



COLLEGE OF **OPTOMETRISTS** OF ONTARIO

COUNCIL MEETING

FRIDAY, JUNE 23, 2023
AT 9:00 A.M.

(PUBLIC INVITED TO ATTEND ONLINE)

HYBRID MEETING

Vision and Mission

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

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

1 - 5 / INTRODUCTION

1. Call to Order/Attendance
 - a. Land Acknowledgement
 - b. Public Interest Statement
2. Adopt the Agenda
 - a. Conflict of Interest Declaration
3. Recognition of Bashar Kassir
4. Committee Updates
5. Consent Agenda
 - PART 1 - Minutes of Prior Council Meetings
 - i. December 9, 2022
 - ii. March 31, 2023
 - iii. Motions and Actions Arising from the Minutes
 - PART 2 - Reports
 - b. Committee Reports
 - i. Executive Committee
 - ii. Patient Relations
 - iii. Quality Assurance:
 - iv. ICRC
 - v. Registration
 - vi. Governance/HR Committee
 - vii. Audit/Finance/Risk Committee

Council Agenda

Date: Friday, June 23, 2023 | 9:00 a.m. – 3:45 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	2	Decision	3
2. Adopt the Agenda a. Conflict of Interest Declaration	M. Eltis	2	Decision	3
3. Recognition of Bashar Kassir	M. Eltis	2	Presentation	3
4. Committee Updates	Committee Chairs	15	Presentation	3
5. Consent Agenda PART 1 - Minutes of Prior Council Meetings i. December 9, 2022 (in camera) ii. March 31, 2023 iii. Motions and Actions Items Arising from the Minutes PART 2 - Reports b. Committee Reports i. Executive ii. Patient Relations iii. Quality Assurance iv. ICRC v. Registration vi. Governance/HR Committee vii. Audit/Finance/Risk Committee	M. Eltis	15	Decision	3 8 12 13 14 15 18 20 22 24
6. Registrar's Report In Camera Session: Legal Advice Regarding Conflict of Interest raised at March 2023 Council Meeting Council will go in camera under: • Section 7(2)(b) of the <i>Health Professions Procedural Code</i> , which is Schedule 2 to the <i>Regulated Health Professions Act, 1991</i>	J. Jamieson	60	Presentation	26

10:40–11:00 a.m. - Morning Break and Group Photo		20		
<p>7. Motions Brought Forward from Committees</p> <p>a. Registration</p> <p>i. The 2023 Optometry Examining Board of Canada (OEBC) written exam and OSCE as one of two standards assessment examinations set or approved by the College for registration purposes</p> <p>ii. Providing the requested member contribution of \$30/member or \$84,120 to OEBC. Once approved, half the requested funds will be disbursed to OEBC with the remaining balance to be disbursed once the Registration Committee is satisfied with the launch of the live patient stations in the Fall 2023 Speaker: Kim Allen, CEO of OEBC</p> <p>iii. The 2023 National Board of Examiners in Optometry (NBEO) exam as an alternate standards assessment examination set or approved by the College for registration purposes</p> <p>iv. The 2023 Jurisprudence exam for registration purposes</p>	<p>A. Yuen</p> <p>A. Yuen</p> <p>K. Allen A. Yuen</p> <p>A. Yuen</p>	<p>15</p> <p>15</p> <p>30 15</p> <p>5</p>	<p>Decision</p> <p>Decision</p> <p>Presentation Decision</p> <p>Decision</p>	<p>28</p> <p>29</p> <p>36</p> <p>39</p>
12:20 – 1:15 p.m. - Lunch		55		
<p>8. Financial Matters</p> <p>a. Presentation from the Auditors</p> <p>9. Motions Brought Forward from Committees cont'd</p> <p>a. Audit/Finance/Risk</p> <p>i. Approval of audited financials for year-end December 31, 2022</p>	<p>BDO Canada</p> <p>N. Shah</p>	<p>30</p> <p>20</p>	<p>Presentation</p> <p>Decision</p>	<p></p> <p>40</p>

ii.	Approval of the reappointment of BDO Canada as financial auditors for year 2023	N. Shah	10	Decision	40
iii.	Approval of College investment firm	N. Shah	5	Decision	
In Camera Session: Financial Matters					
Council will go in camera under:					
	Section 7(2)(b) of the <i>Health Professions Procedural Code</i> , which is Schedule 2 to the <i>Regulated Health Professions Act, 1991</i>	N. Shah	20	Discussion	
2:40 – 3:00 p.m. - Afternoon Break			20		
b.	Governance/HR				
i.	To approve edits to sections 3.02, 30.4 and 3.10 of the bylaws (related to financial processes)	L. Christian	5	Decision	55
ii.	To approve edits to section 7.02 of the bylaws (related to nominations in the Executive Committee)	L. Christian	5	Decision	55
iii.	To approve edits to section 7.04 of the bylaws (related to the term limits of the President and Vice President)	L. Christian	5	Decision	55
iv.	To approve edits to section 9.03 of the bylaws (related to the temporary suspension of a Council member)	L. Christian	5	Decision	55
v.	To approve edits to sections 18.03 and 22.03 of the bylaws (related to non-payment suspensions)	L. Christian	5	Decision	55
c.	Executive				
i.	Approval of the appointment of Esther Jooda to the Discipline, ICRC and Patient Relations Committees	M. Eltis	5	Decision	
10.	Upcoming Council Meetings	J. Jamieson	10	For Information	60
a.	June 28, 2023				
b.	September 15, 2023				
c.	December 8, 2023				

11. List of Acronyms				61
12. Governance Guide: Robert's Rules				67
13. Council Feedback Survey	M. Eltis	2	Discussion	
14. Adjournment – approximately 3:45 p.m.	M. Eltis	2	Decision	
15. Generative Discussion (optional)		30	Discussion	



**College of Optometrists of Ontario
Council Meeting
DRAFT – March 31, 2023**

Attendance:

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

Dr. Richard Kniaziew
Dr. Dino Mastronardi
Dr. Kamy Morcos
Dr. Areef Nurani
Mr. Narendra Shah
Mr. Olutoye Soile
Mr. Andre Tilban-Rios
Dr. Abraham Yuen

Staff:

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

Ms. Jaslin Facey
Ms. Debbie Lim
Ms. Adrita Shah Noor
Ms. Shelby Sargo

Guest:

Ms. Julia Martin, legal counsel

1 **1. Call to Order/Attendance:** Dr. Eltis called the meeting to order at 9:00 a.m.
2 Dr. Eltis read the land acknowledgement and public interest statement.

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

5
6 *Moved by Dr. Yuen and seconded by Dr. Grewal to **adopt the agenda.***

7
8 Dr. Nurani mentioned a potential conflict of interest with a council member.

9 **Motion carried**

10
11 **2a. Conflict of Interest Declaration:** Dr. Eltis asked Council members if anyone has a conflict of interest
12 with any item on the day's agenda.

13
14 **3. Recognition of Kathy Biondi**

15
16 Dr. Eltis presented Ms. Biondi with a certificate of recognition to acknowledge the end of her term as a
17 Council member.

4. DEI Presentation

Ms. Lorin MacDonald presented on accessibility.

Dr. Nurani made a point of inquiry regarding the positions of Council members outside of the College and potential conflicts of interest.

Mr. Jamieson responded that neutrality is important to uphold and stated that legal counsel would be consulted regarding the point of inquiry.

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

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

PART 1 - Minutes of Prior Council Meetings

- a. December 9, 2022
- b. January 20, 2023
- c. March 2, 2023
- d. Motions and Action Items Arising from the Minutes

PART 2 - Reports

- b. Committee Reports
 - i. Executive
 - ii. Patient Relations
 - iii. Quality Assurance:
 - iv. ICRC
 - v. Registration
 - vi. Governance/HR Committee
 - vii. Audit/Finance/Risk Committee

Council discussed several items in the consent agenda, including committee meeting formats, the terms of reference for President and Vice President, and specializations in optometry.

Council discussed the necessity of the OPR and requested that the Clinical Practice Panel conduct a review of the OPR a definite research project.

Action Item: Council directed the QA Committee to conduct a research project to compare jurisdictions within Canada and see how they handle the concept of an OPR.

Council adjourned for break at 11:00 a.m.

Council returned from break at 11:20 a.m.

Council pulled out the Registration committee report and discussed the OEBC exam.

Moved by Dr. Grewal and Dr. Hemami to adopt the consent agenda.

Motion carried

7. Registrar's Report

Mr. Jamieson presented the Registrar's Report which touched on regulatory modernization, governance reform and updates on the implementation portion of the strategic plan.

Council discussed Registration statistics, as well as the funding that was provided to three projects by the Research Steering Group.

Council adjourned for lunch at 12:19 p.m.

Council resumed at 1:00 p.m.

8. Motions Brought Forward from Committees

a) Executive Committee

i. Approval of the 2022 CPMF Report

Dr. Eltis presented the motion for the approval of the 2022 CPMF Report.

Moved by Dr. Kniaziew and seconded by Dr. Yuen to approve the 2022 CPMF Report.

Motion carried

9. Motions Brought Forward from Committees continued

a. Audit/Finance/Risk Committee

i. The AFR committee recommends a modification to the current terms of reference for the approval of Council quarterly and annual financial statements. *Proposed statement: The Committee reports the quarterly financial results to Council and recommends Council approval for the annual financial statements.*

Mr. Shah presented the motion for approval of a modification to the current terms of reference for approval of Council quarterly and annual financial statements.

Moved by Dr. Kniaziew and seconded by Mr. Kennedy to approve the modification to the current terms of reference for the approval of Council quarterly and annual financial statements.

Motion carried

Moved by Ms. Allen and seconded by Dr. Yuen to move in camera to discuss financial matters.

Motion carried

IN CAMERA Session: Financial Matters

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

Council went **in camera** at 1:04 p.m.

