



**College of Optometrists of Ontario  
Council Meeting  
April 7, 2014 APPROVED**

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**Attendance:**

Dr. Dennis Ruskin, President	Dr. Thomas Noël, Vice President
Mr. Francis Christopher	Dr. Pooya Hemami, Treasurer
Ms. Irene Moore	Dr. Bill Chisholm
Mr. Ira Teich	Dr. Derek MacDonald
Ms. Luisa Morrone	Dr. Patrick Quaid
Mr. Emad Hussain	Dr. Marlee Spafford
Mr. John Van Bastelaar	Dr. Areef Nurani
Mr. John Costen	Dr. Dino Mastronardi
Dr. Richard Kniaziew	

**Staff:**

Dr. Paula Garshowitz, Registrar	Dr. David Wilkinson
Ms. Hanan Jibry	Ms. Mina Kavanagh
Ms. Agnes O'Donohue	Ms. Cassia Hudgins

**Guests:** Dr. Paul Chris, Vision Institute of Canada, Dr. Angela Yoon and Ms. Sandra Ng, OAO, Ms. Andrea Belanger, Vision Council of Canada

**1. Call to Order:** Dr. Ruskin called the meeting to order at 9:11 a.m. Dr. Ruskin welcomed everyone to the meeting.

**a. Conflicts of Interest:** Dr. Ruskin asked Council members if anyone had a conflict of interest with any item on the day's agenda; there were no conflicts of interest declared.

**2. Adoption of the Agenda:** A draft agenda was circulated before the meeting. Moved by Mr. Christopher and seconded by Mr. Hussain **to adopt the agenda.**

**Motion carried**

**3. Minutes of prior Council Meetings**

**a. Approval of Minutes of the meeting of January 16/17, 2014:** The minutes of the Council Meeting of January 16/17, 2014 were included in the briefing book.

40 Moved by L. Morrone, seconded by P. Quaid **to approve the minutes of the Council meeting**  
41 **of January 16/17 2014 as amended.**

- 42 • Line 127 – “Financial Matter” should read “Financial Matters”

43 **Motion carried**

44 The in-camera minutes of the meeting of January 17, 2014 were circulated to Council at  
45 the meeting. Councillors were given an opportunity to review them.

46  
47 Moved by Dr. Kniaziew and seconded by Ms. Moore **to approve the in-camera minutes of the**  
48 **January 17, 2014 meeting, as amended.**

- 49 • Line 98 – to read “approval of in-camera minutes”

50 **Motion carried**

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52 **b. Approval of the Minutes of the teleconference of March 19, 2014:** The minutes  
53 of the Council Meeting of March 19, 2014 (via teleconference) were included in the  
54 briefing book.

55  
56 Moved by Dr. Quaid and seconded by Dr. Spafford **to approve the minutes of the March 19,**  
57 **2014 meeting as circulated.**

58 **Motion carried**

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60 **c. Status of Action Items:** Dr. Ruskin asked if there was any information or queries  
61 regarding the status of the action items as presented in the briefing book. There were  
62 none.

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64 **Action Item:** Staff will amend and file the minutes of the meetings of January 16/17, 2014  
65 and March 19, 2014.

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67 **4. Financial Matter/Treasurer’s Report:** College Treasurer, Dr. Hemami presented the report.

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69 **a. Balance Sheet and Income and Expenditure Report – to February 28, 2014:** Dr.  
70 Hemami indicated that the accountants would be presenting audited statements during  
71 their presentation. Dr. Hemami indicated that the budget is on track for 2014. He asked  
72 if there were specific questions. There were none.

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74 *Ms. Ildiko Jurina Cleary and Mr. Terry Lee, College auditors, joined the meeting*

75  
76 **b. 2013 Draft Audited Financial Statements:** Ms. Jurina Cleary presented an  
77 overview of the 2013 draft audited financial statements. The overview included an  
78 explanation of the growth of both the short term and long term investments. The  
79 auditors also indicated that there has been an increase in expenses, such as those  
80 associated with salaries, new hires, and the College move. It was also noted that the  
81 amount approved by Council last year for office acquisition had been moved from the

82 unappropriated to the appropriated column. There has also been an increase in  
83 occupancy costs as the College is now engaged in a formal lease, rather than a sublease.  
84 There was also discussion related to cash flow, capital assets, and the RRSP program  
85 available to College staff. This led to further discussion regarding how much  
86 information should be included on the financial statements and how much to budget for  
87 each area. A recommendation was made to bring this discussion forward to Executive.

