

COUNCIL MEETING MINUTES
May 11, 2020
9:00 AM to 12:00 PM
by zoom

Attendees: Mr. Bryan Todd, RO, Chair, Elected Member
Mr. Steven Kinsella, Vice-Chair, Public Member
Ms. Diana Bristow, Public Member (from 9:00 to 10:00)
Ms. Jacalyn Cop-Rasmussen, Public Member (joined at 10:00)
Mr. Omar Farouk, Public Member
Ms. Amber Fournier, RO, Elected Member
Ms. Ingrid Koenig, RO, Elected Member
Ms. Neda Mohammadzadeh, RO, Elected Member
Mr. Samir Modhera, RO, Elected Member
Ms. Dorina Reiz, RO, Elected Member
Mr. Michael Smart, RO, Elected Member
Mr. Edward Viveiros, RO, Elected Member (joined at 9:22)
Mr. Jack Zwicker, Public Member (joined at 9:22)

Administration: Mr. Fazal Khan, RO, Registrar, CEO
Ms. Melanie Woodbeck, Deputy Registrar
Ms. Amy Stein, General Counsel
Ms. Carolyn Robertson, Manager, Communications and Executive Office
Ms. Patricia Rego, Coordinator, Registration
Ms. Mayte Anchante, Project Assistant

Guests: Ms. Sarah Butson, Meeting Facilitator
Mr. Malcom Vaz, Grewal Guyatt, LLP
Mr. Adam Guyatt, Grewal Guyatt, LLP
Mr. Rizwan Mirza, Grewal Guyatt, LLP

1.0 Introduction

1.1 Introductions and Announcements

S. Butson called the meeting to order at 9:00. B. Todd introduced himself, Board Members and Administration. It was noted that registrants observing the board meeting are eligible to claim self-directed CE credits. F. Khan then provided an overview of the workings of the Board of Directors meeting for observers.

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

1.2 Conflict of Interest Declaration

No conflicts of interest were declared.

1.3 Adoption of the Agenda

F. Khan requested to table items 7.0 Annual Report and 8.0 Accreditation Policy.

MOTION: TO ADOPT THE AGENDA AS AMENDED

MOVED: O. FAROUK

SECONDED: A. FOURNIER

VOTE: CARRIED

2.0 Minutes

MOTION: TO APPROVE THE FEBRUARY 26, 2020 MINUTES

MOVED: M. SMART

SECONDED: S. MODHERA

VOTE: CARRIED

3.0 COVID-19 Update

F. Khan provided an overview of the ways the College has been affected by COVID 19 and the work that has been done to address the impact to students, applicants and registrants. Highlights included:

- The College office is operating remotely until further notice
- A dedicated COVID 19 page has been set up on the website with information for registrants and the public, and further updates are communicated via eblasts and social media.
- The Executive Committee approved temporary Emergency Guidelines to address the provision of essential services.
- A searchable directory of Urgent Care Providers was created and is now available for patients seeking services
- Updates were made to the Quality Assurance Program to suspend all peer assessments, grant an extension for the submission of all 2019 portfolios and defer the multisource feedback process to 2021.
- The National Exams for spring 2020 have been cancelled and it is anticipated that candidates will be processed in the fall
- Return to practice guidelines are currently being developed.

This was provided for information only.

It was noted that while the government is now permitting curbside pickup for retail establishments, however, opticians remain subject to the directive from Ministry of Health to cease any non-essential services.

4.0 2020 Financial Reports

4.1 YTD Variance Report

M. Woodbeck reviewed the highlights of the year-to-date financial variance report which was provided for information only.

4.2 Draft 2019 Financial Audit Presentation by Grewal Guyatt LLP

F. Khan introduced A. Guyatt, M. Vaz and R. Mirza, auditors from Grewal Guyatt, LLP. A. Guyatt provided an overview of the audit process that was undertaken with respect to the College's 2019 financials, and R. Mirza gave a presentation to the Board on the 2019 audit financial statement. The floor was opened to questions.

