



College of Chiropodists of Ontario

**Minutes of the Executive Committee Meeting
Wednesday July 20, 2022, 2:30 p.m.
Online via Zoom**

Peter Stavropoulos, Chair

Committee Registrants 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. Stanley Huang, Executive Assistant

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.

S. Huang 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 60 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 June 8, 2022

It was moved by J. Daley and seconded by P. Ferguson to approve the minutes of the June 8, 2022 Executive Committee meeting– Motion CARRIED.

4. Discussion Items

4.1 Registrar's Report

In respect of the surgical competencies discussion with Michener, Catherine Gray Academic Chair and Head of Chiropody program at Michener will be retiring and the contact for the interim will be Fiona Cherryman. With this

transition, Nicole anticipates some delay in moving forward with the changes to the surgical competencies but will meet in the near future with Catherine and Fiona to follow up on this topic.

The College's position paper was sent to Drew Maharaj at Office of the Minister of Indigenous Affairs. Drew will distribute the paper to the appropriate people once he is finished reviewing.

N. Zwiers and P. Stavropoulos met Sarita Verma, Dean and Chair of NOSM University for a preliminary discussion on the podiatry model. N. Zwiers and P. Stavropoulos will also be meeting with Algoma University to discuss resources available at Algoma as they are interested to develop a unique science program on their campuses.

After the provincial election, N. Zwiers reached out to Virginia Collins about the drug regulation and was advised that the expectation is that the Regulation will be passed before January 1, 2023.

N. Zwiers and P. Stavropoulos were invited by Jonathan Strauss, a representative of Podiatrists, to meet as that group of professionals is interested in becoming a regulated health profession. The College does not have a formal position at this time, and the discussions will be of a preliminary nature.

W. Linker asked if the Registrar's Report could be provided in written format and included with the Executive Committee agenda going forward, even if only headings of topics were provided. N. Zwiers said she would consider how best to do so.

4.2 Council meeting dates

P. Stavropoulos explained some dates run into conflict with activities in Toronto (i.e., Pride month in June) causing higher expenses to the College and greater difficulties in booking hotel accommodations. N. Zwiers identified concerns about presenting the annual budget for approval in late February, particularly since the College's fiscal year is aligned with the calendar year. In this respect, a Council meeting in January where the budget could be approved would be preferable. N. Zwiers is proposing mid-January, May, mid-September for future council meetings. The difficulty is this may require a by-law revision as the election for council aligns with the October meeting.

J. Daley commented moving the June meeting into May, may impact the ability to present the finance statements to council during that meeting and will be too late reviewing near year end in September. N. Zwiers agreed to follow up with the auditors and accountant to determine if this presents an issue for approving the audited financial statements in May rather than June and report back.

W. Linker pointed out the current timing does work well for Registrants and hotel cost seems to be the major reason for moving the date earlier. From experience, the majority of council Registrants who booked hotel rooms earlier didn't seem to experience a higher fee or inability to book a hotel room.

4.3 Practice Advisor Policy

P. Stavropoulos explained that the document circulated is from the College of Physiotherapists, which outlines everything expected of a practice advisor. P. Stavropoulos explained that the document can help us finalize the job description for the PA. Hopefully after review by legal and the Executive Committee, this document can be modified to fit the College's needs.

P. Ferguson pointed out that, as a PA, confidentiality is very important and the PA should only stick with standards and guidelines information. However, there are cases where the situation requires discussion and a legal opinion.

M. Doyle agreed with P. Ferguson that a PA should also be conducting clinical practice at the same time to ensure they are in the loop on current standards and guidelines at both the College side and day to day practice.

W. Linker recommended that we focus more on the education and research in the policy and balance that with our existing JD for the PA.

N. Zwiers noted that the policy could serve as a good template with adjustments.

P. Stavropoulos concluded that the PA is there to provide counseling and advice that should be based on the foundation of standards and guidelines.

