

## BRIEFING NOTE

**TO:** Board of Directors

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

**DATE:** December 1, 2025

**SUBJECT:** Executive Committee Elections

☐ For Decision ☒ For Information ☐ Monitoring Report

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### **Purpose:**

To provide the board with direction regarding the procedure governing the election of the Executive Committee, as set out in the COO By-laws.

### **Background:**

#### *Executive Committee Composition*

Under Article 10.1 of the by-laws, the Executive Committee is composed of five individuals: the Chair, the Vice Chair, and three Directors.

The Executive Committee must consist of three Elected Directors and two Public Directors.

#### *Election of the Executive Committee*

The procedure for electing Executive Committee members is set out in Article 9 of the COO By-laws. The process can be summarized as follows:

1. The meeting must be chaired by a neutral party:
2. Each candidate must be nominated and seconded
3. The election must be conducted by secret ballot:
4. The successful candidate must obtain a majority vote
5. The elections must take place in the following order:
  - i. Chair
  - ii. Vice-Chair
  - iii. The remaining three positions, in no particular order

Karen Elkin will be the neutral party overseeing the election. The elections will be by secret ballot. If someone is unable to attend in person, they may email their vote to Karen Elkin. In the event of a tie vote, up to two additional ballots will be held. If the vote remains tied after the third ballot, the neutral chair will write the names on paper and pull the names out of a hat to break the tie.

*Eligibility for the Executive Committee*

All Elected Directors and Public Directors who submit an expression of interest at least 14 days before the Board meeting are eligible for nomination for election to the Executive Committee. The Chair may serve a maximum of two consecutive one-year terms.

*Eligibility to vote for the Executive Committee*

All individuals who will be on the Board of Directors effective January 1, 2026, are eligible to vote in the election, including incoming board members. Board members whose terms are ending on or before December 31, 2025, are not eligible to vote.

Following the election, the current sitting board will be asked to make a motion appointing the 2026 Executive Committee as elected.



## Expression of Interest – Chair, Vice-Chair, and Executive Committee

Dear Board Members,

I am writing to express my interest in being considered for the positions of **Chair, Vice-Chair, and membership on the Executive Committee** of the College of Opticians. Having served on the Board since 2019 and as Vice-Chair for the past two years, I have gained valuable insight into the governance responsibilities, strategic direction, and public protection mandate that guide the College's work.

Throughout my tenure, I have contributed to a range of committees, including **Patient Relations, Governance, Discipline, Inquiries, Complaints and Reports (ICRC), Quality Assurance (QA), and Registration**. These experiences have provided me with a comprehensive understanding of the College's regulatory functions and the importance of collaboration, fairness, and accountability in decision-making.

With over **30 years of experience as a licensed optician**, I have worked across multiple practice settings—including self-employment, retail, and within optometric offices. This diversity has strengthened my appreciation for the challenges and opportunities within our profession and the importance of sound leadership to ensure effective regulation and continued public trust.

Beyond my professional practice, I bring **financial oversight and risk management experience** from my role as a **board member of a local credit union**, where I gained strong governance and fiscal management skills. In addition, I recently completed my **Professional Director Certification**, which has further deepened my knowledge of effective governance, ethics, and strategic leadership.

I am a calm, thoughtful, and collaborative leader who values teamwork, open communication, and integrity. I am committed to supporting the College's vision and ensuring our decisions continue to reflect transparency, accountability, and the public interest.

I would be honored to continue serving the College in a leadership capacity as Chair, Vice-Chair, or Executive Committee member and to contribute to the ongoing strength and success of the organization.

Thank you for your consideration.

Sincerely,

**Kevin Cloutier** RO, Pro.Dir  
Vice-Chair, College of Opticians



### **Expression of Interest for the position of Vice Chair on the 2026 Executive Committee**

I would like to submit my name for consideration for the position of Vice Chair of the College of Opticians of Ontario, or as a Public Member on the Executive Committee. I have been a board member since 2018, and have held the positions of Vice Chair for 2 years, then I was chosen Chair for 2 years and have been a member of the Executive Committee, since 2018, and sat on the Governance, ICRC and the Disciplinary Committees.

It is important that all voices are considered at the board and committee level, and as your government appointee, it is my duty to consider the public at large and earn their respect and trust.

I will continue to treat all members with respect and give the college my utmost professionalism. I also sit on the Simcoe Muskoka District Health Unit as a provincial appointee and I volunteer on 5 City of Barrie Committees as well I have been on the Simcoe Muskoka Criminal Youth Justice Committee for 26 years as a volunteer.

I feel that I have an excellent rapport with the college staff, and would continue to meet the high standards which have been set by previous Vice Chairs.

Respectfully submitted,

Stephen Kinsella

Barrie

Re: Expression of Interest for 2026

I would like to express my interest in running for the College of Opticians of Ontario Executive Committee. Specifically, I would like to put my name forward for the role of Vice-Chair / Member at Large.

