



COLLEGE OF OPTOMETRISTS OF ONTARIO

COUNCIL MEETING

FRIDAY, DECEMBER 13, 2024
AT 9:00 A.M.

(PUBLIC INVITED TO ATTEND ONLINE)

HYBRID MEETING

Vision and Mission

Vision: To ensure that the public understands, trusts and has confidence in optometrists.

Mission: To regulate Ontario's Doctors of Optometry in the public interest.

1 - 4 / INTRODUCTION

1. Call to Order/Attendance
 - a. Land Acknowledgement
 - b. Public Interest Statement

2. Adopt the Agenda
 - a. Conflict of Interest Declaration

3. Committee Updates

4. Consent Agenda
 - PART 1 - Minutes of Prior Council Meetings
 - i. September 13, 2024
 - ii. Motions and Actions Arising from the Minutes
 - PART 2 - Reports
 - b. Committee Reports
 - i. Executive
 - ii. Patient Relations
 - iii. Quality Assurance
 - iv. ICRC
 - v. Registration
 - vi. Discipline
 - vii. Governance/HR
 - viii. Audit/Finance/Risk

Council Agenda

Date: Friday, December 13, 2024 | 9:00 a.m. - 1:20 p.m.

Hybrid Meeting

Agenda Item	Item Lead	Time (mins)	Action Required	Page No.
1. Call to Order/Attendance b. Land Acknowledgement c. Public Interest Statement	M. Eltis	5	Decision	4
2. Adopt the Agenda a. Conflict of Interest Declaration	M. Eltis	2	Decision	4
3. Committee Updates	Committee Chairs	15	Presentation	4
4. Consent Agenda PART 1 - Minutes of Prior Council Meetings i. September 13, 2024 ii. Motions and Actions Items Arising from the Minutes PART 2 - Reports b. Committee Reports i. Executive ii. Patient Relations iii. Quality Assurance iv. ICRC v. Registration vi. Discipline vii. Governance/HR viii. Audit/Finance/Risk	M. Eltis	15	Decision	6 10 12 13 14 17 19 21 22 23
5. Registrar's Report	J. Jamieson	45	Presentation	25
10:25–10:40 a.m. – Morning Break		15		
6. Presentation from RBC Dominion Securities	J. Santos	15	Presentation	25
7. Motions Brought Forward from Committees a. Audit/Finance/Risk i. Approval of the proposed 2025 budget	N. Shah	15	Decision	26

ii.	Approval of the proposed general reserve funds for 2025	N. Shah	10	Decision	26
iii.	Approval of the revised allocations of internally restricted funds	N. Shah	10	Decision	30
iv.	Approval of the draft Finance Policy – Fee Review	N. Shah	10	Decision	33
b.	Registration				
i.	Approval of the Additional Credentials Policy, and to approve the use of the following designations or their historical equivalents: - For ABO: Diplomate, American Board of Optometry or Dipl. ABO or Board Certified, American Board of Optometry - For OVDR: FOVDRA	A. Yuen	20	Decision	37
12:00 p.m. – 1:00 p.m. - Lunch			60		
8.	Recognition of Dr. Kniaziew and Dr. Mastronardi	M. Eltis	5	Presentation	43
9.	Upcoming Council Meetings a. Friday, January 10, 2025 b. Friday, February 7, 2025 (Orientation) c. Friday, March 7, 2025 d. Friday, June 13, 2025 e. Friday, September 19, 2025 f. Friday, December 12, 2025	J. Jamieson	5	For information	43
10.	List of Acronyms				44
11.	Governance Guide: Robert’s Rules				50
12.	Council Feedback Survey	M. Eltis	5	Discussion	
13.	Adjournment – approximately 1:20 p.m.	M. Eltis	2	Decision	43
	Generative Discussion (optional)	M. Eltis	30	Discussion	
a.	Generative Discussion Feedback Survey				



**College of Optometrists of Ontario
Council Meeting
DRAFT – September 13, 2024**

Attendance:

Dr. Mark Eltis, President	Dr. Dino Mastronardi
Dr. Camy Grewal, Vice President	Dr. Kamy Morcos
Ms. Suzanne Allen	Dr. Patrick Quaid
Dr. Lisa Christian	Mr. Toye Soile
Dr. Pooya Hemami	Mr. Andre Tilban-Rios
Ms. Esther Jooda	Dr. William Ulakovic
Mr. Howard Kennedy	Dr. Abraham Yuen
Dr. Richard Kniaziew	

Regrets

Ms. Lisa Holland
Mr. Narendra Shah

Staff:

Mr. Joe Jamieson, Registrar & CEO	Ms. Jaslin Facey
Ms. Hanan Jibry, Deputy Registrar	Ms. Debbie Lim
Mr. Chad Andrews	Ms. Adrita Shah Noor
Mr. Edward Cho	

Guest:

Ms. Julia Martin, legal counsel

- 1 **1. Call to Order/Attendance:** Dr. Eltis called the meeting to order at 9:00 a.m.
2
3 Dr. Eltis read the land acknowledgement and public interest statement.
4
5 **2. Adoption of the Agenda:** A draft agenda was circulated prior to the meeting.
6
7 *Moved by Ms. Jooda and seconded by Dr. Mastronardi to **adopt the agenda.***
8 **Motion carried**
9
10 **2a. Conflict of Interest Declaration:** Dr. Eltis asked Council members if anyone has a conflict of interest
11 with any item on the day's agenda.
12
13 No conflicts of interest were declared.
14

15 **3. DEI Presentation: Vision Loss Rehabilitation Canada:** Ms. Lisa Tyrell presented on the work
16 completed by Vision Loss Rehabilitation Canada.

17
18 **4. Committee Updates:** The Committee Chairs presented updates on their respective committees.
19

20 **5. Consent Agenda:** A draft consent agenda was circulated prior to the meeting. The following items
21 were included in the consent agenda:

22
23 PART 1 - Minutes of Prior Council Meetings

- 24 a. June 21, 2024
- 25 b. Motions and Action Items Arising from the Minutes

26 PART 2 - Reports

- 27 b. Committee Reports
 - 28 i. Executive
 - 29 ii. Patient Relations
 - 30 iii. Quality Assurance:
 - 31 iv. ICRC
 - 32 v. Registration
 - 33 vi. Discipline
 - 34 vii. Governance/HR Committee
 - 35 viii. Audit/Finance/Risk Committee

36
37 Council inquired about the recent FORAC meeting and asked if there was any discussion surrounding the
38 stability of the OEBC funding. The President informed Council that the information needs to be
39 discussed by the Registration Committee and that a decision was not made at the FORAC meeting.

40
41 Council asked if an update on the Council Elections can be provided. Mr. Andrews confirmed that there
42 are no updates at this time, but that the candidate profiles would be posted on September 24.

43
44 *Moved by Dr. Yuen and Dr. Hemami to adopt the consent agenda.*

Motion carried

45
46 Council took a break at 10:20am

47
48 Council resumed at 10:50am

49
50 **6. Registrar's Report**

51
52 Mr. Jamieson presented his report which touched on data security and staff updates.

53
54 *Moved by Dr. Grewal and seconded by Dr. Ulakovic to move in camera.*

Motion carried

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56
57 **IN CAMERA Session: Legal Matters**

58 In accordance with Section 7(2)(e) of the Health Professions Procedural Code, which is Schedule 2 to the
59 *Regulated Health Professions Act, 1991*, to discuss legal matters.

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61 Council moved **in camera at 11:18 a.m.**

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Council moved **out of camera at 11:36 a.m.**

Mr. Jamieson stated we went in-camera to address a concern with respect to advertising of eye exams and to receive legal advice. The matter was discussed and resolved.

Council asked about what was discussed during the FORAC strategic discussion. Mr. Jamieson mentioned that the organization examined its purpose as a national body and considered the input of the provincial regulatory authorities present at the table.

7. Motions Brought Forward from Committees

a) Audit/Finance/Risk

i. Approval of the new QA Practice Assessment fees for Chart-Review Protocol (CRP) and Chart-Stimulated Recall Protocol (CSRP)

Dr. Hemami presented the motion on behalf of Mr. Shah, and asked Dr. Morcos to provide additional background information from the Quality Assurance Committee.

