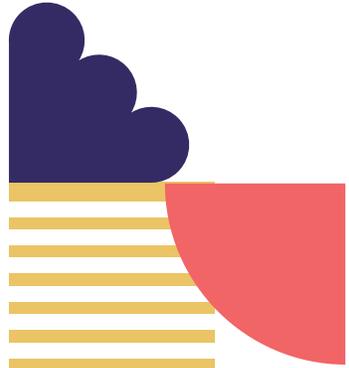
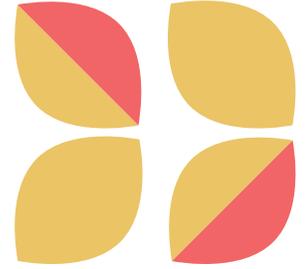
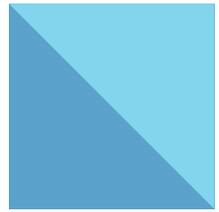
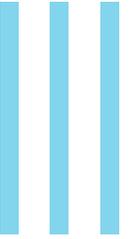
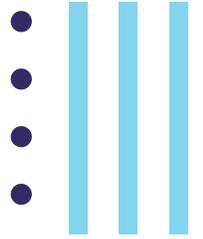


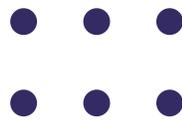
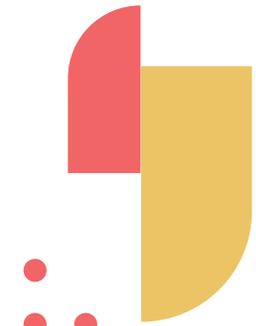
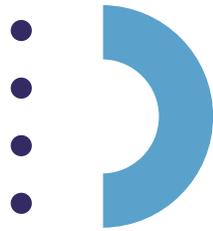
COLLEGE OF DIETITIANS  
OF ALBERTA



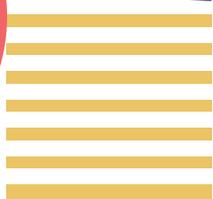
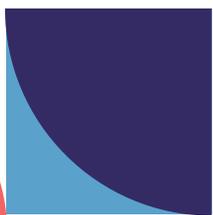
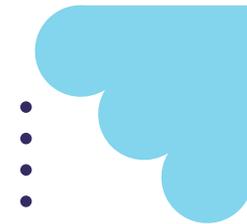
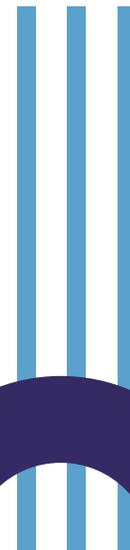
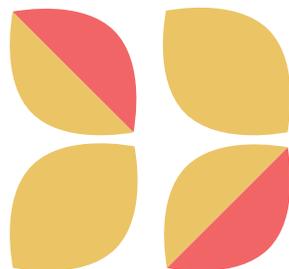
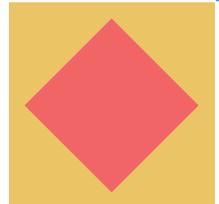
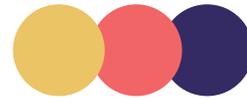
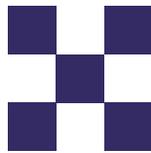
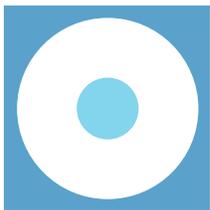
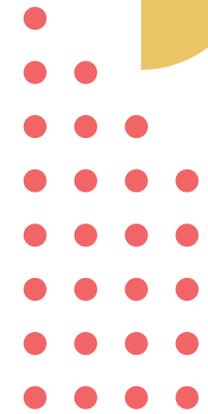
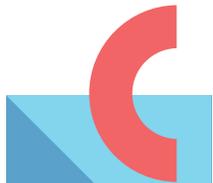
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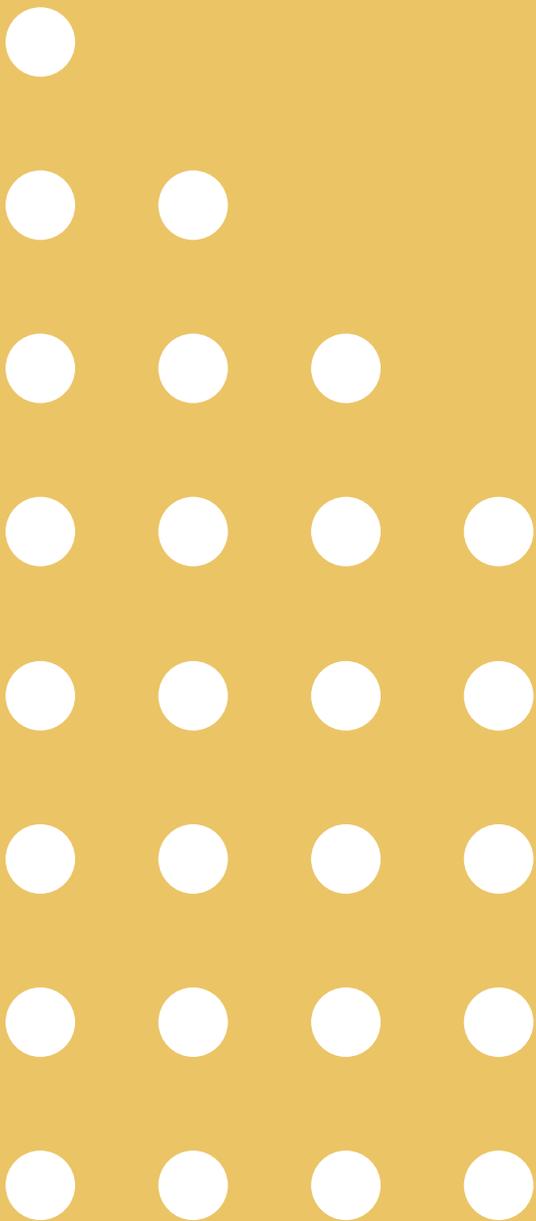


20



ANNUAL REPORT





COLLEGE OF DIETITIANS  
OF ALBERTA

# TABLE OF CONTENTS



Acknowledgement	1
About the College	1
College Staff	1
College Council	1
Message from the Chair and Executive Director	2
Public Members' Report	4
Preceptor Recognition Award Recipient 2020	4
Mission, Vision, Values	5
Role of the College	6
Organizational Structure	7
Registration Reports	9
Registration Reviews by Council	12
Canadian Dietetic Registration Examination	12
Restricted Activities	13
Continuing Competence Program Report	14
Complaints Director's Report	15
Financial Statements	17
Independent Auditor's Report	19
Statement of Financial Position	21
Statement of Changes in Net Assets	22
Statement of Operations	23
Statement of Cash Flows	24
Notes to Financial Statements	25



# ACKNOWLEDGEMENT

We wish to acknowledge that Registered Dietitians and Registered Nutritionists provide services across Alberta on Treaty 6, Treaty 7, and Treaty 8 territory, and respect the histories, languages, and cultures of First Nations, Métis, Inuit, and all First Peoples of Canada, whose presence continues to enrich our vibrant community.

