



# College of Chiropodists of Ontario

**Minutes of the Executive Committee Meeting  
Wednesday, August 25, 2021, 3:00 p.m.  
Online via Zoom**

**Peter Stavropoulos, Chair**

**Committee Members in Attendance:**

1. Matthew Doyle
2. Peter Ferguson
3. Winnie Linker

**Regrets:** N/A

**Staff in Attendance:**

1. Nicole Zwiers, Registrar
2. Tera Goldblatt, Executive Assistant
3. Meghan Clarke, Manager, Professional Conduct and Hearings

**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.

Item 4.7, Strategic Planning Committee, and Item 7.4, an in camera update, were added to the agenda.

*P. Ferguson put forward two hours 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 August 6, 2021**

*The approval of the August 6, 2021 Executive Committee minutes were deferred to the next Executive Committee meeting.*

P. Stavropoulos suggested some changes to the minutes: item 2.1 should reflect that the motion was passed unanimously. Item 2.3 – the motion should say in camera not Council and it should be reflected that it was approved unanimously. Also, the minutes should indicate that the Council member appointments, and Committee chairs appointments, were passed unanimously.

**4. Discussion Items**

## 4.1 Registrar's Report

N. Zwiers provided an update on the Discipline Committee backlog. She reported that, in 2021, 12 matters have been resolved. As well, pre-hearings took place for six files that M. Clarke identified as cases that needed a push to resolve, or could benefit from the views of a professional member. There are currently 14 outstanding referrals involving 11 members. As well, there are confirmed hearing dates for three matters, two second pre-hearings booked, and two matters tentatively scheduled for hearings in fall 2021.

P. Stavropoulos discussed his experience as pre-hearing chair. He explained that in one case a second pre-hearing was required to narrow the issues further. In another case, a second pre-hearing was scheduled because the parties want his view on the penalty, assuming specific findings are made. P. Stavropoulos indicated that the stakes are much higher in the cases before the Committee now – the suspensions being proposed are lengthy, and the terms are restrictive. Overall, P. Stavropoulos endorsed the use of pre-hearing conferences as a way to move files forward.

N. Zwiers circulated the financials to the Committee. She has asked Welch LLP to provide her with the monthly financials. N. Zwiers noted that, when she first joined the College, there were significant legal fees for administrative purposes. The College has now eliminated the need for legal counsel to attend Council meetings, and removed counsel from ICRC calls, as a matter of course. As well, ICRC decisions are reviewed in-house without the need to send them to counsel. As a result of these changes, N. Zwiers reported that there has been a notable decrease in the legal fees in general administration.

N. Zwiers advised that staff have put together a chart of the outstanding CPMF matters. Although we will not be able to address all the outstanding matters this year, a number of items have already been crossed off the list. For example, a survey for Council members was circulated and implemented in June 2021, and a Bylaw change to allow a cooling off period will be considered in October 2021 by Council. N. Zwiers explained that the CPMF contemplated the College having a reserve fund policy, and therefore a reserve fund. She has looked at what other Colleges have in place, and she will circulate the draft policy shortly. N. Zwiers expects the reserve fund should be in the range of \$1 million dollars, but she invites feedback. She noted that, one of the reasons to have a reserve fund, is that the zero-tolerance policy could make the College vulnerable to a judicial review. The legal fees for a judicial review are in the range of \$100,000, plus the potential to have to pay the member's legal costs if the College is not successful. There is also an additional security risk because of our current IT infrastructure – other colleges have been the victims of ransoms.

N. Zwiers reported that she attends bi-weekly meetings with HPRO, and she provided an update from the most recent meeting. The group discussed returning to the office – some regulators have indicated that they are not returning until the New Year, and others are planning to go back in the fall in a hybrid model with 2-3 days in the office. Some regulators do have a policy that requires staff to provide proof of vaccination, or a medical exemption. There was also a discussion about Directive 6 and what is being communicated to members about vaccination. CPSO issued a message to its membership that fell just short of mandating vaccination, but it is seriously considering mandating vaccination. If that happens, N. Zwiers hypothesized that other regulators may follow. All of the colleges reported dealing with inquiries from members about Directive 6.

P. Ferguson asked if other colleges are waiting for CPSO to mandate vaccination, and then they will follow suit. N. Zwiers said there is still enough variation in the work various college members do to justify different policies.

