

ANNUAL REPORT

November 1, 2023 to October 31, 2024



College of
Dental Hygienists
of Nova Scotia

> *Serving and Protecting the Public*
> *High Standards of Care*

CDHNS Mega End (Mission):

Jan 20, 2024: The public is confident that the College of Dental Hygienists of Nova Scotia regulates the dental hygiene profession in the public interest during the government-mandated amalgamation of the regulators of dental hygienists, dental technicians, and denturists into one regulatory body, and development of joint regulations in compliance with the NS Regulated Health Professions Act (RHPA), through cost-effective stewardship of resources.

Vision:

The College of Dental Hygienists of Nova Scotia, operating in the best interest of the public, is a self-sustaining regulatory authority whose registrants are recognized by the public as essential health care providers. The College supports an environment of interprofessional collaboration, professional advancement and equitable access to health care for all Nova Scotians.


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This report covers the College of Dental Hygienists of Nova Scotia's responsibilities and actions between November 1, 2023 to October 31, 2024

Printed March 2025

Land Acknowledgment



The College of Dental Hygienists of Nova Scotia (CDHNS) acknowledges that the land on which we operate, what we call Nova Scotia, is the traditional and ancestral territory of the Mi'kmaq, whose inherent rights were recognized in the Peace and Friendship Treaties that were signed from 1725 to 1779. This series of treaties did not surrender Indigenous land, resources, or sovereignty to the British Empire, but instead established rules for an ongoing relationship between nations. The treaties were later reaffirmed by Canada in Section 35 of the Constitution Act, 1982, and remain active to this day. The CDHNS joins our registrants and our communities in the labour of reconciliation, and we are grateful to live and work together as treaty people in Mi'kma'ki. We are committed to working together to continue building strong and positive relationships together.

The CDHNS would also like to acknowledge the existence of people of African descent in Nova Scotia for over 400 years. We honour and offer gratitude to the ancestors who came before us to this land and the commitment to not let our history be lost.



Chair's Message

Dear Friends and Colleagues,

As I pause to reflect on the past year and draft this final Annual Report for the CDHNS, I am reminded of our many accomplishments and the incredible individuals whose passion for our profession plays a vital role in our success. This marks the end of an era for the CDHNS, as we migrate to the RHPA, amalgamating with the NSDTA and DLBNS to form the NSRDHDTD (Nova Scotia Regulator of Dental Hygiene, Dental Technology, and Denturism), effective May 1, 2025.

In the last twelve months, the CDHNS Council and staff have not only upheld the essential duties of the Regulator but have also invested considerable effort into preparing for the amalgamation and the new requirements of the RHPA. I want to express my sincere appreciation to our dedicated Registrar for her unwavering commitment, attention to detail, and for consistently going above and beyond expectations. My heartfelt gratitude also goes to the Council, committee members, CDHNS staff, and all registrants, who continue to deliver safe, effective dental hygiene services to the public.

I would also like to acknowledge the committed volunteers and staff of the DLBNS and NSDTA. It has been a pleasure getting to know, and work, alongside each of you.

The year ahead promises to be one of learning and collaboration, as we continue to shape the future framework for the NSRDHDTD, a truly new regulatory body in Atlantic Canada. It has been an honor to serve as a member of the CDHNS, and I am privileged to play a part in this joint effort, as we work together to pave the way forward. I encourage everyone to remain involved, and I look forward to what lies ahead.

Wishing you all a safe, memorable, and, most importantly, enjoyable year.

Kayla Leary-Pinch
CDHNS Chair, July 1, 2024 to to present

Introduction

Background

Dental hygienists have been providing services to Nova Scotians since 1955. The profession has been self-regulating since May 15, 2009. The profession is regulated under the Dental Hygienists Act of Nova Scotia (2007) and the Dental Hygiene Profession Regulation. The Act facilitates efficient and effective delivery of dental hygiene services in a wide variety of settings including interdisciplinary health centres, dental hygiene practices, dental offices, community health, continuing care facilities, and home care settings.

The Role Of The College

The Dental Hygienist Act and Regulations give us the authority to:

- determine who is qualified to practice dental hygiene in Nova Scotia
- set and administer Standards of Practice
- resolve complaints about dental hygienists and administer discipline when necessary

As the regulatory authority, the College requires Nova Scotia dental hygienists to:

- meet or exceed the standards for registration and renewal of licences
- meet the requirements of the CDHNS's quality assurance program, including the continuing competence program and a requisite number of practice hours
- meet the Practice Standards approved by the CDHNS
- abide by the approved Code of Ethics

By meeting these professional expectations, Nova Scotia's dental hygienists are well prepared to provide safe, ethical, effective oral health care services to their clients.

Overview Of Services Provided By The Profession

In their practice, dental hygienists do one or more of the following:

- assess, diagnose and treat oral health conditions through the provision of therapeutic, educational and preventive dental hygiene procedures and strategies to promote wellness,
- to perform advanced practices (additional authorizations) identified in the Regulations, and
- provide services as clinicians, educators, researchers, administrators, health promoters, and consultants.

Restricted Title

Only a registrant of the College of Dental Hygienists of Nova Scotia who holds a practising licence may use the following titles, abbreviations and initials:

