

College of Dietitians of Prince Edward Island

Annual Report 2025–2026

Presented to registrants, stakeholders, and the public

2026

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President's Report

On behalf of the College of Dietitians of PEI, I am pleased to present the 2025-2026 Annual General Report.

CDPEI has seen a few changes in the last year, including new Council members. We would like to recognize the work of Jean Baker, our deputy registrar, who left her position this spring. We thank her for all the work she has done in helping to support and strengthen the College. In this role, we welcomed Monika Urbanski as the new deputy registrar.

Carolyn Knox remains our registrar. Both Carolyn and Monika are appointed by and accountable to the Council.

We also saw Sandra Sunil, one of our public representatives, move on from her role. We thank her for her contributions to the Councils work. Her position was filled by Kristine Greenlaw.

In addition to these members, we continue to have Tammy Lomond as secretary, Kristen Mann as treasurer, Sandra Cottreau, as our member at large, and Jordan MacDonald, as our other public member. Each has played an important role in the College's work over the past year.

We continue to meet virtually as a Council and to date have held eight meetings over the last year, in addition to finance subcommittee meetings. In lieu of an annual general meeting, we will be providing an update in this report.

Our mandate remains the same, as we continue to regulate the profession of Registered Dietitians and Nutritionists, in the public interest, and in accordance with the Act, the regulations and bylaws.

The Council has worked on implementing a jurisprudence exam, a practice directive which guides Dietetic Practice in provincial and interjurisdictional practice and is looking into strengthening College governance. Further work on policies and communication will be ongoing.

Sincerely,

Katelin Campbell

Registrar's Report

The 2025-2026 year has been an active year for CDPEI and its staff. After several years of growth, the number of registrants has stabilized. As of April 1, 2026, there were 120 Registered Dietitians, 1 Registered Dietitian Candidate, and 15 Dietetic Interns licensed with the college. I would like to extend a warm welcome to all those that have registered for the first time or as a transfer from another jurisdiction.

Working under the direction of the CDPEI Council, the staff continue to work to develop and update policies and procedures. The new year has brought some changes in staffing at CDPEI. The former Deputy Registrar, Jean Baker, resigned in April 2026. I would like to express many thanks to Jean for all her work with CDPEI and to acknowledge how instrumental she was in moving many projects to completion during her time with us. I would also like to welcome Monika Urbanski as the new Deputy Registrar. Monika has already contributed much to the college and its endeavors. As the new College year is underway, a priority has been set to develop a strategic plan for CDPEI with the aid of an outside consultant. We, the staff of CDPEI, look forward to supporting Council on this project.

In addition, there has been a national focus towards increased consideration to further standardize the practice of licensing and evaluating to better ensure the smooth transition of transferring one's license within Canada. We are working with the Alliance of Dietetic Regulators as well as with individual Canadian jurisdictions on issues as they arise. CDPEI continues to collaborate with the PEI Health Regulators Network, and other stakeholders. A recent example of this work is the signing of a Memorandum of Understanding (MOU) between CDPEI and NSDR (the Nova Scotia Regulator of Dietetics). The MOU seeks to address the continuum of care for residents of the two provinces receiving follow up Dietetic services through the health authority of the neighboring province.

As always, CDPEI views this collaboration as essential for a small regulatory body attempting to meet current standards.

I am looking forward to working with CDPEI Council, staff, registrants, and other stakeholders. I would also like to express my appreciation to the CDPEI Council members for their continued support. I invite registrants to bring any issues or questions forward throughout the year.

Respectfully,

Carolyn Knox

Registrar CDPEI

Treasurer's Report

Compiled Financial Information 2025-2026

Category	2025–2026 Budget	2025–2026 Actual	Difference
Total Revenue	\$49,950	\$52,262	\$1,417 over budget
Total Expenses	\$54,265	\$39,824	\$24,034 under budget
Net Income	-\$4,315	\$12,438	Positive variance

The financial statements for the fiscal year ending March 31, 2026, were prepared by MRSB Chartered Professional Accountants, along with an unaudited Compiled Financial Information report. For the year ending March 31, 2026, CDPEI reports a net income of \$12,438. This represents a third consecutive year of surplus operations and reflects the College's continued financial stability.

Total revenue for the year was \$52,262, which was above the budgeted amount of \$49,950. Total expenditures were \$39,824, which is below budgeted expenses of \$54,265. As a result, the College continues to maintain a strong financial position with adequate reserves.

