



RECORD OF MEETING

February 12, 2015

5775 Yonge Street, Main Floor Conference Room

Education Session

February 12, 2015 (3:00 – 5:30pm)

Present:

Barbara Major McEwan RD – Chair
Abigail Langer RD
Alan Warren
Alida Finnie RD
Carole Wardell
Claudine Wilson
Edith Chesser RD
Elsie Petch
Erica Sus RD
Erin Woodbeck RD
Elizabeth Wilfert
Krista Witherspoon RD
Lena Laberge RD

Najmudin Hassam
Susan Knowles RD

Mary Lou Gignac – Registrar & ED
Heena Vyas – Registration Coordinator
Jenny Wu – Administrative Assistant
Carolyn Lordon RD – Registration Program Manager
Barbara McIntyre RD – Quality Assurance Manager
Sarah Ahmed – Controller
Monique Poirier – Communications Manager
Carole Chatalalsingh RD – Practice Advisor & Policy Analyst
Sandra Brazel RD - Practice Advisor & Policy Analyst

Item & Discussion	ACTION/DECISION
<p>Education Session – Introduction to Risk Management for Regulators</p> <p>The presentation is posted on Council e-community.</p>	<p>Barbara Major McEwan RD – Chair welcomed everyone to council members and guests.</p> <p>The session was conducted by Richard Steinecke from Steinecke Maciura Leblanc Barristers & Solicitors.</p> <p>The education session concluded at 5.30pm</p>

COUNCIL MEETING MINUTES
February 13, 2015 (9.30am – 4:00pm)
 5775 Yonge Street, Main Floor Conference Room

Present:

Barbara Major McEwan RD - Chair
 Abigail Langer RD
 Alan Warren
 Alida Finnie RD
 Carole Wardell
 Claudine Wilson
 Elsie Petch
 Elizabeth Wilfert
 Erica Sus RD
 Erin Woodbeck RD
 Krista Witherspoon RD
 Najmudin Hassam
 Shelagh Kerr (from 1.00pm)

Susan Knowles RD
 Suzanne Obiorah RD (from 10:14)

Guests

Dianne Gaffney
 Julie Kuorikoski RD
 Léna Laberge RD

Staff

Mary Lou Gignac – Registrar & ED
 Sarah Ahmed – Controller
 Heena Vyas –Registration Coordinator - Recorder
 Jenny Wu – Administrative Assistant

Item & Discussion	ACTION/DECISION
1.0 Call to Order	The meeting was called to order at 9.30 am by Barbara Major-McEwan RD – Chair. Mary Lou Gignac – Registrar & ED was invited to address the council. In her address, Mary Lou Gignac gave formal notice to council with regards to her retirement on July 10, 2015.
2.0 Approval of Agenda	<p>Motion :That the Agenda be approved with the following changes:</p> <ul style="list-style-type: none"> Agenda item 13.1 Executive Summary Report, be pulled out of the Consent Agenda for discussion <p>Moved by: Elizabeth Wilfert Seconded by Krista Witherspoon RD</p> <p>All in favour (12/12) Motion Carried Unanimously</p>
3.0 Declaration of Conflict	None declared
STRATEGIC	
4.0 Follow up – Risk Management Framework. Risk Analysis Committee Mary Lou Gignac- Registrar & ED, presented to Council Risk Management Framework and concepts. This presentation was in follow up to the education session presented by Richard Steinke on February 12. The presentation is on file with the minutes. During the presentation Mary Lou Gignac - Registrar & ED recommended to Council to hire a consultant who would guide CDO through this process. Council was urged to begin	<p>Motion THAT Council proceed with the Risk Management plan as presented by the Registrar & ED and hiring of a consultant</p> <p>Moved by: Abigail Langer RD Seconded by Alan Warren</p> <p>All in favour (12/13)</p>

