

**Draft COUNCIL MEETING MINUTES**  
**COO Boardroom – 902-85 Richmond St. W., Toronto**  
**Wednesday, September 28<sup>th</sup>, 2016 || 9:00 am – 4:30pm**

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**Council Members Present:**

Ms. Ingrid Koenig RO, Elected Member  
Mr. David Milne, Public 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  
Mr. Edward Viveiros RO, Elected Member  
Mr. Balbir Dhillon RO, Elected Member  
Ms. Peggy Dreyer, Public Member (*Present via teleconference for items 1-5*)  
Ms. Trudy Mauth, Public Member  
Mr. Mike Smart, Elected Member

**Administration:**

Mr. Jim Dunsdon, Independent Meeting Chair  
Mr. Fazal Khan RO, Registrar  
Ms. Bev Sloan, Deputy Registrar  
Ms. Patti Latimer, General Counsel  
Ms. Carolyn Robertson, Executive Assistant (*meeting recorder*)

**Regrets:**

Mr. Jeff Fernandes RO, Elected Member

**Guests:**

Ms. Karen Fryday-Field (*present for agenda item 5 only*)  
Jean-Claude Killey, Paire Roland (*present for item 6 only*)  
Francesca Grosso, Grosso McCarthy (*present for Item 6 only*)  
Paula Garshowitz, College of Optometrists (*Present for item 6 only*)

**1.0 Introduction**

**1.1 Introduction and Announcements**

Mr. Jim Dunsdon, Independent Meeting Chair, called the meeting to order at 9:30 am. The meeting began with roll call where all Council members identified themselves and the names of those attending by webinar were read out. Mr. John Battaglia, observing in the gallery was also welcomed.

**1.2 Conflict of Interest**

No conflicts of interest were declared.

### 1.3 Adoption of Agenda

Ms. Koenig suggested the addition of one additional item to the agenda. Item 7.6.1 the Chief Examiner for October 21-23, 2016 to discuss the upcoming exams.

**MOTION:** That the agenda include item 7.6.1 Chief Examiner, October 21-23.

Moved: O. Farouk

Seconded: D. Milne

**VOTE:**

**CARRIED**

## 2.0 Minutes

### 2.1 May 30, 2016

**MOTION:** To approve the May 30, 2016 Council meeting minutes as presented.

Moved: E. Viveiros

Seconded: B. Todd

**VOTE:**

**CARRIED**

## 3.0 Finance

### 3.1 2016 Year-to-Date Financial Variance Report

Highlights of the 2016 Year to date financial variance report were reviewed by Ms. Sloan. Council members were invited to ask questions.

## 4.0 Decisions

### 4.1 By-law Amendments

#### 4.1.1 By-Law Amendment – Registration Committee

Ms. Latimer presented the proposed by-law amendment to article 5.3 with regard to Registration Committee Review fees. The recommendations included adjusting the fee to \$150 for all classes of registration. It was also recommended that a section be added to the By-Laws allowing the College to charge a fee to any applicant directed to complete a competency assessment as follows: Eye Glasses Assessment: \$600, Contact Lens Assessment: \$600. At the May Council meeting it was decided that the proposed amendment would need to be circulated for a period of 60 days. No feedback was received about the proposed amendment.

**Motion:** To approve the proposed by-law amendment to Article 5.3. Registration Committee Review Fees, adjusting the fee to \$150 for all classes of registration. A section will be added to the by-law that would allow the College to charge a fee to any applicant directed to complete a competency assessment as follows: Eye Glasses Assessment: \$600, Contact Lens Assessment: \$600.

Moved: R. Vezina

Seconded: M. Smart

**VOTE:**

**CARRIED**

4.1.2 By-Law Amendment – Governance Committee

Ms. Latimer presented the proposed By-Law amendments to Article 4 and Article 23 put forward by the Governance Committee. No feedback was received regarding the proposed changes.

**Motion:** To approve the proposed by-law revisions as presented.

Moved: D. Milne

Seconded: T. Mauth

**VOTE:**

**CARRIED**

**4.2 Registration Policies**

4.2.1 Registration Timelines Policy

Mr. Vezina briefed Council on the Registration Timelines Policy. A number of revisions were proposed which demonstrate the College's commitment to transparency and reflect recent changes in the registration process.

**Motion:** To approve the Registration Timelines Policy, as circulated.

Moved: E. Hoch

Seconded: M. Smart

**VOTE:**

**CARRIED**

4.2.2 Declaration of Conduct Policy

Mr. Vezina reviewed the proposed updates to the Policy Dealing with Convictions, Findings and ongoing Proceedings. The changes include posting the following information on the College website: Convictions after January 1, 2016, findings of professional misconduct, incompetence or incapacity and bail conditions. The floor was opened to legal and a discussion followed regarding the difference between a findings of guilt and a conviction. Ms. Latimer noted that the majority of Colleges have adopted this language.

**Motion:** To approve the Policy Dealing with Convictions, Findings and Ongoing Proceedings, as circulated. With a friendly amendment changing "convictions" to "a finding of guilt".

