

College of Midwives of Alberta

2016 ANNUAL REPORT



For the year ending December 31, 2016

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Council and Committee Chairs

2016 Elected Council Members



President
Diane Rach, RM



Vice-President
Cassandra Evans, RM



Treasurer
Theresa Barrett, RM

2016 Committee Chairs

Registration Committee	<i>Cassandra Evans, RM</i>
Conduct and Competency Committee	<i>Theresa Barrett, RM</i>
Practice Review Committee	<i>Joy West-Eklund, RM</i>
Quality Assurance Committee	<i>Erin Laing, RM</i>

Our Mandate

The CMA mandate is to protect the public interest by regulating midwifery practice in accordance with The Health Disciplines Act, the Midwifery Regulation, the Standards of Competency and Practice, the Bylaws of the College and any other relevant legislation. The goal of the CMA is to register qualified, competent midwives to provide safe, high quality care to women and their families in the province of Alberta.

The College's first duty is to public safety and second duty is to the midwives of Alberta, to support them in the provision of safe and effective midwifery services.

President's Report

Statement of Purpose / Goals

The Council is responsible for governance of the midwifery profession in Alberta in order to protect public safety. This is done through setting standards for practice and ensuring that the standards are met through registration processes and disciplinary processes as needed.

Summary of Activities in 2016

During this year of the College continued to move forward on many of the initiatives that were commenced in 2013.

One of the more important initiatives was progress on the College's movement from the *Health Disciplines Act* to the *Health Professions Act*. In March the College was informed that Alberta Health would be fast tracking the College's move. As part of the process the Standards of Practice, Standards of Competence, Code of Ethics, By-laws, Registration Policy, Governance Policy and disciplinary policies had to be rewritten. The drafts were submitted to Alberta Health, Health Professions, Policy and Partnership, in September. They are to be used by government legislation writers when drawing up the legislation. All documents will be circulated to the membership and stakeholders for feedback as part of the consultation process. The target given for completion of the process was December 2017. Moving to the *Health Professions Act* will allow the midwifery profession to become a completely self-regulating, mature profession.

The registration process continues to evolve. The College has used feedback from the Health Disciplines Board to further refine the Prior Learning and Experience Assessment process to improve clarity and fairness.

The College continues to work with Mount Royal University (MRU) Midwifery Education Program to maintain their program approval. MRU was granted continuing Level 1 approval for 2016 and is planning on applying for Level 2 approval for their Midwifery Education Program in 2017.

The College was represented at meetings of the Canadian Midwifery Regulators Council (CMRC). The organization continues to work toward a national midwifery educational assessment program and support of the establishment and integration of midwifery in

provinces and territories that do not yet have regulated midwifery. New initiatives include the harmonization of practice qualifications and quality assurance programs.

The College also participated in the initiative to develop a Sustainable Midwifery Funding Model for Alberta. That report will go to the Minister of Health in early 2017.

The College also participated in a meeting sponsored by Salus Global, the provider of the MoreOB maternity care quality assurance program. The focus of the meeting was looking at ways to increase quality and safety of maternity services through better collaboration of all care providers.

The College was also represented at meetings of the Alberta Health Services Midwifery Workforce Planning Committee. The plan's purpose is to set out a process to support the growth of midwifery in Alberta including supporting the start-up of new practices. Unfortunately, the plan is not tied to funding and so far has not had the impact that was hoped for.

In October, the College welcomed Sara Ghebremusse as the new Interim Registrar. The College wishes to thank the retiring Registrar, Sheila Harvey, for the solid foundation that she helped to build for the College.

During the past year the College worked on the development of new policies, guidelines and statements. This includes;

- P12 Disciplinary Hearing Summaries Policy
- P13 Second Birth Attendant Policy: Qualification, Responsibilities and Duties
- P14 Participating in Social Media Policy
- P18 Informed Choice Policy
- P19 Midwife Workload Policy

Plans for 2017

The College will continue to work on the necessary standards and policies for movement to the *Health Professions Act*.

The Mount Royal University Midwifery Education Program will be assessed for Level 2 approval.

The College will continue to develop policies, guidelines and statements to support midwifery practice in Alberta, including through the work of the new Quality Assurance

Committee. Chaired by Erin Laing, the newly formed Committee was established in December 2016.

