in EMS Management, EMS Provincial involvement and working for the Legislative Assembly managing a constituency, I brought some varying skills than those before me. I strongly believe in the regulatory need for the purpose of keeping a strong profession and to ensure that there is proper care for the public. I am about education and communication to obtain that goal – though recognizing and accepting that disciplinary is also necessary for those who do not follow the standards.

The following table provides the statistical information regarding applications in 2015.

Applications 2014	Applications Registered 2014	Applications Registered 2015
Regulated Member: <i>Alberta Resident</i>	9	7
Regulated Member: <i>Reinstatement</i>	9	2
Regulated Member: <i>Equivalent Jurisdiction</i>	3	0
Regulated Member: <i>International Qualifications</i>	0	0
Regulated Member: <i>Courtesy Register</i>	0	0
Provisional Regulated Member	9	15
Student Member	1	0
Associate Member	2	2

It is to be noted that eight (8) of the Provisional Regulated Members, subsequently made application for registration as a Regulated Member- Alberta Resident, upon their successful challenge of the College's qualifying examination.

## Registration for 2015

The College has seen quite a few people reach their retirement and a fair number of denturists switch clinics. The following table provides the statistics of member registration to December 31, 2015.

Category of Membership	2005	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Regulated Member	216	237	237	235	259	258	268	273	277	292	290
Provisional Regulated Member	<i>Began October 2009 with Denturists Profession Regulation Amendment</i>					0	2	5	8	10	8
Intern Member	35	23	24	2	8	2	2	0	0	0	0
Associate Member	0	0	2	0	2	2	2	2	2	2	0
<b>TOTAL</b>	<b>251</b>	<b>260</b>	<b>263</b>	<b>237</b>	<b>269</b>	<b>262</b>	<b>274</b>	<b>280</b>	<b>287</b>	<b>304</b>	<b>298</b>

The following table and charts provide the gender ratios and age demographics for the profession as at December 31, 2015.

Age Range	Regulated Members		Provisional Regulated Members	
	Male	Female	Male	Female
20 - 24	5	5	2	1
25 - 29	21	13	1	0
30 - 34	21	11	0	0
35 - 39	15	16	0	1
40 - 44	24	12	1	0
45 - 49	25	11	0	0
50 - 54	31	10	1	0
55 - 59	29	4	0	0
60 - 64	16	1	0	0
65 - 69	11	4	0	0
70 - 74	1	0	0	0
75 +	4	0	0	0
<b>TOTAL</b>	<b>203 (70%)</b>	<b>87 (30%)</b>	<b>6 (75%)</b>	<b>2 (25%)</b>
	<b>290 (100%)</b>		<b>8 (100%)</b>	

Carol Stewart  
Registrar

## Audit Committee Report

The Audit Committee is a Committee composed of two Council Members of the College. Our duty is to liaise with the Auditor, the College Administration, and the Council, for the processes required to produce the Audited Financial Statements for consideration of approval by the Council.

In 2015 the College remained with BDO Canada LLP as the Auditor; this as appointed by the Council subsequent to the directive from our Regulated Members at our 2014 Annual General Meeting. This year the lead BDO auditor for the College was Mr. John Anderlic and Brian Heerensperger, both partners with the firm.

The Audit Committee had a meeting with the Auditors on June 10, 2016 to review the draft financial statements for 2015, and to review the results of the audit

There were no audit items of concern raised by the auditor and the audited financial statements were subsequently presented to the Council for review and approval prior to providing them for inclusion to the Government in the College's Annual Report and prior to reporting to the Regulated Members at our upcoming 2015 Annual General Meeting.

It is the recommendation of our Registrar/Administrator to change auditors to Gallo & Company a smaller firm out of Sherwood Park who has provided a three-year quote of: 2016 - \$8 to \$10 thousand; 2017 – the same and 2018 – a 5% increase. This is down significantly from the \$18,000 for this year.

We will be making that motion at the AGM.

John Burnham, DD, BSc, - Chair  
David Bennett, DD , Co-Chair

## Examination Committee Report

The Examination Committee is composed of appointed Regulated Members, Mr. Michael Weiss as the appointed Chairperson, Mr. Tony Ivcevic, Mr. Kevin Cho, Mr. Chris Duncan, Mr. Dan Mihajlov, Mr. Darren Strach, Ms. Shelley Schlesiger, and Ms. Erin Maksymytz.

