



**College of Optometrists of Ontario
Council Meeting
Sept. 27, 2019
APPROVED**

Attendance:

Dr. Pooya Hemami, President
Dr. Richard Kniaziew, Vice President
Dr. Patrick Quaid, Treasurer
Ms. Suzanne Allen
Dr. Linda Chan
Dr. Lisa Christian
Dr. Bill Chisholm
Ms. Winona Hutchinson
Mr. Bashar Kassir

Mr. Howard Kennedy
Dr. Annie Micucci
Dr. Kamy Morcos
Dr. Christopher Nicol
Dr. Areef Nurani
Ms. Ellen Pekilis
Mr. Narendra Shah
Mr. John Van Bastelaar

Regrets:

Mr. Hsien Ping (Albert) Liang

Staff:

Ms. Maureen Boon, Registrar
Ms. Hanan Jibry
Ms. Mina Kavanagh
Mr. Sean Knight

Ms. Amber Lepage-Monette
Ms. Deborah McKeon
Mr. Justin Rafton

- 1 **1. Call to Order:** P. Hemami called the meeting to order at 8:58 a.m. and welcomed everyone in
- 2 attendance, including guests, to the meeting. All present were reminded that recording of the meeting is
- 3 not allowed.
- 4
- 5
- 6 **2. Introduction: New Council members and staff**
- 7 P. Hemami introduced two new public Council members: S. Allen and W. Hutchinson; pointed out
- 8 changes to briefing materials to reflect Council feedback, introduced staff who are attending the
- 9 meeting and invited council to have staff support provide context to motions.
- 10
- 11 **3. Adoption of the Agenda:** A draft agenda was circulated prior to the meeting.
- 12
- 13 J. Van Bastelaar asked to add two motions from the Governance/HR committee.
- 14
- 15 Moved by R. Kniaziew and seconded by P. Quaid **to adopt the agenda.**
- 16 P. Hemami invited guest Dr. Paul Chris to say a few words about Dr. Catherine Chiarelli, who passed
- 17 away in August.

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P. Hemami clarified an action item will be addressed in the Registrar’s report. He also clarified the process for consent agenda to the new members.

a. Conflicts of Interest: Dr. Hemami asked Council members if anyone had a conflict of interest with any item on the day’s agenda. No conflicts were declared.

4. Adoption of the Consent Agenda: A draft consent agenda was circulated prior to the meeting. After having confirmed that all councilors had read the consent agenda materials. The following items were included in the consent agenda:

1. Consent Agenda
 - PART 1 - Minutes of Prior Council Meetings
 - a. June 24, 2019
 - b. August 14, 2019 (teleconference)
 - c. Motions and Actions Items Arising from the Minutes
 - PART 2 - Reports
 - a. Committee Reports
 - i. Executive Committee
 - ii. Patient Relations
 - iii. Quality Assurance:
 - A. QA Panel
 - B. CP Panel
 - C. QA Subcommittee
 - iv. ICRC
 - v. Registration
 - vi. Discipline
 - vii. Governance/HR Committee
 - viii. Audit/Finance/Risk Committee
 - ix. Strategic Planning Committee

Several items are pulled out of the Consent Agenda for further discussion. P. Hemami invites those items to be discussed first.

B. Chisolm clarified a typo in the CPP report.

J. Van Bastelaar discussed the Governance survey, including changes that have been made as a result of feedback from Council surveys. J. Van Bastelaar reminded Council to continue to complete survey following each Council meeting and noted that the committee is seeking feedback on the kinds of training Council would like.

P. Hemami discussed the Executive Committee report and provided Council with an update on the OEBC proposal. OEBC has declined the proposal that was submitted. Touchstone Institute has already been

65 contracted to create the competency profile. The Registration Committee will have to determine next
66 steps given the OEBC response.

67

68 P. Hemami and staff clarified that the competency profile is expected to be completed in February or
69 March 2020.

70

71 Council discussed reasoning behind the OEBC proposal – to have a national exam – and possible next
72 steps regarding the development of a new Entry-to-Practice exam. P. Hemami clarified it would take
73 approximately two years to create a new exam. Registration Committee will discuss options at its next
74 meeting.

75

76 Moved by R. Kniaziew and seconded by A. Micucci **to adopt the consent agenda.**

77

Motion carried

78

79 **5. Financial Matters**

80 **a. Treasurer’s Report:**

81 P. Quaid presented the report, which shows a surplus of \$213, 793 as of June 30, 2019. The surplus
82 represents a positive variance to budget of \$383,225 (per dashboard).

