

**DRAFT BOARD MEETING MINUTES**  
**December 5, 2022**  
**9:00 AM to 4:30 PM**  
**by zoom**

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**Attendees:** Mr. Stephen Kinsella, Chair, Government Appointee  
Ms. Neda Mohammadzadeh, RO, Vice-Chair, Elected Member  
Ms. Amber Fournier, RO, Elected Member  
Ms. Diana Bristow, Government Appointee  
Mr. Kevin Cloutier, RO, Elected Member  
Mr. Omar Farouk, Government Appointee  
Mr. Samir Modhera, RO, Elected Member  
Ms. Peggy Judge, Government Appointee  
Ms. Dorina Reiz, RO, Elected Member  
Mr. Derick Summers, Elected Member  
Mr. Henry Wiersema, Government Appointee  
Ms. Elsa Lee, RO, Elected Member  
Mr. Mike Smart, 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

**Regrets:** Paul Wilk, Government Appointee

## **1.0 Introduction**

S. Kinsella opened the board meeting at 9:00

## **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:** A. FOURNIER

FOR: 13  
AGAINST: 0  
ABSTAINED: 0

**VOTE: CARRIED**

Following the in camera session the public session resumed.

### **3.0 Introduction**

S. Kinsella introduced himself, the Board Members, and the Administration.

S. Kinsella then performed the land acknowledgement.

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

### **3.1 Conflict of Interest Declaration**

No conflicts of interest were declared at this point in the meeting, however when the board reached item 5.0 on the agenda D. Summer, S. Modhera and A. Fournier declared a conflict of interest and abstained from the vote.

### **3.2 Adoption of the Agenda**

The administration requested that agenda item 18.0 be tabled to the following day.

MOTION: TO APPROVE THE AGENDA AS AMENDED

MOVED: H. WIERSEMA

SECONDED: K. CLOUTIER

FOR: 13  
AGAINST: 0  
ABSTAINED: 0

**VOTE: CARRIED**

### **3.0 Minutes of the October 3, 2022, Board Meeting**

MOTION: TO APPROVE THE OCTOBER 3, 2022, MINUTES

MOVED: O. FAROUK

SECONDED: H. WIERSEMA

FOR: 13  
AGAINST: 0  
ABSTAINED: 0

## 5.0 Approval of Appointed Members

**MOTION:** TO APPROVE JANICE MALLET, STEPHANIE KELLY, JAY BHATT, ROBERT QUINN, AND ANGELIA BROWN AS APPOINTED MEMBERS.

**MOVED:** K. CLOUTIER

**SECONDED:** P. JUDGE

**FOR:** 10

**AGAINST:** 0

**ABSTAINED:** 3 (D. SUMMERS, S. MODHERA AND A. FOURNIER ABSTAINED, DUE TO A CONFLICT OF INTEREST)

**VOTE:** CARRIED

The board then took a short break from 10:30 to 10:45.

## 6.0 Executive Elections

A. Stein reviewed the election process with the Board and noted that the facilitator, Sarah Butson will be the neutral meeting chair for the election.

### 6.1 Election of the Chair

It was confirmed that one expression of interest was received for the position of chair, from S. Kinsella.

**NOMINEE:** STEPHEN KINSELLA

**MOVED:** N. MOHAMMADZADEH

**SECONDED:** D. SUMMERS

S. Kinsella accepted the nomination and was then acclaimed.

### 6.2 Election for the position of Vice-Chair

It was confirmed that one expression of interest was received for the position of Vice-Chair, from D. Summers.

**NOMINEE:** DERICK SUMMERS

**MOVED:** M. SMART

**SECONDED:** N. MOHAMMADZADEH

D. Summers accepted the nomination and was then acclaimed.

### *6.3 Election for the Three Remaining Position on the Executive Committee*

One expression of interest was received for the public appointee position on the Executive, from P. Judge.

NOMINEE: PEGGY JUDGE

MOVED: H. WIERSEMA

SECONDED: K. CLOUTIER

P. Judge was acclaimed as the public appointee on the Executive Committee.

An expression of interest was received for the position of professional member on the Executive, from K. Cloutier.

NOMINEE: KEVIN CLOUTIER

MOVED: P. JUDGE

SECONDED: D. SUMMERS

K. Cloutier accepted the nomination and was acclaimed as a professional member of the Executive Committee.

The floor was then opened for nominations for the final position on the Executive Committee. M. Smart nominated S. Modhera and D. Summers seconded the nomination. S. Modhera declined the nomination.

