



COLLEGE OF  
DIETITIANS  
OF ALBERTA

**2024**  
**ANNUAL**  
**REPORT**



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## 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 around 1,400 Registered Dietitians and Registered Nutritionists in Alberta who work in various settings throughout the province.



## COLLEGE STAFF



**Doug Cook**  
EXECUTIVE DIRECTOR,  
REGISTRAR & COMPLAINTS DIRECTOR



**Shannon Eklund**  
DIRECTOR OF PROFESSIONAL PRACTICE  
& PRIVACY OFFICER



**Lisa Omerzu**  
EXECUTIVE ASSISTANT, REGISTRATION  
COORDINATOR & HEARINGS DIRECTOR



*From left to right:*

### STANDING

**Cindy Amerongen**  
PUBLIC MEMBER

**Laura White**  
RD (CHAIR)

**Doug Cook**  
EXECUTIVE DIRECTOR

**Caroline McAuley**  
RD

**Alexander Phung**  
PUBLIC MEMBER

### SITTING

**Allison Fielding**  
RD (CHAIR-ELECT)

**Kally Cheung**  
RD

**Stephanie McAuley**  
RD

### ABSENT

**Louise Mosier**  
PUBLIC MEMBER

## COLLEGE COUNCIL

The College Council consists of five (5) regulated members and five (5) public members.

Photos and biographies for Council members are publicly available on the College's website under About Us - Organizational Chart - Council.

# FROM THE CHAIR AND EXECUTIVE DIRECTOR

The health of Albertans is important, and good health starts with good nutrition. As an essential part of the health-care system, Registered Dietitians (RD) and Registered Nutritionists have a vital role in the health of Albertans throughout the life cycle. The College of Dietitians of Alberta (the College) serves and protects the public interest by supporting regulated members in their daily practice.

In follow-up to a regulated member survey on restricted activities and scope of practice in early 2024, the College submitted a regulation amendment request to Alberta Health. This regulation amendment request to the *Health Professions Restricted Activity Regulation* included three requests:

1. To expand prescribing authority to include scheduled vitamins and minerals post nutrition support, scheduled drugs related to gastrointestinal and renal function, and Schedule I and II drugs for patients living with diabetes (anti-hyperglycemic agents), obesity and chronic disease.
2. To support RDs working to full level of competence in diabetes settings, the College also requested the addition of the restricted activity: to cut below the dermis and insert devices for continuous glucose monitoring (CGM) sensor placement, insulin pump set insertion, capillary blood glucose monitoring, and related activities.
3. Although not directly tied to the regulations, the College also requested laboratory ordering privileges.

Following submission, the College met with the Director and the Manager of Health Professions. To support our request, next steps include providing a formal proposal with detailed rationale and background, and a jurisdictional comparison to other provinces.

Over the past year, the College Council has been approached and received presentations from a startup professional association for Alberta Dietitians.

The leadership of the Registered Dietitians Association of Alberta (RDAA) approached Council with a request for support in the form of a startup grant. Council has been receptive and impressed with the work done so far by the RDAA and agreed to provide a startup grant for the association.

The College was pleased to receive two new public members appointed to Council by the government over the past year. We are pleased to welcome Cindy Amerongen and Louise Mosier to Council and look forward to their contributions. Mr. Geoff Rabbie, a long-time public member and former Chair, resigned from the Council this past year. Council remains short of the required number of public members, and we look forward to receiving additional public members in the coming year.

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“ The work of the College would not be possible without the dedicated staff and volunteer committees whose invaluable contributions assist the College in its mandate.”

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We work closely with our stakeholders in the dietetic profession. To this end, the College is honoured to be an active participant on several University of Alberta committees related to the BSc Dietetics Specialization program. The College participates on both the Dietetic Specializations Management Committee and the Admissions Committee. This past year, the Registrar has been part of a selection committee to identify a new Academic Lead for the Dietetics Specialization program. The College also participated in the Dietetics Specialization Teacher's Retreat. Our relationship with the university program is a valued

partnership with a common focus on the success of the Dietetics Specialization program.

