



College of Optometrists of Ontario
Council Meeting
September 25, 2018
APPROVED

September 25, 2018

Attendance:

Dr. Pooya Hemami, President
Dr. Richard Kniaziew, Vice President
Dr. Patrick Quaid, Treasurer
Dr. Linda Chan
Dr. Bill Chisholm
Dr. Patricia Hrynchak
Mr. Bashar Kassir
Mr. Hsien Ping (Albert) Liang

Dr. Dino Mastronardi
Dr. Kamy Morcos
Dr. Christopher Nicol
Dr. Areef Nurani
Ms. Ellen Pekilis
Mr. Brian Rivait
Mr. John Van Bastelaar

Regrets:

Ms. Luisa Morrone
Ms. Maureen Chesney

Staff:

Dr. Paula Garshowitz, Registrar
Ms. Hanan Jibry
Ms. Mina Kavanagh

Mr. Nektarios Kikonyogo
Mr. Justin Rafton
Ms. Bonny Wong

1 **1. Call to Order:** Dr. Hemami called the meeting to order at 9:02 a.m. Dr. Hemami welcomed everyone
2 in attendance, including guests, to the meeting. All present were reminded that recording of the
3 meeting is not allowed.
4

5 On behalf of Council, Dr. Hemami presented a certificate of recognition to a departing Council member,
6 Dr. Dino Mastronardi, for his exceptional contributions to public protection. Dr. Mastronardi has come
7 to the end of his nine-year term.
8

9 **2. Adoption of the Agenda:** A draft agenda was circulated prior to the meeting. No new items were
10 added to the agenda.
11

12 Moved by Mr. Rivait and seconded by Dr. Morcos **to adopt the agenda.**
13

Motion carried

14
15 **a. Conflicts of Interest:** Dr. Hemami asked Council members if anyone had a conflict of interest with any
16 item on the day's agenda; Dr. Garshowitz declared a conflict of interest for Agenda Item #6 –
17 Registration Matters.
18

19 **3. Adoption of the Consent Agenda:** A draft consent agenda was circulated prior to the meeting. After
20 having confirmed that all councilors had read the consent agenda materials, two items were removed
21 for further discussion. The following items were included in the consent agenda:

22

23 PART 1 - Minutes of Prior Council Meetings

24 a. June 21, 2018

25 b. Motions and Actions Items Arising from the Minutes

26 PART 2 - Reports

27 c. Committee Reports

28 i. Executive Committee

29 ii. Patient Relations

30 iii. Quality Assurance

31 A. QA Panel

32 B. CP Panel

33 C. QA Subcommittee

34 iv. ICRC

35 v. Registration

36 vi. Fitness to Practise

37 vii. Discipline

38 viii. Governance Committee

39 d. Registrar's Report

40

41 Moved by Ms. Pekilis and seconded by Mr. Van Bastelaar **to adopt the consent agenda.**

42

Motion carried

43

44 **Items removed from the consent agenda**

45

46 a) QA Panel – Council members sought clarification concerning the random assessment process
47 and classification of continuing education (Category A and Category B) of the Quality Assurance
48 Program. The QA policies were explained by both committee members and staff in attendance.
49 A Quality Assurance Subcommittee had been struck at the January Council meeting to
50 undertake a program review. Consultants were currently performing such a review, and these
51 aspects would be delved into through this process.

52

53 Ms. Bonny Wong also provided an update regarding the recent survey gauging optometrists'
54 feedback on the OE Tracker. The College received 130 responses, with the majority being
55 positive, noting the new system to be easy to use and quite seamless.

56

57 Moved by Mr. Van Bastelaar and seconded by Mr. Rivait **to accept the QA Panel Report.**

58

Motion carried

59

60 b) Clinical Practice Panel: A report was circulated prior to the meeting. Revisions to the Standard of
61 Practice and the Clinical Practice Guidelines for OPR 6.6 Low Vision Assessment and Therapy
62 were included with the report. As the description section was the same for both the standard of
63 practice and clinical guideline, OPR 6.6 would be further discussed as part of the Panel' motion,
64 under Agenda item 7.a.i.

