COLLEGE OF Optometrists OF ONTARIO

COUNCIL MEETING

FRIDAY DECEMBER 4, 2020
AT 9:00 A.M.

(PUBLIC INVITED TO ATTEND)

VIRTUAL MEETING

COUNCIL AGENDA

Friday, December 4, 2020 | 9:00 a.m.
Virtual Meeting

Item	Item Lead	Time (mins)	Action Required	Page No.
1. Call to Order/Attendance	P. Quaid	1	Decision	5
2. Adopt the Agenda a. Conflict of Interest Declaration	P. Quaid	1	Decision	5
3. Consent Agenda PART 1 - Minutes of Prior Council Meetings	P. Quaid	10	Decision	5
a. September 25, 2020				6
b. October 15, 2020				20
c. November 5, 2020				24
d. November 23, 2020				27
e. Motions and Actions Items Arising from the Minutes				30
PART 2 - Reports a. Committee Reports				
i. Executive Committee				33
ii. Quality Assurance:				
a) QA Panel				34
b) CP Panel				36
iii. ICRC				38
iv. Registration				39
v. Governance/HR Committee				40
vi. Audit/Finance/Risk Committee				41
4. University of Waterloo Presentation	S. Woo	30	Presentation	45
5. Registrar's Report	I. Teich	60	Presentation	45
10: 45 a.m. – Morning Break		**15**		
6. QA Subcommittee: QA Program Redevelopment Project Overview	E. Pekilis	45	Presentation	45
7. Motions brought forward by committees:				
a. QA Subcommittee: Continuing Education Policy	E. Pekilis	10	Decision	47
b. Registration Committee: IGOEE Fund	W. Ulakovic	20	Decision	59

c. Audit/Finance/Risk Committee: Expense Policy	B. Kassir	20	Decision	60
d. Audit/Finance/Risk Committee: 2021 College Budget	B. Kassir	20	Decision	72
8. List of Acronyms			For Information	78
9. Dates of Upcoming Council Meetings a. January 2021 - TBA b. Friday, March 26, 2021 c. Friday, June 18, 2021 d. Friday, September 17, 2021 e. Friday, December 10, 2021				
10. Adjournment (approx. 12:55 p.m.)	President		Decision	

Vision and Mission

Vision: A leading regulator focused on safe eye care and progressive practice.

Mission: To regulate Ontario's optometry profession in the public interest.

1 -3 / INTRODUCTION

1. Call to Order/Attendance

2. Adopt the Agenda
   a. Conflict of Interest Declaration

3. Consent Agenda
   PART 1 - Minutes of Prior Council Meetings
   a. September 25, 2020
   b. October 15, 2020
   c. November 5, 2020
   d. November 23, 2020
   e. Motions and Actions Items Arising from the Minutes
   PART 2 - Reports
   a. Committee Reports
      i. Executive Committee
      ii. Quality Assurance:
         A. QA Panel
         B. CP Panel
      iii. ICRC
      iv. Registration
      v. Governance/HR Committee
      vi. Audit/Finance/Risk Committee

**College of Optometrists of Ontario
Council Meeting
Sept. 25, 2020
DRAFT #1**

Attendance:

Dr. Patrick Quaid

Dr. Richard Kniaziew

Ms. Suzanne Allen

Ms. Kathryn Biondi

Dr. Linda Chan

Dr. Lisa Christian

Mr. Ravnit Dhaliwal

Dr. Camy Grewal

Ms. Winona Hutchinson

Mr. Bashar Kassir

Mr. Howard Kennedy

Dr. Lindy Mackey

Dr. Annie Micucci

Dr. Christopher Nicol

Mr. Narendra Shah

Dr. William Ulakovic

Dr. Marta Witer

Staff:

Mr. Ira Teich, Interim Registrar/CEO

Mr. Edward Cho

Ms. Hanan Jibry

Ms. Mina Kavanagh

Ms. Amber Lepage-Monette

Ms. Deborah McKeon

Ms. Eden Tsafaroff

Mr. David Wilkinson

Ms. Bonny Wong

Guests:

Mr. Kim Allen, CEO, Optometry Examining Board of Canada

Ms. Julia Martin, Legal Counsel

1 **1. Call to Order:** P. Quaid called the meeting to order at 9:04 a.m. welcoming all attendees and guests.
2
3 **2. Adoption of the Agenda:** A draft agenda was circulated prior to the meeting. B. Kassir asked to add an
4 agenda item regarding the job action policy, specifically discussing a Toronto Star interview from Aug.
5 11.
6
7 Moved S. Allen and seconded by W. Hutchinson **to adopt the agenda.**
8   **Motion carried**
9
10
11 **a. Conflicts of Interest:** P. Quaid asked Council members if anyone had a conflict of interest with any
12 item on the day's agenda.
13
14
15 **3. Adoption of the Consent Agenda:** A draft consent agenda was circulated prior to the meeting. The
16 following items were included in the consent agenda:

1

17
18
19   PART 1 - Minutes of Prior Council Meetings
20   a.   June 25, 2020
21   b.   July 27, 2020
22   c.   Motions and Actions Items Arising from the Minutes
23   PART 2 - Reports
24   b.   Committee Reports
25   a.   Executive Committee
26   b.   Quality Assurance:
27   i.   QA Panel
28   ii.   QA Subcommittee
29   iii. CP Panel
30   c.   ICRC
31   d.   Registration
32   e.   Discipline
33   f.   Governance/HR Committee
34   g.   Audit/Finance/Risk Committee
35
36 P. Quaid explained the process for the consent agenda. P. Quaid asked to pull out the QA Panel report,
37 A. Micucci asked to pull out the Governance/HR report.
38
39 A Micucci noted that the Governance/HR report is routinely pulled out of the consent agenda to discuss
40 the Council Meeting Feedback survey results. For this report, most of the feedback related to by-law
41 amendments, which will be discussed along with that motion.
42
43 Two additional updates from Governance/HR: First, the Registrar Recruitment Subcommittee has an
44 initial target date of January 1 for a new registrar to be in place. The committee requires a public
45 member who is not on the Executive Committee; N. Shah agreed to Chair the committee. The
46 subcommittee plans to meet shortly after the Sept. 30 deadline for request for proposals.
47
48 The second item: B. Kassir has raised the issue of potentially making Executive Committee meetings
49 open to the public. Governance/HR Committee discussed the issue and felt it wasn't in the public's best
50 interest to open these meetings. It is suggested that Council discuss the frequency with which Executive
51 ought to report to Council.
52
53 B. Kassir explained that the Executive Committee may have been meeting on issues that are not urgent
54 and on a frequent basis, which is not in line with the committee's purpose. B. Kassir felt that if Council is
55 reviewing Executive minutes, they should be made available to the public as well. In addition, several of
56 the Executive meetings over the summer appear to be undocumented. Regulation is moving in the
57 direction of having Executive Committee meetings open - the College would be leading in this area if it
58 did so.
59
60 It is noted that Executive is composed of Council members elected to their position. Council questions if
61 Executive can make decisions without Council being informed. The question is also raised as to the
62 frequency of communication and sharing Executive minutes – rather than a quarterly or ad hoc basis,
63 the minutes should be shared in a timelier manner, within days of Executive meeting.

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64
65 It was also noted that Council should be informed if the Executive Committee needs to vote on an item
66 on Council's behalf.
67
68 P. Quaid noted that for instances where meetings have no minutes, it is because the meeting addressed
69 confidential issues related to personnel and that Council received legal advice to that effect.
70
71 Council noted some committees require privacy as they handle public health information. If one
72 committee is made open, would that require a change in policy for all committees?
73
74 B. Kassir noted that if Council does not want to make the Executive Committee open, it should seek
75 interpretation from the Ministry.
76
77 The item is closed to further discussion.
78
79 P. Quaid raised a question about the QA report on page 17 of the briefing materials regarding the
80 deferral of practice assessments.
81
82 L. Chan noted that, while practitioners are back to practice, the Vision Institute is not interested in doing
83 practice assessments at this time. Practice assessments involve extended exposure to patients; not all
84 optometrists are comfortable with this during COVID-19. B. Wong is engaged in ongoing conversations
85 with the Vision Institute and will report back following the Oct. 9 meeting.
86
87 **4.   Registrar | CEO Report**
88
89 I. Teich provided the Registrar's Report, in the form of a PowerPoint presentation, discussing
90 recommendations he will be making before leaving the College, including enhanced staff support of
91 committees, enhanced decision-making in Council and committees, and Council and committee training.
92 Staff representing operational departments were invited to present updates.
93
94 M. Kavanagh provided highlights from Inquiries and Complaints, including a snapshot of COVID-19-
95 related inquiries from the public between March and September 2020. The most prevalent inquires
96 related to mandatory testing and fees, specifically OCT and retinal imaging.
97
98 Many people with COVID-related inquiries did not want to submit formal complaints as they wanted a
99 timelier resolution. The department has therefore engaged in early resolutions methods.
100
101 The emergency order that affected investigations was revoked on September 14, allowing investigations
102 to move forward.
103
104 H. Jibry provided an update on Registration, outlining processes during COVID-19, including remote
105 jurisprudence, online registration, and electronic candidate notifications.
106
107 C. Nicol asked about the issue of former member B. Wahab, whose licence was removed in July.
108

3

109 H. Jibry noted that registration processes have been updated to ensure the College confirms registration
110 with other jurisdictions and that documentation is not falsified.
111
112 E. Tsafaroff provided an update on the College's return to work plan for College staff, which involves
113 both coordination with building management on issues such as ventilation adjustments, air quality
114 testing, and enhanced cleaning, as well as College measures such as screening and liability waivers, body
115 temperature checks, capacity on staffing numbers in the physical office environment, sneeze guards for
116 reception, and personal protective equipment.
117
118 B. Wong spoke to the Quality Assurance program, providing an overview of practise assessments in
119 2020. Although assessments were on hold under Directive #2, they resumed in June.
120
121 Few optometrists requested to delay the Continuing Education (CE) requirements; by July, most had met
122 the requirements for this CE period. The College will work with Association of Regulatory Boards of
123 Optometry for random audits and College staff will perform the deficiency audit.
124
125 D. McKeon provided an overview of changes to financial processes since starting with the College,
126 including the move to bring the accounting database and payroll in-house and online, to move accounts
127 payable online, and a revised budget process with input from all departments, among other changes.
128
129 I. Teich provided a brief overview of the Ministry of Health's College Performance Management
130 Framework, which is in draft form and confidential.
131
132 I. Teich provided an update on the Strategic Plan, and areas where College activities are already
133 consistent with Strategic Plan goals.
134
135 I. Teich touched on the recent mandatory testing and fees communication that went out to the public
136 and optometrists, providing an overview of feedback received.
137
138 Council provided feedback on the mandatory testing communication, asking whether a Communications
139 Committee or communications panel could provide input.
140
141 Council took a break at 11:25 a.m. Returned to the meeting at 11:35 a.m.

142 **5. Presentation from OEBC**
143
144 Council was joined by guest Kim Allen, the new CEO of the Optometry Examination Board of Canada
145 (OEBC).
146
147 K. Allen presented to Council about the redesigned OEBC process to address COVID-19, as well as the
148 work OEBC is doing to address issues with stakeholders, such as the College.
149
150 Council noted the changes at OEBC since May have resulted in increased dialogue with students, and
151 areas of concern being addressed.
152

4

153   Council asked about differences between the OEBC and NBEO in terms of rigour, pass/fail rates. K. Allen
154   clarified that the exams measure their own jurisdictions. There are jurisdictional differences, and the
155   exams measure those differences.
156
157   Council also sought clarity about exam requirements for Canadian students. P. Quaid noted Council is
158   discussing the issue of reciprocity with FORAC.
159
160   **6.   IN CAMERA SESSION: Auditor Selection**
161   In accordance with Section 7 (1.1) of the *Health Professions Procedural Code* (HPPC), Council will go
162   in camera under Section 7(2)(b) of the HPPC, whereby personnel matters or property acquisitions
163   will be discussed.
164
165   Council moved in camera at approximately 12:25 p.m.
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185   Council moved out of camera at 12:39 p.m.
186
187   **7.   Motions Brought Forward from Committees:**
188   **a. AFR Auditor Selection**
189
190   B. Kassir presented the motion.
191
192   Moved by R. Kniaziew and seconded by H. Kennedy **to approve the selection of the new auditing firm**
193   **as selected by the Committee in its meeting on August 21, 2020.**
194
195   Show of hands. None against. None abstained.
196   **Motion carried**

5

197 **b. QA**
198 **i. CPP Return to Work**
199
200 C. Grewal outlined the proposed revisions to the *Return to Work: Infection Prevention and Control for*
201 *Optometric Practice.* Return to Work guidance. The Clinical Practice Panel is proposing to remove the list
202 of high-level disinfectants and replace it with a link to a government-provided list of disinfectants.
203
204 Moved by W. Hutchinson and seconded by R. Dhaliwal **to approve revisions to *Return to Work:***
205 ***Infection Prevention and Control for Optometric Practice* guidance.**
206
207 None against. None abstained.
208   **Motion carried**
209
210 Council revisited the previous motion re: auditor selection and noted that although the auditor motion
211 was required to be confidential in the public briefing materials, the auditor should be named as part of
212 the public motion.
213
214 B. Kassir read the motion again.
215
216 Moved by R. Kniaziew and seconded by C. Grewal **to approve BDO Canada LLP as the College's audit**
217 **and advisory firm beginning in the fiscal year 2020.**
218   **Motion carried**
219
220 **iii QAS – CE Policy**
221
222 B. Ulakovic presented on behalf of the subcommittee chair Ellen Pekilis, providing an overview of the
223 proposed changes to the CE Policy.
224
225 The next CE cycle will begin January 1, 2021. Through the consultation period, the College received
226 feedback from more than 100 individuals, which was included in the briefing materials.
227
228 The major change was not in terms of total hours but the elimination of category A and B credits. The
229 policy proposes moving to 50 COPE-approved hours (20 of which are self-directed), and 20 non-COPE
230 hours.
231
232 A second change in the policy pertains to the deficiency audit, which requires significant resources to
233 undertake.
234
235 Council questioned the reduction in non-COPE hours to 20 hours, as well as a discrepancy between how
236 hours are credited to clinical supervisors vs. those supervising in their practice for externships.
237
238 Council discussed whether the reduction in non-COPE hours may disincentivize optometrists who wish
239 to do clerkships.
240

6

241 P. Quaid asked for a show of hands who would like the policy to return to the committee for minor
242 adjustments. Ten members support this approach.
243
244 Council raised the concern that additional revisions to the policy may impede its release to members
245 prior to the new CE cycle commencing January 2021, and whether the suggested revisions are
246 worthwhile given they affect only affect a small percentage of optometrist.
247
248 P. Quaid noted Council could vote on revisions at the December Council meeting.
249
250 Three Council members raised their hands to show they did not want to send the policy back to the
251 committee for revisions. The policy was sent back to the committee, Council did not vote on the motion.
252
253 Council took a 20-minute break starting at 1:11 p.m.
254
255 **c. Registration Committee**
256
257 **i. Jurisprudence Exam**
258
259 W. Ulakovic presented the motion.
260
261 Moved by W. Hutchinson and seconded by L. Chan **to approve the 2020 jurisprudence exam for**
262 **registration purposes.**
263
264   **Motion carried**
265 **ii. OEBC Exam**
266
267 W. Ulakovic presented the motion.
268
269 Moved by S. Allen and seconded by A. Micucci **to approve the 2020 OEBC written exam and OSCE as**
270 **one of two standards assessment examinations set or approved by the College for registration**
271 **purposes**.
272
273 None against. None abstained.
274   **Motion carried**
275
276 **iii. NBEO Exam**
277
278 W. Ulakovic presented the motion.
279
280 Council asked about potential upcoming changes to Part III of the NBEO in response to the COVID-19
281 pandemic and whether Council would revisit its decision should the changes be significant.
282
283 P. Quaid confirmed that Council is approving the current form of the NBEO. Any significant changes to
284 the exam would signify a different exam and would be brought back to Council.
285

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286 Moved by R. Kniaziew and seconded by W. Hutchinson **to approve the 2020 National Board of**
287 **Examiners in Optometry (NBEO) exam as an alternate standards assessment examination set or**
288 **approved by the College for registration purposes.**
289
290 One against. One abstained.
291   **Motion carried**
292
293 **iv. National Competency Profile**
294
295 W. Ulakovic presented the motion.
296
297 P. Quaid noted he is listed as a consultant in the briefing materials and clarified that he has been an
298 examiner for OEBC and Touchstone in the past and has not been involved since joining the Registration
299 Committee.
300
301 Council asked whether the competencies are listed. H. Jibry clarified that the competencies will be
302 governed by the agreement.
303
304 Moved by W. Hutchinson and seconded by H. Kennedy **to receive the National Competency Profile.**
305
306 None against. None abstained.
307   **Motion carried**
308
309 **d. Governance HR Committee**
310 **i. OEBC Board Appointment**
311
312 A. Micucci presented the motion.
313
314 P. Quaid recused himself from the vote.
315
316 Moved by R. Kniaziew and seconded by M. Witer **to appoint Dr. Patrick Quaid as the College's**
317 **representative on the OEBC Board.**
318
319 One opposed.
320   **Motion carried**
321 **ii. By-law Amendments**
322
323 A. Micucci presented the motion, and provided additional clarity on motion vi – the intention is to have
324 the chairs of both Governance/HR and the Audit/Finance/Risk committees appointed to the Executive
325 Committee, which inherently results in these positions being appointed and not elected.
326
327 **Motion 1 –** Moved by A. Micucci and seconded by B. Kassir **to approved administrative changes (new**
328 **format with eight parts).**
329
330 Council asked why changes to the by-laws were being proposed at this time, and about the nature of
331 some of the changes, including moving responsibilities to different committees and removing words
332 such as "democratic."