Previously, in order to be eligible for registration as a Regulated Member of the College, a candidate must have successfully challenged a three-part Denturists Qualifying Examination (DQE):

DQE – I (theory/written)

DQE – II (practical/removable partial dentures)

DQE – III (practical/clinical)

The College offered one “sittings of the examination” in December 2015 with the following results:

5 (of 7) were successful

Currently, in order to be eligible for registration as a Regulated Member of the College, a candidate must be successful in two separate but related exams:

The MCQ (Multiple Choice Question), which is a Theory Exam of 200 questions;

The OSCE (Objective Structured Clinical Examination), which is a Practical Exam rooted in simulation. It consists of 16-18 stations over two days.

The College offered one “sittings of examinations” in June 2016 with the following results:

MCQ 15 (of 17) were successful

OSCE 15 (of 18) were successful

The cumulative result of those who challenged the 2016 licensing exam process is:

14 (of 18) were successful

On April 29, 2011 (revisited and reaffirmed in July of 2014), Council tasked the Exam Committee to develop a current and accepted Exam Process that is defensible, fair and accurate in assessing competency. The new licensing examinations were held on June 17, 18 & 19 of 2016 at the University of Alberta, and replaced the old DQE I, II & III (Denturist Qualifying Examinations). The College is very proud of the dedication of its Exam Committee Members and the advancement of assessment in this direction.

Respectfully submitted,  
Michael K. Weiss BSc, DD  
Chair

## Fee Guide Development & Negotiations Committee Report

The Fee Guide and Negotiation Committee is responsible for the negotiation of fees with various organizations and for the development of a recommended fee schedule for the Denturist profession in Alberta. This committee is allowable per the Minister of Health’s approval pursuant to **Section 27** of the **Health Professions Act**. The committee works at “arm’s length” from the College and is composed of three Regulated Members who are in good standing. These members are elected yearly at the Annual General Meeting. In 2014, the committee was composed of Steve Sailer, Joanna Cho, and myself as Chair.

In September, all the members of the committee met to establish fee changes for the 2015 Recommended Fee Schedule. At this meeting we decided to increase fees between 3% and 4% with some higher increases on a handful of procedures we deemed were undervalued. The Recommended Fee Schedule is distributed to all regulated members in Alberta as well



as all Insurance Providers that request it. We aim to have the Recommended Fee Schedule distributed by the end of December or early January of every year.

We continue to keep in contact with Regulated Members about how Government Dental programs are being administered. In 2014, the Dental Assistance for Seniors Program saw no significant changes. Fees have remained the same as 2013 and Alberta Blue Cross continues to administer the claims process. The only notable change is that the DASP was moved within Government of Alberta ministries. The Seniors and Community Supports portfolio has been changed to Seniors and with that change then DASP was moved under the umbrella of Alberta Health.

The contract with Alberta Human Services is scheduled to continue until June 30, 2017. The contract is administered by the Alberta Dental Service Corporation. We are scheduled to see a couple smaller increases in these fees. The increases are set to take effect every July 1 and follow the National Consumer Price Index as published by Statistics Canada.

The Non Insured Health Benefits (NIHB) program is a nationally administered and negotiated program. The Denturist Association of Canada is primarily responsible for negotiations with the Federal Government regarding this program. Claims are administered by Express Scripts nationally. The committee receives regular complaints from Regulated Members about the administration and fees paid by the NIHB program. We continue to be in contact with both Express Scripts and NIHB administrators about concerns brought forward by members. However, we are limited by the national nature of this program and have little influence on its operation.

The Denturist Association of Alberta (DAA) and the College of Alberta Denturists (CAD) continue to have discussions around transferring this committee from CAD to DAA. No timeline or deadline for this transfer has been set but talks continue.

Mike R. Hansen, DD – Chair

## Registration Committee Report

The Registration Committee has worked with the Registrar in 2015 to welcome several new people to the industry while ensuring that additional requirements were put in place to assure that a high level of competency is maintained by the denturist.

Both the provincial and federal government through the Domestic and International Labour Mobility Unit of the provincial government are pushing to accept denturists from other areas without any additional requirements. This is something that the College through this committee and the standards will continue to address. Though practitioners moving to Alberta has certainly slowed down in late 2015 and 2016 due to Alberta's drop in economy.

