

DRAFT BOARD MEETING MINUTES
July 27, 2020
9:00 AM to 12:45 PM
by zoom

- Attendees:** Mr. Bryan Todd, RO, Chair, Elected Member
Mr. Steven Kinsella, Vice-Chair, Public Member
Ms. Diana Bristow, Public Member
Ms. Jacalyn Cop-Rasmussen, Public Member
Mr. Omar Farouk, Public Member
Ms. Peggy Judge, Public 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 9:32)
Mr. Henry Wiersema, Public Member
- 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
Ms. Karen Fryday-Field
Mr. D. Summers, Chair of the Quality Assurance Committee and Registration Committee
- Regrets:** Ms. Ingrid Koenig, RO, Elected Member
Ms. Amber Fournier, RO, Elected Member
Mr. Jack Zwicker, Public Member

1.0 Introduction

1.1 Introductions and Announcements

B. Todd introduced himself, the Board Members and the Administration. It was noted that Registrants observing the Board meeting are eligible to claim self-directed CE credits.

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 an amendment to change the order of the matters under agenda item 12, as follows: 12.1, 12.2, 12.3, 12.6, 12.5, 12.4, 12.7.

MOTION: TO ADOPT THE AGENDA AS AMENDED

MOVED: S. KINSELLA

SECONDED: M. SMART

FOR: 11

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

2.0 Minutes

MOTION: TO APPROVE THE MAY 11, 2020 MINUTES.

MOVED: O. FAROUK

SECONDED: H. WIERSEMA

FOR: 10

AGAINST: 0

ABSTAINED: 1 P. Judge abstained as she was not present at the previous meeting.

VOTE: CARRIED

3.0 2020 Financial Reports

3.1 Year-to-date Financial Variance Report (*)

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

E. Viveiros joined the meeting.

4.0 COVID-19 Update

F. Khan provided an overview of the ways the College has been affected by COVID:

- Staff continue to work remotely

- Regular updates are being made to the Return to Practice Guidelines as new information becomes available
- The Directory of Urgent Care Providers was removed from the Public Register upon dispensaries being permitted to open for non-urgent care
- The scheduling of the fall national examinations is pending

The report was provided for information only.

5.0 COVID 19 Accommodation: Registration Fee Adjustment Stakeholder Feedback

At the May 11, 2020 meeting, the Board approved a proposed by-law amendment for stakeholder circulation that would reduce 2021 registration fees for registered opticians by \$200.

Following circulation, the Board reviewed the stakeholder feedback and noted that a large majority of registrants were in favour of the proposed amendment, but that a number of registrants wanted the College to consider reducing fees even further. In addition, a majority of respondents answered “yes” or “unsure” when asked whether the fee reduction should be applied to all registered opticians.

The Board further considered a recommendation from the Executive Committee that the Board increase the fee reduction to \$250 (approximately 25%), and extend it to all registered opticians who register or renew in 2021.

The Board considered the financial impact of increasing the fee reduction, in light of the delayed revenues from the spring exam session. It was reported that the College has sufficient financial reserves to make the \$250 fee reduction a viable option without jeopardizing its ability to carry out its public protection functions. It will, however, increase the length of time that will be needed to replenish the general reserve fund, and any reduction beyond 25% would come close to depleting that fund.

MOTION: TO APPROVE THE BY-LAW AMENDMENT TO REDUCE REGISTRATION FEES BY \$250 FOR REGISTERED OPTICIANS IN 2021, AS RECOMMENDED BY THE EXECUTIVE COMMITTEE.

MOVED: J. COP-RASMUSSEN

SECONDED: N. MOHAMMADZADEH

FOR: 12

AGAINST: 0

ABSTAINED: 0

VOTE: **CARRIED**

6.0 Accreditation Policy

D. Summers reviewed proposed changes to the Accreditation Policy with the Board. The Quality Assurance Committee proposed that the changes come into effect September 1, 2020.

