

**COUNCIL MEETING MINUTES**  
**COO Boardroom – 902-85 Richmond St. W., Toronto**  
**Monday, May 29, 2017**

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**Council Members Present:**

Mr. David Milne, President, Public Member  
Ms. Ingrid Koenig RO, Vice-President, Elected Member  
Mr. Bryan Todd RO, Elected Member  
Mr. Omar Farouk, Public Member  
Ms. Eve Hoch, Public Member  
Mr. Joseph Richards, Public Member  
Ms. Susan Carlyle, Public Member  
Ms. Neda Mohammadzadeh RO, Elected Member  
Mr. Robert Vezina RO, Elected Member  
Ms. Edward Viveiros RO, Elected Member  
Mr. Balbir Dhillon RO, Elected Member – attended until 11:30 am  
Ms. Trudy Mauth, Public Member  
Ms. Peggy Dreyer RO, Elected Member  
Mr. Jeff Fernandes RO, Elected Member  
Mr. Gordon White, Public Member

**Administration:**

Mr. Jim Dunsdon, Independent Meeting Chair  
Mr. Fazal Khan RO, Registrar  
Ms. Bev Sloan, Deputy Registrar  
Ms. Michelle Kushnir, General Counsel  
Ms. Tammie Pieteron, Executive Assistant

**Guests:**

Mr. Peter Sevitt, Sevitt & Associates, College Auditor  
Mr. Jim McKinlay, McKinlay Consulting Services

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**1.0 Introduction**

**1.1 Introductions and Announcements**

Mr. Jim Dunsdon, Independent Meeting Chair, called the meeting to order at 9:30 am and announced that Mr. Jim McKinlay, McKinlay Consulting Services, would be joining the meeting at 1:00 pm via teleconference. The Chair welcomed all members of the Council, appointed Members and attendees in the gallery. He congratulated Tammie Pieteron, Executive Assistant on joining the College as a new staff member. It was announced that due to technical difficulties, today's meeting would not be broadcast live.

**1.2 Conflict of Interest Declaration**

The Chair reminded Council that conflicts of interest could be declared at any point in the meeting and encouraged members, if they felt they were in conflict with any of the agenda items, to declare now or when the conflict became clear. No conflicts were declared.

**1.3 Adoption of Agenda**

In order to accommodate teleconference guest Mr. Jim McKinlay the lunch time was revised to take place from 11:30 am to 12:45 pm.

**MOTION:** To approve the agenda, as amended.

Moved: D. Milne  
Seconded: E. Viveiros

**VOTE: CARRIED**

## **2.0 Minutes**

### **2.1 January 30, 2017**

**MOTION:** To adopt the Council minutes of January 30, 2017 as circulated.

Moved: G. White  
Seconded: E. Hoch

**VOTE: CARRIED**

## **3.0 Finance**

### **3.1 2016 Draft Audited Financial Statements, Peter Sevitt, Auditor**

Mr. Peter Sevitt, auditor for the College, reviewed the 2016 draft audited statements with Council and reported that the College's audited 2016 financial statements presented fairly. He spoke to the noteworthy variances between the 2015 and 2016 year-end financial statements and walked Council through restricted and unrestricted funds. Council was invited to ask questions.

### **3.2 College Contingency Fund Allocations**

The Registrar spoke to the contingency fund allocations in the 2016 draft audited statements and noted the proposed changes by the Executive Committee. The Registrar invited questions from Council.

**MOTION:** To approve the 2016 Draft Audited Financial Statements, as circulated, with the allocation of 2016 surplus funds as proposed by the Executive Committee.

Moved: R. Vezina  
Seconded: J. Fernandes

**VOTE: CARRIED**

### **3.3 Confirmation of College Auditor for 2017**

**MOTION:** To confirm Mr. Peter Sevitt and Associates as the Auditor for the College of Opticians of Ontario 2017.

Moved: R. Vezina  
Seconded: P. Dreyer

**VOTE: CARRIED**

### **3.4 2016 Year-End Variance Report**

Council reviewed the 2016 year-end financial variance report noting any significant areas of variance between the 2016 budget and year-end audited figures. This report was for information only.

