



# COLLEGE OF **OPTOMETRISTS** OF ONTARIO

## COUNCIL MEETING

FRIDAY, DECEMBER 8, 2023  
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.**

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# 1 - 6 / INTRODUCTION & PRESENTATIONS

1. Call to Order/Attendance
  - a. Land Acknowledgement
  - b. Public Interest Statement
2. Adopt the Agenda
  - a. Conflict of Interest Declaration
3. Business Arising
  - Presentation by Dr. Areef Nurani
4. Committee Updates
5. Registrar's Report: Registrar and CEO Joe Jamieson to provide College updates via PPT presentation.
6. Consent Agenda
  - PART 1 - Minutes of Prior Council Meetings
    - i. September 15, 2023
    - 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 8, 2023 | 9:00 a.m. – 12:20 p.m.

Hybrid Meeting

| Agenda Item  | Item Lead        | Time (mins) | Action Required | Page No.  |
|--|------------------|-------------|-----------------|---|
| 1. Call to Order/Attendance<br>b. Land Acknowledgement<br>c. Public Interest Statement   | M. Eltis         | 5           | Decision        | 3   |
| 2. Adopt the Agenda<br>a. Conflict of Interest Declaration   | M. Eltis         | 2           | Decision        | 3   |
| 3. Business Arising<br>• Presentation by Dr. Areef Nurani  | A. Nurani        | 15          | Presentation    | 3   |
| 4. Committee Updates   | Committee Chairs | 15          | Presentation    | 3   |
| 5. Registrar's Report  | J. Jamieson      | 60          | Presentation    | 3   |
| 6. Consent Agenda<br>PART 1 - Minutes of Prior Council Meetings<br>i. September 15, 2023<br>ii. Motions and Actions Items Arising from the Minutes<br>PART 2 - Reports<br>b. Committee Reports<br>i. Executive<br>ii. Patient Relations<br>iii. Quality Assurance<br>iv. ICRC<br>v. Registration<br>vi. Discipline<br>vii. Governance/HR<br>viii. Audit/Finance/Risk | M. Eltis         | 15          | Decision        | 6<br>11<br><br>13<br>14<br>15<br>17<br>19<br>21<br>22<br>23 |
| <b>10:55–11:10 a.m. - Morning Break</b>  |                  | 15          |                 |   |
| 7. Presentation from RBC Dominion Securities<br><br>In Camera Session: Financial Matters<br><br>Council will go in camera under:   | J. Santos        | 30          | Presentation    | 25  |

|  |             |    |                 |    |
|--|-------------|----|-----------------|----|
| <ul style="list-style-type: none"> <li>• Section 7(2)(b) of the <i>Health Professions Procedural Code</i>, which is Schedule 2 to the <i>Regulated Health Professions Act, 1991</i></li> </ul> |             |    |                 |    |
| 8. Motions Brought Forward from Committees   |             |    |                 |    |
| a. Audit/Finance/Risk  |             |    |                 |    |
| i. To approve the balanced operating budget for 2024   | N. Shah     | 25 | Decision        | 26 |
| ii. To maintain contingency funds of \$2.5M in 2024  | N. Shah     | 5  | Decision        | 26 |
| 9. Upcoming Council Meetings   | J. Jamieson | 2  | For Information | 30 |
| a. Friday, January 19, 2024  |             |    |                 |    |
| b. Friday, February 9, 2024 (Orientation)  |             |    |                 |    |
| c. Friday, March 22, 2024  |             |    |                 |    |
| d. Thursday, June 20, 2024 (AGM)   |             |    |                 |    |
| e. Friday, June 21, 2024   |             |    |                 |    |
| f. Friday, September 13, 2024  |             |    |                 |    |
| g. Friday, December 13, 2024   |             |    |                 |    |
| 10. List of Acronyms   |             |    |                 | 31 |
| 11. Governance Guide: Robert's Rules   |             |    |                 | 37 |
| 12. Council Feedback Survey  | M. Eltis    | 5  | Discussion      | 30 |
| 13. Adjournment – approximately 12:20 p.m.   | M. Eltis    | 2  | Decision        | 30 |
| <b>12:20 p.m. - Lunch</b>  |             |    |                 |    |
| Generative Discussion (optional)   | M. Eltis    | 30 | Discussion      |    |
| a. Generative Discussion Feedback Survey   |             |    |                 |    |



**College of Optometrists of Ontario  
Council Meeting  
DRAFT – September 15, 2023**

**Attendance:**

Dr. Mark Eltis, President  
Dr. Pooya Hemami, Vice President  
Ms. Suzanne Allen  
Dr. Lisa Christian  
Dr. Camy Grewal  
Ms. Lisa Holland  
Ms. Esther Jooda  
Mr. Howard Kennedy

Dr. Richard Kniaziew  
Dr. Kamy Morcos  
Mr. Narendra Shah  
Mr. Andre Tilban-Rios  
Dr. William Ulakovic  
Dr. Abraham Yuen

**Staff:**

Mr. Joe Jamieson, Registrar & CEO  
Ms. Hanan Jibry, Deputy Registrar  
Mr. Chad Andrews  
Mr. Edward Cho

Ms. Jaslin Facey  
Ms. Debbie Lim  
Ms. Adrita Shah Noor  
Ms. Bonny Wong

**Guest:**

Ms. Julia Martin, legal counsel

**Regrets**

Dr. Dino Mastronardi  
Mr. Olutoye Soile

**1. Call to Order/Attendance:** Dr. Eltis called the meeting to order at 9:01 a.m.

Dr. Eltis read the land acknowledgement and public interest statement.

