

Annual Report 2019

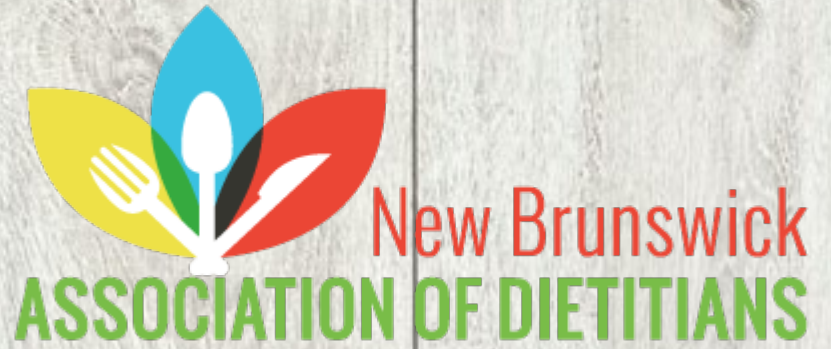


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Our mandate

The New Brunswick Association of Dietitians' mandate is to regulate and maintain excellence in dietetic practice for the protection of the people of New Brunswick.

President Report

As this marks the end of my first year as President of the Board of Directors for NBAD I look back and see all the progress we have made. This year has been filled with new and exciting challenges. With the Pandemic being one, we have all had to change the way we practice. This has brought some new challenges for NBAD, but we have faced these head on, including our very first 100% virtual AGM.

At our last AGM we named a new Honorary Member Lita Villalon. This past fall we celebrated Ms. Villalon's new title in a ceremony highlighting her exceptional contributions to the dietetic profession. Thank you to all that joined us during this special celebration.

Over the past year, our NBAD Committees and members of the Board have been hard at work.

- The Legislation Committee submitted the draft *Dietitians Act* to the lawyers for review. The committee has started reviewing the lawyer's suggestions before our ultimate goal of submitting our new Act to the NB legislature.
- Leah Cain, a Member at Large of the Board, worked collaboratively with a group of dietitians on a Social Media Position Statement, which we will review this summer and aiming to release this upcoming year.
- Vanessa Martel, the Board Treasurer, and the Registrar updated all of NBAD's financial policies. The Quality Assurance Committee with the Registrar updated all of the Quality Assurance policies and the Registration Committee with the Registrar prepared Prior Learning Assessment and Recognition policies for international candidates. A total of 35 policies were reviewed and approved by the Board of Directors.

None of this would be possible without the hard work and dedication of Nicole Arsenault Bishop our Executive Director and Registrar, the Board of Directors, all committee members and other dietitian volunteers. Thank you for all that you have done over the past year. I would also like to thank all dietitians working hard during the pandemic.

Sincerely,



Jaclyn Murgatroyd, RD
President

Executive Director Report



Through my ongoing liaison work as Registrar, NBAD continues to build and enhance relations with numerous stakeholders:

- Provincially, the Association maintains active professional relationships with our members, practice leaders, the Université de Moncton Nutrition Program, The Moncton Hospital Dietetic Post-Graduate Dietetic Internship Program, dietetic students and interns, Dietitians of Canada, New Brunswick Dietitians in Action, other health regulatory colleges, provincial Registrars through the New Brunswick Health Professions Regulatory Network and various government Ministries.
- Nationally, the Association is an engaged participant in the Alliance of Canadian Dietetic Regulatory Bodies. This year, I hosted the Alliance's Annual General Meeting at the NBAD office in Riverview, welcoming other Alliance Directors to the East Coast for a 2-day meeting. This marked the first Alliance meeting in New Brunswick! As an Alliance representative, I also sit on a subcommittee charged with reviewing accommodation requests for the Canadian Dietetic Registration Examination (CDRE). This past year was also my first year as an Alliance representative at the Partnership for Dietetic Education and Practice (PDEP) Steering Committee which we had important projects at the table such as the revision of the Integrated Competencies for Dietetic Education and Practice (ICDEP) and the review of the quality and effectiveness of the National Accreditation Program.

In October 2019, members were asked to share their feedback on the Continuing Competence Program (CCP) as well as the audit process. A total of 162 members answered the surveys (99 program and 63 audit). The Quality Assurance Committee has carefully reviewed the responses received and will be using the data to improve the program and develop further tools to help members. Collaboratively with the Quality Assurance Committee, we reviewed all Quality Assurance policies and also created a new policy. They have also been sent for translation and approved by the Board of Directors and will soon be posted on the NBAD website for member access.