Katherine Holyk, B.Ed., DD, - Chair

## Standards Committee Report

The Standards Committee reviewed the Standard's of Practice in 2015 and then sent them to the necessary partners for comment. In August 2015, the committee joined the Registrar, Peter Portlock on a conference call to discuss the government of Alberta's response to the proposed Standard's of Practice.

Mr. Portlock had misplaced the files, finding them in August 2016 the new Registrar will review the information and hopefully bring forward the final draft in the fall of 2016.

Walter Assmus, DD, FCAD - Chair

## Order of Merit

This award is presented by the College as a way of recognizing past or present Alberta Denturists, for their outstanding contribution to our profession. The first “Order of Merit” was presented in 2001 at Banff, in conjunction with the celebration of the 40<sup>th</sup> Anniversary of the Denturist Profession in Alberta.

In Alberta, there is a significant number of practitioners who have gone beyond the norm of just practicing our profession. Educators, mentors, lecturers, and leaders: those who have given up time from their practices and families to advance and assist the profession. As well there are a great number of Members of this small profession, who have historically donated their time through volunteering to be on the Executive of the Alberta Denturist Society and the Board of Examiners for Certified Dental Mechanics.

Although these people are doing this work without seeking special recognition for their efforts, the College of Alberta Denturists feels it is appropriate for us to show our appreciation for their hard work, with the presentation of this prestigious Annual Award. Members at large are invited to submit a Nomination Form to the College of Alberta Denturists office, for an individual they believe is deserving of this honor. The Council reviews all nominations and subsequently votes on a recipient.

The award is presented at the Annual General Meeting of Members of the College of Alberta Denturists and the successful candidate is notified to attend the meeting to receive the award (if they are not already registered for the meeting). Whenever possible, the College of Alberta Denturists attempts to present the award as a “surprise” to the recipient. The award winner’s name is placed onto a plaque which is currently displayed in the Denturist Clinic at NAIT in Edmonton, and they are additionally presented with an Award of Merit Trophy to keep.

This year’s award was made to [Mr. Gerard Mercier, DD](#) from High River. The College acknowledges Gerard’s contribution to the profession with gratitude.

### Order of Merit Award Recipients

2001	Mr. Robert Richardson, DD, F.C.A.D.
2002	Mr. David Kerslake, DD, F.C.A.D.
2003	Mr. Walter Assmus, DD, F.C.A.D.
2004	Mr. Gerhard Guenther, DD, F.C.A.D.
2005	Mr. Shaun Yandt, DD, F.C.A.D.
2006	Mr. Raymond Hansen, DD, F.C.A.D.
2007	Mr. Emil Boviz, DD
2008	Mr. Hart Nessler, DD, F.C.A.D.
2009	<i>Not awarded</i>
2010	Mr. Patrick Felt, DD
2011	Mr. Kenneth Auld, DD, F.C.A.D.
2012	Mr. John Burnham, B.Sc, DD
2013	Mr. Jack Katz, DD
2014	Mr. Michael Thomas, DD
2015	Mr. Gerard Mercier, DD

# Appendix 1 – 2015 Audited Financial Statements



**College of Alberta Denturists**  
**Financial Statements**  
For the year ended December 31, 2015



**College of Alberta Denturists**  
**Financial Statements**  
For the year ended December 31, 2015

**Contents**

---

Independent Auditor's Report	2
<b>Financial Statements</b>	
Statement of Financial Position - December 31, 2015	3
Statement of Financial Position - December 31, 2014	4
Statement of Changes in Net Assets	5
Statement of Operations	6
Statement of Cash Flows	7
Notes to Financial Statements	8



Tel: 780 461 8000  
Fax: 780 461 8800  
www.bdo.ca

BDO Canada LLP  
9897 34 Avenue NW  
Edmonton AB T6E 5X9 Canada

---

## Independent Auditor's Report

---

### To the Members of the College of Alberta Denturists

We have audited the accompanying financial statements of the College of Alberta Denturists, which comprise the statement of financial position as at December 31, 2015 and the statements of changes in net assets, operations 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.

### Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

### Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of the College of Alberta Denturists as at December 31, 2015 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.

