



COLLEGE OF  
**Optometrists**  
OF ONTARIO

**COUNCIL MEETING**

**WEDNESDAY, MARCH 23, 2022  
AT 9:00 A.M.**

**(PUBLIC INVITED TO ATTEND)**

**HYBRID MEETING**

# COUNCIL AGENDA

Wednesday, March 23, 2022 | 9:00 a.m.

Hybrid Meeting

Item	Item Lead	Time (mins)	Action Required	Page No.
1. Call to Order/Attendance	A. Nurani	1	Decision	
2. Adopt the Agenda	A. Nurani	1	Decision	
a. Conflict of Interest Declaration				
3. Consent Agenda	A. Nurani	30	Decision	
PART 1 - Minutes of Prior Council Meetings				
i. November 26, 2021				
ii. December 10, 2021				
iii. January 21, 2022				
iv. Motions and Actions Items Arising from the Minutes				
PART 2 - Reports				
b. 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				
4. Registrar's Report	J. Jamieson	45	Presentation	
<b>10:15-10:25 a.m. - Morning Break</b>		<b>10</b>		
5. Motions Brought Forward from Committees				
a. Clinical Practice Panel				
i. Evaluating Access to Eyecare in Ontario	L. Christian	15	Decision	
b. Governance/HR				
i. Role of Committees Policy	C. Grewal	15	Decision	
ii. Role of Committee Chairs Policy	C. Grewal	15	Decision	
iii. Changes to By-laws 9.03(1a) and 9.03(3)	C. Grewal	15	Decision	
<b>11:30-12:30 p.m. - Lunch Break</b>		<b>60</b>		

Motions Continued			
c. QA Panel			
i. Revise the Random Selection Criteria Policy	M. Eltis	45	Decision
d. Executive Committee			
i. Approval of the 2021 CPMF Report	A. Nurani	30	Decision
6. List of Acronyms			
7. Upcoming Council Meetings			
a. June 24, 2022	J. Jamieson	15	For Information
b. September 16, 2022			
c. December 9, 2022			
8. Adjournment – <b>approximately 2:00 p.m.</b>	A. Nurani	2	Decision

DRAFT



## **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.**

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# 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
    - i. November 26, 2021
    - ii. December 9, 2021
    - iii. January 21, 2022
    - iv. Motions and Actions Items Arising from the Minutes
  - PART 2 - Reports
    - b. 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



**College of Optometrists of Ontario  
Council Meeting  
DRAFT - November 26, 2021**

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**Attendance:**

Dr. Patrick Quaid (President)  
Ms. Suzanne Allen  
Ms. Kathryn Biondi  
Dr. Linda Chan  
Dr. Lisa Christian  
Mr. Ravnit Dhaliwal  
Dr. Mark Eltis

Dr. Camy Grewal  
Dr. Lindy Mackey  
Dr. Annie Micucci  
Mr. Narendra Shah  
Mr. Andre Tilban-Rios

**Guest:**

Julia Martin, Legal Counsel

**Staff:**

Mr. Joe Jamieson, Registrar and CEO  
Ms. Hanan Jibry, Deputy Registrar  
Mr. Chad Andrews  
Ms. Adrita Noor  
Mr. Edward Cho

- 1 **1. Call to Order/Attendance:** P. Quaid called the meeting to order at 9:00 am.  
2  
3 P. Quaid welcomed Andre Tilban-Rios, the College’s newest public member, to Council.  
4  
5 **2. Adoption of the Agenda:** A draft agenda was circulated prior to the meeting.  
6  
7 *Moved by M. Eltis and seconded by C. Grewal to **adopt the agenda.***  
8 **Motion carried**  
9  
10 **2a. Conflict of Interest Declaration:** P. Quaid asked Council members if anyone has a conflict of interest  
11 with any items on the day’s agenda.  
12  
13 No conflicts of interest were declared.  
14  
15 **3. IN CAMERA Session: Legal Opinion**  
16 In accordance with 7 (1.1) of the Health Professions Procedural Code (HPPC), Council will go in camera  
17 under Section 7(2)(e) of the HPPC, which is Schedule 2 to the Regulated Health Professions Act to  
18 receive a legal opinion.  
19

20 *Moved by S. Allen and seconded by N. Shah to **move in-camera to receive legal advice.***

**Motion carried**

21  
22 Council moved in-camera at approximately 9:03 am.

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52 *Moved by K. Biondi and seconded by A. Micucci to **have the meeting move out of in-camera.***

**Motion carried**

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#### **4. Complaints against members of Council**

56

57 P. Quaid announced that Council passed four special resolutions in a unanimous manner, and that each  
58 relevant complainant and respondent will receive appropriate communications in due course.

59

#### **5. Adjournment**

60

61

62

*Moved by C. Grewal and seconded by S. Allen to **adjourn the meeting at 2:50 pm.***

63

**Motion carried**



**College of Optometrists of Ontario  
Council Meeting  
DRAFT – December 10, 2021**

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**Attendance:**

Dr. Patrick Quaid (President)	Mr. Howard Kennedy
Ms. Suzanne Allen	Dr. Richard Kniaziew
Ms. Kathryn Biondi	Dr. Lindy Mackey
Dr. Lisa Chan	Dr. Annie Micucci
Dr. Lisa Christian	Dr. Areef Nurani
Mr. Ravnit Dhaliwal	Mr. Narendra Shah
Dr. Mark Eltis	Dr. William Ulakovic
Dr. Camy Grewal	Mr. Andre Tilban-Rios
Mr. Bashar Kassir	

**Guests:**

Ms. Julia Martin

**Staff:**

Mr. Joe Jamieson	Ms. Adrita Shah
Mr. Chad Andrews	Ms. Shelby Sargo
Mr. Edward Cho	Ms. Deborrah Lim
Ms. Hanan Jibry	

1 **1. Call to Order/Attendance:** P. Quaid called the meeting to order at 8:59 a.m.

2

3 **2. Adoption of the Agenda:** A draft agenda was circulated prior to the meeting.

4

5 *Moved by M. Eltis and seconded by S. Allen to **adopt the agenda.***

6

**Motion carried**

7

8 **2a. Conflict of Interest Declaration:** P. Quaid asked Council members if anyone has a conflict of interest  
9 with any item on the day's agenda.

10

11 No conflicts of interest were declared.

12

13 **3. Consent Agenda:** A draft consent agenda was circulated prior to the meeting. The following items  
14 were included in the consent agenda:

15

16 PART 1 - Minutes of Prior Council Meetings

17 a. September 17, 2021



- 18 PART 2 - Reports  
19 a. Committee Reports  
20 i. Executive Committee  
21 ii. Revised Executive Committee Report and Briefing Note from September  
22 2021 Council Meeting  
23 iii. Patient Relations  
24 iv. Quality Assurance  
25 A. QA Panel  
26 B. CP Panel  
27 C. QA Subcommittee  
28 v. ICRC  
29 vi. Registration  
30 vii. Governance/HR  
31 viii. Audit/Finance/Risk  
32

33 R. Kniaziew requested to discuss chair costs at some point during the meeting, as well as conflict of  
34 interest professional misconduct regulations, especially as they relate to independent contractors.  
35

36 B. Kassir asked to discuss the September minutes and the Executive Committee update re. a meeting  
37 with Allison Henry. In relation to the minutes, he explained that line 63 should read “how the term  
38 limits.” In relation to the Executive report, he asked that the document specify that he was only asking  
39 about term limits and the structure of the College (not conflict of interest or the job action). P. Quaid  
40 and J. Jamieson noted that the change would be made.  
41

42 *Moved by H. Kennedy and C. Grewal to **adopt the consent agenda.***

**Motion carried**

#### 45 **4. Registrar’s Report**

46 J. Jamieson presented the Registrar’s report, including the Building Acquisition Fund Reallocation, the  
47 College Performance Measurement Framework given, and the upcoming Government Reform of the  
48 regulatory colleges of Ontario.  
49

50 Staff provided updates on registration, and investigations.  
51

52 P. Quaid gave the President’s update.  
53

54 *Moved by A. Nurani and seconded by M. Eltis to **move in-camera.***

**Motion carried**

#### 57 **5. In Camera Session: Personnel Matters**

58 In accordance with 7 (1.1) of the Health Professions Procedural Code (HPPC), Council will go in camera  
59 under Section 7(2)(e) of the HPPC, which is Schedule 2 to the Regulated Health Professions Act to  
60 receive a legal opinion.  
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*Moved by A. Nurani and seconded by M. Eltis to **move the meeting out of in-camera.***

**Motion carried**

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B. Kassir raised a question about an article in the Toronto Star regarding the job action and the involvement of the College. J. Jamieson described how the College is staying within its mandate and explained that due to the current suspension of the job action, there is no value in responding to the

107 article.

