



College of Chiropodists of Ontario

Minutes of the Executive Committee Meeting

Wednesday, May 19, 2021, 2:30 p.m.

Online via Zoom

Peter Stavropoulos, Chair

Committee Members in Attendance:

1. Andrew Gassmann
2. Matthew Doyle
3. Peter Ferguson
4. Winnie Linker

Regrets: N/A

Staff in Attendance:

1. Nicole Zwiers, Registrar
2. Meghan Clarke, Manager, Professional Conduct and Hearings

Informal Discussion with Presidents of Associations

Peter Stavropoulos introduced the participants - Ian Chesney and Alexandra Elliott, from the Ontario Society of Chiropodists (OSC), and Bruce Ramsden and Don Gracey from the Ontario Podiatric Medical Association (OPMA). The purpose of the discussion was to talk about issues that concern all three stakeholders.

Bruce Ramsden advised that the OPMA sent a letter to P. Stavropoulos asking the College to follow up with the Ministry about podiatrists assisting with vaccinations and it did not receive a response. P. Stavropoulos advised that he did receive the letter and discussed it with the Acting Registrar, Julie Maciura. N. Zwiers advised that J. Maciura wrote to health units and LHINs and was told they would follow up if they required the services of podiatrists.

B. Ramsden asked for an update on the drug regulation?

N. Zwiers met with Allison Henry and her team and she advised that the pandemic has contributed to the delay. N. Zwiers will follow up about receiving materials from the Ministry related to this regulation. She did not provide any timelines for next steps.

B. Ramsden raised an issue re IPAC standards

B. Ramsden said OPMA members have expressed concerns about IPAC standards because they feel that other professions, like foot care nurses, are working from lower standards that do not adequately protect the public. P. Stavropoulos noted that the government has created a framework by which the College measures its performance, and one of those measure is collaboration with other regulators. He noted that it is delicate because the College cannot impose its standards on other colleges. B. Ramsden suggested the College should get involved because it is a matter of public protection. P. Stavropoulos identified a potential conflict because it could be seen as members being concerned about losing business to competitors. A. Elliott noted that the OSC's membership has not expressed concern about this issue.

A. Elliot and I. Chesney asked what the next steps are following the CPMF submission?

N. Zwiers said the College has not heard from the Ministry since it submitted the CPMF. She explained that the Ministry told regulators they would not be judged on their submissions this year because it is the first year, but regulators are expected to improve from the baseline.

The meeting began at 3:00 p.m.

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.

Meghan Clarke was appointed as Secretary.

P. Ferguson put forward three hours of preparation time for this meeting and the Committee agreed.

An update from the Audit Committee was added as ITEM 7.1 of the agenda. ITEM 4.9, a CMO Directive Update, was also added. The agenda was renumbered to be consistent with past agendas – the decision items were renumbered to be sub-sections of ITEM 4 and ITEM 5 became decision items. The revised agenda was approved on consensus.

2. Declaration of Conflict of Interest

No conflict of interest was declared.

3. Approval of Minutes from April 21, 2021 and May 12, 2021

It was moved by Matthew Doyle and seconded by Peter Ferguson to approve the minutes of the Executive Committee meetings of April 21, 2021. Motion CARRIED.

It was moved by Andrew Gassmann and seconded by Peter Stavropoulos to approve the minutes of the Executive Committee meetings of May 12, 2021. Motion CARRIED.

4. Discussion Items

4.1 HR Review – P. Stavropoulos noted that the Committee met with Joanna La Pointe and N. Zwiers to review the job descriptions. The Committee expects the audit will be completed shortly.

4.2 COVID-19 Protocols – S&G Committee – N. Zwiers consulted with M. Clarke about IPAC concerns related to COVID-19 from a professional conduct perspective, and M. Clarke advised that there have not been many complaints related to infection control and/or any confusion about the directives. P. Ferguson also noted that there have not been any questions related to COVID-19 on the practice side. Given that it does not seem to be an issue for members, N. Zwiers recommended that the College post the information we received from the Ministry without any further direction. The Committee supported the decision to let the directives speak for themselves.