333

334 A. Micucci noted the governance review was an action item put to Governance/HR Committee two
335 years previous; the by-law review is the next step in that review process. M. Witer provided additional
336 context: the governance review found many responsibilities had been placed on the Executive
337 Committee. The intention is to distribute responsibilities.

338

339 J. Martin confirmed that any responsibilities removed from Executive have been move to other
340 committees. Proposed restructuring brings Executive Committee's responsibilities in line with the
341 *Regulated Health Professions* Act. Changes to wording (i.e., "democratic") were to remove to reduce
342 repetition and can be reinserted.

343

344 Council questioned moving responsibility of designating committee chairs from the Executive
345 Committee, which is elected, to Governance/HR, which is appointed. The President must work with
346 chairs, but no longer has input into chair selection, as it is now carried out by Governance/HR. It is
347 clarified that the intention is to have the President on one committee and the Vice-President on the
348 other (regarding Audit/Risk/Finance and Governance/HR).

349

350 Council discussed role of President and Vice-President chairing committees, as well as the nature of
351 Executive Committee in reporting to or representing Council. Committees perform the work, which is
352 still approved by Council.

353

354 Moved by M. Witer and seconded by K. Biondi **to approved administrative changes (new format with**
355 **eight parts) keeping the word democratic.**

356

357 None opposed.

358   **Motion carried**

359

360 **Motion 2 – To establish Council term limits.**

361

362 R. Kniaziew indicated he felt the College's lawyer led the discussion about this issue, rather than simply
363 provide an opinion.

364

365 J. Martin noted she would respond, but that discussions about legal opinion must occur in camera.

366

367 **IN CAMERA SESSION:** In accordance with Section 7 (1.1) of the *Health Professions Procedural Code*
368 (HPPC), Council will go in camera under Section 7(2)(e) of the HPPC, whereby personnel matters or
369 property acquisitions will be discussed.

370

371 Moved by A. Micucci and seconded by L. Chan **to go in camera to discuss legal opinion.**

372

373 Council moved in camera at approximately 2:37 p.m.

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399   Council moved out of camera at approximately 2:49 p.m.
400
401   H. Kennedy suggested that Governance/HR minutes be provided before a decision is made on this
402   motion.
403
404   A. Micucci noted that minutes are not a requirement when deciding on motions. The briefing note
405   provided is the written record for the motion on the table and provides clarity on the committee
406   recommendation.
407
408   Council discussed the need for term limits, including whether the current system works and the election
409   model representing what optometrists want. Council noted a bigger issue is encouraging optometrists to
410   vote, and that discussions around succession planning should come before term limits.
411
412   A. Micucci noted the issue of voter turnout is being addressed.
413
414   It is noted that while several regulatory colleges have consecutive limits, only one has lifetime term
415   limits.
416
417   Moved by L. Chan and seconded by K. Biondi **to approve recommendation to establish Council term**
418   **limits (nine-year consecutive term, three-year waiting period following consecutive term limit, 18-**
419   **year total).**
420
421   Eight in favour, eight opposed.
422   **Motion defeated**
423
424   **Motion 3 – To establish committee term limits.**
425

426 Moved by W. Hutchinson and seconded by K. Biondi **to establish committee term limits (nine-year**
427 **maximum for any one committee, 21-year total, exceptional appointment clause).**
428
429 Five in favour, 10 opposed.
430   **Motion defeated**
431
432 **Motion 4 - To establish officer term limits.**
433
434 The decision for four-year term limits was to encourage succession planning from Vice-President to
435 President role, to allow more continuity through leadership.
436
437 Move by L. Chan and seconded by K. Biondi **to establish officer term limits (four-year maximum for**
438 **each President and Vice-President position, exceptional circumstance clause).**
439
440 Seven in favour, eight opposed.
441   **Motion defeated**
442
443 **Motion 5 - Reduce Executive Committee duties to only legislated requirement.**
444
445 Council questioned the value of limiting roles to legislated requirement; several members noted they
446 are in favour of this move.
447
448 A. Micucci clarified that the duties of Executive are being moved to other committees and the Registrar.
449
450 Council noted that appointed positions remove democratic process; there is a desire to elect those
451 representing Council on the Executive Committee.
452
453 A. Micucci clarified that the Governance/HR Committee makes recommendations regarding committee
454 composition, however, Council ratifies and approves final decisions, and that the appointment model
455 speaks to a different motion.
456
457 Moved by L. Chan and seconded by L. Mackey **to reduce Executive Committee duties in by-laws to only**
458 **the legislative requirement.**
459
460 Eight in favour, seven opposed. One abstention.
461   **Motion carried**
462
463 **Motion 6 – Institute appointment model for non-officer positions on the Executive Committee.**
464
465 Several Council members noted they were unclear about the current process for committee
466 composition.
467
468 The motion intends provide the Governance/HR Committee with ability to address succession planning.
469 An election model will not allow for succession planning.
470

11

471 A. Micucci noted current rules state that a committee chair must be a member of Council. Come chairs
472 are appointed because they are the only Council member available, which is a limitation of the current
473 rules.
474
475 Several Council members noted wanting to know what the appointment process would be. K. Biondi
476 stated this motion does not provide a process, but rather allows for a process to be put in place.
477
478 Moved by S. Allen and seconded by K. Bashar **to institute an appointment model for non-officer**
479 **positions on the Executive Committee.**
480
481 Eight in favour, eight opposed.
482 **Motion defeated**
483
484 **Motion 7** - **Remove explicit and prescriptive processes.**
485
486 A. Micucci clarified these processes are being moved into policies.
487
488 Move by W. Hutchinson and seconded by H. Kennedy **to remove/reduce explicit and prescriptive**
489 **processes (incl. obtaining volunteers and selecting committees, process for**
490 **disqualification/sanctioning, conflict of interest and code of ethics).**
491
492 Sixteen in favour.
493 **Motion carried**
494
495 8. **In Camera – Virtual Boardroom Security**
496 **IN CAMERA SESSION:** In accordance with Section 7 (1.1) of the *Health Professions Procedural Code*
497 (HPPC), Council will go in camera under Section 7(2)(b) of the HPPC, whereby personnel matters or
498 property acquisitions will be discussed.
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500 Council moved in camera at approximately 4:20 p.m.
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524   Council moved out of camera at approximately 4:48 p.m.
525
526   P. Quaid noted that A. Micucci, I. Teich and R. Kniaziew will meet in the coming week to discuss
527   committee appointments.
528
529   A. Micucci suggested a public member join. W. Hutchinson is suggested; H. Kennedy volunteers. A.
530   Micucci asked if it will be a committee or simply a group discussing the matter. Governance/HR
531   Committee is scheduled to work on committee composition at its November meeting.
532
533   M. Witer clarified how Governance/HR goes about reviewing volunteer applications and competencies
534   and tried to match those to committees.
535
536   P. Quaid noted that if Executive Committee is involved, it removes the question. The President should
537   be involved in the selection of the slate of committee members.
538
539   It is noted the Vice-President is on Governance/HR – the question is whether the President should be
540   part of the committee appointment process.
541
542   A. Micucci noted that, regarding the by-law vote, there was one motion where a conflict of interest
543   should have been declared that was not. It does not change the outcome, but it should be recorded. As
544   stated in the briefing note, R. Kniaziew should not have voted motion 4. As per the briefing note: that if
545   anyone had passed the term limit for an officer position it was considered a conflict of interest and
546   should not vote on that motion.
547
548   A. Micucci noted the College received a legal opinion on the matter that was in opposition to a legal
549   opinion R. Kniaziew received.
550
551   B. Kassir requested adding an item to the agenda. P. Quaid noted materials and information should be
552   prepared and send to Council ahead of time for review.
553
554   **9.   List of Acronyms**
555
556   **10. Dates of Upcoming Council Meetings**
557   - Friday December 4, 2020
558   - Friday March 26, 2021
559   - Friday June 18, 2021
560   - Friday September 17, 2021
561   - Friday December 10, 2021
562
563   11. Adjournment
564

13

565   Moved by S. Allen and A. Micucci **to adjourn the meeting at 5 p.m.**

566   **Motion carried**

14

College of Optometrists of Ontario
Council Meeting
October 15, 2020
DRAFT #1

Attendance:

Dr. Patrick Quaid (President)	Ms. Winona Hutchinson
Dr. Richard Kniaziew (Vice-President)	Mr. Bashar Kassir
Ms. Suzanne Allen	Mr. Howard Kennedy
Ms. Kathryn Biondi	Dr. Lindy Mackey
Dr. Linda Chan	Dr. Annie Micucci
Dr. Lisa Christian	Dr. Christopher Nicol
Mr. Ravnit Dhaliwal	Mr. Narendra Shah
Dr. Camy Grewal	Dr. William Ulakovic
	Dr. Marta Witer

Staff & Guests:

Ms. Hanan Jibry	Mr. Ira Teich
Ms. Amber Lepage-Monette	

1 **1. Call to Order:** Dr. Quaid called the meeting to order at 7:06 p.m.
2
3 P. Quaid welcomed everyone to the meeting and explained the background. Votes pertaining to changes
4 to the Colleges by-laws require a Special Resolution and a two-thirds majority vote performed by roll
5 call. This Council meeting was therefore called to correct a technical issue.
6
7 I. Teich made an additional announcement, updating Council that the Spousal Exemption Regulation
8 passed on Oct. 8, 2020. This permits optometrists to treat their spouses without the treatment being
9 considered sexual abuse. The College will be developing guidance regarding the regulation update to
10 optometrists in the future.
11
12 C. Nicol noted that the Patient Relations Committee has considered developing guidelines with respect
13 to treating family members and would like coordination on messaging.
14
15 Before moving onto adopting the agenda, I. Teich discussed two motions that need to be tabled until
16 the December Council meeting. Motions i and vii propose word changes driven by the outcomes of the
17 votes on the remaining motions.
18
19 At today's meeting, Council will vote on motions ii through vi.
20
21 P. Quaid confirmed that, as Council has already discussed the motions in detail, today would just be the
22 voting.
23
24 **2. Adoption of the Agenda:** A draft agenda was circulated prior to the meeting.

1

25
26   Moved by W. Hutchinson and seconded by L. Christian **to adopt the agenda.**
27   **Motion carried**
28
29   **a. Conflicts of Interest:** Dr. Quaid asked Council members if anyone had a conflict of interest with any
30   item on the day's agenda.
31
32   R. Kniaziew was deemed in conflict with the motion on term limits for the role of Vice-President and will
33   abstain from voting on motion iv.
34
35   No other conflicts declared.
36
37   A. Micucci presented the motions.
38
39   **3. Motions Brought Forward from Committees**
40   a) Governance/HR Committee: By-law Amendments
41
42   To approve the following aspects of the by-law proposal:
43
44   (ii)   Moved by L. Chan and L. Mackey to **establish Council term limits (nine-year consecutive**
45   **term, three-year waiting period following consecutive term limit, 18-year total);**
46   o   Dr. Richard Kniaziew – Against
47   o   Ms. Suzanne Allen - Support
48   o   Ms. Kathryn Biondi - Support
49   o   Dr. Linda Chan - Support
50   o   Dr. Lisa Christian - Support
51   o   Mr. Ravnit Dhaliwal - Support
52   o   Dr. Camy Grewal - Against
53   o   Ms. Winona Hutchinson - Against
54   o   Mr. Bashar Kassir - Support
55   o   Mr. Howard Kennedy - Against
56   o   Dr. Lindy Mackey - Support
57   o   Dr. Annie Micucci - Support
58   o   Dr. Christopher Nicol - Against
59   o   Mr. Narendra Shah - Support
60   o   Dr. William Ulakovic - Against
61   o   Dr. Marta Witer – Against
62
63   **Motion defeated**
64
65   (iii)   Moved by L. Chan and seconded by S. Allen to **establish committee term limits (nine-year**
66   **maximum for any one committee, 21-year total, exceptional appointment clause);**
67   o   Dr. Richard Kniaziew – Against
68   o   Ms. Suzanne Allen - Against
69   o   Ms. Kathryn Biondi - Support
70   o   Dr. Linda Chan - Support
71   o   Dr. Lisa Christian - Against

2

72	o	Mr. Ravnit Dhaliwal - Support
73	o	Dr. Camy Grewal - Against
74	o	Ms. Winona Hutchinson - Against
75	o	Mr. Bashar Kassir - Support
76	o	Mr. Howard Kennedy - Against
77	o	Dr. Lindy Mackey - Against
78	o	Dr. Annie Micucci - Support
79	o	Dr. Christopher Nicol - Against
80	o	Mr. Narendra Shah - Support
81	o	Dr. William Ulakovic - Against
82	o	Dr. Marta Witer – Against
83		**Motion defeated**

84 (iv) Moved by R. Dhaliwal and seconded by **L. Chan to establish officer term limits (four-year**
85 **maximum for each President and Vice-President position, exceptional circumstance clause;**

86	o	Ms. Suzanne Allen - Support
87	o	Ms. Kathryn Biondi - Support
88	o	Dr. Linda Chan - Support
89	o	Dr. Lisa Christian - Support
90	o	Mr. Ravnit Dhaliwal - Support
91	o	Dr. Camy Grewal - Against
92	o	Ms. Winona Hutchinson - Against
93	o	Mr. Bashar Kassir - Support
94	o	Mr. Howard Kennedy - Against
95	o	Dr. Lindy Mackey - Support
96	o	Dr. Annie Micucci - Support
97	o	Dr. Christopher Nicol - Against
98	o	Mr. Narendra Shah - Support
99	o	Dr. William Ulakovic - Against
100	o	Dr. Marta Witer - Against
101		**Motion defeated**
102		

103 (v) Moved by B. Kassir and seconded by R. Dhaliwal **to reduce Executive Committee duties in by-**
104 **laws to only the legislative requirement;**

105	o	Dr. Richard Kniaziew - Against
106	o	Ms. Suzanne Allen - Support
107	o	Ms. Kathryn Biondi - Support
108	o	Dr. Linda Chan - Support
109	o	Dr. Lisa Christian - Support
110	o	Mr. Ravnit Dhaliwal - Support
111	o	Dr. Camy Grewal - Against
112	o	Ms. Winona Hutchinson - Against
113	o	Mr. Bashar Kassir - Support
114	o	Mr. Howard Kennedy - Against
115	o	Dr. Lindy Mackey - Support
116	o	Dr. Annie Micucci - Support
117	o	Dr. Christopher Nicol - Against
118	o	Mr. Narendra Shah - Support

