



College of Chiropodists of Ontario

Minutes of the Executive Committee Meeting Wednesday, October 5, 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. Winnie Linker, Public Appointee

Regrets:

1. Peter Ferguson, Professional Member

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
4. Stanley Huang, Executive Assistant

Informal Discussion with Associations

P. Stavropoulos introduced the participants – Jana Charyk, from the Ontario Society of Chiropodists (OSC), Bruce Ramsden from the Ontario Podiatric Medical Association (OPMA) and Don Gracey. The purpose of the meeting was to discuss issues that concern all three stakeholders

J. Charyk on behalf of the OSC asked about fee reductions for members on parental leave, for example. N. Zwiers advised that she raised the idea with the Executive Committee, but that the current Regulation is outdated and does not allow any fee reductions. To facilitate this change, the College would have to do a bylaw amendment. The primary concern though, is what that would mean for the College's revenue from annual fees – the shortfall would need to be offset by the rest of the membership. It could put a lot of strain on younger members if the fees went up. At this point in time, the College does not support a reduction for leaves. If it were to revisit its position, the College would need the OSC's support of future fee increases.

B. Ramsden's asked about how the virtual exam is invigilated. C. Hickey explained that Martek handles the administration of the exam, along with a proctoring company. There are three exam candidates per proctor. Each candidate must have a front and rear camera. The technology is tested before the exam is administered. On the day of the exam, the candidates have a link – they register with the proctor. They are then given an exam number code specific to them. The timer starts running once they enter the code. Candidates have an hour and half to write the exam. The proctor watches the candidates during the exam. They can take a break during the exam, but the timer does not stop running.

B. Ramsden asked about the status of the podiatry model and N. Zwiers noted that discussions are ongoing – she has engaged in a number of meetings to move the initiative forward.

B. Ramsden asked about the status of the drug regulation and N. Zwiers advised that it is still on track to come into effect January 1, 2023.

B. Ramsden asked what the College knows about any potential governance reform of regulatory health colleges. N. Zwiers noted that she regularly attends HPRO meetings with other regulatory bodies and the consensus is that the health colleges are not top of mind at the MOH, given other priorities like ER wait times. B. Ramsden also asked about the BC reform/consolidation of regulatory bodies and what impact that might have on the College. N. Zwiers noted that it is always possible that the MOH collapses several regulators under one umbrella (for example, dental regulators), but BC's population is much smaller than Ontario's and it might not be as workable here.

D. Gracey noted that the consolidation of professions in BC is relatively new and there have been a lot of challenges, which will be closely monitored in Ontario.

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. The meeting began at 2:57 p.m.

M. Clarke was appointed as Secretary.

It was moved by M. Doyle and seconded by J. Daley to approve the agenda – Motion CARRIED.

N. Zwiers requested that item 5.6 – Exam fee be added to the agenda.

It was moved by P. Stavropoulos and seconded by J. Daley to approve the agenda with the addition of 5.6 – 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 September 21, 2022

It was moved by P. Stavropoulos and seconded by M. Doyle to approve the minutes of the September 21, 2022 Executive Committee meeting – Motion CARRIED.

4. Discussion Items

4.1 Financial Statements

N. Zwiers explained that the financial statements are updated as of August 2022. The College is operating in approximately \$80,000 in deficit. One of the reasons is because it recently completed a contested hearing, which is unusual for the College. There could be additional cost implications if the Discipline Committee's decision is appealed. The other issue is that the College increased the exam fees, but we knew it would not be enough to break even. We did raise exam fees, but we took a wait and see approach to the increase.

4.2 Registrar's Report

N. Zwiers attended the CLEAR conference in Louisville, Kentucky with C. Hickey and M. Clarke last month. N. Zwiers will present to Council about this conference, as well as the CNAR conference. N. Zwiers met with Christine Elliott last week, the former Minister of Health. C. Elliott is not able to lobby the government yet – she recently joined the

health law practice at Fasken LLP. N. Zwiers discussed the podiatry model with C. Elliott, and she was very supportive, despite saying something contrary on the legislative floor. C. Elliott agreed that the podiatry model needs political will. She connected N. Zwiers with Dawn Gallagher Murphy, but they have not met yet. C. Elliott also joined the HPRO Registrar's meeting yesterday. She told the group that health regulation is not on the MOH's radar right now – the focus is on vaccine rollout, nursing shortages and ER wait time.

N. Zwiers followed up with the President of Algoma, Asima Vezina. A. Vezina connected with three conservative MPP to discuss the podiatry mode. She is going to set up a meeting between N. Zwiers and the MPPs.

In terms of the CPMF, one of the outstanding items is the third-party assessment of Council every three years. Earlier this year, several RHPA colleges discussed joining together to retain a consultant, but it did not go anywhere. N. Zwiers recently suggested that the group of Registrars development an assessment tool and assess each other's Councils. One of the concerns with this approach is that it might not be considered third party because the group is too close, but N. Zwiers said she does not share this concern. The group will contact the MOH about the approach to see if it would be considered acceptable. She noted that it is in the spirit of collaboration contemplated in the CPMF.

