



COUNCIL MEETING MINUTES

December 9, 2016 (9:30am–4:00 pm)

5775 Yonge Street, Main Floor Conference Room

Present

Erin Woodbeck RD, President & Chair
Alida Finnie RD, Vice-President
Shelagh Kerr
Suzanne Obiorah RD
Alexandra Lacarte RD
Claudine Wilson
Deion Weir RD
Elsie Petch
Nicole Osinga RD
Roula Tzianetas RD
Ruki Kondaj

Guests

Dianne Gaffney – Committee Appointee
Khashayar Amirhosseini – Committee Appointee
Krista Witherspoon – Committee Appointee
Ruchika Wadhwa - Committee Appointee

Staff

Melisse Willems - Registrar & Executive Director
Jada Pierre – Executive Administrative Assistant-
Minute Taker
Barbara McIntyre – Quality Assurance Manager
Carolyn Lordon – Registration Program Manager
Carole Chatalalsingh – Practice Advisor & Policy Analyst
Deborah Cohen - Practice Advisor & Policy Analyst
Monique Poirier – Communications Manager
Sarah Ahmed - Controller

Item & Discussion	ACTION
1.0 Call to Order	The meeting was called to order at 9:37 a.m. by E. Woodbeck, RD – President and Chair
2.0 Approval of Agenda	MOTION to approve the agenda Moved by: D. Weir Seconded by: S. Kerr Carried
3.0 Declaration of Conflict of Interest No conflict of interest was declared	
4.0 Declaration of Bias No bias was declared	

Item & Discussion	ACTION
<p>5.0 Risk Management M. Willems gave a presentation on the content and purpose of the proposed Risk Register, including how it was developed and what areas it covered.</p>	<p>MOTION to approve the proposed Risk Register as presented</p> <p>Moved by: R. Tzianetas Seconded by: R. Kondaj</p> <p>Carried</p>
<p>6.0 PLAR (prior learning assessment and recognition - assessment process for internationally educated applicants) Update M. Willems provided an update about the PLAR development process and a summary of next steps.</p>	
<p>7.0 By-law changes for PLAR fees C. Lordon provided an overview of the proposed fee changes to By-law 2 in preparation for the implementation of the new PLAR process, including various fee scenarios for Council's consideration. The proposed fees were calculated based on the principles of cost recovery and ensuring that the PLAR is an objective, transparent, defensible and fair assessment process. C. Lordon explained the application process for internationally trained applicants with respect to KCAT and PBA assessments along with the bridging possibilities for applicants.</p>	<p>MOTION to approve, in principle, the fee for the Performance Based Assessment to be set at \$2300, subject to member consultation</p> <p>Moved by: R. Tzianetas Seconded by: E. Petch</p> <p>Carried</p> <p>MOTION to approve, in principle, the proposed amendments to By-Law 2, as presented, subject to member consultation</p> <p>Moved by: D. Weir Seconded by: N. Osinga</p> <p>Carried</p> <p>The proposed fee changes will be returned to Council after the consultation period ends in March 2017</p>

Item & Discussion	ACTION
<p>8.0 Communication videos M. Poirier played the following CDO communication videos for Council:</p> <ul style="list-style-type: none"> • IPC Consent Video • Express vs Implied • Always Get Consent • How the College Works for you <p>M. Poirier also announced that the College won the Silver Quill Excellence Award from the International Association of Business Communicators for creating the quiz currently on the CDO website.</p>	
<p>9.0 Approval of Conflict of Interest Policy C. Chatalalsingh presented the draft Standards and Guidelines for Professional Practice: Conflict of Interest as recommended by the Legislative Issues Committee.</p>	<p>MOTION that Council approves, in principle, the draft Standards and Guidelines for Professional Practice: Conflict of Interest (attachment 9.1), subject to member consultation, as amended</p> <p>Moved by: N. Osinga Seconded by: R. Tzianetas</p> <p>Carried</p>
<p>10.0 Revised Council and Committee Surveys E. Woodbeck gave an update on the progress of the council and committee surveys that will be used in Spring 2017.</p>	
<p>11.0 2015-16 Report on Executive Limitations M. Willems presented on the 2015-16 Executive Limitations that were not covered by the 2015-16 audit process. M. Willems explained that the Executive Limitations are an important part of Council's oversight role and ensure transparency to Council and support organizational stability and decision-making predictability.</p>	

Item & Discussion	ACTION
<p>12.0 Office Space Needs M. Willems provided an update on the renovation planning for CDO. In order to proceed with the renovation as being planned, it was requested of Council to approve a budget adjustment in the amount of \$25,000 for scanning for on-site physical files. This amount was determined after 3 quotes were obtained. Scanning the files will free up significant physical space at the College to support the renovation plans. A breakdown of the cost to scan per page was presented. It was reported that the Executive Committee approved that the scanning project could proceed until the December Council meeting, when the matter would come before Council for approval to continue the scanning.</p>	<p>MOTION to approve that the scanning project continue, with an allocation in the 2016-17 budget of \$25,560.</p> <p>Moved by: R. Tzianetas Seconded by: R. Kondaj</p> <p>Carried</p>
<p>13.0 Discretion in Regulatory Decision-Making M. Willems presented on what is discretion, explaining pros and cons and when to use it, giving examples of situations when discretion is needed in regulatory decision making.</p>	
<p>Information Items (Consent Agenda) 14.0 September 30, 2016 Council Meeting Minutes 15.0 Executive Committee Report 16.0 Management Report</p>	<p>MOTION to approve the Consent Agenda.</p> <p>Moved by: E. Petch Seconded by: S. Kerr</p> <p>Carried</p>
<p>17.0 Council Sharing Update was give on the following:</p> <ul style="list-style-type: none"> • CNAR Conference attendance by Council and staff members • Clinic Regulation Working Group • Regulation of the Nutritionist title in Alberta 	
<p>18.0 Meeting Evaluators A. Lacarte R. Kondaj</p>	<p>Productivity: Meeting moved forward efficiently and presenters were well prepared. However, timing for some topics was not accurate and providing time to come back from breaks/lunch would be appreciated.</p> <p>Quality Decisions: Documents were reviewed beforehand by Council members and there were solid ideas brought forward for discussion and decision making.</p>

Item & Discussion	ACTION
	<p>Openness and Collaboration: Very worthwhile discussion occurred on fees. Council members respect each other and there is collaboration between each other and staff.</p>
<p>19.0 Next Meeting Evaluators Ray Skaff Nicole Osinga</p>	
<p>20.0 Reminders/Standing Items: Council members were reminded to clear their tablets of meeting material after the meeting.</p>	
<p>21.0 Adjournment</p>	<p>MOTION to adjourn at 3:28pm. Moved by: S. Kerr CARRIED</p>

<original signed by>

Erin Woodbeck RD, President

Date

Mar 16/17

<original signed by>

Jada Pierre, Recorder

Date

Mar. 16/17.