- dental hygienist
- registered dental hygienist
- DH
- RDH

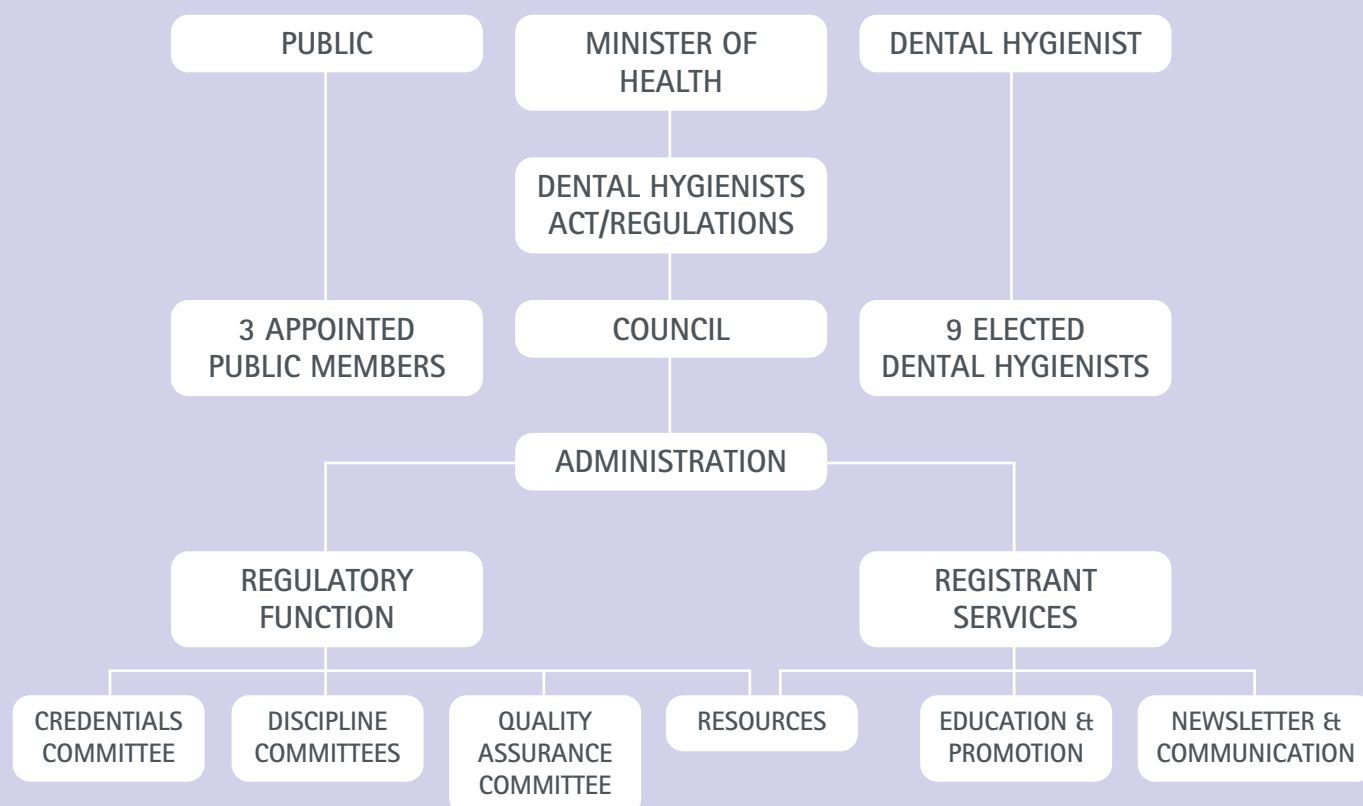
What constitutes dental hygiene practice in Nova Scotia?

Section 22 of the Act provides details regarding dental hygiene scope of practice. In conjunction with the Regulations (including Sections 25 and 26: Scope of Practice), the practice of dental hygiene is defined. Only CDHNS registrants who hold a **practising licence** may engage in the practice of dental hygiene in Nova Scotia, whether as a volunteer or for remuneration. The practice of dental hygiene includes registrants who act as clinicians, educators, researchers, administrators, health promoters, and/or consultants.

Organizational Structure

The CDHNS is established through the Dental Hygienists Act of Nova Scotia (2007). Council, Statutory Committees, and other positions are determined in accordance with the Act and Regulations. The organizational structure is set out below.

Organizational Chart

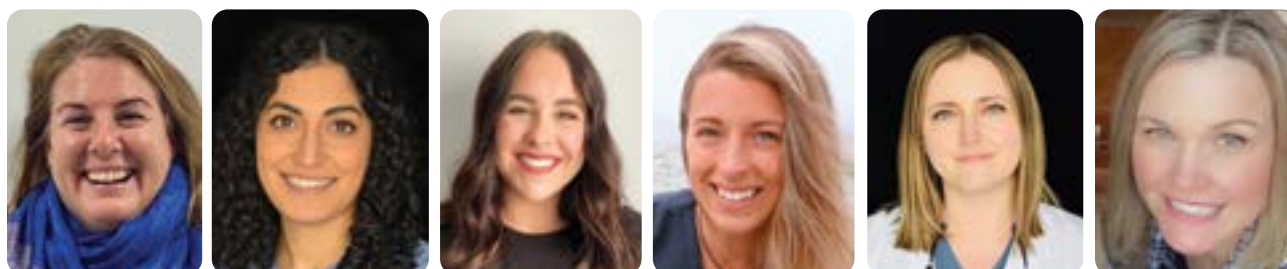


Licence Renewal Deadlines

All information must be received by the date set by the Board/Council in the renewal notice. Traditionally, for the CDHNS, the application deadline for renewal has been the first Monday of October (11:59 pm). **A complete application, including payment of fees and any other requirements e.g., CPR at the level specified by the Board/Council must be received by that deadline.**

Individuals who do not meet the Board-set deadline but submit a **complete renewal** application prior to **October 31, 2025** will be required to pay additional fees, which will be set by the Initial Board of the NSRDHDT.

Registrants who do not renew by **October 31, 2025** will have their licence suspended. If they want their licence renewed, they will be required to pay reinstatement fees in addition to the any late fee levied for not meeting the Board-set deadline, and will be required to provide proof they have met all other licensing requirements. If repeated and flagrant violations of these deadlines and the renewal process occur, a complaint may be referred to the Complaints Committee under the RHPA (which is equivalent to the CDHNS's Investigation Committee).



Council as of July 1, 2024

(Top, left to right) Kayla Leary-Pinch-Chair, Bethany Boucher-Vice Chair, Greg Glynn-Exec./Public Member, Elizabeth (Beth) Mann-Exec./Public Member, Sonya Bishop (Bottom, left to right) Karen Fletcher, Nicole Haddad (to Oct 31, 2024), Larissa LeBlanc, Sydney Nelson, Neala Spencer, Leora Weatherhead

Governance

Council

The Council is comprised of not fewer than nine regulated registrants of the College, elected by the members, and three members of the public appointed by Governor in Council. Council appoints the Registrar, and members of the Credentials, Investigation, and Hearing Committees.