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

*Moved by Ms. Allen and seconded by Dr. Kniaziew to **adopt the agenda.***

**Motion carried**

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

No conflicts of interest were declared.

**3. Business Arising: Presentation by Dr. Areef Nurani**

Dr. Eltis announced Dr. Nurani has not completed his course, so he will not be presenting at this time.

**4. DEI Speaker: Dr. Carys Massarella**

Dr. Eltis introduced Dr. Carys Massarella. Dr. Massarella presented on diversity, equity, and inclusion.

Council adjourned for a break at 9:53 a.m.

Council resumed at 10:08 a.m.

**5. Committee Updates:** The Committee Chairs presented updates on their respective committees.

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

**PART 1 - Minutes of Prior Council Meetings**

- a. June 23, 2023
- b. June 28, 2023
- c. Motions and Action 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 Committee
  - viii. Audit/Finance/Risk Committee

*Moved by Mr. Kennedy and seconded by Dr. Yuen to **adopt the consent agenda.***

**Motion carried**

**7. Registrar's Report**

Mr. Jamieson presented the Registrar's Report which included information on the scope of practice working group, focus groups, and general College operations.

Council requested clarification regarding the Certificate of Authorization online application pilot program and the number of corporations that closed in the last quarter.

*Moved by Dr. Hemami and seconded by Dr. Kniaziew to **go in camera.***

**Motion carried**

**IN CAMERA Session: Receiving Legal Advice**

In accordance with Section 7(2)(b) of the Health Professions Procedural Code, which is Schedule 2 to the *Regulated Health Professions Act, 1991*.

Council went in camera at 10:49 a.m.

Council came out of camera at 12:12 p.m.

Dr. Eltis announced Council went into camera to receive legal advice, and that Council was now out of camera.

Council adjourned for lunch at 12:13 p.m.

Council returned at 1:05 p.m.

## **8. Motions Brought Forward from Committees**

### **a) Quality Assurance Committee**

#### **i. New Self-Assessment Component of the Quality Assurance (QA) Program**

Dr. Morcos presented the motion for the New Self-Assessment Component of the Quality Assurance (QA) program.

*Moved by Dr. Kniaziew and seconded by Dr. Ulakovic to approve the New Self-Assessment Component of the Quality Assurance (QA) Program.*

**Motion carried**

#### **ii. Continuing Education (CE) Policy (2024-2026)**

Dr. Morcos presented the motion for the Continuing Education (CE) Policy (2024-2026).

*Moved by Dr. Ulakovic and seconded by Dr. Yuen to approve the Continuing Education (CE) Policy (2024-2026).*

Council discussed the details of the policy.

**Motion carried**

### **b. Audit/Finance/Risk Committee**



**i. Proposed changes in Schedule of Rates as part of Finance Policy – Honoraria and Expense**

Mr. Shah presented the motion for the Proposed changes in Schedule of Rates as part of Finance Policy – Honoraria.

*Moved by Dr. Hemami and seconded by Dr. Ulakovic to **approve the proposed changes in the Schedule of Rates as part of Finance Policy – Honoraria and Expense.***

Council inquired about the wording of the policy, and Ms. Lim clarified that the new policy would help to differentiate between the scheduled meeting time, and the length of time the meeting runs for. The new policy would allot a specific per diem rate for shorter meetings, instead of counting them as a half day per diem, as in the current policy. Council determined there was no need to change the current policy. Council also inquired about the hotel rate listed in the policy, as it is much lower than the current rate for hotel rooms in Toronto.

6 in favour

**Motion defeated**

**ii-iv. Approval of Finance Policy – Accounts Payable, General Ledger, and Petty Cash.**

Mr. Shah presented the motion for the Approval of Finance Policies - Accounts Payable, General Ledger, and Petty Cash.

*Moved by Dr. Kniaziew seconded by Mr. Kennedy to **approve the Finance Policies – Accounts Payable, General Ledger, and Petty Cash.***

**Motion carried**

**v. Approval of the new Investment Policy Statement**

Mr. Shah presented the motion for approval of the new Investment Policy Statement.

Council discussed the Investment Policy Statement in detail and compared it to investment policies used by other not-for-profit organizations. Council discussed amendments to Section 2, paragraph 2, of the Investment Policy Statement.

*Moved by Mr. Tilban-Rios and seconded by Dr. Kniaziew to **remove paragraph 2, Section 2 of the Investment Policy Statement as discussed.***

**Motion carried**

Council continued to discuss the policy investment statement. A member of the Audit/Finance/Risk Committee inquired about the removal of a section that outlined the responsibilities of the Investment Manager, and Council discussed the option of inserting the section back into the policy.

*Council took a 5-minute recess.*

*Council returned after 5 minutes.*

Moved by consensus to **amend the policy by re-inserting section 3.4 to outline the responsibilities of the Investment Manager.**

Motion carried

Dr. Eltis called for a vote on the original motion to approve the document with the two amendments.

Motion carried

Moved by Mr. Tilban-Rios and seconded by Dr. Kniaziew **to appoint Council as the new investment committee that will determine how funds are managed.**

Council discussed the motion and the necessity of having Council review the investments during council meetings.

Dr. Eltis called for a vote for Council to function as the new investment committee that will determine how funds are managed.

