



**COLLEGE OF  
DIETITIANS OF MANITOBA**  
Registered Dietitians. Promoting Standards

*Optimizing health and well-being for all Manitobans  
through excellence in nutrition practice*

# **Annual Report 2016-2017**

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College of Dietitians of Manitoba

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Appendix I: Financial Statements

## Message from Chair of Council

The College of Dietitians of Manitoba (CDM) consists of 520 members, registered as Dietetic Interns, Graduate Dietitians and Registered Dietitians. CDM has a council of nine Registered Dietitians and three public members, and a staff of three employees. The College is assisted by many different committees made of volunteer dietitian members. This diverse and enthusiastic group ensures that the College stays transparent and accountable to the province, its members, and most importantly, the public. Together, our members, volunteers and staff strive to optimize health and well-being for all Manitobans through excellence in nutrition practice.

CDM's mission is to protect the public through regulation by setting standards of practice and ensuring competency of all registrants with the College. Throughout the 2016-2017 year CDM continued to work towards our strategic priorities in order to ensure:

- public protection
- improved public understanding of the role of a dietitian
- enhanced member engagement and education
- inter-professional collaboration
- strengthened internal capacity

This report provides an overview of the work of the College in the past year. CDM continues to prepare for requirements of the Registered Health Professionals Act, develop policies to meet the requirements of the Office of the Manitoba Fairness Commissioner and support the new dietetic accreditation system. We have partnered with other health professional organizations to create public and professional awareness and continue to develop a comprehensive communications strategy which will strengthen our communication, resources, programs and platforms in order to best support registered dietitians and Manitobans.

The College is successfully working through our three year strategic plan while fulfilling our mandate to regulate the profession by ensuring all members meet educational standards, are competent and practice in the public interest. The College continues to set the standards for the delivery of safe, effective and ethical services to the public by dietitians and enhances the practice of dietitians within Manitoba.

## College of Dietitians of Manitoba

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On behalf of the Council, I would like to extend a thank you to all of our staff and volunteers who have contributed to CDMs success over 2016-2017 through their expertise, commitment and passion. I welcome Anna Pohorecky RD, Catherine Marshall RD, Jenna Hart RD and Laura Creek Newman RD as our most recent members of CDM Council and give thank-you and farewell to those Council members who have completed their terms: Melissa Fuerst RD (6 years); Jennie Cowan RD (6 years); Maria Baranowski RD (6 years); and Jennifer Mayor RD (2 years).

Amanda Nash RD and Chair, College of Dietitians of Manitoba

## Council of the College

The College of Dietitians of Manitoba's role is legislated under the *Registered Dietitians Act of Manitoba (2002)*. Dietetics is a self-regulated profession both in Manitoba and across Canada. Self-regulation acknowledges that members of the profession are in the best position to set standards for the profession. As such, there is an expectation of both the profession and public to ensure, through self-regulation, that the commitments within our legislation are met. The primary areas of accountability are registration (entry to practice), the assurance of quality practice (standards setting and continuing competence management) and the investigation of complaints and the management of disciplinary matters (professional misconduct).

The Council of the College is the link between the College and the public in the regulation of the profession of dietetics in Manitoba. In this year, Council was composed of 3 public members (business leader, optometrist and professor) and nine (9) registered dietitians. The Registrar of the College is ex-officio to the Council and a registered dietitian. The Council is tasked with setting the direction for the College's regulatory work and ensures all decisions are based on the mandate to govern in the best interests of the public. They are responsible for the oversight, planning and policy-making of the College.

Through oversight to the operations, programs and policies of the College, the Council is able to monitor the work of the College. Strategic planning, annual planning, management reports, committee reports and budgetary planning are all key ways the Council ensures oversight on all College activities.

The College's Act, mission and vision statements guide Council and the planning and operations of the College. The Council is in the second year of our three year strategic plan. In this plan, the Council established three strategic priorities to shape the scope of work. These priorities are: public protection, engaging members and engaging the public. This report outlines our progress on these priorities.

## ***PUBLIC PROTECTION***

### **Registered Health Profession's Act (RHPA)**

Although this Act has received Royal Assent, dietitians have yet to be proclaimed under the RHPA. There was little activity moving forward with College proclamations within the past year, partially due to a change in the provincial government. Disputes with issues within the RHPA from both the College of Physicians and Surgeons and the College of Registered Nurses slowed the process until these issues were resolved. Late in this year, health colleges who will fall under the RHPA have been assured of the new government's interest to establish a transparent and feasible system to ensure forward movement with proclamations. CDM is currently waiting for templates to be established for both the Regulations and Reserved Acts within the legislation to ensure we meet the criterion required.

### **Accreditation**

In 2015, CDM agreed to participate in the new dietetic accreditation system being administered by the Partnership for Dietetic Education and Practice. Within this system, the College is asked to appoint a regulatory representative to participate in the Accreditation Site Committee when an accreditation is taking place within our province. Policy for this position is being developed nationally to ensure consistency to the requirements.

### **Governance:**

In 2016, CDM established a Governance Committee as outlined within the strategic plan to strengthen Council governance. The first issue of business for the committee was to establish oversight materials focusing on evaluation of Council meetings. The form of the assessment is a survey sent to all attending Council members requesting their opinion on meet pre-preparations, meeting effectiveness and efficiency. The survey has been incorporated as a regular post-meeting evaluation.

The Council also chose to incorporate a consent agenda for their meetings. Reports are now requested three weeks in advance and posted on the consent agenda.