MOTION: TO APPROVE THE 2019 FINANCIAL AUDIT

MOVED: M. SMART

SECONDED: A. FOURNIER

VOTE: CARRIED

A. Guyatt, M. Vaz and R. Mirza left the meeting following the motion.

J. Cop-Rasmussen joined the meeting just before 10 am.

5.0 Monitoring Reports

5.1 Financial Condition

F. Khan presented the Financial Condition Monitoring Report which was provided for information only. S. Butson opened the floor to questions from the board.

6.0 COVID-19 Accommodation: Registration Fee Adjustment

F. Khan presented potential options for registration fee relief for ROs to stimulate registrant renewal going forward and ensure an ongoing supply of opticians to meet patient needs and to offset the impact of the COVID-19 pandemic on registrants. The following options were reviewed:

- 1) Issuing a fee rebate in 2020
- 2) Reducing registration fees for the 2021 renewal period
- 3) Deferring payment of 2021 renewal fees
- 4) Payment installments for 2021 renewal fees

5) Extending the 60-day late renewal period

Executive Committee recommended that the Board adopt option 2, namely a \$200 reduction in the 2021 registration fees. Any changes to registration fees, which are set out in bylaw, must be circulated for stakeholder feedback for 60 days.

The Board considered the projected impact of various fee relief options, and a request was made to look into whether the fee reduction should only apply to those registrants who were practicing in 2020.

The Board expressed support for the Executive Committee's recommendation to reduce 2021 fees by \$200, and agreed to further consider the issue of whether the fee reduction will be restricted to those who were practicing in 2020 following stakeholder circulation.

MOTION: TO APPROVE 60-DAY STAKEHOLDER CIRCULATION OF A PROPOSED BY-LAW AMENDMENT TO SECTION 5.2 TO REDUCE REGISTRATION FEES FOR REGISTERED OPTICIANS BY \$200 FOR THE 2021 CALENDAR YEAR.

MOVED: N. MOHAMMADZADEH
SECONDED: S. KINSELLA

VOTE: CARRIED

7.0 Annual Report

This agenda item 7 was tabled.

Participants took a short break which ended at 10:36

8.0 Accreditation Policy

This issue was tabled for the committee to take more time to consider some essential information which was received after the Quality Assurance Committee's meeting. The matter will be brought back to the Board at the next meeting.

9.0 Registration

9.1 Life Member Application

D. Summers reviewed one application for life membership with the Board, and indicated that the applicant met all of the eligibility criteria set out in section 3.1 of the bylaws.

MOTION: TO APPROVE THE LIFE MEMBER APPLICATION

MOVED: I. KOENIG
SECONDED: E. VIVEIROS

VOTE: CARRIED

9.2 Implementation of a Vulnerable Sector Check for New Applicants

D. Summers reviewed the proposed policy that would introduce a requirement for all new applicants to the College to provide a vulnerable sector check. The Registration Committee had considered the effective date of the policy and legal opinions from internal and external counsel when drafting the policy. The policy on Vulnerable Sector Checks would amend the Policy Dealing with Convictions, Findings and Ongoing Proceedings.

The cost for the vulnerable sector check is between \$65 to \$80 dollars and it typically takes 7-10 business days, however some jurisdictions may take longer to process applications.

It was confirmed that this policy would only apply to new applicants to the College.

A. Stein was asked to comment on the requirement to circulate the policy, and advised that circulation was at the Board's discretion. The Board considered that the policy would not directly affect current registrants. A. Jeremian advised the Board that the issue of vulnerable sector checks has previously been discussed with the opticianry educators, and that the only concerns raised pertained to student registrations, whereas the proposed policy will only apply to RO registrations. A. Jeremian further noted that the proposed policy would come into effect in 2021, which would provide a lot of time to notify and support new applicants.

A. Stein reviewed ongoing self-reporting obligations, considerations pertaining to international applicants, and public register posting requirements with the Board.

MOTION: TO REPLACE THE POLICY DEALING WITH CONVICTIONS, FINDINGS AND ONGOING PROCEEDINGS AND APPROVE THE POLICY ON VULNERABLE SECTOR CHECKS AND APPLICANTS WITH CHARGES AND CONVICTIONS, EFFECTIVE JANUARY 1, 2021, AS RECOMMENDED BY THE REGISTRATION COMMITTEE.

