



## PROPOSED DRAFT

### BY -LAW NO. 1: GENERAL

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## 1. INTERPRETATION

### 1.1 Definitions

In this by-law and in any other by-law of the College, unless otherwise defined or required by the context of the specific provision,

“**Act**” means the *Dietetics Act, 1991*;

“**Code**” means the Health Professions Procedural Code being Schedule 2 of the *Regulated Health Professions Act, 1991*;

“**College**” means the College of Dietitians of Ontario;

“**committee**” means a statutory, non-statutory or ad hoc committee of the College;

“**committee appointee**” means a member of the College who is not a councillor (as defined below) and who is appointed to a committee of the College;

“**committee member**” means a member of a committee of the College;

“**Council**” means the Council of the College;

“**councillor**” means a member of Council and includes public and elected councillors;

“**elected councillor**” means a member of the Council described in clause 5(1)(a) of the Act and includes a member elected or appointed to fill a vacancy;

“**member**” means a member of the College as that term is used in the *Regulated Health Professions Act, 1991* and the Act;

“**public councillor**” means a councillor who is appointed to Council by the Lieutenant Governor in Council;

“**Registrar**” means the Registrar of the College;

“**Regulation**” means a regulation to the Act or the RHPA; and

“**RHPA**” means the *Regulated Health Professions Act, 1991*.

### 1.2 Calculating Time

In College by-laws, a reference to the number of days between two events means calendar days and excludes the day on which the first event happens and includes the day on which the second event happens.

### **1.3 Holidays**

In College by-laws, a time limit that would otherwise expire on a holiday or a weekend is extended to include the next day that is not a holiday or a weekend. Holidays are as identified in the *Legislation Act, 2006*.

## **2. BUSINESS PRACTICES**

### **2.1 Head Office**

The head office of the College is in the City of Toronto or at such other place as the Council may determine from time to time.

### **2.2 Seal**

An impression of the College's seal is in Appendix A.

### **2.3 Affixing Seal**

Any person authorized to sign a document on behalf of the College may affix the College's seal to it if required.

### **2.4 Banking**

Council shall appoint from time to time one or more banks chartered under the *Bank Act* (Canada) for the use of the College. All money belonging to the College shall be deposited in the name of the College at one or more banks, but the Registrar may approve a reasonable amount of cash to be on hand at the College offices to cover incidental day-to-day expenses.

### **2.5 Bank Signing Authority**

The Registrar or another person authorized by Council may endorse any negotiable instrument for collection on account of the College through the bank or for deposit to the credit of the College with the bank. The College's stamp, if any, may be used for the endorsement.

### **2.6 Expenditures**

The College may purchase or lease goods or acquire services if it is authorized by:

- (a) the Registrar if the expenditure is set out in the College's budget as approved by Council;
- (b) the Registrar, if the expenditure does not exceed \$10,000 and the Registrar is satisfied that the expenditure will not result in the budget being exceeded for the fiscal year; or
- (c) a resolution of Council or the Executive Committee.

### **2.7 Signing Authority**

Signing authority for cheques and payments on behalf of the College is as follows:

- (a) the Registrar, President or Vice-President for amounts not exceeding \$25,000, or such other amount as Council determines from time to time; and

- (b) any two of the Registrar, President or Vice-President for amounts in excess of \$25,000, or such other amount as Council determines from time to time.

## **2.8 Execution of Documents**

Except as required by section 2.7 and subject to section 2.9, the Registrar will sign contracts, agreements, instructions and other documents on behalf of the College.

## **2.9 Execution of Documents – Council may Appoint**

Council may appoint, from time to time, any one or more officers or persons to sign contracts, documents and instruments in writing on behalf of the College either generally or in relation to specific contracts, documents or instruments in writing.

## **2.10 Investments**

The Registrar may authorize the investment of money on behalf of the College in compliance with applicable College policy as approved by Council from time to time. All share certificates, bonds and other records of investments shall be issued in the name of the College.

## **2.11 Borrowing**

Council may from time to time by resolution,

- (a) borrow money upon the credit of the College;
- (b) limit or increase the amount or amounts which may be borrowed; and
- (c) secure any present or future borrowing or any debt, obligation or liability of the College by charging, mortgaging, hypothecating or pledging all or any real or personal property of the College, whether present or future.

## **2.12 Fiscal Year**

The fiscal year of the College is from April 1 to March 31 of the following year.

## **2.13 Financial Audit**

Council shall appoint an auditor licensed under the *Public Accounting Act* to audit the accounts of the College and to hold office for a term determined by Council.

## **2.14 Financial Statements**

Financial statements for the College shall be prepared promptly at the close of each fiscal year and audited financial statements shall be presented annually to the Council.

## **2.15 Auditors Right of Access**

The auditors shall have a right of access at all reasonable times to all records, documents, books, accounts and vouchers of the College and are entitled to require from the councillors, officers and employees such information as is necessary in their opinion to enable them to report as required by law or under this by-law.

## **2.16 Attendance at Council**

The auditor is entitled to attend the meeting at which the audited financial statements are presented to Council.

## **2.17 Grants**

Council may by a vote of at least two-thirds of the councillors present at a meeting duly called for that purpose make grants to third parties for one or both of the following:

- (a) to advance the scientific knowledge or the education of persons wishing to practise the profession; and
- (b) to maintain or improve the standards of practice of the profession.

## **2.18 Membership in National Organizations**

Council may authorize the College to obtain membership in a national organization of a body whose objects are not inconsistent with those of the College and may authorize the payment of such annual fees and costs for representation at meetings of the organization.

## **2.19 Remuneration and Expenses**

Council officers, elected councillors and committee appointees shall be paid a stipend and shall be reimbursed by the College for travelling and other expenses reasonably incurred in relation to the performance of their duties in accordance with policies approved from time to time by Council.

## **2.20 Indemnity**

Every councillor, committee member or officer and his or her heirs, executors, administrators and estate shall at all times be indemnified and saved harmless by College from and against:

- (a) all costs, charges and expenses whatsoever that such person sustains or incurs in respect of any action, suit or proceeding that is proposed, brought, commenced or prosecuted against him or her for or in respect of anything done or permitted by the person in respect of the execution of the duties of his or her office; and
- (b) subject to any policies and procedures of the College, all other costs and expenses that he or she sustains or incurs in respect of the affairs of the College,

except any costs, charges or expenses resulting from his or her wilful neglect or default or failure to act honestly and in good faith with a view to the best interests of the College. The College shall obtain appropriate insurance coverage in connection with this indemnity.

## **2.21 Protection for Employees**

If an employee (including a lawyer who is an employee) of the College is named in a civil suit or, in the case of a lawyer, in a law society proceeding, and the subject matter relates to the person's employment by the College, the College will pay for the employee's legal representation in the proceedings and any appeal, and will pay any sum of money the employee or the employee's estate becomes liable to pay in connection with the matter unless the court finds that the employee has been deliberately dishonest or has committed a criminal offence.



