

## EXECUTIVE COMMITTEE REPORT

March 2023 Executive Committee  
Report to the Board of Directors

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### 2023 Committee Members:

Stephen Kinsella, Chair, Public Member  
Derick Summers, RO, Vice-Chair, Elected Member  
Kevin Cloutier, RO, Elected Member  
Peggy Judge, Public Member  
Tonya Nahmabin, RO, Elected Member

Number of meetings since the December Board Meeting:

- One on February 21, 2023.

### Report:

#### 1. General Business

##### *Executive Committee Orientation*

The Executive Committee heard from Amy Stein, Deputy Registrar, regarding the role of the Executive Committee and from Fizza Asad on reading financial reports.

#### 2. Exercise of Board Powers in Between Meetings

*Under section 12 of the Health Professions Procedural Code, the Executive Committee has all of the powers of the Board with respect to any matter that, in the Committee's opinion, requires immediate attention, other than the power to make, amend or revoke a regulation or by-law. Where the Executive Committee exercises this power, it must report on its actions to the Board at its next meeting.*

The Executive Committee did not exercise its powers to act as the Board since the last meeting.

#### 3. Finance Committee

##### *Financial Statements*

The Executive reviewed the 2022 financial variance reports to December 31, 2022.

#### 4. Registration Fees for 2024-2028

The Executive Committee reviewed a proposed fee table for 2024 to 2028. The proposed table was

accompanied by supporting materials including financial projections for the next five years. The committee will recommend a 1.5% fee increase to the Board at the March 6 meeting.

**Submitted by:**

Stephen Kinsella, Chair, Public Member

## REGISTRATION COMMITTEE REPORT

March 2023 Report to Board of Directors

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### Committee Members:

Rob Vezina, Chair, RO, Elected Member  
Daniela Schowalter, Vice-Chair, RO, Appointed Member  
Janice Mallette, RO, Appointed Member  
Panos Petrides, Public Member  
Omar Farouk, Public Member

### Number of meetings since December Board Meeting:

- January 10, 2023
- January 23, 2023

### Report:

#### *Registration Committee Orientation and Training*

The Committee was provided with an orientation on the role of the College and the Registration Committee, an overview of the types of commonly reviewed applications, the appeal process, the role of the Office of the Fairness Commissioner (OFC) as well as unconscious bias, and fair access law,

The Committee received additional training on the national examination and the Prior Assessment and Recognition (PLAR) processes from Jodi Dodds, the Executive Director of the National Alliance of Canadian Optician Association (NACOR), and on the principles of right-touch regulation from Natasha Danson, partner with Steinecke Maciura Leblanc.

#### *Stakeholder Consultation Regarding Establishment of Emergency Class of Registration*

In December 2022, the Ministry of Health enacted a [Registration Requirements Regulation](#) that requires that Colleges create regulations establishing an emergency class of registration and sets out the specific requirements that the Colleges must adhere to when creating such a class.

The Registration Committee reviewed the draft provisions prepared by the administrative team at the College. The proposed provisions have been drafted to meet the requirements set out in the Registration Requirements Regulation.

Upon review of the proposed regulatory amendments, the Committee approved the circulation of the proposed changes relating to the establishment of the temporary emergency class of registration to registrants and stakeholders of the College in accordance with s.94(2) of the *Health Professions Procedural Code*.

The results of the stakeholder feedback will be reviewed by the Committee at its next meeting and will be brought forward to the Board for its approval in April 2023. A draft of the Registration Regulation is to be submitted to the Ministry of Health by May 1, 2023, and will come into force on August 31, 2023.

#### *File Review*

The Committee reviewed three initial reinstatement applications (over three years), and one upgrading proposal.

#### *Registration Committee Meeting Calendar*

The Committee established a meeting calendar for 2023. The Committee set quarterly meetings and agreed to hold additional meetings as needed to expedite the file reviews.

