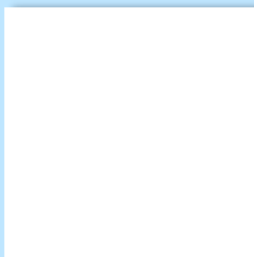


# Building Relationships

Annual Report  
2013-14





# Mission, Vision & Values

## Mission

To serve and protect the public interest, by providing leadership and setting quality standards through self-regulation for Registered Dental Technologists of Ontario.

## Vision

Excellence through:

- Leadership
- Accountability
- Trust

## Values

The College of Dental Technologists of Ontario (CDTO) is guided in its activities by these core values:

**Integrity**—CDTO carries out its mission with professionalism that promotes trust and confidence, and sets an example for the profession.

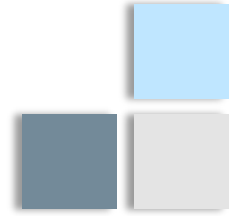
**Respect and Consideration**—CDTO conducts business thoughtfully, fairly and with compassion in all interactions.

**Transparency and Openness**—CDTO programs and activities are conducted openly and interactively within the boundaries of privacy legislation and regulations.

**Communication**—The CDTO values open and honest communication exchange, and being accessible.

**Accountability**—CDTO sets strategic goals and achieves them through collective responsibilities and teamwork. CDTO assesses its operations and reinforces ongoing quality improvement.

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**Note:** this report covers the period  
September 1st 2013 to August 31st 2014.



# About the College

The College of Dental Technologists of Ontario (CDTO) is a regulatory body established under the Regulated Health Professions Act, 1991 to ensure the competency and accountability of dental technologists practising in the province of Ontario.

## The Objects of the College

The objects of the College are set out in the Health Professions Procedural Code (s.3) and are as follows

1. To regulate the practice of the profession and to govern the members in accordance with the health professions Act, this Code and the Regulated Health Professions Act, 1991 and the regulations and the by-laws.
2. To develop, establish and maintain standards of qualifications for persons to be issued certificates of registration.
3. To develop, establish and maintain programs and standards of practice to assure the quality of the practice of the profession.
4. To develop, establish and maintain standards of knowledge and skill and programs to promote continuing evaluation, competence and improvement among the members.
  - 4.1 To develop, in collaboration and consultation with other Colleges, standards of knowledge, skill and judgment relating to the performance of controlled acts common among health professions to enhance interprofessional collaboration, while respecting the unique character of individual health professions and their members.
5. To develop, establish and maintain standards of professional ethics for the members.

6. To develop, establish and maintain programs to assist individuals to exercise their rights under this Code and the Regulated Health Professions Act, 1991.
7. To administer the health profession Act, this Code and the Regulated Health Professions Act as it relates to the profession and to perform the other duties and exercise the other powers that are imposed or conferred on the College.
8. To promote and enhance relations between the College and its members, other health profession colleges, key stakeholders, and the public.
9. To promote inter-professional collaboration with other health profession colleges.
10. To develop, establish, and maintain standards and programs to promote the ability of members to respond to changes in practice environments, advances in technology and other emerging issues.
11. Any other objects relating to human health care that the Council considers desirable.

## Fulfilling Our Mandate

The CDTO fulfils its mandate by ensuring individuals seeking registration to practice dental technology in Ontario meet specific education requirements and practice standards. Only those individuals registered with the CDTO are allowed to practice independently.

Acting as a board of directors, CDTO's Council decides on College policies, regulations, bylaws and submissions to government agencies such as the Health Professions Regulatory Advisory Council. It also appoints members to the statutory and standing committees that assist Council in carrying out its responsibilities.

The CDTO also establishes and enforces practice standards, promotes quality practice and encourages continuing competency and education in dental technology. In addition, it holds all dental technologists in Ontario accountable for conduct and practice.



# Message from the President & the Registrar

The beginning of the 2013-14 year found the College facing two substantial challenges—an un-constituted Council and a Registrar on the cusp of retirement.

During this period, staff and Council worked hard to keep the doors open and the public protected. We utilised our skilled and committed Executive Committee to ensure decision making functions continued and incorporated the guidance of the Office of the Fairness Commissioner (OFC) into many of our processes to ensure standards of transparency, objectivity, impartiality and fairness were maintained.

In January 2014, our efforts to secure the required number of professional members and public appointees for Council were rewarded when a new Council was constituted and embarked on what has been a year of change, reflection and reconnecting with our stakeholders.

Change has come in the form of a new Registrar, Judith (Judy) Rigby CPA CGA, who, as well as bringing considerable experience in the public and private sectors, has contributed a fresh perspective to the College's operations and an infectious energy to our efforts to bring forward new initiatives.

As an organisation that values accountability and ongoing quality improvement, we are keen to learn from our successes and the challenges we have faced in achieving them so that we may continue to make positive strides going forward. To this end, Council and the Registrar have worked together to reflect on the past year and begin to identify the strategies required to ensure College programs protect the public interest and develop excellence in the profession. We look forward to being able to report on these exciting initiatives in the years ahead.

Underpinning all of the positive developments this year has been a concerted effort to build open, transparent and effective professional relationships with key stakeholders. The public, our registrants, the allied professions, and the institutions, such as George Brown College, that develop the Dental Technology

“Council embarked on a year of change, reflection and reconnecting with our stakeholders”

professionals of the future, have benefited from increased communications activity—through our newsletter, email blasts, presentations and increased web content. Of particular note, our efforts to support public protection through increasing public and member understanding of who can and cannot practise dental technology in the province of Ontario.

Understanding the important contribution the professional association makes to the support and development of the profession, we have also reached out the Association of Dental Technologists of Ontario and look forward to further developing our relationship in the year ahead.