3.5 Year-to-Date Variance Report

Council reviewed the 2017 year-to-date variance report, provided for information only. It was noted that all budget line items are currently under budget. It was further noted that the Executive Committee reviews financial matters and reports on a regular basis.

4.0 **Decisions & Discussion**

4.1 Committee Composition Adjustments

The Registrar briefed Council on two committee composition adjustments noting that since the last Council Meeting, the Executive Committee addressed two changes to the committee composition which required immediate attention. On April 11, 2017, elected member Ms. Ingrid Koenig was removed from the Patient Relations Committee and appointed to the Governance Committee to ensure compliance with College by-laws. Appointed member, Mr. Tim Wallner, resigned his position on May 4, 2017. The Executive Committee reviewed the candidates who applied for appointed positions in the fall of 2016 and offered the position to Mr. Derick Summers. Mr. Summers accepted the offer and replaced Mr. Wallner on the Quality Assurance Committee and the Patient Relations Committee.

4.2 Citizens Advisory Group

The Registrar explained the purpose, mandate, composition and value added of the College of Physiotherapists of Ontario's (CPO's) Citizens Advisory Group (CAG). Members of this group are recruited from all parts of Ontario, screened and oriented by the CPO. Currently the group consists of 15-18 members of the public not associated with health regulatory colleges or professional association. The purpose of the group is to provide feedback representative of Ontario health consumers on the CPO's activities and initiatives.

The CPO approached the Federation of Health Regulatory Colleges of Ontario asking if other colleges were interested in participating. The estimated cost per participating college was set at approximately \$11,000 per year to facilitate quarterly meetings. Participating colleges would actively engage the group on issues specific to their professions. Council discussed the concept and this College's participation. Council agreed that membership in this group would be beneficial in promoting accessibility and transparency aligning closely with the COO's strategic plan strategy of Public Engagement.

**MOTION:** To approve the allocation of up to \$12,000 per year for participation in the Citizens Advisory Group Partnership.

Moved: R. Vezina

Seconded: B. Todd

**VOTE: CARRIED**

4.3 Logo Review

Council was presented with a number of new logo designs for review and consideration in light of the upcoming office relocation and website redesign. Council was also presented with the current college logo with updated colours reflecting the colour scheme for the new premises. Discussion ensued on the design offered.

**MOTION:** To keep the existing COO logo with adjusted colours as per the design option presented.

Moved: D. Milne

Seconded: S. Carlyle

**VOTE: CARRIED**

4.4 Bill 87

Council was briefed on the status of Bill 87, the *Protecting Patients Act, 2017* which amends the *Regulated Health Professions Act, 1991*. Council was informed that the Executive Committee had approved a formal written submission to the government from the COO in support of Bill 87 and in support of amendments to Bill 87 proposed by the Federation of Health Regulatory Colleges of Ontario. It was reported that Bill 87 was in the process of undergoing third reading in the House at the time of the Council meeting. It was noted that when the bill received Royal Assent, some amendments would be effective immediately and others once accompanying regulations have been passed. Council will be updated on the status of the passing of the bill once known.

4.5 Council Meeting Package Publication Policy

President David Milne led discussion on this issue by reporting that Bill 87 proposes that health regulatory colleges be required to post on their websites, in advance of public council meetings, agendas and associated meeting materials, with the exception of materials to be discussed *in camera*. The Registrar reminded Council that currently the COO posts Council meeting agendas on the college website prior Council meetings and that meeting materials are available upon request. Council also reviewed information on the current practices of other RHPA colleges.

**MOTION:** To approve, in principle, a plan to publish Council meeting materials (excluding *in-camera* materials and legal advice) ahead of each Council meeting, and task the Governance Committee with developing a policy on publication of Council materials.

Moved: R. Vezina

Seconded: O. Farouk

**VOTE: CARRIED**

4.6 Advertising Guidelines

Council was advised that while the college has an Advertising Regulation in place it has no accompanying interpretive guidelines. Council considered the information provided and determined that the Patient Relations Committee should be tasked with developing advertising standards or guidelines for the membership.

