



COLLEGE OF OPTOMETRISTS OF ONTARIO

COUNCIL MEETING

FRIDAY, JUNE 5, 2026
AT 9:00 A.M.

(PUBLIC INVITED TO ATTEND ONLINE)

VIRTUAL 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 - 5 / INTRODUCTION & MOTIONS

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
 - a. PART 1 - Minutes of Prior Council Meetings
 - i. February 27, 2026
 - ii. Motions and Actions Arising from the Minutes
 - b. PART 2 - Committee Reports
 - i. Executive
 - ii. Patient Relations
 - iii. Quality Assurance
 - iv. ICRC
 - v. Registration
 - vi. Discipline
 - vii. Governance/HR
 - viii. Audit/Finance/Risk
5. Registrar's Report

Council Agenda

Date: Friday, June 5, 2026 | 9:00 a.m. – 1:00 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	3
2. Adopt the Agenda a. Conflict of Interest Declaration	M. Eltis	2	Decision	4
3. Committee Updates	Committee Chairs	15	Presentation	
4. Consent Agenda a. PART 1 - Minutes of Prior Council Meetings i. February 27, 2026 ii. Motions and Actions Arising from the Minutes b. PART 2 - 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 24
5. Registrar's Report	J. Jamieson	60	Presentation	
10:30 a.m. –10:50 a.m. - Morning Break		20		

6. Presentation from the Auditors	BDO	20	Presentation	26
7. Motions Brought Forward from Committees				
a. Audit/Finance/Risk				
i. Approval of the audited financial statements for 2025	H. Kennedy	10	Decision	27
ii. Approval of the reappointment of BDO Canada as auditors for 2026 financial accounts	H. Kennedy	10	Decision	
b. Quality Assurance				
i. Approval of the proposed amendments to the Self-Assessment Policy (2024-2026)	P. Quaid	10	Decision	44
c. Registration				
i. Approval of the 2026 OEBC written exam and OSCE as the standard assessment examination for registration purposes	C. Grewal	10	Decision	48
ii. Approval of the 2026 Jurisprudence exam for registration purposes	C. Grewal	10	Decision	50
12:00 p.m. – 12:45 p.m. - LUNCH		45		
8. Upcoming Council Meetings	J. Jamieson	10	For information	51
a. Friday, September 18, 2026				
b. Friday, December 11, 2026				
9. List of Acronyms				52
10. Governance Guide: Robert’s Rules				58
11. Council Feedback Survey	M. Eltis	5	Discussion	
12. Adjournment – approximately 1:00 p.m.	M. Eltis	2	Decision	
Generative Discussion (optional)	M. Eltis	30	Discussion	



**College of Optometrists of Ontario
Council Meeting
DRAFT - February 27, 2026**

Attendance:

Dr. Mark Eltis, President	Dr. Wes McCann
Dr. Lisa Christian, Vice-President	Dr. Kamy Morcos
Ms. Suzanne Allen	Dr. Thomas Noël
Dr. Camy Grewal	Dr. Patrick Quaid
Mr. Pooya Hemami	Mr. Narendra Shah
Ms. Christine terSteege	Mr. Toye Soile
Mr. Howard Kennedy	Mr. Andre Tilban-Rios
Mr. Robert Merrick	Dr. Pamela Schmitz
	Dr. Abraham Yuen

Regrets

Ms. Esther Jooda

Staff:

Mr. Joe Jamieson, Registrar & CEO	Ms. Hanan Jibry, Deputy Registrar
Mr. Chad Andrews	Ms. Debbie Lim
Mr. Edward Cho	Ms. Adrita Shah Noor
Ms. Bonny Wong	
Ms. Sharon Ma	

Guests:

Ms. Julia Martin, Legal Counsel

- 1 **1. Call to Order/Attendance:** Dr. Eltis called the meeting to order at 9:02 a.m.
2
3 **2. Adoption of the Agenda:** A draft agenda was circulated prior to the meeting.
4
5 **2a. Conflict of Interest Declaration:** Dr. Eltis asked Council members if anyone has a conflict of interest
6 with any items on the day's agenda.
7
8 No conflicts of interest were declared.
9
10 *Moved by Dr. Yuen and seconded by Dr. McCann to **adopt the agenda.***
11 **Motion carried**
12
13 **3. Committee Updates:** The Committee Chairs presented updates on their respective committees.
14
15 **4. Consent Agenda:** A draft consent agenda was circulated prior to the meeting. The following items
16 were included in the consent agenda:
17

- 18 PART 1 - Minutes of Prior Council Meetings
19 a. December 12, 2025
20 b. January 16, 2026
21 c. Motions and Action Items Arising from the Minutes

22 PART 2 – Reports

- 23 a. Committee Reports
24 i. Executive
25 ii. Patient Relations
26 iii. Quality Assurance
27 iv. ICRC
28 v. Registration
29 vi. Discipline
30 vii. Governance/HR Committee
31 viii. Audit/Finance/Risk Committee
32

33 *Moved by Dr. Yuen and seconded by Dr. Morcos to adopt the consent agenda.*

34
35 All in favour
36 **Motion carried**
37

38 Dr. Hemami and Dr. Quaid noted some corrections needed on previous meeting minutes, Dr. Eltis
39 responded they will be updated before publishing. Dr. Hemami also stated that he would like to discuss
40 the committee reports from Executive and Audit/Finance/Risk.

41
42 **Executive**

43 Dr. Hemami asked about further clarification regarding the mention of a second school of optometry in
44 Canada. Mr. Jamieson responded that the College is always open to collaboration with universities
45 looking to expand training opportunities for the profession, and discussions are ongoing.

46
47 **Audit/Finance/Risk**

48 Dr. Hemami asked about the mention of returns of almost 9% since July 2023, whether if it was a total
49 return or an annualized return. Ms. Lim responded that it was an annualized return.

50
51 **5. Registrar's Report**

52 Mr. Jamieson presented his report which included legislation updates including scope of practice
53 changes and "As of Right" implementation at the College.

54
55 Dr. Noel posed a question, if a registrant were to resign to go on maternity or paternity leave, if they
56 would be subject to a practice assessment when they returned. Ms. Jibry answered that it would be
57 dependent on when the registrant took their entry-to-practice exam, but if they expect to be on leave
58 for less than a period of 3 years, she recommends the registrant consider transition to Inactive class of
59 registration instead of resigning.

60
61 Dr. Hemami asked about the current trend of the number of corporations closing increasing, and the
62 decreasing number of corporations opening, whether the College is aware of the reasons why this may
63 be happening. Ms. Jibry responded that staff are unsure of any reasons behind this trend, Dr. Noel
64 explained that registrants may be using management companies instead of incorporating.

65

66 Dr. Noel asked Mr. Jamieson regarding scope of practice changes and if the Ministry of Health is
67 prioritizing changes to the current schedule of drugs, and whether the College is also working towards
68 the goal of allowing optometrists to prescribe up to scope. Mr. Jamieson responded that the College is
69 actively working with the Ministry and other stakeholders on scope expansion, and has expressed the
70 benefits of prescribing up to scope for the public. Mr. Jamieson stated he cannot speak for the Ministry
71 of Health’s plans on the matter, but he is optimistic that progress is being made.

72

73 Dr. Noel asked whether the College is considering using Artificial Intelligence (AI) or related automation
74 at the College. Mr. Jamieson explained that College staff are developing an internal AI policy for staff.
75 Mr. Cho stated that he is developing an AI chatbot for registrants and applicants to receive answers to
76 frequently asked questions.

