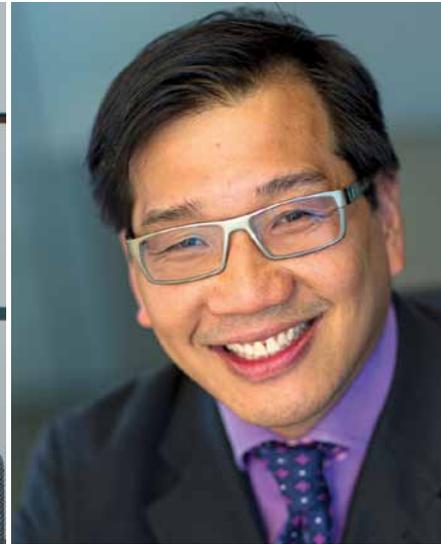


Annual Report 2011/12

March 1, 2011 to February 29, 2012



About CDSBC

The College of Dental Surgeons of British Columbia (CDSBC) registers, certifies and regulates more than 3,400 dentists and 6,400 certified dental assistants (CDAs) in the public interest.

The College is governed by an 18-member Board that includes dentists, certified dental assistants, and public members who are appointed by the provincial government. The day-to-day operations of the College are managed by a Registrar who, in collaboration with staff, ensures the organization functions smoothly.

About this Report

This report describes the College's work and activities from March 1, 2011 to February 29, 2012. It highlights major accomplishments and reflects the commitment and dedication of CDSBC volunteers, staff and stakeholders who devote their time and expertise to deliver on the College's duty to protect the public.



500 – 1765 West 8th Avenue, Vancouver, BC V6J 5C6
Tel: 604-736-3621 Fax: 604-734-9448
Toll Free Tel (in B.C.): 1-800-663-9169
Toll Free Fax (in B.C.): 1-800-734-9448

www.cdsbc.org

Contents

President’s Message	3
Acting Registrar’s Message	4
Public Members’ Report	5
<hr/>	
Core Functions and Committee Reports	
• Registration, Certification, and Renewal	7
• Complaints, Inquiry and Discipline	12
• Ethics, Quality Assurance, Sedation and CDA Advisory	16
• Nominations	22
<hr/>	
Financial Overview	
• Audit Committee	23
• Treasurer’s Report	24
<hr/>	
Consolidated Financial Statements	25
<hr/>	
Board 2011/12	38
<hr/>	
Staff 2011/12	39
<hr/>	

Mission

The College of Dental Surgeons of British Columbia regulates dentists and certified dental assistants in the public interest. It does so by establishing, monitoring, and enforcing the competent and ethical practice of dentistry in a fair and transparent manner.

Vision

The College of Dental Surgeons of British Columbia is a leading healthcare regulator, promoting and supporting optimal health through excellence in dentistry.

Values

The College of Dental Surgeons of British Columbia is trusted because:

- We act ethically, fairly and with integrity
- We are communicative and transparent
- We are objective and impartial
- We are accountable

Goals

1. Fulfill regulatory responsibilities in a fair, transparent and effective manner
2. Continue to improve professionalism and practice standards of dentists and certified dental assistants
3. Identify and promote collaborative and productive relationships with key organizations and stakeholders
4. Maintain a commitment to organizational excellence



President's Message

2011/12 was an introspective year for the CDSBC Board. Much of our time was spent on initiatives that will enhance our efficiency and effectiveness.

Early in the year it became clear that our existing governance structure was not robust enough for the organization's needs.

The College operates in an ever-changing landscape and has the increased demands of a new legislative framework provided by the *Health Professions Act*. We also must ensure we use our limited time and resources as efficiently as possible, devoting our energy to the right issues. Similarly, it is essential that the Board has clarity about its responsibilities and authorities in relation to the rest of the organization. For all these reasons, the Board decided it was time to renew our governance policies.

The project began in the fall of 2011, and is anticipated that by late 2012 we will have the new governance policies in place. They will reflect modern best practices and will ultimately increase the College's accountability to the public.

Just as importantly, it had been a number of years since CDSBC updated its strategic plan. Given the changes externally, the Board felt that our philosophical goals no longer reflected the role of the organization. To that end, we articulated a new mission, vision, values and goals, which can be found on the second page of this report.

While government legislation specifies "what" the College does, our values speak to "how" we do it. Moving forward, all our activities will be aligned with the four organizational goals as set out in the strategic plan. Strategic objectives, to be written in concert with the incoming Registrar, will help us gauge and report on our progress.

When an organization undergoes a governance realignment and/or a new strategic plan, oftentimes a change in senior leadership is required. Following the departure of the Registrar, the Board hired an executive search firm and formed a Search Committee to find a leader to take the College into the next era. While this was all underway, we were very fortunate to have the assistance of Carmel Wiseman, Director of Professional Regulation, who very capably led the organization as Acting Registrar, at the request of the Board.

This year, the Board focused on modernizing the organization, ensuring it is prepared to meet

the needs of the public and the profession. With new governance, a solid strategic plan and new leadership, we are confident that we will meet and exceed those expectations.



"The new governance policies will reflect modern best practices and will ultimately increase the College's accountability to the public."

A handwritten signature in black ink, which appears to read "Bob Coles". The signature is fluid and cursive.

Dr. Bob Coles
President

Acting Registrar's Message

This was a year of mortar and bricks – putting into place the foundation pieces that the College needs to be a leading healthcare regulator. We worked on the College's strategic plan, on governance, and on the basic operations of the College, putting a dent into the complaints backlog, pursuing those matters referred for discipline, and improving the renewal process.

While our strategic plan won't be finalized until well into 2012, we are already making strides towards the goals the Board has identified. Building on the success of CDSBC's Dental Recordkeeping Guidelines, we developed a companion course and presented it to several hundred dental professionals at two conferences. The course directly supports our goal to improve professionalism and practice standards of dentists and certified dental assistants.

The feedback on the course has been overwhelmingly positive and we are discussing offering it to all registrants as an online course.

Key to maintaining the public's trust is a strong complaints process. After the transition to the HPA, the complaints process became more complex, and the complaints backlog grew. The College responded by devoting more staff resources to this department and by constantly reviewing and revising our processes. I am proud to say that we are seeing results: this fiscal year, the CDSBC complaints department closed more files (244) than it opened (217).

While discipline hearings are rare, CDSBC must be prepared to hold a discipline hearing at any time; this is essential to demonstrate our commitment to the

protection of the public. Only one file was referred to the Discipline Committee this year, with the hearing scheduled for 2012.

Two citations (referred to the Discipline Committee in the previous year) were resolved without a hearing, with both respondents agreeing not to practise dentistry. Citations and the results of citations are posted on our website.

Dentists and CDAs may have noticed that they received their annual renewal notices earlier than in past years. This speaks to our commitment to organizational excellence, as we look for ways to improve internal processes to the ultimate benefit of our registrants and the public. Another example of this is our new database, which allows us to view, share and respond to more detailed information about our registrants.

Governance and strategic planning are two of the pillars of organizational excellence. As Acting Registrar, it is clear to me that good staff are a third. Our staff have put in a concerted effort to ensure that important projects are given the priority they deserve.

My final word is to commend President Coles for the enthusiasm he has brought to the governance and strategic planning projects. Both will have a positive impact on the College for years to come.



"Governance and strategic planning are two of the pillars of organizational excellence... good staff are a third."

A handwritten signature in black ink that reads "Carmel Wiseman". The signature is written in a cursive, flowing style.

Carmel Wiseman, BA (Hon), LLB
Acting Registrar

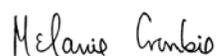
Public Members' Report

It is our pleasure to provide an update on the operations of CDSBC for 2011/12 from a public perspective. Transparency across all the College's activities remains a priority and the public interest is paramount in the variety of programs and services delivered. From our perspective, CDSBC continues to work diligently in meeting and exceeding its obligations as the regulator for dentists and certified dental assistants in the province.

