



College of Chiropodists of Ontario

**Minutes of the Council Meeting
Friday, May 12, 2023 at 9:00 a.m.
66 Wellington St. W., 41st Floor Conference Room**

Council Members in Attendance:

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

Regrets:

1. Andrew Simmons, Public Appointee
2. Winnie Linker, Public Appointee
3. Andrew Klayman

Staff in Attendance:

1. Nicole Zwiers, Registrar and CEO
2. Meghan Clarke, Deputy Registrar and Manager, Professional Conduct and Hearings
3. Meghan Hout, Manager, Operations – via Zoom

General Legal Counsel:

1. Sarah Yun

Guests:

1. Bruce Ramsden, President, OPMA – via Zoom
2. Ethan Chung
3. Ian Colin McQuistan, OSC
4. Vivian Pang, Ministry of Health – via Zoom

1. Call to Order

1.1 Call to Order, Appointment of Secretary

P. Stavropoulos called the meeting to order at 9:03 a.m., noting that notice of the meeting was given, and the meeting was properly constituted with a quorum present. Meghan Clarke was appointed as Secretary.

M. Doyle delivered a land acknowledgement.

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

1.2 Approval of Agenda

It was moved by P. Stavropoulos and seconded by C. Bezaire to remove item 3.5 from the agenda. Motion CARRIED.

It was moved by D. Loundes and seconded by M. Atkinson to approve the agenda as amended. Motion CARRIED.

1.3 Declaration of Conflict of Interest

No conflict of interest was declared.

P. Stavropoulos raised a concern that Council member D. Loundes has a conflict of interest with item 3.3. – the bylaw change to the number of selected members on Council. S. Yun provided advice to Council on perceived conflicts of interest. D. Loundes removed herself from the room during Council’s discussion of item 3.3.

1.4 Approval of Minutes of January 27, 2023 Council Meeting and the April 17, 2023 Special Council Meetings

It was moved by J. Daley and seconded by R. Nazeer to approve the minutes of the January 27, 2023 Council meeting and the April 17, 2023 Special Council Meeting. Motion CARRIED.

1.5 Introduction of Michael Aubé, Manager, Registration, Examinations and Quality Programs

N. Zwiers introduced M. Aubé who will be starting as the Manager, Registration, Examinations and Quality Programs in June 2023. Michael joined the council meeting remotely for the introduction and spoke briefly about his experience in professional health regulation.

2. Consent Agenda Items

It was moved by A. Katz and seconded by M. Doyle to approve consent agenda items 2.1, 2.2. and 2.3. Motion CARRIED

3. Decision Items

3.1 Motion to Approve 2024 Council Meeting Dates – January 26, 2024, May 31, 2024 and September 27, 2024

It was moved by D. Shewfelt and seconded by M. Andrade that Council approve the proposed 2024 Council meeting dates. Motion CARRIED.

3.2 Motion to Approve Amendments to Bylaw 2 to align with other College Bylaw to create consistency in fee charged for declined credit card charge

N. Zwiers explained that this change is to ensure the College’s bylaws are consistent.

It was moved by J. Daley and seconded by M. Doyle that Council approve the amendment to Bylaw 2 (9.01) to align it with Bylaw 3 (item 6.1). Motion CARRIED.

9.01 A fee of ~~\$35.00~~50.00 shall be payable by a member where

- (a) the member purports to make payment by VISA, MasterCard or other credit card accepted by the College and payment is refused by the credit card provider on first submission by the College; or
- (b) payment is made by cheque and the cheque

3.3 Motion to Approve Amendments to Bylaw 1 to Allow for One Selected Member on Council

D. Loundes declared a conflict of interest and left the room during the discussion and the vote on the motion.

N. Zwiers explained that Bylaw 1 allows for 1-2 selected members from the Michener on Council. The modernization of regulation is moving towards smaller Council sizes – this is a move in that direction.

It was moved by M. Doyle and seconded by C. Bezaire that Council approve the amendment to Bylaw 1 to reduce the number of selected members on Council from two to one. Motion CARRIED.

D. Loundes returned to the room following the vote.

3.4 Motion to Amend relevant Bylaws to create consistency in the eligibility requirements for selected members to be appointed to Council and/or College Committees

N. Zwiers explained that this change is to align with previous changes to Council bylaws for non-selected Council members.

It was moved by A. Katz and seconded by D. Shewfelt that Council approve the amendments as set out in Appendices A and B to the Briefing Note Re: Eligibility. Motion CARRIED.

3.6 Motion to Approve the Financial Statements

J. Daley commented that having the audit ready for the May Council meeting went smoothly, and there is nothing unusual to note in the audit.

It was moved by J. Daley and seconded by A. Katz that the motion be amended to approve the financial statements, not the auditor's report. Motion CARRIED.

3.7 Motion to Reappoint Hilborn LLP as the College's Auditor for the 2023 Fiscal Year

It was moved by J. Daley and seconded by D. Shewfelt that Council reappoint Hilborn LLP as the College's auditor for the 2023 fiscal year. Motion CARRIED.

4. Education Session – Presentation by Denitha Breau, Deputy Registrar, College of Social Workers and Social Services Workers of Ontario

D. Breau presented to Council on the governance review the OCSWSSW undertook and the changes that resulted from the review.

5. Discussion Items

5.1 Registrar's Report

N. Zwiers advised that the College recently hosted an information session for the Michener's most recent graduates. She also attended and presented at the OSC conference on April 28, 2023. N. Zwiers has been invited to speak at the Chiefs of Ontario about the podiatry model. The College submitted the College Performance Measurement Framework for 2022 by the March 31, 2023 deadline, and it is posted on the College's website.

Meghan Hoult recently returned from medical leave as the Manager, Operations.

The audit was a tighter timeframe than normal because the Council meeting was moved from June to May, but it was seamless because the auditor and the Audit Committee made it a priority.

The College has a new bank manager. N. Zwiers has met with him twice to optimize the College's finances.

The College's lease is up for renewal in March 2024. In September, the College will touch base with the landlord to discuss options. In the meantime, the College's summer student is working on digitizing the corporate records.

5.2 College Performance Measurement Framework

N. Zwiers noted that the 2022 CPMF is available on the College's website.

5.3 Good Governance Council Workshop

N. Zwiers conducted a workshop for Council on good governance.

6. In Camera

It was moved by D. Shewfelt and seconded by C. Bezaire 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 2:48 p.m.

7. Next Meeting

7.1 Council Meeting Dates for 2023

- September 22, 2023

7.2 Council Survey Reminder

7.3 Proposed Agenda Items for Next Meeting

8. Adjournment

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

The meeting was adjourned at 2:54 p.m.