



BOARD MEETING AGENDA

June 15, 2023 (10.50am-12:00pm)

Join Zoom Meeting

<https://collegeofdietitians-org.zoom.us/j/83949797365?pwd=NS9lYWtWazduaitZSXNONHYzempkUT09>

Meeting ID: 839 4979 7365

Passcode: 763731

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ITEM & DISCUSSION	DECISION NEEDED	TIME	OWNER	ATTACHMENT
1.0 Call To Order and Land Acknowledgement		10:50 – 10:55 (5 mins)	DT	
2.0 Approval of Agenda	Approval / Motion	10:55 – 11:00 (5 mins)	DT	2.1 DRAFT Board Meeting Agenda – June 15 & 16, 2023
3.0 Declaration of Conflict of Interest			DT	
4.0 Declaration of Bias				
INFORMATION ITEMS (Consent Agenda)				
5.0 Board Meeting Minutes: March 24, 2023 & April 25, 2023	Approval / Motion	11:00 – 11:05 (5 mins)	DT	5.1 DRAFT Board Meeting Minutes March 24, 2023 5.2 DRAFT Board Meeting Minutes April 25, 2023
6.0 Executive Committee Report				6.1 Executive Committee Report – May 2023
ADMINISTRATIVE				
7.0 Tribute to Outgoing Board Directors <ul style="list-style-type: none"> • Kerri LaBrecque • Lesia Kicak • Israel Ogbechie • Karine Pominville-Dupuis 		11:05 – 11:10 (5 mins)	DT	
8.0 Welcome New Board Directors <ul style="list-style-type: none"> • Dawn van Engelen • Navita Viveky • Teresa Taillefer 		11:10 – 11:15 (5 mins)	DT	
ELECTION				

ITEM & DISCUSSION	DECISION NEEDED	TIME	OWNER	ATTACHMENT
9.0 Election of Executive Committee Members <ul style="list-style-type: none"> • Election of Chair • Election of Vice-Chair • Election of Third Member of the Executive Committee • Election of Fourth Member of the Executive Committee 	Nominations /Elections	11:15 –11:45 (30 Mins)	MW	9.1 Briefing Note - Executive Committee Election Process
10.0 Committee Composition and Appointments	Approval/ Motion	11:45 – 12:00 (15 mins)	MW	10.1 Briefing Note – Committee Appointments 10.2 Briefing Note – Committee Composition for the 2023 – 2024 Term and Draft Committee Composition Worksheet
11.0 Adjournment	Approval/ Motion	12:00		

- [0.0 Reference - Land Acknowledgement](#)
- [0.0 Reference - 2020-2025 Strategic Plan - One Pager](#)
- [0.0 Board Action List as of June 2023](#)
- [0.0 Reference Doc CDO Board Voting Practices](#)

[Board and Committee Members Completed Annual Acknowledgment Forms](#)



BOARD MEETING MINUTES
March 24, 2023 (9:00am – 4:30pm)
Videoconference

Present

Kerri LaBrecque RD-Chair
Anahita Djalilvand RD
Ann Watt RD
Brenda Murphy, Public Member
Denis Tsang RD
Donna Hennyey RD
Lesia Kicak RD
John Regan, Public Member
Julie Slack RD
Ray D’Sa, Public Member
Santhikumar Chandrasekharan, Public Member
Sharanjit Padda, Public Member

Regrets

Israel Ogbechie, Public Member

Guest

Dr. Saroo Sharda-College of Physicians and Surgeons of Ontario (CPSO)

Staff

Melanie Woodbeck - Registrar & Executive Director
Jada Pierre - Executive Assistant
Lisa Dalicandro – Director of Governance & Regulatory Policy
Samantha Thiessen RD - Practice Advisor & Policy Analyst

ITEM & DISCUSSION	ACTION
<p>1.0 Call to Order K. LaBrecque opened the meeting with a Land Acknowledgement.</p>	<p>The meeting was called to order at 9:03 a.m. by K. LaBrecque Chair.</p>
<p>2.0 Approval of Agenda</p>	<p>MOTION to approve the agenda as circulated.</p> <p>Moved by: D. Tsang Seconded by: S. Chandrasekharan</p> <p>Carried</p>
<p>3.0 & 4.0 Declaration of Conflict of Interest and Bias No conflict of interest was declared.</p>	

ITEM & DISCUSSION	ACTION
<p>Information Items (Consent Agenda)</p> <p>5.0 Board Meeting Minutes: December 8 & 9, 2022 February 15, 2023</p> <p>6.0 Executive Committee Report</p> <p>7.0 Committee Appointments</p>	<p>MOTION to approve the Consent Agenda.</p> <p>Moved by: K. LaBrecque Seconded by: S. Padda</p> <p>Carried</p>
<p>8.0 EDI-B Learning: Dr. Sharda Dr. Saroo Sharda, CPSO’s EDI lead, presented reflections on the CPSO’s Equity, Diversity and Inclusion progress and journey.</p> <p>EDI-B resources were also provided to the Board as additional information.</p>	
<p>9.0 Board Meeting Survey Results: December 9, 2022 The Board discussed the results of the December 9 Board meeting evaluations.</p> <p>Staff were directed to develop a reference document explaining “abstentions,” “for,” and “against” for the purpose of voting on motions.</p>	<p>The Board accepted the survey as information.</p>