With the transition to the *Health Professions Act* (HPA) near completion, the Board has been active in developing a new strategic plan for CDSBC to ensure a clear focus and direction for the organization over the next few years. The mission, vision and values have been approved in principle and work continues on the development of goals and strategic objectives. Already we see evidence of the impact of this plan in the discussions and policy decisions made by the Board. One of CDSBC's values is to be communicative and transparent, and a good example is the publication of notices on the CDSBC website about citations that have been issued or suspensions from practice. In addition, the public is now encouraged to access Board meetings if interested. All agenda items are open to the public unless there is a reason to go in camera in accordance with the College Bylaws.

Led by President Bob Coles, Vice-President Peter Stevenson-Moore and Treasurer David Tobias, the Board is developing a comprehensive set of Board policies aimed at improving governance and ensuring Board operations are as effective and efficient as possible. This includes having a carefully crafted agenda, which allows us to make the most of our limited time together and helps the Board meet its requirements for transparency under the HPA. Strategic governance functions, including the communication between the Board and various committees such as the Inquiry Committee and the Ethics Committee, have all been strengthened as part of the review.

CDSBC has an engaged, well-functioning Board made up of dentists, certified dental assistants and public members committed to maintaining the public interest in all the College's programs and services. The Board, together with a very talented staff, will dedicate the appropriate resources to ensure that CDSBC continues to strive for organizational excellence and is recognized as one of the most effective self-regulated professions in the province.



Melanie Crombie



Dan De Vita



Julie Johal



Richard Lemon



David Pusey



Anthony Soda

Core Functions and Committee Reports

Approximately 80 CDAs, dentists and members of the public volunteer their time each year on 10 standing committees and two working groups. Working groups are established by the Board on an as-needed basis to deal with specific or time-limited matters. These committees and groups serve under the direction of the Board, with support from senior and administrative College staff.



Minimal and Moderate Sedation Guidelines Working Group: (L-R) Dr. Michael Henry, Dr. Bruce Ward, Dr. David Sowden, Dr. Geoff Grant

Registration, Certification and Renewal

Registration Committee

MANDATE

To grant the registration of dentists with CDSBC in accordance with the *Health Professions Act* and CDSBC Bylaws.

MEMBERS*

Dr. Alex Hird, Chair
Dr. Ben Balevi (since Sept. 2011)
Ms. Lynn Carter, public member
Mr. Dan De Vita, public member
Dr. Warren Ennis
Dr. Peter Stevenson-Moore, Certified Specialist
Dr. Jonathan Suzuki, Certified Specialist

Staff

Ms. Heather MacKay (until Nov. 2011)
Ms. Carmel Wiseman (since Dec. 2011)
Ms. Sandra Harvey
Ms. Karen Walker

MEETINGS: 3

KEY ACTIVITIES

Applications that clearly meet the criteria for registration are processed by staff on behalf of the Registration Committee. When there is a question about whether an applicant meets all the requirements for registration, or when an applicant has submitted a proposal for establishing competence, the application is referred to the Committee.

The Committee considered eight applications in 2011/12, including:

- Dentist had been out of practice due to a medical condition (1)
- Dentist had an open complaint in another jurisdiction (1)
- Dentist did not meet quality assurance requirements (6)

Of these, the Committee granted five applications with conditions, granted one application after continuing education was completed in the area of specialty, and denied two applications.

**In addition to those committees where the President and Registrar are listed, both are non-voting members of the other committees. Committee member listings indicate specialties or designations only when they are necessary to fulfill the committee composition requirements set out in the Bylaws.*

REGISTRATION STATISTICS

DENTISTS

Practising:	3182 (including 368 Specialists)
Non-Practising:	151
Limited (volunteer):	3
New UBC Grads:	21

AGE BREAKDOWN BY DISTRICT – PRACTISING DENTISTS

District	<= 30	31 - 44	45 - 60	> 60	Total
Fraser Valley	28	234	265	75	602
North	10	42	64	33	149
Outside BC	4	21	23	7	55
Southern Interior	18	144	153	72	387
Vancouver	61	516	653	268	1498
Vancouver Island	11	156	197	127	491
Total	132	1113	1355	582	3182

GENDER BREAKDOWN BY DISTRICT – PRACTISING DENTISTS

District	Male	Female	Total
Fraser Valley	412	190	602
North	120	29	149
Outside BC	41	14	55
Southern Interior	295	92	387
Vancouver	972	526	1498
Vancouver Island	390	101	491
Total	2230	952	3182

CERTIFICATION STATISTICS

CERTIFIED DENTAL ASSISTANTS

Practising: 5775

Non-Practising: 543

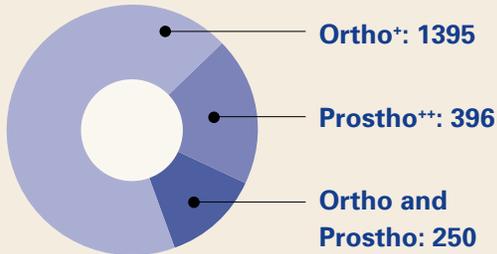
AGE BREAKDOWN BY DISTRICT – PRACTISING CDAs

District	<= 30	31 - 44	45 - 60	> 60	Total
Fraser Valley	355	489	419	27	1290
North	98	105	128	10	341
Outside BC	16	34	31	1	82
Southern Interior	238	317	346	36	937
Vancouver	502	760	712	46	2020
Vancouver Island	267	415	406	17	1105
Total	1476	2120	2042	137	5775

GENDER BREAKDOWN BY DISTRICT – PRACTISING CDAs

District	Male	Female	Total
Fraser Valley	7	1283	1290
North	1	340	341
Outside BC	0	82	82
Southern Interior	1	936	937
Vancouver	19	2001	2020
Vancouver Island	6	1099	1105
Total	34	5741	5775

CDA MODULES – PRACTISING CDAs



*Orthodontic Module

Refers to CDAs who are qualified to perform orthodontic assistant duties after completing an orthodontic module at an accredited program that is recognized in B.C.

**Prosthodontic Module

Refers to CDAs who are qualified to perform expanded prosthodontic duties after completing a prosthodontic module at an accredited program that is recognized in B.C.

VOLUNTEER REGISTRATION

There is a new option for dentists who have left regular practice but still want to give back to their communities. Dentists who meet the quality assurance requirements can apply for Limited (Volunteer) Registration. Thanks to an agreement between the insurer for dental professionals (CDSPI) and the College, and the involvement of the BC Dental Association, dentists who choose this option are not required to pay for their malpractice insurance or their registration fees.

CHANGES TO THE REGISTER

March 1, 2011 to Feb. 29, 2012

Dentists

Added to the register	+ 187
Removed from the register	- 189
Net	- 2

Certified Dental Assistants

Added to the register*	+ 384
Removed from the register	- 475
Net	- 91

*Includes new, temporary and temporary-provisional certifications

CDA Certification Committee

MANDATE

To establish the minimum standards of education and experience required for certified dental assistants to practise in B.C., to review the standards set by other Canadian jurisdictions, and to make recommendations to the Board regarding the recognition of other jurisdictions.

MEMBERS

Ms. Rosie Friesen, CDA, Chair
Ms. Melanie Crombie, public member
(since Nov. 2011)
Ms. Bev Davis, CDA
Ms. Shannon Hislop, CDA (until Sept. 2011)
Dr. Alex Lieblich
Ms. Elaine Maxwell, CDA
Mr. David Pusey, public member

Staff

Ms. Sandra Harvey
Ms. Leslie Riva

MEETINGS: 2

KEY ACTIVITIES

Continuous Practice Proposals

In order to renew their certification, CDAs must have 600 practice hours over the previous three years. CDAs who do not meet this requirement may submit a proposal to the CDA Certification Committee outlining how they intend to demonstrate their competency. This could include successful completion of an exam, course, or other approved education and/or clinical mentorship.

The Committee considered three Continuous Practice proposals in 2011/12. In all cases, the Committee decided additional activities were required to prove competency before certification could be granted.