*Moved by Dr. Yuen and seconded by Dr. Ulakovic to **approve the QA Practice Assessment fees for Chart-Review Protocol (CRP) and Chart-Stimulated Recall Protocol (CSRP).***

All in favour
Motion carried

b) Quality Assurance

i. Approval of the proposed scope of practice amendments submission to the Ministry of Health

Dr. Morcos presented the motion.

*Moved by Dr. Yuen and seconded by Dr. Grewal to **approve the proposed scope of practice amendments submission to the Ministry of Health.***

Council discussed the feedback on the proposed scope of practice amendments.

- 109
110
111
112 **c) Registration**
113
114 **i. Approval of amendments to paragraph 18.03(15) of the College by-laws.**
115
116 Dr. Yuen presented the motion.
117
118 *Moved by Dr. Grewal and Ms. Jooda to approve the amendments to paragraph 18.03(15) of the College*
119 *by-laws.*
120
121 Council asked about the option of changing the terms, conditions and limitations. Dr. Yuen said this
122 motion is merely a wording change as the original by-law went above and beyond what the Health
123 Professions Procedural Code required.
124
125
126 **8. Dates of Upcoming Council Meetings**
127 a. Friday, December 13, 2024
128
129 **9. List of Acronyms**
130
131 **10. Governance Guide: Robert’s Rules**
132
133 **11. Council Feedback Survey**
134
135 **12. Adjournment:** *Moved by Dr. Ulakovic and seconded by Mr. Kennedy to adjourn the meeting at 11:56*
136 *a.m.*
137

All in favour
Motion carried

All in favour
Motion carried

Motion carried

Council Meeting – September 13, 2024

COUNCIL ACTION LIST STATUS

Updated December 2, 2024

Date mm/dd/yr	Minute Line	Action	Status	Comments
06/18/21	155	Staff, including practice advisors, will develop a practice advisory regarding advertising.	Ongoing	

Council Meeting – September 13, 2024

MOTION LIST

Updated December 2, 2024

Date mm/dd/yr	Minute Line	Motion	Committee	Decision
09/13/24	94	Moved by Dr. Yuen and seconded by Dr. Ulakovic to approve the QA Practice Assessment fees for Chart-Review Protocol (CRP) and Chart-Stimulated Recall Protocol (CSRP).	Audit/Finance/Risk	Motion carried
09/13/24	105	Moved by Dr. Yuen and seconded by Dr. Grewal to approve the proposed scope of practice amendments submission to the Ministry of Health.	Quality Assurance	Motion carried
09/13/24	118	Moved by Dr. Grewal and Ms. Jooda to approve the amendments to paragraph 18.03(15) of the College by-laws.	Registration	Motion carried

Executive Committee Activity Report

Reporting date: December 13, 2024

Chair: Dr. Mark Eltis

Meetings in 2024: 4 over Zoom | most recent on November 20, 2024

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

Committee Agenda for December 13, 2024 Council Meeting

The Executive Committee reviewed a draft agenda and motions for the December 13, 2024 meeting of Council.

Other Items

C. Andrews provided an update on the activities of the Research Steering Group. The Group met recently to consider a single proposal, ultimately finding that it did not meet the quality threshold to justify forming a panel. As a result, no external research will be funded in 2024.

A new call for proposals will be developed and released early next year. Past CFPs have been released in the fall, and this change—releasing the call earlier—is designed to create additional space for the kind of networking and dissemination that will potentially lead to more and better applications.

Attachments

NA

Patient Relations Committee Activity Report

Reporting date: December 13, 2024

Committee Chair: Esther Jooda

Meetings in 2024: 1 (Zoom) | most recent on March 1, 2024

Key Priorities

The Patient Relations Committee manages the Program of Funding for Therapy and Counselling.

Information Items

Program of Funding for Therapy and Counselling

The patient therapy program continues to provide support for two patients.

As per the usual process, the patients have been provided two updates on the status of their funding, with the most recent update happening at the end of November.

Discussion Items

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

Decision Items

The Patient Relations Committee does not have any motions for Council to review at this meeting.

Attachments

N/A

Quality Assurance Committee Activity Report

Reporting date: December 13, 2024

Chair: Dr. Kamy Morcos

Meetings in 2024: 8 virtual meetings

Tasks Completed Since Last Council Meeting:

- Random practice assessments – reviewed and decided on:
 - o Remedial programs and practice re-assessments
 - o Written submission from registrant regarding their remediation requirements.
- Practice Assessment Revamp Project:
 - o Completed phase 1 of the pilot test (Chart Review Protocol, or CRP)
 - o Began phase 2 of the pilot (Chart-Stimulated Review Protocol, or CRSP)
 - o Prepared for CRP assessor training
- CE hours audit (2021-2023 cycle) – reviewed and decided on SRAs due to deficiencies in CE hours
- 750 direct optometric care hours audit over the past three-year period (2021-2023) – reviewed and decided on CRA reports and Case Manager Reports due deficiencies in care hours
- Continued working on the OPR modernization project
- Initiated the development of a recordkeeping e-module

Key Priorities

- Conducting pilot testing of the practice assessment revamp project
- Reviewing practice assessments, remedial programs, and re-assessments
- Continuing the OPR modernization project

Information Items

Practice Assessment Stats

	Since Last Council Meeting	Throughout 2024
SRA Reports Reviewed	3	9
CRP Reports Reviewed	57	152
CSRP Reports Reviewed	1	14
CRA and Case Manager Reports Reviewed	6	21
Ongoing Remediation Cases and Re-assessments Reviewed	8	54
New Referrals for Remediation	3	12

Discussion Items

Practice Assessment Revamp Project:

- Ninety-five (95) registrants were randomly selected to participate in the pilot test of the CRP tool.
- Ninety-four registrants have completed their CRP assessments; the remaining one has been granted an extension.
- Of the 94 registrants, 62 were discharged and 32 were selected to move forward with a CSRP
- Two different assessors were assigned to each CRP and completed their assessments independently.
- Preliminary results from the inter-rater reliability analysis indicate that:
 - The total number of disagreements was proportionally much lower in the pilot test than the pre-test. This suggests a better understanding of the review criteria and process among assessors
 - About half of the indicators showed a decrease in disagreements from the pre-test to the pilot test
- CRP assessor training is scheduled for early 2025, with the goal of further reducing assessor disagreements and clarifying when to recommend a CSRP
- Post-assessment surveys will be sent to registrants and assessors to gather feedback
- The pilot test is expected to be completed by mid-2025, followed by the official launch of the new practice assessment component of the QA program.

CE Hours Deficiency Audit of the 2021-2023 CE cycle:

- Three registrants completed practice assessments (Short Record Assessment)
- Of these three, two were escalated to a Complete Record Assessment, while clarifications were required for the remaining one.

750 Direct Optometric Care Hours Audit of the 2021-2023 period:

- One registrant completed a practice assessment (CRA) and was discharged.
- Practice assessments for six registrants were waived as they are either currently undergoing a practice assessment/evaluation or have successfully completed one in 2024.

Modernization of the OPR

- At the November 1, 2024 QA Special Projects (QASP) Panel meeting, the Panel focused on edits to the specific diseases, disorders, and procedures sections of the OPR.
- The revisions ensured that the standards are relevant to current optometry practices and advances in health care sciences and technologies.
- Once the final edits are reviewed, the Panel will seek approval for public consultation on the modernized OPR in early 2025.

Developing a Recordkeeping E-module:

- The QASP Panel identified a need for a dedicated e-learning module on recordkeeping, as it is a common issue identified through both the practice assessment and complaints processes.
- The groundwork for the e-module has been laid, including the establishment of timelines and milestones.
- The project will commence once the OPR modernization is complete, as the e-module will reference the updated OPR sections.

- The development of this e-module aligns with the College's strategic plan to adopt a right-touch regulation approach. This will enable the QAC and ICRC to refer registrants to complete the recordkeeping e-module, providing a more appropriate level of remediation than coaching

Attachments

N/A

Inquiries, Complaints and Reports Committee (ICRC) Activity Report

Reporting date: December 13, 2024

Committee Chair: Dr. Dino Mastronardi

Meetings in 2024: 8

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.

Since the Committee last reported to Council, a meeting was held on October 30, 2024, with members of Dr. Mastronardi’s panel. Dr. Jenna Astorino’s panel also held a case review meeting on November 29, 2024. No additional panel meetings are anticipated for the rest of the calendar year.

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.