Council moved **out of camera** at 1:29 p.m.

Dr. Eltis stated Council had moved in-camera to discuss financial matters, and they were now out of camera.

ii. Motion to direct staff to enter negotiations with OECTA with respect to the office lease

*Moved by Mr. Kassir and seconded by Ms. Allen to **approve staff to enter negotiations with OECTA with respect to the office lease.***

Motion carried

10. Dates of Upcoming Council Meetings

- a. Thursday, June 22, 2023 – AGM (in the evening)
- c. Friday, June 23, 2023
- d. Friday, September 15, 2023
- e. Friday, December 8, 2023

Mr. Jamieson provided updates and information on the AGM and upcoming council meetings.

11. List of Acronyms

12. Governance Guide: Robert's Rules

13. Adjournment: *Moved by Dr. Grewal and seconded by Ms. Allen to **adjourn the meeting at 1:37 p.m.***

Motion carried



COLLEGE OF OPTOMETRISTS OF ONTARIO

Council Meeting – March 31, 2023

COUNCIL ACTION LIST STATUS

Updated May 8 2023

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	
03/31/23	55	The QA Committee will conduct a research project to compare jurisdictions within Canada and see how they handle the concept of an OPR.	Ongoing	

Council Meeting – March 31, 2023

MOTION LIST

Updated May 8, 2023

Date mm/dd/yr	Minute Line	Motion	Committee	Decision
03/31/23	82	Moved by Dr. Kniaziew and seconded by Dr. Yuen to approve the 2022 CPMF Report.	Executive	Motion carried
03/31/23	97	Moved by Dr. Kniaziew and seconded by Mr. Kennedy to approve the modification to the current terms of reference for the approval of Council quarterly and annual financial statements.	AFR	Motion carried
03/31/23	103	Moved by Mr. Kassir and seconded by Ms. Allen to approve staff to enter negotiations with OECTA with respect to the office lease.	AFR	Motion carried

Executive Committee Activity Report

Reporting date: June 23, 2023

Chair: Dr. Mark Eltis

Meetings in 2023: 4 (Zoom) | most recent on June 12, 2023

Key Priorities

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

Discussion Items

Committee Motions for June 23, 2023 Council Meeting

The Executive Committee reviewed a draft agenda for the June 23, 2023 meeting of Council, including relevant motions.

Research Steering Group

C. Andrews provided an update on the College's Research Grant Program. The Research Steering Group recently conceptualized the new call for proposals that will be released later in the summer. The focus will be on the regulation of optometry and access to eye care.

Consideration of Complaints Against Council Member

The Executive Committee held two special meetings, one on May 19, 2023 and another on June 12, 2023. The first meeting was arranged so that the Committee could review and discuss three complaints that were filed against a Council member. The second meeting was held so that the Committee could review and discuss a response developed by the Council member, and determine next steps.

Committee Appointments for Esther Jooda

A new Council member, Esther Jooda, joined Council on The Committee recommends appointing Esther Jooda to the Discipline, Patient Relations, and Inquiries, Complaints and Reports Committees.

Decision Item

The Executive Committee presents one motion for Council approval, which is to appoint Esther Jooda to the Discipline, Patient Relations, and Inquiries, Complaints and Reports Committees.

Patient Relations Committee Activity Report

Reporting date: June 23, 2023

Chair: Suzanne Allen

Meetings in 2023: 1 (Zoom) | most recent on January 9, 2023

Tasks Completed Since Last Council Meeting:

- Sexual Abuse Prevention Training for staff
- Scheduled meeting for August 2023

Key Priorities

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

Information Items

Staff received Sexual Abuse Prevention Training on May 30, from Adrita Shah Noor, Senior Manager of Investigations and Resolutions, and Jaslin Facey, Communications Coordinator.

Discussion Items

Program of Funding for Therapy and Counselling

The patient therapy program continues to provide support for three patients. Patients can access the fund for a five-year period after the person first received therapy for the alleged sexual abuse, or from the date the sexual abuse was alleged in a complaint or report. The five-year period for two patients expired earlier this year, resulting in a lower number of patients than the previous Council meeting.

Focus Group Update

In 2023 the College is carrying out Focus Groups to engage with members of the public, as well as registrants with the College. Since March, the College has successfully carried out Focus Groups in Ottawa, Windsor, and Dryden. Optometrists from across Ontario have shared their perspectives on various aspects of regulation, while members of the public have engaged in discussions around their expectations for the profession of optometry. The College will be hosting Focus Groups in Sudbury and Toronto in July and will then take a break before their last two Focus Groups in London and Waterloo in October.

Sexual Abuse Prevention Training

It is the legislated duty of the Patient Relations Committee to ensure staff receive training on sexual abuse prevention. Staff received this training on May 30, which included a discussion on how the RHPA defines sexual abuse, learning about how values, beliefs and feelings can inhibit how staff interact with patients, and discussions around myths and scenarios involving sexual abuse.

Attachments

Quality Assurance Committee Activity Report

Reporting date: June 23, 2023

Chair: Dr. Kamy Morcos

Meetings in 2023: 7 (via teleconference)

Tasks Completed Since Last Council Meeting:

- Invited candidates to attend the assessor training on the new practice assessment tools.
- Reviewed and approved ongoing CRAs, Case Manager Reports, and remedial programs.
- Discussed the CE Policy for the next cycle (2024-2026).
- Discussed the need to hire a consultant with a medico-legal background to assist in the modernization of the OPR.

Key Priorities

QA Special Projects Panel

- The QA Program Practice Assessment and Self-Assessment Projects remain top priorities. Both will be ready for council review/approval by year-end and subsequent implementation with members in 2024.

QA Panel

- Catching up on backlog of SRAs from previous years has resulted in an increased number of cases being escalated to CRAs, Case Manager Reports, and remedial programs. This has significantly increased the workload of the QA Panel (e.g., 36 ongoing remedial programs). The Panel will focus on clearing escalated cases throughout 2023.
- Drafting the 2024-2026 CE Policy for Council approval is also a top priority.

Clinical Practice Panel

- Modernizing the OPR is a top priority.

Information Items

Practice Assessment Stats

	Since Last Council Meeting	Throughout 2023
SRA Reports Reviewed	0	0
CRA Reports Reviewed	28	34
Members Referred for Remediation	7	7

Discussion Items

Practice Assessment Redevelopment Project

- Phase 1 of the project (Development) will end with a Cut Score Study. Each competency on the Chart Review Protocol (CRP) is scored on a scale of 0 to 2, with 0 being “unmet”, 1 being “partially met”, and 2 being “met.” Professional members of the QA Committee will serve as subject matter experts (SMEs) in the Cut Score Study, which will take place from June 12-16, 2023. The SMEs will establish:
 - The minimum score required on each competency that is indicative of quality practice; and
 - Which of the competencies are “critical” to be “met” for indication of quality of practice.
- Phase 2 of the project (pre-testing) begins with recruitment and training of QA Assessors for the new practice assessment protocols: CRP and Interview-Based Protocol. The QA Special Projects Panel reviewed applications and invited candidates to training. Two sessions will be held on July 10, 2023: one for CRP training and one for interview-based protocol training.
- The project will then move into pre-testing phase with the newly trained assessors.

Self Assessment Development Project

- The QA Special Projects Panel has finalized the prescriptive feedback that will be provided to member for questions they have answered incorrectly.
- The next steps will be building out the self-assessment in the College’s existing Learning Management System (LMS) where members currently access e-modules.
- The project will then move into its piloting phase over the summer.

2024-2026 CE Policy

- At their May 23, 2023 meeting, the QA Panel had a brainstorming session on the CE Policy for the next cycle (2024-2026).
- The Panel also reviewed Canadian jurisdictional scan of CE requirements and found that the College of Optometrists of Ontario’s CE hours requirements are comparable to other regulators.
- As next steps, to make informed decisions, the Panel will review OE TRACKER data reports on:
 - CE hours completed so far;
 - COPE vs. non-COPE hours; and
 - Types of other learning opportunities taken by members.
- The 2024-2026 CE Policy will be ready for council review/approval by year-end and subsequent implementation with members in 2024.

2021-2023 CE Policy Review

- The current CE cycle (2021-2023) is the first cycle to require completion of a minimum number of COPE CE hours and to include a new category of “Other Learning Opportunities.” At the conclusion of the current CE cycle, the Panel agreed to:
 - Review audit results to identify the number of members deficient in CE hours, and the number and types of CE hours they are deficient;
 - Survey the membership for feedback;
 - Conduct a Canadian jurisdictional scan of CE requirements.
- The collected data will allow the Panel to have informed discussions and make evidence-based decisions to improve future CE policies.

Modernizing the OPR

- At their March 31, 2023 meeting, Council asked the QA Committee to conduct a research project to compare the Standards of Practice of other Colleges and how they compare to the Optometric Practice Reference (OPR).
- At their May 19, 2023 meeting, CPP had an extensive discussion on the concept of [the](#) OPR and reviewed the following:
 - The comprehensive use of the OPR by College Committees, including QA Committee and ICRC;
 - The Standards of Practice of other Regulated Health Professional Colleges in Ontario and Optometric Colleges in Canada;
 - Survey results from members on their use of the OPR.
- CPP concluded that the OPR is in need of modernization, in order to better reflect the constant changes in public needs and the evolving nature of the optometry profession. The modernized OPR would:
 - Reflect current health care needs;
 - Be relevant to current optometry practice;
 - Be consistent, clear, concise and easy to understand by the profession and public;
 - Address gaps in content;
 - Increase accessibility.
- CPP agreed that a writing consultant with medico-legal background is needed to assist with the modernization of the OPR. The next step is to develop a project plan, including scope, timeline, cost and skill set and experience of the writing consultant. The CPP will then obtain and review quotes from potential writing consultants and invite a select few for an interview at their next meeting.
- While this review of the OPR by the external consultant is ongoing, CPP will limit its updating of OPR items to only those for which there is believed to be a pressing need.