The College will continue to work in partnership with the other midwifery stakeholders to develop a workforce plan that will support the growth of the profession in Alberta and the establishment of new midwifery practices in Alberta especially those that will serve underserved populations.

The College will continue to represent the midwifery profession in Alberta at meetings of Alberta Health, Alberta Health Services, Salus Global and other maternity health services stakeholders.

Respectfully submitted,
Diane Rach, RM



Report of the Office of the Registrar

College Staff:

Interim Registrar	<i>Sara Ghebremusse</i>
Executive Director	<i>Marylyn Waters</i>
Administrative Assistant	<i>Margaret Barnes</i>

The Office of the Registrar manages the day-to-day operations of the College, including its administrative, financial, and governance obligations under the *Health Disciplines Act*. Along with acting as the first point of contact for midwives seeking registration in Alberta, the Registrar is responsible for responding to all concerns and complaints from the public.

Office Changes

On October 1, 2016, Dr. Sheila Harvey officially retired from the College of Midwives of Alberta. As the inaugural registrar of the College, she contributed to its growth and sustainability. The College wishes Dr. Harvey all the best in her retirement! Sara Ghebremusse, a lawyer with experience in labour and human rights law, was hired as Interim Registrar in September.

The College also negotiated the extension of its lease and a move to a new location at 119E 1144-29 Avenue NE. It is expected that the College will relocate in February 2017.

In addition to a new office, the College also began exploring options for a new website to be launched in late winter 2017.

Registration Renewal

Registration renewal for the 2016 registration year was completed in November and December 2015. Additional registrations were received throughout the year. Registration renewal for 2017 began towards the end of 2016.

The following chart gives the historical record of registrants from 2013-2016:

Category	2013		2014		2015		2016	
	Jan	Dec	Jan	Dec	Jan	Dec	Jan	Dec
<i>Full General</i>	55	60	63	78	75	86	82	87

New Registrants	2	6	8	11	9	14	8	23
Restricted	15	4	4	2	0	2	4	1
Temporary	4	3	2	1	1	0	0	0
Total Active Registrants	76	73	77	92	85	102	94	111
In-Active	7	7	6	6	9	7	8	13
Students	0	0	23	30	37	38	39	39
Total Registrants	83	80	106	128	131	147	141	163

New Registration Applications

Applications for Registration as a Midwife are received in three ways: applications for registration from midwives practicing in other Canadian provinces via the *Agreement on Internal Trade* (AIT); from midwives practicing and/or trained internationally (PLEA); and from graduates of approved Canadian Midwifery Education Programs.

Applications Received

	2013	2014	2015	2016
<i>AIT</i>	0	8	4	6
<i>PLEA</i>	7	3	5	5
<i>Canadian Graduates</i>	4	5	9	15

As part of the application process, the college oversees the writing of the Canadian Midwifery Registration Examination (CMRE) and the Objective Structured Clinical Exams (OSCE). During the 2016 year the College hosted the CMRE spring and fall, however there was no call for holding OSCE's.

	2013		2014		2015		2016	
	Spring	Fall	Spring	Fall	Spring	Fall	Spring	Fall
CMRE	9	2	9	0	11	5	12	2
OSCE	0	5	5	3	4	5	0	0

Concerns and Complaints

All public concerns and complaints received by the College of Midwives of Alberta are dealt with fairly and as expeditiously as possible. When responding to every concern and complaint, the College is attentive to its mandate to protect public safety, and improve midwifery practice in Alberta.

The *Health Disciplines Act* and the *Midwifery Regulation* provides two options for proceeding with concerns and complaints against midwives:

1. Refer the concern to the **Practice Review Committee**, with the consent of the individual bringing the concern.
2. Initiate an investigation of a complaint under Part 4 of the *Act*, which may result in a hearing comprising of a panel of the **Conduct and Competency Committee**.

The following chart provides a historical summary of the College's concerns and complaints activity:

	2013	2014	2015	2016
<i>Files open as of Jan 1</i>	6	8	5	4
<i>New files received Jan 1 – Dec 31</i>	5	2	1	8
<i>Files closed</i>	3	5	2	6
<i>Files still open as of Dec 31</i>	8	5	4	4

*Two files were withdrawn by the original complainant.

