

Saskatchewan Dietitians Association

Annual Report 2021-2022



Left (Sara McPhee, RD with Indigenous Services Canada (ISC) at a COVID-19 immunization clinic),
Right top and bottom (NFS training on Indigenous food ways, photo courtesy of Saskatchewan Health Authority)

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Contents

Land Acknowledgement.....	3
About the Saskatchewan Dietitians Association.....	4
Board Members 2021-2022 and Board Committees	5
Public Members' Report.....	6
Message from the President	7
Message from the Registrar/Executive Director	8
Committee Reports	9
Registration Report (Reported at March 31, 2022)	10
Continuing Competency Program Report (Reported at March 31, 2022).....	11
Complaints Investigation and Discipline Report (Reported at March 31, 2022).....	11
Equity, Diversity and Inclusion and Cultural Humility and Safety.....	12
Strategic Plan 2020-2023	13-18
Auditors Report and Financial Statement for year ending March 31, 2022	19-30
Volunteer Wall of Recognition.....	31

Land Acknowledgment

We acknowledge that the SDA office is located on Treaty 4 territory and that our members live, work and play on treaty 2, 4, 5, 6, 7, 8 and 10 territory and the homeland of the Metis.

We acknowledge the harms of the past and pay our respect to the Indigenous and Metis ancestors . We are dedicated to the spirit of the treaties to reaffirm our relationship with one another.



Map from Office of Treaty Commissioner website (access [here](#).)

We are all treaty people.



Who We Are:

The Saskatchewan Dietitians Association (SDA) is the regulatory body for Registered Dietitians (RD or PDt) in Saskatchewan. SDA exists to protect the public by ensuring those who practise as Registered Dietitians are both qualified and competent.

In practice, SDA receives and reviews applications for registration in Saskatchewan, issues licences, oversees the continuing competence/quality assurance programs and administers the complaints management process related to professional conduct and competency.

SDA fulfills this role by:

- setting and monitoring the standards for dietetic practice to ensure the public receives safe, competent and ethical nutrition services; and.
- investigating complaints about the performance or ethical conduct of a Registered Dietitian; and, recommend the appropriate remedial or disciplinary action.

What we Do:

We **protect the public** through our core activities of registration, licensure and complaint management.

Registration

Being issued membership within SDA verifies that an individual has met the registration requirements for being a dietitian in Saskatchewan (proficient in English, good character, completion of academic and practical training program approved by the board and successful completion of the Canadian Dietetic Registration Exam).

Annual Licensure

The annual renewal process allows dietitians to declare their continuing commitment to the dietetic profession by maintaining the standards of the profession and keeping public confidence strong. The resulting public registry informs the public which dietitians are licensed to practice in Saskatchewan.

Complaints Investigation or Management

Complaint management, including concern/complaint intake, coordination of investigations, and disposition of matters, provides accountability and transparency as it relates to the conduct and competence of dietitians.

How we Do It:

Staff

Lana Moore, Registrar/Executive Director

Jean Coleman, Office Assistant

Jordyn Dipple, Summer Student

Kim Askin, Book Keeper

Board of Directors 2021-2022

Name	Position	Term
Shawn Smith	President	Year 2 of 2
Orina Onyskevitch	President Elect	Year 1 of 1
Tracy Sanden	Member at Large	Year 1 of 2 Third Term
Robin Hartl	Member at Large	Year 2 of 2 Second Term
Nicole McLennan	Member at Large	Year 2 of 2 Second Term
Lea Polkinghorne	Member at Large	Year 1 of 1 First Term
Calyn Stange	Member at Large	Year 1 of 2 First Term
Stuart Webb	Public Member	Year 1 of Second Term
Barbara Jiricka	Public Member	Year 1 of Third Term

SDA Committees of the Board

Finance Committee:

Role: This committee coordinates the annual audit, prepares regular financial reports for Board and recommends budget/investment strategies to enable the Board to fulfill its fiscal oversight responsibilities.

Activities in 2021-22: In addition to its regular activities, the committee also continued work on ensuring the finance policies and operations manual are up to date.

Members: *Barbara Jiricka, Shawn Smith, Nina Onyskevitch, Lana Moore*

Board Governance:

Role: This committee is responsible for ensuring that the SDA Board of Directors fulfill their responsibilities through effective governance.

Activities in 2021-22: Continued work on board governance including development of board skills matrix, update to board orientation materials and review/revisions to committee terms of reference and Admin Bylaws.

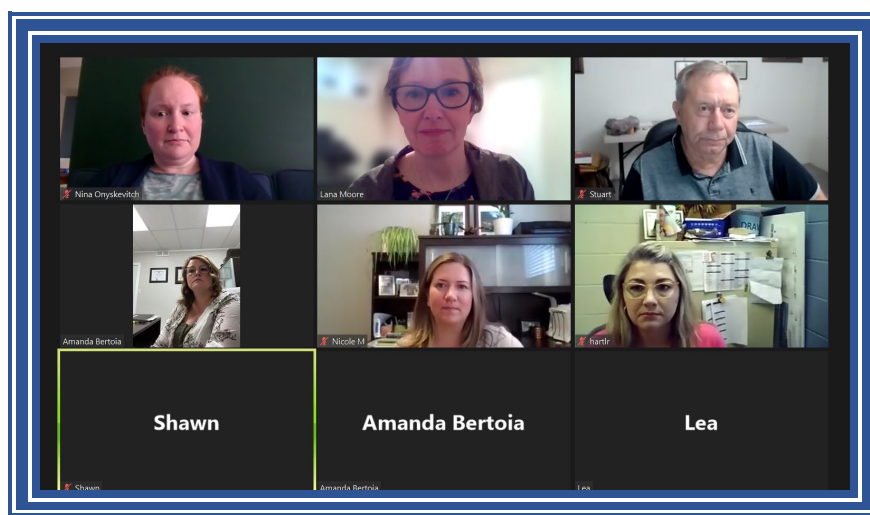
Members: *Robin Hartl, Lea Polkinghorne, Stuart Webb*

Human Resources:

Role: This committee is responsible for advising and supporting the Board in its human resources oversight responsibilities.

