

Annual Report 2019-2020



College of Dietitians of Manitoba
Registered Dietitians. Promoting Standards

CONTENTS

- Message from the Chair of Council 2
- Vision, Mission and Mandate 3
- Council of the College 4
- Strategic Plan 2018-2021 5
- 2019-2020 Achievements 5
- Professional Practice Update 6
- Our People 7-9
- Bylaws and Regulations 9
- Registration Reports 10- 11
- Continuing Competence Program Report12
- Complaints Report13

- Appendix One14
 - Financial Statements

The College of Dietitians of Manitoba office is located in Treaty 1 territory, on the original lands of the Anishinaabe Cree, Oji-Cree, Dakota and Dene peoples on homelands of the Metis Nation. As a provincial governing body, our members live and work in the territories of Treaties 1, 2, 3, 4 and 5. We respect the treaties and recognize we are all treaty people. We acknowledge the harms and colonization endured by Indigenous Peoples and are committed to working in partnership with Indigenous communities toward health equity, justice and reconciliation.

The College of Dietitians of Manitoba is dedicated to our vision of optimizing health and well-being for all Manitobans through excellence in nutrition practice. As of March 31, 2020, the College has 450 registered dietitian members. CDM is supported by 3 staff members and a council of 8 member-directors and 3 public members. Our regulatory functions are further enhanced through the work of committees and volunteers. 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, with emphasis on jurisprudence education for membership and strengthening the governance practices of the council. We have started implementing changes to the registration renewal and continuing competency process to better ensure dietitians registered to practice in Manitoba are maintaining the highest standards of nutritional care for the public. The College has also enhanced our policies and practices surrounding times of crisis so members can be registered and ready to meet health system needs, while ensuring public safety.

This year CDM council welcomed member-directors Kelly Kaleta RD and Alyssa Lewis RD, and we bid farewell to council member Laurie Andrews (1 year); we thank you for your time and commitment to the College. I would like to thank all of our member volunteers who have served on our various committees, who are vital to helping the College fulfill its. Finally, on behalf of Council and membership, I would like to extend our deepest thanks and appreciation to the CDM staff Shaunda, Heidi, and Sandra. It has been an honour and a privilege to serve as Council Chair for a second term and to continue to 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

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. The vision and mission statements, as well as *The Registered Dietitians Act*, guide Council and the operations of the College.

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.

Council of the College

The role of the College of Dietitians of Manitoba is legislated under *The Registered Dietitians Act (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 the 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 Active Living, and registered dietitians elected to Council. 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 setting the policies 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*.

Through oversight of the operations, programs and policies of the College, the Council monitors 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 Council is in the second 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)

2019-2020 Achievements

1. Regulatory Accountability:

- ❖ Changed deadline date for continuing competence (CC) submission to ensure registrants have fully met the requirements of registration renewal by March 31.

- CDM is required by legislation to set, monitor and enforce the CC program. All continuing competence program requirements must be met before issuing a certificate of registration.
- The annual CC submission deadline was moved from March 31 to January 31 to allow for screening and audit to be completed, and any concerns addressed, prior to the registration renewal deadline of March 31.

- ❖ Developed social media and professionalism learning module:

