

Annual Report 2024

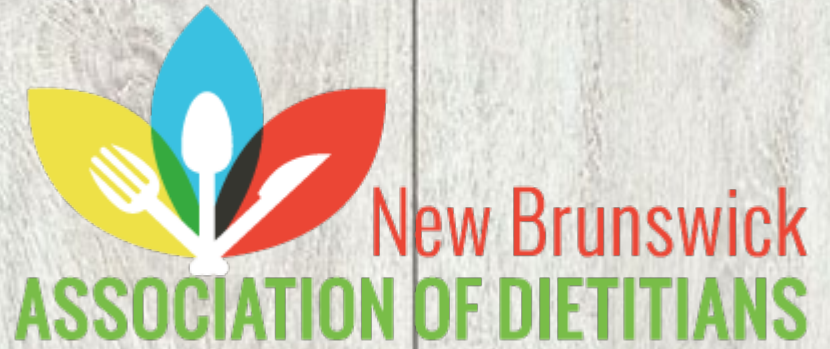


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2021-2026 Strategic Plan

Strategic plan has been extended from 2024 to 2026 by the Board of Directors.

Vision

The New Brunswick Association of Dietitians delivers regulatory excellence to contribute to the health of the people of New Brunswick.

Mission

The New Brunswick Association of Dietitians' mission is to regulate the dietetic practice for the protection of the people of New Brunswick.

Values

The following values guide decision-making:

Value 1: Collaboration

Value 2: Evidence-based

Value 3: Protection of public

Value 4: Ethical and professional

Value 5: Leadership

Value 6: Transparency and accountability

Value 7: Proactive, efficient and resourceful

Value 8: Inclusive and diverse

Goal 1 – New Act and regulations approved by the Government of New Brunswick

1. Draft Act and regulations (English versions) to the Board for approval (May 31, 2026).
2. Present and discuss draft Act and regulations to key stakeholders, complete French translation, and consult with members (June 30, 2026).
3. Provide draft Act and regulations to Government of New Brunswick for approval (March 31, 2026).

Goal 2 – Part 1: Effective Education

1. Develop and deliver Private Practice Guidelines and provide member education (September 30, 2022).
2. Obtain Board approval for Social Media Position Statement and provide member education (June 30, 2022).
3. Develop Sales, Marketing, and Endorsement Position Statement, obtain Board approval and provide member education (September 30, 2026).
4. Revise and implement updated Quality Assurance Program (June 30, 2023).
5. Provide educational opportunity for members regarding the impact of culture, diversity, and inclusivity on the profession (October 31, 2025).

Goal 2 – Part 2: Engaged Membership

1. Increase attendance at Annual General Meetings (AGM) by 5% each year (June 30, 2022-2024).
2. Incorporate educational session into AGM (June 30, 2022).
3. Hold "in-person" AGM (June 30, 2026).
4. Prepare and obtain Board decision on social media projects to be undertaken for the association (June 30, 2022).
5. Increase newsletters frequency to 3 times per year with relevant and engaging content (June 30, 2026).

Goal 3 – Improve Governance

1. Create and fund a succession plan for Executive Director/Registrar by adding a second staff member (June 30, 2022).
2. Create and distribute a Macro Annual Board agenda (June 30, 2022).
3. Conduct a governance review concerning the separation of operations and strategic roles and making recommendations or Board approval (June 30, 2022).
4. Create and distribute a Board Governance Manual (June 30, 2022).
5. Implement a skills-based nomination process for the Board, using a skill matrix (June 30, 2026).

Board of Directors Report

Dear NBAD members,

As your outgoing President, I am happy to share this year's Board of Directors Annual Report.

Over the past year, your Board has continued to follow a strategic path towards achieving our Association's identified goals:

- Improve governance,
- Realize a new modernized Act and Regulations, and
- Improve member engagement.

Improve Governance

In fiscal year 2025, the NBAD Board supported a staffing review to ensure resources were allocated effectively for maximum impact. Following this external review, an administrative support position was added to the NBAD's operational team. Introduced in September 2024, this new role was created to enhance member services and support the Executive Director/Registrar, allowing them to focus on leadership and stakeholder engagement as their primary responsibilities. These strategic staffing changes demonstrate our ongoing commitment to organizational excellence and to strengthening leadership and support as NBAD continues to grow.