*BDO Canada LLP*

Chartered Professional Accountants

Edmonton, Alberta  
July 15, 2016



**College of Alberta Denturists**  
**Statement of Financial Position**

December 31, 2015

	General Fund	Professional Conduct Fund	Total
<b>Assets</b>			
<b>Current</b>			
Cash (Note 2)	\$ 860,793	\$ -	\$ 860,793
Accounts receivable (Note 3)	5,016	-	5,016
Current portion of Professional Conduct receivable (Note 4)	-	37,053	37,053
Prepaid expenses	58,861	-	58,861
	924,670	37,053	961,723
Professional Conduct receivable (Note 4)	-	66,518	66,518
Capital assets (Note 5)	30,981	-	30,981
Restricted cash - Professional Conduct Fund (Notes 2 and 9)	-	56,929	56,929
	\$ 955,651	\$ 160,500	\$ 1,116,151

**Liabilities and Net Assets**

<b>Current</b>			
Accounts payable and accrued liabilities	\$ 27,396	\$ -	\$ 27,396
Current portion of capital lease obligation (Note 7)	3,822	-	3,822
Deferred revenue (Note 6)	698,504	-	698,504
	729,722	-	729,722
Capital lease obligation (Note 7)	7,162	-	7,162
	736,884	-	736,884
<b>Net assets</b>			
Unrestricted General Fund	198,770	-	198,770
Invested in capital assets	19,997	-	19,997
Restricted Professional Conduct Fund (Note 9)	-	160,500	160,500
	218,767	160,500	379,267
	\$ 955,651	\$ 160,500	\$ 1,116,151

Approved on behalf of the Council:



\_\_\_\_\_  
Councillor



\_\_\_\_\_  
Councillor

The accompanying notes are an integral part of these financial statements.

**College of Alberta Denturists**  
**Statement of Financial Position**

December 31, 2014

	General Fund	Professional Conduct Fund	Total
<b>Assets</b>			
<b>Current</b>			
Cash (Note 2)	\$ 769,912	\$ -	\$ 769,912
Accounts receivable (Note 3)	24,098	-	24,098
Current portion of Professional Conduct receivable (Note 4)	-	57,897	57,897
Prepaid expenses	53,912	-	53,912
	<u>847,922</u>	<u>57,897</u>	<u>905,819</u>
Professional Conduct receivable (Note 4)	-	76,403	76,403
Capital assets (Note 5)	35,277	-	35,277
Restricted cash - Professional Conduct Fund (Notes 2 and 9)	-	17,700	17,700
	<u>\$ 883,199</u>	<u>\$ 152,000</u>	<u>\$ 1,035,199</u>
<b>Liabilities and Net Assets</b>			
<b>Current</b>			
Accounts payable and accrued liabilities	\$ 26,666	\$ -	\$ 26,666
Current portion of capital lease obligation (Note 7)	3,636	-	3,636
Deferred revenue (Note 6)	711,466	-	711,466
	<u>741,768</u>	<u>-</u>	<u>741,768</u>
Capital lease obligation (Note 7)	10,984	-	10,984
	<u>752,752</u>	<u>-</u>	<u>752,752</u>
<b>Net assets</b>			
Unrestricted General Fund	109,790	-	109,790
Invested in capital assets	20,657	-	20,657
Restricted Professional Conduct Fund (Note 9)	-	152,000	152,000
	<u>130,447</u>	<u>152,000</u>	<u>282,447</u>
	<u>\$ 883,199</u>	<u>\$ 152,000</u>	<u>\$ 1,035,199</u>

The accompanying notes are an integral part of these financial statements.



**College of Alberta Denturists**  
**Statement of Changes in Net Assets**

For the year ended December 31, 2015

	Unrestricted General Fund	Invested in Capital Assets	Subtotal	Professional Conduct Fund	Total
Balance, beginning of year	\$ 109,790	\$ 20,657	\$ 130,447	\$ 152,000	\$ 282,447
Excess (deficiency) of revenue over expenses	132,085	(10,422)	121,663	(24,843)	96,820
Purchase of capital assets	(9,762)	9,762	-	-	-
Interfund transfers (Note 9) Transfer to restricted fund	(33,343)	-	(33,343)	33,343	-
<b>Balance, end of year</b>	<b>\$ 198,770</b>	<b>\$ 19,997</b>	<b>\$ 218,767</b>	<b>\$ 160,500</b>	<b>\$ 379,267</b>

For the year ended December 31, 2014

	Unrestricted General Fund	Invested in Capital Assets	Subtotal	Professional Conduct Fund	Total
Balance, beginning of year	\$ 6,053	\$ 21,078	\$ 27,131	\$ 138,500	\$ 165,631
Excess (deficiency) of revenue over expenses	186,723	(10,349)	176,374	(59,558)	116,816
Purchase of capital assets	(9,928)	9,928	-	-	-
Interfund transfers (Note 9) Transfer to restricted fund	(73,058)	-	(73,058)	73,058	-
<b>Balance, end of year</b>	<b>\$ 109,790</b>	<b>\$ 20,657</b>	<b>\$ 130,447</b>	<b>\$ 152,000</b>	<b>\$ 282,447</b>

The accompanying notes are an integral part of these financial statements.

