



College of Chiropodists of Ontario

Minutes of the Executive Committee Meeting Wednesday, January 12, 2022, 2:30 p.m. Online via Zoom

Peter Stavropoulos, Chair

Committee Members in Attendance:

1. Jim Daley
2. Matthew Doyle
3. Peter Ferguson

Regrets:

1. Winnie Linker

Staff in Attendance:

1. Nicole Zwiers, Registrar
2. Meghan Clarke, Manager, Professional Conduct and Hearings
3. Christine Hickey, Manager, Registration, Examinations and Quality Programs

Informal Discussion with Presidents of Associations

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

N. Zwiers introduced Christine Hickey, the College's new Manager, Registration, Examination and Quality Programs.

B. Ramsden noted that he had trouble getting into the College's portal to renew his membership because he uses an Apple computer/Safari. He was advised to use Chrome. He requested that the portal be more user friendly for Apple users. N. Zwiers explained that the issue is likely the software used to access the internet, not the computer itself. For example, internet explorer or Firefox may be more problematic than Google Chrome.

B. Ramsden asked for an update on the drug regulation. N. Zwiers noted that the College met with the MOH and another meeting is forthcoming. The College provided the MOH with a presentation on how the drug regulation should look, from the College's perspective, and it is with the MOH to review. The College took the view that the categories approach the MOH proposed is not the way to go and it provided an alternative approach, so it is under consideration. P. Stavropoulos explained that the College is supporting the notion of drug classes/categories.

B. Ramsden asked for an update on the podiatry model. N. Zwiers said David Lamb has taken over some of Allison Henry's portfolio – he is responsible taking lessons from the pandemic and looking at the impact on health care workers and human resources. The podiatry model falls within his jurisdiction. N. Zwiers advised that she has emailed D. Lamb and is waiting for a response. B. Ramsden encouraged N. Zwiers to reach out to A. Henry to assess what is holding this from moving forward. P. Stavropoulos explained that the College has a strategy, and its position remains unchanged in its support of the model.

P. Stavropoulos asked B. Ramsden about a legal opinion he referred to in a letter to the College – he said A. Bromstein would review the legal opinion, if provided. B. Ramsden said he was not aware of such a legal opinion. D. Gracey said he believes an OPMA member has a legal opinion, but it cannot be shared because of privilege. In any case, he said that approach is not being pursued.

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 J. Daley and seconded by P. Ferguson to approve the agenda – Motion CARRIED.

P. Ferguson 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 December 15, 2021

It was moved by P. Ferguson and seconded by M. Doyle to approve the minutes of the December 15, 2021 Executive Committee meeting – Motion CARRIED.

4. Discussion Items

4.1 Registrar's Report

N. Zwiers said that CNO worked with the MOH and MOHLTC to fast-track potential new registrants. A. Coghlan spoke to HRPO and said there had been long-term discussions with the MOHLTC about this initiative. A. Coghlan said she believed there was an appetite for this to move beyond just nursing to for those with education who have not been fully registered. The OHA has an advocacy piece and were very involved in advocating for the agreement. N. Zwiers said there were a few takeaways – the government is open to doing new things, which is a positive step for the podiatry model. A. Coghlan said the MOHLTC was very flexible and provided the most push to get this done.

N. Zwiers has reached out about an OHA membership. Other regulators are members because their members are members. There are member benefits, including advocacy. The OHA has connections at the MOH. There is a sliding scale to the cost, based on the size of the organization. The cost is just over \$3,000 for the College. The OHA will meet in March 2022 to consider the College's membership. N. Zwiers said she will include it in the 2022 budget.

The College is preparing for the February 2022 Council meeting. There is a gap in governance training for Council members. J. Maciura will be doing a one-hour presentation at the beginning of the meeting on good governance. She will discuss the distinction between operations and governance. As well, Daryl Pink –an expert on right-touch regulation – will present to Council.

The agenda for the meeting is quite full. There is a budget to approve. N. Zwiers said the 2021 budget was an austerity budget, and she does not understand where some of the numbers came from. For example, the legal fees were under-budgeted. As well, the CPMF will be presented in a draft form at the meeting.

N. Zwiers reached out to D. Lamb at the MOH via email and advocated for the podiatry model. N. Zwiers understands he has received the email and will be speaking with A. Henry.

N. Zwiers also reached out to Accreditation Canada about the Michener's program. She had a meeting with two staff at Accreditation Canada. They had discussions with the previous Registrar. If we move forward, the College would pay approximately \$1,700, with the bulk of the fee being paid by the Michener. The accreditation process takes approximately 18 months. There is a process for students to complain if the program does not fulfill its requirement, and the College will be part of that review.

N. Zwiers also reached out to J. Lanthier about a podiatry program at the Ontario Northern School of Medicine. This is just research at this point, in anticipation of the cap on podiatrists being lifted.