D. Summers nominated N. Mohammadzadeh, and S. Modhera seconded the nomination. N. Mohammadzadeh declined the nomination.

NOMINEE: TONYA NAHMABIN

MOVED: N. MOHAMMADZADEH

SECONDED: A. FOURIER

MOTON: TO ALLOW THE PARTICIPATION OF TONYA NAHMABIN IN THE BOARD MEETING.

MOVED: D. SUMMERS

SECONDED: A. FOURNIER

**VOTE: CARRIED**

T. Nahmabin was acclaimed as the final professional member on the Executive Committee.

#### 6.4 Appointment of the 2023 Executive Committee

MOTION: TO APPROVE THE EXECUTIVE COMMITTEE SLATE AS ELECTED/ACCLAIMED.

MOVED: K. CLOUTIER

SECONDED: S. MODHERA

FOR: 13

AGAINST: 0

ABSTAINED: 0

**VOTE: CARRIED**

The Board then took a break from 10:55 to 11:00.

#### 7.0 Reducing Overlap between the Board and Committees

G. White presented a proposal from the Governance Committee to reduce overlap between the board and committees. The rationales included enhancing integrity by reducing conflicts of interest, accounting for the different competencies required for each role, reducing role confusion and reducing workload for board members.

Accordingly, the Governance Committee was recommending the following changes to committee composition requirements:

- a. 5-7 members per committee or panel
- b. 1-2 board members per committee or panel
- c. A balance between opticians and non-opticians
- d. A balance of experienced and new members
- e. Odd number of members where possible

The floor was then open to discussion. A discussion took place over whether a public member should be included on the accreditation panel, or alternatively whether an additional professional member would better serve the panel's purpose. The majority was of the view that it would be in the public interest to maintain one public member on the Quality Assurance Committee accreditation panel.

*Public Interest Consideration:* The board agreed with the public interest rationale put forward by the Governance Committee for adopting the proposed to committee composition requirements, namely that the changes will enhance the COO's ability to carry out its mandate by enhancing integrity, reducing the potential for conflicts of interest and reducing role confusion.

MOTION: THAT THE BOARD ADOPT THE PROPOSED REVISIONS TO THE COMMITTEE COMPOSITION REQUIREMENTS BY APPROVING THE DRAFT AMENDMENTS TO THE COO'S BY-LAWS AND COMMITTEE TERMS OF REFERENCE POLICIES.

MOVED: H. WIERSEMA  
SECONDED: D. BRISTOW

FOR: 11  
AGAINST: 2  
ABSTAINED: 0

**VOTE: CARRIED**

## **8.0 Financial Reports**

### *8.1 Financial Variance Reports*

F. Asad presented the year-to-date variance report to the board. The floor was then opened to questions.

MOTION: THAT THE BOARD APPROVE THE FINANCIAL VARIANCE REPORT, AS PRESENTED.

MOVED: M. SMART  
SECONDED: H. WIERSEMA

FOR: 13  
AGAINST: 0  
ABSTAINED: 0

**VOTE: CARRIED**

### *8.2 2023 Budget*

F. Asad presented the budget to the board. The draft budget was developed by the administrative team having regard to fiscal year end cost projections, five-year historical financial averages and expense trends, fixed and estimated costs and various other factors. It was noted that the 2023 budget was based on a return to a regular registration fee schedule. The budget also estimated that the majority of board and committee meetings would remain virtual in 2023, with provision for some to take place in person. The floor was then opened to questions. Additional notes were provided on budgetary implications of staffing requirements, changes to the quality assurance program, and investments. The floor was then opened to discussion.

MOTION: THAT THE BOARD APPROVE THE 2023 BUDGET, AS PRESENTED.

MOVED: N. MOHAMMADZADEH  
SECONDED: K. CLOUTIER

FOR: 13  
AGAINST: 0

ABSTAINED: 0

**VOTE: CARRIED**

### *8.3 Approval of the 2022 Auditor*

S. Kinsella and F. Asad reviewed the results of the Executive Committee's assessment of the auditor that was carried out in Fall 2022. Based on the results of the assessment, the Executive Committee was recommending that the board reappoint Grewal Guyatt as the auditors for the 2022 fiscal year.

MOTION: THAT THE BOARD APPROVE GREWAL GUYATT AS THE AUDITOR FOR THE 2022 FISCAL YEAR.