4.4 Prorated Annual Fees

N. Zwiers mentioned the College has been asked by the Society of Chiropractors to consider reducing the annual fee for Registrants with illness, maternity/parental leave etc., like other RHPA regulators do. However, our regulations do not allow for prorated fees, except on a case-by-case basis at the discretion of the Registrar. N. Zwiers indicated that there might be a revenue impact if a significant number of Registrants take advantage of this and we don't know, at this juncture, what the impact would be.

P. Ferguson noted that without knowing how many Registrants this might apply to, and without knowing the impact to revenue, it will be hard to move forward with this request. More research should be done.

N. Zwiers said there could be push back on this as once we offer a fee reduction it is likely that an increase in annual fees will be needed to maintain the appropriate revenue stream especially for a small College like ours that is under a thousand Registrants. The only way we could avoid a fee increase is where only a marginally small number of Registrants request a fee reduction.

P. Stavropoulos suggested that we should continue to explore how other RHPA Colleges, similar in size, handle this matter and the potential impact.

W. Linker agreed further research should be done. However, we should also look at the other aspect of caring about individuals from a place of empathy and a human rights perspective.

5. Decision Items

5.1 Truth and Reconciliation CME Approved/Requirement

N. Zwiers mentioned that under the CPMF all regulatory bodies have an obligation to promote equity, diversity, and inclusion (EDI). The four-season reconciliation course she took several years ago is a resourceful, user friendly and informative course that can be taken at the learner's own pace in modules. It is also one of the badges that is part of the micro-credentials in education. The course is also currently sponsored by RBC and is free of charge until August. N. Zwiers encouraged all staff, Registrants, Council and committee members to enroll. The goal is to have council approve the same 4 season's Truth and Reconciliation course at the next Council meeting in October to have this course available to all Registrants at a reasonable cost and as a mandatory CE requirement as part of the EDI portion. Once approved, Registrants will be requested to complete the course in a 6-month period in 2023. N. Zwiers believes if we mandate this as part of the College's commitment to EDI, it is not just for the obvious benefits for Registrants, but it will also show a good faith demonstration to the Ministry of Health that the College is committed to EDI.

J. Daley said he completed the program and found it very informative and interesting. The course is supported by Royal Bank and the certificate is issued by the First Nations University of Canada. It's a valuable program without the need to look into other similar programs.

W. Linker asked whether Registrants will have to cover the fee for the course. N. Zwiers responded that the College's only involvement with the course would be to approve it as a mandatory course for Registrants. Any payments will be strictly between Registrants and First Nations University.

It was moved by P. Stavropoulos and seconded by J. Daley to recommend to Council the approval of the Truth and Reconciliation course identified above as a mandatory EDI course to fulfill as part of registrant's CME for 2023 – Motion CARRIED

5.2 Annual Renewal Questionnaire

N. Zwiers mentioned it's problematic that the College has very little information on Registrants (i.e., number of hours delegating the practice) while other Colleges seem to have this data collection by way of questionnaires in their annual renewal. The College's bylaw will need to be updated to allow us to collect such information from Registrants. If we decided to implement this, the survey will potentially be input by our professional Registrants from QA that cater to our need.

P. Stavropoulos pointed out that, when a Registrant has multiple practice locations, their clinical practice and number of hours might be varied. It is important that the College know specific details about their practice.

W. Linker suggested that we include diversity baseline questions as well such as background and other areas that are normally found in surveys of this nature.

N. Zwiers mentioned the survey will be embedded within IMIS. IMIS is an off-the shelf product that does require continuous upgrades with some level of modifications as it goes. Although the upgrade does come with a cost, it is not an option to delay the collection of such data. The time and cost are undetermined at this point.

It was moved by J. Daley and seconded by P. Stavropoulos to include the data survey in the annual renewal questionnaire – Motion CARRIED

6. Next Meeting

6.1 Proposed agenda items for next meeting – August 17, 2022

J. Daley suggested that we include the financial statements in the agenda for the next meeting.

7. In Camera

The Committee moved in-camera at 4:20 p.m.

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