3

119		o	Dr. William Ulakovic - Against
120		o	Dr. Marta Witer - Against
121			**Motion defeated**
122			
123	(vi)		Moved by W. Ulakovic and seconded by S. Allen **to institute appointment model for non-**
124			**officer positions on the Executive Committee;**
125		o	Dr. Richard Kniaziew - Against
126		o	Ms. Suzanne Allen - Support
127		o	Ms. Kathryn Biondi - Support
128		o	Dr. Linda Chan - Support
129		o	Dr. Lisa Christian - Against
130		o	Mr. Ravnit Dhaliwal - Against
131		o	Dr. Camy Grewal - Against
132		o	Ms. Winona Hutchinson- Against
133		o	Mr. Bashar Kassir - Support
134		o	Mr. Howard Kennedy - Against
135		o	Dr. Lindy Mackey - Support
136		o	Dr. Annie Micucci - Support
137		o	Dr. Christopher Nicol - Against
138		o	Mr. Narendra Shah - Support
139		o	Dr. William Ulakovic - Against
140		o	Dr. Marta Witer - Against
141			**Motion defeated**
142			

143 P. Quaid thanked Council for their quick reply to the meeting request and for making themselves
144 available for the meeting, reminding Council it will vote on motions i and vii at the December Council
145 meeting.
146
147 **4. Adjournment:** Moved by M. Witer and seconded by A. Micucci t**o adjourn the meeting at 7:26 p.m.**
148
149   **Motion carried**

4

College of Optometrists of Ontario
Council Meeting
Nov. 5, 2020
DRAFT #1

Attendance:

Dr. Patrick Quaid (President)
Dr. Richard Kniaziew (Vice-President)
Ms. Suzanne Allen
Ms. Kathryn Biondi
Dr. Linda Chan
Dr. Lisa Christian
Mr. Ravnit Dhaliwal
Dr. Camy Grewal

Ms. Winona Hutchinson
Mr. Bashar Kassir
Mr. Howard Kennedy
Dr. Lindy Mackey
Dr. Annie Micucci
Dr. Christopher Nicol
Mr. Narendra Shah
Dr. William Ulakovic
Dr. Marta Witer

Regrets:

Dr. Annie Micucci

Staff:

Ms. Hanan Jibry
Ms. Amber Lepage-Monette
Mr. Ira Teich, Interim Registrar and CEO

1 **1. Call to Order:** P. Quaid called the meeting to order at 12:03 p.m.
2
3
4 **2. Adoption of the Agenda:** A draft agenda was circulated prior to the meeting.
5
6 Moved by W. Ulakovic and seconded by R. Dhaliwal **to adopt the agenda.**
7
8   **Motion carried**
9
10 **a. Conflicts of Interest:** P. Quaid asked Council members if anyone had a conflict of interest with any
11 item on the day's agenda. No conflicts were declared.
12
13
14 **3. Registrar Search Update:**
15
16 N. Shah provided Council with an overview of the process to date: four search firms responded to the
17 RFP. The Registrar Search Committee unanimously agreed to work with Waterhouse Executive Search.
18 The first phase of the process is criteria development, during which Waterhouse will interview seven
19 staff, the current Interim Registrar, the President, and several professional and public members of

1

20   Council.
21
22   **4. Motion Brought Forward:**
23   **a. Updated Terms of Reference for Audit/Finance/Risk Committee and Governance/HR Committee**
24
25   P. Quaid clarified that additional discussions had taken place with several members, particularly public
26   members, on the background of this issue. The Terms of Reference for the two committees in question
27   are vague and do not clarify whether chairs are appointed, elected, by whom, etc. It was felt the Terms
28   of Refence should be clarified ahead of the Governance/HR Committee meeting scheduled on Nov. 9,
29   2020 where the committee will prepare the recommended slate of appointments for committees and
30   chairs. The recommendation is that the chairs of these two committees come from the Executive
31   Committee to ensure communication.
32
33   P. Quaid presented three options for debate:
34
35   **1.** Council elects the Executive Committee and the President and Vice-President chair the AFR
36   and Governance/HR committees, respectively.
37   **2.** Council elects the Executive Committee, which then selects the chairs for the AFR and
38   Governance/HR committees.
39   **3.** Council elects the Executive Committee, and then elects from within the Executive who will
40   serve as chairs for both AFR and Governance/HR.
41
42   P. Quaid noted the importance of matching skill set to committee – for example, someone with a
43   background in accounting to the AFR Committee.
44
45   It was noted the Executive Committee is elected annually; Council asked about this process in relation to
46   chair turnover for these committees.
47
48   P. Quaid clarified that Governance/HR would still determine the broader makeup of the committee, and
49   that Council members indicate their preference for committee appointments.
50
51   N. Shah noted that option #3 is in line with good governance practices and reiterated the importance of
52   matching skill set to committee work.
53
54   It is noted that Governance/HR follows a set of principles when completing the committee selection and
55   that any changes to chair appointment process would have to be reflected in the principles.
56
57   Council clarified the makeup of both the AFR and Governance/HR committees, that members of those
58   committees are all members of Council, and current Terms of Reference indicate that the President and
59   Vice-President should sit on these committees. The question is whether they should chair these
60   committees.
61

62 P. Quaid asked each Council member their thoughts. Most Council members agreed with option #3. C.
63 Nicol noted that rather than discuss three new options, he would prefer Council decide on revisions to
64 the Terms of Reference for the committees in question. Of the three options, he preferred #2.
65
66 Ahead of today's meeting, B. Kassir provided Council with the 2018 governance review report as
67 additional background information. Given the establishment of these two committees and their Terms
68 of Reference are clear in that review, B. Kassir felt the intention of the current discussion was not clear.
69
70 I. Teich reminded Council that a previous motion to reduce the scope of the Executive Committee was
71 defeated at the September Council meeting; the work of these two committees effectively reduces the
72 role of the Executive Committee. Some options discussed today disqualify those on the Executive
73 Committee from participating on the two most influential committees.
74
75 K. Biondi noted that the President could be the member of AFR, even if not the chair. She asked that the
76 wording in the Terms of Reference be clarified and simplified. Current wording is too lengthy. It will also
77 be difficult for Governance/HR to appoint committees if they do not know who the chairs of these
78 committees will be.
79

80 | **Action Item:** To revise the motion regarding Terms of Reference for the Governance/HR and AFR
81 | committees, using option #3 as a framework.
82
83
84 **4. Adjournment:** Moved by C. Grewal and seconded by L. Mackey **to adjourn the meeting at 1:03 p.m.**
85
86 **Motion carried**

College of Optometrists of Ontario
Council Meeting
November 23, 2020
DRAFT #1

Attendance:

Dr. Patrick Quaid (President)
Dr. Richard Kniaziew (Vice-President)
Ms. Suzanne Allen
Ms. Kathryn Biondi
Dr. Linda Chan
Dr. Lisa Christian
Mr. Ravnit Dhaliwal
Dr. Camy Grewal

Ms. Winona Hutchinson
Mr. Bashar Kassir
Mr. Howard Kennedy
Dr. Lindy Mackey
Dr. Annie Micucci
Dr. Christopher Nicol
Mr. Narendra Shah
Dr. William Ulakovic
Dr. Marta Witer

Regrets:

Staff:

Ms. Hanan Jibry
Ms. Amber Lepage-Monette

Mr. Ira Teich, Interim Registrar and CEO

1   **1. Call to Order:** Dr. Quaid called the meeting to order at 12:02 p.m.
2
3
4   **2. Adoption of the Agenda:** A draft agenda was circulated prior to the meeting.
5
6   Moved by R. Dhaliwal and seconded by S. Allen **to adopt the agenda.**
7   **Motion carried**
8
9   **a. Conflicts of Interest:** Dr. Quaid asked Council members if anyone had a conflict of interest with any
10 item on the day's agenda. None declared.
11
12   **Motion carried**
13 **3. Motions Brought Forward:**
14 **a. Formalization of the Executive Committee Election Process**
15
16 P. Quaid provided a brief overview of the motion being discussed – to approve the process for Executive
17 Committee elections, with the chair roles of Governance/HR and Audit/Finance/Risk (AFR) committees
18 included.
19

20   Moved by N. Shah and seconded by R. Kniaziew **to approve the process for Executive Committee**
21   **elections going forward on an annual basis and to maintain this process unless specifically voted on**
22   **otherwise in future by Council.**
23
24   P. Quaid then opened the meeting to questions and discussion.
25
26   Council asked to clarify the timing of the Executive Committee election and approval of the committee
27   slate; the Governance/HR by-law review had intended to move the election to December.
28
29   P. Quaid clarified that, because the proposed by-law revisions did not pass at the September Council
30   meeting, the existing by-laws are in effect and state that the election happens at the first meeting of the
31   year. A special Council meeting will be called in January to hold the election and approve the slate of
32   committee appointments. This would also allow the two new Council members to be included in the
33   voting process.
34
35   M. Witer asked that the proposed change to move the election to December be considered for next
36   year.
37
38   Council discussed the need for specific expertise on the Governance/HR and AFR committees with
39   regard to the chair role. It was clarified that the expertise should be on the committee but does not
40   need to be held by the chair.
41
42   A. Micucci clarified the earlier point regarding timing of the election – the proposed change to move the
43   election to December was included in the two housekeeping by-laws that are being reviewed at a later
44   date.
45
46   In addition, A. Micucci asked to clarify the briefing note, which stated "…with the remaining members of
47   each committee being appointed by the Governance/HR Committee." The committee recommends the
48   slate, but Council approves the appointment.
49
50   Council sought clarity on the nomination process and how many positions one can run for.
51
52   Council asked about the voting process and noted that, as per the wording in the briefing note, the
53   President and Vice-President cannot be the chairs of the Governance/HR and AFR committees.
54
55   It was clarified that public members may run for the roles of President and Vice-President.
56
57   Council suggested that the election process be broader: rather than voting for specific roles, to vote in
58   the President, Vice-President and three members-at-large and then have the Executive Committee
59   determine the roles.
60
61   P. Quaid clarified the intention was to allow Council to have a voice in who serves in the roles.
62

2

63 N. Shah noted the idea of a broader election process had been discussed, but that from a governance
64 perspective, it is preferred to have chairs elected to those roles.
65
66 P. Quaid confirmed with Council that the wording regarding running for more than one position; K.
67 Biondi suggested the wording read "no more than one position at a time." No objections were raised by
68 Council.
69
70 B. Kassir asked about the Executive Committee being only five members and whether there was any
71 consideration to have all of Council represented through both the Governance/HR and AFR committees.
72 It was noted that this is not under consideration at this time and would represent a significant time
73 commitment on the part of Council members, who serve on other committees as well.
74
75 P. Quaid asked for a show of hands in favour of the motion.
76   **Motion carried**
77
78 **4. Adjournment:** Moved by W. Hutchinson and seconded B. Kassir **to adjourn the meeting at 12:39 p.m.**
79
80   **Motion carried**

3

Council Meeting – Sept. 25, 2020

COUNCIL ACTION LIST STATUS
Updated November 24, 2020

Date	Minute Line	Action	Status	Comments
11/05/20	80	To revise the motion regarding Terms of Reference for Governance/HR and AFR committees, using option #3 as a framework.	Complete	A follow-up Council meeting was held on Nov. 23, 2020 to finalize the Executive Election process, which included chair roles for the Governance/HR and AFR Committees.

Council Meetings – Sept-Nov 2020

MOTION LIST
Updated September 15, 2020

Date	Minute Line	Motion	Committee	Decision
09/25/20	192	Moved by R. Kniaziew and seconded by H. Kennedy **to approve the selection of the new auditing firm as selected by the Committee in its meeting on August 21, 2020.**	Audit/Finance/Risk	Motion carried
09/25/20	204	Moved by W. Hutchinson and seconded by R. Dhaliwal **to approve revisions to the *Return to Work: Infection Prevention and Control for Optometric Practice* guidance.**	CPP	Motion carried

09/25/20	216	Moved by R. Kniaziew and seconded by C. Grewal **to approve BDO Canada LLP as the College's auditing and advisory firm beginning in the fiscal year 2020.**	Audit/Finance/Risk	Motion carried
09/25/20	261	Moved by W. Hutchinson and seconded by L. Chan **to approve the 2020 jurisprudence exam for registration purposes.**	Registration	Motion carried
09/25/20	269	Moved by S. Allen and seconded by A. Micucci **to approve the 2020 OEBC written exam and OSCE as one of two standards assessment examinations set or approved by the College for registration purposes.**	Registration	Motion carried
09/25/20	286	Moved by R. Kniaziew and seconded by W. Hutchinson **to approve the 2020 National Board of Examiners in Optometry (NBEO) exam as an alternate standards assessment examination set or approved by the College for registration purposes.**	Registration	Motion carried
09/25/20	304	Moved by W. Hutchinson and seconded by H. Kennedy **to receive the National Competency Profile.**	Registration	Motion carried
09/25/20	316	Moved by R. Kniaziew and seconded by M. Witer **to appoint Dr. Patrick Quaid as the College's representative on the OEBC Board.**	Governance/HR	Motion carried
09/25/20	327	Moved by M. Witter and seconded by K. Biondi **to approved administrative changes (new format with eight parts) keeping the word "democratic".**	Governance/HR	Motion carried
09/25/20	417	Moved by L. Chan and seconded by K. Biondi to approve recommendation **to establish Council term limits (nine-year consecutive term, three-year waiting period following consecutive term limit, 18-year total).**	Governance/HR	Motion defeated
09/25/20	426	Moved by W. Hutchinson and seconded by K. Biondi **to establish committee 426 term limits (nine-year maximum for any one committee, 21-year total, exceptional appointment clause).**	Governance/HR	Motion defeated
09/25/20	437	Move by L. Chan and seconded by K. Biondi **to establish officer term limits (four-year maximum for each President and Vice-President position, exceptional circumstance clause).**	Governance/HR	Motion defeated
09/25/20	457	Moved by L. Chan and seconded by L. Mackey **to reduce Executive Committee duties in by-laws to only the legislative requirement.**	Governance/HR	Motion carried
09/25/20	478	Moved by S. Allen and seconded by K. Bashar **to institute an appointment model for non-officer positions on the Executive Committee.**	Governance/HR	Motion defeated

09/25/20	488	Move by W. Hutchinson and seconded by H. Kennedy **to remove/reduce explicit and prescriptive processes (incl. obtaining volunteers and selecting committees, process for disqualification/sanctioning, conflict of interest and code of ethics).**	Governance/HR	Motion carried
10/15/20	44	Moved by L. Chan and L. Mackey to **establish Council term limits (nine-year consecutive term, three-year waiting period following consecutive term limit, 18-year total).**	Governance/HR	Motion defeated
10/15/20	65	Moved by L. Chan and seconded by S. Allen to **establish committee term limits (nine-year maximum for any one committee, 21-year total, exceptional appointment clause).**	Governance/HR	Motion defeated
10/15/20	84	Moved by R. Dhaliwal and seconded by **L. Chan to establish officer term limits (four-year maximum for each President and Vice-President position, exceptional circumstance clause).**	Governance/HR	Motion defeated
10/15/20	103	Moved by B. Kassir and seconded by R. Dhaliwal **to reduce Executive Committee duties in by-laws to only the legislative requirement.**	Governance/HR	Motion defeated
10/15/20	123	Moved by W. Ulakovic and seconded by S. Allen **to institute appointment model for non-officer positions on the Executive Committee.**	Governance/HR	Motion defeated
11/23/20	20	Moved by N. Shah and seconded by R. Kniaziew **to approve the process for Executive Committee elections going forward on an annual basis and to maintain this process unless specifically voted on otherwise in future by Council.**	Ad Hoc Committee	Motion carried

Executive Committee Activity Report

Reporting date: December 4, 2020

Chair: Dr. Patrick Quaid, President

Meetings since last Council meeting: 1 (Nov 3)

Tasks Completed Since Last Council Meeting:

- Clarification of process for chair positions of Gov/HR and Audit/Finance/Risk committees

Information Item

At the direction of Council on November 5, an ad hoc group comprising the College President, Interim Registrar, Assistant Registrar, and representative members of the Governance/HR and Executive committees met to clarify the originally intended appointment model for chairs of the Audit/Finance/Risk and Governance/HR committees. This group held three meetings (October 7, 13, 19). A special Council meeting was scheduled for November 23 to consider and formalize the Executive Committee election process, which would include the appointment of the chairs of the Governance/HR and Audit/Finance/Risk committees.

