



College of Chiropodists of Ontario

Minutes of the Executive Committee Meeting Wednesday, September 15, 2:30 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.

It was moved by W. Linker and seconded by P. Ferguson to approve the agenda as drafted – Motion CARRIED.

P. Stavropoulos put forward 90 minutes 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 25, 2021

It was moved by P. Ferguson and seconded by W. Linker to approve the minutes of the Executive Meeting from the August 25, 2021 meeting – Motion CARRIED.

4. Discussion Items

4.1 Registrar's Report

N. Zwiers reported that she met with Catherine Gray from the Michener Institute. The Michener has recently changed one of its programs to be a master's program, even though they are not a degree granting institution. It is

looking to have the chiropody program turned into a master's program – the proposal is being reviewed by the Ministry of Training, Colleges and Universities.

C. Gray also confirmed that the Michener has a program that teaches lab testing and diagnostics. In general, the Michener is supportive of moving to a podiatry model. They have had talks with Temple University in the United States, whereby that university would provide a podiatry program.

N. Zwiers advised that the Office of the Fairness Commissioner is important to the College because members can raise fairness issues as part of the complaints or registration processes. The OFC is making changes to its processes that will apply to the College. N. Zwiers reported that the College was recently notified that it is compliant with the OFC's practices. The College already produces an annual report, but we can expect that there will be more onerous requirements to comply with this office. The OFC is rolling out its new guide this fall.

N. Zwiers attended a meeting with other regulators about space sharing to discuss what kind of space is needed. The College is in a lease until February 2024. The College of Physiotherapists invested a lot in its boardroom and is looking to share space. N. Zwiers said most regulators are looking to share because the intent is to operate in a hybrid model of in-person and virtual. The discussion at the meeting was about how it would look for various colleges to get out of their leases – the view is that a penalty would have to be paid, or the balance of the lease paid in full. N. Zwiers said the College should do anything before its lease is up, but it should engage in conversations now to assess what space is needed.

The College's October 29, 2021 Council meeting is coming up – it requires an additional public member to have quorum, which the Ministry is working on. The plan is to hold an in-person meeting, with the option of joining via Zoom. The College is looking at the options for voting, given that the meeting will be hybrid. N. Zwiers said the College will need to be flexible and pivot to remote if the COVID-19 numbers increase.

M. Clarke has been looking at revising the honorarium policy for Committee members. We are hearing from committee members that the current rate of \$150/day is not enough to compensate members for their time. M. Clarke canvassed the honoraria at other regulators. The College of Kinesiologists pays \$308 and 25% more for chairs. N. Zwiers would like to bring forward a revised policy at the next Executive Committee meeting. We want to be seen to be recognizing the value of what people bring. The policy will also recommend a stipend for the President to compensate for ad hoc meetings, emails etc.

N. Zwiers has been focusing on getting the office space ready to return to the office. The Registrar's office has been cleaned out, including old files and dead plants. The office has been painted and cleaned. The old boardroom table has been set up in the kitchen space. If we have a return to the office in January 2022, on a hybrid model, it will be a useable space.

W. Linker asked for clarification on who the new honorarium policy would apply to, and N. Zwiers clarified that it would apply to professional members of all College committees and Council.

P. Ferguson asked if the Michener moving towards a master's program has come out of the blue, and how will it tie in with the new competencies. N. Zwiers explained that it would be the same program as it is now, but rebranded as a master's program because those entering the program all have an undergraduate degree.

M. Doyle asked what amount the College is proposing for the honorarium. N. Zwiers explained that we canvassed other regulators and that we expect to propose something in the range of other regulators.

P. Stavropoulos asked if there had been any follow up with the Ministry about a new public member. N. Zwiers advised that she has not followed up yet, but she will do so in the next week.

P. Stavropoulos asked if there has been a shift in who oversees the Michener program because it has always been under the Ministry of Health and now the Ministry of Training, Colleges and Universities is involved. N. Zwiers explained that it is still under the MOH but the MTCU has to approve degrees that are granted.

4.2 Members' response to proposed bylaw amendment – fee increase of \$100 and COLA

N. Zwiers has been tracking the email responses to the proposed bylaw changes and they will be provided to Council prior to the vote in October 2021. There are around 30 responses. In that, there was a letter from the OPMA and OSC. The OPMA had recommendations for cost cutting to maximize the resources the College has, but it did not take a position on the fee increases. The OSC is against the increase. It was not opposed to the COLA increase, in principle, but the president was not overly familiar with COLA and how it operates. For the balance, most members who responded do not support the increased – they cite the pandemic and did not feel it was the right time to do it. There were some who were not in favour of the \$100 increase, but were in favour of COLA. There were four who supported the increase.

P. Ferguson asked how the OSC can take a position if it has not polled its membership. N. Zwiers said she believes the OSC shared suggested language with its members who emailed feedback because the wording was duplicated in several emails. The president did not provide any background or rationale in terms of how they came to that position.

