



College of Chiropodists of Ontario

**Minutes of the Executive Committee Meeting
Wednesday, May 24, 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. Winnie Linker, Public Appointee

Regrets:

1. 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 2:38 p.m.

M. Hoult was appointed as Secretary.

It was moved by M. Doyle and seconded by W. Linker to approve the agenda as amended with the addition of item 5.1 – Motion CARRIED.

M. Atkinson put forward one hour 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 April 26, 2023

It was moved by M. Doyle and seconded by M. Atkinson to approve the minutes of the April 26, 2023 Executive Committee meeting – Motion CARRIED.

4. Discussion Items:

4.1 Registration Exam Update

N. Zwiers provided an update on the status of the registration exam. S. Huang and M. Hoult will attend the OSCE on June 3rd.

M. Clarke confirmed the OSCE schedule has been sent to all 29 applicants. A meeting is scheduled with Martek and S. Shlemkevich this week regarding the written exam.

4.2 2022 Annual Report

M. Clarke indicated that the final draft of the Annual Report has been provided to J. Carson, who will format it for the website, pending the auditor's approval of financial information.

N. Zwiers suggested to Executive that the College's Annual Report have a theme, and "Public Confidence Through Excellence in Professional Regulation" was suggested by P. Stavropoulos.

4.3 Registrar's Report

N. Zwiers summarized the Business (ICRC/DC) and Council meetings which were held earlier this month. There was very positive feedback from attendees.

N. Zwiers discussed accommodations for the registration exam. An accommodations expert was retained to review all requested accommodations. Discussion followed around accommodations and the importance of having a recognized accommodations expert on this topic to review. The College's policy on accommodations was from 2014, and an updated policy is being drafted with explicit consent of anyone requesting an accommodation to share medical information within the language of the policy.

There was a QAC meeting on May 15th, where incoming Manager, Registration, Examinations and Quality Programs, Michael Aube attended briefly to be introduced to the committee and committee chair.

Drug regulation amendment messaging was sent out to members last week. Individual e-mails will be sent to members regarding their prescribing privilege status. iMIS database changes are being made to be able to capture these changes in the database.

P. Stavropoulos suggested educational materials for members around writing more complex prescriptions. This information can be posted to the website. The Standing Drug Committee will continue to push for Drug Categories.

N. Zwiers discussed the two upcoming elections, as M. Doyle and A. Klayman's terms are up.

5. Decision Items

5.1 Suggestion that College meet with CHLIA

P. Stavropoulos suggested that the College meet with CHLIA in the fall regarding our efforts (zero tolerance, QA, etc.). He noted the College has seen an increase in ICRC cases related to insurance matters/ethical practices.

It was moved by P. Stavropoulos and seconded by M. Doyle that College staff arrange a meeting with CHLIA in the fall – Motion CARRIED. M. Atkinson was not in attendance for this motion.

Last Meeting Attendance by Public Member, Winnie Linker

P. Stavropoulos noted that this executive committee meeting marks the end of W. Linker's service to the College of 2 terms as a public member. P. Stavropoulos recognized W. Linker's valuable contributions to the College, particularly in bringing her expertise and experience in Human Resources. Those in attendance thanked W. Linker for her service and wished her well. W. Linker expressed her appreciation for her positive experience contributing as a public member and explained that she felt it was now time to move on and begin the next chapter.

6. Next Meeting

6.1 Proposed agenda items for next meeting – June 14, 2023

No items proposed at this time.

7. In Camera

The Committee moved in-camera at 3:18 p.m. following a brief break.

It was moved by W. Linker and seconded by M. Doyle to move in-camera – Motion CARRIED.

8. 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.