## ABOUT THE COLLEGE

The College of Dietitians of Alberta (CDA) is the regulatory body for the profession of dietetics in Alberta. Established under the *Health Professions Act* in 2002, the College regulates the practice of dietetics in the public interest by ensuring that regulated members have the proper education and training to provide professional, competent, and ethical services. We are committed to the safety and protection of the public.

The College regulates the practice of over 1,300 Registered Dietitians and Registered Nutritionists in Alberta who work in various settings such as hospitals, private clinics, primary care networks, long-term care facilities and community health centres.

## COLLEGE STAFF

**Doug Cook**, Executive Director,  
Registrar & Complaints Director

**Shannon Mackenzie**,  
Director of Professional Practice

**Lisa Omerzu**, Executive Assistant  
& Registration Coordinator

## COLLEGE COUNCIL

*Pictured below.*

Standing from left: **Geoff Rabbie**, Public Member, **Robin Anderson**, RD, **Kathryn Taxbock**, RD (Chair-Elect), **Anna Farmer**, RD (Past-Chair), **Kenton Delisle**, RD, **Julie Davis**, Public Member, **Lisa Omerzu**, Executive Assistant

Sitting from left: **Shannon Rendall**, RD, **Jillyan Jay**, RD (Chair), **Kelly-Anne Erdman**, RD, **Doug Cook**, Executive Director

Absent: **Raelyn Baker**, RD

*In response to Bill 30: Health Statutes Amendment Act, effective April 1, 2021 the College Council has been reduced to ten (10) councillors, five (5) regulated members and five (5) public members.*



# MESSAGE

## FROM THE CHAIR AND EXECUTIVE DIRECTOR

Looking back over the past year, we find ourselves still dealing with the fallout of the COVID-19 pandemic. While many changes occurred for practitioners, healthcare settings and at the regulatory college level, the College continued its work and completed many of its strategic priorities this past year.

Albertans deserve the best health and, therefore, the best health care. As contributors to the health system, Registered Dietitians and Registered Nutritionists have a key role in improving the health and quality of life of Albertans. The role of the College of Dietitians of Alberta is to serve the public interest by regulating and supporting Registered Dietitians and Registered Nutritionists in their daily practice.

A busy 2020/2021 saw the College embark on a number of initiatives in the interest of the public and regulated members' practice.

COVID upended many aspects of our daily lives over the past year. This included redeployment of Registered Dietitians to contact tracing or testing. In December, the Minister of Health issued a Ministerial Order allowing RDs to perform Nasopharyngeal Swabs. A number of RDs from other provinces were hired remotely, to work in contact tracing.

Over the past year, the College has operated through a virtual office. The move to a virtual office has not hampered College work and we look forward to returning to the office full time in future months.

As many moved to working remotely, the November 2020 sitting of the Canadian Dietetic Registration Exam was done virtually as well. Using remote proctoring, the exam went forward with minimal issues. This followed several months of getting interns back into rotations as many practicums were halted across the country. Most classes have been online over the past year as well. The May 2021 sitting of the CDRE will also be done virtually.

The Alberta Government introduced several pieces of health legislation over the past two years, the most changes to health legislation since the introduction of the *Health Professions Act* in 1999. The biggest changes came in 2020. In July, *Bill 30: Health Statutes Amendment Act* was introduced and made way for a change in healthcare regulation. Effective April 1, 2021, all regulatory colleges must have at least 50% public members. This marks a move away from self-regulation to a model of co-regulation, increasing the public's voice in healthcare. In preparation for co-regulation, College Council decided to lessen the number of people on council overall, from 12 down to 10. Council is currently awaiting the appointment of three new public members to join council.



# MESSAGE

## FROM THE CHAIR AND EXECUTIVE DIRECTOR

Last summer also saw the introduction of *Bill 46: Health Statutes Amendment Act*. Bill 46 contains many changes to health regulation including the separation of combined colleges and associations. All colleges must divest themselves of any association activities. The new legislation also realigns the governing documents that guide regulation. Colleges will have to revise their current *Regulations, Standards of Practice* and *Bylaws* as items move from one to another. For example, Continuing Competence Programs will move under *Standards of Practice* from *Regulations* as will protected titles. The College will keep regulated members informed as these changes take effect.

The Council of the College continues to focus on Reconciliation. Council formed the Reconciliation Action Plan Committee who are currently working with indigenous consultants towards developing resources for regulated members to assist and educate in their daily practice working with indigenous peoples.

Over the past year, the College has been updating the Professional Practice Handbook and Regulated Member Handbook. These resources require regular updating as legislation or other issues change. Most of the Professional Practice Handbook has been updated and we expect to finish updates early this year.

Over the past couple of years, the College has been updating our registrant database software. Most of the upgrade has been completed and regulated members have noticed the much more user-friendly interface. The last part of the upgrade is the Find a Dietitian registry on our website.

The dietetic profession has had a valuable and vast role in the healthcare system during this pandemic. Dietitians have stepped up and adapted to take on new challenges this past year, working as part of the healthcare team to take care of Albertans during this challenging time. We thank you for your tireless efforts and continued dedication.

Looking forward, the College is excited about the future of dietetic and nutrition practice in Alberta. The College continues to work actively on many emerging issues related to the regulation of the profession and on public protection.

The work of the College would not be possible without the dedicated staff and volunteer committees and council whose invaluable contributions assist the College in its mandate of public protection. We appreciate your continued support.



**Jillyan Jay**  
Chair



**Doug Cook**  
Executive Director & Registrar

The Annual Report was approved by Council on June 17, 2021.

# PUBLIC MEMBERS' REPORT

First, we would like to reiterate that the College is honoured to operate on Treaty 6 territory, the traditional meeting ground, gathering place, and home for many Indigenous peoples including the Nêhiyawak (Cree), Anishinaabe (Saulteaux), Niitsitapi (Blackfoot), Métis, Dene, and Nakota Sioux whose histories, languages, and cultures continue to enrich us.

This past year has presented enormous challenges for the public including our regulated members as we dealt with the COVID-19 pandemic. Many of us managed through caring for children and family while working virtually or while on the front lines providing care in our hospitals, clinics, and care facilities. The business of providing health care services did not stop and only intensified the stress and pressure on our members to perform their duties to improve the health and quality of life for all Albertans. We as public members would like to acknowledge the ongoing resilience and professionalism of our members as they continue to work through this challenging time.

Against this backdrop, the College continued to operate virtually and provide effective oversight, governance, and accountability in our mission to protect Albertans through regulating the practice of Registered Dietitians and Registered Nutritionists. Our key decisions and actions supported the governance and regulatory priorities facing us including:

- Reviewing and updating our *Bylaws and Standards of Practice* to align with *Bill 30: Health Statutes Amendment Act* and *Bill 46: Health Statutes Amendment Act* which introduced significant changes into the health profession regulatory landscape.
- Development of an interim strategic plan while work continues on our future plan which will take into account our new regulatory environment.
- In looking to protect the future of our profession, the College expressed its perspective on the future of the Dietetics Specialization program at the University of Alberta as it progressed through its university wide academic restructuring.
- To support ongoing governance education, Council received an orientation through a series of group exercises.
- The budget for the 2021/2022 year was passed, ensuring fiscal stability and ongoing operations of the College.