Council amended policy to require all practicing Dietitians to have third party Professional Liability Insurance (PLI) effective April 1, 2025. This change reflected the advice of the Minister of Health's office regarding professional liability insurance, ensuring PLI be comprehensive and protect both the practitioner and the public.

In November 2024, the College Executive Director and Registrar, Doug Cook, provided Council with notice that after seventeen years with the College, he will step down from his position this year. The College Council has begun a search to replace the Executive Director and Registrar.

Looking forward, the College is excited about the future of the profession in Alberta and nationally. The College continues to work actively on many emerging issues related to the regulation of the profession and our mandate of public protection. The College will undertake the development of a new strategic plan in 2025.

The work of the College would not be possible without the dedicated staff and volunteer committees whose invaluable contributions assist the College in its mandate. We thank you for your tireless efforts and continued support.



**Laura White**  
COUNCIL CHAIR

**Doug Cook**  
EXECUTIVE DIRECTOR  
& REGISTRAR



## PUBLIC MEMBERS' REPORT

As Public Members on the Council of the College of Dietitians of Alberta, we are honored to serve alongside dedicated professionals who are committed to protecting the public and upholding the highest standards of dietetic practice in Alberta. The College plays a vital role in ensuring that Albertans receive safe, competent, and ethical nutrition care from regulated health professionals.

Public members bring an important perspective to the College, representing the interests of Albertans and reinforcing the commitment to fair and

impartial governance. Through active participation in Council and committee activities, we help uphold the principles of public protection, ethical conduct, and continuous professional development among regulated members.

In 2024, we welcomed two new Public Members to the Council, each of whom bring varied experience and excitement in fulfilling the roles required for effective governance of the dietetic college. We ensured that our practicing members were better protected professionally by mandating professional liability

insurance. We also continued to work towards the goals set within our Strategic Plan, including our commitment to Equality, Diversity and Inclusion (EDI) advocacy and Reconciliation.

We look forward to further contributing to the College's initiatives and supporting its mission to safeguard public health and well-being. It is a privilege to be part of an organization that prioritizes public safety and professional excellence in dietetics.

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**Cindy Amerongen**  
PUBLIC MEMBER

**Louise Mosier**  
PUBLIC MEMBER

**Alexander Phung**  
PUBLIC MEMBER

**Geoff Rabbie**  
(RESIGNED 1/31/2025)

*This Annual Report, covering the period April 1, 2024, to March 31, 2025, was approved by Council on June 12, 2025.*



