



**Minutes of the Executive Committee Meeting
Wednesday, December 17, 2025**

Peter Stavropoulos, Chair

Committee Members in Attendance:

Jannel Somerville
Allan Katz
Chad Bezaire
Reshad Nazeer

Staff in Attendance:

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

Regrets: none.

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

C. Bezaire chaired this meeting because P. Stavropoulos joined by phone.

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 2:31 pm.

S. Tantry was appointed as Secretary.

A. Katz proposed to add item 3.7 adding Chad Bezaire to the Registrar's Performance and Compensation Committee.

It was moved by C. Bezaire and seconded by J. Somerville to approve the agenda, as amended. – 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 the November 19, 2025 Executive Committee Meeting

It was moved by A. Katz and seconded by P. Stavropoulos to approve the minutes of the November 19, 2025 Executive Meeting. – Motion CARRIED.

2.0 Discussion Items

2.1 Registrar's Report

Registrar N. Zwiers provided a verbal update on the College's recent activities and initiatives.

She began by introducing a new public appointee to Council (see item 3.4), Chad McCleave, who she recently met for lunch. Mr. McCleave previously served for nine years on the Board of the College of Kinesiologists of Ontario. The Registrar welcomed Mr. McCleave to the College and looks forward to his contributions.

N. Zwiers reported on the recent Town Hall, held on December 13, 2025. The session had 80 RSVPs, and close to 40 attendees. The Registrar presented statistical data on lower limb amputations, hospitalization costs, and diabetic foot-related complications in Ontario and Canada, highlighting the importance of early foot care interventions. The session included some positive Q&A after the presentation. The next Town Hall will be held in May 2026.

N. Zwiers also met in November with Sasha Kozera-Faye, Interim President at the Ontario Society of Chiropractors.

N. Zwiers noted that the As of Right legislation will take effect January 1, 2026. Applicants must complete an attestation form to begin the application process. Details will be posted on the College website. There was some discussion about the eligibility requirements for applicants registered and in good standing in other jurisdictions.

As Chair of the HPRO Education Committee, N. Zwiers shared plans for an education conference on May 1, 2026. The event will be open to Council, Committee members and staff from various regulatory Colleges. More details and invitations will be shared closer to the conference date.

Finally, N. Zwiers shared that work is underway on the 2026 budget and end-of-year considerations, which will be addressed in the next agenda item.

2.2 Draft Financial Statements**

N. Zwiers reported that the draft 2026 budget includes projected costs and service fees for upcoming projects and College initiatives. The draft budget shows a small projected surplus. It will be presented to Council for approval in January 2026 after it has been reviewed and approved by the Audit Committee.

3.0. Decision Items

3.1 Administering a Substance by Injection Standard of Practice **

It was moved by A. Katz and seconded by J. Somerville to approve the revised Administering a Substance by Injection Standard and forward it to Council for final approval. – Motion CARRIED.

A. Katz asked for further information about the specifics around Emergency Kits, which was clarified by M. Clarke. The Office Medical Emergencies standard will be revised in the next cycle of the standards and guidelines revamp project, which will incorporate new best practices around emergency kits and other procedural information.

3.2 Safety and the Manufacturing of Orthotics Standard of Practice **

It was moved by R. Nazeer and seconded by J. Somerville to approve the revised Safety and the Manufacturing of Orthotics Standard and forward it to Council for final approval. – Motion CARRIED.

No comments.

3.3 Supervising Chiropody Students Standard of Practice**

It was moved by P. Stavropoulos and seconded by J. Somerville to approve the new Supervising Chiropody Students Standard, in principle, and circulate it to health system partners for consultation. – Motion CARRIED.

A. Katz emphasized the importance of involving The Michener Institute in discussions around this standard to address potential concerns and ensure transparency. He added that The Michener could help provide assurance about the level of supervision students receive.

P. Stavropoulos added that the standard will not only guide clinical supervisors but also engage students in understanding best practices early in their training, supporting effective clinical education.

The Registrar confirmed that the draft standard will be sent to health system partners and registrants for feedback and, in turn, the feedback will be shared with Council for consideration.

3.4 Add Chad McCleave, Public Appointee, to the Audit Committee

It was moved by A. Katz and seconded by R. Nazeer to add Chad McCleave to the Audit Committee. – Motion CARRIED.

No comments.

3.5 Proposed Registration Exam Increase**

It was moved by P. Stavropoulos and seconded by R. Nazeer to approve the increase to the College's registration examinations as proposed in the By-Law 2 (Fees) amendment and forward it to Council for final approval. – Motion CARRIED.

The group discussed feedback received during the consultation period about the costs associated with running registration exams twice a year at the College. It was noted that some feedback appeared to reflect a limited understanding of what feedback was being invited. The College was not nor would it invite feedback on the College's operations. Rather, the feedback solicited was whether those providing feedback were in support of the College subsidizing the College's registration examinations in whole or in part or whether they support applicants paying the full cost of registration examinations by way of the fees.

Staff confirmed that the College's psychometric service provider, who supports the exams process, including examiner training, setting exam standards, analyzing exam questions and reviewing results, charges reasonable fees compared to other vendors as determined after a market analysis.

P. Stavropoulos stated that exams fees are intended to achieve cost-neutrality. He talked about how the College is committed to addressing concerns and maintaining a fair and transparent exam and registration process for all candidates.

To address occasional misinformed feedback during consultations, the Registrar will speak at the next Council meeting about registrants' responsibilities when providing feedback.

3.6 Proposed Revisions to the Patient Relations Standard**

It was moved by A. Katz and seconded by R. Nazeer to approve the draft Patient Relations Standard for recommendation to Council for final approval. – Motion CARRIED.

No comments.

3.7 Add Chad Bezaire, Public Appointee, to the Registrar’s Performance and Compensation Committee

It was moved by R. Nazeer and seconded by A. Katz to add Chad Bezaire to the Registrar’s Performance and Compensation Committee. – Motion CARRIED.

No comments.

4.0 Next Meeting

The next Executive Committee meeting will take place on January 14, 2026.

4.1 Proposed agenda items for next meeting – January 14, 2026.

No items proposed at this time.

5.0 In Camera

The Committee moved in-camera at 3:48pm.

It was moved by A. Katz and seconded by J. Somerville 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 to move out of in-camera by P. Stavropoulos and seconded by R. Nazeer at 4:36pm. – Motion CARRIED.

5.1 Adjournment

Meeting adjourned at 4:38pm.