



**College of Dietitians**  
of Prince Edward Island

Annual Report 2024-2025

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## President's Report

On behalf of the College of Dietitians of PEI, I am pleased to present the 2024-2025 Annual General Report.

I transitioned into the role of President of the College of Dietitians of PEI (CDPEI) in September 2024. I was welcomed by three other registrants selected by the Council: Kathleen Brennan (Secretary), Kristen Mann (Treasurer) and Sandra Cottreau, as well as our two public representatives, Robert Clow and Sandra Sunil. Carolyn remains our Registrar and Jean, Deputy Registrar. Both Carolyn and Jean are appointed by and accountable to the Council.

I want to recognize and thank Allan Davidson, Kathleen Brennan and Robert Clow for their work on the Council. As Kathleen and Robert transition out of their roles this June, we welcome a new RD, Tammy Lomond, and a new public member, Jordan MacDonald.

We continue to meet virtually as a Council and to date have held 10 meetings over the last year. 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.

As outlined in the council projects section below, there has been work done on several key areas. Efforts have been made to improve the website and simplify the registration and renewal process. Recent updates include the ability to submit registration, renewal, and continuing education documentation electronically, and the launch of a public directory of private practice dietitians, as well as ongoing updates to the Members section to support clear and timely communication.

We look forward to continuing with this work in the year ahead.

I extend a big thank-you to our Council members, as I transitioned into this role, and continue to learn from each of them.

To the registrants: thank you for your continued commitment to safe, ethical, and competent practice. Together, we are building a stronger, more resilient future for the profession and the people we serve.

Sincerely,

Katelin Campbell

## Registrar's Report

This year has been a busy one for CDPEI. The number of registrants continues to grow each year, and I would like to extend a welcome to all those that have registered for the first time or as a transfer from another jurisdiction. Currently there are 119 Registered Dietitians licensed with the college and 5 Registered Dietitian Candidates.

Working under the direction of the CDPEI Council, the staff continue to work at developing and updating policies and procedures. The staff comprises two part time employees, Registrar, Carolyn Knox and Deputy Registrar, Jean Baker. I would like to acknowledge all that has been done, however there is more to come.

As you may have noticed in the media, there has been increased attention put on regulation and the ability of licensed individuals to transfer from one jurisdiction to another within Canada. This focus has led to increased consideration to standardize further the practice of licensing and evaluating to better ensure the smooth transition of transferring one's license within Canada. This work should simplify some issues for those who are licensed in more than one jurisdiction as well. We are working with our provincial government to ensure that we are meeting new legislative amendments as needed.

CDPEI continues to collaborate with the Alliance of Canadian Regulatory Bodies, the PEI Health Regulators Network, and the other stakeholders. This collaboration is essential for a small regulatory body to meet current standards. The number of health regulators in the province that govern under the Regulated Health Professionals Act (RHPA) continues to grow. Now that regulation under the RHPA has been in place for several years, amendments are being brought forward to meet the needs of its variety of health professions with continued focus on the mandate to protect the health and wellbeing of the residents of PEI.

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.

I invite registrants to bring any issues or questions forward throughout the year.

Respectfully,

Carolyn Knox

## Treasurer's Report

### Compiled Financial Information

The financial statements for the fiscal year ending March 31, 2025, were prepared by MRSB Chartered Professional Accountants, along with an unaudited Compiled Financial Information report. For the year ending March 31, 2025, CDPEI reports a net income of \$11,401, significantly exceeding the anticipated deficit of \$11,050. This surplus reflects both higher-than-budgeted revenue and lower-than-expected expenditures.

Revenue (\$51,267) was above what was budgeted (\$49,850), and total expenditures were \$24,800 less than expected. With another unexpected surplus, the College remains in a strong financial position with adequate reserves.

	2024 - 2025 Budget	2024 - 2025 Actual	Difference
<b>Total Revenue:</b>	\$49,850	\$51,267	\$1417 over-budget
<b>Total Expenses:</b>	\$60,900	\$36,866	\$ 24,034 under-budget
<b>Net Income:</b>	-\$11,050	\$11,401	

Several factors contributed to this surplus:

- Unforeseen circumstances that limited Registrar travel.
- Free governance training.
- The decision by website sub-committee not to pursue new website launch this year due to risks associated with the initial vendor and the prohibitive costs of alternative options.
- Less hours worked in paid positions leading to lower-than-expected wage costs and subsequent CRA fees.