Our sub-committees for our Reconciliation Action Plan as well as Appointments Committee were active throughout the year. The Reconciliation Action Plan Committee worked on development of a reconciliation toolkit and information to be added into the Professional Practice Handbook as well as group exercises for Council. The Appointments Committee developed competency checklists, matrices, and peer evaluation processes for Council to follow.

As public members on Council, we are pleased to represent the public interest in the ongoing regulatory and decision-making process of the College.

**Julie Davis**, Public Member  
**Geoff Rabbie**, Public Member



## PRECEPTOR RECOGNITION AWARD RECIPIENT 2020

The Council of the College of Dietitians of Alberta was pleased to present the Preceptor Recognition Award to Harrison Blizzard, RD for 2020.

# MISSION, VISION, VALUES

## MISSION

Protecting Albertans by regulating the competent practice of Registered Dietitians and Registered Nutritionists.

## VISION

Excellence in evidence based food and nutrition practices through innovative leadership, regulation, and collaboration for the health of Albertans.

## VALUES

As the College's governing body, each Council member upholds these values:

### INTEGRITY

Supporting the highest standards of excellence, honesty, and ethics in carrying out duties.

### SUPPORTIVE

Dedicated to teamwork among Council, committees, and staff and being respectful, civil, and courteous even in the face of conflict or disagreement.

### DIVERSITY OF THOUGHT

Open to new ideas, new models, and new people.

### INNOVATIVE

Proactive, creative, and productive in seeking solutions within available resources.

### DEDICATED

Working steadily, effectively, and efficiently to advance the mission and strategic plan in order to serve the College's mandate.

### IMPARTIAL

Objective, reasoned, and fair in decision making.



# ROLE OF THE COLLEGE

In defining the role of a college, the *Health Professions Act* states:

“3(1) A college

- (a) must carry out its activities and govern its regulated members in a manner that protects and serves the public interest,
- (b) must provide direction to and regulate the practice of the regulated profession by its regulated members,
- (c) must establish, maintain and enforce standards for registration and of continuing competence and standards of practice of the regulated profession,
- (d) must establish, maintain, and enforce a code of ethics,
- (e) carry on the activities of the college and perform other duties and functions by the exercise of the powers conferred by this Act, and
- (f) may approve programs of study and education courses for the purposes of registration requirements.”

## REGULATORY DOCUMENTS

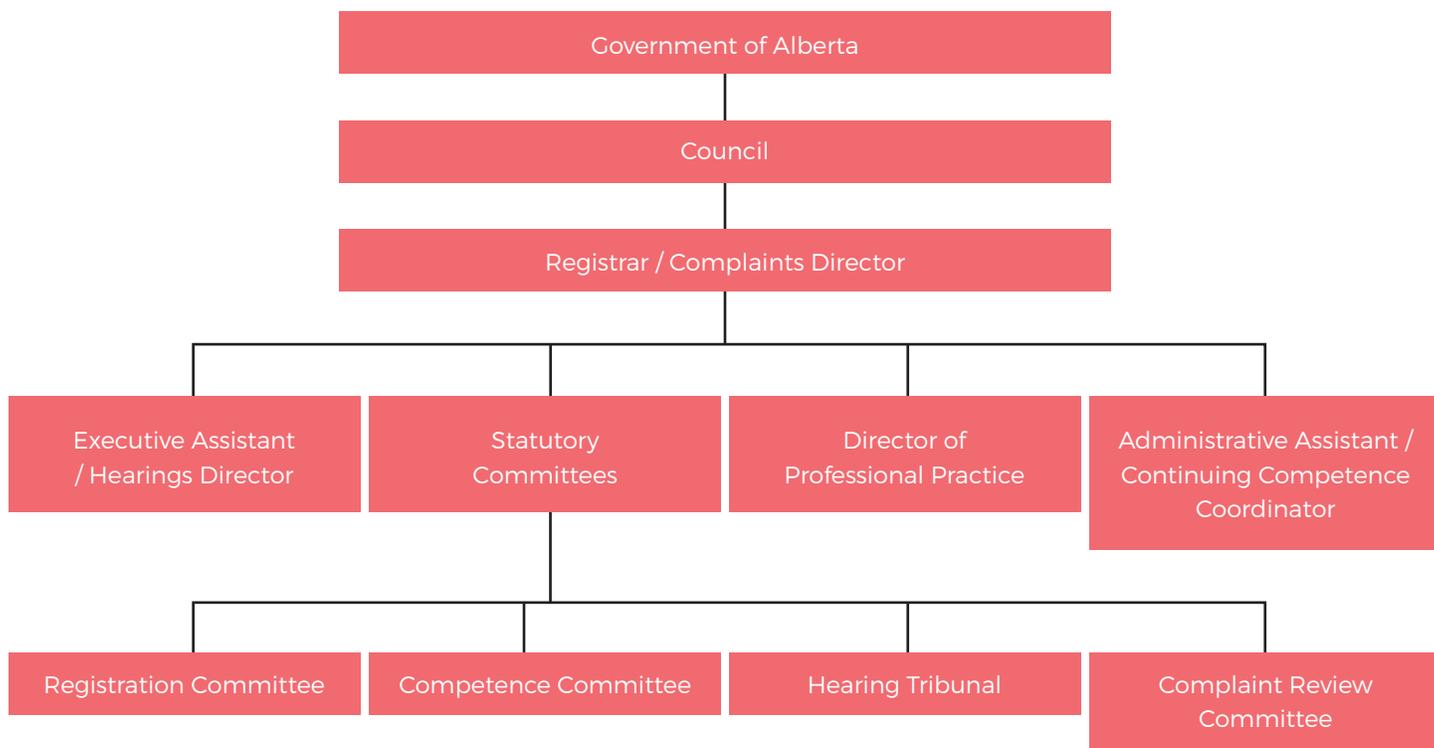
Under the *Health Professions Act (HPA)*, Council is responsible for governing the dietetic profession in the public’s interest and carries out this responsibility through the development of regulations, standards of practice, codes of ethics, and bylaws. The following regulatory documents are publicly available on the College’s website under About Us – Regulatory Documents.

- *The Registered Dietitians and Registered Nutritionists Profession Regulation* regulates the dietetic profession under the *Health Professions Act*.
- *The Code of Ethics* is a set of principles of professional conduct which establishes the ethical expectations that Registered Dietitians and Registered Nutritionists are required to adhere to in their professional practice.
- *The Standards of Practice* describe the standards that must be met by all Registered Dietitians and Registered Nutritionists practicing in Alberta.
- *The Standards of Practice: Sexual Abuse and Sexual Misconduct Prevention* required under *Bill 21: An Act to Protect Patients*, describe the standards that must be met by all Registered Dietitians and Registered Nutritionists practicing in Alberta.
- *The Standards of Practice: Sexual Abuse and Sexual Misconduct Prevention* were developed through stakeholder consultation and were approved by Alberta Health and Council in March 2019. During 2020, the College educated regulated members on the standards and Bill 21 legislation through mandatory training.
- *The Integrated Competencies for Dietetic Education and Practice* defines the entry-to-practice standard for Registered Dietitians in Canada implemented through education programs and the Canadian Dietetic Registration Examination.
- *The Integrated Competencies for Dietetic Education and Practice* underwent national review and revision from 2017 to 2020 and were approved in July 2020.
- *The Bylaws* are a further application of the Legislation and Regulation and refer more specifically to the organization of the College and how it will conduct its business.
- *The Bylaws* underwent review and revision by College Council to address *Bill 30: Health Statutes Amendment Act* and were approved in March 2021.