**MOTION:** To assign the Patient Relations Committee the task of developing advertising standards or guidelines that may include: guidance on the use of testimonials, comparisons and superlatives in the internet age and any other guidance on advertising that the Patient Relations Committee feels appropriate.

Moved: E. Hoch

Seconded: N. Mohammandzaheh

**VOTE: CARRIED**

4.7 Annual General Meeting

It was reported that the College currently has a policy on Annual General Meetings (AGM) in each year. Council debated the merits of holding an AGM each year given that holding an AGM is not legislatively mandated. Council recounted how and when AGM's have been conducted in prior years noting that these meetings have regularly seen extremely poor attendance. The Executive Committee

recommended that Council consider if this practice should continue. The Executive Committee recommended as follows:

- to no longer hold an Annual General Meeting;
- to promptly post each year's Annual Report on the College website and e-blast it to all members and stakeholders,
- to always include the Annual Report as an agenda item at the September Council meeting, and
- to invite questions from the membership and the public about each Annual Report and ensure that the questions are addressed at the September Council meeting.

**MOTION:** That the College no longer hold an Annual General Meeting and assign administration to carry out the remainder of the recommendations as put forth by the Executive Committee and revoke the existing Annual General Meeting Policy.

Moved: D. Milne  
Seconded: G. White

**VOTE: CARRIED**

4.8 QA Internal Policy Manual Revisions

Quality Assurance Committee Chair, Ms. Peggy Dreyer, briefed Council on the amendments to the internal Quality Assurance Program Policies Manual. This internal policy manual was first approved by Council in October of 2012, the same year the new QA Program was adopted. The QA Committee requested Council's approval of the amendments to the policy manual as circulated.

**MOTION:** To approve the Quality Assurance Program (QAP) Policies Manual, as circulated.

Moved: R. Vezina  
Seconded: J. Fernandes

**VOTE: CARRIED**

The Quality Assurance Committee also requested that moving forward, Council consider whether internal policies could be approved by the QA Committee without Council review and approval. This would not preclude Council from approving substantive changes to the Quality Assurance Program requirements for members. Council debated the request and determined, by consensus, that the Governance Committee be tasked with reviewing the merits of the request and report back to Council with recommendations.

4.9 Fees By-Law

Quality Assurance Committee Chair Peggy Dreyer reviewed the Committee's recommendation to charge fees to members as follows, effective January 1, 2018:

1. Fee for Peer and Practice Assessment of \$850 (plus HST), when the assessment is ordered by the QA Committee due to member non-compliance with the Professional Portfolio requirements or Competency Review and Evaluation (CRE) process.
2. Late fee of \$50 (plus HST) for members who submit the professional portfolio past the due date required by the Quality Assurance Committee.
3. Fee of \$100 (plus HST) for submission of a professional portfolio which is deficient in accredited continuing education.

Council approved the addition of new fees, in principle, for circulation to members and other stakeholders at the January 30, 2017 meeting. Council discussed the feedback received and the recommendations of the Quality Assurance Committee regarding fee amounts.

**MOTION:** To approve an amendment to the College's by-laws to include three new Quality Assurance Fees, as set out above.

Moved: P. Dreyer  
Seconded: O. Farouk

**VOTE: CARRIED**

4.10 CCLF Council Seat

Governance Committee Chair, Mr. Gord White, reported that the committee had conducted research on the issue of the electoral district 6 seat noting that currently only members holding a CCLF (Certified Contact Lens Fitter) designation can run for election to Council for this seat. It was further reported that the CCLF designation has not been issued by the College since 1991 and the number of members holding the designation is shrinking. Council discussed two options presented for Council feedback: changing the seat to a Contact Lens Mentor seat or making the seat an academic one.

Council discussed the options and conducted a straw poll on the following options: 1) Contact Lens Mentor Seat (7 votes in favour); Member at large seat (4 votes in favour); and Academic Seat (3 votes in favour). Governance Committee will take into account this feedback and will return to Council with a recommendation for electoral district 6.