83

84 P. Quaid provided a brief overview of revenue and expenses, as well as investments.

85

86 **b. Financial Dashboard:** The financial dashboard was circulated prior to the meeting. It was updated to
87 June 30, 2019, including the College’s investment funds and indicates that the College’s
88 financial position continues to be strong with high liquidity for future purposes.

89

90 **c. Balance Sheet and Income and Expenditure Report to June30, 2019:** The budget surplus is caused by
91 favorability in almost all income types mainly professional corporations, application fees, and
92 recognition of deferred membership revenue from last year. The overall surplus in the expense section
93 caused by under spending/no spending to date in some budget areas.

94

95 **6. Registrar’s Report**

96

97 M. Boon provided a PPT presentation of her report, including overview of key priorities for the first
98 three months she has been in the role, and the next three months, as well as key outreach activities.

99

100 M. Boon provided updates on the recently circulated Optometry Specialization Survey from Alberta;
101 nominations for the upcoming Council election; the College’s participation in a survey of Citizen’s
102 Advisory Groups regarding advertising within health professions; an overview of changes to the Entry-
103 to-Practice process; and investigation timelines.

104

105 M. Boon also noted she is working with staff to review processes and identify efficiencies.

106

107 Council briefly discussed issues of “good character” and spousal exemptions, given recent findings
108 among dental hygienists. M. Boon confirmed the College has carried out some work on this issue.

109

110 **7. Motions Brought Forward from Committees**

111 **a. Strategic Planning Committee:** The proposed motion was circulated prior to the meeting. The motion
112 recommended that an RFP be circulated to engage a facilitator/consultant for the College’s strategic
113 planning process.

114

115 E. Pekilis provided a PPT presentation to provide background on the strategic plan work to date and
116 outlined a timeline on how the work would proceed if the motion carries.

117

118 Moved by E. Pekilis and seconded by K. Morcos **to circulate an RFP to engage a facilitator/consultant**
119 **for the College’s strategic planning process.**

120

121

Motion carried.

122

123 M. Boon discussed the importance of strategic planning in broad terms and confirmed that resources
124 and information will be gathered ahead of the January Council meeting.

125

126

127 **b. Governance/HR Committee:**

128 **i. New motion:** To appoint Dr. Marta Witer, effective December 10, 2019, to fill the vacancy for the
129 District 5 seat, as per Part 6.11(1) of the College By-laws.

130

131 Moved by J. Van Bastelaar and seconded by R. Kniaziew **to appoint Dr. Marta Witer, effective**
132 **December 10, 2019, to fill the vacancy for the District 5 seat.**

133

Motion carried.

134

135 **ii. New motion:** To appoint Ms. Ellen Pekilis, effective November 1, 2019, as a non-Council public
136 member of the Strategic Planning Committee until the conclusion of the project.

137

138 E. Pekilis declared a conflict and left the meeting.

139

140 Council discussed the work E. Pekilis has done to date on strategic planning and the value in having her
141 continue that work.

142

143 Council asked questions regarding how the role will be funded, if there are any issues with the public
144 secretariat. J. Van Bastelaar confirmed it would be through the committee budget and there are no
145 issues with the public secretariat.

146

147 Moved by J. Van Bastelaar and seconded by R. Kniaziew **to appoint E. Pekilis, effective November 1,**
148 **2019, as a non-Council public member of the Strategic Planning Committee.**

149

Motion carried.

150 E. Pekilis returned to the meeting.

151

152 **iii.** The proposed motion was circulated prior to the meeting. The motion recommended the
153 appointment, effective immediately, Ms. Winona Hutchinson to the Registration Committee and
154 Discipline Committee, Mr. John Van Bastelaar to the Patient Relation Committee and Ms. Suzanne Allen
155 to the Discipline Committee and to appoint, effective November 1, 2019, Ms. Suzanne Allen to the
156 Patient Relations Committee, Mr. Narendra Shah to the Governance/HR Committee and Quality
157 Assurance Subcommittee, Ms. Winona Hutchinson to the Strategic Planning Committee, Dr. Marta Witer

158 as Chair of the Strategic Planning Committee and Dr. Kamy Morcos as Chair of the Quality Assurance
159 Subcommittee.

160
161 Moved by J. Van Bastelaar and seconded by P. Quaid **to approved Committee appointments.**
162 **Motion carried**
163

164 P. Hemami noted that Council will also need to vote for a third professional member to join the
165 Executive Committee and invited Council members to consider running for the position; noted a vote
166 will happen later in the meeting.

167
168 P. Hemami invited guest Dr. Paul Chris to discuss the FORAC Declaration of Commitment. The
169 Declaration was presented to Council and photos from the signing were also shared.

