



College of Chiropodists of Ontario

**Minutes of the Executive Committee Meeting
Wednesday, January 17, 2023, 2:30 p.m.
Online via Zoom**

Peter Stavropoulos, Chair

Committee Members in Attendance:

1. Melanie Atkinson
2. Allan Katz
3. Chad Bezaire
4. Jim Daley

Staff in Attendance:

1. Nicole Zwiers, Registrar and CEO
2. Meghan Clarke, Deputy Registrar and Manager, Professional Conduct and Hearings
3. Michael Aube, Manager, Registration, Examinations and Quality Programs
4. Shruti Tantry, Manager, Communications & Engagement (recorder)

1.1 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 2:36 p.m.

S. Tantry was appointed as Secretary.

A. Katz proposed an amendment to the agenda. He requested that item 6.0 be added to the in-camera portion of the agenda, to allow the executive committee to discuss the recommendations of the Registrar's Performance Committee.

It was moved by A. Katz and seconded by C. Bezaire to approve the agenda with the addition of item 6.0. Motion CARRIED.

C. Bezaire put forward 60 minutes of preparation time for this meeting and the Committee agreed.

1.2 Declaration of Conflict of Interest

No conflict of interest was declared.

1.3 Approval of Minutes from December 13, 2023

It was moved by J. Daley and seconded by P. Stavropoulos to approve the minutes of the December 13, 2023 Executive Committee meeting – Motion CARRIED.

No corrections or changes noted.

2.0 Discussion Items:

2.1 Registrar's Report

N. Zwiers provided an update on her meeting with the Ontario Medical Association (OMA) last week, where she discussed with CEO Dr. Kimberly Moran College Council's endorsement of adoption of the Full Scope Podiatry Model. N. Zwiers anticipates further meetings and discussions over the next 6-8 weeks.

N. Zwiers informed the Committee that she is part of the Prescribing Committee, an ad-hoc committee that includes a group of health regulatory bodies and associations including the Optometrists, Naturopaths, Midwives and Pharmacists, aiming to develop recommendations to the government on best practices for prescribing standards. N. Zwiers is aiming to collect feedback from the group on lists, categories and scope of practice ahead of the February meeting.

N. Zwiers provided an update on the Ministry-led CPMF Working Group and reviewing other regulators' CPMF documents. COCOO's CPMF document will be updated and submitted by the March deadline.

N. Zwiers gave a quick update on the January 26, 2024 Council session, where Anita Ashton (Deputy Registrar of the College of Physiotherapists) will conduct a presentation on trauma-informed regulation. The College is also hosting a mandatory business meeting and training session for those sitting on the ICRC on January 25, 2024.

January 16, 2024 was a historic day for the College because it had its first appeal of a Discipline Committee decision to the Divisional Court. Justices Sachs, Backhouse and Lo Coco reserved judgment – the decision is generally expected within approximately six months.

3.0 Decision Items:

3.1 Committee Appointments

N. Zwiers explained that the Registration Committee requires two professional members and one public member on a panel, and the Committee would benefit from additional public members to ensure quorum can be met.

It was moved by P. Stavropoulos and seconded by J. Daley to add A. Katz and R. Nazeer to the Registration Committee – Motion CARRIED.

A. Katz declared a conflict of interest and abstained from the vote.

3.2 Draft 2024 Budget

N. Zwiers provided an update on the tentative 2024 Budget, which will be reviewed and approved at the January 26, 2024, Council meeting. It was previously shared with the Audit Committee. N. Zwiers noted a significant increase in ICRC investigative and legal costs due to an increase of double the ICRC matters and an increase in referrals to the Discipline Committee. Additionally, database development and the move to the Cloud will incur further costs this year.

A. Katz and C. Bezaire noted the increase in legal costs, and commented on the migration to the Cloud, asking about cybersecurity and protections. N. Zwiers noted that an upgraded system will make the College more secure and expressed confidence in our IT provider and iMIS system. N. Zwiers also advised that insurance will be included to add an extra layer of protection. C. Bezaire recommended cybersecurity training for database users and staff to ensure no security threats are encountered.

P. Stavropoulos noted the increase in ICRC costs and proposed that staff and the Committee work together to work on strategies to reduce ICRC cases and ensure registrants follow practice guidelines and adhere to the standards set by the College.

It was moved by P. Stavropoulos and seconded by C. Bezaire that the Executive Committee recommend that Council approved the proposed budget for 2024 – Motion CARRIED.

4.0 Next Meeting

4.1 Proposed agenda items for next meeting – February 14, 2024.

No items proposed at this time.

5.0 In Camera

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

It was moved by M. Atkinson and seconded by P. Stavropoulos to move in-camera pursuant to section 7(2)(b) of the Health Professions Procedural Code on the basis that financial or personal or other matters may be disclosed of such a nature that the harm created by the disclosure would outweigh the desirability of adhering to the principle that meetings be open to the public. Motion CARRIED.

A motion was made to move out of in-camera by P. Stavropoulos and seconded by C. Bezaire at 3:57 pm. Motion CARRIED.

6.0 Adjournment

The Committee adjourned the meeting at 3:58 pm.

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