



## Board Meeting Minutes June 16, 2023

### Board Members Present

Denis Tsang RD-Chair  
Anahita Djalilvand RD  
Ann Watt RD  
Brenda Murphy, Public Member  
Dawn van Engelen RD  
Donna Hennyey RD  
John Regan, Public Member  
Julie Slack RD  
Navita Viveky RD  
Ray D'Sa, Public Member  
Santhikumar Chandrasekharan, Public Member  
Sharanjit Padda, Public Member  
Teresa Taillefer RD

### Staff

Melanie Woodbeck - Registrar & Executive Director  
Lisa Dalicandro – Director of Governance &  
Regulatory Policy  
Valérie Michaud, Bilingual Communications Officer

### Guests

None

### Regrets

None

## 1.0 Call to Order

The meeting was called to order at 9:05 a.m. by A. Watt, Chair of the Board.

Due to time restrictions on June 15, it was requested that the agenda for June 16 be amended to add the approval of the Committee Composition and Appointments, which the Board was not able to complete on the June 15 agenda.

MOTION to amend the agenda to add the Committee Composition and Appointments.

**Moved by:** J. Slack

**Seconded by:** D. Tsang

**Carried**

## 2.0 EDI-B Teaching Learning – 2SLGBTQ+ Pride Month

The Board engaged in a discussion about Pride Month as part of their EDI-B learning and reflection.

*Public interest rationale: Organizational learning around EDI-B is key to driving strategy, building organizational EDI-B capacity, and affecting systemic change. Training assists in ensuring that an EDI-B*



*lens is applied to Board and Committee decision making in the interest of the diverse public served by CDO.*

### **3.0 Committee Composition and Appointments**

The Board considered the Executive Committee's recommendations regarding the composition of College committees and appointments of committee members.

The Board considered committee composition requirements; projected workload of committees and panels; preferences of Board and committee members; succession planning; and diversity of committee members.

The Board agreed with the proposed committee slate and the recommended committee appointees.

MOTION that the board appoint Arundhati Joshi, Riley Aldrich and Sasha Miles as committee appointees for a three-year term.

**Moved by:** D. Tsang

**Seconded by:** S. Chandrasekharan

**Carried**

MOTION that the Board approve the committee composition chart for the 2023-2024 term.

**Moved by:** S. Chandrasekharan

**Seconded by:** J. Slack

**Carried**

*Public interest rationale: Effective governance enhances public confidence. The College's governance structure includes committees which are comprised of 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.*

### **4.0 Extension of Accreditation Recognition Date**

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

The Board recognized the unforeseen challenges and constraints facing the programs with registering with EQual, the new accreditation provider. The one-year extension requested was discussed and what the potential risks to the public would be if there is not an operational accreditation framework in place.

In fairness to the programs, the Board agreed that an extension was appropriate, however, any extension would have to be balanced with the perspectives of CDO's other system partners and its



mandate to protect the public interest. The Board agreed to approving an extension to December 31, 2023, which would allow the programs sufficient time to register with EQual while also ensuring the process for changing accreditation provider move along in a timely way.

MOTION to approve an extension to December 31, 2023, for recognition of previous PDEP accreditation awards for the purpose of registration in Ontario. The decision is conditional upon individual educational programs submitting to the College, within 45 days, proof of having given all required onboarding forms to Equal and submitting to the College, within the deadlines set out by the Registrar, written assurances that the program is currently negotiating a contract with Equal.

**Moved by:** D. Tsang

**Seconded by:** S. Chandrasekharan

**Carried**

Action items

- Communicate decision to educators and Alliance

*Public interest rationale: Educational 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.*

## 5.0 Board Meeting Evaluation

The Board reviewed the results of the March 24, 2023 meeting evaluations and the Executive Committee's feedback on the challenges that arose during the meeting. Themes identified in the evaluation feedback included: adherence to meeting norms, speaking order and decorum, meeting management, focussed discussion on agenda items and meeting preparation and participation.

It was agreed that a safe, inviting environment is conducive to effective meetings and that the Board is expected to maintain order during the meetings.

