

DRAFT BOARD MEETING MINUTES
December 4, 2023
9:00 AM to 4:30 PM
by zoom

Attendees: Mr. Stephen Kinsella, Chair, Government Appointee
Mr. Derick Summers, Vice Chair, Elected Member
Mr. Kevin Cloutier, RO, Elected Member
Mr. Omar Farouk, Government Appointee
Ms. Peggy Judge, Government Appointee
Mr. Samir Modhera, RO, Elected Member
Ms. Neda Mohammadzadeh, RO, Elected Member
Ms. Alicia Munian, Government Appointee
Ms. Tonya Nahmabin, RO, Elected Member
Ms. Dorina Reiz, RO, Elected Member
Mr. Henry Wiersema, Government Appointed
Mr. Rob Vezina, RO, Elected Member

Administration: Mr. Fazal Khan, RO, Registrar, CEO
Ms. Amy Stein, Deputy Registrar and General Counsel
Ms. Carolyn Robertson, Manager, Communications and Executive Office
Ms. Fizza Asad, Human Resources and Accounting Specialist

Guests: Ms. Sarah Butson, Meeting Facilitator
Mr. Paul Imola, RO, 2024 Elected Board Member
Mr. Carlos Pacheco, RO, 2024 Elected Board Member
Ms. Grazyna Sepczynska, RO, 2024 Elected Board Member

Regrets: Mr. Paul Wilk, Government Appointee
Ms. Elsa Lee, RO, Elected Member

1.0 Introduction

S. Kinsella opened the board meeting at 9:10 am.

2.0 To Go in Camera

MOTION: TO GO IN IN CAMERA UNDER S.7 (2) D OF THE HEALTH PROFESSIONS PROCEEDURAL CODE TO DISCUSS PERSONNEL MATTERS.

MOVED: D. SUMMERS

SECONDED: O. FAROUK

FOR: 12
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

Following the in-camera session, the Board then took a 20-minute break. When the meeting resumed the live stream started on YouTube.

3.0 Introduction

S. Kinsella introduced himself, the Board Members, and the Administration. S. Kinsella then delivered the land acknowledgement.

S. Butson reviewed the meeting norms and high five with participants.

3.1 Conflict of Interest Declaration

D. Summers and D. Reiz declared a conflict of interest for item 5.0, Approval of the Appointed Members.

3.2 Adoption of the Agenda

MOTION: TO APPROVE THE AGENDA

MOVED: D. SUMMERS
SECONDED: K. CLOUTIER

FOR: 12
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

4.0 Minutes of the October 2, 2023, Board Meeting

MOTION: TO APPROVE THE OCTOBER 2, 2023, MINUTES

MOVED: N. MOHAMMADZADEH
SECONDED: T. NAHMABIN

FOR: 10
AGAINST: 0
ABSTAINED: 2 S. Kinsella and R. Vezina abstained as they were not present at the October meeting.

VOTE: CARRIED

5.0 Approval of Appointed Members

D. Summers and D. Reiz declared a conflict of interest with respect to this agenda item and did not participate in the discussion or vote.

The Board approved the following Appointed Members for a 2-year term commencing January 1, 2024: John Battaglia, Lindsay Beriault, Melissa Campbell, Parneet Dhillon, Parminder Kalsi, Elizabeth Roche.

The board also appointed the following returning Non-Registered Opticians: Jamuna Balaram, Elliot Borins, David Milne, Panos Petrides.

MOTION: TO APPROVE JOHN BATTAGLIA, LINDSAY BERIAULT, MELISSA CAMPBELL, PARNEET DHILLON, PARMINDER KALSI, ELIZABETH ROCHE, JAMUNA BALARAM, ELLIOT BORINS, DAVID MILNE, PANOS PETRIDES AS APPOINTED MEMBERS STARTING IN 2024.

MOVED: H. WIERSEMA

SECONDED: O. FAROUK

FOR: 10

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

6.0 Executive Elections

A. Stein reviewed the process set out in the by-laws for the election of the Executive Committee. As a result of changes made by the Board to voter eligibility, all individuals who would be on the board as of January 1, 2024 would be eligible to vote, including incoming board members. Outgoing board members, N. Mohammadzadeh and D. Reiz, were not eligible to vote and were moved to the waiting room for the duration of the election.

