

## BRIEFING NOTE

**TO:** Board of Directors

**FROM:** Fazal Khan, Registrar, CEO

**DATE:** December 2 and 3, 2024

**SUBJECT:** Executive Committee Elections

☐ For Decision ☒ For Information ☐ Monitoring Report

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**Purpose:**

To provide the board with direction regarding the procedure which governs the election of the Executive Committee, as set out in the COO By-laws.

**Background:**

*Executive Committee Composition*

Pursuant to Article 10.1 of the by-laws, the Executive Committee of the COO is composed of five individuals: the Chair, the Vice Chair, and three additional Directors.

The Executive Committee must consist of three Elected Directors and two Public Directors.

*Election of the Executive Committee*

The general procedure for electing Executive Committee members is set out in Article 9 of the COO By-laws. The process can be summarized as follows:

1. The meeting must be chaired by a neutral party:
2. Each candidate must be nominated and seconded
3. The election must be conducted by secret ballot:
4. The successful candidate must obtain a majority vote
5. The elections must take place in the following order:
  - i. Chair
  - ii. Vice-Chair
  - iii. Remaining three positions, in no particular order

Karen Elkin will be the neutral party overseeing the Election. The elections will be by secret ballot. In the event that someone is unable to attend in person, the party in question may email their vote to Karen Elkin. In the event of a tie vote, up to two additional ballots will be held. If the vote is still tied after the third ballot, the neutral chair will write the names on paper and pull the names out of a hat to break the tie.

*Eligibility for the Executive Committee*

All Elected Directors and Public Directors who submit an expression of interest at least 14 days before the Board meeting are eligible for nomination for election to the Executive Committee. The Chair may serve a maximum of two consecutive one-year terms.

*Eligibility to vote for the Executive Committee*

All individuals who will be on the Board of Directors effective January 1, 2025 are eligible to vote in the election, including incoming board members. Board members whose terms are ending on or before December 31, 2024 are not eligible to vote.

Following the election, the current sitting board will be asked to make a motion appointing the 2025 Executive Committee as elected.

Re: Expression of Interest for 2025

I would like to express my interest in running for the College of Opticians of Ontario Executive Committee. Specifically, I would like to put my name forward for the role of Chair.

Experience:

Through my 14 years with the COO I have served as both an Appointed Professional Member and now as an Elected Professional Member and worked on almost all of the COO committees including; Executive, Discipline, Quality Assurance, ICRC, Registration, and Governance often times holding the position of Chair or Vice-Chair with these committees. I have sat and chaired Discipline Panels, written D&R's, developed Governance policies, assisted with the Prior Learning and Recognition Program, assisted in the development of the Optician's Portfolio program, and acted as an Examiner for the National Exams in both Eyeglasses and Contact Lenses. I have attended a range of additional training with the COO including Advanced Discipline Training, Chair and Leadership Training, and Diversity, Equity, and Inclusivity Training.

Away from the COO I have spent my career working in every aspect of Opticianry from my beginnings in optical laboratories to large chain stores to small independent optical shops. My corporate background includes management of multiple locations and corporate training. For the last decade I have been operating as a Freelance Optician working in small and large independent opticals problem solving, dispensing, training, marketing, and managing. I have spent the last two years expanding my education working as a Refractionist in a busy optometric practice. Additionally, I have worked with NACOR as an item writer/subject expert assisting in the creation of the National Standards of Practice, the Competency Gap Analysis Tool, several of the Bridging Modules still in use for PLAR candidates, and BLOG writing for the Licensed Optician Campaign.

My goal has always been to serve the COO in any capacity needed and I was honoured to be given the opportunity to serve as Chair in 2024. I would like to humbly request a second year in the role to continue the work and efforts I began this year.

Thank you for your consideration,

Sincerely,

Derick Summers R.O.

## Expression of Interest

Please be advised that I would like to express my interest in running for the College of Opticians Executive Committee. I would also like to be considered once again for the position of vice-chair as a professional member for the committee.

I have been involved with the college for 5 years now and am entering my second term as an elected member. I had the honor to serve as your Vice chair for the last year and truly enjoyed the experience and opportunity to immerse myself even further in our great organization. In my years at the college, I have served on the patient relations, governance, discipline, ICRC, QA and registration committees. The highlights of my time have been being Vice Chair for the ICRC and getting to Chair a discipline hearing. I believe my diverse implication over the years in the many different committees can be an asset on the executive committee. At the professional level I have been self-employed for nearly 25 years which has taught me the invaluable lesson of financial planning and the ability to alter the course rapidly when unexpected situations arise.

I believe I have shown to be calm and collected in my participation during my time at the college. I have shown the ability to be a team player and would welcome the opportunity to bring my strengths to the executive committee. I am a current elected board member of our regional credit union and have sat on the risk management committee for the last 3 years. I believe my continuous financial and risk management training in this role can be a valuable asset to the college.

