

Annual Report 2018-2019



College of Dietitians of Manitoba
Registered Dietitians. Promoting Standards

CONTENTS

Message from the Chair of Council 2

Council of the College 3

Mandate, Vision, Mission 4

Strategic Plan 2018-2021 5

2018-2019 Achievements 5

Professional Practice Update 6

Our People 7-9

Bylaws and Regulations 9

Registration Reports 10-12

Continuing Competence Program Report 13

Complaints Report 14

Appendix One 15

 Financial Statements

The College of Dietitians of Manitoba (CDM) is committed to our vision of optimizing health and well-being for all Manitobans through excellence in nutrition practice. As of March 31, 2019, the College consists of 477 registrants and is supported by three staff members and a council of nine member-directors and three public members. Our regulatory functions are further enhanced through the work of countless volunteers and committees. The work of our dedicated staff, volunteers and council enables the College to uphold our mandate of regulating the practice of dietetics in Manitoba, ensuring accountability and transparency for the public, the province and our members.

CDM continues to work towards the goals set out in the 2018-2021 strategic plan. We have launched our much-anticipated website, allowing transparency and access to information regarding the regulation of dietetics of dietitians, prospective members, and the public. CDM is fostering a spirit of inter-professionalism and collaborative practice through several joint projects with other regulatory bodies. We also continue work on strengthening our council and succession planning.

In the fall of 2018, we welcomed our new Registrar, Shaunda Durance-Tod. Shaunda brings a wealth of experience and she is a valuable addition to CDM leadership. I would like to welcome Shaunda to CDM. CDM council also welcomed Laurie Andrews RD and Laura Toews RD, as well three new public members, Stephen Graham, Karen Kumka and Julia Todd. We have bid farewell to council members Pamela Klassen RD (4 years), Amanda Nash (6 years), and our public members Moses Nyongwa and Steven Mintz, without whom the work of the council would not have been possible. Thank you for your time and commitment to the College.

Thank you to all our volunteers for their time and effort helping the College fulfill its mandate over the last year; your contributions are greatly appreciated. Finally, on behalf of Council, I would like to extend our deepest thanks to the CDM staff, Shaunda, Heidi and Sandra for their tireless effort and dedication. It has been an honour to serve as Council Chair and work with this council and staff.

The following report provides an overview of the work of CDM over the last year.

Laura Creek Newman RD

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)
- ✓ Investigation of complaints and 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. Council is composed of public members who are appointed by the Minister of Health, Seniors and Healthy Living and registered dietitians elected to Council. The Executive Director and 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 interest 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 can monitor the work of the College. The following are key ways in which Council ensures oversight on all Council activities:

- ✓ Strategic planning
- ✓ Annual planning
- ✓ Management reports
- ✓ Committee reports
- ✓ Budgetary planning

The College's Act, mission and vision statements guide Council and the planning and operations of the College.

Mandate

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:

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



MISSION:

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

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 demonstration leadership to the College's shareholder and stakeholders.

The Council is in the first year of a three-year strategic plan which includes the following four goals:

1. Regulatory accountability of the College and its registrants
2. Staffing and council succession planning
3. Satisfy requirements of the *Registered Health Professionals Act (RHPA)*
4. Develop policies to meet the requirements of the Office of the Manitoba Fairness Commissioner (OMFC)

2018-2019 Achievements

Launch of the new College of Dietitians of Manitoba Website:

- Highlights the role and mandate of the College as a regulatory body
- Addresses the requirements of the OMFC to help internationally educated applicants understand registrant requirements, process, fees and timelines