Item & Discussion	ACTION/DECISION
<p>this process soon any delays may result in the education received from Richard Steinke being lost.</p>	<p>1 against Motion Carried</p>
<p>5.0 Planning & Budgeting</p> <ul style="list-style-type: none"> • Proposed 2015/2016 Work Plans • Proposed 2015/2016 Budgets <p>Council was asked to review the proposed work plans and budgets for 2015/16 (distributed prior to the meeting as attachment 5.1) and provide direction for finalization of them for approval at the April Council meeting. This review determined the appropriateness of the proposed plans and financial allocations and considered the level of tolerance for deficit budgeting unless a fee increase is introduced this year.</p> <p>Mary Lou Gignac – Registrar & Executive Director and Sarah Ahmed Controller presented Council with an overview consisting of background, current state, ideal state, choices and priorities for the proposed draft budget 2015/2016. The presentation is on file with the minutes.</p>	<p>Council directed Mary Lou Gignac- Registrar & ED to move forward with the draft budget presented as attachment 5.1. Executive Committee will review the presented budgets and work plans and bring back their recommendations to the April 2014 Council Meeting. Executive Committee will look at all spending assumptions to explore potential savings.</p>
<p>6.0 Inflation Fee for 2015</p> <p>Council was asked to consider whether it wishes to cancel the automatic annual fee increase based on inflation. Since 2014, the College by-law provisions related to annual fees provides for an automatic fee increase based on inflation. Attachment 6.1 was distributed prior to the meeting which included background for the By-Law provision and considerations for Council to approve.</p>	<p>After thorough discussion, Council agreed to honour the By-Law provision and increase the fee for 2015-2016 by the percentage increase in the Ontario consumer price index as set out in the fees by-law.</p>
POLICY	
<p>7.0 Transparency By-Law</p> <p>In October 2014 Minister Dr. Eric Hoskins urged Regulators to share more information and make the system more transparent. Regulators were asked to report to Minister by December 1, 2014 on the specific steps that will be taken to make transparency measures possible. The College submitted its response to the Minister of December 1, 2014. College's Legislative Issues Committee (LIC) considered the pros and cons of making more information about Ontario RDs transparent through on-line register of dietitians. The LIC also consulted with Legal Counsel, Cathi Mietkiewicz and the recommended amendments to increase transparency and the rationale for those amendments were distributed to Council as attachment 7.1.</p>	<p>The LIC will prepare and circulate the approved By-Law amendments in principle to the stakeholders for 60 days. Results of the consultation will be summarized and presented to at the June 2015 meeting.</p>

Item & Discussion	ACTION/DECISION
<p>Diane Gaffney RD – Chair Legislative Issues Committee presented to Council the steps the LIC followed to prepare the recommendations document, distributed to council as attachment 7.1. The presentation is on file with minutes.</p> <p>Council was asked to approve these amendments in principle for circulation to stakeholders, in keeping with the requirements under the Health Procedural Code.</p> <p>Each amendment was reviewed individually and was approved by the Council with the show of hands. Amendments were all accepted and including keeping 42.06, paragraph 4 as originally stated (noting an alternative consideration).</p> <p>In the end all of the recommendations were approved by the council for circulation.</p>	<p>Motion THAT The proposed By-Law amendments related to transparency presented in Council attachment 7.7 be approved in principal for the purpose of circulating and consultation with the following alternative text for By-Law 42.06 paragraph 4</p> <p>“Where the College is aware that a member is currently registered or licensed to practise a profession inside or outside of Ontario, a notation of that fact”</p> <p>Moved by: Susan Knowles RD Seconded by Carole Wardell</p> <p>All in favour (13/13)</p> <p>Motion Carried</p>
OVERSIGHT & ACCOUNTABILITY	
<p>8.0 New Assessment Schema for Internationally Educated Dietitians</p> <p>Mary Lou Gignac – Registrar & ED provided an update of the Competency Assessment Schema for IEDs by means of a presentation. The presentation is on file with the minutes. In her presentation Mary Lou Gignac – Registrar & ED reviewed the project goals, deliverables, and current application process versus the proposed competency assessment schema. In addition, Council was provided with a detail documentation which included the progress of the project prior to the meeting as attachment 8.1</p>	
<p>9.0 Council Engagement</p> <ol style="list-style-type: none"> 1. Survey Feedback 2. Strategies for improvement 	<p>Deferred until April 17, 2015 Council Meeting.</p>
<p>10.0 Achievement Reports Bi-Annual</p> <p>Accomplishments by all committees were included in the council attachment 5.1. Council acknowledged the accomplishments by all committees.</p>	
<p>11.0 New Registrar & ED recruitment</p> <p>Council was invited to reflect on the key short term directions for the new Registrar & ED and key desired competencies to guide the recruitment process.</p>	<p>Motion: THAT Committee appointees present at the meeting be allowed to participate in the discussion related to articulating what the College directions are for the recruitment of a new Registrar & ED.</p> <p>Moved by: Susan Knowles RD</p>