Cases Processed Since Last Reporting (September 1, 2024 – November 29, 2024)

- Complaints newly filed: 12
- Cases reviewed by the panels: 19
- Complaint Cases to Alternative Dispute Resolution (ADR): 0
- Cases carried over: 4

Decision Breakdown	Total
Decisions Issued	18
Case Type	
• Complaints	16
• Registrar’s Investigations	2
• Incapacity Inquiry	0
Dispositions (for cases above)	
• No action/No further action (NFA)	12
• Advice/Recommendation	2
• Remedial agreement	0

<ul style="list-style-type: none"> Specified Continuing Education or Remediation Program (SCERP) & Oral caution Acknowledgement and Undertaking Referral of specified allegations to the Discipline Committee 	<p>0</p> <p>2</p> <p>2*</p>
<p>Nature of Allegations (for dispositions above, no action/NFA excluded)**</p> <ul style="list-style-type: none"> Failure to diagnose or misdiagnosis Related to patient record-keeping and documentation Inadequate eye examination and/or treatment Unprofessional behaviour & communication Related to eyeglasses or contact lens prescriptions Practised optometry while certificate of registration was suspended Failure to comply with QA program requirements 	<p>1</p> <p>0</p> <p>1</p> <p>2</p> <p>0</p> <p>1</p> <p>1</p>
<p>Timeline for Resolution (for cases above)</p> <ul style="list-style-type: none"> <120 Days 121-150 Days 151-180 Days 180+ Days 	<p>0</p> <p>0</p> <p>0</p> <p>18</p>

**These were two case files involving the same registrant.*

*** Certain matters may contain more than one allegation.*

Health Professions Appeal and Review Board (HPARB) cases

- New appeals: 0
- Outstanding appeals to be heard: 3
- Appeals heard and awaiting decisions: 2
- ICRC Decision Confirmed: 1
- ICRC Decision Returned: 0

Registration Committee Activity Report

Reporting date: December 13, 2024

Chair: Dr. Abraham Yuen

Meetings in 2024: 4 (via videoconference)

Tasks Completed Since Last Council Meeting:

- Discussed the Ministry of Health (MOH), the Federation of Optometric Regulatory Authorities of Canada (FORAC), the Office of the Fairness Commissioner (OFC), Touchstone Institute and the Internationally Graduated Optometrist Evaluating Examination (IGOEE), the Optometry Examining Board of Canada (OEBC) and the National Board of Examiners in Optometry (NBEO) examinations, and the registration process.

Key Priorities

Ministry of Health

- Since June 26, 2024, MOH staff have continued to reach out to the College with questions associated with the additional proposed amendments to the Registration Regulation.
- MOH staff met with College staff on September 26 and October 10 to obtain clarification associated with the College responses.

Federation of Optometric Regulatory Authorities of Canada

- The September 7, 2024, FORAC Board of Directors meeting was attended by the College President, Vice President, Registrar and CEO, and the Deputy Registrar.
- At that meeting, the FORAC Board agreed by consensus that any changes to the funding model should wait until the initiatives the Board members wish to fund, are known.
- The motion for FORAC to approve the FORAC-FAROC Position Statement on National Licensure was tabled at the meeting as several provinces did not feel that national licensure was an objective that ought to be pursued at this time.
- At the FORAC meeting, OEBC discussed its financial position and sought clear direction from its members by March 2025.

Office of the Fairness Commissioner

- College staff met with the Director of the University of Waterloo School of Optometry and Vision Science on October 30, 2024, to discuss the issue associated with the Advanced Standing Optometry Preparatory Program (ASOPP) as identified by the OFC.
- College staff met with OFC staff on November 13, 2024, to discuss the November 6 submission of the required statistics and responses in the compliance plan spreadsheet associated with the OFC risk rating.

Touchstone Institute

- The Committee met with Touchstone Institute's Director of Exam Administration on November 14 to discuss the 2025 IGOEE administration and increasing the content of the IGOEE through pilot testing in live administrations.
- It was reported that as of November 14, there were 18 referred candidates to challenge the 2025 IGOEE and six paid exam registrations. It was mentioned that registrations to challenge the IGOEE typically take place during December and January when the IGOEE has been scheduled in March.

Optometry Examining Board of Canada

- The Committee met with OEBC's CEO on November 14 to discuss OEBC's financial position and other updates.

National Board of Examiners in Optometry

- It was reported that the launch of the new NBEO Part II PEPS exam went well and that the exam cut score setting was scheduled for November 2024 with the score release dates for the new Part III PEPS exams challenged in August – October 2024, still scheduled for December 2024.

Registration Process

- College staff continue to accept applications for registration electronically and validate documents with applicants.
- There were 22 candidates registered for the October 2024 online Jurisprudence exam.
- There has been a total of 147 online applications in 2024 as of November 13. There have been five applications by internationally trained applicants and eight applications using labour mobility since the online application portal was launched on September 1, 2023, for internationally trained, labour mobility, and Academic Certificate of Registration applicants.

Discussion Item

- The Committee continued to discuss the criteria for additional optometric credentials.

Discipline Committee Activity Report

Reporting date:	December 13, 2024
Committee Chair:	Dr. William Ulakovic
Meetings in 2024:	1

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.

Since its last report to Council, the Discipline Committee received a new referral from the ICRC.

The Committee has not held any hearings, and no reinstatement applications are currently pending.

There is 1 other active matter before the Discipline Committee and a Pre-hearing Conference for it took place on November 5, 2024, and the hearing is tentatively scheduled for May 2025.

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: December 13, 2024

Chair: Dr. Lisa Christian

Meetings in 2024: 4 (3 Zoom, 1 in-person) | Most recent: November 22, 2024

Tasks Completed Since Last Council Meeting:

- The Committee developed recommendations for committee and chair positions for 2025 – see below for additional details.
- In line within its framework, the Chair of the Committee worked with the President to complete a performance review of the College’s Registrar – see below for additional details.

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 is to review the College’s governance policies and processes, and to make changes and additions where appropriate to enhance the College’s governance portfolio.

Discussion Items

Committee and Chair Appointments

Working with its framework and reviewing a range of materials, the Committee developed recommendations for committee chairs and members for 2025. The recommended slates will be presented to Council for approval on January 10, 2025.

Annual Registrar Review

Developed this year, the framework for assessing the Registrar specifies “on” and “off” years for 360° assessments. 2024 was an “off” year, meaning that the process this year was comprised of a self-assessment only, followed by a meeting with the President and Chair of Governance-HR to review the year and next steps. This discussion took place on November 22, 2024; as a result, the Registrar assessment for 2024 is now complete. Next year’s assessment will include a full 360° review.

Attachments

NA

Audit/Finance/Risk Committee Activity Report

Reporting date: December 13, 2024

Chair: Mr. Narendra Shah

Meetings in 2024: Four (4) via teleconference

Tasks Completed Since Last Council Meeting:

- The Committee reviewed the third quarter financial reports, breakdown of restricted funds, and forecasts for 2024 (see information below).
- The College's portfolio with RBC Dominion Securities indicates net investment returns of about 13% since the transition to the investment firm in 2023. The current performance and asset allocation are in line with the College's investment objectives.
- The Committee deliberated on the proposed 2025 budget and general reserve funds, as well as the reallocation of restricted funds balance at the end of 2024. Details about this proposal are enclosed for discussion.
- The Committee developed the Fee Review policy using financial indicators to assist the College in determining whether a fee adjustment is necessary. The briefing note for AFR Committee's recommendation is enclosed for discussion.
- At its July 25th meeting, the Committee supported the existing Finance Policy for Reserve Funds with no changes.

Key Priorities

The approval of the proposed financial plan for 2025 is the top priority. Equally, close monitoring of operating costs against the budget is underway as year-end approaches.

There is a constant review of investment performance, potential risks related to financial, operational, information technology, strategic, and organizational.

Information Items

Below is the financial overview as of September 30, 2024, and projections to year-end, for Council information. The overall year-end estimates indicate a positive net result of \$0.2M, after other income of \$0.4M.

INCOME STATEMENT (\$'000)	Year-to- date actual	Full Year Budget	Year-end Forecast	% (Forecast / Budget)
Revenue	3,139	3,084	3,182	103.2%
Expenses	2,449	3,669	3,376	92.0%
Operating surplus (shortfall)	690	(585)	(194)	33.1%
Other income (loss)	413	68	413	602.5%
Net surplus (shortfall)	1,103	(517)	219	(42.4%)

- **Revenue** - The College exceeded its target on annual registration fees, new application fees, new corporation, and QA practice assessment fees. Corporation renewals are ongoing and as of the reporting period, about 92% of corporation renewals have been accounted for.
- **Expenses** - The total year-to-date expenses consist of \$2.08M administrative and \$0.37M committee expenses. This includes \$0.26M in strategic costs taken from restricted funds.