Strengthened Standing Committee and HR functions

- Updated policies and processes
- Filled Executive Director and Registrar role

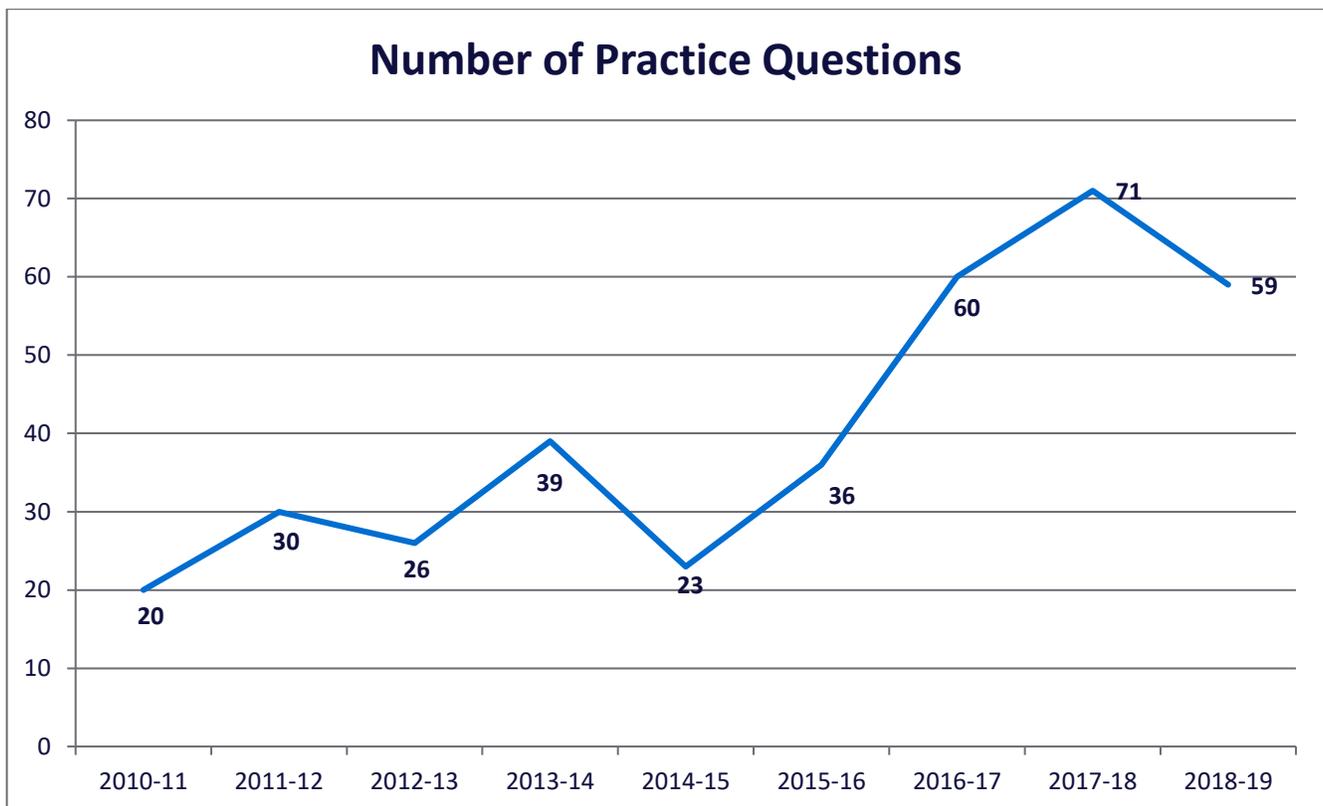
Began project to develop social media and professionalism learning module:

- Collaborative project with 7 other Manitoba healthcare colleges
- Will become a compulsory component of College Jurisprudence Program

Continued focus on *The Registered Health Professionals Act (RHPA)*:

- Participated in education session for health regulators about the process to become proclaimed under the RHPA
- Began consultations with registrants about Reserved Acts.

- Completion of National *Competencies for Dysphagia Assessment and Management in Dietetic Practice*.
 - Sets out expectations for safe, ethical and effective dietetic practice in dysphagia assessment and management.
- Participation in National Continuing Competence Review Committee
 - Completed environmental scan in preparation for review of CDM CC program.
- Practice Advisory Service
 - Increasing demand and complexity of practice-related questions from registrants and employers. Current legislation creates challenges to provide support as dietetic practice evolves.



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.