108

109 R. Kniaziew discussed the independent study done on behalf of the OAO which revealed the cost of  
110 providing an eye exam to a patient is approximately \$70.00. R. Kniaziew suggested modernizing the  
111 statement to the members who have independent contractor agreements working beside optical stores  
112 or in optical stores, so the rent reflects the chair cost that was developed by the Association.

113

114 Council discussed the issue and decided that further investigation was needed after proper research and  
115 preparation could be done. J. Jamieson offered to discuss the subject his counterpart at CPSO to see  
116 how they tackle the issue.

117

## 118 **6. Motions Brought Forward from Committees**

119

### 120 **a) Audit/Finance/Risk: 2022 College Budget**

121 L. Chan presented the motion, noting the major changes included the reduction in the member fees,  
122 and the increase in expense budget because of the CPMF.

123

124 *Moved by M. Eltis and seconded by L. Mackey to **approve the College's Budget for the fiscal year***  
125 ***January 1, 2022 to December 31, 2022.***

126

127 Council inquired about the rationale for the fee decrease. J. Jamieson responded by noting that Council  
128 had approved the collapse of the Building Acquisition Fund and used part of the funds to cover a one-  
129 time fee decrease to professionals in consideration of COVID-19.

130

131 B. Kassir raised a potential issue about the budget. J. Jamieson explained re-categorization was  
132 spearheaded by the Audit/Finance/Risk Committee which resulted in a slight overage in one particular  
133 category, but the overall budget was in order.

134

135 P. Quaid asked for a show of hands. All in favour. No abstentions.

**Motion carried**

136

### 138 **b) Audit/Finance/Risk: Addendum to Policy: Role of President**

139 L. Chan presented the motion to accept the addendum to the policy of the Role of President.

140

141 *Moved by R. Kniaziew and seconded by W. Ulakovic to **accept the addendum to the policy.***

142

143 P. Quaid asked for a show of hands. All in favour. No abstentions.

**Motion carried**

144

### 146 **c) Governance/HR: Harassment Policy**

147 K. Biondi presented the motion for the violence and harassment policy and summarized the policy.

148

149 *Moved by R. Kniaziew and seconded by C. Grewal to **accept the policy.***

150

151 P. Quaid asked for a show of hands. All in favour. No abstentions.

152

**Motion carried**

153

154 **d) Governance/HR: Conflict of Interest Policy**

155 K. Biondi presented the motion for the conflict-of-interest policy and summarized the policy.

156

157 *Moved by C. Grewal and seconded by M. Eltis to accept the policy.*

158

159 P. Quaid asked for a show of hands. All in favour. No abstentions.

160

**Motion carried**

161

162 **e) Clinical Practice Panel: OPR 7.10 Orthokeratology**

163 C. Grewal presented the motion for approval of revisions to OPR 7.10 Orthokeratology

164

165 *Moved by M. Eltis and seconded by R. Kniaziew to accept the revisions.*

166

167 P. Quaid asked for a show of hands. All in favour. No abstentions.

168

**Motion carried**

169

170 **f) Clinical Practice Panel: Return-to-Work**

171 C. Grewal presented the motion to implement a return-to-work policy and asked for an amendment in  
172 section 6 F, on page three of eleven, to the third bullet point. This point was stated elsewhere in the  
173 document and its removal had been approved, therefore this point needs to be removed as well.

174

175 *Moved by M. Eltis and seconded by N. Shah to accept the changes.*

176

177 P. Quaid asked for a show of hands. All in favour. No abstentions.

178

**Motion carried**

179

180 **7. List of Acronyms**

181

182 **8. Dates of Upcoming Council Meetings**

183 C. Andrews discussed upcoming election and self-nominations.

184

185 P. Quaid reminded Council that the next Council meeting is on January 21, 2022.

186

187 **9. Adjournment:** Moved by S. Allen and seconded by N. Shah to adjourn the meeting at 1:15 p.m.

188

**Motion carried**



**College of Optometrists of Ontario  
Council Meeting  
January 21, 2022**

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**Attendance:**

Ms. Suzanne Allen  
Ms. Kathryn Biondi  
Dr. Lisa Christian  
Mr. Ravnit Dhaliwal  
Dr. Mark Eltis  
Dr. Camy Grewal  
Mr. Pooya Hemami  
Mr. Bashar Kassir  
Mr. Howard Kennedy

Dr. Richard Kniaziew  
Dr. Lindy Mackey  
Mr. Dino Mastronardi  
Dr. Areef Nurani  
Mr. Narendra Shah  
Mr. Toye Soile  
Dr. William Ulakovic  
Mr. Andre Tilban-Rios  
Dr. Abraham Yuen

**Guests:**

Dr. Patrick Quaid (Past President)  
Ms. Julia Martin

**Staff:**

Mr. Joe Jamieson  
Mr. Chad Andrews  
Mr. Edward Cho  
Ms. Hanan Jibry

- 1 **1. Call to Order/Attendance:** P. Quaid called the meeting to order at 9:00 a.m.  
2  
3 P. Quaid welcomed Toye Soile, the College's newest public member, to Council.  
4  
5 **2. Adoption of the Agenda:** A draft agenda was circulated prior to the meeting.  
6  
7 B. Kassir questioned the legality about the number of members that were present on the call (on his  
8 count, there was one extra with P. Quaid's attendance), as well as the presence of any members serving  
9 for 9 years or more, which is the term limit for sitting on Council.  
10  
11 P. Quaid referred the issue to J. Jamieson, who stated not withstanding P. Quaid's presence, everyone  
12 present was elected to Council.  
13  
14 P. Hemami stated that as it is a transition meeting, with P. Quaid attending as a transition member and  
15 not a voting one, there should not be an issue.  
16

17 J. Martin, the College’s legal counsel, proposed a 15-minute break to fully understand and address the  
18 issue. Upon returning, her recommendation is that Council moves in-camera to receive her legal opinion  
19 on the matter.

20

21 J. Jamieson requested to follow the advice of J. Martin and take a break with attending College staff as  
22 well as K. Biondi.

23

24 J. Martin, K. Biondi, and staff move to breakout room.

25

26 Council returns at 9:38 a.m.

27

28 *Moved by R. Kniazew and seconded by C. Grewal to **move in-camera to receive legal advice.***

29

**Motion carried**

30 Council moves in-camera.

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60 *Moved by K. Biondi and seconded by P. Hemami to **have the meeting go out of in-camera.***

61

62 Council returns at 9:45 a.m. and decides to proceed with the meeting. Regarding the number of  
63 members, those present for the meeting as full Council members with voting rights are within the

64 guidelines specified by the *Optometry Act, 1991, SO 1991*—specifically, 9 elected members and 1  
65 additional elected member from the University of Waterloo. P. Quaid is attending only as a guest to  
66 “hand-off” the duties and responsibilities of President to the member who is elected in this role for  
67 2022.

68  
69 **2a. Conflict of Interest Declaration:** P. Quaid asked Council members if anyone has a conflict of interest  
70 with any items on the day’s agenda.

71  
72 No conflicts of interest were declared.

73  
74 *Moved by S. Allen and seconded by M. Eltis to **adopt the agenda.***

**Motion carried**

75  
76  
77 **3. Election of Officers for 2022 Council Year**

78  
79 J. Jamieson introduced the election and delegated the responsibility of overseeing and moderating the  
80 process to C. Andrews.

81  
82 **3a. An updated list of self-nominations to the Executive Committee for 2022 was circulated to**  
83 **members before the meeting.**

84  
85 **3b.** In line with the Executive Committee terms of reference, which were shared with Council, C. Andrews  
86 highlighted the five positions that will be voted on in sequence, beginning with President and then  
87 moving to Vice-President, Chair of the Governance-HR Committee, Chair of the Audit/Finance/Risk  
88 Committee, and Member-at-Large. He also reminded the group that, due to the ability of members to  
89 self-nominate for multiple positions, the ballot for any given position will depend on the member  
90 elected in the previous position (for instance, the election result for President may have an impact on  
91 the ballot for Vice-President).

92  
93 President:

94  
95 W. Ulakovic withdrew his name from the ballot for President.

96  
97 C. Andrews announced that, as a result, **A. Nurani is acclaimed as President.**

98  
99 Vice-President:

100  
101 M. Eltis withdrew his name from the ballot for Vice-President.