77

78

79 **Council took a break at 10:30 a.m.**

80

81 **Council resumed at 10:52 a.m.**

82

83

84 **6. Motions Brought Forward from Committees**

85

86 **a) Quality Assurance**

87 **i. Approval of the Continuing Education (CE) Policy (2027-2029)**

88

89 Dr. Quaid presented the motion. He highlighted only 1.8% of registrants didn’t meet CE requirements
90 and stated that it seems that the CE policy right now is reasonable and seems that majority of
91 registrants do not have difficulties meeting the CE requirements.

92

93 Moved by *Dr. Morcos* and seconded by *Dr. Yuen* to **approve the Continuing Education (CE) Policy (2027-**
94 **2029).**

95

All in favour

96

Motion carried

97

98 Dr. Yuen asked whether there have been any changes with the Council on Optometric Practitioner
99 Education (COPE) on their willingness to change and track Canadian continuing education (CE)
100 opportunities. Dr. Quaid confirmed that they expressed willingness to track Canadian CE opportunities
101 and indicated they had requested more information.

102

103 Dr. Yuen also asked whether the committee discussed possibilities for roll-over of CE hours for
104 registrants. Dr. Quaid responded that the committee regularly discusses this, but has decided to not
105 allow carry-over of CE hours over the required amount due to logistical complications.

106

107 **7. Upcoming Council Meetings**

108 a. Friday, June 5, 2026

109 b. Friday, September 18, 2026

110 c. Friday, December 11, 2026

111

112 **8. List of Acronyms**

113

114 **9. Governance Guide: Robert’s Rules**

115

116 **10. Council Feedback Survey**

117

118 **11. Adjournment:** *Moved by Dr. Quaid and seconded by Mr. Kennedy to adjourn the meeting at 10:59*
119 *a.m.*

120

121

122

All in favour
Motion carried

Council Meeting – June 5, 2026

COUNCIL ACTION LIST STATUS

Updated May 29, 2026

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 – June 5, 2026

MOTION LIST

Updated May 29, 2026

Date mm/dd/yr	Minute Line	Motion	Committee	Decision
02/27/26	93	Moved by Dr. Morcos and seconded by Dr. Yuen to approve the Continuing Education (CE) Policy (2027-2029).	Quality Assurance	Motion carried

Executive Committee Activity Report

Reporting date: June 5, 2026

Chair: Dr. Mark Eltis

Meetings in 2026: 2 over Zoom | most recent: May 22, 2026

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

Agenda for the June 5, 2026 Council Meeting

The Executive Committee reviewed a draft agenda and motions for the June 5, 2026 meeting of Council.

Update: Expanded Optometrist Scope of Practice

The Registrar provided a brief update on the expanded scope of optometric practice, reporting that implementation plans are underway.

Confidential Governance Matter

The Committee moved in camera for a discussion of legal proceedings with Ms. Julia Martin.

Decision Items

- None

Patient Relations Committee Activity Report

Reporting date: June 5, 2026
Committee Chair: Christine terSteege
Meetings in 2026: 2 (Zoom) | most recent on May 15, 2026

Key Priorities

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

Information Items

Committee Orientation

The Patient Relations Committee met for orientation on April 23, 2026. The Committee received an overview of their mandate, and an update on the Patient Therapy Fund.

Program of Funding for Therapy and Counselling

The patient therapy program currently provides support for two patients. This number includes a patient whose application was approved at the most recent meeting on May 15, 2026.

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: June 5, 2026

Chair: Dr. Patrick Quaid

Meetings in 2026: 4 virtual meetings

Tasks Completed Since Last Council Meeting:

- Reviewed random practice assessments and remedial programs
- Proposed updates to the Practice Assessment Questionnaire
- Evaluated options to strengthen the random sampling methodology
- Reviewed Self-Assessment requirements for registrants in the inactive class
- Refined the Recordkeeping E-module currently under development
- Continued planning for the 2027–2029 QA Self-Assessment
- Considered the use of artificial intelligence in practice
- Initiated discussion of peer circles

Key Priorities

- Finalize and launch the Recordkeeping E-module
- Further improve the random selection methodology
- Initiate development of the 2027-2029 QA Self-Assessment

Information Items

Practice Assessment Stats

Reports/Referrals	Since Last Council Meeting	Throughout 2026
CRP Reports Reviewed	36	37
CSRP Reports Reviewed	1	1
Ongoing Remediation Cases and Re-assessments Reviewed	1	3
New Referrals for Remediation	0	0

Discussion Items

Random Practice Assessments

- A total of 112 registrants were randomly selected in 2026 for a practice assessment
- The QA Panel (QAP) reviewed 36 Chart Review Protocol (CRP) assessments; 35 were discharged and one required Chart-Stimulated Recall Protocol (CSRP) as next step
- Remaining assessments will be reviewed at the next meeting

- Reviewed one remedial program from the previous year

Practice Assessment Questionnaire

- The questionnaire is an important tool in supporting assessors' understanding of registrant practice and contextualizing clinical records
- The QAP proposed revisions intended to streamline the process, improve clarity, and enhance the quality and relevance of information collected
- As next step, the proposed changes will be shared with assessors to gather feedback and ensure the tool remains practical, relevant, and aligned with assessment needs

Random Sampling Improvement

- At its February 27, 2026 meeting, Council directed a review of the random selection methodology to ensure that all registrants are assessed at least once during their careers. Council further recommended that the QAP consider incorporating a new risk-based group into the existing framework; specifically, registrants who have not been randomly selected for a practice assessment in the past 20 years
- Three proponents submitted proposals and delivered presentations to the QAP at its May 15, 2026 meeting
- As next step, the QAP will finalize its selection of a consultant to begin the project

Self-Assessment Requirements for Inactive Class

- The QAP proposed changes to the current *Self-Assessment Policy (2024–2026)*; in particular, introducing an *Inactive Class Requirements* section
- The proposed changes clarify that registrants in the inactive class are not required to complete the Self-Assessment while they remain inactive, ensuring expectations remain aligned with registrant status

Recordkeeping E-module

- Continued working on the Recordkeeping E-Module, now in its final stages of completion
- This module will assist registrants identified by the QAP as having opportunities for improvement in their medical record keeping, supporting improved documentation practices and patient care

Self-Assessment for the 2027-2029 Cycle

- After further review, including completion of a sample version of the *Optometry5in5*, the Quality Assurance Special Projects (QASP) Panel accepted the proposed timeline and budget for development as the QA Self-Assessment for the next cycle (2027–2029)
- As next step, the QASP Panel will begin work with the goal of completion by the end of the year

Artificial Intelligence (AI)

- After conducting a literature review and jurisdictional scan, the QASP Panel decided to develop a policy on the use of AI in clinical practice
- The policy will be reviewed at the next meeting

Peer Circles

- Reviewed a jurisdictional scan on peer circles as an optional QA activity
- The QASP Panel agreed that more information is required on the intended use and implementation, which will be reviewed at the next meeting

Attachments

N/A

Inquiries, Complaints and Reports Committee (ICRC) Activity Report

Reporting date: June 5, 2026

Committee Chair: Dr. Pooya Hemami

Meetings in 2026: 4

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 March 24, 2026, with members of Dr. Hemami’s panel, and Dr. Jenna Astorino’s panel held a case review meeting on April 24, 2026.

At the time of drafting this report, an ad-hoc panel is scheduled to meet on May 28, 2026; Dr. Hemami’s panel is expected to meet again on June 23, 2026; and Dr. Astorino’s panel will hold another meeting on July 31, 2026.