This past year also marked the launch of the Prior Learning Assessment and Recognition (PLAR) Process for internationally educated candidates applying to NBAD. In December 2019 and January 2020, the new PLAR policies were thoroughly revised by the Registration Committee and approved by the Board of Directors. A section on the NBAD website was created specifically for international candidates including instructions on the new process and PLAR application forms.

In January 2020, the NBAD office moved to a new location for a long-term rental agreement. Our new office allows for board meetings to be held in-house, accommodates other larger meetings and has space to accommodate for future additional staff.

In late March of this year we were successful in obtaining funding from the Department of Post-Secondary Education, Training and Labour to hire a summer student. Our selected student, a 1st year nutrition student attending Acadia in the fall, will be joining us next week and helping the Association for 12 consecutive weeks!

With the pandemic hitting the nation suddenly in March, I would like to thank all of members for their patience and understanding as we determined and adapted the appropriate changes for registration renewal and all of the ongoing regulatory guidelines related to the "new" working setting. I also want to highlight the efforts made by our members during this pandemic, working long hours, being redeployed and also putting forward their names to the list of pandemic support should our province require additional health care assistance. I truly see the dedication in all of your hearts and how dietitians stay strong during difficult times to help the population of New Brunswick.

The work of the Association would not be possible without the dedicated Board of Directors and volunteer committees whose invaluable contributions assist the Association in its mandate of public protection. Thank you for your tireless efforts and continued support.

Sincerely,

A handwritten signature in cursive script that reads "Nicole Arsenault Bishop".

Nicole Arsenault Bishop, MSc, RD, Executive Director and Registrar

Association Volunteers 2019-2020

Board of Directors

President: Jaclyn Murgatroyd, RD

President-Elect: Janie St-Onge, RD

Past President: Véronique Ferguson, RD

Member at Large: Christine Roherty, RD

Member at Large: Leah Cain, RD

Treasurer: Vanessa Martel, RD

Secretary: Christine Lanteigne, RD

Lay Representative: Monica Lavoie

Executive Director and Registrar: Nicole Arsenault Bishop, RD

Alliance of Canadian Dietetic Regulatory Bodies' Representative: Nicole Arsenault Bishop, RD



Quality Assurance Committee

Chair and Member at Large: Christine Roherty, RD

Josée Gagnon, RD

Julia Besner, RD

Kristin Brown, RD

Brittany Mason, RD

Melanie Langille-Lewis, RD

Monica Brideau, RD

ED/Registrar: Nicole Arsenault Bishop, RD

Registration Committee

Chair: Heather Godfrey, RD

Member at Large: Leah Cain, RD

Laura Brennan, RD

Debbie Blais, RD

Janet von Weiler, RD

Véronic Boucher, RD

ED/Registrar: Nicole Arsenault Bishop, RD

Discipline Committee

Chair: Natalie Carrier, RD

Committee Members: Beverley Day, Retired Member

Lay Representative: Nicole Vienneau

ED/Registrar: Nicole Arsenault Bishop, RD

Ad Hoc Legislative Committee

Chair: Esther Archibald, RD

Co-Chair: Catherine MacDonald, RD

Committee Members:

Michelle Corcoran, RD

Teri Emrich, RD

Véronique Ferguson, RD

Jaclyn Murgatroyd, RD

Janie St-Onge, RD

ED/Registrar: Nicole Arsenault Bishop, RD

Committee Reports

Quality Assurance Committee Report

Number of meetings via teleconference/zoom: 7

Number of meetings in person: 0

Issues Dealt With

- Distributing and reviewing result from both the CCP audit survey and CCP survey
- Updating the CCP Workbook
- Updating CCP policies
- Creation of new CCP policies
- Continuing to review and develop education tools to complement the CCP Workbook
- Updating QA Committee Terms of Reference
- Continuing CCP support to members via the QA email account
- Recruiting new CCP members to support francophone membership
- Cancelled 2019 CCP audit due to COVID-19 pandemic

Planning for Next Year

- On-going CCP audit survey and CCP audit
- Reviewing of CCP policies and CCP audit portfolios
- Developing a Q&A document to support the use of the CCP Workbook

Overall Assessment

The QA committee had a busy year, continuing to support the members with their CCP. Edits were made to the CCP Workbook and policies were updated and created.

CCP submissions deadline was adjusted to May 31st, 2020 and as a result the CCP audit was cancelled, because NB declared a State of Emergency over the COVID-19 pandemic.

We would like to thank Nicole, our Registrar, for her leadership throughout this extraordinary year and look forward to supporting a robust QA program in 2020.

Registration Committee Report

Number of meetings via teleconference/zoom: 6, and a few virtual motions for urgent matters.