Whenever a concern or complaint is filed, the Registrar is tasked with determining how the matter should proceed. Below is a historical summary of these decisions:

Action Taken	2013	2014	2015	2016
<i>Dismissed</i>	1	1	1	0
<i>Referred to Practice Review</i>	3	1	1	4
<i>Referred to Investigation</i>	3	2	0	2
<i>Proceeded to Hearing</i>	1	2	0	0

Provincial and National Meetings

Throughout 2016, the Registrar continued to represent the College at meetings of the Alberta Health Disciplines Board, the Alberta Federation of Regulated Health Professions, and the joint meetings held with Alberta Health, Alberta Health Services, the Alberta Association of Midwives, and Mount Royal University. Nationally, the Interim Registrar attended the annual meeting of the Canadian Midwifery Regulators Council held in October in Victoria, BC.

Jurisprudence and Culture Learning Module and Examination

The College continued the work to develop and implement the online learning module and examination for Alberta Jurisprudence and Culture of Midwifery directed at assisting Internationally Educated Midwives in their transition to Midwifery in Alberta. The committee has met with the agents of ROCKETFUEL PRODUCTIONS throughout the year and the learning module is in its final stages. The Examination module has been contracted and work has begun in question writing. We plan to have this ready for testing in early 2017.

Plans for 2017

The Office of the Registrar has six main projects for 2017:

1. Complete the College's move to a new, bigger location.
2. Continue to collaborate with the Health Professions Policy & Partnerships division of Alberta Health to complete the College's transition to the *Health Professions Act*.
3. Work with the HIA Policy, Privacy and Security Health Branch of Alberta Health to obtain Netcare custodianship and access for midwives.
4. Collaborate with other members of the Alberta Federation of Regulated Health Professionals to complete the Blood and Body Fluid Exposure Project
5. Complete the Jurisprudence and Culture of Midwifery online modules and carry out field testing.

Treasurer's Report

Statement of Purpose

The purpose of the Treasurer is to oversee and present the budget, accounts and financial statements to the Council. The Treasurer liaises with the Executive Director and / or the bookkeeper about financial matters and ensures that appropriate financial systems and controls are in place.

The Audited Financial Statements are presented with this report.

Summary of Activities in 2016

Throughout the first four years of College operation we have had three major goals financially:

- 1) To demonstrate fiscal responsibility in general operations:

Year over year, the College has maintained a balanced budget with a modest revenue over expenses. The 2016 balanced budget was based on income and expenses of \$259,325. Actuals for the year, with the added revenue of more registrations, Grant money and other general incomes, resulted in revenue higher than budgeted.

Some costs over budget incurred during the year were as a result of the hiring of a new Registrar and the payment of two staff for a period of time to facilitate the changeover. However, expenses generally came in under budget.

<i>Revenue for 2016</i>	\$409,821
<i>Expenses</i>	\$353,005
<i>Balance</i>	\$ 56,861

- 2) To establish a savings and investment portfolio to support any future costs as a result of concerns and or complaints brought forward:

The College made a budgetary commitment to contribute \$5000 per year into savings funds and elected to place a portion of the revenue over expenses from 2015 into this savings fund resulting in an investment in 2016 of \$33,000.

On average, a Hearing costs is \$80,000; however, during 2016 hearing expenses totaled \$102,008. We will continue to build this fund to ensure the College has the ability to manage any future expenses.

<i>2016 Hearing Investment Fund Balance</i> \$123,238

3) To be fiscally responsible in the use of monies received from Grants:

- a) Alberta Health provided an additional \$100,000 grant to assist with the costs of the hearings which had begun prior to the opening of the College. These are nearing completion.
- b) Foreign Workers Qualification branch provided a grant for the development of an online Jurisprudence and Midwifery Culture Learning Module and Examination.

Plans for 2017

Budget for 2017 is included in this report.

Major expenses for 2017 include:

- 1) A new lease with moving and furniture costs to move to a new larger office space.
- 2) Continued commitment in support of developing new Regulations and Policies specifically directed to the move to the *Health Professions Act*.

