



College of Chiropodists of Ontario

Minutes of the Executive Committee Meeting Wednesday, October 13, 2021, 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 & Hearings

Informal Discussion with Presidents of Associations

Peter Stavropoulos introduced the participants – Ian Chesney, from the Ontario Society of Chiropodists (OSC), and Bruce Ramsden from the Ontario Podiatric Medical Association (OPMA), and Dylan Brenneman. The purpose of the discussion was to discuss issues that concern all three stakeholders.

P. Stavropoulos advised that, going forward, the Executive Committee would like the Associations to provide a list of agenda items in advance of the meeting to assess whether a meeting is required. Also, P. Stavropoulos requested that the Associations RSVP to the meetings, so the Committee knows who to expect.

B. Ramsden asked if the 2020 financial statements have been completed, and P. Stavropoulos advised that the Auditor's Report will be discussed at the October 29, 2021 Council meeting. B. Ramsden asked if there is any conclusion re the proposed fee increases, and P. Stavropoulos indicated that it would be discussed, and voted on, at the October 2021 Council meeting.

B. Ramsden said he wrote to the College about various complaints/concerns about vaccination. He said he has not heard anything from the College about its vaccination policy. P. Stavropoulos noted that he cannot speak about any ICRC issue, but he said COVID-19 protocols are evolving and the College is amending its guidelines accordingly. He said the FAQs on the College's website is the best resource for members on COVID-19 protocols/guidelines. P. Stavropoulos said the College has recently received legal advice about vaccination and it will be communicated to the membership shortly.

B. Ramsden asked if there has been any movement on the drug regulation. P. Stavropoulos said there have been some updates, but it needs to be discussed by the Executive Committee and Council before it is communicated to the Associations, and membership at large.

B. Ramsden asked if there have been any changes to the podiatry model, and P. Stavropoulos advised that there is no update in that regard.

B. Ramsden noted that he received communication from the Ministry about the CPMF.

B. Ramsden asked if the College has heard anything about the Ministry combining colleges together, like they did in B.C., and P. Stavropoulos noted that the College has not heard anything in that regard.

I. Chesney asked for clarification on the drug regulation – he asked when the information would be communicated to the Associations. P. Stavropoulos acknowledged that this has been front and center for members, but the information has to follow the proper process. There will be a dialogue with members, after the Executive Committee figures out the right next steps.

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 asked that the Drug Regulation working group be added as item 5.1. on the agenda. It was moved by P. Ferguson and seconded by M. Doyle to approve the agenda with the noted addition – Motion CARRIED.

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 September 15, 2021

P. Ferguson requested that the minutes be clarified to ensure that the budgetary increase does not need to go back to Council for approval, and that Executive approved the increase.

It was moved by P. Ferguson and seconded by P. Stavropoulos to approve the minutes of the September 15, 2021 Executive Committee meeting, with the noted amendment – Motion CARRIED.

4. Discussion Items

4.1 Registrar's Report

N. Zwiers reported that the primary focus recently for the College and regulators has been COVID-19 and Directive 6. It has increased the number of inquiries the College has been receiving, and it has raised complex issues. Colleges have been discussing the issues at HPRO, and the Colleges have all obtained legal advice. The primary question is about treating patients who are unvaccinated – the College will be posting FAQs on the website to help members navigate these concerns, while ensuring that the College's focus remains on public protection. N. Zwiers anticipates that the remainder of the year will be focused on evolving concerns around COVID-19. The update will recommend that members obtain their own legal advice. P. Stavropoulos requested that the College send an e-blast to members when the FAQs are updated, and N. Zwiers agreed. P. Ferguson said the membership needs to understand the College is not a legal service, and they need to take more accountability for their practice.

N. Zwiers said some of the HPRO colleges are considering whether they will mandate that their members be vaccinated.

N. Zwiers noted that the Ministry of Health released the CPMF report last week. She has not reviewed it in detail, but the College is aware of where its gaps are, and many of those will be addressed at the October Council meeting. One thing to look for at the October meeting is the College will ask Council to evaluate the efficiency of the meeting in terms of the agenda, materials, etc.

The exams and inhalation course are areas where the College is striving to meet even ground. The College is looking to have a good idea of the cost of exams to the College for 2021. The psychometrists have some recommendations about when to hold examinations and supplementals. We are looking to charge an exam fee that puts the College in a budget neutral position. The inhalation course is similar. The College has to estimate how many people will want to take the course each year. We need to consider if there's a more efficient way to solicit interest.

Finally, N. Zwiers is looking at the budget and planning for next year. There are some things N. Zwiers would like to do differently in the 2022 budget, and some areas that seem arbitrary in the 2021 budget (i.e. \$800 for staff professional development seems too low).