Activities in 2021-22: Initiated performance evaluation for Registrar.

Members: *Calyn Stange, Nicole McLennan, Barbara Jiricka*



Public Members Report

At present there are two public representatives serving on the Saskatchewan Dietitians Association (SDA) Board of Directors. Public representatives are recommended by the Minister of Health and appointed by an Order in Council of the Lieutenant Governor with the consent of the provincial government Executive Council. The government is currently reviewing the appointments and re-appointments of public representatives for professional associations.



Barbara Jiricka and Stuart Webb serve as public members on the Association's Board. Barbara has completed her second term and Stuart is in the first year of his second term.

Each board or council of a self-regulating health profession in Saskatchewan includes representation from the public to improve transparency and accountability. A public representative participates in regular board meetings and the Annual General meeting. One of the public representatives also serves as a member of the Discipline Committee, Finance Committee Board Governance Committee.



Public members bring a public perspective to the SDA Board. They ask questions and seek clarification from Board members and the Registrar/Executive Director in the public interest. As a member of the Board, a public representative works to ensure the profession:

- Acts fairly;
- Follows the appropriate legislation and bylaws;
- Fosters appropriate standards of practice and professional ethics; and
- Serves to protect the public interest.

As public representatives who participate in regular Board meetings and deliberations, we have gained a better understanding of the role of dietitians and their professional association. We have found the Registrar/Executive Director and the Board members to be professional and principled in the work they do and in the discussions they have. They work collaboratively with one another and actively participate in discussions and decision-making in the interests of the profession and the public. The SDA Board has consistently demonstrated responsible oversight of financial, governance and regulatory matters.

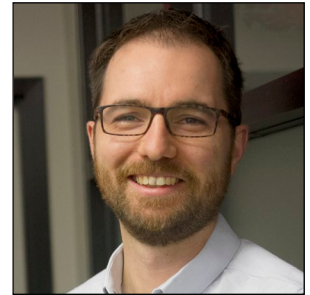
We would like to acknowledge the efforts of dietitians and your willingness to participate in the pandemic response during these past two years. Many of you were seconded to different roles and were called upon to work long hours. We appreciate that you, along with many others in the health professions, were challenged to respond and we very much appreciate those efforts.

Respectfully submitted-

Barbara Jiricka and Stuart Webb

Message from the President

As much as everyone is tired of hearing about COVID-19 pandemic, I would be remiss if I didn't acknowledge it in the Annual Report as it truly has impacted almost every facet of our home and work lives. Two years ago, we could have never imagined all of the challenges and the roles that dietitians would be asked to take on during the pandemic. Whatever your role, SDA acknowledges the contributions of dietitians and thanks you for being an essential part of the COVID-19 pandemic response.



For the fourth year in a row, SDA submitted proposed amendments to the Dietitians Act. Although our proposal did not move forward in 2021, we will resubmit next Fall as the Board feels strongly that the proposed changes are important for modernizing the Dietitians Act. Although SDA's individual proposal did not move forward, an omnibus submission from a collective of health care regulators (including SDA) did go forward and is now undergoing stakeholder consultation. The proposed changes will amend and sync our respective pieces of legislation to create consistency across health professions and improve our ability to regulate in the public's interest.

September 30 has been established as National Day for Truth and Reconciliation. As a Board we each participated in events held in our workplaces and communities. Our Fall newsletter included links to several events. We will continue to highlight resources/examples of incorporating cultural humility into dietetic practice beyond National Truth and Reconciliation Day. In addition to what is included in the newsletter, we are also working to enhance the "Cultural Competence" section on the website.

<https://www.saskdietitians.org/members/dietetic-practice-in-saskatchewan/cultural-competence/>

The SDA Board has used the pandemic as a time to focus inward and do a governance review. Building on the board governance training we did last year; we have started to implement changes including a board skills matrix, a code of conduct, created terms of reference for two new board committees (Human Resources, Board Governance) and reviewed the terms of reference for existing board committees.

Navigating SDA through the past year was a challenge and it would not have been possible without the dedication of our board of directors and support of members. We also wish to also thank our volunteers for their many contributions.

Sincerely,

A handwritten signature in black ink that reads "Shawn Smith". The signature is written in a cursive, flowing style.

Shawn Smith (President)

Message from the Registrar/Executive Director

To the extent possible, it has been business as usual for the day-to-day operations of SDA during the 2021/22 year. We continued with the pivots we made during the first year of the COVID-19 pandemic including Zoom meetings, virtual remote proctoring for the CDRE and delivery of transcripts/criminal record checks required for registration through online portals. As reflected in the strategic plan update on pages 13-18, work towards some of our goals has been suspended as we have needed to shift and respond to emerging priorities.



This past year many Dietitians were redeployed to work in testing centers or immunization clinics in various roles. Dietitians were authorized by the Government of Saskatchewan to perform COVID-19 testing in 2020 and to be non-traditional immunizers for publicly funded COVID-19 and influenza vaccinations in early 2021. Amendments to *The Disease Control Regulations* approved on Nov.3, 2021 extended both COVID-19 and influenza vaccination administration by non-traditional immunizers (including dietitians) to March 31, 2022. A Ministerial Order on April 4, 2022 extended this authorization until March 31, 2023.

SDA has continued its work with the College of Pharmacy and Nutrition (University of Saskatchewan) and the Saskatchewan Health Authority on developing a pathway for licensure for internationally educated dietitians. As a pilot project, four internationally educated dietitians are currently completing practicum rotations. SDA launched an IED portal on the website to facilitate submission of the documents required for the substantial equivalence assessment.