MOVED: S. MODHERA

SECONDED: A. FOURINER

FOR: 13

AGAINST: 0

ABSTAINED: 0

**VOTE: CARRIED**

### **9.0 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.

The floor was opened to nominations for the executive-member-at-large position on the subcommittee.

NOMINEE: K. CLOUTIER

MOVED: O. FAROUK

SECONDED: M. SMART

K. Cloutier accepted the nomination.

NOMINEE: P. JUDGE

MOVED: H. WIERSEMA

SECONDED: D. REIZ

P. Judge accepted the nomination.

The board voted and K. Cloutier was elected to the subcommittee.

**MOTION:** TO APPOINT K CLOUTIER TO THE PERFORMANCE EVALUATION SUBCOMMITTEE

**MOVED:** E. LEE

**SECONDED:** P. JUDGE

**FOR:** 12 (A. Fournier was away from her desk for this vote)

**AGAINST:** 0

**ABSTAINED:** 0

**VOTE:** CARRIED

#### **10.0 Election of the NEC Representative**

The National Examinations Committee (N.E.C) is a sub-committee of National Alliance of Canadian Opticianry Regulators (NACOR) and is charged with reviewing and making recommendations on the national examinations during the year as needed. Each NACOR member may send a representative to sit on the NEC.

Two expressions of interest were received prior to the meeting. It was confirmed that D. Summers had withdrawn his expression of interest.

**NOMINEE:** ROBERT VEZINA

**MOVED:** N. MOHAMMADZADEH

**SECONDED:** D. SUMMERS

R. Vezina indicated prior to the meeting that he would accept a nomination for this position, if nominated.

**MOTION:** TO APPOINT ROBERT VEZINA TO THE POSITION OF NATIONAL EXAMINATIONS COMMITTEE REPRESENTATIVE, AS ELECTED.

**MOVED:** K. CLOUTIER

**SECONDED:** M. SMART

**FOR:** 13

**AGAINST:** 0

**ABSTAINED:** 0

**VOTE:** CARRIED



### 11.0 Approval of the 2023 Committee Slate

The board reviewed the Executive Committee's recommendations for the 2023 committee slate, which took into account the amendments to composition requirements that were approved by the board earlier in the meeting. The floor was open to questions and discussion.

**MOTION:** TO APPROVE THE 2023 COMMITTEE SLATE AS PRESENTED

**MOVED:** H. WIERSEMA

**SECONDED:** O. FAROUK

**FOR:** 13

**AGAINST:** 0

**ABSTAINED:** 0

**VOTE:** CARRIED

The board then took a 15-minute break. Upon their return, board was waiting for the presenter for item 12 and proceeded with item 13 in the interim.

### 13.0 Updates on the Status of the 2022 Strategic Work Plan

A. Stein shared the updates on the status of the 2022 Strategic Work plan. This was shared for information only.

### 14.0 The Approval of the 2023- 2025 Strategic Plan

S. Kinsella presented the draft 2023-2025 Strategic Plan to the board. The plan was developed by the board over the course of 2022 and approved in principle during a strategic working session held in October 2022. The plan outlines the COO's strategic objectives for the next three years, including its commitment to its public interest mandate and to diversity, equity and inclusion.

**MOTION:** TO APPROVE THE 2023-2025 STRATEGIC PLAN

**MOVED:** S. MODHERA

**SECONDED:** A. FOURNIER

**FOR:** 13

**AGAINST:** 0

**ABSTAINED:** 0

**VOTE:** CARRIED

### 12.1 Policies for Quarterly Review

G. White presented the policies that were reviewed by the Governance Committee as part of its quarterly scheduled policy review process.

The first policy was the Corporate Identity, Public Image and Communications Policy: Only minor amendments were proposed to this policy, including removal of reference to a policy which no longer exists.

*Public Interest Consideration:* The board has a duty to make decisions that are consistent with the college's public interest mandate. It is incumbent on the committee to consider this mandate when proposing updated policies. The public interest consideration was the same for all three policies.

**MOTION:** THAT THE BOARD APPROVE THE PROPOSED AMENDMENTS TO THE CORPORATE IDENTITY, PUBLIC IMAGE AND COMMUNICATIONS POLICY AS RECOMMENDED BY THE GOVERNANCE COMMITTEE

**MOVED:** H. WIERSEMA

**SECONDED:** A. FOURNIER

**FOR:** 13

**AGAINST:** 0

**ABSTAINED:** 0

**VOTE: CARRIED**

For the Director Job Description Policy, no amendments were proposed.