### **3. ELECTION OF COUNCIL MEMBERS**

#### **3.1 Electoral Districts**

The following are the electoral districts for the purpose of the election of members to Council (with necessary modifications by the Registrar to ensure that the entire province is covered and that there is no overlap of districts):

- (a) Electoral district 1, the south-western area, composed of the counties of Elgin, Essex, Kent, Lambton, Middlesex, Oxford, Bruce, Grey, Perth and Huron.
- (b) Electoral district 2, the central-western area, composed of the counties of Brant, Dufferin and Wellington and the Regional Municipalities of Haldimand, Norfolk, Halton, Hamilton Wentworth, Niagara and Waterloo.
- (c) Electoral district 3, the central area, composed of the Municipality of Metropolitan Toronto, and the Regional Municipality of York.
- (d) Electoral district 4, the eastern area, composed of the counties of Frontenac, Hastings, Lanark, Prince Edward and Renfrew, and the united counties of Leeds and Grenville, Lennox and Addington, Prescott and Russell, Stormont, Dundas and Glengarry and The Regional Municipality of Ottawa, Carleton.
- (e) Electoral district 5, the north-eastern area, composed of the territorial districts of Algoma, Cochrane, Manitoulin, Nipissing, Parry Sound, Sudbury, Timiskaming and The District Municipality of Muskoka.
- (f) Electoral district 6, the north-western area, composed of the territorial districts of Kenora, Rainy River and Thunder Bay.
- (g) Electoral district 7, the central-eastern area, composed of the counties of Haliburton, Northumberland, Peterborough, Victoria, Simcoe, and the Regional Municipalities of Peel and Durham.

[**Note:** Subject to revision to reflect municipal restructuring.]

#### **3.2 Number of Elected Councillors**

Eight members of the College shall be elected to the Council as elected councillors.

#### **3.3 Elected Councillors from Each District**

The number of members elected in an electoral district is,

- (a) one for each of electoral districts 1, 2, 4, 5, 6 and 7; and
- (b) two for electoral district 3.

#### **3.4 Eligibility to Vote in an Electoral District**

A member is eligible to vote in an election being held for an electoral district if on the thirty-fifth day before the date fixed for the election, the member principally practises in that electoral district, or if the member is not engaged in the practice of dietetics, the member principally resides in the electoral district.

### **3.5 Term of Office**

The term of an elected councillor is approximately three (3) years starting at the first Council meeting after the election of councillors and the councillor will continue in office until his or her successor takes office in accordance with the by-laws.

### **3.6 Maximum Term or Service as Committee Member**

Subject to section 3.7, a councillor or member who has served nine consecutive years on Council or as a committee appointee, or in any combination of the two offices, is ineligible for election to Council until the third calendar year after the year in which the member last served as an elected councillor or committee appointee.

### **3.7 Term of Office for Councillors Filling Vacancies**

The term of an elected councillor elected in a by-election or appointed under these by-laws expires when the former elected councillor's term would have expired. Time spent as an elected councillor as a result of a by-election or an appointment by Council to fill a vacancy is not included for the purpose of determining the maximum term under section 3.6.

### **3.8 Timing of Elections**

Elections for elected councillors shall be held simultaneously as follows:

- (a) in April of the year 2004 and in April of every third year thereafter for electoral districts 1 and 3;
- (b) in April of the year 2002 and in April of every third year thereafter for electoral districts 2 and 4;
- (c) in April of the year 2003 and in April of every third year thereafter for electoral districts 5, 6 and 7.

### **3.9 Date of Election**

Unless otherwise approved by Council,

- (a) the date for each election is the third Wednesday of April; and
- (b) the deadline for the receipt of ballots is 5:00 p.m. on the date for each election.

### **3.10 Eligibility for Election to Council**

A member is eligible for election in an electoral district if, on the date of election or acclamation:

- (a) the member is engaged in the practice of dietetics in the electoral district for which he or she is nominated or, if the member is not engaged in the practise of dietetics, principally resides in the electoral district for which he or she is nominated;
- (b) the member is the holder of a general class of certificate of registration and the certificate is not subject to a term, condition or limitation other than one applicable to all members of the class;
- (c) the member is not in default of the payment of any fee payable to the College;

- (d) the member is not the subject of any disciplinary or incapacity proceeding in Ontario or any similar proceeding in any other jurisdiction relating to dietetics or any other profession;
- (e) the member's certificate of registration has not been revoked or suspended in the six years preceding the date of the election for any reason other than non-payment of fees;
- (f) the member has not been found to have committed professional misconduct by the Discipline Committee or by any discipline committee in any jurisdiction relating to dietetics or any other profession;
- (g) the member has not been disqualified by the Council in the three years preceding the date of the election as a result of a breach of a code of conduct or policy on conduct approved by Council or a breach of the conflict of interest provisions of this by-law;
- (h) the member does not have a notation on the College register of a finding of professional negligence or malpractice made against the member;
- (i) the member is not the subject of a charge under the *Criminal Code* (Canada) or the *Controlled Drugs and Substances Act* (Canada);
- (j) the member does not have a notation on the College register of a charge in relation to any offence;
- (k) the member does not have a criminal finding of guilt as an adult under the *Criminal Code* (Canada) or the *Controlled Act and Substances Act* (Canada);
- (l) the member does not have a notation on the College register of a finding of guilt made by a court with respect to any offence;
- (m) the member does not have a notation on the College register of an undertaking provided to the College with respect to a matter involving the Inquiries, Complaints and Reports Committee or the Discipline Committee;
- (n) The member is not currently the subject of an undertaking provided to the College with respect to a fitness to practise issue;
- (o) the member is not currently the subject of an interim order made by a panel of the Inquiries, Complaints and Reports Committee;
- (p) the member has not been ordered to attend to receive a caution from a panel of the Inquiries, Complaints and Reports Committee or been required to complete a specified continuing education or remediation program by a panel of the Inquiries, Complaints and Reports Committee in the preceding six (6) years;
- (q) the member is not a member of council of any other RHPA college;
- (r) the member is not an employee of the College and has not been an employee of the College during the previous two (2) years;
- (s) the member is not an applicant for employment at the College and has not applied for employment at the College during the previous year;

- (t) the member is not in default of completing and submitting any information or form required under the regulations of the RHPA or Act, or the by-laws of the College;
- (u) the member has successfully completed the College's current training program relating to the duties, obligations and expectations of Council and committee members;
- (v) the member is not party to a legal proceeding against the College;
- (w) the member has completed and filed with the Registrar a conflict of interest declaration by the deadline and in the form approved by the Registrar, and the member does not have a conflict of interest to serve as a member of Council;
- (x) the member does not hold a position that would cause the member, if elected as a councillor, to have a conflict of interest by virtue of having competing fiduciary obligations to both the College and another organization. including but not limited to having or had during the previous year a leadership, employment or contractual role with an international, national or provincial association or organization that advances the interests of dietitians, has policy making responsibilities for dietitians, or oversees the regulation of dietitians;
- (y) the member has served nine consecutive years as a councillor or committee appointee, or in any combination of the two offices, and less than three calendar years have passed after the year in which the member last served as a councillor or committee appointee; or
- (z) the member is not ineligible because of section 3.6.