102  
103 C. Andrews announced that, as a result, **W. Ulakovic is acclaimed as Vice-President.**

104  
105 Chair of the Governance-HR Committee:

106  
107 P. Hemami noted that he withdrew his name from the candidacy for Governance/HR Chair prior to  
108 council meeting.

109

110 K. Biondi and C. Grewal each presented their candidacy to Council.

111

112 M. Eltis withdrew his name from the ballot for Chair of the Governance-HR Committee.

113

114 C. Andrews announced that **Dr. C. Grewal is elected to the position of Chair of the Governance-HR**  
115 **Committee.**

116

117 Chair of the Audit/Finance/Risk Committee:

118

119 C. Andrews announced, due to the Executive Committee having reached its limit of professional  
120 members (which is three), **H. Kennedy is acclaimed as Chair of the Audit/Risk/Finance Committee.**

121

122 **Member-at-Large:**

123

124 C. Andrews announced that **S. Allen is acclaimed as Member-at-Large.**

125

126 C. Andrews thanked all candidates for submitting their names and participating in the election,  
127 congratulating those who were elected to positions on the Executive Committee for 2022.

128

129 J. Jamieson thanked E. Cho and C. Andrews for their work with the election, and congratulated the  
130 elected officers.

131

#### 132 **4. Motions Brought Forward by Committees**

133

##### 134 **4a. Appointment of the Committee Chairs and Committee Members**

135

136 A. Nurani asked to move the Governance-HR Committee into a break-out room to finalize the  
137 committee slates based on the Executive election results.

138

139 Council Reconvened at 10:57a.m.

140

141 K. Biondi presented a PowerPoint presentation that reflected the proposed slate of members for the  
142 College's committees in 2022.

143

144 Council had no questions regarding the proposed slate.

145

146 *Moved by K. Biondi and seconded by R. Kniaziew to approve the proposed committee membership for*  
147 **2022 as set out by the Governance-HR Committee.**

148

**Motion carried**

149

#### 150 **5. Dates of Upcoming Council Events and Meetings**

151

152 J. Jamieson provided updates on future Council events as shown on the agenda.



153

154 6. Adjournment

155

156 *Moved by M. Eltis and seconded by N. Shah to **adjourn the meeting at 11:14 a.m.***

**Council Meeting – March 23, 2022**

**COUNCIL ACTION LIST STATUS**

Updated Mar. 9, 2022

Date mm/dd/yr	Minute Line	Action	Status	Comments
03/26/21	183	OPR 7.12 and 7.13 will be reviewed again by CPP.	Ongoing	OPR 7.13 was approved at the June Council meeting.  OPR 7.12 was approved, with revisions, at the September Council meeting.
06/18/21	155	Staff, including practice advisors, will develop a practice advisory regarding advertising.	Ongoing	

**Council Meetings – March 2022**

**MOTION LIST**

Updated Mar. 9, 2022

<b>Date mm/dd/yr</b>	<b>Minute Line</b>	<b>Motion</b>	<b>Committee</b>	<b>Decision</b>
12/10/21	124	Moved by M. Eltis and seconded by L. Mackey to <b>approve the College’s Budget for the fiscal year January 1, 2022 to December 31, 2022.</b>	AFR	Motion carried
12/10/21	141	Moved by R. Kniaziew and seconded by W. Ulakovic to <b>accept the addendum to the policy of the Role of President.</b>	AFR	Motion carried
12/10/21	149	Moved by R. Kniaziew and seconded by C. Grewal to <b>accept the policy.</b>	Governance-HR	Motion carried
12/10/21	165	Moved by M. Eltis and seconded by R. Kniaziew to <b>accept the revisions to OPR 7.10 Orthokeratology.</b>	CPP	Motion carried
12/10/21	175	Moved by M. Eltis and seconded by N. Shah to <b>accept the changes to the Return to Work policy.</b>	CPP	Motion carried
01/17/22	146	Moved by K. Biondi and seconded by R. Kniaziew to <b>approve the proposed committee membership for 2022 as set out by the Governance-HR Committee.</b>	Governance – HR	Motion carried

## Executive Committee Activity Report

**Reporting date:** March 23, 2022

**Chair:** Dr. Areef Nurani

**Meetings since late update:**

- February 10, 2022
- March 3, 2022

### Key Priorities

The Executive Committee meets before each Council session to review the Council meeting's agenda and committee motions. This is to ensure that Council sessions are efficient, transparent, and capable of meeting high standards in governance. The Committee also meets to address emerging and time-sensitive issues when necessary and appropriate.

### Discussion Items

#### *Regulatory Reform and Modernization of Health Colleges*

The Executive Committee met on February 10, 2022 to respond to an emerging issue: the Ministry has proposed a series of wide-ranging reforms to the health regulatory sector, and recently shared a document with the Health Profession Regulators of Ontario (HPRO), which includes Registrars from each of the health regulatory colleges in Ontario, that provides details on what these reforms would look like. The proposals include:

- Reducing the size of Council to between 10 and 12 members
- Introducing more restrictive term limits
- Separating Council and committee members so that individuals are on one or the other, not both
- Eliminating elections in favour of using a "selection committee" that will appoint professional members based on competency
- Dissolving the Executive Committee
- Creating number parity on Council between public and professional members
- Introducing additional oversight bodies, including the Auditor General, Patient Ombudsman, and the full inclusion of Colleges under the French Language Services Act (FLSA)
- And more...

The group discussed these issues and reviewed a letter prepared by J. Facey, the College's Communications Coordinator, that provides a response. The letter primarily raises concerns related to the three additional oversight bodies (the Auditor General, Patient Ombudsman, and inclusion under the FLSA) and the additional strain they would place on colleges in terms of spending, reporting, staff resources, and more. The additional oversight is potentially burdensome, expensive, and not in alignment with the internationally recognized practice of "right touch regulation."

The letter was discussed at length and, due to the time-sensitive nature of the issue, the Executive Committee approved that it be sent on behalf of the College.

### *Committee Motions for March 23, 2022 Council Meeting*

The Executive Committee reviewed a draft agenda for the March 23, 2022 meeting of Council, and approved that it be used with only small alterations.

The group also discussed the matter of consent agendas. They agreed that committee chairs will be able to provide verbal updates during Council sessions beginning in June. These will be short overviews (approximately 3 minutes) for Council's information, not for debate and micromanagement, and will help ensure that the entire group is aware of various developments.

### *Research Steering Group*

C. Andrews, the College's Director of Research and Policy, provided background on the Research Steering Group, which will form this year, including its composition and the opening that will be filled by one of the applicants from Council who put their names forward.

The group discussed the CVs of all three candidates and agreed that any one of them would be an excellent member of the Group. After considering the structural and financial elements of the Steering Group, the Executive Committee unanimously agreed to appoint Andre Tilban-Rios as its additional Council member.

The Research Steering Group is now fully appointed and will meet in the near future.

## Patient Relations Committee Activity Report

**Reporting date:** March 23, 2022

**Chair:** Suzanne Allen

### Tasks Completed Since Last Council Meeting:

- The Committee reviewed the status of the Program of Funding for Therapy and Counselling, including how much funding has been accessed by each patient.
- The Committee is working to develop a sexual abuse and victim support training session and reviewed a proposal from a potential presenter.
- The Committee continues to develop an e-learning module focused on complex patient issues and how to manage them. Most recently, the Committee reviewed previous frameworks for the module and settled on a final set of topics/scenarios and some next steps.

### Key Priorities

The Patient Relations Committee manages the Program of Funding for Therapy and Counselling, which now supports four patients. The committee is also working to develop a new training session on sexual abuse and victim support that will be offered to Council members and staff, as well as an e-learning module for CE credit that focuses on frequent complaints received by the College.

### Discussion Items

#### *Sexual Abuse and Victim Support Training Proposal*

The Committee reviewed a proposal from a firm to deliver training on sexual abuse and victim support to staff and Council. The Committee discussed the merits of the proposal—which outlined both cost and content—and compiled a list of questions for the firm to answer before a decision is made.

#### *E-Learning Module*

The Committee reviewed the previous iterations of the module, which mostly focused on common complaints. The new direction developed during the last meeting was focused on complex situations with patients and how to manage them, so the Committee finalized the five main conceptual areas that the module will address as well as a general form for the module itself, which will test whether optometrists have read and understood the scenarios (instead of testing how they would respond to specific situations in a correct or incorrect manner). It was agreed that this new emphasis on reading comprehension will allow the module to be more nuanced and is more appropriate for the complexity of patient interaction.