Number of meetings in person: 0

Issues Dealt With

- Appeals from candidates who were not successful in their Canadian Dietetic Registration Examination (CDRE).
- Submissions of reports of supervised practice for several candidates who were not successful in their CDRE.
- Revision of policies and procedures related to international candidates, including Prior Learning Assessment and Recognition (PLAR).
- Review of accommodation requests for candidates writing their CDRE.
- Awaiting a file submission of currency upgrading for a candidate who had applied through the self-directed internship route, which was initiated prior to the dissolving of this admission route.

Planning for Next Year

- Finalize our international candidate processes and look at what other ones need revising.

Overall Assessment

It was a good, yet busy year for the committee. A few firsts (i.e.: appeals), and we have been able to help standardize our registration processes more tightly, which will make our decision-making process easier and more consistent in the future.

Discipline Committee Report

Number of meetings via teleconference/zoom: 0

Number of meetings in person: 0

Issues Dealt With

- No discipline issues were forwarded to the committee this year.
- Complaints Section, Decisional Tree and Complaints form is being reviewed by NBAD's lawyer.

Planning for Next Year

- Planning a meeting in May 2020.
- Will need to review final versions and then upload to NBAD's website after final approval by Board.

Overall Assessment

Work in progress.

Ad Hoc Legislative Committee Report

Number of meetings via teleconference/zoom: 5

Number of meetings in person: 3

Issues Dealt With

- Legal counsel reviewed and provided feedback on draft act. Committee is now working through comments, a meeting with legal counsel to clarify comments was scheduled but cancelled due to Covid19 pandemic.
- While legal counsel was reviewing act, work began on draft regulations.

Planning for Next Year

- Continue draft revisions with legal counsel
- Continue draft regulations
- Prepare rationales for key changes in the act

Overall Assessment

Legal counsel provided considerable feedback which requires further clarification. Several areas for consideration will need to be discussed further.

Member Registry Report

Approved by Registration Committee on June 18, 2019

Registry Statistics

	As of March 31, 2019	As of March 31, 2020
Active Members	372	373
Temporary Members	2	3
Temporary Member with Restrictions	5	1
Retired Members	4	8
Honorary Members	4	5
Dietetic Intern Members	24	24
TOTAL	411	414

During the year from April 1 to March 31

	2018-2019	2019-2020
Courtesy Members	2	1
Avg. number of days on register	30	30
Resignations	23	10
Suspensions:		
Suspension due to non-compliance of CCP	1	0
Suspension of non-renewal	1	3
Extensions of Temporary Membership with Restrictions	6	1
Moved to NB to practice	11	9
Moved from NB to practice in another jurisdiction	8	5

Changes in the Registry April 1, 2019 – March 31, 2020

New registrations in each member class

Active Members

Mélissa Allain (Labour Mobility)
Heather Avery (Labour Mobility)
Ellen Boldon
Dania Charland
Pascale Chiasson
Angela Dawson (Labour Mobility)
Emilie Desjardins
Danika Doucette
Pascale Francoeur-Pelletier (Labour Mobility)
Andrea Furlotte
Patrick Gauthier
Marianne Haché
Claire Johnson (Labour Mobility)
Hailey Langille
Jasmine LeBlanc
Carolyn Lordon (Labour Mobility)
Andréanne Marcotte
Courtney Marston
Jessica Morton
Katelyn Murray
Jennifer Myles-Ingersoll (Labour Mobility)
Maxime Pelletier
Paige Pelletier
Katia Robichaud
Roxanne Rossignol
Alexa Thériault
Josée Violette

**Labour Mobility: moved to another province to practice dietetics as outlined in the Canadian Free Trade Agreement.*

Temporary Members

Hannah Creaser
Ryan Lane
Sarah McKay

Temporary Members with Restrictions

Jasmine Bell
Lauren O'Neill

Courtesy Members

Kelly Mauracher (July 9 – August 9, 2019)

Dietetic Interns

Khlood Aly
Jocelyn Beaulieu
Meggie Bisson
Laurence Blais-Ouellet
Katrina Bohnet
Isabelle Bourque
Joanie Collard
Hannah Creaser
Janelle Downing
Claude Hachey
Victoria Hamm
Erin Krill
Emily Lamont
Cora-Lee LeBlanc
Cédée-Anne LeClair
Carol-Ann MacDonald
Josiane Martin
Kim Martin
Alexa McLaughlin
Fanie Michaud-Bourgoin
Maryam Naslafkih
Sokhna Fatou Ndione
Taylor Pitre
Ashley Turner
Ian Wiseman

Retired Members

Beverley Day
Lucy McCray
Sylvie Nicholson
Tanya Sisk

Honorary Members

Lita Villalon

Changes in the Registry April 1, 2019 – March 31, 2020 (continued)

Resigned and expired registrations

Resigned Members

Isabelle Mélançon	April 4, 2019
Emilie LeBlanc	April 4, 2019
Diane Haché	April 26, 2019
Martial Comeau	March 31, 2020
Nicole Robichaud-Gould	March 31, 2020
James Wilson	March 31, 2020
James Wiseman	March 31, 2020
Julie Orr	March 31, 2020
Samantha Blizzard-O'donnell	March 31, 2020
Rachel Scoville	March 31, 2020
Hawa Sidibé	March 31, 2020

Expired Dietetic Intern Registrations

Dietetic Intern registrations are only valid for one year.

