



COUNCIL MEETING MINUTES
June 17, 2022 (9:00a.m. – 3:50p.m.)
Videoconference

Present

Kerri LaBrecque RD-Chair
Anahita Djalilvand RD
Ann Watt RD
Denis Tsang RD
Donna Hennyey RD
Lesia Kicak RD
Julie Slack RD (left mgt. 11:21am)
Karine Dupuis Pominville RD
Ray D'Sa, Public Member
Santhikumar Chandrasekharan, Public Member
Sharanjit Padda, Public Member

Guests

Richard Steinecke – Steinecke Maciura LeBlanc (SML)
Dale Tinkham -Tinkham LLP

Staff

Melanie Woodbeck - Registrar & Executive Director
Jada Pierre - Executive & General Office
Administrative Assistant
Sandra Brazel-Manager, Governance & Operations
Carole Chatalalsingh - Director of Professional
Practice
Sarah Ahmed- Director of Finance and Corporate
Services

Regrets

Douglas Ellis, Public Member
Israel Ogbechie, Public Member
John Regan, Public Member

ITEM & DISCUSSION	ACTION
<p>1.0 Call to Order</p>	<p>The meeting was called to order at 9:03 a.m. by K. LaBrecque President and Chair.</p> <p>Motion THAT Council moves in camera at 9:03 pm.</p> <p>Moved by: K. LaBrecque RD Seconded by: D. Tsang</p> <p>Carried</p>

ITEM & DISCUSSION	ACTION
<p>2.0 Education Accreditation Provider</p> <p>M. Woodbeck reviewed the recommendation from the Alliance on accepting a new accreditation provider and the benefits of using the services of EQual/Accreditation Canada.</p> <p>Council proposed to defer the discussion on the Accreditation provider considering the letter provided by the educators, dated June 16, 2022. Council agreed that a Special Council Meeting should be called as soon as possible to discuss the matter.</p>	<p>Motion deferred until next Council Meeting.</p>
<p>3.0 Management Report</p> <p>M. Woodbeck presented the Management Report to Council and highlighted key information, including:</p> <p><u>Finance HR and Corporate Services</u></p> <ul style="list-style-type: none"> • Successful audit completed, surplus in 2022 • Database Upgrade in progress • Staffing updates: Registration Summer Student • Re-opening of office to staff in July • Equity Diversity Inclusion Working Group continues to meet <p><u>Communications</u></p> <ul style="list-style-type: none"> • Closing out fiscal year with continued growth in web pageviews • New social media strategy development • Regulation Matters, Spring 2022 Issue Launched <p><u>Professional Practice and QA</u></p> <ul style="list-style-type: none"> • Responsive member communications in a rapidly changing environment • Planning underway for membership education (reg talks and annual workshop) • Continue to refine QA tools in line with risk and right touch <p><u>Registration</u></p> <ul style="list-style-type: none"> • Focus on ensuring a robust PLAR process • Engagement with OFC, Low Risk Rating • Bill 106 Response <p>Council commended CDO staff on their recent communications with membership, which were provided in English and French as well as the latest Regulation Matters issue, which they reported as well-done.</p>	

ITEM & DISCUSSION	ACTION
<p>4.0 Council Meeting Evaluations and Trend Analysis</p> <p>Council discussed the results of the March 25, 2022, Council meeting evaluations. To manage the speaker's list, Council agreed to put a "C" (for comment) or "Q" (for question) in the chat box to indicate they wish to be added to the speaker's list. The Registrar (or expert presenter) will be the only attendee using Zoom's "hands-up" icon to indicate their wish to speak, and they will be invited to speak at the Chair's discretion.</p> <p>Council also agreed that, generally, Council would not pose questions to a presenter until the end of their talk, allowing presenters a chance to complete their presentations in the allotted time. This information will become part of the Council meeting norms.</p>	
<p>5.0 Annual Council and Committee Surveys and Needs Assessments</p> <p>Council discussed the results of the Annual Council Performance Evaluation 2021-22 and the EDI-B Needs Assessment Surveys. They also agreed that it is essential that members should complete the meeting evaluation each time.</p> <p>M. Woodbeck reported on the EDI-B Needs Assessment by Dr. Sukhera and recommendations for Council training. M. Woodbeck informed Council that Dr. Sukhera has agreed that CDO can use the assessment tool in perpetuity. For future use, Council requested that the race category (White) on the tool be broken into subgroups to better represent this category.</p>	