Council's Role

This year, Council held a total of four meetings of the CDHNS Council, eight meetings of the Joint Boards (which included NSDTA and DLBNS Councils/Boards) and an Annual General Meeting between Nov 1, 2023 and October 31, 2024 to fulfill the responsibility of managing and conducting the business of the CDHNS, and to work through amalgamation and migration to the RHPA.

Registrar And Complaints Director

The Registrar performs all duties designated to that position by the legislation and those other duties delegated by the Council. The Registrar also serves as Complaints Director. The Complaints Director receives and directs written complaints to the Investigation

Committee or may, in exceptional circumstances, refer a complaint directly to the Hearing Committee.

College Management And Staff

College staff, including volunteer staff, is responsible for employing the appropriate means to ensure enforcement of the Act and Regulations, and achieving the CDHNS's goals and objectives (Ends) through application of policies established by the Council, and within the resources available.

Stacy Bryan, Registrar/CAO, Complaints Director

Kelly Hurlburt, Professional Development and Communications Coordinator

Danielle Graham, Administrative Assistant — Nov 1, 2023 to Feb 2024

Jasleen Kaur, Administrative Assistant — Feb 2024 to Oct 31, 2024

Volunteers

The CDHNS is indebted to its myriad of volunteers who selflessly dedicate their time and talents to serve the CDHNS in a variety of ways, including Committee work, providing educational sessions requested by the public, and providing feedback to surveys and CDHNS documents.

Standing Committees

Credentials Committee

The Credentials Committee consists of no fewer than five individuals, three of whom are College registrants and two public representatives. As required by the Fair Registration Practices Act, the Credentials Committee acts as an appeal body for registration and licensing decisions. The Credentials Committee reviews registration and licensing issues referred to them by the Registrar. Applicants for registration or licensing may request to appear before the Credentials Committee. Registrants may appear before Council on matters of licensing. The Credentials Committee decisions on registration are final.

Nancy Hayes (Public Member)	Chair as of May 7, 2024 Vice-Chair to May 7, 2024
Alma Wade	Chair to May 7, 2024
Helene MacDonald	Appointed Vice-Chair effective May 7, 2024
Christine Ingram	Secretary to Oct 3, 2024
Rachel Dvorski	
Rebekah Skeete	Public Member
Heather Sutherland	resigned Feb 22, 2024
Kaleigh Wagner	as of Apr 15, 2024

Investigation Committee

The Investigation Committee (IC) investigates complaints concerning any registrant of the College regarding a disciplinary matter directed to it from the Registrar/Complaints Director. When a complaint has been forwarded from the Registrar, the Chair will appoint a panel of three members of the Committee, one of whom must be a public representative to investigate the complaint according to the legislation and policies.

Nancy Berkshire	Chair, Public Member
David Devan	Vice-Chair, Public Member
Karen Alcoe-Guest	
Paulette Anderson	Public Member
Sonya Bishop	
Mallory Brent	
Michelle Charlton	
Joyce Lind	

Hearing Committee

The Hearing Committee consists of a group of no less than 5 practising CDHNS registrants and 2 members of the public appointed by Council. These individuals have agreed to be available to hear a complaint referred from the Investigation Committee or the Registrar. When a complaint is referred, the Chair of the Hearing Committee appoints a panel of five persons from the Committee, at least one of whom is a public representative, to act as the Hearing Panel for purposes of the discipline process.

Susan (Sue E) Walker	Chair
Heather Bell	Vice-Chair
Michele Brennan	Public Member
Jocelyn Burke	
S. Kim Haslam	
Loretta Manning	Public Member
Ruth McConkey	as of Jan 3, 2024

Quality Assurance Committee (QAC)

The Quality Assurance Committee consists of no less than five members. Under the direction of the Registrar, the QAC conducts the Continuing Competency Audit and reviews other matters concerning the mandatory continuing competency program referred to it by Administrative staff.

Caroline Bell	Chair as of Jan 8, 2024
Sydney Nelson	Chair to Jan 8, 2024
Jennifer Steele	Vice-Chair as of Jan 8, 2024
Kayleigh Wagner	Vice-Chair to Jan 8, 2024
Sarah Grant	as of March 15, 2024
Robyn Killen-Maillet	
Britney Merry	as of March 15, 2024
Palmer Nelson	to May 7, 2024
Ann Saint	as of March 18, 2024

Member Services Committee

This Committee is the vehicle through which members have the opportunity to participate, engage and promote the dental hygiene profession. It is an advisory committee to the Registrar or designate. It serves as a liaison between CDHNS membership, as a whole, and CDHNS Administration/Registrar. Some of the responsibilities include coordinating the Annual CDHNS Continuing Competency event, undertaking projects considered to be of interest and professional benefit/promotion to the general membership of the CDHNS and exploring options and opportunities to support the CDHNS in achieving ENDS.

Andrea Hare	Chair
Devan Coldwell	
Katelyn (Katie) Daye	
Ruth McConkey	to Apr 11, 2024
Stephanie Saunders	as of Jan 25, 2024
Rikki Smith	
Kelly Hurlburt	CDHNS Designate

Excellence in Dental Hygiene Care – Regulating the Profession

National Examination



**Stacy Bryan -
Registrar/Chief
Administrative
Officer (CAO)**

Successful completion of the National Dental Hygiene Certification Examination (NDHCE) is required for registration with the CDHNS. The examination is offered three times per year throughout Canada – virtually and in-person. Dalhousie University serves as the exam site in Nova Scotia. The CDHNS is a voting member of the Federation of Dental Hygiene Regulators of Canada (FDRHC) and CDHNS registrants may sit on some of the related Committees, e.g., NDHCB Exam and the Item Writing Committees.

On Jan 1, 2022, FDHRC and the National Dental Hygiene Certification Board (NDHCB), amalgamated the two organizations into a single national entity. The new organization has been incorporated under the name of the Federation of Dental Hygiene Regulators of Canada (FDHRC). The FDHRC operates from the current NDHCB

office in Ottawa and provides the same professional leadership and quality assurance as always, while continuing to ensure the protection of the public.

