



**Minutes of the Executive Committee Meeting  
Wednesday, February 12, 2025**

**Peter Stavropoulos, Chair**

**Committee Members in Attendance:**

1. Chad Bezaire
2. Allan Katz
3. Jannel Somerville
4. Reshad Nazeer

**Staff in Attendance:**

1. Nicole Zwiers, Registrar and CEO
2. Meghan Clarke, Deputy Registrar and Manager, Professional Conduct and Hearings
3. Nawaz Pirani, Manager, Examinations, Registration & Quality Programs (recorder)

**Regrets:** A. Katz left the meeting at 3:00 p.m. due to a scheduling conflict.

**1.1 Call to Order, Appointment of Secretary, Approval of the Agenda, Approval of preparation time for professional members**

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 2:32pm.

N. Pirani was appointed as Secretary.

*It was moved by P. Stavropoulos and seconded by A. Katz to approve the agenda. – Motion CARRIED.*

*P. Stavropoulos put forward 60 minutes of preparation time for this meeting and the Committee agreed. – Motion CARRIED.*

**1.2 Declaration of Conflict of Interest**

No conflict of interest was declared.

**1.3 Approval of Minutes from January 8, 2025 Executive Committee Meeting**

*It was moved by R. Nazeer and seconded by C. Bezaire to approve the minutes of the January 8, 2025 Executive Committee meeting. – Motion CARRIED.*

No corrections or changes noted.

## 2.0 Discussion Items

### 2.1 Registrar's Report

In her verbal report, Registrar N. Zwiers provided updates about the College's activities from the past few months.

N. Zwiers shared that she met with various system partners over the last month including the Ontario Medical Association, the Ontario Society of Chiropractors and the Ontario Podiatric Medical Association. In addition, N. Zwiers is working with the Executive Director of HPRO to form an education committee with a focus on future educational opportunities for HPRO members.

**College Performance Measurement Framework (CPMF):** In respect of upcoming reporting requirements, N. Zwiers reminded the committee of the annual obligation of the College to complete the CPMF by March 31<sup>st</sup>. M. Clarke is again leading the initiative on behalf of the College with staff contributing updates on their specific program areas. N. Zwiers commented on the excellent work M. Clarke has done each year in overseeing the completion of the CPMF, which is a large reporting tool with many metrics. This reporting year there have been no new reporting requirements introduced. In addition to CPMF, the College is also required to submit registration data to the Office of the Fairness Commissioner (OFC) and the Ministry of Health (MOH).

**HPRO Management Committee:** N. Zwiers informed the committee of her intention to seek nomination for a position on HPRO's management committee for a second term. N. Zwiers reminded the Executive Committee that the position is a volunteer position and one that assists in the governance of HPRO of which the College is a member organization.

### 2.2 Draft Financial Statements

N. Zwiers presented the draft financial statements for Q4 of 2024. A few more invoices from 2024 were received early in the new year and are now captured in the financial statements. However, the College remains in a healthy financial position with a surplus in 2024.

N. Zwiers reminded the committee that the annual renewal deadline is Friday February 14<sup>th</sup> and that renewals made after that date were subject to a \$200 late fee and a possible administrative suspension. N. Pirani confirmed that there were approximately 180 registrants with outstanding renewals.

## 3.0. Decision Items

### 3.1 Referral to Technical Committee – 3D Scanning for Orthotics

*It was moved by J. Somerville and seconded by C. Bezaire to refer to the Technical Committee a request from a registrant to review a 3D scanning device for compliance with College standards. – Motion CARRIED.*

### 3.2 Process for Acupuncture Course approval: Referral to Standing Drug Committee

*It was moved by A. Katz and seconded by R. Nazeer to refer to the Standing Drug Committee to review an international Acupuncture course and whether completion of it will satisfy the College's acupuncture standards. – Motion CARRIED.*

### **3.3 ICES Applied Health Research**

*It was moved by C. Bezaire and seconded by A. Katz to refer to the Strategic Planning Committee to consider working with ICES Applied Health Research as suggested by Matthew Andrade. Matthew Andrade will be asked to attend the SPC meeting to present on ICES Applied Health Research. – Motion CARRIED.*

### **3.4 Set dates for 2026 Council meetings**

Proposed dates: January 29, 2026, June 4, 2026, and October 1, 2026

*It was moved by R. Nazeer and seconded by J. Somerville to approve the proposed 2026 Council meeting dates – Motion CARRIED.*

### **4.0 Next Meeting**

The next Executive Committee meeting will take place on Wednesday, March 12, 2025.

#### **4.1 Proposed agenda items for next meeting – March 12, 2025.**

No items proposed at this time.

### **5.0 In Camera**

The Committee moved in-camera at 3:01pm.

*It was moved by P. Stavropoulos and seconded R. Nazeer to move in-camera pursuant to section 7(2)(b) of the Health Professions Procedural Code on the basis that financial or personal or other matters may be disclosed of such a nature that the harm created by the disclosure would outweigh the desirability of adhering to the principle that meetings be open to the public. – Motion CARRIED.*

*A motion was made by P. Stavropoulos and seconded by J. Somerville to move out of in-camera at 3:35pm. – Motion CARRIED.*

### **5.1 Adjournment**

*A motion was made to adjourn the meeting by C. Bezaire and seconded by J. Somerville. – Motion CARRIED.*

Meeting adjourned at 3:35 p.m.