The board was asked to invite incoming board members Grazyna Sepczynska, Carlos Pacheco, and Paul Imola to join the meeting as guests for the purposes of the Executive Committee election.

MOTION: TO INVITE G. SEPCZYNSKA, P. IMOLA AND C. PACHECO TO JOIN THE MEETING AS GUESTS.

MOVED: S. MODHERA

SECONDED: T. NAHMABIN

FOR: 12

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

The following new Board members for 2024, Grazyna Sepczynska, Carlos Pacheco, and Paul Imola joined the meeting.

6.1 Election of the Chair

It was confirmed that two expressions of interest were received for the position of Chair, one from D. Summers and one from G. Sepczynska. The floor was then opened to nominations.

NOMINEE: GRAZYNA SEPCZYNSKA

MOVED: P. JUDGE

SECONDED: G. SEPCZYNSKA

G. Sepczynska accepted the nomination. S. Butson called for further nominations.

NOMINEE: DERICK SUMMERS

MOVED: K. CLOUTIER

SECONDED: T. NAHMABIN

D. Summers accepted the nomination.

As no other expressions of interest were received, no other Board Members were eligible. The Board then voted using a poll and D. Summers was elected.

6.2 Election for the position of Vice-Chair

It was confirmed that three expressions of interest were received for the position of Vice- Chair, one from Kevin Cloutier, one from Tonya Nahmabin, and one from Grazyna Sepczynska. Each candidate was allowed to say a few words. The floor was then opened to nominations.

NOMINEE: KEVIN CLOUTIER

MOVED: O. FAROUK

SECONDED: S. KINSELLA

K. Cloutier accepted the nomination. S. Butson called for further nominations.

NOMINEE: TONYA NAHMABIN

MOVED: H. WIERSEMA

SECONDED: S. MODHERA

T. Nahmabin accepted the nomination.

NOMINEE: GRAZYNA SEPCZYNSKA

MOVED: P. JUDGE
SECONDED: T. NAHMABIN

G. Sepczynska accepted the nomination.

The Board then voted using polls and K. Cloutier was elected Vice-Chair.

6.3 Election for the Three Remaining Position on the Executive Committee

Two expressions of interest were received for the Public Appointee positions on the Executive Committee, one from P. Judge and one from S. Kinsella. As there were two positions and two candidates, both were acclaimed.

6.4 Remaining Elected Position

For the final elected member position on the Executive Committee, both T. Nahmabin and G. Sepczynska were eligible as both had submitted expressions of interest. The floor was opened to nominations.

NOMINEE: TONYA NAHMABIN

MOVED: R. VEZINA
SECONDED: H. WIERSEMA

T. Nahmabin accepted the nomination. The floor was opened to further nominations.

NOMINEE: GRAZYNA SEPCZYNSKA

MOVED: P. JUDGE
SECONDED: K. CLOUTIER

T. Nahmabin was elected by poll.

6.4 Appointment of the 2024 Executive Committee

D. Reiz and N. Mohammadzadeh rejoined the meeting so that the current, 2023 Board, could bring forward a motion to appoint the 2024 Executive Committee. Incoming 2024 Board Members did not participate in the motion.

MOTION: TO APPROVE THE APPOINTMENT OF 2024 EXECUTIVE COMMITTEE AS ELECTED.

MOVED: H. WIERSEMA
SECONDED: S. MODHERA

FOR: 12
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

7.0 Election of the National Examinations Committee (NEC) Representative

F. Khan provided some context about the role of the NEC representative, noting that exam experience, or previous experience as Chief Examiner is an asset to the role. This committee meets annually to update exams as required.

Two candidates submitted expressions of interest for the position of NEC representative, R. Vezina and G. Sepczynska. The floor was opened to nominations.

NOMINEE: ROB VEZINA

MOVED: D. SUMMERS
SECONDED: T. NAHMABIN

R. Vezina accepted the nomination. S. Butson called for further nominations.

NOMINEE: G. SEPCZYNSKA

MOVED: P. JUDGE
SECONDED: T. NAHMABIN

G. Sepczynska accepted the nomination.

G. Sepczynska and R. Vezina then said a few words about why they felt they would be the right candidate for the position.

The Board voted by poll and R. Vezina was elected.