### **3.11 Withdrawal of Candidate**

A candidate may withdraw from an election by giving notice in writing to the Registrar. If the notice in writing is received at least five (5) days before the date that the Registrar sends the voting package to members eligible to vote, the name of the person shall not be included on the ballot. In all other cases the Registrar shall make reasonable efforts to remove the name from the ballot or to notify the members eligible to vote that the candidate has withdrawn from the election.

### **3.12 Eligibility and Election Disputes**

Disputes as to whether a member is eligible for election or to vote in an election will be determined by the Elections Committee. Disputes relating to the election of an elected councillor shall be dealt with by the Elections Committee which shall investigate the facts and report its findings and recommendations to Council for such decision as Council considers appropriate.

### **3.13 Notification of Election**

No later than 90 days before the date of an election, the Registrar shall notify every member eligible to vote of the date, time and electoral district of the election and of the nomination procedure.

### **3.14 Nominations**

The nomination of a candidate for election as a member of Council shall be in writing and shall be given to the Registrar at least 60 days before the date of the election (the "nomination deadline").

The nomination must be signed by the candidate and by at least six members who support the nomination and who are eligible to vote in the electoral district in which the election is to be held.

### **3.15 Acclamation**

If the number of candidates nominated for an electoral district is less than or equal to the number of members to be elected in that electoral district, the Registrar shall declare the candidates or candidates elected by acclamation.

### **3.16 No Candidates for Election**

If there are no candidates who are eligible for election, the Registrar shall, as soon as possible, call a by-election.

### **3.17 Information about Candidates**

A candidate shall provide to the Registrar by the nomination deadline or such later date as the Registrar permits, biographical information in a manner acceptable to the Registrar for the purpose of distribution to members eligible to vote in the election.

### **3.18 Administering and Supervising Elections**

The Registrar will supervise and administer the election process and may for the purpose of carrying out that duty and subject to the by-laws:

- (a) appoint returning officers and scrutineers;
- (b) establish procedures and deadlines for the receiving and sending of elections materials, including establishing a deadline for the receiving of ballots and procedures for opening, counting and verifying ballots;
- (c) establish reliable and secure voting processes;
- (d) provide for the notification of all candidates and members of the results of the election;
- (e) if there has been a non-compliance with a nomination or election requirement, determine whether the non-compliance should be waived in circumstances where the fairness or integrity of the election will not be affected;
- (f) establish deadlines for any recounts and provide for the destruction of voting information following an election; and
- (g) do anything else that he or she deems necessary and appropriate to ensure that the election is fair and effective.

### **3.19 Voting Package**

No later than thirty days before the date of an election the Registrar shall send by electronic or other means a voting package to every member eligible to vote in the district. The package will include a list of candidates in the electoral district and a ballot or electronic access to a ballot and an explanation of the voting procedure

### **3.20 Voting**

A member eligible to vote may cast as many votes on a ballot as there are members to be elected from that electoral district. A member shall not cast more than one vote for any one eligible candidate.

### **3.21 Tie Vote**

If there is a tie in an election of members to the Council, the Registrar shall break the tie by lot.

### **3.22 Modifying Time Periods**

In exceptional circumstances, the Registrar may modify any time period respecting elections as the Registrar considers necessary to compensate for such circumstances.

### **3.23 By-Elections**

A by-election is held in the same manner and is subject to the same criteria and processes as a regular election, subject to any necessary modifications.

## **4. DISQUALIFICATION AND REMOVAL OF COUNCIL MEMBERS**

### **4.1 Disqualification**

An elected councillor is disqualified from sitting on Council if the member meets one or more of the following criteria:

- (a) Council determines that the member had not met one or more of the eligibility requirements in section 3.10;
- (b) the member ceases to meet one or more of the eligibility requirements in section 3.10;
- (c) the member fails, without reasonable cause, to attend two consecutive meetings of the Council;
- (d) the member fails, without reasonable cause, to attend three consecutive meetings of a committee of which he or she is a member;
- (e) the member fails, without reasonable cause, to attend a hearing or proceeding of a panel for which he or she has been selected; or
- (f) the member fails, in the opinion of Council, to discharge his or her duties to the College, including without limitation having acted in a conflict of interest or otherwise in breach of a College by-law or policy, or the *Regulated Health Professions Act, 1991*.

### **4.2 Temporary Exclusion**

An elected councillor who becomes the subject of any disciplinary or incapacity proceeding at the College, a Registrar's investigation under the RHPA, or an interim order under the RHPA will not be disqualified under section 4.1 during the proceeding but shall not serve on council or on any committee until the proceeding is finally completed.

### **4.3 Removal of Elected Councillor**

The following procedure applies to the disqualification and removal of an elected councillor:

- (a) If another councillor believes that an elected councillor meets one or more of the criteria for disqualification in section 4.10, he or she shall advise the Registrar and Executive Committee in writing.
- (b) If the Registrar receives information suggesting that an elected councillor meets one or more of the criteria for disqualification in section 4.1, the Registrar shall advise the Executive Committee in writing.
- (c) If the Executive Committee believes the matter requires Council's consideration, it shall notify the elected councillor about the nature of the concern and provide him or her with a reasonable opportunity to respond before bringing the matter to Council.
- (d) If after considering the elected councillor's response, if any, the Executive Committee decides that the matter warrants Council's consideration, it shall place the matter on the agenda for the next meeting of Council, or the president shall call a special Council meeting for the purpose of determining whether the member meets any of the criteria for disqualification under section 4.1. The Registrar shall advise the councillor who is potentially subject to disqualification of the date of the Council meeting and that the councillor may make written or oral submissions to Council at the meeting.
- (e) Disqualification of an elected councillor requires a resolution passed by a majority of not less than two-thirds of the votes cast on the resolution by councillors present at the meeting. The elected councillor who is the subject of a motion for disqualification shall not be present during the debate following submissions, if any, or during the vote on the motion. Council shall not consider the member for the purpose of establishing quorum or counting votes.
- (f) A disqualified councillor ceases to be a member of Council and any of its committees.

### **4.4 Disqualification and Removal of Public Councillor**

The following procedure applies to the disqualification and removal of a Public Councillor:

- (a) If a councillor believes that a public councillor does not meet one of the criteria set out in clauses (d), (f), (g), (i), (q), (r), (s), (u), (v), (w), (x) and (y) of section 3.10, or clauses 4.1 (c) through (f), he or she shall advise the Registrar and Executive Committee in writing.
- (b) If the Registrar receives information suggesting that a public councillor does not meet one or more of the criteria in clauses (d), (f), (g), (i), (q), (r), (s), (u), (v), (w), (x) and (y) of section 3.10, or clauses 4.1 (c) through (f), the Registrar shall advise the Executive Committee in writing.
- (c) The procedure in section 4.3 clauses (c) through (e) shall govern the disqualification of a Public Councillor with necessary modifications.

#### **4.5 Notice to Minister**

Following the disqualification of a public councillor, the Council may advise the Minister of Health and Long-Term Care of its determination and request the Minister to ensure the removal of the public councillor from Council.