Open dialogue with the Public Appointments Unit, the Ministry of Health and Long-Term Care (MOHLTC) and the Federation of Health Regulatory Colleges of Ontario (FHRCO) has ensured we are well placed to continue to meet our mandate—we now have public members in place on Council and we are well-informed about and engaged with efforts to increase transparency in the regulation of the health professions.

While the experience and dynamism of a new Council and Registrar have been driving forces behind the progress made this year, these important strides could not have been made without the support of a staff team committed to responding to the direction of Council with skill and enthusiasm. Their support has been critical in implementing our initial and ongoing efforts to tackle a roster of long-overdue administration, innovation and leadership tasks.

Having sought to understand and maintain the components that have allowed us to overcome our challenges and proved critical in realising our achievements, we are now poised and ready to face what is certain to be a busy and transformative 2014-15. We are excited about working with all of our stakeholders as we make progress towards our goals and look forward to their active engagement with us over the year ahead.

“We are now  
poised and ready  
to face a busy  
and  
transformative  
year ahead”



Sean Hanrahan, RDT  
President



Judith (Judy) Rigby, CPA CGA  
Registrar



# Council & Committees

## Council

The College's Council leads the self-regulation of the dental technology profession in Ontario, upholding the College's public protection mandate by making decisions on:

- standards of practice and professional conduct;
- competencies for entry to practice and ongoing practice; and
- the development of new programs and policies to guide the profession as well as relevant regulations and bylaws required under the legislation.

According to the CDTO's by-laws Council consists of five or six public members (individuals who are not members of the profession) appointed by the Lieutenant Governor in Council of the Ontario Government and seven members elected from the Registrants of the College. These seven people represent three Districts in Ontario as follows:

District 1	Central Toronto and Peel	3 representatives
District 2	Western District	2 representatives
District 3	Eastern District	2 representatives

In the 2013-14 year, an election was held to fill a vacancy in District 2. Philip Tse, RDT was duly elected to Council.

Elected Council members' three-year term of office commences in January and Executive Committee is elected on annual basis. Statutory Committees are also appointed by Council on an annual basis. As per the by-laws the College has a fiscal year-end of August 31. Therefore, this report may cover decisions made by two different Councils and associated appointed committees operating during the fiscal period in question.



## **September—December 2013**

**President**—Vacant

**Vice-President**—Sean Hanrahan, RDT District 3

**Secretary-Treasurer**—Vacant

### **Members**

Harold Bassford, Public Member (from October 2013)

Hsiu Chin Chang, RDT District 1

Richard Diamond, Public Member

Jeff Donnelly, Public Member

Michael Karrandjas, RDT District 1

Melanie Liassides, RDT District 1 (from November 2013)

Christopher McIntosh, Public Member (from October 2013)

Derrick Ostner, RDT District 2

Susan Pye, Public Member

Philip Tse, RDT District 2

Jason Chai Chun Wei, RDT District 3

Devinder Walia, Public Member

## **January—August 2014**

**President**—Sean Hanrahan, RDT District 3

**Vice-President**—Harold Bassford, Public Member

**Secretary-Treasurer**—Christopher McIntosh, Public Member

### **Members**

Hsiu Chin Chang, RDT District 1

Richard Diamond, Public Member

Jeff Donnelly, Public Member

Janet Faas, Public Member (from April 2014)

Michael Karrandjas, RDT District 1

Melanie Liassides, RDT District 1

Derrick Ostner, RDT District 2

Philip Tse, RDT District 2

Clark Wilson, RDT District 3

Devinder Walia, Public Member (to May 2014)

# Committees

Members of Council also fulfill a critical role through their participation on the following statutory Committees.

## Executive Committee

	September—December 2013	January—August 2014
Chair	Vacant	Sean Hanrahan
Members	Sean Hanrahan Hsiu Chin Chang Devinder Walia	Harold Bassford Christopher McIntosh Hsiu Chin Chang Devinder Walia

The Executive Committee has the authority to make decisions in between meetings of Council. The Executive Committee met three times in 2013-14 to consider and make decisions on the key items—elimination of HST on the examination; a practice advisory related to Inactive status; and review of the by-laws.

## Registration Committee

Chair	Hsiu Chin Chang
Members	Michael Karrandjas Richard Diamond Jeff Donnelly (from March 2014) Janet Faas (from June 2014) Sean Hanrahan (Ex-Officio)

## Quality Assurance

Chair	Harold Bassford, Public Member
Members	Derrick Ostner, RDT Janet Faas, Public Member Melanie Liassides, RDT Philip Tse, RDT Igor Kobierzycki, RDT, non-Council

## **Inquiries, Complaints and Reports**

Chair Philip Tse, RDT  
Members Clark Wilson, RDT  
Christopher McIntosh, Public Member  
Andreas Sommer, RDT, non-Council

## **Discipline**

Panel appointed as necessary.

## **Fitness to Practice**

Chair Melanie Liassides, RDT  
Members Derrick Ostner, RDT  
Richard Diamond, Public Member

## **Patient Relations**

Chair Richard Diamond, Public Member  
Members Michael Karrandjas, RDT  
Christopher McIntosh, Public Member  
Derrick Ostner, RDT

The CDTO's By-laws require the appointment of non-Council members to some of the College's statutory committees. In between Council meetings the Executive Committee made the selection and appointment of the following non-Council committee members for a term of two years until January 2016:

Quality Assurance—Igor Kobierzycki, RDT  
Inquiries Complaints and Reports—Andreas Sommer, RDT  
Discipline—Harry Bang, RDT and Igor Kobierzycki, RDT



# Committee Reports

## Registration

During 2013-14 the Registration Committee met four times. It reviewed and decided on eight applications as follows:

### **3** Internationally Trained Applicants

#### **3** Requests for Accommodation

#### **2** Upgrading/Remediation Applicants

The Committee also reviewed and approved the examinations and results for the 2014 Registration Examination session.