“The CDA Certification Committee is committed to fulfilling its responsibilities objectively, always in the interest of public safety and in keeping with the College Bylaws and the HPA. Collectively, the committee brings significant expertise to the table and is a committed and passionate group of individuals.”

**MS. ROSIE FRIESEN, CHAIR
CDA CERTIFICATION COMMITTEE**

Complaints, Inquiry and Discipline

Inquiry Committee

MANDATE

To accept, investigate and resolve complaints received by CDSBC.

MEMBERS

Dr. John Carpendale, Certified Specialist, Chair
Dr. Scott Stewart, Vice-Chair
Dr. Jonathan Adams
Ms. Nadine Bunting, CDA
Dr. Greg Card
Ms. Lynn Carter, public member
Dr. Patricia Hunter
Dr. Erik Hutton
Ms. Julie Johal, public member
Dr. Ryan Kaltio
Mr. Richard Lemon, public member
Mr. Robbie Moore, public member
Mr. David Pusey, public member
Dr. Mike Racich
Dr. Jonathan Suzuki, Certified Specialist
Ms. Agnes Yngson, CDA

KEY ACTIVITIES

The Inquiry Committee held eight panel meetings: three of these were with registrants while two panel meetings were struck to deal with particular complaints. The Committee held nine full committee meetings to review the investigation of complaints and dispose of them. The Committee closed 244 complaint files in the fiscal year 2011/12.

Staff

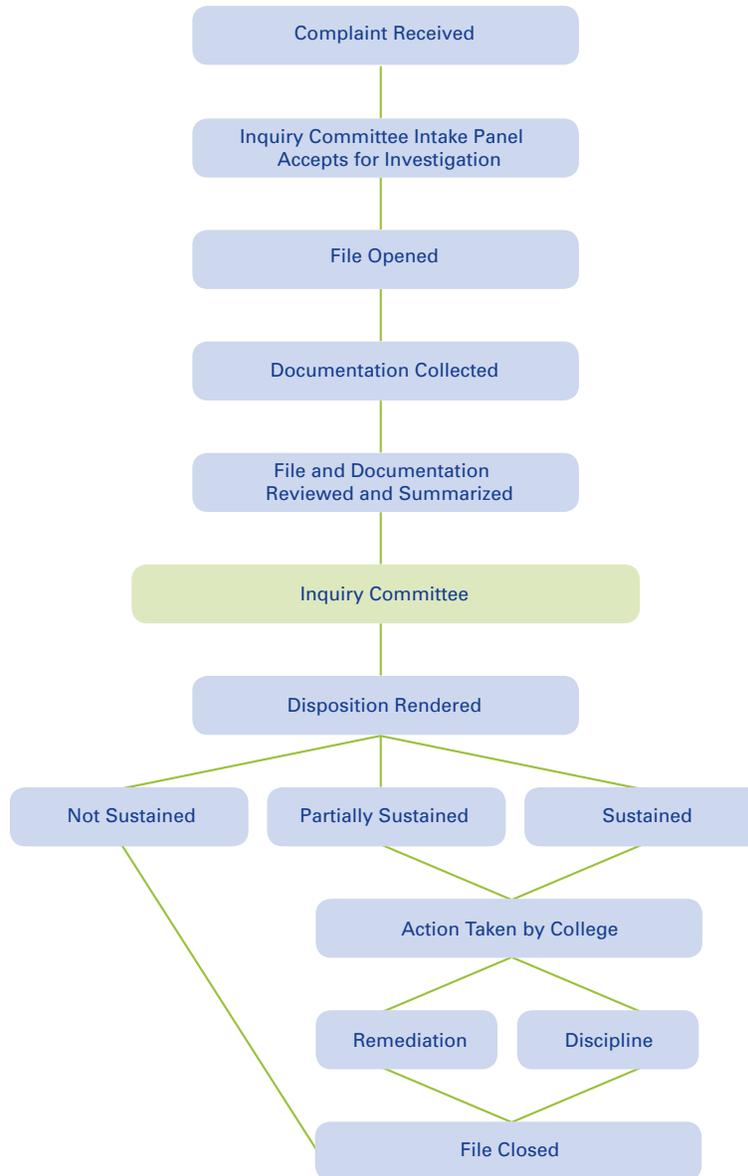
Ms. Heather MacKay (until Nov. 2011)
Ms. Carmel Wiseman (since Dec. 2011)
Ms. Julie Boyce
Dr. Chris Hacker
Ms. Elmira Jasarevic
Dr. Cathy McGregor
Dr. Alex Penner
Dr. Garry Sutton

MEETINGS: 9 full Committee meetings; 8 panel meetings. In addition, a panel of the Inquiry Committee meets weekly to accept new complaints for investigation.

"It has been a pleasure and honour to work with Committee members and College support staff. The unselfish donation of personal time and the commitment to fair and just resolutions of all files cannot be ignored."

**DR. JOHN CARPENDALE, CHAIR
INQUIRY COMMITTEE**

THE COMPLAINT PROCESS



CITATIONS RESOLVED

Allan Nelson Rose

On March 1, 2011 a panel of the Inquiry Committee approved a Consent Order between CDSBC and former dentist Allan Nelson Rose. Allan Rose admitted that he incompetently practised dentistry and practised dentistry while he was suspended. He consented to his registration being cancelled effective March 1, 2011 and agreed that he will not seek reinstatement.

Clarence (Clark) Stelmaschuk

On December 21, 2011, the Inquiry Committee rescinded the citation issued to former dentist Clarence (Clark) Stelmaschuk on the basis of his agreement that he would not in future apply for registration to CDSBC or the governing body for dentistry in another province or foreign jurisdiction. He has made no admissions of misconduct. The hearing was cancelled.

Discipline Committee

MANDATE

To conduct hearings into the conduct of any current or former registrant when the investigation of a complaint identifies a serious problem, or when the complaint cannot be resolved through negotiation or by the Inquiry Committee.

Staff

Ms. Heather MacKay (until Nov. 2011)
Ms. Carmel Wiseman (since Dec. 2011)
Ms. Nancy Crosby

MEETINGS: 1 (orientation session)

MEMBERS

Dr. Don Anderson, Chair
Dr. Gordon Adams
Ms. Leona Ashcroft, public member
Ms. Linda Bartz, public member (until Sept. 2011)
Ms. Pam Beatty, CDA (until Jan. 2012)
Dr. David Book
Mr. Victor Bowman, public member
Dr. Josephine Chung
Dr. Karl Denk
Mr. Paul Durose, public member
Dr. John Gercsak
Mr. Martin Gifford, Q.C., public member (since Sept. 2011)
Dr. Chris Hacker (until Nov. 2011)
Dr. Myrna Halpenny, Certified Specialist
Dr. Robert Leung, Certified Specialist
Ms. Elaine Maxwell, CDA
Ms. Catherine Monk, CDA (since Dec. 2011)
Mr. Anthony Soda, public member
Dr. David Speirs (since Sept. 2011)
Dr. Arnold Steinbart
Dr. Bruce Ward (since Dec. 2011)

The Discipline Committee meets in panels to hear specific matters; no Committee member can serve on a panel if they have not attended the training session.

KEY ACTIVITIES

Discipline Committee Orientation

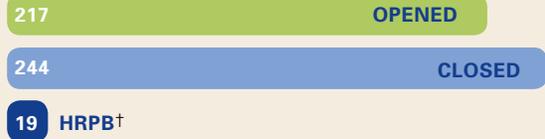
On January 20, 2012, CDSBC conducted an in-house training session for members of the Discipline Committee. The training covered the processes under the *Health Professions Act* and the laws relating to Discipline Committee Hearings and Discipline Committee Panel obligations, as well as the rules of evidence. The orientation was led by Catharine Herb-Kelly, Q.C.

Discipline Hearing: Derek Duvall

A panel of the Discipline Committee was convened on February 29, 2012, to hear an application for dismissal of a citation issued to Derek Duvall and an application to amend the citation. The panel concluded that the citation was properly issued to the respondent under the *Health Professions Act* and that there is no evidence to support prejudice to Dr. Duvall by reason of delay.

