



COLLEGE *of* OPTICIANS  
OF BRITISH COLUMBIA  
a B.C. Health Regulator

# Annual Report

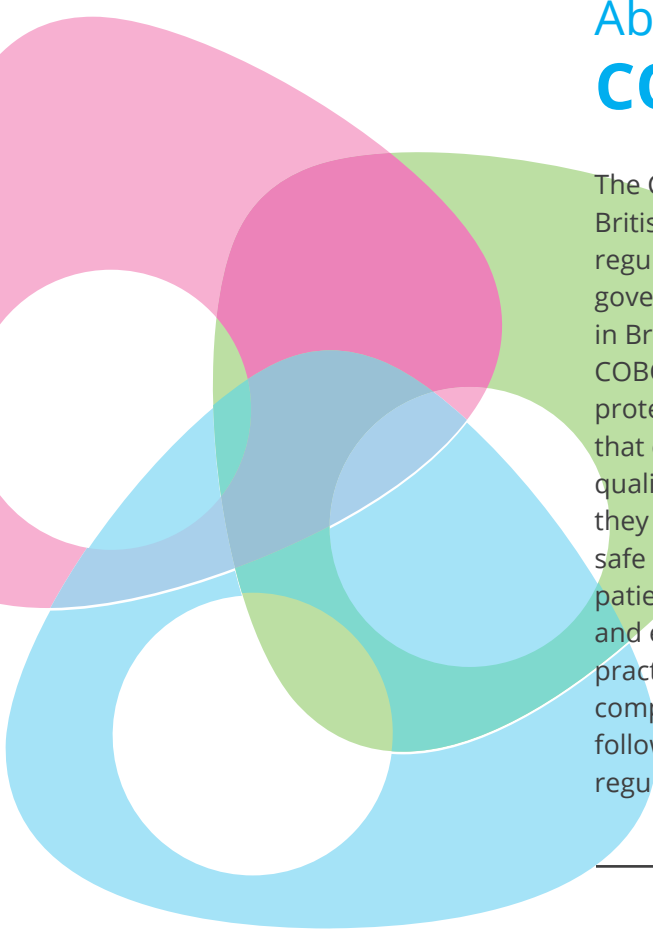
2018 - 2019



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## About The COBC

The College of Opticians of British Columbia (COBC) is the regulatory body established to govern the practice of opticianry in British Columbia (BC). The COBC's core function is to protect the public by ensuring that opticians are registered and qualified to practice, and that they are consistently providing safe and ethical care to their patients. The COBC also sets and enforces standards of practice and addresses complaints about opticians not following the standards and regulations.

## About This Report

The 2018-2019 Annual Report covers highlights of the COBC's initiatives for the fiscal year of April 1, 2018 to March 31, 2019. This report contains the accomplishments of the COBC Board and its statutory committees. In addition, key initiatives of the COBC are included. These accomplishments are the product of collaborative work among Board members, committee members, staff and volunteers who dedicated their time and expertise to fulfill the mandate of the COBC to protect the public.

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**Our Vision** Better health through excellence in opticianry regulation to ensure safe quality vision care for all.

**Our Mission** Regulating opticians in the public interest. We set and enforce standards and promote best practices for vision care in B.C.

## Our Core Values

Integrity  
Ethical & Fair  
Transparent  
Accountable  
Relational  
Collaborative  
Innovative

# Governance

As a self-regulating profession, the COBC is governed by a Board of Directors composed of elected and appointed members. Of the nine Board members, six are elected from the profession and three are public members appointed by government. Each Board member typically serves a three-year term starting at the beginning of the calendar year. The Board operates using a policy governance model framework. A policy governance Board is only involved in governing the COBC through policy and strategic guidance, while the administration is responsible for operations.

Board members also serve on statutory committees of the COBC: Inquiry, Registration, Quality Assurance, and Patient Relations. In addition, they actively participate in guiding the work of any ad hoc committees of the COBC. This past year, a Registrar Evaluation Committee was created as an ad hoc committees.

