



**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><b>1.0 Call to Order</b> 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><b>2.0 Approval of Agenda</b></p>	<p>MOTION to approve the agenda as circulated.</p> <p><b>Moved by: D. Tsang</b> <b>Seconded by: S. Chandrasekharan</b></p> <p><b>Carried</b></p>
<p><b>3.0 &amp; 4.0 Declaration of Conflict of Interest and Bias</b> No conflict of interest was declared.</p>	

ITEM & DISCUSSION	ACTION
<p><b>Information Items (Consent Agenda)</b></p> <p><b>5.0 Board Meeting Minutes:</b> December 8 &amp; 9, 2022 February 15, 2023</p> <p><b>6.0 Executive Committee Report</b></p> <p><b>7.0 Committee Appointments</b></p>	<p>MOTION to approve the Consent Agenda.</p> <p><b>Moved by: K. LaBrecque</b> <b>Seconded by: S. Padda</b></p> <p><b>Carried</b></p>
<p><b>8.0 EDI-B Learning: Dr. Sharda</b> 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><b>9.0 Board Meeting Survey Results: December 9, 2022</b> 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><b>10.0 Management Report</b></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"> <li>• CDO joins HUB601 on April 1</li> <li>• Finance Department Review in Progress</li> <li>• Investment risk further reduced: 5% equities</li> <li>• HPRO developing EDI toolkit</li> </ul> <p><u>Communications</u></p> <ul style="list-style-type: none"> <li>• Public awareness campaign driving website traffic</li> <li>• Social media strategy improving awareness of CDO</li> </ul> <p><u>Professional Practice and QA</u></p> <ul style="list-style-type: none"> <li>• Policy work continues Social Media policy</li> <li>• SDL tool late submissions down 66%</li> <li>• JKAT Season launching with large cohort</li> <li>• PPA upgrading underway</li> </ul> <p><u>Registration</u></p> <ul style="list-style-type: none"> <li>• Largest KCAT cohort to-date</li> <li>• Registration regulation out for consultation, language policy updated</li> <li>• On track for incorporation of ICDEPs 3.0 by deadline (August 31, 2023)</li> </ul> <p><u>Governance and Oversight</u></p> <ul style="list-style-type: none"> <li>• Board by-election in district 5; acclamations in districts 2 &amp; 4</li> <li>• 3<sup>rd</sup> iteration of CPMF complete, ready for March 31 submission</li> <li>• “As of Right” legislation introduced (Bill 60)</li> </ul> <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><b>11.0 Honoraria Policy</b> 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><b>12.0 Strategic Plan Monitoring Report</b> 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><b>13.0 Draft Budget for Fiscal 2023 - 2024</b> 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><b>Moved by: K. LaBrecque</b> <b>Seconded by: D. Tsang</b></p> <p><b>Carried</b></p>
<p><b>14.0 Bylaw 2 Draft Revisions</b> 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><b>Moved by: K. LaBrecque</b> <b>Seconded by: S. Chandrasekharan</b></p> <p><b>Carried</b></p>

ITEM & DISCUSSION	ACTION
<p><b>15.0 Bylaw 1 Draft Revisions</b> 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><b>Moved by: K. LaBrecque</b> <b>Seconded by: B. Murphy</b></p> <p><b>Carried</b></p>
<p><b>16.0 Virtual Care Policy</b> 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><b>Moved by: K. LaBrecque</b> <b>Seconded by: S. Chandrasekharan</b></p> <p><b>Carried</b></p>
<p><b>17.0 Risk Monitoring Report (Q4)</b></p>	<p>Deferred to the Special Meeting of the Board in April.</p>
<p><b>18.0 Review of the College Performance Measurement Framework Report</b></p>	<p>Deferred to the Special Meeting of the Board in April.</p>
<p><b>19.0 Parking Lot</b></p>	
<p><b>20.0 Adjournment</b></p>	<p>Motion to adjourn at 4:46p.m. was moved by K. LaBrecque.</p> <p><b>Carried</b></p>

*Ann Watt*

Ann Watt RD, President

July 14, 2023

Date

*Jada Pierre*

Jada Pierre, Recorder

July 14, 2023

Date