Council orientation is scheduled October 27, 2022 for half a day. So far nine Council members are scheduled to attend. The College learned today that Deborah Loundes is the proposed select member from the Michener.

At the Council meeting, N. Zwiers has arranged for four panel members to present – Registrars and Director of Professional Conduct. N. Zwiers will moderate the discussion.

The College is hoping to limit the number of committee members (5-6 people, other than panels) to have more staff oversight and to reign in the honorarium expense submissions to manage the budget.

W. Linker asked about the staff retreat that was held last month and what outcomes came from that meeting. N. Zwiers noted that it was primarily operational discussions. Staff suggested changes to the website, which have been implemented. P. Stavropoulos presented to staff on chiropody/podiatry. The team also developed an EDI statement and an information sharing policy, which are before the Committee today. P. Stavropoulos added that the iMIS team also presented to staff.

4.3 COLA Increase for 2023 Annual Fees

N. Zwiers noted that the inflationary increase of the consumer price index was 7.6% (July 2021 to July 2022). That will result in a \$140 fee increase for members for 2023. N. Zwiers plans to message this to the membership because it is an unexpected increase, and it is higher than the increase that occurred last year.

J. Daley said the messaging should be sympathetic to the membership.

N. Zwiers said the positive side is that, because of this large increase, it will mean smaller, more incremental increases, in the future, if necessary.

5. Decision Items

5.1 Information Sharing Policy

N. Zwier noted that it is a requirement of the CPMF that we have an information sharing policy. This policy formalizes what we do as a normal practice.

It was moved by P. Stavropoulos and seconded by W. Linker to recommend the approval of the Information Sharing Policy to Council – Motion CARRIED

5.2 Fee Guideline

P. Stavropoulos explained that this guideline was developed because of questions he received as Practice Advisor about discounting fees for specific groups of patients. For example, seniors or students. D. McKenna provided a legal opinion and recommended that the College develop a guideline to address these questions, including a requirement that members publish a fee schedule.

The Standards and Guidelines Committee held a meeting on Monday to review and approve the Guideline.

It was moved by P. Stavropoulos and seconded by J. Daley to recommend the approval of the Fee Guideline to Council – Motion CARRIED

5.3 Referral to S&G Committee – Update Surgical Standards

P. Stavropoulos noted that this arose because of a question he received as Practice Advisor. A member asked about setting up a surgical suite.

P. Stavropoulos then consulted with the Michener about what students learn in this regard. The Michener referred P. Stavropoulos to ORNAC, but there is a cost to accessing ORNAC's competencies (\$150). P. Stavropoulos is requesting that the S&G Committee look at setting competencies for surgical suites. J. Daley asked whether the S&G Committee will be provided with ORNAC's standards – P. Stavropoulos said he would support the S&G Committee being provided with this resource with the referral.

It was moved by P. Stavropoulos and seconded by J. Daley to refer the updating of surgical standards to the Standards and Guidelines Committee – Motion CARRIED

5.4 EDI College Statement

N. Zwiers noted that it is an expectation that any organization have an EDI statement. The College looked at what other colleges have done and developed its statement. The statement will go on the website with EDI resources.

It was moved by P. Stavropoulos and seconded by M. Doyle to recommend the approval of the EDI Statement to Council – Motion CARRIED

5.5 Proposed Dates for 2023 Executive Committee meetings

December 14, 2022

January 18, 2023 (Proposed Council Meeting: January 27, 2023)

February 15, 2023

March 22, 2023

April 26, 2023

May 24, 2023 (Proposed Council Meeting: May 12, 2023)

June 14, 2023

July 19, 2023

August 16, 2023

September 13, 2023 (Proposed Council Meeting: September 22, 2023)

October 18, 2023

November 15, 2023

December 13, 2023

It was moved by P. Stavropoulos and seconded by W. Linker to approve the proposed 2023 Executive Committee dates – Motion CARRIED

5.6 Exam Fee Increase

N. Zwiers noted that the exam fee was increased at the last Council meeting, with the understanding that further increases would be forthcoming. Martek's feedback was that our exam fees are very low. The College recognized that the increase would not be enough to break even. The College continues to be in a deficit related to the exam, in the amount of approximately \$50,000. We are proposing that the Executive Committee recommend to Council an exam fee increase to \$3,600, which is in line with other colleges. This is an increase from \$2,600.

J. Daley noted that cost recovery is important, especially in light of the fee increase that is forthcoming. The membership should not be required to offset the exam cost.

It was moved by P. Stavropoulos and seconded by W. Linker to recommend to Council that the exam fee be increased to \$3,600 – Motion CARRIED

6. Next Meeting

6.1 Proposed agenda items for next meeting – November 16, 2022

Financial update

7. In Camera

The Committee moved in-camera at 4:05 p.m.

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