



SDHA

Saskatchewan Dental
Hygienists' Association

ANNUAL REPORT

2021 / 2022

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This report covers the Saskatchewan Dental Hygienists’
Association responsibilities and actions between
November 1, 2021 to October 31, 2022

Published March 2023



SDHA

Saskatchewan Dental
Hygienists' Association

Unit 320 – 350 3rd Ave N
Saskatoon SK S7K 6G7

Office: 306-931-7342
Email: admin@sdha.ca

February 13, 2023

To the Honourable Minister Merriman.

We respectfully submit the 2021-2022 Annual Report of the Saskatchewan Dental Hygienists' Association (SDHA). It is a pleasure to work with your Ministry in our shared responsibilities to serve the people of Saskatchewan.

The annual report demonstrates our accountability to the legislature and our respect for the delegated authority we have been bestowed. The report summarizes the responsibilities prescribed to the SDHA in *The Dental Disciplines Act, 1997*, financial statement of accounts, registrant statistics and efforts taken to fulfill the public-serving mandate.

Respectfully submitted,

Stacie Beadle, RDH
SDHA Council President

Background

Dental hygiene service became available to the people of Saskatchewan in the spring of 1950 when Mary Geddes (nee Brett) registered with the College of Dental Surgeons of Saskatchewan as a dental hygienist. In 1970, the Saskatchewan Dental Hygienists' Association (SDHA) became reality following the approval of an initial constitution and bylaws from the Canadian Dental Hygienists' Association (CDHA). The first class of Saskatchewan Dental Hygienists graduated from Wascana Institute in 1980. The profession was regulated by the College of Dental Surgeons of Saskatchewan until *The Dental Disciplines Act (DDA) 1997*, was proclaimed by Government on March 13, 1998. *The Dental Disciplines Act (DDA) 1997*, granted the Saskatchewan Dental Hygienists' Association the authority to self-regulate the profession of dental hygiene.

Role of the SDHA

The Saskatchewan Dental Hygienists' Association is a registered not-for-profit organization that has been given legal authority from the Government of Saskatchewan (*Dental Disciplines Act, 1997*) to regulate the dental hygiene profession. This is a privilege known as, self-regulation.

The *Dental Disciplines Act* and accompanying Bylaws give the SDHA authority to:

- Determine qualifications, standards and examinations of competency for registration and licensure
- Set the standard of professional conduct, competency and proficiency of registrants
- Investigate and resolve complaints about dental hygienists and administer discipline when necessary
- Determine categories of licensure and privileges of each category
- Set and administer standards of practice
- Govern the recognition of dental hygiene education programs

- Set the requirements for the Continuing Competency Program
- Prescribe minimum liability protection
- Maintain a public register

As the regulatory authority, the SDHA requires dental hygienists in Saskatchewan to:

- Meet or exceed the standards established for registration and renewal
- Meet the requirements for the SDHA Continuing Competency Program
- Adhere to current jurisdictional legislation and regulations including: Standards of Practice, Professional Competencies, Code of Ethics, Practice Guidelines, and Policies of the SDHA relevant to the profession and practice settings.

