

Minutes of the Council Meeting Thursday, May 29, 2025

Council Members in Attendance:

- Itraf Ahmad, Public Appointee
- Matthew Andrade, Professional Member
- Chad Bezaire, Professional Member
- Guransh Brar, Public Appointee
- Ed Chung, Professional Member
- Jinyu Gu, Professional Member
- Allan Katz, Public Appointee
- Mary Ellen Kennedy-Mitchell, Professional Member
- Andrew Klayman, Professional Member
- Tobi Mark, Selected Member
- Murtuza Najmudin, Professional Member
- Reshad Nazeer, Public Appointee
- Sukhwinder Pal Singh, Public Appointee
- Jannel Somerville, Professional Member
- Peter Stavropoulos, Professional Member (Chair)

Regrets:

- None

Staff in Attendance:

- Nicole Zwiers – Registrar and CEO
- Meghan Clarke – Deputy Registrar & Manager, Professional Conduct and Hearings
- Shruti Tantry – Manager, Communications and Engagement (Recorder)
- Nawaz Pirani – Director, Registration and Regulatory Programs

Guests:

- Sarah Kibaalya, Senior Policy Analyst, Ministry of Health (online)
- Bruce Ramsden, Ontario Podiatric Medical Association (online)

1.0 Call to Order

Call to Order, Appointment of Secretary, Land Acknowledgement, Approval of Professional Member Prep Time

P. Stavropoulos called the meeting to order at 9:02am., noting that notice of the meeting was given, and the meeting was properly constituted with a quorum present, and welcomed Council members and guests.

S. Tantry was appointed as Secretary.

J. Somerville delivered a territorial acknowledgement to show gratitude and humility towards the land, in which we are privileged to live and work.

E. Chung proposed 120 minutes of preparation time for professional members of Council.

It was moved by E. Chung and seconded by J. Somerville to approve 60 minutes of preparation for professional members. – Motion CARRIED.

1.2 Approval of Agenda

It was moved by A. Katz and seconded by J. Gu to approve the May 29, 2025 agenda. – Motion CARRIED.

1.3 Declaration of Conflict of Interest

No conflicts were declared.

1.4 Approval of Minutes of January 30, 2025 Council Meeting

It was moved by C. Bezaire and seconded by S. Singh to approve the minutes of the January 30, 2025 Council meeting. – Motion CARRIED.

1.5 Welcome Council, Guests and Observers

P. Stavropoulos welcomed Council, staff and guests and online observers to the session. He also welcomed E. Richler, College legal counsel, who will also conduct a presentation at today's session.

2.0 Consent Agenda Items

It was moved by J. Somerville and seconded by M. Najmudin to approve the consent agenda items provided. – Motion CARRIED.

2.1 Council Survey Results

N. Zwiers thanked all those who took the time to complete the survey and reminded Council of the importance of completing the surveys following each Council meeting. N. Zwiers explained that the College staff rely on the feedback from the surveys to ensure the Council meetings are as seamless as possible and aim to provide materials in advance of the meeting so that sufficient time is provided for review and preparation.

3.0 Decision Items

3.1 Revision to the Declaring Clinical Practice Hours Guideline**

It was moved by M. E. Kennedy-Mitchell and seconded by J. Somerville that Council approve the revision to the Declaring Clinical Practice Hours Guideline. – Motion CARRIED

3.2 Consultation on By-Law 2 (Fees) Amendments: Charging fees for CE modules and Removing Cheques as a Payment Method **

It was moved by R. Nazeer and seconded by J. Gu that Council approve the amendments to By-law 2 (Fees), where the College would be able to charge fees for CE modules and remove cheques as a method of payment for College transactions. – Motion CARRIED

P. Stavropoulos talked about the cost incurred from processing cheques, indicating that it is burdensome on the College's staff. This amendment will help the College better align with modern business practices. N. Zwiers shared that the College's banking branch nearby to the College no longer accepts cheques, which adds to the College's costs and time in processing cheques.

There were questions about the pricing for CE modules. N. Zwiers spoke about how the pricing will be variable but since this is an opportunity for registrants to obtain CE credits and receive reliable information to guide their practice, the costs for each module will be kept minimal.

3.3 Recommendation from the Standards & Guidelines Committee to elevate the Discontinuation of Services Advisory to a Guideline**

It was moved by C. Bezaire and seconded by R. Nazeer that Council elevate the Discontinuation of Services Advisory to a Guideline. – Motion CARRIED

3.4 Recommendation from the Standards & Guidelines Committee to elevate the Advertising Guideline to a Standard**

It was moved by M. Najmudin and seconded by R. Nazeer that Council elevate the Advertising Guideline to a Practice Standard. – Motion CARRIED

3.5 Assessment and Management Practice Standard – Updated**

It was moved by M. Andrade and seconded by R. Nazeer that Council approve the updated Assessment and Management Standard. – Motion CARRIED

There were questions around wording updates in the standard that may affect the application of charting and indicating differential diagnoses. Staff and legal counsel confirmed that the wording updates were done to modernize the language and make it simpler and cleaner. For example, the original wording "shall" was updated to "must" to reflect modern language. Staff and legal counsel also clarified that the original meanings of the initial standard were not altered, and the original guidance provided in the standard regarding the expectations from registrants remains the same.

