



**Minutes of the Executive Committee Meeting  
August 14, 2024, 2:30 p.m.  
Online via Zoom**

**Peter Stavropoulos, Chair**

**Committee Members in Attendance:**

1. Melanie Atkinson
2. Allan Katz
3. Chad Bezaire

**Regrets:**

1. Jim Daley

**Staff in Attendance:**

1. Nicole Zwiers, Registrar and CEO
2. Nawaz Pirani, Manager, Registration, Examinations and Quality Programs (recorder)

**Regrets:**

1. Shruti Tantry, Manager, Communications and Engagement
2. Meghan Clarke, Deputy Registrar and Manager, Professional Conduct and Hearings

**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 2:33 p.m.

N. Pirani was appointed as Secretary.

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

*M. Atkinson put forward 60 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 June 26, 2024 Executive Committee Meeting**

*It was moved by M. Atkinson and seconded by A. Katz to approve the minutes of the June 26, 2024, Executive Committee meeting – Motion CARRIED.*

No corrections or changes noted.

## **2.0 Discussion Items**

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

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

N. Zwiers discussed an important initiative that is being spearheaded by COCOO – creating a national presence of footcare regulators across Canada, where provincial regulators would share ideas and learn from each other. We have reached out to footcare regulators from Alberta, British Columbia, Saskatchewan, Nova Scotia and Ontario, inviting them to Toronto for a 1.5-day conference in the spring of 2025, which will cover topics such as working together to improve labour mobility and increase access to footcare services across provinces. So far, we have received positive responses and interest from the College of Podiatric Physicians of Alberta, the College of Podiatrists of Manitoba and the College of Physicians and Surgeons of Nova Scotia. More updates regarding the planning for this conference will be confirmed over the next few months.

N. Zwiers also mentioned that the Ministry of Health requested information regarding regulation amendments with respect to the College's request for expanded scope of practice for chiropractors. The College will put forward proposed regulation amendments at the Fall meeting of Council. If these are available sooner, we will call a special meeting of Council sooner, and the proposed amendments would be circulated to registrants and the public for 45 days for feedback.

### **2.2 Financial Statements**

N. Zwiers shared an update in the absence of the Chair of the Audit Committee, J. Daley. She noted the unusually high costs arising from a four-day, contested Discipline Committee hearing. We continue to see an increase in sexual abuse complaints, which are costly and will be contested. We also continue to see complaints related to unethical business practices, which are costly and tend to be contested. We've been able to recover costs in the past, but not always, and we can sometimes balance the budget with legal recovery. N. Zwiers added that we are exploring cost-saving approaches such as more in-house decision writing, reviewing investigation needs and other tools. A. Katz suggested addressing some of these issues in Footprint articles to spread awareness.

## **3.0. Decision Items**

### **3.1 3D Laser Scanner use for Orthotics**

*It was moved by C. Bezaire and seconded by M. Atkinson that the Executive Committee refer the use of 3D Laser Scanner for Orthotics to the Technical Committee for further review. – Motion CARRIED.*

P. Stavropoulos provided some background information about this topic – Registrants are now using new technology and software that may not necessarily meet the requirements of producing a 3D image. Therefore, P. Stavropoulos suggested that the matter be referred to the Technical Committee for consideration and discussion, adding that the current standard covering 3D images needs updating. We want to ensure that new technology is acceptable in quality and meets the requirements of the standard. He suggested asking registrants to find out what types of technology they're using for the Technical Committee's consideration. M. Atkinson noted that almost all labs are moving towards an app-based solution with external camera hardware that attaches to an iPhone or iPad.

### **3.2 Governance Manual \*\***

*It was moved by A. Katz and seconded by C. Bezaire that the draft Governance Manual be approved to be used by Councillors and Committee members. – Motion CARRIED.*

The Governance Manual was created with the intention of supporting all those involved in College governance with good and/or best practices in good governance. A. Katz suggested a minor edit to the document, which will be updated prior to being presented to Council at its September meeting.

### **3.3 Feedback on consultation regarding proposed amendments to By-law 1 and 2: Adding outstanding fees to the Annual Renewal fee\*\***

*It was moved by M. Atkinson and C. Bezaire that the proposed amendments to By-laws 1 and 2 be recommended to Council for final approval.*

There were some surprising comments that opposed the by-law amendments. However, N. Zwiers noted that adding outstanding fees to the annual renewal fees is a common practice with regulators. Council has already approved the draft amendments, in principle, and they were then circulated for public consultation. If approved by the Executive Committee, the draft amendments will go back to Council for final approval.

### **4.0 Next Meeting**

The next meeting will take place on Wednesday September 18, 2024.

### **4.1 Proposed agenda items for next meeting – September 18, 2024**

No items proposed at this time.

### **5.0 In Camera**

The Committee moved in-camera at 3:18 p.m.

*It was moved by M. Atkinson 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 P. Stavropoulos and seconded by C. Bezaire at 4:01 pm. Motion CARRIED.*

### **5.1 Adjournment**

*A motion was made to adjourn the meeting by P. Stavropolous and seconded by A. Katz. – Motion CARRIED.*  
Meeting adjourned at 4:03 p.m.