



Board Meeting Minutes March 22, 2024 | 9 a.m. – 2:17 p.m.

Board Members Present

Ann Watt RD – Chair
Denis Tsang RD – Vice Chair
Brenda Murphy, Public Member
Dawn van Engelen RD
Donna Hennyey RD
Galina Semikhnenko, Public Member
John Regan, Public Member
Julie Slack RD
Navita Viveky RD
Ray D'Sa, Public Member
Santhikumar Chandrasekharan, Public Member
Teresa Taillefer RD

Staff

Melanie Woodbeck - Registrar & Executive Director
Lisa Dalicandro – Director of Governance &
Regulatory Policy
Jada Pierre-Malcolm – Executive Assistant
Aneita Chang – Director of Corporate Services

Regrets

None

1. Call to Order

A. Watt opened the meeting with a Land Acknowledgement. A. Watt welcomed G. Semikhnenko, public director, to the Board and paid a tribute to outgoing director, J. Slack.

The meeting was called to order at 9:03 a.m. by A. Watt, Chair of the Board.

2. Approval of the Agenda

A. Watt requested that the agenda be amended to add an in-camera session pursuant to section 7(2)(b) and (d) of the health professions procedural code to discuss a personnel matter.

MOTION to approve the agenda as amended.

Moved by: D. Tsang

Seconded by: S. Chandrasekharan

Carried

MOTION to move in-camera at 9:07 a.m.

Moved by: D. Tsang

Seconded by: D. Hennyey

Carried



3. In-Camera Session

The Board discussed a personnel matter during an in-camera session pursuant to section 7(2)(b) and (d) of the health professions procedural code.

MOTION to move out of in-camera at 9:23 a.m.

Moved by: D. van Engelen

Seconded by: B. Murphy

Carried

4. Declaration of Conflict of Interest and Bias

No conflict of interest or bias was declared.

Consent Agenda

5. ***Draft Board Meeting Minutes***

December 15, 2023

Two typos were noted in the minutes. The minutes will be amended to reflect the change.

Executive Committee Report

February 2024

Committee Appointments

MOTION to approve the Consent Agenda.

Moved by: D. Tsang

Seconded by: D. van Engelen

Carried

6. Learning and Teaching Moment

The Board engaged in an Equity, Diversity, Inclusion and Belonging (EDI-B) learning and reflection related to intersectionality. A video explaining the importance of intersectionality in healthcare was shared. The Board discussed how it can consider the effects of intersectionality within their work and decision-making.



Public interest rationale: Organizational learning around EDI-B is key to driving strategy, building organizational EDI-B capacity and affecting systemic change. Training assists in ensuring that an EDI-B lens is applied to Board and Committee decision making in the interest of the diverse public served by CDO.

The College Performance Measurement Framework (CPMF), which measures how well regulatory Colleges are protecting the public interest, also requires that Board and Committees engage in EDI-B training that has been informed by self-identified learning needs.

7. Board Meeting Evaluation Results – December 15, 2023

The Board reviewed the results of the December 15 meeting.

The Board discussed comments in reference to meeting order being broken and whether meeting disruption could be noted in meeting minutes in the future. The Board also requested that the acronym list is included in committee meeting materials.

Action items:

- To include CDO acronym list in committee meeting materials.
- To create a policy around meeting minutes

Public interest rationale: Good governance is the foundation for effective regulation and public trust. Board directors are responsible for fully participating in CDO governance. Engaging in performance assessments in a transparent and reflective way that leads to continuous improvement, contributes to public confidence in the Board's decision making and governance framework.

8. Management Report

M. Woodbeck presented the management report and highlighted the following:

- Strategic projects
 - Agreements are being finalized with consultants and external experts to assist the Board with some key initiatives starting in April and concluding by December, including strategic planning and website development.
 - Work on the governance evaluation framework project is underway.
 - As directed by the board, the Board's risk tolerance around investments and its short and long-term financial goals will be considered by the board later this year and a consultant has been retained.
 - The Board will begin work on the 2025-2029 strategic plan in the coming months.
- Finance, HR, EDI-B and Operations
 - April 1, 2024 is CDO's one year anniversary at the HUB. Relocating to HUB 601 resulted in a 70% cost savings in rent from April to December 2023.