Additionally, total revenue increased compared to the previous fiscal year (\$51,267 in 2024-2025 vs. \$46,648 in 2023-2024) largely due to a higher number of new registrants.

While surpluses are difficult to predict, the College has a plan in place to allocate and utilize these funds responsibly in the 2025-2026 fiscal year.

### **2025 - 2026 Budget**

The approved 2025-2026 budget includes a projected net income of -\$4,315.

Revenue is expected to be higher again this year, driven by continued growth in registrant numbers. Expenditure is expected to increase in the following areas:

- Professional/Contract fees: The Council has opted to continue with professional accounting and bookkeeping services with MRSB. To meet the changing needs of the

college and the growing registrant numbers, bookkeeping and accounting support is necessary. The cost of accounting software for payroll add to this as well.

- Registrar and Deputy Registrar Wages: Expecting to see a wage increase this year.
- Registrar Travel: Following several years of limited travel due to unforeseen circumstances, the Registrar plans to attend in-person annual meetings in 2025-2026. The travel budget has been increased to accommodate rising travel costs.

With the website sub-committee's decision not to pursue the launch of a new website this year, the projected expense has been reduced back to \$750 based on previous years. Projected expenses for education/training, insurance, office and honorarium remain unchanged from the prior year.

Despite projecting a deficit, the College remains in good financial position. According to the Compiled Financial Information report, year-end unrestricted net assets, serving as contingency reserves, total \$102,640.

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

## College of Dietitians of Prince Edward Island

Budget

April 2025 to March 2026

	Budget	2024-2025 Estimated	2023-2024 Actual
<b>Revenues</b>			
Renewal fees	41,250	40,035	35,700
New member & application fees	2,500	1,790	2,836
Exam fees	6,000	4,200	7,200
Investment (interest) income	100	26	812
Penalties, Reimbursements, etc	100	200	100
<b>Total revenues:</b>	<b>49,950</b>	<b>46,251</b>	<b>46,648</b>
<b>Expenses</b>			
Alliance fees	1,475	1,385	1,385
CDRE Funds to Alliance	6,000	4,200	3,600
Bank charges	50		
Education/training costs	500	-	
Payroll benefits	4,500	2,240	2,886
Honorariums	600	600	
Insurance	1,100		1,092
Registrar Travel - Meetings	2,000	-	480
Miscellaneous	200	33	201
Office expenses	1,550	577	461
Professional/Contract fees	4,300	5,747	2,747
Deputy Registrar Wages	10,340	6,920	4,363
Registrar Wages	20,900	13,864	15,053
Website/Email	750	535	996
<b>Total expenses:</b>	<b>54,265</b>	<b>36,101</b>	<b>33,264</b>
<b>Excess/(deficiency) of revenue over expenses from operations:</b>	<b>\$ (4,315)</b>	<b>10,150</b>	<b>13,367</b>

## 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 Council 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, by revocation, restriction or suspension of a registration, by reprimand, retraining requirement, fine or other means;
- regulate the practice of the profession and to govern the members in accordance with the Regulated Health Professions Act, Dietitians Regulations, Standards of Practice, and by-laws.

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 2025 Council includes:**

Katelin Campbell, RD (President)

Kathleen Brennan, RD (Secretary) - Term expires June 2025

Sandra Cottreau, RD (Member at Large)

Kristen Mann, RD (Treasurer)

Sandra Sunil (Public member)

Robert Clow (Public member) – Term expires June 2025

### **Staff:**

Carolyn Knox, RD (Registrar)

Jean Baker, RD (Deputy Registrar)



## Council Projects 2024-2025

Over the past year, the College has focused on growth in four key areas, beyond the usual day-to-day activities of any regulatory college. These changes involved a lot of planning and setting the stage, and in many cases, they'll continue to develop over time.

### 1. Communication with Registrants

Effective communication between regulatory bodies and registrants is crucial. Over the past two years, there has been a strong focus on improving this communication. In 2023-2024, CDPEI provided quarterly updates. To further support registrants, a Frequently Asked Questions (FAQ) section was included with each update to address common queries.

*April 2024-2025 Frequently Asked Questions (FAQ):*

- Do Dietetic Interns need to be registered with CDPEI?
- What is the difference between a Regulatory Body and a Professional Association?
- What are my registration options if I am on a leave of absence?
- Can I submit Continuing Education (CE) activities that don't fit into traditional CE categories?