COMMITTEE REPORTS

Registration Committee

Committee Chairperson: *Cassandra Evans, RM*

Committee Members: *Gaelyn Anderson, RM* *Helen Cotter, RM*
Maryam Gjerde, RM *Christy LeBlanc, RM*

Statement of Purpose / Goals of the Committee

To identify the criteria necessary to determine the eligibility for new registration, initial registration and annual renewal of registration for midwives applying for registration with the College of Midwives of Alberta.

Our goal is to ensure public safety and the success of registered midwives through a process that ensures each midwife registered has the competence (knowledge, skill, attitude and judgment) required to practice as an independent, autonomous primary care practitioner.

Summary of Activities in 2016

The Registration Committee (RC) is happy to welcome two new members who joined the RC this year: Helen Cotter RM and Maryam Gjerde. Helen and Maryam joined the committee when Mary Lansiedel and Marie Wilkenson resigned.

The RC assessed fewer international new applicants this past year in comparison to recent years as a result of the majority of new applicants having completed their midwifery education at Mount Royal University (MRU) in Calgary. A small number of new international applicants and one re-registration were assessed by the Registration Committee in accordance with our regulations. Our team determined appropriate restrictions when necessary.

The RC committee worked together to create a draft New Registrant's Policy to support new registrant's to safely consolidate their skills and knowledge as they integrate into their roles as primary caregivers in Alberta. The New Registrant's Policy will also provide guidance and clarity for all members to support new registrants.

The Education Program Assessment Committee (EPAC) was created to formally assess the Mount Royal Midwifery Program in order to become an approved education institution that meets the CMA's requirements for a new registrant. The EPAC is a subcommittee of the registration committee. Level one approval has been met. The level two approval of the Mount Royal is underway and the CMA is expecting the MRU level two submission late spring 2017. Once the submission is received the EPAC will develop a report and recommendations will be submitted to the Health Disciplines Board in the fall of 2017.

Plans for 2017

- To ensure that documentation surrounding registration and supervision of restricted registrants is clear and revise as necessary;
- To work closely with the CMA Council as we work together in preparation for moving to the *Health Professions Act*;
- To continue to assess new applicants for registration;
- To re-evaluate practice requirements for re-registration;
- EPAC committee to report on MRU level two submission and make recommendations to the Health Disciplines Board in the fall;
- Complete and finalize New Registrant's Policy.



Conduct and Competency Committee

Committee Chairperson: *Theresa Barrett, RM*

Committee Members: *Cathy Harness, RM* *Anne Leblond, RM*
Megan Dusterhoft, RM *Mia Fothergill, RM*
Abigail Luck, RM *Ali Reimer, RM*
Joy West-Eklund, RM *Shannon Sutherland, RM*
Nancy Brook (Public Member)

Statement of Purpose / Goals of Committee

The purpose of the Conduct and Competency Committee (CCC) is to ensure that all midwives adhere to the *Alberta Midwifery Regulation*, Standards of Competency and Standards of Practice and the Code of Ethics, which can be found in the Midwifery Registrants Handbook or on the College website.

Summary of Activities in 2016

A new public member, Nancy Brook joined the Conduct and Competency Committee this year. The Committee also decided to combine the Core members and the sub-panel members together as one committee.

The Committee created a Publishing Policy last year, which was reviewed by legal counsel and then approved by Council this year. The policy describes the process by which the CMA's Hearing Panel will publish hearing and discipline summaries.

The committee also created various tools to help the public and healthcare professionals file a complaint.

- A General Flowchart, which looks at the various options when filing a concern or complaint.
- The development of an online complaint process to file a complaint.

A few members of the committee also attended Field Law Workshop - Assessing Credibility and Writing Decisions in the fall.

Plans for 2017

The Committee is currently creating a Complaints Frequently Asked Questions and drafting a Standardized Complaint Form for the CMA website.

The CCC will continue to attend tribunal workshops and review tribunal DVD's to better prepare themselves for any complaints that come to the College.