#### **Submitted by:**

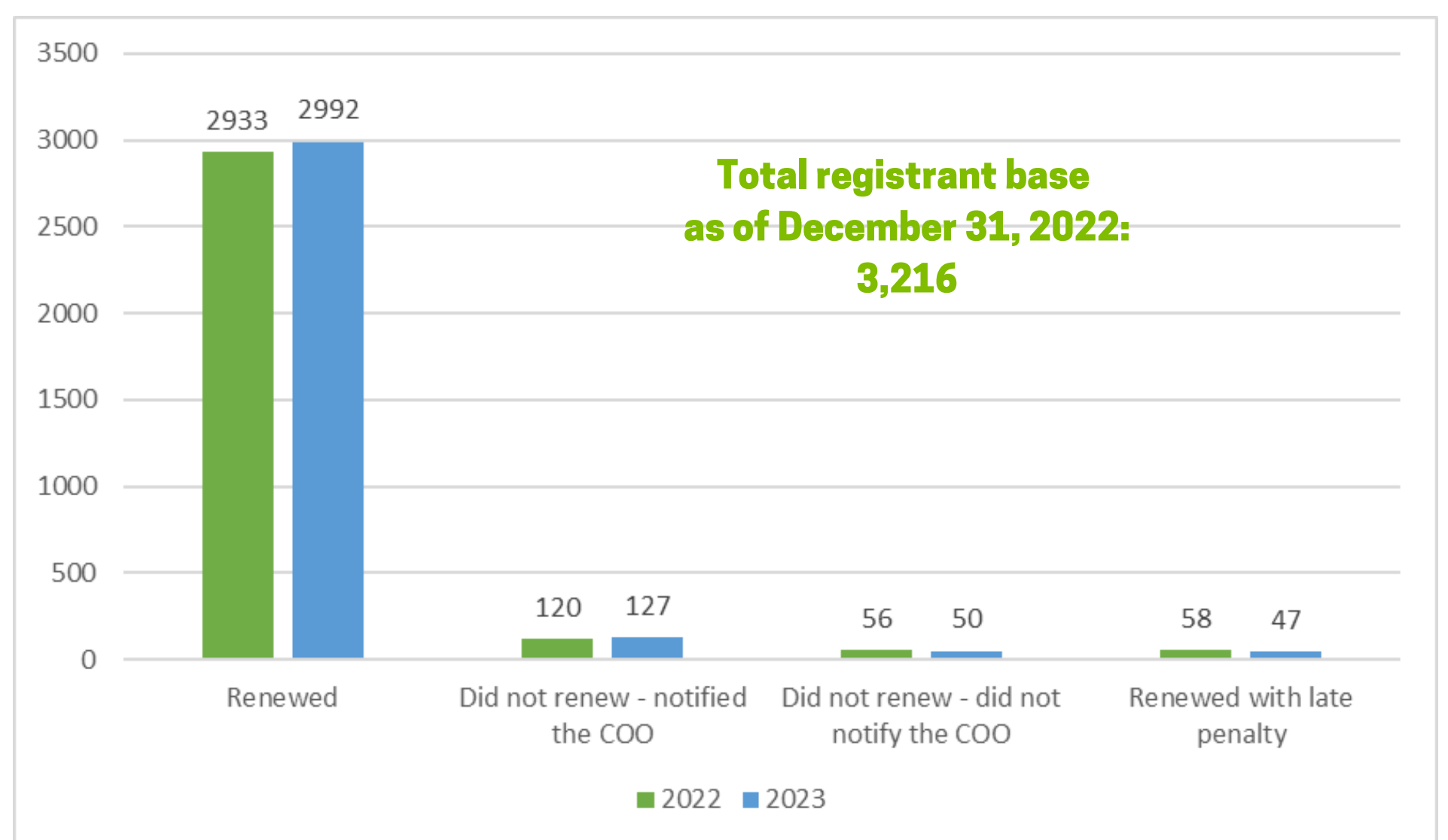
Rob Vezina, Chair, RO

Anna Jeremian, Manager, Registration

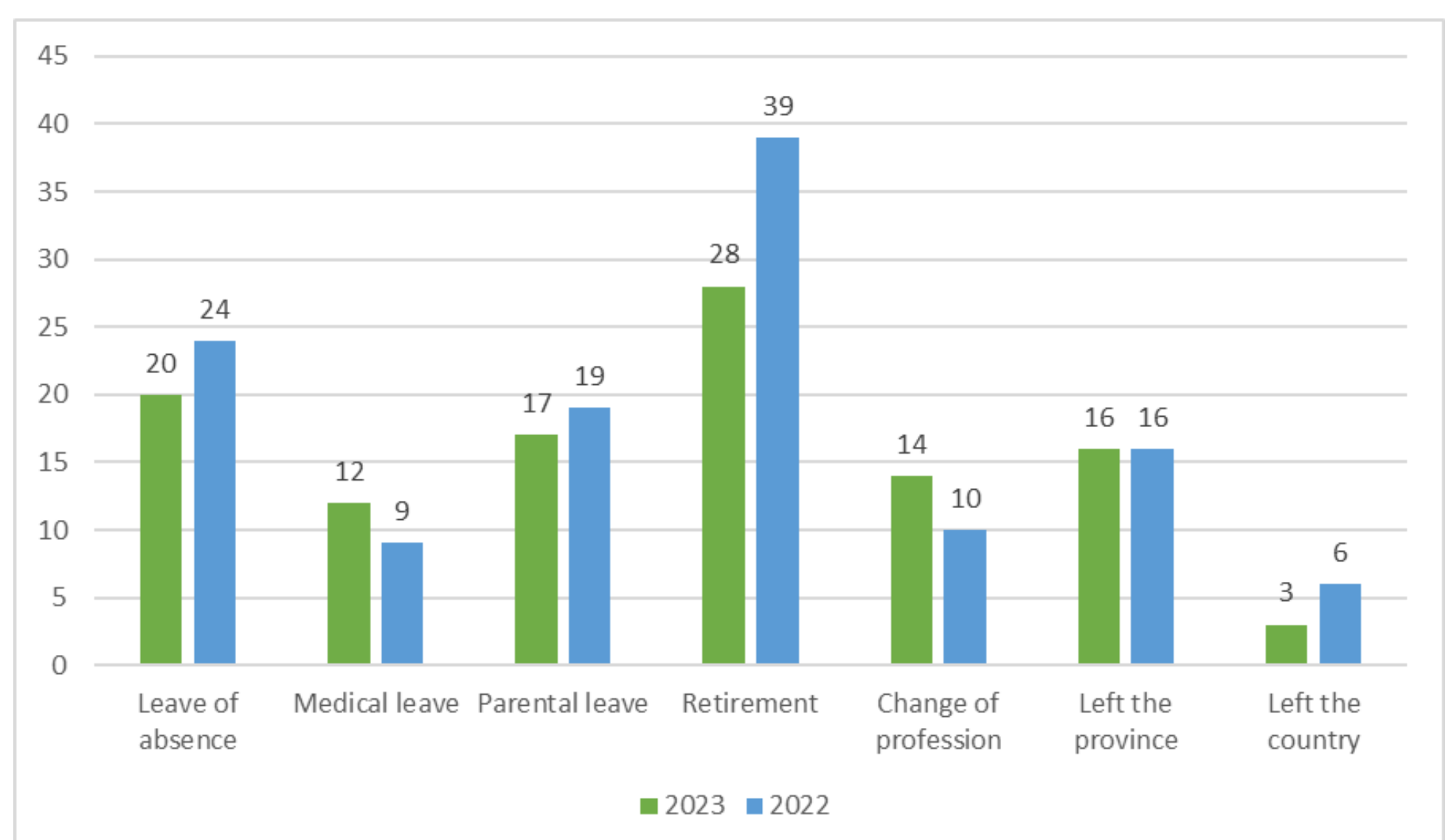
# REGISTRATION COMMITTEE

## Q1 Report

Year-to-date renewal numbers in 2023 compared to 2022



Reasons for not renewing



## QUALITY ASSURANCE COMMITTEE REPORT

March 2023 Committee Report to the Board of Directors

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### **Committee Members:**

Tonya Nahmabin, RO, Elected Member, Chair  
Desiree Petralito, RO, Appointed Member, Vice Chair  
Henry Wiersema, Public Member  
Angelia Brown, RO, Appointed Member  
Panos Petrides, Appointed Member

### **Accreditation Panel Members**

Jay Bhatt, RO, Appointed Member, Chair  
Derick Summers, RO, Elected Member, Vice Chair  
Kevin Cloutier, RO, Elected Member  
Dennis O'Hagan, RO, Appointed Member  
John Battaglia, RO, Appointed Member  
Janice Mallette, RO, Appointed Member  
David Milne, Appointed Member

Number of meetings to date: 1

### **Report:**

#### ***Orientation and Training***

Members of the Quality Assurance (QA) Committee were provided with orientation on the role of the College and the QA Committee, an overview of the Quality Assurance Program requirements, the Competency Review and Evaluation process, confidentiality of the QA Committee and an overview of the types of files they may review at their first meeting.

In addition to orientation, the Committee was provided with an overview of the principles of Right-Touch Regulation by N. Danson.

Members of the Accreditation Panel were provided with orientation on the Accreditation Policy, accreditation categories, and reviewing continuing education activities.

#### ***QA Portal***

Ahead of the 2023 Competency Review and Evaluation (CRE) process, registrants identified as not completing some or all their 2022 Professional Portfolio through their Registrant portal were notified that they may have some deficiencies that required their attention.

#### ***Competency Review and Evaluation Process***

On February 28<sup>th</sup>, 2023:

- 643 registrants who were randomly selected
- 9 registrants who were deferred from the 2022 CRE process, and
- 28 registrants who were re-selected due to deficiencies in their previous year's Professional Portfolio

will be notified by email that they are required to participate in the 2023 CRE process.

Registrants are required to notify the QA department their 2022 is ready for a fulsome review by April 4, 2023

Staff will begin reviewing portfolios as the submissions come in.

### ***Accreditations***

As of February 22, 2023, the Accreditation Panel has reviewed and approved 14 continuing education activities.