Anna Neufeld	April 27, 2019
Jacqueline Rusin	April 27, 2019
Mélika Ferron	May 24, 2019
Pascale Francoeur-Pelletier	August 3, 2019
Jaclyn Perron	July 21, 2019
Anna Léger	July 30, 2019
Marie-Pierre Arsenault	July 30, 2019
Élisa-Maude Gourde	July 31, 2019
Rachel Waugh	March 29, 2020

Financial Statements

The New Brunswick Association of Dietitians Financial Statements for the period ending March 31, 2020 were prepared by Michael Briggs, CPA.

New Brunswick Association of Dietitians

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New Brunswick Association of Dietitians
Statement of Financial Position as at March 31, 2020

	2020	2019
Assets		
Cash	111,092	231,559
Marketable securities (investments)	160,076	75,532
Prepays	965	960
Total assets	272,073	308,051
Liabilities		
Accounts payable and accrued liabilities	7,792	9,123
Deferred membership revenue	96,909	129,750
Total liabilities	104,701	138,873
Members' Equity		
Unrestricted	167,372	169,178
Total members' equity	167,372	169,178
Total liabilities and members' equity	272,073	308,051

New Brunswick Association of Dietitians
Statement of Operations
For the period April 1, 2019 to March 31, 2020

	Budget 2019/2020	2020	2019
Revenues			
Memberships	146,250	150,213	143,269
Examination fees	14,375	12,075	12,675
Investment income	1,800	2,888	2,186
Application and assessment fees	1,000	1,750	1,700
Other	100	1,375	-
Total revenues	163,525	168,301	159,830
Expenses			
Wages and benefits	86,455	85,586	86,338
Office (note 4)	21,515	20,760	20,171
Information Technology	7,305	9,186	20,289
Committees (note 3)	24,000	16,203	1,814
Board expenses (note 1)	12,200	8,697	14,529
Examination costs	14,375	11,701	13,110
Legal and accounting	11,000	10,348	10,273
Registrar (note 2)	7,075	5,631	6,883
Alliance fees	1,900	1,995	1,966
Total expenses	185,825	170,107	175,375
(Deficiency)/Excess of revenue over expenses	(22,300)	(1,806)	(15,545)

New Brunswick Association of Dietitians
Statement of Changes in Members' Equity
Year ended March 31, 2020

	2020	2019
Balance, opening	169,178	184,723
Excess of revenue over expenses	(1,806)	(15,545)
Balance, closing	167,372	169,178

New Brunswick Association of Dietitians
Schedules to the Financial Statements
March 31, 2020

1. Board expenses

	Budget	2020
Travel	3,500	2,810
AGM	200	60
Honorariums	2,800	2,800
Liability insurance	1,350	1,350
Education	1,000	-
Meals	750	477
Supplies	-	-
Service recognition	100	1,200
Strategic Plan	500	-
Total	12,200	8,697

2. Registrar expenses

	Budget	2020
Travel	4,000	3,187
Meals	1,000	591
Insurance	575	553
Education	1,500	1,300
Total	7,075	5,631

3. Committees

	Budget	2020
Legislation Ad Hoc	22,300	13,430
Registration	-	-
Quality Assurance	1,700	773
Discipline	-	-
Total	24,000	16,203

4. Office expenses

	Budget	2020
Rent	12,000	12,830
Translation	2,115	438
Credit card fees	3,300	2,695
Supplies	750	1,637
Telephone/Pragmatic/Zoom	2,200	2,322
Postage	250	317
Interest and bank charges	900	521
Document storage	-	-
Total	21,515	20,760

New Brunswick Association of Dietitians
Schedules to the Financial Statements
March 31, 2020

5. Accounts payable and accrued liabilities		
	2020	2019
March payroll remittance	2,163	2,040
Accounting accrual	4,000	3,300
Visa	1,228	1,066
Trade payables	401	2,717
Total	7,792	9,123



Thank you to all members who contributed their time towards the Association during the 2019-2020 year and thank you to our colleagues at the Dietitians of Canada, the Alliance of Canadian Dietetic Regulatory Bodies and the New Brunswick Health Professions Regulatory Networks.