Practice Review Committee

Committee Chairperson: *Joy West-Eklund, RM*

Committee Members: *Kimberley Schmidt, RM* *Carol Stehmeier, RN*
Sabrina Roy, RM *Vivian Maclean, RM*
Gisela Becker, RM *Joanna Greenhalgh, RM*
Marie Tutt, RM

Statement of Purpose / Goals of the Committee

From Terms of Reference, our "Purpose" The Practice Review Committee of the College may: On its own initiative, and shall, at the request of the Health Disciplines Board, conduct a review of the practice of a midwife. After a review, provide advice and make recommendations to the midwife as to the practice of midwifery by that midwife. Inquire into, report to and advise the College with respect to:

- The assessment and development of educational, experiential and practice standards
- The evaluation of standards of competence of midwives generally, and
- the practice of midwifery generally

Summary of Activities in 2016

The committee has completed four practice reviews in response to concerns from: clients (2), registered midwives, (1) and physicians (1).

In response to recommendations made by the committee in their reports, there have been, and will be several follow up meetings to ensure recommendations have been met.

Feedback from members has generally been positive in regard to the process of review, and in its resultant reflection of and improvement in practice.

The time, dedication and diligence on the part of committee members in undertaking these reviews is noted, and it is a pleasure working with them. Many thanks to all and welcome to Marie Tutt who kindly agreed to join as another member from the Edmonton area.

Plans for 2017

Continue to conduct practice reviews as the Registrar or Council deem necessary.



2017 Budget

Approved by the Council on November 17, 2016

Income:						
		Active registrations		105 x 2750	\$	288,750.00
		PLEA		2 x 1500	\$	3,000.00
		Student registration		30 x 100	\$	3,000.00
		Inactive registration		8 x 150	\$	1,200.00
		Total Projected Income			\$	295,950.00
Expenses						
1	Office	Item				
	A	Office space rental		2500/mth plus parking@225	\$	33,000.00
	B	Business Phone line + long distance	Shaw bundle	183.33/mth	\$	2,199.96
	C	Office supplies			\$	5,000.00
	D	Copier / toner, repairs and maintenance			\$	500.00
	E	Postage			\$	1,000.00
	F	ID cards			\$	1,000.00
	total				\$	42,699.96
2	Personnel: regular					
	A	Registrar		fte 92000.00 @ .70	\$	64,400.00
	B	Executive Director		\$32 x 20 hrs/wk	\$	33,280.00
	C	Admin. Assistant		\$18 x 18hrs/wk	\$	16,848.00
	D	Benefits	Employees Benefits/EI & CPP		\$	6,000.00
				payroll subtotal	\$	120,528.00
	F	Bookkeeper / Auditor			\$	1,500.00
	G	Council meetings: 3 midwives		\$25/hr X 12 mtg/yr X 6hr/mtg	\$	3,000.00
	H	Other council duties			\$	2,000.00
	total				\$	127,028.00
3	Personnel: special committees and other					
	A	Committee mtgs:		3 comm x 3 mbrs x \$25/hr X #hrs X 12 mtg/yr		

	B	Registration Committee		\$	2,300.00	
	C	Practice Review Committee		\$	5,500.00	
	D	Conduct and Competency Committee		\$	2,000.00	
	E	Catering		\$	1,000.00	
	F	Compaint Investigation	time/travel	\$	9,000.00	
	G	Consultants (policy writing/Mediation/etc)		\$	4,500.00	
	H	Audit		\$	4,000.00	
	I	Legal Council		\$	45,000.00	
	J	Training and Inservice/ council & committees		\$	6,000.00	
	total			\$	79,300.00	
4	Travel					
	A	CMRC - Registrar & Council President x 5 days		\$	6,000.00	
	B	Within Alberta -	meet w/ Gov't, stakeholders, committees,etc	\$	4,000.00	
	total			\$	10,000.00	
5	Website			\$	700.00	
6	Hearing fund			\$	5,000.00	
7	Insurance:					
		Directors & Officers Liability & Tennants		\$	5,000.00	
8	Associated Memberships					
	A	CMRC		\$	6,500.00	
	B	FRHPA		\$	500.00	
	total			\$	7,000.00	
	Special Projects					
	A	Jurisprudence Project		\$	5,500.00	
	B	moving expenses				
		movers		\$	1,000.00	
		new furniture:		\$	3,000.00	
	total			\$	9,500.00	
		Total Annual Budget		\$	286,227.96	
		Balance		\$	9,722.04	

Financial Statement of



For the Year Ended December 31, 2016



Independent Auditor's Report

To the Members and Board of Directors of the College of Midwives of Alberta,

I have audited the accompanying financial statements of the College of Midwives of Alberta, which comprise the statement of financial position as at December 31, 2016 and December 31, 2015, and the Statements of operations, changes in net assets, and cash flows for the years then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

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

Auditor's Responsibility

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

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

I believe that the audit evidence I have obtained in my audits is sufficient and appropriate to provide a basis for my audit opinion.