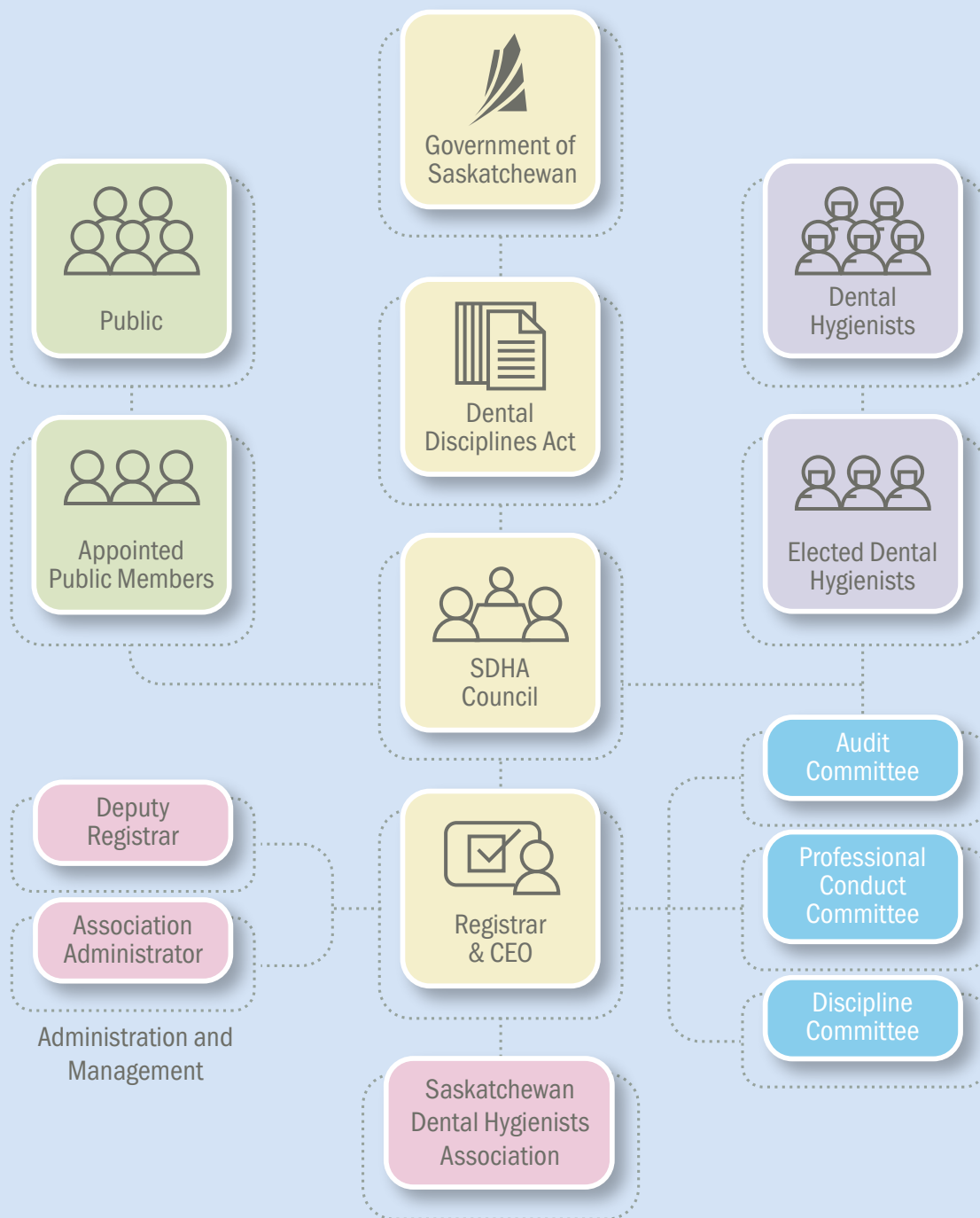
By meeting these professional expectations, Saskatchewan dental hygienists are well prepared to provide quality oral health services to the people of Saskatchewan.

Protected Title & Authorized Practices:

Only a registrant of the Saskatchewan Dental Hygienists' Association with an active licence may use the following titles, abbreviations and initials and perform the following authorized activities:

- dental hygienist, registered dental hygienist, DH and/or RDH
- communicate an assessment and treatment plan regarding periodontal health
- perform supragingival and subgingival debridement
- perform orthodontic and restorative procedures (consistent with approved education program)
- administer local anaesthesia (consistent with approved education program)
- expose, process and mount dental radiographs

Organization Chart



Council and Committees

Council

At October 31st, 2021 Council was comprised of seven elected registrants and one public representative appointed by the Minister. There were two vacant positions for public representatives for the 2021-2022 year.

Council is responsible for appointing the Registrar and members of the Professional Conduct and Discipline Committees. Council creates committees they determined necessary to fulfill their legislative, fiduciary and oversight responsibilities as defined in the *Dental Disciplines Act*.

The Registrar performs all duties designated to the position by legislation and other duties delegated by the Council.



Stacie Beadle
President



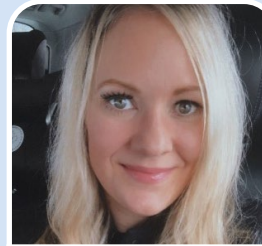
Lisa Pollock
Vice-President



Carla Ofstie
2nd Vice-President



Barbara Lacourciere
Elected Member



Tessa Creary
Elected Member



Kayla Bakken
Elected Member



Leanne Huvenaars
Elected Member



Raymond Sass
Public Representative

Statutory & Reports Committees

Professional Conduct Committee (PCC) is responsible for carrying out the duties prescribed to it under the Dental Disciplines Act and the SDHA Regulatory Bylaws including investigating and reporting on all complaints. PCC members have a standing appointment of a minimum of one (1) year to a maximum of six (6) years or ten (10) investigations. Committee Members appointed as of June 2020:

Deidra Anderson Doll, Chair
Jennifer Burns
Christel Geske
Ananta Kamboj

PCC Report

The PCC made the following determination on November 19th, 2021:

In the matter of the complainant and Gaurav Shah, the Professional Conduct Committee finds there to be sufficient evidence to substantiate the complaint and therefore that the matter is being forwarded to the Discipline Committee.