Motion defeated

## **9. Dates of Upcoming Council Meetings**

a. Friday, December 8, 2023

## **10. List of Acronyms**

## **11. Governance Guide: Robert's Rules**

## **12. Council Feedback Survey**

**13. Adjournment:** Moved by Dr. Kniaziew and seconded by Ms. Allen **to adjourn the meeting at 2:12 p.m.**

Motion carried



**Council Meeting – December 8, 2023**

**COUNCIL ACTION LIST STATUS**

Updated September 5, 2023

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

## Council Meeting – December 8, 2023

### MOTION LIST

Updated November 23, 2023

| Date<br>mm/dd/yr | Minute<br>Line | Motion  | Committee          | Decision        |
|------------------|----------------|---|--------------------|-----------------|
| 09/15/23         | 93             | Moved by Dr. Kniaziew and seconded by Dr. Ulakovic <b>to approve the New Self-Assessment Component of the Quality Assurance (QA) Program.</b>                       | Quality Assurance  | Motion carried  |
| 09/15/23         | 101            | Moved by Dr. Ulakovic and seconded by Dr. Yuen <b>to approve the Continuing Education (CE) Policy (2024-2026).</b>  | Quality Assurance  | Motion carried  |
| 09/15/23         | 114            | Moved by Dr. Hemami and seconded by Dr. Ulakovic <b>to approve the proposed changes in the Schedule of Rates as part of Finance Policy – Honoraria and Expense.</b> | Audit/Finance/Risk | Motion defeated |
| 09/15/23         | 131            | Moved by Dr. Kniaziew seconded by Mr. Kennedy <b>to approve the Finance Policies – Accounts Payable, General Ledger, and Petty Cash.</b>                            | Audit/Finance/Risk | Motion carried  |
| 09/15/23         | 143            | Moved by Mr. Tilban-Rios and seconded by Dr. Kniaziew <b>to remove paragraph 2, Section 2 of the Investment Policy Statement as discussed.</b>                      | Audit/Finance/Risk | Motion carried  |
| 09/15/23         | 155            | Moved by consensus <b>to amend the policy by re-inserting section 3.4 to outline the responsibilities of the Investment Manager.</b>                                | Audit/Finance/Risk | Motion carried  |
| 09/15/23         | 159            | All voted in favour <b>to approve the document with the two amendments.</b>   | Audit/Finance/Risk | Motion carried  |
| 09/15/23         | 162            | Moved by Mr. Tilban-Rios and seconded by Dr. Kniaziew <b>to appoint Council as the new investment committee that will determine how funds are managed.</b>          | Audit/Finance/Risk | Motion defeated |

## Executive Committee Activity Report

**Reporting date:** December 8, 2023

**Chair:** Dr. Mark Eltis

**Meetings in 2023:** 6 over Zoom (4 regular, 2 special) | most recent on November 15, 2023

### 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 Motions for December 8, 2023 Council Meeting*

The Executive Committee reviewed a draft agenda and motions for the December 8, 2023 meeting of Council.

#### *Scope of Practice Working Group*

J. Jamieson provided an update on the scope expansion that the tripartite group is currently working towards. The College is in a waiting period until the OAO submits forms to the government and negotiates the recommendations. At that point, the College will receive the recommendations and carry out a 60-day consultation period for members of the public to provide feedback.

#### *Touchstone Institute ETP Exam Correspondence*

The group discussed correspondence the College received from Touchstone Institute regarding an alternative entry exam proposal. Though the discussion was useful as an update, the group decided that the topic will be better and more appropriately managed by the Registration Committee.

## Patient Relations Committee Activity Report

**Reporting date:** December 8, 2023

**Committee Chair:** Suzanne Allen

**Meetings in 2023:** 2 (Zoom) | most recent on August 2, 2023

### Key Priorities

The Patient Relations Committee manages the Program of Funding for Therapy and Counselling, which currently supports three patients.

### Information Items

#### *Program of Funding for Therapy and Counselling*

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

### Discussion Items

#### *Focus Group Update*

The College has successfully completed all nine of its focus groups for 2023. These focus groups have produced valuable discussions, ideas, and perspectives, which will be considered in future policymaking or the development of communication strategies. College staff will begin compiling the data and working on a paper summarizing the results in 2024.

### 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 15, 2023

**Chair:** Dr. Kamy Morcos

**Meetings in 2023:** 11 (via virtual meeting)

### Tasks Completed Since Last Council Meeting:

- Reviewed and approved random practice assessments and remedial programs.
- Met with two registrants to discuss their remedial program requirements.
- Referred two cases to the Inquiries, Complaints and Reports Committee (ICRC).
- Conducted audit of direct optometric care hours provided to patients in Canada.
- Conducted two QA assessor training sessions.
- Started pre-testing of the new practice assessment tools.
- Selected vendor to work with for the OPR modernization project.

### Key Priorities

- Finalizing the QA program revision project.
- Reviewing all practice assessments, remedial programs, and re-assessments from previous years.
- Initiating the OPR modernization project.

### Information Items

#### *Practice Assessment Stats*

|                                       | Since Last Council Meeting | Throughout 2023 |
|---------------------------------------|----------------------------|-----------------|
| SRA Report Reviewed                   | 48                         | 68              |
| CRA and Case Manager Reports Reviewed | 1                          | 44              |
| Ongoing Remediation Cases Reviewed    | 18                         | 39              |
| New Referrals for Remediation         | 0                          | 13              |

### Discussion Items

#### *Practice Assessment Redevelopment Project*

- Two QA assessor training sessions were held on October 5, 2023: one for Chart Review Protocol (CRP) training and one for the Chart-Stimulated Recall (CSR) training.

- Following training, phase 1 of pre-testing (i.e., CRP assessments) took place between mid-October to the end of November. Twenty-eight (28) randomly selected registrants participated in the pre-testing. Two different assessors were assigned to each CRP assessment. Inter-rater reliability analysis will be conducted to estimate agreement between assessors and test for statistical significance of any agreements. Strong, significant agreement between raters is an indication of strong inter-rater reliability. Pre-testing feedback will also be reviewed to determine if changes or improvements need to be made to the assessment tool and/or process.
- In early 2024, the QA Special Projects Panel will review the CRP reports to determine which 12 participants will move onto the CSR assessments (phase 2 of pre-testing).