Opinion

In my opinion, the financial statements present fairly, in all material respects, the financial position of the College of Midwives of Alberta as at December 31, 2016 and December 31, 2015, and its financial performance and its cash flows for the years then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Dwayne Vinck, Chartered Accountant
Calgary, Alberta
May 11, 2017

College of Midwives of Alberta
Statement of Financial Position
As At December 31, 2016

	2016	2015
Assets		
Current assets		
Cash	\$ 429,202	\$ 337,263
Hearing investment fund	123,238	81,828
Jurisprudence fund (Note 4)	35,534	40,491
Accounts receivable	8,775	52,043
Prepaid expenses and deposits	3,772	3,772
Total current assets	600,521	515,397
Furniture and equipment (Note 3)	6,752	6,689
Software (Note 4)	50,108	6,750
Software grant (Note 4)	(50,108)	(6,750)
Total assets	\$ 607,273	\$ 522,086
Liabilities		
Current liabilities		
Accounts payable and accrued liabilities	\$ 48,702	\$ 37,036
Deferred revenue (Note 4)	385,284	368,579
Total liabilities	433,986	405,615
Net assets	173,287	116,471
Economic dependence (Note 9)		
Commitments (Note 10)		
Net assets represented by		
Internally restricted - hearing fund	48,238	15,238
Unrestricted general fund	125,049	101,233
	\$ 173,287	\$ 116,471

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

College of Midwives of Alberta
Statement of Operations
For the Year Ended December 31, 2016

	2016	2015
Revenue		
Member registration fees	\$ 286,770	\$ 107,900
Courses of care	-	139,213
Grants		
Alberta Health (Note 6, 9)	100,000	99,700
Occupational health and safety grant	-	15,000
Application fees	500	7,500
Exam fees	11,300	52,825
Sanctions	10,000	-
Service fees	480	415
Interest income	771	1,022
Total revenue	409,821	423,575
Expenses		
Canadian Midwifery regulators exam	11,500	12,000
Canadian Midwifery regulators consortium	3,745	6,258
Objective structured clinical exam costs	1,219	15,926
Hearings	102,008	126,863
Legal	25,263	75,021
Occupational health and safety projects costs	-	15,000
Staff wages and benefits	138,122	88,279
Board and committee	12,864	7,856
Education program assessment	-	2,500
Assessors/committee training	2,401	5,377
General and administration (Note 7)	24,404	13,909
Office rent (Note 10)	18,266	18,266
Insurance	4,281	1,026
Travel	6,862	7,191
Unrecoverable GST	107	14,700
Amortization and depreciation	1,963	1,742
Total expenses	353,005	411,914
Revenue in excess of expense	\$ 56,816	\$ 11,661

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

College of Midwives of Alberta
Statement of Changes in Net Assets
For the Year Ended December 31, 2016

	2016	2015
Internally restricted - hearing fund		
Balance, beginning of year	\$ 15,238	\$ 10,238
Tranferred from general fund	33,000	5,000
Balance, end of year	48,238	15,238
Unrestricated -general fund		
Balance, beginning of year	101,233	94,572
Revenue in excess of expenses	56,816	11,661
Transferred to hearing fund	(33,000)	(5,000)
Balance, end of year	125,049	101,233
Net assets, end of year	\$ 173,287	\$ 116,471

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

College of Midwives of Alberta
Statement of Cash Flows
For the Year Ended December 31, 2016