On June 23rd, 2022, Mr. Sean Sinclair (legal counsel of the PCC) represented in the matter between the professional conduct committee and Mr. Gaurav Shah. The PCC and legal counsel were responsible for the investigation of the complaint and worked with the dental hygienist and his legal counsel on an agreed statement of facts and proposed submissions for an uncontested guilty plea.

Discipline Committee (DC) is responsible for the review of matters forwarded by the Professional Conduct Committee conduct hearings, and determine if the registrant has violated the provisions of the Act or bylaws of the Association. Committee Members appointed as of June 2020:

Christine Downing, Chair
Tanya Springinatic
Raymond Sass, Public Member

DC Report

On June 23rd, 2022 the Discipline Committee held a virtual hearing. The DC was responsible for ensuring a fair trial was conducted and a decision was made. The DC concluded that they were satisfied with the conclusion that the dental hygienist was guilty of professional misconduct as defined in Section 27 of the *Dental Disciplines Act* in respect to the two charges contained in the formal complaint and accepted the joint submission of penalty which included:

- Suspension of licensure for 30 days
- Completion of a professional boundaries course
- Debt of \$2000
- Publication of decision

Regulatory Committees

Continuing Competency Committee/ Audit Committee:

A committee comprised of dental hygienists are responsible for the review and determination of completion of Personal Learning Tools (PLTs). In 2022, twenty (20) registrants in the final year of their reporting year were randomly selected for audit. Eighteen (18) submissions were deemed sufficient and two (2) were required for re-submission. Upon re-submission all submissions were deemed adequate.

Audit Committee Initiatives: The audit committee compiled feedback and commonly made errors for the development of an explainer video which is now available on our website.

<https://sdha.ca/continuing-competency/>



Position Statements and Standards 2021- 2022

Laser Use: the SDHA's laser position statement was reviewed in the summer of 2022 and remains unchanged. The SDHA does not allow the use of lasers in the treatment of periodontal disease, or other oral conditions. The SDHA has committed to biannual review of this position to ensure current evidence supports this position.

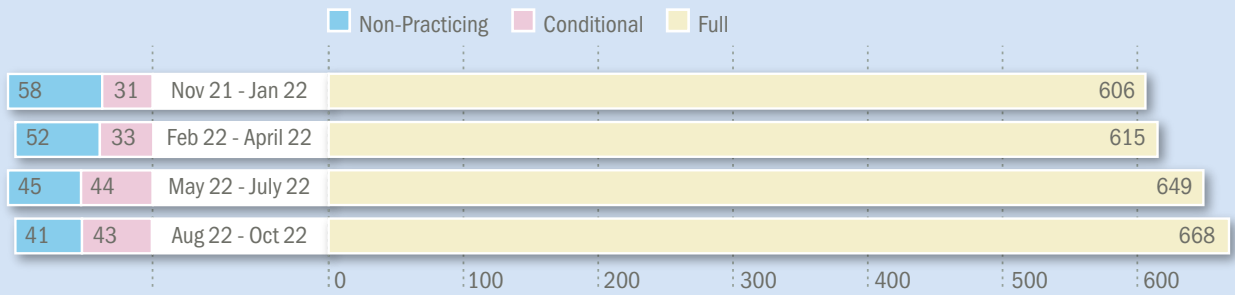
Nitrous Oxide and Oxygen Conscious

Sedation: in response to repeated inquiry, the SDHA published a position on the parameters, competency and requirements to providing care to a person undergoing nitrous oxide and oxygen conscious sedation. This position is in collaboration with the College of Dental Surgeons of Saskatchewan and will remain in effect until determined otherwise.

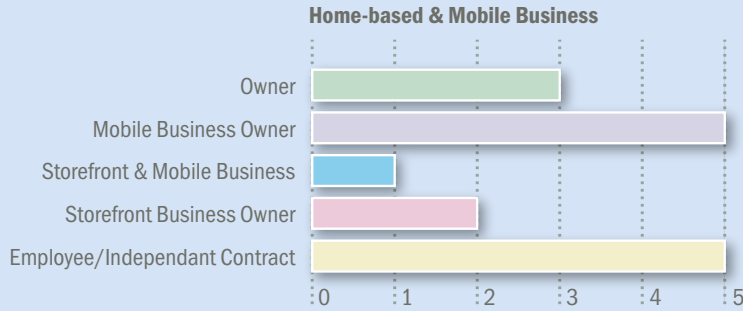
Infection Prevention and Control Standards:

on October 11th, 2022, the SDHA Council approved the publication of a revised Infection Prevention and Control Standard for Oral Health Care Facilities. This document was reviewed in collaboration with the College of Dental Surgeons of Saskatchewan, Denturists Society of Saskatchewan, Saskatchewan Dental Therapists Association and Saskatchewan Dental Assistants' Association. The SDHA would like to acknowledge Tanya Springinatic for her contributions on behalf of the SDHA. A highlights document was created to assist in identifying changes made in the document. The publishing of this document lifted the interim protocols previously in place in regards to the pandemic.