The Council will accept the consent agenda at the meeting without further review of those reports by all members. If an individual wishes to discuss an item on the consent agenda further to the report, then the Chair has the flexibility to move the item onto the meeting agenda.

The Governance Committee established a list of risks for the College and assessed the vulnerability for the College on the issues. All of the risks were assessed for importance and solutions are being discussed and direction established for those higher importance.

The College also established a Council Orientation Program. This program discusses council work, responsibilities and outlines the role of the Council within a regulatory body. The orientation was given at the first council meeting after the Annual General Meeting in November to all members of the new Council. Also, further information on the role and responsibilities of a Council member will be added to the CDM nomination form to provide further details for dietitians who might be interested in joining Council.

### **Abandoned Health Records**

The College has implemented policy and procedures with respect to Abandoned Health Records as specified in legislation. Education has been provided to dietitians. All private practice RDs in Manitoba are required to have a custodian for client records. This information is verified annually with renewal of registration.

### **Jurisprudence**

CDM Council decided to create our own jurisprudence program, consistent with other dietetic regulators across Canada, rather than collaborating with other Manitoba health regulators on common educational modules.

Content has been developed. Questions need to be validated and options for online delivery explored. As this program will be delivered online, the CDM website needs to be updated before we can implement this program.

### **Benchmarking**

Benchmarking is the establishment of the level of language required to practice within a profession based on a continuum scale of 12. CDM as well as other dietetic regulatory colleges in Canada, wish to establish a level of language required for working in Canada as a dietitian. Universities already have a scale of 6.5 out of 12 established to take most course-work, however, we find that to practice dietetics, one needs further competence in their English skills to safely practice.



In our efforts to be transparent on the requirements of registration, CDM wishes to establish the level of language to practice safely and ensure that we state that as a requirement to practice for licensure with the College. This national project is in the early stages at this moment and work will continue into the next year.

**Canadian Dietetic Practice Advisory Group**

This past year, a network for dietetic practice advisors across Canada was established. The purpose of this group is to increase communication and collaboration amongst practice advisors and discuss issues impacting dietetic practice. Where possible, this group will work on projects of common interests to establish consistency in practice.

***Engaging Registered Dietitians:***

The College strives to support the work of RDs by keeping them informed of the laws and obligations affecting their practice. Through a variety of methods, RDs are routinely kept up to date with any changes to legislation or practice through our website, workshops, presentations, practice directions as well as a quarterly newsletter with articles, practice questions and scenarios.

**Practice Advisory Service:**

Dietitians are encouraged to contact the Professional Practice Coordinator with practice-based questions. Responses are provided based on existing legislation, scope of practice, code of ethics and practice guidelines. The College also receives questions from managers of RDs, dietitians, regulators from other provinces as well as insurance and other health care providers with questions about dietetic practice in Manitoba.

Over the past few years, there has been steady increase in the number of questions posed to the College, with a particular increase this past year. Many of the questions have related to tele/electronic practice as well as diabetes self-management education.

**Communication with Members**

Educational sessions are routinely held at all Annual General Meetings of the College. Rural dietitians who are unable to attend the AGM are provided with updates through face to face and teleconference meetings during the year.

**Continuing Competence Program:**

The Continuing Competence (CC) program is mandated through legislation for all registered members to participate in annually. The program is updated annually prior to renewal, as required. Part of the program is the screening of all submissions and the random selection of some for audit. Each year there is a call for both screening and audit committee members and training takes place with each renewal.

**Newsletter Articles, Practice Questions and Scenarios:**

The College sends out a quarterly newsletter with articles written based on new practice directions, initiatives the College is involved in as well as issues affecting dietetic practice. Practice questions /scenarios are often based on new practice directions (i.e. provide an example to guide dietitians in day-to-day practice) or questions the College has received.

**Development and Revision of Practice Directions:**

New practice directions are developed based on regulatory needs, i.e. is there an interest in the context public protection for the practice direction? Is clarity of legislation required for dietetic practice? Revisions are made as required. Practice directions have been developed to provide guidance to dietitians with respect to abandoned health records as well as responsibilities of custodian.

The following practice directions are now available on the CDM website:

- Duty to Report
- Records Storage after Closing Practice
- Prescribing by RDs
- Health Records: Charting and Records Retention
- Delegation of Function
- Advertising by an RD
- Supervising Students by an RD
- Protection of Personal Health Information in Electronic Format
- Electronic Practice
- Social Media
- Liability Insurance
- Treatment of Family Members / Professional Boundaries
- Dysphagia Assessment and Management by RDs
- Conflict of Interest
- Nutrigenomics
- Ordering Lab Tests – Critical Values
- Health Records: Storage Requirements for Planned and Unplanned Closure of Practice
- Health Records: Responsibilities of Custodian of Health Records

### *Engaging the Public:*

#### **MLA Reception**

The College and Dietitians of Canada collaborated to hold a reception for members of the Manitoba Legislative Assembly as well as Deputy Ministers with the Government of Manitoba. The goal of the reception was to educate government representatives on the role and value that dietitians bring to the health care system.

This reception was organized according to seven practice areas that are primarily funded by the provincial government:

1. Long Term Care
2. Home Care
3. Acute Care
4. Primary Care
5. Public/Population Health
6. Mental Health
7. Agriculture

Within each practice area, key messages were developed to clearly reflect the most significant issues in each area and how dietitians make a difference in improving health outcomes within these areas. These areas have been specifically selected as they align with the priorities of the Manitoba government.

#### **Website**

The College is reviewing its current website with a focus on posting information that is regulatory in nature and to better meet the CDM mandate of protection of the public. The College has sent out a survey to members to determine what resources dietitians are accessing on the current website and how the current website is being used. The College is also in discussions with a website company that has worked with many other health regulatory bodies in Manitoba.