A panel of the Discipline Committee will conduct a hearing under section 38 of the *Health Professions Act* (HPA) to inquire into the respondent's conduct and competence as a dentist. The hearing was scheduled to begin in April 2012.

COMPLAINT FILE BREAKDOWN

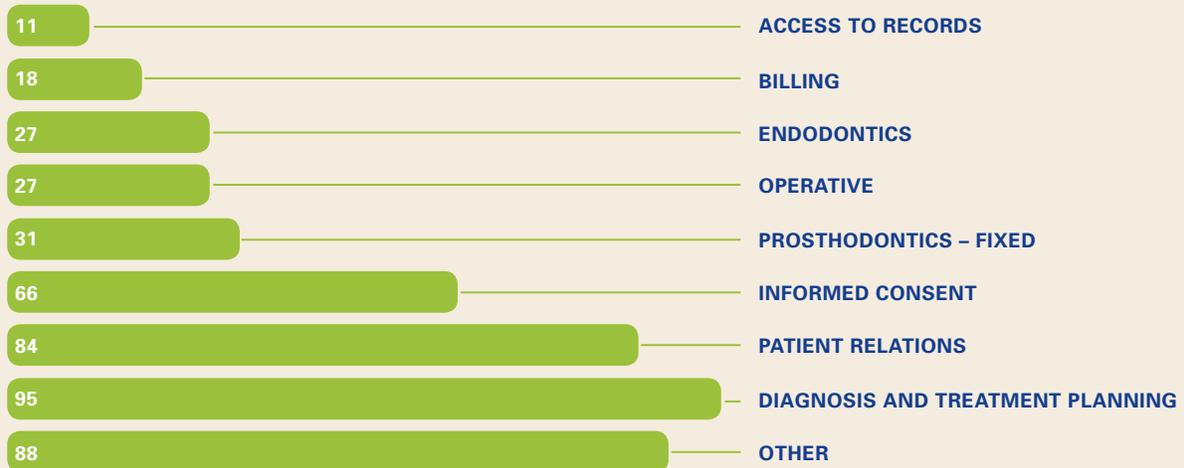


[†]The Health Professions Review Board (HPRB) is an administrative tribunal that provides independent reviews of certain decisions made by B.C.'s health colleges.

Approximately seven percent of complainants apply to the HPRB for review of a closed complaint file.

COMPLAINTS RESOLUTION STATISTICS

Complaints Received March 1, 2011 to February 29, 2012



On average, each complaint file deals with multiple issues. This chart reflects all issues found at the conclusion of each complaint.

Ethics, Quality Assurance, Sedation and CDA Advisory

Ethics Committee

MANDATE

To review the standards of professional ethics, including advertising and promotional activities, and to recommend changes to the Board.

MEMBERS

Dr. Ken Chow, Chair
Ms. Nadine Bunting, CDA
Mr. Paul Durose, public member
Dr. Leetty Huang
Dr. Mark Kwon
Dr. Gail Landsberger (until Aug. 2011)
Mr. Richard Lemon, public member
Dr. Peter Stevenson-Moore
Dr. Brian Wong
Dr. Chiku Verma

Staff

Ms. Heather MacKay (until Nov. 2011)
Ms. Carmel Wiseman (since Dec. 2011)
Ms. Sandra Harvey
Ms. Sonia Visconti

MEETINGS: 3

KEY ACTIVITIES

Promotional Activities

The Ethics Committee had ongoing discussions about promotional activities guidelines and possible revisions to the CDSBC Bylaws for general dentists who limit their practice.

CDSBC Code of Ethics: Principles

As part of the update of the *CDSBC Code of Ethics*, the Ethics Committee developed a list of 13 principles that are based on the five core values approved by the Board in 2010. These principles were presented by Ethics Committee Chair Dr. Ken Chow and approved by the Board in May 2011. The *CDSBC Code of Ethics Core Values and Principles* is a foundation document and other documents will be created to support it.

“With the ever-increasing demands on the dental profession, it is imperative that registrants understand the Code of Ethics and are reminded of their ethical responsibilities for patient care.”

**DR. KEN CHOW, CHAIR
ETHICS COMMITTEE**

CODE OF ETHICS: PRINCIPLES

- 1** The paramount responsibility of a dentist or CDA is to the health and well-being of the patient.
- 2** Provide care with respect, dignity and without discrimination.
- 3** Be truthful and obey all applicable laws.
- 4** Commit to the highest level of professionalism by maintaining current knowledge and competency.
- 5** Respect the right of patients to be cared for by the dentist of their choice.
- 6** Provide appropriate and timely care that is consistent with the standards of the profession.
- 7** Obtain informed consent and provide unbiased explanation of options with associated benefits, risks and costs before proceeding with diagnostic or therapeutic modalities.
- 8** Recognize limitations and refer patients to others more qualified when appropriate for the well-being of the patient.
- 9** Never overstate or embellish abilities and qualifications, or engage in any activity, including advertising or speech, that could mislead a reasonable person.
- 10** Maintain a safe and healthy office environment.
- 11** Patients should be informed of their oral health status without disparaging remarks about prior services or circumstances.
- 12** Maintain appropriate and dignified boundaries in relationships with patients.
- 13** Protect the confidentiality of the personal and health information of patients.

The full CDSBC Code of Ethics document is available at www.cdsbc.org/code_of_ethics.

Quality Assurance Committee

MANDATE

To review the standards of practice and Quality Assurance program, including continuing education and continuous practice requirements, and to recommend changes to the Board.

Standards for sedation and general anaesthetic are addressed by the Sedation and General Anaesthetic Services Committee.

"The recordkeeping course has been hugely popular and very well received by the profession. It has been really gratifying to see how positively the profession has embraced these recordkeeping guidelines. I anticipate a similar response when we roll out the infection control document."

**DR. ASH VARMA, CHAIR
QUALITY ASSURANCE COMMITTEE**

MEMBERS

Dr. Ash Varma, Chair (since Sept. 2011)
Dr. David Tobias (Chair until Sept. 2011)
Ms. Catherine Baranow, CDA (until Sept. 2011)
Mr. Paul Durose, public member
Ms. Julie Johal, public member
Dr. Martin Kim (since Sept. 2011)
Dr. Bill Liang (until Sept. 2011)
Dr. Adam Pite (since Sept. 2011)
Ms. Michele Rosko, CDA (since Sept. 2011)
Ms. Sylvia Stephens, public member
Dr. Bhasker Thakore
Mr. David Vogt, PhD, public member
Dr. Jim Yeganegi (until Sept. 2011)

Staff

Ms. Heather MacKay (until Nov. 2011)
Ms. Carmel Wiseman (since Dec. 2011)
Ms. Sandra Harvey
Ms. Nancy Crosby

MEETINGS: 2

The Continuing Education Subcommittee also met several times to discuss whether continuing education credits should be granted to applicants and to grant approval of new study clubs.

KEY ACTIVITIES

Recordkeeping Essentials Course

Poor recordkeeping practices are a common theme in complaints received by CDSBC. To address this, CDSBC published the revised *Dental Recordkeeping Guidelines* in 2010, and followed up in 2011 with the companion course *Recordkeeping Essentials*. More than 300 dentists, dental hygienists and certified dental assistants attended the launch of *Recordkeeping Essentials* at the 2011 Pacific Dental Conference. The course, which was co-presented by Drs. Tobias and Varma of the Committee and senior CDSBC staff, was also offered at the Thompson Okanagan Dental Society Meeting in fall 2011.

Infection Control

CDSBC is working with the College of Dental Hygienists of BC to develop revised guidelines for infection control. As part of this work, Committee members reviewed the draft *Infection Control Guidelines* before the document was posted for consultation.

Cardio Pulmonary Resuscitation (CPR)

The Quality Assurance Committee is considering whether current CPR certification should be a requirement for renewal. To this end, the Committee asked dentists and CDAs to indicate on the 2012 renewal form whether they hold current CPR certification.

