

**DRAFT COUNCIL MEETING MINUTES**  
**Monday May 27, 2019**  
**1:00 PM to 4:30 PM**  
**COO Boardroom**

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Attendees: Ms. Trudy Mauth, President, Public Member  
Mr. Bryan Todd, Vice-President, Elected Member  
Ms. Jacalyn Cop-Rasmussen, Public Member  
Mr. Balbir Dhillon RO, Elected Member  
Mr. Omar Farouk, Public Member  
Ms. Ingrid Koenig RO, Elected Member  
Mr. David Milne, Public Member  
Ms. Neda Mohammadzadeh RO, Elected Member  
Ms. Dorina Reiz, RO, Elected Member  
Mr. Rob Vezina, RO, Elected Member  
Mr. Edward Viveiros, RO, Elected Member  
Mr. Gordon White, Public Member

Administration: Mr. Fazal Khan, RO, Registrar, CEO  
Ms. Melanie Woodbeck, Deputy Registrar  
Ms. Michelle Kushnir, General Counsel  
Ms. Carolyn Robertson, Manager, Communications and Executive Office  
Ms. Priyanka Sharma, Project Assistant, Executive Office

Guests: Ms. Deborah Worrada, Independent Meeting Chair  
Mr. Peter Sevitt, Auditor, Sevitt & Associates

## **1.0 Introduction**

### **1.1 Introductions and Announcements**

D. Worrada opened the meeting at 1:04 and participants introduced themselves around the Council table. No announcements were made.

### **1.2 Conflict of Interest Declaration**

No conflicts of interest were declared.

### **1.3 Adoption of Agenda**

Three amendments to the agenda were proposed:

- 1) Table agenda item 12.1
- 2) Add the Minutes May 13<sup>th</sup> as agenda item 2.2
- 3) Switch the order of agenda items 11 and 12.2 and 12.3

**MOTION: TO ADOPT THE AGENDA AS AMENDED.**

MOVED: D. MILNE  
SECONDED: E. VIVEIROS  
**VOTE: CARRIED**

### **2.1 Minutes from January 28th, 2019**

The minutes were adjusted to correct a typo on page 4.

MOTION: TO APPROVE MINUTES AS AMENDED

MOVED: D. MILNE  
SECONDED: O. FAROUK

**VOTE: CARRIED**

### **2.2 Minutes from May 13<sup>th</sup>, 2019**

The minutes were adjusted to correct a typo on page 1.

MOTION: TO APPROVE MINUTES AS AMENDED

MOVED: B. TODD  
SECONDED: J. COP-RASMUSSEN

**VOTE: CARRIED**

### **3.1 2018 Audited Financial Statements**

The draft Audited Financial Statements were presented by P. Sevitt.

MOTION: TO ACCEPT THE 2018 AUDITED FINANCIAL STATEMENTS AS PRESENTED.

MOVED: D. MILNE  
SECONDED: B. TODD

**VOTE: CARRIED**

### **3.2 2019 Year-to-Date Financial Reports**

M. Woodbeck presented the year to date financial report.

MOTION: TO APPROVE THE YEAR-TO-DATE FINANCIAL REPORT AS PRESENTED.

MOVED: T. MAUTH  
SECONDED: E. VIVEIROS

**VOTE: CARRIED**

**4.0 In Camera Session, Under RHPA, Section 7 (2) (b), (c) and/or (e) of the Health Professions Procedural Code**

MOTION: TO GO IN CAMERA.

MOVED: I. KOENIG

SECONDED: N. MOHAMMEDZEDAH

**VOTE: CARRIED**

During the in camera session Council arrived at two resolutions which needed to be ratified as part of the public Council meeting.

**Council Resolution 1: Council Constitution**

Whereas:

- Council currently has five public appointed members;
- On June 21, 2019, public appointed member T. Mauth's term will expire;
- The College has not yet been informed when a new appointment will be made to replace T. Mauth;
- The Opticianry Act provides that Council is composed of a minimum of five public appointed members;
- Other health Colleges under the Regulated Health Professions Act have asked Executive Committee to formalize Council decisions in similar circumstances until additional public appointments are made;

MOTION: NOW THEREFORE THE COUNCIL RESOLVES THAT IF AT THE TIME OF ITS NEXT COUNCIL MEETING(S) AN ADDITIONAL PUBLIC APPOINTMENT STILL HAS NOT BEEN MADE AND THERE REMAINS FEWER THAN FIVE APPOINTED PUBLIC COUNCIL MEMBERS, COUNCIL WILL ASK EXECUTIVE COMMITTEE TO RATIFY ITS DECISIONS.