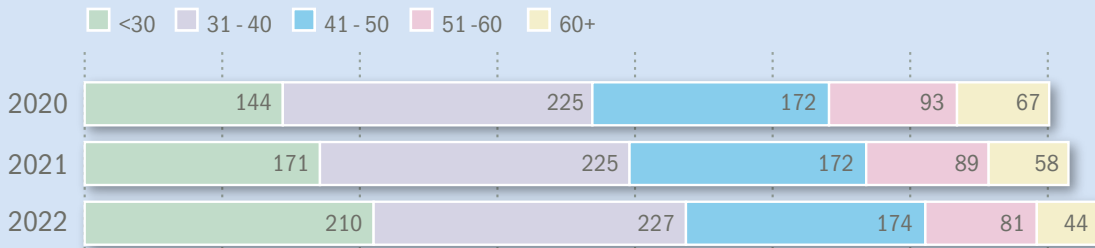
2021-2022 Category of Licensure



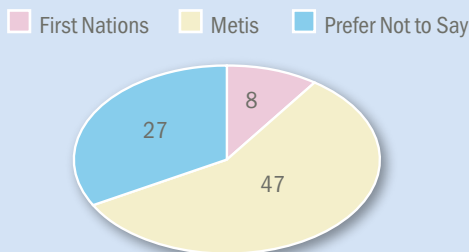
Independent Practice



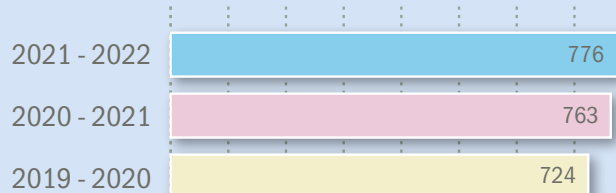
Membership by Age Over 3 Years



Indigenous Status



Membership Over 3 Years



Organization Affiliations

SDHA has affiliations with several other organizations or entities. See the chart below to learn about our affiliations and how they support SDHA in fulfilling its mandate.

Name of Affiliation	Description	How this supports our mandate.
Federation of Dental Hygiene Regulators of Canada (FDHRC)	<p>The FDHRC is a federation of organizations which have a statutory responsibility to regulate the profession of dental hygiene within their respective provinces.</p> <p>The mission is to provide national leadership in dental hygiene regulation for the protection of the public.</p>	The FDHRC offers the following programs and services required by the SDHA, National Dental Hygiene Certification Board Exam, Equivalency assessment for qualifications of dental hygienists and graduates from non-accredited dental hygiene programs, Canadian Performance Exam in Dental Hygiene and the establishment of Entry-to-Practice Canadian Competencies for Dental Hygienists.
Commission on Dental Accreditation of Canada (CDAC)	CDAC is the body responsible for accrediting dental hygiene education programs in Canada.	The SDHA recognizes dental hygiene programs that have met the accreditation requirements of CDAC.
Canadian Dental Hygienists Association (CDHA)	CDHA exists so that its' members are able to provide quality preventative and therapeutic oral health care, and provide health promotion for all persons living in Canada.	CDHA is the provider of professional liability insurance to registrants of the SDHA.
Saskatchewan Polytechnic Dental Hygiene Program	Provincial Education Institution	The SDHA sits on the Program Advisory Committee for the provincial dental hygiene program. This allows the SDHA to stay informed on program changes and trends in education delivery.
Network of Interprofessional Regulatory Organizations (NIRO)	A network of health regulators committed to collaboration, networking and education shared among regulators in health professions in Saskatchewan.	<p>Enhances the effectiveness and improves public protection efforts made by the SDHA.</p> <p>Allows for sharing of processes to support a consistent and fair regulatory system in Saskatchewan.</p>
Saskatchewan Oral Health Professions Forum (SOHP-F)	A forum comprised of equal representation of oral health professionals.	<p>Allows for information sharing among oral health regulators.</p> <p>Creates opportunities for collaborative projects and resolutions between the oral health professions.</p>
Saskatchewan Oral Health Coalition	A charitable organization that serves as a collaborative, interdisciplinary group addressing the needs of vulnerable populations to improve oral health for the people of Saskatchewan.	<p>Collaborative approach to addressing access to care in oral health care.</p> <p>Creates opportunities for interprofessional relationships with organization, groups or people with a similar vision.</p>

President's Report

The SDHA Council is responsible for the oversight of the organization, creation and monitoring of strategic direction, and evaluating/ assessing risk, all while demonstrating an unremittent focus on the public interest. The SDHA's government mandate is to ensure the public has access to safe, competent, quality care provided by dental hygienists. The organization's secondary function is to represent the profession. We do this in the absence of a provincial association and only when matters do not conflict with our mandate.