CONTINUING EDUCATION (CE)

Dentists and CDAs must keep their knowledge up to date and maintain competency in their practice throughout their careers. Dentists are required to earn 90 credit hours of Continuing Education over a three-year cycle to renew their practising status. Practising CDAs are required to earn 36 credit hours in their three-year cycle.

For renewal in 2011, 99% of dentists and 97% of CDAs met their CE requirements.

CONTINUOUS PRACTICE (CP)

In order to renew their registration with CDSBC, dentists must have 900 practice hours over the previous three years, while CDAs must have 600 practice hours over the previous three years. Applicants who do not meet the Continuous Practice requirement may submit a proposal to the Registration Committee (dentists) or CDA Certification Committee outlining how they propose to demonstrate their competency. This could include successful completion of an exam, course, or other approved education and/or clinical mentorship.

For renewal in 2011, 99% of dentists and 96% of CDAs met the Continuous Practice requirement.

Sedation and General Anaesthetic Services Committee

MANDATE

To review the sedation and general anaesthetic standards and to assess compliance with those standards at dental offices where deep and general anaesthetic services are provided.

MEMBERS

Dr. David Sowden, Chair
Dr. Martin Aidelbaum
Dr. Tobin Bellamy
Dr. Brian Chanpong
Dr. Geoff Grant (until Sept. 2011)
Dr. Michael Henry
Dr. James Kim, Anaesthesiologist
Dr. Maico Melo
Mr. Gordon McConnell, Biomedical Engineer
Dr. Francis Ping, Anaesthesiologist
Dr. Chris Zed (until Sept. 2011)

Staff

Ms. Heather MacKay (until Nov. 2011)
Ms. Carmel Wiseman (since Dec. 2011)
Ms. Sonia Visconti

MEETINGS: 2

In addition, the Minimal and Moderate Sedation Guidelines Working Group held two meetings in the fiscal year.

KEY ACTIVITIES

Facility Inspections

This past year, the Committee inspected eight dental facilities offering deep sedation and general anaesthetic services. There are currently 14 authorized dental facilities in B.C. offering general anaesthetic services and 17 offering deep sedation services.

Sedation Guidelines Revision

A working group of the Committee is in the final stages of revising the standards and requirements for minimal and moderate sedation. This document is being updated to reflect current practice and to make the content more user-friendly. The framework of the revised guidelines will be to focus on the level of sedation, as opposed to the type of sedation used.

CDA Advisory Committee

MANDATE

To review the implementation of CDSBC Bylaws relating to certified dental assistants, to monitor matters of concern to certified dental assistants, and to recommend changes to the CDSBC Board.



MEMBERS

Ms. Elaine Maxwell, CDA, Chair
Ms. Yasmin Banzon, CDA
Ms. Wendy Forrieter, CDA
Ms. Susanne Feenstra, CDA
Dr. Patricia Hunter
Dr. Rob Staschuk
Mr. Dan De Vita, public member

Staff

Ms. Sandra Harvey
Ms. Leslie Riva

MEETINGS: The Committee did not meet in the 2011/12 year.

"B.C. is among the leaders in allowing the services a CDA may provide. It has not been necessary for the Committee to meet to consider expansion at this time. We continue to encourage correspondence from all CDAs concerning their certification under the HPA."

**MS. ELAINE MAXWELL, CHAIR
CDA ADVISORY COMMITTEE**

Nominations

Nominations Committee

MANDATE

To recruit dentists or certified dental assistants to fill any elected Board member positions for which no valid nominations are received.

To oversee the CDSBC awards program.

MEMBERS

Dr. Bob Coles, Chair

Ms. Melanie Crombie, public member
(since Nov. 2011)

Ms. Patricia Gerhardi, public member
(until Aug. 2011)

Dr. Myrna Halpenny

Dr. Robert Rosenstock

Ms. Lane Shupe, CDA

Dr. Ash Varma

Staff

Ms. Heather MacKay (until Nov. 2011)

Ms. Carmel Wiseman (since Dec. 2011)

Ms. Anita Wilks (since Dec. 2011)

Ms. Lena Ross

MEETINGS: 2

KEY ACTIVITIES

This year there were no vacant Board positions to be filled.

CDSBC's annual awards program recognizes individuals for their contributions to the College and/or to the profession of dentistry in B.C. The Committee reviewed the nominations received for the awards program, and recommended the following list of winners to the Board for its approval. The 2012 award winners are:

Honoured Member Award

Dr. David Sweet, O.C.

Distinguished Service Award

Dr. John Carpendale

Dr. William Liang

Ms. Betty Richardson

Award of Merit

Dr. Christine Eckel

Dr. Lonny Legault

Dr. Gail Landsberger

Dr. Ian Leitch

The awards were presented at a ceremony on Thursday, March 8, 2012 in conjunction with the Pacific Dental Conference.

The Committee also recommended possible updates to the awards program framework; these will be considered by the Board in 2012.

"The efforts and involvement of our volunteers are critical to the College's success. Our awards program is one way to recognize and thank these individuals for their commitment and contribution to the public and the profession."

DR. BOB COLES, CHAIR, NOMINATIONS COMMITTEE

Financial Overview

Audit Committee

MANDATE

To advise and assist the Board on issues related to CDSBC’s financial statements, internal financial controls, and annual audit. At the Board’s request, the Audit Committee reports on any review, process or policy relating to the financial affairs of CDSBC.

MEMBERS

- Mr. Anthony Soda, CA, Chair
- Mr. Mehmod Karmali, CA (Chair until Sept. 2011)
- Dr. Thomas Kirk (until Sept. 2011)
- Dr. Bill McNiece (until Sept. 2011)
- Dr. Ash Varma
- Dr. David Zaporinuk

Staff

- Ms. Heather MacKay (until Nov. 2011)
- Ms. Carmel Wiseman (since Dec. 2011)
- Ms. Betty Richardson
- Ms. Karen England

MEETINGS: 2

KEY ACTIVITIES

Financial Statements

The Audit Committee reviewed and recommended to the Board that the 2010/11 Draft Audited Financial Statements be approved.

Governance/Process

The Governance Review will determine whether CDSBC should have a Finance Committee in addition to the Audit Committee, or whether CDSBC should have a combined Audit and Finance Committee.

Audit Planning

The Audit Committee met with the external auditors to discuss how the 2011/12 audit should proceed. This was a first step in improving the audit process and was not done previously.

“During the year, the Board gave direction to the Audit Committee to enhance its role and follow the best practices of good governance.”

**MR. ANTHONY SODA, CHAIR
AUDIT COMMITTEE**

Treasurer's Report

The College continues to be in a solid financial position due to our reserve funds and prudent fiscal management. Nevertheless, in part due to unforeseen expenses, the College as an entity exceeded the budget set for the 2011/12 fiscal year by \$45,000. Fortunately, revenues were slightly higher than expected, which mitigated the shortfall. Taking into account the Joint Venture*, the deficit for CDSBC was slightly higher at approximately \$180,000 in part due to rent income shortfalls for unoccupied space in the building.

On the expense side, salaries and benefits exceeded the budget due to retirement allowances and severance payments to two employees. Other unbudgeted items included unforeseen consulting fees, most significantly for the Strategic Plan and Governance projects undertaken by the Board.

For the fiscal year 2011/12, CDSBC spent close to \$162,000 on discipline hearings. Due to prudent management and planning in years past, we were able to avail ourselves of our existing internally restricted fund allocated for discipline hearings. The College must continue to be financially prepared for future expenses associated with the discipline process and further reserves will need to be allocated.

In October the Board approved \$300,000 to cover the costs of renovations needed to reorganize and improve office space. As of the end of the fiscal year, the renovations were underway.

On the positive side of the ledger, the College managed to achieve some savings in the area of committee and meeting expenditures. These costs

came in under budget because of the spirit of volunteerism that remains evident among our registrants. In addition, fewer meetings were held in person, and meetings held electronically resulted in welcome savings. Expenditures by the Communications department were also lower than budgeted because projects were postponed and we did not have a full staff complement.