Chad Andrews will be working with ICRC and the relevant contractor to build new content for the module, which will be reviewed by the new Patient Relations Committee when it forms in 2022.

## Quality Assurance Panel Activity Report

**Reporting date:** March 23, 2022

**Chair:** Dr. Mark Eltis

### Tasks Completed Since Last Council Meeting:

- Ongoing and new practice assessment cases were reviewed and outcomes decided.
- The need for a random selection in 2022 was confirmed but with revisions in order to make the process more efficient when considering the backlog of assessments from previous years.
- Early discussions were had regarding a new Practice Evaluation process.

### Key Priorities

#### *Working through Practice Assessment Backlog*

One of the Panel's priorities for 2022 will be to have all 2021 random practice assessments conducted and reviewed as swiftly as possible. The number of assessment reports reviewed per meeting has greatly increased to accommodate the increase in assessments.

The Panel also plans to implement changes for the 2022 random selection to streamline the process and make it more realistic to work through before end of year.

#### *Establishing New Practice Evaluation Process*

A key component of the College's QA Program, the Practice Evaluation, is currently on hold following the closure of the Vision Institute of Canada in January. The Panel aims to have a new Practice Evaluation in place as soon as possible.

### Information Items

Practice Assessment Stats Since Since Last Meeting	
SRAs Reviewed	72
CRAs Reviewed	3
Members Referred for Remediation	2

### Discussion Items

#### *Practice Evaluation*

The Panel is currently seeking a proposal from the University of Waterloo School of Optometry and Vision Science to administer the College's Practice Evaluation process.

#### *QA Subcommittee*

It was decided that the Panel would take over the work of the QA Subcommittee and oversee the remaining work on the QA Program Redevelopment projects.

**Decision Items**

The Panel has put forth a motion for council's approval regarding revisions to the Random Selection Criteria Policy and practice assessment protocol for 2022. The proposed changes would alleviate the burden of the practice assessment backlog and allow the Panel to continue to select new members for practice assessments while making it more feasible to complete the 2022 process by year end.



## QA - CPP Activity Report

**Reporting date:** March 9, 2022

**Chair:** Dr. Lisa Christian

**Meetings in 2022:** 1 (March 3, 2022)

### Key Priorities

CPP remains focused on monitoring and adjusting standards of practice and guidance for members and updating the OPR. The CPP also discussed patient access to eyecare in Ontario.

### Attachments

Motions are presented separately including,

- Approval of Increase in Access to Eyecare

## Quality Assurance Subcommittee Activity Report

**Reporting date:** March 23, 2022

**Chair:** Dr. Bill Ulakovic

### **Tasks Completed Since Last Council Meeting:**

- Discussed the need for subject matter experts to provide input on the QA Program projects.
- Received and gave feedback on early outlines from vendors regarding tool structure for the QA Program projects.

### **Key Priorities**

The Subcommittee's priority is to carry out the remaining of the council-approved QA Program Revision recommendations: to create a self-assessment component and to revise the practice assessment protocol. This will be done in collaboration with 2 separate vendors who have been contracted by the College.

### **Information Items**

Not applicable.

### **Discussion Items**

The Subcommittee proposed that the QA Committee (i.e., both the QA Panel and Clinical Practice Panel) may be well-positioned to provide subject matter expertise for both QA Program projects.

The Subcommittee has also deferred to the QA Panel regarding whether the Panel can take over the duties of the QA Program projects considering the outstanding work on the projects and the workload of the Panel for 2022.

### **Decision Items**

Not applicable.



## Inquiries, Complaints and Reports Committee (ICRC) Activity Report

**Reporting date:** March 23, 2022

**Committee Co-Chairs:** Dr. Richard Kniaziew & Dr. Dino Mastronardi

### Information Items

This report is intended to provide Council with information on complaints and registrar’s investigations while maintaining fairness throughout the process. In keeping with Section 36 of the *Regulated Health Professions Act, 1991* regarding confidentiality, details about specific cases are not shared as part of the Committee report.

Pursuant to *Ontario Regulation 73/20 – Limitation Periods*, the timelines in proceedings in Ontario were suspended for 6 months in 2020 (between March 2020 until September 2020). This temporary suspension of timeliness, as well as adjustments to the investigation process due to the pandemic, caused delays and affected timelines in the processing and disposition of cases, particularly for those complaints initiated in 2020 and in the beginning of 2021.

Since the Committee last reported to Council, a panel meeting was held in December 2021 with members of the previously constituted ICRC (Dr. David White’s panel). The 2022 ICRC met as a group in February 2022 for the Committee’s orientation. At the time of drafting this report, Dr. Kniaziew’s panel is also scheduled to meet on March 16, 2022.

### Discussion Items

The ICRC has no additional updates for Council at this time.

### Decision Items

There are no ICRC decisions or motions that require Council feedback or approval at this meeting.

### Complaints Processed Since Last Reporting (November 23, 2021 to March 7, 2022)

- Cases newly filed: 20
- Cases reviewed by the panels: 2
- Cases to Alternative Dispute Resolution: 0
- Cases carried over: 1

Decision Breakdown	Total
<b>Decisions Issued</b>	<b>22</b>
<b>Case Type</b>	
• Complaints	22
• Registrar’s Report	0
• Incapacity Inquiry	0

<b>Dispositions (for complaint cases above)</b>	
• No further action (NFA)	16
• Advice/Recommendation	3
• Remedial agreement	1
• Specified Continuing Education or Remediation Program	1
• Signed undertaking	0
• Referral of specified allegations to the Discipline Committee	1
<b>Nature of Allegations (for dispositions above, NFA excluded)*</b>	
• Care (quality, failure to diagnose or refer, unsafe care)	2
• Unprofessional behaviour	0
• Improper communication	2
• Related to eyeglasses or contact lens prescriptions	1
• Related to COVID-19 infection, prevention, and control protocols	3
• Sexual abuse of a patient & ungovernability	1
<b>Timeline for Resolution (for complaint cases above)</b>	
• <120 Days	0
• 121-150 Days	0
• 151-180 Days	0
• 180+ Days	22

\* Certain matters may contain more than one allegation.

#### HPARB Appeals

- New appeals: 1
- Outstanding appeals to be heard: 2
- Appeals heard and awaiting decisions: 0
- ICRC Decision Returned: 0

## Registration Committee Activity Report

**Reporting date:** March 10, 2022

**Chair:** Dr. Bill Ulakovic

### Tasks Completed Since Last Council Meeting:

- Conducted an orientation for committee members.
- Discussed the College's compliance with the recommendations in the Office of the Fairness Commissioner's (OFC) last assessment report.
- Discussed preparations for the May 2022 Internationally Graduated Optometrist Evaluating Examination (IGOEE) by Touchstone Institute.
- Discussed enhancements planned by Optometry Examining Board of Canada (OEBC) to make to its entry-to-practice exam.
- Discussed the registration process during COVID-19.
- Continued to discuss the referral of an applicant for registration to the committee by the College Registrar and Chief Executive Officer.

### Key Priorities

#### Office of the Fairness Commissioner

- A meeting was held with the OFC on February 8, 2022, to discuss the provisional compliance category assigned to the College that was associated with the outstanding recommendation to conduct the objective structured clinical examination (OSCE) portion of the IGOEE virtually.
- In a letter dated February 16, the OFC informed the College that following further deliberations, the College was being reassigned to the full compliance category taking into account that the College had explored the delivery of the OSCE exam virtually to provide accessibility to candidates from different geographical areas. The College had informed the OFC that it had not found a reliable way of testing the optometric technical competencies of candidates in a virtual setting.

#### Touchstone Institute

- It was confirmed that, as of February 24, 2022, there are 22 registrants for the 2022 IGOEE.
- The dates for the 2022 IGOEE are below:
  - Therapeutics Prescribing Assessment for Optometry (TPAO) examination – virtual – May 9, 2022.
  - Multiple Choice Question (MCQ) exam – virtual – May 10, 2022.
  - Nine short-case OSCE stations – in-person – May 14, 2022.
  - Three long-case OSCE stations – in-person – May 15/16/17, 2022.
- Of the 22 registered 2022 IGOEE examinees, 9 are first time test takers, 8 are on their second attempt and 5 are on third attempt. The committee had approved that internationally trained candidates who have had their credentials assessed and deemed to be substantially equivalent to an optometry degree from the University of Waterloo School of Optometry and Vision

Science (WOVS), would be allowed to attempt the IGOEE three times in total within five years of their first attempt. This policy was supported by the Federation of Optometric Regulatory Authorities of Canada (FORAC) on May 28, 2020.