The amended policy includes the following additional criteria for the accreditation of course content:

- Providers must identify the NACOR Competencies covered by the activity.
- Providers must demonstrate that presenters have relied upon objective, neutral and reliable sources to support the course content.
- Content must have as its primary purpose, the advancement of professional competency, and scientific knowledge in the practice of opticianry and must not primarily be to endorse a specific product or brand.

D. Summers also reviewed a proposed checklist that the Quality Assurance Committee accreditation panel proposes to use when reviewing applications for accreditation going forward. The purpose of the checklist is to make the accreditation process transparent and consistent.

MOTION: TO APPROVE THE UPDATED ACCREDITATION POLICY AND COMPREHENSIVE CHECKLIST AS RECOMMENDED BY THE QUALITY ASSURANCE COMMITTEE TO TAKE EFFECT AS OF SEPTEMBER 1, 2020.

MOVED: S. MODHERA

SECONDED: O. FAROUK

FOR: 11

AGAINST: 0

ABSTAINED: 1 P. Judge abstained as she felt she was not well enough informed on this issue.

VOTE: CARRIED

7.0 College Values

F. Khan reviewed the existing College core values with the Board of Directors, noting that the current set of values were developed 15 years ago. The current values do not include an expression of the College's commitment to diversity, equity and inclusion (DEI). During a DEI training session earlier in the Spring, the Board generated a list of potential values. The list included diversity, inclusivity, respect, equity, and acceptance. The Board agreed that the current values should be reviewed. Each Board member was asked to identify their top two values from the list provided. The facilitator documented the responses. Due to time constraints it was decided that this issue would be referred to the Patient Relations Committee for further consideration.

MOTION: TO REFER CONSIDERATION OF THE COLLEGE'S CORE VALUES TO THE PATIENT RELATIONS COMMITTEE TO MAKE A RECOMMENDATION TO THE BOARD ON AMENDMENTS

MOVED: D. BRISTOW

SECONDED: E. VIVEIROS

FOR: 12

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

8.0 Amendments to Student/Intern Supervision Policy and Contact Lens Mentor Policy

D. Summers presented proposed changes to the Contact Lens Mentor Policy and the Student and Intern Supervision Policy to include a provision in each policy that would recognize a registrant's experience as a registered optician in another Canadian jurisdiction where opticianry is a regulated profession.

MOTION: TO APPROVE THE PROPOSED AMENDMENTS TO THE CONTACT LENS MENTOR POLICY AND STUDENT/INTERN SUPERVISION POLICY TO INCLUDE A PROVISION FOR APPLICANTS WHO WERE REGISTERED AS AN OPTICIAN IN ANOTHER CANADIAN JURISDICTION WHERE OPTICIANRY IS A REGULATED PROFESSION FOR A MINIMUM OF THREE YEARS OR HOLD A COMBINATION OF REGISTRATION IN ONTARIO AND AN EQUIVALENT COLLEGE REGULATING OPTICIANRY IN ANOTHER CANADIAN JURISDICTION FOR A MINIMUM OF THREE YEARS.

MOVED: S. KINSELLA
SECONDED: S. MODHERA

FOR: 12
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

D. Summers presented a proposed amendment to the Contact Lens Mentor Policy to expand eligibility to those who acquire, through a minimum number of contact lens fittings, sufficient knowledge, skill and judgment in a period that is less than three years, noting that the change would align the policy with the student/intern policy.

MOTION: TO APPROVE THE PROPOSED AMENDMENT TO THE CONTACT LENS MENTOR POLICY TO ALLOW INDIVIDUALS WHO ACQUIRED THE NECESSARY KNOWLEDGE, SKILL AND JUDGMENT IN A PERIOD LESS THAN THREE YEARS TO BE ELIGIBLE FOR SUPERVISION OF THE CONTACT LENS FITTINGS OF STUDENT AND INTERN OPTICIANS.

MOVED: H. WIERSEMA
SECONDED: E. VIVIEROS

FOR: 12
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

D. Summers reviewed a proposed temporary addendum to the Contact Lens Mentor Policy that would permit registrants who are currently employed as instructors at an accredited opticianry program to apply for contact lens mentor status for the balance of the 2020 calendar year.