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

2. Staffing and Succession Planning

- ❖ Strengthened Standing Committee and HR functions

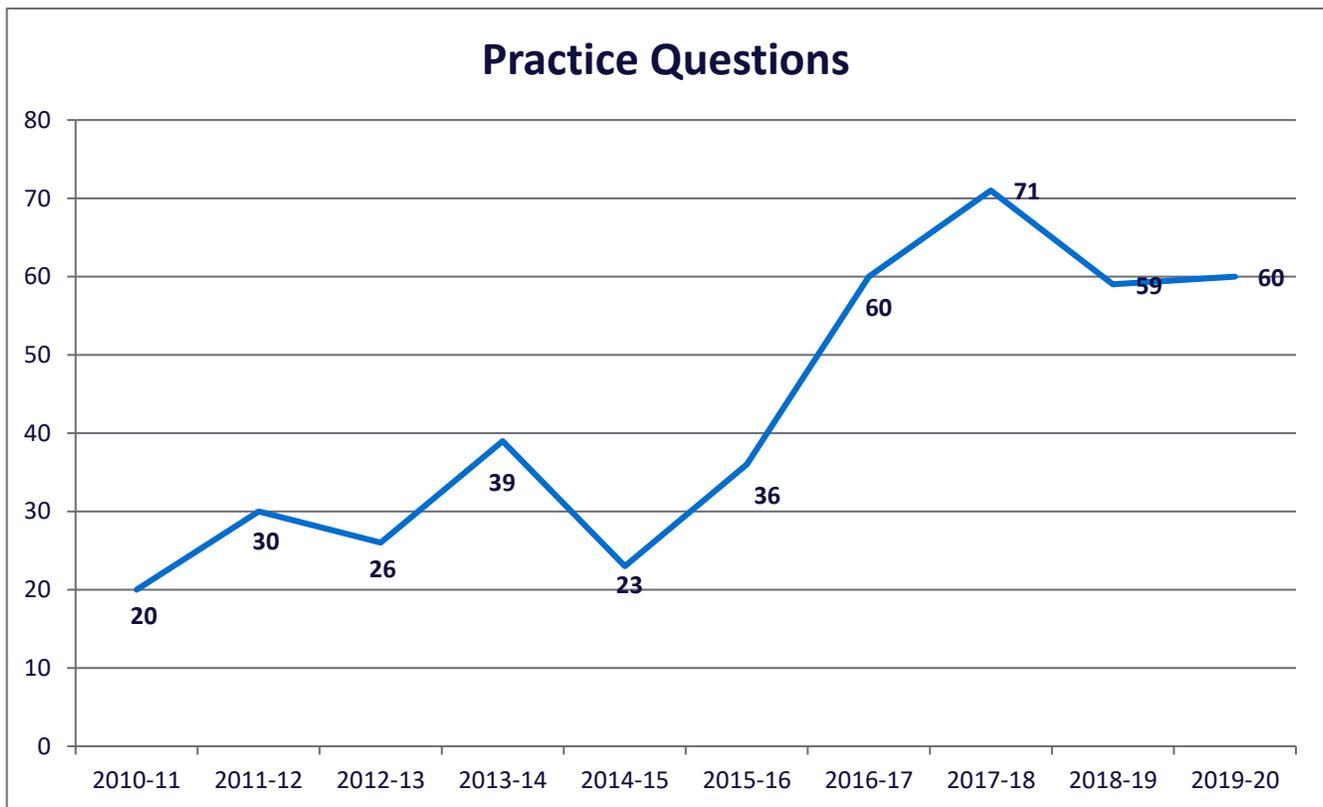
- Updated terms of reference, policies and procedures
- Implemented a board evaluation process for each council meeting

3. Satisfy Requirements of the Registered Health Professionals Act (RHPA)

- ❖ Ongoing consultations with members regarding the RHPA

Professional Practice Update

- 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 of the College consists of public appointees, who must make up at least one-third of Council and Registered Dietitian members, who are elected by the membership of the College. The Council is responsible for establishing standing committees as well as appointment of the Registrar. **The Executive Director and Registrar of the College is ex-officio to the Council and a registered dietitian.**

Council 2019-2020

Laura Creek Newman RD (Chair)
Laura Toews RD (Vice Chair)
Ginette Le Gal RD
Amy (Leung) Hui RD
Catherine Marshall RD
Jenna Hart RD

Alyssa Lewis RD
Kelly Kaleta RD
Stephen Graham, Public Member
Julia Todd, Public Member
Karen Kumka, 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
MLT Aikins LLP

Tony Gauthier, Accountant
Craig Ross Chartered Accountants

STANDING COMMITTEES

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), Ginette Le Gal RD, Catherine Marshall RD, Karen Kumka, public member and Shaunda Durance-Tod RD (ex-officio)

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 designates financial documents and recommendations to Council as needed. **Members:** Stephen Graham, public member (Chair), Laura Toews RD, Jenna Hart RD, Kelly Kaleta RD and Shaunda Durance-Tod, RD (ex-officio)

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:** Amy (Leung) Hui, Maria Baranowski RD, Julia Todd 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)

Our People

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.