In July 2014, forty-six candidates qualified for and sat the 2014 Registration Examination. Of these candidates twenty-four passed all examination

components during the summer examination session and became eligible to apply for a General Certificate of Registration.

The Registration Committee is grateful for the support of those who assisted the College with the preparation, development and administration of the 2014 CDTO examinations. Their contribution to the College's examinations and the profession are invaluable.

As part of the College's continuous improvement processes and

*The Registration Committee is responsible for developing and implementing transparent, objective, impartial and fair registration processes that reflect the College's Mission, Vision and Values.*

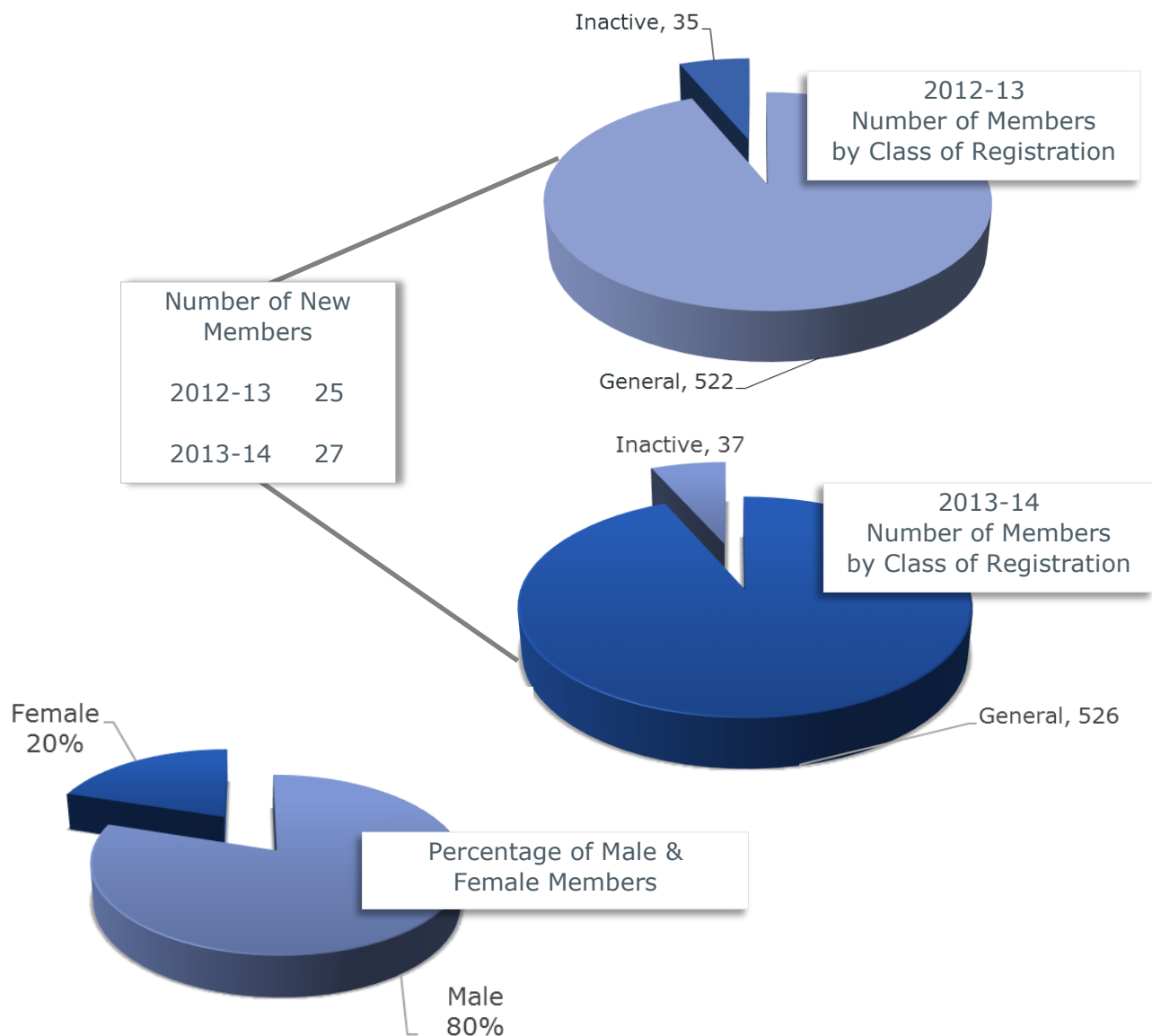
*The Committee considers applicants for registration that have been referred by the Registrar in situations where the Registrar has doubts about whether an applicant has met the registration requirements.*