# ORGANIZATIONAL STRUCTURE

The organizational structure of the College is set out below. The Council, Committees and positions are established in accordance with the *Health Professions Act* and the *College of Dietitians of Alberta Bylaws*.



## COUNCIL

The Council is responsible for the governance and management of the regulatory and business affairs of the College. The Council establishes the mission, vision and policy direction for the College. The Council also hears appeals referred to it under the *Health Professions Act*.

As of April 1, 2021, the Council will move from not fewer than six (6) regulated members to not fewer than five (5) regulated members, including a chair and chair-elect. To increase and maintain public transparency and accountability, the legislation requires that 50% of the Council are government appointed public members. Eligible regulated members of the College are entitled through appointment to sit on Council.

## REGISTRAR / COMPLAINTS DIRECTOR

The Registrar performs duties designated in legislation, as well as those delegated by the Council of the College. The Registrar also serves as Complaints Director. The Complaints Director receives and investigates complaints of unprofessional conduct and determines whether the complaint should be dismissed due to lack of evidence or referred to a hearing.

## EXECUTIVE ASSISTANT / HEARINGS DIRECTOR

The Executive Assistant coordinates registration and renewal processes and provides assistance to the Registrar and regulated members. The Executive Assistant also serves as the Hearings Director of the College. The Hearings Director establishes a Hearing Tribunal or a Complaint Review Committee from the list of members appointed by Council and coordinates scheduling, production of notices and records for the hearing.

# ORGANIZATIONAL STRUCTURE

## DIRECTOR OF PROFESSIONAL PRACTICE

The Director of Professional Practice is responsible for ensuring compliance to the College's *Standards of Practice* and regulation related inquiries including the Continuing Competence Program, communications to regulated members, workshops, presentations, and educational sessions.

## ADMINISTRATIVE ASSISTANT / CONTINUING COMPETENCE COORDINATOR

The Administrative Assistant provides general administrative support to College staff. The Continuing Competence Coordinator provides support during the annual Continuing Competence Program review and audit process.

## REGISTRATION COMMITTEE

The Registration Committee is appointed by Council and reviews applications referred by the Registrar. The committee determines whether applicants are eligible for registration and whether any upgrading of academic or practical qualifications is required. The committee also reviews applications for reinstatement of registration that result from disciplinary action.

## COMPETENCE COMMITTEE

The Competence Committee is appointed by Council and reviews competence programs referred by the Registrar and determines whether criteria established by Council for competence programs have been met or whether any follow up or remedial action is required.

## HEARING TRIBUNAL

When a complaint is referred to a Hearing Tribunal, at least two regulated members of the College, and at least two public members appointed by government hear evidence, determine findings and appropriate sanctions.

## COMPLAINT REVIEW COMMITTEE

Two or more regulated members of the College, along with two or more public members appointed by government, review the dismissal of a complaint if requested by a complainant.



# REGISTRATION REPORTS

The College of Dietitians of Alberta establishes the education and training required for entry into the dietetic profession in Alberta.

Registration with the College assures the public and employers that an individual has met the required standards for academic and practical experience required to practice the dietetic profession. To become registered with the College, an applicant must meet the registration requirements for the profession of dietetics as set out in the *Registered Dietitians and Registered Nutritionists Profession Regulation*.

The *Health Professions Act* requires individuals who have the required training and who are currently practicing to be registered. A person must apply for registration with the College if they intend to:

- Provide professional services directly to the public
- Provide professional services that are used by other regulated members and individuals to provide services directly to the public
- Teach the practice of the profession to regulated members of the College or to students of the profession
- Supervise regulated members of the College who provide professional services to the public

The College of Dietitians of Alberta's duty is to carry out registration practices that are transparent, objective, impartial and procedurally fair. The College is committed to a bias-free and discrimination-free application, assessment and registration process.



# REGISTRATION REPORTS



## REGISTRATION STATISTICS (REPORTED AT APRIL 1, 2021)

	2018/2019	2019/2020	2020/2021
General Register	1,268	1,291	1,308
Temporary Register	7	35	8
<b>Total</b>	<b>1,275</b>	<b>1,326</b>	<b>1,316</b>
Courtesy Register	6	4	13
Average Number of Days on Register	60-90	120	180
Reason for Registration	Temporary practice in province	Temporary practice in province	Temporary practice in province

## RESIGNATIONS (EFFECTIVE APRIL 1, 2021)

	2018/2019	2019/2020	2020/2021
Temporary Register			
Moved out of Province	1	-	2
No longer working in the field of dietetics	-	-	-
General Register			
Moved out of Province	25	26	19
No longer working in the field of dietetics	7	10	17
Retired	14	17	15
Other	-	1	-
<b>Total</b>	<b>47</b>	<b>54</b>	<b>53</b>

## SUSPENSIONS (EFFECTIVE APRIL 1, 2021)

	2018/2019	2019/2020	2020/2021
Temporary Register			
Conduct	-	-	-
Failure of National Examination	-	1	1
Other	1	-	-
General Register			
Conduct	1	1	1
Non-compliance with the Continuing Competence Program	-	-	-
Other	-	-	-
<b>TOTAL</b>	<b>2</b>	<b>2</b>	<b>2</b>

# REGISTRATION REPORTS

## CANCELLATIONS (EFFECTIVE APRIL 1, 2021)

	2018/2019	2019/2020	2020/2021
Temporary Register			
Failure to register	-	-	-
Failure of National Examination	-	-	-
General Register			
Failure to review	1	-	-
Non-compliance with the Continuing Competence Program	-	-	-
Other	1	-	2
<b>TOTAL</b>	<b>2</b>	<b>0</b>	<b>2</b>

## NEW REGISTRATIONS (APRIL 1, 2020 - MARCH 31, 2021)

Entry Route	2018/2019	2019/2020	2020/2021
Accredited program applicants	41	70	12
International / Return to Practice applicants	3	3	7
Labour Mobility Applicants	22	31	26
Courtesy applicants	6	3	22
Reinstatement	1	1	1
<b>Total</b>	<b>73</b>	<b>108</b>	<b>68</b>

The College received a total of eighty-two (82) complete applications of which sixty-eight (68) were approved between April 1, 2020 and March 31, 2021. Twelve (12) applications were received from graduates of accredited Canadian programs and approved.

