



College of Chiropodists of Ontario

Minutes of the Executive Committee Meeting Wednesday, November 24, 2021, 3:30 p.m. Online via Zoom

Peter Stavropoulos, Chair

Committee Members in Attendance:

1. Jim Daley
2. Matthew Doyle
3. Peter Ferguson
4. Winnie Linker

Regrets: N/A

Staff in Attendance:

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

The in camera minutes from the November 16, 2021 meeting were added to the in camera agenda as item 7.4.

It was moved by P. Stavropoulos 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 October 13, 2021

It was moved by P. Ferguson and seconded by M. Doyle to approve the minutes of the October 13, 2021 Executive Committee meeting – Motion CARRIED.

4. Discussion Items

4.1 Update re: Meeting with MOH on Drug Regulation Amendment

Earlier that day, P. Ferguson, J. Daley, N. Zwiers, C. Mendez, J. Somerville and M. Hayles met with the Ministry of Health to move along the proposed amendments to the Drug Regulation – N. Zwiers presented to the MOH about the amendments. Following the presentation, the College answered questions from the MOH about the patient experience.

J. Daley noted that the group the College met with said it needed to go back to legal counsel with the changes.

N. Zwiers noted that there is some risk in granting broader categories, as the College is requesting, but there is also a risk to not doing so. If the legal department is driving this, the College's job is to drive home the harm of not increasing the scope of prescribing. N. Zwiers said the parameters the MOH proposed are too restrictive, but there could be a compromise.

P. Ferguson asked about the follow-up/timeline. N. Zwiers noted that there is no timeline, but she provided Virginia Collins with the PowerPoint presentation and the proposed drug amendments after the meeting. The MOH will look at what has been provided and discuss with legal, and then get back in touch with the College.

4.2 Registrar's Report

N. Zwiers reported that T. Goldblatt provided her notice yesterday and will be moving to the College of Denturist after December 10, 2021. T. Goldblatt will document her role prior to her departure to ensure a smooth transition. N. Zwiers and P. Stavropoulos thanked T. Goldblatt for her contributions to the College.

N. Zwiers advised that the MOH sent the documents for the soft launch of the CPMF. The documents took into account the feedback from the HPRO working group. The CPMF will take up a significant amount of time in the new year as the College moves towards the March 31, 2022 deadline. The MOH reconfirmed that it will be using the first two years as a baseline.

Since the last Executive meeting, N. Zwiers was focused on preparing for the October Council meeting. She has also been working with the Strategic Planning Committee, which met for the first time on October 28, 2021.

4.3 Council Satisfaction Survey

The survey was circulated following the October 2021 Council meeting. The feedback was generally positive, despite the technological glitches that required some Councilors to participate by phone. Most Councilors felt the meeting was well run and that the material was clear and provided in a timely manner. There were a few suggestions, including: a written Registrar's report, that the Executive Committee compose the committees during the lunchbreak to be more efficient, and a hyperlink in the table of contents to the material. Most Councilors felt the public interest was considered.

N. Zwiers gave a high-level overview of the responses. The results will be circulated at the next Council meeting.

4.4 Surgical Competencies - Update

P. Stavropoulos said this is an effort the College is undertaking to ensure surgical competencies are incorporated in the registration exam. P. Stavropoulos and others are meeting with the Michener next month. The Michener has been provided with a draft of the competencies to conduct surgical procedures. The meeting will be to follow up on this draft.

4.5 Strategic Planning Committee – Update

P. Ferguson said the Committee has established what it will be doing – it has been broken down into two groups, sustainability and the podiatry model. The goal is to present a draft strategic plan to Council in February 2022. The

focus of the group is looking at the big picture. Each group has been asked to put together a mission/vision statement and it will meet again in the New Year.

4.6 Competencies for Council Members and Committee Chairs

N. Zwiers noted that the College will be looking to draft competencies for Council and Committee Chairs. She will be following up with other Registrars about this. Earlier this month, N. Zwiers and M. Clarke presented to Councilors and Committee members about regulation and the ICRC and Discipline Committee. The College is looking at formalizing orientation for all College volunteers.

5. Decision Items

5.1 Approve Donna Shewfelt to Registration Examination Committee

It was moved by W. Linker and seconded by M. Doyle that Donna Shewfelt be appointed to the Registration Examination Committee – Motion CARRIED.

5.2 Approve Dominic Hough to Registration Examination Committee

It was moved by P. Ferguson and seconded J. Daley that Dominic Hough be appointed to the Registration Examination Committee – Motion CARRIED.

5.3 Approve Patrick Rainville to Strategic Planning Committee

It was moved by P. Stavropoulos and seconded by M. Doyle that Patrick Rainville be appointed to the Strategic Planning Committee – Motion CARRIED.

5.4 Approve Matthew Doyle to Strategic Planning Committee

It was moved by W. Linker and seconded by J. Daley that Matthew Doyle be appointed to the Strategic Planning Committee – Motion CARRIED.

5.5 Add a declaration to the annual renewal form that members have updated CPR certificate

P. Ferguson noted that there are members who do not update their CPR certificate, despite it being a registration requirement. Going forward, members should be required to provide proof of updated CPR at renewal.

It was moved by P. Stavropoulos and seconded by M. Doyle to amend the annual renewal form to include a declaration re an updated CPR certificate – Motion CARRIED.

6. Next Meeting

6.1 Upcoming Meeting Dates in 2021

December 15, 2021

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 4:13 p.m.

It was moved by J. Daley and seconded by M. Doyle move in camera – Motion CARRIED.