Attachments

N/A

Inquiries, Complaints and Reports Committee (ICRC) Activity Report

Reporting date: June 9, 2023

Committee Chair: Dr. Dino Mastronardi

Meetings in 2023: 6 (via videoconference)

Information Items

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

Since the Committee last reported to Council, a meeting was held on March 29, 2023, with members of Dr. Mastronardi's panel, and Dr. Jenna Astorino's panel held a case review meeting on April 19, 2023.

An ad-hoc panel additionally met on May 12, 2023, to deliberate on two matters. At the time of drafting this report, Dr. Mastronardi's panel is also scheduled to meet on June 12, 2023.

Discussion Items

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

Decision Items

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

Cases Processed Since Last Reporting (March 18, 2023 – June 9, 2023)

- Complaints newly filed: 22
- Cases reviewed by the panels: 16
- Complaint Cases to Alternative Dispute Resolution (ADR): 0
- Cases carried over: 2

Decision Breakdown	Total
Decisions Issued	21
Case Type	
• Complaints	21
• Registrar's Investigations	0
• Incapacity Inquiry	0
Dispositions (for cases above)	
• No action/No further action (NFA)	15
• Advice/Recommendation	0

<ul style="list-style-type: none"> • Remedial agreement • Specified Continuing Education or Remediation Program (SCERP) • Oral caution • Acknowledgement and Undertaking • Referral of specified allegations to the Discipline Committee 	5 0 0 1 0
Nature of Allegations (for dispositions above, no action/NFA excluded)** <ul style="list-style-type: none"> • Failure to diagnose/misdiagnose • Failure refer to an ophthalmologist • Improper eye examination and/or treatment • Unprofessional behaviour & communication • Related to eyeglasses or contact lens prescriptions • Exceeding the scope of practice of the profession • Breach of Professional Boundaries 	 1 0 1 3 0 2 2
Timeline for Resolution (for cases above) <ul style="list-style-type: none"> • <120 Days • 121-150 Days • 151-180 Days • 180+ Days 	0 0 0 21

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

HPARB Appeals

- New appeals: 2
- Outstanding appeals to be heard: 2
- Appeals heard and awaiting decisions: 0
- ICRC Decision Returned (further investigation requested): 1
- ICRC Decision Upheld/Confirmed: 1

Registration Committee Activity Report

Reporting date: June 23, 2023

Chair: Dr. Abraham Yuen

Meetings in 2023: 2 virtual

Tasks Completed Since Last Council Meeting:

- Prioritized the proposed amendments to the Registration Regulation associated with the Emergency Class.
- Discussed the Federation of Optometric Regulatory Authorities of Canada (FORAC), the Office of the Fairness Commissioner (OFC), Touchstone Institute and the Internationally Graduated Optometrist Evaluating Examination (IGOEE), the Optometry Examining Board of Canada (OEBC) and the National Board of Examiners in Optometry (NBEO) examinations, and the registration process.
- Discussed the criteria for changing an Academic Certificate of Registration to a General Certificate of Registration.

Key Priorities

Emergency Class of Registration

- There was no substantial feedback received associated with the proposed amendments to the Registration Regulation associated with the Emergency Class of Registration. Accordingly, the proposed amendments were submitted to the Ministry of Health as required on Monday, May 1, 2023.

Federation of Optometric Regulatory Authorities of Canada

- The Committee discussed the Copyright Licence and Services Agreement which involves administrative functions undertaken by FORAC that are associated with the IGOEE. The Agreement is scheduled to expire in September 2023 unless it is renewed with FORAC.

Office of the Fairness Commissioner

- In a March 15, 2023, letter, the OFC informed regulated health professionals that its office will be providing the 2022 Fair Registration Practices (FRP) report in May 2023 and that they will have 60 days to complete and file their submissions with the OFC.
- The College received the 2022 FRP report on May 15 and has until August 4, 2023, to complete the report. Registration staff are in the process of completing the report.

Touchstone Institute

- Sixteen candidates challenged the 2023 IGOEE in March 2023 following which registration staff were invited by Touchstone Institute to attend a meeting of the Evaluating Exam Oversight

Committee (EEOC) on May 8 to review the anonymized raw exam scores. Only one candidate scored high enough to challenge the entry-to-practice exam directly.

- Touchstone Institute announced the appointment of Ms. Nicole Beben as CEO effective June 5, 2023.

Optometry Examining Board of Canada

- The OEBC Board voted unanimously to reduce the exam fees, from the current total of \$5,100 to the new amount of \$4,500 which will take effect in the Fall 2023.
- The Committee discussed and approved a motion to recommend to Council approving the 2023 OEBC written exam and OSCE as one of two standards assessment examinations set or approved by the College for registration purposes. Please refer to the associated briefing note.
- The Committee also discussed the April 2 letter provided to the College President on the OEBC member contribution and update. Following the discussion, the Committee approved a motion to recommend to Council the approval of the requested member contribution of \$30/member or \$84,120. Once approved, the College would disburse half the requested funds to OEBC. The remaining balance would be disbursed once the Committee is satisfied with the launch of the live patient stations in the Fall 2023. In the May 26 response letter, the CEO of OEBC was invited to provide a brief overview to Council members and answer any questions or concerns they may have. Please refer to the briefing note associated with the matter.

National Board of Examiners in Optometry

- The Committee also discussed and approved a motion to recommend to Council the 2023 NBEO exam as an alternate standards assessment examination set or approved by the College for registration purposes.

Registration Process

- College staff continue to accept applications for registration electronically and validate documents with applicants.
- There was a maximum of 30 candidates registered for the May 2023 online Jurisprudence exam and a maximum of 30 candidates are currently registered for the July 2023 online Jurisprudence exam.
- Since the online application portal was launched on September 21, 2022, there have been a total of 126 online registration applications received by June 8 with 95 online applications received in 2023.

Discussion Items

- The Committee discussed and approved a motion to recommend to Council the 2023 Jurisprudence exam for registration purposes.
- The Committee discussed requests for exemption by faculty of the University of Waterloo School of Optometry and Vision Science from the 750 minimum direct patient contact hour policy.
- In addition, the Committee discussed the criteria for changing an Academic Certificate of Registration to a General Certificate of Registration.

Governance-HR Committee Activity Report

Reporting date: June 23, 2023

Chair: Dr. Lisa Christian

Meetings in 2023: 2 (Zoom) | most recent on May 18, 2023

Tasks Completed Since Last Council Meeting:

- The group reviewed and approved a series of by-law edits (see below under “decision items”).
- The group reviewed a list of committee appointment guidelines and discussed potential improvements. Once finalized, the document will help steer the Committee’s appointment process later this year.
- The group reviewed and considered a policymaking framework developed by C. Andrews. The framework provides recommendations to committees involved in the policymaking process. The Committee is currently accepting feedback (see below under “discussion items”).

Key Priorities

The mandate of the Governance-HR Committee is to facilitate Council’s ability to fulfill its functional and ethical responsibilities. Working within that mandate, a key focus for the committee in 2023 is to review the College’s governance policies and processes, and to make changes and additions where appropriate to enhance the College’s governance portfolio.

Discussion Items

Feedback on Council Meeting (April 31, 2023)

The group discussed survey feedback on the last Council session, noting that there were comments related to “surprise” issues being brought to the table without notice. The group agreed that this should be avoided, and that notice should be given in cases where new information is being presented, especially in relation to potentially contentious issues.

Policymaking Framework

The group discussed a draft framework to guide policymaking efforts at the College. The framework is designed to help policies follow a standardized process that ensures mandate-relevance, stakeholder collaboration, etc.

The document is attached as an FYI item for Council (see below under “attachments”) and the Governance-HR Committee is welcoming all comments and feedback.

By-law Changes

The Committee reviewed and approved a series of bylaw changes developed by legal counsel in coordination with relevant staff (see below under “decision items”). The changes will be presented to Council for approval.

Decision Items

The Governance-HR Committee presents five motions for Council approval. The items pertain to by-law changes and are described in detail in the attached briefing note as well as the full by-laws document (with tracked changes). The motions are:

- To approve edits to sections 3.02, 3.04, and 3.10 of the bylaws (related to financial processes)
- To approve edits to section 7.02 of the bylaws (related to nominations to the Executive Committee)
- To approve edits to section 7.04 of the bylaws (related to the term limits of the President and Vice President)
- To approve edits to section 9.03 of the bylaws (related to the temporary suspension of a Council member)
- To approve edits to sections 18.03 and 22.03 of the bylaws (related to non-payment suspensions)

Attachments

1. Draft Policymaking Framework (open for Council feedback)
2. Briefing Note: Bylaw Changes
3. College By-Laws (with full tracked changes)

Audit/Finance/Risk Committee Activity Report

Reporting date: June 23, 2023

Chair: Mr. Narendra Shah

Meetings in 2023: 2 (AFR Committee) + 3 (AFR Working Group) – all via teleconference.

Tasks Completed Since Last Council Meeting:

- The College's auditors, BDO Canada, reviewed the audit process and the audit results for the financial year 2022 with the Committee. The audit went very well, and there were no major issues to note.
- The auditors are scheduled to present the draft financial statements recommended by the Committee for approval by Council at the June 23, 2023, meeting.
- The Committee supported the reappointment of BDO Canada as the auditors for 2023 which is their fourth year with the College. As per the Committee's mandate, a comprehensive review of external auditors is conducted every five years.
- In relation with the College's office lease renewal with the Ontario English Catholic Teacher's Association (OECTA), the Committee approved OECTA's request to receive a copy of the 2022 unaudited financial statements to advance the lease negotiations.
- The AFR working group reported back to the Committee about the assessment done on investment strategies appropriate for the College's mandate as non-for-profit organization.
- The financial results for the first quarter of the year 2023 were circulated for information. There were no significant issues to report.