ITEM & DISCUSSION	ACTION
<p>6.0 Committee Composition and Appointments M. Woodbeck reviewed the chart. Council approved this draft committee composition for 2022-23.</p> <p>Council also discussed potential reforms in governance, committee composition and competency- and diversity- requirements of members and how that will impact the number of committee appointments required by the College.</p> <p>In preparation, Council reappointed two committee appointees (Ruchika Wadhwa and Barbara Grohmann), extended the term for three committee appointees (Barbara Major – McEwan, Cindy Tsai and Khashayar Amirhosseini) and appointed three new committee appointments for three-year terms (Hannah Chan, Laura Bjorklund and Jane Lac).</p>	<p>MOTION to approve the reappointment of Ruchika Wadhwa and Barbara Grohmann for another term from June 2022 – June 2025.</p> <p>Moved by: K. LaBrecque Seconded by: S. Chandrasekharan</p> <p>Carried</p> <p>MOTION to approve extending Barbara Major – McEwan, Cindy Tsai and Khashayar Amirhosseini’s terms to end in June 2024 in accordance with the updated by-law (3- year term appointment)</p> <p>Moved by: K. LaBrecque Seconded by: K. Dupuis Pominville</p> <p>Carried</p> <p>MOTION to approve the appointment of three committee appointees for three-year terms – Hannah Chan, Laura Bjorklund and Jane Lac.</p> <p>Moved by: K. LaBrecque Seconded by: D. Tsang</p> <p>Carried</p> <p>MOTION to approve the DRAFT Committee Composition Chart as amended.</p> <p>Moved by: D. Tsang Seconded by: S. Chandrasekharan</p> <p>Carried</p>

ITEM & DISCUSSION	ACTION
<p>7.0 Conflict of Interest Training with Richard Steinecke R. Steinecke provided Council with training on conflict of interest and unconscious bias. This session was developed after Council expressed a desire for additional training. Included in the training were multiple scenarios of potential conflicts for Council members and how these scenarios should be managed.</p>	
<p>8.0 Council Workplan and Training Calendar M. Woodbeck reviewed the Council Workplan and Training Calendar for approval. The new work plan aligns with the measures set out in the CPMF. Council appreciated the easy-to-follow display of relevant Council work in this new format and how it categorized the work by Council meeting throughout the 2022-23 term. Also, Council felt the work plan would heighten Council members' awareness of upcoming Council work and provide them additional time to consider their potential COI before a Council meeting.</p>	<p>MOTION to approve the 2022 Council Workplan and Training Calendar.</p> <p>Moved by: K. LaBrecque Seconded by: S. Chandrasekharan</p> <p>Carried</p>
<p>9.0 Proposed Council Calendar Council reviewed and discussed the proposed meeting dates for 2022-2023. Council agreed to a hybrid return to Council meetings, with one-day meetings (September and March) being virtual and two-day meetings (December and June) conducted in-person.</p>	<p>MOTION to approve the 2022/2023 Council meeting dates as follows:</p> <ul style="list-style-type: none"> • Friday, September 30, 2022 • Thursday, December 8 & Friday, December 9, 2022 • Friday, March 24, 2023 • Thursday, June 15 & Friday, June 16, 2023 <p>Moved by: K. LaBrecque Seconded by: S. Padda</p> <p>Carried</p>

ITEM & DISCUSSION	ACTION
<p>10.0 Risk Monitoring Report (Q1) M. Woodbeck reported on the Risk Monitoring Report for this quarter and shared that CDO has an internal Risk Working Group made up of some CDO staff who will work to identify risk and mitigate risk at the College. CDO staff will continue to complete and review the CDO Risk Register.</p> <p>Council appreciated the new monitoring report. They requested adjusting the risk monitor report to identify new risks more clearly.</p>	
<p>11.0 Presentation on Internal Controls S. Ahmed provided training on Internal Controls. This was a high level presentation for Council, based on a more detailed Internal Questionnaire, which was presented to the Audit Committee at their April 2022 meeting.</p>	

ITEM & DISCUSSION	ACTION
<p>12.0 Audited Financial Statement presentation by auditor</p> <p>L. Kicak, Audit Chair, introduced Dale Tinkham from Tinkham LLP. She also reported that after meeting with Dale Tinkham and reviewing the audit, the Audit Committee recommends the approval of the Audited Financial Statements.</p> <p>D. Tinkham, presented the Audited Financial Statements for the Fiscal Year Ended March 31, 2022. Mr. Tinkham reported no changes or adjustments to the presentation of the financial statements, to the accounting standards applicable to the College or to the accounting policies used by the College. Mr. Tinkham stated that in the opinion of Tinkham LLP, the audited Financial Statements fairly presented the financial position of the College, the College is in a strong financial position, and there were no unusual transactions. Mr. Tinkham thanked the CDO staff and Audit Committee for their involvement in this process.</p>	<p>MOTION to approve the Draft Audited Financial Statements for the Year Ended March 31, 2022 as presented.</p> <p>Moved by: K. LaBrecque Seconded by: D. Tsang</p> <p>Carried</p>
<p>13.0 Appointment of Auditor 2022-23</p> <p>Council agreed that Tinkham LLP should be appointed as auditors for the 2022-23 Fiscal year. There were no concerns with the Auditors' performance on the Audit; however Council requested that the College ask the Auditors to have slides when presenting the Audit in the future so that they can better follow the discussion.</p>	<p>MOTION to reappoint Tinkham LLP as the auditors for the fiscal year ending March 31, 2023.</p> <p>Moved by: K. LaBrecque Seconded by: D. Hennyey</p> <p>Carried</p>