- IGOEE results are expected to be made available to FORAC regulators the week of June 14, 2022.
- There has been one successful FORAC credential assessment recommendation received since the last Council meeting in December 2021.

#### Advanced Optometry Preparatory Program

- It was reported at the February 2022 FORAC meeting that the first administration for the Advanced Optometry Preparatory Program (ASOPP) is scheduled to begin on April 4, 2022.
- ASOPP tuition has been set at \$27,000 CAD. Government grant funding has not been secured.
- ASOPP received a total of 29 applications for the 2022 program. Six offers of admission were extended and all offers were accepted. The six candidates are graduates of the following schools: three from Aston University (UK); one from Bradford University (UK); and one from the University of Benin (Nigeria). All candidates are Canadian citizens except for one candidate who is a Permanent Resident.
- The program will be completed by August 2022. If successful in all course components, the candidates will join the third year of the WOVS optometry degree program in September 2022.

#### Optometry Examining Board of Canada

- It was reported at the February 26, 2022 FORAC meeting that since the IGOEE had been administered, there have been 11 candidates who have been eligible to directly challenge the OEBC entry-to-practice exam directly out of 280 candidates whose credentials were successfully assessed. Both internationally trained candidates who were able to challenge the OEBC exam directly in 2021, successfully passed the exam.
- OEBC reported the following:
  - Updating its exam blueprint using the national competency profile provided by the College. The OEBC Board approved the new blueprint at its December 2021 meeting.
  - Introducing three new integrated assessment stations which require candidates to explain the testing procedure, demonstrate the skills, take measurements, and then provide a treatment plan based on a standard set of clinical data. The skills measured relate to tonometry, gonioscopy, retinoscopy, and binocular indirect ophthalmoscopy (BIO).
  - Using the borderline regression method to determine the passing score for the OSCEs where an examiner will be present at every OSCE station.
  - Creating a candidate study guide in both English and in French.
  - Administering the OEBC OSCE exam at WOVS on April 24 and at the University of Montreal on May 7. The written component of the OEBC exam will be offered on April 7 using remote proctoring and an online system.
- The committee is looking forward to the OEBC exam changes and standard setting being implemented in spring 2022.

#### National Board of Examiners in Optometry

- The committee provided input for a survey by the National Board of Examiners in Optometry (NBEO) on possible methods for delivering a portion of the upcoming Part III Patient Encounters Performance Skills (PEPS) exam.

### Registration Process during COVID-19

- College staff continue to accept applications for registration electronically and validating documents with applicants.
- There were 53 candidates registered for the February 2022 online Jurisprudence exam.
- The committee provided input for the new registrant welcome package being developed.
- The development of an online registration application is in its final stages. The development process resumed following the 2021 annual renewal period.

### Further Amendments to the Registration Regulation draft amendments

- In April 2018, the College made a comprehensive regulation amendment submission to the Ministry of Health, and further amendments in 2020. While these draft amendments are under review, the College has asked that the Ministry consider introducing more flexibility in the Registration Regulation, which would be consistent with the College of Homeopaths of Ontario that has similar flexibility. There is currently no update on this request.

## Discipline Committee Activity Report

**Reporting date:** March 23, 2022

**Chair:** Dr. Marta Witer

### Information Items

The Discipline Committee is the only committee of the College that has the authority to discipline optometrists. This authority is granted to the Committee under the *Regulated Health Professions Act, 1991* and the *Optometry Act, 1991*. When there are reasonable and probable grounds to suggest that professional misconduct has occurred, or that an optometrist may be incompetent, the Inquiries, Complaints and Reports Committee (ICRC) may refer such allegations to the Discipline Committee for a hearing.

1 referral from the ICRC was received in December 2021. A pre-hearing conference for that matter took place on February 22, 2022, and the Discipline hearing is scheduled to proceed virtually on March 28, 29 and 31, 2022.

The Discipline Committee also held its annual orientation meeting on February 17, 2022. This included a comprehensive training session provided by Ms. Julie Maciura, Independent Legal Counsel to the Discipline Committee.

### Discussion Items

The Discipline Committee has no additional updates for Council at this time.

### Decision Items

There are no Discipline Committee decisions or motions that require Council feedback or approval at this meeting.



## Governance/HR Committee Activity Report

**Reporting date:** March 23, 2022

**Chair:** Dr. Camy Grewal

**Meetings Since Last Report:**

- December 16, 2021
- February 18, 2022

**Tasks Completed Since Last Council Meeting:**

- The Committee met in December of 2021 to discuss committee slates, including chairs, and to draft their recommendations for Council. Council approved the recommended slates during its January 2022 meeting.
- During its meeting on February 18, 2022, the Committee participated in an orientation. This took the form of an overview of the College's structure, By-laws, and mandate; regulatory reforms that are being proposed by the Ministry of Health; the Committee's past activities; and potential projects for the Committee to focus on in 2022.
- The Committee reviewed and approved two policies that will go before Council: a Role of Committees Policy and a Role of Committee Chairs Policy (see "Decision Items" below).
- The Committee reviewed and approved recommended By-law changes designed to prevent the automatic suspension of Council members when a complaint is filed by a fellow Council member. The group agreed to have the suggested changes go to the College's legal council for review. After this occurred, the Committee agreed to the changes and approved that they go before Council for consideration and approval (see "Decision Items" below).

**Key Priorities**

The mandate of the Governance/HR Committee is to facilitate Council's ability to fulfill its functional and ethical responsibilities. Working within that mandate, a key focus for the committee in 2022 is to review the College's governance policies and, where appropriate, make changes and additions that enhance the College's governance portfolio. A number of policies were developed by the Committee last year—outlines of the President and Vice-President roles, terms of references documents for various committees, the harassment policy, and more—and two new policies are being recommended during this meeting of Council (see "Decision Items" below).

**Discussion Items**

*Regulatory Reforms*

The group discussed a series of proposed regulatory reforms that were sent to college registrars for consideration and feedback. The reforms are centered around "modernization" and fall under four main areas: core governance, modernization, housekeeping, and registration.

*Governance Manual*

The Committee reviewed and discussed the College's governance manual, the collection of governance-related policies that facilitate good governance and ethical decision-making among staff and Council members.

*By-laws: Temporary Suspension of a Council Member or Committee Member (9.04)*

In response to a series of Council member suspensions last year, the group reviewed the sections of the By-laws that specify the automatic suspension of a Council member if he or she becomes the subject of a complaint from another Council member. Changes were drafted, sent to legal for review, and approved by the group. They are now going to Council for consideration during this meeting (see below).

**Decision Items**

1. The Governance/HR Committee developed two policies that are outlined in an attached briefing note: a Role of Committees Policy and a Role of Committee Chairs Policy. The Committee will motion to have Council approve both policies.
2. Working with the College's legal counsel, the Governance/HR Committee drafted changes to sections 9.03(1a) and 9.03(3) of the By-laws, which are outlined in an attached briefing note. The changes are designed to *not* trigger an automatic suspension of Council members if they are the subject of a complaint from another Council member. They also suggest that mediation involving the Registrar and President should be utilized in such matters before they go before Council to consider potential sanctioning. The Committee will motion to have Council approve the changes to its By-laws.

## **Audit/Finance/Risk (AFR) Committee Activity Report**

**Reporting date:** March 23, 2022

**Chair:** Mr. Howard Kennedy

**Tasks Completed Since Last Council Meeting:**

- Moved \$1.4M investment funds and placed into GICs / short-term investment account
- Closed one of the investment accounts, effective February 9, 2022
- Reviewed risk management report – financial, IT, operational, regulatory, and strategic
- Set AFR committee meeting dates for 2022 in line with Council sessions

**Priorities**

- Audit for the fiscal year ending December 31, 2021 is set to commence on March 28, 2022. Draft results are due for presentation to the AFR Committee on May 4, 2022; and then to Council on June 24, 2022
- Review of investment performance report as a standing item and periodically inform Council
- Ongoing review/awareness of risks related to IT, operations, strategic and finance

**Decision Items**

- N/A

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# 4 / PRESENTATIONS

4. Registrar's Report: Registrar and CEO Joe Jamieson to provide College updates via PPT presentation.

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# 5 / MOTIONS

- 5. Motions Brought Forward from Committees
  - a. Clinical Practice Panel
    - i. Evaluating Access to Eyecare in Ontario
  - b. Governance/HR
    - i. Role of Committees Policy
    - ii. Role of Committee Chairs Policy
    - iii. Changes to policy 9.03(1a) and 9.03(3)
  - c. QA Panel
    - i. Revise the Random Selection Criteria
  - d. Executive Committee
    - i. Approval of the 2021 CPMF Report

## BRIEFING NOTE

CPP – March 2022

### Evaluate Access to Eyecare in Ontario

#### Background

Patients benefit from increased access to services provided by qualified health care professionals. Currently the standards in optometry and the scope of practice within North America varies among provinces and states, creating uncertainty and confusion for the public, profession, regulators, students, and educators.