At the 2022 AGM, we welcomed Carla Ofstie and Kayla Bakken by acclamation to the SDHA Council. Following the AGM, we held a meeting to elect officers of the Council with the appointment of myself, Stacie Beadle, as President. Lisa Pollock as 1st Vice President and Carla Ofstie as 2nd Vice President.

This year Council was tasked with hiring a CEO following the retirement of Catherine Folkersen in November of 2021. A hiring committee of Council facilitated the hiring process which lead to the hiring of Shelby Hamm as Registrar/CEO. While Shelby was already appointed as Registrar the Council found it fitting to re-merge these roles in order to remain as fiscally responsible as possible.

Council had five meetings in the 2021-2022 year, with several education sessions in between. We hosted orientation for new Council members, and multiple education sessions on the important aspects of governance. Most memorable was education from Ms. Deanna Williams, who is a leading expert in good governance and self-regulation. She highlighted the conflict we are challenged with in governing in the public interest and representing the profession. The compilation

of the education taken this year led to the decision to restructure our governance (formerly Policy Governance) to a best practice model. We are still working through development of new policies and are excited for the impact this change will make to the governance of the SDHA.

Council is fiscally responsible for the SDHA. This includes ensuring there are enough resources to function, met the requirements set by government and meet our strategic directions. The SDHA's revenue is generated through licensing fees. In 2021/2022, the

Council left the licensing fees the same. This was a difficult decision because it has meant that Council drew substantial resources from the unrestricted funds. It is becoming increasingly difficult to financially manage with the licensing revenue we have given we are a 'small' province. When we compare our registrant numbers to those of our neighbours we are well below, meaning the 'cost' of self-regulation becomes higher in our province. We continue to re-evaluate the financial stability of the organization while balancing risks associated with keeping licensing fees the same.

This year marks the completion of my first 3-year term on Council and full year as President. I would like to thank my fellow Councillors and the SDHA staff for supporting me this year. I enjoyed the education and training provided for me during my time as President. If anyone is interested or curious about the role and responsibilities of Council please reach out to us, it is a very rewarding opportunity.

Respectfully submitted,

A handwritten signature in blue ink that reads "Stacie Beadle".

Stacie Beadle BA, RDH
Council President

A Year in Review - Registrar's Report



As we began the 2021-2022 year of the Saskatchewan Dental Hygienists' Association, we bid farewell to SDHA CEO, Catherine Folkersen. Effective November 1st, 2021, I assumed the role of Registrar/CEO for the SDHA. A search ensued for the position of Deputy Registrar which was filled by Ms. Alyssa Boyer in March of 2022, welcome Alyssa!

In November 2021, we observed attrition of 6% of registrants following renewal. By October of 2022, registrant numbers reflected a growth of 13% from new graduates and applicants from other jurisdictions. We continue to see stable registrant statistics each year and observe a demand in the workforce with over 110 employment ads posted on our website in the 2021-2022 year. Government has made inquiry on how the implementation of the Canadian Dental Benefit Plan will impact our workforce needs. The SDHA has informed provincial education facilities of the need to consider program expansions.

In March of 2022, the SDHA announced the launch of a public registry hosted on our website. The implementation of the public registry serves the SDHA's mandate to protect the public. It aligns our organization with other dental hygiene and health regulators across the country and enhances public transparency on the licensure status of registrants.

On April 2nd, 2022, we held a virtual conference in conjunction with the 2022 Annual General Meeting (AGM). We had over 160 attendees for the full day

and 183 attendees for the AGM. A post-conference survey indicated a preference for in-person conference for future years.

In the Spring of 2022, the SDHA's submission to government to repeal of Section 25 of the *Dental Disciplines Act* received royal assent. This amendment will come into force on Order of the Lieutenant Governor of Council following the ministerial approval of regulatory bylaws for the SDHA, SDTA and SDAA. This amendment is historical in the making and will shift the oversight of registrants working independently from dentists directly to the SDHA. Additional, new legislation *The Labour Mobility and Fair Registration Practice Act* came into force which will serve as additional level of ministerial oversight to the application processes of health professions. The SDHA will be responsible for direct reporting to an Office of the Ministry in regards to this Act.