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 (February 20, 2026 – May 22, 2026)

- Complaints newly filed: 10
- Cases reviewed by the panels: 24
- Complaint cases resolved by Alternative Dispute Resolution (ADR): 1
- Cases carried over: 1

Decision Breakdown	Total
Decisions Issued	16
Case Type	
• Complaints	14
• Registrar’s Investigations	2
• Incapacity Inquiry	0
Dispositions (for cases above)	
• No action/No further action (NFA)	6

<ul style="list-style-type: none"> • Advice/Recommendation • Remedial Agreement • Specified Continuing Education or Remediation Program (SCERP) • Oral Caution • Acknowledgement and Undertaking • Referral of specified allegations to the Discipline Committee • Frivolous & Vexatious 	<p>2*</p> <p>6*</p> <p>2</p> <p>0</p> <p>1</p> <p>0</p> <p>0</p>
<p>Nature of Concerns (for dispositions above, no action/NFA excluded)**</p> <ul style="list-style-type: none"> • Failure to refer to a specialist 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 • Sexual abuse and/or breach of professional boundaries • Related to billing • Ungovernability or failure to comply with College rules 	<p>6</p> <p>4</p> <p>1</p> <p>4</p> <p>1</p> <p>0</p> <p>1</p> <p>1</p>
<p>Timeline for Resolution of Cases Above (business days)</p> <ul style="list-style-type: none"> • <125 Days • 125-175 Days • 176-225 Days • 225+ Days 	<p>0</p> <p>1</p> <p>4</p> <p>11</p>

* In one matter, both a Remedial Agreement and Advice/Recommendation was issued.

** Certain matters may contain more than one concern.

Health Professions Appeal and Review Board (HPARB) cases

- New appeals: 0
- Outstanding appeals to be heard: 8
- Appeals heard and awaiting decisions: 1
- ICRC Decision Confirmed: 1
- ICRC Decision Returned: 0

Registration Committee Activity Report

Reporting date: June 5, 2026

Chair: Dr. Camy Grewal

Meetings in 2026: 2 (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), the University of Waterloo School of Optometry and Vision Science (WOVS) and the registration process.

Key Priorities

Ministry of Health

- The College Registration Data Collection report for the January 1 - March 31, 2026, period was submitted to MOH as requested on May 22, 2026.

Federation of Optometric Regulatory Authorities of Canada

- The virtual May 2, 2026, FORAC Board of Directors meeting was attended by the College President, the Registrar and CEO, and the Deputy Registrar and COO.
- A request was received from FORAC to find a replacement for Dr. Paul Padfield who is stepping down from his role on the Canadian Optometric Evaluation Committee (COEC).
- The next FORAC Director's meeting is an in-person meeting on September 12 in Montreal, Quebec.

Office of the Fairness Commissioner

- The College President, Vice President, Committee Chair, College Registrar and CEO, and the Committee support staff, met with the Fairness Commissioner and other OFC staff on March 11, 2026, to discuss the College's action plan in addressing the moderately-low risk category assigned by the OFC. At that meeting, it was decided to strike an Advisory Working Group (WG) to comprise of two Committee members and two OFC representatives in addition to the College President, the Registrar and CEO, and the Deputy Registrar and COO. The terms of reference for the Advisory WG have been established and its first virtual meeting has been scheduled for June 22.
- Registration staff submitted the 2025 Fair Registration Practices Report to the OFC on March 16, 2026. Following OFC's review and approval, it was posted on the College website on May 19.
- The Committee continued to discuss the White Paper which is the product of the Stakeholder Think Tank Workshop, and weigh recommendations.
- College staff are scheduled to meet with OFC staff on June 18, 2026, to discuss the updated Risk-informed Compliance Framework (RICF) and the upcoming risk-assessment cycle.

Touchstone Institute

- The 2026 IGOEE results for candidates who wish to become registered in Ontario, will be provided to the Committee at its next meeting.
- Following from the review of the White Paper, Ms. Nicole Beben, Touchstone Institute's CEO, has been invited to meet with the Committee.

Optometry Examining Board of Canada

- OEBC provided the Written examination (Spring 2026) candidate results to OEBC members and registration officials on April 17 and the Spring 2026 OSCE candidate results to OEBC members and registration officials on May 15, 2026.

University of Waterloo School of Optometry and Vision Science

- Following from the review of the White Paper, Dr. Lisa Christian, College Vice President and WOVS representative on College Council, has been invited to meet with the Committee.

Registration Process

- There were 30 candidates registered for each of the April 2026 and May 2026 online Jurisprudence exams.
- As of May 7, 2026, there were 97 applications with four applications submitted under labour mobility provisions; one application by an internationally educated candidate; and two applications by internationally educated candidates undergoing bridging in the US.

Discussion Items

- The Committee discussed the following:
 - Prospective candidates to represent Ontario on the COEC;
 - The White Paper;
 - An appeal by an NBEO exam candidate;
 - The draft terms of reference for the Advisory WG;
 - Briefing notes associated with the OEBC and Jurisprudence exams, respectively; and
 - A survey provided by the Accreditation Council on Optometric Education (ACOE) on the potential ACOE Accreditation of Fellowship Programs.

Discipline Committee Activity Report

Reporting date:	June 5, 2026
Committee Chair:	Dr. Kamy Morcos
Meetings in 2026:	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 in February 2026, the Discipline Committee has not received any new referrals from the ICRC nor held any hearings, and no reinstatement applications are currently pending.

There are two active matters before the Discipline Committee involving the same registrant and the Pre-Hearing Conference for these took place on April 2, 2026. The hearings for these two matters are scheduled to occur on August 18, August 19, September 23, and September 25, 2026.

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: June 5, 2026

Chair: Dr. Abraham Yuen

Meetings in 2026: 2 over Zoom | most recent: May 25, 2026

Tasks Completed Since Last Council Meeting:

- Reviewed feedback on the February 17, 2026 Council meeting (see below)
- Reviewed a draft policy on per diem and Presidential stipend (see below)

Key Priorities

The mandate of the Governance-HR Committee is to facilitate Council's ability to fulfill its functional and ethical responsibilities. Working within that mandate, a key focus for the committee 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 February 6, 2026 Council Orientation

The Committee reviewed survey feedback submitted by Council members following the February 17, 2026 Council meeting. Overall, the feedback was overwhelmingly positive.

The Committee also reviewed feedback on the generative discussion portion of the meeting and ultimately agreed that the survey for this portion of the meeting can be discontinued. Feedback is typically sparse in this section, and members are given ample opportunity provide feedback in the "other comments" section of the regular survey.

Update: Strategic Plan and 2026 Council Orientation

The Committee received updates on the following:

- Plans to combine both the annual Council orientation with a strategic planning session at the beginning of 2027. The event will be held in person in Waterloo.
- Staff are aiming to secure a date for late February.
- Staff will present on their respective portfolios.
- The College's mission and value statements will be reviewed and potentially updated.

Update: Bylaw Review

C. Andrews provided an update on the status of the bylaw review process. The Committee considered several examples of changes that are currently under review.

Draft Per Diem Policy

The Committee reviewed a draft per diem policy that is designed to create a framework for reviewing and updating the per diems for Elected Council Members and for the President's stipend. Reviews would take place on a 3-year cycle.

The group discussed several changes that should be made to the document, which will be implemented by C. Andrews and considered for approval at the next Governance-HR Meeting.

Decision Items

None.