#### **4.6 Suspension of Public Councillor**

If Council passes a resolution to disqualify the member under section 4.3, it may suspend the public councillor from serving on Council or on any of its committees, or both.

### **5. VACANCIES**

#### **5.1 Creation of Vacancy**

The office of an elected council member is deemed vacant on the death, resignation or removal of that member.

#### **5.2 Filling Vacancy – Less than One Year**

If the seat of an elected councillor becomes vacant in an electoral district less than one year before the next election in that electoral district, the Council may:

- (a) leave the seat vacant;
- (b) appoint as an elected councillor the eligible candidate who had the most votes of all of the unsuccessful candidates for that position in that electoral district in the last election; or
- (c) direct the Registrar to hold a by-election for that electoral district.

#### **5.3 Filling Vacancy – More than One Year**

If the seat of an elected councillor becomes vacant more than one year before the expiry of the member's term of office, the Registrar will hold a by-election for that electoral district.

### **6. OFFICERS**

#### **6.1 Officers**

The officers of the College shall be the President, the Vice-President and the Registrar and such other officers as the Council may determine from time to time. A person must not hold more than one office.

#### **6.2 President**

The President shall perform all duties and responsibilities pertaining to his or her office, which include the responsibilities set by Council policy and such other duties that Council from time to time assigns.



### **6.3 Vice-President**

The Vice-President will act and has all the powers and duties of the President if the President is absent or is unable or refuses to act, and will perform the responsibilities set by Council policy and such other duties that Council from time to time assigns.

### **6.4 Appointment of Registrar**

The Registrar shall be appointed by Council and shall be the Executive Director of the College. The Executive Committee shall not exercise the authority of the Council with respect to the appointment or removal of the Registrar.

### **6.5 Registrar Terms of Employment**

The terms of employment of the Registrar shall be set out in a written employment contract approved by the Executive Committee and shall be consistent with any College personnel policies in effect at the time such contract is approved. No candidate for the position of Registrar shall be offered a contract of employment until that candidate has been approved by Council.

### **6.6 Registrar Duties**

The Registrar shall perform those duties set out in the RHPA, the Act and the by-laws of the College in addition to such duties and responsibilities as are set by Council policy and such other duties that Council from time to time assigns.

### **6.7 Appointment of Acting Registrar**

During extended absences of the Registrar, the Council may appoint an Acting Registrar. If a vacancy or prolonged or indefinite absence occurs in the Registrar's office, the Executive Committee or the Council shall appoint an Acting Registrar. If the Executive Committee appoints an Acting Registrar, the appointment or approval is subject to Council approval at the next meeting of Council.

### **6.8 Authority of Acting Registrar**

A person appointed as Acting Registrar under section 6.7 shall have all the authority, duties and responsibilities of the Registrar.

### **6.9 Removal of Officers**

Council may remove an officer of the College by a two-thirds majority vote of the councillors present at a Council meeting duly held for that purpose. The removal from office of an officer who is also an employee of the College shall not of itself constitute termination of employment.

## **7. MEETINGS OF COUNCIL**

### **7.1 Council Meetings**

Council shall have at least four regular meetings during each calendar year. Council meetings shall be held at the head office of the College or at any other place as may be determined by the Registrar or Council from time to time.

## **7.2 Reasonable Notice for Council Meetings**

Written notification of the date, time and place of a Council meeting will be delivered to each councillor not less than five days before the date of the meeting. The accidental omission to give notice or the non-receipt of any notice by any councillor will not invalidate a resolution that Council passes at the meeting or any action or proceeding it takes at the meeting.

## **7.3 Business at Regular Meetings**

Council may consider at a regular meeting:

- (a) matters contained within the agenda approved by the Executive Committee;
- (b) matters brought by the Executive Committee;
- (c) recommendations and reports by committees;
- (d) motions or matters where notice was given by a councillor at a preceding Council meeting;
- (e) such other matters, not included in the agenda, that at least two-thirds of the councillors in attendance determine to be of an urgent nature; and
- (f) routine and procedural matters.

## **7.4 Special Meetings**

A special meeting of Council may be called by the President or the majority of Council Members by submitting to the Registrar a written request for the meeting containing the matter or matters for decision at the meeting. The Registrar shall provide notice of the meeting to each councillor not less than five days before the date of the special meeting. The notice shall state the date, time and place of the meeting and the general nature of the business to be transacted.

## **7.5 Business at Special Meetings**

Business at a special meeting is limited to the following:

- (a) the matter or matters for decision at the meeting contained in the written request submitted to the Registrar;
- (b) matters brought by the Executive Committee; and
- (c) routine and procedural matters.

## **7.6 Manner of Holding Meetings**

Any meeting of the Council may be conducted by means of teleconference or any other means that permit all persons participating in the meeting to communicate with each other adequately. Persons participating in the meeting by such means are deemed to be present at the meeting. Meetings held in this manner are deemed to be held at the head office of the College, unless Council determines otherwise.

### **7.7 President or Vice-President Presides**

In the absence of a presiding officer appointed under section 7.8, the President, or his or her delegate, shall preside over meetings. The Vice-President shall preside if the President is absent. In the absence of both the President and the Vice-President, the councillors present shall select from among themselves a councillor to chair the meeting.

### **7.8 Presiding Officer**

For the purpose of conducting meetings the Council may appoint a non-voting presiding officer who is not a member of Council or of the College to preside at all meetings or at a meeting. The presiding officer shall continue in his or her role until dismissed by Council or the Executive Committee. The presiding officer shall act solely as chair of Council meeting proceedings in accordance with these by-laws and any rules of order that Council approves and shall not take a role in Council deliberations. Before assuming his or her duties, the presiding officer shall agree to maintain the same standard of confidentiality and conflict of interest applicable to a councillor.

### **7.9 Quorum**

A quorum for any meeting of Council is as set out in the RHPA. A Council vacancy is not counted in determining whether a quorum is present.

### **7.10 Adjournments**

Whether or not a quorum is present, the chair or presiding officer may adjourn any Council meeting and reconvene it at any time and any business may be transacted at the adjourned meeting that could have been transacted at the original meeting. No notification shall be required of any such adjournment.

### **7.11 Voting at Meetings**

Unless otherwise required by law or by the by-laws, every motion which properly comes before Council shall be decided by a simple majority of the votes cast at the meeting by councillors present. In the event of a tie vote, the motion is defeated.

Except where a secret ballot is required or at a meeting held by teleconference, every vote at a Council meeting shall be by a show of hands but, if any two councillors so require, a roll call vote shall be taken.

### **7.12 Rules of Order**

Except where inconsistent with the RHPA, the Act, the Regulations or the by-laws of the College, any questions of procedure at or for any meetings of Council shall be determined by the chair or presiding officer of such meeting in accordance with the rules of order that the Council adopts from time to time.

### **7.13 Unanimous Resolutions**

A resolution or by-law signed by all members of the Council is as valid and effective as if passed at a meeting of Council held for the purpose, and a councillor's signature may be an identifying mark created or communicated using electronic means.