ITEM & DISCUSSION	ACTION
<p>10.0 Management Report</p> <p>M. Woodbeck presented the management report to the Board and highlighted key information, including:</p> <p><u>Finance HR and Corporate Services</u></p> <ul style="list-style-type: none"> • CDO joins HUB601 on April 1 • Finance Department Review in Progress • Investment risk further reduced: 5% equities • HPRO developing EDI toolkit <p><u>Communications</u></p> <ul style="list-style-type: none"> • Public awareness campaign driving website traffic • Social media strategy improving awareness of CDO <p><u>Professional Practice and QA</u></p> <ul style="list-style-type: none"> • Policy work continues Social Media policy • SDL tool late submissions down 66% • JKAT Season launching with large cohort • PPA upgrading underway <p><u>Registration</u></p> <ul style="list-style-type: none"> • Largest KCAT cohort to-date • Registration regulation out for consultation, language policy updated • On track for incorporation of ICDEPs 3.0 by deadline (August 31, 2023) <p><u>Governance and Oversight</u></p> <ul style="list-style-type: none"> • Board by-election in district 5; acclamations in districts 2 & 4 • 3rd iteration of CPMF complete, ready for March 31 submission • “As of Right” legislation introduced (Bill 60) <p>The Board requested information on the outcome of HPRO’s strategic planning session. M. Woodbeck will provide the Board with more information as it becomes available.</p>	<p>The Board accepted the report for information.</p>

ITEM & DISCUSSION	ACTION
<p>11.0 Honoraria Policy The Board discussed proposed amendments to the Honoraria policy as recommended by the Executive Committee.</p> <p>The board requested additional clarification about claiming prep-time, including examples.</p> <p>This item will be added to the agenda for the Special Meeting of the Board scheduled for April.</p>	<p>Deferred to the Special Meeting of the Board in April.</p>
<p>12.0 Strategic Plan Monitoring Report M. Woodbeck presented the Strategic Plan Monitoring Report for 2022 – 2023. As part of this, M. Woodbeck reviewed the strategic projects and activities planned for 2023 – 2024, including the Key Performance Indicators.</p>	<p>The Board accepted the report for information.</p>
<p>13.0 Draft Budget for Fiscal 2023 - 2024 M. Woodbeck presented the Draft Budget for Fiscal 2023-24 to the Board. The Board reviewed the budget and discussed the proposed fee increase.</p> <p>The Board agreed to increase the annual fee by 2% as outlined in the 2023-2024 budget, as recommended by the Executive Committee.</p>	<p>MOTION to approve the proposed budget for fiscal 2023-2024.</p> <p>Moved by: K. LaBrecque Seconded by: D. Tsang</p> <p>Carried</p>
<p>14.0 Bylaw 2 Draft Revisions The Board reviewed the proposed amendments to by-law 2, which included changes to CDO's fee structure.</p> <p>By-law 2 will be circulated for a 60-day public consultation and the results will be brought back to the Board for discussion and approval at a subsequent meeting.</p>	<p>MOTION to approve the draft amendments to bylaw 2, as proposed, in principle for the purpose of public consultation.</p> <p>Moved by: K. LaBrecque Seconded by: S. Chandrasekharan</p> <p>Carried</p>

ITEM & DISCUSSION	ACTION
<p>15.0 Bylaw 1 Draft Revisions L. Dalicandro presented the proposed amendments to by-law 1, as recommended by the Governance and Executive Committees.</p> <p>By-law 1 will be circulated for a 60-day public consultation and the results will be brought back to the board for discussion and approval at a subsequent meeting.</p>	<p>MOTION to approve the draft amendments to by-law 1, as proposed, in principle for the purpose of public consultation.</p> <p>Moved by: K. LaBrecque Seconded by: B. Murphy</p> <p>Carried</p>
<p>16.0 Virtual Care Policy S. Thiessen presented on the Virtual Care Standards and Practice Guidelines for Dietitians and the Board reviewed the final draft for publication and dissemination.</p>	<p>MOTION to approve the final Standards and Practice Guidelines.</p> <p>Moved by: K. LaBrecque Seconded by: S. Chandrasekharan</p> <p>Carried</p>
<p>17.0 Risk Monitoring Report (Q4)</p>	<p>Deferred to the Special Meeting of the Board in April.</p>
<p>18.0 Review of the College Performance Measurement Framework Report</p>	<p>Deferred to the Special Meeting of the Board in April.</p>
<p>19.0 Parking Lot</p>	
<p>20.0 Adjournment</p>	<p>Motion to adjourn at 4:46p.m. was moved by K. LaBrecque.</p> <p>Carried</p>