65
66
67
68
69
70
71
72
73
74
75
76
77
78
79
80
81
82
83
84
85
86
87
88
89
90
91
92
93
94
95
96
97
98
99
100
101
102
103
104
105
106
107
108
109

4. Financial Matters:

a. Treasurer’s Report: Dr. Patrick Quaid presented the report. The College recorded a year-to-date surplus of \$287K as of July 31, 2018. This surplus represents a variance to budget of \$722K. At its August meeting, staff presented to the Executive Committee a draft auditor assessment tool, based on a template from the Enhancing Audit Quality Initiative of the Chartered Professional Accountants. This tool formalizes a process for both an annual and comprehensive review of the College’s auditors and will be a guiding document for the new Audit/Finance/Risk Committee.

b. Financial Dashboard: The financial dashboard was circulated prior to the meeting. It has been updated to include the July 31, 2018 financial information, including the College’s investment funds; it indicates that the College’s financial position continues to be strong.

c. Balance Sheet and Income and Expenditure Report – to July 31, 2018: There is a \$600K increase in the balance sheet from July 2017 mainly due to increase in the reserve funds from 2017 as well as growth in the investment portfolio.

5. Terms of Reference for New Committees:

At its June meeting, Council agreed to strike an Audit/Finance/Risk Committee and introduce the role of Human Resources to the restructured Governance Committee, to commence in January 2019. To follow-up, the ad-hoc Governance Committee had developed draft terms of reference for the restructured Executive Committee, Governance/HR Committee and the new Audit/Finance/Risk Committee. These terms of reference were provided in the briefing materials.

Dr. Garshowitz presented each committee’s new terms of reference to Council, including their structure, membership and specific responsibilities. The Executive Committee would now be comprised of no more than 5 members. Along with its legislative mandate to act as Council between meetings in circumstances requiring immediate action, Executive would also focus on coordinating effective stakeholder engagement.

The Governance/HR Committee would shift from an ad-hoc to a standing committee, and focus on monitoring, development and review of governance and human resource processes related to volunteers and engagement of the registrar. Finally, the Audit/Finance/Risk Committee would be introduced, focusing on the College’s financial planning, monitoring the investment portfolio, the ongoing relationship with the external auditors and overseeing the enterprise risk management framework.

Council discussed the implications for committee composition, staff workload, potential budget effects, and meeting frequency. These three committees would be filled entirely by Council members. The aim was to have more Council members involved in the College’s corporate governance, with fewer Council members involved in the statutory committees. The ad-hoc Governance Committee would be recommending committee composition to Executive in late 2018, before a proposed slate was presented at the January 18, 2019 Council meeting.

6. Registration Matters

110 **IN CAMERA SESSION:** In accordance with Section 7(1.1) of the *Health Professions Procedural Code*
111 (HPPC), Council will go in camera under Section 7(2)(b) of the HPPC, whereby financial, personal or other
112 matters may be disclosed of such a nature that the harm created by the disclosure would outweigh the
113 desirability of adhering to the principle that meetings be open to the public.

114

115 Moved by Dr. Kniaziew and seconded by Dr. Nurani **to have the meeting go in camera.**

116

Motion carried

117 *Dr. Garshowitz, Mr. Rafton and guests left the meeting*

118

119

120

121

122

123

124

125

126

127

128

129

130

131

132

133

134

135

136

137

138

139

140

141

142

143

144

145

146 Moved by Dr. Kniaziew and seconded by Mr. Van Bastelaar **to have the meeting go out of camera.**

147

Motion carried

148 *Dr. Garshowitz, Mr. Rafton and guests returned to the meeting.*

149

150 **7. Motions Brought Forward From Committees:**

151

152 **a. Quality Assurance**

153 **i. Clinical Practice Panel:** The proposed motions were circulated prior to the meeting. The Panel
154 proposed minor edits to two standards of practice. Once approved by Council, the OPR will be updated
155 and members notified of the changes.

