

Draft COUNCIL MEETING MINUTES
COO Boardroom – 902-85 Richmond St. W., Toronto
Monday December 5th, 2016 || 9:30 am – 3:00pm
Agenda Item 3.1

Council Members Present:

Ms. Ingrid Koenig RO, Elected Member
Mr. David Milne, Public Member
Mr. Bryan Todd RO, Elected Member
Mr. Omar Farouk, Public Member
Ms. Eve Hoch, Public Member
Mr. Joseph Richards, Public Member
Ms. Susan Carlyle, Public Member
Ms. Neda Mohammadzadeh RO, Elected Member
Mr. Robert Vezina RO, Elected Member
Mr. Edward Viveiros RO, Elected Member
Mr. Balbir Dhillon RO, Elected Member
Ms. Peggy Dreyer, Appointed Member
Ms. Trudy Mauth, Public Member
Mr. Alain Chow, Appointed Member
Ms. Dorina Reiz, Appointed Member
Mr. John Battaglia, Appointed Member
Mr. Jeff Fernandes RO, Elected Member

Administration:

Mr. Deborah Worrad, Independent Meeting Chair
Mr. Fazal Khan RO, Registrar
Ms. Bev Sloan, Deputy Registrar
Ms. Michelle Kushnir, General Counsel
Ms. Carolyn Robertson, Executive Assistant (*meeting recorder*)

Regrets:

Mr. Mike Smart, Elected Member

1.0 Introduction

1.1 Introduction and Announcements

Ms. Deborah Worrad, Independent Meeting Chair, called the meeting to order at 9:30 am. The meeting began with all Council members introducing themselves. Ms. Worrad then read out the names of those attending by webinar. Mr. John Battaglia, Ms. Peggy Dreyer, Ms. Natalie Dalcourt, and Mr. Alain Chow observing in the gallery were also welcomed.

Our newest Public Member Mr. Gordon White was introduced and the election winners – Mr. Vezina, Ms. Dreyer and Mr. Dhillon were congratulated.

1.2 Conflict of Interest

Mr. Fernandes declared a conflict with agenda item 7.3.

1.3 Adoption of Agenda

MOTION: To adopt the agenda as presented.

Moved: D. Milne

Seconded: E. Viveiros

VOTE:

CARRIED

2.0 **Minutes**

2.1 Council meeting September 28th, 2016

MOTION: To approve the September 28, 2016 Council meeting minutes with item 7.6 noted as defeated.

Moved: O. Farouk

Seconded: B. Todd

VOTE:

CARRIED

2.2 Annual General Meeting September 28th, 2016

MOTION: To approve the September 28, 2016 Annual General meeting minutes as presented.

Moved: E. Viveiros

Seconded: B. Dhillon

VOTE:

CARRIED

3.0 **Finance**

3.1 2016 Year-to-Date Financial Variance Report

Highlights of the 2016 Year to date financial variance report were reviewed by Ms. Sloan. Council members were invited to ask questions.

Mr. Gordon White joined the meeting at 9:45.

4.0 **Decisions**

4.1 Collaborative Practice Environment – Jointly Developed Record Keeping Guidelines

Ms. Kushnir presented the draft Joint Record Keeping Guidelines, which were developed in consultation with the College of Optometrists of Ontario. Ms. Kushnir briefed Council regarding the laws governing a practice where optometrists and opticians work together. Council recommended a small change to clarify that a patient can request that their file be transferred to any health information custodian. There was a consensus to adopt these guidelines subject to this change. Council was advised that when the record keeping chapter of the

Jurisprudence handbook is finalized it will provide further guidance to members, including explaining the concepts of “agent” and “custodian”.

4.2 AODA Plan Update

Ms. Kushnir presented proposed updates to the College’s Accessibility for Ontarians with Disabilities Act (AODA) plan and policies. The updates to the plan set out how the College has, and will continue to meet the requirements of the AODA in the coming years in the areas of accessible information and communications, employment, and built environment. Council members were invited to ask questions. Ms. Kushnir also noted that the College’s AODA policies made the existing 2012 “Accommodation of Special Needs” policy redundant.