# 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 team work 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

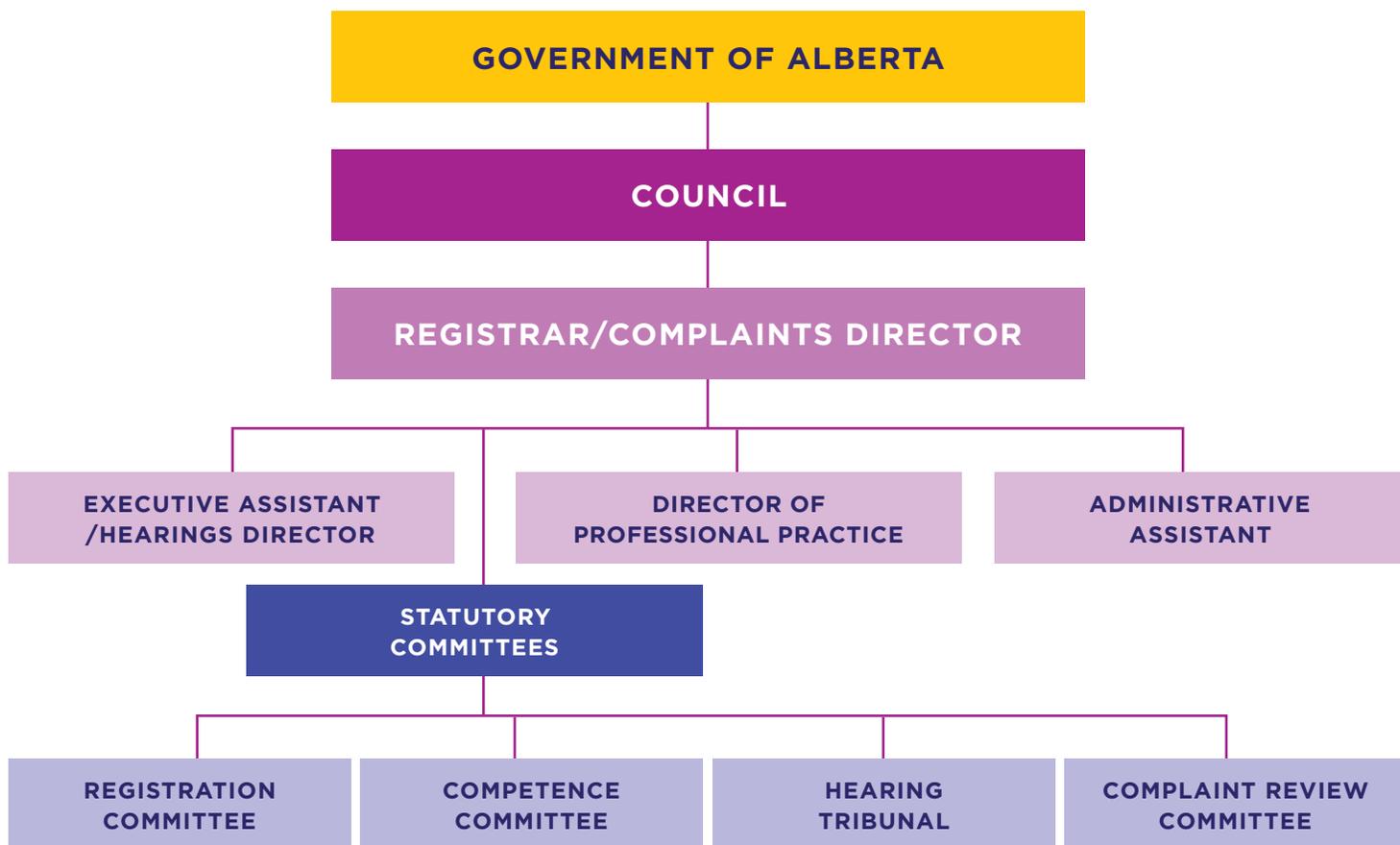
- (a) must carry out its activities and govern its regulated members in a manner that protects and serves the public interest,
- (b) must provide direction to and regulate the practice of the regulated profession by its regulated members,
- (c) must establish, maintain and enforce standards for registration and of continuing competence and standards of practice of the regulated profession,
- (d) must establish, maintain, and enforce a code of ethics,
- (e) must 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 *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 *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.



# ORGANIZATIONAL STRUCTURE

## 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*.

To increase and maintain public transparency and accountability, the legislation requires that 50% of the Council are government appointed public members. As of April 1, 2021, the Council consists of five (5) regulated members and five (5) public members. Eligible regulated members of the College are entitled through appointment to sit on Council.

## COLLEGE STAFF

### REGISTRAR AND 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 AND 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.



**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**

The Administrative Assistant provides general administrative support to College staff.

**STATUTORY COMMITTEES**

**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 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's Public Register, available through the College website, contains a listing of all regulated members who hold active registration with the College.

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.

### ACTIVE REGISTRANTS

Number of registrants on the General Register and Temporary Register reflect status at the end of the registration year, reported on April 1, 2025.

	2022/2023	2023/2024	2024/2025
General Register	1,332	1,351	1,357
Temporary Register	22	4	7
<b>TOTAL</b>	<b>1,354</b>	<b>1,355</b>	<b>1,364</b>

Number of registrants on the Courtesy Register reflect total number of registrations held during the registration year including expired registrations, reported from April 1, 2024, to March 31, 2025.

	2022/2023	2023/2024	2024/2025
Courtesy Register	8	2	0
Average Number of Days on Register	60	30	-
Reason for Registration	Temporary practice in province	Temporary practice in province	-



## RESIGNATIONS

Number of resignations processed for each register, including reason, reported from April 1, 2024, to March 31, 2025.