**2015-2018 Strategic Plan**

Activity	Action to Date
<b>Goal 1: Satisfy Requirements of the Registered Health Professionals Act</b>	
Develop policies to support mandate and role as they arise	Ongoing project but have written several policies and practice directions to support new legislation
Develop policy to meet new legislation requirements of the RHPA	In communication with government
Develop competencies and requirements for Reserved Acts	In communication with government
Identify process to gather feedback from members and public and stakeholders on legislative changes	Ongoing
<b>Goal 2: Develop policies to meet requirements of the Office of the Manitoba's Fairness Commissioner</b>	
Incorporate new assessments for internationally education dietitians into registration process	<ul style="list-style-type: none"> <li>• Established a panel interview process to better assess IED's practice knowledge, based on their education and work experience compared to a Canadian standard. Questions are based on entry to practice scenarios.</li>   <li>Establishing a new pathway for IED assessments based on several existing and upcoming programs.</li> </ul>
Language Benchmarking for dietetic practice	<ul style="list-style-type: none"> <li>• The Alliance of Canadian Dietetic Regulatory Bodies have completed a language benchmark project with CCLB (Canadian Commission Language Benchmarking)</li>   <li>Reviewing next steps to develop a language exam specific in dietetic language.</li> </ul>
Training new members to the Board of Assessors	<ul style="list-style-type: none"> <li>• Developed a training session for three new Board of Assessor members</li> </ul>

Activity	Action to Date
<b>Goal 3: Incorporate New Accreditation System</b>	
Develop policy to incorporate new PDEP accreditation system	<ul style="list-style-type: none"> <li>• Policies have been developed</li> </ul>
Develop policy of regulatory site representative within accreditation system	<ul style="list-style-type: none"> <li>• Policies have been developed and a regulatory representative has full participating in the site visit</li> </ul>
<b>Goal 4: Engaging members with enhanced communication and keeping well-informed</b>	
Develop Jurisprudence Program	<ul style="list-style-type: none"> <li>• Written and under review</li> </ul>
Review Standards of Practice to align new Integrated Competencies	<ul style="list-style-type: none"> <li>• Written and under review</li> </ul>
Review / Improve CDM Website	In the process of surveying members to see what is accessed on the website. In communication with website company to discuss website design and function
Develop competencies for advanced practice issues (i.e. Dysphagia)	<ul style="list-style-type: none"> <li>• Dysphagia competencies completed and integrated into CDM practice direction "Dysphagia Management"</li> </ul>
<b>Goal 5: Inter-professional Health Professionals and Stakeholders</b>	
Promotion of RD to other healthcare professionals	<p>Participated with Dial-a-Dietitian in developing a flyer for the public</p> <p>Presenting the opportunity to write articles in newsletters distributed by other regulated health professionals</p> <ul style="list-style-type: none"> <li>• Media campaign with MAHRC</li> </ul>
<b>Goal 6: Improve early, easy Access to the 'Right' RD</b>	
Review process (formal/informal) for accessing RD services	Investigating the possibility of improving the College website for the public to access an RD in their area.
<b>Goal 7: Emphasize Value of Regulated Profession</b>	
Strategy for promotion of the RD as nutrition expert to combat unregulated nutritional professionals	<p>This initiative has now become a national project and is being developed by the Alliance of Canadian Dietetic Regulatory Bodies</p>
Develop communication strategy to target audiences, which may include: <ul style="list-style-type: none"> <li>• Develop position statement</li> <li>• Update website content</li> </ul>	

<b>Activity</b>	<b>Action to Date</b>
<b><i>Goal 8: Develop comprehensive Strategic Communications Strategy</i></b>	
Develop plan for priority communications materials/tactics: <ul style="list-style-type: none"> <li>• Website updates (to optimize for public, members, other stakeholders)</li> <li>• Resources to provide to members</li> <li>• Resources directly intended for public</li> <li>• Communication with other colleges, professional associations, etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Gathering information and quotes, re: development of new CDM website</li> </ul>
<b><i>Goal 9: Succession Planning</i></b>	
Ensure Corporate Success Plan	Council reviewing corporate succession plan
<b><i>Goal 10: Strengthen Council Governance</i></b>	
Conduct Governance Audit: <ul style="list-style-type: none"> <li>• Roles of Council/Management</li> <li>• Council Structure</li> <li>• Council policies and processes</li> <li>• Education and training</li> <li>• Oversight materials</li> <li>• Ongoing strategy/risk assessment</li> <li>• Council evaluation</li> </ul>	<ul style="list-style-type: none"> <li>✓ Governance Committee established</li> <li>✓ Council orientation developed</li> </ul>

## Summary of Council activities and motions for 2016-2017 year

### Motions Accepted:

Approval of the following policies:

- Delegations and Observers at Council Meetings
- Overtime
- Documentation required from an applicant
- Review of Application for CDM Membership
- Conviction of a Criminal Record Check
- Planned and Unplanned Closure of Practice
- Alternate Custodian of Health Records
- In Camera Sessions
- Canadian Dietetic Registration Examination (CDRE) Definitions