Motion: To adopt the proposed updates to the COO accessibility plan and policies, and rescind the COO’s 2012 “Accommodation of Special Needs” policy.

Moved: R. Vezina

Seconded: E. Hoch

VOTE:

CARRIED

4.3 Strategic Plan (4.3.1 Current Status & 4.3.2 Beyond 2017)

Mr. Khan briefed Council on the current status of the Strategic Plan including a review of the five existing strategies: transparency and effective communication, member relations, Illegal dispensing strategy, operational strategy, and collaboration strategy. It was suggested that Council may want to add a public relations strategy which employs some of the same measures as the member engagement strategy. Mr. Khan presented the option of meeting with the consultant who created the original strategic plan to add a public relations and engagement strategy. Outlining and planning the public relations and engagement strategy could be done over two days of in January.

A consensus was reached to proceed with the two days of consultation in January to extend the Strategic plan for another year and implement the proposed public relations strategy.

4.4 Sexual Abuse Task Force

Ms. Kushnir updated the Council on the current status of the Sexual Abuse Task Force. The Ministry of Health and Long-Term Care intends to immediately implement a number of recommendations of the Sexual Abuse Task Force, which will result in amendments to the *Regulated Health Professions Act* in six areas: (1) empowering patients through added patient support, (2) strengthening requirements under the RHPA, (3) strengthening leadership and accountability, (4) increasing transparency, (5) improving the complaints and discipline process for sexual abuse complaints and (6) enhancing member knowledge and education about sexual abuse. Ms. Kushnir briefed the Council on the ways that the proposed changes will affect the College, including changes to the public register, and to the complaints, investigations and discipline processes.

4.5 Phase 2 Transparency By-Laws Quality Assurance Policies

Ms. Kushnir briefed Council regarding the proposed changes to the transparency by-laws. The proposed by-laws were circulated for feedback earlier this year. The Registration Committee recommends that the College adopt by-law changes that would add relevant criminal charges and known licences in other jurisdictions to the public register. The Inquires, Complaints and Reports Committee recommends that the College adopt by-law changes that would add oral cautions, SCERPS and ICRC undertakings to the public register. It is proposed that information about oral cautions and SCERPs remain on the register for at least two years.

Motion: To adopt by-law articles 15.6 (xxv through xxxi) and approve the by-laws as coming into effect January 1, 2017.

Moved: R. Vezina

Seconded: B. Todd

VOTE:

CARRIED

4.6 OCC Funding

Mr. Khan briefed Council regarding the proposed new OCC Funding Model. The smaller provinces have expressed concern that Ontario pays \$7 or \$8 per member while some of the smaller Maritime Provinces pay \$50 per member. Five potential funding models have been outlined by the OCC and option 5 was deemed to be the most equitable and accepted in principle when reviewed with the partners. Council was advised that the funding model decision was separate from any future Council decision about OCC funding.

Motion: To approve the OCC funding model, option number five.

Moved: R. Vezina

Seconded: J. Fernandes

VOTE:

CARRIED

4.7 Relocation Ad-Hoc Committee

Mr. Vezina briefed Council on the current status of the office relocation project. The Deputy Registrar, Registrar and a committee representative toured a number of places in the core and on the Union Pearson Express Line. The Committee has also examined the possibility of purchasing a place and determined that it is not cost effective. It was proposed that the process be handed back over to the administration because the College is now considering renting a space rather than purchasing one and will need to act quickly in order to coordinate the space planning and negotiate the lease.

Council agreed by consensus with the relocation Ad-Hoc Committee's recommendation that continuance of space relocation activities for the College be managed by the administration.

4.8 Registration Life Member Memo

Ms. Sloan briefed the Council on the application from the life member received from Barbara Skinner.

Motion: To approve Ms. Barbara Skinner (1320) for designation as a life member.

Moved: R. Vezina

Seconded: E. Viveiros

VOTE:

CARRIED

4.9 Council Positions

Ms. Sloan briefed the Council on Council positions for the upcoming year. The positions were approved individually.

Seneca Georgian Advisory Committee

Previously it was one person who held both of these positions for the sake of continuity.