MOVED: D. MILNE

SECONDED: B. TODD

**VOTE: CARRIED**

**Council Resolution 2**

Whereas:

- Committee vacancies arise from time to time, and may occur between meetings of Council and/or Executive Committee;

- Council and/or Executive Committee may be unable to fill a committee vacancy caused by a public appointee vacancy on Council;
- Accordingly, a committee may be required to conduct business with fewer than the minimum number of or composition of committee members set out in the by-laws;
- The College's by-laws permit but do not require Council to fill a committee vacancy;
- Council and/or Executive Committee will endeavor to promptly appoint appropriate persons to fill vacancies wherever possible and to ensure the minimum committee composition set out the by-laws is maintained; and
- Committee quorum is defined in the by-laws as a majority of committee members;

MOTION: NOW THEREFORE COUNCIL RESOLVES THAT IT INTERPRET THE BY-LAWS SUCH THAT WHERE A COMMITTEE VACANCY ARISES THAT CANNOT BE FILLED PRIOR TO A COMMITTEE MEETING, THE COMMITTEE REMAINS PROPERLY CONSTITUTED AND CAN CONDUCT NECESSARY BUSINESS AT A COMMITTEE MEETING AS LONG AS QUORUM IS MET, UNLESS OTHERWISE PROVIDED BY LAW.

MOVED: B. TODD  
SECONDED: D. MILNE

**VOTE: CARRIED**

#### **5.0 Election of Executive Committee – Elected Member**

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
D. REIZ	R. VEZINA	T. MAUTH

D. Reiz accepted the nomination.

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
R. VEZINA	D. MILNE	N/a

R. Vezina declined the nomination.

D. Reiz was acclaimed to the position on the Executive Committee.

#### **5.0 Election of Executive Committee – Public Member**

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
J.COP-RASMUSSEN	T. MAUTH	N. MOHAMMEDZEDAH

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
D. MILNE	I. KOENIG	E. VIVIEROS

No further nominations were made. The nominees addressed Council. J. Cop-Rasmussen was elected as the new public member of the Executive Committee.

### **Elections for Vice President**

The results of the election will take effective June 22, 2019. On this date T. Mauth's term will be at an end. B. Todd will become the President.

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
O. FAROUK	B. TODD	E. VIVIEROS

O. Farouk accepted the nomination.

No other nominations were made.

By acclamation O. Farouk will become the Vice President of the COO as of June 22, 2019.

### **6.1 QA Committee Appointment – Ratifying Executive Decisions**

Following the resignation of P. Dreyer, a four-person Executive Committee recommended the addition of D. Reiz to the Quality Assurance Committee.

MOTION: TO APPROVE APPOINTMENT OF D. REIZ TO THE QUALITY ASSURANCE COMMITTEE

MOVED:	B. TODD
SECONDED:	O. FAROUK

**VOTE: CARRIED**

### **6.2 Chief Examiner Appointment**

R. Vezina was recommended by Executive Committee for the Chief Examiner position.

MOTION: TO APPROVE R. VEZINA FOR THE CHIEF EXAMINER POSITION

MOVED:	B. TODD
SECONDED:	E. VIVEIROS

**VOTE: CARRIED**

### **7.1 Standards of Practice**

The Council noted that with the end of T. Mauth's term, there would be a vacancy for a public member on the Standards of Practice Committee. O. Farouk was recommended for appointment to the Standards of Practice committee effective June 22, 2019.

MOVED:	B. TODD
SECONDED:	E. VIVIEROS
<b>VOTE: CARRIED</b>	

Council discussed the addition of a professional member. It was agreed that this issue would be revisited in the fall if needed.

### **7.2 Patient Relations**

The Council considered that as of June 22, the Patient Relations Committee will need an additional public member to be properly constituted. The floor was opened to nominations.