Key Priorities

Following the Council approval of the draft audited financial results on June 23, 2023, staff will work with the auditors in filing the 2022 corporation income tax, due by June 30, 2023.

The Committee will work on action items related to the matter that will be discussed in-camera at the Council meeting on June 23, 2023.

There is an ongoing monitoring of potential risks in IT, operational, organizational, financial, and strategic.

Information Items

The financial results for the first quarter period ending March 31, 2023, are generally in line with the 2023 budget.

Highlights include:

- **\$2.7M Revenue (89.3% of budget)**
About 96% of actual revenue pertains to renewal membership fees from 2,804 registrants. During the first quarter, the College processed 80 new applications, 17 new professional corporations, and 305 corporation renewals.
- **\$0.8M Expenses (24.1% of budget)**
Total expenses are comprised of 14% Committee expenses and 86% Administration expenses. The College provided a subsidy for IGOEE exams for \$30K that was set aside as part of Examinations within Restricted Funds.
- **\$7.28M Net assets**
Current net assets can support average expenses for 25 months based on the 2023 operating budget.
- **\$2.3M Restricted Funds**
Total expended to date is \$0.1M (23.5% of \$0.5M budget). The year-end balance of Restricted Fund is estimated to be \$1.9M.

Discussion Items

- The audited financial statements for the year 2022, to be presented by BDO Canada.
- Financial matters: In-camera session

Decision Items

The Audit/Finance/Risk Committee requests Council to approve:

1. The audited financial statements for the year ending December 31, 2022
2. BDO Canada as the College's external auditors for 2023
3. The Committee's recommendation on financial matters (in-camera session)

Attachments

N/A

6-9 / PRESENTATIONS & MOTIONS

6. Registrar's Report: Registrar and CEO Joe Jamieson to provide College updates via PPT presentation.
 - In Camera Session: Legal Advice regarding conflict of interest raised at the March 31, 2023 Council meeting
7. Motions Brought Forward from Committees
 - a. Registration
 - i. The 2023 Optometry Examining Board of Canada (OEBC) written exam and OSCE as one of two standards assessment examinations set or approved by the College for registration purposes
 - ii. Providing the requested member contribution of \$30/member or \$84,120 to OEBC. Once approved, half the requested funds will be disbursed to OEBC with the remaining balance to be disbursed once the Registration Committee is satisfied with the launch of the live patient stations in the Fall 2023, Speaker: Kim Allen, CEO of OEBC
 - iii. The 2023 National Board of Examiners in Optometry (NBEO) exam as an alternate standards assessment examination set or approved by the College for registration purposes
 - iv. The 2023 Jurisprudence exam for registration purposes
8. Financial Matters
 - a. Presentation from the Auditors
9. Motions Brought Forward from Committees cont'd
 - a. Audit/Finance/Risk
 - i. Approval of audited financials for year-end December 31, 2022
 - ii. Approval of the reappointment of BDO Canada as financial auditors for year 2023
 - iii. Approval of College investment firm

b. Governance/HR

- i. To approve edits to sections 3.02, 3.04 and 3.10 of the bylaws (related to financial processes)
- ii. To approve edits to section 7.02 of the bylaws (related to nominations in the Executive Committee)
- iii. To approve edits to section 7.04 of the bylaws (related to the term limits of the President and Vice President)
- iv. To approve edits to section 9.03 of the bylaws (related to the temporary suspension of a Council member)
- v. To approve edits to sections 18.03 and 22.03 of the bylaws (related to non-payment suspensions)

c. Executive

- i. Approval of the appointment of Esther Jooda to the Discipline, ICRC and Patient Relations Committees

BRIEFING NOTE

Council meeting – June 2023

Subject

The 2023 Optometry Examining Board of Canada (OEBC) written exam and OSCE as one of two standards assessment examinations 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.

Decision for Council

To recommend that Council approve the 2023 OEBC written exam and OSCE as one of two standards assessment examinations for registration purposes.

Contact

Hanan Jibry, Deputy Registrar

BRIEFING NOTE

Council meeting – June 2023

Subject

OEBC Member Contribution

Background

Please refer to the enclosed supporting materials.

Decision for Council

To approve providing the requested member contribution of \$30/member or \$84,120 to OEBC. Once approved, half the requested funds will be disbursed to OEBC with the remaining balance to be disbursed once the Registration Committee is satisfied with the launch of the live patient stations in the Fall 2023.

Supporting Materials

- April 2, 2023, OEBC Member Contribution letter sent to the College President by OEBC.
- May 26, 2023, letter to OEBC by the Registration Committee Chair.

Contact

Hanan Jibry, Deputy Registrar



April 2, 2023

Dear Dr. Mark Eltis,
via email

RE: OEBC Member Contribution and Update

Thank you for your organization's ongoing support of the OEBC exam. The exam serves as a critical tool for all provincial regulatory authorities to ensure that only qualified and competent individuals are licensed to practice optometry in Canada. This ultimately benefits the public and helps maintain the profession's high standards and integrity, which of course is the main role of a provincial regulatory body, and we very much appreciate your trust in this critical area of your mandate and do not take it for granted.

The provincial regulatory authorities are both OEBC members and the customers of the exam. We are diligently working to ensure it meets your expectations. Members' contributions of \$30/optometrist enable OEBC to reduce its exam fee from \$5100 to \$4500, reducing inequity, especially for Canadian students attending optometry schools in the US, who already have a much heavier burden financially. We expect the number of candidates to increase next year, and even more in the following years. Your contribution is as follows:

Regulatory Authority	Number of ODs ¹	Amount ²
College of Optometrists of Ontario	2,804	\$84,120

For transparency, these funds will be shown in OEBC's "Exam Availability Fund". Releases from this fund must also be approved by OEBC's Board to ensure further transparency.

What's Changed in the Past Five Years?

First, members strengthened OEBC's governance. The seven independent directors were replaced with Registrars. Immediately, exam fees were reduced from \$5900 to \$5100. The bylaws were completely revised. Today, each member / Provincial Regulator nominates a director. The OEBC Board is responsible for exam oversight.

In 2020, the Board brought in a new CEO with a mandate to meet members' expectations for the exam. OEBC's mission was changed to, "To continually develop and administer a legally valid and defensible entry-to-practice examination to assess competence in the practice of optometry in Canada **that meets members' expectations.**" These expectations included:

- Members expected the **exams to proceed during COVID.**
In the Fall of 2020, OEBC was the first among the health profession to run its clinical exam. In addition, it moved to the online delivery of the written exam. All subsequent exams were delivered as scheduled using extensive COVID protocols.

¹ Based on January 1, 2023, registrant numbers

² Members' contributions are requested by April 30. Please note there is **no HST** on Members' contributions.

- Members expected **exam fees comparable in cost to the NBEO**.
The OEBC exam fee was \$5900 vs. \$3000 for the NBEO in 2018. For the 2023-24 school year, the fee will be \$4500 for the OEBC exam vs. \$5700 CAD for the NBEO. In addition, moving to online delivery for written portions provides significant savings to candidates by not having to travel for a paper-based exam.
- Members wanted **fee stability**.
The expensing of investment required to create the OSCE contributed to an 81% fee increase. Today, investment in Exam Development is capitalized. OEBC adopted Fund Accounting where the unrestricted fund records the revenue and expenses related to the administration of the exams, and the internally restricted funds report the funds that have been allocated for Exam Availability, Exam Development, Capital Assets, Administrative Contingencies, and Risk Management.
- Members expected the **assessment of candidates' technical skills using live patients**.
The OSCE has evolved to 12 interactive stations, with 4 stations assessing technical skills using ***both*** live patients and models, the former to assess the candidate's technique on live patients to ensure safety, and the latter to assess the candidate's ability to obtain the correct measurement. This is the best in class for an OSCE. OEBC successfully piloted the new stations with members in January and will fully roll them out for the Fall 2023 administration.
- Members wanted an **updated competency model and blueprint**.
The 2014 competency model and blueprint were replaced in December 2021. All scoring items are mapped to a competency, therefore OEBC can quickly adjust the exam as the profession evolves. In addition, Board policy now requires a full review of these two documents at least every seven years.
- Members expected **more communication and full transparency**.
Members have been engaged in technical consultations (i.e., competency model, blueprint, technical skills, etc.). In addition, members receive a summary of each Board meeting and comprehensive reports at each FORAC meeting and the Annual Meeting of Members.
- Members wanted **additional measures of professionalism**.
OEBC's new patient interaction scale measures a candidate's interpersonal, professional, and organizational skills in eight areas: empathy, coherence, verbal communication, non-verbal communication, trust, honesty & integrity, focus on the patient and respect. Examiners assess the quality of patient interaction at every OSCE station. In addition, the scoring rubric is available for candidate preparation.
- Members wanted the **best-in-class exam**.
 - Online delivery of written exams enables OEBC to incorporate digital media in some cases on the exam.
 - Optometrists develop the content for OEBC exam components, and psychometricians ensure that each test item and process meet psychometric best practices. OEBC now uses borderline regression, the best practice for OSCEs, to set standards for the passing score. In addition, OEBC continues to utilize the widely adopted Modified Angoff method to determine the passing scores for the written exams. This process is now performed virtually vs. in-person meetings.

Member Contribution and OEBC Update

April 2, 2023

All the above changes have resulted in the OEBC exam being the best entry-to-practice exam in optometry and a leader among the examining boards serving the health professions. Attached is an Optometry Board Exams Comparison providing details regarding the OEBC and NBEO exams.

Please circulate a copy of this letter to your Council. Thank you again for your support.