## **8. COMMITTEE ESTABLISHMENT AND APPOINTMENTS**

### **8.1 Establishment and Appointees**

Council may from time to time establish non-statutory or ad hoc committees and set the duties and composition and appoint the members of each committee. In appointing members to a non-statutory or ad hoc committee Council will give due consideration to the recommendations, if any, of the Executive Committee.

### **8.2 Appointment to Committees**

Council will at the first regular Council meeting following each scheduled election of councillors appoint the members of each committee and a chair of each committee in a manner prescribed by Council from time to time. In appointing members to committees Council will give due consideration to the recommendations, if any, of the Executive Committee. Council may from time to time vary appointments and remove the chair of any committee.

### **8.3 Notice and Application**

The Registrar shall,

- (a) notify members of the opportunity to apply for appointment to a committee;
- (b) approve a form of application relating to appointment; and
- (c) set a deadline for the receipt of applications.

### **8.4 Eligibility for Committee Appointment**

Council may appoint a member who is not a councillor to serve on a committee if,

- (a) the member has completed and filed with the Registrar an application for appointment in the form approved by the Registrar prior to the deadline for applications established by the Registrar;
- (b) the member is the holder of a general class of certificate of registration and the certificate is not subject to a term, condition or limitation other than one applicable to all members of the class;
- (c) the member is not in default of the payment of any fee payable to the College;
- (d) the member is not the subject of any disciplinary or incapacity proceeding in Ontario or any similar proceeding in any other jurisdiction relating to dietetics or any other profession;
- (e) the member's certificate of registration has not been revoked or suspended in the six years preceding the date of the election for any reason other than non-payment of fees;
- (f) the member has not been found to have committed professional misconduct by the Discipline Committee or by any discipline committee in any jurisdiction relating to dietetics or any other profession;

- (g) the member has not been disqualified by the Council in the three years preceding the date of the election as a result of a breach of a code of conduct or policy on conduct approved by Council or a breach of the conflict of interest provisions of this by-law;
- (h) the member practises dietetics in Ontario or resides in Ontario;
- (i) the member does not have a notation on the College register of a finding of professional negligence or malpractice made against the member;
- (j) the member is not the subject of a charge under the *Criminal Code* (Canada) or the *Controlled Drugs and Substances Act* (Canada);
- (k) the member does not have a notation on the College register of a charge in relation to any offence;
- (l) the member does not have a criminal finding of guilt as an adult under the *Criminal Code* (Canada) or the *Controlled Act and Substances Act* (Canada);
- (m) the member does not have a notation on the College register of a finding of guilt made by a court with respect to any offence;
- (n) the member does not have a notation on the College register of an undertaking provided to the College with respect to a matter involving the Inquiries, Complaints and Reports Committee or the Discipline Committee;
- (o) The member is not currently the subject of an undertaking provided to the College with respect to a fitness to practise issue;
- (p) the member is not currently the subject of an interim order made by a panel of the Inquiries, Complaints and Reports Committee;
- (q) the member has not been ordered to attend to receive a caution from a panel of the Inquiries, Complaints and Reports Committee or been required to complete a specified continuing education or remediation program by a panel of the Inquiries, Complaints and Reports Committee in the preceding three (3) years;
- (r) the member is not a member of council of any other RHPA college;
- (s) the member is not an employee of the College and has not been an employee of the College during the previous two (2) years;
- (t) the member is not an applicant for employment at the College and has not applied for employment at the College during the previous year;
- (u) the member is not in default of completing and submitting any information or form required under the regulations of the RHPA or Act, or the by-laws of the College;
- (v) the member has successfully completed the College's current training program relating to the duties, obligations and expectations of Council and committee members;
- (w) the member is not party to a legal proceeding against the College;

- (x) the member has completed and filed with the Registrar a conflict of interest declaration by the deadline and in the form approved by the Registrar, and the member does not have a conflict of interest to serve as a member of Council;
- (y) the member does not hold a position that would cause the member to have a conflict of interest by virtue of having competing fiduciary obligations to both the College and another organization. including but not limited to having or had during the previous year a leadership, employment or contractual role with an international, national or provincial association or organization that advances the interests of dietitians, has policy making responsibilities for dietitians, or oversees the regulation of dietitians; or
- (z) the member is not ineligible because of section 8.5.

### **8.5 Term of Office of Committee Members**

The term of office of a committee appointee is approximately three (3) years from the date of appointment or re-appointment to a committee. A committee appointee shall not be a member of the same committee of the College for more than nine (9) consecutive years. A member who has served as a committee appointee for nine (9) consecutive years is not eligible for appointment as committee appointee until at least one year has passed since the member last served as a committee appointee.

### **8.6 Continuation of Term of Office**

The term of office of committee members shall continue if for any reason Council fails to appoint a new committee at the time or times set out in the by-laws, provided a quorum exists.

### **8.7 Committee Vacancies**

The Executive Committee may appoint persons to fill any vacancies in the membership or chair of a committee, other than the Executive Committee, and it must make an appointment to fill a vacancy on a committee if it is necessary for the committee to achieve quorum or to comply with the Act or regulations. A member of a committee appointed by the Executive Committee is subject to confirmation by Council at its next meeting.

### **8.8 Executive Committee Vacancies**

If a vacancy occurs on the Executive Committee, Council shall fill the vacancy by election.

## **9. DISQUALIFICATION AND REMOVAL OF COMMITTEE APPOINTEES**

### **9.1 Disqualification Criteria**

A committee appointee is disqualified from sitting on a committee if the member meets one or more of the following criteria:

- (a) the Executive Committee determines that the appointee had not met one or more of the eligibility requirements in section 3.10;
- (b) the appointee after being appointed ceases to meet one or more of the eligibility requirements in section 3.10;

- (c) the appointee fails, without reasonable cause, to attend three consecutive meetings of the committee of which he or she is a member;
- (d) the appointee fails, without reasonable cause, to attend a hearing or proceeding of a panel for which he or she has been selected; or
- (e) the appointee fails, in the opinion of Council, to discharge his or her duties to the College, including without limitation having acted in a conflict of interest or otherwise in breach of a College by-law, of the *Regulated Health Professions Act, 1991*, or the College's Governance Policy.

## **9.2 Temporary Exclusion**

A committee member who becomes the subject of any disciplinary or incapacity proceeding at the College, a Registrar's investigation under the RHPA, or an interim order under the RHPA may be subject to disqualification and shall not serve on any committee until the proceeding is finally completed.

## **9.3 Removal of Committee Appointee**

Council or the Executive Committee may remove a committee appointee who is member of the College by resolution requiring a simple majority. This Council or the Executive Committee has the power to remove a committee appointee whether or not one of the disqualification criteria in section 9.1 applies.

If a councillor or committee appointee believes that a committee appointee meets one or more of the criteria for disqualification in section 9.1, he or she shall advise the Registrar in writing. A disqualified committee appointee ceases to be a member of any Council committee.

# **10. COMMITTEE MEETINGS**

## **10.1 Non-Application to Hearings**

This Article 10 does not apply to a proceeding of a committee or a panel of a committee held for the purpose of conducting a hearing.