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
J.COP-RASMUSSEN	B. TODD	O. FAROUK

J. Cop-Rasmussen accepted the nomination.

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
G. White	D. Milne	E. VIVIEROS

Following G. White's acceptance of his nomination, J. Cop-Rasmussen withdrew her name from consideration.

By acclamation, G. White was added to the Patient Relations Committee.

It was noted that the day's agenda appeared to be behind schedule, and accordingly the Council decided to move certain agenda items to the following day. As G. White would be unable to attend the following day, it was agreed that the next agenda item would be 12.2.

### **12.2 CNO Vision 2020**

The Governance Committee proposed that Council write a letter of support for the governance changes the College of Nurses of Ontario have proposed, which included the following:

- Reducing the size of Council
- Increasing the proportion of public members to 50%
- Appointing all members of Council based on competencies
- Removing Council members from sitting on Committees
- Renumeration – the College would pay for all members of Council and everyone is paid the same thing.

It was confirmed that Council was being asked to support these in principle. It was further established that no deadline exists for this initiative. It was decided that Governance will draft a letter describing the COO's level of support.

### **12.3 Election Guidelines**

Council agreed that Governance should work on developing a list of competencies for election candidates. These competencies are recommendations, and candidates will not be expected to have all of them.

MOTION: FOR THE FOLLOWING LIST OF COMPETENCIES AND ATTRIBUTES TO BE USED IN AUGUST WHEN WE ARE SCREENING CANDIDATES FOR ELECTION:

- Governance and/or board experience
- Leadership experience and/or skills
- Problem-solving skills
- Strategic thinking
- Financial literacy
- Strong interpersonal skills, including communication skills
- Demonstrated commitment to the College's public protection mandate
- Diversity

MOVED: R. VEZINA  
SECONDED: E. VIVEIROS

**VOTE: CARRIED**

**9.1 and 9.2 Quality Assurance**

L. Briard made a presentation to the Council Regarding the following:

- 1) Suspending for QA non-compliance at annual renewal
- 2) Quality Assurance Program review

Council was asked to put 9.2 out for stakeholder feedback. The Quality Assurance Committee recommended that Council circulate the proposed changes to the QA program as well as the draft Non-Compliance Policy and Flow Chart for Stakeholder Feedback.

MOTION: COUNCIL MOVES TO CIRCULATE FOR STAKEHOLDER FEEDBACK AS PRESENTED.

MOVED: R. VEZINA  
SECONDED: D. REIZ

**VOTE: CARRIED**

The Council meeting recessed at 4:40 until the following day at 9:00 am.

**DRAFT COUNCIL MEETING MINUTES****Tuesday May 28, 2019****9:00 AM to 12:30 PM****COO Boardroom**

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- Attendees: Ms. Trudy Mauth, President, Public Member  
Mr. Bryan Todd, Vice-President, Elected Member  
Ms. Jacalyn Cop-Rasmussen, Public Member  
Mr. Balbir Dhillon RO, Elected Member  
Mr. Omar Farouk, Public Member  
Ms. Ingrid Koenig RO, Elected Member  
Ms. Neda Mohammadzadeh RO, Elected Member (*via teleconference*)  
Ms. Dorina Reiz, RO, Elected Member  
Mr. Rob Vezina, RO, Elected Member  
Mr. Edward Viveiros, RO, Elected Member
- Administration: Mr. Fazal Khan, RO, Registrar, CEO  
Ms. Melanie Woodbeck, Deputy Registrar  
Ms. Michelle Kushnir, General Counsel  
Ms. Carolyn Robertson, Manager, Communications and Executive Office  
Ms. Priyanka Sharma, Project Assistant, Executive Office
- Guests: Ms. Deborah Worrada, Independent Meeting Chair
- Regrets: Mr. Gordon White, Public Member  
Mr. David Milne, Public Member

The Council meeting resumed on May 28th at 9:01 am.

**14.1 Introduction**

D. Worrada opened the meeting with roll call. No announcements were made.

**14.3 Introduction**

MOTION: TO APPROVE THE UPDATED AGENDA

MOVED: O. FAROUK

SECONDED: E. VIVEIROS

**VOTE: CARRIED**

MOTION: TO APPROVE THE PARTICIPATION OF NEDA MOHAMMEDZEDAH BY PHONE.