The primary duty of the Board of the COBC is ensuring that the vision needs of the public of this province are met by B.C. opticians safely and ethically. In the course of performing its duties and exercising its powers under the Health Professions Act and other enactments, the Board defines the strategic goals and objectives of the COBC based on current and emerging vision care needs of the public.

Before taking office, a person elected or appointed as a member of a Board for a College must take and sign, by oath or solemn affirmation, an Oath of Office.

## Board Members 2018-2019

**Raheem Savja, Chair**  
*(District 2, Vancouver Island)*

**Peter Luongo, Vice Chair**  
*(Public Appointee)*

**Rajbinder Mann**  
*(District 1, Lower Mainland)*

**Kim McEachern**  
*(District 1, Lower Mainland)*

**Erik Bucaneg**  
*(Board Appointed - District 3, Okanagan & the Kootenays)*

**Yvonne Ryder**  
*(District 4, Cariboo)*

**Martin Semaniuk**  
*(District 5, Contact Lens Fitter Representative)*

**Piotr Majkowski** *(Public Appointee)*

**Barbara Larkin** *(Public Appointee)*



# Message from the Board Chair & Registrar

**2018/2019** has been a busy, exciting year for the COBC, and we are pleased to share the many highlights in this Annual Report. Regulating the profession of opticianry is a fine balance between protecting patient safety, while keeping the standards for the profession current and relevant in order to allow registrants the ability to practice in an effective manner that meets public expectations.

## Project Updates

The new Continuing Competency Program (CCP) which launched in early 2018 continues to be implemented, with approximately 1/3 of registrants starting the program in January 2018, 1/3 in January 2019, and the final group in January of 2020. While many of those on the new program have started, there are still some that have not, and the COBC is looking at how best to assist these registrants in understanding the process and meeting the requirements. The online tools to track and report progress were launched in February 2019 and we continue to work with the developer on a few technical glitches.

New national competencies were presented by the National Association of Canadian Optician Regulators (NACOR) and approved by the COBC Board in early May of 2019. Many of the tools used in the CCP, and those used to assess internationally educated opticians or those from unaccredited Canadian training, will now need to be updated to match the revised competencies. This has been added to NACOR's strategic plan, and the COBC will assist with the development and implementation.

Our commitment to Cultural Safety and Humility, signed March 1, 2017 continues to be developed and implemented and has been shared with other opticianry regulatory bodies across Canada.

**Regulating opticianry is a fine balance between protecting patient safety, while keeping the standards for the profession current and relevant**

A number of projects related to this topic are in the development phase, and we hope to report on these in more detail next year.

Other projects scheduled for the remainder of 2019 include a review and update of the Standards of Practice, multiple bylaw amendments, and a complete policy review and update.

## New Office Space

In September 2018, the COBC moved into the new Regulatory Hub with the newly combined nursing college. As of writing this report, there are now seven health regulatory colleges sharing space and some resources in this new location at 200 Granville Street in Vancouver. This includes:

- BC College of Nursing Professionals
- College of Physical Therapists of BC
- College of Chiropractors of BC
- College of Dental Technicians of BC
- College of Occupational Therapists of BC
- College of Midwives of BC
- College of Opticians of BC

Over the summer and early fall, the College of Speech and Hearing Professionals of BC, and the College of Traditional Chinese Medicine Practitioners and Acupuncturists of BC are scheduled to move into the Regulatory Hub as well, with more to follow later in 2019 or 2020.

This new space offers the COBC opportunities for networking, collaboration, and of implementing a number of shared services that will build on our current ability to work with our registrants to better serve the public of British Columbia. We look forward to continuing to explore how this new working environment will positively impact our ability to effectively regulate in the future.



## Regulatory Changes

In last year's Annual Report we noted the many changes in professional regulation occurring worldwide. This year saw the release of the report, *An Inquiry into the Performance of the College of Dental Surgeons of British Columbia and the Health Professions Act*, by Mr. Harry Cayton, at the request of the Honourable Adrian Dix, Minister of Health. Mr. Cayton is one of the world's leading experts on professional regulation.