#### *Modernization of the OPR*

- The QA Special Projects Panel evaluated two proposals and invited both candidates for a presentation at the November 10, 2023 meeting.
- After much discussion, the Panel selected one vendor to move forward with. Reference checks will be conducted, followed by finalization and signing of the services agreement.
- A kickoff meeting will be scheduled for early 2024.

#### *Practice Assessment and Remedial Programs Backlog*

- The QA Panel has made significant progress in clearing the backlog of practice assessments (i.e., SRAs, CRAs, and Case Manager Reports) and remedial programs (i.e., coaching, self-directed learning, specified CE, and re-assessments).
- All sixty-four (64) practice assessments and twenty-six (26) remedial programs from previous years have been reviewed and are back on track within normal timeframes.

#### *Referral to ICRC*

- The QA Panel made two referrals to the Inquiries, Complaints and Reports Committee (ICRC) under Section 80.2 of the *Health Professions Procedural Code*, which is Schedule 2 to the *Regulated Health Professions Act, 1991*.

#### **Attachments**

N/A



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

**Reporting date:** December 8, 2023

**Committee Chair:** Dr. Dino Mastronardi

**Meetings in 2023:** 11 (via videoconference)

### 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 November 17, 2023, with members of Dr. Jenna Astorino's panel. Dr. Mastronardi's panel additionally met on November 27, 2023.

### 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 12, 2023 – November 24, 2023)

- Complaints newly filed: 10
- Cases reviewed by the panels: 10
- Complaint Cases to Alternative Dispute Resolution (ADR): 0
- Cases carried over: 1

| Decision Breakdown  | Total     |
|---|-----------|
| <b>Decisions Issued</b>   | <b>12</b> |
| <b>Case Type</b>  |           |
| • Complaints  | 10        |
| • Registrar's Investigations                                    | 2         |
| • Incapacity Inquiry  | 0         |
| <b>Dispositions (for cases above)</b>                           |           |
| • No action/No further action (NFA)                             | 7         |
| • Advice/Recommendation   | 3         |
| • Remedial agreement  | 2         |
| • Specified Continuing Education or Remediation Program (SCERP) | 0         |

|   |                                      |
|---|--------------------------------------|
| <ul style="list-style-type: none"> <li>• Oral caution</li> <li>• Acknowledgement and Undertaking</li> <li>• Referral of specified allegations to the Discipline Committee</li> </ul>  | 0<br>0<br>0                          |
| <b>Nature of Allegations (for dispositions above, no action/NFA excluded)**</b> <ul style="list-style-type: none"> <li>• Failure to diagnose/misdiagnose</li> <li>• Failure refer to an ophthalmologist</li> <li>• Improper eye examination and/or treatment</li> <li>• Unprofessional behaviour &amp; communication</li> <li>• Related to eyeglasses or contact lens prescriptions</li> <li>• Fraud and misleading billing</li> <li>• Related to record-keeping</li> <li>• Lack of compliance with certain Infection Prevention and Control (IPAC) measures</li> </ul> | 0<br>0<br>1<br>3<br>0<br>1<br>2<br>1 |
| <b>Timeline for Resolution (for cases above)</b> <ul style="list-style-type: none"> <li>• &lt;120 Days</li> <li>• 121-150 Days</li> <li>• 151-180 Days</li> <li>• 180+ Days</li> </ul>  | 0<br>0<br>0<br>12                    |

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

#### **HPARB Appeals**

- New appeals: 3
- Outstanding appeals to be heard: 7
- Appeals heard and awaiting decisions: 2

## Registration Committee Activity Report

**Reporting date:** December 8, 2023

**Chair:** Dr. Abraham Yuen

**Meetings in 2023:** 4 (via videoconference)

### Tasks Completed Since Last Council Meeting:

- Discussed 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 (IGOOE), the Optometry Examining Board of Canada (OEBC) and the National Board of Examiners in Optometry (NBEO) examinations, and the registration process.
- Discussed the accreditation process by the Accreditation Council on Optometric Education (ACOE) and accreditation status of Ferris State University Michigan College of Optometry.

### Key Priorities

#### Emergency Class of Registration

- The proposed Emergency Class regulation was brought into force on August 31, 2023.

#### Federation of Optometric Regulatory Authorities of Canada

- The National Licensure Working Group of which the Deputy Registrar is a member, met on October 19, 2023, to discuss how to achieve national licensure. As a first step, it was decided to review what information each provincial regulator requires from an applicant using labour mobility and to provide this information to FORAC by November 17.
- The FORAC meeting is scheduled on January 27, 2024, in Ottawa.

#### Office of the Fairness Commissioner

- The Deputy Registrar attended the Fair Registration Practices Report Data Portal Focus Group hosted by the OFC on November 8 and provided input on the portal as a more permanent solution for future Fair Registration Practices Reports.
- Registration staff received a Risk-informed Compliance Framework Questionnaire from the OFC on November 14 to complete by December 15, 2023. The responses to this questionnaire are to assist the OFC in assessing the College's risk profile.

#### Touchstone Institute

- The 2024 IGEOE administration schedule is below:
  - MCQ – March 13, 2024
  - TPAO – March 14, 2024

- Short Cases OSCE – March 22, 2024
- Long Cases OSCE – March 23 & 24, 2024
- Registration opened for the 2024 IGOEE on October 4, 2023. Registrations close on January 22, 2024, or when exam capacity is reached.
- The Committee continued to monitor IGOEE registrations with Touchstone Institute staff.
- On September 20, 2023, Touchstone Institute shared that Sten Ardal, former CEO of Touchstone Institute, had passed away.