Sincerely,



Dr. Justin Boulay
Chair, OEBC



Kim Allen
Chief Executive Officer, OEBC

cc. Joe Jamieson, Registrar and Chief Executive Officer
Dr. Abraham Yuen Chair Registration Committee
Dr. Patrick Quaid, OEBC Director

Optometry Board Exams Comparison

For students in an ACOE-accredited (Accreditation Council on Optometric Education) optometry program

	Canadian Board Exam (OEBC)	US Board Exam (NBEO)
Organization	Optometry Examining Board of Canada (website)	National Board of Examiners in Optometry, Inc. (website)
Exam Fee	• \$4500 — Written Exam is \$1500 + OSCE is \$3000	• Over \$5700¹ — each part is \$1380 USD
Student Success Rate (first-time writers)	<ul style="list-style-type: none"> • Written – 92% • OSCE – 86% 	<ul style="list-style-type: none"> • Part 1 – 77% • Part 2 – 90% • Part 3 – 81%
Components	<ul style="list-style-type: none"> • Written Exam — case-based examination assessing candidates' clinical thinking & decision-making with a heavy emphasis on assessment (31%), diagnosis & planning (28%), patient management (29%) • OSCE — an objective structured clinical evaluation presenting 12 realistic clinical settings, involving a patient, where a candidate constructs the appropriate response; also integrated assessment of technical skills 	<ul style="list-style-type: none"> • Part I - Applied Basic Science examination tests the underlying basic science concepts necessary to enter the clinical practice of optometry. • Part II - Patient Assessment & Management examination assesses candidates' clinical thinking and decision-making with a particularly heavy emphasis on diagnosis and treatment. • Part III - Clinical Skills Examination is a distinctive clinical skills examination for optometry requiring fundamental skills that reflect actual practice.
Eligibility	<p>Student candidates must be in their final academic year.</p> <p>Students may challenge either the Written Exam and/or the OSCE during the Fall or Spring administration. The OSCE and Written exams are typically at least 3-4 weeks apart.</p>	<p>Part 1 - Student candidates must be in the Spring of their third academic year.</p> <p>Part 2 - Not until December of the student candidate's final academic year.</p> <p>Part 3 - Student candidates may challenge Part III in their final year, however, a candidate's official score report will not be released to the state boards until NBEO receives notification from the candidate's Dean/President or authorized liaison that graduation has been confirmed.</p>
Delivery – written exams	Written Exam – online via remote proctoring, written anywhere (subject to privacy conditions)	Part 1 & Part 2 – at a Pearson VUE Testing Centre
Delivery – clinical assessment	OSCE – Montreal, Waterloo (or Hamilton, based on the availability of WOVS)	Part 3 - NCCTO® TEST CENTER, Charlotte, NC
Meets School Requirements re Challenging/Passing Board Exam Components²	Yes, with one exception—Kentucky College of Optometry students must pass NBEO Part 1	Yes, with one exception—École d'optométrie, Université de Montréal students must pass the OEBC written exam

¹ Based on the exchange rate of March 29, 2023

² 13 ACOE-accredited optometry schools require their student to challenge and/or pass a component(s) of a Board Exam to graduate.

	Canadian Board Exam (OEBC)	US Board Exam (NBEO)
Acceptable outcome measure to meet ACOE Standard I	Yes	Yes
Multiple Languages	Yes, English and French	No, English only
Registration Opens	Opens in early July for Fall administration (October-OSCE and November-Written Exam). Opens early in January for the Spring administration (March- Written Exam; April/May for OSCE)	Part 1 – August for March admin; April for August admin Part 2 – December for April admin; April for December admin Part 3 – May for administrations starting in August
Online Registration	Yes, through a custom portal	Yes, through a custom portal
Candidate Space Limits	None, accommodate all registered candidates	Yes, must schedule based on the available space at the centres
Candidate Accommodation	Yes, see Accommodations Policy	Yes, see Test Accommodations
Request for Policy Exception	Yes, see Appeals Policy	No
Results Issued	Within six weeks of the exam administration	Score Reports for computer-based exams are typically posted for viewing within 5-7 weeks following the complete administration of an examination. Clinical Results – 2 months after the exam
Maximum attempts	Four per component	Six per part
Rescoring of exam	Yes, see Requesting a Rescore	No
Appeal Policy	Yes, see Appeals Policy	No
Access to the Exam Blueprint and Competency Model	Yes, Blueprint	No, however a content Matrix for each Part is available
Access to Patient Interaction Scoring Rubric	Yes, see Appendix B of the Blueprint	N/A
Free Study Guide	Yes, the Study Guide includes how to write OSCE cases for practice	No
Members and Governance	The ten provincial optometry regulators in Canada elect directors from among persons nominated by the regulators. (Each province nominates one director)	Membership in NBEO is limited to eight persons, who shall also compose the Board of Directors. The existing NBEO Board elects <ul style="list-style-type: none"> • 4 members from among persons nominated by the Association of Regulatory Boards of Optometry • 3 members from among persons nominated by the Association of Schools and Colleges of Optometry • 1 person to represent the public at large

May 26, 2023

Mr. Kim Allen, CEO
37 Sandiford Drive, Suite 403
Stouffville, ON L4A 3Z2

Delivered By Email

Dear Kim,

Thank you for your correspondence dated April 2, 2023 addressed to the College President. The letter was distributed to the Registration Committee and we discussed your request for member contribution at our most recent meeting on May 18.

As a provincial regulatory body, we monitor and review our entry-to-practice examinations regularly to ensure that the public interest is protected. We previously expressed concern regarding the lack of live patients in the testing of physical skills on the OSCEs.

Several of our members were invited by OEBC to attend a pilot session to test out the proposed changes to include live patients in the skills assessment. The new pilot stations were encouraging and we look forward to observing their implementation in the Fall 2023 exam administration.

After careful consideration, the Registration Committee will be making a recommendation for Council to approve the requested member contribution of \$30/member or \$84,120 in the upcoming June 23 Council meeting. Once approved, the College will disburse half the requested funds to OEBC. The remaining balance will be disbursed once our Committee members are satisfied with the launch of the live patient stations this Fall.

As this is a big decision for Council to make, we would like to invite you to join us at our June Council meeting to provide a brief overview to Council members and answer any questions or concerns they may have before making their decision. Please kindly let us know if you are able to attend.

We look forward to continuing our work together with OEBC in the public interest.

Yours truly,

Abraham Yuen

Dr. Abraham Yuen, OD
Chair, Registration Committee

CC: Dr. Mark Eltis, College President
Mr. Joe Jamieson, Registrar and CEO

BRIEFING NOTE

Council meeting – June 2023

Subject

The 2023 National Board of Examiners in Optometry (NBEO) exam as an alternate standards 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 NBEO examination 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.

In January 2019, the College Council approved the NBEO exam. A review of Part III of the NBEO exam which comprises the clinical portion by NBEO, concluded in 2020 with a preliminary exam blueprint and the plan to have each candidate in the remaining two stations perform the following technical skills on a standardized patient:

- Gonioscopy
- Tonometry
- Biomicroscopy
- Dilated Biomicroscopy
- Binocular Indirect Ophthalmoscopy (BIO).

The content matrix for Part III of the current NBEO examination is enclosed; NBEO is still testing the new exam. The National Board Examination Review Committee (NBERC) continues to be the independent oversight body responsible for ensuring that the NBEO exam meets all requirements for testing entry-level competencies of optometrists.

In 2020, the College was able to register approximately 30 candidates most of whom were able to challenge the NBEO exam successfully while the remaining approximately 80 candidates were waiting to challenge the re-scheduled OEBC exam at the end of September or early November 2020. There were 59 candidates who challenged the NBEO exam and a total of 134 registrants in 2020; 62 applicants who challenged the NBEO exam and a total of 131 registrants in 2021; and 63 applicants who challenged the NBEO exam and a total of 114 registrants in 2022.

[Decision for Council](#)


To approve the 2023 National Board of Examiners in Optometry (NBEO) exam as an alternate standards assessment examination for registration purposes.

[Supporting Materials](#)

NBEO, content matrix for Part III (Source: *NBEO*)

[Contact](#)

Hanan Jibry, Deputy Registrar

 <p>Click here to view CSE forms.</p>		Part III Clinical Skills (CSE) Items: ≥ 377 19 Skills			
		K. COMMUNICATION SKILLS	L. AFFECTIVE SKILLS	M. PSYCHOMOTOR SKILLS	N. CLINICAL OBSERVATION AND REPORTING SKILLS
		19.34% 193.38	6.51% 65.14	46.86% 468.62	27.29% 272.86
Conditions related to:	Points:				
REFRACTIVE STATUS/ SENSORY PROCESSES / OCULOMOTOR PROCESSES		40.08% Points: 400.84			
Ametropia					
Ophthalmic Optics / Spectacles					
Contact Lenses					
Low Vision					
Accommodative / Vergence / Oculomotor Anomalies					
Amblyopia / Strabismus					
Perceptual Function / Color Vision					
Visual and Human Development					
NORMAL HEALTH / DISEASE / TRAUMA		59.92% Points: 599.16			
Lids / Lashes / Lacrimal System / Ocular Adnexa / Orbit					
Conjunctiva / Cornea / Refractive Surgery					
Lens / Cataract / IOL / Pre- and Post-Operative Care					
Episclera / Sclera / Anterior Uvea					
Retina / Choroid / Vitreous					
Optic Nerve / Neuro-Ophthalmic Pathways					
Glaucoma					
Emergencies / Trauma					
Systemic Health					

* The NBEO Exam Content Matrix will be updated periodically.

(Last Updated: 08/02/2021)

BRIEFING NOTE

Council meeting – June 2023

Subject

The 2023 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. 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 over the course of a few days at their own time without having to travel to an exam location. Having an online exam also facilitates exam performance reporting.

Decision for Council

To approve the 2023 Jurisprudence exam for registration purposes.

Contact

Hanan Jibry, Deputy Registrar

BRIEFING NOTE

Council Meeting – June 2023

Subject

Auditor's presentation of the draft financial statements for 2022, and reappointment of BDO Canada as College's auditors for 2023

Background

BDO Canada LLP, the College's auditors for three consecutive years, have conducted the annual review of the College's financial statements for 2022.