Five (5) international applicants from previous registration years were approved for registration in 2020/2021. Eleven (11) new applications were received from internationally educated applicants and three (3) new application were received from return to practice applicants. One (1) international application was withdrawn and two (2) return to practice applicants were approved for registration following review. Seven (7) applicants were referred to the Registration Committee for review of eligibility; seven (7) applicants received an interim registration decision requiring academic or practical upgrading and/or completion of the bridging program. Therefore, four (4) applicants are pending review of eligibility by the Registration Committee.

The College received twenty-six (26) applications under the Labour Mobility Agreement with other Canadian Dietetic Regulators. All twenty-six (26) applications were approved for registration.

The College received twenty-two (22) applications under the Courtesy Register which were approved for registration. The College received one (1) application for reinstatement with the College which was approved for registration.



# REGISTRATION REVIEWS

## BY COUNCIL

Council conducts a review of applications for registration when formally requested by an applicant. As part of this process, Council may conduct a formal hearing of the applicant's reason for requesting the review, hear sworn testimony and review documents submitted by the applicant and the College.

Upon reviewing the matter, Council may confirm, reverse or vary the decision, or may refer the application back to the Registrar or Registration Committee with directions to make a further assessment of the application. Council also has the authority to make any further order it believes necessary to carry out its decision.

During the 2020 registration year, the College received no requests for a registration review.

## CANADIAN DIETETIC REGISTRATION EXAMINATION

The Canadian Dietetic Registration Examination (CDRE) is a national registration examination administered by the College and its regulatory counterparts in other provinces. Successful completion of the CDRE is required in Regulation under the *Health Professions Act* for registration with the College.

The examination is held each 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.

During the 2020 practice year, the in-person May sitting of the examination was cancelled due to the COVID-19 pandemic. All eligible candidates completed the exam virtually during the November 2020 sitting.

CDRE Provincial Statistics	2018	2019	2020
Candidates	64	45	45
Passing	60	44	44
Failing	4	1	1
% Passing	94%	98%	98%



# RESTRICTED ACTIVITIES

The government defines a restricted activity as a procedure or service that requires specific professional competence to be performed safely. The College is responsible for regulating the safe performance of restricted activities by its regulated members. We establish the competencies, standards, and guidelines for the performance of restricted activities, and determine how competence will be demonstrated and maintained. The College also authorizes regulated members to perform restricted activities.

In order to become authorized, regulated members document and verify they have achieved the competence established to perform a restricted activity. Once competence has been demonstrated and authorized by the College, regulated members are issued a practice permit listing each restricted activity they may perform. Registrants currently authorized to perform restricted activities will have their restricted activities listed on the College's Public Register.

Currently 272 authorizations have been issued. The distribution of restricted activity authorizations at April 1, 2021 is:

Restricted Activity	2018/2019	2019/2020	2020/2021
10(1)(a) Inserting or removing nasogastric tubes	3	3	2
10(1)(b) Inserting or removing gastrostomy / jejunostomy tubes			
10(1)(c) Prescribing a Schedule 1 drug	207	208	216
10(1)(d) Prescribing parenteral nutrition			
10(1)(e) Prescribing or administering oral contrast agents	3	3	3
10(1)(g) Distributing drugs regulated by a drug schedule	51	53	51
<b>Total</b>	<b>264</b>	<b>267</b>	<b>272</b>

The College provides the Alberta College of Pharmacy and Alberta Blue Cross with a list of regulated members who have prescribing authorities under the legislation.

## MINISTERIAL ORDER FOR NASOPHARYNGEAL SWABBING FOR COVID-19 TESTING

In conjunction with the Ministerial Order, the College of Dietitians of Alberta's Council approved regulated members to administer nasopharyngeal swabs for the purpose of COVID testing, as long as training and competence have been met.

At April 1, 2021, 12 authorizations have been issued to Registered Dietitians and Registered Nutritionists.



# CONTINUING COMPETENCE

## PROGRAM REPORT

The Continuing Competence Program (CCP) of the College focuses on maintaining professional competence related to practice. The key elements of the CCP are self-assessment, development of learning plans including identification of learning goals and learning activities, and evaluation of the outcome of the learning plans on practice.

The *Standards of Practice* are the basis for the Continuing Competence Program used annually by all Registered Dietitians and Registered Nutritionists for identifying learning priorities each year.

The CCP was implemented in 2002 / 2003 in response to the *Health Professions Act* requirement that all Colleges have a CCP in place. All CCP documents were evaluated by the College in the first year of the program. At that time, a Continuing Competence Committee was also established with the mandate to review regulated member programs

referred by the College and to develop an improvement checklist form to offer guidance to regulated members for future CCP submissions. The Continuing Competence Committee has since met on a yearly basis to review those programs referred by the College and provide recommendations for feedback to regulated members.

A percentage of all regulated members are randomly selected for review audit each year, with ten percent of those reviewed selected for document audit. Each regulated member's CCP is reviewed a minimum of once every three years. The document audit process requires regulated members to submit all documentation and proof of learning activities for their CCP learning plans over the past year.

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

Continuing Competence Committee Program Audits	2018/2019	2019/2020	2020/2021
Total Number of CCP Participants *	1,233	1,281	1,307
Number of CCP submissions selected for review audit	400	**	449
Number of CCP submissions selected for document audit	40	**	48
Programs referred to Continuing Competence Committee	40	**	47
Approved	285 Review 22 Audit	**	***
Recommendations for improvement: no member follow up required	55 Review 13 Audit	**	***
Recommendations for improvement: follow up required	20 Review 5 Audit	**	***

\* Total number of CCP participants does not reflect total number of CDA regulated members as CCP participation is not required for applicants after October 1 of the reporting year.

\*\* The College received CCP submissions from 1,281 registrants for the 2019/2020 registration year. Due to the COVID-19 pandemic, the College deferred the CCP Review and Audit process for 2020 and resumed in 2021.

\*\*\* Through the CCP Review and Audit process, 2020/2021 CCP programs selected for audit will be reported in the 2021 Annual Report (results unavailable at the time of print).



# COMPLAINTS

## DIRECTOR'S REPORT

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

### COMPLAINTS OF UNPROFESSIONAL CONDUCT

The College responds to all written complaints from members of the public, employers, or regulated members of the profession about the practice or conduct of regulated members of the College, objectively and confidentially.

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 to a discipline hearing or to dismiss it. Complaints that are dismissed are typically because of a lack of or insufficient evidence. If dismissed, a complainant has 30 days to appeal.

The Chart below provides an overview of the complaints of unprofessional conduct received by the College in the registration year from April 1, 2020 to March 31, 2021.

	New Complaints Received 2020/2021	Carried Over From 2019/2020	Complaints Closed 2020/21	Complaints in Progress Effective April 1, 2021
Employers	-	2	-	2
Peers	-	-	-	-
Public	-	-	-	-
Regulatory Body	-	-	-	-

### COMPLAINT DISPOSITION

	2020/2021
Complaint Dismissed	0
Referred to Investigation	0
Pending Investigation	1 **
Completed Investigation	-
Referred to Hearing *	0
Pending Hearing	1 ***
Completed Hearing	0
Appeal of Decision	0
Pending Appeal	-
Completed Appeal	-
Resolved Informally	0
Incapacity Assessments Completed	0

\* Hearings are open to the public unless otherwise noted.