Jurisprudence Examination: Knowledge of Dental Hygiene Practice in Nova Scotia: Jurisprudence

All applicants for licensing must successfully complete a jurisprudence exam for Nova Scotia which assesses an applicant's understanding of the legislation, standards of practice, and other matters relevant to the practice of dental hygiene in Nova Scotia. There are two courses (with exams) that meet these criteria – the *Jurisprudence (JP) Course for Nova Scotia* or the *Self-Initiation (SI) Course for Nova Scotia* (exam includes SI and JP exam content). Both are offered as an online course on the Canadian Dental Hygienists Association (CDHA) website. Current registrants can complete these courses as a continuing competence learning opportunity.

Accredited Dental Hygiene Programs

Applicants applying for initial registration must be graduates of a dental hygiene program accredited by the Commission on Dental Accreditation of Canada (CDAC) or the Commission on Dental Accreditation of the American Dental Association; or they must successfully complete any examinations approved by Council.

CDAC accredits dental hygiene programs in Canada and has a reciprocal agreement with the Accreditation Commission in the U.S. The FDHRC has representatives on CDAC.

Clinical Examinations/Practice Hours

Applicants who graduate from non-accredited programs must pass any examination or examinations approved by the Council, in addition to meeting all other requirements. Generally, the NDHCB certificate and an approved performance-based (clinical) exam is required.

The Regulations require those who have been away from practice for three years or more to complete an approved clinical exam or other approved alternate requirements, as determined by Council and delegated to the Registrar. This includes Council approved refresher courses, such as Dalhousie's dental hygiene refresher course offered through their Dental Continuing Education Dept.

Continuing Competency Program (CCP)

In addressing the CDHNS's responsibility to protect the public, quality assurance is one element that the CDHNS uses to meet this responsibility of ensuring dental hygienists provide safe and effective dental hygiene care. The Dental Hygienist Regulations provide for the establishment of quality assurance programs. A mandatory CCP has been in place since 2009. Council has delegated the responsibility for the administration of the program to the Registrar. Each registrant must meet the program requirements as set out in the Regulations and the Program Requirements document. Registrants must obtain 45 Continuing Competency Credit hours within a three year reporting period. A registrant's three-year cycle begins on the January 1 closest to their date of licensure. The cycle renews every three years thereafter, as long as a practising licence is maintained.

An external auditor conducts a random selection of registrants for the CCP audits, annually, and the audits are completed by the Quality Assurance Committee (QAC) in February each year. If a registrant fails to meet the CCP requirements, the registrant is required to submit a written plan on how they will meet the requirements within the specified timeframe. If a registrant does not submit documents as requested, the College may take one or both of the following actions — A complaint may be initiated and processed through the College's disciplinary process and/or the Registrar may suspend their licence in accordance with Subsection 34 (1) of the Regulations, until such time as all documents are submitted and their CC requirements have been met.

Continuing Competency Audit Results	Total Performed	Total Complete (at initial review)	Extension granted	Total Incomplete	
				Pending (more info required)	Did not meet requirements
2018	38	27	3*	7**	1**
2019	42	34	0	7**	1**
2020	43	39	3*	0	4**
2021	44	33	2	1**	10**
2022	46	31	1*	6**	9**
2023	50	35	1*	11**	4**
2024	Audits for the year ending Dec 31, 2024, were initiated in Feb 2025				

**Extensions granted are included in the other totals for met, not met, or pending.*

***All registrants met the requirements by their set deadlines. For the 2023 audit, conducted in Feb 2024, one individual failed to meet the requirements by the set deadline. Their licence was suspended, in accordance with Section 34(1) of the Regulations for failure to provide proof that they satisfied the requirements of subsection 8(1)(d)(i) of the Dental Hygienists Regulations.*

Code Of Ethics And Practice Standards

Code of Ethics and Practice Standards provide direction for health professionals in their practice. The CDHNS has adopted the CDHA Code of Ethics and Practice Standards as well as the National Dental Hygiene Competency Statements. The Act considers failing to maintain the Standards of Practice or failing to uphold the Code of Ethics adopted by the College as unprofessional conduct.

CDHNS Standards Documents:

- CDHA Entry-to-Practice Competencies and Standards for Canadian Dental Hygienists
- CDHA Code of Ethics (Sept 2024)
- CDHNS Care Directive for the Use of Local Anaesthetics

- CDHNS Best Practices: Self Initiation
- CDHNS Best Practices: Record Keeping
- Joint Infection Prevention & Control (IPAC) Standards – effective March 1, 2023
- Practice Protocol on Whitening /Bleaching
- Practice Protocol on Use of Lasers in Dental Hygiene Care

Other useful documents recognized by the CDHNS include: Safety Code 30 – Radiation Protection in Dentistry (2022) and the Provincial Dental Board of Nova Scotia's Guidelines for Prescribing and Taking Radiographs.

In February 2015, the CDHNS Council approved a practice hours requirement for licensing or licence renewal. As the CDHNS prepares to migrate under the Regulated Health Professions Act, we anticipate that the Board of new the regulator will approve by-laws regarding currency of practice requirements. It is likely that the practice hours requirement in the by-laws will be similar to the CDHNS' prior proposal: registrants will need to acquire 600 practice hours in a three-year period to be eligible for licence renewal.

For registrants who have graduated more than three years prior to their application for a licence or licence renewal, the registrant must provide evidence of 600 hours of practice as a dental hygienist within the 3 years immediately preceding the date the Registrar receives a complete application.

Hours of practice were tracked beginning November 1, 2017 and the 600 hours requirement took effect on November 1, 2020.

Registrant Statistics

The Act and Regulations established a general register of members. Within that general register there are six possible classes of registrants: practising licence holders, non-practising class, provisional licence holders, student members, life members, and honorary members.

Practising licence holders may practice dental hygiene in the province subject to the Act and Regulations and may use the protected titles.

Non-practising class of membership is for individuals who were previously on the College's Practising Licence holder register. Those holding non-practising membership may not engage in the practice of dental hygiene in Nova Scotia, but their names remain on the non-practising register list. They are not authorized to use the protected titles. Non-practising registrants are generally on maternity or disability leave, continuing further education, or seeking employment in another field. Some are employed as dental hygienists outside the province of Nova Scotia.