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 YuRD and Patti Thomson RD, Amanda Nash RD and Lorna Shaw-Hoeppner 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. **Members:** Joanne Hamilton RD (Chair), Jennifer Bewza RD, Coralee Hill RD, and Janice Blanaru 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 practice directions and 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 2019-2020

April 1, 2019 March 31, 2020

Total Registrations

450 Registered Dietitians
18 Graduate Dietitians
22 Dietetic Interns

Age Distribution (Registered Dietitians)

39 and under = 238
40-59 = 187

Resignations

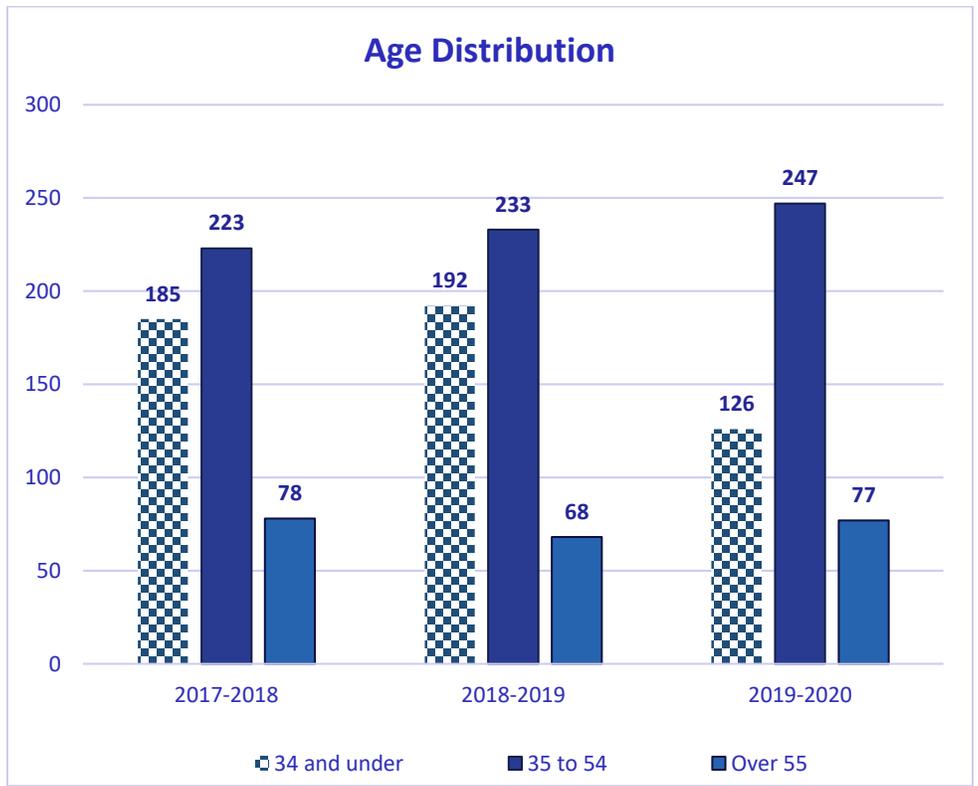
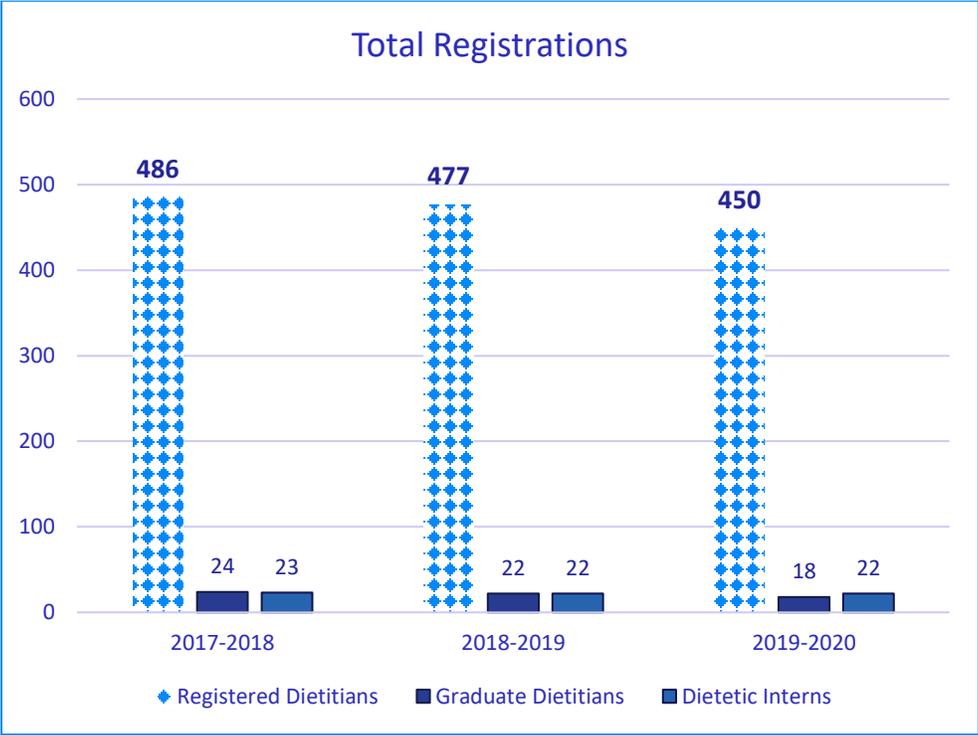
Moved out of province: 7
Retired: 12

