



College of Chiropodists of Ontario

**Minutes of the Council Meeting**  
**Friday, September 27, 2024, at 9:00 a.m.**  
**180 Dundas St. W., 19<sup>th</sup> Floor Conference Room**

**Council Members in Attendance:**

1. Matthew Andrade
2. Chad Bezaire
3. Guransh Brar, Public Appointee (attended via Zoom)
4. Ed Chung
5. Jim Daley, Public Appointee
6. Jinyu Gu (attended via Zoom)
7. Allan Katz, Public Appointee
8. Mary Ellen Kennedy-Mitchell
9. Andrew Klayman
10. Tobi Mark, Selected Member
11. Murtuza Najmudin
12. Reshad Nazeer, Public Appointee
13. Jannel Somerville
14. Peter Stavropoulos (Chair)

**Regrets:**

1. Ramesh Bhandari, Public Appointee
2. Andrew Simmons, Public Appointee

**Staff in Attendance:**

1. Nicole Zwiers – Registrar and CEO
2. Meghan Clarke – Deputy Registrar and Manager, Professional Conduct and Hearings
3. Shruti Tantry – Manager, Communications and Engagement (Recorder)
4. Nawaz Pirani – Manager, Registration, Examinations and Quality Programs

**General Legal Counsel:**

1. Erica Richler

**Guests:**

1. Justin Bates, Ontario Pharmacists Association (Speaker)
2. David Wright, Health Professionals Discipline Tribunal (Speaker)
3. Dionne Woodward, Health Professionals Discipline Tribunal (Speaker)
4. Bruce Ramsden, Ontario Podiatric Medical Association (Observer)
5. Teresa Salzmann (Observer, via Zoom)
6. Cynthia Li, Ontario Society of Chiropodists (Observer, via Zoom)

## **1. Call to Order**

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

N. Zwiers called the meeting to order at 9:01 a.m., 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.

A. Katz delivered a land acknowledgement to honour and remember the original inhabitants of the land, in which we are privileged to live and work. He also noted that Monday, September 30<sup>th</sup> is recognized as the National Day for Truth and Reconciliation, which is a reminder about our duty and responsibilities to reflect on and address the historical and ongoing inequities and injustices faced by Indigenous populations.

N. Zwiers discussed the College's role in addressing the Truth and Reconciliation Commission's Calls to Action, and the College's attempts to advocate for the Full Scope Podiatry Model, which will help increase access to footcare services for Ontarians, especially vulnerable First Nations populations in remote communities that are more susceptible to lower limb amputations.

P. Stavropoulos proposed 2.5 hours of preparation time for professional members of Council.

*It was moved by P. Stavropoulos and seconded by M. Najmudin to approve 2.5 hours of preparation for professional members. – Motion CARRIED.*

### **1.2 Approval of Agenda**

*It was moved by J. Daley and seconded by M. Andrade to approve the agenda. – Motion CARRIED.*

One amendment proposed: The Registration Committee report should include Reshad Nazeer's name, as he joined the Committee over the summer.

### **1.3 Declaration of Conflict of Interest**

No conflict of interest was declared.

### **1.4 Approval of Minutes of May 31, 2024 Council Meeting**

*It was moved by J. Daley and seconded by P. Stavropoulos to approve the minutes of the May 31, 2024 Council meeting. – Motion CARRIED.*

### **1.5 Welcome Guests**

N. Zwiers welcomed Council, staff and guests and online observers to the session.

### **1.6. Thanking Councillors who are leaving after this meeting.**

N. Zwiers welcomed the newly elected and appointed Councillors to the College: Jinyu Gu and Mary Ellen Kennedy-Mitchell (Professional Members), Tobi Mark (Selected Member), and Guransh Brar (Public Member). She also thanked Public Member J. Daley for his exceptional service and dedication to the College's strategic goals and committee work over the last nine years.

## **2. Consent Agenda Items**

*It was moved by A. Katz and seconded by R. Nazeer to approve consent agenda items 2.1, 2.2. and 2.3. – Motion CARRIED.*

No comments.