K. LaBrecque RD, President

Jada Pierre, Recorder

Date

Date



BOARD MEETING MINUTES

April 25, 2023 (10:00a-12:30pm)

Videoconference

Present

Kerri LaBrecque RD-Chair
Ann Watt RD
Denis Tsang RD
Lesia Kicak RD
Israel Ogbechie Public Member
John Regan Public Member
Julie Slack RD
Santhikumar Chandrasekharan Public Member
Sharanjit Padda Public Member

Regrets

Anahita Djalilvand RD
Brenda Murphy Public Member
Donna Hennyey RD
Ray D'Sa Public Member

Staff

Melanie Woodbeck – Registrar & Executive Director
Lisa Dalicandro – Director of Governance & Regulatory Policy
Jada Pierre – Executive Assistant
Deborah Cohen – Director of Registration

ITEM & DISCUSSION	ACTION
1.0 Call to Order K. LaBrecque opened the meeting with the Land Acknowledgement Statement.	The meeting was called to order at 10:03 a.m. by K. LaBrecque President and Chair.
2.0 Approval of Agenda	MOTION to approve the agenda as circulated. Moved by: D. Tsang Seconded by: S. Chandrasekharan Carried
3.0 Declaration of Conflict of Interest/Bias No conflict of interest was declared.	
4.0 Emergency Class of Registration – Consultation Feedback D. Cohen presented the feedback from the Registration Regulation consultation to the Board. The Board reviewed the feedback and revisions to the Emergency Class of Registration. The proposed Emergency Class of Registration and the 2019 proposed amendments to the Registration Regulation will be submitted to the Ministry.	Motion that the Board approve the proposed revisions to the Registration Regulation to establish an Emergency Class of Registration, as articulated in Appendix III. Moved by: K. LaBrecque Seconded by: S. Chandrasekharan Carried

ITEM & DISCUSSION	ACTION
<p>5.0 Honoraria Policy The Board reviewed the proposed amendments to the draft honoraria policy. The Board agreed to the proposed updates to the policy. All Board and Committee members will be required to submit their claims before the June 15 Board meeting.</p> <p>The online claim system will be adjusted to reflect these changes by the deadline of June 15 and any claims submitted for past meeting dates after the deadline will manually be corrected by staff.</p>	<p>Motion that the Board approve the honoraria policy as presented.</p> <p>Moved by: K. LaBrecque Seconded by: D. Tsang</p> <p>Carried</p>
<p>6.0 Risk Monitoring Report (Q4) The Board reviewed the Q4 Risk Monitoring Report for consideration and provided feedback on the current risk assessment and mitigation efforts.</p> <p>No direction was given to staff at this time.</p>	<p>The Board accepted the report for information.</p>
<p>7.0 Review of the College Performance Measurement Framework Report L. Dalicandro presented the College’s 2022 College Performance Measurement Framework (CPMF) Report to the Board, which was submitted to the Ministry on March 31, 2023.</p> <p>Updates to the reporting requirements and the College’s progress on meeting</p>	<p>The Board accepted the report for information.</p>
<p>8.0 Adjournment</p>	<p>Motion to adjourn at 10:45a.m. was moved by K. LaBrecque.</p> <p>Carried</p>

K. LaBrecque RD, President

Jada Pierre, Recorder

Date

Date



EXECUTIVE COMMITTEE REPORT
[May 2023]

Committee Members: Kerri LaBrecque RD (Chair), Denis Tsang RD, Ann Watt RD, Shan Padda

Supporting Staff: Melanie Woodbeck (Registrar & ED), Jada Pierre, Lisa Dalicandro

Executive Committee met on the following date(s)	Rationale for the Meeting
May 16th	Routine Meeting

Summary of Discussions and Decisions	Decision to be Ratified by Board?
Approved the Board agenda for the June Board Meeting	Yes
Reviewed Board Meeting Evaluation Results and Trends	Will be reviewed at June 2023 Meeting
Reviewed Board and Committee Annual Evaluation Results	Will be reviewed at June 2023 Meeting
Reviewed Board workplan and training calendar	Yes
Reviewed Board meeting schedule 2023-2024	Yes
Reviewed the draft Committee Compositions and Appointments	Yes
Reviewed By-law 2 consultation feedback	Yes
Received the Registrar's report	For information only

Respectfully Submitted,

Denis Tsang, RD
Board Vice-Chair



Board Briefing Note

Topic:	Executive Committee Election Process
Purpose:	For Information
From:	Melanie Woodbeck, Registrar & Executive Director

ISSUE

The Executive Committee elections will take place on Thursday, June 15, 2023. Board directors will elect the Chair, Vice-Chair, third member, and fourth member, who comprise the Executive Committee.

BACKGROUND

In keeping with [s. 11.3](#) of the by-laws, on May 5, 2023, an email was sent to Board directors to invite all interested and eligible members to provide written expressions of interest to stand for election to four positions on the Executive Committee.

