



COUNCIL MEETING MINUTES

June 24, 2016 (9:30 am – 4:30 pm)

5775 Yonge Street, Main Floor Conference Room

Present

Erin Woodbeck RD-Chair
Alexandra Lacarte RD
Alida Finnie RD
Andrea DiMenna RD (from agenda item 5.0)
Claudine Wilson
Deion Weir RD
Elsie Petch
Julie McKendry
Mark Behar-Bannelier
Nicole Osinga RD
Roula Tzianetas RD
Ruki Kondaj
Shelagh Kerr

Suzanne Obiorah RD

Regrets

Ray Skaff

Staff

Melisse Willems - Registrar & ED
Heena Vyas - Registration Coordinator-Minute Taker
Barbara McIntyre – Quality Assurance Manager
Carole Chatalalsingh - Practice Advisor & Policy Analyst
Carolyn Lordon - Registration Program Manager
Deborah Cohen - Practice Advisor & Policy Analyst
Monique Poirier - Communications Manager
Sarah Ahmed - Controller

Item & Discussion	ACTION
1.0 Call to Order <ul style="list-style-type: none"> • Welcome new Councillor <ul style="list-style-type: none"> ○ Andrea DiMenna 	The meeting was called to order at 9:30am by Erin Woodbeck RD – President and Chair.
2.0 Approval of Agenda	MOTION to approve the agenda as presented Move by: Mark Behar-Bannelier Seconded by: Claudine Wilson Carried
3.0 Declaration of Conflict of Interest	None Declared
4.0 Declaration of Bias	None Declared
5.0 Clinic Regulation In early 2015, the Clinic Regulation Working Group was formed to explore stronger oversight of clinics in Ontario. Its goal was to assess whether clinic regulation would address the current gaps	MOTION that Council support the Increasing Patient Protection through Clinic Oversight (attachment 5.3) submission from the Clinic Regulation Working Group to the Ministry of Health and Long-Term Care.

Item & Discussion	ACTION
<p>in patient safety, quality care, and efficient use of health care resources in some clinic settings. In October 2015, following Council approval, CDO joined the Working Group. The project was led by the College of Physiotherapists of Ontario and involved 13 health College partners and several observer Colleges. Details of the project and RD consultant feedback are in depth described in attachment 5.1 and 5.2.</p> <p>Council was asked to decide whether it will support the Increasing Patient Protection through Clinic Oversight Clinic Regulation Working Group submission that is being made to the Ministry of Health and Long-Term Care (attachment 5.3).</p>	<p>Move by: Alexandra Lacarte RD Seconded by: Julie McKendry</p> <p>Abstention – Claudine Wilson</p> <p>Carried</p>
<p>6.0 Review Annual Council Planning & Oversight Agenda</p> <p>Council reviewed Policy G7 Annual Council Planning and Oversight Agenda for 2016/17. No edits were recommended at this time although some adjustments may be needed in light of Item 14.</p>	<p>CDO Staff will consult Policy G7 when planning future council meetings.</p>
<p>7.0 By-law amendment regarding Registrar Performance and Compensation Review Committee and Audit Committee compositions</p> <p>Council was asked to approve revisions to the compositions of the Registrar Performance and Compensation Review (RPCR) Committee and the Audit Committee. The proposed new compositions will provide that each committee be made up of members of the Executive Committee plus one other Council member who is not on the Executive Committee. The current composition of Executive Committee plus two other members of Council is no longer appropriate given that the Executive Committee is now made up of four Council members instead of three.</p>	<p>MOTION that Council approve that the compositions of the Registrar Performance and Compensation Review Committee and Audit Committee in the College's by-laws be amended to read as follows:</p> <ul style="list-style-type: none"> • 23.2.01 The Registrar Performance and Compensation Review Committee shall be a standing committee of the College composed of the members of the Executive Committee and one other councillor who is not a member of the Executive Committee. • 23.01 The Audit Committee shall be a standing committee of the College composed of the members of the Executive Committee and one other councillor who is not a member of the Executive Committee. <p>Moved by: Alexandra Lacarte RD Seconded by: Julie McKendry RD</p> <p>Carried</p>

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<p>8.0 Legislative Issues Committee Terms of Reference</p> <p>The LIC does not currently have Terms of Reference. Dianne Gaffney RD – Chair, Legislative Issues Committee, presented the Committee draft Terms of Reference. Council was asked to provide feedback and ask questions. Suggestion was made to spell out acronyms in the document for better clarity. For example HPRAC would be referenced as Health Professions Regulatory Advisory Council</p>	<p>MOTION that draft Legislative Issues Committee Terms of Reference be approved with the following amendments:</p> <ul style="list-style-type: none"> All acronyms in the document be replaced with the full descriptions. e.g. HPRAC replaced and referenced as Health Professions Regulatory Advisory Council <p>Move by: Roula Tzianetas RD Seconded by: Deion Weir RD</p> <p>Carried</p>
<p>9.0 Next steps re: Standards and Guidelines for Record Keeping</p> <p>College staff feel that this resource aligns more with a Standards (musts) & Guidelines (shoulds) document rather than simply a Guidelines document. As a result, CDO staff are recommending that this document be revised into a formal Standards & Guidelines document that will clearly provide specific performance expectations for RDs surrounding record keeping in dietetic practice.</p> <p>Council was asked to support the work involved in revising the current Record Keeping Guidelines for Dietitians in Ontario to create Standards & Guidelines for Record Keeping.</p>	<p>MOTION that Council supports College staff proceeding with the next steps in developing draft Standards & Guidelines for Record Keeping.</p> <p>Move by: Roula Tzianetas RD Seconded by: Deion Weir RD</p> <p>Carried</p>
<p>10.0 Next steps re: Conflict of Interest</p> <p>Dianne Gaffney RD – Chair, Legislative Issues Committee, presented to Council about development of Standards & Guidelines for Conflict of Interest. In her presentation, she stated that the creation of such a document will offer an efficient and effective approach to outline the specific professional practice expectations surrounding matters related to conflict of interest for RDs in Ontario.</p>	<p>MOTION that Council supports the Legislative Issues Committee, with the support of staff, to proceed with the next steps in developing draft Standards & Guidelines for Conflict of Interest.</p> <p>Move by: Shelagh Kerr Seconded by: Ruki Kondaj</p> <p>Carried</p>
<p>11.0 Council & Committee Evaluations</p> <p>Council reviewed the completed Council and Committee Evaluations reports for 2015-16 and noted that, overall, feedback was very positive.</p>	<p>Council felt that the surveys could be shortened. Executive Committee will review and revise the survey for next year.</p>