156
157 Amendment to simplify the wording of OPR 6.6. Minor edits were made to remove the specific
158 supplemental tests and replace with “sensory testing as indicated”, to make it less prescriptive. The
159 description in both the standard of practice and clinical guideline was revised. Council debated whether
160 the definition of visual impairment should include those that cannot be corrected by ocular motor
161 therapy.

162
163 Moved by Dr. Hrynychak and seconded by Dr. Morcos **to approve the publication of amendments to the**
164 **following section of the Optometric Practice Reference (OPR):**

- **6.6 Low Vision Assessment and Therapy**

Motion defeated

169 **Action item:** The Clinical Practice Panel to further discuss OPR 6.6 concerning the definition of visual
170 impairment.

171
172 Amendment to remove the express forms outlined for the examination of the eye and ocular adnexa, as
173 this is information for the clinical guidelines (biomicroscope, ophthalmoscopes, accessory lenses). A
174 minor edit to the wording was also introduced as “ophthalmic disclosing agents” was changed to
175 “staining ocular tissues”.

176
177 Moved by Dr. Hrynychak and seconded by Dr. Quaid **to approve the publication of amendments to the**
178 **following section of the Optometric Practice Reference (OPR):**

- **4.1 Clinical Equipment**

Motion carried

182
183 The Panel also proposed revisions to the College policy: Practice Locations – Reporting Requirements. It
184 was brought to CPP’s attention that this policy should be clarified in consideration of the new Conflict of
185 Interest Regulation under the *Optometry Act*, which came into effect in 2014. The policy should reflect
186 that optometrists, who are practising with other than another optometrist or a physician engaged in the
187 practice of medicine, must have an independent contractor agreement for all locations regardless of
188 how often they plan to practice in that location. Furthermore, the minimum criteria for an optometrist
189 to report a location to the College is changed from 14 or more days a year, to 12 or more days a year to
190 reflect those optometrists that practice at a location once per month.

191
192 Moved by Dr. Hrynychak and seconded by Dr. Chan **to approve revisions to the College policy: Practice**
193 **Locations – Reporting Requirements.**

194
195 Council debated whether optometrists should be required to report all practice locations, regardless of
196 the number of days practicing at that given location. Council directed the Clinical Practice Panel to
197 further revise the policy requiring optometrist to report all practice locations.

Motion defeated

200 **Action item:** The Clinical Practice Panel to revise College policy, requiring optometrists to report all
201 practice locations.

202
203
204
205
206
207
208
209
210
211
212
213
214
215
216
217
218
219
220
221
222
223
224
225
226
227
228
229
230
231
232
233
234
235
236
237
238
239
240
241
242
243
244
245
246
247

b. Governance Committee

i. Committee Terms of Reference: The proposed motion was circulated prior to the meeting. Council discussed the terms of reference earlier in the meeting. Council suggested some minor changes to the wording of the Audit/Finance/Risk Committee terms of reference, specifying the committee’s responsibilities would concern enterprise risk management, and not just on financial matters.

Moved by Dr. Kniaziew and seconded by Mr. Rivait **that Council accept the terms of reference for the restructured Executive Committee, Governance/HR Committee and the new Audit/Finance/Risk Committee, as amended.**

Motion carried

ii. Strategic Planning Committee: The proposed motion was circulated prior to the meeting. This was noted in both the governance review and feedback from Council to be a prime opportunity to re-evaluate and update the College’s Strategic Plan. Council watched a brief FHRCO video on strategic planning, led by Mr. Richard Steinecke. Council had briefly discussed this process at their June meeting and agreed to pursue the project in 2019. The Governance Committee recommended that a separate five-person ad-hoc Strategic Planning Committee be struck, which could therefore be in place and begin the process in late 2018/early 2019. This ad-hoc committee would then support the development and delivery of a comprehensive College strategic planning process. Council was also provided with proposed appointments for the Committee: Ms. Ellen Pekilis, Mr. Bashar Kassir, Dr. Christopher Nicol, Dr. Marta Witer and Dr. Tim Tsang.