## **10.2 Location and Notice**

Committee meetings shall be held at the head office of the College or at another place determined by the committee chair or Registrar. No formal notice is required for committee meetings but meeting dates will be set in advance and College will make reasonable efforts notify all of the committee members of every meeting and to arrange meeting dates and times that are convenient to the committee members.

## **10.3 Manner of Holding Meetings**

Committee meetings may be conducted by means of teleconference or any other means that permit all persons participating in the meeting to communicate with each other adequately. Persons participating in the meeting by such means are deemed to be present at the meeting. Meetings held in this manner are deemed to be held at the head office of the College, unless Council determines otherwise.

#### **10.4 Chair of Meetings**

The chair or his or her appointee shall preside over meetings of a committee.

#### **10.5 Quorum for Committees**

Unless specifically provided for otherwise under the Act, the RHPA, a Regulation or the by-laws, a majority of committee members constitutes a quorum for a meeting of a committee. A committee vacancy is not counted in determining whether a quorum is present.

#### **10.6 Voting**

Unless otherwise required by law or by the by-laws, every motion which properly comes before a committee shall be decided by a simple majority of the votes cast at the meeting. In the event of a tie vote, the motion is defeated. Roll call votes shall be taken for teleconference meetings and with respect to members attending an in-person meeting by teleconference.

#### **10.7 Meeting Minutes**

Committee chairs are responsible for ensuring there is an accurate record taken of committee meetings.

### **11. STATUTORY COMMITTEES**

#### **11.1 Executive Committee Composition**

The Executive Committee shall be composed of the President, the Vice-President and two other members of the Council. At least one member of the Executive Committee must be a public councillor.

#### **11.2 Executive Committee Duties**

In addition to the duties provided to the Executive Committee under the RHPA and by-laws of the College, the Executive Committee will act in an advisory capacity to Council on the financial affairs of the College and without limiting the generality of the foregoing shall:

- (a) recommend annual operating and capital budgets to Council;
- (b) make recommendations relating to the financial reserves of the College;
- (c) report at least annually to the Council on the financial affairs of the College;
- (d) liaise with and provide support to the Registrar.

#### **11.3 Nomination Procedure for Executive Committee Election**

Before the first meeting of the newly elected Council, the Registrar will send an invitation to all councillors requesting written expressions of interest to stand for election to any of the offices of President, Vice-President and member of the Executive Committee.



#### **11.4 Election of Executive Committee**

At the first Council meeting after the election of councillors, the Registrar shall conduct an election to determine the members of the Executive Committee in the order of President, Vice-President, and other Executive Committee members. The following provisions apply to the election:

- (a) the Registrar will present the names of candidates who have indicated their interest for the office of President;
- (b) Council may also approve nominations for the office of President at the time of the election (and a councillor may nominate herself or himself as a candidate);
- (c) before the first vote, each of the nominees will have an opportunity to speak to Council for up to two minutes about her or his candidacy;
- (d) if there is only one candidate, the Registrar shall declare the candidate elected by acclamation;
- (e) if there is more than one candidate, voting will be through secret ballot;
- (f) if there are more than two candidates in an election, there will be successive ballots until one candidate receives a majority of the votes cast, with the candidate or candidates who receive the fewest votes in a ballot dropped in the next ballot;
- (g) if there is a tie, the Registrar will break tie by lot;
- (h) after Council elects the President, it will elect the Vice-President in a similar manner;
- (i) After Council elects the Vice-President it will elect the remaining Executive Committee positions in a similar manner with reference to the composition of the Committee set out in section 11.1.

#### **11.5 Executive Committee Term of Office**

Unless otherwise provided in this by-law, the term of office of the President and Vice-President and other members of the Executive Committee shall start immediately following their election and continue until the completion of the next election for the offices of President and Vice-President in the following year.

#### **11.6 Composition of Registration Committee**

The Registration Committee shall be composed of:

- (a) at least two elected councillors;
- (b) at least two public councillors; and
- (c) at least one committee appointee.

#### **11.7 Composition of Inquiries, Complaints and Reports Committee**

The Inquires, Complaints and Reports Committee shall be composed of:

- (a) at least three elected councillors;
- (b) at least three public councillors; and
- (c) at least two committee appointees.

#### **11.8 Quorum for the Inquiries, Complaints and Reports Committee and Panels**

Three members of the Inquiries, Complaints and Reports Committee, at least one of whom shall be a public councillor, constitute a quorum of that committee or a panel of that committee.

#### **11.9 Composition of Discipline Committee**

The Discipline Committee shall be composed of:

- (a) at least three elected councillors;
- (b) at least two public councillors; and
- (c) at least one committee appointee.

#### **11.10 Composition of Fitness to Practise Committee**

The Fitness to Practise Committee shall be composed of:

- (a) at least three elected councillors;
- (b) at least two public councillors; and
- (c) at least one committee appointee.

#### **11.11 Composition of Quality Assurance Committee**

The Quality Assurance Committee shall be composed of:

- (a) at least two elected councillors;
- (b) at least two public councillors; and
- (c) at least one committee appointee.

#### **11.12 Composition of the Patient Relations Committee**

The Patient Relations Committee shall be composed of:

- (a) at least two elected councillors;
- (b) at least two public councillors; and
- (c) at least one committee appointee.

## **12. NON-STATUTORY COMMITTEES**

### **12.1 Composition of Elections Committee**

The Elections Committee shall be a non-statutory committee of the College composed of three public councillors.

### **12.2 Responsibilities of the Elections Committee**

The Elections Committee's responsibilities are as follows:

- (a) dealing with disputes relating to election of elected councillors;
- (b) dealing with disputes relating to the distribution by the College of election material prepared by a candidate for election;
- (c) studying and making recommendations to Council on improving the election process; and
- (d) any other responsibilities as may be assigned by Council or the Executive Committee from time to time.

### **12.3 Composition of Registrar Performance and Compensation Review Committee**

The Registrar Performance and Compensation Review Committee shall be a non-statutory committee of the College composed of the members of the Executive Committee and one other councillor.

### **12.4 Responsibilities of the Registrar Performance and Compensation Review Committee**

The Registrar Performance and Compensation Review Committee's responsibilities are as follows:

- (a) annually conduct a performance review of the Registrar and present the results of that review to the Council;
- (b) every three years conduct a compensation review for the Registrar, which must include a market survey, and present the results of the review to Council;
- (c) present recommendations annually to the Council respecting changes to the compensation (including salary and benefits) to be provided to the Registrar; and
- (d) any other responsibilities as may be assigned by Council or the Executive Committee from time to time.

### **12.5 Composition of the Audit Committee**

The Audit Committee shall be non-statutory committee of the College composed of the members of the Executive Committee and one other councillor.

### **12.6 Responsibilities of the Audit Committee**

The Audit Committee's responsibilities are as follows:

- (a) meet at least once a year with the College's auditors;

- (b) review draft audit reports prepared by the College's auditors;
- (c) receive and oversee the implementation of recommendations made by the College's auditors; and
- (d) any other responsibilities as may be assigned by Council or the Executive Committee from time to time.