For the 2012/13 fiscal year, we are anticipating increases in expenditures for legal fees, salaries, and consulting fees related to the ongoing Governance Project, our strategic planning efforts, and the search for a new CEO/Registrar.

As part of the governance process, the Board is considering revising the terms of reference for the Audit

Committee to grant the Committee increased oversight of the organization's finances. I would be remiss in not thanking Dan Zeng, our Manager of Accounting, and Tony Soda, our Audit Chair, because without their commitment, great work and support none of the changes that are underway in the area of budget and finance would have been possible.



"The College continues to be in a solid financial position due to our reserve funds and prudent fiscal management."

A handwritten signature in black ink, appearing to read 'D. Tobias'.

Dr. David L. Tobias
Treasurer

*The Joint Venture was formed to own and operate College Place at 1765 West 8th Avenue. CDSBC and the College of Pharmacists of BC are participants in the Joint Venture.

Consolidated Financial Statements

February 29, 2012

Independent Auditors' Report	26
Consolidated Statement of Financial Position	27
Consolidated Statement of Operations	28
Consolidated Statement of Changes in Net Assets	29
Consolidated Statement of Cash Flows	30
Notes to Consolidated Financial Statements	31
Consolidated Schedule of General and Administrative Expenses	37

Independent Auditors' Report

TO THE DENTISTS AND CERTIFIED DENTAL ASSISTANTS OF COLLEGE OF DENTAL SURGEONS OF BRITISH COLUMBIA

We have audited the accompanying consolidated financial statements of College of Dental Surgeons of British Columbia, which comprise the consolidated statement of financial position as at February 29, 2012, and the consolidated statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Consolidated Financial Statements

Management is responsible for the preparation and fair presentation of these consolidated financial statements in accordance with Canadian generally accepted accounting principles and for such internal control as management determines is necessary to enable the preparation of consolidated financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express an opinion on these consolidated 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 consolidated financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the consolidated financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the consolidated financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the consolidated financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the consolidated 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 consolidated financial statements present fairly, in all material respects, the financial position of College of Dental Surgeons of British Columbia as at February 29, 2012, and the results of its operations and its cash flows for the year then ended in accordance with Canadian generally accepted accounting principles.

Smythe Ratcliffe LLP

Chartered Accountants

Vancouver, British Columbia
May 14, 2012

Consolidated Statement of Financial Position

	February 29, 2012	February 28, 2011
ASSETS		
Current		
Cash and cash equivalents	\$ 7,734,668	\$ 8,607,134
Short-term investment (note 4)	2,000,000	216,224
Accounts receivable	33,679	75,928
Prepaid expenses	128,424	87,819
Current portion of loan receivable (note 5)	0	32,000
	9,896,771	9,019,105
Loan Receivable (note 5)	0	223,000
Capital Assets (note 6)	4,577,827	4,594,625
	\$ 14,474,598	\$ 13,836,730
LIABILITIES		
Current		
Accounts payable and accrued liabilities	\$ 465,063	\$ 362,950
Deferred revenue	6,168,120	5,473,627
Current portion of obligation under capital leases (note 7)	40,597	45,843
	6,673,780	5,882,420
Obligation Under Capital Leases (note 7)	98,254	73,299
	6,772,034	5,955,719
NET ASSETS		
Cumulative unrestricted surplus from operations	1,678,521	1,595,684
Invested in capital assets (note 6)	4,438,976	4,475,483
Internally restricted reserves (note 8)	1,585,067	1,809,844
	7,702,564	7,881,011
	\$ 14,474,598	\$ 13,836,730

Subsequent event (note 12)

See notes to consolidated financial statements

Approved on behalf of the Board:



President



Treasurer

Consolidated Statement of Operations

	Year Ended February 29, 2012	Year Ended February 28, 2011
Revenues		
Certification and registration fees	\$ 8,436,304	\$ 8,360,016
Rental	616,396	633,642
Application fees	341,934	373,950
General	169,751	143,407
Interest and miscellaneous	71,499	49,594
	9,635,884	9,560,609
Grant to British Columbia Dental Association	4,691,607	4,723,443
Other Grants	129,577	189,505
	4,814,700	4,647,661
Expenses		
Salaries and benefits	2,792,843	2,486,633
General and administrative (schedule)	646,487	656,397
Building occupancy costs	384,250	390,026
Consulting fees	215,947	206,464
Director fees	168,491	166,878
Meetings and travel	160,866	245,760
Legal fees and related costs	93,845	120,222
Committees	81,428	103,388
Amortization	244,867	194,015
	4,789,024	4,569,783
Excess of Revenues over Expenses before Reserve Expenses	25,676	77,878
Reserve Expenses (note 8)		
Disciplinary hearing	162,221	0
Information technology	41,902	173,714
Office renovations and furniture	0	4,270
	204,123	177,984
Deficiency of Revenues over Expenses for Year	\$ (178,447)	\$ (100,106)

See notes to consolidated financial statements

Consolidated Statement of Changes in Net Assets

	Cumulative Unrestricted Surplus from Operations	Invested in Capital Assets (note 6)	Internally Restricted Reserves (note 8)	Year Ended February 29, 2012	Year Ended February 28, 2011
Balance, Beginning of Year	\$ 1,595,684	\$ 4,475,483	\$ 1,809,844	\$ 7,881,011	\$ 7,981,117
Excess (deficiency) of revenues over expenses	103,094	(281,541)	0	(178,447)	(100,106)
Transfers					
For capital asset purchases	(197,674)	197,674	0	0	0
For capital lease repayment	(47,360)	47,360	0	0	0
Interest earned by the contingency fund	(14,799)	0	14,799	0	0
Expenses funded from internally restricted reserves (note 8)	219,310	0	(219,310)	0	0
For internally restricted reserves (note 8)	20,266	0	(20,266)	0	0
Net change for the year	82,837	(36,507)	(224,777)	(178,447)	(100,106)
Balance, End of Year	\$ 1,678,521	\$ 4,438,976	\$ 1,585,067	\$ 7,702,564	\$ 7,881,011

See notes to consolidated financial statements

Consolidated Statement of Cash Flows

	Year Ended February 29, 2012	Year Ended February 28, 2011
Operating Activities		
Deficiency of revenues over expenses	\$ (178,447)	\$ (100,106)
Items not involving cash		
Loss on disposal of asset	36,674	16,353
Amortization	244,867	194,015
	103,094	110,262
Changes in non-cash working capital		
Accounts receivable	42,249	(458)
Prepaid expenses	(40,605)	(17,326)
Accounts payable and accrued liabilities	102,113	(543,049)
Deferred revenue	694,493	1,692,645
	798,250	1,131,812
Cash Provided by Operating Activities	901,344	1,242,074
Financing Activity		
Repayment of capital lease	(47,360)	(37,662)
Investing Activities		
Redemption (purchase) of short-term investments, net	(1,783,776)	4,021,731
Proceeds from loan receivable	255,000	35,000
Purchase of capital assets	(197,674)	(734,684)
Cash Provided by (Used in) Investing Activities	(1,726,450)	3,322,047
Inflow (Outflow) of Cash	(872,466)	4,526,459
Cash and Cash Equivalents, Beginning of Year	8,607,134	4,080,675
Cash and Cash Equivalents, End of Year	\$ 7,734,668	\$ 8,607,134
Cash and Cash Equivalents Consists of:		
Cash	\$ 4,233,327	\$ 5,928,958
Term deposits	3,501,341	2,678,176
	\$ 7,734,668	\$ 8,607,134
Supplemental Cash Flow Information		
Interest paid	\$ 9,995	\$ 11,667
Capital assets acquired under capital lease	\$ 115,840	\$ 30,991

See notes to consolidated financial statements

Notes to Consolidated Financial Statements

Year Ended February 29, 2012

1. OPERATIONS

College of Dental Surgeons of British Columbia (the "College") was formed to protect the public interest in matters relating to dentistry. The College is governed by the *Health Professions Act* as of April 3, 2009 and, prior to April 3, 2009, the College administered the *Dentists Act*.