Motion: Council moves to appoint one representative from the College to sit on the advisory committee for both Georgian and Seneca Colleges.

Moved: O. Farouk

Seconded: N. Mohammadzadeh

VOTE:

CARRIED

NACOR Representative

Currently the NACOR representative for the COO is also the president. With the COO's president having a two year term there is a break in the continuity in terms of our representative at that table. In other provinces there is a growing trend of Colleges sending their Registrar as their NACOR representative.

Motion: Council confirms that the National Association of Canadian Optician Regulators (NACOR) Representative will be the Registrar as the voting member and the President or a representative appointed by Council will accompany the Registrar.

Moved: J. Fernandes

Seconded: R. Vezina

VOTE:

CARRIED

Chief Examiner and National Exams Committee

In 2014 these positions were joined and in 2016 they were separated. Having one person fill both roles creates continuity. However, this does not leave room for one individual to gain experience and then move into the other role.

Motion: That the College keep the position of the Chief Examiner for Ontario and the National Exams Committee separate with the understanding that the same person could hold both positions in one year.

Moved: R. Vezina

Seconded: B. Todd

VOTE:

CARRIED

Eye Health Council of Ontario (ECHO) Representative

ECHO has invited the COO to attend its meetings as a non-voting observer. The College of Physicians and Surgeons and the College of Optometrists both have seats as non-voting members. Currently the Registrar is attending the meetings from the COO which is consistent with the other two Colleges.

No motion – this was passed by consensus.

4.10 Council Meeting Dates in January

Ms. Sloan reviewed the proposed upcoming Council meeting dates. It was decided that rather than have the Council meeting on September 28th the meeting would be moved to Monday September 25th.

Motion: To approve the dates of the Council Meetings for 2017 with the change to the September meeting date.

Moved: E. Viveiros

Seconded: D. Milne

VOTE:

CARRIED

LUNCH (12:00 to 1:15)

5.0 Reports

5.1 Registrar's Report

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

5.2 National Meetings Report

Ms. Koenig and Mr. Khan briefed Council on the events which took place at the National meetings from November 3-5th. Ms. Koenig presented the highlights from the first two days of the meetings including the Opticians Council of Canada session, the NACOR Session and the OCC Session. Mr. Khan then shared the events of the Registrar's meeting with Council.

5.3 Committee Reports

5.3.1 Discipline Committee

5.3.2 Fitness to Practise Committee

5.3.3 Registration Committee

5.3.4 Relocation Ad-Hoc Committee

5.3.5 Executive Committee

5.3.6 Governance Committee

5.3.7 Inquiries, Complaints and Reports Committee

5.3.8 Patient Relations Committee

5.3.9 Quality Assurance Committee

5.4 Examinations report

5.3.10 Georgian/Seneca Advisory Committee

Committee Chairs spoke to their reports (with the exception of the Examinations Report which was presented by Ms. Dreyer and the Seneca Georgian committee report presented by Mr. Khan, as a result of Mr. Smart's absence.) Council was welcomed to ask questions and deemed the reports to be satisfactory.

MOTION: To adopt the committee reports as presented.

Motioned: B. Todd

Seconded: O. Farouk

VOTE:

CARRIED

6.0 Council Self Evaluations

The Council was briefed by Ms. Hoch regarding the upcoming Council Self Evaluations. Council will be receiving self-evaluations by email on Monday December 5th and the 30-40 minute questionnaires need to be completed by Friday January 6th.

7.0 In camera Session under the RHPA, Schedule 2, Section 7 (b), (c), (d) and (e)

Motion: To proceed to the in camera session under the *RHPA*, Schedule 2, Section 7 (b), (c), (d) and (e).

Moved: E. Vivieros

Seconded: B. Dhillon

VOTE

CARRIED

Motion: To rise from the in camera session.

Moved: D. Milne

Seconded: E. Vivieros

VOTE:

CARRIED

8.0 Adjournment

Motion: Council moved to adjourn the meeting

Moved: T. Mauth

Seconded: B. Dhillon

VOTE:

CARRIED

The meeting was adjourned at 3:00.