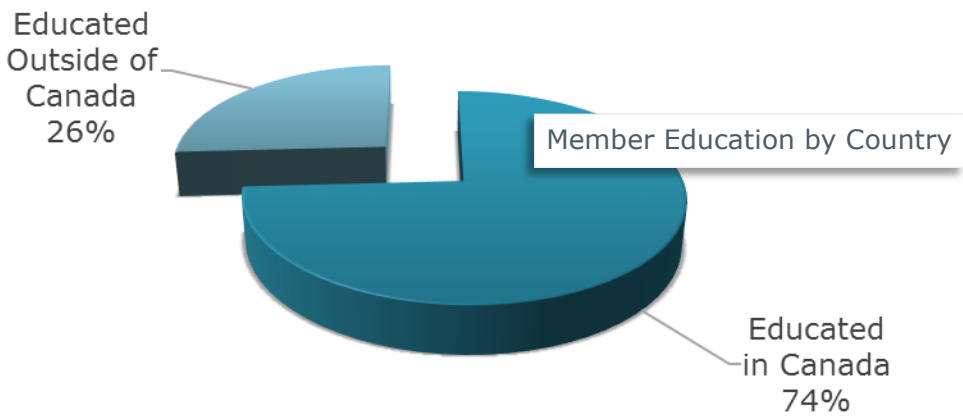
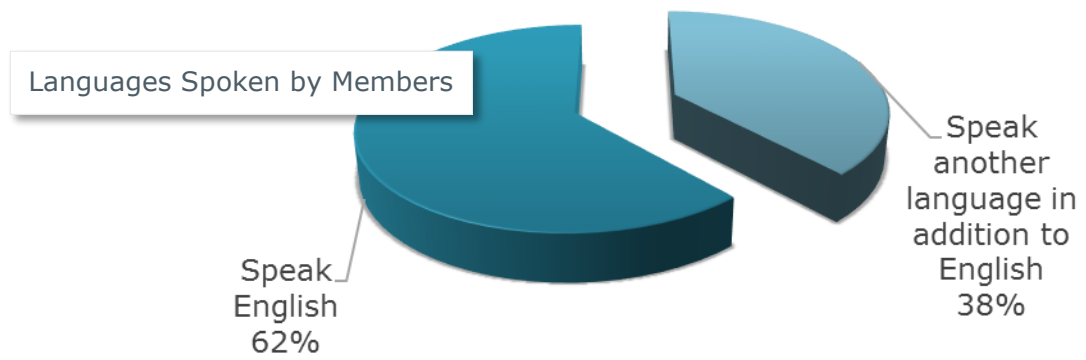
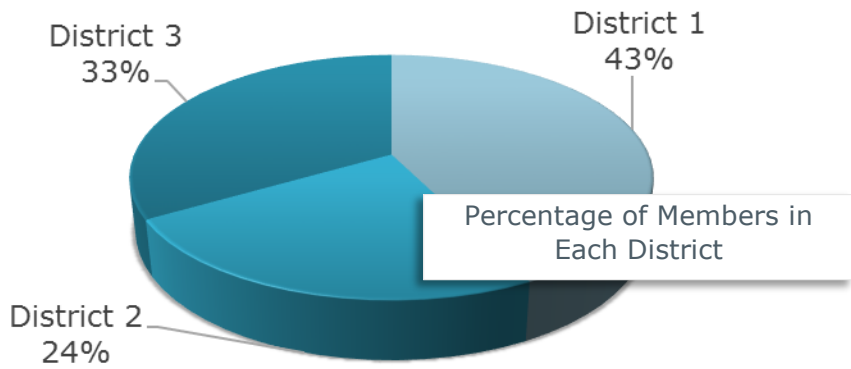
commitment to improved transparency, objectivity, impartiality and fairness, the Registration Committee reviewed two examination policies—the Registration Examination Appeal Policy and the Accommodation For Examination Candidates with Disabilities Policy.

As a result of the review, both policies were revised and are due to be brought forward to Council for approval in early 2015.

As instructed by Council, the Registration Committee reviewed the Association of Dental Technologists of Ontario’s (ADTO) request to shift the renewal of the Laboratory Supervision Status (“Stamp”) from yearly to once every three years. The Committee provided a report to Council which was accepted and resulted in the College maintaining an annual renewal of the Stamp.

## Member Overview





## 2014 Examination Results Overview

<b>Examination</b>	<b>Percentage Pass (%)</b>
Written Theory Examination	73%
Jurisprudence & Ethics Examination	67%
Complete Dentures	80%
Cast Partial Dentures	88%
Crown & Bridge	65%
Orthodontics	70%

<b>Examination</b>	<b>Percentage Pass (%)</b>
International Applicants:	
<i>Required to challenge the Eligibility Examination</i>	67%
Provincial Transfer Applicants:	
<i>Required to challenge the CDTO Jurisprudence &amp; Ethics Examination</i>	57%

## Fair Practices Reporting

The College submitted the annual Office of the Fairness Commissioner (OFC) Fair Practices Report in March, 2014 and an Action Plan to address recommendations based on the February 2014 OFC Registration Practices Assessment Report (Targeted Assessment).

The Committee's activities included moving forward to satisfy the recommendations identified by the OFC and it has already completed two of the actions identified in the 2014 Action Plan. The Committee is encouraged by the OFC's Exemplary Practices Database where the College is identified as having four exemplary registration practices. With this in mind, the Committee has worked diligently to bring current registration practices to a high level as well as keeping OFC principles in mind when considering future registration practices.

# Quality Assurance

In 2013-14, the Quality Assurance Committee continued to carry out its statutory responsibilities to:

## **ENSURE**

members participate in the Quality Assurance Program

## **REVIEW**

the professional development profile of members randomly selected for assessment

## **APPOINT**

assessors to conduct on-site evaluation of members

CDTO's Quality Assurance (QA) Committee met four times in 2013-14. During this period the Committee began work on examining the current education requirements for members of the profession with a view to updating the College's Credit Point System to better reflect the changing professional context.

*The Quality Assurance Committee is an essential component of the CDTO infrastructure. It supports the College in fulfilling its responsibilities to promote the continuing competence of dental technologists and assure the quality of professional practice.*

*The Committee is also the means by which the CDTO assists its members in meeting their responsibilities and obligations as practitioners of a regulated health profession.*

In particular, it considered the inclusion of more specific learning requirements and the ways in which different modes of learning might best be accommodated.

The Committee also held a joint meeting with the College's Peer Assessors at which QA processes were reviewed and discussed. It was agreed that this will become an annual meeting, allowing for continuous improvement through open communication.