#### Optometry Examining Board of Canada

- The Committee discussed a consultation paper provided by OEBC on possible enhancements to the OEBC Exam in the next five years. Comments on the future enhancements are due by December 15.

#### National Board of Examiners in Optometry

- Some members of the Committee and the College registration staff attended the October 30, 2023, virtual NBEO presentation about the new Part III (PEPS) exam.
- NBEO issued a news release on August 25, 2023, about the Part III PEPS examination to be administered beginning 2024.

#### Registration Process

- College staff continue to accept applications for registration electronically and validate documents with applicants.
- There were 12 candidates registered for the October 2023 online Jurisprudence exam.
- Since the online application portal was launched on September 21, 2022, there have been a total of 146 online registration applications received by November 22, 2023, with a total of 115 online applications received in 2023. The online application portal was launched for internationally trained, labour mobility, and Academic Certificate of Registration applicants on September 1, 2023. There has been one application by an internationally trained applicant and one application using labour mobility since.

#### **Discussion Item**

- The Committee discussed funding for the OEBC exam and whether other regulatory colleges fund their professions' entry-to-practice exams.
- The Committee met with the Dean of the Ferris State University Michigan College of Optometry to discuss its current accreditation status: Accredited with Conditions. After reviewing the Committee's 2016 registration policy, as well as ACOE's current accreditation status, the Committee updated the policy to the one below taking effect on November 9, 2023:

The College only accepts accredited ACOE programs. The onus is on applicants for registration to check directly with ACOE about whether or not an ACOE program is accredited.

## Discipline Committee Activity Report

**Reporting date:** December 8, 2023

**Committee Chair:** Dr. William Ulakovic

**Meetings in 2023:** 0

### 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.

The Discipline Committee has not received any referrals from the ICRC nor held any hearings since its last report to Council, and no reinstatement applications are currently pending.

There is 1 active matter before the Discipline Committee and a Pre-hearing Conference for it is expected to take place in February 2024.

### 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 8, 2023

**Chair:** Dr. Lisa Christian

**Meetings in 2023:** 4 (Zoom) | most recent on November 16, 2023

### Tasks Completed Since Last Council Meeting:

- The group agreed on two principles to guide the committee appointment process in December:
  - i) Where possible and appropriate, and where qualifications match, keep members on committees for two years in a row.
  - ii) Match Council members and volunteers based on qualification, with preference as a secondary and supporting factor.

### Key Priorities

The mandate of the Governance-HR Committee is to facilitate Council's ability to fulfill its functional and ethical responsibilities. Working within that mandate, a key focus for the committee in 2023 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

#### *Feedback on Council Meeting (September 15, 2023)*

As per standard practice, the group discussed feedback provided by Council members on the previous Council session and the open-ended discussion that followed. The Committee agreed that the feedback was overwhelmingly positive and that Council meetings in 2023 are going very well.

#### *Registrar Evaluation*

L. Christian provided an update on the Registrar evaluation process, specifying that in 2024 the Gov-HR Committee will be asked to develop a framework for a bi-annual review process. As a result, a formal review will not happen this year, but next year instead (a comprehensive 360 review occurred in 2022).

J. Jamieson provided an update on how he has been reviewed over the last few years, and how the College has managed Registrar reviews in the past.

#### *Preliminary Development of Committee Slates*

Please see the above note under "Tasks Completed Since Last Council Meeting."

## Audit/Finance/Risk Committee Activity Report

**Reporting date:** December 8, 2023

**Chair:** Mr. Narendra Shah

**Meetings in 2023:** 4 (AFR Committee) + 5 (AFR Working Group) – all via teleconference.

### Tasks Completed Since Last Council Meeting:

- There were four motions discussed and passed in relation to the Investment Policy Statement at the Council meeting last September 15, 2023. After reflecting the changes, the final and approved Investment Policy Statement was shared with RBC Dominion Securities for implementation.
- The Chief Investment Officer, on behalf of RBC Dominion Securities (RBCDS), presented to the Committee its methodology and current reallocation of the College's investments in line with the Investment Policy Statement.
- The Committee reviewed the financial operating results for the third quarter ending September 30, 2023. The year-end forecasts are expected to be better than planned.
- The proposed financial plan and contingency funds for 2024 were the focus at the last AFR Committee meeting. After discussion, the Committee directed staff to present a balanced operating budget for 2024, before the strategic activities supported by the Restricted Funds.

### Key Priorities

The priority for the Committee is the financial plan for 2024 which is intended to be approved at the last Council session for the year. As a consistent discussion item, the quarterly financial results, investment performance, and projections to year-end were reviewed to inform the Council of the College's financial situation. There is also an ongoing review of potential risks related to operations, financial, information technology, organizational, and strategic.

### Information Items

Below are the financial results for the period ending September 30, 2023, and projections to year-end for Council information.

| Summary of Revenue and Expenditures (\$'000)                                | Q3<br>Actual<br>(A) | Full Year<br>Budget<br>(B) | Year-End<br>Forecast<br>(C) | Change<br>(C-B) |
|---|---------------------|----------------------------|-----------------------------|-----------------|
| Revenue   | 2,960               | 3,047                      | 3,016                       | (31)            |
| Expenses  | (2,345)             | (3,509)                    | (3,373)                     | 136             |
| <b>Operating surplus (shortfall) <i>including strategic initiatives</i></b> | <b>615</b>          | <b>(462)</b>               | <b>(357)</b>                | <b>105</b>      |
| Other income (loss) on investments  | 165                 | 0                          | 165                         | 165             |
| <b>Net excess/(shortfall) of revenue over expenses</b>                      | <b>780</b>          | <b>(462)</b>               | <b>(192)</b>                | <b>270</b>      |

- **Revenue**  
Actual revenue accounts for 97% of the budget, and about 99% is forecasted by year-end.
- **Expenses**  
Total expenses predicted this year are \$3.373M which includes strategic projects for \$406K to be withdrawn from Restricted Funds. Current estimates show \$136K savings by the end of 2023.
- **Overall year-end forecast**  
With \$165K other income on investments as of September 30, 2023, the expected net financial results are (\$192K) which is better than the approved budget of (\$462K) for 2023.