The report, which was released on April 11, 2019, contains 2 parts. Part 1 makes multiple recommendations specifically to the College of Dental Surgeons, and part 2 specifically addresses the Health Professions Act in BC and makes recommendations for changes to improve the COBC's ability to effectively regulate opticians in the public interest. One of the suggestions in the report is a reduction in the number of regulatory colleges in British Columbia. The Board has given direction for the COBC to begin speaking with other health regulators to prepare for the likelihood of amalgamation, and this work will commence over the summer. Results and recommendations of the steering committee assigned to review the report are expected by the end of 2019.

**COBC serves the public of British Columbia by ensuring that opticians have all the tools and skills necessary to provide competent, safe and ethical services**

## Governance

We are pleased to announce that we now have all three public appointees in place on our Board as required, which is vital to our mandate and all work that we do as a College. Two of these public appointees are new to the COBC, while one is now completing a second term. We also have some newly elected "first time" Board members from the profession, who bring fresh ideas and perspectives to our meetings and committees.

In 2019, the Board, Committees and various working groups will review all policies and procedures to ensure they are up to date, and reflective of the proposed bylaw changes that are currently being finalized.

### In Summary

The COBC serves the public of British Columbia by ensuring that opticians have all the tools and skills necessary to provide competent, safe and ethical services.

This would not be possible without the help and support of the Board, Committees, staff, volunteers, contractors, BC government, provincial partners and other regulators that have assisted the COBC over the past year. We look forward to continuing this in 2019-2020, as we embark on an exciting new regulatory journey.