### **Submitted by:**

Tonya Nahmabin, RO, Chair

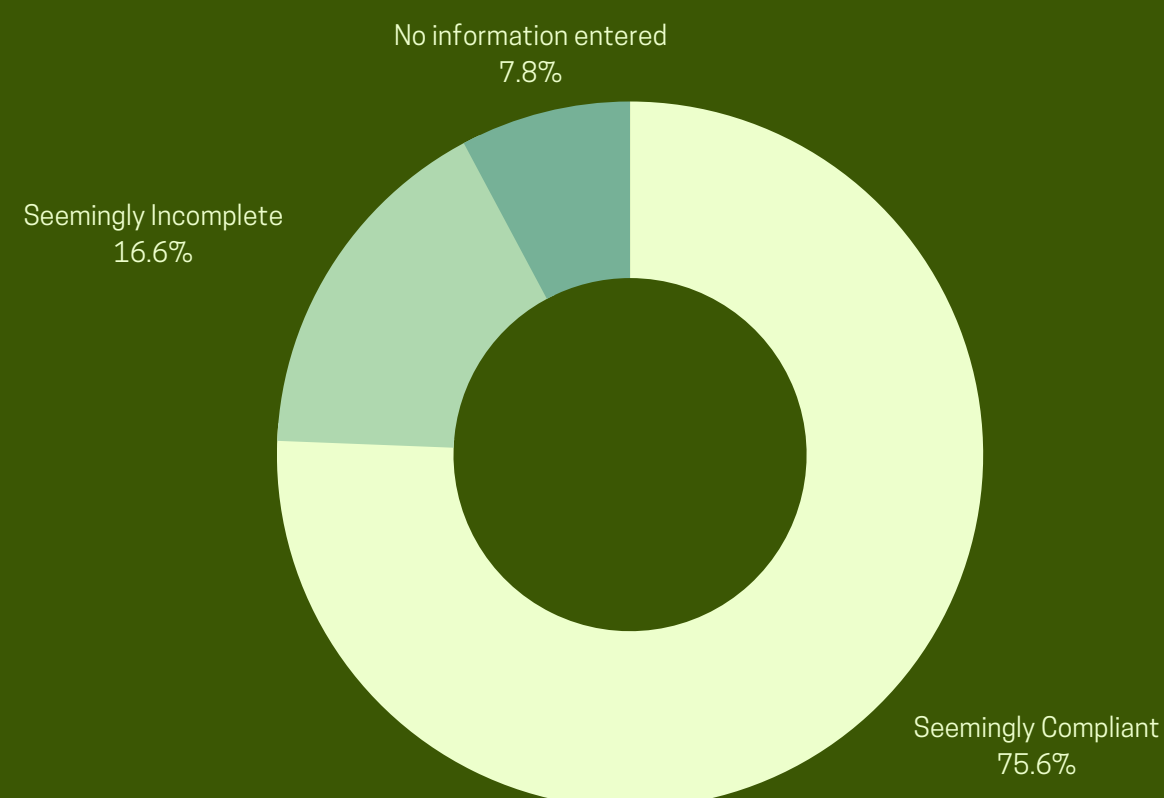
Peggy Dreyer, Manager, Professional Practice & Quality Assurance

# QA COMMITTEE

## QA Portal Trends

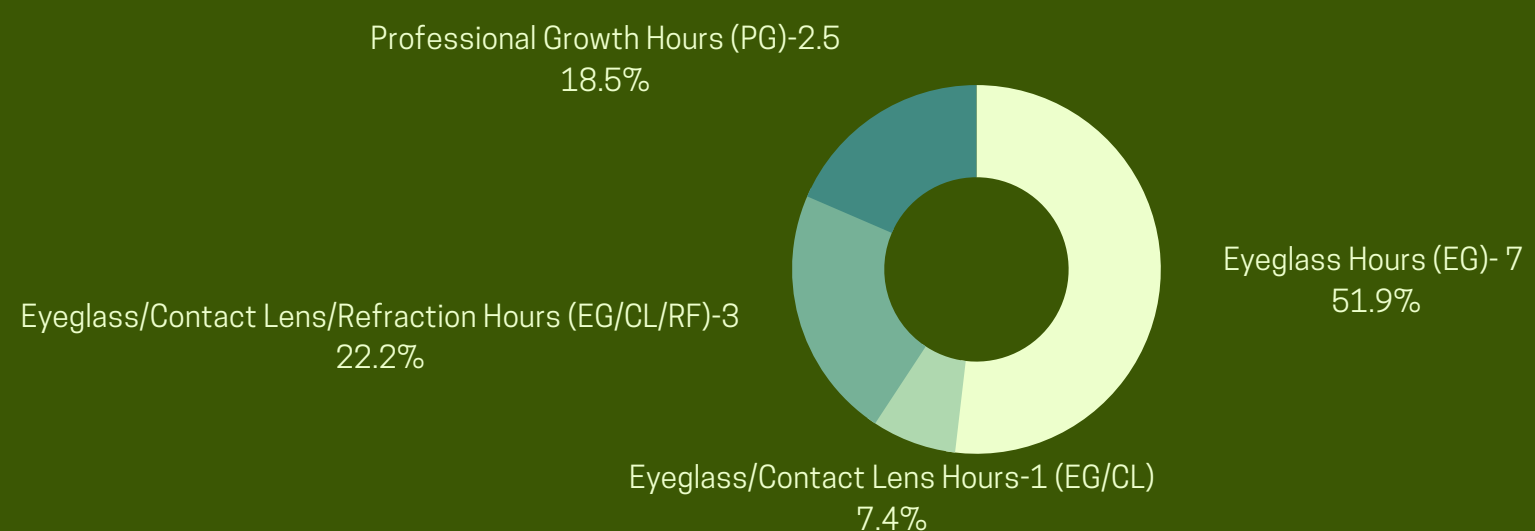
Data collected from the QA Portal includes all opticians registered in 2022, some may not have renewed their registration for 2023 for various reasons.

