



College of Dietitians

of Prince Edward Island

Annual Report 2023-2024

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President's Report

On behalf of the College of Dietitians of PEI's Council, I am pleased to present the 2023-2024 Annual Report. Looking back on the past year, I'm pleased to share the work that the CDPEI has been able to move forward. I'm also excited on the path that we have started on and will continue to travel during the next year and beyond. We have had several changes in the past year including changes to Council, onboarding new staff, new accounting services, governance training for Council members and updated work on policies and communications.

We continue to meet virtually as a council and have conducted 9 general meetings over the past year, following our AGM and our Council AGM. Our finance committee also has had a few meetings over the past year as well. This year's AGM will take place on June 19th, 2024, with the option to join in person or virtually. We hope to see many of you in attendance at the AGM.

Over the past year we have had some council members finish up with the CDPEI and would like to recognize the work of Roxanne Laughlin and Heather McIver. They have both contributed greatly to the CDPEI, and we appreciate the commitment they both have brought to the Council over their multiple terms. We are excited to welcome Kristen Mann and Sandra Cottreau to our CDPEI team and know that they will be great additions to the Council moving forward. Kristen has agreed to take over the role of treasurer from Heather, and Kathleen Brennan continues in the role of secretary, and Sandra Cottreau will assume the member at large. Sandra Sunil and Robert Clow continue to act as public representatives and we continue to benefit from their experience and dedication to the Council. Carolyn Knox remains in the role of registrar, and Jean Baker continues to carve out her role as deputy registrar. Both Carolyn and Jean are appointed by and accountable to the Council.

Earlier this year Council made the decision to change our professional accounting services over to MRSB Group. With the growth in the number of dietitians registered by CDPEI, and the expanded role the College now has as an employer, we recognized the need for additional duties and tasks to be outsourced and will benefit from the assistance that MRSB is able to provide, i.e. book keeping. We also have implemented QuickBooks software that will be able to improve/advance our records for registrants, staff and other business – some of which have taken place already, and some are still to come.

We are excited to share that the CDPEI has been awarded a grant to improve our website from Innovation PEI's Web Presence Assistance. This funding along with the investment that we have committed to in this year's budget, will allow the CDPEI website to have a fresh interface and some e-commerce features that we have been limited in rolling out with our current website.

Identified areas of focus for the Council this year included;

- Governance training available for existing Council members and new Council members. This will be free of charge for the first 2 years
- Completing a changed process for professional accounting and bookkeeping services to help support and guide the council with financial planning.



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- Website redevelopment work – Council conducted a small jurisdictional scan of other provincial regulated health professionals websites and other members of the Alliance of Canadian Dietetic Regulatory Bodies aiming to determine what features are presented on these websites, costs associated with their website development and maintenance, and potential avenues to help with our website redevelopment. Council then requested quotes for website redevelopment and sought possible funding options and requirements for these funding options.
- Implemented changes to the continuing education auditing to help improve efficiencies with the increases in registrant over the last number of years.
- Council also update and created new policies and updating the CDPEI Bylaws.

The council will be looking to fill at least one position (dietitian designated) for this fall. I have finished my first term but will not be continuing for a second term. I would encourage registrants to consider becoming involved with the CDPEI if they are interested in ensuring high quality of care to the public, and becoming involved in establishing, maintaining and enforcing registration requirements, competency and standards of practice. If involvement with the CDPEI council is not possible at this time, consider offering your support to help the Council with future projects or committees when the request is made.

We are excited about the opportunities that await the CDPEI in the next year, i.e. website enhancement, governance training that has become available and further development of the registrar and deputy registrar roles, duties & tasks.

Thank you for your interest in the work of the CDPEI.

Sincerely,
Allan Davidson

Registrar's Report

This year CDPEI is happy to be able to offer the Registrant AGM in person as well as virtually. The hope is that it will be an opportunity to catch up with old colleagues as well as meeting some of the new faces that are practicing dietetics on PEI. It is difficult to find a time or place for everyone to meet and I invite registrants to bring any issues or questions forward throughout the year.

The number of Registrants with the College of Dietitians of PEI continues to grow and each year we surpass the last. This increase in numbers have also led to an increase in the workload. In addition to a part-time Registrar position, CDPEI's staff includes another part-time staff with Jean Baker RD filling the role as Deputy Registrar. The staff have focused on streamlining some of our processes to be more responsive to requests from the Council, Registrants and other stakeholders. This coming year should see more efficiencies put in place and further improvements in the communications from the College.