MOTION: TO APPROVE THE ADDENDUM TO THE CONTACT LENS MENTOR POLICY TO TEMPORARILY EXPAND ELIGIBILITY TO INSTRUCTORS FROM ACCREDITED OPTICIANRY PROGRAMS

MOVED: E. VIVIEROS

SECONDED: O. FAROUK

VOTE: CARRIED

FOR: 12

AGAINST: 0

ABSTAINED: 0

The Board took a ten-minute break at 10:35.

9.0 Review of Annual Board Workplan

9.1 Review of Annual Board Strategic Workplan

M. Woodbeck reviewed the Strategic Workplan with the Board. The Board confirmed that they are comfortable with the workplan as presented and comfortable with virtual training for the remainder of 2020.

MOTION: TO APPROVE THE PROPOSED AMENDMENT TO THE STRATEGIC WORK PLAN

MOVED: E. VIVIEROS

SECONDED: M. SMART

FOR: 12

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

9.2 Status of 2020 Board Self-Evaluation Workplan

M. Woodbeck reviewed the Board Self-Evaluation Workplan with the board and discussed the two action items for the Board:

- 1) Environmental scanning on clinical issues
- 2) Communications training on appreciative inquiry

The Board was then asked if these two action items still meet their proposed learning goals for 2020. The Board confirmed that they are still comfortable with these goals.

The Board was also asked to identify any additional goals. It was determined that the Board would be sent a survey to gather further feedback regarding additional learning goals.

10.0 Public Appointee Committee Recommendation

B. Todd noted that two new public members have been appointed to the Board, and that the Executive Committee recommended that:

- 1) H. Wiersema be placed on the ICRC, Patient Relations Committee, Registration Appeals Panel and Discipline Committee.
- 2) P. Judge be placed on the ICRC, Registration Committee, Discipline Committee and Clinical Practice Committee.

MOTION: TO APPROVE THE COMMITTEE SLATE AS PRESENTED

MOVED: M. SMART

SECONDED: E. VIVIEROS

FOR: 11

AGAINST: 0

ABSTAINED: 1 H. Wiersma abstained from voting as this applies to him.

VOTE: CARRIED

11.0 Reports

11.1 Registrar's Report

F. Khan reviewed the Registrar's Report with the Board.

11.2 Examinations Report, 11.3 Committee Reports and 11.4 Communications Report

B. Todd proposed that these agenda items be considered as consent agenda items, and approved via a single omnibus motion. The floor was opened to questions and no concerns were raised.

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

MOVED: E. VIVIEROS

SECONDED: N. MOHAMMADZEDAH

FOR: 12

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

11.5 Annual Report

F. Khan reviewed the 2019 Annual Report and noted that the finances were approved at the May 11, 2020 Board meeting.

MOTION: TO APPROVE THE ANNUAL REPORT AS PRESENTED.

MOVED: M. SMART

SECONDED: N. MOHAMMADZEDAH

FOR: 11

AGAINST: 0

ABSTAINED: 1 P. Judge abstained as she was not on the Board in 2019.

12. Governance Policies

12.1 4-08 Executive Committee Mandate and Terms of Reference

S. Kinsella reviewed the highlights of the proposed policy. It was noted that the terms of reference were revised to ensure they are consistent with the actual work currently being carried out by the Executive Committee.

MOTION: TO APPROVE THE EXECUTIVE COMMITTEE TERMS OF REFERENCE AND MANDATE POLICY 4-09 AS RECOMMENDED BY THE GOVERNANCE COMMITTEE

MOVED: E. VIVIEROS

SECONDED: N. MOHAMMADZEDAH

FOR: 12

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

12.2 4-09 Governance Committee Mandate and Terms of Reference

S. Kinsella briefed the Board of Directors on the Governance Committee Terms of Reference, noting that the revised terms of reference reflect the extended duties of the Governance Committee.