It is important to note that the information in the QA Portal has not been verified; a random selection of registrants will have a fulsome review of their 2022 Professional Portfolio as part of the Competency Review and Evaluation Process.



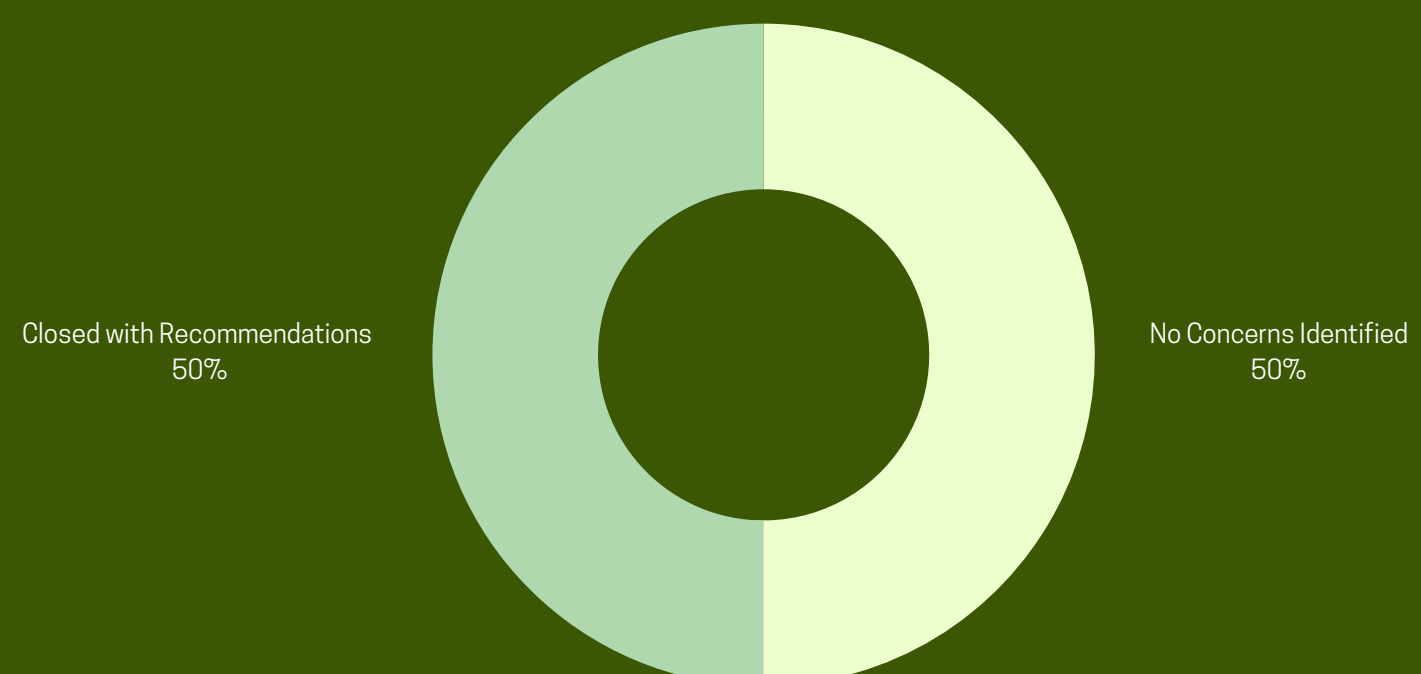
## Accreditation Requests

As of February 22, the Accreditation Panel has reviewed and approved 14 continuing education activity requests.



## Peer & Practice Assessments

To date, the QAC has reviewed 2 Peer and Practice Assessment reports.



## GOVERNANCE COMMITTEE REPORT

### February 2022 Committee Report to the Board of Directors

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**Committee Members:**

Gord White, Public Appointed Member, Chair  
Jamuna Balaram, Public Appointed Member, Vice-Chair  
Elliot Borins, Public Appointed Member  
Diana Bristow, Public Member  
Elsa Lee, Elected Member  
Tapiwa Musewe, Public Appointed Member  
Robert Quinn, RO, Appointed Member  
Derick Summers, Elected Member  
Paul Wilk, Public Member

Number of Meetings since December 2021:

- January 12, 2022
- February 7, 2022

**Report:***Elections*

On January 12, 2022, the Committee held a meeting to elect its 2022 Chair and Vice-chair.