In December 2024, we were pleased to welcome Nicole Arsenault-Bishop back to her role as Executive Director. We also extend our sincere thanks to Bridget Pyke, outgoing (Interim) Executive Director/Registrar, for her dedicated leadership and service over the past 18 months.

New Act and Regulations approved by the Government of New Brunswick
The NBAD Board's Legislation Committee continues to make significant progress on revising the Act and Regulations governing the dietetic profession in New Brunswick. In fiscal year 2025, we finalized a draft of the new Act and are continuing to refine updates to the Regulations. Stay tuned for announcements this fall about opportunities for member consultations as we prepare background materials to support stakeholder engagement.

Engaged Membership

Member engagement remains a key priority for NBAD. We are committed to fostering open communication and creating meaningful opportunities for member involvement in our regulatory and strategic initiatives. Whether through consultations



sessions, surveys, or ongoing dialogue, your input continues to shape the direction of our work and ensures that our decisions the needs and values of the profession.

Thank you for the opportunity to serve as your NBAD Board President these last two years. It is a privilege to work alongside such a dedicated community of professionals committed to excellence in dietetic practice. If you have not already, I encourage you to consider volunteering with the NBAD Board. Your voice and expertise could help strengthen our regulatory and governance work and be vital to shaping the future of our profession.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Christine Roherty', with a stylized, cursive script.

Christine Roherty, R.D.
NBAD President

Executive Director Report

It is my privilege to present the Executive Director's Report for the fiscal year 2024. This has been a year marked by both continuity and transition as NBAD upheld its regulatory mandate with integrity and dedication to the public interest.

I would like to begin by acknowledging Bridget Pyke, who served as Interim Executive Director and Registrar during my leave. Her leadership ensured operational stability and consistency. Her term concluded in February 2025, and I resumed full-time duties on March 1, 2025. Bridget made several lasting contributions,

including leading a major digitization project that has positioned NBAD to operate as a fully paperless organization. To support this initiative and strengthen daily operations, an administrative assistant was hired in September 2024.



In our regulatory work, 61 Continuing Competence Program (CCP) audits were completed in May 2024. About 60% of members required follow-up, while 30% met all requirements, highlighting both progress and areas for continued support. These results reflect both strengths in the profession and opportunities for continued education and support to ensure compliance and quality practice.

It is also worth noting that there were no complaints or disciplinary cases received during the reporting period. This is a testament to the professionalism, integrity, and ethical conduct of our members. While this is a positive outcome, we remain committed to maintaining robust and fair processes to address any issues should they arise in the future.

Provincially, I represented NBAD on the New Brunswick Health Care Professionals and Patients Advisory Committee, contributing regulatory insight to the development of Family Health Care Teams. Nationally, I participated in the Alliance of Canadian Dietetic Regulatory Bodies, which is currently reviewing the Canadian Dietetic Registration Examination (CDRE) to ensure it remains a fair and effective entry-to-practice assessment.

Operationally, the organization remained stable and financially sound. We concluded the year with a surplus in the budget and made strategic investments in areas that support long-term organizational improvement, including digital infrastructure and staffing. These investments are already contributing to increased efficiency and improved services for members.

I would also like to take this opportunity to thank Lynn Gaudet for her valuable contributions to NBAD during her time with us from April 2023 to August 2024. Lynn was a dedicated and professional member of our team, and her efforts played a meaningful role in supporting the work of the organization. We are grateful for her commitment and are pleased that she continues to contribute to NBAD as a volunteer on our committees.

In closing, I would like to express my sincere gratitude to Bridget Pyke for her leadership and contributions during her interim role. I also thank the Board and Committees for their governance, insight, and support throughout the year. I am especially grateful to our dedicated staff team, including our new administrative assistant, whose professionalism and commitment continue to drive our work forward. Finally, I thank our members and stakeholders for their continued engagement, trust, and dedication to high standards of practice.

It is with gratitude and renewed purpose that I return to this role. I look forward to continuing our work together in advancing regulatory excellence, fostering public confidence, and supporting the growth and development of the profession.