### **2.1 Council Survey Results**

N. Zwiers thanked all those who took the time to complete the survey and reminded Council that the College staff attempt to make these meetings 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. Decision Items**

### **3.1 Council Appointments**

*It was moved by J. Daley and seconded by A. Klayman that Council to appoint Ed Chung as the Podiatrist representative in District 1 (Combined Districts 1 and 2) to Council. – Motion CARRIED.*

E. Chung left the meeting room during the vote.

### **3.2 Election of Executive Committee Members**

N. Zwiers reported that there are five positions for election to the Executive Committee that would be cast by secret ballot, if necessary. The five positions are President, Vice-President, Professional Member, first Public Member and second Public Member. She added that there would be five separate elections, one for each position, if necessary.

#### **(a) Election of President**

N. Zwiers requested nominations for President of the Executive Committee. C. Bezaire nominated P. Stavropoulos and P. Stavropoulos accepted the nomination. There were no further nominations. P. Stavropoulos was acclaimed as President.

#### **(b) Election of Vice-President**

N. Zwiers requested nominations for Vice-President of the Executive Committee. P. Stavropoulos nominated C. Bezaire as Vice-President, and C. Bezaire accepted the nomination. There were no further nominations. C. Bezaire was acclaimed as Vice-President.

(c) Election of Professional Member

N. Zwiers requested nominations for the professional member on the Executive Committee. P. Stavropoulos nominated J. Somerville as the professional member and J. Somerville accepted. There were no further nominations. J. Somerville was acclaimed as the professional member.

(d) Election of Public Member – First Position

N. Zwiers requested nominations for the first public member on the Executive Committee. J. Somerville nominated A. Katz and A. Katz accepted. There were no further nominations. A. Katz was acclaimed as the first public member.

(e) Election of Public Member – Second Position

N. Zwiers requested nominations for the second public member on the Executive Committee. P. Stavropoulos nominated R. Nazeer and R. Nazeer accepted. There were no further nominations. R. Nazeer was acclaimed as the second public member.

Following the lunch break, P. Stavropoulos took over as Chair of the meeting.

### **3.3 Amendments to the Registration Regulation.**

*It was moved by M. Najmudin and seconded by A. Katz at 9:31am 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.*

As this item required legal counsel's notes and advice, it was discussed in camera.

*It was moved by P. Stavropoulos and seconded by M. Andrade to move out of in camera at 10:12am. – Motion CARRIED.*

*It was moved by J. Daley and seconded by A. Katz that Council approve, in principle, the proposed amendments to the Registration Regulation and that the proposed amendments be circulated to registrants, public and other stakeholders for comments for 60 days before the matter is returned to Council. – Motion CARRIED*

### **3.4 Amendments to By-law 1: General and By-law 2: Fees to require that outstanding payments owed to the College be added to the annual renewal fee.**

*It was moved by C. Bezaire and seconded by E. Chung that Council approve the proposed amendments to By-law 1 and By-law 2 to add outstanding fees owed to the College to registrants' annual renewal fee. – Motion CARRIED*

M. Andrade asked for clarification on the terms around registrants' disciplinary costs and payment plans. Staff clarified that this policy would not affect the agreements or payment plans already in place.

N. Zwiers added that this is in keeping with other regulators' practices.

### 3.5 Executive Committee's recommendations for Committee Chairs and Committee Composition

*It was moved by E. Chung and seconded by J. Daley that Council approve the Executive Committee's recommendations for Committee Chairs and Committee Composition – Motion CARRIED*