Thank you,

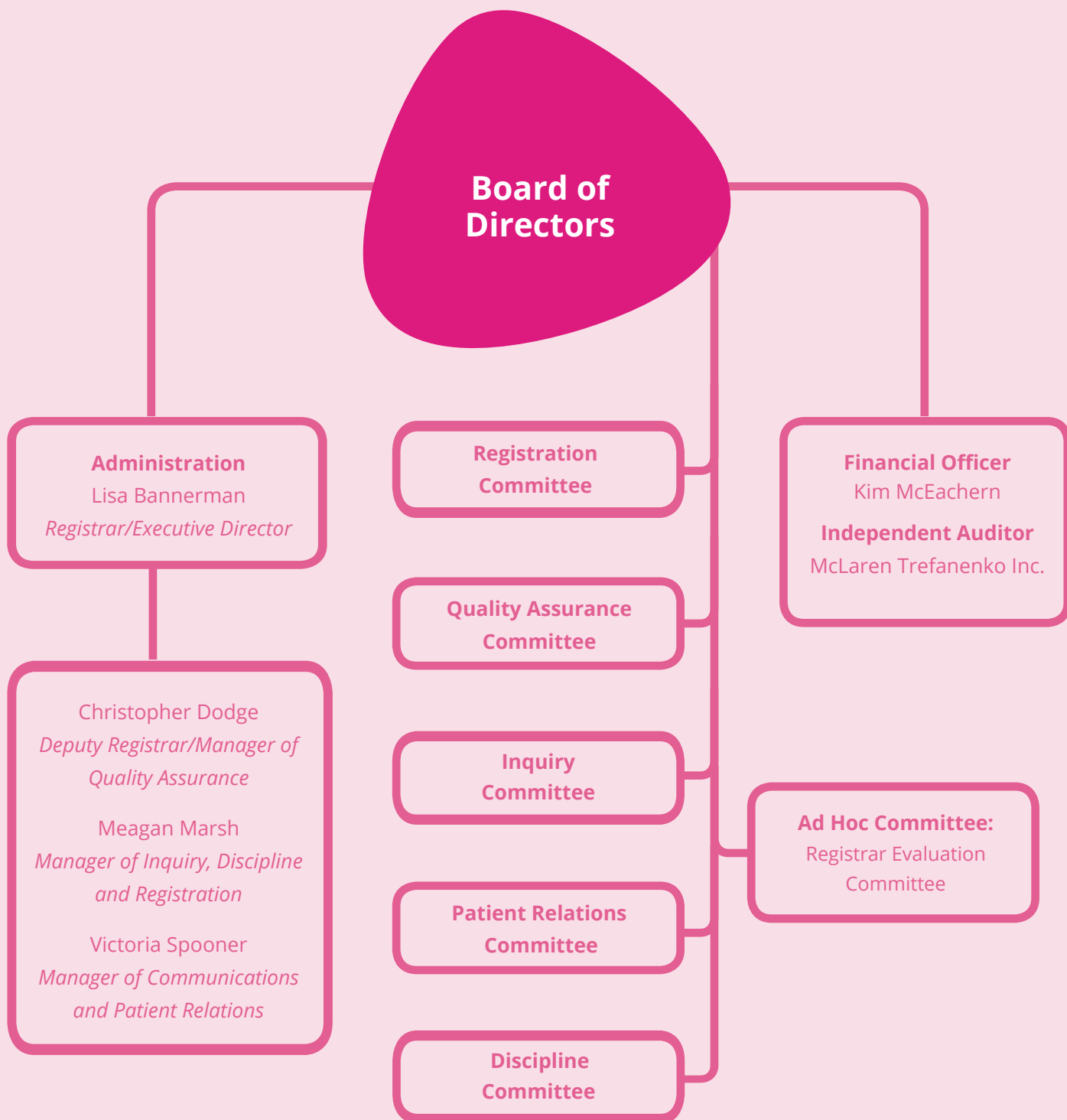


**Raheem Savja**  
COBC Board Chair



**Lisa Bannerman**  
Registrar/Executive Director

# Organizational Structure



# Registration Committee Report

The Registration Committee is committed to serving the public through upholding registration standards that support quality care, competence, and professionalism. All opticians must meet the same entry-to-practice standards to be licensed in British Columbia, regardless of their background. The Committee sets policy to ensure each applicant is qualified to practice opticianry in the province according to provincial and nationally-recognized standards. Based on this policy, the Committee assesses applications for registration, reinstatement, and changes of status.

Opticians and contact lens fitters from other Canadian jurisdictions may also apply to be registered in British Columbia. The Mutual Recognition Agreement allows labour mobility for licensed and practicing registrants in participating Canadian provinces so that they can be accepted in British Columbia without additional examination or training, and vice versa. For fiscal year 2018-2019, 10 new registrants joined the COBC after moving to BC from another province.

The Committee reviews applications for registration from graduates of accredited institutions and non-accredited education sources. Applicants who have not graduated from an accredited institution must complete the Prior Learning Assessment and Recognition process (PLAR). The PLAR process allows the Committee to assess whether the applicant's knowledge and skills satisfy the entry-to-practice competency standards outlined in the [National Competencies for Canadian Opticians](#), which all opticians are required to meet. In 2018-2019, 6 applicants completed the PLAR process and became fully registered with the COBC. These applicants completed:

- Competency Gap Analysis
- Case-Based Interview
- Registration Committee Review
- Bridging Courses (if applicable)
- NACOR Examinations
- Registration Process

In 2018, the COBC reported on the development of competency specific Bridging modules, produced through a grant provided by the BC Ministry of Job, Tourism, and Skills Training. These modules are used as a method of bridging gaps in knowledge for candidates going through labour mobility, or reinstatement. In 2018-2019, 14 candidates were assigned a total of 44 Bridging modules.





The COBC also welcomed a total of 24 registrants back to the profession through our reinstatement process. 4 reinstatement applicants had to undergo an assessment process to ensure that they still met the entry-to-practice standards for opticians in Canada. 3 reinstatement applicants rejoined the regulated profession after 7+ years of suspension.