CDPEI continues to collaborate with the Alliance of Canadian Regulatory Bodies, the PEI Health Regulators Network, and the other stakeholders. The sharing of regulatory work and support from these groups help ensure that CDPEI is able to follow trends and standards for health regulators in Canada. One such sharing of resources would be the development of Governance Training Modules that are specific to regulators who fall under the Regulated Health Professionals Act (RHPA). These modules are currently available to CDPEI Council members and a sustainability feature is included for any significant changes to the RHPA and for new council members as they join CDPEI.

In the upcoming months CDPEI will have the opportunity to revise our Dietitian Regulations to make changes needed to reflect changes in the profession and to align with changes in the RHPA.

In addition to our regulations, we will be reviewing our current documents to ensure they are aligned with any changes in our core documents as well as continuing our work to develop additional policies and guidelines.

I am looking forward this coming year to working with CDPEI Council, staff, registrants, and other stakeholders. I would like to include a special thanks to Jean Baker, Deputy Registrar for her sharing the load as we work towards achieving our goals. I would also like to express my appreciation to the CDPEI Council members for the continued support.

Respectfully Submitted,

Carolyn Knox

Treasurer’s Report: 2023-2024

Compiled Financial Information

Financial statements for the year ending March 31, 2024 are currently being prepared by MRSB Chartered Professional Accountants and a Compiled Financial Information report (unaudited) prepared. The Compiled Financial Information will be presented at the AGM. For the year ending March 31, 2024, the net income (\$8,190) was above that which was expected (\$-750).

Revenue (\$46,712) equaled what was budgeted (\$46,700) and total expenditures were \$8,928 less than expected. Although there was a planned deficit, the College remains in a good financial position with sufficient reserves.

Factors contributing to the surplus included unforeseen circumstances that limited Registrar travel, governance training being provided free of charge for 2 years, and the delayed start of the new position of Deputy Registrar and subsequent CRA fees. The College’s revenue increased with many new registrations in the last quarter.

	2023 - 2024 Budget	2023 - 2024 Actual	Difference
Total Revenue:	\$46,700	\$46,712	\$12 <i>over-budget</i>
Total Expenses:	\$47,450	\$38,522	\$ 8,928 <i>under-budget</i>
Net Income:	\$-750	\$8,190	

Although a surplus is difficult to anticipate, there is a plan for spending the surplus.

2024 - 2025 Budget

The 2024-2025 budget projects a deficit of -\$11,050 due to the costs associated with a website upgrade. \$8190 of this will be covered with the 2023/24 surplus. In addition, the board is applying for a website grant that could contribute an additional \$2500. This would still result in a modest -\$360 deficit.

Revenues are expected to be higher this year due to a registration fee increase, this was to help minimize the deficit that will be incurred this fiscal year. It is difficult to predict how many new grads or inter-provincial applicants may register/transfer in the coming 10 months, so it is an unreliable source of income. As our investment account, a GIC, is low-risk/low-yield, it is expected to remain consistent with last year.

The College’s budgeted expenditure amounts for 2024/2025 have increased, primarily because they include two new expenses:

- Professional/Contract fees: The Council also decided to invest in consistent, professional accounting and bookkeeping support with a firm that provides similar services to the Colleges of other PEI regulated health professions. Having spoken to other Colleges about their accounting practices and after meeting with the firm’s accounting representatives, the Council felt they were well-suited to provide the bookkeeping and accounting services that will meet the changing needs of the College.



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- Registrar Wages: Pay step increase and comparable union agreement salary rate increase.
- Deputy Registrar Wages: Comparable union agreement salary rate increase
- Website/email: upgrades
- Office expenses: fees for accounting software, Quickbooks

Improving the College's website and financial practices remains a key goal of the Council and increased expenses reflect this. Further information on contingency reserves will be provided following the compiled information from MRSB.

As with all budgets, *actual* numbers could differ from projected, but this budget reflects the needs of the College at this time, in meeting its legislated mandate as well as the Council's strategic direction.

Sincerely,

Heather McIver, RD
Treasurer

COLLEGE OF DIETITIANS OF PEI
Statement of Operations
Year Ended March 31, 2024

	2024	2023
Revenues		
Renewal registration fees	\$ 35,700	\$ 30,150
Exam fees	7,200	4,200
New member fees	2,836	2,100
Interest	812	287
Penalties, reimbursements and other	100	-
	<u>46,648</u>	<u>36,737</u>
Expenditures		
Alliance fees	1,385	1,350
CDRE Funds to Alliance	3,600	4,800
Honorariums	-	600
Insurance	1,092	1,067
Interest and bank charges	-	25
Miscellaneous	201	275
Office	1,457	2,157
Professional fees	2,747	2,616
Travel	480	-
Wages and wage levies	22,319	19,577
	<u>33,281</u>	<u>32,467</u>
Excess of revenues over expenditures	<u>\$ 13,367</u>	<u>\$ 4,270</u>