Below is the year-over-year comparison of the College’s financial position as of September 30th.

BALANCE SHEET (\$'000)	FY 2024	FY 2023	\$ Change	% Change
Total assets	6,653	6,118	535	9%
Total liabilities	31	32	(1)	-3%
Net assets	6,622	6,086	536	9%

- More than 50% of the College’s funds are placed in short-term accounts.
- Year-to-date investments are at \$3.24M, including unrealized gains of \$0.2M.
- Net assets are equal to about 22 months of this year’s average monthly expenses.

Discussion Items

The Audit/Finance/Risk Committee (AFR Committee) is presenting four motions which are interrelated.

The proposed 2025 budget and general reserve funds are part of the annual budgeting process. The AFR Committee comprehensively reviewed next year’s financial plan and is recommending increasing the general reserves by \$0.5M to complement the projected operating costs.

To achieve a revenue-neutral budget, the College will utilize its internally restricted funds which are suggested to be reorganized by setting aside funds for future operating budget shortfalls.

The last motion is a new policy for reviewing College fees in the future and it is based on the financial health of the College.

Decision Items

The Audit/Finance/Risk Committee recommends to Council the approval of:

1. The 2025 balanced operating budget with \$0.5M to be withdrawn from Restricted Funds
2. The proposed \$3M as General Reserve Funds for 2025
3. Reorganized internally restricted funds from 2025 with nine (9) allocations including Contingency for operating shortfall
4. Draft Finance Policy – Fee Review

Attachments

N/A

5-7 / PRESENTATIONS & MOTIONS

5. Registrar's Report: Registrar and CEO Mr. Joe Jamieson to provide College updates via PPT presentation.
6. Presentation from RBC Dominion Securities.
7. Motions Brought Forward from Committees
 - a. Audit/Finance/Risk
 - i. Approval of the proposed 2025 budget
 - ii. Approval of the proposed general reserve funds for 2025
 - iii. Approval of the revised allocations of internally restricted funds
 - iv. Approval of the draft Finance Policy – Fee Review
 - b. Registration
 - i. Approval of the Additional Credentials Policy, and to approve the use of the following designations or their historical equivalents:
 - For ABO: Diplomate, American Board of Optometry or Dipl. ABO or Board Certified, American Board of Optometry
 - For OVDR: FOVDRA

BRIEFING NOTE

Council Meeting – December 2024

Subject

Proposed 2025 Budget and General Reserve funds

Background

The Audit/Finance/Risk Committee reviewed the 2025 financial budget with the following objectives:

- Strategically plan activities to target a positive, if not balanced operating budget.
- Maintain financial stability and stewardship, with a focus on following the College's mandate.
- Ensure that the College has sufficient funds to fulfill its legislative obligations.
- Achieve all the above without increasing the registrants' fees in 2025.

The proposed 2025 budget satisfies these goals.

The amount required for 2025 is \$554K to balance the operating budget (\$134K) and support the strategic projects (\$420K) planned for next year.

Decision(s) for Council

The AFR Committee is recommending the approval of:

1. The proposed 2025 budget of \$554,296 that is to be released from Restricted Funds
2. The proposed 2025 general reserve funds of \$3M

Considerations

1. The College follows conservative financial planning.

Revenue \$3.21M (↑2.0% from 2024)

- The 2% increase in revenue relates to projected growth in membership
- The College has maintained the same level of registrants' fees since 2013, and corporation fees since it was reduced in 2020.

Expenses \$3.77M (↑2.7% from 2024)

- The estimated committee and administration expenses are based on this year's forecasts.
- Some strategic activities are continuing, and others were approved by the Council following recommendations from the Committee.

2. The operating budget for 2024 is at break-even. The current year-end forecasts indicate a net surplus of \$219K due to interest earned in short-term accounts and positive investment values without which, the net operating results for 2024 are a shortfall of \$194K.
3. Over time, there was an increase in regulatory activities that required additional financial resources. This includes projects proposed in the Strategic Plan 2023-2025 that were developed by Council. Staffing levels have been maintained for several years, and the College continues to work with lean resources without sacrificing the quality of service to its stakeholders.
4. The suggested contingency funds of \$3.0M are equal to 80% of the proposed 2025 budget, which is in line with the Reserve Funds policy. The College hopes to continuously build up its financial reserves to fulfill its public protection mandate and meet regulatory requirements.

Public Interest Mandate

The operating budget and planned activities for 2025 complement the College's mission and long-term strategic plans.

Diversity, Equity, and Inclusion Considerations

The budget for information sessions on Diversity, Equity, and Inclusion (DEI) for Council, committees, and staff, are included in the 2025 financial plan as continuing activities to promote DEI values.

Supporting Materials

COO - Proposed 2025 Budget and details of strategic projects

Next Step

- The approved budget will serve as a guide for the financial activities in 2025.
- The College will maintain at least \$3.0M in liquid accounts as contingency

Contact

Deborrah Anne Lim, Manager, Finance and Office Administration

College of Optometrists of Ontario
Draft Budget for the financial year 2025

Particulars	2024 Year-end Forecast	FY 2024 BUDGET	FINANCIAL YEAR 2025		
			OPERATING BUDGET	RESTRICTED FUNDS	OVERALL BUDGET
	(A)	(B)	(C)	(D)	E = (C+D)
Revenue					
Annual registration fees	\$ 2,795,402	\$ 2,767,984	\$ 2,836,916	\$ -	\$ 2,836,916
Professional corporation fees	\$ 283,940	\$ 283,940	\$ 305,940	\$ -	\$ 305,940
Services and other fees and recoverables	\$ 102,911	\$ 32,000	\$ 21,760	\$ -	\$ 21,760
Other income	\$ 412,860	\$ 68,530	\$ 50,000	\$ -	\$ 50,000
Total Revenue	\$ 3,595,113	\$ 3,152,454	\$ 3,214,616	\$ -	\$ 3,214,616
Committee expenses					
Council meeting and training expense	\$ 97,634	\$ 92,800	\$ 93,600	\$ -	\$ 93,600
Inquiries, Complaints, and Reports Committee	\$ 31,238	\$ 38,400	\$ 35,800	\$ -	\$ 35,800
Quality Assurance Committee	\$ 131,253	\$ 146,550	\$ 143,700	\$ -	\$ 143,700
Executive Committee	\$ 27,725	\$ 33,600	\$ 31,050	\$ -	\$ 31,050
Strategic planning	\$ -	\$ -	\$ -	\$ -	\$ -
Stakeholder engagement	\$ 131,489	\$ 135,845	\$ 148,256	\$ -	\$ 148,256
Discipline Committee	\$ 23,883	\$ 37,700	\$ 37,700	\$ -	\$ 37,700
Registration Committee	\$ 24,000	\$ 24,000	\$ 24,000	\$ -	\$ 24,000
Fitness to Practice	\$ -	\$ 2,250	\$ -	\$ -	\$ -
Governance Committee	\$ 13,572	\$ 11,550	\$ 20,550	\$ -	\$ 20,550
Clinical Practice Committee	\$ -	\$ -	\$ -	\$ -	\$ -
Audit, Finance, Risk Committee	\$ 5,375	\$ 11,550	\$ 10,500	\$ -	\$ 10,500
Patient Relations Committee	\$ 1,500	\$ 3,300	\$ 3,300	\$ -	\$ 3,300
Total Committee expenses	\$ 487,669	\$ 537,545	\$ 548,456	\$ -	\$ 548,456
College administration expenses					
Salaries and benefits	\$ 1,819,877	\$ 1,854,700	\$ 1,998,615	\$ -	\$ 1,998,615
Legal fees	\$ 154,980	\$ 142,500	\$ 175,500	\$ -	\$ 175,500
Administration and services	\$ 186,120	\$ 197,137	\$ 169,376	\$ 33,000	\$ 202,376
Occupancy costs	\$ 160,048	\$ 167,960	\$ 166,020	\$ -	\$ 166,020
IT services and maintenance	\$ 128,607	\$ 126,790	\$ 123,345	\$ -	\$ 123,345
IT projects	\$ 161,041	\$ 141,400	\$ 36,300	\$ 30,800	\$ 67,100
Professional fees - consulting	\$ 36,100	\$ 70,600	\$ 31,500	\$ 15,000	\$ 46,500
Amortization of capital assets	\$ 8,500	\$ 10,000	\$ 5,000	\$ -	\$ 5,000
OE tracker expense	\$ 58,376	\$ 60,312	\$ 61,950	\$ -	\$ 61,950
Education and program delivery	\$ 143,566	\$ 223,760	\$ 5,360	\$ 277,440	\$ 282,800
Accounting and audit fees	\$ 20,000	\$ 20,000	\$ 25,000	\$ -	\$ 25,000
Research	\$ 11,125	\$ 116,250	\$ 2,250	\$ 64,000	\$ 66,250
Total College administration expenses	\$ 2,888,339	\$ 3,131,409	\$ 2,800,216	\$ 420,240	\$ 3,220,456
Total Expenses	\$ 3,376,008	\$ 3,668,954	\$ 3,348,672	\$ 420,240	\$ 3,768,912
Net excess (shortfall) of revenue over expenses for the year	\$ 219,105	\$ (516,500)	\$ (134,056)	\$ (420,240)	\$ (554,296)
Funds required to off-set the operating shortfall			\$ 134,056	\$ (134,056)	\$ -
Overall budget to be withdrawn from Strategic Funds			\$ -	\$ (554,296)	\$ (554,296)
Proposed contingency funds for FY 2025 (80% of expense budget)					\$ 3,000,000

