



College of Chiropodists of Ontario

**Minutes of the Executive Committee Meeting
Wednesday, April 21, 2021, 2:30 p.m.
Online via Zoom**

Peter Stavropoulos, Chair

Committee Members in Attendance:

1. Andrew Gassmann
2. Matthew Doyle
3. Peter Ferguson

Regrets: Winnie Linker

Staff in Attendance:

1. Julie Maciura, Acting Registrar
2. Meghan Clarke, Manager, Professional Conduct and Hearings
3. Tera Goldblatt, Executive Assistant
4. Nicole Zwiers, Incoming Registrar (until 3:00 p.m.)

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.

Revised directive 2 from the Chief Medical Officer of Health was added as ITEM 4.9 of the agenda. ITEM 4.10, an update from the Audit Committee, and ITEM 4.11, an HR Audit Update, were also added. The revised agenda was approved on consensus.

2. Declaration of Conflict of Interest

No conflict of interest was declared.

3. Approval of Minutes from March 10, 2021 and April 11, 2021

It was moved by Peter Ferguson and seconded by Matthew Doyle to approve the minutes of the Executive Committee meetings of March 10, 2021 and April 11, 2021. Motion CARRIED.

4. Discussion Items

- 4.1 Fees for Registration Exam** – The concern is that the cost to administer the exams has gone up due to COVID-19. J. Maciura recommended that the cost to administer the exam be evaluated after the June 2021 sitting to see if the costs have actually increased, and then determine if bylaw fees need to be amended. The Executive Committee agreed that the new Registrar would undertake this assessment after the June 2021 sitting.

- 4.2 COVID-19 Protocols (S&G Committee to review protocols)** – This item was discussed with item 4.9. The Executive Committee decided that the new Registrar would review the COVID-19 protocols to determine what needs to be updated on the website.
- 4.3 Serving on College Committee while being in a leadership position with an Association** – The Executive Committee decided that members with leadership positions with an association will not be eligible to run for College Council going forward, but members currently on Committees (with leadership roles in an association) will not be removed.
- 4.4 Matthew Andrade (Electronic Health Records)** – P. Stavropoulos had a follow up call with M. Andrade. He will receive a further update once M. Andrade begins a new role in a facility with electronic health records.
- 4.5 Practice Advisor Role in Meghan Hoult’s Absence** – The Executive Committee was informed that M. Hoult is having surgery this week and will be away for approximately six weeks. The Executive Committee agreed that P. Ferguson will fill the Practice Advisor role in M. Hoult’s absence. J. Maciura will finalize the logistics.
- 4.6 Registrar Reports to Executive Committee** – The Executive Committee decided that, going forward, this will be a standing item on the agenda. J. Maciura provided a brief update to the Committee. She noted that the College office contains a large number of paper files that need to be digitized. As well, J. Maciura met with N. Zwiers to discuss her transition – J. Maciura will be available in May 2021 to assist the new Registrar.
- 4.7 Prescribing Drugs** – Cesar Mendez joined the call to discuss this item. There is a gap in educating internationally trained applicants to administer topical drugs and the Michener can develop a continuing education program to fill the gap. C. Mendez explained that a full prescribing course should be considered so gaps do not need to be filled as they come up with a bridging program. C. Mendez estimated that it could take 2-3 months to develop the course. The Executive Committee decided to send a letter to the Michener requesting that it develop a new online course that addresses topical and oral prescribing. It will then bring the request to Council in June 2021.
- 4.8 Assessment of Surgical Skills** – The concern is that surgical skills are not specifically tested on the registration examination. The Executive Committee will request a list of surgical competencies from the Michener. J. Maciura will circulate a draft letter for the Committee to review.
- 4.9 Revised Directive 2 from the Chief Medical Officer of Health** – Revised Directive 2 needs to be communicated to the membership immediately, and the College needs to decide how much guidance to give to members in terms of what is urgent or emergent. The Committee decided to distribute the Directive to the membership with a preamble that advises members to use their discretion to determine what is urgent and emergent. The preamble will also reference the Ministry’s rationale for issuing the revised directive. The College will then review how much guidance other colleges are giving and modify accordingly. J. Maciura will draft a preamble for the Committee to review, which will be distributed with the Directive in the morning.
- 4.10 Audit Committee Update** – A. Gassmann advised that the year-end audit is being conducted this week. The auditor will present the report to the Committee before it goes to Council.
- 4.11 HR Update** – A. Gassmann spoke with an HR Consultant today and he believes she is the right person to review the College’s HR policies. The intent of retaining the HR consultant is to analyze staff roles and workload. The legal employment contracts will be updated by Simon Archer (employment lawyer) after the HR audit is completed.

5. Decision Items

5.1 Bylaw Amendments – Bylaw 3: Health Professional Corporations

The amendment to the bylaw will go to Council in June 2021.

It was moved by Peter Ferguson and seconded by Matthew Doyle that the amendments to Bylaw 3 be approved as amended – Motion CARRIED.

6. Next Meeting

6.1 Upcoming Meeting Dates in 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

No agenda items were added for the next meeting.

7. In Camera

It was moved by M. Doyle and seconded by P. Ferguson to move the meeting in camera. Motion CARRIED.

The Committee moved in camera at 4:25 p.m.

It was moved by A. Gassmann and seconded by M. Doyle to approve the in-camera minutes of the Executive Committee meetings of March 31, 2021. Motion CARRIED

8. Adjournment

It was moved by Peter Stavropoulos and seconded by ?? that the meeting be adjourned. Motion CARRIED. The Chair adjourned the meeting at 4:30 p.m.