Our 2021 summer student Jordyn Dipple initiated a review of SDA documents/resources in relation to inclusive language. During the process, she identified an opportunity for improvement with our Code of Ethics as it frequently uses the term she/he. Rather than just do a search and replace, we have decided to undertake a more fulsome review as it has not been updated since it was first adopted in 2005. Although the values and ethical responsibilities of dietitians haven't changed since that time, the existing Code doesn't contemplate current day issues such as virtual practice and social media. Work on this project has been delayed into the 2022/23 licensing year as we are collaborating with several other dietetic regulatory bodies.

Effective October 1, 2021 SDA implemented a policy change related to interjurisdictional virtual practice. Dietitians licensed in other Canadian jurisdictions who use their RD credential to provide services to residents of Saskatchewan (virtually or in person) must now be licensed with SDA. Based on a legal opinion and the steady increase in cross border virtual practice over the past year, SDA deemed the policy change necessary to meet its public protection mandate.

In Fall 2021, SDA released an updated guidance on promotion and advertising (accessed [here](#)) that summarizes the obligations, differentiating between recommendation/endorsement and how to manage conflicts of interest. Any marketing undertaken by SDA members must be consistent with the member's professional obligations as set out in the SDA Bylaws, Standards of Practice and Code of Ethics.

On October 31, 2021 Dietitians of Canada announced its withdrawal as service provider for the Partnership for Dietetic Education and Practice (PDEP) Accreditation Program effective March 31, 2022. As dietetic regulatory bodies rely on accreditation to identify approved programs for the purposes of registration, the Alliance of Canadian Dietetic Regulatory Bodies (the Alliance) conducted an environmental scan of accreditation providers, focusing on the ones that would be able to provide the profession with a timely transition and an objective, sustainable and efficient accreditation framework. As a result, the Alliance identified one organization that met all its criteria and started negotiations with EQual (Accreditation Canada) that were not yet completed by year end of March 31, 2022.

A handwritten signature in black ink that reads "Lana Moore". The script is cursive and fluid.

Lana Moore (Registrar/Executive Director)

SDA Committees

Professional Conduct:

Role: This statutory committee, established by the Dietitians Act, investigates complaints about the conduct of registered dietitians.

Activities in 2021-22: Training for the committee was not offered in 2021-22. The committee was requested to investigate one complaint between April 1, 2021-March 31, 2022.

SDA Professional Conduct Committee: *Julie Kozmeniuk, Allison Cammer, Janice Hayden, Dena Webb-Listwin*

Discipline:

Role: This statutory committee, established by the Dietitians Act, receives reports from the Professional Conduct Committee and if required will conduct a formal hearing to determine if a member is guilty of professional misconduct and/or professional incompetence.

Activities in 2020-21: The committee did not participate in training nor was required to be active from April 1, 2021-March 31, 2022.

SDA Discipline Committee: *Joy Ang, Melanie Dubyk, Jolene Rommelaere, Leanne Banman, Carrie Hnatiw, Tracy Bielinski, Barb Wright, Barbara Jiricka, Stuart Webb*

Registration:

Role: This operational committee makes recommendations to the Board regarding policies and issues that impact registration and when requested makes recommendations to the Registrar regarding an individual's eligibility for registration.

Activities in 2021-22: Continued work with the College of Pharmacy and Nutrition and Saskatchewan Health Authority on a pathway to licensure for internationally educated dietitians, including pilot project to offer practicum experiences to four internationally educated dietitians.

Professional Standards:

Role: This operational committee is responsible for developing and overseeing the continuing competence program (CCP) and quality assurance audit for members.

Activities in 2021-22: The SDA Board made the decision to limit the number of CCP quality assurance audits for the 2021-22 year to 10 given the widespread redeployment of dietitians as part of the pandemic response. Review and feedback of all new learning plans still occurred.

SDA Professional Standards Committee:

Denise Bilan, Bethany Boutilier, Danielle Campbell, Allison Kapp, Julie Kozmeniuk, Darci Climenhaga, Darci Halbgewachs, Candace Kopec, Tammy Taylor, Andrea Toogood, Tracy Hornung, Michelle Way.



Registration Reports (Reported at March 31, 2022)

Membership Statistics

	2021/22	2020/21	2019/20	2018/19	2017/18
Members with Full Practicing Licences	417	397	393	385	378
Members with Restricted Licences	2	0	0	0	0
TOTAL	419	397	393	385	378
Temporary Licences	43	0	0	0	0
Inactive Members (Unlicensed)	37	11	9	4	N/A

A policy change, effective October 1, 2021 requiring licensure for cross border virtual practice with residents of Saskatchewan, resulted in a large increase in the number of temporary licences issued in the 2021/22 year. Note that the temporary licences are issued for various lengths of time and not all of the temporary licences issued in the year were active on March 31, 2022 which is what is reported in the chart above.

Consistent with the past two years, the number of inactive or unlicensed members continues to increase. As awareness of the unlicensed member category rises, many are using it when they don't have an immediate need to be licensed and are unsure as to their future needs. Inactive members are unlicensed so they do not pay fees or participate in CCP, but they also can not use any of the protected titles (Dietitian, Registered Dietitian, Professional Dietitian, RD, PDt). Unlicensed members can return to being licensed members within 36 months by submitting a request to the Registrar and paying the \$50 reinstatement fee. If the length of time the member has been unlicensed is longer than 36 months, an assessment will be required to ensure the member's knowledge and skills are current before they be relicensed with SDA.

