



College of Chiropodists of Ontario

**Minutes of the Executive Committee Meeting
Wednesday, April 20, 2022, 2:30 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 and CEO
2. Meghan Clarke, Deputy Registrar and Manager, Professional Conduct and Hearings
3. Christine Hickey, Manager, Registration, Examinations and Quality Programs

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 P. Ferguson and seconded by W. Linker to approve the agenda – 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 March 23, 2022

It was moved by P. Stavropoulos and seconded by W. Linker to approve the minutes of the March 23, 2022 Executive Committee meeting, with the change noted to section 5.3 – Motion CARRIED.

J. Daley noted one change to the minutes in section 5.3. to clarify that Accreditation Canada would use the College's competencies to accredit the Michener's program.

4. Discussion Items

4.1 Registrar's Report

N. Zwiers noted that in March the College wrote back to the Ministry about modernization of regulation in response to questions the Ministry posed. At this point, the Ministry has no plans to move forward with the proposed changes (i.e. smaller Council and no Executive Committee). Part of the concern was that some aspects were more challenging for smaller colleges.

The College has posted the bios and photographs of staff on the website. The idea is to make the College more approachable. The same will be done for the Executive.

We have been conducting interviews for the Executive Assistant role. C. Hickey reviewed the applications and narrowed them down. We have conducted second interviews and requested references for one person. We expect the start date to be in 2-3 weeks.

N. Zwiers and C. Hickey are looking to develop a process to address when someone outside Ontario applies to write the exam. N. Zwiers has asked C. Mendez to develop criteria to assess programs outside Ontario.

Bill 106 is something the current government is trying to push through. It would eliminate the Canadian experience requirement for regulated health professionals. Bill 106 does not change anything until there are regulations. The regulations will dictate how the College will register members – it will necessitate a revamp of the registration regulation.

The CPMF was submitted at the end of March. The College has not received any feedback from the Ministry, other than confirmation that its submission was received.

The College joined CLEAR. C. Hickey, M. Clarke and N. Zwiers will attend its annual conference in September. Staff also attended a plain language webinar last week.

4.2 Drug Regulation Amendment Update

N. Zwiers said that, unfortunately, the drug regulation amendment will not go ahead before the writ drops. But the hope is that, after the election is called, the Ministry will focus on the regulation to prepare it to be passed when a new government comes into power.

P. Ferguson asked if the College should notify the membership about the change. N. Zwiers explained that no timeframe was provided to the membership about when the new regulation would be passed. The January 1, 2023 effective date still applies.

4.3 Surgical Competencies

P. Stavropoulos, N. Zwiers, P. Ferguson and M. Doyle met with the Michener representatives and C. Gray to discuss surgical competencies. Currently, the College does not test surgical competencies on the entrance examination. The group developed a list of surgical competencies and submitted them to the Michener to review. They also asked the Michener how many procedures students perform before graduating. Dr. Marini pointed out that the College should not test any competencies students have not been instructed on.

At the last meeting, the Michener said it did not have an issue with students not being tested on the various surgical procedures. The group was not satisfied with that position. It decided that N. Zwiers would reach out to C. Gray.

N. Zwiers met with C. Gray to discuss the impasse, and it was a productive conversation. N. Zwiers will meet with C. Gray again on Monday to continue the discussion.

4.4 Financial Statements

N. Zwiers circulated corrected financial statements. She explained that the increase in annual fees was not reflected in the financial statements, and that has been changed. There is also an error – the line item for the Executive Committee is not accurate. The accountant has wrongly included some of the payments made to P. Ferguson as practice advisor, which should have been accounted as staff salaries.

N. Zwiers will report back to the Executive Committee on the credit card charges, as they have increased approximately \$10,000 from 2021.

5. Decision Items

5.1 Accreditation Canada

N. Zwiers went back to Accreditation Canada to get answers to the four questions the Committee asked at the last meeting. She circulated Accreditation Canada's response.

P. Ferguson noted that new competencies will come into effect in June 2022. His concern is whether we should consider adding surgical competencies to the document before we allow Accreditation Canada to use the competencies, otherwise Accreditation Canada will accredit the Michener program without including surgical competencies.

P. Stavropoulos asked if the College can provide the current competency profile to Accreditation Canada with the caveat that it should also include the pending surgical competencies, when available. N. Zwiers said that was possible.

N. Zwiers asked the Executive Committee to consider what would happen if we adopt the podiatry model and we are a sponsor for the Michener's program. She suggested that the safest route is for the College to allow Accreditation Canada to use the competencies (including surgical competencies) without being a sponsor.

P. Stavropoulos also noted that there is a time commitment on College staff in the accreditation process. He is not comfortable with sponsorship.

M. Doyle agreed that sponsorship is not the best approach for the College.

It was moved by P. Stavropoulos and seconded by J. Daley that the College support the Michener Institute in seeking accreditation of its chiropody program by Accreditation Canada by providing its list of competencies, including a pending list of surgical competencies, with the understanding that competencies will change over time – Motion CARRIED.

6. Next Meeting

6.1 Proposed agenda items for next meeting – May 11, 2022

No suggestions were proposed.

7. In Camera

The Committee moved in camera at 3:52 p.m.

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