Number of Applications Received

Route of Entry:
Accredited Program Applicants = 22
International Applicants = 2
Applicants from other Canadian province = 3

International Applications:

The College received two (2) international applications between April 1, 2019 to March 31, 2020. Both applicants were asked to undergo significant academic upgrading and complete an internship.



The *Registered Dietitians Act* 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 with Canadian dietetic regulators within the Labour Mobility Agreement.

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:

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%
2019	458	94%	6%

The CC submissions that did not meet the requirements of the CC program involved reported activities that were not at a professional level or were not related to the practice of dietetics. Registrants were asked to submit further professional development activity points to renew their registration.

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 for their reported professional development activities. The 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
2019	19	19	0

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

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 or clients 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 received one complaint in 2019-2020. The complaint was resolved informally by the Chair of the Complaints Committee.

Financial Statements

COLLEGE OF DIETITIANS OF MANITOBA
Financial Statements
Year Ended March 31, 2020

June 25, 2020

INDEPENDENT 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 statements statement of financial position as of March 31, 2020, 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 private enterprises, and as 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

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, 2020, and the results of its operations and its cash flows for the year then ended in accordance with the Canadian accounting standards for private enterprises.

Tony Gauthier, CPA

Chartered Professional Accountant

1515 – One Lombard Place

Winnipeg, MB R3B 0X3

COLLEGE OF DIETITIANS OF MANITOBA
Statement of Financial Position
March 31, 2020

	2020	2019
ASSETS		
CURRENT		
Cash	\$ 371,173	\$ 322,678
Marketable securities <i>(at market value)</i>	205,260	199,777
Accounts receivable	1,830	2,880
	<u>578,263</u>	525,335
PROPERTY AND EQUIPMENT <i>(Note 3)</i>	<u>17,579</u>	21,916
	<u>\$ 595,842</u>	<u>\$ 547,251</u>
LIABILITIES AND NET ASSETS		
CURRENT		
Accounts payable and accrued liabilities	\$ 3,269	\$ 2,364
Prepaid membership fees	262,387	257,801
	<u>265,656</u>	260,165
NET ASSETS		
Unrestricted net assets	<u>330,186</u>	287,086
	<u>\$ 595,842</u>	<u>\$ 547,251</u>