\*\* Investigation initiated in 2019/2020 and continues.

\*\*\* Hearing was scheduled in 2019/2020 but has been re-scheduled to 2021

# COMPLAINTS

## DIRECTOR'S REPORT

### COMPLAINTS OF A SEXUAL NATURE

The College responds to all complaints of sexual abuse or sexual misconduct by regulated members of the College, from members of the public, employers, or regulated members of the profession, in a supportive, respectful, objective and confidential manner. 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 to a discipline hearing or to dismiss it. Complaints that are dismissed are typically because the conduct or care was appropriate. If dismissed, a complainant has 30 days to appeal.

The Chart below provides an overview of the complaints of a sexual nature received by the College in the registration year from April 1, 2020 to March 31, 2021.

	Related to Sexual Abuse	Related to Sexual Misconduct	Total
<b>Number of Complaints Received</b>	0	0	0
Referred to Investigation			
Pending Investigation			
Completed Investigation			
Referred to Hearing *			
Pending Hearing			
Completed Hearing			
Finding of Unprofessional Conduct			
Appeal of Decision			
Pending Appeal			
Completed Appeal			
<b>Number of Patients that Accessed the Fund</b>	0	0	0
<b>Amount of Money Dispersed</b>	\$0.00	\$0.00	\$0.00

\* Hearings are open to the public unless otherwise noted.



# COMPLAINTS

## DIRECTOR'S REPORT

### TITLE MISUSE

Section 128 (5) of the *Health Professions Act (HPA)* prohibits a person from using a title, abbreviation, or initials that are protected under a schedule to the *Act*, alone or in combination with other words that implies the person is a regulated member of a college under the *Act*. Registered Dietitian, Registered Nutritionist, Dietitian and RD are protected under Schedule 23 of the *Health Professions Act*. Section 128 (10) also prohibits persons from using the term “registered” in a manner that implies that they are a regulated member under the *Health Professions Act* unless the person is in fact a regulated member or is authorized to use the term “registered” by some legislation.

In 2016, the *Health Professions Act* was amended to prohibit unregulated individuals and organizations from using the titles “Nutritionist”, “Provisional Dietitian” and “Dietetic Intern” in addition to the professional titles previously reserved for the use of regulated members of the College.

The College responds to complaints from members of the public or the profession regarding misuse of the titles protected under sections 128 to 130 of the *Health Professions Act*.

Once contacted by the College, the individual must respond indicating that they are prepared to discontinue use of the protected title and provide the College with evidence that the protected title has been removed from advertisements, pamphlets, business cards or other materials. Continued use of protected titles is an offense under section 129 of the *HPA*, and could result in prosecution and a fine up to \$2,000.00, or a court injunction.

The Chart below provides an overview of the complaints received by the College in the registration year from April 1, 2020 to March 31, 2021.

	2018/2019	2019/2020	2020/21
Registered Dietitian, Registered Nutritionist, Dietitian, Nutritionist or the initials RD	11	12	16
Other*	0	0	0
<b>Total</b>	<b>11</b>	<b>12</b>	<b>16</b>

\* May include but not limited to misuse of one or more of the following titles: Registered Nutrition Consultant (RNC), Registered Nutrition Consulting Practitioner (RNCP), Registered Dietary Technologist (RDT)



# FINANCIAL REPORTS

FOR THE YEAR ENDED MARCH 31, 2021



Independent Auditor's Report	19
<b>Financial Statements</b>	
Statement of Financial Position	21
Statement of Changes in Net Assets	22
Statement of Operations	23
Statement of Cash Flows	24
Notes to Financial Statements	25

# INDEPENDENT AUDITORS' REPORT

## TO THE MEMBERS OF THE COLLEGE OF DIETITIANS OF ALBERTA

### OPINION

We have audited the accompanying financial statements of the **College of Dietitians of Alberta**, which comprise the statement of financial position as at March 31, 2021 and the statements of operations, changes in net assets and statement of cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion the accompanying financial statements present fairly, in all material respects, the financial position of the **College of Dietitians of Alberta** as at March 31, 2021, 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.

### BASIS FOR OPINION

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor Responsibilities for the Audit of the Financial Statement* section of our report. We are independent of the **College of Dietitians of Alberta** in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### RESPONSIBILITIES OF MANAGEMENT AND THOSE CHARGED WITH GOVERNANCE FOR THE FINANCIAL STATEMENTS

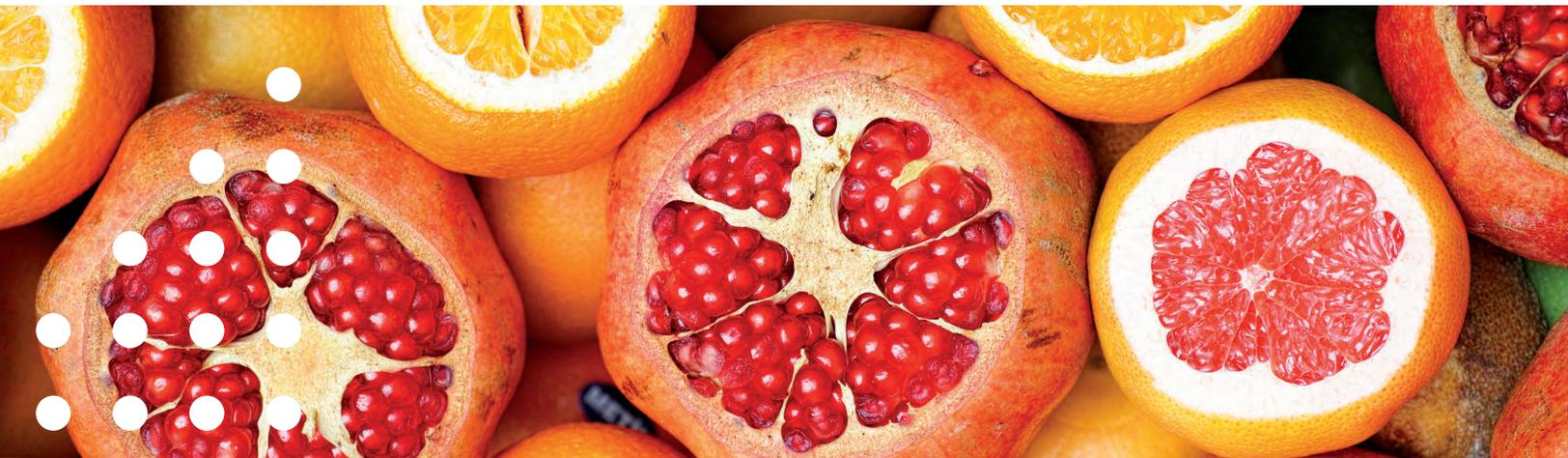
Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that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

In preparing the financial statements, management is responsible for assessing the **College of Dietitians of Alberta's** ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the **College of Dietitians of Alberta** or to cease operations, or has no realistic alternative to do so.

Those charged with governance are responsible for overseeing the **College of Dietitians of Alberta's** financial reporting process.