Registrants are encouraged to reach out to the Council or staff with any questions, feedback, or concerns. Additionally, registrants can request to attend Council meetings. Please contact us at [registrar@peidietitians.ca](mailto:registrar@peidietitians.ca) or [deputyregistrar@peidietitians.ca](mailto:deputyregistrar@peidietitians.ca)

### 2. Protection of public

CDPEI has a mandate to protect the public by ensuring professionals meet specific competencies and by enforcing regulations and licensing within the profession. In the 2024-2025 registration year CDPEI took two steps to aid in protection of the public.

Unregistered use of Title: Following a search by CDPEI staff and notifications from both the public and Registrants, CDPEI issued five (5) letters to individuals using the title "Nutritionist" without being registered with the College. Letters outlined under the Government of Prince Edward Island Regulated Health Professionals Act and Dietitians Regulations unauthorized use of protected titles is a violation and may result in legal action.

Private Practice Registered Dietitian (PPRD) Contact List: CDPEI has introduced a PPRD Contact List on its website to improve public access to qualified nutrition services and enhance safety. This initiative aims to address the lack of a central resource for Private Practice Registered Dietitian contacts in Prince Edward Island, helping the public connect with qualified professionals and ensuring safer access to nutrition care.

### 3. Registration Policies

Several new policies were developed and implemented this past year to improve the registration process and ensure consistency in regulatory practices. These policies not only streamline procedures but also enhance registrant awareness and transparency throughout the process. They include:

- Resignation Policy
- Registration Renewal Policy
- Registration Labour Mobility Policy
- Late Fee / Forfeiture of License Policy
- Dietitian Candidate Registration Policy
- Extension of Dietitian Candidate License Following Unsuccessful First Attempt at CDRE
- Reinstatement within Three Years Policy

### 4. Website Sub-Committee

#### *Purpose:*

The Website Sub-Committee was established to coordinate actions and provide advice to the Council on designing, developing, and launching a new website.

#### *Key Objectives:*

- Ensure safety and security of the website platform through a risk assessment to protect members' data and provide secure access to documents.
- Develop contracts for a third-party vendor to build and maintain a website and Health Management System (HMS).
- Support the creation of a user-friendly public-facing website and member management application.

#### *Meetings and Activities:*

Six meetings held between July 2024 and January 2025.

#### Activities Completed:

- Conducted a risk assessment for safety and security.

- Developed contractual documents, including a Master Service Agreement and Statement of Work, to engage a vendor.
- Evaluated vendors and explored alternatives to identify the best fit.
- Provided suggestions for improving the current website, including better access to documents and improved readability.

#### *Challenges:*

The initial vendor's quote was based on estimated time rather than guaranteed deliverables, creating significant financial risks. Further discussions revealed that CDPEI's requirements exceeded what was originally accounted for in the quote. Additionally, unanticipated service fees for security, ongoing maintenance, and updates would further increase costs.

Subsequent quotes from other vendors were exceedingly high, above and beyond CDPEI current budget. (>\$60,000+ for startup and >\$10,000 annually)

Escalating costs for secure websites and cyber insurance exceeded the original budget.

#### *Key Decisions and Recommendations:*

Given the challenges in aligning expectations and the high risks associated with the initial vendor's time-based estimate, the sub-committee decided not to allocate member funds to pursue this vendor further at this time.

Trial electronic submission processes for applications, renewals, and CE documentation, with electronic receipts and certificates provided to members.

Survey members to assess interest in raising fees to fund a secure, improved website.

Include a private practice RD directory on the future website to enhance public access.

#### *Committee Status:*

The Website Sub-Committee has been dissolved at this time, with a trial of electronic submissions currently underway. The committee may reconvene if the Council decides to pursue alternative website options or conduct a survey to gauge membership interest in an accessible website versus a potential fee increase.

The sub-committee's work has provided a solid foundation for evaluating future website options, emphasizing the importance of member feedback and responsible financial planning.

#### *Membership:*

Chairperson: Jean Baker, Deputy Registrar – CDPEI Staff

Consultant: Colleen Brown, Public Member

Registrant Representatives: Nancy Fong and Haley MacKenzie

Council Representative: Sandra Cottreau – Member at Large

## Registration Report

During the 2024–2025 year, the College of Dietitians of Prince Edward Island (CDPEI) issued the following registrations:

- 20 New General Registrants:
  - 9 New Graduates with successful completion of the Canadian Dietetic Registration Examination
  - 11 Transfers from other provinces
- 3 New Dietitian Candidates

Additionally, there were six (6) resignations from the register.