The Board was informed of the two options available for declaring their intention of running for any of the four positions of the Executive Committee, which are as follows:

- **Notification to the Board in writing to be included in the Board Package:** Board directors may notify the Board in writing of their interest to run for one of these positions by providing a candidate's statement expressing their interest to run. The statement of interest will be included in the June Board package.
- **Nomination at the June Board Meeting:** Board directors may also declare their intention to run for one of these positions at the Thursday, June 15, 2023, Board meeting.

With either of the above options, Board directors interested in running for the Executive Committee will have to be nominated by two Board members (one of whom can be the Board member interested in running) at the June 15, 2022 meeting.

The College has received the following Statements of Interest to serve on the Executive Committee, the statements are attached.

Name	Position interested to serve	Professional or Public member
Denis Tsang, RD	Chair, Vice-Chair	Professional
Shan Padda	Vice-Chair	Public
Brenda Murphy	Third or Fourth Member	Public
Santhikumar Chandrasekharan	Fourth Member	Public

Additional nominations will be accepted from the floor on June 15.

At least one member of the Executive Committee must be a public member of the Board.

CONSIDERATIONS

The procedure for the election of the Executive Committee is set out in s. 11.4 of the by-laws:

At the first Board meeting after the election of directors, the Registrar shall conduct an election to determine the members of the Executive Committee in the order of Chair, Vice-Chair, and other Executive Committee members. The following provisions apply to the election:

- (a) the Registrar will present the names of candidates who have indicated their interest for the office of Chair;
- (b) the Board may also approve nominations for the office of the Chair at the time of the election (and a director may nominate herself or himself as a candidate);
- (c) before the first vote, each of the nominees will have an opportunity to speak to the Board for up to two minutes about her or his candidacy;
- (d) if there is only one candidate, the Registrar shall declare the candidate elected by acclamation;
- (e) if there is more than one candidate, voting will be through secret ballot;
- (f) if there are more than two candidates in an election, there will be successive ballots until one candidate receives a majority of the votes cast, with the candidate or candidates who receive the fewest votes in a ballot dropped in the next ballot;
- (g) if there is a tie, the Registrar will break tie by lot;
- (h) after the Board elects the Chair, it will elect the Vice-Chair in a similar manner; and

- (i) after the Board elects the Vice-Chair, it will elect the remaining Executive Committee positions in a similar manner with reference to the composition of the Committee set out in section 11.1.

The process for voting is as follows:

- 1) After all nominations are received for the president role, the names of all candidates will be added by CDO staff to a ballot using an online voting tool. The ballot will be emailed to all Board directors and can be completed using a computer, tablet, or mobile device.
- 2) Board directors will vote anonymously for one candidate using the online voting tool. Every vote will be anonymous during the meeting and in any subsequent report.
- 3) Only Board directors are permitted to vote.
- 4) When all members of Board have voted, the results will be shared with all meeting attendees.
- 5) If there are more than two candidates on the ballot, there will be successive ballots until one candidate receives a majority of the votes cast, with the candidate or candidates who receive the fewest votes in a ballot dropped in the next ballot.
- 6) If there is a tie, the Registrar will break the tie by lot.
- 7) The process will be repeated for the next positions.

ATTACHMENTS

- Appendix 1: Candidate Statements

Candidate Statement

RE: Executive Committee Election 2023-2024 (Chair, Vice-Chair)

I earned my Master of Science in Human Health and Nutritional Science followed by the Master of Applied Nutrition in Dietetics at the University of Guelph. Currently, I am a Registered Dietitian practising in primary care at Woodbridge Medical Centre Family Health Team and a Clinical Programs Lead at Ontario Health. My expertise in clinical care, quality improvement and program evaluation gained over past 5 years at both the regional and provincial level across different sectors of the healthcare system has supported my career advancement into a middle management role.

With the privilege to serve this Board in the capacity of Vice-Chair over the past 2 years, I truly enjoyed contributing to the collaborative success we have achieved to date by working with a diverse group of Board and Committee members. As an engaging Board member at the College, a dedicated Registered Dietitian in primary care and emerging leader in our provincial healthcare system, I am fully devoting myself to the Board and Executive Committee for the remainder of my term.

In the upcoming year, I would value the opportunity to lead the Board and guide the College, as the Board Chair, in accomplishing our goals and milestones as articulated in the Strategic Plan 2020-2025.

A handwritten signature in black ink that reads "Denis Tsang". The signature is written in a cursive, slightly slanted style.

Denis Tsang, RD



Board Briefing Note

Topic:	Committee Member Appointments
Purpose:	Decision Required
Strategic Plan Relevance:	Governance Modernization and Enhancing Public Trust
From:	Executive Committee

ISSUE

To appoint committee members for the 2023 – 2026 term.

PUBLIC INTEREST RATIONALE

Effective governance enhances public confidence. The College’s governance structure includes committees which are comprised individuals with a range of perspectives and experience to ensure decisions are in the public interest, are fair and based on sound evidence and expert knowledge.

BACKGROUND

Each year, the Executive Committee makes a recommendation to the Board regarding the composition of College committees, which includes appointing and reappointing committee members. Typically, each committee appointee sits on at least one committee.