For the 2022 audit, a revised Canadian Auditing Standard 315 (CAS315R) called Identifying and Assessing the Risks of Material Misstatement, was adopted. The purpose of this requirement is to understand the College's information system and communication relevant to the preparation of financial statements.

The auditors will present the annual financial report to Council.

Decision(s) for Council

- (1) To approve the draft audited financial statements for 2022
- (2) To reappoint BDO Canada as auditors for 2023

Considerations

- The College engaged with BDO Canada since 2020 to provide audit services.
- BDO Canada consistently delivered satisfactory financial reviews and tax consultation supports.

Public Interest Mandate

An independent audit of the financial statements demonstrates the College's financial integrity, transparency, and accountability to the public that it serves.

Diversity, Equity, and Inclusion Considerations

- N/A

Supporting Materials

- Auditor's report - Draft financial statements for 2022

Next Step

- Following Section 3.10 of the College's By-Law, the results of the annual audit shall be published in the annual report of the College.

Contact

- Deborrah Anne Lim, Manager – Finance and Office Administration

College of Optometrists of Ontario
Financial Statements
For the year ended December 31, 2022

	Contents
Independent Auditor's Report	2 - 3
Financial Statements	
Balance Sheet	4
Statement of Changes in Net Assets	5
Statement of Revenue and Expenditures	6
Statement of Cash Flows	7
Notes to Financial Statements	8 - 14

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, 2022, 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, 2022, 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
DATE

College of Optometrists of Ontario

Balance Sheet

December 31 **2022** **2021**

Assets

Current

Cash	\$ 641,413	\$ 1,294,155
Short-term investments (Note 3)	5,217,685	4,268,459
Accounts receivable	8,681	33,084
Prepaid expenses	47,800	49,213
	<u>5,915,579</u>	<u>5,644,911</u>

Long-term investments (Note 4)	2,366,581	2,846,112
Capital assets (Note 5)	49,746	82,988
	<u>\$ 8,331,906</u>	<u>\$ 8,574,011</u>

Liabilities and Members' Equity

Current liabilities

Accounts payable and accrued liabilities	\$ 169,945	\$ 168,985
Government remittances payable	320,314	237,315
Deferred revenue	2,504,670	1,920,820
	<u>2,994,929</u>	<u>2,327,120</u>

Funds in trust (Note 6)	16,769	24,289
Other long-term liabilities	23,000	-
	<u>3,034,698</u>	<u>2,351,409</u>

Net Assets

Invested in capital assets	49,746	82,988
Internally restricted funds (Note 7)	2,409,097	3,235,920
Unrestricted fund	2,838,365	2,903,694
	<u>5,297,208</u>	<u>6,222,602</u>
	<u>\$ 8,331,906</u>	<u>\$ 8,574,011</u>

Approved on Behalf of the Council:

President

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

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	2022 Total
2022				
Balance, beginning of year	\$ 82,988	\$ 3,235,920	\$ 2,903,694	\$ 6,222,602
Excess (deficiency) of revenue over expenditures (Note 7)	-	(826,823)	(98,571)	(925,394)
Interfund transfers	(33,242)	-	33,242	-
Balance, end of year	\$ 49,746	\$ 2,409,097	\$ 2,838,365	\$ 5,297,208
	Invested in Capital Assets	Other Internally Restricted Funds	Unrestricted Funds	2021 Total
2021				
Balance, beginning of year	\$ 132,312	\$ 3,266,000	\$ 2,257,340	\$ 5,655,652
Excess (deficiency) of revenue over expenditures	-	(30,080)	597,030	566,950
Interfund transfers	(49,324)	-	49,324	-
Balance, end of year	\$ 82,988	\$ 3,235,920	\$ 2,903,694	\$ 6,222,602

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	2022	2021
Revenue		
Annual registration fees	\$ 2,103,024	\$ 2,606,735
Professional corporation fees	335,761	308,475
Services and other fees and recoverables	18,828	56,429
	<u>2,457,613</u>	<u>2,971,639</u>
Expenditures		
Council meeting and training expense	78,816	55,630
Inquiries, Complaints, and Reports Committee	39,413	29,925
Quality Assurance Committee	163,655	137,716
Executive Committee	32,738	25,185
Strategic planning	81,437	-
Stakeholder engagement	77,135	58,528
Discipline Committee	32,040	11,841
Registration Committee	18,534	18,413
Governance Committee	14,577	18,038
Fitness to Practice Committee	1,699	-
Clinical Practice Committee	16,200	15,450
Audit, Finance, Risk Committee	5,625	13,988
Patient Relations Committee	6,000	7,650
	<u>567,869</u>	<u>392,364</u>
College administration activities		
Salaries and benefits (Note 8)	1,616,377	1,526,328
Legal fees	123,910	108,395
Administration and services	219,486	205,363
Occupancy costs	165,291	153,946
IT services and maintenance	112,207	91,057
IT projects	78,492	120,071
Professional fees - consulting	13,995	98,727
Amortization of capital assets	53,820	52,897
OE tracker expense	52,293	50,867
Education and program delivery	96,247	12,951
Accounting and audit fees	29,708	67,385
Research	84,619	-
	<u>2,646,445</u>	<u>2,487,987</u>
Total expenditures	<u>3,214,314</u>	<u>2,880,351</u>
Excess (deficiency) of revenue over expenses for the year before other income	(756,701)	91,288
Other income		
Investment income	570,470	361,614
Unrealized (loss) on investments	(739,163)	114,048
	<u>(168,693)</u>	<u>475,662</u>
Net excess (deficiency) of revenue over expenditures	<u>\$ (925,394)</u>	<u>\$ 566,950</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	2022	2021
Cash flows provided by (used in)		
Operating activities		
Excess (deficiency) of revenue over expenditures for the year	\$ (925,394)	\$ 566,950
Adjustments for items not involving cash:		
Amortization of capital assets	53,820	52,897
Net unrealized gain (loss) on investments	739,163	(114,048)
Changes in non-cash working capital balances		
Accounts receivable	24,403	(5,952)
Prepaid expenses	1,413	(35,455)
Accounts payable and accrued liabilities	23,960	52,436
Government remittances payable	82,999	(8,430)
Deferred revenue	583,850	(383,393)
Funds in trust	(7,520)	(6,635)
	576,694	118,370
Investing activities		
Purchase of capital assets	(20,578)	(3,573)
Net (increase) in investments	(1,208,858)	(1,345,890)
	(1,229,436)	(1,349,463)
Decrease in cash during the year	(652,742)	(1,231,093)
Cash, beginning of year	1,294,155	2,525,248
Cash, end of year	\$ 641,413	\$ 1,294,155

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

College of Optometrists of Ontario

Notes to Financial Statements

December 31, 2022

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, stocks, income trusts 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

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.

College of Optometrists of Ontario

Notes to Financial Statements

December 31, 2022

2. Summary of Significant Accounting Policies (continued)

Revenue Recognition (continued)

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:

Contingency fund: To set aside funding for costs incurred in the resolution of unanticipated issues as identified by the College.

Entry-to-Practice Exam Development fund: To set aside funding for the development of a new entry practice examination.

Fee Stabilization fund: To set aside funding to defray an unanticipated fee increase as a result of a temporary shortfall in revenue. Included in this fund is a reserve which, in response to the COVID-19 pandemic, provides a one-time reduction to members of \$200 each from their submitted 2022 annual membership fee.

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.

Research fund: To set aside funding for the process development and related research into clinical regulatory matters.

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

College of Optometrists of Ontario

Notes to Financial Statements

December 31, 2022

2. Summary of Significant Accounting Policies (continued)

Internally Restricted Fund (continued)

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.

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 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.

3. Short-Term Investments

	2022	2021
Cash and money market	\$ 698,480	\$ 1,963,948
Fixed income	4,519,205	2,304,511
Total	<u>\$ 5,217,685</u>	<u>\$ 4,268,459</u>

Short-term investments mature or are redeemable at various dates not exceeding 12 months. Fixed income investments include guaranteed investment certificates with interest rates ranging from 4.1% to 4.4% (2021 - 0.36% to 0.80%).

College of Optometrists of Ontario

Notes to Financial Statements

December 31, 2022

4. Long-Term Investments

	2022	2021
Fixed income	\$ 2,366,581	\$ 1,267,490
Canadian equities	-	1,398,979
Foreign equities	-	179,643
Total	\$ 2,366,581	\$ 2,846,112

Long-term investments mature or are redeemable at various dates exceeding 12 months. Fixed income investments include investments in funds with effective interest rates ranging from 0.71% to 6.69% (2021 - 1.13% to 6.69%).

5. Capital Assets

	2022			2021
	Cost	Accumulated Amortization	Net Book Value	Net Book Value
Computer hardware	\$ 89,143	\$ 70,878	\$ 18,265	\$ 7,435
Furniture and equipment	111,651	93,640	18,011	22,514
Leasehold improvements	304,452	290,982	13,470	53,039
	\$ 505,246	\$ 455,500	\$ 49,746	\$ 82,988

6. Funds in Trust

The amount represents payments received from a member of the College subsequent to the resolution of a professional conduct ruling (such as a Discipline Committee order) arising from complaints and/or reports of sexual harassment, sexual abuse of a patient, and inappropriate professional behaviour.