	2022/2023	2023/2024	2024/2025
Temporary Register			
Moved out of Province	2	2	-
No longer working in the field of dietetics	-	-	-
General Register			
Moved out of Province	29	28	30
No longer working in the field of dietetics	11	21	17
Retired	23	21	15
Other	-	-	-
<b>TOTAL</b>	<b>65</b>	<b>72</b>	<b>62</b>

## SUSPENSIONS

Number of registrants with a Suspended category reflects their status at the end of the registration year, reported on April 1, 2025.

	2022/2023	2023/2024	2024/2025
Temporary Register			
Conduct	-	-	-
Failure to register	-	-	-
Failure of National Examination	-	1	6
Other	-	-	-
General Register			
Conduct	1	1	1
Failure to renew	4	7	4
Non-compliance with the Continuing Competence Program	-	-	-
Other	-	-	-
<b>TOTAL</b>	<b>5</b>	<b>9</b>	<b>11</b>



## CANCELLATIONS

Number of cancellations processed for each register, including reason, reported from April 1, 2024, to March 31, 2025.

	2022/2023	2023/2024	2024/2025
<b>Temporary Register</b>			
Conduct	-	-	-
Failure to register	1	-	-
Failure of National Examination	-	-	-
Other	-	-	-
<b>General Register</b>			
Conduct	-	-	-
Failure to renew	3	2	-
Non-compliance with the Continuing Competence Program	-	-	-
Other	2	1	1
<b>TOTAL</b>	<b>6</b>	<b>3</b>	<b>1</b>

## NEW REGISTRATIONS

The College received a total of one hundred and seven (107) complete applications of which seventy-eight (78) were approved between April 1, 2024, and March 31, 2025.

ENTRY ROUTE	2022/2023	2023/2024	2024/2025
Accredited program applicants	47	28	42
Labour Mobility applicants	28	37	32
Courtesy applicants	8	2	-
International applicants	4	6	4
Return to Practice / Reinstatement applicants	5	2	2
<b>TOTAL</b>	<b>92</b>	<b>75</b>	<b>80</b>

Forty-two (42) applications were received from graduates of accredited Canadian programs.

All forty-two (42) applications were approved for registration on the Temporary Register.

Thirty-two (32) applications were received under the Labour Mobility Agreement with other Canadian Dietetic Regulators.

All thirty-two (32) applications were approved for registration on an equivalent register.

No applications were received for temporary practice in the province on the Courtesy Register.

Two (2) international applicants from previous registration years were approved for registration in 2024/2025.

Thirty (30) new applications were received from internationally educated applicants.

Thirty (30) applicants were referred to the Registration Committee for review of eligibility; two (2) applicants received an interim registration decision approving registration, and ten (10) applicants received an interim registration decision requiring academic or practical upgrading and/or completion of the bridging program.

Therefore, eighteen (18) applicants are pending review of eligibility by the Registration Committee.

One (1) new application was received for return to practice and two (2) new applications were received for reinstatement.

One (1) return to practice applicant is pending review of eligibility by the Registration Committee.

Two (2) applications were approved for reinstatement on the General Register.



# 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 2024 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 provincial dietetic regulatory bodies on behalf of the Alliance of Canadian Dietetic Regulatory Bodies (the Alliance). 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 the testing agency to develop questions, answers, and set the pass score. The Alliance approves the examination blueprint as well as policies and procedures for administration of the examination, and monitors exam results.

In the reporting year, between April 1, 2024, and March 31, 2025, all eligible candidates completed the exam virtually during the May and November sittings.

CDRE STATISTICS - ALBERTA	2022	2023	2024
Candidates	52	59	56
Passing	50	51	39
Failing	2	8	17
<b>% PASSING</b>	<b>96%</b>	<b>86%</b>	<b>70%</b>

Candidates who have a failing score on the exam have the right to appeal their result to the Alliance’s Appeals Committee.



## 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.

As per the *Health Professions Restricted Activity Regulation*, the distribution of restricted activity authorizations in the practice of dietetics and nutrition on April 1, 2025, is:

RESTRICTED ACTIVITY	2022/2023	2023/2024	2024/2025
Inserting or removing nasoenteric tubes	1	-	-
Inserting or removing gastrostomy / jejunostomy tubes			
Prescribing a Schedule 1 drug	216	260	265
Prescribing parenteral nutrition			
Prescribing or administering oral contrast agents	1	1	-
Distributing drugs regulated by a drug schedule	47	46	47
<b>TOTAL</b>	<b>265</b>	<b>307</b>	<b>312</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.