*Orientation and Training*

All members of the Governance Committee were provided with orientation and training at their second meeting. The Committee received training on the role of the Governance Committee, the Board's Policy Governance Framework and an update on the College's evolving governance reform of its operational and governance structure.

*2021 Board and Committee Self-Assessment Evaluations*

The Committee reviewed the results of the 2021 Board and Committee Self-Assessment Surveys and formulated recommendations for the Board's consideration. The report will be presented to the Board at its February 28th Strategic Planning Meeting.

*Governance By-laws and Policies*

The Committee recommended that the Board approve the following policies slated for content review at its next meeting in February:

1. Unity of Control Policy
2. Global General Operational Constraint Policy

3. Vendor Relations & Procurement Management Policy
4. Communications and Support to the Board Policy

*2022 Election Process (By-law updates)*

The Committee recommended amending cooling off periods with respect to election/appointment eligibility criteria to ensure minimizing the real or perceived risk of conflict of interest for Board and committee members. This ensures that the College's eligibility criteria for committee positions are in line with governance best practices.

The Committee recommended that the election voting period be reduced from 30 to 14 days to allow for a wider window in which to carry out screening interviews and provide a buffer in the event that it becomes necessary to open up a supplemental call for nominations. As voting now takes place electronically, there will be still ample time for opticians to cast their online ballots.

The Committee recommended that the Board establish a stand-alone Screening Committee that would be responsible for carrying out pre-election and pre-appointment screening interviews. The composition of a committee made up of all public appointed members would keep the screening process at arm's length from the profession and the Board and would provide a more robust screening process as well as greater transparency and accountability.

These three recommendations along with any corresponding by-laws amendments will be before the Board for their approval at the next meeting in February.

**Submitted by:**

Gord White, Public Appointed Member, Chair  
Deidre Brooks, Manager Patient Relations & Governance

## CLINICAL PRACTICE COMMITTEE REPORT

March 2023 Committee Report to the Board of Directors

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**Committee Members:**

Dennis O'Hagan, RO, Chair, Appointed Member  
Robert Quinn, RO, Vice-Chair, Appointed Member  
Dorina Reiz, RO, Elected Member  
Elliot Borins, Appointed Member  
Stephanie Kelly, RO, Appointed Member

Number of meetings to date: 1

- January 27, 2023

**Report:**

Committee members were provided orientation and training.

**Submitted by:**

Dennis O'Hagan, RO, Chair, Appointed Member  
Peggy Dreyer, Manager, Professional Practice and Quality Assurance

## INQUIRIES, COMPLAINTS AND REPORTS COMMITTEE

March 2023 Committee Report to the Board of Directors

### Committee Members:

When reviewing cases, the ICRC sits as two independent panels. When necessary, the Chair of the ICRC strikes additional special panels for the purpose of reviewing appropriate cases.

Panel 1	Panel 2
Samir Modhera, Chair, RO, Elected Member	Jay Bhatt, Vice Chair, RO, Appointed Member
Robert Quinn, RO, Appointed Member	Kevin Cloutier, RO, Elected Member
John Battaglia, RO, Appointed Member	Angelia Brown, RO, Appointed Member
Jamuna Balaram, Appointed Member	Margaret Judge, Public Member
Omar Farouk, Public Member	Stephen Kinsella, Public Member

### Number of meetings since the May Board Meeting:

The ICRC holds full committee meetings for the purpose of orientation and training, as well as to discuss committee policies and other issues of common concern. The balance of ICRC meetings are held as panel meetings for the purpose of reviewing and disposing of cases.

Number of Meetings in 2023	
Full Committee Meetings	1
Panel Meetings	4

Number of Meetings Since Last Board Meeting	
Full Committee Meetings	1
Panel Meetings	4

**Report:** On February 2, 2023, the committee had a general orientation and training session, which included presentations from Amy Stein, Deputy Registrar, and Natasha Danson from Steinecke Maciura LeBlanc.