### 13. REGISTER

#### 13.1 Names in the Register

Subject to paragraph 1 of section 13.2, a member's name in the register shall be the member's name as provided in the documentary evidence used to support the member's initial registration.

#### 13.2 Additional Register Information

In addition to the information required under subsection 23(2) of the Code, the register shall contain the following information with respect to each member:

1. Any change to the member's name that has been made in the register of the College from the date of the member's initial registration with the College and any names that the member uses in any place of practice other than as provided in section 13.1, including any common names or abbreviations.
2. Each member's certificate of registration number.
3. The classes of certificate of registration held by each member and the date on which each was issued.
4. A list of the languages in which each member is capable of practising.
5. The name, address and telephone number of the primary business through which or at which the member practices dietetics in Ontario and his or her position at that business, and any other business and location at which the member regularly practices dietetics in Ontario, and his or her position at that business or location.
6. If a member has resigned, the date upon which the resignation took effect.
7. If the College is aware of an outstanding charge against a member on or after May 1, 2018 for any offence in any jurisdiction other than an offence under the *Criminal Code* (Canada) or the *Controlled Drugs and Substances Act* (Canada) and if the Registrar believes the offence is relevant to the member's suitability to practice,
  - a) the fact and content of the charge, and
  - b) the date and place of the charge.

The information shall be removed once the charges are no longer outstanding and the dismissal of the charges is not the subject of an appeal.

8. A summary of any existing restriction that relates to or otherwise impacts a member's practice imposed by a court or other lawful authority against the

member, of which the College is aware, including the date of and a summary of the restriction imposed.

9. If the College is aware of a finding of guilt against a member on or after May 1, 2018 for any offence in any jurisdiction other than under the *Criminal Code* (Canada) or the *Controlled Drugs and Substances Act* (Canada) and if the Registrar believes the offence is relevant to the member's suitability to practice,
  - a) a brief summary of the finding,
  - b) a brief summary of the sentence, and
  - c) if the finding is under appeal, a notation that it is under appeal until the appeal is finally disposed of.

If the conviction is overturned on appeal, the information shall be removed from the register once the appeal is final.

10. If a member has any terms, conditions or limitations in effect on his or her certificate of registration, the effective date of those terms, conditions and limitations and where applicable, the Committee responsible for the imposition of those terms, conditions and limitations.
11. If a member has terms, conditions or limitations on his or her certificate of registration varied, the effective date of the variance or removal of those terms, conditions and limitations and where applicable, the Committee responsible for the variance of those terms, conditions and limitations.
12. If a member's certificate of registration is reinstated, the effective date of the reinstatement and where reinstated by a panel of the Discipline or Fitness to Practise Committee, the name of the Committee responsible for the reinstatement.
13. If a suspension on a member's certificate of registration is lifted or otherwise removed, the effective date of the lifting or removal of that suspension and where applicable, the Committee responsible for the lifting or removal of the suspension.
14. If a member's certificate of registration is revoked, suspended, cancelled, or otherwise terminated, a notation of that fact and the effective date and the basis of the revocation, suspension, cancellation, or other termination which shall include but not be limited to circumstances where
  - a) a member's certificate of registration is subject to an interim order of the Executive Committee or the Inquiries, Complaints and Reports Committee;
  - b) a member's certificate of registration is suspended for non-payment of the annual fee or any fee required by the College, or
  - c) a member's certificate of registration is suspended for failure to submit to a physical or mental examination as ordered by the Inquiries, Complaints and Reports Committee.

15. If a member's temporary or provisional class certificate of registration expires, the effective date of the expiry of that class of certificate.
16. If a decision of a panel of the Inquiries, Complaints and Reports Committee made on or after January 1, 2016 includes a requirement that the member attend before a panel of that committee to be cautioned as authorized by paragraph 3 of subsection 26(1) of the Code,
  - a) a summary of the caution;
  - b) the date of the panel's decision;
  - c) once the member has received the caution a notation to that effect, and the date the member received the caution; and
  - d) if applicable, a notation that the panel's decision is subject to a review or appeal and therefore not yet final.

If the panel's decision referred to in this paragraph is overturned on appeal or review, the information shall be removed from the register once the appeal or review is final.

17. If a decision of a panel of the Inquiries, Complaints and Reports Committee made on or after January 1, 2016 includes a requirement that the member complete a specified continuing education or remediation program as authorized by paragraph 4 of subsection 26(1) and subsection 26(3) of the Code,
  - a) a summary of the specified continuing education or remediation program;
  - b) the date of the panel's decision;
  - c) once the member completes the program a notation to that effect, and the date on which the member completed the program; and
  - d) if applicable, a notation that the panel's decision is subject to a review or appeal and therefore not yet final.

If the Panel's decision referred to in this paragraph is overturned on appeal or review, the information shall be removed from the register once the appeal or review is final.

18. A summary of any restriction on a member's right to practise that has resulted from an undertaking given by the member to the College or an agreement entered into between the member and the College.
19. If an allegation of professional misconduct or incompetence has been referred to the Discipline Committee in respect of the member and is outstanding,
  - a) the date of the referral,
  - b) a summary of each specified allegation,
  - c) the status of the hearing , including the date of the hearing, if set; and

- d) the notice of hearing.
20. If the question of the member's capacity has been referred to the fitness to Practise Committee and not yet decided,
- a) a notation of that fact; and
  - b) the date of the referral.
21. If the Registrar has referred an application for reinstatement to the Discipline Committee for reinstatement and it is not finally resolved,
- a) a notation of the referral, including the date of referral;
  - b) the anticipated date of the hearing, if the hearing date has been set or the next scheduled date for continuation of the hearing if the hearing has commenced;
  - c) if the hearing has been adjourned and no future date has been set, the fact of that adjournment; and
  - d) if the hearing of evidence and arguments is completed and the parties are waiting for a decision of the panel of the Discipline Committee, a statement of that fact.
22. If an application for reinstatement has been decided by a panel of the Discipline Committee, the results of the hearing including the date of the decision and any order made.
23. If the result of a disciplinary proceeding is contained in the College's register,
- a) the date on which the panel of the Discipline Committee made its decision,
  - b) the date on which the Discipline Committee ordered any penalty, and
  - c) the decision and reasons.
24. If the College is aware that a restriction on a member or a member's practice has been made against a member registered or licensed to practise a profession inside or outside of Ontario and that finding has not been reversed on appeal,
- a) a notation of that fact;
  - b) the date of the finding and the name of the governing body that made the finding if available;
  - c) the order made if available; and
  - d) information regarding any appeals of the finding or order if available.
25. If the result of an incapacity proceeding is contained in the College's register, the date on which the panel made the finding of incapacity and the effective date of any order made by the panel.

26. If a finding of professional negligence or malpractice is contained in the College's register, the following information:
  - a) the notice of and a description of the finding;
  - b) the date the finding was made against the member;
  - c) the name and location of the court that made the finding against the member; and
  - d) the status of any appeal respecting the finding made against the member.
27. Any information the College and a member, or health profession corporation, have agreed should be included in the register.
28. The date on which the College issued a certificate of authorization for a health profession corporation, and the effective date of any revocation, suspension, or cancellation of the certificate.