4.11 Examinations Regulation

Council was advised that the College has an existing Examinations Regulation however the College has not conducted its own registration examinations for some time. The College facilitates registration examinations sessions that are administered by the National Association of Canadian Optician Regulators (NACOR). It was reported that many other Ontario health colleges do not have a registration examination regulation. Registration Committee has discussed the possibility of dealing with examination administration details through policy instead of regulation. College staff is currently consulting with the Ministry of Health and Long-Term Care regarding the possibility of a regulation change or revocation. A proposal regarding this regulation will be made to Council at a future meeting.

5.0 **2017-2019 Strategic Plan**

**1:00 – 2:00**

5.1 Presentation

Jim McKinlay of McKinlay Consulting Services who facilitated the January 2017 strategic planning session joined the meeting via teleconference and reviewed with Council a new draft three-year Strategic Plan to take the College from 2017 through 2019. Mr. McKinlay provided rationale for some revisions that included the reintroduction of an Operational Strategy. Mr. McKinlay walked Council through the document, revising Strategic Action Items with Council's input and agreement.

**MOTION:** To approve the Draft 2017 – 2019 Strategic Plan, as amended.

Moved: E. Viverios  
Seconded: J. Richards

**VOTE: CARRIED**

6.0 **REPORTS**

6.1 Registrar's Report

The Registrar reviewed his report with Council. Mr. Khan spoke to current College staffing, the implementation schedule for the College's new database, the office relocation, and external relations events and activities. Also of note was his report on a facilitated working session held in May with opticianry educational institutions to discuss the requirement to include refraction into their curriculums in order to meet NACOR's re-accreditation criteria. Also attended was a May FHRCO meeting where Bill 87 was discussed.

6.2 Strategic Plan

The Registrar provided an update on the College's 2015-2017 Strategic Plan. There were no questions from Council and moving forward update status reports will be on the newly approved 2017-2019 Strategic Plan.

6.3 Committee Reports

- 6.3.1 Discipline Committee
- 6.3.2 Registration Committee
- 6.3.3 Fitness to Practice Committee
- 6.3.4 Inquiries, Complaints and Reports Committee
- 6.3.5 Patient Relations Committee
- 6.3.6 Executive Committee
- 6.3.7 Governance Committee
- 6.3.8 Quality Assurance Committee

Committee Chairs reviewed their respective reports with Council. Council members were invited to ask questions or seek clarification from the Committee Chairs regarding their reports.

**MOTION:** To adopt the Committee Reports, as presented.

Moved: B. Todd

Seconded: E. Hoch

**VOTE: CARRIED**

6.4 Examinations

Chief Examiner for Ontario, Ms. Peggy Dreyer, presented a report to Council on the May 5-7, 2017 National Registration Examinations held at Georgian College in Barrie. It was reported that 102 candidates attempted the Contact Lens Exam and 77 candidates attempted the Eyeglass Exam. Also of note was the successful spring recruitment of examiners.

6.5 National Meetings

The Registrar reviewed the National Meetings Report with Council. Highlights of the NACOR meeting included an update on educational institutions working towards integrating refraction into their curriculum, Phase II of the Competency Gap Analysis, harmonization of licences and development of a pre-arrival tool aimed at new immigrants to Canada. The Opticians Council of Canada meeting included an update on their public relations campaign, presentation of a new logo, and a discussion on a newly introduced Opticians Association Canada "Master" program.

6.6 Georgian Advisory Committee

The Registrar referred Council to his report on a meeting of the Georgian College Advisory Committee that took place on March 28, 2017. The Advisory Committee expressed concerns over student co-op placements, challenges presented in finding rigid gas permeable contact lens fittings, student

enrollment and language barriers. The Chair of the Advisory Committee explained that the introduction of refraction into program curriculum was a national initiative and a requirement for the opticianry program's re-accreditation in five years' time. National examination aggregate results were also given at the meeting.

**7.0 Legal – in-camera session under the RHPA, Schedule 2, Section 7 (c)**

**MOTION:** To proceed to an in-camera session, under the RHPA, Schedule 2, Section (c).

Moved: J. Fernandes  
Seconded: G. White

**VOTE: CARRIED**

**8.0 Adjournment**

**MOTION:** To adjourn the meeting.

Moved: B. Todd  
Seconded: D. Milne

**VOTE: CARRIED**

The Council meeting adjourned at 3:35 pm.