Resignations

	2021/22	2020/21	2019/20	2018/19	2017/18
Transfer to another Jurisdiction	12	10	16	8	12
Retired or no longer in dietetic practice	0	2	2	4	15

Source of New Registrations to SDA

Due to the policy change regarding interjurisdictional practice, the highest number of new registrations to SDA this past year were RDs licensed in another Canadian jurisdiction, followed by new graduates of the Nutrition program at the University of Saskatchewan.

	2021/22	2020/21	2019/20	2018/19	2017/18
Move from unlicensed to licensed category	0	0	2	N/A	N/A
Licensed in another Canadian Jurisdiction	30	4	11	8	9
Accredited Program Applicants	22	23	22	17	22
Substantial Equivalency to Approved Program	0	0	0	0	1

Continuing Competence Program Report (Reported at March 31, 2022)

As part of the mandatory continuing competence program of SDA, all restricted and full practising members are required to submit a learning plan with a minimum of two goals (one if after October 1). During the licence renewal process, all members learning plans are reviewed to ensure they contain the minimum required number of learning goals and that the goals are learning goals related to dietetics. Dietitians holding temporary licensure with SDA do not participate in our CCP as they must participate in the CCP/QA program in their home jurisdiction.

The Professional Standards Committee reviewed all of the 2021-22 learning plans. Due to the widespread redeployment of dietitians as part of the COVID-19 pandemic response, the Board directed the committee to only select 10 dietitians for audit instead of the 5% of membership set in policy.

	2021/22	2020/21	2019/20	2018/19	2017/18
Total Number of CCP participants	449	420	420	404	405
Number of Learning Plans reviewed by SDA	449	420	420	404	405
Number of Learning Plans that received "second" review by Professional Standards Committee member	397	393	385	378	0
Number of Learning plans that received feed back and/or required revision	15	7	40	30	2
Total number of Members selected for Quality Assurance Audit	10	N/A	20	19	19
Number of Members selected for audit who did <u>NOT</u> meet standards who were referred for coaching	0	N/A	0	1	2

Complaint Investigation and Discipline Report (Reported at March 31, 2022)

One of the ways that SDA protects the public is through the investigation of complaints regarding the conduct and/or competence of its members and discipline of members. In the 2021/22 one formal complaint was received and the investigation and at March 31, 2022 is still in progress.

Type of Request	2021/22	2020/21	2019/20	2018/19	2017/18
Requests for the Complaint Investigation Application	1	0	0	2	0
Pre-investigations	1	0	0	0	0
Investigations	1	0	0	2	0
Discipline Hearings	0	0	0	0	0

Equity, Diversity & Inclusion (EDI) and Cultural Humility and Cultural Safety (CHS)

In September of 2020, the SDA board approved the cultural safety competency (shown below) as part of the updated national entry to practice competency profile (ICDEP). In the 2021/22 year, SDA supported implementation of this new cultural safety competency by sharing cultural competence resources on the Member's Only side of SDA website and through the SDA Newsletter.

2.03 Practice in a manner that promotes cultural safety	a. Act with sensitivity and humility with regard to diverse cultural groups
	b. Demonstrate awareness of Indigenous values and ways of knowing related to health and wellness
	c. Demonstrate awareness of the ongoing impact of colonization / residential schools / intergenerational trauma / systemic racism on Indigenous peoples in Canada
	d. Demonstrate awareness of the role of self- determination in supporting capacity development
	e. Act with awareness of how one's own biases, beliefs, behaviours, power and privilege may affect others

Our 2021 summer student, Jordyn Dipple, initiated a review of SDA documents (code of ethics, standards of practice, policies, website) to identify where the language could be modified to be more inclusive. Where possible, changes have already been incorporated (eg. him/her changed to their). As revisions to the SDA Code of Ethics are planned for 2022/23, inclusive language will be incorporated at that time.

Individually, SDA staff, board and committee members participated in various education opportunities throughout the year and on Sept. 30 to commemorate the first National Day of Reconciliation. We participated together in a virtual Blanket Exercise on October 25, 2021.

Two questions related to cultural safety and humility were added to the self-assessment questionnaire for the continuing competence program (CCP) in 2022/23:

- **Who are my clients and do I interact with them in a way that is inclusive and respectful of their cultural beliefs, values and practices?** Consider ways you could make your dietetic practice more inclusive and culturally safe.
- **What biases, assumptions, beliefs and privileges do I bring to my dietetic practice?** Consider how this influences your interactions with others.

We have been sharing resources with and learning from the activities of our stakeholders including other regulatory bodies in Saskatchewan/Canada, Dietitians of Canada and the University of Saskatchewan (College of Pharmacy and Nutrition) related to their EDI and/or CHS activities. Some of the actions we are looking to for the year ahead include:

- Update to demographic questions on application/renewal. We are looking at the questions being used in the 2021 Census so that we can more easily compare how our membership profile compares to demographic profile for the province.
- Expand on current and/or develop a professional standard related to cultural competence that clearly defines the expectations for dietitians to practice in a manner that is inclusive and promotes cultural safety.

Strategic Plan 2020-23

In developing their strategic plan for 2020-23, the SDA board acknowledges that SDA will **continue with the core work** that is delegated to the organization through the Dietitians Act. This includes **registration of new members, licence renewals for existing members, the continuing competence program and quality assurance audit, complaints investigation and disciplinary processes.**

See our progress to date on the priorities for 2020-23, noting that the COVID-19 pandemic has impacted our progress and priorities.