Council 2018-2019

Laura Creek Newman RD (Chair)
Laura Toews RD (Vice Chair)
Amanda Nash RD (Past Chair)
Laurie Andrews RD
Amy (Leung) Hui RD
Karen Kumka, Public Member
Rebecca Patten, Public Member

Jenna Hart RD
Ginette Le Gal RD
Pamela Klassen RD
Catherine Marshall RD
Stephen Graham, Public Member
Ro-Jean Anstett, Public Member

Staff

Executive Director and Registrar - Shaunda Durance-Tod, MSc, RD
Professional Practice Coordinator - Heidi Wong, RD
Administrative Assistant – Sandra Bains

Agents

Helga Van Iderstine, Solicitor
Aikins Law

Tony Gauthier, Accountant
Craig Ross Chartered Accountants

STANDING COMMITTEES

GOVERNANCE COMMITTEE

The Governance Committee is appointed by Council and includes a minimum of three members. The purpose of the Committee is to ensure that 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. **Members:** Amanda Nash, RD (Chair), Maria Baranowski RD and Shaunda Durance-Tod 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 applicants 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 also reviews applications for reinstatement of registration where currency or competency is an issue. **Members:** Taylor Friesen RD (Chair), Gina Sunderland RD, Melanie Hart RD, Randi Bourke RD and Patrick Tremblay-Sabourin RD and Shaunda Durance-Tod, RD (ex-officio)

COMPLAINTS/INQUIRY COMMITTEE

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 the Inquiry Committee. **Members of Complaints Committee:** Vanda Racciatti RD (Chair), Bénédicte LeMaître, public member. **Members of Inquiry Committee:** Julia Todd, public member.

EXECUTIVE COMMITTEE

The Executive Committee is made up of four Council members, including the Chair, Vice Chair and/or 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 matters referred to it by Council for consideration. **Members:** Laura Creek Newman RD (Chair), Amanda Nash RD, Ginette LeGal RD, Catherine Marshall RD, Karen Kumka, public member and Shaunda Durance-Tod RD (ex-officio)

Our People

FINANCE COMMITTEE

The Finance Committee is made up of four Council members, including the Chair or 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 and designated financial documents and recommendations to Council as needed. **Members:** Pamela Klassen RD (Chair), Amy Hui RD, Jenna Hart RD, Stephen Graham, public member and Shaunda Durance-Tod, RD (ex-officio)

CONTINUING COMPETENCY (CC) – SCREENING COMMITTEE

The CC Screening Committee Chair is appointed by Council with a committee 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. **Members:** Anna Badenhorst RD (Chair), Lawrence Vande Vyvere RD, Sara Morry RD, Amanda Gemmill RD, Chantal Lavoie RD, Jodi Fernandes RD, Diane Yu RD, Trina Michalshyn RD and Patti Thomson RD.

CONTINUING COMPETENCY (CC) – AUDIT COMMITTEE

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, Chelsey Walchuk RD, Janice Blanaru RD, Jennifer Bewza RD, Lauren Paquette RD and Colleen Walker RD.

PROFESSIONAL STANDARDS COMMITTEE

The purpose of the Professional Standards Committee is to serve as a resource to Council on matters related to professional practice. The Professional Standards Committee reviews and makes recommendations to the College on standards of practice to enhance the quality of practice. **Members:** Heidi Wong RD (Chair), Jorie Janzen RD, Julie Ruta RD, Kerri Cuthbert RD, Kim Smith RD, Savita Bector RD, Patrick Tremblay-Sabourin RD and Joanne Hamilton RD.

