



College of Chiropodists of Ontario

Minutes of the Executive Committee Meeting Wednesday, June 14, 2023, 2:30 p.m. Online via Zoom

Peter Stavropoulos, Chair

Committee Members in Attendance:

1. Matthew Doyle, Professional Member
2. Melanie Atkinson, Professional Member
3. Jim Daley, 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

1. Call to Order, Appointment of Secretary, Approval of the Agenda

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.

M. Hoult was appointed as Secretary.

It was moved by J. Daley and seconded by M. Doyle to approve the agenda – Motion CARRIED.

M. Atkinson put forward 90 minutes of preparation time for this meeting and the Committee agreed.

2. Declaration of Conflict of Interest

No conflict of interest was declared.

3. Approval of Minutes from May 24, 2023

It was moved by M. Doyle and seconded by J. Daley to approve the minutes of the May 24, 2023 Executive Committee meeting – Motion CARRIED.

4. Discussion Items:

4.1 Executive Committee Quorum

N. Zwiers explained that the Executive Committee is down one member with Public Appointee W. Linker's term being complete; however, quorum consists of three committee members. As a result the committee may continue with a quorum of three and await the September Council meeting where a new committee will be elected.

J. Daley explained he will be absent for both July and August Executive Meetings. The committee could continue with 3 members in his absence.

4.2 Registration Exam Update

N. Zwiers provided a review of the registration exam which was held on June 3, 2023. This year was the first time the College ran a single loop instead of two loops, to make the process more efficient and consistent. Three cycles consisting of 29 candidates in total completed the exam.

M. Doyle asked a question about the nature of the incident reports and M. Hoult and N. Zwiers provided examples and explanations of incidents.

M. Atkinson added that the consistency of a single loop is beneficial compared to the potential inconsistencies involved with simultaneous loops.

4.3 Financial Statements

N. Zwiers was pleased with where the College stands with its financial statements.

J. Daley commented that we have done well with legal recovery and legal fees appear to be under control, however he added that this can fluctuate.

N. Zwiers added that a trend over the past couple years has shown that the legal fees tend to be heavier towards the end of the year (e.g. from an increase in discipline matters during this time), which makes it difficult to know where the College stands in its budget. N. Zwiers discussed the importance of cost recoveries in discipline matters.

4.4 Elections Update

N. Zwiers explained that a second call for nominations has gone out to District 3 and Combined District 2. No nominations have been received yet for either district. After 30 days (July 12, 2023), the consideration for appointment can be opened up to the membership.

4.5 Registrar's Report

N. Zwiers returned this morning from a trip to Thunder Bay to attend and present at the Chiefs Council of Ontario's (CCO) annual conference, where she met with and presented to the CCO to seek their endorsement of the podiatry model in Ontario. P. Stavropoulos attended virtually. There was great uptake and support for this model, and they are interested in sending a letter of support to the Minister of Health and in getting the entire CCO to endorse the podiatry model.

P. Stavropoulos commended N. Zwiers on getting this matter moving and representing the College in such a positive way, and explained the importance of how this will benefit the citizens of this province.

P. Stavropoulos and N. Zwiers met with M. Twist from Algoma University in regards to the podiatry model, which is still in the works.

M. Aube begins his employment at the College on Monday, June 19, 2023. The team will meet on Wednesday, June 21, 2023 to provide an orientation.

N. Zwiers explained that the Registration Examination Committee will be reviewing a revised accommodations policy as well as a policy regarding the number of times a candidate may attempt the registration exam next week.

The annual report was compiled by M. Clarke, and financials have been approved by the auditor. The report will be posted to the website soon.

N. Zwiers announced that the banking fees for the College have been waived.

5. Next Meeting

5.1 Proposed agenda items for next meeting – July 19, 2023

No items proposed at this time.

6. In Camera

The Committee moved in-camera at 3:01 p.m.

It was moved by P. Stavropoulos and seconded by M. Atkinson to move in-camera – Motion CARRIED.

7. Adjournment

The Committee adjourned the meeting at 4:18 p.m.

It was moved by M. Doyle and seconded by P. Stavropoulos to adjourn the Executive Committee meeting – Motion CARRIED.