MOTION: TO APPOINT ROB VEZINA TO THE POSITION OF NATIONAL EXAMS COMMITTEE REPRESENTATIVE.

MOVED: D. SUMMERS
SECONDED: A. MUNIAN

FOR: 12
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

G. Sepczynska, P. Imola, and C. Pacheco left the meeting.

8.0 Appointment of the Registrar's Review Subcommittee

The Registrar's Review Subcommittee is responsible for conducting the annual review for the Registrar. The Subcommittee is made up of three people, the Chair, the Vice Chair and a third additional member of the Executive Committee. Eligible candidates for the position were S. Kinsella, P. Judge and T. Nahmabin. The floor was opened to nominations.

NOMINEE: STEPHEN KINSELLA

MOVED: K. CLOUTIER

SECONDED: N. MOHAMMEDZEDAH

S. Kinsella accepted the nomination. S. Butson called for further nominations.

NOMINEE: PEGGY JUDGE

MOVED: H. WIERSEMA

SECONDED: D. REIZ

P. Judge accepted the nomination.

NOMINEE: TONYA NAHMABIN

MOVED: K. CLOUTIER

SECONDED: R. VEZINA

T. Nahmabin accepted the nomination.

The Board voted by poll and S. Kinsella was elected.

MOTION: TO APPOINT S. KINSELLA TO THE PERFORMANCE EVALUTION SUBCOMMITTEE AS ELECTED.

MOVED: O. FAROUK

SECONDED: D. SUMMERS

FOR: 12

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

. The board recessed for lunch and resumed at 1:40.

7.0 Divesting Exams

F. Khan provided an update to the Board regarding the administration of entry-to-practice exams. The COO is currently considering a proposal from the National Alliance of Canadian Opticianry Regulators (NACOR) to take over full administration of the exams. It is expected that this change will be more efficient and cost-effective going forward, in light of rising costs and demands on college staff resources. The COO would continue to have a voice with respect to the development and refining of national exams through its participation on the National Examination Committee, as well as having a representative and oversight at examination sessions through the provincial Chief Examiner.

The Board was invited to ask questions. It was confirmed that exam dates would still be determined collaboratively with NACOR and that this has always been a close working relationship and will continue to be one.

This update was shared for information only.

10.0 Financial Reports

10.1 Financial Variance Report to October 31, 2023

F. Asad presented the year-to-date variance report to the Board, covering the period to October 31, 2023. It was noted that additional exams revenue was received in November which would be reflected in the year-end variance report presented in the new year. The floor was then opened to questions.

8.2 2024 Draft Budgets

F. Asad presented the draft 2024 budgets. It was noted that per the previous agenda item, discussions are ongoing with NACOR about divesting national examinations. Accordingly, two budgets were presented. Budget A included revenue and expenses for the COO co-administering examinations with NACOR. Budget B removed exam revenue and expenses and would apply in the event that NACOR takes over full administration. An overview of the budgeting process was also shared with the Board, including the feedback received from board members on virtual versus in person meetings for 2024. A number of differences from the 2023 fiscal budget were highlighted.

The floor was then opened to questions. It was noted that based on feedback received from board and committee members, the College is no longer budgeting for in-person Committee meetings.

MOTION: THAT THE BOARD APPROVE THE 2024 DRAFT BUDGETS A AND B, AS PRESENTED.

MOVED: P. JUDGE
SECONDED: A. MUNIAN

FOR: 12
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

10.3 Approval of the 2023 Auditor

F. Asad presented the briefing note to the Board. The Executive Committee completes an auditor assessment each year. The Executive did recommend that a senior member of the Audit team remain in place to oversee the process and staff are taking steps to ensure that is in place.

MOTION: THAT THE BOARD APPROVE GREWAL GUYATT AS THE AUDITOR FOR 2023 FISCAL YEAR.

MOVED: D. SUMMERS
SECONDED: K. CLOUTIER

FOR: 12
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

11.0 Approval of the Committee Slate

A. Stein presented the draft 2024 committee slate. The committee slate was developed having regard to a number of factors, including avoiding conflicts of interest, board policy on committee composition, the preferences submitted by the Board and appointed members and the need to balance experienced committee members with new ones.