MOVED: M. SMART
SECONDED: E. VIVIEROS

VOTE: CARRIED

10.0 Governance Policy Changes

10.1 Board Meeting Process Policy

S. Kinsella reviewed the highlights of the proposed policy with the Board, which sets out processes that will be followed with respect to Board meetings, including the development of agendas, meeting procedures, and minute taking. The Board was asked to also consider whether they would like the policy to state that minutes from Board meetings will be circulated as soon as possible after the meeting for the Board's review. The Board agreed that they would like this provision to be added to the policy.

MOTION: THAT THE BOARD OF DIRECTORS APPROVE THE PROPOSED BOARD MEETING PROCESS POLICY 4-22, AS RECOMMENDED BY THE GOVERNANCE COMMITTEE, WITH THE ADDITION OF A PROVISION RELATING TO RECEIVING MINUTES FOLLOWING EACH BOARD MEETING.

MOVED: E. VIVIEROS
SECONDED: SAMIR MODHERA

VOTE: CARRIED

11.0 Review of Annual Board Workplan

M. Woodbeck reviewed the Annual Board Workplan with the Board and noted that if an additional meeting day in July was approved, an updated workplan will come to the July meeting. The floor was opened to questions.

MOTION: TO APPROVE THE UPDATED ANNUAL BOARD WORKPLAN

MOVED: E. VIVIEROS
SECONDED: S. MODHERA

VOTE: CARRIED

12.1 Training Day

F. Khan discussed the potential addition of a half-day training session to continue the Board's training in the area of diversity, equity and inclusion. The training originally planned to take place as part of the May meeting had been postponed. The Board was asked if they want to reschedule the training for a half-day session in the summer. Administration would send a doodle poll to the board for July dates.

S. Butson asked for a high five and most board members were satisfied. The Board decided to proceed with the approval of a three-hour, virtual training day to take place in July.

12.2 Additional Meeting Days

In light of the pandemic and the need to have the board meeting remotely, the May Board meeting has been reduced to a half day. At this point it is difficult to know what the situation will be like in the Fall. An additional meeting date over the summer may make the agenda for the October meeting less heavy.

The Board decided to move forward with a July meeting but would like a doodle poll sent out closer to the date.

MOTION: TO PROCEED WITH MEETING IN JULY

MOVED: E. VIVIEROS
SECONDED: N. MOHAMMADZADEH

VOTE: CARRIED

13.1 Registrar's Report

F. Khan presented the Registrar's Report which included the following highlights:

1. The College launched its new website and virtual boardroom which were redesigned with more focus on the public and functionality. In addition, the back end allows for editing to be done in house.
2. The College easily transitioned to remote operations
3. External Relations: Collaboration with Regulators and stakeholders
4. Board member update: Margaret Osborne and Robin Dickinson are currently on leaves of absence.

The floor was opened to questions. The report was provided for information only.

13.3 National Meetings Report

F. Khan provided an update on the national meetings which took place remotely. Highlights included:

1. The financial impact of the cancellation of the spring exams
2. Changes to CGA and PLAR processes
3. Alberta's request for scope expansion, which is currently out for stakeholder feedback
4. NACOR – the name has changed to National Alliance of Canadian Opticianry Regulators (previously association)
5. Most provinces are exploring fee reductions or fee deferrals in light of the financial impact on registrants during the pandemic.
6. Funding for Fute Marketing campaign

The report was provided for information only.

13.2 Committee Report and (13.4) Exams Report

MOTION: TO APPROVE THE COMMITTEE REPORTS AND THE EXAMS REPORT

MOVED: E. VIVIEROS

SECONDED: M. SMART

VOTE: CARRIED

13.5 Communications Report

C. Robertson presented the Communications Report and opened the floor to any questions.

14.0 Adjournment

Prep time: ½ day for public and elected.

Honoraria ½ day for public ½ day for elected.

MOTION: TO ADJOURN

MOVED: E. VIVIEROS

SECONDED: O. FAROUK

VOTE: CARRIED

Meeting adjourned at 11:56

DRAFT