



NOVA SCOTIA COLLEGE OF  
**Dietitians** AND  
**Nutritionists**

Annual Report  
2023 - 24

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## THE NSCDN

The Nova Scotia College of Dietitians and Nutritionists (NSCDN) is the regulatory body for the profession of dietetics in Nova Scotia. In the public interest, the NSCDN regulates dietitians and nutritionists to practice in a safe, ethical and competent manner.

## CORE FUNCTIONS

NSCDN's core functions include protecting and serving the public interest by addressing complaints, registration, continuing competence, and professional practice.

## MISSION

In the public interest, NSCDN regulates dietitians and nutritionists to practice in a safe, ethical and competent manner.

## VISION

Trust and excellence in regulation and practice.

## STRATEGIC GOAL STATEMENTS

### **Strategic Direction 1: Equity Diversity and Inclusion**

- Integrate the principles of equity, diversity, and inclusion into NSCDN Board Governance and Operations.
- Collaborate with others to identify strategic interventions to enhance the cultural safety and competency of operational processes.
- Promote cultural competency as a standard of practice for dietitians and nutritionists in Nova Scotia.

### **Strategic Direction 2: Regulation of Practice**

- Establish a strategy for the board to influence timely proclamation of the Act and the transition to a college.
- Begin development of preceptor competencies.
- Implement continuing competency program following the review of the Network.

### **Strategic Direction 3: Governance Excellence**

- Develop recruitment framework and implement an effective recruitment strategy for NSCDN board.

## ORGANIZATIONAL STRUCTURE

### BOARD OF DIRECTORS



Chair— Carole Thompson, RD

Chair-elect— Brittnee Zwicker, RD

Past-chair— Kolten MacDonell, RD

Treasurer— Erica Reynolds, RD

Member at large— Jullian MacLean, RD

Members at large— Lauren Wills, RD

Public Member— Phil Veinotte

Public Member— Beverley Patterson

Public Member— Wanda MacDonald

### STAFF



**Amanda Connors, RD**

Executive Director &  
Registrar



**Nicole MacPherson, RD**

Deputy Registrar  
(Part-time)

**Jennifer Bowser, RD**

Practice Advisor  
(Part-time)

## **CHAIR'S REPORT**

The Nova Scotia College of Dietitians and Nutritionists (NSCDN) has completed its first full year as a College. The College continues to regulate with the primary goal of implementing safeguards and processes for dietetic practice to provide safe, effective, and competent nutrition care to the Nova Scotia public.

Throughout the year, the College collaborated provincially and nationally with other organizations in the health professions regulatory sector. This collegial networking has been exceptionally valuable given the rapidly evolving regulatory and legislative landscape in Nova Scotia. Alongside all other regulated health professional colleges in the province, NSCDN must implement operational and governance changes to comply with new healthcare-focused legislation. Under RPHA (2023), NSCDN is required to transition to a new regulatory model, necessitating revisions to its Bylaws and Regulations, some of which will now be standardized across all Colleges.

The Board is looking forward to changes that will take place in the 2024/25 fiscal year. Through a review of the College Governance Policies and collaboration with other health regulatory bodies in Nova Scotia, the Board explored the transition to a full Policy Governance model. Over the past year, the Board participated in two educational sessions to familiarize themselves with policy governance concepts and processes. Based on these insights, the Board decided to implement the Policy Governance model. The Board looks forward to further education, training, and policy development in the fall of 2024. This transition to Policy Governance will enhance the Board's governance structure, improve organizational succession planning, and further clarify the delineation between Board and operational roles.

In 2024, the Board approved the move of office locations from 380 Bedford Highway to 1597 Bedford Highway in Bedford, NS. This move will begin at the beginning of July and will conclude in September. The College is excited to share an office location with seven other health profession regulators, including the Nova Scotia Regulator of Paramedicine, College of Occupational Therapists of Nova Scotia, Nova Scotia College of Medical Laboratory Technologists, Nova Scotia College of Medical Imaging and Radiation Therapy Professionals, College of Dental Hygienists of Nova Scotia, Denturist Licensing Board of Nova Scotia, and the Nova Scotia Dental Technicians Association.

The College Board welcomed Amanda Connors as the NSCDN Registrar and Executive Director in the winter of 2024. I want to thank the NSCDN staff and volunteers, who have worked diligently and competently during this busy first full year. They have navigated the new waters of regulation within Nova Scotia and have successfully charted a new course to ensure all necessary actions are taken to comply with recent provincial regulatory legislation.