88  
89 Moved by Dr. Hemami and seconded by Dr. Kniaziew **to accept the audited financial**  
90 **statements.**

91 **Motion carried**

92 <b>Action Item:</b> Executive Committee to develop a policy for the review of funds in reserve.
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94 *Ms. Jurina Cleary and Mr. Lee left the meeting*

95  
96 **c. Revised (updated) 2014 Budget:** Dr. Hemami provided an overview of the 2014  
97 Budget. He indicated that there were broad ranges for some amounts in the budget  
98 that was approved in January. However, now that more specific costs have been  
99 realized, particularly with respect to the office renovations, the budget amounts can be  
100 more specific and are reflected in the revised budget. There was a discussion regarding  
101 the amount designated for Credential Assessment and a question as to whether it  
102 should be allocated for 2015, as the National Committee will be in place at that time.  
103 There was also a discussion concerning fixed versus flexible costs and the methods by  
104 which the amounts are forecasted.

105  
106 Moved by Dr. Hemami and seconded by Dr. Kniaziew **to approve the revised budget for 2014.**  
107 **Motion carried**

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109 **d. Draft policy on preparation time:** Dr. Hemami spoke about the draft policy on  
110 compensation for meeting preparation time for professional members of Council and  
111 committees. He indicated that the policy suggests that for the first two meetings of a  
112 calendar month, the first three hours of preparation time for each meeting will be non-  
113 compensable, and every hour thereafter will be compensated at a rate of \$93.75.

114  
115 Moved by Dr. Hemami and seconded by Mr. Van Bastelaar **to approve the proposed policy on**  
116 **compensation for preparation time, effective April 8, 2014.**

117 **Motion carried**

## 118 119 **5. Registrar's Report**

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121 Dr. Garshowitz thanked staff for their assistance with the move and indicated that the  
122 College is now settled and enjoying the new space. Dr. Garshowitz spoke about the College  
123 rebranding and provided an update on the progress, specifically related to the website. The  
124 new database development is progressing. Regarding the Professional Misconduct

125 Regulation, staff is in the process of developing FAQs and, in April, Dr. Garshowitz and Dr.  
126 Ruskin will be presenting on the regulation to the AOE and OAO AGM.

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## 128 **6. Committee Reports**

129 **a. Executive:** Dr. Ruskin spoke about developing common standards for dispensing  
130 eyewear with the College of Opticians. Ultimately, it may look different between the  
131 two colleges, but it is attainable. He reported on participation at the January  
132 Optometric Leaders Forum (OLF) in Montreal and a discussion regarding specialties in  
133 optometry. This question will be forwarded to CPP for consideration and brought back  
134 to Council for discussion. Dr. Ruskin also mentioned that CORA recently held a  
135 teleconference regarding the national credential assessment process. This led to a  
136 discussion concerning the current pre-requisite requirement of education or work  
137 experience for international graduates, potential changes to the requirement, and  
138 differences between international and North American graduates. There was also a  
139 discussion regarding fairness during the assessment process.

140 The following motion was made with respect to pre-requisites required by international  
141 graduates:

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143 Moved by Dr. Noël and seconded by Dr. Kniaziew **that taking into account the**  
144 **recommendation of the CORA Steering Committee, to require three years of undergraduate**  
145 **study in science or three years of verified optometric work experience.**

146

**Motion carried**

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148 Council discussed the recommendation to provide members with an incentive to opt  
149 into electronic-only communications from the College. The purpose of this  
150 recommendation is to reduce the postage and printing expenses for the College and to  
151 reduce the amount of printed material generated by the College. If Council passes the  
152 motion, the College would save 75% on courier, postage, and other associated costs.