[Health Quality of Ontario](#) reports a patient may wait up to 182 days for their first appointment with an eye care specialist for a priority level 4 consultation. To investigate the reasons for a level 4 referral, the CPP is requesting to initiate an environmental scan to evaluate access to eyecare across Canada and the United States, and whether Ontario optometrists can help improve wait times for access to eyecare.

#### Decision(s) for Council

Approval to agree for CPP to begin steps on how best to conduct an environmental scan to evaluate access to eyecare across Canada and the United States, to investigate the reasons for a level 4 referral, and how Ontario optometrists can help improve wait times.

#### Public Interest Mandate

Improve eye care access in Ontario

#### Next Steps

Upon approval, the CPP will consult with the Director of Research and Policy on how best to proceed with the above proposal.

#### Contact

- Practice Advisors- Dr. Violet Kuzio and Dr. Nisara Bandali

## BRIEFING NOTE: POLICIES

Governance/HR Committee – March 23, 2022

### Subject

The College maintains a framework of policies that facilitate good governance and ethical practice (referred to as the “governance manual”). The Governance/HR Committee has been actively revising these policies and adding new ones when deemed necessary. Two new policies were recently developed by the Committee and are included for Council’s review and approval: a Role of Committees Policy and a Role of Committee Chairs Policy. If approved, both policies will become part of the College’s governing framework and will provide orientation and clarity in relation to the roles of committees and committee chairs. **Both policies are provided below:**

### Role of Committees

#### **Purpose**

The purpose of this policy is to outline the roles and responsibilities of committees.

#### **Introduction**

Statutory and standing committees are formed and appointed by Council. In the case of the Executive committee, members are elected by Council at the beginning of each year. Ad-hoc committee are appointed by Council on the recommendation of the specific committee that determines a need such a group.

#### **Primary Role**

All committees, whether they be statutory, standing, or ad hoc, support the College in the fulfillment of its mission and vision:

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

*Vision: To be a leading regulator focused on safe eye care and progressive practice.*

Committees report on the progress of their work at Council meetings, and motion for items to be approved where appropriate. Each committee is supported by at least one staff member, who works with the committee chair to establish and achieve the committee’s goals over the course of a given year. Committees are comprised of a mixture of professional, public, and non-Council members as determined by their terms of reference.

#### **Specific Responsibilities**

1. Provide direction and guidance to Council regarding the committee’s activities, responsibilities, and area of focus.
2. Meet on a regular basis (determined by the chair and staff support in coordination with committee members) to advance the work of the committee and prepare reports for Council.
3. Develop committee reports and briefing materials for Council’s review at all regular Council meetings.
4. Present all critical items as motions for Council’s approval.

5. Present all finance-related items for the Audit/Finance/Risk Committee's consideration and approval.
6. Operate within the guidelines of the committee's terms of reference.

## **Terms of Reference**

Each statutory and standing committee works within its own specific terms of reference, which specify the committee's mandate, composition, reporting structure, staff support, decision-making process, and more. It is the responsibility of committee members to familiarize themselves with their committee's terms of reference, and to work in a collegial fashion with the chair and staff support to advance the committee's mandate within that framework.

## **Role of Committee Chairs**

### **Purpose**

The purpose of this policy is to outline the roles and responsibilities of a committee chair.

### **Introduction**

A committee chair is a member of a statutory, standing, or ad-hoc committee and is either appointed or elected by Council to serve as Chair.

### **Primary Role**

The committee chair provides leadership and direction to the committee to ensure it fulfills its legislative and prescribed mandate, updating Council through regular reports on committee activity and progress. The Chair also collaborates with appropriate staff support to facilitate the ongoing management of the committee's work.

### **Specific Responsibilities**

1. Provide direction and guidance to the committee in keeping with its mandate, approved terms of reference, and any related statutory and/or regulatory obligations.
2. Utilize the College's rules of order, approved by-laws, and code of conduct in overseeing committee meetings.
3. Collaborate with appropriate staff support to:
  - a. facilitate the orientation of new committee members;
  - b. develop an organized meeting agenda;
  - c. ensure prior minutes are prepared and distributed;
  - d. keep meetings on time;
  - e. identify policy issues for consideration by Council where appropriate;
  - f. prepare committee reports and motions for presentation to Council;
  - g. develop objectives and long-range plans for committee consideration; and
  - h. identify budget and business plan implications for the Registrar.
4. Create a collegial working environment, encourage broad respectful debate, and collect ideas and contributions from amongst all members in achieving decisions or direction on committee matters.
5. Manage circumstances where committee function is less than optimal, including introducing strategies to resolve conflicts that may arise.
  - a. In such circumstances, consultation with the Governance/HR Committee may be of assistance.



- b. In circumstances that involve harassment, guidance is provided by the College's harassment policy, which outlines a specific role for committee chairs.
6. Act as the principal spokesperson for the committee in reporting to Council and interfacing with other committees.
7. Conduct regular evaluation of committee members and processes to ensure high levels of performance and communicate feedback to the relevant individual and the Governance/HR Committee.
8. Assist the Governance/HR Committee with the committee's leadership succession planning and act as a mentor for prospective committee chair(s).

### **Terms of Office**

1. Committee chairs are nominated by the Governance/HR Committee and appointed annually by Council.
2. The term of a committee chair is one-year from the date their appointment becomes effective, with a limit of being appointed no more than three consecutive years in a row.
3. Committee members may serve as chair when it is in the best interest of the continuity of the ongoing work of the committee.

### [Decision\(s\) for Council](#)

Council is being asked:

- 1. To approve the establishment and implementation of the Role of Committees Policy.**
- 2. To approve the establishment and implementation of the Role of Committee Chairs Policy.**

### [Public Interest Mandate](#)

Both policies are central to good governance practices and will contribute to the College's ability to carry out its mandate in an effective and ethical manner.

### [Contact](#)

- Chad Andrews, Director of Research and Policy

## BRIEFING NOTE: BY-LAW CHANGES

Governance/HR Committee – March 23, 2022

### Subject

The College By-laws are a primary source of information and guidance on matters pertaining to operations, procedures, and governance. Occasionally, it becomes clear that the By-laws, due to their age or some other factor, are not equipped to provide an appropriate pathway for managing an issue. In such cases, the By-laws can be changed through a Special Resolution of Council; in other words, a two-thirds majority of attending Council members must approve the changes. This requirement is laid out in section 2.01 of the By-laws, which state:

#### *2.01 Special Resolution is Required*

*(1) A Special Resolution is required to amend or revoke these By-laws, or make new By-laws.*

*(2) Written notice of all motions applying to the making, amending or revoking of a By-law shall be circulated:*

*(a) to Council Members at least 14 days prior to the tabling of such motion; and*

*(b) when required under Section 94(2) of the Code, to all Members at least 60 days prior to the tabling of such motion.*

*(3) Every By-law, including every amendment and revocation of a By-law, shall be dated and numbered according to the date on which it was passed, certified by the President or Vice-President, in addition to the Registrar, sealed and maintained in a book in its chronological order.*

### Background

Last year, a number of complaints were formally filed by Council members against other Council members, leading to a special meeting of Council to consider the issues and vote on how to proceed. As a result of the prescribed process outlined in section 9.03(3) of the By-laws, the Council members that were the subjects of complaints were automatically suspended until Council could review the matter. While automatic suspension of this kind may be appropriate in some circumstances, in others it may be unnecessary and may even lead to procedural issues, including committees struggling to reach quorum (which happened last year).

After reviewing the By-laws in this context, the College's legal council agreed that changing 9.03(3) to make suspensions possible (at the discretion of the Registrar and President or Vice President) but not mandatory is entirely appropriate. The College's legal council also agreed that section 9.03(1a) of the By-laws should be amended to suggest that mediation involving the Registrar and President should be considered in matters of this kind before the issue goes to Council. This provides an opportunity for the parties to come together in a mediated, professional capacity to potentially resolve the dispute before it becomes formalized in accordance with the By-laws.

The suggested changes to both 9.03(1a) and 9.03(3) are provided below in red.

