



# College of Chiropodists of Ontario

**Minutes of the Executive Committee Meeting  
Wednesday, December 14, 2022, 2:30 pm  
Online via Zoom**

**Peter Stavropoulos, Chair**

**Committee Members in Attendance:**

1. Matthew Doyle, Professional Member
2. Melanie Atkinson, Professional Member

**Staff in Attendance:**

1. Nicole Zwiers, Registrar/CEO
2. Christine Hickey, Manager Registration, Examinations & Quality Programs
3. Stanley Huang, Executive Assistant

**Regrets:**

1. Meghan Clarke, Deputy Registrar, Manager Professional Conduct
2. Jim Daley, Public Appointee
3. Winnie Linker, Public Appointee

#### **4. Call to Order**

The Chair opened the meeting noting that notice of the meeting was given, and the meeting was properly constituted with a quorum present. The meeting began at 2:30pm.

C. Hickey was appointed as Secretary.

*It was moved by M. Doyle and seconded by M. Atkinson to approve the agenda – Motion CARRIED.*

*P. Stavropoulos 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 October 5, 2022**

*It was moved by M. Doyle and seconded by P. Stavropoulos to approve the minutes of the October 5, 2022 Executive Committee meeting – Motion CARRIED.*

## **4. Discussion Items.**

### **4.1 Financial Statements**

N. Zwiers explained that the financial statements are updated as of November 2022 and were shared with J. Daley prior to the Executive Committee meeting as J. Daley has an accounting background and can provide valuable feedback. The present financials reflect that an extension was given for corporate renewals this year to reflect the delay associated with the renewals moving to an online platform. The financials at the end of December 2022 will reflect penalty and cost awards which are approximately one hundred thousand dollars (\$100,000.00).

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

N. Zwiers reported that S. Huang has signed another six (6) month contract with the College as Executive Assistant.

N. Zwiers provided an update on the inaugural town hall that was held on Saturday December 10, 2022, at the offices of WeirFoulds LLP. Overall, the townhall was a successful event and the first of its kind for the College. There were nine (9) in-person attendees and 93 virtual attendees. N. Zwiers acknowledged the amount of work put in to ensure that the town hall was successful and extended her gratitude to the college staff. She further stated that she had received a lot of positive feedback from registrants after the meeting.

M. Doyle, who attended the town hall in-person, expressed his thanks, and reiterated the success of the meeting noting that increased engagement with stakeholders will contribute to a better understanding of the profession and the regulatory requirements.

M. Atkinson, who attended the town hall virtually, noted with thanks the exemplary job done by the Registrar in explaining the role of the College. M. Atkinson also noted that before the town hall she had a discussion with a registrant who was expressing negative opinions and was pleased to see this same individual comment on the presentation in a positive way.

P. Stavropoulos shared the sentiments of his committee colleagues that the town hall was a success and served as an excellent educational session for the general membership.

N. Zwiers met with MPP Dawn Gallagher Murphy, the parliamentary assist to the Minister of Health. This connection was made through former Deputy Premier, Christine Elliott. The meeting with Ms. Murphy focused on reviewing the current scope of practice and the possible expansion of that scope in 2023. N. Zwiers reported that she reinforced that an expansion of the scope of practice would not be possible without removing the podiatrist cap in the existing legislation, thus allowing the College to engage in discussions with Ontario universities about podiatry programs. N. Zwiers will continue to follow up with D. Murphy.

M. Doyle expressed concern that the Ministry of Health is not aware of the College. N. Zwiers noted that the Ministry is a substantial department with many moving parts and D. Murphy is relatively new to the position. Improving the profile of the College by being present and visible is a key objective.

With respect to Bill 106, N. Zwiers reported that she attended a two (2) hour HPRO board meeting earlier in the day; also in attendance was the Minister of Health. Effective January 1, 2023, the Ministry is creating an emergency class of registrants and College's are expected to have revised registration regulations available by May 2023. The primary focus of Bill 106 is removing barriers for internationally trained healthcare workers. N. Zwiers noted that

during the HPRO meeting she raised the issue of how the College can create an emergency class of registration when there remains a cap on podiatrists.