170
171 Council discussed how the Declaration can be put into action. P. Hemami noted that the College will
172 work with FORAC to determine next steps, which will include a national strategy. L. Christian noted she
173 is part of a University of Waterloo group, Decolonizing Health Studies, which aims to unmask implicit
174 bias, and offered to share any resources following the group’s workshop.

175
176 **c. Audit/Finance/Risk:**

177 **i.** The proposed motion was circulated prior to the meeting. The motion recommended that Council
178 approve the updated Whistleblower policy.

179
180 Moved by P. Quaid and seconded by R. Kniaziew **to approve the updated Whistleblower policy.**

181
182 **Motion carried.**
183

184 **ii.** The proposed motion was circulated prior to the meeting. The motion recommended that Council
185 approve reducing the new professional corporation fees from \$630 to \$440, reducing renewal
186 professional corporation fees from \$315 to \$220, and reducing the revised professional corporation fees
187 from \$504 to \$220.

188
189 P. Quaid informed Council that following an operational review, this change is reasonable and in line
190 with other colleges. The effective date is January 1, 2020.

191
192 Council discussed financial implications to the College of reducing fees, noted that fees have not gone
193 up over the last nine years. Staff support D. McKeon confirms there is precedent – the College of
194 Psychologists reduced its professional corporation fees last year. Council also confirmed with staff that
195 fee renewal must remain annual.

196
197 Moved by P. Quaid and seconded by C. Nicol **to reduce new professional corporate fees from \$630 to**
198 **\$440, reduce renewal professional corporation fees from \$315 to \$220, and reduce the revised**
199 **professional corporation fees from \$504 to \$220.**
200
201

202 **Motion carried.**

203

204 **iii.** The proposed motion was circulated prior to the meeting. The motion recommended that Council
205 approve the Finance Policy – Honoraria & Expense Guidelines.

206

207 P. Hemami and P. Quaid confirmed that many of these guidelines are already in place, the new policy
208 formalizes and ensures that policies are clearly stated.

209

210 Moved by P. Quaid and seconded by K. Morcos **to approve the Finance Policy – Honoraria & Expense**
211 **Guidelines.**

212

213 **Motion carried.**

214

215

216 **d. Quality Assurance Committee**

217 **i. QA Subcommittee**

218 The motion was circulated prior to the meeting. The motion recommended that Council endorse the
219 recommendations proposed by the Quality Assurance Subcommittee to revise the Quality Assurance
220 Program.

221

222 E. Pekilis provided council with an overview of the seven recommendations the QA Subcommittee is
223 making to revise the QA program.

224

225 Council clarified the need for increased assessments and what implication this has on resources.

226

227 Council discussed shortcomings of current program and risks/benefits to new recommendations.

228

229 E. Pekilis confirmed that recommendations are best practice, risk-focused and that analysis of the
230 program will provide additional data needed for some decision-making regarding how to move the
231 program forward. Recommendation 6 has the subcommittee continuing to research record selection
232 process and reporting back to council on optimal number of records and process. Current vote is to
233 allow the subcommittee to start the work needed to provide those answers.

234

235 Moved by E. Pekilis and seconded by R. Kniaziew **to endorse the recommendations proposed by the**
236 **Quality Assurance Subcommittee to revise the Quality Assurance Program.**

237

238 **Motion carried.**

239

240

241 **ii. QA Panel**

242 The motion was circulated prior to the meeting. The motion recommended that Council approve
243 amendments to the Random Selection Criteria proposed by the Quality Assurance Panel.

244

245 L. Chan provided background information – that a complaints review showed a high number of
246 complaints against newer members. Changing the selection criteria would allow for mentorship for new
247 members, particularly given higher number are international graduates.

248
249 Council discussed the need for a module for new graduates explaining what they're being assessed on.
250 Also discussed need for plain language and communication with both new graduates and members on
251 the QA Program and what it entails.

252
253 Council discussed if the University has a role to play in ensuring students are trained in certain skills,
254 such as record keeping.

255
256 Moved by L. Chan and seconded by K. Morcos **to approve amendments to the Random Selection**
257 **Criteria proposed by the Quality Assurance Panel.**

258
259 **Motion carried.**

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262 **iii. Clinical Practice Panel**

263 1. The motion was circulated prior to the meeting. The motion recommended that Council approve
264 revisions to the standard OPR 6.4 Spectacle Therapy.

265
266 College practice advisor D. Wilkinson called in to discuss two CPP motions.