- CDRE - Roles and Responsibilities
- CDRE – Fair, Valid and Reliable
- Eligibility to write the CDRE
- CDRE - Arrangements for Examination and Administration
- CDRE – Accommodations for Religious Reasons
- CDRE – Security and Records Retention
- CDRE – Fees and Refunds
- CDRE – Candidates unable to write the Examination due to Compelling Reasons
- CDRE – Administration of Examination Related to Emergency/Disaster
- CDRE – Exam Results and Reports
- CDRE – Examination Disqualification – Cheating
- Graduate Dietitian Class and the Register
- **Abandoned Health Records Policies:**
  - College may take Possession of Records
  - Custodian Appointed by the College
  - Discharge of Custodian after Acceptance of Final Report
  - Duty to Monitor Custodian
  - *Personal Health Information Act (PHIA)* applies to Custodian
  - RDs must Cooperate with Custodian
  - Recovery of Costs
  - Successor to Custodian Unavailable
  - Time to Appoint Custodian
  - Transfer of Records to Custodian
  - College may apply to the Court to Appoint Custodian
  - Custodian Appointed by the Courts
- Annual Renew of Registration / Late Payment / Non-Payment
- Information to be Kept Confidential
- Suitability to Practice: Conviction on a Criminal Record Check and Legal Disclaimer
- Membership Renewal
- Third Party Billing
- Agendas/Minutes of Meeting: General, Annual and Committee
- Public Representative Appointments to Council



Approval of the following practice directions:

- Health Records: Storage Requirements for Planned and Unplanned Closure of Practice
- Responsibilities of the Custodian of Health Records
- Ordering Lab Tests – Critical Values
- Professional Boundaries and Treatment of Family Members
- Social Media
- Electronic Practice

**CDM'S MANDATE, VISION, MISSION AND COUNCIL MANDATE STATEMENT**

**Mandate**

CDM's Mandate is described in and derived from the *Registered Dietitians Act*. CDM articulates its mandate as:

*The College of Dietitians of Manitoba is a not-for-profit organization dedicated to regulating the practice of dietetics in the province. The College ensures all registrants meet the educational standards established by the Council and ensures all registrants are competent and practice in the public interest. The College sets the standards for the delivery of safe, effective and ethical services to the public by dietitians.*

**Vision**

CDM's Vision Statement expresses the ideal of what the organization will be, or how the world in which it operates will be.

*Optimizing health and well-being for all Manitobans through excellence in nutrition practice.*

**Mission**

CDM's Mission Statement describes the fundamental purpose of the organization, describing why it exists and what it does to achieve its vision.

*To protect the public through regulation, by setting standards of practice and ensuring competency of all registrants with the College of Dietitians of Manitoba.*

## **Council's Mandate**

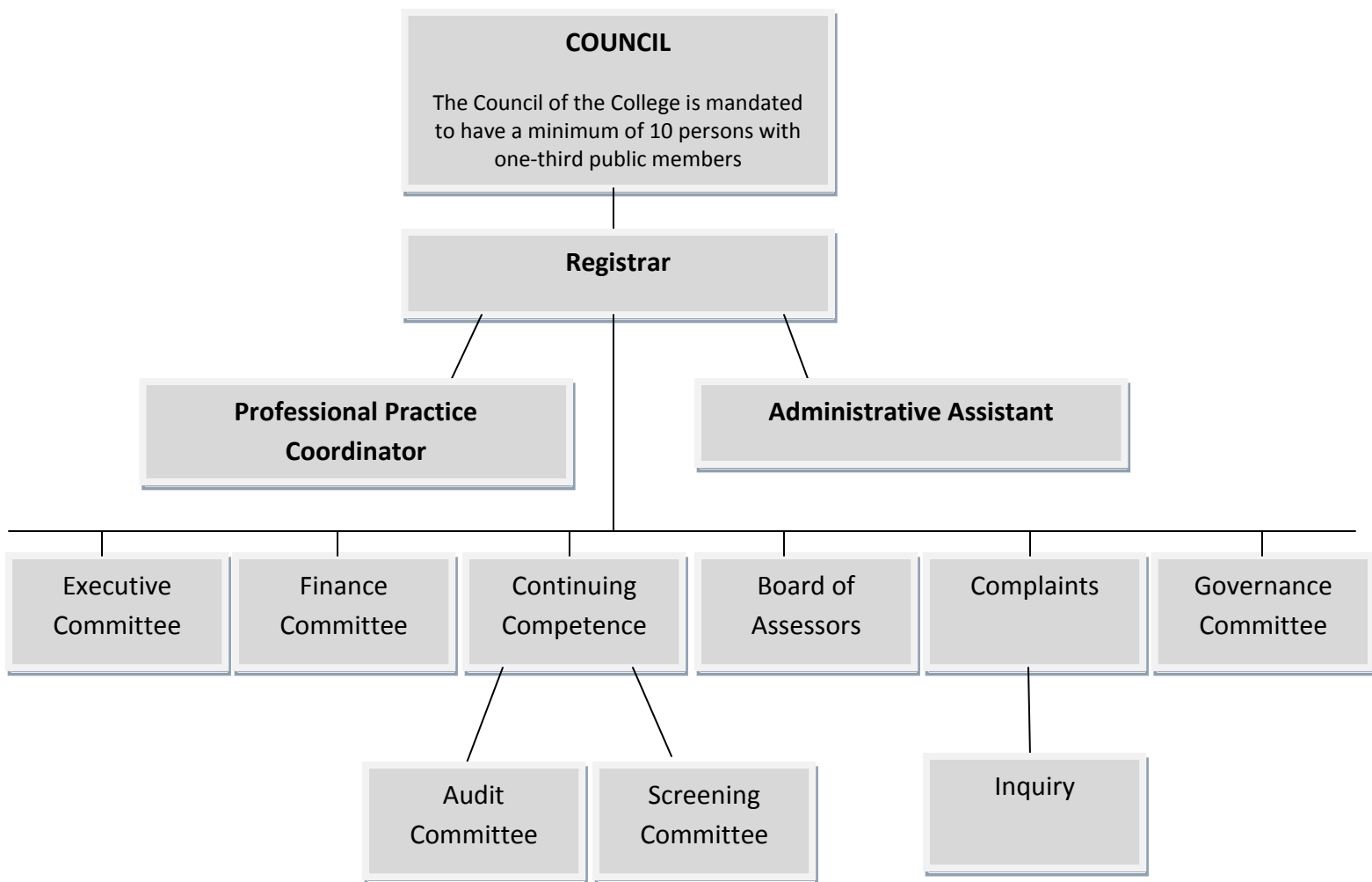
Council's Mandate is the mission statement of the Council. It describes why Council exists and what Council does to contribute to achieving the mandate and vision of CDM.