BYLAWS AND REGULATIONS

No revisions or additions were made to the Bylaws or Regulations in 2018-19

April 1, 2018-March 31, 2019

Total Registrations

**477 Registered Dietitians
22 Graduate Dietitians
22 Dietetic Interns**

**Age Distribution
(Registered Dietitians)**

**39 and under = 238
40-59 = 211
60+ = 28**

Resignations

**Moved out of province: 3
Retired: 10**

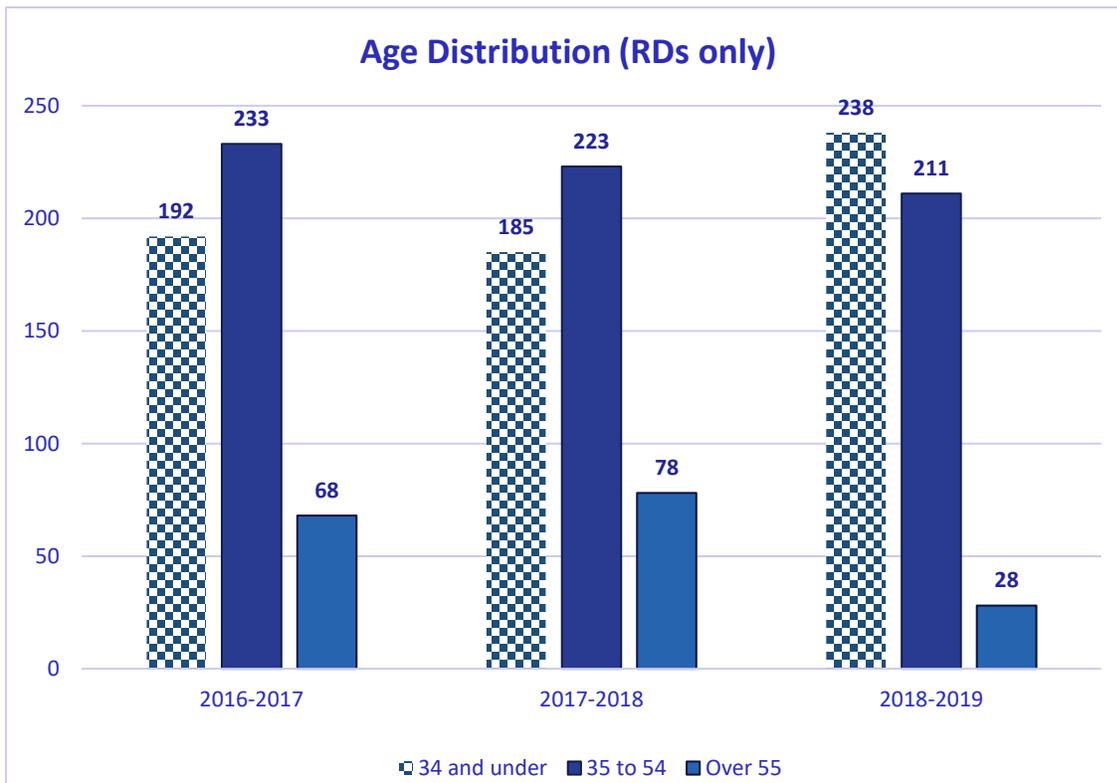
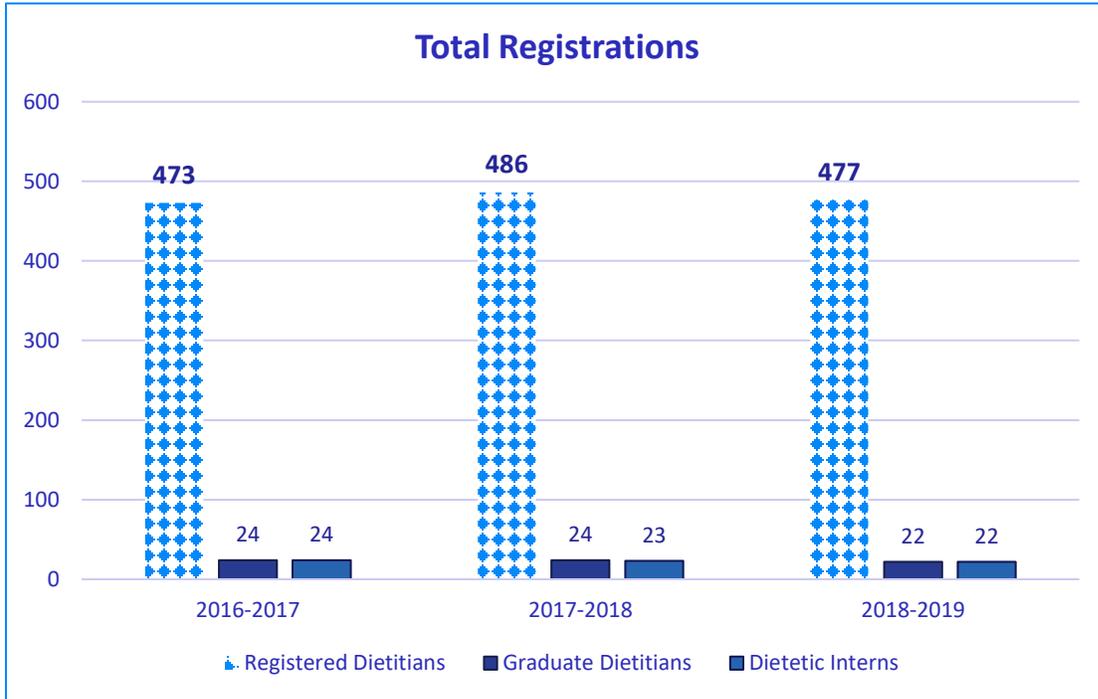
Number of Applications Received

