



**COLLEGE OF  
DIETITIANS OF MANITOBA**  
Registered Dietitians. Promoting Standards

# ANNUAL REPORT

**2006 — 2007**



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Registrar

Michelle Hagglund



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# College of Dietitians of Manitoba VISION STATEMENT

The Vision Statement for the College guides the work of the Council of the College and our committees. We strive to achieve an environment of excellence in professional dietetic practice by establishing standards of ethical practice.

## VISION

*To ensure excellence in dietetic practice for the nutritional health of Manitobans*

## CDM OFFICIALS & AGENTS

### COUNCIL 2006—2007

<b>Name</b>	<b>Position</b>	<b>Term</b>
Kim Saltel, RD	Director	3 of 3
Janice Siemens, RD	Past Chair	4 of 4
Lucie Schlichter, RD	Vice Chair	1 of 2
Vanda Racciatti, RD	Director	3 of 3
Rhonda Derkatch, RD	Director	1 of 2
Anne Wright, RN	Public Member	4 of 4
Tom Forrest	Public Member	1 of 2
Auna-Marie Brown	Public Member	1 of 2
Heidi Wong	Director	Resigned
Janelle Botterill	Director	Resigned

### EMPLOYEES

Michelle Hagglund, RD	Registrar
Kathy Pruden	Administrative Assistant

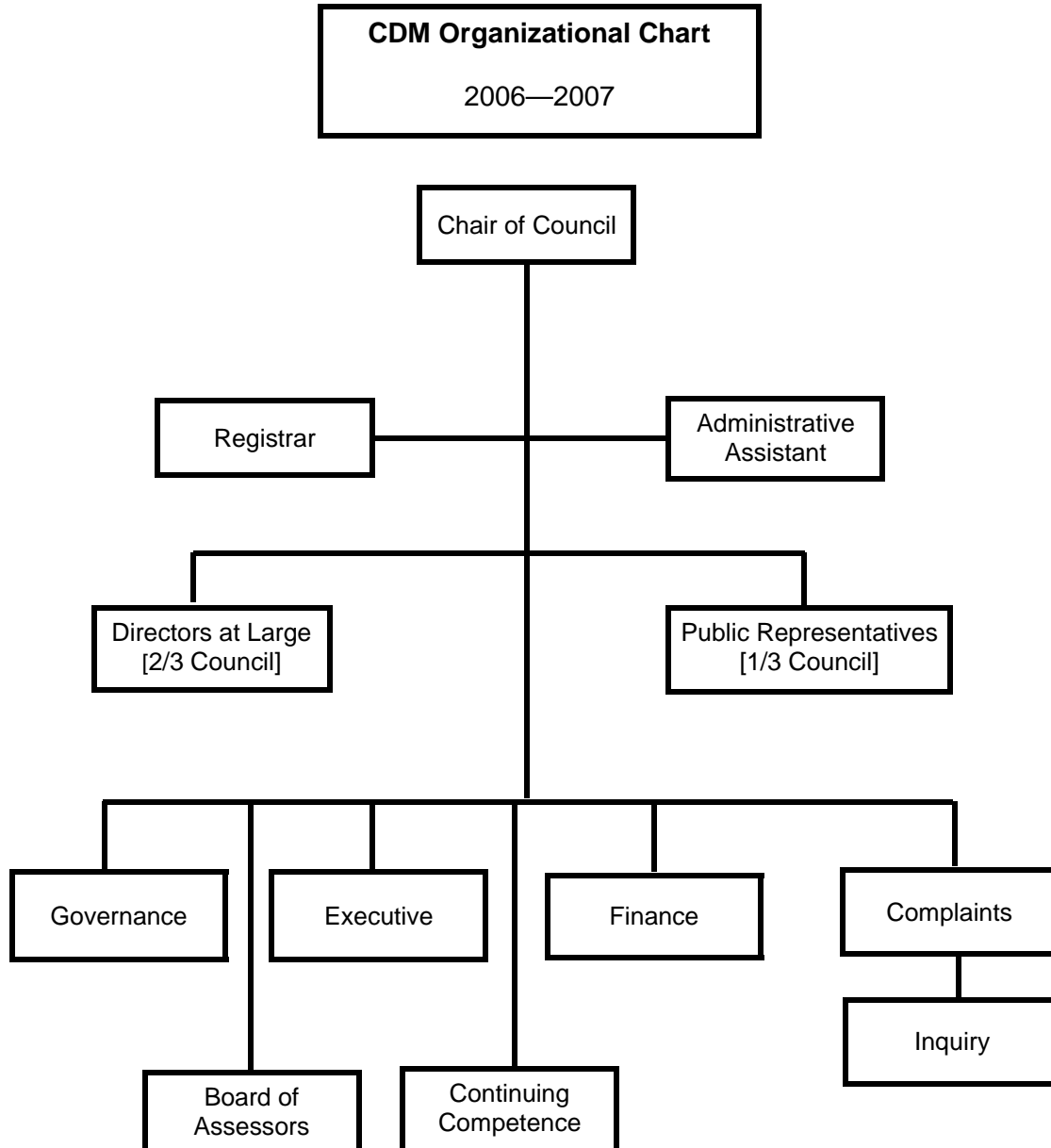
### AGENTS

David Wright	Solicitor	Aikins MacAulay Thorvaldson
Murray Pearson	Accountant	Craig Ross Chartered Accountants

# COLLEGE ORGANIZATION

## STRUCTURE

The Council of the College is mandated to have a minimum of 10 persons with one-third public members.



## CDM MEMBERSHIP INFORMATION

As of March 31, 2007 total membership in the College was	356
◆ New Members	5
◆ Resignations in Good Standing	5
◆ Transfer to other	14
◆ Reinstatements	1

### Roster Breakdown:

◆ Registered Dietitians	333
◆ Graduate Dietitians	2
◆ Dietetic Interns	21

There were no suspensions, disciplinary actions or limitations placed on any members this year.

## COMPLAINTS

One complaint was received against a member of the College in the 2006-2007 year. The complaints committee was convened to review the issue. The complaint was informally resolved.

## BYLAW CHANGES

The Bylaws of the College were updated and revised in the 2006-2007 year. Membership voted for acceptance of these Bylaws at the September 2006 Annual General meeting. All members were mailed an updated copy. The new bylaws are also available on the College website.

No revisions or additions have been made to these Bylaws.

