

**COUNCIL MEETING MINUTES**  
**Tuesday, December 5<sup>th</sup>, 2017 9:30 – 4:30**  
**COO Boardroom – 90 Adelaide Street W, Suite 300**

---

**Council Members Present:**

Mr. David Milne, President, Public Member  
Ms. Ingrid Koenig RO, Vice-President, Elected Member  
Mr. Omar Farouk, Public Member  
Ms. Eve Hoch, Public Member  
Mr. Joseph Richards, Public Member  
Ms. Neda Mohammadzadeh RO, Elected Member  
Mr. Edward Viveiros RO, Elected Member  
Ms. Peggy Dreyer RO, Public Member  
Ms. Trudy Mauth, Public Member  
Mr. Jeff Fernandez RO, Elected Member  
Mr. Gordon White, Public Member  
Mr. Rob Vezina, RO, Elected Member  
Mr. Balbir Dhillon RO, Elected Member  
Ms. Jacalyn Cop-Rasmussen, Public Member

**Administration:**

Ms. Deborah Warrad, Independent Meeting Chair  
Mr. Fazal Khan RO, Registrar  
Ms. Bev Sloan, Deputy Registrar  
Ms. Amy Stein, General Counsel  
Ms. Farrah Kamani, Executive Assistant (*meeting recorder*)

**Regrets:**

Mr. Byran Todd, RO, Elected Member

---

**1.0 Introduction**

**1.1 Introductions and Announcements**

Independent meeting chair Ms. Deborah Warrad opened the meeting and welcomed all. A special welcome was given to the College's newest Public Member Ms. Jacalyn Cop-Rasmussen.

**1.2 Conflict of Interest Declaration**

A conflict was declared for 2.0 by Mr. Jeff Fernandez. Mr. Jeff Fernandez will recuse himself from all Agenda items pertaining to 2.0.

**1.3 Adoption of Agenda**

**MOTION:** To adopt the agenda as circulated.

Mover: Trudy Mauth  
Seconded: Omar Farouk

**MOTION: CARRIED**

**2.0 Legal – In Camera Session, RHPA, Schedule 2, Section 7 (c) (9:40 – 10:00AM)**

**MOTION: To proceed to an in-camera session under the RHP, Schedule 2, Section 7 (c).**

Mover: David Milne  
Seconded: Eve Hoch

**3.0 Presentations – DM**

Three Council members' terms were ending December 31, 2017. President David Milne presented Mr. Jeff Fernandez, Mr. Alain Chow and Ms. Eve Hoch with plaques and kind remarks to commemorate their service and time with the College.

**4.0 Minutes**

**4.1 October 2, 2017 (\*)**

**MOTION: To approve the October 2, 2017 minutes as amended.**

Mover: Peggy Dreyer  
Seconded: Jeff Fernandez

**MOTION: CARRIED**

**5.0 Finance**

**5.1 Year-to-Date Financial Variance Report (\*) - BS**

The Deputy Registrar Ms. Bev Sloan provided the Council with a review of the Year to Date financial report for the COO.

**6.0 Decisions & Discussion**

**6.1 Governance Policies**

**MOTION: That CEO & Registrar be replaced with Registrar, CEO in the Governance Manual.**

Mover: David Milne  
Seconded: Omar Farouk

**MOTION: CARRIED**

**6.1.1 Financial Planning and Budgeting (II-05) (\*)**

**MOTION: That the COO Council approve the adoption of the revised Financial Planning and Budgeting (II-05) Policy as amended.**

Mover: Gordon White  
Seconded: Ingrid Koenig

**MOTION: CARRIED**

**6.1.2 Corporate Identity, Public image and Communications (II-06) (\*)**

**MOTION: That the COO Council approve the adoption of the revised Corporate Identity, Public Image and Communications (OB-II-06) Policy as amended.**

Mover: Gordon White

Seconded: Ingrid Koenig

**MOTION: CARRIED**

**6.1.3 Unity of Control (III-02) (\*)**

**MOTION: That the COO Council approve the adoption of the new policy on Unity of Control (Council-Staff Relationship Policy CSR-III-02) as amended.**

Mover: Gordon White

Seconded: Edward Viveiros

**MOTION: CARRIED**

**6.1.4 Delegation to the CEO & Registrar (III-03) (\*)**

**MOTION: That the COO Council moves to approve the adoption of the new policy on Delegation to the CEO & Registrar (CSR-III-03) as amended.**

Mover: Gordon White

Seconded: Ingrid Koenig

**MOTION: CARRIED**

**6.1.5 Council Support of the CEO & Registrar (III-08) (\*)**

**MOTION: That the COO Council moves to approve the adoption of the new policy Council Support of the CEO & Registrar (CSR-III-08).**