I want to thank the 2023-24 NSCDN Board of Directors for their dedicated and professional work on behalf of the College. This highly functional team consistently engaged in respectful,

challenging discussions to make crucial decisions, ensuring financial sustainability and a robust governance foundation essential to the NSCDN mandate. I want to recognize the contributions of public members Wanda MacDonald, Beverley Patterson, and Phil Veinotte, who were appointed following the 2023 Dietitians Act. Their active participation and willingness to share their knowledge and expertise have been incredibly valuable. The presence of public members strengthens public protection by offering diverse perspectives and ensuring accountability, enabling the Board to make impartial decisions that prioritize the public's best interests.

The dedication of dietitians who serve as board members has been invaluable, notwithstanding their demanding professional commitments. I thank departing dietitian members Kolten MacDonell, Erica Reynolds, and Lauren Wills for their unwavering service. Their contributions have been indispensable to the College, and their absence will be keenly felt. I'd also like to acknowledge Britnee Zwicker and Julian MacLean for as they embark on their new roles on the Board as Chair and Treasurer, respectively. Additionally, we eagerly welcome the nominations of Lisa deMoilter as chair-elect and Lauren Rosser and Nikki O'Melia as Members-at-Large for the 2024-25 board.

I am grateful for the privilege to serve as NSDCN's Board chair. I truly appreciate the ongoing support from fellow Board members, staff, and registrants. I eagerly anticipate continued collaboration in the 2024-25 board year!

**Carole Thompson, RD**  
Chair, NSCDN Board of Directors  
2023-2024

## EXECUTIVE DIRECTOR'S REPORT

Legislative measures and regulations serve as the cornerstone enabling the College to execute its essential regulatory duties. In 2023-24, the Nova Scotia Government initiated legislative changes affecting regulated health professions. As we navigate these regulatory transitions and advancements, the College is dedicated to collaboration, innovation, and upholding regulatory standards.

Through the enactment of the Patient Access to Care Act (PACA) in 2023, regulators are required to process applications within five business days of receiving a complete application through Labour Mobility. Additionally, this legislation requires that application fees are waived for individuals relocating from another provincial jurisdiction.

The Nova Scotia Government introduced the Regulated Health Professions Act (RHPA) in 2023, a common foundations legislation applicable to all regulated health professions in Nova Scotia. Sections 16-22 of the RHPA applied to all health regulatory bodies in Nova Scotia upon proclamation. Once dietetic regulations are proclaimed, the RHPA will replace the Dietitians Act 2009. We anticipate a complete transition to RHPA legislation and regulations by Fall 2025. The College will distribute applicable updates concerning regulatory changes associated with this legislation through email and newsletters.

The NSCDN continues to collaborate with health regulatory bodies in Nova Scotia and provincial dietetic regulatory bodies in Canada. As a result of legislative changes, extensive collaboration has occurred with members of the Nova Scotia Regulated Health Profession Network (the Network). Looking towards the 2024-25 period, ongoing collaboration on various initiatives with Network members is anticipated. One such initiative in development is the creation of a position statement aligning with EDIRA (equity, diversity, inclusion, reconciliation, and accessibility) principles. Nationally, we have engaged in projects through the Alliance of Canadian Dietetic Regulatory Bodies (the Alliance), including the newly drafted Code of Ethics with members of the Alliance. We look forward to engaging in additional collaborative projects with the Alliance throughout the 2024-25 period.

Like the evolving evidence guiding dietetic practice, the College must remain knowledgeable of changing regulatory methods. In 2023/24, the College introduced mandatory criminal record checks with vulnerable sector screening for registration, revisions to regulatory policies, and updates to College Bylaws. The College also saw some staffing changes in the spring of 2024. Nicole MacPherson transitioned from the Registration Coordinator and (interim) Practice Advisor to the Deputy Registrar and we welcomed a part-time Practice Advisor, Jennifer Bowser.

In conclusion, we extend our heartfelt gratitude to the people of Nova Scotia for inspiring our mission as the province's dietetics regulator. We also recognize the invaluable contribution of Nova Scotia's dietitians and our healthcare collaborators in caring for Nova Scotians. Furthermore, we express our deep appreciation to our dedicated staff and volunteers for their unwavering commitment to the College's governance and initiatives. Your contributions greatly enhance the College's impact and support us in fulfilling our regulatory responsibilities.