267
268 B. Chisholm and D. Wilkinson provided context to the changes to the OPR. The revised OPR will allow
269 optometrists to remain flexible and the public to order glasses through appropriate online means. It also
270 allows mailing of glasses or having someone else pick up glasses, which used to be in breach of the old
271 standard.

272
273 Moved by B. Chisholm and seconded by L. Chan **to approve revisions to the standard OPR 6.4 Spectacle**
274 **Therapy.**

275
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277 **Motion carried**

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279 **iii. Clinical Practice Panel**

280 2. The motion was circulated prior to the meeting. The motion recommended that Council approve
281 amendments to the Designated Drugs Regulation (O. Reg. 112/11), for circulation to members and
282 stakeholders for consultation.

283
284 B. Chisholm provided background information to the motion. In the spring, the Minister of Health
285 requested that the College move from drug lists to drug categories. Categories allows that any new
286 drugs that come to market can be included in the category.

287
288 Council confirmed the circulation timeline and the deadline to submit to the Minister of Health (end of
289 the year).

290
291 Moved by B. Chisholm and seconded by R. Kniaziew **to approve amendments to the Designated Drugs**
292 **and Regulation (O. Reg. 112/11), for circulation to members and stakeholders for consultation.**

293

294 **Motion carried**

295

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297 **8. By-Law Amendments – Governance Reform**

298

299 P. Hemami provided a brief overview of the proposed by-law amendments to new members, as well as
300 outlined the circulation process. Confirmed that minimal feedback was received.

301

302 Moved by R. Kniaziew and seconded by B. Chisholm **to approve amendments to the College by-laws.**

303

304 **Motion carried**

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307 **10. Governance: Term Limits**

308

309 J. Van Bastelaar facilitated a session explaining Council term limits; provided background on the nine-
310 year term limitation and clarified that this session is not about decision-making, but brainstorming ideas.

311

312 Groups met for 20 minutes to discuss options presented ahead of the meeting:

313

314 Option A: A Council Member may serve more than one term. However, no person may be an Elected
315 Council Member for more than **six consecutive years**. Time served as an Elected Council Member as a
316 result of the filling of a vacancy in between Council elections (i.e., by-election) shall not be included in
317 the calculation.

318

319 Option B: A Council Member may serve more than one term. However, no person may be an Elected
320 Council Member for more than nine consecutive years. If the Elected Council Member served time as a
321 result of filling a vacancy between Council elections (i.e., by-election), they would be **ineligible to serve**
322 **a subsequent term if they are not able to complete the three-year term before reaching nine**
323 **consecutive years on Council.**

324

325 Option C suggested through the session: three terms of three years, with no fixed election but rolling
326 elections; as well as other minor variations related to removing the cooling off period, etc.

327

328 M. Boon clarified that the College of Physicians and Surgeons of Ontario just passed a limit to term on
329 any committee, including council and 18 combined years. Limit the total time someone is associated
330 with the organization.

331

332 Council felt the session was positive. Feedback from the session will inform upcoming work of the
333 Governance Committee.

334

335

336 **9. Vice-President Election**

337

338 P. Hemami clarified changes to Council over coming months. On December 10, P. Hemami's term ends,
339 R. Kniaziew becomes President. Council needs a new Vice-President.

340

341 P. Quaid put his name forward and is acclaimed as Vice-President for the interim period.

342

343 Additionally, as mentioned earlier in the meeting, the Executive Committee needs three professional
344 members and two public to be constituted. This committee needs one more professional member for
345 the five-week duration between December and January.

346

347 K. Morcos and A. Micucci put their names forward. Both are invited to speak for two to three minutes.

348

349 Council votes. A. Micucci won the position on Executive Council.

350

351 P. Hemami presented certificates to outgoing members A. Nurani, E. Pekilis and B. Chisholm.

352

353 R. Kniaziew presented a certificate to P. Hemami and thanked him for his service to Council.

354

355 P. Hemami thanked Council for work that has been carried out.

356

357 J. Van Bastelaar thanked P. Hemami on behalf of public members.

358

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360 **11. List of Acronyms**

361

362 **12. Dates of Upcoming Council Meetings**

363 • Friday January 17, 2020

364 • Monday April 20, 2020

365 • Thursday June 25, 2020

366

367

368 M. Boon spoke to the change in the Council schedule and new meeting dates coming in 2020. This will
369 result in one additional meeting in 2020 and a move to new meeting dates in 2021.

370

371 **13. Proposed Dates for Council Meetings (2020)**

372 • Friday September 25, 2020

373 • Friday December 4, 2020

374

375 **14. Adjournment:** Moved by P. Quaid and seconded R. Kniaziew **to adjourn the meeting at 230 p.m.**

376

377

Motion carried