M. Atkinson raised a question regarding the emergency class of registrants, querying how this would look for this College. N. Zwiers noted that the Ministry of Health is trying to increase pathways for internationally trained health care workers to come into the Ontario health system. With respect to this College, N. Zwiers suggested that an emergency class could include equivalency training or allowing the registration of practitioners with a DPM designation; noting that removal of the podiatrist cap is an important and necessary step for creating an emergency class and moving forward with the podiatry model.

Lastly, N. Zwiers reported that public member, J. Doyle had been re-appointed for another 3 years with this college. N. Zwiers noted that the College is in a lucky position to have a valuable public member such as J. Doyle given that many RHPA colleges do not have sufficient public members, which causes many issues with the efficient operation of Council and Committees.

## **5. Decision Items**

### **5.1 Clinical Hours Required to Maintain Licensure**

C. Hickey was asked to speak to this matter. She noted that recent inquiries had been received by both her and the practice advisor, requesting clarification what the “3 months in the preceding 2 years” provision of the legislation meant with respect to currency of practice. C. Hickey shared that she had done some research looking at how other RHPA colleges in Ontario and around Canada defined currency of practice requirements, noting that many health regulatory colleges define currency of practice in number of hours over a period of time. Further, some colleges specifically state what can or cannot be considered as part of the practice of a given profession. After additional discussion it was agreed that further details around what constitutes practice are required for the benefit of the membership and the protection of the public.

*It was moved by P. Stavropoulos and seconded by M. Atkinson to refer this matter to the Standards and Guidelines Committee to develop a standard – Motion CARRIED.*

### **5.2 Social Media Use Policy by Member**

N. Zwiers explained that the college currently has a social media use advisory but there is nothing else that is concrete in terms of providing members with specific direction or outlining the consequences of social media misuse. It was discussed and agreed by the Committee that a formal standard would be preferable to establish clear boundaries regarding social media use at a professional level.

*It was moved by M. Doyle and seconded by M. Atkinson to refer this matter to the Standards and Guidelines Committee to develop a standard – Motion CARRIED.*

### **5.3 Surgical Standards**

P. Stavropoulos provided some background regarding the attempts work with the Michener Institute to develop surgical standards prior to N. Zwiers coming on as the Registrar. N. Zwiers then discussed the further attempts made since her arrival in April 2021. With no agreement reached with the Michener, it is necessary to establish a surgical standard that will inform the registration examinations and ensure applicants are exhibiting the necessary competencies of a practice chiropractor. After further discussion it was agreed that the surgical standard should be developed and brought to the Council for approval.

*It was moved by M. Atkinson and seconded by M. Doyle to refer this matter to the Standards and Guidelines Committee for development of a surgical standard – Motion CARRIED.*

#### **5.4 Strategic Planning Committee’s Key Performance Indicators**

N. Zwiers reported that the Strategic Planning Committee had been tasked with creating Key Performance Indicators (KPIs) to be used as a measure of how well the Council is meeting the Strategic Plan. KPIs had been drafted by the previous Strategic Planning Committee and reviewed by the newly constituted committee following the October 2022 council meeting. P. Stavropoulos provided further details regarding the drafting of the KPIs. It was suggested that number ten (10) be removed from the draft thus leaving a total of ten (10) KPIs. After further discussion it was agreed that a recommendation be made to the Council to accept the KPIs, with the Executive Committee noting that the KPIs are attainable but are also fluid and can be revisited, if necessary.

*It was moved by P. Stavropoulos and seconded by M. Doyle to recommend approval of the KPIs to Council – Motion CARRIED.*

*It was moved by P. Stavropoulos and seconded by M. Atkinson to go in-camera at 3:28 pm – Motion CARRIED.*