*To ensure public protection and confidence, Council members unite their diverse expertise to build and maintain a strong governance foundation, provide strategic direction to management and demonstrate leadership to the College's shareholder and stakeholders.*

## College Organization

The organizational structure of the College is set out below. The Council, Committee and positions are established in accordance with the *Registered Dietitians Act* and the College of Dietitians of Manitoba by-laws.

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## **Council**

The Council is elected by the membership of the College and is responsible for the governance and management of the regulatory and business affairs of the College. The Council and the College are accountable to the public in all areas of its business, as well as the Government of Manitoba, the Office of the Fairness Commissioner (OMFC) and the Provincial Ombudsman. The Council establishes the mission, vision and policy direction for the College, as well as hears appeals on registration and complaints issues as outlined by the *Registered Dietitians Act of Manitoba*. The Council is responsible for establishing standing committees as well as appointment of the Registrar. The Council consists of a minimum of 10 Registered Dietitian members as well as public members and must consist of one third public representation.

## **Registrar**

The Registrar works in compliance with related Acts, Regulations, and By-laws and within the governance model established by the Council of the College of Dietitians of Manitoba. The Registrar develops and coordinates the activities of the College to achieve Council stated objectives.

## **Professional Practice Coordinator**

The Professional Practice Coordinator is responsible for the professional practice initiatives of the College that includes membership communication, development of practice guidelines, documents and policy to support changes in the CC program, omnibus legislation and entry-to-practice competencies.

## **Executive Committee**

The Executive Committee is made up of four Council members, including the Chair, Vice Chair, and Past-Chair. The Registrar is ex-officio to the committee. The Executive Committee makes recommendations to Council on policies, by-law development or revisions or any other matter referred to it by Council for consideration.

**Members:** Amanda Nash RD, (Chair of Council), Ginette LeGal RD, Laura Creek Newman RD, Catherine Marshall RD and Michelle Hagglund RD (ex-officio)

## **Board of Assessors**

The Board of Assessors is appointed by Council and reviews applications referred by the Registrar for registration.

The Board determines whether applications are eligible for registration and whether any upgrading of academic or practicum qualifications is required; and if so, outlines the necessary requirements for registration. The Board reviews applications for reinstatement of registration, where currency or competency is an issue.

**Members:** Michelle Hagglund RD Chair (ex-officio); Gina Sunderland RD; Melanie Hart RD; Randi Bourke RD and Patrick Tremblay-Sabourin RD

## **Continuing Competency – Screening**

The CC Screening Committee Chair is appointed by Council with a committee of no less than four registered dietitian members. The CC Screening Committee reviews all College members continuing competence submissions to ensure the requirements of the program are met and provide feedback to members where necessary. Follow-up or remedial action is determined by the committee and referred to the Registrar.

**Members:** Anna Badenhorst RD (Chair); Angelina Desaulniers RD; Amanda Gemmill RD; Carmen Ho RD; Sarah Morry RD; Patti Thomson RD; Diane Yu RD; Lawrence Vande Vyvere RD; Trina Michalshyn RD; Chantal Lavoie RD.

## **Continuing Competency – Audit**

The CC Audit Committee Chair is appointed by Council with a committee of no less than four registered dietitian members. Each year, five percent of the membership is randomly selected for audit, and the CC Audit Committee reviews the documentation sent to the College. Correspondence is confidential and any issues exposed are referred to the Board of Assessors for review.

**Members:** Joanne Hamilton RD (Chair), Diane Unruh RD; Colleen Walker RD; Lindsey Martens RD; Connie Dimen RD; Jennifer Bewza RD; Lauren Paquette RD; Chelsey Walchuk RD; Talia Hassan RD.

## Finance Committee

The Finance Committee is made up of four Council members including the Chair, Past-Chair and a public member.

The Registrar is ex-officio to the committee. The Finance Committee is responsible for developing the overall financial policies and accountabilities of the College. The Finance Committee reviews designated financial documents and recommendations to Council, as needed.

**Members:** Pamela Klassen RD (Chair); Anna Pohorecky RD; Jenna Hart RD; Dr. Moses Nyongwa (public member) and Michelle Hagglund Registrar (ex-officio).

## Complaints and Inquiry

The Complaints and Inquiry Committee members are appointed by Council, and include a public member specific to the committee. The Complaints Committee receives and investigates complaints of unprofessional conduct from the Registrar and determines whether the complaint is dismissed or further investigated. If the complaint is found valid, it can be dealt with an informal complaint resolution or referred to Inquiry.

