



# College of Chiropodists of Ontario

## Minutes of the Executive Committee Meeting Wednesday, August 17, 2022, 2:30 p.m. Online via Zoom

**Peter Stavropoulos, Chair**

### **Committee Members in Attendance:**

1. Jim Daley, Public Appointee
2. Matthew Doyle, Professional Member
3. Peter Ferguson, Professional Member

### **Regrets:**

1. Winnie Linker, Public Appointee

### **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 & 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.

M. Clarke was appointed as Secretary.

Item 5.2 was added to the agenda – removal of Sreenath Rave from ICRC

Item 5.3 was added to the agenda – Bylaw change in respect of credit card fees

*It was moved by P. Stavropoulos and seconded by P. Ferguson to approve the agenda, with the above-noted additions – 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 July 20, 2022**

*It was moved by P. Stavropoulos and seconded by J. Daley to approve the minutes of the July 20, 2022 Executive Committee meeting, as amended– Motion CARRIED.*

J. Daley made some suggested edits to the minutes, which were circulated to the Committee. The edits were read out by P. Stavropoulos. P. Ferguson noted that Jonathan Strauss's title needs to be clarified, and N. Zwiers suggested he be identified as representing pedorthists.

M. Doyle suggested that First Nations University be identified in item 5.1.

## **4. Discussion Items**

### **4.1 Financial Statements**

J. Daley reviewed the financial statements and noted that the College is on track revenue and expense-wise.

N. Zwiers said the College is reasonably on track. She noted that J. Daley raised two points on his review of the financial statements – Discipline legal fees and the Registration Exam fees. With respect to the Registration Exam Committee, it is a large Committee – 17 people. It is too large. Staff will look at how the OSCE and the Committee meetings are run, so we can scale back. The exam and QA expenses are largely ones the College can control. In contrast, with respect to ICRC and Discipline, the College does not have much control. In terms of budgeting, there is some guesswork involved because the College cannot control how many complaints it will receive, or what the nature of those complaints will be. Although most Discipline cases are uncontested, we do have contested hearings and those cost more for the College.

J. Daley noted that under QA there is a negative expense of \$5,250 and he questioned what that was about. C. Hickey said it could relate to a reassessment, but she said she would explore that further and report back at the next meeting.

### **4.2 Member Survey/Data Collection**

P. Stavropoulos noted that the College needs to have a better sense of what its members are doing at various practice locations. This is consistent with other Colleges. First, this will help patients find practitioners who perform the services they need. Second, it will also help advance the podiatry model – the College needs to have the data to support this change. The third reason relates to quality assessment – QA assessors need to know what members are doing at various locations.

The intent is to ask for this data during the annual renewal, but because we need the information more quickly, we are going to circulate the survey to the membership in advance of 2023. C. Hickey and S. Huang are working on this project with P. Stavropoulos.

The survey was sent to the Committee prematurely. The goal is to have an online survey that is very user friendly. P. Stavropoulos confirmed that the circulated PDF is not the final document. P. Ferguson recommended that manual therapy be added as an option.

### **4.3 Registrar's Report**

N. Zwiers met with C. Gray from the Michener. She has now retired and left her role. The role is being filled temporarily, but there will be a recruitment for her role. They will interview N. Zwiers and P. Stavropoulos as part of the recruitment to determine what the College would like from the role.

N. Zwiers also met with the President of Algoma University, which has campuses in Sault St. Marie and Brampton. There will be further discussions with these stakeholders.

V. Collins has responded to the College about the Drug Regulation. It still appears January 1, 2023 remains the date the changes will come into effect.

N. Zwiers and P. Stavropoulos meet with J. Strauss (pedorthists) – they are called a College but they are not a regulator. The discussion was exploratory in nature.

N. Zwiers has been focusing on ensuring that Committee work is being done with a staff members' support. In the past, Committee chairs have been acting without support, consistency, and oversight from staff. N. Zwiers plans to make recommendations to the Executive Committee about the size of each committee required to function most effectively and to control costs. We also want to remove any overlap between QAC and ICRC/Discipline, and to ensure that Chairs have the required competencies.

N. Zwiers explained that the College also has large credit card charges – approximately \$30,000 annually. This primarily relates to members paying annual dues by credit card. N. Zwiers has been exploring whether the College can accept e-transfers and installments, and whether the College can recover the costs being charged to the College for using a credit card.

#### **4.4 Exam and Elections Update**

C. Hickey provided an update on the exams and election. She noted that four individuals appealed the results of the exam – two who failed the core competencies and two who failed the OSCE. Decision letters will be sent out to the applicants about the appeal shortly.

November 1, 2022 is the rewrite date for the written exam and November 5, 2022 is the rewrite date for the OSCE. A member identified that the November 5, 2022 conflicts with a conference, so it could be challenging to get examiners, but the plan is to proceed.

In terms of elections, the process is ending shortly. There is one nominee for District 1 and he will be affirmed. There are two nominees for District 2, so there will be a vote. There is no podiatry member for combined District 1. Another call has gone out to solicit interest in that role. The selected Councilor remains open, and the Executive Committee will be provided with a list of potential candidates for the October 2022 Council meeting. E. To is not eligible for reappointment.

### **5. Decision Items**

#### **5.1 Recommended Change of Council Dates for 2023 – January, May and September 2023**

N. Zwiers explained that this issue was raised at the last meeting. There were some practical reasons for the proposed change of Council dates for 2023 – the first, is that the College is on a calendar year, and it makes sense to present the budget at the beginning of the year. At the July 2022 meeting, a question was asked about presenting the audited financial statements at a May meeting. The auditors have confirmed it is not a problem, and the accountant agreed. Another reason for the proposed change is the cost of hotel rooms in June. N. Zwiers confirmed that the September 2023 date works with the elections cycle.

The dates being recommended are: January 27, 2023, May 12, 2023 and September 22, 2023.

J. Daley said he is nervous about having the meeting so early in May, but he is willing to try it.

*It was moved by P. Stavropoulos and seconded by M. Doyle that the Executive Committee recommend to Council to set the 2023 Council dates as follows: January 27, 2023, May 12, 2023 and September 22, 2023 – Motion CARRIED*

#### **5.2 Removal of Sreenath Rave from ICRC**

*It was moved by P. Stavropoulos and seconded by M. Doyle to remove Sreenath Rave from ICRC– Motion CARRIED*

#### **5.3 Bylaw change in respect of credit card fees**

N. Zwiers explained that the goal is to make e-transfers easier for members in advance of the February 2023 renewal. For members who want to pay by credit cards, N. Zwiers is proposing a \$35 fee to cover the College's cost, and this requires a bylaw change. N. Zwier said the College will look into allowing installment payments, provided all payments are made by the required date.

*It was moved by P. Stavropoulos and seconded by M. Doyle that the Executive Committee recommend to Council that the bylaws be amended to include an additional fee of \$35 for members who opt to pay their annual fee by credit card – Motion CARRIED*

## **6. Next Meeting**

### **6.1 Proposed agenda items for next meeting – September 21, 2022**

## **7. In Camera**

The Committee moved in-camera at 3:32 p.m.

*It was moved by P. Stavropoulos and seconded by J. Daley to move in camera – Motion CARRIED.*