Provisional licence holders may practice dental hygiene in the province but must do so only for a specific period of time and according to any provisions placed on the licence by the CDHNS.

The CDHNS licensing year is from November 1 to October 31.

Life membership may be granted to a dental hygienist who has been a registered member in good standing of the College or its predecessor for at least 15 years, has been nominated by five voting registrants and has made an outstanding contribution to the College or the profession, as determined by Council.

Honorary membership status may be granted to any person who is not otherwise eligible for registration or licensing, is nominated by at least 5 voting registrants and has made such outstanding contributions to the College or to the profession of dental hygiene that the person is deserving of honorary status as determined by Council.

The following categories will be discontinued upon migration to the RHPA - honorary, life, and student.

CDHNS REGISTRANTS

Registrants as of October 31 unless noted	2019	2020	2021	2022	2023	2024
Practising	695	756	803	805	835	823
Non-Practising	47	48	40	38	33	40
Provisional	1	0	1*	1	1	0
Total	744	804	844	844	869	863
Honorary	1*	1*	1*	1	1*	0
Life	3*	3*	3*	2*	2*	3

*The honorary and life members do not hold practising or non-practising licenses. In previous years, one life member held a practising licence.

NEW REGISTRATIONS COMPLETED	November 1, 2023 and October 31, 2024
Graduates Dalhousie	28
Oulton	7
Other New Registrants	18
Total	53

Independent Dental Hygiene Practitioners (included in practising registrants above)

The Regulations allow registered and licensed dental hygienists to provide services directly to the public in any practice setting. Practice settings can include long term care facilities, collaborative practices, multi discipline clinics, mobile services, or a stand-alone office. There are approximately 18 practising registrants who have self identified as dental hygienist business owners who provide mobile dental hygiene services, stand-alone dental hygiene clinics, or provide services in collaborative care settings.

Additional Authorizations

This section identifies additional authorizations that are within the scope of the practice for dental hygiene but may be additional to the entry-level competencies in a dental hygiene undergraduate program. These individuals must apply for authorization to perform these activities and provide evidence that they have the necessary education, competencies, and currency to engage in these practices. These additional authorizations are published on the Public Register of the CDHNS website.

The following table shows the distribution of those who held practicing licences and have received additional CDHNS authorizations outlined in the first row.

	Authorized to Self-Initiate	Authorized to Administer Local Anaesthetic	Authorized to Perform Orthodontic Procedures**	Authorized to Perform Permanent Restorative Procedures**
November 1, 2018 to October 31, 2019	690	268	N/A	N/A
November 1, 2019 to October 31, 2020	755	359	N/A	N/A
November 1, 2020 to October 31, 2021	802	399	N/A	N/A
November 1, 2021 to October 31, 2022	805	413	98	6
November 1, 2022 to October 31, 2023	826	439	99	6*
November 1, 2023 to October 31, 2024	821	460	102	8

*Please note: This number has been corrected from previous years' reports.

**Prior to Oct 31, 2022, there was no formal authorization mechanism in place for these procedures.

Complaints Director Report

The CDHNS manages complaints, investigations, and hearing processes in accordance with the Dental Hygienists Act, Regulations, and other applicable legislation and policies. It is the College's policy to respond to formal written and signed complaints from all sources – members of the public, employers, other health professionals, other Colleges, and registrants of the College. The Registrar acts as Complaints Director and may lay a complaint on behalf of the College. The Registrar receives and directs written complaints to the Investigation Committee except in exceptional circumstances where the Registrar may refer a complaint directly to the Hearing Committee.

There were no complaints submitted during this reporting period. However, there was an ongoing complaint from the previous fiscal year that was completed on Feb 7, 2024. On June 27, 2023, the College received a complaint against a RDH alleging professional misconduct involving (1) patient abandonment and (2) unprofessional communication. The Investigation Panel found that, issue (1) could not be substantiated and that issue (2) did not require regulatory intervention. Pursuant to section 43(1)(a) of the Dental Hygienists Act, the Investigation Panel dismissed the complaint against the RDH.

Facilitating Continuing Competency

The College is committed to facilitating opportunities for quality, evidence-based, and relevant continuing education for registrants. To meet this commitment, the CDHNS undertook a number of activities between Nov 1, 2023, and Oct 31, 2024.

2023 CDHNS Continuing Competency Event: The CDHNS held a full-day, virtual, continuing competency event on Saturday, November 18, 2023, with 165 in attendance. The event featured 6 presenters who spoke on a variety of topics designed to assist dental hygienists in providing high-quality care, including periodontal considerations in the orthodontic patient, ultrasonic technology, insights into family non-state torture-trafficking crimes, intraoral radiography techniques, and oral pathology.

2024 CDHNS AGM Highlights: The CDHNS Annual General Meeting was held virtually, on May 11, 2024 with 294 CDHNS registrants registered for this event. The general business was shared with all those in attendance, focusing on highlights in the Annual Report for the fiscal year, November 1, 2022 to October 31, 2023, including the audited financial statements. Stacy Bryan, Registrar, welcomed everyone. Greetings were delivered from DLBNS (Betty Thomas, Chair) and NSDTA (Christian Hall, President). Bethany Boucher, CDHNS Vice-Chair, on behalf of Kayla Leary-Pinch, CDHNS Chair, presented her message and welcome. Ryan Baxter, Legal Counsel from McInnes Cooper Law Firm presented a 30-minute educational session titled, *Update on Amalgamation and the Regulated Health Professions Act*.

Following this session, the general business was shared with all those in attendance, focusing on highlights in the Annual Report for the fiscal year, November 1, 2022, to October 31, 2023, including the audited financial statements. Caroline Bell, Chair of the Quality Assurance (QA) Committee's submitted report was circulated prior to the meeting and was declared 'filed' at the AGM. Elizabeth (Beth) Mann, Chair of the Nominations Committee, reported on behalf of this committee.

Outgoing Council Members – Shelby Devan and Danielle Newell: In appreciation for their years of service, donations were made in their names.

