



College of Chiropodists of Ontario

**Minutes of the Council Meeting
Friday, September 22, 2023 at 9:00 a.m.
180 Dundas St. W., 19th Floor Conference Room**

Council Members in Attendance:

1. Matthew Andrade
2. Melanie Atkinson
3. Chad Bezaire
4. Ed Chung
5. Donna Shewfelt
6. Peter Stavropoulos
7. Deborah Loundes, Selected Member
8. Jim Daley, Public Appointee
9. Allan Katz, Public Appointee
10. Reshad Nazeer, Public Appointee
11. Jannel Somerville
12. Andrew Klayman

Regrets:

1. Murtuza Najmudin
2. Ramesh Bhandari, Public Appointee
3. Andrew Simmons, 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 Aubé – Manager, Registration, Examinations and Quality Programs

General Legal Counsel:

1. Sarah Yun

Guests:

1. Allyson Harrison
2. Anthony Marini – via Zoom
3. Bruce Ramsden, President, OPMA
4. Ian Colin McQuistan, OSC
5. Iang Mawi Zai Tu, Ministry of Health – via Zoom
6. Megan Brittain, Michener Institute – via Zoom
7. Marlie Cappel – via Zoom

1. Call to Order

1.1 Call to Order, Appointment of Secretary, Land Acknowledgement, Approval of Professional Member Prep Time

N. Zwiers called the meeting to order at 9:07 a.m., noting that notice of the meeting was given, and the meeting was properly constituted with a quorum present. N. Zwiers welcomed guests. M. Hoult was appointed as Secretary.

D. Shewfelt delivered a land acknowledgement.

P. Stavropoulos proposed two hours of preparation time for professional members.

N. Zwiers suggested adding Item 3.11 (EDI Survey Questions) to the agenda.

1.2 Approval of Agenda

It was moved by A. Katz and seconded by J. Daley to approve the agenda, as amended. Motion CARRIED.

1.3 Declaration of Conflict of Interest

D. Loundes declared a conflict of interest relating to section 4.03 of By-law 4, under agenda item 3.3.

1.4 Approval of Minutes of May 12, 2023 Council Meeting

It was moved by J. Daley and seconded by M. Andrade to approve the minutes of the May 12, 2023 Council meeting. Motion CARRIED.

1.5 Announcement & Welcome to Chiropracist Member for District 3 (Murtuza Najmudin, D.Ch.)

N. Zwiers welcomed M. Najmudin, not present at today's meeting due to unforeseen circumstances, to Council.

2. Consent Agenda Items

It was moved by D. Shewfelt and seconded by P. Stavropoulos to approve consent agenda items 2.1, 2.2. and 2.3. Motion CARRIED.

3. Decision Items

3.1 Motion to appoint A. Klayman as the Podiatrist Member for Districts 3 & 4 (Combined District 2)

In Combined District 2, no podiatrists came forward despite two call outs to the membership. Following a general call to all podiatrist members, A. Klayman was nominated to serve in this District.

A. Klayman left the room for Council's decision.

It was moved by D. Shewfelt and seconded by M. Atkinson that Council appoint A. Klayman as the Podiatrist Member for Combined District 2. Motion CARRIED.

A. Klayman returned to the room following Council's decision.

3.2 Election of Executive Committee Members

N. Zwiers reported that there are five positions for election to the Executive Committee that would be cast by secret ballot, if necessary. The five positions are President, Vice-President, professional member, first public member and second public member. She added that there would be five separate elections, one for each position, if necessary.

(a) Election of President

N. Zwiers requested nominations for President of the Executive Committee. M. Atkinson nominated P. Stavropoulos and P. Stavropoulos accepted the nomination. There were no further nominations. P. Stavropoulos was acclaimed as President.

(b) Election of Vice-President

N. Zwiers requested nominations for Vice-President of the Executive Committee. P. Stavropoulos nominated M. Atkinson as Vice-President, and M. Atkinson accepted the nomination. There were no further nominations. M. Atkinson was acclaimed as Vice-President.

(c) Election of Professional Member

N. Zwiers requested nominations for the professional member on the Executive Committee. P. Stavropoulos nominated C. Bezaire as the professional member and C. Bezaire accepted. There were no further nominations. C. Bezaire was acclaimed as the professional member.

(d) Election of Public Member – First Position

N. Zwiers requested nominations for the first public member on the Executive Committee. P. Stavropoulos nominated A. Katz and A. Katz accepted. There were no further nominations. A. Katz was acclaimed as the first public member.

(e) Election of Public Member – Second Position

N. Zwiers requested nominations for the second public member on the Executive Committee. E. Chung nominated J. Daley and J. Daley accepted. There were no further nominations. J. Daley was acclaimed as the second public member.

Following the lunch break, P. Stavropoulos took over as Chair of the meeting.

