



College of Chiropodists of Ontario

Minutes of the Executive Committee Meeting Wednesday, March 10, 2021, 5:00 p.m. Online via Zoom

Peter Stavropoulos, Chair

Committee Members in Attendance:

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

Regrets: N/A

Staff in Attendance:

Julie Maciura, Acting Registrar

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.

Julie Maciura was appointed as Secretary.

The approval of the in camera minutes of February 3, February 12, February 28 and March 5, 2021 was added to ITEM 3 of the agenda. Approval of the revised agenda was moved by Peter Ferguson and seconded by Matt Doyle. Motion CARRIED.

2. Declaration of Conflict of Interest

No conflict of interest was declared.

3. Approval of Minutes from February 3, 2021

It was moved by Peter Ferguson and seconded by Matt Doyle to approve the minutes of the Executive Committee meeting of February 3, 2021. Motion CARRIED.

3.1 *It was moved by Peter Ferguson and seconded by Matt Doyle to approve the in camera minutes of the Executive Committee meetings of February 3, 12, 28, 2021 and March 5, 2021. Motion CARRIED.*

4. Discussion Items

4.1 College Performance Measurement Framework – The Executive Committee discussed the College's submission and agreed that this should be sent to Council for approval after adding references to the Registrar and Council itself in Domain 3 (after being recirculated to the Executive Committee first).

4.2 “Mechanical Nail Debridement in the Context of COVID-19” guidance – The Executive Committee agreed that this document would be helpful for the profession and that it did not need to go through the Standards & Guidelines Committee. Direction was given to make the guidance consistent with current advice regarding universal masking, but otherwise the content was excellent.

4.3 Review of Employment contracts and HR policies – The Executive Committee agreed that it would ask Simon Archer (employment lawyer) to undertake a review of existing College HR policies and existing employment contracts. If review to an HR consultant would also be helpful then that will also be done.

5. Decision Items

5.1 Budget

The Executive Committee reviewed the draft 2021 budget as well as the Notes to Budget, finding the latter very helpful in understanding how the figures were reached in the budget. Discussion ensued with respect to ensuring that the Acting Registrar discuss with her successor various areas of efficiencies that have been identified in College processes.

It was moved by Peter Stavropoulos and seconded by Matt Doyle that the draft College operational budget be approved for presentation to Council for its approval – Motion CARRIED.

6. Next Meeting

6.1 Upcoming Meeting Dates in 2021

It was agreed that it would be helpful to have an additional meeting in June and so it was agreed that an additional Executive Committee meeting will take place on June 16, at 2:30 p.m.

March 24, 2021

April 21, 2021

May 19, 2021

June 16, 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

Bylaw amendments are recommended in relation to the Health Professions Corporations Bylaw (Bylaw #3) to delete reference to 2015 which was a transitional year in which renewal fees were pro-rated. Those draft bylaw amendments will come back to the Executive Committee so they can be presented to Council at its June meeting.

7. Adjournment

It was moved by Peter Stavropoulos and seconded by Winnie Linker that the meeting be adjourned. Motion CARRIED. The Chair adjourned the meeting at 6:30 p.m.