



# College of Chiropodists of Ontario

## Minutes of the Executive Committee Meeting Wednesday, May 11, 2022, 2:30 p.m. Online via Zoom

**Peter Stavropoulos, Chair**

### **Committee Members in Attendance:**

1. Jim Daley
2. Matthew Doyle
3. Peter Ferguson
4. Winnie Linker

**Regrets:** N/A

### **Staff in Attendance:**

1. Nicole Zwiers, Registrar and CEO
2. Meghan Clarke, Deputy Registrar and Manager, Professional Conduct and Hearings
3. Christine Hickey, Manager, Registration, Examinations and Quality Programs
4. Nicole Tighe, Executive Assistant

### **1. Call to Order, Appointment of Secretary, Approval of the Agenda**

The Chair opened the meeting noting that notice of the meeting was given, and the meeting was properly constituted with a quorum present.

Meghan Clarke was appointed as Secretary.

*It was moved by M. Doyle and seconded by P. Stavropoulos to approve the agenda with the addition of item 5.3 – Motion CARRIED.*

N. Zwiers requested that item 5.3 – contract with Martek – be added to the agenda.

*P. Ferguson put forward 90 minutes of preparation time for this meeting and the Committee agreed.*

### **2. Declaration of Conflict of Interest**

No conflict of interest was declared.

### **3. Approval of Minutes from April 20, 2022**

*It was moved by J. Daley and seconded by W. Linker to approve the minutes of the April 20, 2022 Executive Committee meeting, with the two typographical changes identified – Motion CARRIED.*

### **4. Discussion Items**

#### **4.1 Introduction of Nicole Tighe**

N. Zwiers introduced the College's new Executive Assistant, Nicole Tighe. N. Tighe has almost 17 years' experience in administrative roles. She started at the College last week and is working closely with C. Hickey to prepare for the registration exam.

#### **4.2 Registrar's Report**

N. Zwiers met with the Michener students about the feedback provided in response to the proposed Bylaw change to increase the exam fees. N. Zwiers discussed with the students the role of the College and the privilege of being part of a regulated profession. She also discussed the feedback some students provided that alluded to possible fraudulent activity if the exam fees were increased.

N. Zwiers and P. Stavropoulos met with the OSC President, Jana Charyk, to discuss whether it is aligned with the College on the podiatry model, and the OSC confirmed that it supports podiatry model. N. Zwiers and P. Stavropoulos also met with I. Chesney, the government relations representative for the OSC, and he confirmed that the OSC supports the podiatry model. N. Zwiers also discussed with J. Charyk that the feedback from the students about the proposed increase to exam fees was a result of a meet and greet hosted by the OSC – the organizer of the event was identified and N. Zwiers followed up with that individual. Neither the OPMA nor the OSC took a position on the proposed exam increase.

Last Friday, N. Zwiers and P. Stavropoulos attended the OSC conference to present, and it was well received.

On Monday, C. Hickey and P. Ferguson provided training for QA assessors. In the past, training has not been provided.

There are business meetings scheduled for QAC (May 30, 2022), ICRC and the Discipline Committee (June 23, 2022). The intention is to provide Committee members with a better sense of what the committees do.

N. Zwiers will be meeting with C. Gray about surgical competencies, including potential clinical outreach. The goal is to move clinical hours from just over 700 to 900 and to give students exposure to the competencies they should have to write the registration exam.

The College has paid significant fees related to receiving annual renewal fees via credit card. N. Zwiers is going to explore some options, including e-transfers or passing on the fees to members.

#### **4.3 Acupuncture**

P. Ferguson reviewed how acupuncture is addressed at other colleges. Most colleges listed in the regulation either have a standard of practice on acupuncture or a roster, other than our College. P. Ferguson recommended that we develop a standard, rather than a guideline. J. Daley asked if we know how many members practice acupuncture, and P. Ferguson said we do not. P. Stavropoulos said this is an authorized act that we own, so we should provide guidance to our members on this practice. He recommended that it go to the Standards and Guidelines Committee. N. Zwiers said we need to ensure our members have proper guidance – she endorsed this being referred to the S & G Committee.

*It was moved by J. Daley and seconded by P. Stavropoulos that the Executive Committee refer an acupuncture standard to the Standards and Guidelines Committee – Motion CARRIED.*

#### **4.4 Strategic Planning Committee Update**

P. Ferguson said there are two aspects to the ongoing work of the Strategic Planning Committee. First, the Committee is working on a surgical competencies document. The group is meeting on May 19, 2022 to approve the report, and the competencies will then go to Council for approval.

Second, Deanna Williams has agreed to assist with the next meeting on May 24, 2022. The Committee will be looking at developing KPIs for both the sustainability and the podiatry model components of the strategic plan.

#### **4.5 Financial Statement Answers**

At the last meeting, J. Daley asked about the large credit card fee. N. Zwiers said it was related to the February 2022 annual fees, and they were not amortized over the year.

### **5. Decision Items**

#### **5.1 Bylaw Amendment Recommendation to Council – Bylaw 2**

*It was moved by P. Stavropoulos and seconded by P. Ferguson that the Executive Committee recommend that Council approve the amendment to Bylaw 2 to increase the registration examination fees – Motion CARRIED.*

#### **5.2 Revised Budget Recommendations to Council**

N. Zwiers explained that the revised budget reflects the increase in revenue, provided Council votes to amend the exam fee. N. Zwiers also added a line item for the Exam Committee, and revised the amount for rent.

*It was moved by P. Stavropoulos and seconded by J. Daley that the Executive Committee recommend that Council approve the revised budget – Motion CARRIED.*

#### **5.3 Martek Contract**

N. Zwiers reviewed the proposed contract with Martek for the registration exam.

*It was moved by P. Stavropoulos and seconded by W. Linker that the Executive Committee approve the contract with Martek – Motion CARRIED.*

### **6. Next Meeting**

#### **6.1 Proposed agenda items for next meeting – June 8, 2022**

No suggestions were proposed.

### **7. In Camera**

The Committee moved in camera at 3:38 p.m.

*It was moved by P. Stavropoulos and seconded by P. Ferguson to move in camera – Motion CARRIED.*