Quality Assurance Committee – QA Panel Activity Report

Reporting date: December 4, 2020

Chair: Dr. Linda Chan

Meetings in 2020: 5 virtual meetings

Tasks Completed Since Last Council Meeting:

1. **Alternative method for random record selection for re-assessments:** following remediation, optometrists are required to complete re-assessments as part of the QA program to ensure that they have successfully addressed the panel's concerns. Normally, the College would send a representative to the optometrist's clinic to randomly select 25 first-time patient records and submit the physical records to the College. Due to the current, **unprecedented** circumstances and potential risk of exposure for all individuals involved, the panel decided that optometrists would be given six months from the date of notification to provide a list of 50 first-time patient names and ages. The panel would then randomly select 25 patients from the list and require the optometrist to submit the corresponding records.

2. **Requests to meet with panel:** as per the QA Regulations, optometrists have the right to request a meeting with the panel as part of the practice assessment, practice evaluation, and remedial components of the QA program. The panel approved the *Requests to Meet with Quality Assurance Panel Policy* to outline a fair process to handle such requests. One optometrist exercised their right to meet with the panel at its October 9, 2020 meeting.

3. **IPAC core competencies courses:** professional members of the panel have completed and reviewed various Infection Prevention and Control (IPAC) Core Competencies courses offered by Public Health Ontario. The courses are free and available online. The panel agreed to accept the courses as Category A CE for the current cycle. Optometrists may claim 0.5 CE credit for completing each course and successfully passing the test at the end of the course.

4. **Recordkeeping course:** Dr. David White (past President of the College and past Chair of QA Panel) offers a recordkeeping course, which has been presented as part of the College's roadshow and at the OAO symposium in the past. Dr. White reviewed the history and overview of the course with the panel, compared various delivery options, and length of the presentation. The panel agreed that the course would be beneficial to all optometrists, especially newly registered optometrists and those who have been identified through College processes (e.g., QA, ICRC) as requiring assistance in this area. As next steps, the panel will perform further research (e.g., engagement level, education value, costs, and availability) of various delivery methods (e.g., live webinar, pre-recorded webinar, e-module, and workshops).

5. **Practice evaluations:** in collaboration with the Vision Institute of Canada, practice evaluations have resumed with the following considerations: 1. practice evaluations may take place outside of regular clinic hours to accommodate social distancing measures; and 2. may involve patients with minimal risk factors to participate in the optional eye exams.

6. **Implementation of virtual opportunities**:
    a. Two virtual coaching sessions had taken place with positive feedback from College coaches and optometrists; and
    b. Optometrists have successfully submitted patient records electronically through a secure file sharing website instead of submitting physical records to the College. This ensured the health and safety of College staff and significantly streamlined the process.

QA – Clinical Practice Panel - Activity Report

Reporting date: December 4, 2020

Chair: Dr. Camy Grewal

Meetings in 2020: 6 (1 in person, 5 videoconference)

Tasks Completed Since Last Council Meeting:

- Reviewed the College of Opticians of Ontario's proposed delegation standard.

Key Priorities

This committee's current priority is remaining nimble to respond to updates in pandemic-related IPAC measures and standards of practice.

Information Items

CPP has not met in the time since the September Council meeting.

On November 2, the College was invited to provide feedback on the College of Opticians' draft delegation standard (with feedback requested by November 14):

- The Explanatory document
- Draft Standard 10: Delegation

CPP reviewed the draft standard and assisted staff in identifying outstanding questions to return to the College of Opticians.

Attachments

- Email feedback provided to the College of Opticians is provided as an information item.

From:	David Wilkinson
To:	Fazal Khan
Cc:	Ira Teich; Amy Stein
Subject:	RE: Draft Delegation Standard for opticians
Date:	Friday, November 13, 2020 3:49:00 PM

Hi Fazal,

Thanks for sharing this draft standard and asking for feedback.

Because of the short window and some outstanding questions (below), we are not in a position to provide formal feedback at this time.

Generally, we support your work in developing an articulated standard, and one that involves consistency of language. As your background documents points out, our registrants are increasingly working together in common clinics and/or shared environments. We would also agree with you that distinguishing between refraction and prescribing is important, and here is where we have a few questions.

We would appreciate some clarification regarding how the new delegation standard reconciles with Standard 8: Refraction, and specifically p. 7a-c.:

Understanding that the answer may be different for the three scenarios, per p. 7a-c,

- Would you consider that an optician in these scenarios is dispensing without a prescription?
- Would you consider that an optician in these scenarios is dispensing a prescription from an authorized prescriber?
- Would you consider that an optician in these scenarios is prescribing, having received delegation (to prescribe) from an authorized prescriber?

And,

- Have you considered how conflicts of interest may be managed, where an optician is both refracting and dispensing? Or would you consider that there is no conflict of interest?
- If direct supervision/physical presence is required for opticians providing delegation, should it also be required when delegation is received?
- Understanding that it is terminology used by both our colleges, have you thought about providing a definition of "most responsible dispenser" in the document? Or would you consider this term to be generally understood by opticians?
- Lastly, when was Standard 8. Refraction last reviewed/updated, and are any updates being considered in light of the new delegation standard?

Thanks for the invitation to ask these questions,
David

David Wilkinson, OD, FAAO
Practice Advisor
College of Optometrists of Ontario

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I am currently working remotely, with access to phone and email. I will respond to your message as soon as possible. Please contact me at the mobile phone number above. Thank you for your patience.

From: Fazal Khan <fkhan@collegeofopticians.ca>
Sent: Monday, November 2, 2020 10:15 AM
To: David Wilkinson <DWilkinson@collegeoptom.on.ca>
Cc: Ira Teich <ITeich@collegeoptom.on.ca>; Amy Stein <astein@collegeofopticians.ca>
Subject: Draft Delegation Standard for opticians

![College of Optometrists of Ontario logo]

Inquiries, Complaints and Reports Committee Activity Report

Reporting date: November 20, 2020

Committee Co-Chairs: Dr. Richard Kniaziew & Dr. David White

This report is intended to provide the Council with information on the complaints/investigations process while maintaining confidentiality required under the Regulated Health Professions Act ("RHPA") and owed to the parties. In keeping with Section 36 of the RHPA, details about specific cases are not shared as part of the committee report.

Information Items

Although the case processing times were severely affected by the pandemic and *Ontario Regulation 73/20 – Limitation Periods*, as of mid-September, the ICRC has been able to resume most investigations. This allowed for the regular panel meetings to resume as well. Both panels held their meetings in November and more panel meetings will take place in December 2020 and January 2021.

Complaints Processed Since Last Reporting: September 11, 2020

- Cases newly filed: 14
- Cases reviewed by the Panels: 17
- Cases withdrawn: 2
- Panel decisions pending: 13

Decision Breakdown	Total
Decisions Issued	**2[1]**
Case Type	
• Complaints	2
• Registrar's Report	0
• Incapacity Inquiry	0
Dispositions (for complaint cases above)	
• No further action (NFA)	1
• Advice or recommendation	1
Nature of Allegations (for dispositions above, NFA excluded)	
• Unprofessional behaviour	2
• Care (quality, failure to diagnose/refer, unsafe care)	1
• Delegation	1
Timeline for Resolution (for complaint cases above)	
• Less than 120 Days	0
• 121-150 Days	0
• 151-180 Days	0
• 180+ Days	2

HPARB Appeals

- New appeals: 0
- ICRC Decision Confirmed: 0
- Outstanding appeals to be heard: 4
- Appeals heard and awaiting decisions: 1

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[1] Due to the regular panel meetings not taking place, only two decisions were issued in the reported time period.

Registration Committee Activity Report

Reporting date: December 4, 2020

Chair: Dr. Bill Ulakovic

Key Priorities:

Optometry Competency Framework project

- The committee discussed the licensing agreement associated with the national competency profile project, which Touchstone Institute refers to as the Optometry Competency Framework.
- College staff is arranging for the legal review of the draft licensing agreement.

Optometry Examining Board of Canada

- College staff worked with OEBC to obtain exam reports directly from OEBC, rather than from candidates. In addition to being more secure, this new process also enabled an expedited registration process.
- Following an invitation from the OEBC CEO, two committee members travelled to Hamilton to observe the OEBC OSCE exam process. Although they were unable to observe the candidates being examined, they were able to ask questions of OEBC's CEO, psychometricians, and examiners.
- Dr. Quaid was confirmed on the OEBC Board on October 30, 2020.

Registration Process during COVID-19

- College staff continue to accept applications for registration electronically and validate documents with applicants.
- The committee approved crediting new registrants the cost of obtaining an updated vulnerable sector check following the expiry of their original check.
- The Audit/Finance/Risk Committee approved delaying the payment of the 2021 annual renewal fee by three months for recent new registrants.
- From January 1 to November 19, 2020, the College processed 94 registrations; 35 of these were between October 30 (when the September OEBC exam results were received) and November 19. There are an additional 34 new registrations anticipated in the near future.

Further Amendments to the Registration Regulation draft amendments

- College staff have asked the Ministry of Health to consider introducing more flexibility in the Registration Regulation while the Ministry reviews further amendments from the College. This would be consistent with another health regulatory college that has this flexibility.

Governance/HR Committee Report

Reporting date: December 4, 2020

Chair: Dr. Chris Nicol

Meetings in 2020: 6

The Governance/HR Committee met via teleconference on November 9 and November 19.

Registrar Search:
The search for a new Registrar is underway. All four search firms responded to the call, and based on criteria developed, each member of the Search Committee reviewed the proposals and ranked them. All five committee members concluded that Waterhouse Executive Search had the best proposal. This search firm was, coincidentally, the least costly one and is giving an 18-month guarantee to undertake the search at no cost if the new registrar does not work out for performance reasons.

The firm is now conducting a 360-degree assessment to develop a comprehensive profile and expectations for the role. This includes interviews with several staff; all Search Committee members; the Interim Registrar and the Director of Regulatory Branch at the Ministry. The committee has a meeting scheduled for November 30 to review results of this consultation process, a draft of the comprehensive position profile and a draft advertisement. The expected timeline to have someone in place is no later than April 2021.

Committee Volunteer Applications:
Only 23 applications were received for committee volunteer positions this year compared to 46 in 2019. The committee noticed that many existing volunteers had not resubmitted for their committees. This was likely due in part to COVID and an earlier deadline for applications. Existing committee members who had not submitted a Volunteer Application are in the process of being contacted to determine their interest in returning—most have already responded and expressed their interest. Due to the unusual circumstances of 2020, those individuals are being considered alongside the individuals who did apply. Next year the rules will return to a more rigid structure where existing committee members have to apply to be considered.

Committee Volunteer Recommendations:
The Governance/HR Committee is close to finalizing its recommendations for committee slates, which will be provided to Council at the first Council meeting of 2021 to be scheduled in January. The recommendations will be tabled for Council ratification following the Executive election process. This will allow for changes to be made based on what occurs with the Executive Committee composition.

Proposed By-law Changes:
The committee discussed the proposed by-law changes that were presented at the October 15, 2020 Council meeting and agreed that legal review for parts i and vii of the motions will be helpful for determining next steps. The legal review is currently underway.

Audit/Finance/Risk Committee Activity Report

Reporting date: December 4, 2020

Chair: Bashar Kassir

Tasks Completed Since Last Council Meeting:

- Consent motion to Council submitted on September 25, 2020 for approval of BDO Canada LLP as the College's new auditors was approved.
- Ongoing discussion re: HST charged on membership fees; committee will seek advice from new auditors.
- Review of *Investments Policy* deferred, and committee will seek advice from new auditors.
- Drafted revisions to *Honoraria and Expenses Policy*, which were reviewed at the Committee's meeting on November 6, 2020 and are presented to Council at this meeting as a motion for approval.
- Completed the budgeting process and a draft budget for the next fiscal year 2021 is presented to Council at this meeting as a motion for approval.

Key Priorities

- Review and approval of revisions to the College's *Honoraria and Expenses Policy*.
- Approval of the new auditors, BDO Canada LLP by Council. Committee staff support to engage with the new auditors to start preliminary planning of the 2020 fiscal year audit.
- Ongoing review/awareness of risks: IT, operational, organizational, financial, and strategic.
- Updating current budget vs actuals and preparing financial reporting for Q3 period ending September 30, 2020 and impact of COVID-19 and provided to Council for its information.
- Updating current investment portfolio report to September 30, 2020 and provided for Council for its information.
- Cybersecurity training for Council members.

Information Items

Financial Reporting:

- Budget vs Actuals Income and Expenses Report for Q3 YTD for the period January 1, 2020 to September 30, 2020.
- Consolidated Investments Portfolio Report for the period January 1, 2020 to September 30, 2020.

College of Optometrists of Ontario
Budget vs Actuals Q3 YTD January 1, 2020 to September 30, 2020
    Statement of Revenue and Expenses
        AFR Committee Meeting - November 17, 2020

| | Budget vs Actuals Q3 YTD January 1 - September 30, 2020 | | | |
| | | | Total over / (under) | |
	Actual	Budget	Budget	% Variance
Income				
4000 REVENUE				
4100 Registrants Fees	1,675,263	1,864,065	(188,802)	(10%)
4200 Professional Corporation Renewal Fees	106,953	198,330	(91,377)	(46%)
4300 Professional Corporation Application Fees	16,436	44,100	(27,664)	(63%)
4500 Miscellaneous Registrants Fees	358	2,250	(1,892)	(84%)
Total 4000 REVENUE	**1,799,010**	**2,108,745**	**(309,735)**	**(15%)**
5000 COMMITTEES AND COLLEGE ACTIVITIES				
5001 Council	53,037	96,000	(42,963)	(45%)
5002 Council Training	11,000	22,500	(11,500)	(51%)
5003 Discipline	17,714	48,750	(31,036)	(64%)
5004 Executive	20,132	9,000	11,132	124%
5005 President Stipend	15,000			
5006 ICRC	26,736	67,500	(40,764)	(60%)
5007 Patient Relations	2,327	15,000	(12,673)	(84%)
5008 Quality Assurance	32,306	150,000	(117,694)	(78%)
5009 QA Assessments Recoverable	(6,642)	(3,000)	(3,642)	121%
5010 Registration	14,347	24,900	(10,553)	(42%)
5015 Audit Finance Risk (AFR)	5,250	15,000	(9,750)	(65%)
5020 Governance and HR	9,338	33,750	(24,412)	(72%)
5025 Quality Assurance - Clinical Practice Panel	10,683	22,500	(11,817)	(53%)
5026 Quality Assurance - Subcommittee (QASC)				
5030 Strategic Planning	39,225	30,000	9,225	31%
5100 Stakeholder Engagement	17,336	30,000	(12,664)	(42%)
5110 FORAC Contribution	26,440	19,500	6,940	36%
5115 Medals and Presentations	0	3,000	(3,000)	(100%)
5120 Memberships (FHRCO, etc.)	8,400	18,750	(10,350)	(55%)
Total 5000 COMMITTEES AND COLLEGE ACTIVITIES	**302,629**	**603,150**	**(300,521)**	**(50%)**
6000 EXPENSES				
6010 Accounting and Audit	4,500	22,125	(17,625)	(80%)
6020 Bank and Service Fees	3,345	48,750	(45,405)	(93%)
6030 Communications and Design	2,507	7,500	(4,993)	(67%)
6040 Deliveries and Postage	2,365	12,375	(10,010)	(81%)
6050 Depreciation	0	37,500	(37,500)	(100%)
6060 Dues and Subscriptions	3,722	338	3,385	1003%
6070 Equipment and Maintenance	22,150	31,875	(9,725)	(31%)
6080 Equipment Lease	8,306	11,250	(2,944)	(26%)
6090 Insurance	2,352	4,875	(2,523)	(52%)
6100 Investment Management Fees	36,920	33,750	3,170	9%
6105 E-Learniing Module Development	15,000	18,750	(3,750)	(20%)
6110 Jurisprudence Exam Delivery	7,957	4,050	3,907	96%
6114 Legal - Corporate	81,798	3,000	78,798	2627%
6115 Legal - General	702	26,250	(25,548)	(97%)
6116 Legal - Discipline	55,142	168,750	(113,608)	(67%)
6117 Legal - Discipline Cost Recoverable	(12,415)	(37,500)	25,085	(67%)
6118 Legal and Investigations - ICRC	(1,906)	37,500	(39,406)	(105%)
6120 Legal - Registration	4,057	11,250	(7,193)	(64%)
6130 OE Tracker	52,565	42,000	10,565	25%
6140 Office Supplies	3,448	20,625	(17,177)	(83%)
6145 Photocopies and Printing	460	1,875	(1,415)	(75%)

