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**(DRAFT) Council Meeting Minutes**  
**Monday, May 25, 2015**  
**COO Boardroom – 902-85 Richmond St. W., Toronto**  
**9:00 am – 3:00 pm**

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**Council Members Present:**

Ms. Ingrid Koenig RO, Elected Member, President  
Mr. David Milne, Public Member, Vice-President  
Ms. Susan Carlyle, Public Member  
Mr. Balbir Dhillon RO, Elected Member  
Mr. Jeff Fernandes RO, Elected Member  
Ms. Eve Hoch, Public Member  
Ms. Sandra Lawson, Public Member  
Ms. Neda Mohammadzadeh RO, Elected Member  
Ms. Michelle Rivais RO, Elected Member  
Ms. Janice Schmidt RO, Elected Member  
Mr. Mike Smart RO, Elected Member  
Mr. Edward Viveiros RO, Elected Member

**Administration:**

Mr. Jim Dunsdon, Independent Meeting Chair  
Mr. Fazal Khan RO, Registrar  
Ms. Bev Sloan, Deputy Registrar  
Ms. Michelle Kushnir, General Counsel  
Ms. Katie Chimirri, Manager, Discipline and Executive Office (*meeting recorder*)

**Guests:**

Mr. Peter Sevitt, *Sevitt and Associates (present for agenda item 4.0 only)*  
Mr. Lee Lenkinski, *Borden Ladner Gervais LLP (present for agenda item 2.0 only)*

**Regrets:**

Mr. Omar Farouk, Public Member  
Mr. Hugh Corbett, Public Member

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**1.0 Introduction**

1.1 Introductions and Announcements

Mr. Jim Dunsdon, Independent Meeting Chair, called the meeting to order at 9:00 am.

1.2 Conflict of Interest Declaration

No written conflicts of interest had been received. Ms. Rivais declared a conflict of interest with agenda item 2.2 (an in camera item). It was noted that Ms. Rivais would be excusing herself from the room at the time that agenda item 2.2 would be discussed.

### 1.3 Adoption of Agenda

**MOTION:** To adopt the agenda as presented.  
**Moved:** J. Schmidt  
**Seconded:** B. Dhillon  
**VOTE:** **CARRIED**

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

**MOTION:** To proceed to an in camera session, under RHPA, Schedule 2, Section 7 (b), (c), (d) and (e).  
**Moved:** D. Milne  
**Seconded:** E. Hoch  
**VOTE:** **CARRIED**

Council proceeded to an in camera session at 9:07 am.

*No motions were made during the in camera session.*

**MOTION:** To rise from the in camera session.  
**Moved:** D. Milne  
**Seconded:** E. Hoch  
**VOTE:** **CARRIED**

Council rose from the in camera session at 9:58 am.

### 3.0 **Minutes**

#### 3.1 January 26-27, 2015

Two minor typos were noted.

**MOTION:** To approve the Council meeting minutes as amended.  
**Moved:** I. Koenig  
**Seconded:** D. Milne  
**VOTE:** **CARRIED**

### 4.0 **Finance**

#### 4.1 Draft 2014 Audited Financial Statements

Mr. Peter Sevitt of Sevitt and Associates addressed Council and spoke to the Draft 2014 Audited Financial Statements. Mr. Sevitt noted that the financial statements represent a healthy financial picture. Council were welcomed to ask questions; the report was deemed satisfactory.

**MOTION:** To approve the Draft 2014 Audited Financial Statements.  
**Moved:** D. Milne  
**Seconded:** S. Carlyle  
**VOTE:** **CARRIED**

4.1.1 Reserve Funds Allocation

Council considered a recommendation from administration that the College's reserve funds be further itemized to indicate specific contingency funds for operating costs and an office relocation contingency. Council agreed with the recommendation.

4.2 2014 Year End Variance Report

Council reviewed the above noted report and deemed it satisfactory.

4.3 2015 Year to Date Variance Report

Council reviewed the above noted report and deemed it satisfactory.

**5.0 Reports**

5.1 Registrar's Report

The Registrar highlighted the contents of his report; Council deemed it satisfactory.

5.2 Committee Reports

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| 5.2.1 Discipline Committee                        | 5.2.6 Patient Relations Committee          |
| 5.2.2 Executive Committee                         | 5.2.7 Registration Committee               |
| 5.2.3 Fitness to Practise Committee               | 5.2.8 Quality Assurance Committee          |
| 5.2.4 Governance Committee                        | 5.2.9 Safety Standards Ad Hoc Committee    |
| 5.2.5 Inquiries, Complaints and Reports Committee | 5.2.10 Illegal Dispensing Ad Hoc Committee |

The chairperson for each respective committee spoke to their report(s). Council were welcomed to ask questions and deemed the reports satisfactory.

**Moved:** M. Smart  
**Seconded:** E. Viveiros  
**VOTE:** **CARRIED**

5.3 Examinations

Mr. Smart spoke to the Examinations Report; Council deemed it satisfactory.

5.4 Eye Health Council of Ontario (EHCO)

Ms. Schmidt spoke to the EHCO Report; Council deemed it satisfactory.

5.5 NACOR Report

Ms. Koenig spoke to the NACOR report; Council deemed it satisfactory.

#### 5.6 Georgian/ Seneca Advisory Committee

Mr. Smart spoke to the Georgian College/Seneca College Advisory Committee Report; Council deemed it satisfactory.

#### 5.7 Strategic Plan Progress Update

Council reviewed a document detailing the current progress of the College's Strategic Plan action initiatives. A point of clarification was required under item 2.2 ("create specified member networking opportunities") as to whether the desire was to have the College initiate and organize the events, or to rather attend existing functions. Council determined that the College should continue to attend networking and educational functions, but that hosting specified events was not necessary.