4.3 Serving on College committee while being in a leadership position with an Association – The wording in the April 21, 2021 minutes accurately reflect the Committee's decision on this issue. It states: The Executive Committee decided that members with leadership positions with an association will not be eligible to run for College Council going forward, but members currently on Committees (with leadership roles in an association) will not be removed. Council will vote on this motion at the June 2021 meeting.

4.4 Michener Update (Pharmacy Course) – N. Zwiers met with Catherine Gray from the Michener. N. Zwiers will attend the Michener to speak with students with M. Hoult, as has been done by the Registrar in the past. N.

Zwiers also met with Jane Matlow, C. Mendez and E. To from the Michener about the refresher pharmacy course it is developing for September. The Michener will aim to have learning outcomes or competencies for the June 2021 Council meeting. The Committee will consider this further in terms of whether the Michener or the College should set the competencies members must meet with respect to prescribing.

- 4.5 Surgical training letter – The Committee was advised that the registration examination does not test for surgical competencies and it was not aware of what was being taught at the Michener in this regard. The Committee wrote to C. Gray and received a response, which is in the material. The Committee decided to set up a meeting with C. Gray to follow-up on her response. M. Doyle and P. Stavropoulos will attend with N. Zwiers.
- 4.6 Exam delay to August 21, 2021 Update – N. Zwiers advised that the assessment of the examination fee will be deferred until after the exam takes place in August.
- 4.7 Legal Memo re decisions requiring motions for Council and Exec Meetings – N. Zwiers provided the Committee with a legal memorandum from J. Maciura about when motions are required for the Committee and Council.
- 4.8 Registrar’s Report – N. Zwiers advised that the paper files in the office must be maintained. After exploring various options, including digitization, the decision was made to move the files to the storage room in the building and to get rid of the smaller storage room. The former Registrar will be collecting her personal belongings from the office on May 26, 2021. N. Zwiers has also consulted with a number of regulatory contacts to facilitate collaboration and resource sharing. She is looking at joining another College from an IT perspective because the College does not have good IT support. N. Zwiers also discussed right touch regulation – applying the right about of resources for the amount of risk. D. Pink, who is a leader in the area, will present to Council. In terms of Discipline, there are 5-6 matter that would benefit from a pre-hearing conference and M. Clarke is initiating those meetings. M. Clarke has drafted Guidelines for the DC to set out process and timelines, including dates by which hearings need to be set. These will go to the Discipline Committee for adoption. N. Zwiers proposed additional training for ICRC members so legal counsel does not need to attend ICRC meetings, unless it is high risk or a potential referral to the Discipline Committee. A. Gassmann recommended that N. Zwiers undertake a risk assessment of the College’s IT.
- 4.9 CMO Directive Update – N. Zwiers directed that the new directive be added to the website and an email blast will be sent to the membership.

5. Decision Items

- 5.1 RFP for Legal Services – The College is not initiating an RFP for legal services for professional conduct. The Registrar and the Committee discussed the various ways the pricing component of the proposal can be structured (fixed hourly rate or cap on monthly billing). The Committee decided to put off the RFP for now to create stability. N. Zwiers will monitor legal fees to ensure efficiencies and report back to the Committee at a later date.

A. Gassmann dissented to the decision to put the RFP for legal services on hold.

6. Next Meeting

6.1 Upcoming Meeting Dates in 2021

June 16, 2021
July 21, 2021
August 25, 2021
September 15, 2021

Council Meeting Dates for 2021:

February 26, 2021

June 25, 2021

October 29, 2021

6.2 Agenda items for next meeting

No agenda items were added for the next meeting.

7. In Camera

The Committee moved in camera at 5:21 p.m.