Several factors contributed to this year's surplus:

- Renewal registration fee revenue increased due to growth in registrant numbers.
- Wage and wage levy expenses were lower than forecasted.
- No education/training costs.
- Travel expenditures were minimal.
- The College continued to manage operating expenses prudently while meeting regulatory obligations.

The largest source of revenue remains renewal registration fees, which increased from \$41,425 in 2024–2025 to \$46,000 in 2025–2026. The College's unrestricted net assets increased from \$102,640 to \$115,078 during the fiscal year, providing a strong reserve position to support future strategic initiatives and operational needs.

Financial Report

The [Financial Report prepared by MRSB](#) Chartered Professional Accountants is available in full on the CDPEI website.

2026–2027 Budget

The approved 2026–2027 budget includes a projected deficit of -\$340 as the College plans to utilize a portion of its accumulated reserves to support strategic priorities and ongoing regulatory

responsibilities. The Council remains committed to ensuring that resources are allocated responsibly in support of the College's public protection mandate.

Projected expenditures are expected to increase in areas that support the ongoing operation and development of the College. Some areas with expected increased expenditures for 2026-2027 include:

- Annual insurance due to change in provider and increased coverage.
- Annual Alliance fees.
- Higher professional accounting fees.

However, the budget reflects the current needs of the College in meeting its legislated mandate. Despite budgeting for a deficit, the College remains in a strong financial position. Year-end unrestricted net assets totaled \$115,078 as of March 31, 2026, providing a healthy contingency reserve for future operations and strategic initiatives.

As with all budgets, *actual* numbers may vary from projections. However, 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,

Kristen Mann, RD
Treasurer

College of Dietitians of Prince Edward Island Council

The College of Dietitians of Prince Edward Island (CDPEI) Council governs and administers the affairs of the College in accordance with the PEI [Regulated Health Professions Act](#), [Dietitians Regulations](#), and [Bylaws](#). The functions of the College are to:

- Prescribe initial and continuing qualifications for registration;
- Assess applications and decide if applicants qualify for registration;
- Issue certificates of registration and keep the official register of registered practitioners;
- Prescribe and monitor adherence to standards of practice and ethical guidelines for registered practitioners;
- Investigate complaints and exercise discipline or professional remediation of registered practitioners; and
- Regulate the practice of the profession and govern members in accordance with the Regulated Health Professions Act, Dietitians Regulations, Standards of Practice, and bylaws.

As per CDPEI [Bylaws](#), the Council is composed of six persons, of whom four are Registered Dietitians and two are public representatives nominated by Engage PEI. The Council also employs a Registrar who maintains an official listing of Dietitians and Nutritionists registered with the College of Dietitians of Prince Edward Island.

Our April 2026 Council includes:

Katelin Campbell, RD - President
Tammy Lomond, RD - Secretary
Sandra Cottreau, RD – Member at Large
Kristen Mann, RD -Treasurer
Jordan MacDonald – Public member
Kristine Greenlaw -Public member

Staff:

Carolyn Knox, RD - Registrar
Jean Baker, RD - Deputy Registrar to April 2026.
Monika Urbanski MA, RD -Deputy Registrar from April 2026

Council Projects 2025-2026

1. Development of a Jurisprudence Examination

The jurisprudence examination supports CDPEI's mandate to protect the public by ensuring registrants understand the legislation, standards, and professional expectations that govern dietetic practice in Prince Edward Island. While it takes the form of an exam, its primary purpose is educational — serving as a refresher that helps registrants stay informed about the regulatory framework supporting safe, ethical, and competent practice. This approach is consistent with that of many regulated health professions across Canada.

2. Policy Development

Several new policies were developed and implemented this year to improve the registration process and ensure consistency in regulatory practice. These policies streamline procedures and support greater transparency for registrants:

- Reinstatement after Three Years Policy
- Jurisprudence Examination Policy
- Registration Renewal Policy

3. Website Improvements

Based on user feedback and recommendations from the 2024–2025 Website Sub-Committee, Council approved several website improvements this year.

What's new:

- A Private Practice Dietitian directory is now available on the website.
- New navigation tabs reduce scrolling and reliance on PDF documents.
- Simplified language throughout improves readability and comprehension.
- Online registration renewals continue following positive feedback from members.

Registration Report

During the 2025–2026 year, the College of Dietitians of Prince Edward Island (CDPEI) issued the following registrations:

- 8 New General Registrants:
 - 5 RD Graduates with successful completion of the Canadian Dietetic Registration Examination
 - 3 Transfers from other provinces

Additionally, there were five (5) resignations from the register.

As of April 1st, 2026, the membership is as follows:

- 120 General Members
- 1 Dietitian Candidate
- 13 Dietetic Interns