

COUNCIL MEETING MINUTES
COO Boardroom – 902-85 Richmond St. W., Toronto
Monday, January 25, 2016 | Tuesday, January 26, 2016

Council Members Present:

Ms. Ingrid Koenig RO, Elected Member
Mr. David Milne, Public Member
Mr. Hugh Corbett, Public Member (*present via teleconference for agenda items 1.0 – 2.4*)
Mr. Omar Farouk, Public Member
Mr. Jeff Fernandes RO, Elected Member (*present on January 25 only, agenda item 1.0 – 2.4*)
Ms. Eve Hoch, Public Member
Mr. Joseph Richards, Public Member
Ms. Susan Carlyle, Public Member
Ms. Neda Mohammadzadeh RO, Elected Member
Mr. Bryan Todd RO, Elected Member
Mr. Robert Vezina RO, Elected Member
Mr. Mike Smart RO, Elected Member
Mr. Edward Viveiros RO, Elected Member
Mr. Balbir Dhillon RO, Elected Member

Administration:

Mr. Jim Dunsdon, Independent Meeting Chair (*present on January 26 only, agenda item 2.5 – 18.0*)
Mr. Fazal Khan RO, Registrar
Ms. Bev Sloan, Deputy Registrar
Ms. Patti Latimer, General Counsel
Mr. Stuart Schussler, Executive Assistant (*meeting recorder*)

Guests:

Mr. Peter Sevitt, Sevitt and Associates (*present on Monday only, agenda item 1.0 – 2.4*)
Mr. Richard Stringham, The Governance Coach (*present on Monday only, agenda item 1.0 – 2.4*)

1.0 Introduction

1.1 Introductions and Announcements

Registrar, Fazal Khan called the meeting to order at 1:01 pm. New Council member Bryan Todd and new Appointed Committee members were welcomed.

1.2 Conflict of Interest Declaration

No conflicts of interest were declared.

1.3 Adoption of Agenda

MOTION: That the agenda be approved as presented.

Moved: J. Fernandes

Seconded: I. Koenig

VOTE:

CARRIED

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2.0 Election of the 2016 Executive Committee

The elections were presided over by Mr. Peter Sevitt of Sevitt & Associates, Auditor for the College. The nominations process was conducted in an open setting; voting was done by way of secret ballot.

It was noted that Mr. Hugh Corbett, Public Member, was participating via teleconference and that, in accordance with By-Law Article 8.20, the vote must be taken by a method of communication producing a paper record.

MOTION: To conduct the election both in-person and via teleconference.

Moved: M. Smart

Seconded: J. Fernandes

VOTE:

CARRIED

2.1 Expressions of Interest for Positions on the Executive Committee

2.2 Election of President

The floor was opened for nominations for the position of president. The following nomination was made:

Nominee: Moved: Seconded:

I. Koenig D. Milne M. Smart

Ms. Ingrid Koenig accepted the nomination and was acclaimed to the position of president.

2.3 Election of Vice-President

The floor was opened for nominations for the position of vice-president. The following nomination was made:

Nominee: Moved: Seconded:

D. Milne B. Dhillon E. Viveiros

Mr. David Milne accepted the nomination and was acclaimed to the position of vice-president.

2.4 Election of Three Remaining Executive Members

The floor was opened for nominations for the third position on the Executive Committee. The following nominations were made:

Nominee: Moved: Seconded:

O. Farouk M. Smart H. Corbett
H. Corbett B. Todd

Mr. Omar Farouk accepted the nomination and Mr. Corbett declined the nomination. Mr. Farouk was acclaimed to the third position on the Executive Committee.

The floor was opened for nominations for the fourth position on the Executive Committee. The following nomination was made:

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
B. Todd	D. Milne	E. Viveiros

Mr. Bryan Todd accepted the nomination and was acclaimed to the fourth position on the Executive Committee.

The floor was opened for nominations for the fifth position on the Executive Committee. The following nominations were made:

<u>Nominee:</u>	<u>Moved:</u>	<u>Seconded:</u>
M. Smart	E. Viveiros	H. Corbett
N. Mohammadzadeh	B. Todd	M. Smart

Mr. Smart and Ms. Mohammadzadeh accepted the nomination.

Mr. Mike Smart was elected to the fifth position on the Executive Committee.

Council recessed at 1:21 pm to resume the meeting on Tuesday, January 26, 2016 at 1:00 pm.