Sincerely,

A handwritten signature in dark ink, reading "Nicole Arsenault Bishop". The signature is written in a cursive, flowing style.

Nicole Arsenault Bishop, MSc, R.D.
Executive Director and Registrar

Association Volunteers 2024-2025

Board of Directors

President: Christine Roherty, R.D.

President-Elect: Esther Adsett, R.D.

Past President: Janie St-Onge, R.D.

Member at Large: Johanna McLeod, R.D.

Member at Large: Rachael Martin, R.D.

Treasurer: Stéphanie Couturier, R.D.

Secretary: Ian Wiseman, R.D.

Lay Representative: René Comeau (mandate finished January 14, 2025)

Executive Director and Registrar: Bridget Pyke, R.D. (until February 28, 2025) and Nicole Arsenault Bishop, R.D. (started March 1, 2025)

Alliance of Canadian Dietetic Regulatory Bodies' Representative: Bridget Pyke, R.D. (until February 28, 2025) and Nicole Arsenault Bishop, R.D. (started March 1, 2025)

Quality Assurance Committee

Chair: Lucie Bijeau-Boudreau, R.D.

Committee Members:

Lise Arseneault, R.D.

Josée Bélanger-Plourde, R.D.

Nicole Breau-Martin, R.D.

Lynn Gaudet, R.D.

Melanie Langille-Lewis, R.D.

Staff: Nicole Arsenault Bishop, R.D. and Bridget Pyke, R.D. (Interim Registrar)

Discipline Committee

Chair: Martha MacLean, R.D.

Committee Members:

Nadine Lewis, R.D.

Stéphanie Edwards, Lay Representative

Staff: Nicole Arsenault Bishop, R.D. and Bridget Pyke, R.D. (Interim Registrar)

Registration Committee

Chair:

Donna Mallet, R.D.

Lynn Gaudet, R.D. (Co-Chair)

Committee Members:

Natalia Baker, R.D.

Julie Atkinson, R.D.

Jenna Whitlock, R.D.

Staff: Nicole Arsenault Bishop, R.D. and Bridget Pyke, R.D. (Interim Registrar)

Ad-Hoc Legislation Committee

Chair: Esther Archibald, R.D.

Committee Members:

Michelle Corcoran, R.D.

Christine Roherty, R.D.

Janie St-Onge, R.D.

Esther Adsett, R.D.

Jessica McMackin, R.D.

Jill Thibodeau, R.D.

Staff: Nicole Arsenault Bishop, R.D. and Bridget Pyke, R.D. (Interim Registrar)

Committee Reports

Quality Assurance Committee Report

Committee Mandate

The Quality Assurance (QA) Committee advises, conducts and evaluates NBAD programming to support and ensure dietitians engage in continuing professional development throughout their careers.

Number of meetings via videoconference: 6

Chair: Lucie Bijeau Boudreau, Co-Chair Lynn Gaudet

Committee Members: Nicole Breau-Martin, Lise Arseneault, Josée Bélanger-Plourde, Melanie Lewis-Langille

Staff: Bridget Pyke (Interim Registrar) and Nicole Arsenault Bishop (Registrar)

Action Items Completed

- We reviewed an International Applicant Paper Based Assessment Evaluation and sent response to the applicant.

Action Items in Progress or Pending

- Audit 2024-25 (May 2025)
- Updating Alinity/CCP workbook reflecting ICDEP
- Updating Code of Ethics and Standard of Practice

Submitted by: Lucie Bijeau-Boudreau, QA Committee Chair

Registration Committee Report

Committee Mandate

The Registration Committee develops and maintains policies and procedures, evaluates programs for the credentialing of all applicants to NBAD and advises the Registrar and Board of Directors on such matters.

Number of meetings via videoconference: 5

Action Items Completed

- Revision of policy 6.2.6 Temporary Membership – Following Exam Failure.
- Evaluation of two Dietitian (Candidates) employment supervision submissions.
- Continuous revision of monthly reports from temporary members with restrictions

Action Items in Progress or Pending

- Development/revision of checklists and application forms for dietitians returning to practice (under 3 years and over 3 years)

- To evaluate the need to review policy 6.1.5 – Upgrading for applicants who have not maintained current practice for more than three years.