3.2.1 Motion to approve the Executive Committee’s recommendations for Committee Chairs and Composition

Committee Name	Chair	Professional Members	Public Appointees	Selected Member(s)	Non-Council Appointees
Executive Committee	Peter Stavropoulos	Melanie Atkinson Chad Bezaire	Jim Daley Allan Katz		
Inquiries, Complaints RC	Peter Stavropoulos	Donna Shewfelt Edward Chung Jannel Somerville Melanie Atkinson Chad Bezaire Matthew Andrade	Allan Katz Jim Daley Ramesh Bhandari Reshad Nazeer	Deborah Loundes	Brooke Mitchell Cesar Mendez Riaz Bagha Ruth Thompson Stephanie Shlemkevich Stephen Haber Eliot To Shael Weinberg
Discipline Committee	Cesar Mendez	Donna Shewfelt Edward Chung Jannel Somerville Melanie Atkinson Peter Stavropoulos Chad Bezaire Matthew Andrade	Allan Katz Jim Daley Ramesh Bhandari Reshad Nazeer	Deborah Loundes	Brooke Mitchell Peter Guy Riaz Bagha Stephen Haber Shael Weinberg Eliot To
Fitness to Practice Committee	Brooke Mitchell		Reshad Nazeer		Cesar Mendez Kimberley Resmer Pauline Looi

					Eliot To Matthew Doyle
Patient Relations Committee	Peter Stavropoulos		Allan Katz Jim Daley		Brooke Mitchell Pauline Looi Matthew Doyle
QA Committee	Millicent Vorkapich-Hill	Melanie Atkinson Andrew Klayman	Ramesh Bhandari		Brooke Mitchell Julie Fraser Tina Rainville Lisa Balkarran Ruth Thompson Matthew Doyle
Sedation Committee	Millicent Vorkapich-Hill	Melanie Atkinson Andrew Klayman	Ramesh Bhandari		Brooke Mitchell Julie Fraser Matthew Doyle
Registration Committee	Matthew Doyle	Matthew Andrade Melanie Atkinson Peter Stavropoulos	Ramesh Bhandari		Deepka Duggal Tejinder Sahota Ruth Thompson
Audit Committee	Jim Daley	Edward Chung Melanie Atkinson	Jim Daley		
Standards & Guidelines Committee	Brooke Mitchell	Edward Chung Chad Bezaire Peter Stavropoulos Jannel Somerville	Jim Daley	Deborah Loundes	Peter Guy Julie Fraser
Registration Examination Committee Members with the double asterisks (**) are appointed to the Exam Committee (the remaining members continue to work with the Committee as item writers) <ul style="list-style-type: none"> • Jacky Fu • Lisa Balkarran • Mary Kennedy-Mitchell • Nosheen Chaudhry • Nadley Seeriram • Danielle Bannerman 	Stephanie Shlemkevich**	Donna Shewfelt** Andrew Klayman**			Brooke Mitchell** Julie Fraser** Lisa Balkarran** Tina Rainville**
Standing Drug Committee	Peter Stavropoulos	Jannel Somerville	Jim Daley		Cesar Mendez
Technical Committee	Edward Chung	Chad Bezaire			John Lanthier Matthew Doyle
Elections Committee	Allan Katz		Jim Daley Ramesh Bhandari Allan Katz		Matthew Doyle
Strategic Planning Committee	Millicent Vorkapich-Hill	Peter Stavropoulos Edward Chung Jannel Somerville	Allan Katz Jim Daley		Peter Guy Matthew Doyle
Registrar's Performance and Compensation Committee	Allan Katz	Peter Stavropoulos Melanie Atkinson Matthew Andrade	Allan Katz		

It was moved by C. Bezaire and seconded by E. Chung that Council approve the Committee composition as recommended by the Executive Committee. Motion CARRIED.

3.3 Motion to approve the amendments to By-law 4 (Code of Conduct of Councillors and Committee Members)

D. Loundes had declared a conflict of interest for a portion this item relating to the Selected Member(s) on Council (section 4.03), and left the room.

It was moved by C. Bezaire and seconded by J. Daley that Council approve the select amendments to By-law 4, relating to section 4.03. Motion CARRIED.

D. Loundes returned to the room following the motion.

It was moved by C. Bezaire and seconded by J. Daley that Council approve the remaining amendments to By-law 4. Motion CARRIED.

3.4 Motion to approve, in principle, the amendments to By-law 2 to increase the fee for equivalency assessments of non-approved programs, and direct the amendments for circulation to registrants and other stakeholders for 60 days.

It was moved by D. Shewfelt and seconded by E. Chung that Council approve, in principle, the amendments to By-law 2 to increase the fee for equivalency assessments of non-approved programs, and direct the amendments for circulation to registrants and other stakeholders for 60 days. Motion CARRIED.

3.5 Motion to approve, in principle, the amendments to By-law 2 to levy penalty against registrants who fail to complete their CE logs in a timely fashion, and direct the amendments for circulation to registrants and other stakeholders for 60 days.

It was moved by J. Daley and seconded by A. Klayman that Council approve, in principle, the amendments to By-law 2 to levy penalty against registrants who fail to complete their CE logs in a timely fashion, and direct the amendments for circulation to registrants and other stakeholders for 60 days. Motion CARRIED.