Priority 1 Scope of Practice- Advanced Practice				
Desired Outcome: Legislative framework in place to permit dietitians to safely and competently perform certified practices and clarity on the role of the dietitian in advanced practice.				
Strategy		Responsibility	Timeline	Progress
Action 1:	Follow up with Ministry on proposed amendments to the Dietitians Act (submitted Fall 2019) to permit creation of regulatory bylaws to define certified practices	SDA Board and Registrar/ED	2021	Proposal updated again and resubmitted to Ministry in Fall of 2021.
	Continued consultation with other regulatory bodies on certified practices including competency profiles and standards of practice.	Registrar	2020	No action as our proposal did not move forward in 2021.
	Draft and submit amendments to Med Lab Licensing Regulations	SDA Registrar	Once Dietitians Act amended can submit	No action as our proposal did not move forward in 2021.
	Draft and submit amendments to Drug Schedule Regulations	SDA Registrar	Once Dietitians Act amended can submit	No action as our proposal did not move forward in 2021.
Action 2:	Development of regulatory bylaws and policies/procedures for registering members to undertake certified practices.	SDA Board and Registrar	2020	No action as our proposal did not move forward in 2021.
Action 3	Development of competency profile and standards of practice for each certified practice.	Legislation Committee	2020	No action as our proposal did not move forward in 2021.
Action 3:	Education of members, educators and employers regarding framework for certified practices.	Legislation Committee, Registrar	Ongoing	No action as our proposal did not move forward in 2021.
Action 4:	Develop an implementation plan	Legislation Committee, Registrar	2021	No action as our proposal did not move forward in 2021.
Action 5:	Investigate the development of online jurisprudence module to support members in the implementation of certified practices	Legislation Committee, Registrar	2021	No action as our proposal did not move forward in 2021.

Priority 2: Quality and Safe Dietetic Practice/Competence				
Desired Outcome: Reliable processes for assessment of competence at entry to practice and a continuing competence program that is relevant for all members.				
Strategy		Responsibility	Timeline	Progress
Action 1:	Review of substantial equivalence assessment processes	Registrar and Assessment committee	2020	We have had 2 IED go through the revised substantial equivalence process. The partnership with UAlberta is streamlining assessment, but has not addressed the backlog for practicum.
Action 2:	Incorporate updated ICDEPs (entry to practice competencies) into SDA processes and resources	Registrar and Registration Committee	2020/21	Updated ICDEP approved by SDA board in Sept 2020. PDEP has set 2023 as the implementation deadline. SDA documents/processes will not be updated until this date.
Action 3:	Create a working group to review SDA continuing competence program by exploring best practices and feedback from members survey.	Registrar, Professional Standards Committee	2023	SDA participated in national working group to review CCP best practices. Due to pandemic, this has not been prioritized and will not occur within the timeframe of this strategic plan.
Action 4:	Working group to present at least two options to Board for consideration.	Registrar, Professional Standards Committee		
Action 5:	Board to review and select a framework for the CCP	Registrar		
Action 6:	Develop an implementation plan	Registrar		
Action 7:	Engage and support members in transition to new ccp and ongoing quality assurance	Registrar		

Priority 3: Protection of public from “other” nutrition providers providing inaccurate or misleading nutrition information				
Desired Outcome: That the public is protected from harm from other nutrition providers (regulated and unregulated) who may not be providing evidence-based nutrition advice.				
Strategy		Responsibility	Timeline	Progress
Action 1:	Submission and follow up with Ministry on proposed amendments to the Dietitians Act (submitted Fall 2019) to protect the titles nutritionist and registered nutritionist	Registrar	2021	Dietitians Act amendments (including protection of the titles nutritionist and registered nutritionist) resubmitted in Fall 2021.
Action 2:	Financial and administrative support for “other nutrition provider” working group to support the achievement of their action plan.	Registrar “Others” Action Group	Ongoing	Due to the elimination of the Regional Executive Director position, this committee was disbanded as it was determined it could not continue without the financial and admin support of Dietitians of Canada.
Action 3:	Participation on steering committee for Eat Well Saskatchewan contact center	Registrar	Ongoing	Regular participation as at steering committee member meetings.
Action 4:	Research Project with practicum students in 2019/20 with follow up steps to be determined	Registrar	2020-21	Research project complete and student project to develop infographic on when to refer to a dietitian complete.
Action 5:	Maintenance of Private Practice List, RD Directory on SDA website	Registrar	Ongoing	Regular updating of private practice list for website and RD Directory for SDA website.

Priority 4: Branding and Communication				
Desired Outcome: Increased awareness among members and public of role/mandate of our organization.				
Strategy		Responsibility	Timeline	Progress
Action 1:	Survey members on how and what they want to receive from SDA and interest in working group	Registrar	April 2020	Work on this goal suspended during pandemic.
	Working group to take information from consultation to develop a communications strategy and/or identify any additional info or supports needed	Registrar, Communications Committee	Summer/Fall 2020	Work on this goal suspended during pandemic
	Implement communications strategy	Registrar, Communications Committee	Winter 2020/21	Work on this goal suspended during pandemic.
Action 2:	Consider options for name change	Registrar, SDA Board	2020	Our proposed amendments for Dietitians Act include request for name change.
	Initiate development of brand/logo, etc for new organization	Registrar, SDA Board	Once we have indication our amended will be considered	No action as our proposal did not move forward in 2021.
Action 3:	Continue to educate members on SDA activities and how they support public protection	Registrar, Communications Committee	Ongoing	Work on this goal suspended during pandemic.
Action 4:	Continue to educate the public on how we fulfill our public protection mandate	Registrar, NIRO	Ongoing	Work on this goal suspended during pandemic.
Action 5:	Continue to educate stakeholders on how we fulfill our public protection mandate	Registrar, NIRO	Ongoing	Work on this goal suspended during pandemic.
Action 6:	Explore use of media to connect with SDA stakeholders	Registrar	2022	Work on this goal suspended during the pandemic.