## Inquiries, Complaints and Reports

*The Inquiries, Complaints and Reports Committee (ICRC), is responsible for reviewing and investigating matters filed with the Registrar regarding a dental technologist's professional conduct or competence and deciding what action, if any, is required.*

*ICRC may make referrals to the Fitness to Practice and Discipline Committees and in every case disposes of each matter according to the process described in the Health Professions Procedural Code.*

The Inquiries, Complaints and Reports Committee met once during 2013-14.

It conducted one inquiry and reviewed one Registrar's report. No formal complaints were received by the Committee.

At the end of 2013-14, one matter remained in progress.

## Discipline

*The Discipline Committee is responsible for hearing allegations of professional misconduct and/or incompetence involving dental technologists, as referred by the Inquiries, Complaints and Reports Committee.*

During 2013-14, there were no referrals to the Discipline Committee and there were no hearings.

## Fitness to Practice

*The Fitness to Practice Committee conducts hearings of matters referred to it by a Panel of the Inquiries, Complaints and Reports Committee.*

*The Committee is responsible for determining whether a dental technologist is incapacitated i.e. suffering from a physical or mental condition or disorder that makes it desirable, in the interest of the public, that the member no longer be allowed to practice, or that the member's practice be restricted.*

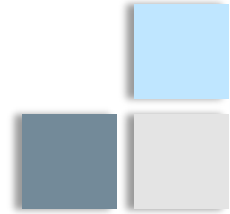
In 2013-14, there were no referrals to the Fitness to Practice Committee.

## Patient Relations

*The Patient Relations Committee is responsible for developing, establishing and maintaining a Patient Relations Program, including measures for preventing and/or dealing with sexual abuse of patients by members of the College. This includes member education, staff training, guidelines for members' conduct with patients and public information. The Committee is also responsible for administering funding for therapy and counselling for patients who have been sexually abused by dental technologists.*

The Patient Relations Committee did not meet in 2013-14.

# Operations



## Staff

Registrar	J. David McDonald (retired April 2014) Judith (Judy) Rigby CPA CGA (from August 2014)
Interim Registrar	Paola Bona (April-August 2014)
Deputy Registrar	Dwight Townsend (to June 2014)
Coordinator, Examinations	Paola Bona
Coordinator, QA & ICRC	Bojana Cvetkovic
Coordinator, Registration	Katherine Stern
Coordinator, Finance & Administration	Steven Wang

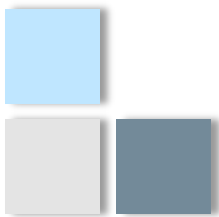
In 2013-14 staff worked hard to maintain the operations of the College and support the work of committees during a period of significant change.

In April 2014, we said goodbye to our Registrar, J. David McDonald, when he retired after six years of service. While a Search Committee worked on behalf of Council to find his successor, we were grateful for the support and commitment of Paola Bona who undertook the role of Registrar on an interim basis.

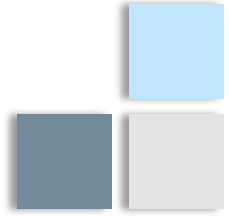
Judith (Judy) Rigby was appointed as Registrar in July 2014 and assumed responsibility for the position on August 5, 2014. Judy is honoured to take on this role and is looking forward to leading the College as it continues to develop and deliver on its mission and mandate.

Maintenance of service in respect of the College's mandate and enhancing its communications efforts were a key focus of operations this year. Staff worked to streamline the annual renewal process by updating the forms that support this undertaking. A new edition of the Advisor was released, the first in two years, as a means of ensuring better communications with members and other stakeholders. Throughout the year members were encouraged to provide their email address to the College to facilitate more timely and responsive communications through regular email blasts.

These initial efforts to build relationships and solid communications structures with the College's members and stakeholders are set to continue in the year ahead.



# Financial Statements



**COLLEGE OF DENTAL TECHNOLOGISTS OF ONTARIO**

**FINANCIAL STATEMENTS**

AUGUST 31, 2014

## Independent Auditor's Report

To the Council of the  
**College of Dental Technologists of Ontario**

We have audited the accompanying financial statements of the College of Dental Technologists of Ontario, which comprise the statement of financial position as at August 31, 2014, and the statements of operations, changes in net assets and cash flows for the year then ended August 31, 2014, 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 organization'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 organization'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 Dental Technologists of Ontario as at August 31, 2014, and the results of its operations and its cash flows for the year then ended August 31, 2014 in accordance with Canadian accounting standards for not-for-profit organizations.



Toronto, Ontario

January 23, 2015

Chartered Professional Accountants  
Licensed Public Accountants

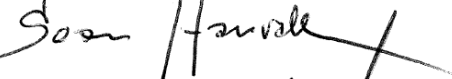
# COLLEGE OF DENTAL TECHNOLOGISTS OF ONTARIO

## Statement of Financial Position

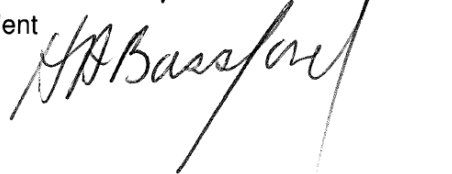
August 31	2014 \$	2013 \$
<b>ASSETS</b>		
Current assets		
Cash and cash equivalents (note 3)	1,233,065	1,175,026
Prepaid expenses	19,600	21,547
	<u>1,252,665</u>	<u>1,196,573</u>
Investments (note 4)	771,180	699,507
Capital assets (note 5)	6,997	15,601
	<u>2,030,842</u>	<u>1,911,681</u>
<b>LIABILITIES</b>		
Current liabilities		
Accounts payable and accrued liabilities (note 6)	34,836	37,407
Deferred registration and laboratory supervision fees	603,601	498,235
	<u>638,437</u>	<u>535,642</u>
Deferred contributions related to capital assets (note 7)	-	1,194
	<u>638,437</u>	<u>536,836</u>
<b>NET ASSETS</b>		
Invested in capital assets	6,997	14,407
Internally restricted for complaints and discipline (note 9)	60,000	60,000
Internally restricted for abuse therapy (note 10)	20,000	20,000
Unrestricted	1,305,408	1,280,438
	<u>1,392,405</u>	<u>1,374,845</u>
	<u>2,030,842</u>	<u>1,911,681</u>