MOTION: TO APPROVE THE COMMITTEE SLATE AS PRESENTED

MOVED: H. WIERSEMA
SECONDED: T. NAHMABIN

FOR: 12
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

12.0 Quarterly Policies for Content Review

12.1 Board Support of the Registrar, CEO Policy 3-08

D. Petralito presented the quarterly policies for content review to the Board, noting that no changes to the Board Support of the Registrar, CEO Policy were proposed. The policy outlines the Board's commitment to supporting the Registrar CEO to effectively carry out his role.

The Board affirmed the public interest consideration put forward by the committee.

Public Interest Consideration: Regularly reviewing its governance policies ensures that the Board is accountable to its commitments and mandate.

MOTION: TO APPROVE NO CHANGES TO THE BOARD SUPPORT OF THE REGISTRAR, CEO POLICY.

MOVED: O. FAROUK
SECONDED: D. SUMMERS

FOR: 12
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

12.2 Governance Approach Policy 4-01

D. Petralito presented the briefing note to the Board. The Governance Committee felt that the policy continued to reflect the Board's commitment to the Governance model. No changes were proposed to the policy at this time.

The Board affirmed the public interest consideration put forward by the committee.

Public Interest Consideration: Regularly reviewing its governance policies ensures that the Board is accountable to its commitments and mandate.

MOTION: TO APPROVE NO CHANGES TO THE GOVERNANCE APPROACH POLICY.

MOVED: H. WIERSEMA
SECONDED: T. NAHMABIN

FOR: 12
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

12.3 Board Decision Making Policy

D. Petralito presented the briefing note to the Board. The policy outlines the process for the Board to make decisions and the steps taken in the process and continues to serve the Board's needs as it is. No changes to the policy were proposed.

The Board affirmed the public interest consideration put forward by the committee.

Public Interest Consideration: Regularly reviewing its governance policies ensures that the Board is accountable to its commitments and mandate.

MOTION: TO APPROVE NO CHANGES TO THE BOARD DECISION MAKING POLICY.

MOVED: D. SUMMERS

SECONDED: K. CLOUTIER

FOR: 12

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

12.2 Board Effectiveness Self-Evaluation Policy

D. Petralio presented the proposed changes to the policy, noting that the changes align the policy with the current practice of the Board. The policy was approved in 2018 to document the existing process and the Board's commitment to participating in an annual self-evaluation. In October 2021, the Board approved third-party self evaluations of its effectiveness every three years. The current Board Self-Evaluation Policy does not include a process for third party evaluations that the Board committed to in October 2021 and the proposed amendments will rectify this.

The floor was then opened to questions.

The Board affirmed the public interest consideration put forward by the committee.

Public Interest Consideration: The proposed updates to the policy will codify the board's commitment to regular third-party evaluations, in addition to streamlining the process for its annual self-evaluation. In so doing, the changes support the board's ability to carry out its public interest mandate.

MOTION: TO APPROVE THE AMENDMENTS TO THE BOARD EFFECTIVENESS SELF EVALUATION POLICY.

MOVED: R. VEZINA

SECONDED: D. SUMMERS

FOR: 12

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

12.3 Investment Policy 2-06

D. Petralito presented the proposed changes to the investment policy. The amendments clarify the Board's priority of preserving of capital and maintenance of liquidity over reasonable growth of investments.

Public Interest Consideration: The Governance Committee considers the proposed amendment to be in the public interest by ensuring that the College prioritizes long-term financial stability and liquidity in its investment strategy.

MOTION: TO RECOMMEND THAT THE BOARD APPROVE THE PROPOSED CHANGES TO THE INVESTMENT POLICY

MOVED: P. JUDGE

SECONDED: H. WIERSEMA

FOR: 12

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

13.0 Review of the 2023 Strategic Work plan

A. Stein reviewed the 2023 Strategic work plan with the Board. Items on the 2023 workplan were achieved largely on schedule, with several items being deferred, but completed later in the year. This was shared for information only.

14.0 Review of the 2024 Strategic Work plan

A. Stein shared the proposed 2024 strategic work plan with the Board. The workplan is subject to change/revision in order to account for changes that come up during the year and to respond efficiently to environmental or systemic issues that arise. The Board was invited to ask questions.

