



Board Meeting Minutes
December 15, 2023 | 9:09 a.m. – 1:42 p.m.

Board Members Present

Ann Watt RD – Chair
Denis Tsang RD
Brenda Murphy, Public Member
Dawn van Engelen RD
Donna Hennyey RD
Julie Slack RD
Navita Viveky RD
Ray D'Sa, Public Member
Santhikumar Chandrasekharan, Public Member
Teresa Taillefer RD

Staff

Melanie Woodbeck - Registrar & Executive Director
Lisa Dalicandro – Director of Governance &
Regulatory Policy
Jada Pierre-Malcolm – Executive Assistant

Regrets

John Regan, Public Member
Sharanjit Padda, Public Member

1. Call to Order

A. Watt opened the meeting with a Land Acknowledgement.

The meeting was called to order at 9:09 a.m. by A. Watt Chair of the Board.

2. Approval of the Agenda

MOTION to approve the agenda as circulated.

Moved by: D. van Engelen

Seconded by: J. Slack

Carried

3. Declaration of Conflict of Interest and Bias

No conflict of interest or bias was declared.



Consent Agenda

4. Board Meeting Minutes

September 29, 2023

Executive Committee Report

MOTION to approve the Consent Agenda.

Moved by: D. Tsang

Seconded by: R. D'Sa

Carried

5. Board Meeting Evaluation Results – September 29, 2023

The Board reviewed the results of the September 29, 2023, meeting and the Executive Committee's request to discuss concerns regarding board decision making and performance.

The Board discussed a recurring comment alleging decisions are made in the interest of the profession under the pretext of the public. It was noted that the majority of directors feel that the board is meeting its public interest mandate in decision making and expressed concern about the risk the comments pose to CDO's reputation. The Board also discussed some of the initiatives it has undertaken in response to these comments. The Board member(s) who made these comments in the anonymous meeting evaluation were directed to approach the Chair about their concerns in accordance with CDO's governance framework and with their duty to participate in CDO governance.

Public interest rationale: Good governance is the foundation for effective regulation and public trust. Board directors are responsible for fully participating in CDO governance. Engaging in performance assessments in a transparent and reflective way that leads to continuous improvement, contributes to public confidence in the Board's decision making and governance framework.

6. Management Report

M. Woodbeck presented the Management Report and highlighted the following:

- Strategic Projects
 - Data governance project, which will include a transition to a SharePoint hosted document management program
 - A new application and screening process to operationalize the competency and attribute framework will be in place for the Board election launch on January 18, 2024
 - Some planned database projects are paused until a database analysis is conducted in 2024
- Finance, HR, EDI-B & Operations
 - Tax exemption rebate of \$76,000 for 2018 – 2021 received



- Cyber security training for staff continues
- Audit committee recommends a risk tolerance and portfolio review
- Operating expenses 15% below budget with a surplus of \$15,000
- EDI-B report published and positive feedback from system partners received
- Communications
 - CDO branding approach and logo quality is being considered
 - College website transition continues
 - CDO responded to media inquiries leveraging key messages
- Professional Practice & QA
 - Promotion of social media and virtual care policies in workshop series and in ICRC training session
 - Ongoing policy work includes updates to the Code of Ethics and the development of advertising and marketing guidelines
 - 4259 SDL Tools submitted at renewal
 - QA program review hitting project milestone
- Registration
 - 2023 annual renewal completed
 - CDRE & KCAT administered virtually
 - Participated in OFC consultation on annual reporting requirements
 - Annual OFC report to be submitted by year-end
 - Policy work continues
- Governance & Regulatory News
 - Brenda Murphy reappointed to Board
 - Dietetic system partner collaboration
 - Ministry Updates

Public interest rationale: The Board has a fiduciary duty to CDO, which includes providing assurance that the College's operations support its public protection mandate.