College of Optometrists of Ontario
Budget vs Actuals Q3 YTD January 1, 2020 to September 30, 2020
Statement of Revenue and Expenses
AFR Committee Meeting - November 17, 2020

	Budget vs Actuals Q3 YTD January 1 - September 30, 2020			
			Total over / (under)	
	Actual	Budget	Budget	% Variance
6150 Professional Fees - Consulting	48,361	41,250	7,111	17%
6160 Rent and Occupancy Costs	127,532	116,250	11,282	10%
6170 Research	15,000	0	15,000	0%
6180 Telephone & Internet	7,756	7,500	256	3%
Exchange Gain or Loss	64	0	64	0%
Sub-total Expenses	491,687	671,888	(180,201)	(27%)
6500 IT				
6510 Hosting and Infrastructure Services	33,233	41,775	(8,542)	(20%)
6520 Hardware Maintenance	800	4,800	(4,000)	(83%)
6530 Software Maintenance	19,492	27,866	(8,374)	(30%)
6540 Projects and Contingencies	42,994	55,500	(12,506)	(23%)
Total 6500 IT	96,519	129,941	(33,422)	(26%)
7000 Staff Costs				
7010 Salaries	994,991	873,511	121,480	14%
7011 COVID-19 Wage Subsidy - Payroll Taxes	(25,000)	0	(25,000)	0%
Total 7010 Salaries	969,991	873,511	96,480	11%
7015 Benefits & Training				
7020 CPP Expense	30,825	30,582	243	1%
7021 CPP Expense - Committee Members	6,892	0	6,892	0%
7025 EI Expense	14,535	12,747	1,788	14%
7030 EHT	1,298	0	1,298	0%
7031 EHT Expense - Committee Members	215	0	215	0%
7100 Group Health Benefits	53,760	65,322	(11,562)	(18%)
7101 Group Health-Taxable Benefits	0	0	0	0%
7110 RRSP Employer Contribution	22,055	26,713	(4,657)	(17%)
7120 Staff Appreciation	2,451	3,750	(1,299)	(35%)
7130 Staff Training	3,861	15,000	(11,139)	(74%)
Total 7015 Benefits & Training	135,892	154,114	(18,221)	(12%)
Total 7000 Staff Costs	1,105,883	1,027,625	78,259	8%
Total Expenses	1,996,719	2,432,603	(435,885)	(18%)
Net Revenue over Expenses (Loss)	(197,709)	(323,858)	126,149	(39%)

College of Optometrists of Ontario
Investment Returns: Consolidated Portfolio
For the period January 1 - September 30, 2020, updated November 3, 2020

	Cash and Equivalents	Fixed Income Securities & Fixed Income Funds**	Equities & Equity Funds*	Total Fixed Income and Equities	Total Portfolio	Calculation of Unrealized Loss	Notes
Consolidated Portfolio							
Opening Balance - Jan 1	80,879.89	1,965,774.76	1,932,362.15	3,897,901.91	3,979,016.80		
Income**							
Realized Capital Gains (Losses)							
Unrealized change in market value							
Contributions / (Withdrawals)							
Fees							
Ending Balance	247,208.60	1,911,952.71	1,861,856.00	3,773,808.71	4,021,017.31	**42,000.51**	Unrealized Gain - Combined
Return (Net of Fee)					-2.26	0.0105555	
Benchmark					4.35		

*US/CAD Exchange Rate Used =   1.3326 as at September 30, 2020

**Income includes interest, dividends, fund distrubtions, accruals net of account changes

Note: All values as presented are derived from final Q3 statements from Investment Portfolio Managers

4-6 / PRESENTATIONS

4. Presentation from Dr. Stan Woo, Director, University of Waterloo School of Optometry and Vision Science.

5. Registrar's Report: Interim Registrar Ira Teich to provide College updates via PPT presentation that will touch on updates regarding the previous two months of College operations.

6. Quality Assurance Subcommittee presentation: Ms. Ellen Pekilis, Chair of the Quality Assurance Subcommittee, will provide a PPT presentation that will touch on:
   - QA Program redevelopment project overview; and
   - past achievements, ongoing and future projects, and key milestones.

7 / MOTIONS

7. Motions Brought Forward from Committees
    a. QA Subcommittee: CE Policy
        - To approve the final version of the 2021-2023 CE Policy.

    b. Registration Committee: IGOEE Fund
        - To approve establishing a $60,000 fund to help sustain the Internationally Graduated Optometrist Evaluating Examination (IGOEE) if candidate registrations fall below the required break-even number, for as long as the IGOEE will be administered, subject to a legal agreement between the College and Touchstone Institute to administer the fund.

    c. Audit/Finance/Risk Committee: Expense Policy
        - To approve the College's Finance Policy – Honoraria and Expenses revised November 6, 2020.

    d. Audit/Finance/Risk Committee: 2021 College Budget
        - To approve the College's Budget for the fiscal year January 1, 2021 to December 31, 2021.

![College of Optometrists of Ontario logo]

Briefing note – QA Subcommittee

Council Meeting – September 2020

Subject

Continuing Education (CE) Policy (2021-2023)

Background

The next CE cycle will run from January 1, 2021 to December 31, 2023. At its June 25, 2020 meeting, Council approved the proposed key changes to the 2021-2023 CE Policy for circulation.

Formal consultation on the proposed key changes to the 2021-2023 CE Policy occurred between June 29, 2020 and August 28, 2020. The QA Subcommittee (QASC) reviewed the feedback and made revisions as needed.

The revised CE policy was presented to Council on September 25, 2020 for approval. Council had two main concerns as follows:

1. Decreasing equivalent hours from a maximum of 35 to 20 hours per cycle would disincentivize optometrists from completing equivalent activities; and

2. There appears to be discrepancies in CE credit hour calculations between clinical supervisors working at a school accredited by the Accreditation Council on Optometric Education (AOCE) and clinical supervisors working in an external clerkship rotation for students from ACOE-accredited schools or the International Optometric Bridging Program. The CE credit hours should be the same for both types of supervisors.

Decision for Council

To to approve the final version of the 2021-2023 Continuing Education Policy as updated in order to provide further clarity and ease of administration.

Considerations

At its November 26, 2020 meeting, QASC had extensive discussions on the two concerns identified by Council and made the following decisions:

1. Maintain the original proposal of 50 COPE/20 other learning hours split based on the rationale previously presented to Council at its June 25 and September 25, 2020 meetings.

2. An exception will be made for Fellowship or Diplomate in the American Academy of Optometry (FAAO) or Fellowship in the College of Optometrists in Vision Development (FCOVT). The QASC understands that fellowships and diplomates require substantial amount of time and efforts to achieve and represent high-quality education that would contribute to improved quality eye care to the public. As such, an optometrist may claim 30 COPE hours during the cycle the fellowship or diplomate is awarded.

3. Combined all types of clinical supervisor as one type of learning opportunity with the same CE credit hours calculations.

4. To further simplify the CE credit hour calculations for other learning opportunities:
   a. full-time vs. part-time were defined in terms of days worked per week; and
   b. pro-rated hours for part-time opportunities were replaced with set hours.

Supporting Materials

1. Rationale for 50 COPE/20 other learning hours split
2. Final version of the 2021-2023 CE Policy – track changes version
3. Final version of the 2021-2023 CE Policy – clean version

Next Steps

- If approved by Council, the CE Policy will be rolled out to optometrists along with updated Frequently Asked Questions on the College website

Contacts

- Ellen Pekilis, QA Subcommittee Chair
- Bonny Wong, Manager, Quality Assurance Programs

Rationale for 50 COPE/20 Other Learning Hours Split

After extensive review of the COPE accreditation process, the QA Subcommittee (QASC) is confident that requiring a minimum of 50 hours of accredited CE is best practice for several reasons, including:

- COPE is a recognized accreditation program for optometric CE courses;

- there is currently no Canadian version of COPE;

- there are Canadian representatives on the COPE committee;

- CE providers are required to meet COPE accreditation criteria, which includes:

  - incorporating into CE activities the educational needs (knowledge, competence, or performance) that underlie the professional practice gaps of their learners;

  - generating activities/educational interventions that are designed to change competence, performance, or patient outcomes as described in its mission statement; and

  - analyzing changes in learners (competence, performance, or patient outcomes) achieved as a result of the overall program's activities/educational interventions;

- COPE Standards for Commercial Support ensure independence in CE activities; and

- COPE has been deemed substantially equivalent to the Accreditation Council for Continuing Medical Education (ACCME®), which accredits organizations that provide continuing medical education (CME) for physicians. COPE has adopted the ACCME accreditation criteria; and

- COPE accredited CE would ensure Ontario optometrists are participating in high-quality and meaningful CE.

- OE TRACKER data indicate that Ontario optometrists are already taking approximately 72% of their CE hours as COPE-accredited courses; so the proposed changes to the policy are reflecting the current reality of optometrists with a simpler, clearer, and more streamlined process.

COLLEGE OF Optometrists OF ONTARIO

Policy

Type:	Quality Assurance Program		
Name:	Continuing Education: January 1, 2021 – December 31, 2023		
Status:	Draft	Version:	1
Date Approved:		Date Revised:	

Purpose

The purpose of this policy is to outline the requirements of continuing education that must be met by optometrists in the three-year continuing education cycle: January 1, 2021 to December 31, 2023.

Participation in Continuing Education

As per the *Optometry Act,* 1991. O. Reg. 119/94, a key component of the College's Quality Assurance Program is mandatory Continuing Education (CE). Optometrists are required to participate in the CE component to ensure their continuing competence and quality improvement, to address changes in practice environments, and to ensure they remain current with changes in technology, scope and standards of practice.

Current Cycle

The current cycle runs from January 1, 2021 to December 31, 2023.

Optometrists must complete a minimum of **seventy (70)** credit hours of continuing education related to the maintenance of their standards of practice or continuing competence by the end of the three-year cycle.

Breakdown

Of those 70 hours, an optometrist must complete:

- **a minimum of 50 (fifty)** hours of Council on Optometric Practitioner Education (COPE) accredited CE;
    - o **20 (twenty)** of those COPE accredited hours must be in topics reasonably related to ocular disease and management or related systemic disease;
    - o an optometrist may claim **30 COPE-equivalent hours** during the cycle a Fellowship or Diplomate in the American Academy of Optometry (FAAO) or Fellowship in the College of Optometrists in Vision Development (FCOVD) is awarded; and
- **the remaining 20 (twenty)** hours may be obtained by completing COPE accredited CE or other learning opportunities, which give optometrists a wider range of options and the opportunity to make flexible selections that suit their learning needs and practice.

> **Commented [E1]:** Typo

Page **1** of **5**

Accepted learning opportunities for the remaining 20 hours include:

Learning Opportunities	Calculation of CE Credit Hours
Organized events: conferences, education, events, and lectures that are not COPE-accredited	Hour-for-hour
Professional journals: reading of articles in refereed optometric, ophthalmologic, or medical journal	Hour-for-hour
Distance learning activities: print, internet, video that are not COPE accredited	Hour-for-hour
Graduate studies in optometry or a related health discipline preapproved by the Quality Assurance Panel	Full-time studies (5 days/week): 20 hours per year Part-time studies (less than 5 days/week): ~~pro-rated 20~~ 10 hours per year
Residency at an ACOE-accredited school	20 hours per ~~year~~cycle
Faculty / staff optometrist appointment at an ACOE-accredited school	Full-time (5 days/week): 20 hours per ~~year~~cycle~~year~~ Part-time (less than 5 days/week): ~~pro-rated 20~~ 10 hours per ~~year~~ cycle~~year~~
~~Fellowship or Diplomate in the American Academy of Optometry or Fellowship in the College of Optometrists in Vision Development~~	~~20 hours during the cycle the fellowship or diplomate is awarded~~
Publication of an article in a refereed optometric, ophthalmologic, or medical journal	10 hours
Publication of a case report in a refereed journal	2 hours
Lectures prepared and given to regulated health professionals for their primary continuing education or regulated health professionals in training education at a Canadian or American accredited school. If a faculty member prepares and gives lectures to regulated health professionals as part of their appointment, they may claim CE credit hours either for their faculty	3 credit hours/hour of lecture—each lecture may be counted one time only

Commented [E2]: still capped at a maximum of 20 hours per 3 year cycle, but should be calculated at same rate as other learning opportunities

appointment or lectures prepared and given to regulated health professionals, but not both.	
~~Appointment as a clinical supervisor/staff optometrist at an ACOE-accredited school~~	~~Full-time: 7 hours per academic year~~ ~~Part-time: pro-rated 7 hours per academic year~~
~~Supervising optometrist in an external clerkship rotation for students from ACOE-accredited schools or the IOBP~~	~~One rotation of minimum 7 weeks in an academic term:~~ 　• ~~Full-time: 7 hours~~ 　• ~~Part-time: pro-rated 7 hours~~ ~~One short rotation (i.e. 4 week) in an academic term:~~ 　• ~~Full-time: 3 hours~~ 　• ~~Part-time: pro-rated 3 hours~~
~~Appointment as a clinical supervisor/staff optometrist at an ACOE-accredited school~~ **Supervising optometrist** ~~in an external clerkship rotation~~ for students from ACOE-accredited schools (including external clerkship) or the IOBP	Full-time (5 days/week): 1 hour per week Part-time (less than 5 days/week): 0.5 hour per week
Participation in an organization approved to administer an entry-to-practice examination or an evaluating examination for foreign-trained practitioners.	**Clinical Assessor**: 1 credit hour per two hours spent assessing or training to assess candidates **Question Author**: 1 credit hour per question accepted to the database **Question Item Selector**: 1 credit hour per two hours spent selecting questions for the examinations
Certification in a Cardiopulmonary Resuscitation (CPR) Heart Saver AED (C) or CPR HCP (Health Care Provider) level with AED	5 hours per cycle

Commented [BW3]: This would be equivalent to **1 CE hour/week** for full-time supervising optometrists. This CE credit hour calculation is used for the combined entry below.

Commented [E4]: Staff optometrist has been moved up to the section on Faculty appointments for ease of administration / understanding in university context. The entitlement does not change.

Commented [E5]: minor rephrasing for ease of understanding / administration by university. Entitlement does not change.

New Registrants

Optometrists may only claim CE credit hours that have been completed following their initial registration with the College. Newly registered optometrists during the current cycle will be required to complete a prorated number of hours based on their registration year as follows:

Year of Registration	Total Hours	COPE Accredited Hours (*)	Other Learning Opportunities Hours
2021	47	34 (14)	13
2022	24	17 (7)	7
2023	No requirement	No requirement	No requirement

*Number of COPE accredited hours that must be in topics reasonably related to ocular disease and management or related systemic disease

Participation Verification Certificate

A participation verification certificate must be issued for COPE accredited CE activities.

For other learning opportunities, optometrists must complete the 'Continuing Education: Other Learning Opportunities' form, which requires the following information:

- **Activity**: select one of the accepted learning opportunities;
- **Instructor**: name of the instructor of the CE activity or "Self" if there is no instructor;
- **Provider/resource used**: name of the provider of the CE activity or the resource material used;
- **Format**: select one of the activity formats. There are two options for online formats:
  - **Online – Interactive**: webinar, video conference, teleconference, or other format that allows for immediate interaction and feedback between the audience and the instructor. Once the event has taken place, optometrists may no longer participate in that activity; and
  - **Online – Enduring**: webcast, podcast, video, journal, website, written or other format that provides one-way content to the audience without immediate interaction with the instructor. There is not just one time on one day to participate in the activity, rather, the optometrists determine when they participate;
- **Presentation (if applicable):** select one of the activity presentations or leave blank if not applicable;
- **Category:** select one of the activity categories. See "COPE Categories" for description of each category;
- **Date:** date of completion of the activity;
- **City, Province/State, Country**: location of the activity; and
- **Number of credit hours claimed**: number of credit hours claimed for the activity.

CE Exclusions

Although the College recognizes the value in trade show participation, this activity does not qualify for CE.

Reporting of Hours

Optometrists must **self-declare completion** of CE requirements on their **Annual Report** at the end of the three-year cycle (2023).

