



Board Meeting Minutes

September 13, 2024 | 9:00 a.m. – 4:00 p.m.

Board Members Present

Ann Watt RD – Chair
Brenda Murphy, Public Member
Deion Weir RD
Dawn van Engelen RD
Donna Hennyey RD
Galina Semikhnenko, Public Member
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

Regrets

Denis Tsang RD – Vice Chair
John Regan, Public Member

1. Call to Order and Land Acknowledgement

A. Watt opened the meeting with a land acknowledgement.

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

2. Approval of the Agenda

MOTION to approve the agenda as circulated.

Moved by: T. Taillefer

Seconded by: S. Chandrasekharan

Carried

3. Declaration of Conflict of Interest and Bias

No conflict of interest or bias was declared.

OR identify conflict of interest declared.



4. **Consent Agenda**

Board Meeting Minutes

June 21, 2024

Executive Committee Report

August 2024

MOTION to approve the Consent Agenda.

Moved by: T. Taillefer

Seconded by: D. Hennyey

Carried

5. **Indigenous Food Sovereignty**

The Board engaged in an equity, diversity, inclusion and belonging (EDI-B) learning and reflection moment on Indigenous food sovereignty. The Board discussed the significant role food plays in the Indigenous community and some of the ways CDO can consider to encourage registrant engagement and information sharing about Indigenous food practices.

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.

6. **Board Meeting Evaluation**

The Board reviewed the results of the June 21, 2024 meeting evaluation. The Board noted the positive feedback and did not take any action related to the comments.

Public interest rationale: The ongoing assessment of Board meetings with a focus on interactions, behaviours, and decisions, to evaluate the Board's effectiveness at achieving its mandate reflects best practices in governance. This transparent and



reflective performance review demonstrates the Board's commitment to continuous improvement and good governance.

7. Management Report

M. Woodbeck provided an overview of the management report, including:

Operations and Communications

- Completed an 11-month campaign of training and phishing tests that improved CDO's cyber awareness and phishing risk rating over the year.
- A database needs assessment is underway and all non-essential database development has been paused while the database is being reviewed.
- A data governance needs assessment was completed and we are moving on to phase two of the project, which includes policy setting and a refresh of our file management system.
- The new website was launched ahead of renewal.

Registration

- The Ministry is now collecting registration data quarterly as part of its commitment to growing Ontario's health workforce and reducing barriers.
- Draft registration regulation amendments are under review by the Ministry.
- The annual renewal season is underway and the self-directed learning tool is available.

Professional Practice & QA

- The new QA tools, Risk reflection questionnaire (RRQ) and practice improvement assessment (PIA) are undergoing field testing.
- Staff are preparing to relaunch the peer and practice assessments in early 2025 which will align with the updated dietetic competencies and dietetic practice risk research.

Governance and Regulatory Updates

- Work is underway to redevelop the framework for evaluating board and committee performance.
- The Partnership for Dietetic Education and Practice is in the process of winding down and anticipated to be complete in October.
- The Alliance is extending collaboration with partners and within the Alliance to ensure effective national entry to practice requirements and evaluation processes.



- The Ministry is conducting a consultation on further expansion to pharmacists' scope of practice.

Action items:

- Provide the Board with an update at a future meeting on the Health Practitioners Disciplinary Tribunal

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

8. Risk Monitoring Report

M. Woodbeck presented the Risk Monitoring Report (Q2) to the Board. A reduction in registrant engagement and understanding of regulatory obligations was identified as a new risk. The Board asked how CDO plans to address the new risk. M. Woodbeck explained it will be further analyzed and addressed in the next strategic project cycle.

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.

9. Strategic Plan Monitoring Report

M. Woodbeck presented the Strategic Plan Monitoring Report for September 2024 which highlighted the progress on the strategic goals.

Public interest rationale: The Strategic Plan Monitoring Report enables the Board to monitor the CDO's performance on 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 the board and system partners by providing a clear picture of the College's priorities, goals and operationalization of the Board's direction.

10. Audit of the Register

L. Dalicandro presented the results of the 2024 audit of the register. The results of the audit were positive and indicate that the public register data is accurate and reliable. The Board was informed that, in light of the positive track record and process improvements made to the database, the audit of the public register will be



conducted every two years or whenever significant changes are made to the database.

Public interest rationale: The public relies on the public register to make informed healthcare decisions. Auditing the public register verifies that registrant information is accurate and provides assurance to the public that they can trust the information provided by CDO.

11. Advertising and Marketing Standard and Guidelines

S. Thiessen presented consultation feedback from registrants and system partners on the draft Advertising and Marketing Standard and Practice Guidelines. The consultation feedback did not result in revisions to the final draft but will be used to inform supplementary resources and an educational webinar to assist registrants in applying the Standard. The Board agreed that the proposed Standard provided comprehensive guidelines for RDs and will help the public evaluate dietitian advertising.

MOTION to approve the final Advertising Standard, as presented, for publication and communication to the public and registrants.

Moved by: S. Chandrasekharan

Seconded by: B. Murphy

Carried

Action items:

- Publish and communicate the Advertising and Marketing Standards and Practice Guidelines.

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



12. Audited Financial Statements

College Auditor, M. Rooke, Tinkham LLP, presented the audited financial statements for the year ended March 31, 2024. The results of the audit concluded that the financial statements fairly present the financial position of the College as at March 31, 2024. No misstatements or unadjusted items were found and there were no recommendations to improve the internal control processes.

MOTION to approve the audited financial statements for the year ended March 31, 2024, as presented.

Moved by: T. Taillefer

Seconded by: S. Chandrasekharan

Carried

13. Interfund Transfer

The Board considered a recommendation by the Finance and Audit Committee to transfer \$505,413 from the unrestricted fund (operating fund) to the restricted fund (general reserve fund). The transfer was calculated after a review of the draft audited financial statements for the year ending March 31, 2024. The Board did not have any concerns with Committee's recommendation.

MOTION to approve the transfer of \$505,413 from the unrestricted fund to the restricted fund.

Moved by: D. van Engelen

Seconded by: S. Chandrasekharan

Carried

Public Rationale: Effective management of the College's reserve funds will ensure the long-term sustainability of the College and its ability to fulfill its regulatory mandate.

14. Re-Appointment of the External Auditors

The Finance and Audit Committee recommended the reappointment of Tinkham LLP as auditors for the 2024-2025 fiscal year. To reduce the risk of familiarity, it was advised by the auditors that, if reappointed, the partner in charge of the audit would be rotated from D. Tinkham to M. Rooke.



The Board agreed with the re-appointment of Tinkham LLP and the recommendation to change the partner in charge of overseeing the audit process.

MOTION to approve the reappointment of Tinkham LLP as external auditors for the period from April 1, 2024 to March 31, 2025.

Moved by: T. Taillefer

Seconded by: D. Hennyey

Carried

Action items:

- Notify auditors of reappointment.

Public Rationale: The annual review and approval of an External Auditor serves the public interest by ensuring that the Finance and Audit Committee and the Board provides appropriate governance and oversight on financial matters. The proper review of the College's financial operations will ensure its long-term sustainability and effectiveness at fulfilling its regulatory mandate.

15. Adjournment

MOTION to adjourn at 10:56 a.m.

Moved by: B. Murphy

Carried