## REGULATION CHANGES

The College received acceptance of a regulation change pertaining to the liability insurance requirement of members at the September 2006 Annual General Meeting. This regulation received legislative approval by the Provincial Cabinet in December 2006, and came into force for the 2007 CDM renewal year.

# CHAIR'S REPORT

It is my pleasure to report on the activities of the CDM Council over the 2006/2007 year. Each year, we move further in fulfilling the commitments in our role as a regulator.

I believe the highlight of the year was the launch of our new CDM website. This website was officially launched at our September 2006 AGM to members. This website will provide members with up-to-date information on the College, easy to download forms and documents, a venue to communicate with colleagues and will also act as a window to the public on our College.

The Council is always looking for better ways to serve our membership and the public. All of the College's Continuing Competence documents are now available on our website for members to track their goals on an ongoing basis. Members have requested the ability to pay their membership online, and presently we are exploring this. Although our website was developed with this in mind, the cost for set up can be quite extensive, so the council needs to determine all factors.

This year, Council reviewed current committee structures and made revisions to streamline our processes and reporting structure. To help with this, the Council contracted a new position, that being a Professional Practice Coordinator. The tasks of this position are to develop various policies and practice statements for the College providing guidance and direction to members on College positions on issues.

At this time, I would like to extend our gratitude to several Council members who will be leaving us this fall. The following Council members have given their valuable time and expertise in the development of our College. All of the individuals have extended their time beyond their term in the start up of the college.

Anne Wright, Public Member	4 years
Janice Siemens, RD	4 years
Vanda Racciatti, RD	3 years

Council is planning to focus our annual general meeting to include volunteer recognition. Volunteers are an essential part of our College, and the Council wishes to take the opportunity to thank them. Please join us at our Annual General meeting on September 27, 2007 to celebrate our volunteers!