Beth Mann, Chair of the CDHNS Nominations Committee, outlined the Council nominations for July 1, 2024, who were (re)elected by acclamation.

CDHNS Council Nominations for 2024-2026

Nicole Haddad
Sydney Nelson
Neala Spencer

The *Annual Report November 1, 2022 to October 31, 2023*, including the Council-approved Audited Financial Statements, was received by the registrants and was posted on the CDHNS website for registrants and the public to view.

Local Anaesthetic – Continuing Education

Prior to approving an individual's application for authorization to administer local anaesthetic (LA), the CDHNS reviews the local anaesthetic program completed by the applicant to ensure the local anaesthetic course meets the requirements set out in CDHNS Policies. These standards are in place for protection of the public and include minimum educational requirements – theory and clinical, as well as currency in practice requirements, if applicable. A LA program is offered through Dalhousie Continuing Dental Education and is available to registered dental hygienists who did not obtain this set of competencies in their undergraduate program. The CDHNS works with Dalhousie Continuing Dental Education to ensure the course continues to meet the CDHNS requirements.

Jurisprudence and National Dental Hygiene Certification

As noted earlier in this report, current registrants can access the Knowledge of Dental Hygiene Practice in Nova Scotia: Jurisprudence course online at the CDHA website as a continuing competence opportunity.

Interprofessional Collaboration

The CDHNS supports an environment of interprofessional collaboration to help achieve its ultimate mission (goal). To that end, there is cooperation and collaboration with stakeholders (provincially and nationally), including regulators and health professions to help registrants achieve a high standard of care and ensure that the public receives safe and effective care from Nova Scotia registered dental hygienists.

Federation of Dental Hygiene Regulators of Canada (FDHRC)

The mission of the FDHRC is to provide national leadership in Dental Hygiene regulation for the protection of the public. All ten provinces are part of the FDHRC, which came into a more formalized existence in 2017.

The FDHRC and NDHCB amalgamated as of Jan 1, 2022. The new organization was incorporated under the name of the Federation of Dental Hygiene Regulators of Canada (FDHRC). This organization delivers the Canadian national written and performance-based (clinical) examinations.

Nova Scotia Regulated Health Professions Network

The College is a member of the NSRHPN which is recognized under the Regulated Health Professions Network Act, (2012). Stacy Bryan, CDHNS Registrar, has been serving, as Chair, of the NSRHPN. This Act enables the 22 regulated health professions in the province to voluntarily collaborate, when deemed appropriate, in regulatory processes related to the investigation of complaints, interpretation and/or modification of scopes of practice, and review of registration appeals. The NSRHPN meets quarterly. The NSRHPN provides another avenue for collaborative communication with the Department of Health and Wellness, and sharing issues of mutual concern on regulatory matters and best practices.

Smoke Free Nova Scotia (SFNS)

The CDHNS is an agency-level member of Smoke Free Nova Scotia. Haley MacKeen, RDH, is the CDHNS representative for this group. The following is a summary of initiatives taken on by SFNS:

- SFNS ramped up advocacy for reducing nicotine patch use among youths, working closely with Heart & Stroke and LungNSPEI to send a letter to the Minister of Health & Wellness about growing concerns with the increase in accessibility and usage among youths in Nova Scotia.
- SFNS continued their advocacy for reducing vaping among youth by designing and distributing a Youth and Young Adult Vaping survey across social media platforms for Nova Scotians.

Created both Municipal and Provincial Advocacy Plans that can be read on the Smoke Free NS website (<https://smokefreens.ca/advocacy-plans/>)

Communications and Public Education

Employment Handbook - Empowering Yourself in the Work Place

This handbook is an excellent resource for those looking to understand provincial labour standards, needing to resolve an employment issue that requires a difficult conversation, or preparing for a job interview. It is made available to CDHNS registrants in our online library in the Registrants Only section of our website (log-in required). This handbook was comprehensively updated in the Spring 2020.



Newsletter

The Unison continues to provide CDHNS registrants with information about dental hygiene practice, CDHNS updates through the "From the Desk of the Registrar ", practice issues, health promotion, legislative, and educational information. Practice questions received from registrants often provide a topic for articles in the newsletter.

From Nov 1, 2023 to Oct 31, 2024, 3 editions of the Unison newsletter were published and distributed to registrants.

Community Education Resource Centre (CERC)

From Nov 1, 2023, to October 31, 2024, the CERC had 11 requests for supplies and resources to support educational activities in the community. The regions represented stretched from Yarmouth to Truro and a wide variety of community groups were visited including expecting mothers, preschoolers, youth, and seniors. In all, a total of 145 members of the public were served by the CERC centre through dental hygiene volunteers.

Improving Access To Care

Government

Oral Health Advisory Group and the CDHNS Legislative Review Committee

The CDHNS continues to dialogue with the Department of Health and Wellness to encourage the start of Phase III of the Oral Health Advisory: Development of a plan for an oral health strategy for the province.

The CDHNS Council and Registrar, continue to work on legislation revisions that will be reflected when the CDHNS migrates to the RHPA. Simultaneously, the CDHNS (dental hygiene) and the DLBNS (denturism) and NSDTA (dental technicians) will amalgamate, as mandated by the NS Government. This work involves activities completed by the Transition Committee (which includes public and registrant members of all three Boards/Councils) and Joint Board meetings. As noted in the Chair's message, there will be one regulatory body governing three distinct oral health professions. We continue to work collaboratively with Government to develop new regulations.

Resource Allocation

Although financial support for specific projects may be provided by grants, funding for CDHNS programs and services primarily comes from registrant/member fees for registration, licensing, and licence renewals. For the fiscal year from November 1, 2023 to October 31, 2024, the College allocated resources in the following key areas.

1. **Governance of the organization:** includes Council's operational expenses for meetings, member functions, professional development skills workshops, financial audit, insurance, professional and consulting fees related to Council activities and responsibilities. It includes the operating costs for the Credentials, Investigation, and Hearing Committees. Discipline costs this year totalled \$4,088.93. They are taken directly from the Discipline Reserve Fund.
2. **Excellence in Dental Hygiene Care:** Includes all the expenses involved in fulfilling the College's regulatory responsibilities under the legislation. These responsibilities are all outlined in the Annual Report, starting on page 3 and include registration and licensing and developing, revising, and upholding Standards of Practice.
3. **Access and Advancement:** Includes initiatives to provide information and support to registrants regarding practice, employment issues and opportunities, oral health information to the public, increased recognition of the profession, development of leader increasing access to care initiatives, and increased opportunities for inter professional and interagency collaboration.