Priority 5: SDA Board Governance				
Desired Outcome: SDA is a well-run organization that applies appropriate policies and governance tools.				
Strategy		Responsibility	Timeline	Progress
Action 1:	Research and select resources to assist the board in assessing and articulating its optimal governance structure.	Registrar, SDA Board	2020	Completed ELEVATE modules in May 2021.
Action 2:	Complete modules, self-assess and identify/submit for required Admin bylaw amendments	Registrar, SDA Board	2020/21	Complete. Admin bylaw amendments drafted and approved at the 2021 AGM.
Action 3:	Articulate board governance policy and procedures	Registrar, SDA Board	2020/21	Complete. Board governance manual.
	Update resources, role descriptions and terms of reference.	Registrar, SDA Board	2020/21	Review/update of committee terms of reference for 2022 AGM
Action 4:	Articulate indicators for ED to report on	Registrar, SDA Board	2022	
Action 5:	Maintain and cultivate relationships with external stakeholder	Registrar, SDA Board	Ongoing	SDA participated in NIRO training session on board governance.

Priority 6: Collaborative Partnerships				
Desired Outcome: SDA collaborates with stakeholders to fulfill its mandate.				
Strategy		Responsibility	Timeline	Progress
Action 1:	Maintain and enhance relationship with Ministry of Health.	Registrar	Ongoing	Participate in weekly meetings during pandemic.
	Maintain and enhance relationship with the College of Pharmacy and Nutrition (University of Saskatchewan)	Registrar	Ongoing	Continue to work with the College (and SHA) on pathway to licensure for IED. Correspondence on emerging issues of accreditation and CDRE.
	Maintain and enhance relationship with other regulatory bodies in Saskatchewan through participation in NIRO.	Registrar	Ongoing	SDA regularly participates in NIRO meetings and provide feedback on NIRO website and collective legislative amendments.
	Maintain and enhance relationships with other Canadian dietetic regulatory bodies through participation in the Alliance of Canadian Dietetic Regulatory Bodies.	Registrar	Ongoing	SDA regularly participates in monthly Alliance meetings.
	Maintain and enhance relationships with the national professional association (Dietitians of Canada).	Registrar	Ongoing	Following the elimination of the regional executive director position, have continued to meet with DC staff (Jennifer Wojcik) on a quarterly basis to maintain relationship.
	Engage and participate with the Partnership for Dietetic Education and Practice (PDEP).	Registrar	Ongoing	SDA participates in annual meeting of members for PDEP and as needed through the Alliance.
Action 2:	Look for ways to create cost savings or synergy by collaborating with other dietetic regulatory bodies.	Registrar	Ongoing	Continue to explore options for cost savings and collaboration.
Action 3:	Explore collaborations outside of our traditional partners (ie. client advocate).	Registrar	2022	

SASKATCHEWAN DIETITIANS ASSOCIATION

Independent Auditor's Report

Financial Statements - March 31, 2022

CHBB

Chartered Professional Accountants
Kindersley, Saskatchewan



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INDEPENDENT AUDITOR'S REPORT

To the Members of Saskatchewan Dietitians Association

Opinion

We have audited the accompanying financial statements of Saskatchewan Dietitians Association, which comprise the statement of financial position as at March 31, 2022, and the statements of operations, changes in net assets and cash flows for the year then ended, and a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of Saskatchewan Dietitians Association as at March 31, 2022, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of Saskatchewan Dietitians Association in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, 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.

In preparing the financial statements, management is responsible for assessing Saskatchewan Dietitians Association's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate Saskatchewan Dietitians Association or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing Saskatchewan Dietitians Association's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of Saskatchewan Dietitians Association's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on Saskatchewan Dietitians Association's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention to our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause Saskatchewan Dietitians Association to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

KINDERSLEY, Saskatchewan

June 9, 2022



Chartered Professional Accountants

SASKATCHEWAN DIETITIANS ASSOCIATION

Statement of Financial Position

March 31, 2022

	<u>2022</u>	<u>2021</u>
<u>ASSETS</u>		
Current assets:		
Cash - Unrestricted	\$ 151,768	144,729
Cash - Restricted	6,148	6,127
Accounts receivable	29,936	9,523
Guaranteed investment certificates (Note 3)	125,000	501,518
Prepaid insurance	<u>1,368</u>	<u>1,478</u>
Total current assets	314,220	663,375
Property and equipment (Note 4)	261	579
Guaranteed investment certificates (Note 3)	398,545	-
Intangibles, net of accumulated amortization (Note 5)	<u>5,423</u>	<u>10,845</u>
	<u>\$ 718,449</u>	<u>674,799</u>
<u>LIABILITIES & NET ASSETS</u>		
Current liabilities:		
Employee deductions payable	\$ 1,390	31
Accounts payable	7,747	5,003
Prepaid membership fees	<u>146,928</u>	<u>133,898</u>
Total current liabilities	156,065	138,932
Net assets:		
Internally restricted Board of Directors' education fund	6,148	6,127
Net assets, as per accompanying statement	<u>556,236</u>	<u>529,740</u>
Total net assets	<u>562,384</u>	<u>535,867</u>
	<u>\$ 718,449</u>	<u>674,799</u>

Approved on behalf of the Board

Shawn Smith

Director

Nicole H. Jensen

Director

See accompanying notes to financial statements.

SASKATCHEWAN DIETITIANS ASSOCIATION

Statement of Operations

Year ended March 31, 2022

	<u>2022</u>	<u>2021</u>
Revenue:		
Membership fees	\$ 137,986	145,400
Canadian Dietitians Registration Examination	6,150	8,400
Duplicate Receipt	400	150
Grants	30,103	7,349
Interest	7,285	10,565
License Renewal Fee	<u>11,275</u>	<u>11,550</u>
	193,199	183,414
Expenses:		
Staffing (Schedule 1)	69,235	72,947
Administrative (Schedule 2)	16,974	14,937
Professional Standards Committee	2,327	375
Executive (Schedule 3)	9,899	5,859
Canadian Dietitians Registration Examination	12,715	11,613
Support services and office (Schedule 4)	4,605	4,587
Canadian Dietetic Regulatory Alliance	2,113	2,082
Communication Committee	4,563	4,055
Amortization of intangible assets	5,422	5,422
Amortization of tangible assets	318	708
Professional Conduct Committee	9,613	-
Registration Committee	<u>28,898</u>	<u>6,742</u>
	<u>166,682</u>	<u>129,327</u>
Excess of revenues over expenses	<u>\$ 26,517</u>	<u>54,087</u>

See accompanying notes to financial statements.