#### **Discussion Items**

- The proposed zero-deficit operating budget and contingency funds for 2024.

#### **Decision Items**

The Audit/Finance/Risk Committee is recommending the approval of:

1. The operating budget for 2024
2. The reserve funds of \$2.5M for 2024

#### **Attachments**

N/A



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# 7-8 / PRESENTATIONS & MOTIONS

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7. Presentation from RBC Dominion Securities: Mr. Jonathan Santos will present on the College's investments via PPT.
  - In-camera session: Financial Matters  
Council will go in camera under: Section 7(2)(b) of the *Health Professions Procedural Code*, which is Schedule 2 to the *Regulated Health Professions Act, 1991*
8. Motions Brought Forward from Committees
  - a. Audit/Finance/Risk
    - i. To approve the balanced operating budget for 2024
    - ii. To maintain contingency funds of \$2.5M in 2024

## BRIEFING NOTE

Council Meeting – December 2023

### Subject

Proposed budget and reserve funds for 2024

### Background

The staff developed a conservative financial plan for 2024. Following the direction of the Audit / Finance / Risk Committee, staff identified activities that can be deferred after 2024, and prioritized projects based on strategic plans and operational needs.

For the year 2024, a balanced operating budget is recommended. This excludes strategic activities estimated at \$517K to be taken from restricted funds.

|  | Financial Year 2024 (\$'000) |  |                |
|--|------------------------------|--|----------------|
|  | Operating Budget             | Strategic initiatives (Restricted Funds) | Total Budget   |
| <b><u>2024 Revenue</u></b>                   |                              |  |                |
| Operating Revenue                            | 3,084                        | 0  | 3,084          |
| Income from short term investments           | 68                           | 0  | 68             |
| <b>Total operating revenue</b>               | <b>3,152</b>                 | <b>0</b>                                 | <b>3,152</b>   |
| <b><u>2024 Expenses</u></b>                  |                              |  |                |
| Committee expenses                           | (516)                        | (47)                                     | (563)          |
| Administration expenses                      | (2,636)                      | (470)                                    | (3,106)        |
| <b>Total operating expenses</b>              | <b>(3,152)</b>               | <b>(517)</b>                             | <b>(3,669)</b> |
| <b>Net operating surplus (shortfall)</b>     | <b>(0)</b>                   | <b>(517)</b>                             | <b>(517)</b>   |
| <b>To be withdrawn from Restricted Funds</b> |                              | <b>517</b>                               | <b>517</b>     |

### Decision(s) for Council

To approve the College's budget and reserve funds for the fiscal year January 1 to December 31, 2024.

### Considerations

- The projected revenue is based on the current membership and corporation fees which have been constant for several years.
- Expected gains from current investment were also added to achieve a zero-deficit budget.
- The proposed expenses are based on the current year's forecasts and expected increases.
- The strategic initiatives under restricted funds include OPR Modernization and iMIS Cloud Projects that are expected to be completed in 2024.
- The proposed contingency funds of \$2.5M can support up to 8 months of average expenses. This is in line with the target general reserves of 50% - 75% of annual operating expenses.

### Public Interest Mandate

The operating budget and planned activities for 2024 complement the College's mission and long-term strategic plans.

### Diversity, Equity, and Inclusion Considerations

Budget for informative sessions on Diversity, Equity, and Inclusion (DEI) for Council, committees, and staff are included in 2024 financial plan as continuing operational activities to promote DEI values.

### Supporting Materials

- Draft budget for 2024
- Proposed budget for restricted funds

### Next Steps

- The approved budget will serve as a guide for financial activities in 2024.
- Maintain at least \$2.5M in short-term accounts for contingency.

