

DRAFT BOARD MEETING MINUTES
October 3, 2022
10:20 AM to 4:15 PM
by zoom

- 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, RO, Elected Member
Mr. Henry Wiersema, 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
- Regrets: Ms. Elsa Lee, RO, Elected Member
Mr. Mike Smart, RO, Elected Member
Mr. Paul Wilk, Government Appointee

1.0 Introduction

S. Kinsella opened the board meeting at 10:20, and introduced himself, the Board Members, and the Administration, and then delivered the land acknowledgement.

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

1.1 Conflict of Interest Declaration

No conflicts of interest were declared.

2.2 Adoption of the Agenda

MOTION: TO APPROVE THE AGENDA

MOVED: H. WIERSEMA

SECONDED: P. JUDGE

FOR: 11

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

3.0 Minutes of the May 30, 2022, Board Meeting

One small amendment to the minutes was noted.

MOTION: TO APPROVE THE MAY 30, 2022, MINUTES

MOVED: O. FAROUK

SECONDED: K. CLOUTIER

FOR: 11

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

4.0 Financial Variance Reports

F. Asad presented the year-to-date variance report to the board. The floor was then opened to questions. A question was asked about exam fees. It was noted that the fees are shared with NACOR.

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

MOVED: D. SUMMERS

SECONDED: S. MODHERA

FOR: 11

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

5.0 Board Governance Policy Review and Updates

5.1 Content Review of Policy 3-01, Policy 4-22, and Policy 4-25

As part of the Governance Committee's regularly scheduled review of all policies in the Governance Manual, there are 3 policies before the board today for content review. The committee is proposing to keep the status quo with respect to all three policies. The Committee was of the view that the Global Board-Registrar CEO Relationship Policy 3-01, the Board Meeting Process Policy 4-22 and the Board Monitoring System Policy 4-25 continue to adequately serve the Board's needs and that no amendments were necessary.

Public interest Consideration: By regularly reviewing the content of these policies the board will ensure that the policies are consistent and effective, and that the College is up to date with regulations, technology and regulatory best practices.

MOTION: TO APPROVE THE GLOBAL BOARD-REGISTRAR CEO RELATIONSHIP POLICY 3-01, THE BOARD MEETING PROCESS POLICY 4-22 AND THE BOARD MONITORING SYSTEM POLICY 4-25 WITH NO AMENDMENTS AS RECOMMENDED BY THE GOVERNANCE COMMITTEE.

MOVED: A. FOURNIER
SECONDED: D. SUMMERS

FOR: 11
AGAINST: 0
ABSTAINED: 0

VOTE: **CARRIED**

5.2 Technology and Cyber Security Policy.

In order to comply with the College Performance Measurement Framework requirements to demonstrate that the board is regularly reviewing and updating the data and technology plan, a new policy covering Technology and Cyber Security was brought to the board.

The Governance Committee proposed that monitoring reports of this policy be presented by the Registrar to the Board every year, and that it be reviewed for its content every three years by the Board. A discussion followed around the timing of the monitoring report and the timing of the policy review.

Public Interest Consideration: The new Technology and Cyber Security Policy 2-13 serves an important purpose in confirming that the board is fulfilling its duties and responsibilities and that the appropriate processes are in place to ensure that they are giving due diligence to planning and oversight over the College's technology and cyber security. It will also help to identify and analyze potential risks before they negatively impact the College.

MOTION: TO APPROVE THE TECHNOLOGY AND CYBER SECURITY POLICY AS PRESENTED.

MOVED: D. SUMMERS
SECONDED: KEVIN CLOUTIER

FOR: 11
AGAINST: 0
ABSTAINED: 0

CARRIED

6.0 Monitoring Report Template

6.1 Board Code of Conduct Monitoring Report Template

On October 5, 2020, the Board Approved the Board Policy Development Policy 4-24. The Board requested that Board Monitoring Achievement Report templates be created for each of the eight policies to be under review over the next two years. The Board was asked to review the final template in the series, the Board Code of Conduct Monitoring Report Template

The template has been broken down into sections making it easy to fill out the information. With respect to the last two columns, the Board will be able to review and discuss any deficiencies and recommendations to determine how to achieve compliance with the policy.

MOTION: TO APPROVE THE PROPOSED BOARD CODE OF CONDUCT MONITORING REPORT TEMPLATE AS RECOMMENDED BY THE GOVERNANCE COMMITTEE.

MOVED: O. FAROUK
SECONDED: S. MODHERA

FOR: 11
AGAINST: 0
ABSTAINED: 0

CARRIED

D. Summers volunteered to complete the report at the December 2022 meeting.

7.0 Board Terms of Reference Policy Monitoring

K. Cloutier presented the Board Terms of Reference Policy Monitoring. This was shared for information only.

Public interest consideration: The Board recognizes the importance of strong governance in order to carry out its object of regulating the profession in the public interest and has invested significant time and resources into updating its governance policies and processes. Reviewing the content of these policies ensures that policies are consistent and effective, and that the College is up to date with regulations, technology, and regulatory best practices.

The board was in agreement with the policy monitoring report.