The governance evaluation framework project was also discussed, including the potential changes to the format of the meeting evaluation. The Board recognized the value of ongoing evaluations, but agreed that the current format could be improved. Suggestions for improvement included: moving away from questions that ask how often things happen in place of focusing on the impact of things and incorporating a trend line into meeting results to identify the impact of changes. The work on the governance evaluation framework will be conducted by the Governance Committee.

*Public interest rationale: The ongoing assessment of Board meetings with a focus on interactions, behaviours, and decisions, to evaluate the Board's effectiveness at achieving its mandate reflects best*

*practices in governance. This transparent and reflective performance review demonstrates the Board's commitment to continuous improvement and good governance.*

## 6.0 Management Report

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

- Finance, HR, EDI-B & Operations
  - Fiscal 2022 – 2023 ended on March 31 and the audit is in progress
  - HPRO's Equity Impact Assessment Tool is ready for Colleges to review
  - Additional cyber security measures have been adopted
- Communications
  - Implementation of relational audit recommendations
  - Branding and website review begins
- Professional Practice & QA
  - New virtual delivery of the competency assessment option for registrants who declare less than 500 hours in 3 years
  - Updating the Peer and Practice Assessment to align with right-touch based regulation
  - Review of the Code of Ethics is in progress
- Registration
  - Hybrid PLAR administration continues to be successfully administered and improves access to the assessments for internationally trained applicants
  - Emergency class of registration submitted

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

The board accepted the report for information.

## 7.0 Risk Monitoring Report (Q1)

M. Woodbeck presented the Risk Monitoring Report (Q1) to the Board. No new risks were identified and no risks were downgraded.

Areas where risk and/or mitigation plans have been reassessed:

- Accreditation Provider Transition
- Public Member Appointments and Succession Planning
- Regulatory and Governance Changes
- Succession Planning and Staff Turnover/Retention

The board accepted the report for information.



*Public interest rationale: An essential aspect of CDO's governance and management is to ensure that organizational and risks to the public are identified, assessed, and managed efficiently and effectively. To achieve this, the Board receives quarterly that identify risks and mitigation efforts to review and discuss.*

## 8.0 By-law 2

The Board reviewed the consultation feedback for the proposed amendments to by-law 2 (fees).

The Board considered the feedback and registrant concerns about the financial burden of a fee increase. This included the potential impact it would have on registrants' ability to also be members of dietetic associations, such as Dietitians of Canada, and access the resources available to these members.

The Board also considered CDO's public protection mandate and the need to fund programs, services, and projects that support the College's work and mandate.

The Board agreed to the proposed amendments to by-law 2. Staff were directed to include a detailed rationale about the need to increase fees, the efforts CDO has taken, and continues to take, to operate efficiently and to mitigate fee increases. The board also agreed that a fee comparison chart for Ontario health regulators would be helpful additional context information in the communication to registrants.

MOTION that the Board approve the proposed amendments to by-law 2.

**Moved by:** D. Tsang

**Seconded by:** S. Chandrasekharan

**Carried**

Action items

- Communicate to registrants
- Update website to include regulator fee comparison and info about the rationale

*Public interest rationale: CDO is mandated to protect the public interest through the delivery of programs and services. To ensure CDO's long-term sustainability and effectiveness at fulfilling its regulatory mandate, adequate resources are needed to fund its operations.*

## 9.0 By-law 1

The Board reviewed the consultation feedback for the proposed amendments to by-law 1 (general), regarding governance changes.

The Board considered the feedback and registrant concerns about a single electoral district having a potentially negative effect on the representation of Board directors from Northern and rural communities. The Board also considered the proposed mitigation strategies to address this risk, including taking geographical diversity into account with the Board director election screening process,



having a specific focus on geographical diversity in Committee appointments, and targeting communication efforts to target RDs working in Northern and rural regions.

The Board agreed to the proposed amendments to by-law 1.

MOTION that the Board approve the proposed amendments to by-law 1.