MOVED: B. TODD  
SECONDED: I. KOENIG

**VOTE: CARRIED**

**10.0 Update on the Accreditation Policy**

D. Summers reviewed the proposed changes to the Quality Assurance Accreditation Policy for Providers.

MOTION: TO APPROVE THE REVISED ACCREDITATION POLICY.

MOVED: E. VIVEIROS  
SECONDED: T. MAUTH

**VOTE: CARRIED**

**11.0 Policy Direction Re: Vice-President Attendance at Events**

T. Mauth spoke to Council regarding the Vice President attending various events. Discussion followed and it was resolved that two policies are required:

- 1) A policy which addresses attendance at events by the President and the Vice President.
- 2) An additional policy for other attendees who would be invited to attend or participate in events at the discretion of the Registrar or President.

MOTION: THAT A POLICY BE DRAFTED THAT STATES THAT BOTH THE PRESIDENT AND VICE PRESIDENT MAY ATTEND EVENTS.

It was decided that the Governance Committee will draft these two policies.

MOVED: T. MAUTH  
SECONDED: O. FAROUK

**VOTE: CARRIED**

MOTION: TO CREATE A SECOND POLICY WHICH COVERS THE ATTENDANCE OF OTHER COUNCIL AND COMMITTEE MEMBERS AT EVENTS.

MOVED: R. VEZINA  
SECONDED: T. MAUTH

**VOTE: CARRIED**

M. Kushnir asked Council to clarify that 9.1 and 9.2 were covered fully the previous day and Council confirmed this.

**8.0 Council Meeting Dates**

The Council considered a proposal to make the following changes to the annual Council meeting schedule:

- 1) Extending the October meeting to one and a half days
- 2) Extending the December meeting to one and a half days
- 3) Moving the first Council meeting of the year from January to the end of February

MOTION: THAT THE FIRST COUNCIL MEETING BE MOVED TO FEBRUARY AND A HALF DAY BE ADDED TO THE OCTOBER AND DECEMBER MEETINGS.

MOVED: R. VEZINA

SECONDED: B. TODD

It was noted that it is difficult for some people to attend. It was proposed that the dates be scheduled well in advance.

**VOTE: CARRIED**

#### **15.0 Proposed New Consultation Policy**

Currently the college follows a process where if a policy or program is to be revised, it is left to Council to determine whether to direct the college to seek feedback from stakeholders. This typically does not occur until after a committee has made proposed changes to a policy or program.

Administration proposed including a high-level stakeholder consultation during the initial research stage before a committee begins working on an update to a policy or program. This would permit the committee to incorporate stakeholder suggestions from the beginning. The issue at hand would come back to Council for review and then back to stakeholders to be vetted.

MOTION: TO ADOPT THE PROPOSED NEW CONSULTATION PROCESS.

MOVED: B. TODD

SECONDED: T. MAUTH

**VOTE: CARRIED**

It was decided that the stakeholder feedback consultation policy be referred to the Governance Committee to fully define the approach specifically when and how it will be used.

#### **16.0 Honoraria Policy**

MOTION: TO APPROVE THE PROPOSED CHANGES TO THE HONORARIA POLICY.

MOVED: R. VEZINA

SECONDED: T. MAUTH

**VOTE: CARRIED**

## **19.0 Registration Regulation**

### **19.1 Currency Policy**

The Registration Committee provided an update on its progress on developing a currency policy which would be implemented when the new Registration Regulation comes into force. This came to Council for information only. It was suggested that a survey on the currency policy be used to gather some data.

### **19.2 Practicum Policy**

Council reviewed a proposed new practicum policy which would be implemented when the new Registration Regulation comes into force.

MOTION:        THAT THE PROPOSED PRACTICUM POLICY BE APPROVED TO COME INTO EFFECT WITH THE NEW REGISTRATION REGULATION.

MOVED:        B. TODD  
SECONDED      O. FAROUK

**VOTE: CARRIED**

### **19.3 Registration Regulation Update**

The College submitted a draft Registration Regulation to the Ministry of Health and Long-Term Care on June 12, 2017. The Ministry sent back changes which the Registration Committee has reviewed. Council is now asked to approve the Registration Committee's response.

MOTION:        TO APPROVE THE REGISTRATION COMMITTEE'S RESPONSE TO THE MINISTRY OF HEALTH AND LONG-TERM CARE ON THE DRAFT REGISTRATION REGULATION.