**Amanda Connors, RD**  
Registrar & Executive Director

## REGISTRATION REPORT

During the 2023-24 licensure year, the College issued 52 new licenses:

- 28 candidate
- 24 active practice
  - 7 to dietitians transferring from other jurisdictions
  - 17 reinstatements of active practice licenses previously held with NSCDN.

During the year, 73 registrants moved to the non-active roster. Of these, 50 were due to retirement, career change, or a move out of Nova Scotia. Twenty-three registrants moved to the non-active roster due to a leave of absence and are expected to reinstate their licenses in the future.

The non-active roster was created through the proclamation of the Dietitian Act in 2023. In the past, many dietitians remained licensed during a leave of absence. Under the Dietitians Act, many dietitians move to the non-active roster on an employment leave of absence. This transition explains the increase in resignations/non-active roster in the Registrations vs Resignations/Non-Active Table on page 8 of this report.

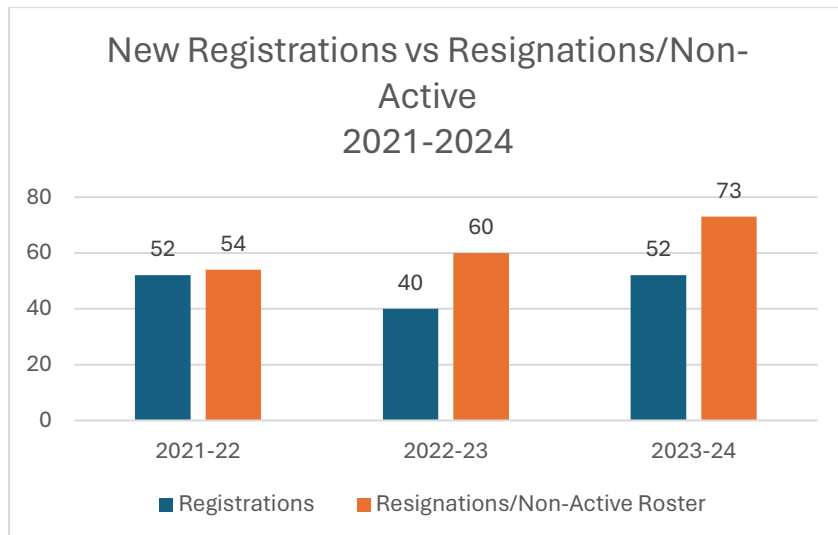
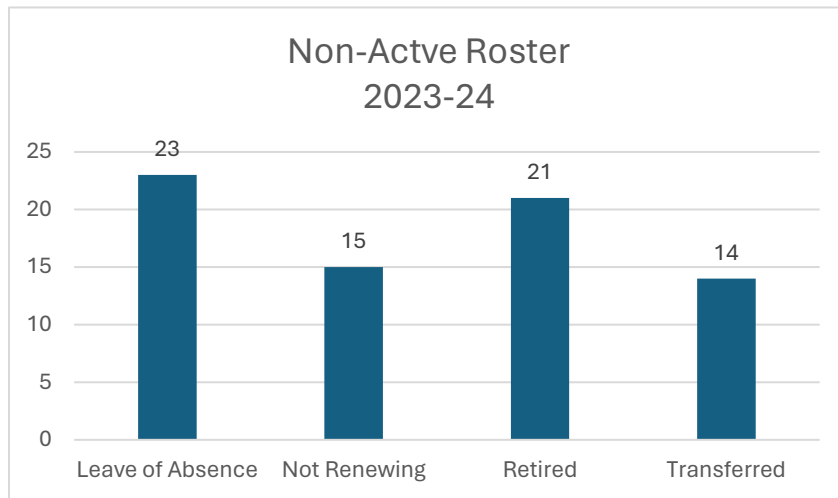
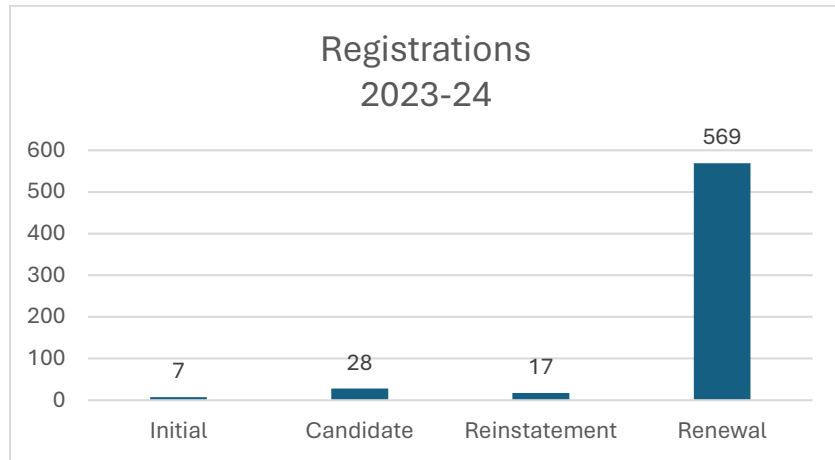
On March 31, 2024, there were 545 active practice licensees and 17 candidate licensees.