Optometrists must **also submit all CE credit hours to OE TRACKER**. It is the responsibility of the optometrist to claim only credit hours that is relevant to their maintenance of practice and/or continuing competence. Some CE providers send COPE accredited attendance information directly to OE TRACKER. Otherwise, the optometrist must submit their own certificates for COPE accredited CE activities. For other learning opportunities, optometrists must submit completed 'Continuing Education: Other Learning Opportunities' forms to OE TRACKER. The College will verify optometrists' reporting hours through individual OE TRACKER profiles. It is incumbent upon optometrists to ensure that their OE TRACKER profiles are up to date, particularly toward the end of the CE cycle.

Deficiency Audit

The College will perform a deficiency audit at the conclusion of this three-year reporting cycle. The deficiency audit identifies those who fail to meet the CE hour requirement.

As per the *Optometry Act,* the Registrar is required to refer optometrists who fail to acquire the required number of CE credit hours to the Quality Assurance Committee for a practice assessment. As such, optometrists found to be deficient in CE hours based on the breakdown above will be required to participate in a practice assessment at their own cost according to the College's Schedule of Fees and Penalties.

Policy

Type:	Quality Assurance Program		
Name:	Continuing Education: January 1, 2021 – December 31, 2023		
Status:	Draft	Version:	1
Date Approved:		Date Revised:	

Purpose

The purpose of this policy is to outline the requirements of continuing education that must be met by optometrists in the three-year continuing education cycle: January 1, 2021 to December 31, 2023.

Participation in Continuing Education

As per the *Optometry Act,* 1991. O. Reg. 119/94, a key component of the College's Quality Assurance Program is mandatory Continuing Education (CE). Optometrists are required to participate in the CE component to ensure their continuing competence and quality improvement, to address changes in practice environments, and to ensure they remain current with changes in technology, scope and standards of practice.

Current Cycle

The current cycle runs from January 1, 2021 to December 31, 2023.

Optometrists must complete a minimum of **seventy (70)** credit hours of continuing education related to the maintenance of their standards of practice or continuing competence by the end of the three-year cycle.

Breakdown

Of those 70 hours, an optometrist must complete:

- **a minimum of 50 (fifty)** hours of Council on Optometric Practitioner Education (COPE) accredited CE;
    - 20 **(twenty)** of those COPE accredited hours must be in topics reasonably related to ocular disease and management or related systemic disease;
    - an optometrist may claim **30 COPE-equivalent hours** during the cycle a Fellowship or Diplomat**e** in the American Academy of Optometry (FAAO) or Fellowship in the College of Optometrists in Vision Development (FCOVD) is awarded; and
- **the remaining 20 (twenty)** hours may be obtained by completing COPE accredited CE or other learning opportunities, which give optometrists a wider range of options and the opportunity to make flexible selections that suit their learning needs and practice.

Accepted learning opportunities for the remaining 20 hours include:

Learning Opportunities	Calculation of CE Credit Hours
Organized events: conferences, education, events, and lectures that are not COPE-accredited	Hour-for-hour
Professional journals: reading of articles in refereed optometric, ophthalmologic, or medical journal	Hour-for-hour
Distance learning activities: print, internet, video that are not COPE accredited	Hour-for-hour
Graduate studies in optometry or a related health discipline preapproved by the Quality Assurance Panel	Full-time studies (5 days/week): 20 hours per year Part-time studies (less than 5 days/week): 10 hours per year
Residency at an ACOE-accredited school	20 hours per cycle
Faculty / staff optometrist appointment at an ACOE-accredited school	Full-time (5 days/week): 20 hours per year Part-time (less than 5 days/week): 10 hours per year
Publication of an article in a refereed optometric, ophthalmologic, or medical journal	10 hours
Publication of a case report in a refereed journal	2 hours
Lectures prepared and given to regulated health professionals for their primary continuing education or regulated health professionals in training education at a Canadian or American accredited school. If a faculty member prepares and gives lectures to regulated health professionals as part of their appointment, they may claim CE credit hours either for their faculty appointment or lectures prepared and given to regulated health professionals, but not both.	3 credit hours/hour of lecture—each lecture may be counted one time only
	•

Supervising optometrist for students from ACOE-accredited schools (including external clerkship) or the IOBP	Full-time (5 days/week): 1 hour per week Part-time (less than 5 days/week): 0.5 hour per week
Participation in an organization approved to administer an entry-to-practice examination or an evaluating examination for foreign-trained practitioners.	**Clinical Assessor**: 1 credit hour per two hours spent assessing or training to assess candidates **Question Author**: 1 credit hour per question accepted to the database **Question Item Selector**: 1 credit hour per two hours spent selecting questions for the examinations
Certification in a Cardiopulmonary Resuscitation (CPR) Heart Saver AED (C) or CPR HCP (Health Care Provider) level with AED	5 hours per cycle

New Registrants

Optometrists may only claim CE credit hours that have been completed following their initial registration with the College. Newly registered optometrists during the current cycle will be required to complete a prorated number of hours based on their registration year as follows:

Year of Registration	Total Hours	COPE Accredited Hours (*)	Other Learning Opportunities Hours
2021	47	34 (14)	13
2022	24	17 (7)	7
2023	No requirement	No requirement	No requirement

*Number of COPE accredited hours that must be in topics reasonably related to ocular disease and management or related systemic disease

Participation Verification Certificate

A participation verification certificate must be issued for COPE accredited CE activities.

For other learning opportunities, optometrists must complete the 'Continuing Education: Other Learning Opportunities' form, which requires the following information:

- **Activity**: select one of the accepted learning opportunities;
- **Instructor**: name of the instructor of the CE activity or "Self" if there is no instructor;
- **Provider/resource used**: name of the provider of the CE activity or the resource material used;
- **Format**: select one of the activity formats. There are two options for online formats:

- o **Online – Interactive**: webinar, video conference, teleconference, or other format that allows for immediate interaction and feedback between the audience and the instructor. Once the event has taken place, optometrists may no longer participate in that activity; and
- o **Online – Enduring**: webcast, podcast, video, journal, website, written or other format that provides one-way content to the audience without immediate interaction with the instructor. There is not just one time on one day to participate in the activity, rather, the optometrists determine when they participate;
- **Presentation (if applicable):** select one of the activity presentations or leave blank if not applicable;
- **Category:** select one of the activity categories. See "COPE Categories" for description of each category;
- **Date:** date of completion of the activity;
- **City, Province/State, Country**: location of the activity; and
- **Number of credit hours claimed**: number of credit hours claimed for the activity.

CE Exclusions

Although the College recognizes the value in trade show participation, this activity does not qualify for CE.

Reporting of Hours

Optometrists must **self-declare completion** of CE requirements on their **Annual Report** at the end of the three-year cycle (2023).

Optometrists must **also submit all CE credit hours to OE TRACKER**. It is the responsibility of the optometrist to claim only credit hours that is relevant to their maintenance of practice and/or continuing competence. Some CE providers send COPE accredited attendance information directly to OE TRACKER. Otherwise, the optometrist must submit their own certificates for COPE accredited CE activities. For other learning opportunities, optometrists must submit completed 'Continuing Education: Other Learning Opportunities' forms to OE TRACKER. The College will verify optometrists' reporting hours through individual OE TRACKER profiles. It is incumbent upon optometrists to ensure that their OE TRACKER profiles are up to date, particularly toward the end of the CE cycle.

Deficiency Audit

The College will perform a deficiency audit at the conclusion of this three-year reporting cycle. The deficiency audit identifies those who fail to meet the CE hour requirement.

As per the *Optometry Act,* the Registrar is required to refer optometrists who fail to acquire the required number of CE credit hours to the Quality Assurance Committee for a practice assessment. As such, optometrists found to be deficient in CE hours based on the breakdown above will be required to participate in a practice assessment at their own cost according to the College's Schedule of Fees and Penalties.

BRIEFING NOTE

Council meeting – December 2020

Subject

Creating a fund to support the Internationally Graduated Optometrist Evaluating Examination (IGOEE)

Background

In January 2014, the College engaged Touchstone Institute to develop the Internationally Graduated Optometrist Evaluating Examination (IGOEE), which was implemented in June 2015 and serves as the evaluating exam for internationally educated optometrists. Candidates who performed well at the IGOEE are accepted into the bridging program offered by the University of Waterloo School of Optometry and Vision Science (WOVS). If candidates score significantly high on the IGOEE, they can bypass bridging education. The bridging program is being discontinued; 2020 is the last year WOVS will offer the program, with a total of 18 candidates currently registered. WOVS is planning to launch an Advanced Optometry Degree Program in 2022 to accommodate a maximum of six internationally educated optometrists.

Touchstone Institute has been administering the IGOEE on a cost-recovery basis. The cost per candidate has been maintained at $5,000 since the exam was implemented, with the exam being administered once annually. Touchstone Institute has informed the Registration Committee that the break-even number to administer the IGOEE is 24 candidates, and that the exam is not sustainable with less than 12 candidates.

With the changes to the bridging program, the number of candidates registering for the IGOEE has declined. There are currently 23 candidates registered for the next IGOEE administration. It is projected that there will be internationally educated candidates who will wish to register for the IGOEE in the future, but it is expected to be fewer than the break-even number. In past years, the Office of the Fairness Commissioner has expressed concern about the increasingly limited options available to internationally educated candidates.

Accordingly, the committee is proposing to establish a fund to help sustain the IGOEE that would be subject to a legal agreement between the College and Touchstone Institute. WOVS has not indicated that it would be using the IGOEE to admit candidates into its program. This fund is only to be accessed by Touchstone Institute if candidate registrations fall below the required break-even number, for as long as the IGOEE will be administered. It is proposed that the fund be initially established in the amount of $5000 per candidate, multiplied by the difference between 24 and 12 candidates, for a total of $60,000.

Decision for Council

To approve establishing a $60,000 fund to help sustain the Internationally Graduated Optometrist Evaluating Examination (IGOEE) if candidate registrations fall below the required break-even number, for as long as the IGOEE will be administered, subject to a legal agreement between the College and Touchstone Institute to administer the fund.

Contact

Hanan Jibry, Assistant Registrar

BRIEFING NOTE

Council Meeting – December 4, 2020

Subject

Draft Finance Policy – Honoraria and Expenses – Revised November 6, 2020

Background

The committee has completed its annual review of the Finance Policy – Honoraria and Expenses. The revisions reflect a change to per diem and preparation time rates and reflect the fact that the College's committees and Council meetings have shifted to virtual meetings and teleconferences in response to COVID-19 and restrictions to in-person gatherings.

Two copies of the revised policy are enclosed: one copy shows the tracked changes and the other is a clean copy for ease in reviewing.

Decision(s) for Council

To approve the College's Finance Policy – Honoraria and Expenses revised November 6.

Supporting Materials

- Revised policy, with and without track changes

Contact

- Deborah McKeon, Manager, Finance and Office Administration

Policy

Type:	Finance		
Name:	Honoraria & Expenses		
Status:	Draft	Version:	~~1.3~~ 2.0
Date Approved:	September 27, 2019	Date Revised:	~~August 18~~ November 6, 2020

Purpose

The purpose of this policy is to outline the honoraria and expense coverage provided to professional Council and Committee members[1] for College work.

Overview

Honoraria are paid to professional (optometrist) members of Council and committees (statutory, standing, ad-hoc) for participating in activities related to College business.

Such activities include:
- attending scheduled meetings/hearings (in-person, online or via teleconference);
- decision--writing;
- attending College-related education and training sessions; and
- participating in any other approved College event/activity.

Honoraria are also paid for time spent preparing for meetings. The College recognizes that professional members of Council and committees, may spend time preparing for some Committee meetings that exceeds ~~three~~ two hours. These Committee members will be compensated for that time according to this policy**.**

Eligible expenses are reimbursed to professional members of Council ~~and~~ committees, and ~~where applicable~~ staff members, when they are incurred while conducting College business.

Payments are made ~~on the basis of the rules and~~ to the rates outlined under Schedule 1 in this policy.

Procedure

1. Claim(s) for honoraria and expenses are to be submitted to the College, on a completed honoraria and expense form (Appendix 1) within 30 calendar days of the claimed activity.

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[1] Council members who are appointed by the Lieutenant Governor (i.e. public appointees) are paid by the government and as such the rules for their compensation and expenses are established and monitored by the Ministry of Health.

2. Claims should be submitted to the College's Manager, Finance and Office Administration.
3. Manager will confirm the claim with the related staff support that assists with oversight for the activity that resulted in the claim(s).
4. Once approved, the College will endeavor to pay claims within one (1) month of receiving them.
5. Any discrepancies between what this policy permits and claims will be addressed with the individual by the Manager, Finance and Office Administration and if not available, the Registrar.

NOTE: Claims for honoraria are considered ~~to be~~ taxable income by the Canada Revenue Agency and as such are processed through the College's payroll ~~office~~ system. In keeping with Canada Revenue Agency Rules, the College will annually prepare and provide T4s/T4As to those who claim honoraria from the College.

Interpretation

1. *Honoraria/Honorarium*: An honorarium is a payment for time spent on College-related business. Honoraria are composed of per diems and preparation time.
2. *Per Diem*: A per diem is a payment to someone for time spent working or attending meetings, training, and events for the College. Per diems are paid on an hourly or daily basis, consistent with Schedule ~~2~~1 of this policy.
3. *Preparation Time*: Preparation time is a payment for time spent getting prepared for College-related business. Preparation time is paid on an hourly basis, consistent with Schedule 1 of this policy.

Honoraria

General Principles
a. A daily claim for honoraria may include any or all ~~of~~ per diems and/or preparation time in keeping with the rules and rates outlined in this policy.
b. Honoraria will be paid to people who are requested by the College to attend a function for representation or education purposes.
c. Honoraria rates are to be reviewed annually at the beginning of each fiscal year; any update will be communicated via email once new rates are established.

Per Diem
a. Honoraria will be paid for the scheduled time of the meeting.
~~a.~~b. For ~~in-person~~ Council and committee meetings[2] held in-person or virtually[3], the full day per diem rate may be claimed ~~.~~
~~b.~~c. For ~~virtual~~ meetings[3] ~~(i.e. online,~~held via ~~teleconference)~~, a total amount of $187.50 may be~~a quarter day per diem rate may be~~ claimed for the first two hours, and any hour or part thereof above the first two hours will be paid at the rate of ~~an additional quarter day per diem rate~~ $150.00 per hour. ~~for every subsequent hour~~ ~~and a half the meeting continues.~~ It is to be noted that teleconference meetings (either by phone or virtual) longer than 2-3 hours should rarely happen and should be scheduled as a regular committee meeting.

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[2] This includes meeting of Committee panels, College working groups or task forces and any meeting that a member attends as a College representative.
[3] This also applies to members who attend a College in-person meeting virtually.

c.d. Committee chairs[4] are paid a higher per diem rate when they are acting in the capacity of the chair at a meeting/event/activity.

d.e. Per diem is paid in accordance with the rate section laid out in Schedule 1 of this policy.

Preparation Time

a. The amount payable for preparation time per meeting is based on a fixed and an hourly rate as follows:

      i.   The first two hours will be non-billable time.

a.ii.   Any additional hour or part thereof will be paid at the rate of $150.00 per hour.

b. In each month, the first 3 hours of preparation time for each of the first two meetings is non-compensable.

      i. Example 1: An ICRC Panel has a 400-page briefing book to read in preparation for an upcoming meeting. The Chair has estimated the time to read the book at approximately 4 hours. As this is the first meeting in the month of the Panel, the Committee members would be compensated for one hour of preparation time, in addition to the daily per diem paid for attendance at the meeting. Should a member attend more than 2 meetings in a month, then the preparation time would be compensated in full for that meeting.

      ii. Example 2: A QA Committee member is directed by the Committee to provide a Committee member review on a set of records. The Committee member spends 5 hours on the record review. The Chair approves the Committee Member be compensated for 2 hours of preparation time.

e.b. This policy provides for an average of two (2) hours of preparation time that is non-billable. For any additional hours, the Chair of the committee will seek consensus from the committee members as to the average number of hours in excess of two (2) hours and everyone submits the same claim for preparation time, at the discretion and approval of the Chair. The discussion and consensus among committee members should take place and be confirmed at the end of every meeting. It is expected that the preparation time will be the same for everyone but is at the discretion of the Chair. Preparation time is approved by the Council/Committee Chair for each member of the Committee, based on the average time spent to review material.

f.c. Preparation time is paid in accordance with the rate section laid out in Schedule 1 of this policy.