### Submitted by:

Samir Modhera, Chair, RO, Elected Member  
Raj Bhatti, Manager, Professional Conduct

# ICR COMMITTEE

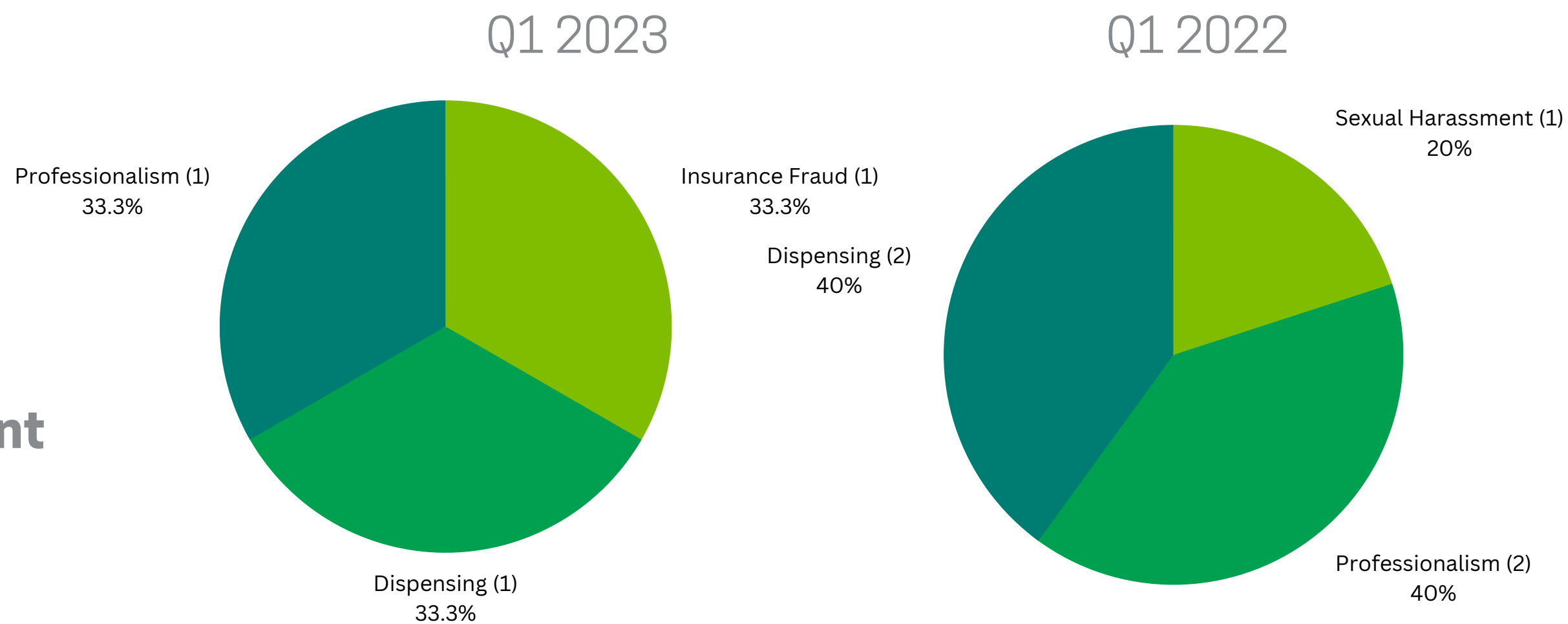
## Complaints

Complaints received year to date vs. 2022 year to date (cumulative).