## Recommended Changes

### **Recommendation for change to 9.03(1a):**

Where a Council Member or the Registrar believes that the College should consider the disqualification or sanction of the Subject Member, **and in the event that mediation involving the Registrar and President (or Vice President in the event of a complaint against the President) is unsuccessful in resolving the dispute**, the Council Member or Registrar shall advise the Executive Committee in writing;

- The addition of this language creates some space so that, if a complaint is made, there is the possibility for a mediated discussion to resolve the dispute before Council considers a sanction. Without this, the bylaw process immediately takes over and there is no opportunity to bring the parties together in a less formal manner.

### **Recommendation for change to 9.03(3):**

The Subject Member, throughout the process, **may** be temporarily suspended as a Council Member or Committee Member **at the discretion of the Registrar and President (or Vice President in the event of a complaint against the President) depending on the nature of the conduct complained about**, until a final decision by the College has been rendered or the Public Appointments Secretariat has removed the Appointed Council Member, as the case may be.

- This change ensures that members are not automatically suspended after a complaint is filed. There is still the chance to do this (because it may be appropriate in certain situations), but it is “at the discretion of the Registrar and President” instead of being automatic.

## Decision(s) for Council

Council is being asked:

**1. To approve the recommended changes to sections 9.03(1a) and 9.03(3) of the College By-laws as outlined above.**

## Public Interest Mandate

The recommended changes to the College’s By-laws ensure the effective management of Council and committees in the event of a dispute, while also creating space for less expensive and time-consuming mediation.

## Contact

- Chad Andrews, Director of Research and Policy

## BRIEFING NOTE

Council Meeting – March 2022

### Subject

Revisions to the Random Selection Criteria Policy and Practice Assessment Protocol.

### Background

The Quality Assurance (QA) Panel was recently updated on the number of outstanding practice assessments from previous years: approximately 90% of assessments from 2021 are to be completed in 2022 and 100% of assessment reports are to be reviewed by the QA Panel in 2022. This backlog was largely due to the COVID-19 pandemic\*, and in part due to the 2019 changes to the Random Selection Criteria Policy which resulted in an increase of the total percentage of members selected per year from 5% to 8%.

\*In early 2020, the College randomly selected 195 members to undergo a practice assessment in accordance with the updated Random Selection Criteria Policy. Shortly thereafter, all practice assessments were put on hold due to the COVID-19 pandemic. Only 8 practice assessments occurred during 2020; all other assessments from the 2020 selection occurred in 2021.

Additionally, the current number of files for each practice assessment has been the same (25 patient records) since 2001. In 2018, an independent evaluation of the QA Program found the feasibility of the Practice Assessment to be in question due to the number of files required at 25 (perceived by stakeholders to be too many). The Panel has also found that practice patterns are able to be identified after review of minimal files and that a decrease in the number of files assessed would not affect the reliability of the assessment (i.e., poor performers will still stand out).

At its meeting on February 28, 2022, the QA Panel discussed ways in which to ease the burden of the backlog by either deferring random selection for 2022 until 2023 or by making adjustments to the 2022 practice assessment process. The QA Panel decided that a random selection should still be done in 2022 but that revisions should be made to the process to increase efficiency. Specifically, **1) the Random Selection Criteria Policy should be revised to reduce the percentage of membership assessed by 50% per stratum, and 2) the number of files submitted for each practice assessment be reduced by 50% (from 25 to 12 records).**

The Panel believes that reducing the number of members selected back to pre-2020 numbers (i.e., approximately 100 members vs. approximately 200) will create a more manageable workload for the QA Panel, QA Assessors and College staff in 2022 and reduce the amount of backlog carried forward into 2023. A reduction in the number of files submitted per assessment will also allow QA Assessors to more quickly complete practice assessments while still allowing the QA Panel to investigate members' practices and identify those performing below the professional standards.

### Decision(s) for Council

To approve revisions to the Random Selection Criteria Policy and practice assessment protocol for 2022, as proposed by the Quality Assurance Panel.

## Considerations

- A more comprehensive Practice Assessment tool is currently in development and will be implemented for 2024. This tool will not rely solely on records assessment.

## Financial Implications

Approving the revisions would result in a reduction in the cost per assessment (QA Assessor remuneration could be halved), as well as fewer overall assessments which would result in a lower overall cost of conducting practice assessments.

There would also be a reduction in professional member per diem as the time needed to review assessment reports would be greatly reduced and fewer/shorter meetings could be held in 2022.

## Public Interest Mandate

Revisions to the practice assessment process for 2022 will create a more realistic workload which would allow the Panel to continue to assess members' practices and identify those in need of remediation (rather than deferring the random selection for the year).

## Supporting Materials

- Total Number of Random Practice Assessments by Year Graph
- Revised Random Selection Criteria Policy and implications
- Revised Practice Assessment Protocol

## Contact

- Shelby Sargo, Acting Manager, Quality Programs

## BRIEFING NOTE

Executive Committee – March 23, 2022

### Subject

Approval of the 2021 College Performance Measurement Framework (CPMF) Report

### Background

#### **Overview**

The CPMF is a standardized reporting tool that was launched by the Ministry of Health in 2020. Through the CPMF, regulatory colleges are required to measure and report on Ministry-specified standards and indicators in a standardized way. This information is not *assessed* by the Ministry but rather shared with the public to help strengthen accountability and oversight of Ontario’s health regulators. The College submitted its inaugural 2020 CPMF report in March 2021.

The 2021 CPMF reporting template (reporting period: Jan 1 – Dec 31, 2021) was refined based on feedback from colleges, the public, and experts resulting in the addition of three new focus areas: (1) Diversity, Equity, and Inclusion (DEI); (2) Risk Management; and (3) Use of Technology. In addition to the new focus areas, the Ministry has requested the colleges to report back on improvement plans identified in the 2020 report.

#### **Analysis of Results**

The College is asked to indicate whether it meets requirements listed in the CPMF, selecting either “Yes”, “No”, or “Partially”. (See Table 1 for a breakdown of the College’s responses per requirement.)

A 1-to-1 comparative analysis to the 2020 CPMF report is not possible due to the following structural changes to the 2021 CPMF reporting template:

- Partitioning of what used to be a single requirement into multiple parts, which increased the total number of requirements from 38 in the previous iteration to 50
- 14 requirements with modifications (e.g., additional evidence required, changes in wording)
- 7 new requirements
- Domain 6 and 7 under System Partner have been amalgamated into a single domain (Domain 6)

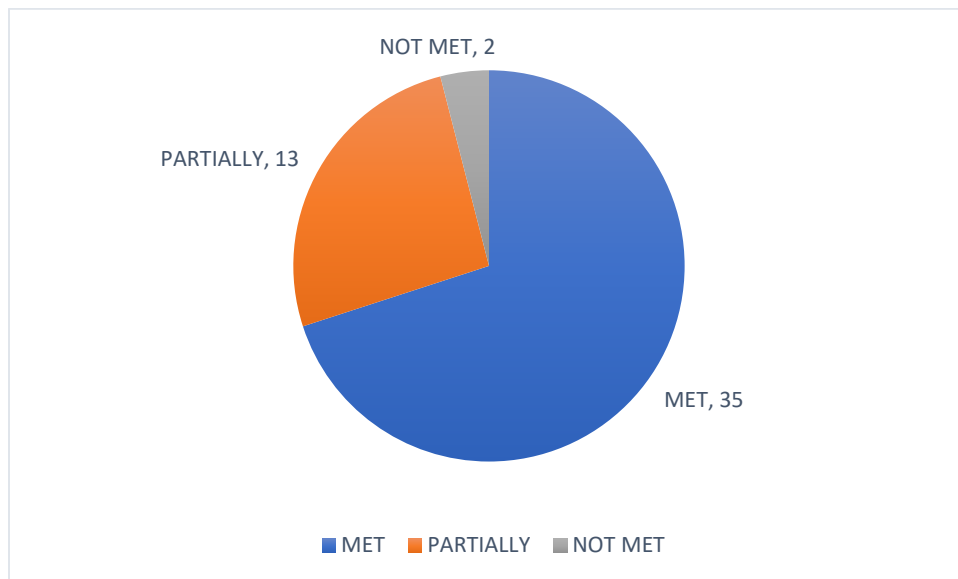
Please see Figure 1 for the distribution of responses in the 2021 CPMF report and Figure 2 for a comparison of the response distributions between the 2020 report and the 2021 report.

For the 13 requirements that fall under “Partially”, the College either meets these requirements in alternative ways or is in the process of fulfilling them. In either case, the College has an improvement plan dedicated to fulfilling each of the 13 requirements.