*Kim Saltel, RD*



# CDM STRATEGIC PLAN 2006—2007

## GOALS / OBJECTIVES / ACTIONS

STATUS

### Goal A Ensure compliance to the CDM Act and Regulations

Objective 1. Review all current terms of reference for committees regarding reporting, authority and liaisons.

Objective 2. Develop policies for committees.

Action 1.	Develop policies and procedures for the Board of Assessors regarding the appeal process on registration decisions	Policies already in place are being reviewed & updated
Action 2.	Develop policies and procedures for the Complaints Committee	Ongoing into next year
Action 3.	Develop policies and procedures for the Inquiry Committee	Ongoing into next year
Action 4.	Develop Policies for Practice Auditors within inquiry	Deferred into parking lot. With new legislation pending this may change.

Objective 3. Review and Revise necessary policies and documents

Action 1.	Review and revise CDM Bylaws	Completed
Action 2.	Review and finalize Board of Assessors documents	Completed

### Goal B Council Governance—establish appropriate policies, governance and infrastructure to support the CDM

Objective 1. Develop a succession plan for CDM Council Ongoing into next year

Objective 2. Formalize policies and procedures for CDM Council

Action 1.	Develop policy regarding recruitment	Ongoing into next year
Action 2.	Develop policy regarding reimbursement of public members	Development underway but further work is still in place.
Action 3.	Develop policy for reimbursement of Council members expenses	Under discussion by Council.

Objective 3. Develop policy on Conflict of Interest for the Council of CDM

Action 1.	Finalize the Conflict of Interest document	Completed
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Objective 4. Review and determine how to fill all Committee positions Ongoing discussion by Council

Objective 5. Develop strategy for volunteer recognition at the AGM Committee established

<b>Goal C    Develop and Implement a Communication Plan</b>
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<u>Objective 1.</u> <i>Hold a minimum of 3 educational sessions covering the Code of Ethics, Act, Conflict of Interest and other College issues. Sessions to be held in Winnipeg, Brandon and Thompson</i>	Deferred—Code of Ethics seminar being developed.
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Objective 2.    *Develop a Website for CDM*

Action 1.    Prepare to launch the CDM Website at the September AGM	Completed
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Action 2.    Develop policies for the use of the Website by members	Completed
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Objective 3.    *Communicate to stakeholders (non-RD) the CDM Act*

Action 1.    Identify and establish stakeholder list	Completed
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Action 2.    Inform stakeholders of the requirements for CDM membership	Ongoing
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<b>Goal D    Continuing Competence Program (CC)</b>
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<u>Objective 1.</u> <i>Recruit and train new screening assessors</i>	Completed
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<u>Objective 2.</u> <i>Research and make decisions on policy pertaining to dietetic specific continuing education requirements</i>	Discussion ongoing with Council & CC Committee
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<b>Goal E    Determine new Policies and Procedures and standards within the Act and Regulations pertaining to Jurisprudence issues</b>
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<u>Objective 1.</u> <i>Determine Jurisprudence issues pertinent to CDM and CDM membership.</i>	} } Ongoing with development of Professional Practice Coordinator Position
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Action 1.    Research the evidence based standards	
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Action 2.    Develop policies	}
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Action 3.    Educate members on practice standards	Will take place during member education seminars
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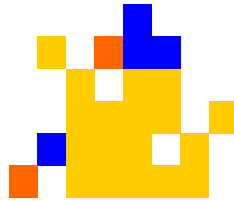
## BOARD OF ASSESSORS

The Board of Assessors continues to review college applications that require an extended review (internationally trained applicants, or applicants with varied education and experience). Two applications were assessed in the past year.

Other activities in the past year include policy revisions and reviewing the process of monitoring/upgrading for graduate dietitians who fail the Canadian Dietetic Entrance Examination. Also, as per the Act, any Continuing Competence Program submissions that are found to be lacking or incomplete (either pre-audit or from the Audit Committee following an audit) are forwarded to the Board of Assessors for recommendations.

Thank you to the members of the Board of Assessors for their ongoing service to CDM – Melanie Hart, Gina Sunderland, Maria Knaus, Caroline Lang.