MOTION: TO APPROVE THE 2024 STRATEGIC WORK PLAN

MOVED: R. VEZINA

SECONDED: S. KINSELLA

FOR: 12
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

15.0 Content Review

R. Vezina presented proposed amendments to three policies the registration committee reviewed. The Registration Committee has implemented a schedule to regularly review registration policies for content to ensure policies remain relevant and continue to serve the College's needs.

Proposed amendments to the Internationally Educated Applicant Policy improve readability and reflect the current assessment process. The next steps for the applicants and a new section providing guidance to applicants who can't provide the required documents due to circumstances beyond their control is included.

The proposed amendments to the Examination and Upgrading Policy streamline the process by outlining the path for exam candidates. Steps an exam candidate must take to regain their eligibility to sit the national examination are also outlined.

R. Vezina presented the changes to the Retention of Legal and Verifying Documents policy. The language in the policy has been updated and with the amendments, the policy reflects the current document submission process for applicants and registrants.

Public Interest Consideration: With the public interest in mind, the Registration Committee has invested significant time and resources into reviewing and improving policies and processes relating to registration. Reviewing the content of registration policies ensures that they are consistent and effective, and that the College is up to date with current regulations and regulatory best practices.

MOTION: THAT THE BOARD APPROVE THE PROPOSED AMENDMENTS TO THE INTERNATIONALLY EDUCATED APPLICANTS POLICY, EXAMINATIONS AND UPGRADING POLICY, AND RETENTION AND VERIFYING LEGAL DOCUMENTS POLICY AS RECOMMENDED BY THE REGISTRATION COMMITTEE.

MOVED: O. FAROUK
SECONDED: A. MUNIAN

FOR: 12
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

15.2 Contact Lens Mentor Policy

R. Vezina presented the proposed extension of the addendum to the Contact Lens Mentor Policy. In the fall, the Registration Committee considered the concerns identified by educational program coordinators about student fittings. Students continue to face significant challenges in finding preceptors to supervise the required Rigid Gas Permeable (RGP) lens fits. The proposed extension to the temporary addendum to the Contact Lens Mentor Policy permits course instructors to act as contact lens mentors. The provision would remain in effect until December 31, 2024.

The board was invited to ask questions and it was confirmed that the registration committee will need to undertake an extensive environmental scan in the future to determine the best course of action going forward.

Public Interest Consideration: The College has a mandate to ensure that it continues to register qualified and competent opticians to ensure patient safety, and that it does so in a manner that does not create unnecessary or excessive barriers to registration.

MOTION: THAT THE BOARD APPROVE THE PROPOSED EXTENSION TO THE ADDENDUM TO THE CONTACT LENS MENTOR POLICY AS RECOMMENDED BY THE REGISTRATION COMMITTEE.

MOVED: T. NAMHABIN

SECONDED: D. SUMMERS

FOR: 11 (N. Mohammadzadeh was absent for this vote.)

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

16.0 Board Meeting Dates 2024

S. Kinsella presented the proposed 2024 meeting dates to the Board. It was confirmed that the training in January had been broken up over two days and, where possible, dependent on presenter permission, orientation sessions will be recorded.

It was also confirmed that the June meeting would take place in person.

MOTION: TO APPROVE THE BOARD MEETING DATES AS PRESENTED

MOVED: R. VEZINA

SECONDED: K. CLOUTIER

FOR: 11 (N. Mohammadzadeh was absent for this vote.)

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

17.0 Board and Committee Self-Evaluations

S. Kinsella presented the briefing note regarding the Board and Committee Self Evaluations. The self Evaluation surveys were sent out following the board meeting and Board and Committee members were given until December 20 to complete the surveys. This was presented for information only.

Recess to the following day.

DRAFT BOARD MEETING MINUTES
December 5, 2023
10:30 AM to 4:30 PM
by zoom

Attendees: Mr. Stephen Kinsella, Chair, Government Appointee
Mr. Derick Summers, Public Members
Ms. Neda Mohammadzadeh, RO, Vice-Chair, Elected Member
Mr. Kevin Cloutier, RO, Elected Member
Mr. Omar Farouk, Government Appointee
Ms. Tonya Nahmabin, RO, Elected Member
Mr. Samir Modhera, RO, Elected Member
Ms. Peggy Judge, Government Appointee
Ms. Dorina Reiz, RO, Elected Member
Ms. Alicia Munian, Government Appointee
Mr. Henry Wiersema, Public Member
Mr. Rob Vezina, RO, Elected Member