COLLEGE OF DIETITIANS OF MANITOBA
Statement of Revenues and Expenditures
Year Ended March 31, 2020

	2020	2019
REVENUES		
Membership fees	\$ 292,138	\$ 286,823
Exam fees	11,550	9,975
Administrative support for alliance	5,478	2,535
	<u>309,166</u>	<u>299,333</u>
EXPENSES		
Amortization	4,337	4,257
Conference/workshops	3,343	25
Examination fees	10,367	10,812
Insurance	2,179	2,160
Interest, bank charges and Moneris online payment fees	9,932	10,776
Internet, database and website charges	34,531	32,430
Meetings and conventions	7,814	11,575
Office	2,844	4,464
Professional fees and dues	11,949	16,527
Rental	24,560	22,983
Repairs and maintenance	531	459
Salaries and wages	156,829	194,743
Telephone	2,621	2,650
Travel	260	1,019
	<u>272,097</u>	<u>314,880</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES FROM OPERATIONS	<u>37,069</u>	<u>(15,547)</u>
OTHER INCOME		
Dividend	1,730	1,680
Interest	4,301	2,022
	<u>6,031</u>	<u>3,702</u>
EXCESS (DEFICIENCY) OF REVENUES OVER EXPENSES	<u>\$ 43,100</u>	<u>\$ (11,845)</u>

COLLEGE OF DIETITIANS OF MANITOBA
Statement of Changes in Net Assets
Year Ended March 31, 2020

	2020	2019
NET ASSETS - BEGINNING OF YEAR	\$ 287,086	\$ 298,931
EXCESS OF REVENUES OVER EXPENSES	<u>43,100</u>	<u>(11,845)</u>
NET ASSETS - END OF YEAR	<u>\$ 330,186</u>	<u>\$ 287,086</u>

COLLEGE OF DIETITIANS OF MANITOBA
Statement of Cash Flows
Year Ended March 31, 2020

	2020	2019
OPERATING ACTIVITIES		
Excess (deficiency) of revenues over expenses	\$ 43,100	\$ (11,845)
Item not affecting cash:		
Amortization of property and equipment	4,337	4,257
	<u>47,437</u>	<u>(7,588)</u>
Changes in non-cash working capital:		
Accounts receivable	1,050	(2,880)
Prepaid membership fees	4,586	28,376
Accounts payable and accrued liabilities	905	194
	<u>6,541</u>	<u>25,690</u>
Cash flow from operating activities	<u>53,978</u>	<u>18,102</u>
INVESTING ACTIVITIES		
Purchase of property, plant and equipment	-	(1,377)
Proceeds from sale (purchase) of marketable securities	(5,483)	56,598
Cash flow from (used by) investing activities	<u>(5,483)</u>	<u>55,221</u>
INCREASE IN CASH FLOW	48,495	73,323
Cash - beginning of year	<u>322,678</u>	<u>249,355</u>
CASH - END OF YEAR	\$ 371,173	\$ 322,678
CASH FLOWS SUPPLEMENTARY INFORMATION		
Interest received	<u>\$ (4,301)</u>	<u>\$ (2,022)</u>
Interest paid	<u>\$ 9,931</u>	<u>\$ 10,777</u>
Income taxes paid	<u>\$ -</u>	<u>\$ -</u>

COLLEGE OF DIETITIANS OF MANITOBA
Notes to Financial Statements
Year Ended March 31, 2020

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, 2020

3. PROPERTY, PLANT AND EQUIPMENT

	2020		2019	
	Cost	Accumulated amortization	Cost	Accumulated amortization
Computer equipment	\$ 3,285	\$ 2,563	\$ 3,285	\$ 1,972
Website development	37,459	20,602	37,459	16,856
	\$ 40,744	\$ 23,165	\$ 40,744	\$ 18,828
Net book value	\$ 17,579		\$ 21,916	

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, 2020. 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.