Route of Entry:

Accredited Program Applicants = 22
International Applicants = 5
AIT Applicants (from other Canadian province) = 7

International Applications:

The College received five (5) international applications between April 1, 2018 to March 31, 2019. All applicants were asked to undergo significant academic upgrading and complete an internship.



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

The program is flexible with 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:

Year	Number of CC submissions reviewed ¹	Met Requirements	Did not Meet Requirements
2016	424	94%	6%
2017	442	93%	7%
2018	458	93%	7%

Those CC submissions that did not meet the requirements of the CC program involved, activities reported were not at a professional level, not geared towards professionals and/or were employment requirements instead of new learning activities. To meet the requirements of the CC program, members received a restriction on their license and were asked to provide additional professional development activities within a specified period to meet the requirements of the CC program.

Audit

Part of the CC program includes conducting a random audit of 5% of membership. Members who are audited are required to provide supporting documentation of their reported professional development activities. Their documentation is reviewed by the CC program Audit Committee.

Year	Number of CC submissions selected for Audit	Met Requirements	Did not Meet Requirements
2016	23	15	8
2017	23	16	7
2018	19	16	3

¹ This number does not include CC submissions selected for random audit.

Reasons for Incomplete Audit CC submissions included:

- Supporting documentation required for audit was not provided.
- Activities reported were not at a professional level and/or geared towards the public and were considered an employment requirement and not new learning in dietetics.

To meet the requirements of the CC program, members received a restriction on their license and were asked to provide additional professional development activities within a certain period to meet the requirements of the CC program.

The College of Dietitians of Manitoba (CDM) 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 communication 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 dismissal.

The College did not receive any complaints in 2018-2019.

COLLEGE OF DIETITIANS OF MANITOBA
Financial Statements
Year Ended March 31, 2019

INDEPENDENT PRACTITIONER'S REVIEW ENGAGEMENT REPORT

To the Members of College of Dietitians of Manitoba

I have reviewed the accompanying financial statements of College of Dietitians of Manitoba which comprise the statement of financial position as at March 31, 2019 and the statements of revenues and expenditures, 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 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.

Practitioner's Responsibility for the Financial Statements

My responsibility is to express a conclusion on the accompanying financial statements based on my review. I conducted my review in accordance with Canadian generally accepted standards for review engagements, which require me to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, I do not express an audit opinion on these financial statements.

Conclusion

Based on my review, nothing has come to my attention that causes me to believe that these financial statements do not present fairly, in all material respects, the financial position of College of Dietitians of Manitoba as at March 31, 2019, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Chartered Professional Accountant
1515 One Lombard Place
Winnipeg MB R3B 0X3

COLLEGE OF DIETITIANS OF MANITOBA
Statement of Financial Position
March 31, 2019

	2019	2018
ASSETS		
CURRENT		
Cash	\$ 322,678	\$ 249,355
Marketable securities (<i>at market value</i>)	199,777	256,375
Accounts receivable	2,880	-
	<u>525,335</u>	<u>505,730</u>
PROPERTY AND EQUIPMENT (<i>Note 3</i>)	<u>21,916</u>	<u>24,796</u>
	<u>\$ 547,251</u>	<u>\$ 530,526</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 2,364	\$ 2,170
Prepaid membership fees	257,801	229,425
	<u>260,165</u>	<u>231,595</u>
NET ASSETS		
Unrestricted net assets	<u>287,086</u>	<u>298,931</u>
	<u>\$ 547,251</u>	<u>\$ 530,526</u>