The College currently has 8 committee appointees.

CONSIDERATIONS

Given the anticipated turnover in committee appointees over the next few years as term maximums are reached, succession planning should be prioritized to ensure continuity in committee work through knowledge transfer.

Additionally, with CDO’s governance modernization work and the Ministry of Health’s 2022 governance modernization proposal that Board directors will not also serve on committees, it would be prudent for the College to begin recruiting and cross-training more committee

appointees to gradually build the capacity of the College should this be introduced in the future.

New Committee Appointments

The College put out a call to registrants for those interested in getting involved as a committee member. New to this year, prospective committee members were required to successfully complete the same training module as required by electoral candidates. College staff met briefly with each eligible registrant to learn more about their knowledge of CDO, their ability to prepare for and attend meetings, their understanding of EDI-B and their committees of interest.

At its meeting on May 16, the Executive Committee considered CDO’s committee appointment needs and the candidates presented. The Committee recommends that the Board appoint three new committee members (*Appendix 1*).

The recommended candidates are:

Candidate Name	Area of Practice	Region
Arundhati Joshi	Private practice	Toronto
Riley Alderich	Diabetes education	Northern
Sasha Miles	Hospital practice	Toronto

The College’s Governance Manual sets out the criteria for committee appointments (*Appendix 2*).

RECOMMENDATION

That the Board appoint:

- Arundhati Joshi to the Quality Assurance Committee
- Sasha Miles to the Inquiries, Complaints and Reports Committee
- Riley Alderich to the Professional Practice Committee

APPENDIX

- Appendix 1: Candidate resumes (not in public materials for privacy reasons)
- Appendix 2: Selection Criteria for Committee Appointments

SELECTION CRITERIA FOR COMMITTEE APPOINTMENTS

The Board appoints individuals to committees in accordance with Article 8 of the by-laws.

The Executive Committee will refer to the following criteria in recommending individuals to serve on committees.

1. The individual's eligibility under the by-laws to serve on a committee
2. The individual's degree of availability
3. The knowledge, skills and experience of the individual
4. The interest and commitment of the individual with respect to committee involvement
5. The previous performance of the individual on Board committees
6. The fit of the individual's competencies with the competencies of other committee members
7. Recommendation from committee chairs
8. Avoiding conflict of interest or appearance of bias



Board Briefing Note

Topic:	2023 – 2024 Committee Composition
Purpose:	Decision Required
From:	Executive Committee

ISSUE

To approve the draft committee compositions for the 2023 – 2024 term.

PUBLIC INTEREST RATIONALE

When Committees are fully constituted with the requisite number of public and professional members, they can effectively perform their duties in accordance with their terms of reference and carry out the College’s mandate of public protection.

BACKGROUND

Each year at its June meeting, the Board approves the committee compositions for the year, based on a recommendation from the Executive Committee.

A Draft Committee Composition Chart for the 2023 – 2024 term is attached as *Appendix 1*.

CONSIDERATIONS

In creating the draft document, the following were considered:

- Committee composition requirements under the by-laws
- Composition needs of the committees based on projected workload and panel requirements
- Committee preferences as indicated by Board and committee members
- Workload of the committees to be as evenly distributed as possible in the circumstances
- Ensuring a mix of new and experienced committee members on each committee
- Any challenges of committee work raised by committee members over the previous year
- Availability of Board directors and scheduling demands of the committees

- Place holders for new committee appointees, if approved by the board
- Placeholders are also present for committees that are made up of Executive Committee members, such as the Registrar Performance Committee and the Audit Committee

RECOMMENDATION

That Board approve (or approve with amendments) the Draft Committee Composition Chart for the 2023 – 2024 term.

