

# REPORT

**TO:** Board of Directors

**FROM:** Fazal Khan, Registrar, CEO

**DATE:** December 6, 2021

**SUBJECT:** Registrar's Report

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## Highlights:

- Remote Operations
- Registration Examinations
- Elections
- Appointed Member Screening
- Staffing Update
- Government Relations and Pending Regulations
- External Relations
- Ongoing Work

## Remote Operations:

The College continues to operate remotely with no impediment to timelines or workflow. Currently the staff are accessing the office space for necessary functions such as mail and copying. Return to office guidelines for staff have been developed based on feedback from staff and it is expected that small teams of staff will be working on site minimum once a month for collaborative sessions as well as supporting any Board functions starting October.

Effective October 1, 2021, the administrative management team has implemented a mandatory vaccination policy for all persons, staff, board and guests, who intend to be on site at the College.

## Registration Examinations:

Registration examinations were once again successfully held at Seneca College on October 23-26<sup>th</sup> and run in accordance with COVID19 safety protocols. Bilingual examinations were held at La Cite College in Ottawa on November 20-21<sup>st</sup>. This marks our second set of French language examinations.

**Elections:**

The elections season has now closed. Moving forward for District 2 (Eastern), we have Mr. Derick Summers and for District 3 (Northern) we have Mr. Kevin Cloutier. Both will begin their term on January 1, 2022 for a period of 3 years.

The election for District 2 was held electronically once again and we are fortunate to have had a successful session. Voter participation was approximately 10% which is in line with historical participation rates since we moved to paperless elections.

**Appointed Member Screening:**

The Screening Panel, a subcommittee of the Governance committee, met on November 15 and 16<sup>th</sup> to interview 11 applicants, both optician and public members, for appointed positions with the College. Interest was strong from both opticians and members of the public and can be attributed to the efforts in promoting the call for nominations as well as holding information sessions.

Recommendations will be forth coming at the December board meeting.

**Staffing Update:**

This summer has been busy with the recruitment of new staff including the following new team members:

Registration

Edith Florian, Coordinator (Bilingual)

Emma Brooks, Coordinator

Quality Assurance

Julie Borst, Coordinator

Conduct

Raj Bhatti, Manager

Reception

Irena Radic (seasonal contract)

**Government Relations and Pending Regulations:**

Internal bi-weekly update meetings are being held with Counsel Government Relations. Counsel is actively following up on long pending regulation updates as well as monitoring the landscape for possible governance and regulatory model changes. We are pleased to see some activity from the Ministry with regards to the pending Registration and Professional Misconduct Regulations.

**External Relations:**

The Board Chair and Registrar gave a regulatory update at the Ontario Opticians Association virtual Continuing Education Day to an audience of 450 opticians. Feedback was very positive with many commenting that they appreciated the variety of FAQs covered in the presentation. This presentation will be repeated at the AOE CE day on December 12, 2021. The presentation was accredited for 1 hour of Professional Growth.

The upcoming NACOR national meetings was held remotely on Wednesday November 24, 2021. Details contained in the NACOR Report.

**Ongoing Work**

Currently the administrative team is shifting focus from elections, examinations, budgeting and appointed member recruitment and will focus on registration renewals, 2021 CPMF Report and the final board meeting of the year.

Respectfully submitted by:

Fazal Khan, RO  
Registrar, CEO