



## COUNCIL MEETING MINUTES

February 5, 2016 (9:30 am – 4:30 pm)

5775 Yonge Street, Main Floor Conference Room

Teleconference: 1-888-350-3035 PIN: 8840086

### Present

Susan Knowles RD-Chair  
 Abigail Langer RD  
 Alexandra Lacarte RD  
 Alida Finnie RD  
 Barbara Major-McEwan RD  
 Claudine Wilson  
 Elsie Petch  
 Erin Woodbeck RD  
 Julie McKendry  
 Najmudin Hassam  
 Nicole Osinga RD  
 Ray Skaff

Shelagh Kerr

Suzanne Obiorah RD

### Staff

Melisse Willems-Registrar & ED  
 Jenny Wu-Administrative Assistant-Minute Taker  
 Barbara McIntyre-QA Manager  
 Carolyn Lordon-Registration Manager  
 Carole Chatalalsingh-Practice Advisor & Policy Analyst  
 Deborah Cohen-Practice Advisor & Policy Analyst  
 Sarah Ahmed-Controller

Item & Discussion	ACTION
1.0 Call to Order	The meeting was call to order at 9:30am by Susan Knowles RD, President and Chair.
2.0 Approval of Agenda	MOTION to approve the agenda with the addition of agenda item 9.1 ICRC Panel Member Selection.  Move by: E. Woodbeck Seconded by: A. Lacarte  Carried
3.0 Declaration of Conflict of Interest/Bias M. Willems spoke on the difference between bias and conflict of interest. All conflict of interest is bias. Bias is when there's an item where you do not have a mutual approach to the topic.	None declared.
4.0 Strategic Plan 2016-2020 <ul style="list-style-type: none"> <li>o Presentation by Susan Knowles</li> <li>o Presentation by Melisse Willems</li> </ul>	MOTION that Council approves the CDO Strategic Plan (Goals and Objectives) for 2016-2020, as presented.

Item & Discussion	ACTION
<p>Overview of the Strategic Process: The Accountability group was hired to lead the Strategic Plan back in April 2015. Various sessions were held with L. McDonell and M. Kras-Claydon to determine trends in healthcare and practice. A Strategic Planning Committee was formed and staff were consulted throughout the process. An online survey was circulated to the public and Councillor which the results were brought back to the Committee and staff to edit. Overall, the results were positive and the Committee was confident to bring the final plan to Council.</p> <p>The purpose of the presentation is to get an initial reaction feedback from Council. Previously it was named the tactical plan, going forward it will referred to as the Work Plan. Each tangible outcome is tied to achieving the objective which is tied to the outcomes and budgets. Attachment 5. 0 is organized by program based on Attachment 4.1 work plan.</p>	<p>Move by: S. Obiorah Seconded by: E. Petch</p> <p>13 in favour 1 abstention R. Skaff Carried</p>
<p><b>5.0 Planning &amp; Budgeting</b></p> <ul style="list-style-type: none"> <li>o Proposed 2016/2017 Work Plans</li> <li>o Proposed 2016/2017 Budgets</li> <li>o 2015/2016 Accomplishments to date</li> </ul> <p>S. Ahmed presented the planning &amp; budget work plans to Council.</p> <p>Note: The lease was renewed July 2013 and the dollar per square foot will increase starting this year. In return, our March and April is rent free.</p>	
<p><b>6.0 By-Law Amendments</b></p> <ul style="list-style-type: none"> <li>o Provisions for the fees related to PLAR</li> <li>o Academic &amp; Practical Training Assessment as a result of PLAR</li> <li>o Professional Corporations (By-Law #4)</li> </ul> <p>C. Lordon presented the changes on By-Law 2 and By-Law 4.</p>	<p>MOTION that Council approve the amendments to By-law No. 4 as circulated to Council in revised attachment 6.4</p> <p>Move by: N. Hassam Seconded by: A. Langer</p> <p>Carried</p> <p>MOTION that Council approve, in principle, the revocation of By-law 2: entitled "Fees" and the substitution of that by-law with the proposed by-law found in Attachment 6.1.</p>