*Caroline Lang RD*



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## GOVERNANCE COMMITTEE

This committee has had some changes made in the 2006 year. This committee, formally known as the Nominating Committee, is responsible for establishing the governance policies of the Council of the College as well as recruiting new members to the Council.

Due to the leave of the Chair mid-year, the committee has been run by the Executive of the College Council. They have been focusing on Council member recruitment, both Registered Dietitian members and public members.

For the first time since the inception of the College, the Council will have a full compliment of public members (4 of the 12 positions) for the start of the 2007 year allowing the registered dietitian members to increase to 9 positions.

The committee is also placing an emphasis on increasing rural membership to the Council for the 2007 year.

*Lucie Schlichter RD*

# CONTINUING COMPETENCE COMMITTEE

The Continuing Competence Committee is a committee sub-divided into both screening and audit. The purpose of screening is two fold that being a mechanism to ensure all members meet the requirements of the CC program as outlined within our legislation and providing members with feedback on their submission. Audit, as required within our national commitments through the Mutual Recognition Agreement (MRA), provides a more through review of 5% of the member's submissions.

Once the membership renewal is completed by mid-April, these committees are convened to complete their work.

This year, the CC forms were put onto the College website. This allows members to efficiently work with this program throughout the year.

## Recommendations:

Development of a review committee whose task would be to review professional activities that members can access. These activities would be reviewed and assessed a suggested point value in advance. Information would be put on the College website telling members of upcoming events and the appropriate CC value assigned, thus providing members with additional options to obtain CC and a guide on the point value.

## CC—AUDIT

### Members:

Joan Rew, Janice Blanaru, Pat Bugera Krawchuk, Dayna Weiten, Kelly Smith

For this year, 17 member audits were conducted by the committee. Of the 17 submissions, 2 required further documentation in order to complete their audit.

The committee would like to remind members of the following before submitting their audits:

- Documentation: members must be able to verify their participation in activities related to their competence goals. Proof of attendance at events is required. The copy of an outline does not prove attendance. Something personal should be included such as handwritten notes, a certificate of completion, or a power point handout with personal notes.
- Proof-read: please ensure all areas of the audit forms are completed. Forms not completed will be sent back to the member for the required additional information.

## Recommendations:

The committee has made a few recommendations to the process:

- Updates for the CDM CC Handbook and posting on the CDM website:
  - ▶ Inclusion of recommended CC credits for on-line courses (ex. PEN)
  - ▶ Area of practice be included within the CC submission

## CC—SCREENING

### Members:

Corinne Eisenbraun, Amy Lui, Joanne Hamilton, Michelle Turnbull, Alison Cummins.

Screening of all remaining CC submissions took place during May. Written feedback by the committee is done if requested by the member or if the submission has met the program requirement but may have questionable content. This provides further direction to the member to enhance their submission.

It is very important to have Registered Dietitians from a wide variety of practice. Training is provided for both screening and audit committees, so if you might be interested in volunteering for next year, please contact the College.

*Kelly Smith, RD*

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## COMPLAINTS COMMITTEE

The Complaints Committee has been actively working on formulating process, policy and procedure pertaining to how complaints are received and investigated. Currently, the Committee is comprised of myself as Chair, Janice Siemens, College Member and Diana Mills, Public Member.

Our Act stipulates anyone can lodge a written complaint against a current member of the College or a former member of the College (given the complaint relates to conduct occurring before the cancellation of membership). Once a complaint is received, the Complaints Committee reviews the allegations to ascertain if the complaint is competency or conduct related and then determines whether an investigation is warranted.

Members will be provided with additional information regarding the complaints process in the fall/winter of 2007.

*Vanda Racciatti RD*

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## FINANCE COMMITTEE

The Finance Committee is responsible for developing the overall financial plan and necessary financial policies, ensuring accountability within the organization to our financial and legal requirements. All recommendations are made to Council, who develops the overall organizational plan.

Issues the Finance Committee has dealt with this past year are decisions concerning the investment account of the College, ensuring long term financial security; issues around employee performance reviews and pay; allowable expense issues for both employees and volunteers and investigation into establishing a corporate credit card thus eliminating personal cards being used for College business.