Item & Discussion	ACTION
<p>12.0 Committee Appointments The Committee compositions proposed by the Executive Committee were circulated to Council as attachment 12.1</p>	<p>MOTION that Council approves the proposed Committee composition and appointment of RDs as set out in the Committee Composition Worksheet.</p> <p>Moved by: Mark Behar-Bannelier Seconded by: Julie McKendry</p> <p>Carried</p>
<p>13.0 Selection of Interim Committee Chairs For the selection of interim chairs, Council's decision was to appoint the previous chair as an interim chair if he/she is on the new committee. The Committees will elect permanent chairs at their first meeting following the Council meeting.</p>	<p>MOTION that Council appoints the previous Chair, individuals identified with a star in the Committee Composition worksheet (attachment 12.1), as interim chairs, until the respective Committee meets and holds an election.</p> <p>Moved by: Mark Behar Bannelier Seconded by: Deion Weir</p> <p>Carried</p>
<p>14.0 Selection of Council Meeting Dates 2016-17</p>	<p>MOTION to set 2016/2017 Council dates as circulated:</p> <ul style="list-style-type: none"> • September 29 (1/2 day) and September 30, 2016 • December 9, 2016 • March 17, 2017 • June 22 (1/2 day) and June 23, 2017 <p>Move by: Alexandra Lacarte RD Seconded by: Ruki Kondaj</p> <p>Carried</p>
<p>15.0 Report on year-end Financial Statements Sarah Ahmed, Controller, presented to council the Audited Statement of Operations and Changes in Fund Balances Results for the fiscal year end March 31, 2016 (attachment 21.1).</p>	
<p>16.0 Response to Auditor's Report Re: Executive Limitations Councillors were asked if there were any additional questions or comments regarding the Auditor's report on compliance with the executive limitations policy, as presented by the Auditor at the Annual Meeting on June 23 as Annual Meeting attachment 5.2</p>	

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Councillors did not have any further questions.	
<p>17.0 <i>In camera</i> – Approval of <i>in camera</i> Minutes of April 8, 2016 Council Meeting</p> <p><i>In camera</i> session held pursuant to section 7(2)(d) of the Health Professions Procedural Code</p>	<p>MOTION that Council move <i>in Camera</i> at 1:00 pm</p> <p>Moved by: Shelagh Kerr Seconded by: Mark Behar-Bannelier</p> <p>Carried</p> <p>MOTION that Council approve the <i>in camera</i> minutes of April 8, 2016 Council meeting</p> <p>Moved by: Julie McKendry Seconded by: Nicole Osinga RD</p> <p>Carried</p> <p>MOTION the Council move out of <i>in camera</i> session at 1:13pm</p> <p>Moved by: Julie McKendry Seconded by: Nicole Osinga RD</p> <p>Carried</p>
18.0 April 2016 Council Meeting Minutes	MOTION to approved consent agenda items 18.0 - 21.0
19.0 Audit of Operations of Registrar	Move by: Julie McKendry Seconded by: Nicole Osinga RD
20.0 Elections Report	Carried
21.0 Management Report	
22.0 Council Sharing	Melisse Willems Registrar & Executive Director shared with Councillors the information regarding upcoming Council Member training offered by the Federation of Health Regulatory Colleges of Ontario. Application form and training brochure will be emailed to all Councillors.
<p>23.0 Meeting Evaluators</p> <ul style="list-style-type: none"> • Claudine Wilson • Julie McKendry 	<p>Evaluations are included with minutes.</p> <p>Productivity: Meeting moved forward efficiently. Presenters were well prepared which helped with the flow of the meeting.</p> <p>Quality Decisions: Considered broad spectrum of ideas</p> <p>Openness & Collaboration: Very healthy discussions regarding the Clinic Regulation item and different opinions shared. Councillors were well prepared and respectful of each other's opinion. It was</p>

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	noted that Councillors should reserve questions until after the presentation on the particular topic is complete, where possible.
24.0 Next Meeting Evaluators <ul style="list-style-type: none"> • Mark Behar-Bannelier • Alida Finnie RD 	
25.0 Reminders/Standing Items: <ul style="list-style-type: none"> ○ Change Password and submit new password to L. Kershaw ○ Clear your CDO folder and update your tablet 	
26.0 Adjournment	Motion to adjourn the meeting at 1:30pm was moved by Erin Woodbeck RD – President and Chair Carried

<original signed by>

Erin Woodbeck RD, President

Sept 30/16
Date

<original signed by>

Heena Vyas, Recorder

Sept 30, 2016.
Date