Experience:

Through my 15 years with the COO I have served as both an Appointed Professional Member and now as an Elected Professional Member and worked on almost all of the COO committees including; Executive, Discipline, Quality Assurance, ICRC, Registration, and Governance often times holding the position of Chair or Vice-Chair with these committees. I have sat and chaired Discipline Panels, written D&R's, developed Governance policies, assisted with the Prior Learning and Recognition Program, assisted in the development of the Optician's Portfolio program, and acted as an Examiner for the National Exams in both Eyeglasses and Contact Lenses. I have attended a range of additional training with the COO including Advanced Discipline Training, Chair and Leadership Training, and Diversity, Equity, and Inclusivity Training.

Away from the COO I have spent my career working in every aspect of Opticianry from my beginnings in optical laboratories to large chain stores to small independent optical shops. My corporate background includes management of multiple locations and corporate training. For the last decade I have been operating as a Freelance Optician working in small and large independent opticals problem solving, dispensing, training, marketing, and managing. I have spent the last three years expanding my education working as a Refractionist in a busy optometric practice. Additionally, I have worked with NACOR as an item writer/subject expert assisting in the creation of the National Standards of Practice, the Competency Gap Analysis Tool, several of the Bridging Modules still in use for PLAR candidates, and BLOG writing for the Licensed Optician Campaign.

My goal has always been to serve the COO in any capacity needed and I was honoured to be given the opportunity to serve as Chair in 2024 and 2025. I would like to humbly request that I be given the opportunity to continue to serve in the capacity of Vice-Chair / Member at large as we move forward into 2026.

Thank you for your consideration,

Sincerely,

Derick Summers R.O.

Please be advised in considering this as my official notification in expressing an interest for election as a public member on the Executive of the College of Opticians of Ontario.

In 2014 to present, I was appointed by the Ontario Government as a Public Member of the College of Optician of Ontario, and had previously been elected as an executive member and Vice President of the College.

I am currently serving on the Inquiries, Complaints and Reports Committee (ICRC), and on the Quality Assurance Committee, as the Vice Chair.

In 2019 to Present: Appointed by the Governor General of Canada on the advice of the Minister of Heritage, in a merit-based selection process, as a Trustee of the Canadian Museum of Immigration at Pier 21, Halifax Nova Scotia.

To provide strategic management and oversight of the Museum, safeguarding the Museum's resources, and participation in the review of the Museum's CEO performance in accordance with the Government of Canada Guidelines.

In March 2022 to Present: Appointed as a member of the Justice of the Peace Advisory Committee, pursuant to subsection 2.1(3), paragraph 2 of the Justice of the Peace Act. Its mandate is to recruit and classify candidates for appointment as a Justice of the Peace in Ontario and to report the classifications to the Attorney General.

In addition, I have been a community leader for over 45 years in Canada, leading a congregation of over 6,000.

I oversee a food bank and serve over 400 cooked meals per month to help counter poverty and hunger, and improve harmony, friendliness, and trust among the communities.

Currently the Co-Chair of the Chief of Toronto Police Muslim Consultative Committee.

A licensed marriage officer in Ontario for over 25 years.

A graduate from York University Toronto in Conflict Resolution and Family Mediation.

In 2012: Awarded by the Governor of Canada the Queen Elizabeth II Diamond Jubilee Award.

In 2018, a recipient of the inaugural award of Canada 150 Community Award (House of Commons) for outstanding contributions to the growth of the community.

In 2022, a recipient of the Platinum Jubilee Community Service Award in celebration of the Queen's Platinum Jubilee on the throne.

In 2025: A recipient of the King Charles III Coronation Medal.

I respectfully seek your support.

Kind regards.

Omar Farouk.

**The Board of Directors, For Consideration**  
**College of Opticians of Ontario**

**Expression of Interest – Executive Committee Position 2026**

Dear fellow members of the Board,

I am writing to formally express my interest in serving as a member of the Executive Committee of the College of Opticians for the upcoming year.

As a member of the Board of Directors, I am committed to upholding the mandate of the College in protecting the public interest and the standards of Opticianry in Ontario.

Over the course of my 34-year career, I have had the opportunity to practice in many different settings, such as corporate, independent, multi-Dr. Optometric offices and most recently Owner/Optician for 22 years. I feel that having experienced all these different facets of our industry makes me more well equipped to understand different aspects of Opticianry from Dispensing to employee relations and fiscal understanding and the responsibility that comes with these.

In my time with the College, I have served on many different committees including ICRC, Patient Relations and Quality Assurance (during the complete workover of the program). I have served on a PLAR hearing as well as a Discipline hearing and as a NACOR Examiner in both Spectacle and Contact lens portions. I believe that the experience that I have gained in my time at the College both as an Appointed and Elected member, as well as the numerous committees that I have been a part of ensures that I can take a collaborative approach to problem-solving and would allow me to make a meaningful contribution to the Executive Committee.

Thank you for considering my application, I welcome the opportunity to serve on the Executive Committee and to the continued success of the College.

Sincerely, Paul Imola, R.O.