



College of Chiropodists of Ontario

**Minutes of the Council Meeting
Friday, February 25, 2022, 9:00 a.m.
Online via Zoom and in person at the College**

Council Members in Attendance:

1. Matthew Doyle
2. Peter Ferguson
3. Melanie Atkinson
4. Ed Chung
5. Sasha Kozera
6. Winnie Linker
7. Irv Luftig
8. Jim Daley
9. Allan Katz (joined the meeting at 10 a.m.)
10. Patrick Rainville
11. Donna Shewfelt
12. Peter Stavropoulos
13. Eliot To
14. Reshad Nazeer

Regrets:

1. Andrew Simmons
2. Ramesh Bhandari

Staff in Attendance:

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

General Legal Counsel:

1. Alan Bromstein
2. Sarah Yun

Guests:

1. Bruce Ramsden, President, OPMA
2. Geoffrey Alchin, Ministry of Health
3. Jana Charyk, OSC

1. Call to Order

1.1 Call to Order, Appointment of Secretary

P. Stavropoulos called the meeting to order at 9:02 a.m., noting that notice of the meeting was given, and the meeting was properly constituted with a quorum present. Meghan Clarke was appointed as Secretary.

P. Stavropoulos welcomed Council members, staff and guests. He acknowledged R. Nazeer, a new public member on Council, and Julie Maciura, a Partner at SML who will be speaking to Council on the principles of good governance.

He also welcomed G. Alchin from the MOH.

1.2 Approval of Agenda

It was moved by W. Linker and seconded by P. Ferguson to approve the agenda. Motion CARRIED.

S. Kozera requested that the agenda be amended to add Item 2.2.1.5. to discuss the competencies work group.

It was moved by S. Kozera and seconded by P. Stavropoulos to approve the amendment to the agenda to add 2.2.1.5. Motion CARRIED.

1.3 Declaration of Conflict of Interest

No conflict of interest was declared.

1.4 Approval of Minutes of October 29, 2021 Council Meeting

It was moved by I. Luftig and seconded by J. Daley to approve the minutes of the October 29, 2021 Council meeting. Motion CARRIED.

2. Consent Agenda Items

It was moved by J. Daley and seconded by M. Doyle to approve consent agenda items 2.1 and 2.2. Motion CARRIED

N. Zwiers noted that the College will be continuing with the post-Council meeting surveys and making improvements based on that feedback.

2.2.1.5. Working Competencies Group

S. Kozera noted that the competencies work group could have been more inclusive to add professionals who graduated in the last ten or 20 years because the strategic plan is looking at the future of the profession. P. Ferguson explained that the intent was to bring together a cross section of podiatrists and chiropractors, including those with surgical experience. As well, members were brought on with experience working in indigenous/remote communication who can speak to access to care.

E. Chung noted that a lot of thought was put into the surgical competencies discussion. He noted that experience was helpful in developing a document that captures the competencies, especially related to surgical competencies. P. Stavropoulos noted that E. Chung and M. Vorkapich-Hill bring experience in the United States to the discussion, and there are not many DPM members practising the full scope in Ontario.

N. Zwiers noted that it is important not to make working groups too large and unwieldy. It was the Chair's decision to compose the Committee, but Council will have input.

3. Education Session – Part One

Julie Maciura presented to Council on the principles of good governance.

4. Decision Items

4.1 Cooling Off Period Bylaw Amendment

At the October Council meeting there was a vote to determine what a reasonable cooling off period would be. This is part of the CPMF. The vote was that, given the size of the College, one year was appropriate. This vote is to put the cooling off period into effect.

S. Yun clarified that the one year period applies based on when the member stands for election. P. Ferguson noted that the call for elections is in June and the elections are in September.

That By-law No. 1: General be amended as follows:

1. Amend Article 50.6, 50.7, 53.7, 53.8, and the associated schedules (the changes to the existing Articles are shown by redline).

It was moved by J. Daley and seconded by P. Rainville to approve the proposed amendments to bylaw 1 to put the one year cooling off period Council voted to adopt into effect. Motion CARRIED.