ITEM & DISCUSSION	ACTION
<p>14.0 Reserve Fund Policy</p> <p>S. Ahmed updated Council on the Reserve Fund Policy, stating that the policy was first approved in March 2019; Council should review this policy every 3 years. S. Ahmed reported that the College's General Reserve Fund should have sufficient funds to cover eight months of operating expenses. This target was based on a 2018 environmental scan of other Colleges, which showed that their Reserve Funds ranged between 6 and 12 months.</p> <p>S. Ahmed reported that currently the College has enough funds in the General Reserve Fund to cover 13 months of annual operating expenses. The surplus in the current year financial statements was allocated to the various reserve funds.</p> <p>S. Ahmed also reviewed the recommendation to establish a Sexual Abuse Therapy and Counselling Fund. This fund will be a new fund in addition to the General Reserve Fund, the Capital Asset Fund and the Hearings Fund.</p>	<p>MOTION to approve the updated Reserve Fund Policy as recommended by the Audit Committee, with an approximate target level for the General Reserve Fund established at 8 months of budgeted operating expenses, and with an increase in the target level for the Hearings Fund from \$100,000 to \$200,000. This is reflected in the audited financial statements for the Fiscal Year Ended March 31, 2022.</p> <p>Moved by: K. LaBrecque Seconded by: S. Chandrasekharan</p> <p>Carried</p> <p>MOTION to approve the establishment a Sexual Abuse Therapy and Counselling Fund, with a target level of \$40,000. This will be implemented by the College in Fiscal 2022 - 2023.</p> <p>Moved by: K. LaBrecque Seconded by: S. Chandrasekharan</p> <p>Carried</p>

15.0 Investment Policy

Council reviewed the draft Investment Policy as recommended by the Audit Committee with the following amendments:

The Registrar & ED shall:

- consult with the Director of Finance & Corporate Services
- negotiate with the investment advisor periodically to ensure that fees and commissions are fair and competitive.

The Investment Firm or Institution (not the Advisor) shall prepare a monthly list of portfolio holdings and an annual evaluation of the portfolio

Authorized Investments:

- Equity investments shall be in low risk or conservative Common Shares of any Company listed.

Guidelines & Restrictions:

- Investment brokers must be registered with Investment Industry Regulatory Organization of Canada (IIROC); both the institution and the broker individually
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- The portfolio mix should be determined after assessing the College's appetite for risk; in general a low risk portfolio will contain more Cash & Cash Equivalents with low returns on the investments and a high risk portfolio will contain more Equity holdings and higher returns on investments.

The Audit Committee reported that the Committee is comfortable with Council's current risk tolerance level of the the College's investments.

The Audit Committee recommended that Council not hire an external consultant at this time to thoroughly evaluate Council's risk tolerance and the portfolio; it may consider doing so at a later date.

MOTION to approve the DRAFT investment policy as recommended by the Audit Committee with their recommended amendments.

Moved by: K. LaBrecque

Seconded by: D. Tsang

Carried

ITEM & DISCUSSION	ACTION
<p>16.0 Policy (Final) on Determining Currency Hours with Definition of Practising Dietetics Revisions</p> <p>C. Chatalalsingh reviewed the policy based on redeployment and consultation. Council agreed to the final draft policy on determining hours and approved the following next steps:</p> <ol style="list-style-type: none"> 1. Publish and Communicate Broadly - Policy on Determining Currency Hours in Dietetic Practice on the College website and develop a communication plan for education to dietitians and other relevant system partners, including the public. 2. Incorporate into College Programs: Include the final Policy on Determining Currency Hours in Dietetic Practice into College publications and program tools such as the Quality Assurance Program and Professional Practice Resources. 	<p>MOTION to approve the final draft of Policy on Determining Currency Hours in Dietetic Practice for Registered Dietitians</p> <p>Moved by: K. LaBrecque Seconded by: J. Slack</p> <p>Carried</p>
<p>Adjournment</p>	<p>Motion to adjourn at 2:48p.m. was moved by K. LaBrecque.</p> <p>Carried</p>

<Original signed by>

K. LaBrecque RD, President

October 3, 2022

Date

<Original signed by>

Jada Pierre, Recorder

October 3, 2022

Date