	2016	2015
Operating activities		
General fund from operations	\$ 56,816	\$ 11,661
Add back - amortization	1,963	1,742
Changes in working capital (Note 8)	71,639	204,012
	<u>130,418</u>	<u>217,415</u>
Investing activities		
Hearing investment fund	(41,410)	3,975
Health Disciplines Board Hearing fund	-	14,892
Jurisprudence fund	4,957	(40,491)
Purchase of property and equipment	(2,026)	-
Software	(43,358)	(6,750)
Software Jurisprudence grant amortization	43,358	6,750
	<u>(38,479)</u>	<u>(21,624)</u>
Increase in cash and cash equivalents during the year	91,939	195,791
Cash and cash equivalents balance, beginning of year	337,263	141,472
Cash and cash equivalents balance, end of year	<u>\$ 429,202</u>	<u>\$ 337,263</u>

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

**College of Midwives of Alberta
Notes to the Financial Statements
For the Year Ended December 31, 2016**

1. Nature of operations:

The College of Midwives of Alberta ("the College") was created on January 1, 2013 and is a not-for-profit association with a duty to public safety and to the midwives of Alberta, to support them in the provision of safe and effective midwifery services. The College is a regulatory body mandated to serve and protect the public interest by regulating midwifery practice in accordance with the Health Disciplines Act, the Midwifery Regulation, the Standards of Competency and Practice, the Bylaws of the College and any other relevant legislation. The goal of the College is to register qualified, competent midwives to provide safe, high quality care to women and their families in the province of Alberta.

2. Adoption of accounting framework, significant accounting policies, judgments and estimation uncertainty:

a. Basis of presentation and measurement and adoption of Canadian accounting standards for not-for-profit organizations

On January 1, 2013, the CMA adopted the Canadian accounting standards for not-for-profit organizations issued by the Accounting Standards Board of the Canadian Institute of Chartered Accountants ("CICA") and set out in Part III of the CICA Handbook.

Use of estimates - The significant area requiring the use of management estimates is accounts receivable allowance for doubtful accounts, amortization, and deferred revenues.

These financial statements have been prepared on a historical cost basis. The preparation of financial statements in conformity with Canadian generally accepted accounting principles requires management to make estimates and assumptions that affect the amounts reported in the financial statements and accompanying notes. Financial results as determined by actual events may differ from these estimates. These financial statements have, in management's opinion, been properly prepared using careful judgment within reasonable limits of materiality and within the framework of the significant accounting policies summarized below.

b. Capital disclosures

The College discloses information about its objectives, policies and processes for managing capital, quantitative information about what the College regards as capital and information regarding its compliance with any externally imposed capital requirements and the consequences of any non-compliance. (See note 6).

c. Financial instruments presentation and disclosure

All financial instruments must be classified as one of the following five categories: loans and receivables; held-to-maturity investments; held-for-trading instruments; available-for-sale financial assets; or other financial liabilities. All financial instruments are initially recognized on the statement of financial position at fair value. Subsequent measurement will depend on their initial classification.

Cash and cash equivalents, Holding investment funds, and Jurisprudence funds are designated as held-for-trading and are measured at fair value, which approximates carrying value. Accounts receivable are designated as loans and receivables and are initially recorded at fair value and subsequently measured at amortized cost using the effective interest method. Accounts payable and accrued liabilities, and deferred revenues are designated as other liabilities.

d. Revenue recognition

Membership fee revenue is recognized as revenue over the period to which it relates. Membership fee revenues received prior to the due date are recorded as deferred revenue.

Government grant revenue and Alberta Association of Midwives grant revenues are recognized as revenue over the period to which it relates. Government grant revenue and Alberta Association of Midwives grant revenues received which apply to a subsequent period are recorded as deferred revenue and subsequently recognized as revenue over the period

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For the Year Ended December 31, 2016

to which they relate. Restricted grants are recognized as revenue in the year in which the related expenses are incurred.

Volunteer contributed services

The College receives volunteer services in carrying out its activities which are not recognized in the financial statements.