Public outreach has made a slow and steady return since the pandemic and the SDHA has resumed activities such as; a partnership with Global Gathering Place offering oral health education and resources to new comers of Canada, representation at the Saskatoon Council of Aging "Spotlight for Seniors", and participation in the Northern Health and Wellness Days. We were privileged with the opportunity to attend an in-person networking event for Executive Director/ Presidents in Whitehorse, YK hosted by the CDHA.

We continue to strive to improve our communications with registrants. In addition to the three SDHA Edge newsletter publications, email blasts and social media posts, the SDHA developed two explainer videos on "Complaint Submission Process" and the "Disciplinary Hearing Process" which can be found on our website: <https://sdha.ca/complaints-concerns/> <https://sdha.ca/scheduled-hearings/>

Respectfully submitted,

A handwritten signature in black ink that reads "Shelby Hamm".

Shelby Hamm, RDH
Registrar/CEO



SDHA

Saskatchewan Dental
Hygienists' Association

To the Members of Saskatchewan Dental Hygienists Association

We have reviewed the accompanying financial statements of Saskatchewan Dental Hygienists Association (the Association) that comprise the statement of financial position as at October 31, 2022, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Practitioner's Responsibility

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

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

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

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of Saskatchewan Dental Hygienists Association as at October 31, 2022, 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.

Saskatoon, Saskatchewan
January 29, 2023



**Lingard
+ Dreger**

Lingard + Dreger

Chartered Professional Accountants

SASKATCHEWAN DENTAL HYGIENISTS' ASSOCIATION

Statement of Financial Position As at October 31, 2022 (Unaudited)

	2022 (Unaudited)	2021 (Audited)
ASSETS		
Current		
Cash	368,757	\$ 166,023
Short-term investments (Note 4)	481,418	722,857
Prepaid expenses	16,381	15,015
	<u>866,556</u>	<u>903,895</u>
TANGIBLE CAPITAL ASSETS (Note 3)	6,367	8,260
LONG-TERM INVESTMENTS (Note 4)	121,290	-
	<u>\$ 994,213</u>	<u>\$ 912,155</u>
LIABILITIES		
Current		
Accounts payable and accrued liabilities (Note 5)	\$ 181,601	\$ 150,629
Deferred revenue (Note 6)	399,570	387,210
	<u>581,171</u>	<u>537,839</u>
LONG-TERM DEBT (Note 7)	-	15,000
	<u>581,171</u>	<u>552,839</u>
NET ASSETS		
UNRESTRICTED	\$ 171,675	\$ 116,056
INTERNALLY RESTRICTED (Note 8)	235,000	235,000
INVESTED IN TANGIBLE CAPITAL ASSETS	6,367	8,260
	<u>413,042</u>	<u>359,316</u>
	<u>994,213</u>	<u>912,155</u>
LEASE COMMITMENTS (Note 9)		

SASKATCHEWAN DENTAL HYGIENISTS' ASSOCIATION

Statement of Operations For the Year Ended October 31, 2022 (Unaudited)

	2022 (Unaudited)	2021 (Audited)
REVENUE		
Licensing revenue	\$ 422,520	\$ 377,762
Advertising	15,575	15,550
Registration fees	16,000	12,150
Continuing education	8,160	8,630
Other income	2,000	1,048
	<u>464,255</u>	<u>415,140</u>
EXPENSES		
Advertising and promotion	\$ 9,776	\$ 5,275
Amortization	2,432	3,058
Committees	37,701	4,825
Credit card processing fees	7,958	9,573
Equipment rentals	4,716	5,605
General administration	2,741	5,652
Insurance	3,639	3,411
Interest and bank charges	537	1,114
Meetings and conventions	24,626	12,434
Memberships	6,682	5,305
Office	17,513	30,322
Professional fees	32,028	14,864
Rental	33,800	28,580
Repairs and maintenance	-	178
Salaries and wages	211,983	217,437
Telephone	5,036	4,595
Training	3,051	7,648
Utilities	-	798
	<u>404,219</u>	<u>360,674</u>
EXCESS OF REVENUE OVER EXPENSES FROM OPERATIONS	<u>60,036</u>	<u>54,466</u>
OTHER INCOME		
Emergency relief fund	\$ -	\$ (57)
Gain on disposal of tangible capital assets	-	725
Investment income	15,937	2,892
Loss on sale of marketable securities	(22,247)	(5,912)
Unrealized gain on marketable securities	-	555
	<u>(6,310)</u>	<u>(1,797)</u>
EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR	<u>\$ 53,726</u>	<u>\$ 52,669</u>

SASKATCHEWAN DENTAL HYGIENISTS' ASSOCIATION

Statement of Changes in Net Assets For the Year Ended October 31, 2022 (Unaudited)