APPENDIX

- Appendix 1: Draft Committee Composition Worksheet 2023 – 2024

APPENDIX 1: DRAFT COMMITTEE COMPOSITION WORKSHEET 2023 – 2024

COMMITTEE	REQUIREMENTS/CONSIDERATIONS	PUBLIC COUNCILLORS	ELECTED COUNCILLORS	COMMITTEE APPOINTEES	2022-2023 MEMBERS
Registration	<ul style="list-style-type: none"> - works in panels - ideally 3 panels of 3 people each - panel must have public member on each - meets regularly <p>**pair with ICRC (who is not on QA)</p> <p>CHAIR – Denis Tsang</p>	<p><i>At least 2 public</i></p> <p>Sharanjit Padda Brenda Murphy</p>	<p><i>At least 2 elected</i></p> <p>Donna Hennyey Denis Tsang Julie Slack</p>	<p><i>At least 1 committee appointee</i></p> <p>Ruchika Wadhwa Laura Bjorklund</p>	<p>Israel Ogbechie (resigned) Sharanjit Padda Denis Tsang RD, Chair Donna Hennyey RD Julie Slack RD Ruchika Wadhwa RD Laura Bjorklund RD</p>
QA	<ul style="list-style-type: none"> - RDs from different fields - often works in panels - try to avoid overlap with ICRC due to potential conflict with QA referrals <p>CHAIR – Khashayar Amirhosseini</p>	<p><i>At least 2 public (three preferred)</i></p> <p>Santhikumar Chandrasekharan Ray D'Sa</p>	<p><i>At least 2 elected</i></p> <p>Anahita Djalilvand Donna Hennyey Dawn van Engelen</p>	<p><i>At least 1 committee appointee</i></p> <p>Khashayar Amirhosseini Hannah Chan Arundhati Joshi</p>	<p>Douglas Ellis Raynold D'Sa Santhikumar Chandrasekharan Denis Tsang RD Donna Hennyey RD Karine Dupuis RD (resigned) Ana Djalilvand RD Khashayar Amirhosseini RD, Chair Hannah Chan RD</p>
ICRC	<ul style="list-style-type: none"> - works in panels - avoid overlap with QA <p>CHAIR – Cindy Tsai CO-CHAIR - Barbara Grohmann</p>	<p><i>At least 3 public</i></p> <p>John Regan Sharanjit Padda Ray D'Sa Brenda Murphy</p>	<p><i>At least 3 elected</i></p> <p>Julie Slack Denis Tsang Navita Viveky</p>	<p><i>At least 2 committee appointees</i></p> <p>Barbara Grohmann Cindy Tsai Jane Lac Sasha Miles</p>	<p>Douglas Ellis (resigned) John Regan Raynold D'Sa Sharanjit Padda Brenda Murphy Denis Tsang RD Kerri LaBrecque RD, Chair Lesia Kicak RD Julie Slack RD Cindy Tsai RD Barbara Grohmann RD</p>

<p>Patient Relations</p>	<p>-unknown how much work this will involve</p> <p>*pair with QA</p> <p>The Executive Committee has approved that the committee appointee position will remain open for the time being due to the current workload.</p> <p>CHAIR – Ann Watt</p>	<p><i>At least 2 public</i></p> <p>Brenda Murphy Ray D’Sa</p>	<p><i>At least 2 elected</i></p> <p>Ann Watt Julie Slack</p>	<p><i>At least 1 committee appointee</i></p> <p>Vacant</p>	<p>Douglas Ellis (resigned) Israel Ogbechie (resigned) Ann Watt RD Karine Dupuis RD (resigned) Vacant position</p>
<p>Discipline/ Fitness to Practice</p>	<p>-may not meet, however if needed, is very important</p> <p>-put all Council members on this committee</p> <p>*training prior to hearing with legal counsel and for who is available</p> <p>CHAIR – Barbara Grohmann</p>	<p><i>At least 2 public</i></p> <p>All</p>	<p><i>At least 3 elected</i></p> <p>All</p>	<p><i>At least 1 committee appointee</i></p> <p>Barbara Grohmann</p>	<p>All Public Members All Elected Council Members Barbara Grohmann RD</p>
<p>Professional Practice</p>	<p>Working on social media guidelines, private practice guidelines</p> <p>CHAIR – Barbara Major-McEwan</p>	<p><i>At least 2 public</i></p> <p>John Regan Santhikumar Chandrasekharan</p>	<p><i>At least 2 elected</i></p> <p>Anahita Djalilvand Dawn van Engelen</p>	<p><i>At least 1 committee appointee</i></p> <p>Barbara Major-McEwan Khashayar Amirhosseini Riley Aldrich</p>	<p>John Regan Santhikumar Chandrasekharan Ana Djalilvand RD Ann Watt RD Barbara Major-McEwan RD, Chair Khashayar Amirhosseini RD Jane Lac RD</p>
<p>RPCR</p>	<p>Exec Com plus one other member of Council</p> <p>TBD, pending Exec Comm election (5th member)</p>			<p>N/A</p>	<p>John Regan Sharanjit Padda Denis Tsang RD Kerri LaBrecque RD, Chair Ann Watt RD</p>

	CHAIR – Denis Tsang				
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Audit	-2 members of Exec (not President & VP) -2 other councillors CHAIR – Ann Watt	<i>2 public</i> John Regan – <i>(if eligible)</i> Sharanjit Padda <i>(if eligible)</i>	<i>2 elected</i> Ann Watt <i>(if eligible)</i> <i>Teresa Taillefer (if eligible)</i>	N/A	Sharanjit Padda Israel Ogbechie (resigned) Donna Hennyey RD Ann Watt RD
Governance Committee	CHAIR – Ann Watt	<i>At least 1 public</i> John Regan Santhikumar Chandrasekharan	<i>At least 1 elected</i> Ann Watt <i>Teresa Taillefer</i>	<i>At least 1 committee appointee</i> Cindy Tsai Barbara Major-McEwan	John Regan Santhikumar Chandrasekharan Ann Watt RD Lesia Kicak RD Cindy Tsai RD Barbara Major-McEwan RD
Elections	- 3 Public Councillors only, no elected members allowed CHAIR – John Regan	<i>3 public</i> Brenda Murphy John Regan Sharanjit Padda	N/A	N/A	Sharanjit Padda John Regan Israel Ogbechie (resigned)