7. Regulatory Trends Report

M. Woodbeck presented the following regulatory trends to the board:

- Right-touch and risk informed regulation.
- British Columbia's governance amalgamation and legislative change through Bill 36 Person-centred regulation and trauma-informed practice: Regulators are being asked to engage in initiatives that make space for humanity and compassion.
- Hardwiring Indigenous reconciliation in College work and using both Indigenous and western ways of knowing and being.
- Digital transformation: Accept and prepare for future technological changes, while maintaining regulatory principles and values.



Public interest rationale: Keeping abreast of changes within the regulatory sector and learning from system partners supports the Board's ongoing education and contributes to informed decision making in alignment with CDO's public interest mandate.

8. Risk Monitoring Report (Q3)

M. Woodbeck presented the Risk Monitoring Report (Q3) to the Board. No risk and/or mitigation plans were reassessed and no risks were identified or downgraded.

Public interest rationale: In the public's interest, an essential aspect of College's governance and management is to ensure that organizational and risks to the public are identified, assessed and managed efficiently and effectively.

9. Accreditation Recognition Deadline

The Board considered a request from the Ontario Dietetic Educational Programs for an extension to the accreditation transition deadline of December 31, 2023 until August 31, 2024.

The board considered the challenges in the ongoing legal review of the draft agreements. While the Board recognized the commitment of dietetic programs to providing high quality education and training to dietetic learners, the board also considered the lengthy gap in the availability of accreditation activities, with many programs not undergoing an accreditation review for several years. The board expressed concerns about the risk this creates in maintaining public trust, safety and accountability.

Additionally, given the College's obligations for labour mobility and importance of national consistency in the registration requirements, the board considered the decisions of other Canadian dietetic regulatory boards relating to this matter.

For these reasons, the Board agreed it is reasonable to approve an extension to March 31, 2024, to allow programs to sign on to the new accreditation framework and to have previous Partnership for Dietetic Education and Practice (PDEP) accreditation awards continue to be recognized.

MOTION to continue to recognize PDEP accreditation and awards until March 31, 2024, for the purposes of the College's registration process, regardless of the date of the programs' last accreditation and expiry date. The decision extends only to programs which are working with EQual and negotiating and agreement.

Moved by: D. Tsang

Seconded by: N. Viveky

Carried



Action Items:

- Notify education programs of Board's decision.

Public interest rationale: Education program accreditation ensures that Canadian educational programs provide nutrition education in alignment with the national Canadian Integrated Competencies for Dietetic Education and Practice (ICDEPs) and meet ongoing quality assurance and improvement standards. Registering graduates from accredited Canadian educational programs provides assurance to the College and the public that Canadian dietetic graduates have the requisite knowledge, skill and judgment to provide safe, ethical and competent care to the public.

10. Recognition of US Accreditation Programs

The Board discussed a proposed policy on the future recognition of the United States (US) based Accreditation Council for Education in Nutrition and Dietetics (ACEND) accredited programs, as recommended by the Registration Committee.

The Board inquired about the potential impact of this decision on graduates from Canadian programs with respect to their recognition by ACEND. It was clarified that CDO does not have reciprocity agreement with ACEND and that the assessment of Canadian graduates applying in the US will continue to be at the discretion of ACEND.

The Board considered the impact that the proposed policy could potentially pose to the assessment of US applicants. Given CDO's robust Prior Learning Assessment and Recognition (PLAR) process, the Board did not consider the policy to create a significant risk to future applicants.

The Board agreed with the Registration Committee's recommendation that CDO should continue to recognize all ACEND programs for a two-year transition period, until August 31, 2025. Graduates from Future Education Model (FEM) programs would continue to be recognized with no expiry date. Non-FEM ACEND applicants who complete their training after August 31, 2025, would go through the PLAR process to demonstrate they have the requisite knowledge and competence. Upon successful completion of the PLAR process, applicants would be eligible for registration.

MOTION to approve the proposed revisions to Policies 2-30: Competency Standards and Accrediting Bodies and 4-20: Applicants from ACEND Accredited Programs as recommended by the Registration Committee.

Moved by: N. Viveky

Seconded by: S. Chandrasekharan

Carried



Action Items:

- Notify affected system partners of the Board's decision.