### AUDITORS' RESPONSIBILITIES FOR THE AUDIT OF THE FINANCIAL STATEMENTS

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted audit standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.



# INDEPENDENT AUDITORS' REPORT

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgement and maintain a professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal controls relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the **College of Dietitians of Alberta's** internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or

conditions that may cause significant doubt on the **College of Dietitians of Alberta's** ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the **College of Dietitians of Alberta** to cease to continue as a going concern.

- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

## SVS GROUP LLP

Chartered Professional Accountants

Edmonton, Alberta

June 17, 2021



# STATEMENT

## OF FINANCIAL POSITION

As at March 31, 2021

	2021		2020
<b>ASSETS</b>			
<b>CURRENT</b>			
Cash in accounts	\$ 748,489	\$	837,517
Short-term investments (Note 3)	562,480		323,114
Prepaid expenses and deposit	31,117		29,197
	<b>1,342,086</b>		<b>1,189,828</b>
<b>LONG-TERM INVESTMENTS - FINANCIAL RESERVE (Note 4)</b>	<b>1,140,638</b>		<b>1,027,387</b>
<b>CAPITAL ASSETS (Note 5)</b>	<b>8,290</b>		<b>12,861</b>
	<b>\$ 2,491,014</b>	\$	<b>2,230,076</b>
<b>LIABILITIES</b>			
<b>CURRENT</b>			
Accounts payable and accrued liabilities (Note 6)	\$ 94,049	\$	51,526
Deferred membership fees (Note 11)	746,940		731,880
Deferred exam fees	5,735		18,856
	<b>846,724</b>		<b>802,262</b>
<b>NET ASSETS</b>			
<b>FINANCIAL RESERVE (Note 9)</b>	<b>1,140,638</b>		<b>1,027,387</b>
<b>CAPITAL ASSET RESERVE</b>	<b>8,290</b>		<b>12,861</b>
<b>GENERAL UNRESTRICTED RESERVE (Note 9)</b>	<b>495,362</b>		<b>387,566</b>
	<b>1,644,290</b>		<b>1,427,814</b>
	<b>\$ 2,491,014</b>		<b>2,230,076</b>

# STATEMENT

## OF CHANGES IN NET ASSETS

For the year ended March 31, 2021

	2021		2020	
<b>FINANCIAL RESERVE</b>				
Balance, beginning of year	\$	1,027,387	\$	955,984
Transfer from General Unrestricted Reserve (Note 8)		113,251		71,403
<b>Balance, end of year</b>	<b>\$</b>	<b>1,140,638</b>	<b>\$</b>	<b>1,027,387</b>
<b>CAPITAL ASSET RESERVE</b>				
Balance, beginning of year	\$	12,861	\$	12,834
Purchase of capital assets		-		7,781
Amortization of capital assets		(4,571)		(7,754)
<b>Balance, end of year</b>	<b>\$</b>	<b>8,290</b>	<b>\$</b>	<b>12,861</b>
<b>GENERAL UNRESTRICTED RESERVE</b>				
Balance, beginning of year	\$	387,566	\$	232,493
Purchase of capital assets		-		(7,781)
Amortization of capital assets		4,571		7,754
Transfer to Financial Reserve (Note 8)		(113,251)		(71,403)
Excess of revenue over expenses for the year (Note 8)		216,476		226,503
<b>Balance, end of year</b>	<b>\$</b>	<b>495,362</b>	<b>\$</b>	<b>387,566</b>

# STATEMENT

## OF OPERATIONS

For the year ended March 31, 2021

	2021	%		2020	%
<b>REVENUE</b>					
Membership fees	\$ 755,407	94.7	\$	761,235	92.4
Registration fees	8,615	1.1		11,650	1.4
Interest income	27,616	3.5		46,671	5.7
Penalties, reimbursements and miscellaneous	6,638	0.7		4,857	0.5
	<b>798,276</b>	<b>100.0</b>		824,413	100.0
<b>EXPENSES</b>					
Amortization	4,571	0.6		7,754	0.9
Audit and bookkeeping	8,792	1.1		9,648	1.2
Bank charges and interest	22,344	2.8		22,744	2.8
Bursaries	-	-		1,000	0.1
College projects/development	5,000	0.6		14,161	1.7
Equipment lease (photocopier)	1,688	0.2		2,712	0.3
Insurance	5,035	0.6		6,028	0.7
Legal	32,560	4.1		17,510	2.1
Meetings	5,695	0.7		11,650	1.4
Memberships, dues and resources	13,668	1.7		16,600	2.0
Office supplies and computer services	23,562	3.0		16,274	2.0
Professional and board development	-	-		2,686	0.3
Rent	59,314	7.4		70,668	8.6
Stationery, printing and postage	3,369	0.4		4,322	0.5
Telephone and fax	5,836	0.7		5,748	0.7
Wages and benefits	390,366	48.9		388,405	47.1
	<b>581,800</b>	<b>71.6</b>		597,910	70.8
<b>EXCESS OF REVENUE OVER EXPENSES FOR THE YEAR (Note 9)</b>	<b>\$ 216,476</b>	<b>28.4</b>	\$	226,503	29.2

# STATEMENT

## OF CASH FLOWS

For the year ended March 31, 2021

	2021	2020
<b>CASH FLOWS FROM OPERATING ACTIVITIES</b>		
Cash receipts from members and other	788,371	786,192
Cash paid to suppliers and employees	(552,398)	(578,400)
Investment income	27,616	46,441
	263,589	254,233
<b>CASH FLOWS FROM INVESTING ACTIVITY</b>		
Purchase of capital assets	-	(7,780)
<b>CASH FLOWS FROM FINANCING ACTIVITY</b>		
Transfer to Financial Reserve	(113,251)	(71,403)
	150,338	175,050
<b>CASH, beginning of year</b>	1,160,631	985,581
<b>CASH, end of year</b>	\$ 1,310,969	\$ 1,160,631
<b>REPRESENTED BY</b>		
Cash in accounts	\$ 748,489	\$ 837,517
Short-term investments	562,480	323,114
	\$ 1,310,969	\$ 1,160,631

## TO FINANCIAL STATEMENTS

For the year ended March 31, 2021

### 1. NATURE OF OPERATIONS

The College is established under the *Health Professions Act*, created to protect the public by registering qualified professional dietitians, setting standards, monitoring competency and investigating and acting on complaints.

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

These financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

#### (a) Use of Estimates

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, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the current period. These estimates are reviewed periodically and adjustments are made to income as appropriate in the year they become known. Estimated life of capital assets and inventory valuation, if applicable, are the most significant items that involve the use of estimates.

#### (b) Financial Instruments

##### *Measurement of financial instruments*

The College initially measures its financial assets and liabilities at fair value.

The College subsequently measures all of its financial assets and financial liabilities at amortized cost, except in equity instruments that are quoted in an active market, which are measured at fair value. Changes in fair value are recognized in net income.

Financial assets measured at amortized cost include cash, short-term investments and long-term investments.

Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

The College's financial assets, if any, measured at fair value include investments that are quoted shares.