Item & Discussion	ACTION
<p>By-Law 4 will change “profession” to “professional” and will be moving all related articles to By-Law 2 that deal with fees. The long term goal is to revoke By-law 4 and move to By-law 1 General.</p> <p>By-Law 2 updated the numbering in the article and will be adding additional fees to KCAT. There will also be an increase for registration assessment fees.</p> <p>After circulation to members, By-Law 2 will be returned to Council for final approval.</p> <p>Presentation slides are included with the minutes.</p>	<p><b>Move by: E. Woodbeck</b> <b>Seconded by: A. Langer</b></p> <p><b>13 in favour</b> <b>1 abstention R. Skaff</b></p> <p><b>Carried</b></p>
<p><b>7.0 Revised Standards of Consent</b></p> <p>The Standards align with the strategic plan to ensure public protection and inform the public, members and other health care professionals on regulatory uses. The goal to clarify behaviours that Registered Dietitians play. The framework was approved in principle in June 2013 and the consultation was circulated in July to September 2015. The results for presented to Council October 2015 with changes to be made.</p> <p>Revisions were made to standards 1, 5, 7, 8, 9.</p> <p>Presentation slides are included with the minutes.</p>	<p>MOTION that Council approves the revised <i>Professional Practice Standard: Consent to Treatment and for the Collection, Use &amp; Disclosure of Personal Health Information</i> (attachment 7.1) as presented.</p> <p><b>Move by: A. Lacarte</b> <b>Seconded by: A. Finnie</b></p> <p><b>Carried</b></p>
<p><b>8.0 Dysphagia Policy Consultation Results</b></p> <p>For the survey, 201 members (5%) responded with supportive feedback. Members wanted more emphasis on Registered Dietitian role, risk management and to include interactions with supervisors, managers, and Medical doctors. The College’s policy was easy to understand and aligns well with Dietitians of Canada’s 2015 Role Statement.</p> <p>Some of the changes made are outlined in the presentation slides included in the minutes.</p>	<p>MOTION that Council approves the revised 2016 Dysphagia Policy as circulated attachment 8.1</p> <p><b>Move by: A. Finnie</b> <b>Seconded by: J. McKendry</b></p> <p><b>12 in favour</b> <b>1 abstention R. Skaff</b></p> <p><b>Carried</b></p> <p><b>A. Langer exited the meeting at 2:30pm</b></p>

Item & Discussion	ACTION
<p><b>9.0 Council Engagement Survey Results</b></p> <p>S. Knowles reviewed all comments to Council.</p> <p>Going forward, if anybody needs a mentor, they can suggest it to their respected committees.</p> <p>S. Kerr attended the one day training by the Ministry and said that it was very helpful and useful.</p>	<p>To have purple cards to help members repeat the question or speak louder. Another suggestion was to have a small ice breaker at each meeting to get to know each Council member.</p>
<p><b>9.1 ICRC Panel Member</b></p> <p>The current non-QA Panel is missing a member for quorum because one of the panel members has a conflict of interest regarding the applicant in the case.</p>	<p>MOTION to approve A. Langer to the ICRC non-QA panel.</p> <p>Move by: S. Obiorah Seconded by: N. Hassam</p> <p>Carried</p>
<p><b>10.0 IN CAMERA</b></p> <ul style="list-style-type: none"> <li>o Interim Report on Registrar &amp; ED Performance Indicators</li> </ul>	<p>MOTION to move in-camera at 3:13pm to discuss interim : Registrar &amp; ED Performance Indicators</p> <p>Move by: E. Woodbeck Seconded by: S. Kerr</p> <p>Carried (12/12)</p> <p>MOTION to move out of camera at 3:57pm and approve the 2015-16 Registrar &amp; ED performance indicators as presented.</p> <p>Move by: S. Kerr Seconded by: N. Osinga</p> <p>Carried (12/12)</p> <p style="text-align: right;">3:47pm S. Obiorah exited the meeting</p>
<p><b>11.0 October Council Meeting Minutes</b></p>	<p>MOTION to approve the consent agenda.</p>
<p><b>12.0 Executive Committee Report</b></p>	<p>Move by: E. Woodbeck Seconded by: J. McKendry</p>
<p><b>13.0 Management Report</b></p>	<p>Carried</p>
<p><b>14.0 Council Sharing</b></p> <ul style="list-style-type: none"> <li>o Public Councillor Naj Hassam</li> <li>o</li> </ul> <p>N. Hassam's last day is April 8<sup>th</sup> 2016.</p>	
<p><b>15.0 Meeting Evaluators</b></p> <ul style="list-style-type: none"> <li>• Shelagh Kerr</li> </ul>	<p>Evaluations are included with minutes.</p>

Item & Discussion	ACTION
<ul style="list-style-type: none"> <li>Suzanne Obiorah</li> </ul>	<p><b>Productivity:</b> Adequate time was provided for dialogue surrounding agenda items resulting in good discussion. Advance work is excellent and we focus on the right issues.</p> <p><b>Quality Decisions:</b> Members were highly engaged asking a variety of questions, exercising due diligence prior to making decision. Public and Elected councillors have different focus but in the end with same decisions.</p> <p><b>Openness &amp; Collaboration:</b> Members were highly respectful of opinions, balanced talk and listening time and appeared open and honest with their thoughts. There was a positive atmosphere with good collaboration. Full staff was present which was excellent for input or discussion.</p> <p>MOTION to adjourn the meeting at 4:00pm. Moved by S. Kerr.</p>

<original signed by>

Susan Knowles, President

<original signed by>

Recorder

June 23/16  
Date

19 July 2016  
Date