- Saved funds are being used to reinvest in technology to ensure effectiveness for CDO's needs while finding cost savings where possible.
- Operating expenses at 18% below budget at December 31, 2023 with a surplus of \$324,532 and some correction in investments.
- Communications
 - Website transition on track and scheduled to launch in the summer.
 - Engaging with branding experts to provide an opinion on CDO's branding approach and characteristics for the website. The logo, font and colours are being considered. There will be no change to CDO's trademarked crescent design.
 - The College responded to inquiries from CBC and the Toronto Star by following the media relations strategy.
- Professional Practice and Quality Assurance
 - Work on the advertising and marketing guidelines continues. The draft policy will come before the Board at an upcoming meeting.
 - At renewal time, 4,259 SDL tools were collected.
 - JKAT will launch on April 8 with 850 registrants. The deadline to complete the JKAT is July 12.
- Registration
 - The Registration Committee updated its language proficiency policy to include an additional test and will consider adding another, for the purpose of reducing or eliminating barriers to entry to practice.
 - The College continues to be considered a low-risk regulator in terms of our registration policies and procedures by the OFC.
 - The CDRE standard setting committee met for four-days in January to review and benchmark exam questions for the CDRE with the psychometrician, in alignment with the new blueprint for the exam, which reflects the new ICDEPS.
- Governance and Regulatory Updates
 - 2024 election in progress – first election under the new single, Ontario-wide district.
 - As of March 22, three of the six Ontario programs have signed their agreements with EQual.

Public interest rationale: The Board has a fiduciary duty to CDO, which includes providing assurance that the College's operations support its public protection mandate.

9. Risk Monitoring Report (Q4)

M. Woodbeck presented the risk monitoring report (Q4) to the Board. Each risk had been reassessed as situations evolved. No new risks were identified or downgraded.



Public interest rationale: In the public's interest, an essential aspect of College's governance and management is to ensure that organizational and risks to the public are identified, assessed and managed efficiently and effectively.

10. College Performance Measurement Framework Report

L. Dalicandro presented the 2023 College Performance Measurement Framework (CPMF) Report to the Board, including CDO's status on meeting the eight benchmarks identified as attributes of an excellent regulator. L. Dalicandro informed the Board that a CPMF highlights document will be posted on CDO's website to summarize the 2023 accomplishments and identify plans for improvement over the coming year.

Action items:

- To submit the CPMF report to the Ministry of Health and post on CDO's website by March 31, 2024.
- Publish the CPMF highlights document on CDO's website.

Public interest rationale: The CPMF is intended to strengthen accountability and drive quality improvement for regulators by setting standards and benchmarks based on best practices for regulatory excellence. It also improves transparency as the public can view the College's plans for improvement more readily.

11. Strategic Plan Monitoring Report

M. Woodbeck presented the College's year-end progress on the strategic plan for fiscal 2023 – 2024. As part of this, M. Woodbeck reviewed the strategic projects and activities planned for 2024 – 2025, including the key performance indicators.

The Board discussed CDO's plans to pursue scope of practice changes to include laboratory ordering authority for dietitians. Staff clarified that work on this project began several years ago but had been paused as the ministry focused on other priority initiatives and the COVID-19 pandemic. The public impact of laboratory ordering authority was raised and whether other scope changes, such as bone density tests, would provide more value to the public.

The Board accepted the report for information.

Public interest rationale: The Strategic Plan Monitoring Report enables the Board to monitor CDO's performance on the work aimed at advancing its strategic priorities and public protection mandate. Reporting on the strategic plan on a regular basis holds the College accountable to stakeholders by providing a clear picture of the College's priorities, goals and operationalization of the Board's direction.

The College Performance Measurement Framework (CPMF), which measures how well regulatory Colleges are protecting the public interest, also requires CDO to identify activities that support its strategic plan.



12. Draft Fiscal 2024-2025 Budget

A. Chang presented the draft budget for fiscal 2024 – 2025 with a proposed 2% increase to the annual fee as recommended by the Executive Committee.

The Board discussed whether a 2% annual fee increase is necessary for fiscal sustainability. It was suggested that the 2% fee increase could be avoided if some of the planned activities for 2024 – 2025 were deferred; however, it was noted that many of the planned activities for the upcoming year are essential to support CDO's operations and mandate. Deferring the fee increase was also considered; however, the Board identified a potential risk of needing to increase the annual renewal fee by more than 2% in the future, which would require a bylaw amendment and would have a greater financial impact on registrants. A suggestion was made around reviewing operational expenses to ensure value to the College.

The Board agreed on the proposed budget with a 2% fee increase, citing registrant fees would remain on par with similarly sized colleges and the recognition of increased operating costs.

MOTION to approve the draft budget including a 2% interest for fees for the 2024-2025 fiscal year, as recommended by the Executive Committee.

Moved by: D. van Engelen

Seconded by: D. Tsang

Carried

Public interest rationale: Reviewing and approving the annual budget services the public interest by ensuring that the board provides appropriate governance and oversight on financial matters. The proper management of the College's funds will ensure that its strategic goals are fulfilled and that operations are supported through an appropriate allocation of funds received from registrants and applicants and from income earned from investments.

