



# College of Chiropodists of Ontario

## Minutes of the Executive Committee Meeting

Wednesday, June 16, 2021, 2:30 p.m.

Online via Zoom

**Peter Stavropoulos, Chair**

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

1. Andrew Gassmann
2. Matthew Doyle
3. Peter Ferguson
4. Winnie Linker

**Regrets:** N/A

### **Staff in Attendance:**

1. Nicole Zwiers, Registrar
2. Tera Goldblatt, Executive Assistant
3. Meghan Clarke, Manager, Professional Conduct and Hearings

### **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.

*The agenda was approved on consensus.*

*P. Stavropoulos put forward two hours 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 May 19, 2021**

A. Gassmann proposed an amendment to section 5.1. of the May 19, 2021 Executive Committee minutes to clarify that he dissented to putting the RFP for legal services on hold.

*It was moved by W. Linker and seconded by P. Ferguson to approve the minutes of the Executive Committee meeting of May 19, 2021 with the proposed amendment noted by A. Gassmann. Motion CARRIED.*

### **4. Discussion Items**

#### **4.1 UK Trained Applicants – injection privileges**

N. Zwiers reported that the College has UK applicants coming to Ontario from other jurisdictions where they already have injection privileges. P. Ferguson noted that they have more credentials than the Michener provides. An applicant coming from Manitoba needs to complete the jurisprudence exam, but also a course at the Michener. This is on the agenda as part of a broader discussion – the College should be the one setting the credentials to be assessed, not the Michener. The Manitoba applicants meet the minimum requirements the Michener teaches. The problem is that the Michener course includes local anesthesia/cortical steroids but all the applicants need is the local anesthesia component. The College needs to consider whether they need to sit the Michener course. P. Stavropoulos questioned whether the College can register applicants with a term, condition or limitation on the register noting that they cannot inject. N. Zwiers advised that we need to establish a consistent, streamlined approach to assessing applicants. She will provide an update to the Committee after conducting further investigation.

#### **4.2 Registrar’s Report**

N. Zwiers provided an update on IT. She reported that she is meeting and requesting quotes from IT providers who can supply hardware and software to the College in a secure way. N. Zwiers asked the College’s current providers (Jeff, Janice and BJ) to provide an overview of the services they provide. One reason to consider alternative service providers is the delayed response time from some current providers.

A. Gassmann asked whether the College is assessing whether iMIS is the best database for the College, and whether other health regulators use the database. N. Zwiers noted she will take a critical look at iMIS and report back.

N. Zwiers provided an update on collaborations with other colleges. She met with Brian O’Riordan the Registrar at CASLPO and Dr. Glenn Pettifer, the Registrar at the College of Denturists. The Denturists have five staff, so it is a good comparator for the College. Tomorrow N. Zwiers is meeting with Andrew Parr from the College of Naturopaths and Dr. Pettifer. One of the things they will discuss is space sharing, given the size of each college.

N. Zwiers provided an update on the ICRC and the Discipline Committee. She reported that there are 13 active ICRC cases, and that the Committee has disposed of 25 cases in 2021. N. Zwiers reviews the decisions that M. Clarke drafts. She will draft issues-based decisions and develop a template to use going forward. There are 19 referrals to Discipline Committee, and it has held five hearings this year. Yesterday there was an effective pre-hearing conference where issues were narrowed, and an uncontested hearing was booked (Luisa Ritacca was chair). There are two hearings scheduled and two in the process of being scheduled. There is a meeting with the Discipline Committee on June 28, 2021 to discuss the new guidelines, and Committee participation in pre-hearings and hearings.

M. Doyle questioned why we are not using Ms. Ritacca to chair all pre-hearing conferences. M. Clarke explained that the most effective pre-hearing chairs are professional members because they can speak to the practice side of the conduct. N. Zwiers explained that we want to build capacity by having members trained as pre-hearing chairs.

#### **4.3 Audit Committee Update**

A. Gassmann stated that the transition to Welch LLP is expected to be completed this month. Once Welch receives the QuickBooks files and software, it will run reports to answer the auditor’s requests. Once the audit is complete, the Committee will present its report and year-end financial statements for 2020 to Council. N. Zwiers has completed a year-to-date budget versus actual analysis, which will be included in the report to Council. A. Gassmann recommended that a similar analysis be done quarterly.

### **5. Decision Items**

#### **5.1 Amendment to the fees Bylaw – increase annual fees to \$1,800**

N. Zwiers reported that the last fee increase was in October 2014 with the fees coming into effect in 2015. It was increased by \$400.

Cost-of-living has gone up since 2015. If we do not increase regularly, we are looking at larger jumps for the membership. The Denturists fees are \$1,900 as a comparator. CPSO fees are \$1,725 and it has a larger late fee. There are colleges with lower fees, but they have a larger membership base. The fee increase is only \$100, and it would take effect next year. The Bylaw change is required to make the recommendation to Council to pass the motion. We do have to give the membership 60 days to provide feedback. We could bring the feedback to Council in October.

The Committee discussed the pros and cons of approving a fee increase during a pandemic.

*It was moved by M. Doyle and seconded by P. Ferguson to approve the amendments to Bylaw No. 2, as drafted, to allow a fee increase of \$100 in 2022, for Council's review – Motion CARRIED.*

A. Gassmann dissented to the motion.

## **5.2 Amendment to the fees Bylaw – COLA increase**

N. Zwiers said it is best practice to have COLA increases built into the fees Bylaw. This change would take effect in 2023 after the \$100 increase in 2022.

*It was moved by P. Stavropoulos and seconded by M. Doyle to approve the amendments to Bylaw No. 2, as drafted, to allow increases to the fees in line with the consumer price index starting in 2022, for Council's review– Motion CARRIED.*

## **5.3 Pharmacology Course**

*It was moved by P. Stavropoulos and seconded by M. Doyle to approve the Chiropody Pharmaceuticals Course content offered by Michener, as drafted, for Council's review – Motion CARRIED.*

## **6. Next Meeting**

### **6.1 Upcoming Meeting Dates in 2021**

July 21, 2021  
August 25, 2021  
September 15, 2021

#### Council Meeting Dates for 2021:

February 26, 2021  
June 25, 2021  
October 29, 2021

### **6.2 Agenda items for next meeting**

Auditor's Report

## **7. In Camera**

The Committee moved in camera at 3:55 p.m.