**MOTION:** THAT THE BOARD APPROVE THE STATUS QUO FOR THE DIRECTOR JOB DESCRIPTION POLICY AS RECOMMENDED BY THE GOVERNANCE COMMITTEE

**MOVED:** M. SMART

**SECONDED:** A. FOURNIER

**FOR:** 13

**AGAINST:** 0

**ABSTAINED:** 0

**VOTE: CARRIED**

For the Board Strategic Agenda and Work Plan Policy, the Governance Committee proposed that the policy be reformatted to make it easier to read and more consistent with other policies. The substantive content of the policy would remain unchanged.

**MOTION:** THAT THE BOARD APPROVE THE PROPOSED AMENDMENTS TO THE BOARD STRATEGIC AGENDA WORKPLAN POLICY AS RECOMMENDED BY THE GOVERNANCE COMMITTEE

**MOVED:** K. CLOUTIER

**SECONDED:** E. LEE

FOR: 13  
AGAINST: 0  
ABSTAINED: 0

**VOTE: CARRIED**

## **12.2 Pre-Election /Pre-Appointment Screening Process Policy**

G. White presented a new Pre-Election/ Pre-Appointment Screening Process Policy. The policy relates to the screening of Board and Appointed Members. The board approved competencies in 2021 that all candidates for the board or committees must be screened for by way of an interview. By-laws are in place to establish this process however, the policy outline the process and establishes a process for regular review and publication of the competencies, and establish a time frame for when individuals who had previously undergone a screening interview would have to repeat the process.

MOTION: TO APPROVE THE PRE-ELECTION PRE-APPOINTMENT SCREENING PROCESS POLICY AS RECOMMENDED BY THE GOVERNANCE COMMITTEE

MOVED: N. MOHAMMADZADEH  
SECONDED: M. SMART

FOR: 13  
AGAINST: 0  
ABSTAINED: 0

**VOTE: CARRIED**

## **15.0 2023 Review of the Strategic Work Plan**

A. Stein presented the proposed 2023 Strategic Work Plan to the Board. The work plan was developed having regard to the updated 2023-2025 Strategic Plan.

MOTION: TO APPROVE THE 2023 STRATEGIC WORKPLAN

MOVED: H. WIERSEMA  
SECONDED: A. FOURNIER

FOR: 13  
AGAINST: 0  
ABSTAINED: 0

**VOTE: CARRIED**

### **16.0 Standard 8: Refraction and Refracting Status**

D. Reiz presented the refraction and refracting status proposal from the Clinical Practice Committee. The Committee had undertaken a review of Standard 8 (Refraction) to determine whether any changes should be made in light of the approval in December 2020 of Standard 10 (Delegation). Standard 10 addresses the performance of pre-tests by opticians (including refraction) under the delegation or assignment of an authorized prescriber.

There are currently 41 opticians who hold a refracting designation and are permitted to refract independently in accordance with Standard 8. To better understand how and when opticians holding this designation are refracting in day-to-day practice, the College engaged in stakeholder consultations that included a survey and focus group.

When reviewing the feedback received during these consultations, the Committee was of the view that no compelling public interest rationale could be identified to support the continued recognition of refraction designations and/or the need for Standard 8. Accordingly, the Committee was proposing that refraction designations be eliminated and that Standard 8 be wound up. Refraction for all opticians under delegation/assignment would continue to be governed by Standard 10. The Committee further recommended that this proposal be circulated for additional stakeholder feedback prior to making a final decision.

*Public interest Consideration:* Stakeholders have voiced concerns over public confusion between prescribing and refracting and the possibility of undetected eye disease in the event a patient does not receive a regular eye health examination. It is imperative that refracting is clearly defined and that the issue of eye health is addressed. There is already confusion amongst patients with regards to the difference between opticians, optometrists, and ophthalmologists. Differentiating between refraction and prescribing adds further confusion.

**MOTION:** TO CIRCULATE THE CLINICAL PRACTICE COMMITTEE'S PROPOSAL FOR STAKEHOLDER FEEDBACK.

**MOVED:** N. MOHAMMEDZADEH

**SECONDED:** P. JUDGE

**FOR:** 13

**AGAINST:** 0

**ABSTAINED:** 0

**VOTE: CARRIED**

### **17.0 Board Meeting Dates**

The board reviewed proposed meeting dates for 2023 and chose Tuesday January 24<sup>th</sup> as the date for Board orientation.

MOTION: TO APPROVED THE BOARD MEETING DATES AS PRESENTED.

