



**Minutes of the Executive Committee Meeting
September 18, 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. Nawaz Pirani, Manager, Registration, Examinations and Quality Programs
3. Meghan Clarke, Deputy Registrar and Manager, Professional Conduct and Hearings
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 2:33p.m.

S. Tantry was appointed as Secretary.

It was moved by C. Bezaire and seconded by A. Katz 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 August 14, 2024 Executive Committee Meeting

It was moved by M. Atkinson and seconded by A. Katz to approve the minutes of the August 14, 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 shared that the College is in the early planning stages of the inaugural National Conference of Podiatry and Chiropody Regulators in Canada and is receiving positive responses. She talked about how the landscape of footcare regulation across the country is evolving and that Prince Edward Island is the newest province to have regulated podiatrists, who will now be regulated by the College of Physicians and Surgeons of Prince Edward Island (CPSPEI). The CPSOPEI Registrar asked about COCOO's application process and questionnaire, as they prepare to start regulating podiatrists in PEI.

She noted that internal trade agreements and the *Labour Mobility Act* allow provinces to accept provincial regulators from other Canadian jurisdictions if they have equivalent credentials. This highlights the importance of having standardized qualifications and competencies across provinces, which will be a focus of this conference. Leadership from organizations in BC, Alberta, PEI, Nova Scotia and Manitoba have expressed their interest in attending and participating in the conference, which will be hosted by COCOO next year. The College sent a survey to other footcare regulators to capture and collate the jurisdictional landscape across provinces concerning the scope of practice for footcare professionals in various provinces. Questions focused on aspects such as prescribing drugs, procedures, ordering x-rays, lab tests and referral specialists, as we want to learn about other provincial regulators' practices and vision for modernization. Survey results will be collated and shared with the Executive Committee.

N. Zwiers talked about the need to develop a broader and more robust strategy to support registrants in providing culturally safe and trauma-informed care to patients, especially First Nations and Indigenous patients. She noted that the footcare and medical regulator in British Columbia has been working to provide cultural safety and humility training for registrants and staff, promoting strategies to address the Calls to Action by the Truth and Reconciliation Commission of Canada. She added that COCOO is moving to develop a cultural safety standard, such as the one developed by CPSBC, and provide EDI training options to ensure that our registrants are supported in their work to help improve the health outcomes of Indigenous communities across Ontario. The College will seek stakeholder input on any standard it plans to adopt.

N. Zwiers shared an update from the Standing Drug Regulation/Prescribing Committee: The group (comprised of representatives from pharmacist, optometrist, midwife, naturopath and chiropodists/podiatrist professions), discussed the use of lists and categories and prescribing to scope over the past few months and has concluded that lists and categories are inefficient and not optimal for many health professions, including chiropodists and podiatrists. N. Zwiers and S. Tantry, on behalf of the group, have put together a draft white paper for submission to the Ministry of Health (pending approval by Council), asking for the expansion of prescribing privileges for registered health professions. She added that prescribing to scope would be a more effective and efficient means of drug regulation, and the recommendation is that it should be implemented with the regulator's support.

With respect to its efforts to advocate for scope expansion for chiropodists and podiatrists, COCOO is proposing titles: podiatrists, podiatric physicians and podiatric surgeons. The development of bridging programs will enable smooth transition and support education and learning opportunities for registrants to bridge to other classes.

Lastly, N. Zwiers shared that the Canadian Network of Agencies of Regulation (CNAR) conference will take place from October 7th to 9th in Ottawa, and that all staff will be attending the conference to learn about latest regulatory trends, engage in discussions around key regulatory topics and network with fellow regulators.

P. Stavropoulos commended the Registrar for organizing and spearheading the initiative to bring together various Canadian provincial regulators as well as coordinating and drafting the white paper on behalf of the Standing Drug Regulation Committee, bringing together health professions to aim to achieve our shared goals for the betterment of patients and all Ontarians.

2.2 Financial Statements

N. Zwiers shared the updated financial statements from the last few months. The group noted the increase in costs associated with complaints, and N. Zwiers shared that the College has received an increased number of complaints, including those related to sexual abuse, which affects the legal and investigative fees.

3.0. Decision Items

3.1 Removing Information from the Public Register under Subsection 23(7) of the Code Policy **

It was moved by C. Bezaire and seconded by A. Katz to recommend the approval of the Removing Information from the Public Register under Subsection 23(7) of the Code Policy to Council. – Motion CARRIED.

The proposed policy outlines the factors the Registrar will consider when the College receives an application to remove information from the Public Register, to provide transparency with respect to the process. It also sets out other circumstances in which the College can remove information from the Public Register.

3.2 Registration Timelines Policy **

It was moved by M. Atkinson and C. Bezaire to recommend the approval of the draft Registration Timelines Policy to Council. – Motion CARRIED.

The proposed new policy for applicants aims to ensure accurate information and fairness to applicants/ future registrants, creating a balance between ensuring current competency and giving applicants a period within which to practice. It allows applicants to defer registration with the College but also ensures that applicants maintain their qualifications and keep their training sharp and updated with up-to-date technologies, and current practices and guidelines. Additionally, it removes confusion about the process and timelines from exams until registration.

P. Stavropoulos mentioned that this new policy will provide a good balance and clarified that this policy will impact applicants (new registrants), and not current registrants who may be taking sabbatical or leave.

3.3 CPSBC Cultural Safety and Humility Standard**

It was moved by A. Katz and J. Daley that the College review the CPSBC's Standard and to develop a standard of its own to provide guidance on cultural safety and humility. – Motion CARRIED.

N. Zwiers discussed how First Nations and Indigenous communities in Ontario face a disproportionately high rate of lower limb amputations, and the College's discussions with First Nations leaders highlighted the need for greater and more meaningful First Nations and Indigenous representation in the profession across the province. As such, the College should adopt its own standard to address racism and discrimination in healthcare and to provide guidance on the principles of cultural humility, so that registrants receive the appropriate knowledge, resources and support in providing culturally safe and effective care to all patients. This is part of the College's

overall strategic goal of contributing to increased access to preventative foot care and improved health outcomes of First Nations and Indigenous populations in Ontario. Once developed, the draft standard will be circulated for feedback and suggestions from the public, stakeholders and registrants.

The group also talked about the involvement of First Nations and Indigenous community leaders and health experts in the policy development process and the overall feedback and review process. While the initial draft will require feedback and collaboration from First Nations and Indigenous community partners, it's important to include various voices in the drafting of the standard so that it is envisioned from their perspectives and addresses the needs of communities.

3.4 Records Management and Retention Policy**

It was moved by J. Daley and seconded by M. Atkinson to recommend the approval of the draft Records Management and Retention Policy to Council. – Motion CARRIED.

The College should have a policy to guide the record-keeping and retention schedules for its documents and files. This policy will help streamline internal operational processes, inform staff and Council and committee members on the proper management, retention and disposal of COCOO documents, files, media and other materials as well as provides a schedule for retention for different types of records and documents.

4.0 Next Meeting

The next meeting will take place on Wednesday, October 16, 2024.

4.1 Proposed agenda items for next meeting – October 16, 2024

No items proposed at this time.

5.0 In Camera

The Committee moved in-camera at 3:22 p.m.

It was moved by C. Bezaire and seconded by J. Daley 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 M. Atkinson at 4:01 pm. Motion CARRIED.

5.1 Adjournment

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

Meeting adjourned at 4:02 p.m.