	2022	2021
Balance, opening	\$ 24,289	\$ 30,924
Disbursements	(7,520)	(6,635)
Balance, ending	\$ 16,769	\$ 24,289

December 31, 2022

7. Restricted Funds

December 31, 2022												
As of December 31, 2022	Fund											
	Contingency	Entry-to-Practice Exam Development	Fee Stabilization	Investigations and Hearings	New Government Initiatives	Patient Relations	Public Awareness	Research	Staff Development	Strategic Plan and CPMF Fund	Unauthorized Practice	Total
Balance, beginning of year	\$ 150,000.00	\$ 270,000.00	\$ 700,000.00	\$ 200,000.00	\$ 200,000.00	\$ 50,000.00	\$ 300,000.00	\$ 350,000.00	\$ 290,000.00	\$ 579,920.00	\$ 146,000.00	\$ 3,235,920.00
Spent in 2022			\$ (542,758.31)			\$ (3,240.00)	\$ (108,781.86)	\$ (80,719.00)		\$ (91,323.50)		\$ (826,822.67)
Balance, end of year	\$ 150,000.00	\$ 270,000.00	\$ 157,241.69	\$ 200,000.00	\$ 200,000.00	\$ 46,760.00	\$ 191,218.14	\$ 269,281.00	\$ 290,000.00	\$ 488,596.50	\$ 146,000.00	\$ 2,409,097.33

December 31, 2021												
As of December 31, 2021	Fund											
	Contingency	Entry-to-Practice Exam Development	Fee Stabilization	Investigations and Hearings	New Government Initiatives	Patient Relations	Public Awareness	Research	Staff Development	Strategic Plan and CPMF Fund	Unauthorized Practice	Total
Balance, beginning of year	\$ 150,000.00	\$ 270,000.00	\$ 700,000.00	\$ 200,000.00	\$ 200,000.00	\$ 50,000.00	\$ 300,000.00	\$ 350,000.00	\$ 300,000.00	\$ 600,000.00	\$ 146,000.00	\$ 3,266,000.00
Spent in 2021									\$ (10,000.00)	\$ (20,080.00)		\$ (30,080.00)
Balance, end of year	\$ 150,000.00	\$ 270,000.00	\$ 700,000.00	\$ 200,000.00	\$ 200,000.00	\$ 50,000.00	\$ 300,000.00	\$ 350,000.00	\$ 290,000.00	\$ 579,920.00	\$ 146,000.00	\$ 3,235,920.00

The Council approved the updated and re-categorized restricted funds of \$2.4M in December 2022. The adjusted funds are distributed to ten (10) categories, by removing Contingency Reserve and Fee Stabilization, and adding Diversity, Equity, and Inclusion (DEI) as one of the initiatives identified in the new Strategic Plan. The Contingency Funds are set aside separately, following the adopted Finance Policy for Reserve Funds.

College of Optometrists of Ontario

Notes to Financial Statements

December 31, 2022

8. 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").

9. 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:

2023	\$	7,838
2024		3,263
2025		3,263
		<hr/>
	\$	14,364
		<hr/>

(b) Premise Operating Leases

The College entered into a ten year lease agreement for their premises effective March 1, 2014. 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 two years are as follows:

2023	\$	63,650
2024		10,608
		<hr/>
	\$	74,258
		<hr/>

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.

College of Optometrists of Ontario

Notes to Financial Statements

December 31, 2022

10. Financial Instruments (continued)

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.

Briefing note: By-law Changes

Governance/HR Committee – June 23, 2023

Subject

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

2.01 Special Resolution is Required

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

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

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

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

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

Recommended Changes (summarized below and in the attached full version of the by-laws with tracked changes)

Recommended changes to 3.02, 3.04, and 3.10 (financial processes):

3.02 Bank Signing Authority

Subject to these By-laws, Council may authorize by Resolution any individual to sign contracts, documents, cheques or other instruments pertaining to the College's bank account. In the absence of such Resolution, any of the President or the Vice-President, in addition to the Registrar **or Deputy Registrar**, is authorized to sign banking documents on behalf of the College.

- Note from Legal Counsel: This was a good suggestion by Debbie/AFR in the event that the Registrar is unavailable for signing.

3.04 Investments

(2) The Executive Committee, ~~or an Ad Hoc Committee appointed by Council~~, shall recommend, for approval by Council, an investment policy for investing the College's funds in a reasonably safe and secure manner.

- *Note from Legal Counsel:* Debbie/AFR pointed out that it is AFR that does this. To name the AFR though would require the AFR as well as all the other ad hoc committees to be named in the by-laws. This is a simple way of addressing this issue.

3.10 Auditors

(1) ~~At the first meeting following the election of the~~ The Executive Committee, ~~or an Ad Hoc Committee appointed by Council~~, shall oversee the selection process for an auditor and make a recommendation for auditor annually to Council. ~~the Executive Committee must appoint an auditor to audit the accounts of the College and hold office for the ensuing year.~~ Council shall appoint an auditor to hold office for the ensuing year based on the recommendation.

(2) Council ~~or an Ad Hoc Committee appointed by Council~~ shall oversee and ensure that a process is in place to fairly evaluate the auditor ~~annually~~.

- *Note from Legal Counsel:* Debbie/AFR pointed out that this is the currently the process for the appointment of auditors:

As per the AFR terms of reference:

- AFR oversees the selection process for the engagement of the external auditors
- AFR recommends to Council the appointment of external auditors (annually)
- AFR assesses the performance of the external auditors and conducts a comprehensive review every five years

I have revised this section to mirror your current process but again, have not named AFR and have left open the evaluation timing of the auditor. It could be done annually or every 5 years with this new wording.

Recommended changes to 7.02 (nominations to the Executive Committee):

7.02 Nomination Procedure

(2) A Council Member's written intent must be returned to the Registrar ~~at least fifteen (15) days~~ before the Council Meeting when the election of officers is to take place.

- *Note from Legal Counsel:* This change is being made to give the College enough notice to have the materials ready for the election of officers.

Recommended changes to 7.04 (term limits of the President and Vice President)

7.04 Officer Term Limits

(1) The term of an officer, *other than the President and Vice President*, is one year, beginning from the first regular Council meeting after the officer was elected by Council.

(2) *The term of office of the President and Vice President is the later of one year (1) and the date upon which their successor takes office.*

- *Note from Legal Counsel:* This change is being made to address the short window between President's terms only. In case the President is needed in the 15 days between the end of the incumbent's term and the taking of office of the new President, they will be there. The Vice President needs to be there too in the event that the President is unable to preside due to conflict etc.

I have removed "until the officer's successor takes office" because that makes every officer's term longer than a year and it is contradictory with the term being one year.

I have made the P and VP roles the later of the year or the successor assuming the role to build in the time between the next regular meeting.

You could consider adding this provision for all the officers to keep them all in place until the regular meeting. I don't know why you wouldn't and then, in the event of some emergency where there is no election they will remain in office.

Recommended changes to 9.03 (temporary suspension of a Council member)

9.03 Process for Disqualifying or Sanctioning a Council Member and Committee Member

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

- *Note from Legal Counsel:* I recommend this change for two reasons: the Registrar should not participate in this decision, and the decision to temporarily suspend shouldn't be made by the President alone.

Recommended changes to 18.03 and 22.03 (non-payment suspensions)

18.03 Additional Information that the College Requires Be Kept in the Register

(16) where the Member's certificate of registration is subject to a suspension **or revocation** for failure to pay a fee **or penalty**, a notation that the Member's certificate of registration is "suspended for non-payment of a fee or penalty" or "revoked for non-payment of a fee or penalty", along with the reason and effective date; ~~the reason for the suspension and the date of the suspension in addition to the fact of the suspension;~~

(17) where a suspension **or a suspension for non-payment of a fee or penalty** of the Member's certificate of registration is lifted or otherwise removed, the effective date of the lifting or removal of that suspension **or suspension for non-payment of a fee or penalty**;

(18) where the Member's certificate of registration is reinstated **after a revocation or revocation for non-payment of a fee or penalty**, the effective date of the reinstatement;

22.03 Consequences for Failure to Pay Fees and Penalties

(2a) the Registrar must give the Member notice if the College intends to suspend the Member **for non-payment of fees or penalty**; and

(2b) may suspend the Member's certificate of registration for ~~failure non-payment to pay the~~ **of fees or penalty** within 30 days after notice is given.

- *Note from Legal Counsel:* The by-laws already had a provision about this. I have tried to distinguish this type of suspension and revocation to include "for non-payment of a fee or penalty".

Decision(s) for Council

Council is being asked to approve the recommended changes (as summarized above) to sections:

- **3.02, 3.04, and 3.10 (financial processes)**
- **7.02 (nominations to the Executive Committee)**
- **7.04 (term limits of the President and Vice President)**
- **9.03 (temporary suspension of a Council member)**
- **18.03 and 22.03 (non-payment suspensions)**

Public Interest Mandate

The recommended changes to the College's By-laws ensure the effective management of Council and committees as well as alignment with current practices.