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154 Moved by Mr. Teich and seconded by Dr. Kniaziew to **give a 2% discount to members on their**  
155 **annual membership fee, on a one-time only basis, to those members who opt in to**  
156 **“electronic only” communications from the College on their annual membership renewal**  
157 **form.**

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**Motion carried.**

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160 **b. Registration:** Dr. Kniaziew thanked Hanan and staff for their work for the  
161 Registration Committee. Dr. Kniaziew shared the pass rate for completing CACO,  
162 pointing out that the pass rate for IOBP graduates is very low at 41%. Dr. Kniaziew also  
163 provided a brief update on the evaluating exam development. A discussion was held  
164 regarding a discretionary clause in the Registration By-laws of the College of  
165 Optometrists of British Columbia.

166 In order to have two separate panels of the Registration Committee so that appeals may  
167 be heard by a panel different from that which considered the original application, it was

168 agreed that an additional public member should be added to the Registration  
169 Committee.

170  
171 Moved by Dr. Kniaziew and seconded by Dr. Noël **to approve opening the College’s current by-**  
172 **laws to have the number of members of the Registration Committee increased to six with the**  
173 **addition of a public member thus permitting two panels of three members each to be set-up,**  
174 **with each panel acting independently from the other.**

175 **Motion carried**

176  
177 There was further discussion regarding the 3 year undergraduate study/work  
178 experience pre-requisites and it was recognized that the School might be consulted with  
179 respect to pre-requisites required for the doctor of optometry degree program. ACOE  
180 and the Vision Institute may also be invited to provide their input.

181  
182 **Action Item:** Dr. Murphy will be asked to provide a letter to the College indicating the rationale  
183 for 3 years of undergraduate studies in science for acceptance to the Waterloo doctor of  
184 optometry degree program.

185  
186 Council had further discussion with respect to the CORA governance model and who  
187 should represent the regulators at CORA.

188  
189 Moved by Dr. Kniaziew and seconded by Mr. Van Bastelaar **to contact the presidents of all of**  
190 **the Colleges that when they restructure CORA that the presidents (or equivalent positions) be**  
191 **the representatives at the CORA table, not the registrar.**

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193 **Amendment to the motion:**  
194 Moved by Dr. Noël and seconded by Dr. Chisholm **to add the word “recommend” after “all the**  
195 **Colleges”; and remove “not the registrar”.**

196 **Motion carried**

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198 **Final Motion:**  
199 Moved by Dr. Kniaziew and seconded by Mr. Van Bastelaar **to contact the presidents of all of**  
200 **the Colleges to recommend that when they restructure CORA that the presidents (or**  
201 **equivalent position) be the representatives at the CORA table.**

202 **Motion carried**

203  
204 The letter will be sent to the presidents by Dr. Ruskin. It was agreed that where the  
205 College president is also the Association president, that the registrar should be the  
206 representative to CORA.

207  
208 **c. Fitness to Practice:** The Committee has not met since the last Council meeting.

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210 **d. Discipline:** A report was circulated to Council prior to the meeting. There have  
211 been no hearings since the last Council meeting.

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213 **e. Optometry Review:** Dr. Garshowitz mentioned that the members of this  
214 Committee are appointed by the Public Appointments Secretariat. Dr. Greg Simpson has  
215 retired and another member will be recommended to replace Dr. Simpson as chair.

216  
217 **f. Patient Relations:** Ms. Morrone provided a brief update, indicating that the  
218 Committee has met once so far this year. The Committee reviewed the advertising  
219 guidelines, which were presented to Council for approval. These guidelines reflect  
220 changes related to the new Professional Misconduct Regulation.

221  
222 Moved by Ms. Morrone and seconded by Dr. Mastronardi **to approve the amended ‘Advertising**  
223 **Guidelines, including Member and Practice Representation’, with an effective date of April**  
224 **15, 2014.**

225 **Motion carried**

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227 **g. Quality Assurance:**  
228 **i. Quality Assurance Panel:** Dr. Quaid provided a brief update, indicating  
229 that the Committee has met once so far this year. The Committee met with a  
230 representative of the College of Chiropractors and discussed their Quality  
231 Assurance program. One issue of discussion relates to encouraging members  
232 to take a broader range of CE programs.