Item & Discussion	ACTION/DECISION
	<p>Seconded by: Carole Wardell</p> <p>All in favour: (13/13) Motion carried unanimously</p> <hr/> <p>Motion: THAT the Council move In Camera at 11:09 am under Section 7.2 of the Code-Personal/Matters concerning a Human Resources Issues</p> <p>Moved by: Elizabeth Wilfert Seconded by: Najmudin Hassam</p> <p>All in favour: (13/13) Motion carried unanimously</p> <p>Note: Current Registrar & ED- Mary Lou Gignac did not participate in this discussion.</p> <hr/> <p>Motion: THAT the Council move out of the In Camera session at 12:02 pm</p> <p>Moved by: Krista Witherspoon RD Seconded by: Abigail Langer RD</p> <p>All in favour: (13/13) Motion carried unanimously</p>
INFORMATION ITEMS (moved out of Consent Agenda)	
<p>13.0 Executive Committee Report Barbara Major McEwan RD – Chair Executive Committee advised councillors that the executive committee has determined timeline for the new strategic plan and two members of the council will be invited to join the discussion.</p> <p>In addition, she also advised councillors that in March 2015, CDO and Dietitians of Canada will hold an event for Members of the Provincial Parliament to create greater awareness. The Executive Committee along with Registrar & ED Mary Lou Gignac will attend this event.</p>	
INFORMATION ITEMS (Consent Agenda)	
12.0 October Council Meeting Minutes	Motion: That the Consent Agenda be approved and all information within it be received as written
14.0 Management Report	Moved by: Krista Witherspoon RD Seconded by: Erica Sus RD

Item & Discussion	ACTION/DECISION
	All in favour 13/13 Motion Carried Unanimously
EVALUATION	
15.0 Council Sharing	
16.0 Meeting Evaluators <ul style="list-style-type: none"> • Suzanne Obriorah RD • Krista Witherspoon RD 	<p>Summary of the evaluation is listed below. Original forms are on file with minutes.</p> <p><u>Productivity</u></p> <p>Meeting was productive. It would be helpful to make reference to the attachments numbers within the agenda as the meeting progresses.</p> <p><u>Quality Decision</u></p> <p>The thoughtful and complete draft on Transparency prepared by the Legislative Issues Committee (especially the explanation/rationale helped inform the decision).</p> <p>Insights from the committee members would be helpful. Also, sharing PowerPoint slides in advance of the meeting may help with context</p> <p><u>Openness & Collaboration</u></p> <p>The invitation of appointed committee members to the in-camera discussion demonstrates our commitment to openness and collaboration.</p> <p>Sharing different prospective and increased feedback during discussion from Councillors would increase the openness & collaboration further.</p>
17.0 Next Meeting (April 17) Evaluators <ul style="list-style-type: none"> • Erin Woodbeck RD • Alida Finnie RD 	
18.0 Adjournment	Motion to adjourn the meeting at 4:00pm was moved by Elizabeth Wilfert