As of April 1st, 2025, the membership is as follows:

- 117 General Members
- 1 Dietitian Candidate
- 21 Dietetic Interns

## Continuing Education Audits

Under the **Regulated Health Professions Act** and the **Dietitians Regulations**, all General Registrants of the College of Dietitians of Prince Edward Island (CDPEI) are required to participate in the Continuing Education (CE) program.

In the 2023–2024 year, a policy was approved by Council to randomly audit 20% of CE submissions annually.

### *Summary of Continuing Competence Program Results for 2024–2025:*

- Number of General Registrants Audited: 22
- Submissions Approved: 17
- Members required to provide additional education or information: 5

Most members who required additional education were found to have insufficient education in Category K (equity, diversity, and inclusion).

### *A reminder to all members of the Continuing Education (CE) Requirements:*

- 1) Continuing education requirements are 30 credit hours of CE per 3-year period
  - a) Many registrants aim for 10 credit hours each year to meet requirements
- 2) One Category K: Equity, Diversity, and Inclusion activity each year
- 3) Activities in two or more CE categories each year

**COLLEGE OF DIETITIANS OF PEI**  
**Financial Information**  
**March 31, 2025**

**COLLEGE OF DIETITIANS OF PEI**  
**Index to Financial Information**  
**March 31, 2025**

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## COMPILATION ENGAGEMENT REPORT

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### To the Board of College of Dietitians of PEI

On the basis of information provided by management, we have compiled the statement of financial position of College of Dietitians of PEI as at March 31, 2025, and the statements of changes in net assets and operations for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion, or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

*MRSB Chartered Professional Accountants Inc.*

MRSB CHARTERED PROFESSIONAL ACCOUNTANTS INC.

Charlottetown, PE

September 22, 2025



**COLLEGE OF DIETITIANS OF PEI**  
**Statement of Financial Position**  
**March 31, 2025**

	2025	2024
<b>ASSETS</b>		
<b>Current</b>		
Cash	\$ 136,106	\$ 99,257
Temporary investments	14,948	14,555
Accounts receivable	142	-
	<u>\$ 151,196</u>	<u>\$ 113,812</u>
<b>LIABILITIES</b>		
<b>Current</b>		
Accounts payable and accrued liabilities	\$ 3,306	\$ 1,123
Deferred revenue	45,250	21,450
	48,556	22,573
<b>NET ASSETS</b>		
<b>Unrestricted net assets</b> (Statement 3)	<u>102,640</u>	<u>91,239</u>
	<u>\$ 151,196</u>	<u>\$ 113,812</u>

**COLLEGE OF DIETITIANS OF PEI**  
**Statement of Changes in Net Assets**  
**Year Ended March 31, 2025**

	2025	2024
<b>Unrestricted net assets - beginning of year</b>	<b>\$ 91,239</b>	<b>\$ 77,872</b>
Excess of revenues over expenditures (Statement 4)	<u>11,401</u>	<u>13,367</u>
<b>Unrestricted net assets - end of year</b>	<b><u>\$ 102,640</u></b>	<b><u>\$ 91,239</u></b>

**COLLEGE OF DIETITIANS OF PEI****Statement of Operations  
Year Ended March 31, 2025**

	2025	2024
<b>Revenues</b>		
Renewal registration fees	\$ 41,425	\$ 35,700
Exam fees	6,600	7,200
New member fees	2,275	2,836
Interest	582	812
Penalties, reimbursements and other	385	100
	<u>51,267</u>	<u>46,648</u>
<b>Expenditures</b>		
Alliance fees	4,200	1,385
CDRE funds to Alliance	2,400	3,600
Honorariums	500	-
Insurance	-	1,092
Office	883	1,658
Professional fees	5,747	2,747
Travel	-	480
Wages and wage levies	26,136	22,319
	<u>39,866</u>	<u>33,281</u>
<b>Excess of revenues over expenditures</b>	<u>\$ 11,401</u>	<u>\$ 13,367</u>

# COLLEGE OF DIETITIANS OF PEI

## Note to Financial Information

Year Ended March 31, 2025

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### 1. BASIS OF ACCOUNTING

The basis of accounting applied in the preparation of the statement of financial position of College of Dietitians of PEI as at March 31, 2025, and the statements of changes in net assets and operations for the year then ended is the historical cost basis and reflects cash transactions with the addition of:

- accounts receivable
- investments recorded at cost
- accounts payable and accrued liabilities