Approved on behalf of the Council

President



Vice-President





# COLLEGE OF DENTAL TECHNOLOGISTS OF ONTARIO

## Statement of Operations

Year ended August 31	2014 \$	2013 \$
Revenues		
Registration	722,808	712,168
Examination	57,733	66,641
Laboratory supervision fees	35,380	35,599
Investment income (note 8)	31,906	45,246
Administration (note 7)	2,265	3,224
	<u>850,092</u>	<u>862,878</u>
Expenses		
Registration	15,102	36,294
Examination	71,603	68,735
Laboratory supervision fees	22,298	22,256
Quality assurance	17,751	8,180
Administration	224,253	156,152
Human resources	475,499	490,753
Complaints and discipline	4,703	404
Publications	4,573	4,700
	<u>835,782</u>	<u>787,474</u>
Excess of revenues over expenses before the following	14,310	75,404
Recovery of misappropriated funds (note 11)	3,250	3,750
Excess of revenues over expenses for year	<u>17,560</u>	<u>79,154</u>

# COLLEGE OF DENTAL TECHNOLOGISTS OF ONTARIO

## Statement of Changes in Net Assets

Year ended August 31

	Invested in Capital Assets \$	Internally Restricted for Complaints and Discipline \$	Internally Restricted for Abuse Therapy \$	Unrestricted \$	Total 2014 \$
Balance, beginning of year	14,407	60,000	20,000	1,280,438	<b>1,374,845</b>
Excess/ (deficiency) of revenues over expenses for year	(7,410)	-	-	24,970	<b>17,560</b>
Purchase of capital assets	-	-	-	-	-
Net changes during the year	(7,410)	-	-	24,970	<b>17,560</b>
Balance, end of year	6,997	60,000	20,000	1,305,408	<b>1,392,405</b>
	Invested in Capital Assets \$	Internally Restricted for Complaints and Discipline \$	Internally Restricted for Abuse Therapy \$	Unrestricted \$	Total 2013 \$
Balance, beginning of year	19,765	60,000	20,000	1,195,926	1,295,691
Excess/ (deficiency) of revenues over expenses for year	(12,430)	-	-	91,584	79,154
Purchase of capital assets	7,072	-	-	(7,072)	-
Net changes during the year	(5,358)	-	-	84,512	79,154
Balance, end of year	14,407	60,000	20,000	1,280,438	1,374,845

# COLLEGE OF DENTAL TECHNOLOGISTS OF ONTARIO

## Statement of Cash Flows

Year ended August 31	2014 \$	2013 \$
Cash flows from operating activities		
Excess of revenues over expenses for year	17,560	79,154
Adjustments to determine net cash provided by (used in) operating activities		
Amortization	8,604	14,819
Recognition of deferred contributions as revenue	(1,194)	(2,389)
Interest capitalized to investments	(22,823)	(20,457)
Gain on sale of investments	-	(11,004)
	2,147	60,123
Change in non-cash working capital items		
Decrease (increase) in prepaid expenses	1,947	(2,887)
Decrease in accounts payable and accrued liabilities	(2,571)	(80,362)
Increase (decrease) in deferred registration and laboratory supervision fees	105,366	(130,532)
	106,889	(153,658)
Cash flows from investing activities		
Purchase of investments	(150,000)	(451,956)
Proceeds from sale of investments	101,150	350,926
Purchase of capital assets	-	(7,072)
	(48,850)	(108,102)
Net change in cash and cash equivalents	58,039	(261,760)
Cash and cash equivalents, beginning of year	1,175,026	1,436,786
Cash and cash equivalents, end of year	1,233,065	1,175,026

# COLLEGE OF DENTAL TECHNOLOGISTS OF ONTARIO

## Notes to Financial Statements

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August 31, 2014

### Nature and description of the organization

The College of Dental Technologists of Ontario (the "College") was incorporated without share capital under the Regulated Health Professions Act, 1991 (the "RHPA"). The objects and the duties of the College, as well as the powers of the Council are defined in the RHPA, the Health Professions Procedural Code (the "Code"), the Dental Technology Act, 1991 (the "Regulations") and the College's by-laws.

As the regulator and governing body of the dental technology profession in Ontario, the purpose of the College is to regulate the practice of the profession and to govern the members in accordance with the RHPA, the Code, the Regulations and by-laws, to serve and protect the public interest.

The College is a not-for-profit organization, as described in Section 149(1)(l) of the Income Tax Act, and therefore is not subject to either federal or provincial income taxes.

On September 1, 2012, the College adopted Canadian Accounting Standards for Not-for-Profit Organizations ("ASNPO") in Part III of the Chartered Professional Accountants of Canada ("CPAC") Handbook.

### 1. Significant accounting policies

These financial statements have been prepared by management in accordance with Canadian ASNPO and include the following significant accounting policies:

#### (a) Revenue recognition

The College follows the deferral method of accounting for contributions.