Complaints opened in 2023: 2

### Nature of Complaint

More than one area of concern may be identified within a complaint

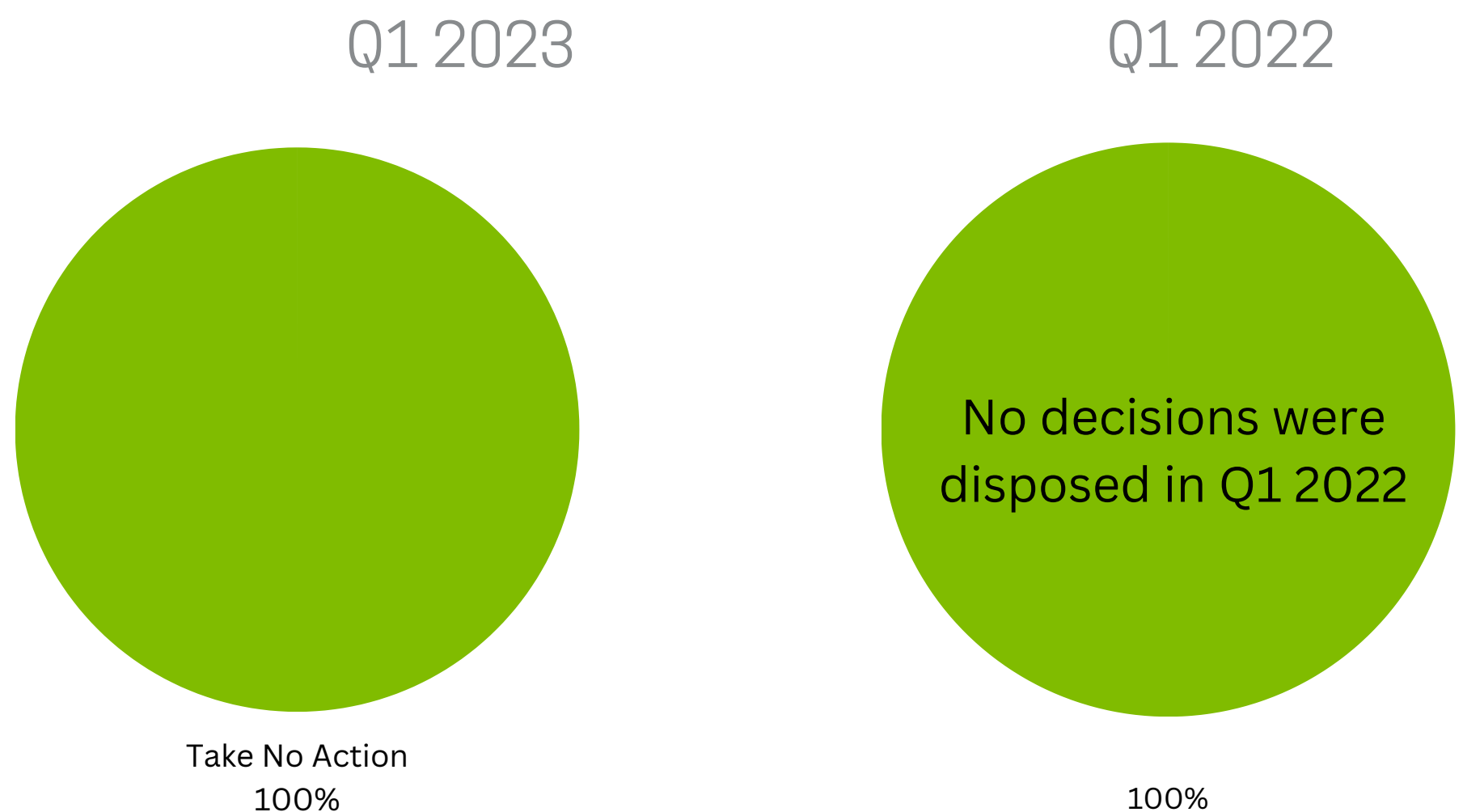


## Nature of Disposition

A complaint may have more than one disposition.

Dispositions of complaint matters year to date vs. 2022 year to date (cumulative).

Complaints disposed of in 2023: 1



## Reports

Registrar's Report  
Investigations

**# of Reports Open (2023) - 1**  
**# of Reports Open (total) - 15**  
**# of Reports Closed (2023) - 1**

## Total Open Matters

Complaints & Reports year to date vs 2022 year to date (cumulative)

Q1 2023  
35

Q1 2022  
38

## DISCIPLINE COMMITTEE REPORT

March 2023 Discipline Committee Report to the Board of Directors

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### Committee Members:

#### *Elected Members*

David Milne, **Chair**, Non-RO  
Tonya Nahmabin, **Vice Chair**, RO  
Derick Summers, RO  
Neda Mohammadzadeh, RO  
Dorina Reiz, RO  
Kevin Cloutier, RO  
Rob Vezina, RO  
Elsa Lee, RO  
Samir Modhera, RO

#### *Public Members*

Omar Farouk  
Stephen Kinsella  
Henry Wiersema  
Peggy Judge  
Paul-Josef Wilik

#### *Appointed Members*

Daniela Schowalter, RO  
Dennis O'Hagan, RO  
Desiree Petralito, RO  
Jay Bhatt, RO  
John Battaglia, RO  
Robert Quinn, RO  
Janice Mallette, RO  
Stephanie Kelly, RO  
Angelia Brown, RO  
Elliot Borins, Non-RO  
Jamuna Balaram, Non-RO  
Panos Petrides, Non-RO

Number of meetings since last Board Meeting: n/a

**Report:** The Discipline Committee anticipates sending its new member to the Health Profession Regulators of Ontario (HRPO) Discipline Orientation Workshops and is waiting for confirmation of dates for 2023.

The following matters have been referred to the Discipline Committee:

#### **Matter**

*College of Opticians v. Shadlyn*  
*College of Opticians v. Mitchell*  
*College of Opticians v. Ali*

#### **Hearing Date**

TBD  
TBD  
TBD

### Submitted by:

David Milne, Chair, Appointed Member  
Raj Bhatti, Manager, Professional Conduct

## PATIENT RELATIONS COMMITTEE REPORT

March 2023 Committee Report to the Board

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**Committee Members:**

David Milne, Public Appointed Member, Chair  
Daniela Schowalter, RO, Appointed Member, Vice-Chair  
Neda Mohammadzadeh, RO, Elected Member  
Paul Wilk, Public Member  
Stephanie Kelly, RO, Appointed Member

Number of Meetings since December Board Meeting: 0

**Report:**

The Patient Relations Committee has not met in 2023.

**Submitted by:**

David Milne, Chair, Appointed Member  
Amy Stein, Deputy Registrar