SASKATCHEWAN DIETITIANS ASSOCIATION

Statement of Net Assets

Year ended March 31, 2022

			<u>2022</u>	<u>2021</u>
	Unrestricted	Restricted	Total	Total
Net Assets balance, beginning of year	\$ 529,740	\$ 6,127	\$ 535,867	481,780
Excess of revenues over expenses	<u>26,496</u>	<u>21</u>	<u>26,517</u>	<u>54,087</u>
Net assets balance, end of year	<u>\$ 556,236</u>	<u>\$ 6,148</u>	<u>\$ 562,384</u>	<u>535,867</u>

See accompanying notes to financial statements.

SASKATCHEWAN DIETITIANS ASSOCIATION

Statement of Cash Flows

Year ended March 31, 2022

	<u>2022</u>	<u>2021</u>
Cash flow from (used in) operating activities:		
Operations:		
Excess of revenue over expenses	\$ 26,517	54,087
Amortization	5,740	6,130
Adjustment for non-cash working capital items:		
Accounts receivable	(20,413)	725
Prepaid expenses	110	(256)
Accounts payable	2,744	1,141
Prepaid membership fees	13,030	(4,377)
Employee deductions payable	<u>1,359</u>	<u>(1,331)</u>
	29,087	56,119
Cash flow from (used in) investing activities:		
Purchase of guaranteed investment certificates	(603,545)	(110,313)
Redemption of guaranteed investment certificates	<u>581,518</u>	<u>14,855</u>
	<u>(22,027)</u>	<u>(95,458)</u>
Net increase (decrease) in cash	7,060	(39,339)
Cash and cash equivalents at beginning of year	<u>150,856</u>	<u>190,195</u>
Cash and cash equivalents at end of year	\$ <u>157,916</u>	<u>150,856</u>
Cash and cash equivalents consists of:		
Cash - Unrestricted	\$ 151,768	144,729
Cash - Restricted	<u>6,148</u>	<u>6,127</u>
	\$ <u>157,916</u>	<u>150,856</u>

See accompanying notes to financial statements.

SASKATCHEWAN DIETITIANS ASSOCIATION

Notes to Financial Statements

March 31, 2022

1. PURPOSE:

Saskatchewan Dietitians Association (the "Association") is a non-profit organization established by *The Dietitians Act of Saskatchewan*. The primary objective of the Association is to regulate the Dietetic profession in Saskatchewan in the public's interest and it is also responsible for regulating the exams for graduates.

2. SIGNIFICANT ACCOUNTING POLICIES:

The financial statements have been prepared in accordance with Canadian accounting standards for not-for-profit organizations in Part III of the CPA Canada Handbook and include the following significant accounting policies:

Cash and Cash Equivalents

Cash and cash equivalents consist of cash and highly-liquid investments with maturities of three months or less at the acquisition date.

Property and equipment

Property and equipment are initially recorded at cost. Depreciation is calculated using the declining balance method over estimated useful lives.

Computer equipment - rate: 55%

Intangible Asset

Intangible assets are initially recorded at cost. Depreciation is calculated using the straight-line method over estimated useful lives.

Website - rate: 8 years

Income taxes

The Association is exempt from income taxes under paragraph 149(1)(l) of *The Income tax Act*.

Financial Instruments

The Association initially measures its financial assets and financial liabilities at fair value. The Association subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash (unrestricted and restricted), accounts receivable, and guaranteed investment certificates. Financial liabilities measured at amortized cost include accounts payable and prepaid membership fees.

SASKATCHEWAN DIETITIANS ASSOCIATION

Notes to Financial Statements

March 31, 2022

2. SIGNIFICANT ACCOUNTING POLICIES (CONTINUED):

Fund accounting

Internally restricted funds:

(i) Capital fund:

The Capital fund consists of funds set aside by the Association's Board of Directors for purposes of acquiring tangible and intangible assets.

(ii) Board of Directors' education fund .

The Board of Directors' education fund consists of funds set aside by the Association's Board of Directors for purposes of attending educational activities related to Association's governance.

Revenue Recognition

The Association follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when they are received or receivable if the amount to be received can be reasonably estimated and collection is reasonable assured.

Membership fees are recorded in revenue over the period to which the membership relates. Interest income is earned over the maturity of the investment. Examination, license renewal fees and duplicate receipts are recorded in revenue when the related service is provided.

Grant income is recognized as revenue when they are received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

3. GUARANTEED INVESTMENT CERTIFICATES:

Investments consist of the following:

	<u>2022</u>	<u>2021</u>
Guaranteed investment certificates		
GIC bearing interest at 1.90%, maturing May 13, 2021	\$ -	\$ 179,025
GIC bearing interest at 0.85%, maturing May 13, 2021	-	110,313
GIC bearing interest at 3.00%, maturing January 11, 2022	-	212,180
GIC bearing interest at 0.35%, maturing December 14, 2022	125,000	-
GIC bearing interest at 1.00%, maturing May 13, 2023	45,000	-
GIC bearing interest at 1.25%, maturing May 13, 2024	135,000	-
GIC bearing interest at 2.00%, maturing January 11, 2025	200,000	-
GIC bearing interest at 0.50%, maturing January 11, 2023	<u>18,545</u>	<u>-</u>
Total investments	\$ 523,545	\$ 501,518
Maturing within one year:		
Current GIC's	<u>(125,000)</u>	<u>(501,518)</u>
Total long-term investments	\$ <u>398,545</u>	\$ <u>-</u>

SASKATCHEWAN DIETITIANS ASSOCIATION

Notes to Financial Statements

March 31, 2022

4. PROPERTY AND EQUIPMENT

		<u>- 2 0 2 2 -</u>		<u>2021</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Computer equipment	\$ <u>1,775</u>	<u>1,514</u>	<u>261</u>	<u>579</u>

5. INTANGIBLE ASSETS:

Amortization for the year amounted to \$5,422 (2021 - \$5,422).