Registration and laboratory supervision fees are recognized as revenue proportionately over the fiscal year to which they relate. The membership year of the College coincides with that of the fiscal year of the College, being September 1 to August 31. Registration and laboratory supervision fees received in advance of the membership year to which they relate are recorded as deferred registration and laboratory supervision fees.

Examination fees are recognized as revenue when the examinations are held.

Restricted contributions related to capital assets are deferred and recognized as revenue in the year in which the related assets are disposed of or the year in which the related amortization expense is incurred.

Unrestricted contributions related to the general operations of the College are recognized as revenue of the College when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

Investment income comprises interest from cash and cash equivalents and fixed income investments and realized gains and losses on the sale of investments. Revenue is recognized on an accrual basis. Interest on fixed income investments is recognized over the term of the investments using the effective interest method.

# COLLEGE OF DENTAL TECHNOLOGISTS OF ONTARIO

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## Notes to Financial Statements

August 31, 2014

### 1. Significant accounting policies (continued)

#### (b) Cash and cash equivalents

Cash and cash equivalents consist of cash and investments which are readily convertible into cash, are not subject to significant risk of changes in value and have a maturity date of twelve months or less from the date of acquisition.

#### (c) Investments

Investments consist of Canadian fixed income investments whose term to maturity is greater than twelve months from the date of acquisition. Fixed income investments that mature within twelve months from the year end date are classified as current.

#### (d) Financial instruments

##### (i) Measurement of financial instruments

Financial assets and financial liabilities are initially measured at fair value adjusted for transaction costs. Subsequently, all financial instruments are measured at amortized cost.

Financial assets measured at amortized cost include cash and cash equivalents and investments. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

##### (ii) Impairment

Financial assets are assessed for impairment on an annual basis at the end of the fiscal year if there are indicators of impairment. If there is an indication of impairment, the College determines if there is a significant adverse change in the expected timing or amount of future cash flows from the financial asset.

If there is a significant adverse change in the expected timing or amount of cash flows from a financial asset, the carrying value of the financial asset is reduced to the higher of the present value of the cash flows or the amount that could be realized from selling the financial asset at the statement of financial position date.

Any impairment of the financial asset is charged to income in the period in which the impairment is determined.

When the extent of impairment of a previously written-down asset decreases and the decrease can be related to an event occurring after the impairment was recognized, the previously recognized impairment loss is reversed to the extent of the improvement, but not in excess of the impairment loss. The amount of the reversal is recognized in income in the period the reversal occurs

# COLLEGE OF DENTAL TECHNOLOGISTS OF ONTARIO

## Notes to Financial Statements

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August 31, 2014

### 1. Significant accounting policies (continued)

#### (e) Capital assets

On meeting the criteria for recognition as a capital asset, capital assets are recorded at cost less accumulated amortization and impairment losses. When a capital asset no longer contributes to the College's ability to provide services, its carrying amount is written down to its residual value.

Capital assets are amortized on a straight-line basis over their estimated useful lives, which have been estimated to be as follows:

Office furniture and equipment	5 years
Registration database	5 years

A capital asset is tested for impairment whenever events or changes in circumstances indicate that its carrying amount may not be recoverable. If any potential impairment is identified, then the amount of the impairment is quantified by comparing the carrying value of the capital asset to its fair value. Any impairment of capital assets is charged to income in the period in which the impairment is determined.

An impairment loss is not reversed if the fair value of the capital asset subsequently increases.

#### (f) Management estimates

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make judgment, estimates and assumptions that affect the application of accounting policies and the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results may differ from these estimates, the impact of which would be recorded in future periods.

Estimates and underlying assumptions are reviewed on an ongoing basis. Revisions to accounting estimates are recognized in the year in which the estimates are revised and in any future years affected.

#### (g) Net assets invested in capital assets

Net assets invested in capital assets comprises the net book value of capital assets less the balance of deferred contributions related to capital assets.

# COLLEGE OF DENTAL TECHNOLOGISTS OF ONTARIO

## Notes to Financial Statements

August 31, 2014

### 2. Financial risk management

The College is exposed to various risks through its financial investments. The following analysis provides a measure of the College's risk exposure and concentrations.

The financial investments of the College and the nature of the risks to which it may be subject are as follows:

Financial investment	Risks				
	Credit	Liquidity	Market risk		
Currency			Interest rate	Other price	
Cash and cash equivalents	X			X	
Investments	X			X	
Accounts payable and accrued liabilities		X			

#### Credit risk

The College is exposed to credit risk resulting from the possibility that parties may default on their financial obligations, or if there is a concentration of transactions carried out with the same party, or if there is a concentration of financial obligations which have similar economic characteristics that could be similarly affected by changes in economic conditions, such that the College could incur a financial loss. The College does not hold directly any collateral as security for financial obligations of counterparties.

The maximum exposure of the College to credit risk is as follows:

	2014 \$	2013 \$
Cash and cash equivalents	1,233,065	1,175,026
Investments	771,180	699,507
	<b>2,004,245</b>	<b>1,874,533</b>

The College reduces its exposure to the credit risk of cash and cash equivalents by maintaining balances with Canadian financial institutions.

The College manages its exposure to credit risk associated with investments through their investment policy which restricts the types of eligible investments.

# COLLEGE OF DENTAL TECHNOLOGISTS OF ONTARIO

## Notes to Financial Statements

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August 31, 2014

### 2. Financial risk management (continued)

The funds of the College may be invested in securities issued or guaranteed by:

- a) the Government of Canada;
- b) the Province of Ontario;
- c) the government of another province of Canada, provided that such province, at the time of the investment, was rated by the Dominion Bond Rating Service as one of the three best rated provinces of Canada; or
- d) a Schedule 1 Canadian chartered bank.