On April 1, 2025, six (6) authorizations have been issued to Registered Dietitians and Registered Nutritionists.



# CONTINUING COMPETENCE PROGRAM REPORT

The *Health Professions Act* requires that all colleges have a Continuing Competence Program (CCP) in place; the College’s competence program was implemented in 2002. Participation in the CCP is mandatory for all regulated members on the General Register and is a requirement for practice permit renewal. Regulated members are required to submit a minimum of two learning plans for each year of registration.

The CCP of the College focuses on maintaining professional competence and enhancing the provision of professional services with respect to the *Standards of Practice*, which are used

as the basis of the program. The key elements of the CCP are:

- Self-assessment, to identify their learning needs and document opportunities to develop and improve various aspects of their practice,
- Development of learning plans including identification of learning goals and learning activities, and
- Evaluation of the outcome of the learning plans on practice.

The College’s Continuing Competence Committee was established with the mandate to annually audit regulated member programs referred by the

College and to provide recommendations for feedback to regulated members for future CCP submissions. A percentage of all regulated members are randomly selected for review audit (RA) each year, with ten percent of those reviewed selected for document audit (DA). Each regulated member’s CCP is audited 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	2022/2023	2023/2024	2024/2025
Total Number of Eligible CCP Participants *	1,308	1,244	1,269
Number of CCP participants selected for competence sample	378	428	483
Number of CCP submissions selected for Review Audit (RA)	329	389	435
Number of CCP submissions selected for Document Audit (DA)	49	39	48
Approved	280 RA 48 DA	377 RA 39 DA	**
Recommendations for improvement: no member follow up required	39 RA 0 DA	0 RA 0 DA	**
Recommendations for improvement: follow up required	10 RA 1 DA	11 RA 0 DA	**

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

\*\* The CCP Audit process for 2024/2025 is ongoing at the time of print therefore, final CCP program statistics will be reported in the 2025 Annual Report.

# COMPLAINTS DIRECTOR'S REPORT

The College of Dietitians of Alberta is committed to protecting the public safety and public interests 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 regulated members. Information

on the complaints process and on submitting a complaint to the College is publicly available on the College's website under Complaints.

## 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, 2024, to March 31, 2025.

	COMPLAINTS RECEIVED 2024/2025	CARRIED OVER FROM 2023/2024	COMPLAINTS CLOSED 2024/2025	COMPLAINTS IN PROGRESS EFFECTIVE APRIL 1, 2025
Employers	-	-	-	-
Peers	-	1	1	-
Public	-	2	2	-
Regulatory Body	-	-	-	-

## COMPLAINT DISPOSITION

	2024/2025
<b>COMPLAINT DISMISSED</b>	<b>2</b>
<b>REFERRED TO INVESTIGATION</b>	<b>3</b>
Pending Investigation	-
Completed Investigation	3
<b>REFERRED TO HEARING *</b>	<b>1</b>
Pending Hearing	-
Completed Hearing	1
<b>APPEAL OF DECISION</b>	<b>0</b>
Pending Appeal	-
Completed Appeal	-
<b>RESOLVED INFORMALLY</b>	<b>0</b>
<b>INCAPACITY ASSESSMENTS COMPLETED</b>	<b>0</b>

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



**HEARINGS**

The College conducted one (1) hearing virtually in the registration year from April 1, 2024, to March 31, 2025.

The Hearing Tribunal found that unprofessional conduct of the investigated person was proven and issued

sanctions. A copy of the Hearing Tribunal Decision is publicly available on the College website under Complaints – Hearing Notices & Decisions.

All hearing notices and information about attending a hearing are posted

on the College’s website. Hearing decisions and orders are publicly available on the website for a minimum of five years from the date of decision.

