



College of Chiropodists of Ontario

Minutes of the Executive Committee Meeting Wednesday, September 13, 2023, 2:30 p.m. Online via Zoom

Peter Stavropoulos, Chair

Committee Members in Attendance:

1. Matthew Doyle, Professional Member
2. Melanie Atkinson, Professional Member
3. Jim Daley, Public Appointee

Staff in Attendance:

1. Nicole Zwiers, Registrar and CEO
2. Meghan Clarke, Deputy Registrar and Manager, Professional Conduct and Hearings
3. Meghan Hoult, Manager, Operations
4. Michael Aube, Manager, Registration, Examinations and Quality Programs

1. Call to Order, Appointment of Secretary, Approval of the Agenda, Approval of preparation time for professional members

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 2:30 p.m.

M. Hoult was appointed as Secretary.

It was moved by P. Stavropoulos and seconded by M. Doyle to add item 5.2 to the agenda – Motion CARRIED.

It was moved by J. Daley and seconded by M. Doyle to approve the agenda, as amended – Motion CARRIED.

M. Atkinson put forward 60 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 August 16, 2023

It was moved by M. Doyle and seconded by M. Atkinson to approve the minutes of the August 16, 2023 Executive Committee meeting – Motion CARRIED.

4. Discussion Items:

4.1 KPI Dashboard

N. Zwiers provided a background regarding the KPI Dashboard which is being developed by the Strategic Planning Committee. It will serve as a tool to keep Council informed of where the College stands in its planning and performance.

4.2 Financials

N. Zwiers discussed the College's current financials and explained how they are linked to costs such as Discipline, etc.

J. Daley had raised concerns about salaries and benefits, and provided an explanation regarding these costs in comparison to the previous year. J. Daley asked a question regarding the inclusion of the AR Aging and AP Aging in the upcoming Council meeting package. N. Zwiers explained the importance of transparency and reporting obligations, but that she would re-review the included financials within the package.

4.3 Registrar's Report

N. Zwiers shared that she has joined the College of Pharmacists' group to lobby the government to ensure that the best interests of the public are met in regards to the prescriptions of drugs. The group had their preliminary meeting this week. N. Zwiers will be drafting a charter to present at their next meeting.

N. Zwiers explained that the Ministry of Health (MOH) invites a variety of Registrars to participate in CPMF reviews every year. Moving forward, Registrars will be asked to apply to participate in this process. N. Zwiers has applied to participate in the CPMF review, and will be informed if she is selected.

The College was invited to join the Citizen Advisory Group, which other regulatory colleges are also a part of. M. Aube will be the contact at the College for this.

N. Zwiers provided an update regarding the lease. N. Zwiers and M. Clarke have met with building management, and are also looking into shared space options.

N. Zwiers praised College staff for ensuring the Council materials package was posted 2 weeks in advance of the upcoming meeting on September 22, 2023.

Business Meetings will take place next week for ICRC/DC and QAC. This will be followed by orientation for Council members.

5. Decision Items:

5.1 Referral to Standards & Guidelines Committee for review/update of Standards

N. Zwiers explained the importance of ensuring the College Standards are up-to-date. The S&G Committee would be responsible for going through each existing standard to ensure no duplication and to clean up redundancies.

It was moved by J. Daley and seconded by M. Doyle to make a referral to the Standards & Guidelines Committee for a review/update of Standards – Motion CARRIED.

M. Doyle asked whether there were any particular standards which would have more priority to update. M. Clarke explained that it would likely be the older standards first, but that this needs to be approached holistically to ensure the cross-referencing in each standard is updated. P. Stavropoulos added that the language should be updated to reflect the use of "registrant" instead of "member" and that the standards be re-formatted.

5.2 EDI Annual Renewal Survey

N. Zwiers explained that many regulators ask EDI questions of their registrant base. This includes questions around sexual orientation, ethnicity, religion, etc. We will need to provide education to registrants regarding the collection of this information, which will be anonymous.

J. Daley raised concerns with the inclusion of religion in the survey, and explained that he is aware of other regulators who provide an option to agree to provide this information. M. Doyle indicated the College will need to provide education surrounding the collection of this information to registrants. M. Atkinson echoed that the approach to the survey needs to be carefully planned and explanations provided to registrants.

N. Zwiers explained that education for registrants surrounding this survey will be key, and agreed that an option to opt out of the survey prior to taking it could be provided this year for registrants.

M. Doyle asked if the Executive Committee would have the chance to review the questions first. N. Zwiers explained that since this is the first time the survey is being offered, that the Executive Committee could review these before it is embedded into the annual renewal.

It was moved by P. Stavropoulos and seconded by M. Doyle to approve, in principle, the inclusion of EDI survey questions to Council for consideration at their next meeting – Motion CARRIED.

6. Next Meeting

6.1 Proposed agenda items for next meeting – October 11, 2023

No items proposed at this time.

P. Stavropoulos took an opportunity to thank M. Doyle for his work on the Executive Committee, Council and multiple committees over the years, as this will be M. Doyle's last meeting.

7. In Camera

The Committee moved in-camera at 3:21 p.m.

It was moved by Melanie and seconded by Jim to move in-camera – Motion CARRIED.

8. Adjournment

The Committee adjourned the meeting at 4:18 p.m.

It was moved by M. Doyle and seconded by P. Stavropoulos to adjourn the Executive Committee meeting – Motion CARRIED.