3.6 Competence Practice Standard – Updated**

It was moved by M. Andrade and seconded by J. Somerville that Council approve the updated Competence Standard. – Motion CARRIED

3.7 Cutaneous, Subcutaneous and Osseous Surgeries Practice Standard**

It was moved by C. Bezaire and seconded by A. Klayman that Council approve the Cutaneous, Subcutaneous and Osseous Surgeries Standard to replace the Nail and Cutaneous Soft Tissue Surgery Standard and the Osseous and Subcutaneous Surgery Standard. – Motion CARRIED

3.8 Code of Ethics – Updated**

It was moved by J. Somerville and seconded by R. Nazeer that Council approve the updated Code of Ethics, in principle, and direct that the proposed amendments be circulated to registrants, the public and system partners for comment for 60 days before the matter is returned to Council. – Motion CARRIED

N. Zwiers added that the draft revised Code of Ethics document will be circulated to the public and registrants for feedback. It will then be presented with anonymized feedback at the next Council meeting for final approval.

3.9 Approval of the 2024 Audit Report and draft Financial Statements **

It was moved by E. Chung and seconded by R. Nazeer that Council approve the 2024 Audit Report and Financial Statements. – Motion CARRIED

3.10 Approval of Hilborn as the Auditors for the College for the 2025 Audit

It was moved by M. Najmudin and seconded A. Katz that Council approve Hilborn LLP as the College's Auditors for the 2025 Audit. – Motion CARRIED

There were some discussions around the overall selection process of the auditing firm.

5.1 Presentation: Importance of Plain Language When Serving the Public's Interest

Guest speaker Paul Aterman, Consultant on Plain language, A2J design and Tribunal Process Improvement, PA Justice Services presented to Council on the importance of Plain Language in regulatory work and decision writing. P. Aterman emphasized the importance of explaining concepts and instructions by breaking them down into simple steps and making user-friendly choices when communicating information to registrants and the public. This reduces the burden on the recipient of the decision and others involved in the work to grasp the instructions and information. This also prevents miscommunication and creates more efficient processes. Decision writers should also consider user experience and adjust the tone and format of their communication for their intended audience.

There were some good questions around how to add explanations in footnotes, how to prevent over-explaining or adding too much content in documents and keeping them concise and clear. P. Aterman shared more details with examples of producing concise documents for easy comprehension. N. Zwiers added that it is important for College policies and standards to address the diverse and wide range of needs of patients and the public

5.2 Presentation: As of Right Legislation

Erica Richler, LLP, Co-Managing Partner, Steinecke Maciura LeBlanc talked to Council about the recent As of Right Legislation proposal and the College's submissions to the Ministry of Health during the consultation period. N. Zwiers added that the College provided submissions to the MOH, which were posted on the website.

6.0 Discussion Items

6.1 Registrar's Report

The Registrar's Report is provided in the meeting materials, and in addition, N. Zwiers shared updates from the National Conference for Chiropractic and Podiatry Regulators (April 7-8) and the College's submissions to the Ministry of Health's As of Right Legislation proposal.

6.2 President's Report (verbal)

P. Stavropoulos thanked staff members and the Registrar for their behind-the-scenes work and efforts to coordinate Council meetings, and handle patient and public inquiries. He also thanked Councillors for their time helping the College fulfill its mandate to protect the public and advance the footcare profession.

6.3 Key Performance Indicators (KPIs) Update & Dashboard

The dashboard (included in materials) provides a sense of where the College stands in terms of functions and programs and will accompany Council materials going forward to keep Council informed. Strat plan committee to meet to update KPIs soon.

7.0 In Camera

It was moved by P. Stavropoulos and seconded by E. Chung to move in camera at 2:00pm 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 C. Bezaire and seconded by M. Najmudin to move out of in-camera at 3:45pm. – Motion CARRIED.

8.0 Next Meeting

8.1 Council Meeting Dates for 2025: Thursday, October 9

8.2 Council Survey Reminder

8.3 Proposed Agenda Items for Next Meeting

9.0 Adjournment

It was moved by C. Bezaire and seconded by G. Brar that the meeting be adjourned. – Motion CARRIED.
The meeting was adjourned at 3:55pm.