## Examinations

The National Association of Canadian Optician Regulators (NACOR) examinations are used as the national qualifying examination for 9 provincial opticianry regulatory bodies in Canada. By using the NACOR examinations as the entry-to-practice assessment, the regulators are creating a shared standard across most Canadian jurisdictions. Candidates are then able to complete the NACOR examinations in any province where it is administered and be considered for registration in participating provinces, increasing labour mobility and accessibility for the entry-to-practice examinations.

The COBC provides administrative support for the NACOR examinations conducted in British Columbia two to three times a year. A NACOR examination moderator ensures that exam procedures are applied consistently at each exam sitting and the COBC again contracted Debra Szteina to act as the Chief Examiner and coordinate a team of experienced examiners. Examination candidates were able to complete a set of examinations in June 2018 and January of 2019.

EXAM CANDIDATES	2018 - 2019	2017 - 2018	2016 - 2017
<b>Eyeglasses Exam</b>			
<b>Passed</b>	52	65	30
<b>Failed</b>	6	6	7
<b>TOTAL</b>	<b>58</b>	<b>71</b>	<b>37</b>
<b>Contact Lens Exam</b>			
<b>Passed</b>	35	43	22
<b>Failed</b>	8	7	9
<b>TOTAL</b>	<b>43</b>	<b>50</b>	<b>31</b>

## Registration Statistics

REGISTRATION RENEWALS	2018 - 2019	2017 - 2018	2016 - 2017
Dispensing Opticians	283	267	305
Dispensing Opticians/ Contact Lens Fitters	339	335	370
Refracting Opticians	55	61	69
Refracting Opticians/ Contact Lens Fitters	237	201	221
Non-Practicing Registrants	30	30	61
Changed Status from Non-Practicing to Practicing	15	8	n/a
Changed Status from Practicing to Non-Practicing	31	28	n/a
Upgraded - Added Contact Lens Fitter	15	4	n/a
Upgraded - Added Refracting	6	1	n/a
<b>TOTAL</b>	<b>1011</b>	<b>963</b>	<b>1049</b>
Of the Total, Registrants that Renewed Late	67	79	n/a

The COBC identified that students who complete a course in automated refracting are sometimes unaware that they must upgrade their credentials with the College in order to upgrade their license to include a certificate to conduct independent automated refractions. The COBC found several instances of registrants who completed the education, but had not completed the registration process.

The COBC has identified processes and communications to ensure that students are aware of registration requirements for automated refracting upon graduation.

### Registration Committee Members 2018 - 2019

**Raheem Savja**, *Chair*

**Kim McEachern**, *Vice-Chair*

**Stephanie Weir**

**Heather Odermatt**

**Peter Luongo**, *Public Appointee*

NEW REGISTRANTS	2018 - 2019	2017 - 2018	2016 - 2017
Dispensing Opticians	19	29	29
Dispensing Opticians/ Contact Lens Fitters	22	14	37
Refracting Opticians	0	2	1
Refracting Opticians/ Contact Lens Fitters	12	15	n/a
Non-Practicing Registrants	0	0	1
<b>TOTAL</b>	<b>53</b>	<b>86</b>	<b>91</b>

SUSPENSIONS*	2018 - 2019	2017 - 2018	2016 - 2017
Non-Payment of Fee	35	60	n/a
Left the Province	1	3	n/a
Retired	4	3	n/a
Failed to Meet Continuing Education Requirements	8	12	n/a
<b>TOTAL</b>	<b>51</b>	<b>78</b>	<b>34</b>

\*Suspensions occur after March 31, annually. The suspension statistics reported reflect those who did not renew their licence to practice during the 2018-2019 renewal period between February 19, 2019 and April 31, 2019. Suspensions are issued beginning May, annually.

REGISTRATION APPLICATION PROCESSING TIME	Median Processing Time - In Days	Number of Applications
First Time Applicants	19.5	36
Labour Mobility Applicants	21	11
Reinstatement Applicants - Suspended less than 3 years	26.5	20
Reinstatement Applicants - Suspended more than 3 years	131.5	4
PLAR Applicants	750	6

\*Registration processing times are calculated from the day an application is received by the College, to the day the applicant becomes fully registered. Processing times may be delayed due to incomplete application submission. Upon receipt of all registration requirements, the College processes applications within 2-3 business days.