MOVED: K. CLOUTIER

SECONDED: S. MODHERA

FOR: 13

AGAINST: 0

ABSTAINED: 0

**VOTE: CARRIED**

### **19.0 Recess to the Following Day**

The meeting was then recessed to the following day.

**DRAFT BOARD MEETING MINUTES****December 6, 2022****9:00 AM to 4:30 PM****by zoom**

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**Attendees:** Mr. Stephen Kinsella, Chair, Government Appointee  
Ms. Neda Mohammadzadeh, RO, Vice-Chair, Elected Member  
Ms. Amber Fournier, RO, Elected Member  
Ms. Diana Bristow, Government Appointee  
Mr. Kevin Cloutier, RO, Elected Member  
Mr. Omar Farouk, Government Appointee  
Mr. Samir Modhera, RO, Elected Member  
Ms. Peggy Judge, Government Appointee  
Ms. Dorina Reiz, RO, Elected Member  
Mr. Derick Summers, Public Members  
Mr. Henry Wiersema, Public Member  
Ms. Elsa Lee, RO, Elected Member  
Mr. Mike Smart, RO, Elected Member

**Regrets:** 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 9:15.

**21.0 Monitoring Reports****21.1 Investment Policy Monitoring Report**

F. Khan reviewed the highlights of the Investment Policy monitoring report. 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 was also provided.

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

MOVED: H. WIERSEMA

SECONDED: A. FOURNIER

FOR: 13

AGAINST: 0

ABSTAINED: 0

**VOTE: CARRIED**

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

MOVED: K. CLOUTIER

SECONDED: E. LEE

FOR: 13

AGAINST: 0

ABSTAINED: 0

**VOTE: CARRIED**

### **21.2 Reserves Policy Monitoring Report**

F. Khan reviewed the Reserves Policy monitoring report with the board, which included a review of the general reserve fund, the required reserve, and the discretionary reserves. It was noted that the need to draw on reserve funds to offset the revenue deficit that would result from the 2022 fee reduction did not materialize as a result of lower expenditures and revenue that was higher than anticipated. The board was then invited to ask questions. The potential future costs of moving and having to renovate another space was discussed.

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

MOVED: O. FAROUK

SECONDED: M. SMART

FOR: 13

AGAINST: 0

ABSTAINED: 0

**VOTE: CARRIED**

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

MOVED: P. JUDGE  
SECONDED: A. FOURNIER

FOR: 13  
AGAINST: 0  
ABSTAINED: 0

**VOTE: CARRIED**

### **21. Registrant Relations Policy Monitoring Report**

F. Khan presented the Registrant Relations Policy monitoring report. The report covered how the college is collecting, reviewing and storing registrant information, ways in which the college keeps registrants informed, and methods for informing registrants of their obligations. The report also reflected the College's compliance with the Human Rights Code and the AODA.

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

MOVED: H. WIERSEMA  
SECONDED: M. SMART

FOR: 13  
AGAINST: 0  
ABSTAINED: 0

**VOTE: CARRIED**

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

MOVED: A. FOURNIER  
SECONDED: D. SUMMERS

FOR: 13  
AGAINST: 0  
ABSTAINED: 0

**VOTE: CARRIED**



## **22.0 Board Code of Conduct Monitoring Report**

D. Summers presented the Board Code of Conduct Monitoring Report to the board. Two areas were noted where there was room for improvement. The first was around the thoroughness with which the board members are reviewing the materials provided in advance of meetings. The second area was around the removal of systemic bias from the board's functions. It was noted that a lot of training is planned, and it was suggested that further DEI training might be appropriate.

## **23.0 Assignment of Board Monitoring Report**

The Board Policy Development Policy 4-24 provides that the board will monitor eight of its own board policies. These policies are monitored over a 2-year cycle, so today we'd like to ask for board members to volunteer to take responsibility for each of the four policies that are on deck for monitoring in 2023. The following board members volunteered:

- Board Monitoring System Policy 4-25 – March 2023 – S. Kinsella
- Board Policy Development Policy 4-24 – December 2023 – D. Bristow
- Role Of Board Officers' Policy 4-05 – October 2023 – E. Lee
- Board Annual Strategic Agenda /Workplan 4-21– June 2023 – D. Reiz

## **24.0 Competency Review and Evaluation Process**

The Competency Review and Evaluation (CRE) Process is a mechanism for the Quality Assurance Committee to monitor registrant participation in and compliance with the Quality Assurance program. The CRE process includes 1) the audit of the Registrants Professional Portfolio, 2) Participation in the Multi-Source Feedback process and 3) Participation in a Peer and Practice Assessment.