Committee Name	Chair	Professional Members	Public Appointees	Selected Member	Non-Council Appointees
<b>Executive</b>	Peter Stavropoulos	Chad Bezaire Jannel Somerville	Allan Katz Reshad Nazeer		
<b>ICRC</b>	Peter Stavropoulos	Edward Chung Jannel Somerville Chad Bezaire Matthew Andrade Jinyu Gu Mary Ellen Kennedy-Mitchell Murtuza Najmudin	Allan Katz Reshad Nazeer Guransh Brar Jim Daley	Tobi Mark	Brooke Mitchell Cesar Mendez Riaz Bagha Ruth Thompson Stephanie Shlemkevich Stephen Haber Allen Frankel Lloyd Nesbitt Eliot To Shael Weinberg Melanie Atkinson Deborah Loundes
<b>Discipline</b>	Cesar Mendez	Edward Chung Jannel Somerville Peter Stavropoulos Chad Bezaire Matthew Andrade Jinyu Gu Mary Ellen Kennedy-Mitchell Murtuza Najmudin	Allan Katz Reshad Nazeer Guransh Brar Jim Daley	Tobi Mark	Brooke Mitchell Riaz Bagha Stephen Haber Lloyd Nesbitt Shael Weinberg Eliot To Melanie Atkinson Deborah Loundes Stephanie Shlemkevich Ruth Thompson
<b>Fitness to Practice</b>	Brooke Mitchell		Reshad Nazeer	Tobi Mark	Cesar Mendez Kimberley Resmer Pauline Looi Eliot To Matthew Doyle Deepka Duggal
<b>Patient Relations</b>	Peter Stavropoulos		Allan Katz Reshad Nazeer		Brooke Mitchell Pauline Looi Matthew Doyle
<b>Quality Assurance</b>	Millicent Vorkapich-Hill	Andrew Klayman	Reshad Nazeer		Brooke Mitchell Julie Fraser Tina Rainville Lisa Balkarran Ruth Thompson Matthew Doyle Melanie Atkinson Andrea Di Croce
<b>Sedation</b>	Millicent Vorkapich-Hill	Andrew Klayman			Andrew Klayman Brooke Mitchell Julie Fraser

					Matthew Doyle Melanie Atkinson
<b>Registration</b>	Matthew Doyle	Matthew Andrade Peter Stavropoulos	Allan Katz Reshad Nazeer		Deepka Duggal Tejinder Sahota Ruth Thompson Melanie Atkinson Julie Fraser
<b>Ad Hoc OR Standing Committees</b>	<b>Chair</b>	<b>Professional Members</b>	<b>Public Appointees</b>	<b>Selected Members</b>	<b>Non-Council Appointees</b>
<b>Audit</b>	Chad Bezaire	Edward Chung	Reshad Nazeer		Melanie Atkinson
<b>Standards and Guidelines</b>	Brooke Mitchell	Edward Chung Chad Bezaire Peter Stavropoulos Jannel Somerville		Tobi Mark	Julie Fraser
<b>Registration Examination</b>	Stephanie Shlemkevich	Jinyu Gu			Brooke Mitchell Julie Fraser Lisa Balkarran
<b>*Registration Exam Writers</b>	<ul style="list-style-type: none"> <li>• Mary Ellen Kennedy-Mitchell</li> <li>• Danielle Bannerman</li> <li>• Tina Rainville</li> <li>• Deepka Duggal</li> <li>• Julie Fraser</li> <li>• Andrea di Croce</li> <li>• James (Jim) Hill</li> </ul>				
<b>Drug</b>	Peter Stavropoulos	Jannel Somerville	Allan Katz		Cesar Mendez
<b>Technical</b>	Edward Chung	Chad Bezaire			John Lanthier Matthew Doyle
<b>Elections</b>	Allan Katz		Allan Katz Reshad Nazeer Guransh Brar		Matthew Doyle
<b>Strategic Planning</b>	Millicent Vorkapich-Hill	Peter Stavropoulos Ed Chung Jannel Somerville	Allan Katz		Matthew Doyle
<b>Registrar's Performance and Compensation</b>	Allan Katz	Peter Stavropoulos Matthew Andrade	Allan Katz		Melanie Atkinson

### 3.6 Approval of the College's Governance Manual for Council and Committee Members

*It was moved by J. Daley and seconded by M. Andrade that Council approve the Governance Manual. – Motion CARRIED.*

Staff shared that this new Governance Manual is intended to address some gaps in governance, meeting norms and internal operations. It is a good resource for new and current Councillors and committee members.

N. Zwiers invited councillors to review the document and provide feedback.

E. Chung proposed sharing it publicly with registrants and students to inform about the role and responsibilities of the College Council. Staff added that this resource will be published on the website, and can be shared and circulated with The Mitchener, with Councillors' networks and referenced in other documents.

### **3.7 Removing Information from the Public Register Policy**

*It was moved by M. Najmudin and seconded by A. Klayman that Council approve the policy on Removing Information from the Public Register. – Motion CARRIED.*

No comments.