4.2 & 4.3 Registrar Title Bylaw Amendment and Deputy Registrar Bylaw Amendment

Item 4.2 – Registrar Title

N. Zwiers noted that the typical title for RHPA Colleges is Registrar/CEO and this College alone has Registrar/CAO. It implies that the Registrar has lesser authority. This also aligns us with the Ministry's proposal to change the title to CEO.

W. Linker asked how long this title has been in effect. N. Zwiers advised that it has, but she is not aware of any reason for the different title.

That By-law No. 1: General be amended as follows:

1. Amend Article 12.1 to replace chief administrative officer with CEO (the changes to the existing Articles are shown by redline); and
2. Amend Article 12.6 (iv) to replace chief administrative officer with CEO (the changes to the existing Articles are shown by redline); and

It was moved by D. Shewfelt and seconded by A. Katz to approve the amendments to Bylaw 1 to change the Registrar's title from Registrar/CAO to Registrar/CEO. Motion CARRIED by the required 2/3 majority.

Item 4.3 – Deputy Registrar

N. Zwiers explained that a Deputy Registrar is common at most regulators, and it is especially important at a small College because they can take on the authority of the Registrar during an absence. It is also about successions planning.

S. Kozera asked if this would be a Deputy Registrar, and N. Zwiers noted that it would be filled by a current staff member. It would be a dual role.

That By-law No. 1: General be amended as follows:

1. Amend Articles 13.2 and 13.4 to create a Deputy Registrar for the College (the changes to the existing Articles are shown by redline); and

It was moved by M. Doyle and seconded by A. Katz to approve the amendments to Bylaw 1 to create a Deputy Registrar position for the College, which will have the statutory authorities, duties and responsibilities of the Registrar. Motion CARRIED by the required 2/3 votes.

4.4 Exam Fee Increase Bylaw Amendment

N. Zwiers noted that this change needs to be circulated to the member before Council can vote on it. This is being brought to you on the premise that the College has revamped the exam process for registration. There will be further changes required as a result of the Drug Regulation. The member is absorbing the costs of the exams, which is not typical. C. Hickey noted at the College of Denturists charge over \$4,000 for its exams, plus additional costs for failures. It is significantly higher than what we cost.

N. Zwiers noted that we have an ongoing contract with Martek and the costs will continue to rise. If approved today, it will be circulated to the membership for 60 days. The feedback will be provided to Council at a special meeting. The fees have not increased since 2015.

C. Hickey noted that the fees being proposed would be an almost break-even point. The intent is to have the fees come into effect for the June 2022 exam. The fees would have to be increased a bit more to cover the entire costs. W. Linker asked what it would take to break even, and C. Hickey noted that it would be closer to \$3,000 or \$3,200. The plan is to revisit the bylaw in the next year or so, and to reevaluate Martek's services and whether they are required.

P. Rainville asked that the briefing note to the membership be transparent about the breakeven cost, and provide an option to vote for a lower amount and to vote for the full cost of the exam.

N. Zwiers explained that this moderate increase is being proposed for now, but further increase may be required in the future.

A. Bromstein noted several minor typographical changes to the proposed bylaw changes, and advised that they will be corrected before it is circulated to the membership.

That By-law No. 2: Fees be amended, in principle, as follows:

1. Revoke Articles 5.01, 5.02, 5.03(a) & (b), 5.04 and 5.05 and substitute that shown in Appendix 3 (the changes to the existing Articles are shown by redline).
2. Increase the Examination fees as follows:
 - a. Jurisprudence Exam - \$500 (from \$250)
 - b. Written & Clinical (OSCE) Exam - \$2600 (from \$1600)
 - i. Written only – Jurisprudence & Core Competencies (if first attempt fails) - \$1000
 - ii. Written only – Jurisprudence OR Core Competencies (if first attempt fails) - \$500
 - iii. OSCE only (if first attempt fails) - \$1600

And further, that Council direct that the proposed amendments be circulated to members and other stakeholders for comment for 60 days before the matter is returned to Council.