Overall Assessment

The Registration Committee underwent several changes in its composition over the past year. Three members left, and three new ones joined the team. These transitions resulted in slower progress, mainly due to the time required to regularly bring the new members up to speed.

Submitted by: Donna Mallet, Registration Committee Chair

Discipline Committee Report

Committee Mandate

The Discipline Committee administers disciplinary procedures as set out in the Act and Regulations, as well as investigating complaints of professional misconduct, incompetence, or professional secrecy.

Number of meetings via videoconference: 1

Action Items Completed

- A meeting of the Discipline Committee was held on Friday, October 4, 2024. The committee met to review reinstatement of a member of NBAD whose membership was suspended. The committee agreed to reinstate the member once all conditions of membership were met (payment of annual fees and continuing education requirements met).

Action Items in Progress or Pending

- None at this time.

Overall Assessment

No complaints were received this year, and no other discipline reviews were required.

Submitted by: Martha MacLean, Discipline Committee Chair

Ad Hoc Legislative Committee Report

Committee Mandate

The New Brunswick Association Legislative Committee mandate is to revise the current Dietitians Act and to update it to reflect the current and future scope of practice of dietitians.

Number of meetings via videoconference: 3

Action Items Completed

- Draft Act is at 98% completion
- Checklist with Timelines has been revised and finalized
- Recruitment for volunteers to develop business cases and for communications team completed.
- Communications Team formed.

Action Items in Progress or Pending

- Legal council required additional information to finalized certain parts of the regulations. This information has been provided to legal council who are finalizing the documents.
- Position papers on various topics related to legislation change are being completed
- Communication plan being developed.

Submitted by: Esther Archibald, Ad Hoc Legislation Committee Chair

Member Registry Report

Registry Statistics

	As of March 31, 2025
Active Members	392
Temporary Members	1
Temporary Member with Restrictions	2
Retired Members	7
Honorary Members	4
Dietetic Intern Members	16
TOTAL	422
During the year from April 1 to March 31	
Courtesy Members	2
Resignations	14
Suspensions: Suspension of non-renewal	4
Extensions of Temporary Membership with Restrictions	0
Moved to NB to practice	11
Moved from NB to practice in another jurisdiction	6

Financial Report

The New Brunswick Association of Dietitians Financial Statements for the period ending March 31, 2025 were prepared by Michael Briggs, Chartered Professional Accountant, and the Review Engagement Report was completed by Bringloe Feeney, Chartered Professional Accountants.

New Brunswick Association of Dietitians

Financial Statements

March 31, 2025

New Brunswick Association of Dietitians

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Independent Practitioner's Review Engagement Report

To: The members of New Brunswick Association of Dietitians

We have reviewed the accompanying financial statements of New Brunswick Association of Dietitians that comprise the statement of financial position as at March 31, 2025, and the statements of operations and changes in members' equity and cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian generally accepted standards for review engagements, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

Practitioner's Responsibility

Our responsibility is to express a conclusion on the accompanying financial statements based on our review. We conducted our review in accordance with Canadian generally accepted standards for review engagements, which require us to comply with relevant ethical requirements.

A review of financial statements in accordance with Canadian generally accepted standards for review engagements is a limited assurance engagement. The practitioner performs procedures, primarily consisting of making inquiries of management and others within the entity, as appropriate, and applying analytical procedures, and evaluates the evidence obtained.

The procedures performed in a review are substantially less in extent than, and vary in nature from, those performed in an audit conducted in accordance with Canadian generally accepted auditing standards. Accordingly, we do not express an audit opinion on these financial statements.

