



College of Chiropractors of Ontario

Minutes of the Executive Committee Meeting Wednesday, December 13, 2023, 2:30 p.m. Online via Zoom

Peter Stavropoulos, Chair

Committee Members in Attendance:

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

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
5. Nanci Harris, Acting Executive Assistant (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 2:30 p.m.

N. Harris was appointed as Secretary.

It was moved by A. Katz and seconded by M. Atkinson to approve the agenda, as amended – Motion CARRIED.

P. Stavropoulos put forward 120 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 November 15, 2023

J. Daley suggested a number of typographical revisions to the November 15, 2023 minutes.

It was moved by A. Katz and seconded by C. Bezaire to approve the minutes of the November 15, 2023 Executive Committee meeting, with the amendments noted by J. Daley – Motion CARRIED.

2.0 Discussion Items:

2.1 Registrar's Report

N. Zwiers noted it is a busy time of the year, which includes getting materials ready for the January Council meeting. She noted that the Town Hall was held Saturday (December 9, 2023) and she extended thanks to the President for attending in person and to the staff who attended virtually. Approximately 50 registrants participated, which was a good turnout. N. Zwiers spoke about governability and QA, and she responded to a number of questions. One registrant noted that hosting the event on a Saturday may be a religious barrier for some registrants – N. Zwiers provided a rationale and the individual making the comment was invited to provide input on other ways to host this event and maximize participation. This individual followed up with N. Zwiers and suggested that the College survey registrants to determine what time works best for the majority.

Some registrants asked questions about the Podiatry Model. M. Atkinson, who was in attendance, found it very engaging though N. Zwiers handled some tough questions well and dispelled some misconceptions. N. Zwiers noted that the intention was to be transparent by not vetting questions in advance of the meeting.

N. Zwiers explained that there is nothing in the law to prevent the College from referring to members as “registrants” which is a move the College of Physicians and Surgeons of Ontario (CPSO) (and other regulators) has just implemented. Moving to this language helps to dispel the notion that the College is a club, looking after the interest of its members. Other potential language changes include substituting Chair and Board of Directors for President and Council. Our College has not moved to regularly using these terms.

N. Zwiers has been engaged with the Working Group for the College Performance Measurement Framework (CPMF) which involved reviewing three other College CPMF submissions for any commendable practices. N. Zwiers noted that it's informative to read other submissions and staff are being asked to review the three CPMF submissions as well. Staff will meet in the new year and discuss what they found useful.

N. Zwiers spoke about her role on the Prescribing Authority Committee and provided context on the group's formation and members.

N. Zwiers advised that the Office of the Fairness Commissioner's (OFC) Annual Questionnaire is due December 14, 2023. In a cover letter, she took the opportunity to advocate for the podiatry model as it represents a fairness concern. N. Zwiers pointed to the endorsement of the podiatry model from the Chiefs of Ontario. C. Bezaire asked if only having one school that teaches Chiropody in Ontario is an issue of fairness that is being addressed in our communication to the OFC. N. Zwiers explained that the focus of the OFC is registration timelines, but she has tied in the fact that the Michener Institute only being located in Toronto could represent a barrier to people wanting to pursue this profession outside the GTA. She also noted that the College has the lowest risk rating from the OFC meaning that its past registration practices have been found to be fair.

N. Zwiers introduced Shruti Tantry who is working with COCOO on a six-month contract. S. Tantry has the title “Manager, Communications and Engagement”. S. Tantry's expertise is in communications. She has created a Communication Strategy and will be working on the College's social media and other messaging platforms and most recently created the electronic holiday greeting which was sent out today.

N. Zwiers spoke briefly about the second Chairs training session held that morning.

N. Zwiers noted that performance evaluations are underway for staff.

P. Stavropoulos applauded the decision to include the issue of the Podiatry Model in the OFC submission. He also spoke to the Town Hall (and noted a registrant travelled from Brampton to attend in person). He reflected on how,

historically when there were concerns, the issues were forwarded to the President to respond as if to buffer the person asking the question. It is refreshing to see people now speak up directly to ask questions without fear and that it embodies the transparency we are committed to demonstrating.