Diversity, Equity and Inclusion Considerations

N/A

Contact: Chad Andrews, Director of Research and Policy

10-15 / UPCOMING MEETINGS

9. Upcoming Council Meetings
 - a. June 28, 2023
 - b. September 15, 2023
 - c. December 8, 2023
10. List of Acronyms
11. Governance Guide: Robert's Rules
12. Council Feedback Survey
13. Adjournment – approximately 3:45 p.m.
14. 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
CJO	Canadian Journal of Optometry	Journal published by CAO whose mandate is to help optometrists build and manage a successful practice
CLEAR	Council on Licensure Evaluation and Regulation	International body of regulatory boards – mainly US and Canadian members
CMPA	Canadian Medical Protective Association	Professional liability insurer for physicians
CNAR	Canadian Network of Agencies for Regulation	
CNCA	<i>Canada Not-for-profit Corporation Corporations Act</i>	
CNIB	Canadian National Institute for the Blind	A voluntary, non-profit rehabilitation agency that provides services for people who are blind, visually impaired and deaf-blind
CNO	College of Nurses of Ontario	Regulates nurses in Ontario
COBC	College of Optometrists of British Columbia	Regulates optometrists in British Columbia
COEC	Canadian Optometric Evaluation Committee	Committee of FORAC that assesses the credentials of internationally educated optometrists who wish to practice in Canada
COI	Conflict of Interest	Situation in which someone in a position of trust has competing professional and personal interests
COO	College of Opticians of Ontario	A self-governing college that registers and regulates opticians in Ontario Note: the College of Optometrists of Ontario does not have an acronym
COPE	Council on Optometric Practitioner Education	Accredits continuing education on behalf of optometric regulatory boards
COS	Canadian Ophthalmological Society	Society whose mission is to assure the provision of optimal eye care to Canadians
CPD	Continuing Professional Development	A quality assurance program
CPMF	College Performance Measurement Framework	The CPMF is a reporting tool developed by the Ontario Ministry of Health (the Ministry) in close collaboration with Ontario's health regulatory Colleges (Colleges), to assess how well Colleges are executing their mandate to act in the public interest.
CPP	Clinical Practice Panel	A panel of the Quality Assurance Committee that considers issues of clinical practice and updates the OPR
CPSO	College of Physicians and Surgeons of Ontario	A self-governing college as defined by the <i>Regulated Health Professions Act</i>

List of Acronyms Used by the College of Optometrists of Ontario

Acronym	Name	Description
CRA	Complete Record Assessment	A component of the College's practice assessment process of the Quality Assurance program
DAC	Diabetes Action Canada	
DFE	Dilated Fundus Examination	Eye health exam conducted after dilating pupils with drops
DPA	Diagnostic Pharmaceutical Agents	Drugs used by optometrists in practice to evaluate systems of the eye and vision
EEOC	Evaluating Exam Oversight Committee	Committee that oversees the Internationally Graduated Optometrists Evaluating Exam (IGOEE) administered by Touchstone Institute
EHCO	Eye Health Council of Ontario	A group made up of optometrists and ophthalmologists who collaborate on issues of mutual interest
ÉOUM	École d'optométrie-Université de Montréal	School of optometry at the University of Montreal-teaches optometry in French Accredited by ACOE
EPSO	Eye Physicians and Surgeons of Ontario	OMA Section of Ophthalmology
ETP	Entry-to-Practice	Describes the level of competency necessary for registration to practise the profession
FAAO	Fellow of the American Academy of Optometry	Designation issued by AAO following evaluation against standards of professional competence
FHRCO	Federation of Health Regulatory Colleges of Ontario	Comprised of the 26 health regulatory colleges in Ontario. Now known as <i>Health Profession Regulators of Ontario</i> .
FORAC-FAROC	Federation of Optometric Regulatory Authorities of Canada	Comprised of 10 national optometric regulators Formerly knowns as CORA
HPARB	Health Professions Appeal and Review Board	Tribunal whose main responsibility is to review decisions made by College ICRC or registration committees when an appeal is made by either the complainant or member, or applicant in the case of a registration appeal
HPPC	Health Professions Procedural Code	Schedule 2 to the <i>Regulated Health Professions Act, 1991</i>
HPRAC	Health Professions Regulatory Advisory Council	Provides independent policy advice to the Minister of Health and Long-Term Care on matters related to the regulation of health professions in Ontario
HPRO	Health Profession Regulators of Ontario	Comprised of the 26 health regulatory colleges in Ontario
HSARB	Health Services Appeal and Review Board	Created by the <i>Ministry of Health Appeal and Review Boards Act, 1998</i> , decisions of the ORC are heard here

List of Acronyms Used by the College of Optometrists of Ontario

Acronym	Name	Description
HSPTA	<i>The Health Sector Payment Transparency Act, 2017</i>	An Act that requires industry to disclose transfers of value to health care professionals
ICRC	Inquiries Complaints and Reports Committee	The ICRC is the statutory committee responsible for the investigation and disposition of reports and complaints filed with the College about the conduct of an optometrist
IOBP	International Optometric Bridging Program	A program to assist international graduates in meeting the academic equivalency requirement for registration and housed at the University of Waterloo
IGOEE	Internationally Graduated Optometrist Evaluating Exam	Developed and administered by Touchstone Institute on behalf of FORAC
IOG	International Optometry Graduates	Optometry graduates who have received their education outside North America
MOHLTC (or MOH)	Ministry of Health and Long-Term Care	Responsible for administering the health care system and providing services to the Ontario public
MOU	Memorandum of Understanding	
NBAO	New Brunswick Association and College of Optometrists	New Brunswick Association and College of Optometrists
NBEO	National Board of Examiners in Optometry	Entry to practice examination for all US states Also accepted in BC and QC
NCP	National Competency Profile	Articulates the requirements established by the profession upon which the blueprint for the OEBC exam is based
NLCO	Newfoundland and Labrador College of Optometrists	Regulates optometrists in Newfoundland and Labrador
NSCO	Nova Scotia College of Optometrists	Regulates optometrists in Nova Scotia
OAo	Ontario Association of Optometrists	The association that looks after the interests of optometrists in Ontario
OCP	Ontario College of Pharmacists	Regulates pharmacists, pharmacies and pharmacy technicians in Ontario
OD	Doctor of Optometry Degree	Optometrists' professional degree in North America
ODSP	Ontario Disability Support Program	Offers financial assistance to Ontarians with disabilities who qualify
OEBC-BEOC	Optometry Examining Board of Canada	Administers the national standards assessment exam on behalf of the provincial and territorial optometric regulators

List of Acronyms Used by the College of Optometrists of Ontario

Acronym	Name	Description
OFC	Office of the Fairness Commissioner of Ontario	The OFC ensures that certain regulated professions in Ontario have registration practices that are transparent, objective, impartial and fair
OLF	Optometric Leaders' Forum	Annual meeting of CAO, provincial associations and regulators
OMA	Ontario Medical Association	The association that looks after the interests of medical practitioners
OOQ	Ordre des optométristes du Québec	Regulates optometrists in Quebec
OPR	Optometric Practice Reference	A College document provided to members and available to the public providing principles of Standards of Practice and Clinical Guidelines in two separate documents
OSCE	Objective Structured Clinical Examination	An objective clinical exam; part of the OEBC exam
PEICO	PEI College of Optometrists	The optometric regulatory college in Prince Edward Island
PHIPA	<i>Personal Health Information Protection Act</i>	Provincial act that keeps personal health information of patients private, confidential and secure by imposing rules relating to its collection, use and disclosure
PLA	Prior learning assessment	Formerly part of the IOBP to ascertain the candidate's current knowledge in optometry; replaced by IOGEE in 2015
PRC	Patient Relations Committee	Promotes awareness among members and the public of expectations placed upon optometrists regarding sexual abuse of patients; also deals with issues of a broader nature relating to members' interactions with patients
QA (QAC)	Quality Assurance Committee	A statutory committee charged with the role of proactively improving the quality of care by regulated health professionals
RCDSO	Royal College of Dental Surgeons	Regulates dentists in Ontario
RHPA	<i>Regulated Health Professions Act</i>	An act administered by the Minister of Health, ensuring that professions are regulated and coordinated in the public interest by developing and maintaining appropriate standards of practice
SAO	Saskatchewan Association of Optometrists	Also functions as the regulatory College in Saskatchewan
SCERP	Specified Continuing Educational or Remediation Program	A direction to an optometrist by the ICRC to complete remediation following a complaint or report

List of Acronyms Used by the College of Optometrists of Ontario

Acronym	Name	Description
SRA	Short Record Assessment	A component of the College's practice assessment process of the Quality Assurance program
SOP	Standards of Practice	Defined by the profession based on peer review, evidence, scientific knowledge, social expectations, expert opinion and court decision
TPA	Therapeutic Pharmaceutical Agent	Drug Generally this term is used when describing drugs that may be prescribed by optometrists for the treatment of conditions of the eye and vision system
VIC	Vision Institute of Canada	A non-profit institute functioning as a secondary referral center for optometric services located in Toronto
VCC	Vision Council of Canada	A non-profit association representing the retail optical industry in Canada, with members operating in all Canadian provinces and US states
WCO	World Council of Optometry	International advocacy organization for world optometry – assists optometrists in becoming regulated where they are not
WOVS	University of Waterloo School of Optometry and Vision Science	The only school of optometry in Canada that provides education in English Accredited by ACOE; graduates are granted an OD degree; also has Masters and PhD programs

Updated May 2023

ROBERTS RULES CHEAT SHEET

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

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

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

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

PROCEDURE FOR HANDLING A MAIN MOTION

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

Obtaining and assigning the floor

A member raises hand when no one else has the floor

- The chair recognizes the member by name

How the Motion is Brought Before the Assembly

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

Consideration of the Motion

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

The chair puts the motion to a vote

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

The chair announces the result of the vote.

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

WHEN DEBATING YOUR MOTIONS

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

HOW TO ACCOMPLISH WHAT YOU WANT TO DO IN MEETINGS

MAIN MOTION

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

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

AMENDING A MOTION

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

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

REFER TO A COMMITTEE

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

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

POSTPONE DEFINITELY

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

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

PREVIOUS QUESTION

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

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

LIMIT DEBATE

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

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

POSTPONE INDEFINITELY

You want to kill a motion that is being discussed.

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

POSTPONE INDEFINITELY

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

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

RECESS

You want to take a break for a while.

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

ADJOURNMENT

You want the meeting to end.

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

PERMISSION TO WITHDRAW A MOTION

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

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

CALL FOR ORDERS OF THE DAY

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

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

SUSPENDING THE RULES

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

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

POINT OF PERSONAL PRIVILEGE

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

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

COMMITTEE OF THE WHOLE

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

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

POINT OF ORDER

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

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

POINT OF INFORMATION

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

- Without recognition, "Point of information."

POINT OF PARLIAMENTARY INQUIRY

You are confused about some of the parliamentary rules.

- Without recognition, "Point of parliamentary inquiry."

APPEAL FROM THE DECISION OF THE CHAIR

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

Rule Classification and Requirements

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