College of Chiropodists of Ontario

Minutes of the Executive Committee Meeting
Wednesday, June 17, 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 2:33pm.

S. Tantry was appointed as Secretary.

C. Bezaire put forward 60 minutes of preparation time for this meeting and the Committee agreed. – Motion CARRIED.

It was moved by R. Nazeer 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 April 15, 2026 Executive Committee Meeting

It was moved by A. Katz and seconded by J. Somerville to approve the minutes of the April 15, 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 and E. Simpson met with the third-year chiropody program students at The Michener Institute. They made a presentation to the students and faculty in attendance providing an overview of the College, its mandate and the nature of professional regulation.

Earlier in the month, N. Zwiers met with Assistant Deputy Minister of Health, Karima Velji, and Allison Henry, Director of the Health Workforce Regulatory Oversight Branch for Ontario at the MOH.

N. Zwiers welcomed Michael O'Leary, Principal of The Michener Institute of Education at UHN, to the College office.

The Registrar discussed the recent announcement from the MOH regarding the scope expansion for some health professions that did not include chiropodists, at the Spring Town Hall event. There were good questions from the participants during the Town Hall and Nicole received positive feedback on her presentation.

The HPRO Annual General Board meeting took place recently, where N. Zwiers was re-elected to the HPRO Management Committee and as the Chair of the HPRO Education Committee. The Education Committee had organized a very successful event on May 1 (Governance Education Day) for staff and Council and Committee members from various Colleges. The committee is planning and developing more programming to promote further interprofessional dialogue and collaboration.

P. Stavropoulos and N. Zwiers met with representatives from an international educational institution interested in developing a footcare educational program in Ontario. The Executive committee briefly discussed the prospect of new academic foot care programs and how Ontario could benefit from more educational options to attract local as well as international students and professionals to serve Ontarians across the province, and especially in Northern, rural, and remote areas.

Staff continue to participate in meetings and other work related to upgrade the registrant database enterprise to the cloud version. The proposed launch timeline is in mid-August. Staff is also engaged in the content development and information architecture phase of the website redesign project.

2.2. Draft Financial Statements**

N. Zwiers shared the 2025 draft financial statements.

2.3 Website Revamp: C(Group Creative Brief v2 (brand refresh) **

M. Clarke provided an update on the project. Staff members are currently involved in reviewing, revising all web content as well as developing new streamlined web content, creating categories and cataloguing resources, images, and assets, so that it's ready for the migration phase in the late summer. This web content and layout redesign is a huge undertaking that is taking place simultaneously along with the brand refresh work by C(Group's designers and developers. The Creative Brief v2 is provided to the Executive Committee as an overview of the brand refresh aspect of the overall project, which will align with the written content and visual layout of the website, to support the strategic priorities and brand identity of the College.

3.0. Decision Items

3.1 Approval of RFP for Auditors, appointment of Audit Committee to oversee RFP, including recommendation to Council of selected auditor

It was moved by A. Katz and seconded by J. Somerville to approve the RFP for Auditors' appointment of Audit Committee to oversee RFP – Motion CARRIED.

The Audit committee shared their feedback on the RFP prepared by the College, which was reviewed by the Executive Committee.

3.2 Approval of appointment of Audit Committee to oversee RFP, including recommendation to Council of successful Auditor

It was moved by C. Bezaire and seconded by J. Somerville to approve the appointment of the Audit Committee to oversee RFP, including recommendation to Council of successful Auditor. – Motion CARRIED.

The Audit Committee is well-suited to review proposals from vendors and provide a recommendation to Council to appoint an Auditor for the College.

3.3 Approval of Out-of-Province Chiropody program**

It was moved by C. Bezaire and seconded by R. Nazeer to approve the Out-of-Province Chiropody Program, Bachelor of Podiatry Program at the Queensland University of Technology, Faculty of Health*. – Motion CARRIED.*

N. Zwiers shared that an assessment was completed for the Australian Bachelor of Podiatry program at the Queensland University of Technology Faculty of Health, for the specific program years of 2018-2022. The process to approve programs is that the College assessor provides an assessment as to whether a candidate from a particular program is eligible to take the College's Registration Examinations. This assessment includes analysis of the program to determine whether it has at least 80% similarity to The Michener's Chiropody program.

3.4 Approval of draft IPAC standard **

It was moved by J. Somerville and seconded by C. Bezaire to approve the draft IPAC standard. – Motion CARRIED.

J. Somerville noted a minor typo on page 3, which will be edited, and the draft standard will also be formatted prior to it being presented to Council at its fall meeting for approval.

4.0 Next Meeting

The next Executive Committee meeting will take place on July 15, 2026.

4.1 Proposed agenda items for next meeting – July 15, 2026.

No items proposed at this time.

5.0 In Camera

The Committee moved in-camera at 3:23pm.

It was moved by A. Katz 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 4:09pm. Motion CARRIED.

5.1 Adjournment

A motion was made to adjourn the meeting by A. Katz, seconded by C. Bezaire at 4:09pm. Motion CARRIED.

Meeting adjourned.