Yellow – Served in 2022 – 2023

Green – Public councillor

Blue – Elected councillor

Black – Committee appointee

Black – Committee Chair

	Directors	Committees	Term
Elected	Anahita Djalilvand	Quality Assurance, Professional Practice	Term 1, 2024
Elected	Ann Watt	Governance, Patient Relations, Audit if eligible	Term 2, 2025
Elected	Denis Tsang	Registration, ICRC	Term 2, 2025
Elected	Donna Hennyey	Registration, Quality Assurance, Audit if eligible	Term 2, 2025
Elected	Julie Slack	Registration, ICRC, Patient Relations	Term 1, 2024
Elected	Teresa Taillefer	Governance, Audit	Term 1, 2024
Elected	Dawn Van Engelen	Professional Practice, QA	Term 1, 2026
Elected	Navita Viveky	ICRC	Term 1, 2026
Public	John Regan	ICRC, Governance, Professional Practice, Elections	April 17, 2026
Public	Brenda Murphy	Registration, ICRC, Audit if eligible , Elections	December 14, 2024
Public	Raynold D'Sa	Quality Assurance, ICRC, Patient Relations	July 8, 2024
Public	Santhikumar Chandrasekharan	Quality Assurance, Professional Practice, Governance, Patient Relations	December 9, 2025
Public	Sharanjit Padda	Registration, ICRC, Elections, Audit if eligible	February 9, 2025

Appointees	Committees	Term
Amirhosseini Khashayar	Quality Assurance, Professional Practice	Term 4, 2024 (Max limit)
Barbara Grohmann	ICRC, Discipline, Patient Relations	Term 2, 2025
Barbara Major-McEwan	Professional Practice, Governance	Term 2, 2024
Cindy Tsai	Governance, ICRC	Term 4, 2024 (Max limit)
Ruchika Wadhwa	Registration	Term 3, 2025 (Max limit)
Laura Bjorklund	Registration	Term 1, 2025
Jane Lac	ICRC	Term 1, 2025
Hannah Chan	Quality Assurance	Term 1, 2025
Arundhati Joshi	Quality Assurance	
Sasha Miles	ICRC	
Riley Aldrich	Professional Practice	



College of Dietitians of Ontario (CDO) Land Acknowledgement

Board attachment 0.0

We acknowledge that the College of Dietitians of Ontario's office is located on the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit and Métis peoples. We also acknowledge that Toronto is covered by Treaty 13 with the Mississaugas of the Credit.

We are acknowledging the traditional keepers of these lands as part of a deeper commitment to Ontario's Indigenous communities. As provincial health regulators, we have a large role to play in reconciliation to meet the broader goal of public protection.

Mission

The College of Dietitians of Ontario regulates dietitians for public protection.

Vision

The College of Dietitians of Ontario delivers regulatory excellence to contribute to the health of Ontarians.

Values

Integrity | Collaboration | Accountability | Transparency | Innovation D B

Goal 1: Regulatory Effectiveness & Performance Measurement	Goal 2: Transparent & Effective Communications	Goal 3: Risk-Based & Right Touch Regulation	Goal 4: Governance Modernization & Enhancing Public Trust
			
The CDO will Measure and Report our Regulatory Performance to the Public	The CDO will Communicate Effectively to Support Understanding of our Mandate, Services & Resources	The CDO will Make Decisions in Accordance with a Risk (Harm Reduction) Framework	The CDO will Update its Governance Model in Accordance with Evidence-Based Practices

These four goals will be accomplished through the following strategies:

<ul style="list-style-type: none"> Enhance IT systems and data governance to support data collection, analysis, reporting and security. Convey information about College effectiveness in clear, concise, transparent, and accessible reporting formats. 	<ul style="list-style-type: none"> Increase our understanding about the public and RDs and use learnings to design communication and educational initiatives. Enhance College consultation, outreach processes, and communication methods in a way that considers equity, diversity and inclusion (EDI), and right-touch regulation. Refresh College branding and use communication methods that are engaging, accessible and meet the evolving needs of the public, members, and other groups we engage with. 	<ul style="list-style-type: none"> Develop risk-based and right-touch regulation tools and processes for College decision-making. Align standards and resources for Registered Dietitians with risk-based, right-touch and EDI principles. Leverage organizational data and external information to identify and act on areas of risk. 	<ul style="list-style-type: none"> Implement governance initiatives that promote regulatory excellence, accountability and EDI principles. Operationalize EDI in College processes, policies and decision-making.
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Board Action List