P. Stavropoulos asked if the responses are being acknowledged. N. Zwiers explained that she has responded where there have been questions or where something needs to be clarified/corrected. P. Stavropoulos asked if the membership should be contacted again, before the next Council meeting, to explain the rationale for the increases. N. Zwiers said she does support the increases, but she does not want to overstep on a decision that Council will make. P. Ferguson said we need a solid presentation to Council in advance of the vote to explain the rationale for the increases. The Committee agreed that a presentation was a good idea.

4.3 Annual Election – new Council representative in district 5 and 6 and combined district 3

T. Goldblatt advised that there was an election in district 5. There are 212 eligible voters (89 voted – 42%) and Donna Shewfelt was elected. Patrick Rainville was acclaimed in district 6 and Ed Chung was acclaimed as the podiatry member in combined district 3.

P. Ferguson asked if we are setting up an orientation for new Councilors, and N. Zwiers advised that she will be orientating Council with M. Clarke in November 2021. T. Goldblatt advised that both new Councilors are signed up for the basic Discipline Committee course.

4.4 Surgical competencies update

P. Stavropoulos said the College has been looking at the need to include surgical competency testing in the registration examination. P. Ferguson and P. Stavropoulos have looked at other jurisdictions, and have proposed an anatomical approach to identifying competencies, which includes four categories. The need for developing and identifying these competencies goes beyond the registration exam. The document is a list of the procedures and the competencies – it is working document.

P. Stavropoulos noted that he has met with representatives from the Michener, and the Exam Committee is aware of the proposed changes.

P. Ferguson said implementing these changes will require cooperation from the Michener.

M. Doyle reiterated that the College has to work closely with the Michener, but he said he is happy with the document itself.

4.5 Working group re: Types of Registrants

N. Zwiers noted that we only have three classes of registrants – General, Academic, and Education. We do not have a retiree class or a class for members on maternity, for example. Most other regulators have options for non-practising members.

N. Zwiers is proposing that we ask for a working group to be formed to canvass the options that are out there and make a recommendation to Council. Adding a registration class will require a change to the regulation, not just a bylaw change. N. Zwiers noted that she does not know how this change would impact revenue.

The Committee asked for a more detailed proposal about the working group from N. Zwiers before it goes to Council.

5. Decision Items

5.1 Presentation and Recommendation by the Audit Committee

J. Daley joined the meeting for this agenda item. He advised that the Audit Committee met and will be suggesting that Council approve the 2020 financial statements.

J. Daley also recommended that Hilborn LLP be reappointed as the auditor for 2021. The Committee agreed with J. Daley's recommendation.

5.2 Strategic Planning Committee Budget Approval

P. Ferguson reported that the Committee has met, and it has given the green light to move forward with Deanna Williams (consultant). The plan is to bring a draft plan to Council in February 2022. D. Williams has agreed to a \$5,000 cap on her fee. The Committee is requesting to increase the budget for strategic planning by \$7,000.

N. Zwiers clarified that the budget only includes \$2,700 for strategic planning, which only accounted for professional committee members' time. The amount being requested is in addition to the amount already in the budget.

It was moved by P. Stavropoulos and seconded by M. Doyle to approve a budgetary item for Strategic Planning in the amount of \$7,000 – Motion CARRIED.

5.3 Appointment of Ed Chung to another term on Council

It was moved by P. Stavropoulos and seconded by M. Doyle to appoint Ed Chung to another term on Council – Motion CARRIED.

5.4 Draft Reserve Fund Policy

J. Daley was present to discuss this agenda item.

N. Zwiers said the CPMF contemplates that the College should have a reserve fund policy. The MOH has said that regulators should have funds earmarked to deal with unexpected expenditures or drops in revenue. For example, an unexpected expenditure could be an appeal of a Discipline Committee decision, or a judicial review. As cases at the Discipline Committee increase, the risk of an appeal or a JR also increase. Other expenditures could be IT – ransomware or upgrades.

N. Zwiers drafted a policy, and it has been reviewed by A. Bromstein and J. Daley. J. Daley said there is a general rule that an organization should have a reserve fund of three months of expenses, but that does not necessarily apply to the College. The College gets its revenue in a lump sum at the same time every year. It already have a reserve fund of \$120,000 and J. Daley said that is probably adequate, but he recommended increasing the fund in the range of \$500,000 to \$700,000. He also recommended that the College increase the sexual abuse funding reserve.

N. Zwiers recommended increasing the reserve fund to be closer to other Colleges (Denturists have a \$2 million reserve) – she proposed \$700,000 to \$850,000.

P. Ferguson requested that N. Zwiers and J. Daley to agree on a number before this goes to Council.

W. Linker asked how long it will take to build up the reserve fund. N. Zwiers said a timeline has not been contemplated at this point, but it should be included with the presentation to Council.

This decision item was deferred to the next Executive Committee meeting.

6. Next Meeting

6.1 Upcoming Meeting Dates in 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

7. In Camera

The Committee moved in camera at 4:12 p.m.

It was moved by P. Ferguson and seconded by W. Linker move in camera – Motion CARRIED.