	2022 Unrestricted	Internally restricted	Invested in Tangible Capital Assets	2022	2021
NET ASSETS					
BEGINNING OF YEAR	\$ 116,056	235,000	8,260	359,316	306,647
Excess of revenue over expenses	53,726	-	-	53,726	52,669
Interfund transfers	1,893	-	(1,893)	-	-
END OF YEAR	<u>171,675</u>	235,000	<u>6,367</u>	<u>413,042</u>	<u>359,316</u>

SASKATCHEWAN DENTAL HYGIENISTS' ASSOCIATION

Statement of Cash Flows For the Year Ended October 31, 2022 (Unaudited)

	2022 (Unaudited)	2021 (Audited)
OPERATING ACTIVITIES		
Excess of revenue over expenses for the year	\$ 53,726	52,669
Items not affecting cash:		
Amortization of tangible capital assets	2,432	3,058
Gain on disposal of tangible capital assets	-	(725)
Loss on disposal of investments	22,247	5,912
Unrealized gains (losses) on marketable securities	-	(555)
	<u>78,405</u>	<u>60,359</u>
Changes in non-cash working capital:		
Prepaid expenses	(1,366)	3,008
Accounts payable and accrued liabilities	30,971	7,278
Deferred revenue	12,360	39,160
	<u>41,965</u>	<u>49,446</u>
Cash flow from operating activities	<u>120,370</u>	<u>109,805</u>
INVESTING ACTIVITIES		
Purchase of tangible capital assets	\$ (540)	(2,886)
Proceeds on disposal of tangible capital assets	-	725
Purchase of investments	(669,849)	(762,000)
Proceeds on disposal of investments	771,867	645,000
Interest reinvested	(4,114)	(2,892)
Cash flow from (used by) investing activities	<u>97,364</u>	<u>(122,053)</u>
FINANCING ACTIVITIES		
Proceeds from long-term debt	\$ -	-
Repayment of long-term debt	(15,000)	(15,000)
Cash flow used by financing activities	<u>(15,000)</u>	<u>(15,000)</u>
INCREASE (DECREASE) IN CASH	\$ 202,734	(27,248)
CASH - BEGINNING OF YEAR	<u>166,023</u>	<u>193,271</u>
CASH - END OF YEAR	<u>\$ 368,757</u>	<u>166,023</u>
CASH CONSISTS OF:		
Cash	<u>\$ 368,757</u>	<u>166,023</u>

Notes to the Financial Statements
Year Ended October 31, 2022
(Unaudited)

1. DESCRIPTION OF BUSINESS

Saskatchewan Dental Hygienists Association (the "Association") is a regulatory body over Registered Dental Hygienists in the province of Saskatchewan and is mandated by the provincial government, under the Dental Disciplines Act, to carry out its activities and govern its members in a manner that serves and protects the public interest.

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Basis of presentation

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

Cash and cash equivalents

Cash and cash equivalents consist of balances with banks and short-term investments with maturities of three months or less.

Tangible capital assets

Tangible capital assets are stated at cost less accumulated amortization and are amortized over their estimated useful lives on a declining balance basis at the following rates and methods:

Equipment	20% declining balance method
Computer equipment	45% declining balance method
Leasehold improvements	5 years straight-line method

Revenue recognition

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred, or restrictions are met. Unspent amounts are included in deferred contributions. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

The Association's licensing year runs from November to October. Licensing fees are recognized in the period that the related member services are expensed. Licensing fees received in advance are recognized as deferred revenue.

Advertising, continuing education and other revenue are recognized in the period that the related member services are expensed. Conference fees are recognized as revenue when the conference is held.

Investment income is recognized as revenue when earned. Interest revenue is recognized as earned on a time proportion basis.

Financial instruments

The Association initially measures its financial assets and financial liabilities at fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost, except for investments in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in the statements of operations in the period occurred.

Financial assets are subsequently measured at amortized cost include cash. Financial liabilities subsequently measured at amortized cost include accounts payable and accrued liabilities and deferred revenue. The fair value of the cash, accounts payable and accrued liabilities approximates their carrying value due to their short-term nature.

Notes to the Financial Statements
For the Year Ended October 31, 2022
(Unaudited)

2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES *(continued)*

Income taxes

The Association qualifies as a tax exempt organization under section 149 of the Income Tax Act and accordingly no provision for income taxes is recorded.

Use of estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the period. Such estimates are periodically reviewed and any adjustments necessary are reported in earnings in the period in which they become known. Actual results could differ from these estimates.

Significant estimates include, but are not limited to, the determination of the useful life of tangible capital assets, the valuation of deferred contributions and revenue, and accruals for certain revenues and expenses.

Contributions in-kind

Contributions in-kind are recorded at fair value for goods or services used in the normal course of operations that would otherwise have been purchased.