## College of Alberta Denturists Statement of Operations

For the year ended December 31

2015

2014

	General Fund	Professional Conduct Fund	General Fund	Professional Conduct Fund
<b>Revenue</b>				
Regulated member practice permit fees	\$ 648,975	\$ -	\$ 611,087	\$ -
Gross fines and cost orders	-	60,086	-	98,636
Convention	-	-	94,959	-
Examination fees	28,400	-	29,060	-
Application fees and late penalties	11,960	-	20,870	-
Levy on registration	-	8,500	-	13,500
Other member fees	3,468	-	3,995	-
Interest	4,658	-	4,894	-
	<u>697,461</u>	<u>68,586</u>	<u>764,865</u>	<u>112,136</u>
<b>Expenses</b>				
Amortization	9,436	-	10,349	-
Annual and zone meetings	5,368	-	8,521	-
Bad debts	-	16,543	-	-
Bank charges and credit card fees	15,390	-	20,458	-
Committees (Note 10)	74,108	-	60,044	-
Complaints Director expenses	3,268	-	-	-
Complaints Director services fee	-	17,859	-	20,855
Convention	2,857	-	81,933	-
Examination costs	28,734	-	26,373	-
External investigation services and expenses	-	22,541	-	48,534
Hearing Tribunal	-	6,503	-	13,672
Insurance	2,729	-	2,631	-
Loss on disposal of capital assets	985	-	-	-
Office	26,789	2,176	32,408	2,919
Office rental	58,459	-	56,455	-
Other expenses	7,359	-	4,655	-
Professional fees	47,720	27,807	46,565	85,714
Publications	10,798	-	7,988	-
Registrar travel and other expenses	5,638	-	7,052	-
Repairs and maintenance	1,480	-	3,120	-
Salaries, remuneration and benefits (Note 11)	268,527	-	214,037	-
Telephone, fax and internet	6,153	-	5,902	-
	<u>575,798</u>	<u>93,429</u>	<u>588,491</u>	<u>171,694</u>
<b>Excess (deficiency) of revenue over expenses</b>	<b>\$ 121,663</b>	<b>\$ (24,843)</b>	<b>\$ 176,374</b>	<b>\$ (59,558)</b>

The accompanying notes are an integral part of these financial statements.

**College of Alberta Denturists**  
**Statement of Cash Flows**

<u>For the year ended December 31</u>	<u>2015</u>	<u>2014</u>
<b>Cash flows from operating activities</b>		
Cash received from members	\$ 703,580	\$ 809,125
Cash paid to suppliers and employees	(651,139)	(763,330)
Professional Conduct Fund receipts	82,772	86,764
Interest received	4,658	4,894
	<u>139,871</u>	<u>137,453</u>
<b>Cash flows from investing activities</b>		
Net proceeds from (investment in)		
Professional Conduct Fund assets	(39,228)	11,872
Purchase of capital assets	(6,125)	(6,467)
	<u>(45,353)</u>	<u>5,405</u>
<b>Cash flows from financing activity</b>		
Payments on capital lease obligation	(3,637)	(3,461)
<b>Increase in cash</b>	<b>90,881</b>	<b>139,397</b>
<b>Cash, beginning of year</b>	<b>769,912</b>	<b>630,515</b>
<b>Cash, end of year</b>	<b>\$ 860,793</b>	<b>\$ 769,912</b>

The accompanying notes are an integral part of these financial statements.



---

# College of Alberta Denturists

## Notes to Financial Statements

December 31, 2015

---

### 1. Summary of Significant Accounting Policies

**Nature of Operations** The College of Alberta Denturists (the "College") was established under the Health Professions Act to regulate the profession of denturism in Alberta and to strive to ensure that Albertans receive ethical, professional and safe denturist services. The College is registered as a not-for-profit organization and, as such, is exempt from income taxes.

**Basis of Accounting** These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO) using the restricted fund method of recording contributions. The following policies have been adopted by the College.