**Moved by:** R. D'Sa

**Seconded by:** J. Regan

**Carried**

Action items

- Communicate to registrants/update website

*Public interest rationale: Good governance is at the heart of effective professional regulation and decision-making in the public interest. The proposed by-law changes are reflective of modern governance practices intended to strengthen public trust in the regulatory framework and reduce any misconceptions about the role of professional Board directors.*

## 10.0 Social Media Policy

The Board reviewed the final draft of the Social Media Standards and Practice Guidelines for Dietitians in Ontario for publication and dissemination.

The Board considered the survey feedback and noted the lack of public representation in the responses; however, it was also noted that relevant experts conducted a comprehensive review of the policy, which included registrant focus groups, staff, legal, and CDO's ICRC case manager.

It was agreed that the standards and guidelines as presented provide strategies to mitigate risk in dietetic practice and therefore support the College's public protection mandate.

MOTION that the Board approve the proposed Social Media Standards and Practice Guidelines for Dietitians in Ontario.

**Moved by:** N. Viveky

**Seconded by:** A. Djalilvand

**Carried**

Action items

- Policy implementation

*Public interest rationale: CDO has a regulatory responsibility to develop standards of professional practice that provide safe, ethical, and competent dietetic care.*



## 11.0 Annual Board and Committee Evaluations and Needs Assessments

The Board discussed the annual Board and Committee evaluations and needs assessments for the purpose of identifying learning opportunities, strengths, and challenges. It also reviewed the results of the Board and Committee Equity, Diversity, Inclusion and Belonging (EDI-B) Needs Assessment results to confirm future EDI-B training needs.

Overall, the feedback was positive and it was noted that some of the areas identified as needing improvement have already been addressed through the training provided on June 15.

*Public interest rationale: Good governance is the foundation for effective regulation and public trust. Best practices in regulation support the ongoing assessment of the Board and committees with a focus on interactions, behaviours, and decisions, to their effectiveness at achieving their mandate. This transparent and reflective performance review demonstrates CDO's commitment to continuous improvement and good governance. Organizational learning around EDI-B is key to driving strategy, building organizational EDI-B capacity, and affecting systemic change. Training ensures that an EDI-B lens is applied to Board and Committee decision making in the interest of the diverse public served by the CDO.*

## 12.0 Board Workplan and Training Calendar

The Board reviewed the proposed workplan and training calendar for the 2023 – 2024 term.

The Board agreed that the workplan and training calendar provide sufficient training opportunities to address learning needs, and that the workplan supports the required activities and initiatives to achieve the strategic plan by the 2025 end date.

MOTION that the Board approve the proposed Board workplan and training calendar for the 2023-2024 term.

**Moved by:** A. Djalilvand

**Seconded by:** J. Slack

**Carried**

*Public interest rationale: Board training and development helps improve the governance of an organization by enhancing the knowledge, skills, and abilities of Board directors. An informed Board can make better decisions, provide effective oversight, and ensure the College is achieving its public protection mandate. By adopting an annual workplan, the Board can prioritize the activities and initiatives that are most aligned with the College's strategic plan. This helps ensure that the Board's efforts are focused on advancing the College's goals in a way that benefits the public.*



### 13.0 Proposed Meeting Dates

The Board reviewed and approved the proposed meeting dates for the 2023 – 2024 term.

**Moved by:** D. Tsang

**Seconded by:** S. Padda

**Carried**

*Public interest rationale: Regular Board meetings that are open to the public allow for transparency and accountability in the governance of CDO. When the Board meets, it can effectively make governance, strategic and oversight decisions to carry out the College's public protection mandate. Board meetings ensure that CDO is governed in a responsible manner, and that its work promotes the long-term success and sustainability.*

### 14.0 Governance Committee Terms of Reference

The Board reviewed and approved the revised Terms of Reference for the Governance Committee, which included the addition of screening applicants for Board elections.

**Moved by:** S. Chandrasekharan

**Seconded by:** J. Slack

**Carried**

*Public interest rationale: Emerging best practices in regulation support the adoption of a framework which outlines the knowledge, skills, experience, and attributes required for the Board to effectively serve its mandate. With this framework, Board directors will collectively possess a range of governance competencies and attributes to make evidence-informed decisions in the public interest.*

### 15.0 Adjournment

MOTION to adjourn at 1:41 p.m.

**Moved by:** A. Watt

**Carried**