College of Optometrists of Ontario
DRAFT FY 2025 RESTRICTED FUNDS

		FINANCIAL YEAR 2024			Proposed 2025 Budget	
	Proposed activities	Balance 01-Jan-24	Expense Forecast	Estimated bal 31-Dec-24	Strategic	Operating
1	Strategic Plan and CPMF Fund	494,684	(170,090)	324,595	206,240	-
2	Research	315,150	(10,000)	305,150	64,000	-
3	Public Awareness	16,982	-	16,982	-	-
4	Staff Development	79,890	-	79,890	-	-
5	Examinations	310,031	(74,991)	235,039	110,000	-
6	Investigations and Hearings	200,000	-	200,000	-	-
7	New Government Initiatives	200,000	(5,000)	195,000	10,000	-
8	Patient Relations	39,597	(9,100)	30,497	5,000	-
9	Unauthorized Practice	150,000	(6,500)	143,500	-	-
10	Diversity, Equity and Inclusion (DEI)	277,213	(35,659)	241,554	25,000	-
	Funds to cover shortfall in operating budget	-	-	-	-	134,056
TOTAL		2,083,547	(311,341)	1,772,206	420,240	134,056

TOTAL BUDGET FROM RESTRICTED FUNDS	554,296
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Details of strategic initiatives planned for 2025:		420,240
QA Practice Assessment Development		84,240
Increase professional awareness (school visits, UoW presentations, etc)		25,000
iMIS EMS 20/20 Advance Program (Cloud)		30,800
OPR Modernization Project	Strategic Plan and CPMF Fund	8,200
Video campaign		23,000
Communications campaign		10,000
QA Recordkeeping e-module		25,000
External research projects		50,000
Internal research projects	Research	14,000
Provision for examinations	Examinations	110,000
Project advisory researcher	Gov't Initiatives	10,000
Patient therapy fund	Patient Relations	5,000
Educational sessions for the Council; professional advisory for registrants based on the report resulting from engagement with Indigenous community	DEI	25,000

BRIEFING NOTE

Council Meeting – December 2024

Subject

Reorganized Restricted Funds from 2025

Background

The internally restricted funds support the College in implementing its strategic plan and capitalizing on opportunities to improve its capacity in areas of stakeholder engagement, research, fee stabilization, public awareness, diversity, equity, and inclusion, and modernization of operational technology.

In 2024, the AFR Committee examined the College's financial requirements based on high-level estimates of operating costs only, which excluded strategic projects supported by the restricted funds. The projections suggested a trend where expenses exceed revenues, resulting in yearly operating shortfall.

Following the Council's directives to assess the College's reserves, the AFR Committee proposes reallocating the remaining balance of internally restricted funds to address the budget realities.

Decision(s) for Council

To approve the recategorized restricted funds that include contingency for cash operating shortfall

Considerations

The adjusted allocations are based on current year-end forecasts of \$1.77M which are subject to change.

The revised restricted funds have nine categories, down from ten, by removing 'Staff Development' and 'Public Awareness' categories, and adding 'Contingency for Operating Shortfall' as set out in the enclosed document.

The provision for each category can be adjusted as College's operational needs change, subject to Council's approval upon recommendation by the AFR Committee.

Public Interest Mandate

The funds are earmarked for programs that will support the College in achieving its Strategic Plan objectives.

Diversity, Equity, and Inclusion Considerations

Diversity, Equity, and Inclusion (DEI) is one of the main pillars in the Strategic Plan 2023-2025.

Supporting Materials

COO Proposed Restricted Funds for 2025 - RESTRUCTURED

Next Step

The new list of Restricted Funds will serve as a guide for strategic activities in 2025 and future planning. Staff will also provide the College auditors with the revised restricted fund information as part of the 2024 review.

Contact

Deborrah Anne Lim, Manager, Finance and Office Administration

College of Optometrists of Ontario
 Restricted Funds - **RESTRUCTURED**

Financial year 2024	Strategic Plan and CPMF Fund	Research	Public Awareness	Staff Development	Examinations	Investigations and Hearings	New Government Initiatives	Patient Relations	Unauthorized Practice	Diversity, Equity and Inclusion	(NEW) Contingency for operating shortfall	Total
Balance, beginning of year	\$ 494,684	\$ 315,150	\$ 16,982	\$ 79,890	\$ 310,031	\$ 200,000	\$ 200,000	\$ 39,597	\$ 150,000	\$ 277,213		\$ 2,083,547
Year-end forecast	\$ (170,090)	\$ (10,000)	\$ -	\$ -	\$ (74,991)	\$ -	\$ (5,000)	\$ (9,100)	\$ (6,500)	\$ (35,659)		\$ (311,341)
Projected balance, end of year	\$ 324,595	\$ 305,150	\$ 16,982	\$ 79,890	\$ 235,039	\$ 200,000	\$ 195,000	\$ 30,497	\$ 143,500	\$ 241,554	\$ -	\$ 1,772,206
Proposed new allocations	\$ 306,240	\$ 150,000	\$ -	\$ -	\$ 310,000	\$ 150,000	\$ 100,000	\$ 55,000	\$ 75,000	\$ 25,000	\$ 600,966	\$ 1,772,206

Note: The projected year-end balance of \$1.772M is only an estimate which is subject to change. Any difference in the actual year-end balance, will be adjusted against 'Contingency for operating shortfall'.

BRIEFING NOTE

Council Meeting – December 2024

Subject

Draft Finance Policy – Fee Review

Background

The approved 2024 operating budget is revenue-neutral. During the year, the Committee examined the College’s operational needs for the next three years and considered whether a fee adjustment was necessary. The forecasts indicate that if the fee remains the same, a yearly operating shortfall is expected in 2025. The AFR Committee then proposed adjusting the membership and corporation fees in 2025.

At the June 2024 Council meeting, the motion for fee increases was defeated. Council suggested looking into the College’s reserves and internally restricted funds to avoid a fee adjustment.

After deliberating on how to provide the rationale for a fee increase, the AFR Committee developed the Fee Review policy for Council consideration.

Decision(s) for Council

To approve and adopt the Finance Policy for Fee Review

Considerations

The Fee Review policy outlines the recommended strategies that will enable the AFR Committee and Council to assess when raising registrants’ fees is defensible based on the College’s financial position.

The proposed target ratio is at least 18 months of cash runway.

The proposed target ratio is illustrated below:

Based on proposed FY 2025 budget	\$ '000
Operating expenses (A)	3,769
Registrants’ fees (B)	(2,837)
Annualized ‘basic’ burn rate (A-B) = (C)	932
Basic burn rate (cash runway)	
Net liquid assets, as of September 30, 2024 (D)	6,578
<i>Formula: Net liquid assets divided by annualized burn rate</i>	
Burn rate in years (D/C)	7.06
Burn rate in months	84.70

The College has about 85 months of cash runway based on the proposed 2025 budget and net liquid assets as of September 30, 2024. With the target of a minimum 18-month or 1.5-year cash runway, the ratio would be triggered at about \$1.4M ($\932×1.5) in net liquid assets.