Audit/Finance/Risk Committee Activity Report

Reporting date: June 5, 2026

Chair: Mr. Howard Kennedy

Meetings in 2026: Two (2) virtual meetings

Tasks Completed Since Last Council Meeting:

- The Committee reviewed and discussed the 2025 financial results and other audit findings with auditors from BDO Canada. The auditors will present the draft financial statements for Council approval at the June 5, 2026, meeting. A separate briefing note is being provided, which includes the Committee's recommendation to reappoint BDO Canada as the College's auditors for 2026.
- The Investment Manager from Royal Bank of Canada Dominion Securities (RBCDS) reported on the status of the College's accounts as of April 30, 2026. Year-to-date results for 2026 indicate net annualized returns of 2.46% and 8.80% respectively since July 2023. RBCDS also informed the Committee about a manager change within the College's Canadian equities portfolio.
- The Committee reviewed the financial operating results, including an update on Restricted Funds, and the College's financial position as of April 30, 2026. Highlights are summarized below for Council's information.

Key Priorities

Council approval of the College's 2025 financial statements is the key priority. Following this, staff will work with BDO Canada to file the 2025 corporate income tax return, due by June 30, 2026.

Monitoring of potential financial and non-financial operational risks is ongoing.

Information Items

Year-to-date results as of April 30, 2026, are consistent with the approved financial plan.

Highlights include:

- **\$2.94M Revenue** (91.4% of budget)
Total operating revenue reflects strong performance due to the front-loaded nature of membership fees relative to the full-year 2026 budget.

Approximately 94% of actual operating revenue relates to membership fees registrants. Other revenue streams, such as new applications, new corporations, and corporation renewals, are performing in line with expectations.

- **\$1.04M Expenses** (27.4% of budget)
Year-to-date expenses are consistent with the 2026 budget. Expense levels are expected to increase as planned activities progress in the months ahead. Of total expenses, only \$8K relates to strategic costs and approved projects are underway.

- **\$8.1M Net assets**

The College's financial position remains stable and healthy. Net assets can support average expenses for approximately 26 months based on this year's operating budget.

Discussion Items

Audit findings and draft financial statements for 2025 are to be presented by BDO Canada.

Decision Items

The Audit/Finance/Risk Committee requests Council approval of the following:

1. The audited financial statements for 2025.
2. The reappointment of BDO Canada as auditors for the 2026 financial accounts.

Attachments

N/A

6-7 / PRESENTATIONS & MOTIONS

6. Presentation from the Auditors

7. Motions Brought Forward from Committees

a. Audit/Finance/Risk

- i. Approval of the audited financial statements for 2025
- ii. Approval of the reappointment of BDO Canada as auditors for 2026 financial accounts

b. Quality Assurance

- i. Approval of the proposed amendments to the Self-Assessment Policy (2024-2026)

c. Registration

- i. Approval of the 2026 OEBC written exam and OSCE as the standard assessment examination for registration purposes
- ii. Approval of the 2026 Jurisprudence exam for registration purposes

BRIEFING NOTE

Council Meeting – June 2026

Subject

Approval of the 2025 draft audited financial statements and reappointment of BDO Canada as external auditors for 2026

Background

The Audit/Finance/Risk Committee (AFR Committee) is responsible for overseeing the integrity of the College's financial reporting, including audit processes and key financial risks. It is also responsible for assessing the performance of the external auditors and ensuring that their independence is maintained.

Below is a summary of the work performed that is associated with the College's 2025 financial accounts:

- BDO Canada, LLP conducted the annual audit.
- The financial statements for the year ended December 31, 2025, were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).
- The audit included a review of financial records, internal controls, and accounting practices to ensure accuracy and compliance.
- The AFR Committee reviewed the statements and discussed auditor's findings.

BDO Canada will present the draft audit report to Council on June 5, 2026.

Decision(s) for Council

The AFR Committee recommends that Council:

1. Approve the 2025 draft audited financial statements as presented; and
2. Approve the reappointment of BDO Canada as the College's auditors for 2026.

Considerations

In their presentation to AFR Committee, the auditors reported the following:

- An unqualified audit opinion, indicating that the financial statements present fairly the financial position of the organization in all material respects.
- There are no material weaknesses in internal controls.
- No material misstatements or significant deficiencies were identified during the audit.
- No significant risks were identified that would impact on the reliability of the financial statements.

Regarding the AFR Committee's recommendation to reappoint BDO Canada as 2026 auditors:

- BDO Canada has been conducting independent audits of the College's financial statements for the past six (6) years.

- The auditors have consistently delivered audits in accordance with professional and regulatory standards.
- No significant issues or deficiencies have been identified in audit execution.
- The auditors possess strong institutional knowledge of the College's operations, systems, and financial reporting processes.
- Audit fees are considered reasonable and aligned with the scope of work.

Public Interest Mandate

In carrying out its public interest mandate, the College prioritizes transparency, accountability, and risk-based regulation. The financial activities reflected in the audited financial statements are aligned with the objective of safeguarding the public and maintaining trust in the profession.

Diversity, Equity, and Inclusion Considerations

N/A

Supporting Materials

Independent auditor's report – College's draft financial statements for 2025

Next Step

Upon Council's approval, the financial statements will be signed and published on the College's website as part of its annual report, in accordance with Section 3.10 of the College's By-Laws.

Contact

Deborah Anne Lim, Manager – Finance and Office Administration

College of Optometrists of Ontario
Financial Statements
For the year ended December 31, 2025

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Independent Auditor's Report

To the Members of College of Optometrists of Ontario

Opinion

We have audited the accompanying financial statements of College of Optometrists of Ontario (the "College"), which comprise the balance sheet as at December 31, 2025, and the statements of changes in net assets, revenue and expenditures and cash flows for the year then ended, including a summary of significant accounting policies and other explanatory information.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the College as at December 31, 2025, and its results of operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the *Auditor's Responsibilities for the Audit of the Financial Statements* section of our report. We are independent of the College in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the College's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the College's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

Independent Auditor's Report (continued)

Auditor's Responsibilities for the Audit of the Financial Statements (continued)

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the College's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

Chartered Professional Accountants, Licensed Public Accountants
Oakville, Ontario
Report Date

**College of Optometrists of Ontario
Balance Sheet**

December 31 **2025** **2024**

Assets

Current

Cash	\$ 1,012,066	\$ 535,067
Short-term investments (Note 3)	4,310,621	5,780,193
Accounts receivable	-	31,360
Prepaid expenses	41,929	36,996
	5,364,616	6,383,616

Other receivable (Note 9)	200,000	-
Long-term investments (Note 4)	3,653,485	2,757,292
Capital assets (Note 5)	12,828	19,542

\$ 9,230,929 **\$ 9,160,450**

Liabilities and Net Assets

Current liabilities

Accounts payable and accrued liabilities	\$ 136,922	\$ 127,809
Government remittances payable	331,946	336,175
Deferred revenue	2,698,148	2,679,353
	3,167,016	3,143,337

Net assets

Invested in capital assets	12,828	19,542
Internally restricted funds (Note 6)	1,334,002	1,783,424
Unrestricted fund	4,717,083	4,214,147
	6,063,913	6,017,113

\$ 9,230,929 **\$ 9,160,450**

Approved on Behalf of the Council:

_____ President

**College of Optometrists of Ontario
Statement of Changes in Net Assets**

For the year ended December 31

	Invested in Capital Assets	Other Internally Restricted Funds	Unrestricted Funds	2025 Total
2025				
Balance, beginning of year	\$ 19,542	\$ 1,783,424	\$ 4,214,147	\$ 6,017,113
Excess of revenue over expenditures (Note 6)	-	-	46,800	46,800
Interfund transfers	-	-	-	-
Purchase of capital assets	-	-	-	-
Amortization	(6,714)	-	6,714	-
Restricted funds spending	-	(449,422)	449,422	-
Balance, end of year	\$ 12,828	\$ 1,334,002	\$ 4,717,083	\$ 6,063,913
2024				
Balance, beginning of year	\$ 24,292	\$ 2,083,547	\$ 3,410,461	\$ 5,518,300
Excess of revenue over expenditures	-	-	498,813	498,813
Interfund transfers	-	-	-	-
Purchase of capital assets	4,922	-	(4,922)	-
Amortization	(9,672)	-	9,672	-
Restricted funds spending	-	(300,123)	300,123	-
Balance, end of year	\$ 19,542	\$ 1,783,424	\$ 4,214,147	\$ 6,017,113

The accompanying notes are an integral part of these financial statements.