Expense recognition

Expenses are recorded on the accrual basis whereby they are reflected in the accounts in the period in which they are incurred, whether or not such transactions have been finally settled.

e. Fund accounting

The College maintains the following funds:

- i) General fund: To account for all revenues, expenses, assets and liabilities related to the operation of the College.
- ii) Internally Restricted Hearing fund: To account for all revenues, expenses, assets and liabilities related to Hearings and Investigations conducted by the College. This fund is comprised of two GIC's and a general savings account.

f. Income taxes

No provision for income taxes has been made in these financial statements as the College is not subject to income taxes.

g. Capital assets

Furniture and equipment are recorded at historical cost. Amortization is provided on a straight-line basis over seven years, which represents the estimated useful lives of the assets. Computers are amortized on a declining balance basis at 30%. Amortization rates, estimates lives and salvage values are reassessed annually.

h. Intangible software assets

Intangible software assets relate to the development of an Alberta Midwifery Culture and Jurisprudence online learning module and examination. When the intangible asset no longer has any long-term service potential to the organization, the excess of its net carrying amount over any residual value should be recognized as an expense in the statement of operations.

3. Furniture and equipment

	2016		2015	
Furniture and equipment	\$	13,641	\$	11,615
Accumulated amortization		(6,889)		(4,926)
	\$	6,752	\$	6,689

4. Deferred revenue

As at December 31, 2016 and 2015 the College has received the following amounts which relate to subsequent periods:

	2016	2015
Membership fees received in advance	\$ 274,750	\$ 252,751
Hearings fund	75,000	75,000
Jurisprudence grant	35,534	40,829
	<u>\$ 385,284</u>	<u>\$ 368,580</u>

The College received \$75,000 in 2013 from Alberta Association of Midwives for new hearings after 2012. There have been no new hearings during 2013 to 2016 inclusive.

The College has a Jurisprudence Grant funding agreement with Alberta Ministry of Jobs, Skills, Training and Labour where the College is to use up to \$95,157 for costs incurred to develop a Midwifery Culture and Jurisprudence online learning module and examination. As of December 31, 2016, \$85,642 has been received and \$50,108 of costs have been incurred, which are recognized as intangible software assets.

5. Financial risk exposure, risk management and financial instruments

Fair value

Financial instruments of the College consist primarily of cash and cash equivalents, Hearing investment funds, Jurisprudence fund, accounts receivable, accounts payable and accrued liabilities, and deferred revenues. As at December 31, 2016 and 2015, there were no significant differences between the carrying amounts reported on the statement of financial position and their estimated fair values.

Liquidity risk

The College maintains sufficient cash on hand to meet current liabilities.

Interest rate risk

The College has no interest bearing debt. Cash and investments bear interest at variable market rate.

Credit risk

Cash and investments are held with one bank. Accounts receivable is comprised predominantly of Registration Fees paid annually by Midwives. Revenues are presented net of accounts receivable impairment write-downs of \$nil.

Foreign currency risk

The College does not have significant exposure to foreign currency rate risk.

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6. Capital Disclosures

The College considers its capital to comprise of its net assets. The College Board of Directors objective for managing capital is to retain sufficient resources to achieve it's mandate while complying with any expenditure compliance requirements of Government or Alberta Association of Midwives grant funding agreements.

The College Board has the right to issue an additional levy to memberships fees should the need arise.

7. General and Administration

	2016	2015
Advertising and promotion	\$ 263	\$ 549
Bank service charges	200	62
Business taxes	(818)	(415)
Computer	-	203
Dues and subscriptions	500	500
Meals and entertainment	765	462
Office supplies	1,019	2,072
Postage and delivery	753	1,163
Printing and reproduction	2,263	-
Consulting	6,449	2,200
Repairs	452	520
Telephone	2,321	2,173
Audit and accounting fees	8,600	4,420
Hiring expense	1,637	-
	<u>\$ 24,404</u>	<u>\$ 13,909</u>

8. Changes in non-cash working capital

	2016	2015
Accounts receivable	\$ 43,268	\$ (18,438)
Prepaid expense and deposits	-	2,046
Accounts payable and accrued liabilities	11,666	28,724
Deferred revenues	16,705	191,680
	<u>\$ 71,639</u>	<u>\$ 204,012</u>

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9. Economic dependence

The College received a significant portion of its 2016 revenue from a \$100,000 Alberta Health Disciplines Board Hearing fund grant (2015-\$85,000). These funds were used to recovery hearing and legal costs incurred during 2015 and 2016. No future assistance is anticipated.

10. Commitments

The College has an operating lease agreement for its office space ending January 31, 2022, requiring annual office lease payments of \$32,252.