Conclusion

Based on our review, nothing has come to our attention that causes us to believe that the financial statements do not present fairly, in all material respects, the financial position of New Brunswick Association of Dietitians as at March 31, 2025, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Fredericton, New Brunswick
May 27, 2025


Chartered Professional Accountants

New Brunswick Association of Dietitians

Statement of Financial Position
As at March 31, 2025

	2025	2024
ASSET		
Current		
Cash and short-term investments	\$ 372,627	\$ 364,136
LIABILITIES		
Current		
Accounts payable and accrued liabilities (note 3)	\$ 9,603	\$ 20,942
Deferred membership revenue	181,258	184,975
	190,861	205,917
MEMBERS' EQUITY		
Unrestricted	181,766	158,219
	\$ 372,627	\$ 364,136

Approved

Director

Nicole Anderson & Bishop

New Brunswick Association of Dietitians

Statement of Operations and Changes in Members' Equity

Year ended March 31, 2025

	2025	2025	2024
	Budget	Actual	Actual
Revenues			
Memberships	\$ 193,280	\$ 195,890	\$ 181,674
Examination fees	7,200	4,200	9,000
Application and assessment fees	1,200	3,250	3,705
Investment income	1,300	1,496	3,471
Miscellaneous income	600	1,367	653
GNB Project Funding	-	-	12,250
	<u>203,580</u>	<u>206,203</u>	<u>210,753</u>
Expenditures			
Wages and benefits	118,207	123,079	87,468
Office	9,697	13,210	18,087
Professional fees	20,670	15,511	24,033
Information Technology	12,616	12,044	22,003
Board	12,450	9,633	7,449
Examination costs	7,200	5,483	5,547
Alliance fees	2,400	2,358	7,160
Registrar	10,455	1,338	1,978
Funds towards recouping reserves	<u>9,000</u>	<u>-</u>	<u>-</u>
	<u>202,695</u>	<u>182,656</u>	<u>173,725</u>
Excess of revenues over expenditures	885	23,547	37,028
Surplus, opening	<u>-</u>	<u>158,219</u>	<u>121,191</u>
Surplus, closing	<u>\$ -</u>	<u>\$ 181,766</u>	<u>\$ 158,219</u>

New Brunswick Association of Dietitians

Statement of Cash Flows
Year ended March 31, 2025

	2025	2024
Operating activities		
Cash received from memberships	\$ 192,173	\$ 195,754
Cash received from other activities	10,313	29,079
Cash paid to suppliers and employees	<u>(193,995)</u>	<u>(162,888)</u>
Change in cash position	8,491	61,945
Cash and short-term investments, opening	<u>364,136</u>	<u>302,191</u>
Cash and short-term investments, closing	<u>\$ 372,627</u>	<u>\$ 364,136</u>
Cash and short-term investments consist of:		
Cash and short-term investments	<u>\$ 372,627</u>	<u>\$ 364,136</u>

New Brunswick Association of Dietitians

Notes to Financial Statements

March 31, 2025

1. Nature of operations

New Brunswick Association of Dietitians is registered under the New Brunswick Companies Act and is exempt from income tax under section 149(1)(l). The Association's principal role is to regulate Registered Dietitians in the Province of New Brunswick.

2. Significant accounting policies

These financial statements are prepared in accordance with Canadian accounting standards for not-for-profit organizations. The significant accounting policies are detailed as follows:

(a) Cash and cash equivalents

Cash and cash equivalents are defined as cash and short-term investments held with a financial institution.

(b) Revenue recognition

Revenue from membership and examination fees is recognized in the period to which it relates. Any fees paid in advance for the next fiscal year are deferred and recognized in the subsequent period.

Investment income is recorded over the passage of time.

Miscellaneous income is recognized as revenue when received or receivable when the amount can be reasonably estimated and collection is reasonably assured.

(c) Financial instruments

The Association initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions. The Association subsequently measures its financial assets and financial liabilities at amortized cost, except for securities quoted in an active market, which are subsequently measured at fair value.

Financial assets measured at amortized cost include cash and short-term investments. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

New Brunswick Association of Dietitians

Notes to Financial Statements

March 31, 2025

3. Accounts payable and accrued liabilities

	2025	2024
Accrued liabilities	\$ 4,000	\$ 4,000
Government remittances	3,450	3,518
Trade payables	2,153	13,424
	<u>\$ 9,603</u>	<u>\$ 20,942</u>

4. Financial instruments

Management does not believe the association is exposed to significant financial instrument risks.



Thank you to all members who contributed their time towards the Association during the 2024-2025 year and thank you to our colleagues at the Alliance of Canadian Dietetic Regulatory Bodies and the New Brunswick Health Professions Regulatory Networks.