**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, 2024, to March 31, 2025.

	RELATED TO SEXUAL ABUSE	RELATED TO SEXUAL MISCONDUCT	TOTAL
<b>NUMBER OF COMPLAINTS RECEIVED</b>	<b>0</b>	<b>0</b>	<b>0</b>
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>	<b>0</b>	<b>0</b>	<b>0</b>
<b>AMOUNT OF MONEY DISPENSED</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>

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



## TITLE MISUSE

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* (s.128 (5)).

Schedule 23 of the *HPA* lists the protected titles reserved for use by regulated members of the College, as authorized by the regulations, and are prohibited to unregulated individuals and organizations. These protected titles include:

- Registered Dietitian
- Registered Nutritionist
- RD
- Dietitian
- Nutritionist
- Provisional Dietitian
- Dietetic Intern

The *HPA* also prohibits persons from using the term “registered” in a manner that implies that they are a regulated member under the *Act* unless the person is in fact a regulated member or is authorized to use the term “registered” by some legislation (s.128 (10)).

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*. If title misuse is evident, a cease-and-desist letter is issued to the reported individual.

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, or a court injunction.

The Chart below provides an overview of the complaints received by the College in the registration year from April 1, 2024, to March 31, 2025, in which a cease-and-desist letter was issued.

	2022/2023	2023/2024	2024/2025
Registered Dietitian, Registered Nutritionist, Dietitian, Nutritionist or the initials RD	26	27	12
Other*	0	0	0
<b>TOTAL</b>	<b>26</b>	<b>27</b>	<b>12</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, 2025.

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## FINANCIAL STATEMENTS

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# INDEPENDENT AUDITOR'S REPORT

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

### OPINION

We have audited the financial statements of College of Dietitians of Alberta (the "College"), which comprise the statement of financial position as at March 31, 2025, and the statements of revenues and expenses, changes in net assets and 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 as at March 31, 2025, and the results of its operations and cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

### 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's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the College in accordance with 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 that 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 the financial statements in accordance with ASNPO, 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'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 or to cease operations, or has no realistic alternative but to do so.

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

### AUDITOR'S 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 auditing 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.



As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain 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 for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control 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'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 cast significant doubt on the College'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 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.

# STATEMENT OF FINANCIAL POSITION

As at March 31, 2025

	2025	2024
<b>ASSETS</b>		
<b>CURRENT</b>		
Cash	\$ 876,040	\$ 862,705
Prepaid expenses and deposit	25,700	15,036
	901,740	877,741
<b>INVESTMENTS</b> (Note 3)	2,122,532	1,928,937
<b>PROPERTY AND EQUIPMENT</b> (Note 4)	6,490	6,431
	\$ 3,030,762	\$ 2,813,109
<b>LIABILITIES AND NET ASSETS</b>		
<b>CURRENT</b>		
Accounts payable and accrued liabilities	\$ 43,962	\$ 37,345
Goods and services tax payable	37,187	38,320
Wages and vacation payable	30,452	30,018
Deferred membership fees (Note 5)	771,210	768,930
	882,811	874,613
<b>NET ASSETS</b>		
Unrestricted	641,461	432,065
Invested in property and equipment	6,490	6,431
Internally restricted (Note 6)	1,500,000	1,500,000
	2,147,951	1,938,496
	\$ 3,030,762	\$ 2,813,109

**COMMITMENTS** (Note 7)

# STATEMENT OF REVENUES AND EXPENSES

For the year ended March 31, 2025

		2025		2024
<b>REVENUE</b>				
Membership fees	\$	805,983	\$	803,723
Investment income		143,594		50,634
Application fees		14,350		14,870
Miscellaneous income		12,060		13,888
		<b>975,987</b>		<b>883,115</b>
<b>EXPENSES</b>				
Salaries and benefits	\$	449,534	\$	439,890
Rent		72,992		74,407
Corporate services		40,917		35,296
Legal fees		23,737		23,636
Bank charges		15,389		30,053
Memberships		15,199		12,331
Council		18,743		16,954
Professional fees		13,528		15,550
Insurance		9,003		7,724
Amortization		4,386		4,378
Training		3,104		7,329
Reconciliation costs		-		8,973
Association grant		100,000		-
		<b>766,532</b>		<b>676,521</b>
<b>EXCESS OF REVENUE OVER EXPENSES</b>	\$	<b>209,455</b>	\$	<b>206,594</b>

