



COLLEGE OF OPTICIANS
OF ALBERTA

COUNCIL MINUTES

Date: October 16, 2022

Time: 9:00 – 2:30 p.m.

Location: COA Office

Attendance: Christina Logee Chinedu Ogbonna Olatunde Olatona
Rob Irwin Margaret Cayenne Lana Bentley
Jennifer Bertrand

Sent Regrets: Stacey Dube

1. CALL TO ORDER AND RELATED BUSINESS

1.1 Pillars and Land Acknowledgement

The meeting was called to order at 9.10 a.m.

1.2 Approval of Agenda

Motion 1.0: That the October 16, 2022, Council meeting agenda be approved. Moved by: Chinedu Ogbonna. Seconded by; Margaret Cayenne. Carried.

1.3 Approval of Minutes

Motion 2.0: That the June 6, 2022, Council meeting minutes be approved. Moved by: Margaret Cayenne. Seconded by: Chinedu Ogbonna. Carried.

1.4 Conflict of Interest

No conflicts were declared.

2. GOVERNANCE AND AUDIT

2.1 Roundtable Discussion

A discussion was held regarding in-person meeting attendance and preferred days and times.

Lana Bentley: If meetings are shorter would prefer to have them done virtually with an 8:00 a.m. start time. Day-long meetings would be better in person. Could do in-person meetings if they were local. If it is meant to be interactive, then in-person would be preferable. Meetings on a Sunday do not work in person because Mondays are busy, Saturdays are preferable.

Chinedu Ogbonna: Agrees with the previous comments that full-day meetings in person with the committee or shorter meetings held virtually. Is willing to travel to Calgary to attend meetings. Suggested that in-person meetings rotate between Edmonton and Calgary. Saturdays are preferable. Would like to have some meetings in the evenings if possible.

Olatunde Olatona: Agrees that all full-day meetings be held in person. Prefers Saturday meetings. Is okay with the evenings and afternoons if provided enough notice.

Rob Irwin: Is flexible and willing to accommodate and feels that in-person meetings are critical.

Margaret Cayenne: Prefers in person. Agrees that strategic planning should be in person and mandatory. Likes the idea of rotating between.

- **Action Item:** Staff to look at doing another recruitment campaign for committee members at large.
- **Action Item:** Include a date in the subject line of emails sent to the council for meetings should include a date and staff to send a meeting reminder the day before.
Action Item: Strategic Plan session in Calgary on January 28 and 29th. Staff to follow up with Lana Bentley to discuss venues for the strategic planning session.

2.2 President Report

The President provided an update to the Council for the previous quarter. No questions from Council were posed.

2.3 Governance and Audit Committee Report

The Chair reviewed the work completed by the committee during the previous quarter. A nomination for appointment to Council was received by the committee with a recommendation for further discussion by Council. This was the COA's first review of a nomination under the new policy for nomination and appointment to the Council.

Motion 3.0: That the council move to a private session. Moved by: Lana Bentley. Seconded by: Chinedu Ogbonna. Carried.

Motion 4.0: That the council adjourns the private session. Moved by: Chinedu Ogbonna. Seconded by: Lana Bentley.

Motion 5.0: That we do not accept the application for nomination to the Council so that the COA can review and amend the current recruitment and selection process and the bylaws. Moved by: Chinedu Ogbonna. Seconded by: Rob Irwin. Carried.

- **Action Item:** Close the nomination for appointment.
- **Action Item:** Staff to scale back the information included on the website and include the number of hours expected for being a member of the committee and that they are paid positions.
- **Action Item:** Staff to review the nomination form and processes for review by the Governance and Audit Committee.
- **Action Item:** Staff to release a recruitment and nomination campaign in Spring 2023.

2.4 Policy Approval

Amendments to Policy 1.5 of the Finance and Audit Policies, Financial Controls and Responsibilities, were reviewed with the Council.

Amendments to Policy 6.2 of the Governing Policies, Online Privacy and Security Policy, were reviewed.

Motion 6.0: That the Finance and Audit Policies be approved as amended. Moved by: Lana Bentley. Seconded by: Margaret Cayenne. Carried.

Motion 7.0: That the Council Governing Policies be approved as amended. Moved by: Rob Irwin. Seconded by: Chinedu Ogbonna. Carried.

2.5 Terms of Reference Revisions

The Governance and Audit and the Registration and Competence Committee Terms of Reference revisions were reviewed.

Motion 8.0: That the revised Governance and Audit Committee Terms of Reference be approved. Moved by: Margaret Cayenne. Seconded by: Olatunde Olatona. Carried.

Motion 9.0: That the revised Registration and Competence Committee be approved. Moved by: Margaret Cayenne. Seconded by: Rob Irwin. Carried.

2.6 COA Investment in GIC

The CEO and Registrar reviewed the options for a low-risk GIC investment for the COA.

Motion 10.0: That the COA invest in a cashable GIC in the amount of \$1,000,000.00 subject to verifying the financial analysis takes into consideration the \$180, 000.00 allotted to the Association of Opticians Association. Moved by: Margaret Cayenne. Seconded by: Chinedu Ogbonna. Carried.

2.7 Budget 2023 Update

Revisions to the 2023 budget were reviewed.

Motion 11.0: That the revised 2023 budget be approved. Moved by: Rob Irwin. Seconded by: Olatunde Olatona. Carried.

2.8 Opticians Council of Canada

Discussed the submission to the Minister regarding Bill 46 with the government. An item that was flagged in the submission was the contribution the COA provides to the Opticians Council of Canada (OCC), and that the COA may be required to justify the contribution as a regulator.

- **Action Item:** Staff to gather further information on the benefits of providing a fee to the OCC and bring it back to Council for review.

3. REGISTRATION AND COMPETENCE

3.1 Registration and Competence Committee

The Chair of the committee reviewed the work completed during the previous quarter. It was noted that practice visits have been an ongoing discussion at the committee level and the feasibility of conducting visits.

- **Action Item:** Refer practice visits to the Registration and Competence committee to develop a business case for review by the Council.

Motion 12.0: That the Register changes be approved. Moved by: Margaret Cayenne. Seconded by: Olatunde Olatona. Carried.

4. OPERATIONS UPDATE

4.1 Operational Report Q3

The CEO and Registrar reviewed the Q3 operational report. No questions were posed.

Adjournment

The meeting was adjourned at 2:21 p.m.

Respectfully Submitted,

*Kristie Murray
Recording Secretary*