MOTION: To recess the Council meeting until 1:00 pm on Tuesday, January 26, 2016.

Moved: J. Fernandes

Seconded: E. Viveiros

VOTE:

CARRIED

Independent Chair, Jim Dunsdon called the meeting to order at 1:01 pm. Council Members, Appointed Committee Members, and attendees in the gallery introduced themselves. Those participating via webinar were welcomed. No written conflicts of interest had been received.

2.5 Appointment of the 2016 Executive Committee

MOTION: To approve the 2016 Executive Committee as elected:

Ms. Ingrid Koenig, President
Mr. David Milne, Vice-President
Mr. Omar Farouk
Mr. Mike Smart
Mr. Bryan Todd

Moved: D. Milne

Seconded: O. Farouk

VOTE:

CARRIED

3.0 **Minutes**

3.1 December 7, 2015

MOTION: To approve the December 7, 2015 Council meeting minutes as presented.

Moved: I. Koenig

Seconded: M. Smart

Abstained: B. Todd

VOTE:

CARRIED

4.0 OCC Future

Council considered future participation in the Opticians Council of Canada (OCC) and their 2016 public awareness campaign.

MOTION: To approve funds in budget contingent upon receiving written confirmation from the OCC of policies that address the College's concerns and continued participation as an OCC member.

Moved: D. Milne

Seconded: H. Corbett

VOTE:

CARRIED

5.0 Finance

5.1 Draft 2016 Budget

Council reviewed the draft 2016 budget.

MOTION: To adopt the Draft 2016 Budget as presented

Moved: R. Vezina

Seconded: B. Todd

VOTE:

CARRIED

Council desired to discuss contingency funds and made the following recommendations:

MOTION: To allocate \$500,000 to a relocation contingency.

Moved: R. Vezina

Seconded: M. Smart

VOTE:

CARRIED

MOTION: To raise operating contingency funds from four (4) months of operating costs to six (6) months of operating costs.

Moved: R. Vezina

Seconded: E. Viveiros

VOTE:

CARRIED

6.0 Committee Slate - 2016

6.1 Executive Committee Recommendations

Council received a document which indicated a draft committee composition for 2016 as proposed by the Executive Committee.

MOTION: To adopt the 2016 COO Committee composition as proposed by the Executive Committee.

Moved: M. Smart

Seconded: D. Milne

VOTE:

CARRIED

7.0 College Representatives – 2016

Council were provided with an overview of the responsibilities of representatives at each of the organizations in question. The nomination process was conducted verbally in Council.

7.1 Georgian College/ Seneca College

MOTION: That the same individual serve as both representative to Georgian and Seneca Colleges.

Moved: R. Vezina

Seconded: E. Viveiros

VOTE:

CARRIED

Nominee:

Moved:

Seconded:

M. Smart

R. Vezina

B. Todd

Mr. Smart accepted the nomination and was appointed to the position.

7.2 National Association of Canadian Optician Regulators (NACOR)

Nominee:

Moved:

Seconded:

I. Koenig

R. Vezina

M. Smart

Ms. Koenig accepted the nomination and was appointed to the position.

7.3 National Examinations Committee/ Chief Examiner for Ontario

MOTION: To separate the positions of National Examinations Committee representative and Chief Examiner for Ontario such that a different individual is appointed to each.

Moved: D. Milne

Seconded: B. Todd

VOTE:

CARRIED

Regarding the nomination for the National Examinations Committee:

Nominee:

Moved:

Seconded:

R. Vezina

M. Smart

E. Hoch

Mr. Vezina accepted the nomination and was appointed to the position.

Regarding the nomination for Chief Examiner for Ontario:

Nominee:

Moved:

Seconded:

M. Smart

D. Milne

O. Farouk

Mr. Smart accepted the nomination and was appointed to the position.

7.4 Eye Health Council of Ontario (EHCO)

MOTION: That the Registrar continue to serve as the College's appointed representative to EHCO until such time as the representative deems necessary.

Moved: D. Milne

Seconded: O. Farouk

VOTE:

CARRIED

8.0 Proposed By-Law Amendments

Council reviewed proposed by-law amendments and was welcomed to ask questions of legal counsel. Council engaged in lengthy discussion concerning the proposed amendments to Articles 6 and 12. Discussion focused on the difference between codifying a cooling-off period as a number of years versus a number of terms and how to maintain a high quality of service on Committees and Council while also attracting new participants.