College of Optometrists of Ontario Statement of Revenue and Expenditures

For the year ended December 31	2025	2024
Revenue		
Annual registration fees	\$ 2,845,894	\$ 2,804,353
Professional corporation fees	337,958	338,712
Services and other fees and recoverables	41,904	117,123
	<u>3,225,756</u>	<u>3,260,188</u>
Expenditures		
Council meeting and training expense	92,133	95,151
Inquiries, Complaints, and Reports Committee	68,855	33,900
Quality Assurance Committee	82,440	136,548
Executive Committee	23,888	26,175
Stakeholder engagement	146,705	120,125
Discipline Committee	29,197	20,715
Registration Committee	25,088	19,350
Governance Committee	14,025	10,872
Audit, Finance, Risk Committee	8,813	4,500
Patient Relations Committee	375	1,500
	<u>491,519</u>	<u>468,836</u>
College administration activities		
Salaries and benefits (Note 7)	1,946,480	1,796,681
Legal fees	181,288	150,092
Administration and services	221,119	200,545
Occupancy costs	164,344	151,705
IT services and maintenance	128,261	126,528
IT projects	59,735	166,919
Professional fees - consulting	55,268	32,368
Amortization of capital assets	6,714	9,672
OE tracker expense	63,775	58,376
Education and program delivery	187,605	138,580
Accounting and audit fees	22,604	22,649
Research	4,828	10,175
	<u>3,042,021</u>	<u>2,864,290</u>
Total expenditures	<u>3,533,540</u>	<u>3,333,126</u>
Deficiency of revenue over expenditures for the year before other income	<u>(307,784)</u>	<u>(72,938)</u>
Other income		
Investment income	200,327	277,163
Unrealized gain on investments	154,257	294,588
	<u>354,584</u>	<u>571,751</u>
Net excess of revenue over expenditures	<u>\$ 46,800</u>	<u>\$ 498,813</u>

The accompanying notes are an integral part of these financial statements.

College of Optometrists of Ontario
Statement of Cash Flows

For the year ended December 31	2025	2024
Cash flows provided by (used in)		
Operating activities		
Excess of revenue over expenditures for the year	\$ 46,800	\$ 498,813
Adjustments for items not involving cash:		
Amortization of capital assets	6,714	9,672
Net unrealized gain on investments	(154,257)	(294,588)
Changes in non-cash working capital balances		
Accounts receivable	31,360	(14,995)
Other receivable	(200,000)	-
Prepaid expenses	(4,933)	8,697
Accounts payable and accrued liabilities	9,113	(28,076)
Government remittances (receivable) payable	(4,229)	10,875
Deferred revenue	18,795	73,568
	(250,637)	263,966
Investing activities		
Purchase of capital assets	-	(4,922)
Net increase in investments	727,636	(470,902)
	727,636	(475,824)
Increase (decrease) in cash during the year	476,999	(211,858)
Cash, beginning of year	535,067	746,925
Cash, end of year	\$ 1,012,066	\$ 535,067

The accompanying notes are an integral part of these financial statements.

College of Optometrists of Ontario

Notes to Financial Statements

December 31, 2025

1. Nature of Operations

The College of Optometrists of Ontario (the "College") was incorporated without share capital in 1963 as a not-for-profit organization exempt from taxes under the Income Tax Act. The College is a self-regulatory authority responsible for the registering (licensing) and governing of optometrists in the Province of Ontario. The College's mission is to serve the public by regulating Ontario's optometrists and uses its authority to guide the profession in the delivery of safe, ethical, progressive and quality eye care at the highest standards.

2. Summary of Significant Accounting Policies

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations ("ASNPO") and includes the following significant account policies:

Short-Term and Long-Term Investments

Investments consist of guaranteed investment certificates, bonds, equities, and mutual funds. Long-term investments reflect investments that mature after the end of the following fiscal year-end or are held for long-term fund purposes. Investment income is recognized as revenue in the year in which it is earned. Gains and losses on the sale of investments are recorded as investment income when realized. For investments which have not been sold or have not matured, the unrealized gains and losses are recognized at the end of each fiscal year and are reported in the statement of revenue and expenditures.

Prepaid Expenses

Prepaid expenses are comprised of advance payments made to vendors for facility rental and membership dues, and for contracts for services to be received in the following fiscal year.

Capital Assets

Capital assets are stated at acquisition cost less accumulated amortization. Amortization is provided using the following rates and methods:

Computer hardware	- 55% diminishing balance
Furniture and equipment	- 20% diminishing balance
Leasehold improvements	- 20% straight line

Revenue Recognition

The College follows the deferral method of accounting for contributions. Restricted contributions are recognized as revenue in the year in which the related expenditures are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Investment income, which includes interest, dividend income, realized and unrealized gains, is recorded as earned.

College of Optometrists of Ontario Notes to Financial Statements

December 31, 2025

2. Summary of Significant Accounting Policies (continued)

Revenue Recognition (continued)

Annual registration fees

Annual registration fees represent membership fees and member application fees. Fees are set annually by the Council and are recognized as revenue in the year to which they relate and when collectibility is reasonably assured. Annual registration fees received in advance of the membership year to which they relate are recorded as deferred revenue.

Professional corporation fees

Professional corporation fees represent the application fee and the related annual renewal fees to operate a profession corporation as regulated by the College. Professional corporation fees are recognized upon the successful completion of the application or renewal process.

Services and other fees and recoverables

Services and other fees and recoverables represent quality assurance, continuing education and other service fees. Revenue is recognized at the time the service has been rendered and collectibility is reasonably assured.

Internally Restricted Funds

The College maintains a number of internally restricted funds. The funds are established and managed by way of Council resolutions which designate that funds be set aside and used for specific strategic purposes. The following is a description of each of the College's internally restricted funds:

Examination fund: To set aside funding for the development of a new entry-to-practice examination if deemed necessary.

Investigations and Hearings fund: To set aside funding to the College's Inquiries, Complaints and Reports Committee ("ICRC") and Discipline Committee for the unanticipated costs of complex investigations and hearings.

New Government Initiatives fund: To set aside funding for initiatives undertaken by the College to address the enactment of new or amended legislation and regulations.

Patient Relations fund: To set aside funding for the Patient Relations program which includes measures for preventing and dealing with sexual abuse of patients.

Public Awareness fund: To set aside funding for the enhancement of public participation and consultation in the College's regulatory activities, and to provide priority funding to facilitate a sustainable program of public awareness and connection to the mandate of the College as described in the College Performance Measurement Framework ("CPMF") and Strategic plan.

Diversity, Equity, and Inclusion Fund: To set aside fund for building ways to pragmatically promote and reflect the principles of diversity, equity and inclusion.