The progress update was well received; Council requested that they be provided with an updated version of the document at subsequent meetings.

##### 5.7.1 Public Awareness Initiative

Ms. Koenig provided Council with an update on the public awareness initiative that the College is involved in through the Love Your Eyes campaign. Council deemed the report satisfactory.

### 6.0 **Decisions**

#### 6.1 Omnibus By-law Review

##### 6.1.1 Amendments to By-law Article 15.6 (v) Discipline Information

Council reviewed stakeholder feedback received from proposed amendment to By-law article 15.6 (v), which would allow for more information to be posted to the public register.

**MOTION:** To amend the By-laws as proposed:

[...] **15.6 Other Information in the Register**

(v) For every matter that has been referred by the Inquiries, Complaints and Reports Committee to the Discipline Committee under section 26 of the Code and has not been finally resolved, until the matter has been resolved,

- a) a notation of that fact, including the date of referral;
- b) the notice of hearing
- c) a summary of each specified allegation; and
- d) the status of the hearing including any hearing dates

[...]

Moved: I. Koenig

Seconded: S. Carlyle

**VOTE: CARRIED**

##### 6.1.2 Additional By-law Amendments

Council reviewed a document outlining proposed amendments to the COO By-laws. It was noted that the proposed amendments had been fielded by the Governance Committee, as part of their

current undertaking of a full scale By-law review. Council were guided through the substantive proposed changes and were welcomed to ask questions.

**MOTION:** To approve the proposed By-law amendments in principle, for circulation to stakeholders with a sixty day response time.

Moved: J. Fernandes

Seconded: D. Milne

**VOTE: CARRIED**

A recommendation was put to the Governance Committee to schedule the By-law review every five years.

Council recommended that an in person feedback session be held in order to garner feedback from stakeholders and members.

## 6.2 Professional Misconduct Regulation

Council received documentation from the Professional Misconduct Regulation Review Ad Hoc Committee, who worked in concert with COO general counsel, to provide recommended amendments to the Professional Misconduct Regulation. It was noted that the College received extensive feedback to the draft when it was first circulated, early in 2014 and that since there have been further substantive changes recommended, that a second round of stakeholder feedback was recommended.

**MOTION:** To approve the Professional Misconduct Regulation, in principle, for circulation to stakeholders and members for feedback within sixty days.

Moved: J. Fernandes

Seconded: I. Koenig

**VOTE: CARRIED**

## 6.3 Treating Spouses

At the January 27, 2015 Council meeting, a draft regulation was approved in principle by Council, which would permit opticians to treat their spouses. At that time, it was recommended that the draft regulation be submitted to the Ministry of Health and Long-Term Care.

A recommendation was put forward to Council that the draft regulation be put on hold for the time being. Council agreed with the recommendation.

## 6.4 Registration Regulation

Council reviewed proposed revisions to the draft Registration Regulation. The draft changes were submitted on behalf of the Registration Committee and were based, in part, on preliminary input from the Ministry of Health and Long-Term Care. Council were directed to the substantive changes to the document and were welcomed to ask questions.

**MOTION:** To approve the Registration Regulation in principle.

Moved: D. Milne

Seconded: I. Koenig

**VOTE: CARRIED**

It was the desire of Council, by consensus, that the document be disseminated to the Office of the Fairness Commissioner with a deadline for their feedback by June 30, 2015.

It was further determined that the document be sent out for stakeholder feedback following the June 30, 2015 deadline barring any substantial recommended changes from the Fairness Commissioner.

6.5 Contact Lens Mentor Policy Revision

Council reviewed the draft Contact Lens Mentor Policy as provided by the Registration Committee. It was noted that there were no substantial changes to the document, but rather minor amendments to bring the document in line with other College policies such as Quality Assurance.

**MOTION:** To approve the revised Contact Lens Mentor Policy as provided.

Moved: J. Schmidt

Seconded: M. Smart

**VOTE: CARRIED**

6.6 Committee Composition

Council were advised that due to professional commitments, the committee composition requires amending to replace Mr. Hugh Corbett on certain committees.

**MOTION:** To amend the composition of the ICR Committee; replacing Mr. Hugh Corbett with Ms. Susan Carlyle, effective May 25, 2015.

Moved: M. Smart

Seconded: J. Fernandes

Abstained: S. Carlyle

**VOTE: CARRIED**

**MOTION:** To amend the composition of the Governance Committee; replacing Mr. Hugh Corbett with Ms. Eve Hoch, effective May 25, 2015.

Moved: J. Schmidt

Seconded: M. Rivais

**VOTE: CARRIED**

**MOTION:** To amend the composition of the Honorarium Policy Review Ad Hoc Committee; replacing Mr. Hugh Corbett with Mr. Jeff Fernandes, effective May 25, 2015.

Moved: M. Smart

Seconded: E. Viveiros

**VOTE: CARRIED**

6.7 Real Estate

Council were advised that the College will likely need to relocate its premises as early as 2017 due to the demolition or refurbishing of the current building.

Following a recommendation from administration, Council determined that the College should enter in to an engagement with Lennard Realty to act as the College's real estate broker. It was further determined that the Finance Committee would be tasked with overseeing the project.

## **7.0** Adjournment

**MOTION:** To adjourn the Council meeting of May 25, 2015.

Moved: M. Smart

Seconded: D. Milne

**VOTE: CARRIED**

The Council meeting adjourned at 3:00 pm.