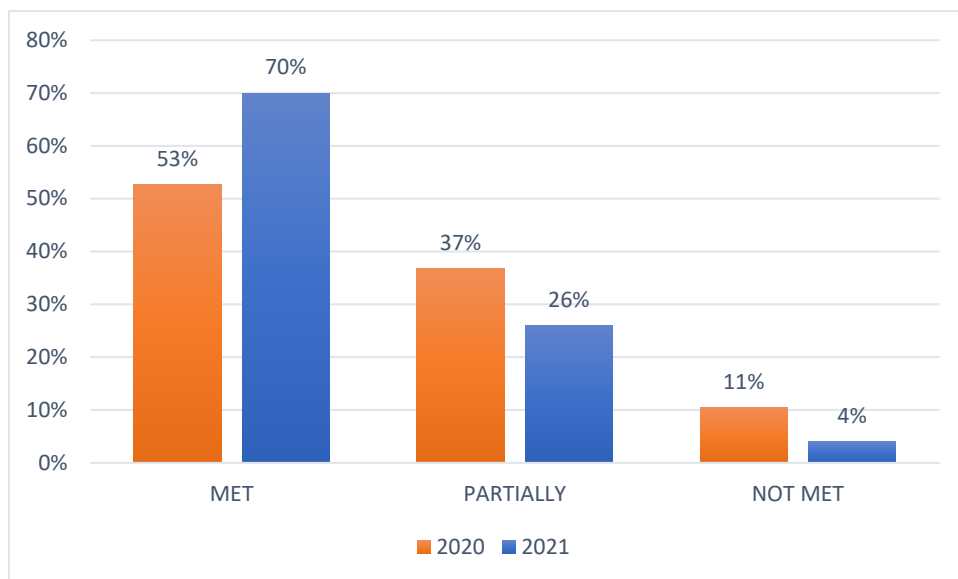
The 2 requirements for which the response is “No” are related to DEI, which is a new focus area introduced in this iteration. The College communicates the reasons why they are not being met and shares improvement plans.

A significant limitation of the CPMF with respect to the College responses that is worth noting is the subjective nature of some of the requirements. One may perceive a requirement as “Partially” met while another may perceive the same requirement as met or not met.

*Figure 1. Count of 2021 CPMF Responses*



*Figure 2. Comparison of CPMF Response Distributions – 2020 vs. 2021*



*Table 1. Breakdown of 2021 CPMF Responses*

Domain	Measure	Response by Requirement
<b>Governance</b>	1.1 Where possible, Council and Statutory Committee members demonstrate that they have the knowledge, skills, and commitment prior to becoming a member of Council or a Statutory Committee.	1.1.a.i MET 1.1.a.ii PARTIALLY 1.1.b.i MET 1.1.b.ii MET
	1.2 Council regularly assesses its effectiveness and addresses identified opportunities for improvement through ongoing education.	1.2.a MET 1.2.b PARTIALLY 1.2.c.i-ii MET 1.2.c.iii MET
	2.1 All decisions related to a Council's strategic objectives, regulatory processes, and activities are impartial, evidence-informed, and advance the public interest.	2.1.a.i MET 2.1.a.ii MET 2.1.b MET 2.1.c MET 2.1.d MET 2.1.e MET
	3.1 Council decisions are transparent.	3.1.a MET 3.1.b MET
	3.2 Information provided by the College is accessible and timely.	3.2.a MET 3.2.b MET
	3.3 The College has a Diversity, Equity and Inclusion (DEI) Plan.	3.3.a NOT MET 3.3.b NOT MET
	<b>Resources</b>	4.1 The College demonstrates responsible stewardship of its financial and human resources in achieving its statutory objectives and regulatory mandate.
5. The College actively engages with other health regulatory Colleges and system partners to align oversight of the practice of the profession and support execution of its mandate.		N/A
<b>System Partner</b>	6. The College maintains cooperative and collaborative relationships and responds in a timely and effective manner to changing public/societal expectations	N/A
	7.1 The College demonstrates how it protects against and addresses unauthorized disclosure of information.	7.1.a.i PARTIALLY 7.1.a.ii-iii MET
<b>Regulatory Policies</b>	8.1 All policies, standards of practice, and practice guidelines are up to date and relevant to the current practice environment (e.g. where appropriate, reflective of changing population	8.1.a PARTIALLY 8.1.b MET 8.1.c PARTIALLY



	health needs, public/societal expectations, models of care, clinical evidence, advances in technology).		
<b>Suitability to Practice</b>	9.1 Applicants meet all College requirements before they are able to practice.	9.1.a 9.1.b	MET MET
	9.2 Registrants continuously demonstrate they are competent and practice safely and ethically.	9.2.a	MET
	9.3 Registration practices are transparent, objective, impartial, and fair.	9.3.a	PARTIALLY
	10.1 The College supports registrants in applying the (new/revised) standards of practice and practice guidelines applicable to their practice.	10.1.a	PARTIALLY
	10.2 The College effectively administers the assessment component(s) of its QA Program in a manner that is aligned with right touch regulation.	10.2.a.i 10.2.a.ii 10.2.a.iii	PARTIALLY MET MET
	10.3 The College effectively remediates and monitors registrants who demonstrate unsatisfactory knowledge, skills, and judgment.	10.3.a	MET
	11.1 The College enables and supports anyone who raises a concern about a registrant.	11.1.a.i-ii 11.1.a.iii 11.1.b 11.1.c	MET MET MET MET
	11.2 All parties to a complaint and discipline process are kept up to date on the progress of their case, and complainants are supported to participate effectively in the process.	11.2.a	MET
	12.1 The College addresses complaints in a right touch manner.	12.1.a	PARTIALLY
	13.1 The College demonstrates that it shares concerns about a registrant with other relevant regulators and external system partners (e.g. law enforcement, government, etc.).	13.1.a	PARTIALLY
<b>Measurement, Reporting, and Improvement</b>	14.1 Council uses Key Performance Indicators (KPIs) in tracking and reviewing the College's performance and regularly reviews internal and external risks that could impact the College's performance.	14.1.a 14.1.b	PARTIALLY MET
	14.2 Council directs action in response to College performance on its KPIs and risk reviews.	14.2.a	MET
	14.3 The College regularly reports publicly on its performance.	14.3.a	PARTIALLY

[Decision\(s\) for Council](#)

To approve the 2021 CPMF Report

[Supporting Materials](#)



- 2021 CPMF Report (File Name: CPMF\_MasterReport\_FINAL.pdf)

#### Next Steps

- The final report needs to be submitted to the Ministry of Health and published on the College website by March 31, 2022.

#### Contact

- Eddy Cho, Manager, Informatics & IT

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# 6-8 / UPCOMING MEETINGS

6. List of Acronyms
7. Upcoming Council Meetings
  - a. June 24, 2022
  - b. September 16, 2022
  - c. December 9, 2022
8. 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
ASOPP	Advanced Standing Preparatory Program	An education pathway for individuals who have completed optometry training outside of North America and who wish to obtain a license to practice in Canada
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)

## List of Acronyms Used by the College of Optometrists of Ontario

Acronym	Name	Description
CJO	Canadian Journal of Optometry	Journal published by CAO whose mandate is to help optometrists build and manage a successful practice
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	<i>Canada Not-for-profit Corporation Corporations Act</i>	
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 <b>Note:</b> 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
CPMF	College Performance Measurement Framework	The CPMF is a reporting tool developed by the Ontario Ministry of Health (the Ministry) in close collaboration with Ontario's health regulatory Colleges (Colleges), to assess how well Colleges are executing their mandate to act in the public interest.
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 <i>Regulated Health Professions Act</i>

## List of Acronyms Used by the College of Optometrists of Ontario

Acronym	Name	Description
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
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 <i>Regulated Health Professions Act, 1991</i>
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 <i>Ministry of Health Appeal and Review Boards Act, 1998</i> , decisions of the ORC are heard here
HSPTA	<i>The Health Sector Payment Transparency Act, 2017</i>	An Act that requires industry to disclose transfers of value to health care professionals

## List of Acronyms Used by the College of Optometrists of Ontario

Acronym	Name	Description
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
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

## List of Acronyms Used by the College of Optometrists of Ontario

Acronym	Name	Description
OMA	Ontario Medical Association	The association that looks after the interests of medical practitioners
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	<i>Personal Health Information Protection Act</i>	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	<i>Regulated Health Professions Act</i>	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



## List of Acronyms Used by the College of Optometrists of Ontario

Acronym	Name	Description
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
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