College of Optometrists of Ontario Notes to Financial Statements

December 31, 2025

2. Summary of Significant Accounting Policies (continued)

Internally Restricted Fund (continued)

Research fund: To set aside research fund that supports the public interest mandate of the College.

Staff Development and Succession Planning fund: To set aside contemporary, post pandemic professional development funds for staff; to provide leadership development for succession planning within the College.

Strategic Plan and CPMF fund: To set aside funds to rapidly address the areas identified in the CPMF as “not” or “partially” met to meet Ministry of Health (“MOH”) requirements (October 2021).

Unauthorized Practice fund: To set aside funding for unanticipated costs in pursuing legal action against unauthorized practice and dispensing.

Contingency for operating shortfall: To set aside funds for future operating shortfalls without increasing membership fees, while maintaining a revenue neutral budget.

The unrestricted fund consists of the cumulative excess of revenue over expenditures of the College less the amounts that have been internally restricted.

Financial Instruments

The College records financial instruments at fair value on initial recognition. The College subsequently measures all of its financial instruments at amortized cost except for investments, which are subsequently measured at fair value. Financial instruments are tested for impairment when changes in circumstances indicate the asset could be impaired.

Measurement Uncertainty

The preparation of financial statements in accordance with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amount of assets and liabilities, the disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenue and expenditures during the year. Actual results may differ from these estimates.

Contributed Services

The College uses volunteers to assist in the organization's activities. While these services benefit the College considerably, a reasonable estimate of the time spent and its fair market value cannot be made and accordingly, these contributed services are not recognized in the financial statements.

College of Optometrists of Ontario
Notes to Financial Statements

December 31, 2025

3. Short-Term Investments

	2025	2024
Cash	\$ 110,934	\$ 77,403
Fixed income and money market	4,199,687	5,702,790
Total	\$ 4,310,621	\$ 5,780,193

Short-term investments mature or are redeemable at various dates not exceeding 12 months within the next fiscal year. Fixed income investments include guaranteed investment certificates with interest rates ranging from 0.25% to 3.15% (2024 - 0.80% to 6.05%).

4. Long-Term Investments

	2025	2024
Fixed income	\$ 1,180,509	\$ 1,216,361
Canadian equities	1,527,999	1,150,649
Foreign equities	944,977	390,282
Total	\$ 3,653,485	\$ 2,757,292

Long-term investments fixed income mature or are redeemable at various dates exceeding 12 months. Fixed income investments include investments with effective interest rates ranging from 0.50% to 1.50% (2024 - 0.25% to 1.10%).

5. Capital Assets

	2025		2024	
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Computer hardware	\$ 96,361	\$ 92,755	\$ 3,606	\$ 8,015
Furniture and equipment	111,651	102,429	9,222	11,527
Leasehold improvements	304,452	304,452	-	-
Total	\$ 512,464	\$ 499,636	\$ 12,828	\$ 19,542

College of Optometrists of Ontario
Notes to Financial Statements

December 31, 2025

6. Restricted Funds

December 31, 2025

As of December 31, 2025	Examinations	Investigations and Hearings	New Government Initiatives	Patient Relations	Public Awareness	Diversity, Equity and Inclusion	Research	Staff Development	Strategic Plan and CPMF Fund	Unauthorized Practice	Contingency for operating shortfall	Total
Balance, beginning of year	\$ 310,000	\$ 150,000	\$ 100,000	\$ 55,000	\$-	\$ 25,000	\$ 150,000	\$-	\$ 306,240	\$ 75,000	\$ 612,184	\$ 1,783,424
Spent in 2025	\$ (310,000)	\$-	\$ (16,000)	\$ (1,050)	\$-	\$ (3,400)	\$ (4,728)	\$-	\$ (114,244)	\$-	\$-	\$ (449,422)
Balance, end of year	\$-	\$ 150,000	\$ 84,000	\$ 53,950	\$-	\$ 21,600	\$ 145,272	\$-	\$ 191,996	\$ 75,000	\$ 612,184	\$ 1,334,002

December 31, 2024

As of December 31, 2024	Examinations	Investigations and Hearings	New Government Initiatives	Patient Relations	Public Awareness	Diversity, Equity and Inclusion	Research	Staff Development	Strategic Plan and CPMF Fund	Unauthorized Practice	Contingency for operating shortfall	Total
Balance, beginning of year	\$ 310,031	\$ 200,000	\$ 200,000	\$ 39,597	\$ 16,982	\$ 277,213	\$ 315,150	\$ 79,890	\$ 494,684	\$ 150,000	\$-	\$ 2,083,547
New allocations (Transfers from unrestricted funds)	\$ 74,961	\$ (50,000)	\$ (95,000)	\$ 23,008	\$ (16,982)	\$ (223,804)	\$ (155,150)	\$ (79,890)	\$ (18,574)	\$ (70,753)	\$ 612,184	\$-
Spent in 2024	\$ (74,991)	\$-	\$ (5,000)	\$ (7,605)	\$-	\$ (28,409)	\$ (10,000)	\$-	\$ (169,870)	\$ (4,247)	\$-	\$ (300,123)
Balance, end of year	\$ 310,000	\$ 150,000	\$ 100,000	\$ 55,000	\$-	\$ 25,000	\$ 150,000	\$-	\$ 306,240	\$ 75,000	\$ 612,184	\$ 1,783,424

The Council approved the reallocated balance of restricted funds on December 13, 2024. A new category called 'Contingency for operating shortfall' was added, and removed 'Staff Development' and 'Public Awareness' categories.

The funds are distributed to over nine (9) categories, with overall estimated balance of \$1.334M as of December 31, 2025. Separately, the general contingency funds are maintained following the Finance Policy - Reserve Funds.

College of Optometrists of Ontario
Notes to Financial Statements

December 31, 2025

7. Retirement Plan

The College sponsors a retirement plan covering all eligible employees. Contributions are based on a percentage of the employee's compensation. In 2021, this plan became a registered retirement savings plan ("RRSP").

8. Commitments

(a) Equipment Operating Leases

The College leases office equipment under long-term lease arrangements which require payments for the next three years as follows:

2026	\$	13,190
2027		8,268
2028		2,794
		<hr/>
	\$	24,252
		<hr/>

(b) Premise Operating Leases

The College entered into a ten year lease agreement for their premises effective March 1, 2024 to February 28, 2034. The monthly occupancy cost includes the base lease amount plus the College's share of property taxes and operating costs.

The minimum annual base lease payments for the next five years and thereafter are as follows:

2026	\$	71,925
2027		75,744
2028		79,563
2029		83,382
2030		87,201
Thereafter		<hr/>
	\$	301,065
		<hr/>
	\$	698,880
		<hr/>

College of Optometrists of Ontario Notes to Financial Statements

December 31, 2025

9. Other Receivables

The College provided an interest free loan of \$200,000 (2024 - \$Nil) to the Optometry Examining Board of Canada (OEBC) to support its operations in maintaining a robust and defensible Entry-to-Practice exam in Canada. OEBC shall commence the repayment of the loan on the earlier of the third anniversary of the Disbursement Date (December 1, 2025) or when OEBC has achieved financial stability following which OEBC shall make two repayments of \$25,000 each year to be paid within thirty (30) days after the Spring OEBC exam registration has closed and within thirty (30) days after the Fall OEBC exam registration has closed.

10. Financial Instruments

The College is exposed to various risks through its financial instruments. The College has a risk management framework to monitor, evaluate and manage the principle risks assumed. The College is primarily exposed to market, interest rate, currency and liquidity risk.