The proposed policy is subject to annual review by the AFR Committee.

[Public Interest Mandate](#)

The Fee Review policy will support the College in achieving conscious financial stewardship.

[Supporting Materials](#)

COO Finance – Fee Review Policy

[Next Step](#)

To implement the Fee Review Policy and ensure that the recommended financial metrics are consistently monitored and assessed by the AFR Committee and Council.

[Contact](#)

Deborrah Anne Lim, Manager, Finance and Office Administration

POLICY

Type:	FINANCE		
Name:	FEE REVIEW POLICY		
Status:		Version:	1.0
Date Approved:		Date Revised:	

A. PURPOSE

The purpose of this policy is to establish guidelines for reviewing (or adjusting) the College’s fees based on financial standards. This policy will be implemented in conjunction with Finance – Reserve Funds Policy.

B. PROCESS

Review and/or adjustment of the College fees would be necessary when the trigger level set for burn rate has been reached.

Any adjustment to college fees is subject to approval by the Council, following recommendation from the Audit/Finance/Risk Committee.

C. REPORTING AND MONITORING

The following financial reports and metrics will be used to monitor, measure, and analyze the financial health of the College.

1. Analysis of financial statements

The reports that will be analyzed as part of this process include, but are not limited to:

1.1 Statement of Revenue and Expenditures (or Income Statement)

A statement that summarizes the College’s revenue, expenses, and profits over a period.

1.2 Statement of Financial Position (or Balance Sheet)

A statement that lists the College’s assets, liabilities, and equity at a specific point in time.

1.3 Statement of Cash Flow

A statement that captures how cash flow is affected by activities from the income statement and balance sheet.

1.4 Annual audit report

A report that describes the College’s operations and financial conditions, typically includes the statements listed above, in addition to other findings from an independent audit firm.

1.5 Year-over-year growth

This provides comparative data to see if the College is on track with its targets, and how the activities are trending over time. Data that will be analyzed include but are not limited to revenue, expenses, and net profit.

2. Financial benchmarks

The following standards measure the College's financial position, its ability to generate sufficient cash to maintain operations and meet financial obligations. This may also indicate any potential future liquidity problems.

2.1 "Basic" Annualized Burn rate

This is a measure used to describe how quickly an organization is spending its cash reserves to cover operating costs. In the case of the College, this calculation reflects all projected operating expenditures (on an annualized basis) minus the expected annual revenue from general registrant membership fees. For conservatism purposes, more discretionary and/or less definitive revenue sources such as professional corporation fees and other service fees and income are excluded.

2.2 Net Liquid Assets

Determines the College's capacity to fund its operations and strategic initiatives. Net liquid assets is defined as the College's cash, short-term investments, and long-term liquid investments.

Target Ratio: The Net Liquid Assets divided by the "Basic" Annualized Burn rate should maintain a minimum ratio of at least 1.5x (which would correspond to 18 months)

2.3 Restricted Funds

Internally restricted funds that are associated with the College's specific needs and strategic initiatives, or for activities that may occur in the future. Funds will be reviewed on an ongoing basis.

2.4 General reserves

These are contingency funds intended for circumstances such as one-time unbudgeted expense, immediate capital acquisition, or temporary cash shortfalls.

Target reserves: At least 50% of the annual expense budget

D. REVIEW OF POLICY

This policy will be reviewed every year by the Audit/Finance/Risk Committee. Changes to this policy are subject to the direction of the Council upon endorsement of the Audit/Finance/Risk Committee.

E. RELATED DOCUMENTS

Finance – Reserve Funds Policy

Finance - Budgeting

BRIEFING NOTE

Registration Committee meeting – December 2024

Subject

Proposed additional credentials for optometrists

Background

Currently, the only designations Ontario optometrists are able to use are their optometric academic degrees and the FAAO optometric qualification.

Paragraph 20 under Part 1 of the General Regulation under the Optometry Act, 1991, as amended (O.Reg. 119/94) reads as follows:

“Using, in the course of providing or offering to provide professional services, any reference to the member’s education or educational achievement other than the member’s university degree, unless the use of the reference is approved by Council.”

At the September 17, 2014, Council meeting, Council was asked to consider a request for approval to allow members to use two additional qualifications in the course of providing professional services, in addition to those currently allowed under this provision. Council subsequently referred this matter to the Registration Committee for consideration. The Committee made a recommendation to Council on January 16, 2015, not to permit members to use two additional qualifications in the course of providing professional services. After the matter was referred to the Registration Committee for reconsideration, the Committee asked the College Registrar to survey other Canadian regulatory authorities on whether other designations from other countries are approved in their jurisdiction and the legislation to support it. A summary of the survey results is enclosed.

At its April 8, 2015, meeting, the College Council voted to separate the use of fellowships from the use of additional designations in the course of providing professional services and there was an action item for the Registration Committee to reconsider allowing optometrists to use the additional fellowship of FCOVD in the course of providing professional services (please refer to the enclosed excerpt from the April 8, 2015 Council meeting minutes).

With scope of practice expansion being considered for Ontario optometrists, on May 23, 2024, the Registration Committee took another look at fellowships. The Committee listened to and discussed presentations and information from the American Board of Optometry (ABO) and the Optometric Vision Development & Rehabilitation Association (OVDR), respectively. The discussions gave rise to the Additional Credentials Policy below:

Additional Credentials Policy

Optometrists registered in Ontario who successfully complete fellowships or other educational achievements that have been vetted by the College’s Registration Committee and approved by the College Council, can use additional designations associated with the approved fellowships or other

educational achievements in the course of providing professional services. To be approved, these educational achievements or fellowships must have a vigorous credentialing process, which may include the submission of case reports, poster presentations, and is certified by a formal examination requirement as well as ongoing maintenance of certification (i.e. further continuing education, exams, reports).

The additional designations that optometrists can use as approved by the College Council can be viewed on the respective website of the organization that granted the designation. The College will be verifying the additional designations achieved by Ontario optometrists, and complaints associated with misrepresentations by optometrists will be investigated.

Academic degrees, fellowships, certificates, and diplomas earned by examination from programs formally recognized by the College may be stated, but only in a manner that does not present the optometrist as possessing superior competencies.

The additional designations must follow the “OD” or “Optometrist” designation after the optometrist’s last name.

Decision for Council

To recommend that Council approve the Additional Credentials Policy, and approve the use of the following designations or their historical equivalents:

- For ABO: Diplomate, American Board of Optometry or Dipl. ABO or Board Certified, American Board of Optometry
- For OVDR: FOVDRA

Public Interest Mandate

The Additional Credentials Policy and designations awarded by the American Board of Optometry and the Optometric Vision Development & Rehabilitation Association, complement the scope of practice expansion for optometrists. The Policy and designations recognize additional skills that optometrists achieve which can improve patient outcomes.

Diversity, Equity, and Inclusion Considerations

N/A

Supporting Materials

- Designations for Optometrists in Canada, March 23, 2015
- Excerpt from April 8, 2015, Council meeting minutes

Next Step

College staff will operationalize the Additional Credentials Policy.