2.2 Standards Revision

M. Clarke spoke about the current review process that is underway. The goal is to review all standards, guidelines and policies for redundancies, inconsistencies and to modernize their content and appearance. Also, to ensure we are using appropriate language and incorporating EDI into the language. M. Clarke listed the standards reviewed by the Standards and Guidelines (S&G) Committee in October:

- Laser
- Code of Ethics
- Nail and Cutaneous Soft Tissue Surgery
- Osseous and Subcutaneous Surgery
- Assessment and Management
- Competence

The initial drafts will go to the S&G Committee in January and then to legal counsel for review, before returning to the S&G Committee for final approval. S. Tantry will be assisting with standardizing the branding.

2.3 Discipline Hearings: Information for Registrants

M. Clarke reported that the purpose of the guide is to provide information to registrants who are unrepresented in the discipline process. The Committee noted that the document is well written and clear to read.

N. Zwiers commented that S. Tantry will be developing a video product on this topic as well (in addition to several other key topics) to assist the public to understand the process in a user-friendly way. The expectation is that the College will showcase a sample of this work at the January Council meeting.

2.4 Any feedback from circulation of proposed by-law amendments

N. Zwiers reported that the College received some feedback on the proposed by-law amendments, which will be included in the Council package.

3.0 Decision Items:

3.1 Appointment of Andrea Di Croce to the Quality Assurance Committee

P. Stavropoulos provided some background on this nomination and feels this registrant will make a great contribution. M. Aubé and N. Zwiers met with A. Di Croce about the nomination and also feel she will be a helpful contributor to the work of the Committee.

It was moved by C. Bezaire and seconded by M. Atkinson to nominate Andrea Di Croce to QAC - Motion Carried.

Consent Agenda Items

P. Stavropoulos requested that items 3.2 to 3.11 be considered consent agenda items (with the exception of item 3.9) - Registration Examination Failures Policy, Accommodation Policy, Returning to Practice Policy, Emergency Class (Standard, Policy), CE Policy on Inclusion of EDI Requirements, Amendments to and merging

of Registration Examination General Requirements Policy and Registration Examinations Appeals Policy, Self-Assessment Tool, Practice Assessment Tool, Surgical Suite Assessment Tool.

J. Daley commented on 3.6 -Supervision of Practice -page 4 – second line of paragraph under accountability & responsibility to add the word “where”. This was agreed.

N. Zwiers provided background on the development of the Practice Assessment, Self-Assessment and Surgical Suite tools. She noted that HPRAC suggested the development of a surgical suite assessment given all members can perform surgical procedures even if some of them opt not to. This signifies to the MOH we understand the risks. M. Aubé added this is the start of the process and will continue to evolve as the tool is applied. M. Atkinson noted there was discussion and some confusion as to how this tool would be used so clarity during assessor training will be required when it is applied. It was asked whether the tool is required if a registrant is doing P&A in their office. P. Stavropoulos advises linking to the Surgical Competencies Standard as it is the driving mechanism depending on what procedures registrants are performing. Anyone who is performing something considered higher risk needs to ensure IPAC requirements are in place. N. Zwiers noted that documents are dynamic and will evolve.

It was moved by J. Daley and seconded by C. Bezaire to approve consent agenda items 3.2, 3.3, 3.4, 3.5, 3.6, 3.7, 3.8, 3.10 and 3.11. Motion CARRIED

3.8 2025 Council Meeting Dates

N. Zwiers advised there is a Council member who is Muslim and meetings on Friday pose a challenge. He is committed to ensuring the 2024 dates can work but wondered whether 2025 meetings need to be on Fridays. N. Zwiers noted that this is for future discussion at the January Council meeting.

4.0 Next Meeting

4.1 Proposed agenda items for next meeting – January 17, 2024

J. Daley advised that the Budget will be reviewed at the next meeting as well as financial statements (although they won't reflect all invoicing for 2023).

5.0 In Camera

The Committee moved in-camera at 3:15 p.m.

It was moved by J. Daley and seconded by M. Atkinson 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 to move out of camera was made by P. Stavropoulos, seconded by M. Atkinson at 3:59 p.m. Motion CARRIED.

A motion to adjourn the meeting was made at 4:00 p.m. by J. Daley, seconded by P. Stavropoulos. Motion CARRIED.