Market risk

Market risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market prices, whether those changes are caused by factors specific to the individual financial instrument or its issuer, or factors affecting all similar financial instruments traded in the market. The investments in publicly traded securities exposes the College to market price risk as these equity investments are subject to price fluctuations. There has been no change in this risk assessment from the prior year.

Interest risk

Interest risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The College is exposed to interest rate risk through its fixed income investments. There has been no change in this risk assessment from the prior year.

Currency risk

Currency risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in foreign exchange rates. The College is exposed to currency risk from gains and losses due to fluctuations in foreign currency exchange rates on US and international equity investments. There has been no change in this risk assessment from the prior year.

Liquidity risk

Liquidity risk is the risk that the College will not be able to meet its obligations as they come due. The College is primarily exposed to liquidity risk through accounts payable, accrued liabilities and government remittances payable. The College meets its liquidity requirements by preparing and monitoring forecasts of cash flows from operations, anticipating investing activities and holding assets that can be readily converted into cash. There has been no change in this risk assessment from the prior year.

College of Optometrists of Ontario
Schedule of Compensation of Elected Council Members
Schedule I

December 31, 2025

Compensation of elected Council members

In accordance with the College's honoraria policy, all elected members of Council and Committee shall be paid an honoraria (per diem and preparation time) and reimbursed for allowable expenses incurred in relation to the performance of their duties. In addition, the President receives an annual stipend approved by the Council.

Council member	Per diem	Preparation time	Total honoraria
Dr. Abraham Yuen	16,087.50	300.00	16,387.50
Dr. Camy Grewal	13,012.50		13,012.50
Dr. Kamy Morcos	11,700.00	2,250.00	13,950.00
Dr. Lisa Christian	11,625.00	900.00	12,525.00
Dr. Mark Eltis ¹	33,712.50		33,712.50
Dr. Patrick Quaid	13,987.50		13,987.50
Dr. Pooya Hemami	16,350.00	3,825.00	20,175.00
Dr. Thomas Noel	15,562.50	1,200.00	16,762.50
Dr. Wesdon McCann	3,750.00		3,750.00
Dr. William Ulakovic	11,250.00		11,250.00
Grand Total	147,037.50	8,475.00	155,512.50

AFR	DC	EXCO	FTP	GOV/HR	ICRC	PRC	QA	QASP	REG	RSG
	●	●		●		●				●
	●			●					●	
	●						●	●		
● ^a	●	●		● ^a			●		● ^a	●
●	●								●	
●					●				●	
●	●						●	●		
	●		●			●				
	●				●					
	●									
●										

● Committee Chair ● Committee member (^aPresident as ex-officio)

- The applicable per diem rate is determined by the scheduled time of the meeting, and the elected member's role in the meeting. Committee Chairs are paid at a higher rate.
- Preparation time spent on reading case materials and/or decision-writing is paid on an hourly rate.
- Council had six (6) sessions in 2025, plus the Annual General Meeting.

¹ College President and Council Chair
The President receives an honoraria for attending committee meetings as ex-officio, engagements with stakeholders, and for participating in any other events where representation is requested by the College.

AFR	Audit/Finance/Risk (7)	ICRC *	Inquiries, Complaints, and Reports (10)
DC *	Discipline (8)	PRC	Patient Relations (0)
EXCO	Executive (4)	QA *	Quality Assurance (4)
FTP	Fitness to Practice (0)	QASP	Quality Assurance Special Projects (4)
GOV/HR	Governance HR (4)	REG	Registration (4)
		RSG	Research Steering Group (1)

(#) Total number of meetings in 2025
* Statutory Committees that allow members to claim preparation time.



BRIEFING NOTE

Council Meeting – June 2026

Subject

Approval of the Proposed Amendments to the Self-Assessment Policy (2024–2026)

Background

Amendments to the [Registration Regulation](#) came into force on September 1, 2025, exempting registrants in the inactive class from continuing education (CE) and practice hour requirements while inactive.

Following these amendments, the College received inquiries about whether Self-Assessment requirements continue to apply to registrants in the inactive class. While the regulatory changes address CE requirements, they do not explicitly address Self-Assessment, creating uncertainty about how Self-Assessment requirements should apply to registrants who are not practising.

Legal advice was obtained to ensure the policy approach aligns with regulatory requirements. The Quality Assurance Panel (QAP) of the Quality Assurance Committee (QAC) considered this advice as part of its review.

The QAP determined that, although the regulation technically exempts inactive registrants only from the CE component of the QA program, requiring them to complete the Self-Assessment would not align with principles of right-touch regulation. Inactive registrants do not practise, and therefore, do not pose a current risk to the public. They also do not have recent or ongoing practice experience to reflect on, which is the purpose of the Self-Assessment.

In addition, in practice, inactive registrants are not:

- selected for practice assessments through the annual random selection process; or
- directed to undergo practice assessments,

despite the absence of an explicit exemption in regulation.

Practice assessments and Self-Assessment are both components of the QA program that are intended to assess and support registrants' competence in practice. If inactive registrants are not subject to practice assessments because they are not practising, requiring them to complete a Self-Assessment would be inconsistent with how the QA program is otherwise applied.

For these reasons, the QAP supports exempting registrants in the inactive class from completing the Self-Assessment while they remain inactive. The QAP further recommends that the requirement apply only after a registrant has returned to active practice for a defined period, to ensure there is sufficient practice experience for meaningful, practice-based reflection.

The QAP proposed changes to the current *Self-Assessment Policy (2024–2026)*; in particular, introducing an *Inactive Class Requirements* section.

Decision(s) for Council

Approval of the proposed amendments to the Self-Assessment Policy (2024–2026).

Considerations

- Registrants must continue to follow the requirements set out in the *Registration Policy – Non-Practising Status* when entering or returning from the inactive class

Public Interest Mandate

- Ensures QA requirements are meaningful, proportionate, and focused on practising registrants
- Applying Self-Assessment only after a registrant has returned to active practice for a sufficient period supports continued competence
- Provides fair and reasonable relief where no practice is occurring, without compromising public protection

Diversity, Equity and Inclusion Considerations

- The policy ensures consistent, fair, and transparent requirements that accommodate a range of life circumstances while maintaining a focus on public protection

Supporting Materials

- Proposed Amendments to the Self-Assessment Policy (2024–2026)

Next Steps

- Upon Council approval, registrants will be informed of the amended policy through targeted communications.

Contact

- Bonny Wong, Senior Manager, QA Programs



Policy

Type:	Quality Assurance Program		
Name:	Self-Assessment: January 1, 2024 – December 31, 2026		
Status:	Approved	Version:	<u>21</u>
Date Approved:	March 22, 2024	Date Revised:	February 8, 2024 <u>May 15, 2026</u>

Purpose

As set out in the [Regulated Health Professions Act \(RHPA\), 1991, Section 80.1](#), the Quality Assurance (QA) Program for all colleges shall include self, peer, and practice assessments. The QA Program shall also include a mechanism for the College to monitor registrants' participation in, and compliance with, the QA Program.

The purpose of this policy is to outline the requirements of self-assessment that must be met by registrants in the three-year cycle: January 1, 2024 to December 31, 2026.

The objective of self-assessment is to assist registrants to identify areas for improvement, develop concrete and structured goals, participate in meaningful CE activities, and self-reflect on the impact of the activities on their practice. These are important skills that help registrants grow and engage in lifelong learning that is critical to providing quality care to patients.

Scope

This policy applies to all registrants, ~~both practicing and non-practising~~, of the College of Optometrists of Ontario.