Regrets: Ms. Elsa Lee, RO, Elected Member
Mr. Paul Wilk, Government Appointee

Administration: Mr. Fazal Khan, RO, Registrar, CEO
Ms. Amy Stein, Deputy Registrar and General Counsel
Ms. Carolyn Robertson, Manager, Communications and Executive Office
Ms. Fizza Asad, Human Resources and Accounting Specialist

Guests: Ms. Sarah Butson, Meeting Facilitator

20.0 Welcome Back

S. Kinsella opened the board meeting at 10:38 with introductions.

21.0 Monitoring Reports

21.1 Reserves Monitoring Report

F. Khan provided some context for the Board around the monitoring reports, which is to have a risk management system in place to periodically check in on each one of the Board's governance policies to make sure that they're achieving the desired results.

F. Khan went on to present the Reserves Policy monitoring report to the board. It was noted that the general reserve has been expanded to 12 months operational expenses, based on the direction from the board following a recommendation from the College's accountant.

The floor was opened to questions. No concerns or action items were identified.

MOTION: THAT THE BOARD APPROVE THAT THE REGISTRAR'S INTERPRETATION OF THE POLICY WAS REASONABLE.

MOVED: S. MODHERA
SECONDED: T. NAHMABIN

FOR: 12
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

MOTION 2: THAT THE BOARD AGREES THAT THE REGISTRAR, CEO COMPLIED WITH THE POLICY.

MOVED: H. WIERSEMA
SECONDED: O. FAROUK

FOR: 12
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

21.2 Investment Policy Monitoring Report

F. Khan presented the Investment Policy monitoring report to the Board. It was noted that the College was able to take advantage of high GIC rates over the past year while preserving adequate liquidity and ensuring investments remain low-risk and

The floor was opened to questions. No concerns or action items were identified.

MOTION: THAT THE BOARD APPROVE THAT THE REGISTRAR'S INTERPRETATION OF THE POLICY WAS REASONABLE

MOVED: K. CLOUTIER
SECONDED: A. MUNIAN

FOR: 12
AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

MOTION 2: THAT THE BOARD AGREES THAT THE REGISTRAR, CEO COMPLIED WITH THE POLICY.

MOVED: H. WIERSEMA

SECONDED: T. NAHMABIN

FOR: 12

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

21.3 Technology and Cyber Security Policy Monitoring Report

F. Khan presented the Technology and Cyber Security Policy monitoring report to the Board. The report reviewed steps taken by the administrative team to ensure adequate technology is in place to permit the College to meet its mandate. The admin team is regularly reviewing the College's data and technology plan to identify areas for improvement or adaptation. F. Khan also outlined steps taken to safeguard the College's technological infrastructure, including cyber security training for staff and the Board.

The floor was opened to questions. No concerns or action items were identified.

MOTION: THAT THE BOARD APPROVE THAT THE REGISTRAR'S INTERPRETATION OF THE POLICY WAS REASONABLE

MOVED: N. MOHAMMADZADEH

SECONDED: A. MUNIAN

FOR: 12

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

MOTION 2: THAT THE BOARD AGREES THAT THE REGISTRAR, CEO COMPLIED WITH THE POLICY.

MOVED: H. WIERSEMA

SECONDED: O. FAROUK

FOR: 12

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

The board then took a 15-minute break and the meeting resumed at 11:20.

22.0 Board Policy Development Monitoring Report

A. Munian presented the Board Policy Development monitoring report. The report noted that most items were completed in a timely manner at the beginning of the year. A. Munian recommendation that the outstanding items be attended to at the beginning of the year.

This is a monitoring report and does not require a motion. However, the board agreed with the recommendation established by a high five.

23.0 Assignment of Board Monitoring Reports

S. Kinsella shared the briefing note with the Board, seeking volunteers to complete each of the scheduled board monitoring reports in 2024. The monitoring reports and volunteers are as follows:

- Delegation to the Registrar CEO policy, 3-03 March 2024, Samir Modhera
- Governance Approach Policy, 4-01 June 2024, Omar Farouk
- Board Terms of Reference Policy, 4-03, September 2024, Tonya Nahmabin
- Board Code of Conduct, December 2024, Alicia Munian

23.0 Accreditation Policy

T. Nahmabin presented the proposed amendments to the Accreditation Policy to the Board. The policy was last updated in 2020 and following review by the committee several amendments have been proposed. The amendments take into account feedback from CE providers about the policy and the fact that Standard 8 Refraction and the refraction designation have been rescinded.