Expenses[5]

General Principles

a. The College expects Council and Committee members to make their hotel and travel arrangements as soon as possible after a meeting date has been confirmed in order toto obtain the best price.

b. Expenses submitted that are in excess of these guidelines as a result because of last-minute booking of travel and hotel arrangements may not be reimbursed.

c. Detailed itemized invoices or receipts are required for all expense claims.[6]

d. Barring exceptional circumstances, reimbursement for claimed amounts exceeding these

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[4] This also applies to the College President when acting in their capacity.

[5] Where applicable, the expense guidelines may also be applicable to College staff members.

[6] Credit card receipts or statements do not provide sufficient detail to process expense claims.

Page **3** of **6**

guidelines may be denied.

Travel
a. For trip durations (air, train) of under three hours, Economy-level fare selections are reimbursed. For trip durations over three hours, Premium Economy-level fare selections are reimbursed.
b. In extenuating circumstances (i.e. poor weather) where travel plan adjustments may be necessary and incur additional costs, compensation will be considered for alternative travel arrangements.
c. For travel within major urban centres, while it is preferred that public transportation be used, reasonable cab fare will be reimbursed for these trips. The College encourages the use of the Union Pearson Express train when travelling to and from the Toronto Pearson Airport.
d. For travel by car, the College will reimburse $0.485 per kilometer plus parking expenses for lots near the College, at the hotel or other such event/activity location.[7]
e. Parking and traffic violations are the sole responsibility of the individual and will not be reimbursed by the College.

Lodging
a. ~~The College secures a preferred corporate rate at a downtown hotel; Council and Committee members will be provided with the contact information in order to make their reservations.~~
b.a. ~~If lodging at this [to be named] hotel is not available, then t~~The College will pay for a standard room at a hotel to a maximum of $275 (excluding HST) per night.
c.b. Exceptions may be allowed for periods of time where lodging availability is limited, or where travel plan adjustments are necessary due to weather related or other unexpected circumstances.

Meals	**Coverage guideline (excluding HST)**
Breakfast	up to $30.00/meal
(Lunch)[8]	up to $30.00/meal
Dinner	up to $60.00/meal

Please note that expenses for alcoholic beverages or spirits will not be reimbursed.

Gratuities
a. Gratuities for lodging and transportation (i.e. taxis) should be included in the cost claimed along with the accompanying receipt.
b. Gratuities for meals at a maximum of 18% may be claimed over and above the allowable coverage under such guidelines.

Additional Expenses
a. For expenses not explicitly covered in this policy, the Audit/Finance/Risk Committee shall determine whether such an expense is compensable.

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[7] A document (i.e. Google Maps, MapQuest, etc) outlining the route and kilometers travelled must be submitted in conjunction with this claim.
[8] Generally, lunch is included at College meetings and will only be reimbursed if not provided by the College.

Cancellation

If a planned/scheduled College activity is cancelled and insufficient notice is provided, the College may pay some or all ~~of~~ the honoraria and will pay all non-refundable expenses.

If the activity is cancelled within 5 business days, the College will pay 50% of the honoraria and cover any expenses incurred. If the activity is cancelled within 3 business days, the College will pay 100% of the honoraria and cover any expenses incurred.

The per diem amount will be paid based on the time scheduled for the activity. Preparation time may also be payable given the circumstances and at the discretion of the Registrar.

Review

~~In order~~ ~~t~~To ensure and maintain currency, the Honoraria and Expense Guidelines for Professional Council and Committee Members policy will be reviewed annually by the College's Audit/Finance/Risk Committee.

Schedule 1

Honoraria (per diem & preparation time) for professional Council and Committee members:

Per Diem– In Person and Virtual Meetings/Activities		
	Member Rates	*Chair Rates*
	$750.00	$1050.00
Per Diem – Virtual Meetings/Activities (Online or Via Phone/Teleconference)		
Time	*Member Rates*	*Chair Rates*
<30 min. Flat amount first -2 hrs.	$187.50	$262.50
>2 hrs. – 3.5 hrs Any additional hour or part thereof – hourly rate	$375.00150.00	$525.00150.00
>3.5 hrs – 5.0 hrs.	$562.50	$787.50
>5.0 hrs	$750.00	$1050.00
Preparation Time		
Time	*Member Rate*	*Chair Rate*
Hourly First two (2) hours	$93.75Non-billable	$93.75Non-billable
Additional time paid by the hour or part thereof – hourly rate	$150.00	$150.00

Policy

Type:	Finance		
Name:	Honoraria & Expenses		
Status:	Draft	Version:	2.0
Date Approved:	September 27, 2019	Date Revised:	November 6, 2020

Purpose

The purpose of this policy is to outline the honoraria and expense coverage provided to professional Council and Committee members[1] for College work.

Overview

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Such activities include:
- attending scheduled meetings/hearings (in-person, online or via teleconference);
- decision-writing;
- attending College-related education and training sessions; and
- participating in any other approved College event/activity.

Honoraria are also paid for time spent preparing for meetings. The College recognizes that professional members of Council and committees, may spend time preparing for some Committee meetings that exceeds two hours. These Committee members will be compensated for that time according to this policy**.**

Eligible expenses are reimbursed to professional members of Council committees and staff members when they are incurred while conducting College business.

Payments are made to the rates outlined under Schedule 1 in this policy.

Procedure

1. Claim(s) for honoraria and expenses are to be submitted to the College, on a completed honoraria and expense form (Appendix 1) within 30 calendar days of the claimed activity.

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[1] Council members who are appointed by the Lieutenant Governor (i.e. public appointees) are paid by the government and as such the rules for their compensation and expenses are established and monitored by the Ministry of Health.

2. Claims should be submitted to the College's Manager, Finance and Office Administration.
3. Manager will confirm the claim with the related staff support that assists with oversight for the activity that resulted in the claim(s).
4. Once approved, the College will endeavor to pay claims within one (1) month of receiving them.
5. Any discrepancies between what this policy permits and claims will be addressed with the individual by the Manager, Finance and Office Administration and if not available, the Registrar.

NOTE: Claims for honoraria are considered taxable income by the Canada Revenue Agency and as such are processed through the College's payroll system. In keeping with Canada Revenue Agency Rules, the College will annually prepare and provide T4s/T4As to those who claim honoraria from the College.

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3. *Preparation Time*: Preparation time is a payment for time spent getting prepared for College-related business. Preparation time is paid on an hourly basis, consistent with Schedule 1 of this policy.

Honoraria

General Principles
   a. A daily claim for honoraria may include any or all per diems and/or preparation time in keeping with the rules and rates outlined in this policy.
   b. Honoraria will be paid to people who are requested by the College to attend a function for representation or education purposes.
   c. Honoraria rates are to be reviewed annually at the beginning of each fiscal year; any update will be communicated via email once new rates are established.

Per Diem
   a. Honoraria will be paid for the scheduled time of the meeting.
   b. For Council and committee meetings[2] held in-person or virtually[3], the full day per diem rate may be claimed
   c. For meetings[3] held via teleconference, a total amount of $187.50 may be claimed for the first two hours, and any hour or part thereof above the first two hours will be paid at the rate of $150.00 per hour. It is to be noted that teleconference meetings (either by phone or virtual) longer than 2-3 hours should rarely happen and should be scheduled as a regular committee meeting.
   d. Committee chairs[4] are paid a higher per diem rate when they are acting in the capacity of the chair at a meeting/event/activity.

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[2] This includes meeting of Committee panels, College working groups or task forces and any meeting that a member attends as a College representative.
[3] This also applies to members who attend a College in-person meeting virtually.
[4] This also applies to the College President when acting in their capacity.

e. Per diem is paid in accordance with the rate section laid out in Schedule 1 of this policy.

Preparation Time
   a. The amount payable for preparation time per meeting is based on a fixed and an hourly rate as follows:
        i. The first two hours will be non-billable time.
        ii. Any additional hour or part thereof will be paid at the rate of $150.00 per hour.
   b. This policy provides for an average of two (2) hours of preparation time that is non-billable. For any additional hours, the Chair of the committee will seek consensus from the committee members as to the average number of hours in excess of two (2) hours and everyone submits the same claim for preparation time, at the discretion and approval of the Chair. The discussion and consensus among committee members should take place and be confirmed at the end of every meeting. It is expected that the preparation time will be the same for everyone but is at the discretion of the Chair. .
   c. Preparation time is paid in accordance with the rate section laid out in Schedule 1 of this policy.

Expenses[5]

General Principles
   a. The College expects Council and Committee members to make their hotel and travel arrangements as soon as possible after a meeting date has been confirmed to obtain the best price.
   b. Expenses submitted that are in excess of these guidelines because of last-minute booking of travel and hotel arrangements may not be reimbursed.
   c. Detailed itemized invoices or receipts are required for all expense claims.[6]
   d. Barring exceptional circumstances, reimbursement for claimed amounts exceeding these guidelines may be denied.

Travel
   a. For trip durations (air, train) of under three hours, Economy-level fare selections are reimbursed. For trip durations over three hours, Premium Economy-level fare selections are reimbursed.
   b. In extenuating circumstances (i.e. poor weather) where travel plan adjustments may be necessary and incur additional costs, compensation will be considered for alternative travel arrangements.
   c. For travel within major urban centres, while it is preferred that public transportation be used, reasonable cab fare will be reimbursed for these trips. The College encourages the use of the Union Pearson Express train when travelling to and from the Toronto Pearson Airport.
   d. For travel by car, the College will reimburse $0.485 per kilometer plus parking expenses for lots near the College, at the hotel or other such event/activity location.[7]
   e. Parking and traffic violations are the sole responsibility of the individual and will not be reimbursed by the College.

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[5] Where applicable, the expense guidelines may also be applicable to College staff members.
[6] Credit card receipts or statements do not provide sufficient detail to process expense claims.
[7] A document (i.e. Google Maps, MapQuest, etc) outlining the route and kilometers travelled must be submitted in conjunction with this claim.

Lodging
   a. The College will pay for a standard room at a hotel to a maximum of $275 (excluding HST) per night.
   b. Exceptions may be allowed for periods of time where lodging availability is limited, or where travel plan adjustments are necessary due to weather related or other unexpected circumstances.

Meals	**Coverage guideline (excluding HST)**
Breakfast	up to $30.00/meal
(Lunch)[8]	up to $30.00/meal
Dinner	up to $60.00/meal

Please note that expenses for alcoholic beverages or spirits will not be reimbursed.

Gratuities
   a. Gratuities for lodging and transportation (i.e. taxis) should be included in the cost claimed along with the accompanying receipt.
   b. Gratuities for meals at a maximum of 18% may be claimed over and above the allowable coverage under such guidelines.

Additional Expenses
   a. For expenses not explicitly covered in this policy, the Audit/Finance/Risk Committee shall determine whether such an expense is compensable.

Cancellation

If a planned/scheduled College activity is cancelled and insufficient notice is provided, the College may pay some or all the honoraria and will pay all non-refundable expenses.

If the activity is cancelled within 5 business days, the College will pay 50% of the honoraria and cover any expenses incurred. If the activity is cancelled within 3 business days, the College will pay 100% of the honoraria and cover any expenses incurred.

The per diem amount will be paid based on the time scheduled for the activity. Preparation time may also be payable given the circumstances and at the discretion of the Registrar.

Review
 To ensure and maintain currency, the Honoraria and Expense Guidelines for Professional Council and Committee Members policy will be reviewed annually by the College's Audit/Finance/Risk Committee.

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[8] Generally, lunch is included at College meetings and will only be reimbursed if not provided by the College.

Schedule 1

Honoraria (per diem & preparation time) for professional Council and Committee members:

Per Diem– In Person and Virtual Meetings/Activities		
	Member Rates	*Chair Rates*
	$750.00	$1050.00
Meetings/Activities Via Phone/Teleconference)		
Time	*Member Rates*	*Chair Rates*
Flat amount first 2 hrs.	$187.50	$262.50
Any additional hour or part thereof – hourly rate	$150.00	$150.00
Preparation Time		
Time	*Member Rate*	*Chair Rate*
First two (2) hours	Non-billable	Non-billable
Additional time paid by the hour or part thereof – hourly rate	$150.00	$150.00

BRIEFING NOTE
Council Meeting – December 2020

Subject

Draft Budget 2021

Background

The College's draft Budget for the fiscal year 2021 is presented for review and approval.

Decision(s) for Council

To approve the College's Budget for the fiscal year January 1, 2021 to December 31, 2021.

Contact

- Deborah McKeon, Manager, Finance and Office Administration

College of Optometrists of Ontario
Budget vs Actuals Q3 YTD January 1, 2020 to September 30, 2020
Draft Budget 2021

AFR Committee Meeting - November 17, 2020

Income	Actual	Budget	Total over / (under) Budget	% Variance	For comparison: Budget 2020	Preliminary Budget 2021
4000 REVENUE					**4000 REVENUE**	
4100 Registrants Fees	1,675,263	1,864,065	(188,802)	(10%)	2,485,420	2,589,341
4200 Professional Corporation Renewal Fees	106,953	198,330	(91,377)	(46%)	264,440	230,340
4300 Professional Corporation Application Fees	16,436	44,100	(27,664)	(63%)	58,800	39,776
4500 Miscellaneous Registrants Fees	358	2,250	(1,892)	(84%)	3,000	1,000
Total 4000 REVENUE	**1,799,010**	**2,108,745**	**(309,735)**	**(15%)**	**2,811,660**	**2,860,457**
5000 COMMITTEES AND COLLEGE ACTIVITIES					**5000 COMMITTEES AND COLLEGE ACTIVITIES**	
5001 Council	53,037	96,000	(42,963)	(45%)	128,000	52,000
5002 Council Training	11,000	22,500	(11,500)	(51%)	30,000	10,000
5003 Discipline	17,714	48,750	(31,036)	(64%)	65,000	65,000
5004 Executive	20,132	9,000	11,132	124%	12,000	11,200
5005 President Stipend	15,000					18,000
5006 ICRC	26,736	67,500	(40,764)	(60%)	90,000	85,500
5007 Patient Relations	2,327	15,000	(12,673)	(84%)	20,000	17,500
5008 Quality Assurance	32,306	150,000	(117,694)	(78%)	200,000	164,750
5009 QA Assessments Recoverable	(6,642)	(3,000)	(3,642)	121%	(4,000)	(7,200)
5010 Registration	14,347	24,900	(10,553)	(42%)	33,200	23,250
5015 Audit Finance Risk (AFR)	5,250	15,000	(9,750)	(65%)	20,000	13,500
5020 Governance and HR	9,338	33,750	(24,412)	(72%)	45,000	28,500
5025 Quality Assurance - Clinical Practice Panel	10,683	22,500	(11,817)	(53%)	30,000	26,000
5026 Quality Assurance - Subcommittee (QASC)					0	12,000
5030 Strategic Planning	39,225	30,000	9,225	31%	40,000	0
5100 Stakeholder Engagement	17,336	30,000	(12,664)	(42%)	40,000	30,000
5110 FORAC Contribution	26,440	19,500	6,940	36%	26,000	26,000
5115 Medals and Presentations	0	3,000	(3,000)	(100%)	4,000	4,000
5120 Memberships (FHRCO, etc.)	8,400	18,750	(10,350)	(55%)	25,000	10,000
Total 5000 COMMITTEES AND COLLEGE ACTIVITIES	**302,629**	**603,150**	**(300,521)**	**(50%)**	**804,200**	**590,000**
6000 EXPENSES					**6000 EXPENSES**	
6010 Accounting and Audit	4,500	22,125	(17,625)	(80%)	29,500	17,000
6020 Bank and Service Fees	3,345	48,750	(45,405)	(93%)	65,000	65,000