233  
234 **ii. Clinical Practice Panel:** Dr. MacDonald led a discussion regarding storage  
235 of patient health records. The Council then discussed the edits made to the  
236 existing OPR documents.

237  
238 Moved by Dr. MacDonald and seconded by Dr. Noël **to approve revisions to OPR 5.1, 7.5 and**  
239 **7.8 and new document OPR 7.11 for publication.**

240  
241 The documents were reviewed and suggestions were made for clarification and  
242 grammar. The changes will be reflected in the published documents.

243 **Motion carried**

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245 **h. Inquiries Complaints and Reports Committee:** Dr. Chisholm presented the  
246 report to Council. Both panels are meeting the day following Council for an orientation  
247 by College legal counsel to the new Professional Misconduct Regulation.

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249 **i. Communications Committee:** Mr. Teich described the recognition program  
250 approved by the Committee to introduce three tiers of recognition. Pins with magnetic  
251 backs will be sent out in April or May.

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**7. Other Reports**

**a. University of Waterloo School of Optometry and Vision Science (WOVS):** A report by Dr. Paul Murphy, Director, was included in the briefing book. A question was raised related to the fees for the bridging program, in comparison with the regular optometry program.

**b. EHCO:** Dr. Noël reported that EHCO last met on February 11, 2014. Representative from the CNIB were in attendance for the first time. Guidelines for the Collaborative Care of Patients with AMD are near completion and there was discussion regarding turnover of EHCO members.

**8. Legislation Update**

*Ms. Julia Martin, Legal Counsel, joined the meeting*

**a. Professional Misconduct/Conflict of Interest Regulation:** Dr. Garshowitz mentioned that the College will be developing FAQs to help address some of the questions that are currently being asked by members. Dr. Garshowitz indicated that members who ask questions should be referred to Dr. Wilkinson or herself, or asked to send an email to the feedback email account. Ms. Martin opened the floor for questions regarding the regulation. The Council discussed the advertising guideline, breaches regarding leases, and working at locations where membership is required.

*Ms. Martin left the meeting*

**b. Designated Drugs and Standards of Practice Regulation:** There was no update regarding the progress of the amendment to this regulation.

**9. Strategic Plan:** Council was reminded that the current strategic plan was recently reviewed and that strategic planning is an ongoing process to determine what have we have accomplished, where we would like to go, and how to go forward. Dr. Ruskin asked Mr. Teich if he would like to take the lead in ensuring that a review of the strategic plan takes place. Mr. Teich indicated he would be happy to do so. It was proposed that time be set aside during the June Council meeting to gather input for the development of a revised plan.

**10. Conversation about potential modernization of dispensing of eyewear by optometrists:** Dr. Ruskin indicated that with updated conflict of interest provisions, it is time to have a collaborative standard of spectacle dispensing with other eye care

296 professionals. It was proposed that Dr. Ruskin be involved with the Clinical Practice  
297 Panel in order to propose a common standard of practice and to determine if  
298 modernization of spectacle dispensing may occur within the controlled act. Dr.  
299 Garshowitz clarified to Council that it is not for the College to propose a model, but to  
300 articulate the standard and necessary checks and balances. A discussion followed  
301 regarding the challenge of accuracy and the ability to protect the public if optometrists  
302 adopt internet-based technologies. Dr. Noël indicated the importance of obtaining the  
303 support of MOHLTC, and communicating the advantages of having checks and balances  
304 to the public. Mr. Teich proposed focusing on partnerships. This led to a discussion of  
305 whether or not the organizations that are currently providing online eyewear are aware  
306 that they are in violation of current regulations.

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308 **11. Dates of upcoming Council meetings:** The next Council meeting has been scheduled for  
309 Friday, June 6, 2014. The following meeting is set for Tuesday, September 16, 2014.

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311 **12. Adjournment:** Moved by Dr. Noël and seconded by Dr. Kniaziew **to adjourn the**  
312 **meeting at 3:54 p.m.**

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**Motion carried.**

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