		<u>- 2 0 2 2 -</u>		<u>2021</u>
	<u>Cost</u>	<u>Accumulated Amortization</u>	<u>Net Book Value</u>	<u>Net Book Value</u>
Website	\$ <u>43,377</u>	<u>37,954</u>	<u>5,423</u>	<u>10,845</u>

6. COMMITMENTS:

The Association is committed under a lease for office space with monthly rental fee of \$550 plus GST. The lease agreement signed for 1 year, commencing from January 1, 2022.

7. FINANCIAL INSTRUMENTS:

Financial risks

The Association is exposed to various risks through its financial instruments, without being exposed to concentrations of risk. The main risks are broken down below.

Credit Risk

The Association is exposed to credit risk with respect to accounts receivable. The Association assesses, on a continuous basis, accounts receivable on the basis of amounts it is virtually certain to receive and virtually never has any bad debts.

Liquidity Risk

Liquidity risk is the risk that the Association will not be able to meet a demand for cash or fund its obligations as they come due. Liquidity risk also includes the risk of the Association not being able to liquidate its assets in a timely manner at a reasonable price.

The Association monitors its cash flow throughout the year to ensure its billing practices take into account the timing and level of its cash obligations. The Association has sufficient funds from which to operate and the risk is considered to be low.

SASKATCHEWAN DIETITIANS ASSOCIATION

Notes to Financial Statements

March 31, 2022

7. FINANCIAL INSTRUMENTS (continued):

Interest Rate Risk

The Association is exposed to interest rate risk on its fixed and floating interest rate financial instruments. Fixed-rate instruments subject the Association to a fair value risk, while the floating rate instruments subject it to a cash flow risk. The Association is exposed to this type of risk as a result of investments in guaranteed investment certificates and term deposits.

8. COVID-19 PANDEMIC

The COVID-19 pandemic is complex and rapidly evolving. It has caused material disruption to businesses and has resulted in an economic slowdown. Saskatchewan Dietitians Association continues to assess and monitor the impact of COVID-19 on its financial condition. The magnitude and duration of COVID-19 is uncertain and, accordingly, it is difficult to reliably measure the potential future impact on the organization's financial position and operations.

SASKATCHEWAN DIETITIANS ASSOCIATION

Schedules

March 31, 2022

Schedule 1 - Staffing

	<u>2022</u>	<u>2021</u>
Wages	\$ 64,244	70,202
Travel	398	294
Conferences	2,018	25
Administrative support	208	-
Membership reimbursement	792	851
Bookkeeping services	<u>1,575</u>	<u>1,575</u>
Total staffing expenses	\$ <u>69,235</u>	<u>72,947</u>

Schedule 2 - Administration

	<u>2022</u>	<u>2021</u>
Legal and accounting	\$ 3,427	1,582
Audit	3,608	3,608
Office rental	6,458	6,300
Bank charges	<u>3,481</u>	<u>3,447</u>
Total administrative expenses	\$ <u>16,974</u>	<u>14,937</u>

Schedule 3 - Executive

	<u>2022</u>	<u>2021</u>
Board honorarium	\$ 6,300	3,550
Conferences	1,747	-
Directors and Officers Liability insurance	1,543	1,496
Teleconferences	174	163
Other	<u>135</u>	<u>650</u>
Total executive expenses	\$ <u>9,899</u>	<u>5,859</u>

Schedule 4 - Supportive Services

	<u>2022</u>	<u>2021</u>
Office stationary and supplies	\$ 788	887
Insurance	678	602
Postage	310	376
Telephone and fax	647	725
Internet and website	1,724	1,534
Other	<u>458</u>	<u>463</u>
Total supportive services expenses	\$ <u>4,605</u>	<u>4,587</u>

Volunteer Wall of Recognition

*SDA gratefully acknowledges
the volunteers for 2021-22 who
have participated on the
board, committees and/or
working groups.*

SDA Board Members:

Shawn Smith
Nina Onyskevitch
Tracy Sanden
Nicole McLennan
Robin Hartl
Lea Polkinghorne
Calyn Stange

SDA Board Public Representatives:

Barbara Jiricka
Stuart Webb



Joy Ang
Leanne Banman
Tracy Bielinski
Denise Bilan
Bethany Boutilier
Dr. Allison Cammer
Danielle Campbell
Darci Climenhaga
Stephanie Cook
Carolyn Chu
Suzanne Chubak
Melanie Dubyk
Darci Halbgewachs
Janice Hayden
Dr. Carol Henry
Carrie Hnatiw
Tracy Hornung
Ester Kang
Allison Kapp
Candace Kopec
Julie Kozmenuik
Dr. Jessica Lieffers
Krista Loessl
Poppy Lowe
Myrna McDiarmid
Nicole McLennan
Janet Muirhead
Charlotte Pilat Burns
Maggie Pioro
Nicole Pulvermacher
Martina Richmond
Nadia Rodych
Jolene Rommelaere
Shawn Smith
Tammy Taylor
Andrea Toogood
Carrie Verishagen
Sharon Walker
Michelle Way
Dena Webb-Listwin
Barbara Wright