### Contact

- Deborrah Anne Lim, Manager – Finance and Office Administration

# College of Optometrists of Ontario

## Financial Year 2024 Budget - DRAFT

| Particulars   | 2023 Year-end Forecast | FY 2023 BUDGET      | FINANCIAL YEAR 2024 |                     |                     | Year-on-Year Budget |              |
|---|------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--------------|
|   |                        |                     | OPERATING BUDGET    | RESTRICTED FUNDS    | OVERALL BUDGET      | Increase (Decrease) | % Change     |
|   | (A)                    | (B)                 | (C)                 | (D)                 | E = (C+D)           | F = (E-B)           |              |
| <b>Revenue</b>  |                        |                     |                     |                     |                     |                     |              |
| 88% Annual registration fees  | \$ 2,711,952           | \$ 2,734,200        |                     | \$ -                | \$ 2,767,984        |                     |              |
| 9% Professional corporation fees                                    | \$ 283,940             | \$ 283,940          | \$ 283,940          | \$ -                | \$ 283,940          |                     |              |
| 1% Services and other fees and recoverables                         | \$ 20,006              | \$ 29,300           | \$ 32,000           | \$ -                | \$ 32,000           |                     |              |
| 2% Other income   | \$ 164,622             | \$ -                | \$ 68,530           | \$ -                | \$ 68,530           |                     |              |
| <b>Total Revenue</b>  | <b>\$ 3,180,521</b>    | <b>\$ 3,047,440</b> | <b>\$ 3,152,454</b> | <b>\$ -</b>         | <b>\$ 3,152,454</b> | <b>\$ 105,014</b>   | <b>3.4%</b>  |
| <b>Committee expenses</b>   |                        |                     |                     |                     |                     |                     |              |
| 3% Council meeting and training expense                             | \$ 87,500              | \$ 85,000           | \$ 72,800           | \$ 20,000           | \$ 92,800           |                     |              |
| 1% Inquiries, Complaints, and Reports Committee                     | \$ 32,400              | \$ 41,150           | \$ 38,400           | \$ -                | \$ 38,400           |                     |              |
| 4% Quality Assurance Committee                                      | \$ 76,075              | \$ 77,000           | \$ 146,550          | \$ -                | \$ 146,550          |                     |              |
| 1% Executive Committee  | \$ 31,950              | \$ 30,750           | \$ 33,600           | \$ -                | \$ 33,600           |                     |              |
| 0% Strategic planning   | \$ -                   | \$ -                | \$ -                | \$ -                | \$ -                |                     |              |
| 4% Stakeholder engagement   | \$ 133,460             | \$ 113,960          | \$ 134,845          | \$ 26,500           | \$ 161,345          |                     |              |
| 1% Discipline Committee   | \$ 87                  | \$ 42,500           | \$ 37,700           | \$ -                | \$ 37,700           |                     |              |
| 1% Registration Committee   | \$ 24,000              | \$ 16,500           | \$ 24,000           | \$ -                | \$ 24,000           |                     |              |
| 0% Fitness to Practice  | \$ -                   | \$ 2,250            | \$ 2,250            | \$ -                | \$ 2,250            |                     |              |
| 0% Governance Committee   | \$ 9,900               | \$ 11,550           | \$ 11,550           | \$ -                | \$ 11,550           |                     |              |
| 0% Clinical Practice Committee                                      | \$ 6,600               | \$ 21,000           | \$ -                | \$ -                | \$ -                |                     |              |
| 0% Audit, Finance, Risk Committee                                   | \$ 10,000              | \$ 13,200           | \$ 11,550           | \$ -                | \$ 11,550           |                     |              |
| 0% Patient Relations Committee                                      | \$ 1,875               | \$ 6,375            | \$ 3,300            | \$ -                | \$ 3,300            |                     |              |
| <b>15% Total Committee expenses</b>                                 | <b>\$ 413,847</b>      | <b>\$ 461,235</b>   | <b>\$ 516,545</b>   | <b>\$ 46,500</b>    | <b>\$ 563,045</b>   | <b>\$ 101,810</b>   | <b>22.1%</b> |
| <b>College administration expenses</b>                              |                        |                     |                     |                     |                     |                     |              |
| 51% Salaries and benefits   | \$ 1,789,694           | \$ 1,668,160        | \$ 1,854,700        | \$ -                | \$ 1,854,700        |                     |              |
| 4% Legal fees   | \$ 125,773             | \$ 211,000          | \$ 142,500          | \$ -                | \$ 142,500          |                     |              |
| 5% Administration and services                                      | \$ 204,201             | \$ 209,008          | \$ 197,137          | \$ -                | \$ 197,137          |                     |              |
| 5% Occupancy costs  | \$ 163,200             | \$ 163,200          | \$ 167,960          | \$ -                | \$ 167,960          |                     |              |
| 3% IT services and maintenance                                      | \$ 120,526             | \$ 122,402          | \$ 126,790          | \$ -                | \$ 126,790          |                     |              |
| 4% IT projects  | \$ 57,300              | \$ 57,300           | \$ 37,400           | \$ 104,000          | \$ 141,400          |                     |              |
| 2% Professional fees - consulting                                   | \$ 31,103              | \$ 120,000          | \$ 11,500           | \$ 59,100           | \$ 70,600           |                     |              |
| 0% Amortization of capital assets                                   | \$ 28,000              | \$ 32,000           | \$ 10,000           | \$ -                | \$ 10,000           |                     |              |
| 2% OE tracker expense   | \$ 56,271              | \$ 57,713           | \$ 60,312           | \$ -                | \$ 60,312           |                     |              |
| 5% Education and program delivery                                   | \$ 286,072             | \$ 259,016          | \$ 5,360            | \$ 192,900          | \$ 198,260          |                     |              |
| 1% Accounting and audit fees  | \$ 20,000              | \$ 20,000           | \$ 20,000           | \$ -                | \$ 20,000           |                     |              |
| 3% Research   | \$ 77,100              | \$ 129,000          | \$ 2,250            | \$ 114,000          | \$ 116,250          |                     |              |
| <b>85% Total College administration expenses</b>                    | <b>\$ 2,959,241</b>    | <b>\$ 3,048,798</b> | <b>\$ 2,635,909</b> | <b>\$ 470,000</b>   | <b>\$ 3,105,909</b> | <b>\$ 57,111</b>    | <b>1.9%</b>  |
| <b>Total Expenses</b>   | <b>\$ 3,373,088</b>    | <b>\$ 3,510,033</b> | <b>\$ 3,152,454</b> | <b>\$ 516,500</b>   | <b>\$ 3,668,954</b> | <b>\$ 158,921</b>   | <b>4.5%</b>  |
| <b>Net excess (shortfall) of revenue over expenses for the year</b> | <b>\$ (192,568)</b>    | <b>\$ (462,593)</b> | <b>\$ (0)</b>       | <b>\$ (516,500)</b> | <b>\$ (516,500)</b> | <b>\$ (53,907)</b>  | <b>11.7%</b> |