3. TANGIBLE CAPITAL ASSETS

	Cost	Accumulated amortization	2022 Net book value	2021 Net book value
Computer equipment	\$ 16,828	15,118	1,710	2,788
Furniture and fixtures	40,401	35,744	4,657	5,472
	<u>\$ 57,229</u>	<u>50,862</u>	<u>6,367</u>	<u>8,260</u>

4. INVESTMENTS

	Maturity	2022	Yield	2021
Short-term investments				
Term deposits	<1 year	\$ 481,418	0.60% - 3.00%	210,318
Mutual funds (cost - \$Nil, 2021 - \$505,918)		-	-	512,539
Long-term investments				
Term deposits	>1 year	\$ 121,290	2.25%	-
		<u>602,708</u>		<u>722,857</u>

Notes to the Financial Statements
Year Ended October 31, 2022
(Unaudited)

5. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2022	2021
CDHA payable	\$ 159,592	\$ 139,417
Trade payables	11,946	4,525
Accrued liabilities	3,663	3,330
Vacation payable	-	2,358
VISA payable	6,400	999
	<u>181,601</u>	<u>150,629</u>

6. DEFERRED REVENUE

	2022	2021
Deferred revenue, beginning of year	\$ 387,210	\$ 348,050
<i>Licensing fees received during the year:</i>		
Licensing - Conditional	16,200	12,000
Licensing - Full	367,200	356,400
Licensing - Non-practicing	16,170	18,810
Less: Amounts recognized as licensing revenue	<u>(387,210)</u>	<u>(348,050)</u>
	<u>399,570</u>	<u>387,210</u>

7. LONG-TERM DEBT

Canada Emergency Business Account (CEBA) loan administered by Royal Bank of Canada. The loan is non-interest bearing without fixed terms of repayment until December 31, 2023. The loan is secured by the Government of Canada through the CEBA program. Total CEBA funds advanced were \$40,000. If the loan is repaid prior to December 31, 2023 then 25% of the loan (\$10,000) will be forgiven. If the loan is not repaid prior to December 31, 2023 then the remaining balance is then converted to a 3-year term loan at an interest rate of 5% per annum. The loan was repaid in full during the 2022 fiscal year.

	2022	2021
Amounts payable within one year	\$ -	15,000
	<u>-</u>	<u>-</u>
	<u>-</u>	<u>15,000</u>

8. INTERNALLY RESTRICTED NET ASSETS

In 2002 the Association established a \$50,000 legal contingency fund. The fund was increased to \$100,000 in 2018. This is reflected in the financial statements as internally restricted.

In 2006 the Association established an \$80,000 emergency reserve fund. The fund was increased to \$110,000 in 2019. This is reflected in the financial statements as internally restricted.

In 2018 the Association established a \$25,000 Registrar search fund to be used if the Association needs to recruit and train a new Registrar. This is reflected in the financial statements as internally restricted.

**Notes to the Financial Statements
For the Year Ended October 31, 2022
(Unaudited)**

9. LEASE COMMITMENTS

Office lease

The Association is committed under a lease agreement for its premises at Unit 320, 350 - 3rd Avenue North, Saskatoon, Saskatchewan. The agreement expires on April 30, 2028 with required minimum annual lease payments as follows:

2023	\$	27,908
2024		27,908
2025		27,908
2026		27,908
2027		27,908
Thereafter		<u>13,954</u>
	\$	<u>153,494</u>

10. COVID-19

On March 11, 2020, COVID-19 was declared a pandemic by the World Health Organization. This has resulted in significant economic uncertainty and financial markets have experienced considerable volatility in response to the development of the COVID-19 pandemic. The COVID-19 pandemic has caused business disruption to the Association through mandated and voluntary cancellations of conferences. While the operations of the Association have not been significantly impacted by the pandemic, the situation is dynamic and the ultimate duration and magnitude of the potential impact on future results is currently undeterminable

11. FINANCIAL INSTRUMENTS

The Association as part of its operations carries a number of financial instruments. It is management's opinion that the Association is not exposed to significant interest, currency or credit risks arising from these financial instruments except as otherwise disclosed.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk comprises three types of risk: currency rate risk, interest rate risk and other price risk.

Interest rate risk

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. In seeking to minimize the risks from interest rate fluctuations, the Association manages exposure through its normal operating and financing activities. The Association is exposed to interest rate risk primarily through its investment in term deposits.

Other price risk

Other price risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices (other than those arising from interest rate risk or currency risk), whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The Association is exposed to other price risk through its investment in mutual funds.

12. COMPARATIVE FIGURES

Some of the comparative figures have been reclassified to conform to the current year's presentation.