# STATEMENT OF CHANGES IN NET ASSETS

For the year ended March 31, 2025

	UNRESTRICTED	INVESTED IN PROPERTY AND EQUIPMENT	INTERNALLY RESTRICTED (NOTE 6)	2025	2024
<b>BALANCE AT BEGINNING OF THE YEAR</b>	\$ 432,065	\$ 6,431	\$ 1,500,000	\$ 1,938,496	\$ 1,731,902
Excess of revenue (expenses) for the year	213,841	(4,386)	-	209,455	206,594
Purchase of property and equipment	(4,445)	4,445	-	-	-
<b>BALANCE AT END OF THE YEAR</b>	\$ 641,461	\$ 6,490	\$ 1,500,000	\$ 2,147,951	\$ 1,938,496

# STATEMENT OF CASH FLOWS

For the year ended March 31, 2025

	2025	2024
<b>OPERATING ACTIVITIES</b>		
Excess of revenue over expenses	\$ 209,455	\$ 206,594
Item not affecting cash:		
Amortization	4,386	4,378
	<b>213,841</b>	210,972
Changes in non-cash working capital:		
Accounts payable and accrued liabilities	6,616	9,373
Deferred membership fees	2,280	12,506
Prepaid expenses	(10,664)	(4,195)
Goods and services tax payable	(1,133)	2,319
Wages payable	434	(1,329)
	<b>(2,467)</b>	18,674
Cash flow from operating activities	<b>211,374</b>	229,646
<b>INVESTING ACTIVITIES</b>		
Purchase of property and equipment	(4,445)	-
Purchase of investments, net of redemptions	(193,594)	(250,633)
Cash flow used by investing activities	<b>(198,039)</b>	(250,633)
<b>INCREASE (DECREASE) IN CASH FLOW</b>	<b>13,335</b>	(20,987)
Cash - beginning of year	<b>862,705</b>	883,692
<b>CASH - END OF YEAR</b>	<b>\$ 876,040</b>	\$ 862,705



# NOTES TO FINANCIAL STATEMENTS

For the year ended March 31, 2025.

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## 1. PURPOSE OF THE COLLEGE

College of Dietitians of Alberta (the “College”) is constituted under the Health Professions Act. The College is a not-for-profit organization and accordingly, is exempt from payment of income taxes. The College is the regulatory body for dietitians in the province of Alberta. The College protects the public by registering qualified professional dietitians, setting standards, monitoring competency and investigating and acting on complaints.

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## 2. SIGNIFICANT ACCOUNTING POLICIES

### BASIS OF PRESENTATION

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies are as follows:

### REVENUE RECOGNITION

The College follows the deferral method of accounting for contributions. Membership revenue is recognized in the year to which the membership fees relate. Administration fees are recognized in the year to which the related service is provided. Investment income is recognized as it is earned. Conduct recoveries and other revenue are recognized when the amount is established and collection is reasonably assured.

### CASH AND CASH EQUIVALENTS

Cash and cash equivalents consist of cash balances with banks.

### INVESTMENTS

Investments in bond and equity instruments are stated at market value. Changes in market value are recognized in income as unrealized gains or losses from investments. Investments in guaranteed investment certificates are measured at amortized cost.

### PROPERTY AND EQUIPMENT

Property and equipment is stated at cost or deemed cost less accumulated amortization and is amortized over its estimated useful life on a declining balance basis at the following rates:

Furniture and fixtures	20%
Computer equipment	45%
Database	45%

The College regularly reviews its property and equipment to eliminate obsolete items. Property and equipment acquired during the year but not placed into use are not amortized until they are placed into use.

# NOTES TO FINANCIAL STATEMENTS

For the year ended March 31, 2025.

## 2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

### FINANCIAL INSTRUMENTS POLICY

The College initially measures its financial assets and liabilities at fair value. Subsequent measurement is at amortized cost.

Financial assets measured at amortized cost consist of cash and long term investments. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities, and wages payable.