Mover: Gordon White

Seconded: Ingrid Koenig

**MOTION: CARRIED**

**6.1.6 Council Member Job Description (IV-10) (\*)**

**MOTION: That the COO Council moves to approve the new Council Member Job Description (GP-IV-10) Policy as outlined in Figure 2 as amended. Further, the relevant sections of the legacy policy on Roles and Responsibilities dated March 22, 2010 on What is Governance? Components of Governance, and section b) individual Council Member be rescinded.**

Mover: Gordon White  
Seconded: Peggy Dreyer

**MOTION: CARRIED**

**6.1.7 Role of Council Officers (IV-15) (\*)**

**MOTION:** That the COO Council moves to approve the new Role of Council Officers (GP-IV-10) Policy as outlined in Figure 2 as amended. Further, the relevant section of the legacy policy on Roles and Responsibilities dated March 22, 2010 on d) President and e) Vice President.

Mover: Gordon White  
Seconded: Jeff Fernandez

**MOTION: CARRIED**

**6.2 OCC Contribution (\*) – FK**

**MOTION:** That Council approve funding commitment to the OCC for 2018 in the amount of \$27,040.

Mover: Robert Vezina  
Seconded: Gordon White

**MOTION: CARRIED**

**6.3 Mandatory Sexual Abuse Prevention Training (\*) - FK**

**MOTION:** That Council approve the draft policy on Mandatory Sexual Abuse prevention training.

Mover: David Milne  
Seconded: Eve Hoch

**MOTION: CARRIED**

**6.4 Council Member Training (\*) – FK**

**MOTION:** That Council support and approve funding for Facilitation and Chair Governance Training for 2018.

Mover: Peggy Dreyer  
Seconded: Trudy Mauth

**MOTION: CARRIED**

**6.5 Committee Member Composition (~) – DM**

**Motion:** To approve the amended Committee Composition for the period of January 1 to January 29, 2018.

Mover: David Milne  
Seconded: Edward Viveiros

**MOTION: CARRIED**

## **7.0 Reports**

### **7.1 Registrar's Report (\*) – FK**

The Registrar provided Council with an update on Elections, the office relocation, Database, External relations meetings and the injunction between the COO and Essilor/Clearly Contacts.

### **7.2 Strategic Plan 2017-2019 (\*) – FK**

The Registrar provided Council with an updated on the Strategic Plan. The Registrar noted that the College is on track and will revisit the Strategic plan in early 2018.

### **7.3 National Meeting Report (\*) – FK**

The Registrar provided Council with an update on the NACOR and OCC Conference in Calgary. The Registrar noted that Ms. Laura Greer of Hilton Knowles presented a Tool Kit for each province which outlines the role of all stakeholders. The next National Meeting will take place in Montreal in the Spring of 2018, and Quebec City in the Fall of 2018.

### **7.4 Committee Reports**

#### **7.4.1 Discipline Committee (\*) - RV**

#### **7.4.2 Registration Committee (\*) - RV**

#### **7.4.3 Fitness to Practice Committee (\*) - RV**

#### **7.4.4 Inquiries, Complaints and Reports Committee (\*) - OF**

#### **7.4.5 Patient Relations Committee (\*) - DM**

#### **7.4.6 Executive Committee (\*) - DM**

#### **7.4.7 Governance Committee (\*) - GW**

#### **7.4.8 Quality Assurance Committee (\*) - PD**

**MOTION: To adopt the committee reports as presented.**

Mover: Gordon White  
Seconded: Neda Mohammadzedah

**MOTION: CARRIED**

### **7.5 National Exams Update (\*) – PD**

Chief Examiner Ms. Peggy Dreyer provided the College with a National Exams Update. It was noted that the October 2017 exams session was the largest the province has ever had. Spring sessions of Exams will take place on May 4-6 2018, and will be held at Georgian College in Barrie.

### **7.6 Georgian and Seneca Advisory Committee - FK**

The Registrar provided an update on the Georgian and Seneca advisory committee. Due to the strike the Registrar was unable to meet with both committees. An update will be provided in the Spring of 2018.

**7.7     Upcoming Events – FK (\*)**

The Registrar provided Council with an update on upcoming events for Councils consideration. Proposed dates for the January 29,30 Council meetings were agreed on, in addition to dates for a Council Facilitation Chair Training. Administration is to work with the Facilitation Chair Training consulted to find an alternative date which will be presented to Council at the January meeting.

**8.0     Adjournment**

**MOTION:        That the meeting be adjourned.**

Mover:            Omar Farouk  
Seconded:        Edward Viveiros

**MOTION:        CARRIED**

Meeting ended at 1:15PM with a full day of prep.