Often, projects and initiatives in the budget are not fully completed by the fiscal year end. This unfinished business results in the reporting of an excess of revenue over expenses in the Financial Statement. The projects and initiatives are still scheduled for completion and any remaining funds at year end are used to complete these planned projects. Because of the uncertainty of the RHPA requirements, other plans were also delayed, including the hiring of a Deputy Registrar. Some activities designated under Special Projects were also delayed, e.g., completion of the CDHNS Entry-to-Practice DH Competency Review and the revamp of the Continuing Competency Program. **\$19,817.11 was earmarked for specific projects/ activities that were not completed in this fiscal year.**

Funds for these activities are taken from the internally restricted funds designated for those purposes. Funds used from the internally restricted account were — Computer/Database (\$11,573.06), Rent fund (7,945.48), Special Projects (\$6,908.30), and Discipline (\$4,088.93), totalling \$28,330.27.

Costs specific to the amalgamation are allocated separately, and the total spent in this fiscal year was \$133,119.46. At the time of this audit, it was anticipated that the amalgamation would occur in March. Since the audit was completed, we have been advised that the anticipated migration date is May 1, 2025. Please see the audited financials for details on amalgamation funding provided by the Province of Nova Scotia to help offset these costs.

As a result of all these factors, there was excess revenue over expenditures of \$72,913.00 noted during this fiscal year.

FINANCIAL STATEMENTS

INDEPENDENT AUDITOR'S REPORT

To the Registrants of College of Dental Hygienists of Nova Scotia

Opinion

We have audited the financial statements of College of Dental Hygienists of Nova Scotia (the College), which comprise the statement of financial position as at October 31, 2024, and the statements of operations, changes in net assets and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the College as at October 31, 2024, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the College in accordance with ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Emphasis of Matter

We draw attention to Note 10 to the financial statements, which describes that the financial statements that we originally reported on January 18, 2025 have been amended and describes the matter that gave rise to the amendment. Our opinion is not modified in respect of this matter.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

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

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

Those charged with governance are responsible for overseeing the College's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the College's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Halifax, Nova Scotia

January 18, 2025, except as to Note 10 which is as of March 25, 2025

Belliveau Veinotte Inc.

Chartered Professional Accountants

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

Statement of Financial Position – October 31, 2024

ASSETS

Current

Cash
Interest receivable
Prepaid expenses

**Total
2024**

Restated

1,073,835

4,803

2,970

–

1,081,608

77,005

528,865

\$ 1,687,478

**Total
2023**

\$ 1,006,024

5,229

3,335

–

1,014,588

–

516,892

\$ 1,531,480

LIABILITIES

Current

Accounts payable
Employee deductions payable
Due to restricted fund
Deferred revenue (Note 6)

\$ **62,791**

6,003

(5,520)

531,230

614,504

\$ 40,838

4,560

12,946

473,075

531,419

Commitments (note 7)

NET ASSETS

Unrestricted
Internally restricted (Note 5)

542,105

530,869

1,072,974

\$ 1,687,478

483,169

516,892

1,000,061

\$ 1,531,480

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

Statement of Operations - Year Ended October 31, 2024

Revenue

Licensing fees

Practising and non-practising fees
Application fees
Registration fees
Professional corporations fees

2024

\$ 478,874
5,835
7,435
400

492,544

Investment income
AGM and CCE events
Other income
Province of Nova Scotia - Amalgamation funding

64,902
19,749
9,826
55,000

642,021

2023

\$ 450,355
6,760
8,430
530

466,075

60,975
15,805
4,045

—

546,900

Expenditures

AGM and CCE events
Advertising and promotion
Amalgamation expenses
Committee and council meetings
Communications
Consulting fees
IT computer purchases and support
Insurance
Interest and bank charges
Investigations
Office
Professional development
Professional fees
Quality assurance and special projects
Regulatory fees
Rent
Travel
Wages and benefits

7,319
8,190
133,119
14,690
3,163
5,467
37,537
9,166
6,908
86
28,306
1,053
18,530
10,863
11,103
34,602
2,192
236,814

569,108

13,508
16,271
2,763
22,982
3,964
11,948
32,494
8,262
2,720
3,549
12,795
412
26,623
20,303
9,205
32,729
2,354
217,401

440,283

Excess of revenues over expenditures

\$ 72,913

\$ 106,617

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

Statement of Changes in Net Assets – Year Ended October 31, 2024

	Unrestricted Funds	Internally Restricted Unrestricted	Total 2024 Restated	Total 2023
NET ASSETS - BEGINNING OF YEAR	\$ 483,169	516,892	1,000,061	893,444
Excess (deficiency) of revenue over expenditures	167,391	(94,478)	72,913	106,617
Transfer from unrestricted net assets	(108,455)	108,455	–	–
NET ASSETS - END OF YEAR	<u>\$ 542,105</u>	<u>530,869</u>	<u>1,072,974</u>	<u>1,000,061</u>

COLLEGE OF DENTAL HYGIENISTS OF NOVA SCOTIA

Statement of Cash Flows – Year Ended October 31, 2024

	2024	2023
Operating Activities		
Excess of revenue over expenditures	\$ 72,913	106,617
Changes in non-cash working capital:		
Interest receivable	426	(3,317)
Accounts payable	21,952	(3,715)
Prepaid expenses	365	–
Employee deductions payable	1,443	103
Deferred revenue	58,155	35,890
	<u>82,341</u>	<u>28,961</u>
INCREASE IN CASH FLOW	\$ 155,254	135,578
Cash and cash equivalents - beginning of year	1,509,970	1,374,392
CASH AND CASH EQUIVALENTS - END OF YEAR	<u>\$ 1,665,224</u>	<u>1,509,970</u>
CASH AND CASH EQUIVALENTS CONSIST OF:		
Cash	\$ 1,073,835	\$ 1,006,024
Cash, internally restricted	187,445	192,129
Cash, internally restricted - Amalgamation	77,005	–
Investments, internally restricted	326,939	311,817
	<u>\$ 1,665,224</u>	<u>1,509,970</u>

1. Purpose Of The College

College of Dental Hygienists of Nova Scotia (the College) was incorporated May 15, 2009 under the Dental Hygienists Act of Province of Nova Scotia. The College qualifies as a not-for-profit organization under the Canadian Income Tax Act and accordingly is exempt from income taxes.