**Fund Accounting** In order to ensure observance of the limitations and restrictions placed on the use of resources available to the College, the accounts of the College are maintained in accordance with the principles of fund accounting. Accordingly, resources are classified for accounting and reporting purposes into funds. These funds are held in accordance with the directives of the Executive Council and the College's internal policies. For financial reporting purposes, the accounts have been classified into the following funds:

#### Unrestricted General Fund

This fund is available for general purposes and reflects the transactions associated with the operating activities of the College.

#### Invested in Capital Assets

This fund records the activities associated with the College's capital assets.

#### Restricted Professional Conduct Fund

The College is required to maintain an ability to discharge the financial requirements that result from its statutory obligations as contained in the Health Professions Act and in the Denturists Profession Regulation enacted thereunder. The externally restricted Professional Conduct Fund (PCF) reflects the above financial obligations. The College Council may at its discretion allocate funds from the General Fund to supplement shortfalls in the PCF.

---

**College of Alberta Denturists**  
**Notes to Financial Statements**

**December 31, 2015**

---

**1. Summary of Significant Accounting Policies (continued)**

**Use of Estimates**

The preparation of financial statements requires management to make estimates and assumptions that affect the reported amount of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the reporting period. Actual results could differ from those estimates and may have an impact on future periods.

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

**Financial Instruments**

Financial Instruments are recorded at fair value when acquired or issued. In subsequent periods, equities traded in an active market and derivatives are reported at fair value, with any unrealized gains and losses reported in operations. All other financial instruments are reported at cost or amortized cost less impairment, if applicable. Financial assets are tested for impairment when changes in circumstances indicate the asset could be impaired. Transaction costs on the acquisition, sale or issue of financial instruments are expensed for those items remeasured at fair value at each period end date and charged to the financial instrument for those measured at amortized cost.

**Leases**

Leases are classified as capital or operating leases. A lease that transfers substantially all of the benefits and risks incidental to the ownership of property is classified as a capital lease. At the inception of a capital lease, an asset and an obligation are recorded at an amount equal to the lesser of the present value at the beginning of the lease. All other leases are accounted for as operating leases; wherein, rental payments are expensed as incurred.

# College of Alberta Denturists

## Notes to Financial Statements

December 31, 2015

### 1. Summary of Significant Accounting Policies (continued)

**Revenue Recognition**      The College follows the restricted fund method of accounting for contributions and recognizes contributions as follows:

- Annual member dues and ancillary services are recognized as revenue in the General Fund over the period to which they relate.
- Unrestricted investment income is recognized as revenue when earned in the General Fund.
- Restricted contributions are recognized as revenue of the fund in the year the funds are received.
- Unrestricted contributions are recognized as revenue in the General Fund when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Restricted contributions received to date consist of amounts in the PCF, as described in Note 9.

**Capital Assets**      Capital assets are stated at cost less accumulated amortization. Amortization is based on the estimated useful life of the asset and calculated as follows:

Equipment	20% declining balance basis
Furniture and fixtures	20% declining balance basis
Computer equipment	30% declining balance basis
Computer software	30% declining balance basis
Website	20% straight-line basis
Leasehold improvements	20% straight-line basis

Amortization is calculated at half the normal rate in the year of acquisition.

### 2. Cash

Cash consists of \$19,822 (2014 - \$30,577) in an operating account and \$897,900 (2014 - \$757,035) in a savings account which bears interest at 0.5% (2014 - 1%) per annum. The savings account reflects two financial statement accounts, \$840,971 (2014 - \$739,335) is in cash and \$56,929 (2014 - \$17,700) in Professional Conduct Fund restricted cash.

### 3. Accounts Receivable

	2015	2014
General receivables	\$ 1,885	\$ 21,573
GST receivable	3,131	2,525
	\$ 5,016	\$ 24,098



**College of Alberta Denturists**  
**Notes to Financial Statements**

December 31, 2015

**4. Professional Conduct Receivable**

	2015	2014
Fines and cost orders at December 31	\$ 120,114	\$ 134,300
Less allowance for doubtful accounts	16,543	-
Less current portion to be received in following year	37,053	57,897
	\$ 66,518	\$ 76,403

**5. Capital Assets**

	2015		2014	
	Cost	Accumulated Amortization	Cost	Accumulated Amortization
Equipment	\$ 50,534	\$ 38,291	\$ 50,534	\$ 35,230
Furniture and fixtures	40,800	37,883	40,800	37,153
Computer equipment	15,220	10,234	28,992	22,903
Computer software	24,083	15,248	22,120	11,883
Website	24,960	22,960	22,460	22,460
Leasehold improvements	5,021	5,021	5,021	5,021
	\$ 160,618	\$ 129,637	\$ 169,927	\$ 134,650
Net book value		\$ 30,981		\$ 35,277

**6. Deferred Revenue**

Deferred revenue consists of annual member dues for 2016 which have been invoiced prior to December 31, 2015.