### **13.3 Public Information**

All of the information referred to in section 13.2 is designated as public for the purpose of subsection 23(5) of the Code.

### **13.4 Registrar's Discretion**

All of the information referred to in section 13.2 is information designated to be withheld from the public pursuant to subsection 23(6) of the Code such that the Registrar may refuse to disclose to an individual or post on the College's website any or all of that information if the Registrar has reasonable grounds to believe that disclosure of that information may jeopardize the safety of an individual.

## **14. INFORMATION FROM MEMBERS AND PROFESSIONAL CORPORATIONS**

### **14.1 Member to Provide Particulars on Request**

A member shall, upon written request of the Registrar,

- (a) immediately provide particulars of any information required to be in the College's register pursuant to the by-laws, the RHPA, the Act, or the regulations under the RHPA or the Act;
- (b) within thirty days, provide particulars of any information which was not information required to be in the College's register but was information that the member was required to provide to the College under the by-laws, the RHPA, the Act or a Regulation; and
- (c) within five days, confirm the accuracy of any information previously provided to the College by the member and where that information is no longer accurate, provide accurate information.



#### **14.2 Member to Immediately Provide Particulars**

Notwithstanding section 14.1, a member shall immediately provide the particulars of any information required under paragraphs 7, 8 or 9 of section 13.2.

#### **14.3 Member to Provide Information on Request**

The College may forward to its members from time to time requests for information in a printed or electronic form approved by the Registrar. Each member shall accurately and fully complete and return such form, electronically or otherwise as specified by the College, by the due date set by the College. A request for member information may include (but is not limited to) the following:

- (a) the member's residential address, telephone and personal e-mail address;
- (b) whether the member wishes the College to communicate with him or her in French or English;
- (c) information required to be contained in the College's register pursuant to the by-laws, the RHPA, the Act, or Regulation;
- (d) information required to be provided to the College pursuant to the by-laws, the RHPA, the Act, or Regulation;
- (e) information respecting his or her participation in the Quality Assurance Program;
- (f) information that relates to the professional characteristics and activities of the member that may assist the College in carrying out its objects, including but not limited to:
  - a. information about actions taken by other regulatory authorities with respect to the member;
  - b. information that relates to the member's health;
  - c. information relating to civil law suits involving the member;
  - d. information relating to criminal charges, arrests, bail conditions and other restrictions; and
  - e. information relating to offences;
- (g) information for the purposes of compiling statistical information to assist the College in fulfilling its objects;

#### **14.4 Member to Notify Registrar of Changes**

If there is a change to the information provided under section 14.3 or any other information provided by the member, the member shall notify the Registrar in writing of the change within thirty (30) days of the effective date of the change.

#### **14.5 Suspension for Failure to Provide Information**

Regulation 593/94 applies to a failure of a member to provide information to the College as required under the by-laws and any such failure may result in the suspension of that member under the Regulation.

#### **14.6 Health Professional Corporation to Provide Information**

The College may forward to each professional corporation from time to time requests for information in a printed or electronic form approved by the Registrar. Each professional corporation shall accurately and fully complete and return such form, electronically or otherwise as specified by the College, by the due date set by the College. A request for member information may include (but is not limited to) the following:

- (a) the information required under the applicable statutes and regulations;
- (b) the title or office held by each director and officer of the corporation;
- (c) the registered office address of the corporation;
- (d) the address and telephone number of locations where the corporation regularly provides dietetic services, other than client or residences; and
- (e) a brief description of the dietetic professional activities of the corporation.

#### **14.7 Health Professional Corporation to Notify Registrar of Changes**

If there is any change to the information that a health profession corporation provided to the Registrar under section 14.6 the corporation must notify the College in writing of any change within thirty (30) days of the effective date of the change.

#### **14.8 Changes in Shareholders**

Despite section 14.7, a health profession corporation must notify the Registrar within ten (10) days of the effective date of any change in shareholders of the corporation.

### **15. PROFESSIONAL LIABILITY INSURANCE**

#### **15.1 Professional Liability Insurance Coverage Requirements**

A member engaging in the practice of dietetics must maintain professional liability insurance coverage with the following characteristics:

- (a) minimum coverage of no less than \$2,000,000 per occurrence;
- (b) aggregate coverage of no less than \$5,000,000;
- (c) any deductible must be \$1,000 or less;
- (d) if coverage is through a “claims made” policy, an extended reporting period provision of at least two (2) years; and
- (e) any exclusionary conditions and terms must be consistent with standard industry practice with respect to insurance of this type.

## **16. CONFLICT OF INTEREST**

### **16.1 Definition of Conflict of Interest**

A conflict of interest exists if a reasonable person would conclude that a councillor or committee member's personal, professional or financial interest or relationship may affect his or her judgement, impartiality or the discharge of his or her duties to the College. A conflict of interest may be real or perceived, actual or potential, or direct or indirect.

### **16.2 Duty to Avoid and Consult**

Councillors and committee members must whenever feasible avoid situations in which they have or might have a conflict of interest. If a councillor or committee member is in doubt about whether he or she has or might have a conflict of interest, the councillor or committee member must consult with an appropriate person, for example the President, Registrar or legal counsel (if the conflict arises in a hearing context).

### **16.3 Process for Resolution of Conflicts**

If a councillor or committee member believes that he or she may have a conflict of interest in any matter relating to Council or committee business the councillor or committee member must consult with an appropriate person such as the President, Registrar or legal counsel (if the conflict arises in a hearing context). If there is any doubt as to whether a conflict exists the member must declare it to Council or the committee and accept the Council's or committee's decision as to whether a conflict exists. For adjudicative matters, a committee member should disclose the conflict at the earliest opportunity and in any case before the committee considers the matter.

A councillor or committee member who has a conflict of interest must:

- (a) before any consideration of the matter disclose the fact that he or she has a conflict of interest;
- (b) not participate in any discussion of the matter;
- (c) not attend any meeting of part of a meeting involving the matter; and
- (d) not vote on the matter, or influence or try to influence the vote.

### **16.4 Undeclared Conflict**

If a councillor or committee member believes another councillor or committee member has not declared a conflict of interest (despite informal notification or inquiry) the councillor or committee member who has that belief must advise an appropriate person such as the President, Registrar, or legal counsel (if the conflict arises in a hearing context). If Council or a committee chair concludes that a councillor or committee member respectively has an undeclared conflict of interest, Council or the chair may direct the councillor or committee member to immediately comply with clauses (b), (c) and (d) of section 16.3.

## **17. BY-LAWS AND AMENDMENTS**

### **17.1 Making By-laws**

By-laws of the College may be enacted, amended or revoked by a vote of at least two-thirds of the councillors present at a Council meeting duly called for the purpose of considering such enactment, amendment or revocation.

### **17.2 Notice**

Notice of a motion to enact, amend or revoke a by-law shall be given to Council at least ten days prior to the meeting referred to in section 15.1.

### **17.3 Record of By-laws**

The Registrar shall maintain a consolidated set of College by-laws that reflect any revocation and amendment that Council makes to them.

## **APPENDIX A**

Seal of the College