Moved by R. Kniaziew and seconded by P. Quaid **that Council appoint Ms. Pekilis, Mr. Kassir, Dr. Nicol, Dr. Witer and Dr. Tsang to a five-person ad-hoc Strategic Planning Committee to oversee a strategic review in 2019 and present a report upon completion.**

Motion carried

c. Registration Committee:

The proposed motion was circulated prior to the meeting. Applicants for registration as optometrists in Ontario are required to successfully complete the standards assessment examination set or approved by the College, as one of the requirements for registration. The standards assessment examination is reviewed by the Registration Committee and approved by the College Council on an annual basis. Council is asked to approve the November 2018 Optometric Examining Board of Canada (OEBC) written exam and OSCE.

Moved by Dr. Quaid and seconded by Dr. Chisholm **that Council approve the November 2018 Optometric Examining Board of Canada (OEBC) written exam and OSCE as the standards assessment examination set or approved by the College for registration purposes.**

Motion carried

8. Governance Training – Public Trust: The Governance training session centered around the theme of public trust. Council watched a TED talk presented by British philosopher Onora O’Neill entitled “What we don’t understand about trust”. Council members who recently attended a CLEAR governance training spoke of their learnings on the topic. The topics included: public interest and practitioner interest; being trustworthy facilitating change; and public reporting and transparency. Council discussed methods to improve public perspective on the organisations, including having a larger involvement of

248 public members in College leadership positions. Council agreed that this discussion should be further
249 developed through the strategic planning process.

250

251 **9. Injunction Appeal – Update**

252 **IN CAMERA SESSION:** In accordance with Section 7(1.1) of the *Health Professions Procedural Code*
253 (HPPC), Council will go in camera under Section 7(2)(e) of the HPPC, which is to give instructions to, or
254 receive opinions from, the solicitors of the College.

255

256 Moved by Dr. Kniaziew and seconded by Dr. Quaid **to have the meeting go in camera.**

257

Motion carried

258

259 *Guests left the meeting.*

260

261

262

263

264

265

266

267

268

269

270

271

272

273

274

275

276

277

278

279

280

281

282

283

284

285

286

287

288

289

290

291

292 Moved by Dr. Kniaziew and seconded by Dr. Chisholm **to have the meeting go out of camera.**

293

Motion carried

294 *Guests returned to the meeting.*

295

296 **10. Legislative Updates**

297 **a. Spousal Exemption:** These provisions have been submitted to the Ministry of Health and Long-Term
298 Care; there are no developments yet to report.

299

300 **b. QA Regulation:** This regulation amendment has been submitted to the Ministry of Health and Long-
301 Term Care. The College has asked for the submission to be put on hold while a Quality Assurance
302 Program Review is being undertaken.

303

304 **c. Designated Drugs Regulation:** This regulation amendment has been submitted to the Ministry of
305 Health and Long-Term Care. The College had an initial consultation with the Ministry and was advised
306 that legislative change was not foreseen at this time. The Ministry did discuss the possibility of changing
307 the list of prescribed drugs into categories. The College will be involved in consultation with the Ministry
308 to receive further information, before presenting back to Council.

309

310 **c. Registration Regulation:** This regulation amendment has been submitted to the Ministry of Health
311 and Long-Term Care; the College has had an initial consultation with the Ministry on the submission.

312

313 **11. List of Acronyms**

314

315 **12. Dates of Upcoming Council Meetings (2018–2019)**

316 a. Friday, January 18, 2019

317 b. Wednesday, April 24, 2019

318 c. Monday, June 24, 2019 & Tuesday June 25, 2019

319

320 **13. Adjournment:** Moved by Dr. Chisholm and seconded by Mr. Rivait **to adjourn the meeting at 3:45**
321 **p.m.**

322

Motion carried