The College is a not-for-profit organization established under the *Dentists Act of 1900* and is exempt from income tax under Section 149 of the *Income Tax Act*.

2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian generally accepted accounting principles for not-for-profit organizations and include the following significant accounting policies.

(a) College Place Joint Venture (the "Joint Venture")

The College accounts for its 70% interest in the Joint Venture using the proportionate consolidation method. Under this method, 70% of the Joint Venture's assets, liabilities, revenues and expenses are included in these consolidated financial statements. All transactions between the College and the Joint Venture are eliminated on consolidation.

(b) Net assets

The College segregates its net assets into the following categories:

(i) Invested in capital assets

Invested in capital assets represents cumulative amounts spent on capital assets, net of amounts amortized, less any outstanding debt used to finance capital assets additions. The balance in this account is not available for spending unless the College were to dispose of its capital assets.

(ii) Internally restricted reserves

Internally restricted reserves represent amounts set aside for future projects determined by the College's Board.

(iii) Cumulative unrestricted surplus from operations

Cumulative unrestricted surplus from operations represents cumulative excess of revenues over expenses since inception, net of amounts recorded in the above categories.

(c) Cash and cash equivalents

Cash and cash equivalents includes term deposits with a maturity period of three months or less from the date of acquisition or are cashable at any time.

(d) Capital assets

Capital assets are recorded at historical cost less accumulated amortization. Amortization is provided over the estimated useful lives of the assets using the declining-balance basis at the following annual rates:

Office furniture and equipment	10%
Computer and office equipment	20% - 33%
Leasehold improvements	10%
Assets under capital lease	over lease term

The building is amortized on a straight-line basis over 25 years.

Additions during the year are amortized at one-half the annual rates.

(e) Leases

The College records leases that transfer substantially all the risks and benefits of ownership to the College as capital leases. The related equipment is capitalized at its fair market value at the time of acquisition and is amortized at the same rates as purchased equipment. An obligation is also recorded for the present value of future lease payments, which is reduced as lease payments are made after accounting for the inherent interest portion.

Lease payments for leases that are not capital in nature are expensed.

(f) Revenue recognition

License fees and permits are recognized as revenue in the fiscal year to which they relate. Deferred revenue represents such amounts received in advance of the year to which they relate.

Registration fees are recognized as revenue when received.

General revenues include incorporation fees. Incorporation fees are recognized as revenue when payment is received.

The College receives rental revenue through its 70% interest in the Joint Venture. Rental revenues are recorded on a month-to-month basis as rents become due. Rental revenue from leases with rent steps are accounted for on a straight-line basis over the term of the lease.

The College recognizes interest revenue based on the passage of time according to the terms of the instrument giving rise to the revenue.

(g) Use of estimates

The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Significant estimates include the useful lives and rates of amortization of capital assets, accrual of liabilities and valuation of accounts receivable and capital assets. Management believes the estimates are reasonable; however, actual results could differ from those estimates and could impact future results of operations and cash flows.

(h) Financial instruments

All financial instruments are classified as one of the following: held-to-maturity, loans and receivables, held-for-trading, available-for-sale or other financial liabilities. Financial assets and liabilities held-for-trading are measured at fair value with gains and losses recognized in operations. Financial assets held-to-maturity, loans and receivables, and other financial liabilities are measured at amortized cost using the effective interest method. Available-for-sale instruments are measured at fair value with unrealized gains and losses recognized and reported as a change in net assets. Any financial instrument may be designated as held-for-trading upon initial recognition.

The College classifies its cash and cash equivalents and short-term investment as held-for-trading; accounts receivable, as loans and receivables; and accounts payable and accrued liabilities, as other financial liabilities.

The College continues to follow the Canadian Institute of Chartered Accountants' Handbook Section 3861 *Financial Instruments - Disclosure and Presentation*.

(i) Future accounting change

The Canadian Institute of Chartered Accountants has issued new accounting standards for not-for-profit entities. For fiscal years beginning on or after January 1, 2012, not-for-profit entities will be required to report under these new standards. This will affect the College's annual consolidated financial statements for the February 28, 2013 fiscal year, and will require the restatement of the College's February 29, 2012 figures for comparative purposes.

The College is currently assessing the impact of these new standards.

3. FINANCIAL INSTRUMENTS

(a) Fair value

The carrying values of cash and cash equivalents, short-term investment, accounts receivable, and accounts payable and accrued liabilities approximate their fair values due to the short-term maturity of these financial instruments.

(b) Credit risk

The College's financial assets that are exposed to credit risk consist of cash, accounts receivable and short-term investment. The risk associated with cash and short-term investment is minimized to the extent that cash and short-term investment are placed with major financial institutions. The risk associated with accounts receivable is minimized given the College's history of collecting substantially all of its outstanding accounts receivable within 30 days.

(c) Interest rate risk

Interest rate risk consists of two components:

- (i) To the extent that payments made or received on the College's monetary assets and liabilities are affected by changes in prevailing market interest rates, the College is exposed to interest rate cash flow risk.
- (ii) To the extent that market rates differ from the interest rates on the College's monetary assets and liabilities, the College is exposed to interest rate price risk.

The College is exposed to interest rate price risk on its short-term investment to the extent the market interest rate differs from the interest rate of the investment.

4. SHORT-TERM INVESTMENT

Short-term investment is comprised of a guaranteed investment certificate held at a chartered bank. The investment earns interest at 1.45% (2011 - bank prime less 2.05%) per annum and matures within one year.

5. LOAN RECEIVABLE

The amount was due from Study Club Alliance of BC. The loan bore interest of 3.00% per annum and was secured by a general security agreement granting a security interest in all the present and after acquired personal property of the borrower. The loan was repayable in principal installments of \$32,000 each year from 2012 to 2020. The outstanding balance of the loan and any outstanding interest were to be repaid in full by November 1, 2020.

During the year, Study Club Alliance of BC repaid the entire outstanding balance of the loan.

6. CAPITAL ASSETS

	Cost	Accumulated Amortization	Net Book Value	
			February 29, 2012	February 28, 2011
Land	\$ 1,223,550	\$ 0	\$ 1,223,550	\$ 1,223,550
Building	4,453,830	1,941,840	2,511,990	2,582,288
Office furniture and equipment	786,932	539,827	247,105	217,764
Computer and office equipment	520,058	425,152	94,906	132,851
Leasehold improvements	1,336,840	998,621	338,219	271,754
	8,321,210	3,905,440	4,415,770	4,428,207
Assets under capital lease	205,181	43,124	162,057	166,418
	\$ 8,526,391	\$ 3,948,564	\$ 4,577,827	\$ 4,594,625

Net assets invested in capital assets are calculated as follows:

	February 29, 2012	February 28, 2011
Capital assets, net of accumulated amortization	\$ 4,577,827	\$ 4,594,625
Amounts funded by capital lease	(138,851)	(119,142)
	\$ 4,438,976	\$ 4,475,483

Net assets invested in capital assets are calculated as follows:

	February 29, 2012	February 28, 2011
Deficiency of revenue over expenses from continuing operations		
Amortization of capital assets	\$ (244,867)	\$ (194,015)
Loss on disposal of capital asset	(36,674)	(16,353)
	\$ (281,541)	\$ (210,368)
Transfers to invested in capital assets for:		
Purchase of capital assets	\$ 197,674	\$ 734,684
Repayment of capital lease obligation	47,360	37,662
	\$ 245,034	\$ 772,346

7. OBLIGATION UNDER CAPITAL LEASES

The College has various capital leases, with expiry dates ranging from September 2013 to August 2016 and at interest rates of 1.77% to 9.16% per annum.

Future payments required under capital leases are as follows:

2013	\$ 52,900
2014	47,864
2015	28,481
2016	28,481
2017	7,120
Total minimum lease payments	164,846
Amount representing interest	(25,995)
Present value of minimum capital lease payments	138,851
Current portion of obligation under capital leases	(40,597)
	\$ 98,254

8. INTERNALLY RESTRICTED RESERVES

The contingency reserve was established in 2007 for unanticipated or unbudgeted expenses that are consistent with the objectives of the College under Section 16 of the *Health Professions Act*. Use of this reserve requires approval from two-thirds of the College's Board. Interest is allocated to the reserve at the rate earned on the College's investments.

