



# College of Chiropodists of Ontario

## Minutes of the Executive Committee Meeting Wednesday, December 15, 2021, 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
2. Meghan Clarke, Manager, Professional Conduct & 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.

*It was moved by P. Ferguson and seconded by M. Doyle 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 November 24, 2021**

P. Ferguson requested that Item 5.5 be changed from “many member” to “there are members.”

*It was moved by P. Ferguson and seconded by M. Doyle to approve the minutes of the November 24, 2021 Executive Committee meeting, with the noted change – Motion CARRIED.*

**4. Discussion Items**

**4.1 Registrar’s Report**

N. Zwiers said the CPMF is ramping up, and she attends weekly HPRO meetings focused on the launch. The Ministry has sent the final documents and College staff will be focusing on the document in the new year. N. Zwiers would like a version of the report to go to the February 25, 2022 Council meeting, though she noted that Council does not need to approve it. Some colleges put it before Council for approval, but some did not, and others provided it as an information piece only. In any case, the final report will be provided to Council and posted on the website. There are other things the College can be doing, such as EDI initiatives. Next year will be an opportunity to engage Council and staff in that regard. The College is not behind, in that most colleges turned their attention to EDI initiatives in 2021. Other continuous improvements include having Council competencies reviewed by a third party. The College will look to engage someone in that regard – someone with expertise in governance and health.

T. Goldblatt's last day at the College was December 10, 2021. There will be a transition until the new person begins and is up to speed.

David Lamb is new to the MOH and he is considering what can be done to capitalize on the lessons learned from the pandemic, with a view to restructuring or allocation of resources. N. Zwiers has not met with him yet, but expects to do so in the new year.

N. Zwiers, P. Ferguson, P. Stavropoulos and M. Doyle met with the Michener about surgical competencies. The next step is to have another meeting to discuss the competencies identified by the College.

N. Zwiers has asked J. Maciura to present good governance training to Council in February 2022. There will be an opportunity for Councilors to ask questions following the presentation. It will not be the only training provided – the College also offers HPRO governance training.

The College has a new public member. Rashad Nazeer was appointed December 2, 2021 and his appointment runs until December 2024. N. Zwiers explained that she will provide training to R. Nazeer prior to the Council meeting in February.

W. Linker asked how the annual renewal is going and if members have expressed concern because of the rise in COVID cases – omicron variant. N. Zwiers noted that she has not heard any feedback in that regard from members. P. Ferguson said he has not received any questions from the membership about the new COVID variant.

#### **4.2 Strategic Planning Committee Update**

P. Ferguson noted that on December 2, 2021 both groups (competency and sustainability) met via Zoom to work through some processes, which focused on vision, mission statement, and values. Both groups will meet again in the coming weeks, before meeting together on January 21, 2022. P. Ferguson noted that Committee members seem to have a clearer sense of the Committee's purpose.

#### **4.3 Quality Assurance and Practice Advisor Policy Requirements**

P. Ferguson noted that there have been some issues with respect to practice assessments. On Monday, P. Ferguson and A. Georgiou met with L. Kinkartz and A. Bromstein, legal counsel. The purpose of the meeting was to make sure the Practice Advisor and the QA Committee are aligned. Legal counsel will be assisting the QA Committee and practice advisors going forward. N. Zwiers and M. Clarke need to remain at arm's length from this, so P. Ferguson is filling the staff role for now.

N. Zwiers explained that under the RHPA the QA and complaints side need to remain separate. As a result, she asked P. Ferguson to attend as a representative of the College. When the new staff member is in place, that person will take on the role as the QA Committee support on staff - orientation for the Committee will be part of that role. P. Ferguson said there seemed to be a distinct misunderstanding about the process among Committee members. He noted that some legal costs will be incurred to support the Committee.

### **5. Decision Items**

## 5.1 Suspension Guideline

N. Zwiers said M. Clarke identified that when a member is suspended, there is nothing to set out the suspension guidelines. When the College is negotiating agreements, it currently has to articulate what suspension means – but ideally suspension is consistent across all members. M. Clarke looked to RCDSO and used its guideline to draft this document.

M. Clarke noted that the intent of the guideline is to ensure members do not profit during the suspension and to ensure they are transparent with patients about why they are not working.

P. Ferguson asked what the process is for this going forward. N. Zwiers noted it could be recommended by the Executive Committee, but it will need to be approved by Council.

P. Stavropoulos asked if externship supervisors and mentors could also be included, and the Committee agreed.

P. Stavropoulos asked how the document would be policed. M. Clarke explained that the onus is on the member to comply with the Discipline Committee's order. She explained that she notifies employers and insurance companies about the suspension, but aside from that, the order is not policed. The intent of this guideline is to provide clarity to suspended members about what the College expects.

M. Doyle and P. Stavropoulos noted that asking members to provide the locum names would be helpful. W. Linker said asking for the locum names is more of a deterrent, but not necessarily required. N. Zwiers questioned whether it would make sense for IT to flag members who start work as a locum at a suspended member's clinic. She said College staff will investigate what is possible from an IT perspective.

*It was moved by P. Ferguson and seconded by M. Doyle that the Committee recommend the Suspension Guideline to Council, with the changes proposed by P. Stavropoulos – Motion CARRIED.*

## 6. Next Meeting

### 6.1 Upcoming Meeting Dates in 2021

January 12, 2022

#### Council Meeting Dates for 2021:

February 26, 2021

June 25, 2021

October 29, 2021

### 6.2 Proposed agenda items for next meeting

J. Daley requested that a financial update be added to the next agenda.

## 7. In Camera

The Committee moved in camera at 3:35 p.m.

*It was moved by J. Daley and seconded by W. Linker move in camera – Motion CARRIED.*