**Members:** Vanda Racciatti RD Chair; Angela Martens RD Member; and Justine Hesselbart, Public Member; and Zully Trujilo, Public Member – Inquiry

## Governance Committee

The purpose of the Governance Committee is to ensure that the Council fulfills its legal, ethical and functional responsibilities through adequate governance policy development, recruitment strategies, training programs, monitoring of Council activities and evaluation of Council members' performance. Several items were outlined in the strategic plan for the Governance Committee to work on in the coming year.

**Members:** Cian Whalley, Public Member (Chair); Steven Mintz, Public Member; Maria Baranowski RD; Michelle Hagglund RD (ex-officio)

## **CDM OFFICIALS AND AGENTS**

### **Council 2016-2017**

<b>Name</b>	<b>Position</b>	<b>Term</b>	<b>Location</b>
Amanda Nash RD	Director	5 of 6 years	Winnipeg
Lana Pestaluky RD	Director	4 of 4 years	Winnipeg
Ginette LeGal RD	Director	2 of 3 years	Winnipeg
Pamela Klassen RD	Director	2 of 3 years	Winnipeg
Amy Hui RD	Director	2 of 3 years	Winnipeg
Jenna Hart RD	Director	1 of 2 years	Winnipeg
Catherine Marshall RD	Director	1 of 2 years	Winnipeg
Laura Creek Newman	Director	1 of 2 years	Winnipeg
Anna Pohorecky	Director	1 of 2 years	Winnipeg
Steven Mintz	Public Member	3 of 4 years	Winnipeg
Dr. Moses Nyongwa	Public Member	2 of 3 years	Winnipeg
Cian Whalley	Public Member	4 of 4 years	Winnipeg

### **College Employees**

Michelle Hagglund RD	Executive Director and Registrar
Heidi Wong RD	Professional Practice Coordinator
Sandra Bains	Administrative Assistant

### **Agents**

Helga Van Iderstine, Solicitor  
Aikins Law

Tony Gauthier, Accountant  
Craig Ross Chartered Accountants

William G. Haight, Solicitor  
Duboff, Edwards, Haight and Schuchter



## **Registration Reports**

### Registration Statistics (reported at April 1, 2017)

	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
General Register	429	443	473
Graduate Dietitian	24	24	24
Dietetic Intern	22	22	24
<b>TOTAL:</b>	<b>475</b>	<b>489</b>	<b>521</b>

### Age Distribution (as of April 1, 2017)

<b>Age Groups</b>	<b>Female</b>	<b>Male</b>	<b>Total</b>
20-29	110	2	<b>112</b>
30-39	151	4	<b>155</b>
40-49	105	2	<b>107</b>
50-59	87	4	<b>91</b>
60-75+	16	0	<b>16</b>

### Resignations (effective April 1, 2017)

	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
Moved out of Province	5	6	6
Retired	7	7	12
<b>TOTALS</b>	<b>12</b>	<b>13</b>	<b>18</b>

**Retired / Resignation Age Groups (as of April 1, 2017, and include students moved out of province)**

Age Groups	Female	Male	Total
25-34	4	0	<b>4</b>
35-44	3	0	<b>3</b>
45-54	3	0	<b>3</b>
55-64	4	0	<b>4</b>
65-74	4	0	<b>4</b>
<b>TOTALS</b>	<b>18</b>	<b>0</b>	<b>18</b>

**Demographics of Membership (effective April 1, 2017)**

**New Registrants**

(April 1, 2016 to March 31, 2017)

Entry Route	2015-2016	2016-2017
Accredited program applicants	22	24
International applicants	2	1
Mutual Recognition Agreement (MRA) applicants	0	3
<b>Total</b>	<b>24</b>	<b>28</b>

**International Applications**

The College received 7 international applications between April 1, 2016 and March 31, 2017. Two applicants underwent a panel interview to assess where their academic, practicum and work experience place them compared to Canadian standards. The panel interview is comprised of an interview with Registered Dietitians familiar with entry-to-practice standards. Questions are asked of the applicant at an entry-level of competency based on the Integrated Competencies document (ICDEP 2013).

Both applicants were successful in their interview and were required to upgrade their academic skills. The remaining applicants were asked to undergo significant academic upgrading and complete an internship.

## **Canadian Dietetic Registration Examination**

The Canadian Dietetic Registration Examination (CDRE) is a national registration examination administered by the College of Dietitians of Manitoba along with other Canadian Dietetic Regulators. Successful completion of the CDRE is required in regulation under the *Registered Dietitians Act* for registration with the College. The examination is held twice a year in May and November. Examination committees composed of registered dietitians from across the country work with a testing agency to develop questions, answers and set the pass score. As May 2013, the CDRE is now completely computer based.

<b>CDRE Provincial Statistics</b>	<b>2014</b>	<b>2015</b>	<b>2016</b>
Candidates (May)	2	4	2
Candidates (November)	23	21	22

## **By-law:**

The College recently underwent a complete review and revised their existing by-laws. The following by-laws were revised as follows:

### 5.1.3 Graduate Dietitian Members

- (e) may not bill through third party insurance providers – *This statement has been removed*

### 5.2 Fees payable by Members and applicants for registration

- (c) an academic and practicum assessment fee – *the practicum assessment fee was added*

- 5.2.5 Should an application be refused or withdrawn, the initial processing and academic assessment fees shall be retained by the College, or at the discretion of the Registrar.

### 7.3 Elections

- 7.3.2 At least 45 days before the date of an election or by-election, the Registrar shall notify each member who is then eligible to vote of the date of the election, the nomination procedure and the deadline for returning nominations to the College.

- 7.3.3 The nomination of a candidate for election must be received (via fax, electronic mail or regular mail) by the Registrar at least 14 days before the date of the election and shall include the consent of the member wishing to stand for election and the signature of three eligible nominators.