Several new policies relating to registration were developed and implemented this year. These include:

- Upgrading After a Second Failure of the CDRE
- Initial Registration – Graduated from an Accredited Education Program
- Good Character Requirement OR Past Offences, Findings and Conduct
- Non-Active Roster
- Registration Through Labour Mobility
- Application Timeline
- Registrations and Licensing Application Appeals
- Assessing Currency for Applicants
- Eligibility for Registration without an Accredited Degree or Practicum.



## REGISTRATION STATISTICS



## COMMITTEE REPORTS

### CONTINUING COMPETENCY COMMITTEE

Members: Tina Witherall (Chair), Jan Palmer, Anne MacLaughlan, Lisa Gaudet, and Nicole MacPherson (ex-officio, staff)

CCP Results Table – 2022/23

Score Categories	Audit Results
Acceptable - Well done	66 (53%)
Acceptable – Satisfactory	34 (27%)
Unacceptable	24 (19%) *
Total Audits	124
<b>Unsuccessful Audits (24 CCPs) *</b>	
Successful resubmission	14 (58%)
Unsuccessful resubmission	1 (4%)
Retirement	3 (13%)
No resubmission	6 (25%)
Unsuccessful in 2022/23	7 (6% of total CCPs)

Throughout the 2023/24 fiscal year, the Committee held four meetings. These gatherings focused on examining CCP audits from the 2022/23 licensing cycle, specifically those scoring 50% or lower by CCP auditors. Additionally, the Committee undertook a comprehensive review and update of both the CCP and the CCP Policy Manual. Operating independently under the leadership of the Chair and with support from staff, the Committee looks forward to welcoming new members in the 2024/25 fiscal year.

### REGISTRATION COMMITTEE

Members: Nicole Durham-McGinn (Chair), Teresa Flynn, Daphne Lordly, Chelesy Purdy, Janelle Butcher, Jennifer Grant Moore, Annick Arseneau, Christine Brennan (public member), Amanda Connors (ex-officio, staff), and Nicole MacPherson (ex-officio, staff)

During the 2023/24 year, the Registration Committee met on four occasions, and their work involved:

- contributing to the development and revision of College registration policies, and
- reviewing atypical applications based on referrals from the Registrar.

## REGISTRATION APPEAL COMMITTEE

Members: Pam Soley-Wheatley (chair), Connie Foote, Public member (vacant)

The College did not receive registration appeals in the 2023/24 licensing year.

## COMPLAINTS COMMITTEE

Members: Cindy Muise (chair), Monica Rodriguez, Pam Soley-Wheatley, Sarah Campbell-Bligh, Shannan Grant, public member (vacant)

The College did not receive complaints in the 2023/24 licensing year.