COLLEGE OF DIETITIANS OF MANITOBA
Statement of Revenues and Expenditures
Year Ended March 31, 2019

	2019	2018
REVENUES		
Membership fees	\$ 286,823	\$ 277,627
Exam fees	9,975	11,440
Administrative support for alliance	2,535	-
Miscellaneous	-	1,243
	<u>299,333</u>	<u>290,310</u>
EXPENSES		
Amortization	4,257	4,112
Conference/workshops	25	934
Examination fees	10,812	11,152
Insurance	2,160	2,160
Interest, bank charges and Moneris online payment fees	10,776	8,496
Internet, database and website charges	32,430	2,169
Meetings and conventions	11,575	11,127
Office	4,464	2,765
Professional fees and dues	16,527	15,581
Rental	22,983	24,484
Repairs and maintenance	459	1,392
Salaries and wages	194,743	166,277
Telephone	2,650	2,496
Travel	1,019	-
	<u>314,880</u>	<u>253,145</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	<u>(15,547)</u>	<u>37,165</u>
OTHER INCOME		
Dividend	1,680	1,626
Interest	2,022	2,351
	<u>3,702</u>	<u>3,977</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ (11,845)</u>	<u>\$ 41,142</u>

COLLEGE OF DIETITIANS OF MANITOBA
Statement of Changes in Net Assets
Year Ended March 31, 2019

	2019	2018
NET ASSETS - BEGINNING OF YEAR	\$ 298,931	\$ 257,789
DEFICIENCY OF REVENUES OVER EXPENSES	<u>(11,845)</u>	<u>41,142</u>
NET ASSETS - END OF YEAR	<u>\$ 287,086</u>	<u>\$ 298,931</u>

COLLEGE OF DIETITIANS OF MANITOBA
Statement of Cash Flows
Year Ended March 31, 2019

	2019	2018
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ (11,845)	\$ 41,142
Item not affecting cash:		
Amortization of property and equipment	4,257	4,112
	<u>(7,588)</u>	<u>45,254</u>
Changes in non-cash working capital:		
Accounts receivable	(2,880)	-
Prepaid membership fees	28,376	(21,499)
Accounts payable and accrued liabilities	194	(339)
	<u>25,690</u>	<u>(21,838)</u>
Cash flow from operating activities	<u>18,102</u>	<u>23,416</u>
INVESTING ACTIVITIES		
Purchase of property, plant and equipment	(1,377)	-
Proceeds from sale (purchase) of marketable securities	56,598	(63,752)
Cash flow from (used by) investing activities	<u>55,221</u>	<u>(63,752)</u>
INCREASE (DECREASE) IN CASH FLOW	73,323	(40,336)
Cash - beginning of year	<u>249,355</u>	<u>289,691</u>
CASH - END OF YEAR	\$ 322,678	\$ 249,355
CASH FLOWS SUPPLEMENTARY INFORMATION		
Interest received	<u>\$ (2,022)</u>	<u>\$ (2,351)</u>
Interest paid	<u>\$ 10,777</u>	<u>\$ 8,497</u>
Income taxes paid	<u>\$ -</u>	<u>\$ -</u>

COLLEGE OF DIETITIANS OF MANITOBA
Notes to Financial Statements
Year Ended March 31, 2019

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.

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

COLLEGE OF DIETITIANS OF MANITOBA
Notes to Financial Statements
Year Ended March 31, 2019

3. PROPERTY, PLANT AND EQUIPMENT

	2019		2018	
	Cost	Accumulated amortization	Cost	Accumulated amortization
Computer equipment	\$ 3,285	\$ 1,972	\$ 1,909	\$ 1,461
Website development	37,459	16,856	37,459	13,111
	\$ 40,744	\$ 18,828	\$ 39,368	\$ 14,572
Net book value	\$ 21,916		\$ 24,796	

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, 2019. There has been no significant changes in risk factors from the prior year.

(a) 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.