# Quality Assurance Committee Report

The Quality Assurance Committee develops and evaluates the quality assurance program of the COBC. The Committee develops and recommends to the Board policies and programs to maintain the safe and competent practice of registrants.

## Continuing Competency Program

In 2018, the new Continuing Competency Program (CCP) was officially launched for the first cycle of registrants. The CCP is replacing the previous, credit-based program; the new CCP is competency-based, as it utilizes an assessment method, learning goals, and reflection to ensure that registrants are maintaining competency throughout their careers.

The CCP is self-managed online, and consists of the following parts:

- 1 Competency assessment
- 2 Learning goals and plan
- 3 Learning activities
- 4 Learning reflection

From the initial assessment, the CCP directs registrants to focus on competency areas where they may need professional development, and highlights competency areas they excel in. With registrants being provided the data they'll need to focus and plan their professional progress accordingly, the public can be assured that their opticians are staying competent throughout their career. Additionally, the framework for this program aligns with the National Competencies for Canadian Opticians, further ensuring that opticians are maintaining the specific skills and knowledge required to provide safe, effective, and ethical service to patients.

In 2019, the program was launched for the second cycle of registrants, with the number of opticians now participating in the CCP totaling over 650. In 2020, the third and final cycle of registrants will start the new program, phasing out the credit-based program in its entirety.



## The Committee continued to develop the following components of the program:

### Online Learning Plan

Once a registrant has received their competency profile from taking the assessment, they are able to focus on specific areas for development and create learning goals.

Registrants will describe a learning goal as it relates to a particular competency, and will then describe the learning plan they will complete to achieve the goal; upon completion, they will then reflect on their learning.

In early 2019, the software for this portion of the program was finalized and launched for users. New materials were created and distributed to registrants, which included the Instruction Manual: Online Learning Plan to assist registrants, step-by-step, through this remaining section of the CCP.

### Program Policy

With the new program launched for many of the registrants, and instructions provided for them to begin/complete the program, further work needs to be done by the Committee to prepare for the end of the first cycle in December 2020. This includes finalizing the official program policy.

The policy for the new CCP will cover the requirements for each section of the program, and the overall program requirements, to help registrants further understand what is expected of them. Additionally, it will outline the internal processes for staff and/or the Committee when reviewing for completion and when auditing for program suitability. It will also identify the subsequent, possible outcomes that would stem from a review or program audit.

The QA Committee will continue to discuss how the College should evaluate the new program, and will continue to make improvements where necessary.

## Quality Assurance Committee Members 2018 - 2019

**Yvonne Ryder**, *Chair*

**Claudia Rojas**, *Vice-Chair*

**Martin Semaniuk**

**Michelle McLeod**

**Piotr Majkowski**, *(Public Appointee)*





# Inquiry Committee Report

The Inquiry Committee reviews complaints against registrants of the COBC, which includes dispensing opticians, contact lens fitters, certified automated refracting opticians, and student contact lens fitters. The priority of any complaint resolution is public protection. All complaints are reviewed by the Committee to determine how best to protect the public and assist the registrant in providing a better standard of care for future health care consumers. For example, the COBC ensures that any gap in a registrant's understanding of the standard of practice is addressed through continuing competency training and that there is a monitoring mechanism from the COBC.

Complaints received by the COBC are investigated in a consistent, thorough, and timely manner. Upon receipt of a written complaint, COBC staff will contact the complainant to discuss the complaints process. All complaints must be received in writing prior to investigation. The written complaint is sent to the registrant to provide them with an opportunity to respond to the allegations. The Committee

considers all available information including the original complaint, the registrant's response, and any other relevant information, such as health records, eyeglasses evaluation, inspection reports, undercover investigations, and/or statements from witnesses. The Committee can dispose of a complaint in several ways, including the following:

- **Taking no further action (if the complaint is found to be trivial, frivolous, or submitted in bad faith);**
- **Issuing a reprimand or remedial action by consent;**
- **Taking an action it considers appropriate within the Committee's jurisdiction or;**
- **Referring the file to the Discipline Committee**

The COBC continually analyzes patterns of issues that arises through the inquiry program. We use the information to develop new standards, communications and case studies.