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	Budget vs Actuals Q3 YTD January 1 - September 30, 2020				For comparison:	Preliminary
	Actual	Budget	Total over / (under) Budget	% Variance	Budget 2020	Budget 2021
6030 Communications and Design	2,507	7,500	(4,993)	(67%)	10,000	8,000
6040 Deliveries and Postage	2,365	12,375	(10,010)	(81%)	16,500	3,500
6050 Depreciation	0	37,500	(37,500)	(100%)	50,000	25,000
6060 Dues and Subscriptions	3,722	338	3,385	1003%	450	1,300
6070 Equipment and Maintenance	22,150	31,875	(9,725)	(31%)	30,000	25,000
6080 Equipment Lease	8,306	11,250	(2,944)	(26%)	15,000	15,000
6090 Insurance	2,352	4,875	(2,523)	(52%)	6,500	6,955
6100 Investment Management Fees	36,920	33,750	3,170	9%	45,000	45,000
6105 E-Learniing Module Development	15,000	18,750	(3,750)	(20%)	25,000	25,000
6110 Jurisprudence Exam Delivery	7,957	4,050	3,907	96%	5,400	14,360
6114 Legal - Corporate	81,798	3,000	78,798	2627%	4,000	29,000
6115 Legal - General	702	26,250	(25,548)	(97%)	35,000	2,500
6116 Legal - Discipline	55,142	168,750	(113,608)	(67%)	225,000	60,000
6117 Legal - Discipline Cost Recoverable	(12,415)	(37,500)	25,085	(67%)	(50,000)	(15,000)
6118 Legal and Investigations - ICRC	(1,906)	37,500	(39,406)	(105%)	50,000	36,000
6120 Legal - Registration	4,057	11,250	(7,193)	(64%)	15,000	10,000
6130 OE Tracker	52,565	42,000	10,565	25%	56,000	51,383
6140 Office Supplies	3,448	20,625	(17,177)	(83%)	40,000	20,000
6145 Photocopies and Printing	460	1,875	(1,415)	(75%)	2,500	1,000
6150 Professional Fees - Consulting	48,361	41,250	7,111	17%	55,000	35,000
6160 Rent and Occupancy Costs	127,532	116,250	11,282	10%	155,000	155,546
6170 Research	15,000	0	15,000	0%	0	0
6180 Telephone & Internet	7,756	7,500	256	3%	10,000	10,000
Exchange Gain or Loss	64	0	64	0%	0	250
Sub-total Expenses	**491,687**	**671,888**	**(180,201)**	**(27%)**	**895,850**	**646,794**
6500 IT					**6500 IT**	
6510 Hosting and Infrastructure Services	33,233	41,775	(8,542)	(20%)	55,700	46,350
6520 Hardware Maintenance	800	4,800	(4,000)	(83%)	6,400	1,000
6530 Software Maintenance	19,492	27,866	(8,374)	(30%)	36,010	27,192
6540 Projects and Contingencies	42,994	55,500	(12,506)	(23%)	74,000	29,750
Total 6500 IT	**96,519**	**129,941**	**(33,422)**	**(26%)**	**172,110**	**104,292**

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	Budget vs Actuals Q3 YTD January 1 - September 30, 2020				For comparison:	Preliminary
	Actual	Budget	Total over / (under) Budget	% Variance	Budget 2020	Budget 2021
7000 Staff Costs					**7000 Staff Costs**	
7010 Salaries	994,991	873,511	121,480	14%	1,164,681	1,282,187
7011 COVID-19 Wage Subsidy - Payroll Taxes	(25,000)	0	(25,000)	0%	0	0
Total 7010 Salaries	**969,991**	**873,511**	**96,480**	**11%**	**1,164,681**	**1,282,187**
7015 Benefits & Training					**7015 Benefits & Training**	
7020 CPP Expense	30,825	30,582	243	1%	41,136	32,492
7021 CPP Expense - Committee Members	6,892	0	6,892	0%	0	8,000
7025 EI Expense	14,535	12,747	1,788	14%	17,000	18,275
7030 EHT	1,298	0	1,298	0%	0	15,350
7031 EHT Expense - Committee Members	215	0	215	0%	0	11,700
7100 Group Health Benefits	53,760	65,322	(11,562)	(18%)	87,096	87,100
7101 Group Health-Taxable Benefits	0	0	0	0%	0	0
7110 RRSP Employer Contribution	22,055	26,713	(4,657)	(17%)	35,617	26,382
7120 Staff Appreciation	2,451	3,750	(1,299)	(35%)	5,000	3,500
7130 Staff Training	3,861	15,000	(11,139)	(74%)	20,000	20,000
Total 7015 Benefits & Training	135,892	154,114	(18,221)	(12%)	205,849	222,799
Total 7000 Staff Costs	1,105,883	1,027,625	78,259	8%	1,370,530	1,504,986
Total Expenses	1,996,719	2,432,603	(435,885)	(18%)	3,242,690	2,846,071
Net Revenue over Expenses (Loss)	(197,709)	(323,858)	126,149	(39%)	-431,030	14,386

Committee Allowances and Contingencies - Unrestricted Funds	
Committee Allowances:	
1. Registration Committee - support for IOGEE 2021	60,000
2. Patient Relations Committee - access to therapy funds	50,000
3. Committee Allowances - 10% overall	60,000
4. Stakeholder Engagement & Strategic Plan Implementation	20,000
5. ICRC - Investigation costs - 20 cases from 2020-catch up	20,000
	210,000
Special Projects:	
5. Communications Project	50,000
6. IT - Visual Antidote - online application	40,425

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| | Budget vs Actuals Q3 YTD January 1 - September 30, 2020 | | | | For comparison: | Preliminary |
| | | | Total over / | | | |
	Actual	Budget	(under) Budget	% Variance	Budget 2020	Budget 2021
7. IT - Multifactor Authentication	7,000					
8. IT - Document Management Appln	4,125					
	101,550					
Contingencies:						
9. Legal - Discipline - Potential Lawsuit	70,000					
10. Pay Equity Provision	65,000					
11. IT - Equipment	5,000					
12. E-learning module - additional one if approved	25,000					
	165,000					
Total unrestricted funds provisionally set aside:	**476,550**					

8-10 / OTHER MATTERS

8. List of Acronyms

9. Dates of Upcoming Council Meetings
    a. January 2021 - TBA
    b. Friday, March 26, 2021
    c. Friday, June 18, 2021
    d. Friday, September 17, 2021
    e. Friday, December 10, 2021

10. Adjournment

List of Acronyms Used by the
College of Optometrists of Ontario

Acronym	Name	Description
AAO	American Academy of Optometry	Organization whose goal is to maintain and enhance excellence in optometric practice
ACO	Alberta College of Optometrists	Regulates optometrists in Alberta
ACOE	Accreditation Council on Optometric Education	A division of AOA Accredits optometry schools in US and Canada Graduates of these schools may register in Ontario without additional education
ADR	Alternative Dispute Resolution	An alternate process that may be used, where appropriate, to resolve some complaints
AGRE	Advisory Group for Regulatory Excellence	A group of six colleges (medicine, dentistry, nursing, physiotherapy, pharmacy and optometry) that provides leadership in regulatory matters
AIT	Agreement on Internal Trade	Federal/Provincial/Territorial agreement intended to foster mobility of workers
AOA	American Optometric Association	Main professional association for optometrists in the US
ARBO	Association of Regulatory Boards of Optometry	Association of optometric regulators including, US, Canada, Australia and New Zealand
BV	Binocular Vision	The assessment of the relationship and coordination of the two eyes
CACO	Canadian Assessment of Competency in Optometry	Canadian entry-to-practice examination for optometry-administered by CEO-ECO to 2017
CAG	Citizen's Advisory Group	A forum for patients and health-care practitioners to discuss issues of mutual concern
CAO	Canadian Association of Optometrists	Represents the profession of optometry in Canada; its mission is to advance the quality, availability, and accessibility of eye and vision health care
CAOS	Canadian Association of Optometry Students	The Canadian optometry student association with chapters in both Waterloo and Montreal
CE	Continuing Education	Courses, programs, or organized learning experiences usually taken after a degree is obtained to enhance personal or professional goals
CEO-ECO	Canadian Examiners in Optometry	Former name of OEBC; administered the CACO exam on behalf of the provincial and territorial optometric regulators (see OEBC)
CJO	Canadian Journal of Optometry	Journal published by CAO whose mandate is to help optometrists build and manage a successful practice

List of Acronyms Used by the
College of Optometrists of Ontario

Acronym	Name	Description
CLEAR	Council on Licensure Evaluation and Regulation	International body of regulatory boards – mainly US and Canadian members
CMPA	Canadian Medical Protective Association	Professional liability insurer for physicians
CNAR	Canadian Network of Agencies for Regulation	
CNCA	*Canada Not-for-profit Corporation Corporations Act*	
CNIB	Canadian National Institute for the Blind	A voluntary, non-profit rehabilitation agency that provides services for people who are blind, visually impaired and deaf-blind
CNO	College of Nurses of Ontario	Regulates nurses in Ontario
COBC	College of Optometrists of British Columbia	Regulates optometrists in British Columbia
COEC	Canadian Optometric Evaluation Committee	Committee of FORAC that assesses the credentials of internationally educated optometrists who wish to practice in Canada
COI	Conflict of Interest	Situation in which someone in a position of trust has competing professional and personal interests
COO	College of Opticians of Ontario	A self-governing college that registers and regulates opticians in Ontario **Note:** the College of Optometrists of Ontario does not have an acronym
COPE	Council on Optometric Practitioner Education	Accredits continuing education on behalf of optometric regulatory boards
COS	Canadian Ophthalmological Society	Society whose mission is to assure the provision of optimal eye care to Canadians
CPD	Continuing Professional Development	A quality assurance program
CPP	Clinical Practice Panel	A panel of the Quality Assurance Committee that considers issues of clinical practice and updates the OPR
CPSO	College of Physicians and Surgeons of Ontario	A self-governing college as defined by the *Regulated Health Professions Act*
CRA	Complete Record Assessment	A component of the College's practice assessment process of the Quality Assurance program
DAC	Diabetes Action Canada	
DFE	Dilated Fundus Examination	Eye health exam conducted after dilating pupils with drops

List of Acronyms Used by the
College of Optometrists of Ontario

Acronym	Name	Description
DPA	Diagnostic Pharmaceutical Agents	Drugs used by optometrists in practice to evaluate systems of the eye and vision
EEOC	Evaluating Exam Oversight Committee	Committee that oversees the Internationally Graduated Optometrists Evaluating Exam (IGOEE) administered by Touchstone Institute
EHCO	Eye Health Council of Ontario	A group made up of optometrists and ophthalmologists who collaborate on issues of mutual interest
ÉOUM	École d'optométrie-Université de Montréal	School of optometry at the University of Montreal-teaches optometry in French Accredited by ACOE
EPSO	Eye Physicians and Surgeons of Ontario	OMA Section of Ophthalmology
ETP	Entry-to-Practice	Describes the level of competency necessary for registration to practise the profession
FAAO	Fellow of the American Academy of Optometry	Designation issued by AAO following evaluation against standards of professional competence
FHRCO	Federation of Health Regulatory Colleges of Ontario	Comprises of the 26 health regulatory colleges in Ontario
FORAC-FAROC	Federation of Optometric Regulatory Authorities of Canada	Comprised of 10 national optometric regulators Formerly knowns as CORA
HPARB	Health Professions Appeal and Review Board	Tribunal whose main responsibility is to review decisions made by College ICRC or registration committees when an appeal is made by either the complainant or member, or applicant in the case of a registration appeal
HPPC	Health Professions Procedural Code	Schedule 2 to the *Regulated Health Professions Act, 1991*
HPRAC	Health Professions Regulatory Advisory Council	Provides independent policy advice to the Minister of Health and Long-Term Care on matters related to the regulation of health professions in Ontario
HSARB	Health Services Appeal and Review Board	Created by the *Ministry of Health Appeal and Review Boards Act, 1998*, decisions of the ORC are heard here
HSPTA	*The Health Sector Payment Transparency Act, 2017*	An Act that requires industry to disclose transfers of value to health care professionals
ICRC	Inquiries Complaints and Reports Committee	The ICRC is the statutory committee responsible for the investigation and disposition of reports and complaints filed with the College about the conduct of an optometrist

List of Acronyms Used by the
College of Optometrists of Ontario

Acronym	Name	Description
IOBP	International Optometric Bridging Program	A program to assist international graduates in meeting the academic equivalency requirement for registration and housed at the University of Waterloo
IGOEE	Internationally Graduated Optometrist Evaluating Exam	Developed and administered by Touchstone Institute on behalf of FORAC
IOG	International Optometry Graduates	Optometry graduates who have received their education outside North America
MOHLTC (or MOH)	Ministry of Health and Long-Term Care	Responsible for administering the health care system and providing services to the Ontario public
MOU	Memorandum of Understanding	
NBAO	New Brunswick Association and College of Optometrists	New Brunswick Association and College of Optometrists
NBEO	National Board of Examiners in Optometry	Entry to practice examination for all US states Also accepted in BC and QC
NCP	National Competency Profile	Articulates the requirements established by the profession upon which the blueprint for the OEBC exam is based
NLCO	Newfoundland and Labrador College of Optometrists	Regulates optometrists in Newfoundland and Labrador
NSCO	Nova Scotia College of Optometrists	Regulates optometrists in Nova Scotia
OAO	Ontario Association of Optometrists	The association that looks after the interests of optometrists in Ontario
OCP	Ontario College of Pharmacists	Regulates pharmacists, pharmacies and pharmacy technicians in Ontario
OD	Doctor of Optometry Degree	Optometrists' professional degree in North America
ODSP	Ontario Disability Support Program	Offers financial assistance to Ontarians with disabilities who qualify
OEBC-BEOC	Optometry Examining Board of Canada	Administers the national standards assessment exam on behalf of the provincial and territorial optometric regulators
OFC	Office of the Fairness Commissioner of Ontario	The OFC ensures that certain regulated professions in Ontario have registration practices that are transparent, objective, impartial and fair
OLF	Optometric Leaders' Forum	Annual meeting of CAO, provincial associations and regulators
OMA	Ontario Medical Association	The association that looks after the interests of medical practitioners

List of Acronyms Used by the
College of Optometrists of Ontario

Acronym	Name	Description
OOQ	Ordre des optométristes du Québec	Regulates optometrists in Quebec
OPR	Optometric Practice Reference	A College document provided to members and available to the public providing principles of Standards of Practice and Clinical Guidelines in two separate documents
OSCE	Objective Structured Clinical Examination	An objective clinical exam; part of the OEBC exam
PEICO	PEI College of Optometrists	The optometric regulatory college in Prince Edward Island
PHIPA	*Personal Health Information Protection Act*	Provincial act that keeps personal health information of patients private, confidential and secure by imposing rules relating to its collection, use and disclosure
PLA	Prior learning assessment	Formerly part of the IOBP to ascertain the candidate's current knowledge in optometry; replaced by IOGEE in 2015
PRC	Patient Relations Committee	Promotes awareness among members and the public of expectations placed upon optometrists regarding sexual abuse of patients; also deals with issues of a broader nature relating to members' interactions with patients
QA (QAC)	Quality Assurance Committee	A statutory committee charged with the role of proactively improving the quality of care by regulated health professionals
RCDSO	Royal College of Dental Surgeons	Regulates dentists in Ontario
RHPA	*Regulated Health Professions Act*	An act administered by the Minister of Health, ensuring that professions are regulated and coordinated in the public interest by developing and maintaining appropriate standards of practice
SAO	Saskatchewan Association of Optometrists	Also functions as the regulatory College in Saskatchewan
SCERP	Specified Continuing Educational or Remediation Program	A direction to an optometrist by the ICRC to complete remediation following a complaint or report
SRA	Short Record Assessment	A component of the College's practice assessment process of the Quality Assurance program
SOP	Standards of Practice	Defined by the profession based on peer review, evidence, scientific knowledge, social expectations, expert opinion and court decision
TPA	Therapeutic Pharmaceutical Agent	Drug Generally this term is used when describing drugs that may be prescribed by optometrists for the treatment of conditions of the eye and vision system

List of Acronyms Used by the
College of Optometrists of Ontario

Acronym	Name	Description
VIC	Vision Institute of Canada	A non-profit institute functioning as a secondary referral center for optometric services located in Toronto
VCC	Vision Council of Canada	A non-profit association representing the retail optical industry in Canada, with members operating in all Canadian provinces and US states
WCO	World Council of Optometry	International advocacy organization for world optometry – assists optometrists in becoming regulated where they are not
WOVS	University of Waterloo School of Optometry and Vision Science	The only school of optometry in Canada that provides education in English Accredited by ACOE; graduates are granted an OD degree; also has Masters and PhD programs

Updated June 2018

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