



College of Chiropodists of Ontario

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

Peter Stavropoulos, Chair

Committee Members in Attendance:

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

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 (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.

S. Tantry was appointed as Secretary.

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

M. Atkinson put forward 60 minutes of preparation time for this meeting and the Committee agreed.

C. Bezaire, A. Katz – Motion CARRIED.

1.2 Declaration of Conflict of Interest

No conflict of interest was declared.

1.3 Approval of Minutes from January 17, 2024.

It was moved by J. Daley and seconded by C. Bezaire to approve the minutes of the January 17, 2024, Executive Committee meeting – Motion CARRIED.

No corrections or changes noted.

2.0 Discussion Items:

2.1 Registrar's Report

In her report, the Registrar provided updates about the College's activities from the past few weeks.

N. Zwiers and P. Stavropoulos recently attended an event hosted by the consulting firm Deloitte on the future of professional regulation in Ontario. There were interesting discussions on where regulatory bodies are heading in the future and the modernization of healthcare delivery and various regulatory practices and processes. N. Zwiers suggested including Deloitte's presentation on the future of healthcare delivery and regulation in the next Council meeting and potentially inviting other regulatory boards to attend the session virtually.

N. Zwiers provided an update on her discussions with the Ontario Medical Association regarding the Full Scope Podiatry Model.

N. Zwiers noted that the College is in the process of preparing for the annual Audit, which will be available for review at the next meeting of Council in May.

N. Zwiers provided an update on the College's plans to continue fostering engagement with learners and future registrants and the Michener Institute. She will be meeting with Fiona Cherryman (Head of Academic Affairs and Operations) and Megan Brittan (Director of the Chiropractic program) on February 28, 2024, and the College is preparing to host a Meet and Greet session with the Chiropractic program graduates sometime in the spring.

C. Bezaire wanted to know more about the level of participation of Michener Institute professors and staff at the College Meet and Greet. N. Zwiers explained that the event is open to all those who wish to attend and learn about the regulator's role and involvement in registrants' career trajectory, and that the communications and logistics of the event will be coordinated by Michener Institute staff.

February 14 was the deadline for the Annual Registration Renewal cycle, and staff are hopeful that all registrants will have completed their renewal on time.

Finally, N. Zwiers noted that the next issue of Footprint will be coming out later in February, and the College is also working on its 2023 College Performance Measurement Framework submissions, due on March 31, 2024.

2.2. Financial Statements

The monthly financial statements were provided to the Committee to review.

2.3 Location of September Council Meeting

N. Zwiers explained that due to limited hotel availability in September and IT challenges with the conference room, the College is considering moving the September 27, 2024 Council meeting to an off-site location, and is currently reviewing location options, considering technology, cost-savings and convenience.

3.0 Decision Items:

3.1 Continuing Education Credits – in-house video development

N. Zwiers explained that the College and Practice Advisor have received several inquiries regarding Continuing Education credits for registrants supervising or mentoring students, indicating that sometimes students are not necessarily aware of all the procedures and regulatory standards. To create a dialogue with learners and establish a connection point with registrants who provide training to students, the College should offer Continuing Education credits as an incentive and learning opportunity.

The suggested approach is to create a CE module, where registrants would have to watch an informational video and answer some questions. This module would help registrants familiarize themselves with the College policies, standards, guidance and other expectations of the College regarding supervision and training students. The Quality Assurance Committee will assess the number of hours to be awarded to those who complete it.

The Executive Committee was asked to approve the development of a video with the help of select professional members of the Council and Committees.

M. Atkinson asked about registrants' eligibility to earn credits, and if this applies to registrants who are already matched with a student or registrants who are not matched with a student but are interested in supervising students. N. Zwiers clarified that while the details regarding the awarding of credits need to be further sketched out and determined by the QAC, this module will be beneficial to registrants who are already engaged in the process of training students or who intend to train students.

It was moved by J. Daley and seconded by C. Bezaire that a Continuing Education module video be developed for registrants who will be supervising students – Motion CARRIED.

A. Katz left the meeting at 2:59 p.m. due to a prior commitment.

3.2 Executive Committee Meeting Date in March 2024

It was moved by P. Stavropoulos and seconded by M. Atkinson that the Executive Committee meeting be cancelled in March due to scheduling conflicts. – Motion CARRIED.

4.0 Next Meeting

4.1 Proposed agenda items for next meeting – April 17, 2024.

No items proposed at this time.

5.0 In Camera

The Committee moved in-camera at 3:01 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 was made to move out of in-camera by J. Daley, seconded by M. Atkinson at 3:50pm. Motion CARRIED.

6.0 Adjournment

A motion was made to adjourn the meeting by J. Daley, seconded by C. Bezaire. Motion CARRIED.