### **3.8 Records Management and Retention Policy**

*It was moved by M. Najmudin and seconded by A. Klayman that Council approve the policy on Records Management and Retention. – Motion CARRIED.*

N. Zwiers shared that this is a new internal policy that provides guidance on how long to retain documents and records of the College. It also provides direction and a retention schedule that will allow staff and Council to manage, retain and dispose of records.

Council asked about the College's digitization of paper records, and N. Zwiers shared that paper records have been scanned, stored and digitized over the last two years with the help of a summer student.

## **4. Council Education Item #1 – Strategies Used to Advocate for Scope Expansion for Pharmacists**

Justin Bates, CEO of the Ontario Pharmacists Association (OPA), presented key takeaways from the strategies used by the OPA to advocate for scope expansion for pharmacists over the past few years. He thanked COCOO for the opportunity to share some highlights and learnings from this project and the discussions with the Ministry and pharmacy professionals.

## **5. Council Education Item #2 – Health Professions Discipline Tribunal Pilot Project \*\***

David Wright and Dionne Woodward shared their report on their pilot project and collaborative efforts in developing the Health Professions Discipline Tribunal.

## **6. Discussion Items**

### **6.1 Registrar's Report**

The Registrar's report is provided in the meeting materials. N. Zwiers added some notes: The College's invitation to other provincial regulators for the inaugural Canadian National Foot care Regulators conference in 2024 received positive responses from Nova Scotia, British Columbia, Manitoba and Alberta regulators. The College created and sent out a short survey to understand the scope of practice and specific information about other provinces and the overall regulatory landscape. We plan to collate information about legislation, scope of practice, and jurisdictional landscape, to help us design the conference agenda and topics. This initiative is aimed to bring all the provincial voices together to learn and exchange ideas and work towards shared goals of improving access to foot care services, especially in underserved areas across the country.

Council commended these efforts and agreed that discussion around other provinces' registrant bases and sharing of information and our role and responsibilities is a crucial step in supporting labour mobility and improving access to care. C. Bezaire added context around New Brunswick and the potential for it to move towards podiatry regulation, like PEI and Nova Scotia, the latest provinces to regulate podiatrists.

N. Zwiers shared that registration and application data requested from the Ministry on Ontario-educated, Canadian-educated and internationally educated applicants, was submitted for the first reporting period.

Additionally, N. Zwiers shared that she was acclaimed to the HPRO management committee to engage in discussions on interprofessional matters, health regulation and common goals of all health regulators in Ontario. The committee is aiming to share best practices, data and resources to support one another and promote interprofessional collaboration.

N. Zwiers shared that the Standing Drug Regulation or Prescribing Committee has been working on a White Paper to the Ministry of Health, to advocate for increased prescribing privileges and scope expansion for health professions, such as chiropractors and podiatrists, optometrists, midwives, pharmacists, and naturopaths. The committee is comprised of both regulators and associations of the above-mentioned professions. The committee's recommendation is based on the best approach to drug regulations – prescribing to scope, as opposed to prescribing to lists and categories. This recommendation was developed after a series of discussions and analysis of benefits and challenges of each prescribing method.

P. Stavropoulos added that the College continues to see the benefit of pursuing an expanded scope of practice for regulated health professionals.

## **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 thanked Councillors for their time on important College work.

## **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.

## **7. In Camera**

*It was moved by J. Summerville and seconded by E. Chung at 1:25pm 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 Jannel, seconded by Chad, at 2:03pm. Motion CARRIED.*

*It was moved by A. Katz and seconded by J. Daley to move in camera at 3:07pm 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 M. Najmudin, seconded by C. Bezaire, to move out of in-camera at 4:14pm. Motion CARRIED.*

## **8. Next Meeting**

### **8.1 Council Meeting Dates for 2025**

- Thursday, January 30, 2025

### **8.2 Council Survey Reminder**

### **8.3 Proposed Agenda Items for Next Meeting**

## **9. Adjournment**

*It was moved by C. Bezaire and seconded by J. Daley that the meeting be adjourned. – Motion CARRIED.*

The meeting was adjourned at 3:56 p.m.