The motion which Council is being asked to pass would increase the qualifying examination fees for 2022, reflecting the costs incurred by the College to ensure rigorous applicant testing.

It was moved by P. Stavropoulos seconded by D. Shewfelt that bylaw 2 be amended, in principle, and that the proposed amendments be circulated to the membership and other stakeholders for 60 days. Motion CARRIED.

4.5 Suspension Guideline

M. Clarke explained that the Guideline is intended to provide guidance to suspended members in terms of what they can and cannot do while suspended, either administratively or by a College Committee. P. Stavropoulos noted that the guideline also contains guidance to locums taking over the practice from a suspended member.

It was moved by A. Katz and seconded by M. Doyle to approve the Suspension Guideline. Motion CARRIED.

4.6 Elections Committee Report and Council Competencies

P. Ferguson explained that the CPMF contemplates Council competencies. In January 2022, the Elections Committee met for the first time in a long time. This is the start of the process of looking at competencies. The Committee combined the skillset the College requires to be part of Council.

P. Ferguson noted that the Committee also developed a self-assessment for potential Council members. The Elections Committee would like to implement this assessment during the call out for elections in June. The Committee is meeting again in March and can make any revisions, if necessary, to be approved at the special Council meeting.

S. Kozera asked if there is a way to monitor those who assess themselves too high or low. P. Ferguson reiterated that this is just a starting point, and candidates will also be required to provide a resume to support their experience. J. Daley confirmed that those standing for election will have to provide a resume or cover letter to the Committee.

It was moved by W. Linker and seconded by P. Rainville to approve the Council Competencies. Motion CARRIED

4.7 Strategic Plan 2022-2027 Presentation

P. Ferguson and P. Rainville presented the College's proposed Strategic Plan, which was developed by the Strategic Planning Committee. It contains two components – sustainability and the podiatry model.

A. Katz said we need to make sure that the values of the College are reflected in how the College implements the plan. P. Ferguson agreed that there is ongoing work to be done.

N. Zwiers the next step is to develop KPIs to evaluate whether the College is meeting the objectives in the strategic plan.

It was moved by P. Stavropoulos and seconded by D. Shewfelt that Council approve the Strategic Plan. Motion CARRIED.

4.8 2022 Budget

N. Zwiers presented the 2022 budget. In the briefing note, she explained the spending priorities for 2022. In order to develop the budget, she considered the actual spending in 2021. If Council adopts the increase in exam fees, the budget will be reconsidered. There was a surplus in 2022, and that is because there was a significant amount of legal recovery. N. Zwiers did not include that in the 2022 because she wanted to be conservative. J. Daley reviewed the budget and provided feedback.

It was moved by S. Kozera and seconded by P. Rainville that Council approve the 2022 budget as presented. Motion CARRIED.

4.9 Draft CPMF

N. Zwiers noted that the 2021 CPMF is due on March 31, 2022, and it is in progress. The College has made a significant number of improvements since the last report. Once completed, the CPMF will be posted to the College's website. Prior to that, Council will review the final document.

In the 2020 CPMF, gaps were identified, and the College is working on addressing those gaps. N. Zwiers reviewed the changes the College has made since the last reporting period.

J. Daley asked if the MOH audits the information the College reports, and N. Zwiers explained that the CPMF requests links to any relevant documents.

5. Education Session – Part Two

Derrel Pink presented to Council on right touch regulation.

5. In Camera

It was moved by P. Stavropoulos and seconded by S. Kozera to move in camera pursuant to section 7(2) of the Health Professions Procedural Code. Motion CARRIED.

Council moved in camera at 2:43 p.m.

6. Next Meeting

6.1 Council Meeting Dates for 2022 and 2023

- June 24, 2022
- October 28, 2022
- February 24, 2023
- June 23, 2023
- October 27, 2023

6.2 Council Survey Reminder

6.3 Proposed Agenda Items for Next Meeting

7. Adjournment

It was moved by S. Kozera and seconded by D. Shewfelt that the meeting be adjourned. Motion CARRIED.

The meeting was adjourned at 3:02 p.m.