Contact

Hanan Katerina Jibry, Deputy Registrar

Designations for Optometrists in Canada

Updated on March 23, 2015

	Province/Territory	Designation Description	Legislation/Bylaws
1	Ontario		
2	New Brunswick	ACT (section 22-Designations): An optometrist licensed under this Act to practise optometry may use the prefix or title "Doctor" or the abbreviation "Dr.", or the initials "O.D."	Members may only use terms, titles, or designations allowed by section 22 of the Act or earned at recognized Universities or Colleges or through the Canadian Association of Optometrists (CAO), the American Optometric Association (AOA), the American Academy of Optometry (FAAO) or any others as approved by Council.
3	Quebec	ODs may use/display any diploma title from a recognized university that he/she holds, as well as a mention of membership/affiliation/certification to/from a scientific or educative organization (such as FAAO).	No specialist title can be used (which is forbidden under QC laws for ODs and other professionals who don't hold a certificate of specialist compliant with specific legislation/regulations requirements).
4	Alberta	Health Professions Act allows use of the following titles: Optometrist, O.D., Optometric contact lens practitioner. It is considered appropriate to list your membership in other associations, societies and colleges as follows: John Smith, B.Sc., O.D., F.A.A.O. Member of the AAO, ACO, CAO	We are looking to add Doctor of Optometry when HPA amendments come up this year.
5	British Columbia	A registrant must not use, imply or assume any title other than "Optometrist" or "Doctor of Optometry". No specialists.	Neither the Optometrists Regulation or the Health Professions Act restrict what professional qualifications a registrant may advertise.
6	Nova Scotia	References to being a "specialist" or "specializing in" are not allowed. Academic degrees, fellowships, certificates and diplomas earned by examination from programs formally recognized by the College may be	Optometrists may state that they have a "special interest" or a "preferred area of interest" in a particular area of optometric practice.

		stated, but only in a manner that does not present the optometrist as possessing superior competencies. The optometrist may list his or her membership in professional associations and regulatory colleges.	
7	Prince Edward Island	Does not allow regulated members to refer to themselves as specialists. If a regulated member has taken the extra time and effort required to achieve a designation beyond a Doctor of Optometry degree, the PEICO believes that member should be able to refer and promote himself/herself as having “advanced training in ACOE, AAO, FAAO, or other similar programs deemed appropriate by Council.	
8	Manitoba	“Optometrist” is acceptable	Manitoba’s legislation is mostly silent on this issue.
9	Saskatchewan	No person shall use the title of optometrist or any prefix or suffix or abbreviation or initials indicating such a title unless that person is the holder of a professional certificate to engage in the practice of optometry as provided in the Optometric act.	This needs to be tightened up and clarified in view of IOBP practitioners etc. Our bylaws are currently under review.
10	Yukon	Members are allowed to use “doctor” title or its abbreviation	Yukon’s <i>Optometrist Act</i> only provides the following: Despite any other Act, a person on whom a degree of doctor of optometry, or a degree of similar status, has been lawfully conferred and who is registered in the register is entitled to use the title of “doctor” or its abbreviation in connection with their practice of optometry under this Act. S.Y. 2002, c.164, s.9

112 Moved by Dr. Hemami and seconded by Dr. Nurani **to approve revised Part 11 of the College by-laws**
113 **with respect to conflict of interest and to add “the councilor who initiates the conflict of interest**
114 **motion” to clause 11.02(2)(d).**

115
116
117

Motion carried

118 **b. Quality Assurance Committee**

119 **i. Quality Assurance Panel:** Dr. Quaid, on behalf of the QA Panel, sought direction from Council on how
120 to deal with extenuating circumstances when a member is deficient in CE hours. The QA Panel
121 understands that it has a certain level of discretion when imposing College policy on CE hour deficiency,
122 but felt it would benefit from further direction. Council discussed options for the CE cycle and for the
123 treatment of mitigating circumstances. It was agreed that the Panel should continue to use its judgment
124 when considering these situations and that QA develop a policy document to guide these decisions.

125

126 **ii. Clinical Practice Panel:** The proposed OPR amendment would require that expiry dates be included in
127 all optical prescriptions. Optometrists would maintain professional discretion regarding expiry dates,
128 and would be required to inform patients when specified expiry dates are other than as recommended
129 in the proposed guidelines.

130

131 Moved by Dr. Nurani and seconded by Mr. Van Bastelaar **to approve amendments to OPR 5.2 The**
132 **Prescription.**

133

Motion carried

134

135 **Action Item: Staff to communicate the amendment and its significance via an email blast to members.**

136

137 **c. Registration Committee:** The Registration Committee reconsidered whether to allow members to use
138 additional designations MCOptom or FCOptom in the course of providing professional services. This was
139 undertaken at Council’s request, taking into consideration practices from other Canadian jurisdictions. In
140 addition, the Committee also considered the use of an additional fellowship, FCOVD (Fellow of the
141 College of Optometrists in Vision Development).

142

143 Moved by Mr. Van Bastelaar and seconded by Mr. Hussain **not to allow members to use two additional**
144 **qualifications in the course of providing professional services.**

145

146 Council discussed whether the public interest is served by allowing optometrists to use the designations
147 of MCOptom and FCOptom, which are designations granted with licensure by the British College of
148 Optometrists. Some issues included whether it would confuse the public; whether certain practitioners
149 would gain an advantage or suffer a disadvantage; whether Ontario’s policy is in line with other
150 provinces/territories and other medical professions; and whether fellowships, (i.e. FCOVD) should be
151 included in the same discussion as designations.

152

153 Moved by Dr. Quaid and seconded by Dr. Hemami **to separate the use of fellowships from the use of**
154 **additional designations in the course of providing professional services.**

155

Motion carried

156

157

158 **Vote on original motion.**

159

Motion carried

160

161 **Action Item:** Registration Committee to reconsider allowing optometrists to use the additional
162 fellowship of FCOVD in the course of providing professional services.

163

164 **6. Transparency Project:**

165

166 **a. Report from Transparency Subcommittee regarding Phase 2 by-law amendments:** A report was
167 circulated prior to the meeting. Dr. Garshowitz gave a presentation to Council on Phase 2 by-law
168 amendment proposals. These proposals will increase the amount of information made available to the
169 public on the College register, including some complaint outcomes, licences in other jurisdictions,
170 regulatory findings in other jurisdictions, and federal and provincial offences charges. Dr. Garshowitz
171 talked about how transparency will inform ICRC deliberations using a risk assessment framework.
172 Council discussed the impact the Phase 2 amendments would have on the remediation and appeals
173 process and considered expiration periods for posting the information. Dr. Garshowitz also presented
174 the preliminary results of a transparency survey that was sent to members earlier in the month. Council
175 provided feedback on the recommendations, which will be considered by the sub-committee. Council
176 also asked about the risk to the College in publishing an ICRC outcome that is subsequently overturned
177 by HPARB.

178

179 **Action Item:** The Transparency Sub-committee will consider the feedback provided by Council and will
180 bring its revised recommendations back to Council for approval prior to drafting the by-law
181 amendments.

182

183 **Action Item:** Staff will obtain a legal opinion on the risk to the College related to the transparency
184 initiatives when decisions are overturned on appeal.

185

186 **7. Reports on the College's Patient Relations Program:**

187 **a. Report to the Minister of Health and Long-Term Care, January 26, 2015:** A copy of the Minister's
188 letter and the College's response was circulated prior to the meeting. The College had been required,
189 along with all other health regulatory colleges, to provide the Ministry with information about the status
190 and operations of its Patient Relations program's measures for preventing and dealing with the sexual
191 abuse of patients by regulated health professionals.

192

193 **b. Report to the Task Force on the Prevention of Sexual Abuse of Patients and the RHPA, 1991:** A copy
194 of the Task Force's letter and the College's response was circulated prior to the meeting. The College
195 wrote to the Sexual Abuse Task Force in response to its request for information, dated February 6, 2015,
196 regarding the College of Optometrists of Ontario's processes, including complaints and outcomes,
197 related to sexual abuse, boundary violations of a sexual nature, or other matters that pertain to the
198 mandate of the Task Force.

199

200 **8. Internet Dispensing Update:** Dr. Noël informed Council that the College, together with the College of
201 Opticians of Ontario, will be meeting with industry to discuss Ontario regulations related to optical
202 dispensing over the Internet and the need for compliance.