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of write-down is recognized in net income. Any 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 of impairment recognized previously. The amount of the reversal is recognized in net income.

### 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 amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenses during the period. These estimates are reviewed annually and adjustments are made to income as appropriate in the year they become known. Significant items subject to such estimates include the estimated lives of property and equipment. Actual results could differ from these estimates.

### COMPARATIVE FIGURES

Certain comparative amounts have been reclassified to conform to the current year's presentation.

## 3. INVESTMENTS

	2025	2024
Government and corporate issued bonds maturing between June 2, 2025 and September 5, 2029 (2024 - May 26, 2024 and September 5, 2028)	\$ 1,795,860	\$ 1,645,498
Guaranteed investment certificate with an interest rate of 4.65% maturing October 5, 2027	185,000	185,000
Canadian mutual fund high interest savings account	120,014	98,439
Accrued interest receivable	21,657	-
	\$ 2,122,531	\$ 1,928,937

# NOTES TO FINANCIAL STATEMENTS

For the year ended March 31, 2025.

## 4. PROPERTY AND EQUIPMENT

		COST	ACCUMULATED AMORTIZATION	2025 NET BOOK VALUE	2024 NET BOOK VALUE
Computer equipment	\$	28,011	\$ 22,766	\$ 5,245	\$ 3,647
Furniture and fixtures		17,116	15,871	1,245	1,557
Database		164,337	164,337	-	1,227
	\$	<b>209,464</b>	\$ 202,974	\$ <b>6,490</b>	\$ 6,431

Amortization of property and equipment provided in the current year totaled \$4,386 (2024 - \$4,378).

## 5. DEFERRED MEMBERSHIP FEES

The prior year deferred membership fees of \$768,930 have been included in the 2025 membership fees on the Statement of Revenues and Expenses. The College collected \$771,210 of deferred membership fees during fiscal 2025 which will be included in the 2026 membership income.

## 6. INTERNALLY RESTRICTED NET ASSETS

Council established an internally restricted net asset financial reserve to provide for continued operations for one year if there are unexpected interruptions in cash flow or unexpected expenses. The financial reserve is also intended to provide funds to cover the costs of any unexpected disciplinary hearings. There were no transfers to or from the financial reserve in fiscal 2025. Transfers to and from internally restricted net asset accounts require Council approval.

The unrestricted net asset account includes the College's accumulated surpluses and deficits from year to year from operations and administration activities.

The invested in property and equipment account reports the assets, liabilities, revenue and expenses related to the College's property and equipment. Amortization expense and losses on disposal of assets are subtracted from this fund. Property and equipment purchases in the year are transferred to this fund from the unrestricted account.



# NOTES TO FINANCIAL STATEMENTS

For the year ended March 31, 2025.

## 7. COMMITMENTS

The College is committed to a lease for office premises to August 31, 2030. The College is responsible for both minimum rent payments plus its proportionate share of operating costs. Future minimum basic rent payments as at March 31, 2025, are as follows:

2026	\$ 31,855
2027	31,093
2028	32,160
2029	32,922
2030 and thereafter	46,639
	<hr/>
	\$ 174,669

## 8. FINANCIAL INSTRUMENTS

The College is exposed to risk on certain financial instruments as follows:

### (A) 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 comprises three types of risk: currency rate risk, interest rate risk and other price risk. The College is mainly exposed to interest rate risk.

### (B) INTEREST RATE RISK

Interest rate risk is the risk that the value of a financial instrument might be adversely affected by a change in the interest rates. The College is exposed to interest rate risk primarily through its fixed rate investments. The College manages this exposure through its investment policies and procedures.

### (C) LIQUIDITY RISK

Liquidity risk is the risk that an entity will encounter difficulty in meeting obligations associated with financial liabilities. The College is exposed to this risk mainly in respect of its accounts payable and accrued liabilities and wages payable. The College considers that it has sufficient funds available to meet current and long-term financial needs.

Unless otherwise noted, it is management's opinion that the College is not exposed to significant other price risks arising from these financial instruments.





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COLLEGE OF DIETITIANS  
OF ALBERTA

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