Moved: R. Vezina

Seconded: D. Milne

Opposed: J. Richards.

**VOTE:**

**CARRIED**

4.3 Quality Assurance Policies

Mr. Milne briefed Council regarding the Quality Assurance Committee's proposed changes to the Continuing Education Accreditation Policy.

**Motion:** To approve the Continuing Education Accreditation Policy, as circulated.

Moved: D. Milne

Seconded: O. Farouk

**VOTE:**

**CARRIED**

#### 4.4 Governance – Appointed Member Policy

Ms. Hoch briefed Council regarding the Appointed Committee Members Policy. The proposed amendment was intended to ensure that a member who is ineligible to run for election to Council because he/she is subject to the cooling-off period would also be ineligible to seek a position as an appointed council member.

**Motion:** To approve the amended Appointed Committee Members Policy as presented. With an amendment to the language removing the words “more than”. So that the amendment now reads: “the member has not been an Elected Council Member for nine consecutive years....”

Moved: E. Hoch

Seconded: N. Mohammedzadeh

**VOTE:**

**CARRIED**

#### 4.5 Invitation from Eye Health Council of Ontario

Mr. Khan briefed Council regarding the recent invitation from the Eye Health Council of Ontario to sit as an observer in their meetings. The College would reevaluate its position at the table annually. A consensus was reached by Council to accept the invitation.

#### **5.0 Council Self-Evaluations**

Ms. Fryday-Field, a consultant from Meridian Edge Consulting made a presentation to Council about the self-evaluations being put forward by the Governance Committee as part of the College’s Strategic Plan. The importance of self-reflection for a governing body in the healthcare field was emphasized. The aim of the self-evaluation is to assist the College in moving towards its long term strategic goals.

Ms. Fryday-Field’s presentation also provided Council with an overview of the process of the Governance Committee in arriving at the selected questionnaire. Council was invited to ask questions.

**Motion:** To move forward with the proposed self-evaluations.

Moved: M. Smart

Seconded: E. Hoch

**VOTE:**

**CARRIED**

Meeting adjourned for lunch at 11:51

#### **LUNCH**

#### Legal Update – In Camera Session under the RHPA, Schedule 2, Section 7 (e)

**Motion:** To proceed to the in camera session

Moved: D. Milne

Seconded: M. Smart

**VOTE**

**CARRIED**

**Motion:** Council moved to end the in camera session.

Moved: B. Todd

Seconded: O. Farouk

**VOTE:**

**CARRIED**

The in camera session ended at 2:07 pm. Council took a short recess and the public council meeting resumed at 2:21.

## 6.0 Reports

### 7.1 Registrar's Report

The Registrar, Mr. Khan, spoke to his report. Council was invited to ask questions and deemed the report to be satisfactory.

### 7.2 Sexual Abuse Task Force

Council was briefed by Ms. Latimer regarding the 34 recommendations outlined by the new Sexual Abuse Task Force. It was noted that further measures would be brought forward by winter 2017.

### 7.3 Strategic Plan

Council was briefed by Mr. Khan regarding the ongoing progress on the Strategic Plan. Council was invited to ask questions.

### 7.4 Committee Composition

Council was briefed by Ms. Koenig regarding the Executive Committee's decision to replace Karen Maynard with Alain Chow on the Patient Relations Committee.

## 7.5 Committee Reports

7.5.1 Discipline Committee

7.5.2 Executive Committee

7.5.3 Fitness to Practise Committee

7.5.4 Governance Committee

7.5.5 Inquiries, Complaints and Reports Committee

7.5.6 Patient Relations Committee

7.5.7 Registration Committee

7.5.8 Quality Assurance Committee

7.5.9 Relocation Ad-Hoc Committee

7.5.10 Georgian/Seneca Advisory Committee

Committee Chairs spoke to their reports (with the exception of the Patient Relations Committee Report which was presented by D. Milne and the Quality Assurance Committee report presented by B. Todd, as a result of Ms. Dreyer's absence. Council was invited to ask questions and deemed the reports to be satisfactory.

**MOTION:** To adopt the committee reports as presented.

Motioned: M. Smart

Second: E. Viveiros

**VOTE:**

**CARRIED**

## 7.6 Examinations (\*) M. Smart

### 7.6.1 Chief Examiner for October 21- 23

Mr. Smart cannot attend the upcoming exams. It was noted that others who have previously performed this role are unavailable on that day. Two possible candidates were identified: Mr. Fernandes or Ms. Dreyer. It was proposed that our elected member be asked first, our appointed member be asked second and our third option is to have no chief examiner for the October exams.

**Motion:** To approve proceeding without a Chief Examiner for the October 21-23.

Moved: R. Vezina

Seconded: M. Smart

**VOTE:** Defeated (*Amended at December 5<sup>th</sup> Council meeting*)

## 8.0 Adjournment

**Motion:** Council moved to adjourn the meeting

Moved: M. Smart

Seconded: E. Hoch

**VOTE:**

**CARRIED**

The meeting was adjourned at 3:30.

Prep time: 1/2 day