



## College of Chiropodists of Ontario

### Minutes of the Executive Committee Meeting Wednesday, April 17, 2024, 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. Nawaz Pirani, Manager, Registration, Examinations and Quality Programs
4. Shruti Tantry, Manager, Communications and 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 2:34 p.m.

S. Tantry was appointed as Secretary.

*It was moved by C. Bezaire and seconded by A. Katz to approve the agenda. Motion CARRIED.*

*C. Bezaire 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 the February 14, 2024 Executive Committee Meeting**

*It was moved by J. Daley and seconded by M. Atkinson to approve the minutes of the February 14, 2024, Executive Committee meeting – Motion CARRIED.*

No corrections or changes noted.

## **2.0 Discussion Items:**

### **2.1 Introduction of Nawaz Pirani**

N. Zwiers introduced the new Manager of Registration, Examinations and Quality Programs, Nawaz Pirani, who joined the College in March. The Executive Committee welcomed Nawaz to the College.

### **2.2. Registrar's Report**

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

N. Zwiers shared that the College submitted and published its College Performance Measurement Framework (CPMF) Report for 2023. In addition, the College sent its feedback to the Ministry of Health about the annual submissions process and the tool's usability and accessibility.

N. Zwiers and P. Stavropoulos met with the Canadian Life and Health Insurance Association (CLHIA)'s anti-fraud team to open lines of communication regarding insurance company complaints to the College. The College emphasized that complainants (insurance companies) must provide more information and cooperate with the investigative process after making a complaint, so that the investigations can be conducted smoothly and efficiently. The College also discussed its Zero-Tolerance policy.

N. Zwiers discussed the issue of fraud prevention at the Registrars' meeting of the Health Professions Regulators of Ontario (HPRO) to determine the interest in forming a working group to discuss CLHIA's actions pertaining to de-listing Registrants of various Colleges.

N. Zwiers noted that the Ministry has updated three documents that must be completed by any applicant seeking scope of practice changes to support such applications. The Strategic Planning Committee is discussing the education requirements regarding scope of practice change in its meetings.

N. Zwiers shared an update about discussions with The Michener Institute's Megan Brittain (Academic Chair, Footcare Programs) and Fiona Cherryman (Head of Academic Affairs and Operations) regarding upcoming exams and future initiatives.

N. Zwiers shared updates about the Prescribing Committee, which is coordinated by the College, and includes regulators and associations (pharmacists, optometrists, naturopaths, midwives, chiropractors). The Committee is developing a white paper to submit to the Ministry of Health, discussing appropriate prescribing options for various health professions. The next meeting will take place on April 23, 2024 to discuss jurisdictional scans for each of the professions.

The 2023 Audit is underway and will be ready to be submitted to Council for approval in May.

Upcoming events:

- Meet and Greet session with Michener chiropody graduates on April 29, 2024, at the College.
- Registrar's speaking engagements on May 3<sup>rd</sup>, 2024:
  - o Fireside chat organized by the Council on Licensure, Enforcement and Regulation at the Law Society of Ontario's office, co-hosted with Lise Betteridge, former Registrar/CEO of the Ontario College of Social Workers and Social Service Workers
  - o Presentation at the Ontario Society of Chiropodists' annual conference.
- 2024 General Council Elections: Council term coming to an end in September for Melanie Atkinson in District 4, Donna Shewfelt in District 5, Jannel Somerville in District 3, Ed Chung in Podiatrists District 3 (Combined Districts 4 and 5), and Andrew Klayman in Podiatrists District 1 (Combined Districts 1 and 2). Call for nominations to be sent out in May to invite registrants in respective districts to run for election.

Finally, N. Zwiers discussed the College's goals for 2024:

- Continued focus on elevating the College's profile.
- Focus on education and orientation for Council and committees.
- Focus on in-house production of videos for continuing education of Registrants.
- Focus on operational improvements.
- Continued focus on staff professional development (HPRO, conferences, etc.).
- Focus on the adoption of the Podiatry Model in the province.

Comments and Discussion:

The group discussed the de-listing of entire clinics by member insurers of CLHIA due to alleged fraudulent activities of some Registrants. P. Stavropoulos mentioned that past meetings with the organization addressed the barriers to care for patients. He hopes these new discussions will be the beginning of a dialogue to make sure serious issues are investigated thoroughly, and ensure Registrants are not improperly punished due to the actions of others.

### **2.3 Financial Statements\*\***

N. Zwiers clarified Travel and lodging for ICRC pertains to expenses for ICRC business meetings.

### **3.0 Decision Items:**

#### **3.1 Continuing Education Credits – in-house video development**

*It was moved by C. Bezaire and seconded by A. Katz that the draft Continuing Education module video for Registrants who will be supervising students be sent to Quality Assurance Committee for their feedback and approval – Motion CARRIED.*

N. Zwiers welcomes feedback from members on the draft video for Clinical Supervisors, which aims to address high-level topics pertaining to the professional obligations of Registrants and future

Registrants. Committee members suggested some minor updates and changes to the visuals of the video to ensure an accurate depiction of Registrants and students in clinical settings.

### **3.2 Feedback for change to By-law 1 (General): Adding registration numbers to the Public Register**

*It was moved by P. Stavropoulos and seconded by A. Katz that the proposed change to By-law 1 (General) and the feedback received during the consultation period be recommended for approval to Council at its May 31, 2024 meeting – Motion CARRIED.*

N. Zwiers provided an update on the feedback received during the consultation period. Some of the feedback pertained to concerns around displaying numbers on the Public Register giving rise to incidents of fraud. The College thinks this is a required step to improve transparency and reduce the administrative burden on staff as well as insurance companies, pharmacists and other stakeholders, who need to verify Registrants' registration information in routine processes and paperwork. P. Stavropoulos added that pharmacists and other stakeholders would benefit from having access to the registration numbers readily on the website without having to spend the time to contact College staff.

Additionally, College staff conducted a scan of other professional regulators' practices and found that most of them display Registrants' registration numbers on their Public Registers, with only the exception of a few regulators; i.e. College of Traditional Chinese Medicine Practitioners and Acupuncturists of Ontario (CTCMPAO), College of Psychologists (CPO), College of Massage Therapists (CMTO), College of Chiropractors of Ontario (CCO), and the College of Veterinarians of Ontario (CVO).

### **3.3 By-law 1 & 2: Fees amendment: Payment of any outstanding fees during annual renewal and changing "member" to "registrant"**

*It was moved by M. Atkinson and seconded by J. Daley that the proposed amendments to By-law 1 (General) and 2 (Fees) be recommended for approval by Council at its May 31, 2024 meeting – Motion CARRIED.*

N. Zwiers and M. Clarke explained the rationale for the proposed amendments: The first is to not allow Registrants to renew their registration until outstanding fees are paid, such as fees related to decisions or penalties for conduct, SCERP and other matters. This is a common practice among other regulators, which requires all Registrants' status to be brought to good standing to pay the renewal fee during annual registration renewal. Additionally, another amendment is to replace the term "Member" with "Registrant" in the by-laws, in keeping with the organization's move towards using modern language in its policies, standards, by-laws and other correspondence and communications.

## **4.0 Next Meeting**

### **4.1 Proposed agenda items for next meeting – May 15, 2024.**

No items proposed at this time.

## **5.0 In Camera**

The Committee moved in-camera at 3:26 p.m.

*It was moved by P. Stavropoulos and seconded by J. Daley 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 P. Stavropoulos, seconded by A. Katz at 4:35 pm. Motion CARRIED.*

## **6.0 Adjournment**

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