MOVED:        R. VEZINA  
SECONDED:      I. KOENIG

**VOTE:        CARRIED**

## **17.0 National Competencies for Canadian Opticians (4<sup>th</sup> Edition)**

The National Competencies were presented to Council by R. Vezina and J. Dodds. The draft is created by NACOR and each province must ratify it.

MOTION:        TO APPROVE THE NEW COMPETENCIES.

MOVED:        R. VEZINA  
SECONDED:      T. MAUTH

**VOTE:        CARRIED**

J. Dodds spoke to the new role of Accreditation Canada. They have much bigger capacity and will provide experts but will work collaboratively with NACOR. It was noted that Council has approved this as a NACOR function and that NACOR was subcontracting it to Accreditation Canada.

MOTION: TO ACCEPT NACOR'S DELEGATION OF THE ACCREDITATION PROCESS TO  
ACCREDITATION CANADA

MOVED: R. VEZINA

SECONDED: I. KOENIG

**VOTE: CARRIED**

### **18.0 By-Laws**

#### **18.1 Public Register By-Law Approval**

M. Kushnir reviewed the proposed changes to By-Law 15, which pertains to the public registrar. The proposed changes simplify the by-laws to align with new public register requirements for all Ontario regulated health professions, as set out in the RHPA. The proposed changes went out for stakeholder feedback in the spring and the survey results were also shared with Council.

MOTION: TO ADOPT THE PROPOSED BY LAW CHANGES AS PRESENTED.

MOVED: R. VEZINA

SECONDED: D. REIZ

**VOTE: CARRIED**

#### **18.2 Home Addresses on the Public Register**

The RHPA and by-laws require the college to post a registrant's primary business address to the public register, including where registrant's primary business address is their home address. Council discussed alternatives to showing a registrant's home address on the public register. To protect the privacy of registrants who are not practicing and who may not want their home address displayed, the by-law allows the registrant to designate an alternate address such as a PO Box, address of a relative, or last business address to be displayed.

Council determined that a home address that is also a business address can be displayed, but decided that registrants who are not working can designate an alternative to their home address to be displayed on the public register. Determining the alternative address would be at the discretion of the registrant.

### **20.0 Patient Bill of Rights**

The Patient Bill of Rights sets out certain general expectations that the public can have in opticians as health care providers. The Bill of Rights was discussed at the CAG and the CAG members completed a survey. Three other Colleges also submitted questions to the CAG about a Patient Bill of rights. If approved the Bill of Rights would be posted on the website.

Some changes were requested, and it was agreed that the Patient Bill of Rights should be reviewed by the Standards of Practice Committee.

The requested changes included:

- 1) That the bullets be replaced with numbers.
- 2) Edits to the wording in the paragraph beginning “Only deliver services that registered opticians...”

It was decided that the Patient Relations Committee would rework the document and then send it to the Standards of Practice Committee for its review.

## **21.0 Reports**

### **21.1 Registrar’s Report**

F. Khan reviewed the Registrars report with Council.

MOTION: TO APPROVE THE REPORT AS PRESENTED

MOVED: O. FAROUK

SECONDED: I. KOENIG

**VOTE: CARRIED**

### **21.2 Annual Report**

F. Khan presented the Annual Report. It was decided that the draft would be emailed to Council for review and then go to the Executive Committee for final approval.

### **21.3 Communications report**

C. Robertson review the social media strategy and the new website with Council.

## **21.4 Committee Reports**

MOTION: TO ACCEPT THE COMMITTEE REPORTS AS PRESENTED

Moved: R. VEZINA

Second: B. TODD

**VOTE: CARRIED**

### **21.5 Exams Report**

MOTION: TO ACCEPT THE EXAMS REPORT AS PRESENTED

MOVED: R. VEZINA

SECONDED: B. TODD

**VOTE: CARRIED**

**21.6 NACOR REPORT**

MOTION: TO APPROVE THE NACOR REPORT AS PRESENTED

MOVED: D. REIZ

SECONDED: T. MAUTH

**VOTE: CARRIED**

**24.0 Adjournment**

MOTION: TO ADJOURN

MOVED: R. VEZINA

SECONDED: E. VIVEIROS

**VOTE CARRIED.**

The meeting ended at 12:10.