The additional internally restricted reserves were established between 2008 and 2012.

Internally restricted reserves are comprised of:

	March 1, 2011	Transfer to (from) Contingency Reserve	Transfer (to) from Cumulative Unrestricted Surplus from Operations	Expenses	Interest	February 29, 2012
Contingency reserve	\$ 1,162,016	\$ (200,000)	\$ 0	\$ 0	\$ 14,799	\$ 976,815
Information technology reserve	171,533	0	0	(41,902)	0	129,631
Internationally trained dental specialist process reserve	140,842	0	0	0	0	140,842
Disciplinary hearing reserve	0	200,000	0	(162,221)	0	37,779
Office renovations reserve	0	0	300,000	0	0	300,000
Building project fund	335,453	0	(320,266)	(15,187)	0	0
	\$ 1,809,844	\$ 0	\$ (20,266)	\$ (219,310)	\$ 14,799	\$ 1,585,067

9. JOINT VENTURE ACCOUNTING

The Joint Venture was formed to own and operate the property situated at 1765 West 8 Avenue. The title to this property is held in trust by 1765 West 8 Avenue Holdings Ltd. The Joint Venture provides premises for the College and the other 30% participant in the Joint Venture, the College of Pharmacists of British Columbia. The Joint Venture also rents space in the building to third parties.

The following summarizes the financial position and results of the Joint Venture:

	February 29, 2012		February 28, 2011	
	Entire Amount	College's 70%	Entire Amount	College's 70%
Capital assets	\$ 5,358,863	\$ 3,751,204	\$ 5,448,226	\$ 3,813,758
Other assets	323,208	226,245	273,374	191,361
Liabilities	(374,180)	(261,926)	(315,519)	(220,862)
Net Assets	\$ 5,307,891	\$ 3,715,523	\$ 5,406,081	\$ 3,784,257
Revenues from third parties	\$ 880,567	\$ 616,396	\$ 905,204	\$ 633,642
Revenue from the College	281,476	197,034	222,784	155,949
Amortization expense	(164,210)	(114,947)	(144,826)	(101,378)
Other expenses	(436,272)	(305,391)	(461,699)	(323,188)
	\$ 561,561	\$ 393,092	\$ 521,463	\$ 365,025
Cash flows resulting from:				
Operations	\$ 865,694	\$ 604,986	\$ (52,108)	\$ (36,475)
Financing	(687,858)	(481,501)	559,060	391,342
Investing	(74,847)	(52,393)	(786,351)	(550,446)
	\$ 102,989	\$ 72,092	\$ (279,399)	\$ (195,579)

10. RESERVE MANAGEMENT

The College considers its reserve under management to be comprised of its net assets. The College's objective when managing its net assets is to safeguard its ability to protect the public in matters relating to dentistry. In respect of cash and short-term investments, the College purchases highly liquid, short-term investment-grade securities held at major Canadian financial institutions with an investment-grade rating of AAA or better; and cash is held in interest-bearing accounts.

There have been no changes to the College's approach to reserve management during the year.

11. COMPARATIVE FIGURES

Certain of the comparative figures are reclassified to conform to the current year's presentation.

12. SUBSEQUENT EVENT

Subsequent to year-end, the College began the process of re-evaluating the HST filing position of College Place Joint Venture. No decision has been made as to a course of action.

Consolidated Schedule of General and Administrative Expenses

	Year Ended February 29, 2012	Year Ended February 28, 2011
Office	\$ 287,369	\$ 275,210
Printing and publications	208,600	223,057
Equipment repairs and maintenance	50,039	51,141
Loss on disposal of asset	36,674	16,353
Miscellaneous	27,457	19,601
Professional fees	25,644	46,000
Staff development	10,704	25,035
	\$ 646,487	\$ 656,397

Board 2011/12

CDSBC is governed by an 18-member Board that includes 10 dentists, two certified dental assistants and six public members appointed by the provincial government.

ELECTED OFFICERS

Dr. Bob Coles, President
Dr. Peter Stevenson-Moore, Vice-President
Dr. David Tobias, Treasurer

DENTISTS

Dr. Darren Buschel (District 3: Southern Interior)
Dr. Patricia Hunter (District 4: Vancouver)
Dr. Erik Hutton (District 1: Fraser Valley)
Dr. Kerim Ozcan (District 2: North)
Dr. Jonathan Suzuki (Specialist Board Member)
Dr. Eli Whitney (UBC Board Member)
Dr. David Zamarinuk (District 5: Vancouver Island)

CERTIFIED DENTAL ASSISTANTS

Ms. Elaine Maxwell
Ms. Sherry Messenger

PUBLIC MEMBERS

Ms. Melanie Crombie
Mr. Dan De Vita
Ms. Julie Johal
Mr. Richard Lemon
Mr. David Pusey
Mr. Anthony Soda



BACK ROW (L-R): Mr. Richard Lemon, Dr. Darren Buschel, Dr. Jonathan Suzuki, Ms. Elaine Maxwell, Dr. Eli Whitney, Dr. Erik Hutton, Ms. Sherry Messenger, Mr. Anthony Soda, Dr. Kerim Ozcan, Dr. David Zamarinuk, Mr. David Pusey

FRONT ROW (L-R): Ms. Julie Johal, Mr. Dan De Vita, Dr. Peter Stevenson-Moore (Vice-President); Dr. Bob Coles (President), Ms. Heather MacKay (former Registrar), Dr. David Tobias (Treasurer), Ms. Melanie Crombie

Missing: Dr. Patricia Hunter

Staff 2011/12

As of February 29, 2012

REGISTRAR'S OFFICE

Ms. Carmel Wiseman, Acting Registrar
Ms. Nancy Crosby, Senior Assistant to Registrar
Ms. Elmira Jasarevic, Committee and Sedation Program Officer

COMMUNICATIONS

Ms. Anita Wilks, Senior Manager of Communications
Ms. Lena Ross, Communications Officer
Ms. Sonia Visconti, Communications Assistant

COMPLAINTS

Ms. Carmel Wiseman, Director of Professional Regulation
Ms. Rochelle Blaak, Administrative Assistant, Complaints
Ms. Julie Boyce, Complaints Paralegal
Ms. Rachel Gallo, Complaint Officer
Dr. Chris Hacker, Complaint Investigator
Ms. Stephanie LeSeigneur, Complaint Officer
Ms. Michelle Maharaj, Complaint Officer
Dr. Cathy McGregor, Complaint Investigator
Dr. Alex Penner, Complaint Investigator
Mr. Moninder Sahota, Complaint Officer
Dr. Garry Sutton, Complaint Investigator

OPERATIONS

Ms. Betty Richardson, Director of Operations
Ms. Julie Anderson, Receptionist
Ms. Karen England, Administrative Assistant, Operations
Mr. Dan Zeng, Manager of Accounting

REGISTRATION

Ms. Sandra Harvey, Manager of Regulation
Ms. Elizabeth Milne, CDA Certification Assistant
Ms. Debbie Minton, CDA Certification Assistant
Ms. Leslie Riva, Coordinator, CDA Services;
CE Coordinator
Ms. Karen Walker, Dentist Registration Assistant

GENERAL INQUIRIES

info@cdsbc.org

REGISTRAR

registraroffice@cdsbc.org

COMMUNICATIONS

communications@cdsbc.org

COMPLAINTS

complaints@cdsbc.org

CONTINUING EDUCATION

CE@cdsbc.org

OPERATIONS

operations@cdsbc.org

REGISTRATION

registration@cdsbc.org



500 – 1765 West 8th Avenue, Vancouver, BC V6J 5C6

Tel: 604-736-3621 Fax: 604-734-9448

Toll Free Tel (in B.C.): 1-800-663-9169

Toll Free Fax (in B.C.): 1-800-734-9448

www.cdsbc.org