Actions as of June 2, 2023				
Meeting Date	Agenda Item	Action	Status	Notes
March 24, 2023	9.0 Board Meeting Survey Results: December 9, 2022	Create reference doc explaining voting terms and process	Complete	Reference document is included in the Board package.
	9.0 Board Meeting Survey Results: December 9, 2022	Schedule training on public interest	Complete	Training will be held on June 15.
	11.0 Honoraria Policy	Provide detail about how prep time is determined - circulate to Exec	Complete	
	11.0 Honoraria Policy	Board to review at the April 25 Special Meeting	Complete	Approved by the Board on April 25, 2023.
	11.0 Honoraria Policy	Include tech support available to Board directors in orientation	Complete	Added to revised orientation presentation.
	14.0 By-law 2 Draft Revisions	Circulate for 60-day consultation	Complete	Consultation period ended June 2. Feedback will be reviewed by the Board on June 16.
	15.0 By-law 1 Draft Revisions	Circulate for 60-day consultation	Complete	Consultation period ended June 2. Feedback will be reviewed by the Board on June 16.
	16.0 Virtual Care Policy	Policy implementation	Complete	
	18.0 CPMF	Submit report to Ministry	Complete	Submitted by the March 31 deadline.
	18.0 CPMF	Post report on website	Complete	
	18.0 CPMF	Board to review at the April 25 Special meeting	Complete	Reviewed on April 25, 2023.
April 25, 2023	4.0 Emergency Class of Registration – Consultation Feedback	Provide submission of the proposed Emergency Class of Registration and 2019 amendments to the Ministry.	Complete	
	5.0 Honoraria	Operationalize the new honoraria to the online claim system	Complete	Online claims system updated to reflect revised policy. Board directors can begin claiming under the new policy June 15.

ANNUAL ACKNOWLEDGEMENT AND CONFIRMATION

Board directors and committee members have a duty to understand and abide by their obligations to the College, as outlined in the Board's Code of Conduct policy. To achieve this, Board directors and committee members are expected to review the Board's governance policies and other materials.

I acknowledge and confirm that as a director of the Board or as a member of a Board committee:

1. I have read and am familiar with the College's by-laws and governance policies.
2. I stand in a fiduciary relationship with the College.
3. I am bound by and must comply with the by-laws and policies that apply to the Board, including the College's Code of Conduct and other established governance policies, by-laws relating to conflict of interest, the confidentiality policy, and the applicable role statements.
4. I must act in the public interest when making decisions on behalf of the College.
5. I am aware of my confidentiality obligations under section 36 of the RHPA and understand that it is an offence to breach section 36, with a fine upon conviction of up to \$25,000 for the first offence.

<Original signed by Ray D'Sa>

Signature

Ray D'Sa

Name

November 22, 2022 | 11:55:47 AM EST

Date

ANNUAL ACKNOWLEDGEMENT AND CONFIRMATION

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<Original signed by Ruchika Wadhwa>

Signature

Ruchika Wadhwa

Name

November 21, 2022 | 12:01:24 PM EST

Date

ANNUAL ACKNOWLEDGEMENT AND CONFIRMATION

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<Original signed by Santhikumar Chandrasekharan>

Signature

Santhikumar Chandrasekharan

Name

November 18, 2022 | 6:42:00 PM EST

Date

ANNUAL ACKNOWLEDGEMENT AND CONFIRMATION

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<Original signed by Sharanjit Padda>

Signature

Sharanjit Padda

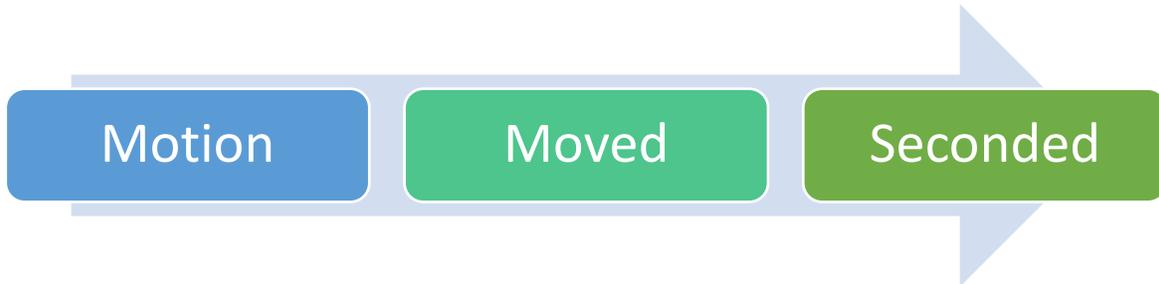
Name

November 24, 2022 | 10:04:22 AM EST

Date

CDO Board Voting Practices

Board directors have a fiduciary duty to the College and are required to act honestly, in good faith and in CDO's best interests. Directors exercise reasonable diligence and accountability and ensure that the public interest is at the forefront of all decision making.



Quorum. The minimum number of individuals required to have a meeting. For Board meetings, it is the majority of directors (50% +1) and does not require a specific composition of professional and public members. Vacancies do not count when determining quorum.

Motion. To introduce a new idea or action which is voted on.

Voting Options



For. You are comfortable moving forward with the proposed motion.



Against. You do not agree that the proposed motion is the best course of action for CDO.



Abstain. Is not a vote for or against.

You do not have enough information to make a decision.

You have a conflict of interest or bias.



Consensus is preferred.



Majority is required.