Public interest rationale: Public interest rationale: The College is responsible for ensuring Ontario dietitians are qualified to provide safe, competent, and ethical care in the interest of the public. To support this, registration processes require ongoing assessment to incorporate and reflect the standards and competencies of the profession.

11. Proposed Revisions to the Position Statement: Registration Requirements for Interjurisdictional Practice for Externally Registered Dietitians

The Board considered proposed revisions to the position statement on registration requirements for interjurisdictional practice. It was noted that draft changes are intended to work in the best interest of Ontarians by providing an exemption for virtual continuity of care by an externally registered Canadian dietitian to Ontario clients where the care originated out of province. and reducing the strain on the healthcare system by not requiring out-of-province dietitians to.

The Board agreed with the proposed revisions to the position statement.

MOTION to approve the proposed revisions to the College's Position Statement: Interjurisdictional Registration Requirements, in principle for the purpose of consultation, as per Appendix 1.

Moved by: D. van Engelen

Seconded by: S. Chandrasekharan

Carried

Action Items:

- Circulate the revised draft position statement for system partner consultation.

Public interest rationale: CDO's mandate is public protection. As per the Dietetics Act, 1991, CDO must ensure that only dietitians licensed in Ontario use the title of dietitian and hold themselves out as someone authorized to practice dietetics in Ontario, including during the provision of online dietetic services. Exceptions for continuity of care may be warranted in certain circumstances and when it's in the client's best interests.

12. Peer and Practice Assessment Updates

D. Candiotta provided an update regarding the revisions to the Peer and Practice Assessment (PPA) as approved by the Quality Assurance Committee (QAC) for field testing and piloting 2024.

The Board accepted the Peer and Practice Assessment update for information.



Public interest rationale: The College strives for a balanced approach to regulating the dietetic profession in Ontario, ensuring the right level of regulation for public protection. The Professional Practice Program, mainly through Quality Assurance (QA), demonstrates dietitians' commitment to continuous improvement.

13. Draft Revisions to the Code of Ethics

The Board considered draft revisions to the Code of Ethics, as recommended by the Professional Practice Committee.

The Board discussed the proposed revisions and agreed that they aligned with evolving practices.

MOTION to approve the draft Code of Ethics for Dietitians in Ontario, in principle, as presented, for consultation with registrants and system partners.

Moved by: D. Tsang

Seconded by: D. van Engelen

Carried

Action Items:

- Circulate the revised draft Code of Ethics for system partner consultation.

Public interest rationale: The College ensures safe, ethical, and competent dietetic practice in Ontario. Proposed Code of Ethics revisions align with CDO's Equity, Diversity, Inclusion and Belonging (EDI-B) principles, emphasizing cultural safety, population health, advertising, conflict of interest, evidence-informed practice, and emerging technologies.

14. Updates to the Executive Committee Terms of Reference

The Board considered amendments to the Executive Committee's terms of reference to reduce the Committee's role in alignment with CDO's governance modernization goals.

The Board agreed with the revisions to the terms of reference and the redistribution of current Executive Committee responsibilities to the Governance and Audit Committees. The timeline for implementing the changes to the committees' terms of reference is anticipated for June 2024, following the necessary amendments to bylaw 1.

MOTION to approve the amended Executive Committee Terms of Reference as presented.

Moved by: S. Chandrasekharan

Seconded by: D. Tsang

Carried



Action items:

- Proceed with updating the terms of reference for the Governance and Audit Committees.
- Proceed with drafting updates to bylaw 1 and the governance manual to reflect the amended terms of reference.

Public interest rationale: Governance best practices support reducing the role of the Executive Committee in favour of utilizing the collective competencies and attributes of the Board and allowing for greater transparency, accountability and inclusivity in decision making. Aligning the structure of the Executive Committee with governance best practices will strengthen the Board's ability to fulfill its oversight role and will reinforce CDO's commitment to its public protection mandate.

15. Registrant Demographics Presentation

D. Cohen presented renewal statistics and demographic data from 2019 – 2023.

The Board accepted the report for information.

16. Adjournment

MOTION to adjourn at 1:42 p.m.

Moved by: D. Tsang

Carried