##### *Impairment*

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

##### *Transaction costs*

The College recognizes its transaction costs, if any, in net income in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

#### (c) Capital Assets

Capital assets are stated at cost. Amortization is recorded using the declining balance method at the following annual rates:

Computer equipment	45%
Office furniture	20%

#### (d) Revenue Recognition

The College follows the deferral method of accounting for revenue. Therefore, revenue is recognized as revenue in the year in which the related expenses are incurred. Accordingly, membership fees received at the year end for the annual term commencing immediately after the year end have been deferred and will be recognized in the fiscal period to which they relate.

## TO FINANCIAL STATEMENTS

### 2. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

#### (e) Contributed Services

Volunteer services contributed on behalf of the College in carrying out its operating activities are not recognized in these financial statements due to the difficulty of determining their fair value.

#### (f) Cash and Cash Equivalents

Cash and cash equivalents consist of cash on hand, bank balances, and short-term deposits with maturities of less than 90 days, exclusive of those held in long-term investments.

#### (g) Short and Long-Term Investments

Short and long-term investments are recorded at fair market value.

### 3. SHORT-TERM INVESTMENTS

Short-term investments consist of cash on hand, guaranteed investments and corporate and government bonds.

### 4. LONG-TERM INVESTMENTS - FINANCIAL RESERVE

Long-term investments consist of cash, guaranteed investments and corporate and government bonds.

### 5. CAPITAL ASSETS

	2021			2020	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value	
Computer equipment	\$ 119,546	\$ 115,104	\$ 4,442	\$	8,051
Office furniture	47,938	44,090	3,848		4,810
	<b>\$ 167,484</b>	<b>\$ 159,194</b>	<b>\$ 8,290</b>	<b>\$</b>	<b>12,861</b>

### 6. ACCOUNTS PAYABLE AND ACCRUED LIABILITIES

	2021	2020
Trade accounts payable	\$ 94,049	\$ 51,526

Included in trade accounts payable are government remittances payable of \$84,791 (2020 - \$35,125). The \$84,791 have been paid subsequent to year end.

### 7. COMMITMENTS

The College is committed to a lease for office premises to August 31, 2025. The minimum monthly basic rent lease payment required is \$2,439 to August 31, 2021, \$2,591 to August 31, 2023 and \$2,743 to August 31, 2025.

The College has also entered into an operating lease for photocopying equipment until April 2021. The minimum annual basic lease payments required for the next four years are:

2022	\$ 30,332
2023	\$ 31,092
2024	\$ 32,156
2025	\$ 32,916



## TO FINANCIAL STATEMENTS

### 8. SUBSEQUENT EVENT

Subsequent to year-end and continuing from the current year, there has been a global outbreak of COVID-19 (coronavirus), which has had a significant impact on businesses through the restrictions put in place by the Canadian, provincial and municipal governments regarding travel, business operations and isolation/quarantine orders. At this time, it is unknown the extent of the impact the COVID-19 outbreak may have on the College as this will depend on future developments that are highly uncertain and that cannot be predicted with confidence. These uncertainties arise from the inability to predict the ultimate geographic spread of the disease, and the duration of the outbreak, including the duration of travel restrictions, business closures or disruptions, and quarantine/isolation measures that are currently, or may be put, in place by Canada and other countries to fight the virus.

### 9. FINANCIAL RESERVE

Council established a Financial Reserve to provide for continued operations for one year if there are unexpected interruptions in cash flow or unexpected expenses. As well, the Financial Reserve is intended to provide funds to cover the costs of any unexpected disciplinary hearings. Council has set an objective of \$1,200,000 for the Financial Reserve. During the prior year, Council motioned to transfer 50% of prior operating surplus to the Financial Reserve and 50% to the General Unrestricted Reserve. Transfers to/from the Financial Reserve require Council approval.

### GENERAL UNRESTRICTED RESERVE

The College's accumulated surpluses and deficits from year to year are added to and subtracted from the General Unrestricted Reserve.

### 10. FINANCIAL INSTRUMENTS

#### *Risks and concentrations*

The College is exposed to various risks through its financial instruments, without being exposed to concentrations of risk.

#### *Liquidity risk*

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial statement liabilities. The College is exposed to this risk mainly in respect of its accounts payable and accrued liabilities.

#### *Credit risk*

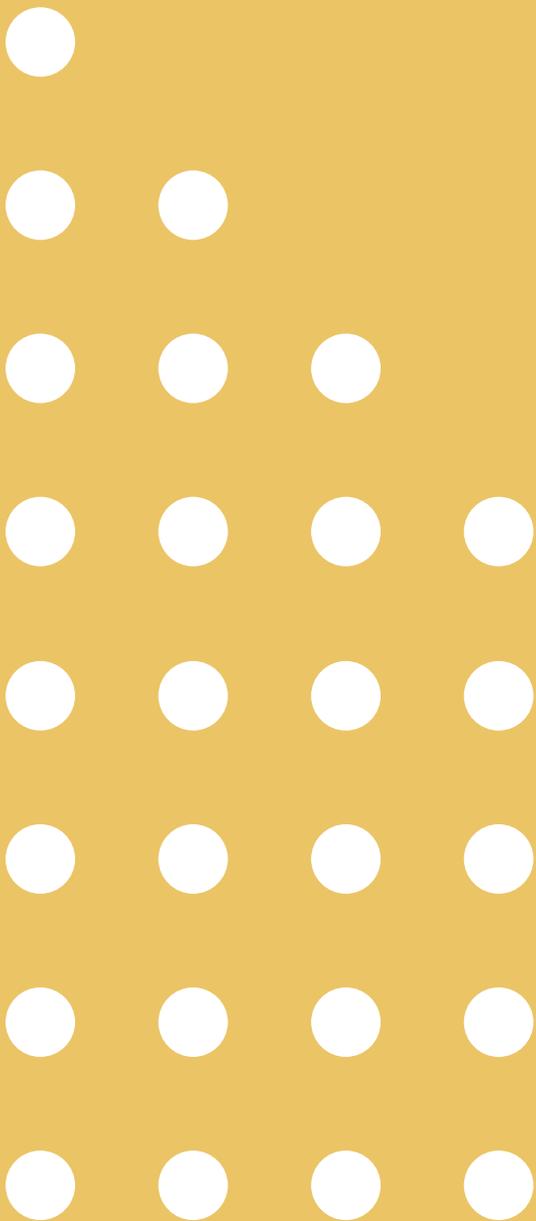
Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation. The College's main credit risks relate to accounts receivable. The College provides credit to its clients in the normal course of operations.

#### *Market risk*

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices. Market risk is comprised of three types of risk: currency risk, interest rate risk and other price risk. The College is exposed to currency and interest rate risk.

### 11. DEFERRED MEMBERSHIP FEES

The prior year deferred membership fees of \$731,880 have been included in the 2021 membership fee revenue on the Statement of Operations. The College collected \$746,940 of deferred membership fees to be included in the 2022 membership fee revenue.



COLLEGE OF DIETITIANS  
OF ALBERTA



COLLEGE OF DIETITIANS  
OF ALBERTA

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*The College office is located on Treaty 6 territory.*