3.6 Motion to approve the amended Patient Relations Plan – Sexual Abuse Prevention

It was moved by A. Katz and seconded by D. Shewfelt that Council approve the amended Patient Relations Plan – Sexual Abuse Prevention. Motion CARRIED.

M. Clarke explained that the Patient Relations Plan is a requirement of the College. M. Clarke has updated this document to reflect changes to the legislation, and it has been previously reviewed and approved in principle by the Patient Relations Committee and Executive Committee.

3.7 Motion to approve the Surgical Competencies Standard

It was moved by E. Chung and seconded by A. Klayman that Council approve the Surgical Competencies Standard. Motion CARRIED.

D. Loundes asked if this Standard was circulated to the membership. N. Zwiers and S. Yun explained it was not.

3.8 Motion to approve the Acupuncture Standard

It was moved by J. Somerville and seconded by M. Atkinson that Council approve the Acupuncture Standard. Motion CARRIED.

P. Stavropoulos thanked the Chair of the Standards & Guidelines Committee, B. Mitchell, and staff member M. Clarke for their hard work on creating this Standard.

3.9 Motion to approve the amended Fees, Billing and Accounts Guideline

It was moved by J. Daley and seconded by R. Nazeer that Council approve the amended Fees, Billing and Accounts Guideline. Motion CARRIED.

3.10 Motion to refer the Guidelines for the Safe Use of Lasers to the Standards and Guidelines Committee for review and update

It was moved by J. Somerville and seconded by M. Atkinson that Council refer the Guidelines for the Safe Use of Lasers to the Standards and Guidelines Committee for review and update. Motion CARRIED.

P. Stavropoulos explained the background for this review and update, which stemmed from a query to the Acting Practice Advisor.

3.11 Motion to approve the implementation of EDI-based survey questions within the annual renewal.

N. Zwiers provided a background regarding the EDI work being done by HPRO and the importance of RHPA Colleges incorporating EDI initiatives. N. Zwiers explained that the proposed survey contents are anonymous and used only to gain a better understanding of the registrants of the College. The survey will be voluntary.

It was moved by A. Katz and seconded by J. Daley that Council approve the implementation of EDI-based survey questions within the annual renewal. Motion CARRIED.

4. Education Item #1 – Presentation by Dr. Allyson Harrison, Ph.D., C.Psych., Research Psychologist, Regional Assessment & Resource Centre

Dr. A. Harrison presented to Council on determining reasonable accommodations for the registration examinations.

5. Education Item #2 – Presentation by Dr. Anthony Marini, Ph.D, Martek Assessments Ltd.

Dr. A. Marini provided an update to Council on the registration examinations.

6. Discussion Items

6.1 Registrar's Report

J. Daley commended the format of the written Registrar's Report to assist Council members, as well as the inclusion of briefing notes. A. Katz asked a question regarding the format of Council materials previously and whether briefing notes were included. P. Stavropoulos agreed that the format is much improved.

6.2 President's Report (verbal)

P. Stavropoulos noted that there was little to add to the Registrar's Report, and thanked Council for its work in improving matters at the College.

6.3 Amendments to and merging of Registration Examination General Requirements Policy and Registration Examination Appeals Policy into a new Registration Examination Process, Procedures & Appeals Policy

N. Zwiers provided a background regarding the merging of the two policies to improve clarity to exam processes and procedures. N. Zwiers also noted that a related registration examination Accommodation Policy will be coming before Council in the near future.

6.4 Registration Examination Failures Policy

N. Zwiers provided a background on limiting the number of times an applicant can sit the registration exams, and how this is in line with other health regulators. This will be put before the Registration Committee for approval prior to coming back to Council. S. Yun provided some context to this policy, and explained the legislation supports the Registration Committee's ability to create a policy of this kind.

6.5 Key Performance Indicators (KPIs) Update & Dashboard

N. Zwiers explained that the Strategic Planning Committee is currently working to develop a dashboard from the KPIs.

6.6 Financial package

N. Zwiers explained the financial package provided to Council, and that the College currently sits in a good financial position.

A. Katz asked a question about the fines and penalties to be paid by registrants, and what the College is doing to recoup its costs. N. Zwiers explained that often there are payment schedules for penalties. M. Clarke explained that one of the matters is under appeal, so that particular value is not able to be recouped at this time.

J. Daley suggested that going forward the College break down current receivables and long-term receivables to reflect longer-term payment plans such as the above.

Prior to moving in camera, D. Shewfelt asked a question about practice assessments. N. Zwiers explained the College's mechanism for practice assessments and Quality Assurance.

7. In Camera

It was moved by E. Chung and seconded by M. Andrade 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.

Council moved in camera at 2:44 p.m.

8. Next Meeting

8.1 Council Meeting Dates for 2024

- January 26, 2024
- May 31, 2024
- September 27, 2024

8.2 Council Survey Reminder

8.3 Proposed Agenda Items for Next Meeting

9. Adjournment

It was moved by P. Stavropoulos. and seconded by D. Shewfelt that the meeting be adjourned. Motion CARRIED.

The meeting was adjourned at 3:40 p.m.