203

8-13 / UPCOMING MEETINGS

8. Recognition of Dr. Kniaziew and Dr. Mastronardi

9. Upcoming Council Meetings

- a. Friday, January 10, 2025
- b. Friday, February 7, 2025 (Orientation)
- c. Friday, March 7, 2025
- d. Friday, June 13, 2025
- e. Friday, September 19, 2025
- f. Friday, December 12, 2025

10. List of Acronyms

11. Governance Guide: Robert's Rules

12. Council Feedback Survey

13. Adjournment – approximately 1:20 p.m.

Generative Discussion (optional)

- a. Generative Discussion Feedback Survey

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 Note: the College of Optometrists of Ontario does not have an acronym
COPE	Council on Optometric Practitioner Education	Accredits continuing education on behalf of optometric regulatory boards
COS	Canadian Ophthalmological Society	Society whose mission is to assure the provision of optimal eye care to Canadians
CPD	Continuing Professional Development	A quality assurance program
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	Comprised of the 26 health regulatory colleges in Ontario. Now known as <i>Health Profession Regulators of Ontario</i> .
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
HPRO	Health Profession Regulators of Ontario	Comprised of the 26 health regulatory colleges 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

List of Acronyms Used by the College of Optometrists of Ontario

Acronym	Name	Description
HSPTA	<i>The Health Sector Payment Transparency Act, 2017</i>	An Act that requires industry to disclose transfers of value to health care professionals
ICRC	Inquiries Complaints and Reports Committee	The ICRC is the statutory committee responsible for the investigation and disposition of reports and complaints filed with the College about the conduct of an optometrist
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

List of Acronyms Used by the College of Optometrists of Ontario

Acronym	Name	Description
OFC	Office of the Fairness Commissioner of Ontario	The OFC ensures that certain regulated professions in Ontario have registration practices that are transparent, objective, impartial and fair
OLF	Optometric Leaders' Forum	Annual meeting of CAO, provincial associations and regulators
OMA	Ontario Medical Association	The association that looks after the interests of medical practitioners
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

List of Acronyms Used by the College of Optometrists of Ontario

Acronym	Name	Description
SRA	Short Record Assessment	A component of the College's practice assessment process of the Quality Assurance program
SOP	Standards of Practice	Defined by the profession based on peer review, evidence, scientific knowledge, social expectations, expert opinion and court decision
TPA	Therapeutic Pharmaceutical Agent	Drug Generally this term is used when describing drugs that may be prescribed by optometrists for the treatment of conditions of the eye and vision system
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 May 2023

ROBERTS RULES CHEAT SHEET

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Adjourn	"I move that we adjourn"	No	Yes	No	No	Majority
Recess	"I move that we recess until..."	No	Yes	No	Yes	Majority
Complain about noise, room temp., etc.	"Point of privilege"	Yes	No	No	No	Chair Decides
Suspend further consideration of something	"I move that we table it"	No	Yes	No	No	Majority
End debate	"I move the previous question"	No	Yes	No	No	2/3
Postpone consideration of something	"I move we postpone this matter until..."	No	Yes	Yes	Yes	Majority
Amend a motion	"I move that this motion be amended by..."	No	Yes	Yes	Yes	Majority
Introduce business (a primary motion)	"I move that..."	No	Yes	Yes	Yes	Majority

The above listed motions and points are listed in established order of precedence. When any one of them is pending, you may not introduce another that is listed below, but you may introduce another that is listed above it.

To:	You say:	Interrupt Speaker	Second Needed	Debatable	Amendable	Vote Needed
Object to procedure or personal affront	"Point of order"	Yes	No	No	No	Chair decides
Request information	"Point of information"	Yes	No	No	No	None
Ask for vote by actual count to verify voice vote	"I call for a division of the house"	Must be done before new motion	No	No	No	None unless someone objects
Object to considering some undiplomatic or improper matter	"I object to consideration of this question"	Yes	No	No	No	2/3
Take up matter previously tabled	"I move we take from the table..."	Yes	Yes	No	No	Majority
Reconsider something already disposed of	"I move we now (or later) reconsider our action relative to..."	Yes	Yes	Only if original motion was debatable	No	Majority
Consider something out of its scheduled order	"I move we suspend the rules and consider..."	No	Yes	No	No	2/3
Vote on a ruling by the Chair	"I appeal the Chair's decision"	Yes	Yes	Yes	No	Majority

The motions, points and proposals listed above have no established order of preference; any of them may be introduced at any time except when meeting is considering one of the top three matters listed from the first chart (Motion to Adjourn, Recess or Point of Privilege).

PROCEDURE FOR HANDLING A MAIN MOTION

NOTE: Nothing goes to discussion without a motion being on the floor.

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

- The member makes the motion: *I move that (or "to") ...* and resumes his seat.
- Another member seconds the motion: *I second the motion* or *I second it* or *second*.
- The chair states the motion: *It is moved and seconded that ... Are you ready for the question?*

Consideration of the Motion

1. Members can debate the motion.
2. Before speaking in debate, members obtain the floor.
3. The maker of the motion has first right to the floor if he claims it properly
4. Debate must be confined to the merits of the motion.
5. Debate can be closed only by order of the assembly (2/3 vote) or by the chair if no one seeks the floor for further debate.

The chair puts the motion to a vote

1. The chair asks: *Are you ready for the question?* If no one rises to claim the floor, the chair proceeds to take the vote.
2. The chair says: *The question is on the adoption of the motion that ... As many as are in favor, say 'Aye'. (Pause for response.) Those opposed, say 'Nay'. (Pause for response.) Those abstained please say 'Aye'.*

The chair announces the result of the vote.

1. *The ayes have it, the motion carries, and ...* (indicating the effect of the vote) or
2. *The nays have it and the motion fails*

WHEN DEBATING YOUR MOTIONS

1. Listen to the other side
2. Focus on issues, not personalities
3. Avoid questioning motives
4. Be polite

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

You want to propose a new idea or action for the group.

- After recognition, make a main motion.
- Member: "Madame Chairman, I move that _____."

AMENDING A MOTION

You want to change some of the wording that is being discussed.

- After recognition, "Madame Chairman, I move that the motion be amended by adding the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words _____."
- After recognition, "Madame Chairman, I move that the motion be amended by striking out the following words, _____, and adding in their place the following words _____."

REFER TO A COMMITTEE

You feel that an idea or proposal being discussed needs more study and investigation.

- After recognition, "Madame Chairman, I move that the question be referred to a committee made up of members Smith, Jones and Brown."

POSTPONE DEFINITELY

You want the membership to have more time to consider the question under discussion and you want to postpone it to a definite time or day, and have it come up for further consideration.

- After recognition, "Madame Chairman, I move to postpone the question until _____."

PREVIOUS QUESTION

You think discussion has gone on for too long and you want to stop discussion and vote.

- After recognition, "Madam President, I move the previous question."

LIMIT DEBATE

You think discussion is getting long, but you want to give a reasonable length of time for consideration of the question.

- After recognition, "Madam President, I move to limit discussion to two minutes per speaker."

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

- After recognition, "Madam Moderator, I move to postpone the question indefinitely."

POSTPONE INDEFINITELY

You are against a motion just proposed and want to learn who is for and who is against the motion.

- After recognition, "Madame President, I move to postpone the motion indefinitely."

RECESS

You want to take a break for a while.

- After recognition, "Madame Moderator, I move to recess for ten minutes."

ADJOURNMENT

You want the meeting to end.

- After recognition, "Madame Chairman, I move to adjourn."

PERMISSION TO WITHDRAW A MOTION

You have made a motion and after discussion, are sorry you made it.

- After recognition, "Madam President, I ask permission to withdraw my motion."

CALL FOR ORDERS OF THE DAY

At the beginning of the meeting, the agenda was adopted. The chairman is not following the order of the approved agenda.

- Without recognition, "Call for orders of the day."

SUSPENDING THE RULES

The agenda has been approved and as the meeting progressed, it became obvious that an item you are interested in will not come up before adjournment.

- After recognition, "Madam Chairman, I move to suspend the rules and move item 5 to position 2."

POINT OF PERSONAL PRIVILEGE

The noise outside the meeting has become so great that you are having trouble hearing.

- Without recognition, "Point of personal privilege."
- Chairman: "State your point."
- Member: "There is too much noise, I can't hear."

COMMITTEE OF THE WHOLE

You are going to propose a question that is likely to be controversial and you feel that some of the members will try to kill it by various maneuvers. Also you want to keep out visitors and the press.

- After recognition, "Madame Chairman, I move that we go into a committee of the whole."

POINT OF ORDER

It is obvious that the meeting is not following proper rules.

- Without recognition, "I rise to a point of order," or "Point of order."

POINT OF INFORMATION

You are wondering about some of the facts under discussion, such as the balance in the treasury when expenditures are being discussed.

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

Without recognition, "I appeal from the decision of the chair."

Rule Classification and Requirements

Class of Rule	Requirements to Adopt	Requirements to Suspend
Charter	Adopted by majority vote or as proved by law or governing authority	Cannot be suspended
Bylaws	Adopted by membership	Cannot be suspended
Special Rules of Order	Previous notice & 2/3 vote, or a majority of entire membership	2/3 Vote
Standing Rules	Majority vote	Can be suspended for session by majority vote during a meeting
Modified Roberts Rules of Order	Adopted in bylaws	2/3 vote