- 7.3.15 The Registrar shall notify each eligible candidate of the results of the elections, at least 24 hours before the Annual General Meeting.

## Article 10.0 GOVERNANCE COMMITTEE

- 10.1 The Council shall appoint a chair and all members of the Governance Committee for such term as Council may determine.
- 10.2 There shall be a minimum of three members of the Governance Committee, including the chair.
- 10.3 The Governance Committee shall fulfill the duties imposed on it under the By-laws.
- 10.4 A quorum shall be a majority of the members of the Committee.

## **Regulation Changes:**

No revisions or additions were made to the regulations in the 2016-2017 year.

## **Continuing Competence Program Report**

The *Registered Dietitians Act of Manitoba* requires that CDM have a Continuing Competency Program in place to monitor the ongoing competence of their members and foster an environment of life-long learning for its members. The Continuing Competence program of the College is also a necessary requirement to fulfill our commitment within the National Labour Mobility Agreement with Canadian dietetic regulators.

In addition to monitoring continuing competence the program is flexible; outcomes based and designed to support the professional growth and development of members to enhance their career and personal goals.

A summary of previous years' program statistics is as follows:

<b>Continuing Competence Committee Program Reviews</b>	<b>2014/2015</b>	<b>2015/2016</b>	<b>2016/2017</b>
Total number of CC submissions reviewed	427	445	424
Total number of CC submissions selected for audit	21	22	23
Submissions referred to the Board of Assessors	7	0	4
Recommendations for improvement: no member follow-up required	3	3	5
Recommendations for improvement: follow-up required	18	11	17

### **Audit Report**

A summary of the 2016-2017 Audit results is as follows:

<b>Audit Program Reviews</b>	<b>2014-2015</b>	<b>2015-2016</b>	<b>2016-2017</b>
Total number of CC submissions selected for audit	21	22	23
Total number of complete audits	18	18	15
Total number of incomplete audits	3	4	8

Reasons for incomplete CC submissions (Audit):

- Supporting documentation not submitted
- Activities reported were not at a professional level and/or geared towards the public


Letters were sent to members requesting either additional point in order to reach required 15 points and/or re-submission of missing documentation.

## **Complaints Report**

The College of Dietitians of Manitoba is committed to protecting the public interest and ensuring trust in the profession through high standards of professional conduct and competency. The complaints process is an important aspect of self-regulation that gives a voice to patients and employers to provide feedback and concerns about CDM members.

CDM responds to all written complaints from members of the public, employers, or members of the profession about the practice or conduct of regulated members of the College. The complaints process ensures fairness to both the complainant and the practitioner. Complaints are thoroughly investigated and a decision is made to refer the complaint for further investigation, provide resolution or dismiss it.

	<b>2015-2016</b>	<b>2016-2017</b>
Employers/Peers	0	0
Public	0	1
Regulatory Body	0	0



*Appendix I*

*Financial Statements*



**COLLEGE OF DIETITIANS OF MANITOBA**

**Financial Statements**

**Year Ended March 31, 2017**

*(Unaudited)*

June 27, 2017

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## REVIEW ENGAGEMENT REPORT

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To the Members of College of Dietitians of Manitoba

I have reviewed the statement of financial position of College of Dietitians of Manitoba as at March 31, 2017 and the statements of revenues and expenditures, changes in net assets and cash flow for the year then ended. My review was made in accordance with Canadian generally accepted standards for review engagements and, accordingly, consisted primarily of inquiry, analytical procedures and discussion related to information supplied to me by the College.

A review does not constitute an audit and, consequently, I do not express an audit opinion on these financial statements.

Based on my review, nothing has come to my attention that causes me to believe that these financial statements are not, in all material respects, in accordance with Canadian accounting standards for not-for-profit organizations.

*Tony Gauthier CPA*

Chartered Professional Accountant

**COLLEGE OF DIETITIANS OF MANITOBA**  
**Statement of Financial Position**  
**March 31, 2017**  
*(Unaudited)*

	<b>2017</b>	2016
<b>ASSETS</b>		
CURRENT		
Cash	\$ 289,691	\$ 258,011
Marketable securities <i>(at cost)</i>	<u>192,622</u>	<u>188,366</u>
	<b>482,313</b>	446,377
PROPERTY AND EQUIPMENT <i>(Note 3)</i>	<u>28,908</u>	<u>33,320</u>
	<b>\$ 511,221</b>	<b>\$ 479,697</b>
<b>LIABILITIES AND NET ASSETS</b>		
CURRENT		
Accounts payable and accrued liabilities	\$ 2,508	\$ -
Prepaid membership fees	<u>250,924</u>	<u>248,417</u>
	<b>253,432</b>	248,417
NET ASSETS		
Unrestricted net assets	<u>257,789</u>	<u>231,280</u>
	<b>\$ 511,221</b>	<b>\$ 479,697</b>

**COLLEGE OF DIETITIANS OF MANITOBA**  
**Statement of Revenues and Expenditures**  
**Year Ended March 31, 2017**  
*(Unaudited)*