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

N. Zwiers noted that the College has not received many more responses since the last Executive Committee meeting. She advised that this motion requires a 2/3 vote to pass, and it will be voted on by the newly constituted Council. The OPMA was neutral, the OSC was against both increases. The general comments (30) were against the increase – most on the basis that it was not the right timing because of the pandemic. The focus of Council will have to be on how to effectively run the College and protect the public.

N. Zwiers reviewed the Council meeting minutes from the October 2014, the last time a fee increase took place. Several members told N. Zwiers the fee increase was meant to be temporary as a result of the HPRAC report, but the minutes did not support this assertion. W. Linker agreed that the focus needs to be on why the College is requesting the fee increase.

4.3 Working Group re: Types of Registrants

N. Zwiers asked that this working group be deferred because of item 5.2 and additional work the College will have to undertake, in order to be fiscally responsible.

4.4 Honorarium Policy

N. Zwiers said the College has come up with an increase to the honorarium for professional members that will go to Council in October 2021. It will have budgetary impact, but it is critical to ensuring that we have a diverse group of professional members committed to the College's work.

4.5 Prescribing Drugs Amendment

N. Zwiers has been trying to get an update from the MOH since she started at the College. The amendment is a proposal to move to a category approach to avoid the need to update the list of named drugs in the regulation on a regular basis – it will be more practical. P. Stavropoulos and N. Zwiers met with the Ministry of Health earlier today.

P. Stavropoulos said there were several representatives at the meeting – Virginia Collins, Ross Smith, Allison Henry. The MOH wants comfort in terms of what the College is seeking. They agree with the concept of categories, but they want to have a list within the categories. The MOH wants to meet with the College to better understand the competencies members have and how the College will ensure member competency before they prescribe these drugs. P. Stavropoulos explained that the prescribing is within the current scope of its members.

P. Ferguson said the MOH has timelines it expects the College to meet.

The Committee discussed item 5.2. in connection with this item.

4.6 Lab Test Ordering Regulation Amendment

N. Zwiers advised that the MOH asked for comments on the lab test ordering regulation by October 16, 2021. She drafted a response, which was reviewed by the Executive Committee, and sent to V. Collins. The letter states that members do have the competencies already, which N. Zwiers confirmed with the Michener Institute.

P. Stavropoulos said the letter was reviewed by C. Mendez. The College now needs to ensure it tests for these competencies as part of the registration exam. P. Ferguson suggested the Chair of the Registration Exam Committee be consulted on this issue.

5. Decision Items

5.1 Reserve Fund Amount Recommendation

N. Zwiers reminded the Committee that at the last meeting J. Daley attended as Chair of the Audit Committee, and he gave his recommendation of \$500,000 to \$750,000 for the reserve fund. N. Zwiers was asked to follow up with J. Daley to come up with a number they could both agree on, which she did. The agreed upon amount is \$750,000 - \$350,000 to be added in year one and \$200,000 in year two and three.

P. Ferguson and W. Linker asked about the feasibility of adding \$350,000 right away. N. Zwiers said the budget will allow for this amount to be added, but it will be even easier if the fee increase is approved by Council later this month.

It was moved by P. Ferguson and seconded by P. Stavropoulos to accept the reserve fund cap of \$750,000 proposed by J. Daley (Chair of Audit Committee) and N. Zwiers, with \$350,000 to be added in year one and \$200,000 to be added in year two and three – Motion CARRIED.

5.2 Drug Regulation Update/Working Group

P. Ferguson suggested putting together an ad hoc committee, of about five members, to address the MOH's request, as discussed in item 4.5 above. He noted that it should be composed of members who can clearly articulate the issues, and who are familiar with the subject matter. M. Doyle asked about who the professional members on the Committee will be – he recommended C. Mendez. P. Stavropoulos said the Committee does not need to decide on the Committee members now, but they will be presented to Council in October. N. Zwiers suggested that the Executive can address this at the Council meeting when it composes the other committees.

It was moved by P. Ferguson and seconded by P. Stavropoulos to constitute an ad hoc working group to liaise with the Ministry of Health on the Drug Regulation amendments, composed of five professional members and one public member – Motion CARRIED.

6. Next Meeting

6.1 Upcoming Meeting Dates in 2021

TBD

Council Meeting Dates for 2021:

February 26, 2021

June 25, 2021

October 29, 2021

6.2 Proposed agenda items for next meeting

No agenda items were proposed.

7. In Camera

The Committee moved in camera at 4:15 p.m.

It was moved by W. Linker and seconded by M. Doyle move in camera – Motion CARRIED.