Frequency of Self-Assessment

Registrants must complete the self-assessment once per three-year CE cycle. The current CE cycle runs from January 1, 2024 to December 31, 2026.

Components of Self-Assessment

The self-assessment is a **two-part** online exercise:

- **Part One – Scenarios and Multiple-choice questions** must be completed in one sitting. Part One consists of seven scenarios and related multiple-choice questions. There are five multiple-choice questions per scenario. This part is **not** scored (i.e., **there is no pass or fail**).
- **Part Two – Learning Plan.** After completing Part One of the self-assessment, registrants will use

the feedback and resources from Part One to create a Learning Plan. The Learning Plan encourages registrants to set specific goals, select appropriate CE activities, and reflect on the impact of their learning.

New Registrants

Registrants registered in the last year of the current cycle (i.e., in 2026) will not be required to complete the self-assessment.

Inactive Class Requirements

Registrants in the Inactive Class are exempt from completing the self-assessment while they remain inactive. Upon returning to active practice from inactive practice, registrants are required to complete the self-assessment after being back in practice for a minimum of 120 days and no more than 180 days, to ensure the self-assessment is meaningful to their current practice.

Submission and Confidentiality

Registrants are **not** required to submit their self-assessment to the College.

The self-assessment results are confidential. The College would not have access to Part One scores or the content of Learning Plans. The College would only have completion information (who and when the self-assessment was completed).

CE Activities

CE activities that registrants complete as part of their Learning Plan could be used to meet CE requirements as long as those activities meet the requirements of the 2024-2026 CE Policy. If registrants are using these CE activities to meet the requirements of the CE Policy, then they must upload them to OE TRACKER by the end of the current CE cycle.

Compliance

In accordance with subsection 82(1) of the Health Professions Procedural Code (the Code), which is Schedule 2 to the Regulated Health Professions Act, 1991 (the *RHPA*), every registrant shall co-operate with the Quality Assurance Committee (the QAC). And, failing to co-operate with the QAC is professional misconduct under section 51 (1) (b.0.1) of the Code.

The College will perform an audit at the conclusion of the current three-year cycle. The audit identifies those who fail to complete the self-assessment (both Part One and Part Two). Registrants who fail to complete the self-assessment may be referred to the QAC and given an opportunity to complete a practice assessment at their own cost according to the College's Schedule of Fees and Penalties. Registrants who fail to complete the self-assessment and decline to complete the practice assessment may be referred to the Inquiries, Complaints and Reports Committee (ICRC) under Section 80.2 (1) of the *RHPA* for professional misconduct.

BRIEFING NOTE

Council Meeting – June 2026

Subject

The 2026 Optometry Examining Board of Canada (OEBC) written exam and OSCE as the standard assessment examination set or approved by the College for registration purposes.

Background

The Committee continues to have confidence in candidates who have successfully challenged the OEBC written exam and OSCE with respect to entry-level competence and therefore, public safety.

Paragraph 7 of s. 2(1) of the Registration Regulation (837/93) as amended under the *Optometry Act, 1991*, reads as follows:

“The applicant must meet the criteria set out in one of the following subparagraphs:

- i. successful completion, not more than three years before applying for registration, of the standards assessment examinations set or approved by the College...”

The Registration Committee considers which standards assessment examination for the College Council to approve on an annual basis.

There have been many positive steps undertaken by OEBC since 2020 beginning with the installation of a new CEO in May 2020. For example, the OEBC Board approved policies to direct OEBC’s CEO to create and maintain criteria for the best means (live patient, standardized patients, and models) to measure the specific entry-to-practice competencies. Also seen as a positive step forward are the following: OEBC inviting the Registration Committee to review and provide comments on its RFP; OEBC Board’s unanimous support to integrate technical skills into the OSCE starting in the Spring of 2022; OEBC’s effort to update the OEBC exam blueprint using the recent National Competency Profile developed by Touchstone Institute; and OEBC inviting the Registration Committee to observe its September 2020 and Spring 2022 OEBC exam OSCEs and the piloting of new OSCE stations using live patients in January 2023. In 2024, OEBC invited the Registration Committee to observe the OEBC OSCE on April 13, in Montreal, and on May 5 in Hamilton. In June 2025, the College provided OEBC with a contribution payment of \$110,000 and a loan payment. OEBC has provided the College its June 30, 2025, Audited Financial Statements and June 2025 Financial Stability Chart.

Decision for Council

To approve the 2026 OEBC Written Exam and OSCE as the standard assessment examination for registration purposes.

Public Interest Mandate

The purpose of an entry-to-practice exam is to confirm that candidates have the required knowledge, skills, and judgement to provide competent and ethical optometric care to the public.

Diversity, Equity, and Inclusion Considerations

N/A

Contact

- Hanan Katerina Jibry, Deputy Registrar & COO

BRIEFING NOTE

Council Meeting – June 2026

Subject

The 2026 Jurisprudence exam for registration purposes.

Background

Applicants for registration as optometrists in Ontario are required to successfully complete a jurisprudence exam set or approved by the College as one of the requirements for registration. The College's Jurisprudence exam is reviewed periodically by College staff and is approved by the College Council on an annual basis.

Paragraph 7.1 of s. 2(1) of the Registration Regulation (837/93) as amended under the *Optometry Act, 1991*, reads as follows:

“The applicant has successfully completed an examination in jurisprudence set or approved by the College ...”

Previously held in-person, the College's Jurisprudence exam transitioned to a remotely proctored online exam in June 2020 due to COVID-19. It can be accessed remotely 24/7 over a period of three days. The online Jurisprudence exam pass rate is comparable to the in-person pass rate with candidates having the added benefit of being able to challenge the exam at their own time from anywhere in the world without having to travel to an exam location. Having an online exam also facilitates exam performance reporting.

Decision for Council

To approve the 2026 Jurisprudence exam for registration purposes.

Public Interest Mandate

Demonstrating knowledge and understanding of the jurisprudence, ethical standards and standards of practice governing the practice of optometrists in the province, is a mandatory registration requirement and contributes to the delivery of safe patient care. Increasing the awareness and understanding of how the law impacts optometric practice in Ontario helps College registrants practise within the boundaries of legislation.

Diversity, Equity, and Inclusion Considerations

N/A

Contact

- Hanan Katerina Jibry, Deputy Registrar & COO

8-12 / UPCOMING MEETINGS

8. Upcoming Council Meetings
 - a. Friday, September 18, 2026
 - b. Friday, December 11, 2026
9. List of Acronyms
10. Governance Guide: Robert's Rules
11. Council Feedback Survey
12. Adjournment – approximately 1:00 p.m.
 - Generative Discussion (optional)

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
CHCPBC	College of Health and Care Professionals of BC	British Columbia's amalgamated health college which regulates optometrists in British Columbia along with other health professions
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
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

List of Acronyms Used by the College of Optometrists of Ontario

CPSO	College of Physicians and Surgeons of Ontario	A self-governing college as defined by the <i>Regulated Health Professions Act</i>
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, ophthalmologists and opticians 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

List of Acronyms Used by the College of Optometrists of 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
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 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

List of Acronyms Used by the College of Optometrists of Ontario

OEBC-BEOC	Optometry Examining Board of Canada	Administers the national standards assessment exam on behalf of the provincial and territorial optometric regulators
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

List of Acronyms Used by the College of Optometrists of Ontario

SCERP	Specified Continuing Educational or Remediation Program	A direction to an optometrist by the ICRC to complete remediation following a complaint or report
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
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 December 2025

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