13. Opening and Closing the Emergency Class of Registration Policy

M. Woodbeck presented the proposed policy, Opening and Closing the Emergency Class of Registration, as recommended by the Registration Committee. The proposed policy outlines the criteria the Board would consider when deciding to open, renew and close its emergency class of registration.

The Board approved the proposed policy.

MOTION that the board approves the proposed new policy: opening and closing the emergency class of registration, as articulated in appendix 1.

Moved by: D. Hennyey

Seconded by: N. Viveky

Carried



Public interest rationale: To have a framework to ensure continuity of registration of dietitians in the interest of the public in the event of an emergency scenario.

14. Revised Position Statement: Registration Requirements for Interjurisdictional Practice

The Board reviewed the consultation results on the revisions to CDO's position statement on registration requirements for interjurisdictional practice.

The Board considered how the revised position statement would support continuity of care for Ontario clients. The Board noted that the position statement has parameters for externally registered RDs to provide virtual care to clients, when the need is urgent, not readily available in Ontario, and in the best interests of the client.

MOTION to approve the proposed revisions to the Position Statement: Registration Requirements for Interjurisdictional Practice, as articulated in Appendix 2.

Moved by: D. Tsang

Seconded by: D. van Engelen

Carried

Action items:

- Communicate approved position statement to system partners.

Public interest rationale: CDO's mandate is public protection. As per the Dietetics Act, 1991, CDO must ensure that only dietitians licensed in Ontario use the title of dietitian and hold themselves out as someone authorized to practice dietetics in Ontario, including during the provision of online dietetic services.

The location of the client is the primary consideration in determining the location of dietetic practice, especially when assessing and establishing nutrition care goals with clients. In limited circumstances, in the Canadian context, exceptions for continuity of care may be warranted, given all the circumstances and when it's in the client's best interests.

15. Accreditation Recognition Deadline

The Board considered a request from the Brescia/Western Program for an extension to the accreditation transition deadline of March 31, 2024 until May 10, 2024. The purpose of the request is to accommodate the timing of the merger between Brescia and Western University, which is effective May 1, 2024.

In addition, in relation to the upcoming deadline of March 31, 2024 for all other Ontario programs to sign on to EQual, M. Woodbeck requested the Board to grant her discretion for giving the dietetic

programs a few days grace to sign with EQual. The Board agreed that this request was reasonable and did not present a risk to the public. M. Woodbeck will provide the board with an update accordingly.

The Board approved the request from the Brescia/Western Program.

MOTION That the Board continue to recognize PDEP accreditation and awards for Brescia University until May 10, 2024, for the purposes of the College's registration process, regardless of the date of the programs' last accreditation and expiry date.

Moved by: S. Chandrasekharan

Seconded by: N. Viveky

Carried

Action items:

- Notify Brescia/Western and other system partners of extension decision.

Public interest rationale: Education program accreditation ensures that Canadian educational programs provide nutrition education in alignment with the national Canadian Integrated Competencies for Dietetic Education and Practice (ICDEPs) and meet ongoing quality assurance and improvement standards. Registering graduates from accredited Canadian educational programs provides assurance to the College and the public that Canadian dietetic graduates have the requisite knowledge, skill and judgment to provide safe, ethical and competent care to the public.

16. Revised Code of Ethics

The Board reviewed consultation feedback on the revised Code of Ethics. The Board considered whether including "dignity" as a principle should be reconsidered by the Professional Practice Committee. It was questioned whether adding dignity as a principle created value to the Code of ethics if the concept was already implied in the document. It was clarified that dignity was added following review by an EDI bias and language reviewer to reflect the Ontario Human Rights Code. The board also discussed whether the meaning of 'striving to act trustworthy' and discussed whether the language around this statement needed to be clarified.

Ultimately, the Board decided not to pursue further exploration and revisions, and approved the draft Code of Ethics as recommended by the Professional Practice Committee.

MOTION

Moved by: D. Hennyey

Seconded by: S. Chandrasekharan

Carried

D. van Engelen voted against the motion and requested it be documented in the minutes.



Action items:

- Operationalize the revised Code of Ethics.

Public interest rationale: The College ensures safe, ethical, and competent dietetic practice in Ontario. Proposed Code of Ethics revisions align with CDO's Equity, Diversity, Inclusion and Belonging (EDI-B) principles, emphasizing cultural safety, population health, advertising, conflict of interest, evidence-informed practice, and emerging technologies.

17. Adjournment

MOTION to adjourn at 2:17 p.m.

Moved by: D. Tsang

Carried