Thank you for considering me and I ask for your vote onto the 2025 executive committee.

Sincerely,

Kevin Cloutier R.O.

## Expression of Interest - Tonya Nahmabin

I am entering my sixth year with the College of Opticians. During my time as an appointed member I have had the opportunity to be involved with the Registration, Patient Relations, Discipline and Quality Assurance Committees. I have taken a leadership position as previous Vice Chair of the Registration and Discipline Committees and also, as the present Chair of the Quality Assurance Committee. I am proud of the active role I had in streamlining the Quality Assurance Process. I have had the opportunity to participate on a Discipline Committee panel. I have served as an Elected Board Member and sat on the Executive Committee for the past two years and previous to this I was an appointment member. All these experiences have given me a fulsome understanding of the operations of the College of Opticians and the governance and guidance provided by the Board.

I have worked in the optical field for 18 years and have been a licensed optician since 2017. My career has included work in chain optical and currently I practice within an optometry office. My time spent working in both big cities and small towns has allowed me to interact with a diverse section of the public. I have sat as a model for the NACOR exams many times allowing me to develop a thorough understanding of the exam process. I also bring a unique perspective to the Board as I have experience working with individuals with developmental differences along with my involvement advocating for my Indigenous family members. This grants me insight into the barriers these communities have in accessing health care.

It is a great privilege to serve the public with the work I am involved in at the College. I am passionate about working collaboratively and creatively. I strive to be prepared and present during all my endeavours. I feel I make a positive contribution to the College and believe I will continue to bring a fresh perspective to the Executive Committee. I would like to submit my candidacy for the Executive Committee as well as the position of Vice-Chair.

Thank you for your time and consideration. I would especially like to thank those who have encouraged and supported me through this process.

I wish to submit my name as a Public Member for the position of Executive member on the Executive Committee for the year 2025.

I have sat on this committee as Vice Chair for 2 years, Chair for 2 years and one year as a committee member. I have been appointed to the college as a public member since 2019. My background in governance, finances and decision making have helped me express my viewpoints and reach consensus with other members of the committee to reach decisions to present to the board for approval.

I have excellent rapport with staff and other members of the board.

I thank you for support.

Respectfully submitted.

Stephen Kinsella, Barrie.

November 14th 2024.

Please be advised in considering this as my official notification in expressing an interest in seeking election as a public member on the Executive of the College of Opticians of Ontario.

In 2014 to Present, I was appointed by the Ontario Government as a Public Member of the College of Optician of Ontario, and had previously been elected as an executive member and Vice President of the College.

I am currently serving on the Inquiries, Complaints and Reports Committee (ICRC), and on the Quality Assurance Committee, as the Vice Chair.

In 2019 to Present: Appointed by the Governor General of Canada on the advice of the Minister of Heritage, in a merit-based selection process, as a Trustee of the Canadian Museum of Immigration at Pier 21, Halifax Nova Scotia.

To provide strategic management and oversight of the Museum, safeguarding the Museum resources, and participation in the review of the Museum's CEO performance in accordance with the Government of Canada Guidelines.

In March 2022 to Present: Appointed as a member of the Justice of the Peace Advisory Committee, pursuant to subsection 2.1(3) paragraph 2 of the Justice of Peace Act. Its mandate is to recruit and classify candidates for appointment as a Justice of the Peace in Ontario and to report the classifications to the Attorney General.

It should be noted that none of the above Boards I am serving on, have never been in conflict with the College of Opticians of Ontario.

In addition, I have been a community leader for over 45 years in Canada, leading a congregation of over 6,000.

I oversee a food bank and serving over 400 cooked meals per month to help counter poverty and hunger, and improve harmony, friendliness, and trust among the communities.

Currently the Co-Chair of the Chief of Toronto Police Muslim Consultative Committee.

I have been successful in broadening my knowledge and perceptions on matters of the Public Rights and Interests.

I have the firm belief that critical thinking, teamwork, and collaboration in discussions is beneficial towards a "sober second thought ". I learnt these skills from my experience on various Boards and Committees that I served on.

I have learnt that in leadership, accountability, transparency, and Integrity are crucial to gaining respect in any professional settings.

I demonstrate respect and integrity by being courteous, attentive, patient, and open to what others bring to the table.

These very values are manifested in my work ethics.

A licensed marriage officer in Ontario.

A graduate from York University Toronto in Conflict Resolution and Family Mediation.

In 2012: Awarded by the Governor of Canada the Queen Elizabeth II Diamond Jubilee Award.

In 2018, a recipient of the inaugural award of Canada 150 Community Award (House of Commons) for outstanding contributions to the growth of the community.

In 2022, a recipient of the Platinum Jubilee Community Service Award in celebration of the Queen's Platinum Jubilee on the throne.

I respectfully seek your support.

Regards.

Omar Farouk .