8.0 Monitoring Reports

8.1 Strategic Outcomes Policy Monitoring Report

S. Butson provided some context for the board around the monitoring reports, which is to have a 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 then presented the Strategic Outcomes Policy Monitoring report to the board. The monitoring report reflects the CEO's interpretation of the policy and provides the board with an overview of each of the KPIs that are being monitored for the strategic plan.

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

MOVED: A. FOURIER
SECONDED: H. WIERSEMA

FOR: 11
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

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

MOVED: D. SUMMERS
SECONDED: S. MODHERA

FOR: 11
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

8.2 Asset Protection Policy Monitoring Report

F. Khan presented the Asset Protection Policy Monitoring Report to the board. The monitoring report reflects the CEO's interpretation of the policy. The report is divided into sections so that the report is easily understood and demonstrates that each area covered in the policy is being monitored.

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

MOVED: O. FAROUK
SECONDED: N. MOHAMMADZADEH

FOR: 11
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

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

MOVED: D. SUMMERS
SECONDED: K. CLOUTIER

FOR: 11
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

8.3 Human Resources Parameters Policy Monitoring Report

F. Khan presented the Human Resources Parameters Policy Monitoring Report. The information contained in the monitoring report reflects compliance with a reasonable interpretation of the policy. The monitoring report covers the period from November 2020 to October 2022.

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

MOVED: D. SUMMERS
SECONDED: A. FOURNIER

FOR: 11
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

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

MOVED: D. SUMMERS
SECONDED: O. FAROUK

FOR: 11
AGAINST: 0
ABSTAINED: 0

VOTE: CARRIED

The board then took a 75 minute lunch break, returning at 1:20.

9.0 Bill 106 Updates

The Deputy Registrar, A. Stein provided an overview of the Bill 106 updates to the board, noting how these updates would impact the college. The intention of the updates to Bill 106 is to make sure the people of Ontario have access to healthcare in the event of an emergency.

On April 14, 2022, the Ontario government enacted Bill 106, the pandemic and emergency preparedness act, 2022. The bill adds new requirements to the Health Professions Procedural Code and grants the power for the government to pass further regulations relating to language proficiency requirements, Canadian Experience Requirements, time limits for registration decisions, and the establishment of an emergency class of registration.

The update was provided for information only.

10.0 Contact Lens Mentor Policy Amendments

Ms. D. Reiz presented the proposed amendments to the Contact Lens Mentor Policy to the board. The intention of the amendments is to remove barriers to students seeking mentors and to mentors who have achieved the required number of fits within a shorter period of time.

The amendments will reduce the timeframe, which is currently 3 years, to 1 year. Those applying to become mentors would still be required to have fitted the minimum number of contact lenses.

Public Interest Considerations: The College is tasked with ensuring that registrants meet the required professional standards to practise opticianry in Ontario. The Contact Lens Mentor Policy serves this purpose by setting out the minimum professional standards that an optician must meet to be eligible to supervise contact lens fittings performed by student and intern opticians. In considering changes to the policy, the Committee recognized the importance of having a sufficient number of contact lens mentors to ensure that students are able to acquire the required fits in a timely manner and meet their entry-to-

practice requirements. The intent of the proposed changes was also to ensure that the eligibility parameters are straightforward and set out clearly in the policy.

MOTION: THAT THE BOARD APPROVE THAT THE PROPOSED AMENDMENTS TO THE CONTACT LENS MENTOR POLICY

MOVED: A. FOURNIER

SECONDED: D. BRISTOW

FOR: 11

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

11.0 Life Member Policy

D. Reiz presented the proposed changes to the Life Member Policy which outlines additional criteria for becoming a life member. The additional criteria includes that the applicant must hold or have previously held a certificate of registration as a Registered Optician and be permanently retired from the practice of opticianry.

Public Interest Considerations: The Committee agreed that life members should continue to uphold themselves in a manner consistent with the College's standards. Should there be a continuum of infractions or a conduct issue, a review of character would be considered at the Board's discretion. In developing this policy, the Committee noted that the evaluation of character is fluid and is influenced by social norms, which vary based on culture and change with time. The purpose of regulating the practice of opticianry is to safeguard the public interest. The public in Ontario trusts that opticians not only have the technical expertise but also the ethical competence to uphold the College's standards and have a willingness to put the public interest first.

MOTION: THAT THE BOARD APPROVE THE PROPOSED LIFE MEMBER POLICY

MOVED: N. MOHAMMADZADEH

SECONDED: H. WIERSEMA

FOR: 11

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

12.1 Registrar's Report

F. Khan presented the Registrar's Report to the board which covered an update on working remotely, government relations and pending regulations. It was noted that the college will be attending a number of trade shows in the fall.

An update on the election was also provided. In district 6 Robert Vezina was acclaimed and in District 4 Tonya Nahmabin was acclaimed. An election will be held in District 7 with two candidates, the incumbent Samir Modhera and newcomer Heena Sharma.

12.2 Examinations Report/ 12.3 Committee Reports 12.4 Communications Report

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

MOVED: A. FOURNIER

SECONDED: O. FAROUK

FOR: 11

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED

13.0 Adjournment

MOTION: TO ADJOURN

MOVED: D. SUMMERS

SECONDED: K. CLOUTIER

FOR: 11

AGAINST: 0

ABSTAINED: 0

VOTE: CARRIED