# FINANCIAL STATEMENTS

## Monthly Board Report

Unaudited

April 2023 - March 2024

	Actual	Budget	Total over Budget
<b>INCOME</b>			
4100 Exam Fees	15,600	20,400	-4,800
4110 Registration & application fees	246,800	243,000	3,800
4120 Late Fees	3,400	3,000	400
4140 Interest and GIC Income	10,245	5,000	5,245
4150 Miscellaneous Income	2,735		2,735
<b>Total Income</b>	<b>278,780</b>	<b>271,400</b>	<b>7,380</b>
<b>GROSS PROFIT</b>	<b>278,780</b>	<b>271,400</b>	<b>7,380</b>
<b>EXPENSES</b>			
<b>6100 ADMINISTRATIVE EXPENSES</b>			
5100 Office supplies, equipment & communication	3,937	3,800	137
5115 Payroll Service Provider fees	643	1,000	-357
5116 Accounting & Bookkeeping	3,864	3,920	-56
5117 Consultants	431	5,453	-5,022
5118 Legal Expenses	22,773	16,600	6,173
5140 Office Rental & Insurance	14,906	14,800	106
5160 Bank fees	619	700	-81
5170 Credit Card (Stripe) Fees	6,769	6,597	172
5180 Website - Guild	28,470	30,000	-1,530
<b>Total 6100 ADMINISTRATIVE EXPENSES</b>	<b>82,412</b>	<b>82,870</b>	<b>-458</b>
<b>6200 COMMITTEES</b>			
5200 Committee Honorariums	500	500	0
5220 Committee Training		815	-815
<b>Total 6200 COMMITTEES</b>	<b>500</b>	<b>1,315</b>	<b>-815</b>
<b>6300 STAFF TRAVEL &amp; EDUCATION</b>			
5310 Travel and Meals	1,429	1,700	-271
5320 Staff Development/Education	1,852	2,000	-149
<b>Total 6300 STAFF TRAVEL &amp; EDUCATION</b>	<b>3,280</b>	<b>3,700</b>	<b>-420</b>
<b>6400 STAFFING &amp; CONSULTING</b>			
5410 Payroll	142,202	158,400	-16,198
5450 Employer CPP & EI	9,896	8,300	1,596
5451 Employee Benefits	4,000	4,000	0
<b>Total 6400 STAFFING &amp; CONSULTING</b>	<b>156,097</b>	<b>170,700</b>	<b>-14,603</b>
<b>6500 BOARD EXPENSES</b>			
5510 Board Expense - Annual General	400	400	0
5530 Misc Board Expenses	2,681	4,000	-1,319
5540 Board Development	1,983	4,053	-2,070
5550 Board Insurance	3,829	3,747	82
5560 Board Honorarium	4,350	4,400	-50
<b>Total 6500 BOARD EXPENSES</b>	<b>13,244</b>	<b>16,600</b>	<b>-3,356</b>
<b>6600 ALLIANCE</b>			
5800 Alliance - Base fee + Membership	3,030	3,030	0

	<b>Unaudited</b>		<b>Total</b>
	<b>Actual</b>	<b>Budget</b>	<b>over Budget</b>
5810 Alliance - Exam Fees	15,600	20,400	-4,800
<b>Total 6600 ALLIANCE</b>	<b>18,630</b>	<b>23,430</b>	<b>-4,800</b>
6700 ANNUAL AUDIT			
5700 Audit	8,745	8,745	0
<b>Total 6700 ANNUAL AUDIT</b>	<b>8,745</b>	<b>8,745</b>	<b>0</b>
6800 OTHER			
5900 Miscellaneous	309	500	-191
5910 Provincial Regulatory Network	815	815	0
5920 CDO for IED applications	694		694
<b>Total 6800 OTHER</b>	<b>1,818</b>	<b>1,315</b>	<b>503</b>
<b>Total Expenses</b>	<b>284,727</b>	<b>308,675</b>	<b>-23,948</b>
NET OPERATING INCOME	<b>-5,947</b>	<b>-37,275</b>	<b>31,328</b>
NET INCOME	<b>\$ -5,947</b>	<b>\$ -37,275</b>	<b>\$31,328</b>

This statement is an unaudited financial standing of the College for the 2023/24 fiscal year. All financial documents are with the NSCDN financial auditor for review and audit. The audited 2023/24 NSCDN financial statements will be posted on the NSCDN website once received. This is anticipated in late spring or early summer 2024. This report will be update upon the receipt of the audited financial statements.

In the 2023/24 fiscal year, College revenue was \$278,780, \$7,380 higher than the budgeted revenue of \$271,400. The total expenses were \$284,727, \$23,948 below the budgeted expenses of \$308,675. At the end of this fiscal year, there was a net loss of \$5,947, an improvement compared to the budgeted net loss of \$37,275. The College net assets at the end of 2022/23 fiscal year was \$178,954. These net assets were used to cover the net loss in the 2023/24 fiscal year.