College of Chiropodists of Ontario

Minutes of the Executive Committee Meeting
Wednesday, April 15, 2026

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
Erin Simpson, Manager, 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

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 2:31pm.

S. Tantry was appointed as Secretary.

C. Bezaire put forward 120 minutes of preparation time for this meeting and the Committee agreed. – Motion CARRIED.

N. Zwiers noted the addition of item 2.2 Draft Financial Statements.

It was moved by C. Bezaire and seconded by A. Katz to approve the agenda. – Motion CARRIED.

1.2 Declaration of Conflict of Interest

No conflict of interest was declared.

1.3 Approval of Minutes from the January 14, 2026 Executive Committee Meeting

It was moved by P. Stavropoulos and seconded by C. Bezaire to approve the minutes of the January 14, 2026 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.

N. Zwiers introduced the College's new Manager of Registration and Regulatory Programs, Erin Simpson, to the Committee. She shared that Annual Renewal is complete as of February 14, 2026 and registrations exams coming up in May.

As part of the HPRO Management Committee and Chair of Education Committee, N. Zwiers is involved with planning a Governance Education Day event for staff members, Boards/Councils and Committee members of various regulatory colleges. The event will take place in Toronto on May 1, 2026.

N. Zwiers was also invited to join the Council on Licensure Evaluation and Assessment (CLEAR), as part of their planning committee for the bi-annual symposium event. She will also be a presenter at the event, where she will highlight the College's work in identifying equity-seeking groups for system collaboration and outreach.

N. Zwiers and P. Stavropoulos met with representatives from the Ontario footcare associations in March to discuss drafting a letter to the MOH from the College and associations.

With regards to operations, N. Zwiers shared that the database management system upgrade process is underway. Staff is currently involved in QA testing processes and recommending improvements, which will be followed by the final transition/completion stage in the next few weeks. Additionally, the website revamp project is currently underway in Phase 1, where staff is working with the vendor to determine the future website's key content areas and information architecture.

2.2. Draft Financial Statements**

N. Zwiers shared that the 2025 Audit is underway and that the draft statements do not include the March financials and will be updated and presented for Council for final approval.

3.0. Decision Items

3.1 Extracorporeal Shock Wave Therapy Guideline**

It was moved by C. Bezaire and seconded by J. Somerville to approve the revised Extracorporeal Shock Wave Therapy Guideline and forward it to Council for final approval. – Motion CARRIED.

P. Stavropoulos explained that extracorporeal shock wave therapy is form of treatment using soundwaves. This guideline was updated to ensure the guidance is up-to-date and relevant as per current standards.

3.2 Office Medical Emergencies Guideline**

It was moved by A. Katz and seconded by R. Nazeer to approve the revised Office Medical Emergencies Guideline and forward it to Council for final approval. – Motion CARRIED.

This guideline was revised to ensure the provided guidance is in plain language and up to date in terms of terminology to support registrants in their practice.

3.3. Safety and the Practice Environment Standard**

It was moved by C. Bezaire and R. Nazeer to approve the revised Safety and the Practice Environment Standard and forward it to Council for final approval. – Motion CARRIED.

3.4 Inhalation Standard **

It was moved by A. Katz and C. Bezaire to approve the revised Inhalation Standard and forward it to Council for final approval. – Motion CARRIED.

3.5 Laser Guideline **

It was moved by A. Katz and R. Nazeer to approve the revised Laser Guideline and forward it to Council for final approval. – Motion CARRIED.

3.6 Consultation Feedback: New standard on Supervising Chiropody Students**

It was moved by P. Stavropoulos and J. Somerville to recommend that Council approve the proposed draft Supervising Chiropody Students standard as a new standard of the College. – Motion CARRIED.

3.7 By-Law 1 (General) Amendments – Council Term of Office

It was moved by C. Bezaire and seconded by R. Nazeer to approve the amendments to By-law 1 (General) with regards to the Council Term of Office and forward it to Council for final approval. – Motion CARRIED.

N. Zwiers shared that the provision related to the term lengths of Council members needs to be updated for clarity and consistency with the other by-law provisions. She also noted that the proposed amendments do not affect internal operations, terms or actual Elections processes.

3.8 Brand Refresh – Website Project**

It was moved by J. Somerville and seconded by A. Katz to approve the change order provided by the website vendor for a light brand refresh as part of the website revamp project. – Motion CARRIED.

M. Clarke shared an update of the College's website refresh project and the team's work in reviewing content and information architecture. The vendor recommended a light refresh to the visual design of the website in alignment with the brand identity of the College. This will be included as part of the overall website revamp project and happen simultaneously along with the other stages of the project.

The Executive supports the decision to adopt a new and modern look and feel for the website, which would ensure the College is aligned with other regulators. C. Bezaire noted that combining this brand/visual refresh as part of the overall revamp process is prudent as it not only helps keep costs down but also allows all the visual and functional elements to be aligned in a cohesive manner, in keeping with industry best practices.

4.0 Next Meeting

The next Executive Committee meeting will take place on May 13, 2026.

4.1 Proposed agenda items for next meeting – May 13, 2026.

No items proposed at this time.

5.0 In Camera

The Committee moved in-camera at 3:17pm.

It was moved by P. Stavropoulos and seconded by 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 to move out of in-camera by A. Katz, seconded by C. Bezaire at 4:22pm. – Motion CARRIED.

5.1 Adjournment

A motion was made to adjourn the meeting by J. Somerville and seconded by P. Stavropoulos at 4:33pm.

Meeting adjourned.