



College of Chiropractors of Ontario

**Minutes of the Executive Committee Meeting  
Wednesday, May 15, 2024, 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. Nawaz Pirani, Manager, Registration, Examinations and Quality Programs
4. Shruti Tantry, Manager, Communications and 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 2:31 p.m.

S. Tantry was appointed as Secretary.

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

*P. Stavropoulos put forward 90 minutes of preparation time for this meeting and the Committee agreed. – Motion CARRIED.*

**1.2 Declaration of Conflict of Interest**

No conflict of interest was declared.

**1.3 Approval of Minutes from the April 17, 2024 Executive Committee Meeting**

*It was moved by J. Daley and seconded by A. Katz to approve the minutes of the April 17, 2024, Executive Committee meeting – Motion CARRIED.*

No corrections or changes noted.

## **2.0 Discussion Items:**

### **2.1 Registrar's Report**

In her report, the Registrar N. Zwiers provided updates about the College's activities from the past few months.

The College's fourth Town Hall meeting is scheduled for the evening of May 15, 2024. This date was chosen after the College conducted a survey, and most Registrants who responded expressed interest in attending the session indicated they preferred a weeknight session instead of a weekend session. 61 people RSVP'd for this one-hour session, which provides an opportunity for Registrants to learn about the latest and upcoming College initiatives and ask questions. Council President P. Stavropoulos will attend virtually and will be available to helping answer profession-specific questions from participants, if needed.

The College hosted applicants/recent chiropody graduates on April 29, 2024. The enthusiastic group asked great questions about the College's registration process and professional regulation.

N. Zwiers shared key takeaways from her two speaking engagements on May 3<sup>rd</sup>:

- CLEAR Regional Symposium: Fireside chat with the former Register/CEO of the Ontario College of Social Workers and Social Service Workers on navigating transition in regulatory leadership. The presentation was well-attended by professionals belonging to various regulatory bodies.
- OSC Conference: Presentation on the challenges and opportunities in professional regulation, which highlighted the shortage of chiropodists and podiatrists in Ontario, and the College's plan to address these issues through effective regulation.

N. Zwiers and P. Stavropoulos met with the Canadian Life and Health Insurance Association (CLHIA) on May 10 and discussed the issue of orthotics fraud. They also talked about working with CLHIA and collaborating with other regulators to come up with a solution that would help various health professions.

N. Zwiers reminded the group that she is drafting a proposal for the Ministry of Health on drug prescribing privileges for healthcare professionals, including chiropodists, optometrists, midwives, pharmacists and naturopaths. She also noted that Council materials will be circulated on May 17, 2024.

## **3.0. Decision Items**

### **3.1 QAC Matters (CE Modules: Governability and Clinical Supervision) \***

*It was moved by A. Katz and seconded by P. Stavropoulos that the Executive Committee recommend that Council approve the videos and allot Continuing Education (CE) hours as decided and recommended by the QAC. – Motion CARRIED.*

### **3.2 Revision to the Suspension Guideline\***

*It was moved by M. Atkinson and seconded by C. Bezaire that the suggested amendments to the Suspension Guideline be approved and recommended to Council for approval. - Motion CARRIED.*

N. Zwiers talked about the issue of orthotics fraud and ways of addressing it, such as by re-launching and promoting the Zero-Tolerance Policy and increasing suspension timelines to 12 months. The Suspension Guideline revision is aimed at ensuring all registrants comply with their suspension.

The Committee discussed creating an easy-to-read guide and supporting educational materials written in plain language to outline key points in the Orthotics Standard, to help registrants and members of the public in understanding the standard of practice. Additionally, the promotion of the Zero-Tolerance Policy, Orthotics Standard and other expectations online and offline might help reach more registrants and members of the public.

P. Stavropoulos added that this preventative approach by the regulator (increasing suspension timelines to 12 months) is to deter registrants from engaging in fraudulent practices. This is also to prevent fraud and limit the likelihood that insurance companies will delist registrants altogether, which could be harmful to the public. Mass-delisting of registrants would reduce access to care for many patients who rely on insurance coverage to be able to access these products and services.

### **3.3 Revision to Conflict-of-Interest Provision By-laws\***

*It was moved by J. Daley and seconded by A. Katz that the proposed revisions to By-Law No. 4: Code of Conduct of Councillors and Committee Members be approved and recommended to Council for approval - Motion CARRIED*

The revisions are to help streamline the Conflict-of-Interest provision for Council and Committee members in By-law 4.

### **3.4 Revision to Code of Conduct for Councilors and Committee Members\***

*It was moved by M. Atkinson and seconded by C. Bezaire that the proposed revisions to the Code of Conduct for Councilors and Committee Members be recommended to Council for final approval. - Motion CARRIED.*

The revisions are aimed at broadening the wording of Conflict-of-Interest, so that it's not simply about a breach of a specific policy or by-law but encompasses conduct and other expectations.

### **3.5 Audit Committee and Draft Financial Statements – J. Daley\***

*It was moved by J. Daley and seconded by P. Stavropoulos that the draft Financial Statements and Audit Committee report be changed on the agenda from a decision item to a discussion item - Motion CARRIED.*

J. Daley advised that the Audit Committee will recommend that Council approve the Auditor's Report and audited financial statements at the May 31, 2024 meeting.

J. Daley noted that adjustments were minimal, no significant matters were identified by the auditors, no control deficiencies, financial statements, there is no evidence of fraud or management bias, management was cooperative and responded to all requests for information fairly and in a timely manner.

The Finance Committee will also recommend that Council reappoint Hilborn LLP as the College's financial auditors.

#### **4.0 Next Meeting**

##### **4.1 Proposed agenda items for next meeting – June 26, 2024.**

No items proposed at this time.

#### **5.0 In Camera**

The Committee moved in-camera at 3:27 p.m.

*It was moved by A. Katz and seconded by C. Bezaire 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 A. Katz, seconded by J. Daley at 4:27 pm. Motion CARRIED.*

#### **6.0 Adjournment**

*A motion was made to adjourn the meeting by C. Bezaire, seconded by M. Atkinson. Motion CARRIED.*

Meeting adjourned at 4:27 p.m.