N. Zwiers noted that T. Goldblatt has been handling the elections. T. Goldblatt reported that District 5 has an election period between September 1-8, 2021, and District 6 is acclaimed. The podiatrist district representative will be Ed Chung for a third term. N. Zwiers explained that the Bylaws are restrictive because of the cap and the limit on podiatry members, which is something to consider going forward.

N. Zwiers discussed the benefits of having experienced Council members mentor new Councilors – she explained that a similar approach has been successfully employed by pre-hearing chairs at the Discipline Committee to orient new members. N. Zwiers explained that Councilors should be compensated for training, and she proposed that the College implement mentorship for new Council members, which was endorsed by the Committee.

N. Zwiers met with Don Gracey from the OPMA about the podiatry model. She will be attending a meeting with him in the future and will provide a further update after that meeting.

Lastly, N. Zwiers provided an IT update. She has received a quote from one provider, but she will solicit others. She explained that any new provider will not be able to consolidate all the College's IT needs because it has a number of providers for various purposes. At this time, the College is looking for someone to provide a new server and to support Outlook. The College has access to Sharepoint but it is not enabled – this is something N. Zwiers will ask the new provider to support to facilitate sharing documents with Committees.

#### **4.2 Mandatory Vaccines – Health Directive and the Membership**

P. Ferguson explained that the College's website has been updated to reflect Directive 6. He has received a number of inquiries from members and the OPMA about vaccination and the College's position. P. Ferguson said he has been surprised by how unclear members are about the vaccine. P. Ferguson said he hopes members review the U of T Course – COVID-19 vaccination in Canada: an educational series for primary care professionals – to educate themselves about the vaccine and to alleviate hesitancy.

The Committee supported making the U of T modules mandatory for unvaccinated members. P. Stavropoulos and M. Doyle will review the course and provide feedback to P. Ferguson.

#### **4.3 Surgical competencies**

P. Stavropoulos noted that this is a follow-up from the discussion with the Mitchener to add surgical competencies to the examination. He expects to provide a further update at the next meeting.

#### **4.4 OSCE/Exam Update**

M. Doyle noted that the OSCE was held on August 21, 2021, and there were 42 students. It was run very smoothly, and the feedback from the students was positive. The new company (psychometrists) who assisted with the OSCE was very effective. M. Doyle noted that it was the first time the College's Registrar had attended an OSCE and N. Zwiers' attendance was well received by attendees. There will be a supplemental OSCE in November-December 2021.

#### **4.5 Prescribing Amendment Update**

N. Zwiers followed up with Ross Smith at the Ministry of Health, but he was on vacation until today. The amendment went for a 45-day community consultation, which is now up, so she will follow up with R. Smith again.

#### **4.6 Access to Minutes of Executive Meeting**

The Committee agreed that it will provide Executive Committee minutes to Council going forward, noting that anything arising from in camera discussions at the Executive Committee will only be discussed in camera at Council.

#### **4.7 Strategic Planning Committee**

P. Ferguson provided an update on the Strategic Planning Committee. P. Ferguson and N. Zwiers discussed the possibility of retaining someone with expertise in strategic planning within professional health regulation. N. Zwiers reached out to Dan Faulkner at the RCDSO and he provided the names of three consultants who could assist in this regard.

W. Linker noted that the College should identify what it hopes to get out of the process before it meets with a consultant. R. Ferguson provided that no one had been contacted yet and it would be the committee's choice as to who will be retained for this purpose. N. Zwiers noted that the members of the committee likely do not have

experience in strategic planning for a health regulator and this is a niche area so we will be relying heavily on the expertise of the consultant to lead the process.

## **5. Decision Items**

### **5.1 Committee Appointments for Approval**

*It was moved by P. Stavropoulos and seconded by M. Doyle to appoint Melanie Atkinson to the Audit Committee and Jim Daley to the Elections Committee – Motion CARRIED.*

## **6. Next Meeting**

### **6.1 Upcoming Meeting Dates in 2021**

September 15, 2021  
October 13, 2021

#### Council Meeting Dates for 2021:

February 26, 2021  
June 25, 2021  
October 29, 2021

### **6.2 Proposed agenda items for next meeting**

Strategic planning recommendations

## **7. In Camera**

The Committee moved in camera at 4:17 p.m.

*It was moved by P. Ferguson and seconded by M. Doyle move in camera – Motion CARRIED.*