**College of Alberta Denturists**  
**Notes to Financial Statements**

December 31, 2015

**7. Capital Lease Obligation**

	2015	2014
Lease contract, secured by equipment with a carrying value of \$11,034, bearing interest at an inherent rate of 5% per annum, payable in quarterly payments of \$1,075, maturing November 2018	\$ 10,984	\$ 14,620
Less current portion	3,822	3,636
Long-term portion	\$ 7,162	\$ 10,984

The future minimum lease payments until maturity are as follows:

2016	\$	4,300
2017		4,300
2018		3,224
		11,824
Less imputed interest		841
	\$	10,983

**8. Commitments**

The College leases its premises for annual payments of \$22,904 plus operating costs, until June 2017. Future annual payments for commitments are estimated as follows:

2016	\$	53,614
2017		26,807
	\$	80,421

During the year, the College entered into an agreement for consulting and logistics support services. The estimated cost of the services is \$40,000. At December 31, 2015, an estimated \$33,000 remains to be paid with respect to this commitment.

**9. Professional Conduct Fund**

The PCF was initially funded through a \$500 fee per Regulated Member. This fund is externally restricted by the College's Regulated Members to fund professional conduct costs incurred by the College.

The PCF Policy sets a desired minimum amount for the fund, based on the number of Regulated Members multiplied by the amount of the PCF fee and the retained PCF fees of former Regulated Members who have resigned for a period not exceeding two years. Council may require all Regulated Members to pay a special levy in an amount necessary to restore the PCF account to the minimum amount, if necessary.



**College of Alberta Denturists**  
**Notes to Financial Statements**

December 31, 2015

**9. Professional Conduct Fund (continued)**

The reconciliation of desired amounts with the ending fund balance can be summarized as follows:

	2015	2014
Desired minimum amount for PCF		
Desired balance, beginning of year	\$ 152,000	\$ 138,500
Levy on registration	8,500	13,500
Desired balance, end of year	\$ 160,500	\$ 152,000
Impact of Professional Conduct activities		
Balance, beginning of year	\$ 152,000	\$ 138,500
Net expenses in operations	(24,843)	(59,558)
Interfund transfer from General Fund	33,343	73,058
Balance, end of year	\$ 160,500	\$ 152,000
Actual PCF at year-end	\$ 160,500	\$ 152,000

**10. Committees**

	2015	2014
Council	\$ 14,859	\$ 17,715
Examination	54,191	24,638
Conference Planning	-	8,726
Standards	109	4,358
Denturist Program Review	323	-
Fee Guide	3,959	300
Registration	667	4,307
	\$ 74,108	\$ 60,044

Committee costs include travel, meetings and per diems. The above noted expenses do not include costs of the public members of Council, for regular scheduled council meetings, as their expenses are remitted to and funded by Alberta Health and Wellness.

---

## College of Alberta Denturists Notes to Financial Statements

December 31, 2015

---

### 11. Salaries, Remuneration and Benefits

The College paid the following amounts for salaries, remuneration and benefits in the year:

	2015	2014
Past registrar	\$ 111,444	\$ 105,199
Current registrar	21,843	-
Complaints Director - administration	15,861	1,300
Office Manager	65,808	62,627
Administrative staff	40,558	37,969
Employee benefits	13,013	6,942
	<u>\$ 268,527</u>	<u>\$ 214,037</u>

The Complaints Director's remuneration for Professional Conduct files is included in Complaints Director services and expenses in the statement of operations.

---

### 12. Malpractice Insurance Fees

The College collects Malpractice Insurance fees from members which are paid to the insurance carrier on their behalf. The amount collected and paid in 2015 was \$45,240 (2014 - \$43,790). The amounts collected from the members and payments on the member's behalf, relating to insurance, have not been reflected in the financial statements as revenue or expenses.

---

### 13. Financial Instrument Risk

Credit risk

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

---

### 14. Comparative Figures

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year excess (deficiency) of revenue over expenses.

---