MOTION: TO APPROVE THE GOVERNANCE COMMITTEE TERMS OF REFERENCE AND MANDATE POLICY 4-09 AS RECOMMENDED BY THE GOVERNANCE

MOVED: H. WIERSEMA
SECONDED: E. VIVIEROS

FOR: 12
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

12.3 4-06 Appointed Member Policy Amendment

The policy was presented for information purposes only. The policy reflects a decision the Board made previously, to confirm that Appointed Members are excluded from attending in camera sessions.

12.6 Pre-Election Training Module

S. Kinsella reviewed a proposal to implement a process where any registrant interested in running in a Board election must complete a specified training module to be eligible. The Board was presented with a proposed by-law amendment and new governance policy that would give effect to this proposal. The Board was also asked to consider designating the newly developed Jurisprudence Chapter 4, RHPA as the pre-election training module for the 2020 Board election.

MOTION: TO APPROVE THE PRE-ELECTION TRAINING MODULE POLICY 4-18 AND BY-LAW ARTICLE 1 AND 6 AMENDMENTS AS RECOMMENDED, AND TO DESIGNATE JURISPRUDENCE CHAPTER 4 AS THE PRE-ELECTION TRAINING MODULE THAT WILL BE REQUIRED FOR THE 2020 BOARD ELECTIONS.

MOVED: M. SMART
SECONDED: N. MOHAMMADZEDAH

FOR: 12
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

12.4 Review of Committee Evaluations

S. Kinsella reviewed the results of the committee evaluations with the Board. This was shared for information only. The floor was opened to questions.

12.5 Expressions of Interest and Eligibility Criteria

S. Kinsella briefed the Board on the proposed by-law amendments that would requiring candidates for election to the Executive Committee to submit an expression of interest at least 14 days prior to the

election. The intention of the amendment is to ensure a fair and transparent means of allowing candidates to demonstrate their qualifications.

The Board agreed that a written expression of interest should be required, but that further discussion was warranted on whether a Board member should have at least one year of experience as a Board member prior to being eligible to run for election to the Executive Committee, or to run for election as Chair or Vice-Chair.

The Board determined to defer consideration of the proposed by-law amendment so that further consideration could be given to the issue of prior Board experience. The Board decided that the proposal should go back to the Governance Committee for further consideration and revision.

12.7 3-09 Registrar, CEO Engagement and Compensation Policy

K. Fryday-Field presented the Registrar, CEO Engagement and Compensation policy. The policy was reviewed by the Governance Committee and then by the Executive Committee as it directly impacts the sub-committee that will administer the policy.

The purpose of the policy is to ensure that the criteria for engaging a future Registrar, CEO, and for reviewing compensation, are clearly outlined in an intentionally stated way for future use. Once the policy is in place the Registrar, CEO's compensation should be reviewed annually by the Board.

MOTION: TO APPROVE THE REGISTRAR, CEO ENGAGEMENT & COMPENSATION POLICY 3-09 AS RECOMMENDED BY THE GOVERNANCE COMMITTEE

MOVED: E. VIVIEROS

SECONDED: M. SMART

FOR: 12

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

MOTION: TO GO IN-CAMERA PURSUANT TO SECTION 7(2)(D) OF THE HEALTH PROFESSIONS PROCEDURAL CODE

MOVED: O. FAROUK

SECONDED: S. KINSELLA

FOR: 12

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

The regular session resumed with S. Butson reporting the motion to approve the Registrar, CEO Engagement & Compensation Policy 3-09 Appendix B.

Several Board members noted that they would have to leave before the end of the Governance Training Session as the meeting was running over the scheduled time. It was noted that the Governance Training Session would be recorded and made available to anyone who had to leave.

14.0 Governance Training Session

K. Fryday-Field provided Governance Training for the Board.

15.0 Adjournment

MOTION: TO ADJOURN

MOVED: S. KINSELLA

SECONDED: O. FAROUK

FOR: 10

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

Meeting adjourned at 1:18