



COUNCIL MEETING MINUTES
December 3, 2020 (9:00 a.m.–4:30p.m.)
Videoconference

Present

Lesia Kicak RD-Chair
Ann Watt RD
Denis Tsang RD
Donna Hennyey RD
John Regan
Kerri LaBrecque RD
Pavel Tomilin (left at 1:30pm)
Santhikumar Chandrasekharan
Teresa Taillefer RD
Trina Pearson RD

Regrets

Ray D'Sa

Guests

Carolyn Everson, The Everson Company

Staff

Melisse Willems-Registrar & Executive Director
Bev Nopra-Quality Assurance Program Coordinator
Carole Chatalalsingh-Director of Professional Practice
Deborah Cohen-Director of Registration
Diane Candiotta-Practice Advisor & Policy Analyst
Heena Vyas- Registration Coordinator & Project Lead
Ivy Marzan, Registration Administrator
Jada Pierre-Executive & General Office Administrative Assistant-Minute Taker
Josna Aykkara-Accounting & Quality Assurance Administrator
Lisa Dalicandro-Manager, Governance & Operations
Monique Poirier-Communications Manager
Sarah Ahmed-Director of Finance

ITEM & DISCUSSION	ACTION
1.0 Call to Order	The meeting was called to order at 9:05 a.m. by L. Kicak, President and Chair.
2.0 Approval of Agenda Council agreed to move the consent agenda ahead on the agenda going forward.	MOTION to approve the agenda as amended. Moved by: J. Regan Seconded by: P. Tomilin Carried
3.0 Declaration of Conflict of Interest No conflict of interest was declared	
4.0 Declaration of Bias No bias was declared	
5.0 & 6.0 Governance for Regulators – Presentation by Carolyn Everson C. Everson provided governance training, which focused on key components of strong and effective Council governance and identified the anticipated shifts in regulatory college governance	

ITEM & DISCUSSION	ACTION
<p>7.0 Council Meeting Survey Results: September 18, 2020 Council discussed the results of the September 18 Council meeting evaluations, and the result trends document developed by staff. Council discussed whether, moving forward, the percentage of responses could be included in the trends report, as well as annotations to identify where Council implemented process changes.</p>	<p>D. Tsang volunteered to annotate process changes in the evaluation trends report.</p>
<p>8.0 Council Meeting Management Council discussed various ways to help encourage participation at meetings and incorporate best practices for virtual meetings. Meeting norms were developed to support the management of Council meetings, which will be provided to Council at the time meeting materials are posted on Box and reiterated by the Chair at the beginning of each meeting.</p>	
<p>9.0 Incorporating Annual Self-Reflection into Council Evaluation Practices Council discussed incorporating an annual self-reflection into its evaluation practices. A sample self-reflection tool was presented to Council for the purpose of generating initial feedback that could be incorporated into an evaluation tool tailored to the needs of Council. Council agreed that each Council member will complete the sample self-reflection ahead of the next Council meeting and will come to the meeting prepared to discuss their results and provide feedback.</p>	<p>MOTION to approve using the sample self-reflection tool and discussing results at the next Council meeting.</p> <p>Moved by: J. Regan Seconded by: D. Tsang</p> <p>Carried</p>
<p>10.0 Annual Conflict of Interest Questionnaire Council reviewed a draft annual declaration of conflict of interest form that would be completed by Councillors each year. Council requested that staff revise the language in the draft following the approval of the by-laws and governance manual to ensure that it reflects the most up-to-date language.</p>	<p>MOTION to approve the annual conflict of interest questionnaire, as it appears in attachment 1, with a request to staff to make amendments to the document after final approval of the by-laws and governance manual.</p> <p>Moved by: T. Taillefer Seconded by: T. Pearson</p> <p>Carried</p>
<p>11.0 Management Report (Including COVID-19 Update) The Registrar reviewed the Management Report, and it was discussed by Council. An update was also provided on the College's response to COVID-19.</p>	
<p>12.0 Risk Register Review The Registrar reviewed the changes made to the Risk Register. Council recommended that the format of the document, including whether the amount of information in the document is necessary, be reviewed as part of the 2021-22 work plans.</p>	

ITEM & DISCUSSION	ACTION
<p>13.0 Communications Update M. Poirier provided on update to Council on the College's communications projects for 2020-21.</p>	
<p>14.0 Participation in External Research – Race-based Data for Registrants The Registrar provided Council with information about a research project the College, as well as other dietetic regulators in Canada, has been invited to participate in that explores race, racism, and diversity in the dietetics profession in Canada. The Registrar explained that with the increased focus on equity, diversity, and inclusion, College staff have been discussing what can be accomplished on this front as a regulator and has retained a consultant to assist the College in this work. One of the elements that is needed to engage in this work is good data on race, racism, and diversity in dietetics.</p> <p>Council supported the College's participation in this project.</p>	
<p>Information Items (Consent Agenda) 15.0 Council Meeting Minutes: September 17, 2020 September 18, 2020</p> <p>16.0 Executive Committee Report</p>	<p>MOTION to approve the Consent Agenda.</p> <p>Moved by: A. Watt Seconded by: J. Regan</p> <p>Carried</p>
<p>17.0 Council Sharing Council was informed that a new public member was recently appointed to Council. Orientation for the new member will be scheduled and he will be invited to attend the next Council meeting.</p>	
<p>18.0 Reminders/Standing items:</p> <ul style="list-style-type: none"> • Update your tablet • Council meeting evaluation 	
<p>19.0 Adjournment</p>	<p>Motion to adjourn at 4:05p.m. was moved by T. Taillefer.</p> <p>Carried</p>

<original signed by>

Lesia Kicak RD, President

Date

<original signed by>

Jada Pierre, Recorder

Date