R. Nichols, MPP, with the Ontario Party is interested in bringing forward a private members bills to remove the cap on podiatrists. N. Zwiers, P. Ferguson and P. Stavropoulos will meet with him tomorrow.

4.2 Strategic Planning Committee Update

P. Ferguson said the Committee has prepared two documents that focus on the vision, mission statement and values from the two groups. The competencies working group will be meeting tomorrow. On Friday, documents will be circulated in advance of the meeting on January 21, 2022. The Committee expects to provide a draft to Council in February 2022.

4.3 Quality Assurance Committee and Assessments for 2022

N. Zwiers said Council had previously agreed that QA would be assessing five percent of the membership every two years. It is alternating assessments and education. The Committee is only doing 2.5 percent. N. Zwiers said that is not good enough – the College should be doing more. C. Hickey will implement changes to the program. At the Denturists, they were doing 10 percent annually pre-COVID.

C. Hickey looked back at the records and the assessments increased from five to 19 over the last several years. In 2021, notifications went out to do 19 assessments, and they have almost all been completed. She said the College can easily do five percent if half is done in six months. The goal for 2022 will be to do five percent. There are currently 17 assessors available. By comparison, C. Hickey explained that the Denturists have approximately ten assessors. There is currently no appetite for this College to conduct assessments virtually.

P. Stavropoulos asked if the program is intended to be educational rather than punitive, and C. Hickey agreed the intent is to capture issues before they arise. There is no punitive element to the QA program.

M. Doyle said he is disappointed the QA Committee is not interested in conducting assessments virtually. C. Hickey said a number of changes are required to develop the QA program, and once she has gained the trust of the Committee, virtual assessments can be reconsidered.

P. Ferguson asked if the intent is to do 40 assessments this year, and C. Hickey confirmed that is the goal. N. Zwiers said the QA program has been operating without a sense of what is the standard practice in health regulation, and changes are required. C. Hickey will hold quarterly QAC meetings. Orientation will also be provided to the Committee. N. Zwiers also noted that there should be a divide between QAC and ICRC and Discipline – some members will be removed from QAC.

4.4 2021 Draft Financials

N. Zwiers said the financials are in draft form because all of the billings are not in for 2021, including the legal fees. The legal fees budgeted for 2021 were underbudgeted by approximately \$100,000. We have recovered a significant amount of legal fees through cost awards, but there is still a gap. N. Zwiers said the College has made a number of changes this year, and it is as close to reasonable as possible. We have reduced legal fees by removing legal counsel from ICRC meetings, Council and Executive meetings, and drafting and reviewing decisions internally.

N. Zwiers said the budgeting has historically been about trading water and not about making improvements. The previous chair of the Audit Committee was not familiar with the costs of regulation. The College intends to make some investments this year, including making IT improvements, hiring an administrative staff position and updating the website.

J. Daley said the College recovered significantly on the legal recovery side, and the increase in corporation fees was significant. J. Daley said the ICRC legal fees went down significantly. He noted that the increase in legal fees on the Discipline Committee side was to be expected.

4.5 Elections Committee

P. Ferguson and N. Zwiers met to discuss the Elections Committee – it is a committee that meets very infrequently. P. Ferguson said the website around elections needs to be updated. He also noted that assessing competencies prior to elections should be considered. P. Ferguson said he wants to call a meeting of the Elections Committee to discuss changes to the elections process.

N. Zwiers said the CPMF is looking for regulators to preemptively vet competencies before a member stands for election. P. Ferguson said there are four members up for election this year.

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4.6 UK Program Equivalencies Presentation

P. Ferguson presented to the Committee on UK programs (UK BSc. (Hons.)) and how they compare to the Mitchener course. He specifically looked at where the Michener stands on pharmacology and injectables, as compared to programs in the UK. P. Ferguson suggested we need a non-statutory committee to evaluate credentials of candidates outside Ontario. P. Stavropoulos said the College's previous method of assessing international credentials was not robust enough and it needs improvement.

5. Decision Items

5.1 Competencies for Council and Committees

N. Zwiers circulated a draft of the competencies for Council and Committees. This was created by the College of Psychotherapists of Ontario, and it was edited for this College. As well, some caveats were added in to account for the fact that we may not be able to find members with all the credentials.

J. Daley recommended that newly elected members attend HPRO governance training. He said the documents are well thought out and highlight the key competencies that are needed going forward.

N. Zwiers said this needs to be in final draft form when it is reviewed by Council, and that it will likely be ready for the June 2022 meeting.

6. Next Meeting

6.1 Proposed agenda items for next meeting – February 9, 2022

No agenda items were proposed.

7. In Camera

The Committee moved in camera at 4:49 p.m.

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