#### Liquidity risk

Liquidity risk is the risk that the College will not be able to meet a demand for cash or fund its obligations as they come due.

The College meets its liquidity requirements by preparing and monitoring detailed forecasts of cash flows from operations and anticipated investing and financing activities and holding assets that can be readily converted into cash.

#### Market risk

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

#### Currency risk

Currency risk refers to the risk that the fair value of financial investments or future cash flows associated with the investments will fluctuate due to changes in foreign exchange rates.

The College is not exposed to currency risk.

#### Interest rate risk

Interest rate risk refers to the risk that the fair value of financial investments or future cash flows associated with the investments will fluctuate due to changes in market interest rates.

The College is exposed to interest rate risk on its cash and cash equivalents and fixed income investments.

The College's cash includes amounts on deposit with financial institutions that earn interest at market rates.

The College manages the interest rate risk exposure of its fixed income investments by using a laddered portfolio with varying terms to maturity. The laddered structure of maturities helps to enhance the average portfolio yield while reducing the sensitivity of the portfolio to the impact of interest rate fluctuations.



# COLLEGE OF DENTAL TECHNOLOGISTS OF ONTARIO

## Notes to Financial Statements

August 31, 2014

### 2. Financial risk management (continued)

The primary objective of the College with respect to its fixed income investments is to ensure the security of principal amounts invested and provide for a high degree of liquidity, while achieving a satisfactory investment return.

Fluctuations in market rates of interest on cash and cash equivalents and fixed income investments do not have a significant impact on the College's results of operations.

The College does not use derivative financial investments to manage its exposure to interest rate risk.

#### Other price risk

Other price risk refers to the risk that the fair value of financial investments or future cash flows associated with the investments will fluctuate because of changes in market prices (other than those arising from currency risk or interest rate risk), whether those changes are caused by factors specific to the individual investment or its issuer or factors affecting all similar investments traded in the market.

The College is not exposed to other price risk.

#### Changes in risk

There have been no significant changes in the College's risk exposures from the prior year.

### 3. Cash and cash equivalents

	2014	2013
	\$	\$
Cash	560,812	455,980
Guaranteed investment certificates	672,253	719,046
	<u>1,233,065</u>	<u>1,175,026</u>

Guaranteed investment certificates have interest rates of 1.30% (2013 - 0.90% to 1.40%) and mature October 2014 (2013 - October 2013 to March 2014).

# COLLEGE OF DENTAL TECHNOLOGISTS OF ONTARIO

## Notes to Financial Statements

August 31, 2014

### 4. Investments

	2014 \$	2013 \$
Guaranteed investment certificates - 1.15% - 10/09/15	-	101,030
Guaranteed investment certificates - 1.25% - 10/03/16	151,711	-
Province of Quebec - 3.49% - 01/16/23	251,128	242,661
Province of Quebec - 3.52% - 06/01/28	368,341	355,816
	<u>771,180</u>	<u>699,507</u>

### 5. Capital assets

	2014			2013		
	Cost	Accum. Amort.	Net Book Value	Cost	Accum. Amort.	Net Book Value
	\$	\$	\$	\$	\$	\$
Office furniture and equipment	133,672	126,675	6,997	133,672	120,429	13,243
Registration database	23,580	23,580	-	23,580	21,222	2,358
Total	<u>157,252</u>	<u>150,255</u>	<u>6,997</u>	<u>157,252</u>	<u>141,651</u>	<u>15,601</u>

### 6. Accounts payable and accrued liabilities

	2014 \$	2013 \$
Trade payables and accrued liabilities	29,621	32,806
Government remittances	5,215	4,601
Total	<u>34,836</u>	<u>37,407</u>

# COLLEGE OF DENTAL TECHNOLOGISTS OF ONTARIO

## Notes to Financial Statements

August 31, 2014

### 7. Deferred contributions related to capital assets

Previously, the College received a government grant in the amount of \$11,945 from the Ontario Ministry of Health and Long-Term Care to fund the costs of a Health Professions Database Project, also known as the Allied Health Human Resources Database.

	2014 \$	2013 \$
Balance, beginning of year	1,194	3,583
Less: deferred contributions recognized as revenue in the year	(1,194)	(2,389)
Balance, end of year	-	1,194

The amount recognized as revenue is included in administration revenue.

### 8. Investment income

	2014 \$	2013 \$
Interest from cash and cash equivalents	10,912	10,414
Interest from fixed income investments	20,994	23,828
Gain on sale of investments	-	11,004
Total	31,906	45,246

### 9. Net assets internally restricted for complaints and discipline

The College makes best efforts to anticipate the costs associated with complaints, investigations and hearings based on past experience and current caseload. The College has internally restricted monies to fund expenses related to complaints, investigations and hearings beyond normal expenses.

### 10. Net assets internally restricted for abuse therapy

The College has internally restricted monies to provide funding for therapy and counselling for persons who, while patients, were sexually abused by members.

### 11. Recovery of misappropriated funds

Previously, the College reached a full and final settlement of the legal proceedings regarding misappropriated funds with two parties in the amount of \$335,000 and with a third party which provided for a restitution order in the amount of \$100,000. In the current year the College received \$3,250 (2013 - \$3,750) and to date has received \$64,250 in respect of this restitution order.

# COLLEGE OF DENTAL TECHNOLOGISTS OF ONTARIO

## Notes to Financial Statements

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August 31, 2014

### 12. Commitments

Effective September 1, 2013, the College renewed its lease for office premises for an additional period of five years. Annual lease payments, including the College's proportionate share of operating expenses and taxes, are estimated as follows:

	<u>\$</u>
2015	87,080
2016	87,080
2017	87,863
2018	<u>87,863</u>
	<u><u>349,886</u></u>

### 13. 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 net assets.