The main objective of the College is to serve and protect the best interest of the public by regulating the profession. The College represents the dental hygienists of Nova Scotia by being responsible for registration, licensing, discipline and advancement of its registrants.

2. Basis Of Presentation

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

3. Summary Of Significant Accounting Policies

Cash and cash equivalents

Cash and cash equivalents consists of cash on hand and balances with banks. The College considers securities with original maturities of one year or less as meeting the definition of convertible to known amounts of cash.

Fund accounting

The College has established internally restricted funds to fund future contingencies as outlined in note 5. The unrestricted fund reports the revenues and expenditures relating to the normal operations of the College. Transfers between funds are determined by Council, based upon the results of the prior year and the budgeted requirements for each fund.

Financial instruments

The College initially measures its financial assets and financial liabilities at fair value, adjusted by the amount of transaction costs directly attributable to the instrument. The College subsequently measures all of its financial assets and financial liabilities at amortized cost. Transaction costs are amortized on the straight line basis over the term of the instrument. Interfund balances are noninterest bearing with no set terms of repayment.

Capital assets

Capital assets are recorded at cost. The College capitalizes assets with a value greater than \$2,000 and a useful life greater than one year. Those assets are amortized over their estimated useful life using the declining balance method. Amortization is calculated at one-half of the annual rate in the year of acquisition; no amortization is recorded in the year of disposal.

Accounting 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.

3. Summary Of Significant Accounting Policies *(continued)*
Revenue recognition

The College follows the deferral method of accounting. Unrestricted revenues are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred.

Licensing fees are recognized as revenue over the period of time to which they relate. Annual licensing fees are due October 31 each year.

Contributed services

The operations of the College depend on the contribution of time by volunteers. While their services benefit the College considerably, a reasonable estimate of the fair value of donated services cannot be determined and are therefore not recognized in these financial statements.

4. Cash and Investments, Internally Restricted

The balances of the internally restricted funds are comprised of the following:

	<u>2024</u> <i>Restated</i>	<u>2023</u>
CIBC GIC for Visa Collateral	\$ 10,108	10,508
CIBC Imperial Investment Account	319,114	307,489
CIBC Operating Account - Internally restricted	185,162	185,949
CIBC Operating Account - Amalgamation fund	77,005	–
	<u>591,389</u>	<u>503,946</u>
Due from unrestricted fund	(5520)	12,946
	<u>\$ 585,869</u>	<u>516,892</u>

5. Internally Restricted Funds

The balances of the internally restricted funds are comprised of the following:

	<u>2024</u> <i>Restated</i>	<u>2023</u>
Disciplinary matters	\$ 330,334	312,255
Rent/office	49,600	56,254
Computer IT	72,682	78,761
Registrar succession	53,833	47,147
Visa collateral	10,856	10,508
Quality assurance and special projects	8,333	11,967
Amalgamation	60,231	–
Subtotal	<u>585,869</u>	<u>516,892</u>
Deferred revenue - Amalgamation	(55,000)	–
	<u>\$ 530,869</u>	<u>516,892</u>

6. Deferred revenue

Deferred revenue represents licensing fees and continuing education (CE) course fees received by the College in the current year that relate to the subsequent year. Changes in the deferred revenue balance are as follows:

	<u>2024</u>	<u>2023</u>
Balance, beginning of year	\$ 473,075	\$ 437,185
Less: Licensing fees recognized as revenue in the year	(14,815)	(426,355)
Less: CE course fees recognized as revenue in the year	(458,260)	(10,830)
Less: Amalgamation funding recognized as revenue in the year	(55,000)	–
Add: Licensing fees received relating to the subsequent year	467,120	458,260
Add: CE course fees received relating to the subsequent year	9,110	14,815
Add: Amalgamation funding received	110,000	–
Balance, end of year	<u>\$ 531,230</u>	<u>473,075</u>

7. Commitments

The College has entered into operating leases and commitments for its premises and office equipment as follows:

2025	\$ 13,972
2026	14,173
2027	14,778
2028	13,710
2029	10,283
	<u>\$ 66,916</u>

8. Amalgamation

In January 2024, the Nova Scotia Department of Health and Wellness (DHW) mandated that the College of Dental Hygienists of Nova Scotia amalgamate with the Denturist Licensing Board of Nova Scotia and the Nova Scotia Dental Technicians Association as they migrate to the Regulated Health Professions Act (RHPA). This was part of DHW's priority to modernize regulation in the healthcare field. The RHPA supports the amalgamation of health profession regulators where there is a public interest in ensuring the appropriate financial, human, and professional service resources are in place to meet legislated mandates. It is anticipated that the migration of these three regulatory bodies will be complete sometime in March 2025, at which time they will become the *Nova Scotia Regulator of Dental Hygiene, Dental Technology, and Denturism*.

9. Comparative Figures

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

10. Deferred revenue

The October 31, 2024 financial statements were restated for a correction in an accounting error relating to the calculation of internally restricted fund balances. The 2024 financial information has been updated to correct this error, as follows:

	As previously <u>reported</u>	Correction <u>of error</u>	<u>Restated</u>
Due to (from) internally restricted fund	\$ 14,480	\$ (20,000)	\$ (5,520)
Excess of revenue over expenditures			
- unrestricted funds	147,391	20,000	167,391
Deficiency of revenue over expenditures			
- internally restricted funds	(74,478)	(20,000)	(94,478)
Net assets - unrestricted funds	522,105	20,000	542,105
Net assets - internally restricted funds	550,869	(20,000)	530,869