It was suggested that the Quality Assurance Committee should consider having a third-party complete the accreditation of continuing education credits. It was decided that the Quality Assurance Committee would discuss this in the new year.

The Board approved the changes around use of logos, other modes of learning, the addition of a scholastic category, and removing the requirement that continuing education be available to all opticians.

The category definitions EG, CL and RF will be sent back to the Quality Assurance Committee for further review.

Public Interest Consideration: Continuing education in a variety of modalities and topics from a variety of sources will ensure that opticians maintain competence and keep abreast of the new products, technologies, research, services, and industry and/or regulatory standards.

MOTION: TO APPROVE THE PROPOSED CHANGES TO THE ACCREDITATION POLICY AS AMENDED.

MOVED: D. SUMMERS

SECONDED: A. MUNIAN

FOR: 12

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

26.0 Registrant Fees

A.Stein presented the briefing note to the Board. The proposed changes to certain fees charged to registrants and applicants, which are set out in by-law and have been circulated for stakeholder feedback. Fees under consideration include fees for competency assessments, PLAR, and QA. The fees in Schedule A for miscellaneous services were also considered and a baseline fee of \$25 was proposed for cost recovery. No significant concerns were identified by stakeholders during the consultation. Accordingly, the Finance Committee recommended that the amendments be approved.

The Board affirmed the public interest consideration identified by the committee.

Public Interest Consideration: The board is charged with ensuring that the College is adequately funded in order to carry out its statutory mandate. When determining fees for services, the board should consider setting fee levels at rates that will reflect reasonable cost recovery so the college can maintain service levels.

MOTION: TO APPPROVE THE PROPOSED AMENDMENTS TO ARTICLE 5 AND SCHEDULE A OF THE BY-LAWS.

MOVED: N. MOHAMMADZADEH

SECONDED: H. WIERSEMA

FOR: 12

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

The Board then took a lunch break and the meeting resumed at 1:10.

25.0 Presentation on BC regulatory Amalgamation update

Lisa Bannerman, Registrar of the College of Opticians of BC, made a presentation to the Board about the amalgamation to the Health Regulatory Colleges in BC. Board members were invited to ask questions. A discussion around the role of the college once amalgamation takes place followed.

26.0 Presentation of the Leger Survey Results

A. Stein presented the results of a survey carried out by Leger on behalf of the COO and other Canadian opticianry regulators on patient access to opticianry services across Canada. The purpose of the survey was to gather more information on whether patients are experiencing challenges in accessing opticianry care.

27.0 NACOR Board Governance

Jodi Dodds, Executive Director of the National Alliance of Canadian Opticianry Regulators (NACOR), presented to the board regarding changes to the governance structure of NACOR and the impact on the COO and other opticianry regulators in Canada. NACOR will be moving away from a board structure to focus on its role as a service provider to the regulators. The new structure will continue to permit the provinces to provide input on NACOR's services and oversight over processes such as national exams, and will be more flexible in light of changing regulatory structures at the provincial level that may result in individual provinces no longer being authorized to have a dedicated regulatory representative at NACOR. The Board was invited to ask questions.

28.0 Reports

28.1 Registrar's Report

F. Khan presented the Registrar's Report to the board. The report covered government relations, pending regulations and external relations. The report also touched on ongoing collaboration and space sharing efforts. The report was shared for information only.

28.2 Examinations Report/ 28.3 NACOR report 28.4 Committee Reports 28.5 Communications Report

MOTION: TO APPROVE THE COMMITTEE REPORTS, EXAMS REPORT AND NACOR REPORT AS PRESENTED.

MOVED: H. WIERSEMA

SECONDED: A. MUNIAN

FOR: 12

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

29.0 Board and Appointed Member Recognition

S. Kinsella thanked the outgoing board and appointed members.

30.0 Adjournment

MOTION: TO ADJOURN
MOVED: A. MUNIAN
SECONDED: H. WIERSEMA

FOR: 12
AGAINST: 0
ABSTAINED: 0