MOTION: To strike the proposed by-law amendment 12.2 (xv) before circulating for stakeholder feedback.

Moved: R. Vezina

Seconded: B. Todd

Abstained: E. Hoch

VOTE:

FAILED

MOTION: To approve the proposed by-law amendments in principle and as presented for stakeholder feedback.

Moved: M. Smart

Seconded: I. Koenig

VOTE:

CARRIED

8.1 Chart of Proposed By-Law Amendments

8.2 By-Laws with Proposed Amendments

9.0 ANSI Standards 2016

Council review a proposal to provide copies of the American National Standards Institute (ANSI) standards to membership. The Registrar added the clarification that the College may purchase from the International Organization for Standardization, should the National Association of Canadian Optician Regulators desire, but that the approved agenda limits current discussion to purchase from ANSI.

MOTION: To purchase standards from ANSI.

Moved: R. Vezina

Seconded: E. Hoch

VOTE:

CARRIED

10.0 Classes of Registration

Council reviewed the recommendation of phasing out the class of 'Current and Inactive' during 2016 and to not offer it for the 2017 registration year. As no motion was required, Council deemed the proposed change satisfactory.

11.0 Continuing Education Accreditation Policy

Appointed Committee Member Ms. Peggy Dreyer spoke to the proposed policy.

MOTION: To approve the Continuing Education Policy, as circulated.

Moved: D. Milne

Seconded: B. Todd

VOTE:

CARRIED

12.0 Strategic Planning

12.1 COO Strategic Plan 2016

Council reviewed the most recent quarterly update to the Strategic Plan and targets for 2016 and deemed it satisfactory.

13.0 2016 Council Meeting Dates

Council discussed meeting dates proposed by Administration and noted that the September meeting date presented closely follows a major optics and eyewear trade fair. It was determined that the remaining 2016 Council meeting dates would be:

Monday, May 20, 2016
Wednesday, September 28, 2016 (including the Annual General Meeting)
Monday, December 5, 2016

MOTION: To approve the Council meeting dates as amended.

Moved: E. Hoch

Seconded: O. Farouk

VOTE: **CARRIED**

14.0 Registrar's Report

The Registrar spoke to his report. Council was welcomed to ask questions and deemed the report satisfactory.

15.0 Annual Reports – 2015

- | | |
|---------------------------------------------------------|------------------------------------------------------------------------|
| 15.1 <u>Discipline Committee</u> | 15.8 <u>Governance Committee</u> |
| 15.2 <u>Registration Committee</u> | 15.9 <u>Professional Misconduct Regulation Review Ad Hoc Committee</u> |
| 15.3 <u>Fitness to Practice Committee</u> | 15.10 <u>Safety Standards Ad Hoc Committee</u> |
| 15.4 <u>Inquiries, Complaints and Reports Committee</u> | 15.11 <u>Examinations</u> |
| 15.5 <u>Quality Assurance Committee</u> | 15.12 <u>Illegal Dispensing Ad Hoc Committee</u> |
| 15.6 <u>Patient Relations Committee</u> | 15.13 <u>Honoraria Policy Review Ad Hoc Committee</u> |
| 15.7 <u>Executive Committee</u> | |

Council reviewed the reports, were welcomed to ask questions and deemed the reports satisfactory.

MOTION: To adopt the 2015 annual reports as presented.

Moved: D. Milne

Seconded: B. Todd

VOTE: **CARRIED**

16.0 Committee Reports – 2016

- 16.1 Governance Committee
- 16.2 Quality Assurance Committee
- 16.3 Executive Committee

Each Committee chair spoke to their respective report. Council was welcomed to ask questions and deemed the reports satisfactory.

17.0 Legal – In Camera Session, Under RHPA, Schedule 2, Section 7 (b), (c) and (e)

MOTION: To proceed to an in camera session.

Moved: J. Richards

Seconded: D. Milne

VOTE: **CARRIED**

Council proceeded to an in camera session at 4:00 pm.

MOTION: To rise from the in camera session.

Moved: B. Todd

Seconded: J. Richards

VOTE:

CARRIED

The public Council meeting resumed at 4:10 pm.

18.0 Adjournment

MOTION: To adjourn the Council meeting.

Moved: D. Milne

Seconded: E. Viveiros

VOTE:

CARRIED

The Council meeting adjourned at 4:12 pm.