As Chair of the Committee for the 2006-2007 year, I would like to acknowledge the contribution of the following Council members who gave their time for the committee: Kim Saltel, RD, Lucie Schlichter, RD, Auna-Marie Brown, Public Member

*Janice Siemens RD*

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## WEBSITE

The Council of the College created an Ad-Hoc website committee shortly after the start up of the College. This committee was task with designing the components needed for our website and writing an RFP for development of it. Members on this committee were Vanda Racciatti, Karen Armstrong and Kathleen Richardson.

The College launched our new website at the September 2006 Annual General Meeting. Since then fine tuning is taking place to ensure its efficiency in use. Members can update any information on their profile, such as change of address through the website as well as work on their CC goals and activities electronically to save in their file. As mentioned in the Chair's report, the Council is exploring online registration and online payment of fees in the coming year.

**COLLEGE OF DIETITIANS OF MANITOBA**

**FINANCIAL STATEMENTS**

(prepared without audit)

**MARCH 31, 2007**



May 14, 2007

### **REVIEW ENGAGEMENT REPORT**

To the Executive of  
College of Dietitians of Manitoba

We have reviewed the statement of cash receipts and disbursements for the general fund and the investment fund of the College of Dietitians of Manitoba for the year ended March 31, 2007. Our review was made in accordance with Canadian generally accepted standards for review engagements and accordingly consisted primarily of enquiry, analytical procedures and discussions related to information provided to us by the College.

A review does not constitute an audit, and consequently, we do not express an audit opinion on these financial statements.

Based on our review, nothing has come to our attention that causes us to believe that these financial statements are not, in all material respects, in accordance with the cash basis of accounting as disclosed in Note 1.

Chartered Accountants

**COLLEGE OF DIETITIANS OF MANITOBA**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS - GENERAL FUND**

(prepared without audit)

**YEAR ENDED MARCH 31, 2007**

	Actual	Budget
	\$	\$
<b>Receipts</b>		
Membership fees	136,375	134,290
Miscellaneous	7,975	7,200
Interest income	483	1,000
	<u>144,833</u>	<u>142,490</u>
<b>Disbursements</b>		
Bank charges	181	300
CDM setup charges	472	600
Conference/workshops	843	3,000
Equipment and maintenance	717	500
Examination fees	7,600	7,200
Insurance	2,070	3,000
Internet charges and website development	6,156	11,400
Meetings (alliance)	2,570	3,500
Meetings (annual, board and committee)	4,729	5,200
Office	4,306	4,500
Postage	2,972	4,000
Professional dues	828	900
Professional fees	5,386	22,300
Rent	13,706	15,000
Salaries and employee benefits	48,563	50,000
Special Projects	600	5,000
Telephone	2,037	5,000
	<u>103,736</u>	<u>141,400</u>
<b>EXCESS OF RECEIPTS OVER DISBURSEMENTS</b>	41,097	1,090
<b>CASH AND SHORT-TERM INVESTMENTS - BEGINNING OF YEAR</b>	<u>27,004</u>	<u>24,071</u>
<b>CASH AND SHORT-TERM INVESTMENTS - END OF YEAR</b>	<u><u>68,101</u></u>	<u><u>25,161</u></u>

**COLLEGE OF DIETITIANS OF MANITOBA**

**STATEMENT OF CASH RECEIPTS AND DISBURSEMENTS - INVESTMENT FUND**

(prepared without audit)

**YEAR ENDED MARCH 31, 2007**

	Actual	Budget
	\$	\$
<b>Receipts</b>		
Interest	2,686	2,530
<b>EXCESS OF RECEIPTS OVER DISBURSEMENTS</b>	2,686	2,530
<b>CASH AND INVESTMENTS - BEGINNING OF YEAR</b>	<u>71,925</u>	<u>75,222</u>
<b>CASH AND INVESTMENTS - END OF YEAR</b>	<u><u>74,611</u></u>	<u><u>77,752</u></u>

**COLLEGE OF DIETITIANS OF MANITOBA**

**Notes to the Financial Statement**  
(prepared without audit)

**Year Ended March 31, 2007**

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**1. Significant Accounting Policy**

The College records its activities using the cash basis of accounting.