Proposed contingency funds for FY 2024 (68% of operating budget)

\$ 2,500,000

## College of Optometrists of Ontario

### FY 2024 RESTRICTED FUNDS - **PROPOSAL**

|              |                                       | FINANCIAL YEAR 2023  |                     |                            | Proposed<br>Budget 2024 |
|--------------|---------------------------------------|----------------------|---------------------|----------------------------|-------------------------|
|              | Proposed activities                   | Balance<br>01-Jan-23 | Expense<br>Forecast | Estimated bal<br>31-Dec-23 |                         |
| 1            | Strategic Plan and CPMF Fund          | 620,000              | (152,036)           | 467,964                    | 277,400                 |
| 2            | Research                              | 350,000              | (74,850)            | 275,150                    | 114,000                 |
| 3            | Public Awareness                      | 100,000              | (90,000)            | 10,000                     | -                       |
| 4            | Staff Development                     | 100,000              | (15,000)            | 85,000                     | -                       |
| 5            | Examinations                          | 350,000              | (39,969)            | 310,031                    | 20,000                  |
| 6            | Investigations and Hearings           | 200,000              | -                   | 200,000                    | -                       |
| 7            | New Government Initiatives            | 200,000              | -                   | 200,000                    | 51,000                  |
| 8            | Patient Relations                     | 50,000               | (11,000)            | 39,000                     | 9,100                   |
| 9            | Unauthorized Practice                 | 150,000              | -                   | 150,000                    | -                       |
| 10           | Diversity, Equity and Inclusion (DEI) | 300,000              | (23,000)            | 277,000                    | 45,000                  |
| <b>TOTAL</b> |                                       | <b>2,420,000</b>     | <b>(405,855)</b>    | <b>2,014,145</b>           | <b>516,500</b>          |

#### Details of strategic initiatives planned for 2024:

|   |                                 |         |
|---|---------------------------------|---------|
| College presentations and ongoing series of professional practice   | Strategic Plan and<br>CPMF Fund | 25,500  |
| QA Practice assessment (Phase 3 and Implementation)   |                                 | 91,900  |
| COA automation + iMIS Cloud project   |                                 | 104,000 |
| OPR Modernization project   |                                 | 56,000  |
| External research projects  | Research                        | 100,000 |
| Internal research projects (patient access to optometric care)  |                                 | 14,000  |
| Provision for exam visits   | Examinations                    | 20,000  |
| Provision for impending regulatory reform and modernization   | Gov't Initiatives               | 51,000  |
| Patient therapy fund  | Patient Relations               | 9,100   |
| Educational sessions for staff and two Council meetings; review of COO website by plain language expert and implementation of recommendations; DEI webpage translated to French language; development of member demographic data collection process; Council training and orientation | DEI                             | 45,000  |

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# 9-13 / UPCOMING MEETINGS

9. Upcoming Council Meetings
    - a. Friday, January 19, 2024
    - b. Friday, February 9, 2024 (Orientation)
    - c. Friday, March 22, 2024
    - d. Thursday, June 20, 2024 (AGM)
    - e. Friday, June 21, 2024
    - f. Friday, September 13, 2024
    - g. Friday, December 13, 2024
  10. List of Acronyms
  11. Governance Guide: Robert's Rules
  12. Council Feedback Survey
  13. Adjournment – approximately 12:20 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<br><b>Note:</b> the College of Optometrists of Ontario does not have an acronym  |
| COPE    | Council on Optometric Practitioner Education              | Accredits continuing education on behalf of optometric regulatory boards  |
| COS     | Canadian Ophthalmological Society                         | Society whose mission is to assure the provision of optimal eye care to Canadians   |
| CPD     | Continuing Professional Development                       | A quality assurance program   |
| CPMF    | College Performance Measurement Framework                 | The CPMF is a reporting tool developed by the Ontario Ministry of Health (the Ministry) in close collaboration with Ontario's health regulatory Colleges (Colleges), to assess how well Colleges are executing their mandate to act in the public interest. |
| CPP     | Clinical Practice Panel                                   | A panel of the Quality Assurance Committee that considers issues of clinical practice and updates the OPR   |
| CPSO    | College of Physicians and Surgeons of Ontario             | A self-governing college as defined by the <i>Regulated Health Professions Act</i>  |



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

| Acronym     | Name  | Description   |
|-------------|---|---|
| CRA         | Complete Record Assessment                                | A component of the College's practice assessment process of the Quality Assurance program   |
| DAC         | Diabetes Action Canada                                    |   |
| DFE         | Dilated Fundus Examination                                | Eye health exam conducted after dilating pupils with drops  |
| DPA         | Diagnostic Pharmaceutical Agents                          | Drugs used by optometrists in practice to evaluate systems of the eye and vision  |
| EEOC        | Evaluating Exam Oversight Committee                       | Committee that oversees the Internationally Graduated Optometrists Evaluating Exam (IGOEE) administered by Touchstone Institute   |
| EHCO        | Eye Health Council of Ontario                             | A group made up of optometrists and ophthalmologists who collaborate on issues of mutual interest   |
| ÉOUM        | École d'optométrie-Université de Montréal                 | School of optometry at the University of Montreal-teaches optometry in French Accredited by ACOE  |
| EPSO        | Eye Physicians and Surgeons of Ontario                    | OMA Section of Ophthalmology  |
| ETP         | Entry-to-Practice   | Describes the level of competency necessary for registration to practise the profession   |
| FAAO        | Fellow of the American Academy of Optometry               | Designation issued by AAO following evaluation against standards of professional competence   |
| FHRCO       | Federation of Health Regulatory Colleges of Ontario       | 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 |

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## 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   |