The Multi-Source Feedback was put on hold during the COVID-19 pandemic. The Quality Assurance committee conducted a review of the CRE process to determine whether it recommended any changes going forward. On review, the committee was of the view that the data collected did not demonstrate that the multi-source feedback tool was reliable and effective at identifying registrants with practice issues or at leadings to registrants making changes in their practice. The committee is therefore recommending that Peer and Practice Assessments replace the multisource feedback process for seemingly compliant registrants. This will be rolled out at the beginning of 2024.

**MOTION:** THAT THE BOARD APPROVE THE CHANGES TO THE COMPETENCY REVIEW AND EVALUATION PROCESS EFFECTIVE 2024.

**MOVED:** D. SUMMERS

**SECONDED:** N. MOHAMMADZADEH

**FOR:** 13

**AGAINST:** 0

ABSTAINED: 0

The board then took a 15-minute break.

### 25.0 Life Member Applications

A Stein reviewed the life member applications for the board. The registration department has reviewed each application and the following applicants met the eligibility requirements for the life member designation including both the criteria set out in the by-laws as well as the criteria in the board's new life member policy that was approved this year: John Gregory Chesser, Anne Di Francesco, Zainab Jennie Khalfan, Cindy Sau-Chun Lee, A-Tay Luc, Margaret Marie Soncin.

MOTION: TO APPROVE APPLICATIONS FOR LIFE MEMBERSHIP FOR JOHN GREGORY CHESSER, ANNE DI FRANCESCO, ZAINAB JENNIE KHALFAN, SINDY SAU-CHUN LEE, A-TAY LUC, MARGARET MARIE SONCIN.

MOVED: M. SMART  
SECONDED: S. MODHERA

FOR: 13  
AGAINST: 0  
ABSTAINED: 0

**VOTE: CARRIED**

### 26.0 Registration Policy updates

D. Reiz presented the briefing note to the board. In 2020 the Board of Directors approved temporary addenda to the Contact Lens Fittings Policy and the Contact Lens Mentor Policy to address the challenges being posed to students in obtaining the requisite number of eyeglass and contact lens fits as a result of the COVID-19 pandemic. It was suggested that the board could consider reducing the number of fits rather than granting the extension. It was noted that there are not enough contact lens mentors currently. The number of fits is part of the registration regulation, so it is not at our discretion to make those changes. It is expected that the college will hear in the near future about the registration regulation and further changes can be made at that time.

*Public interest Consideration:* The COVID-19 pandemic has created several challenges for current and newly graduated opticianry students. 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 ADDENDA TO THE CONTACT LENS FITTING POLICY AND THE CONTACT LENS MENTOR POLICY AS RECOMMENDED BY THE REGISTRATION COMMITTEE.

MOVED: K. CLOUTIER  
SECONDED: M. SMART

FOR: 13  
AGAINST: 0  
ABSTAINED: 0

**VOTE: CARRIED**

### **27.1 Registrar's Report**

F. Khan presented the Registrar's Report to the board. Highlights from the Ministry of Health included the College Performance Measurement Framework (CPMF) and the updates to bill 106. Updates were also provided on external relations, elections, and space planning. The report was shared for information only.

### **27.2 Examinations Report/ 27.3 NACOR report 27.4 Committee Reports 27.5 Communications Report**

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

MOVED: A. FOURNIER  
SECONDED: D. SUMMERS

FOR: 13  
AGAINST: 0  
ABSTAINED: 0

**VOTE: CARRIED**

### **18.0 Board and Committee Self-Evaluations**

(Tabled from the previous day). S. Kinsella advised that all board and committee members will receive links following the meeting to complete self-evaluation surveys for their work on the board and each committee they sit on. Participation is mandatory. The results will come to the 2023 March Board meeting.

The board agreed to add one agenda item to the in camera session.

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

MOVED: H. WIERSEMA  
SECONDED: M. SMART

FOR: 13  
AGAINST: 0  
ABSTAINED: 0

**VOTE: CARRIED**

### **13.0 Adjournment**

MOTION: TO ADJOURN

MOVED: D. SUMMERS  
SECONDED: A. FOURNIER

FOR: 13  
AGAINST: 0  
ABSTAINED: 0

**VOTE: CARRIED**

Request to table surveys and the reflection period so we can move on to the elections.

Prep time opticians – 1 full day

2 full days of honoraria

Public members 1 day prep time

2 full days for meetings