	2017	2016
<b>REVENUES</b>		
Membership fees	\$ 269,596	\$ 254,049
Exam fees	9,240	11,000
Miscellaneous	3,903	411
	<u>282,739</u>	<u>265,460</u>
<b>EXPENSES</b>		
Amortization	4,412	4,175
Conference/workshops	1,796	2,410
Examination fees	10,610	10,880
Insurance	2,160	2,160
Interest, bank charges and Moneris online payment fees	8,390	10,182
Internet, database and website charges	11,986	13,787
Professional fees and dues	11,213	12,202
Meetings and conventions	10,388	11,875
Marketing campaign (MAHRC television ad)	2,000	-
Office	4,381	5,508
Rental	23,642	19,801
Repairs and maintenance	112	32
Salaries and wages	167,120	165,178
Telephone	2,483	2,562
	<u>260,693</u>	<u>260,752</u>
<b>EXCESS OF REVENUES OVER EXPENSES FROM OPERATIONS</b>	<u>22,046</u>	<u>4,708</u>
<b>OTHER INCOME (EXPENSES)</b>		
Dividend	1,801	1,856
Interest	2,662	2,504
Unrealized loss on investment	-	(9,739)
	<u>4,463</u>	<u>(5,379)</u>
<b>EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES</b>	<u>\$ 26,509</u>	<u>\$ (671)</u>

**COLLEGE OF DIETITIANS OF MANITOBA**  
**Statement of Changes in Net Assets**  
**Year Ended March 31, 2017**  
*(Unaudited)*

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	<b>2017</b>	2016
<b>NET ASSETS - BEGINNING OF YEAR</b>	<b>\$ 231,280</b>	\$ 231,951
Excess (deficiency) of revenues over expenses	<u>26,509</u>	<u>(671)</u>
<b>NET ASSETS - END OF YEAR</b>	<b><u>\$ 257,789</u></b>	<b><u>\$ 231,280</u></b>

**COLLEGE OF DIETITIANS OF MANITOBA**

**Statement of Cash Flow**

**Year Ended March 31, 2017**

*(Unaudited)*

	<b>2017</b>	<b>2016</b>
<b>OPERATING ACTIVITIES</b>		
Excess (deficiency) of revenues over expenses	\$ 26,509	\$ (671)
Items not affecting cash:		
Amortization of property, plant and equipment	4,412	4,175
Loss on disposal of investments	-	9,739
	<u>30,921</u>	<u>13,243</u>
Changes in non-cash working capital:		
Prepaid membership fees	2,507	41,437
Accounts payable and accrued liabilities	2,508	-
	<u>5,015</u>	<u>41,437</u>
Cash flow from operating activities	<u>35,936</u>	<u>54,680</u>
<b>INVESTING ACTIVITIES</b>		
Purchase of property and equipment	-	(1,909)
Proceeds from (purchase) of marketable securities	(4,256)	(3,835)
Cash flow used by investing activities	<u>(4,256)</u>	<u>(5,744)</u>
<b>INCREASE IN CASH FLOW</b>	<b>31,680</b>	<b>48,936</b>
Cash - beginning of year	<u>258,011</u>	<u>209,075</u>
<b>CASH - END OF YEAR</b>	<b>\$ 289,691</b>	<b>\$ 258,011</b>
<b>CASH FLOW SUPPLEMENTARY INFORMATION</b>		
Interest received	<u>\$ (2,662)</u>	<u>\$ (2,504)</u>

# COLLEGE OF DIETITIANS OF MANITOBA

## Notes to Financial Statements

Year Ended March 31, 2017

(Unaudited)

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### 1. PURPOSE OF THE ORGANIZATION

The College of Dietitians of Manitoba (The "College") is the regulating body within the Province of Manitoba for dietitians and the profession of dietetics. The primary role is to regulate the practice of dietitians within the province and ensure protection of the public. Through the Registered Dietitians Act of Manitoba, the College regulates the practice of dietitians. The College establishes the scope of practice, determines education standards and ensures the competency of its members. The College of Dietitians of Manitoba is a not-for-profit organization and is not subject to income taxes under Section 149 (1) of the Income Tax Act.

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### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

#### Basis of presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNFPO). Canadian accounting standards for not-for-profit organizations are part of Canadian GAAP.

#### Revenue recognition

The College follows the deferral method of accounting for member's fees, which are recognized as revenue in the year in which they are earned. Investment and miscellaneous income are recognized as revenue when earned.

#### Measurement uncertainty

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

#### Financial instruments policy

The company initially measures its financial assets and financial liabilities at fair value. It subsequently measures all its financial assets and financial liabilities at amortized cost.

The financial assets subsequently measured include cash and marketable securities. The financial liabilities measured at amortized cost include prepaid membership fees. Transaction costs are expensed when incurred.

#### Property and equipment

Property, plant and equipment are stated at cost less accumulated amortization. Property, plant and equipment are amortized over their estimated useful lives at the following rates and methods:

Website Development	5%	straight-line method
Computer Equipment	45%	declining balance method

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**COLLEGE OF DIETITIANS OF MANITOBA**  
**Notes to Financial Statements**  
**Year Ended March 31, 2017**  
*(Unaudited)*

3. PROPERTY, PLANT AND EQUIPMENT

	2017		2016	
	Cost	Accumulated amortization	Cost	Accumulated amortization
Computer equipment	\$ 1,909	\$ 1,095	\$ 1,909	\$ 429
Website development	37,459	9,365	37,459	5,619
	<b>\$ 39,368</b>	<b>\$ 10,460</b>	<b>\$ 39,368</b>	<b>\$ 6,048</b>
Net book value	<b>\$ 28,908</b>		<b>\$ 33,320</b>	

4. FINANCIAL INSTRUMENTS

The College is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the College's risk exposure and concentration as of March 31, 2017. There has been no significant changes in risk factors from the prior year.

***Market risk***

The College's investment in publicly-traded securities exposes the College to price risk as equity instruments are subject to changes in the open market due to market movement, global markets and changes to market rates of interest.