For fiscal year 2018-2019, the Committee held 7 meetings and disposed of 8 complaints. There were no Committee decisions appealed to the Health Professions Review Board.

## Complaints Statistics

TYPES OF COMPLAINT ALLEGATIONS	2018 - 2019	2017 - 2018
<b>Allegations of Unauthorized Practice</b>	1	1
<b>Allegations of Breach of Professional Conduct</b>	0	0
<b>Allegations of Breach of Standards of Practice and Opticians Regulations</b>	8	8
<b>Allegations of Breach of the Health Professions Act</b>	0	0
<b>Allegations of Breach of Professional Ethics and/or Business Practice</b>	3	1
<b>Allegations of False and Misleading Advertising</b>	0	0
<b>Instances of Right to Title rectified by the COBC*</b>	117	

Note: One complaint submitted may include multiple types/allegations

\*COBC completed an online Right to Title audit of optical stores in 2017 and rectified these issues in 2018-2019



TYPES OF RESOLUTION	2018 - 2019	2017 - 2018
Resolved by Signed Undertaking	3	4
Resolved by Letter to Remind Registrant of the Standards of Practice	1	1
Resolved by Mediated Result	0	1
Resolved by Re-making Eyewear	0	0
Resolved by Registrant-initiated Resolution	0	0
Resolved by Education Consultation with the Registrar*	3	2
Dismissed after Inquiry Committee Investigation	2	3
Dismissed due to Frivolous Nature or Complaint Does Not Contain Allegations that are Subject to Investigation	0	0
Complaint Withdrawn**	2	1

Note: One complaint submitted may include multiple resolutions

*\*Requirement of the Undertaking*

*\*\*Complainant did not pursue the complaint*

## Inquiry Committee Members 2018 - 2019

**Rafia Tariq**, *Chair*

**Rajbinder Mann**, *Vice-Chair*

**Polly Lee**

**Dee Manwaring**

**Piotr Majkowski**, *(Public Appointee)*





# Patient Relations Committee Report

In year end 2018-2019, the Patient Relations Committee continued implementing the patient relations program to improve interactions between registrants and health care consumers. The COBC intends to serve the public interest through this statutory committee by providing additional resources to registrants, including tools, guidelines and support on vital topics, such as professional boundaries, effective communication and cultural sensitivity.

In order to meet the patient relations program goal of improving the relationship between opticians and their patients, the Committee identified the tools that registrants need to support their practice. The Committee has focused on creating a Professional Boundaries Booklet to be used as a guide for Opticians in their professional practice. These tools may also include information directly intended for patients as well. The Committee is composed of public members and practicing registrants to ensure that both perspectives are represented.

In order to deliver the content of the Professional Boundaries Booklet to the registrants of the COBC, the Committee is working with staff to develop learning materials such as information booklets, instructional videos, and podcasts.

Currently, the Committee is focused on evolving the Professional Boundaries Booklet to develop modules in specific areas that are relevant to Professional Boundaries. These will then also be developed into learning modules similar to the overarching Professional Boundaries Booklet and will include a Communications Toolkit, guidelines around privacy and security, cultural safety and personal relationships. These resources will aid Opticians, enhance their interactions with patients, and help them develop healthy professional boundaries with their patients.

As the 2018-2019 year finished, the education modules were being developed and the Committee was preparing to develop the next steps of the program. Throughout the next fiscal year, these tools will be rolled out and work will begin on the next year's materials. The Committee remains committed to developing a patient relations program that will improve patient eye care experiences and be a supportive resource for registrants.

## Patient Relations Committee Members 2018 - 2019

**Rochelle Mercier**, *Vice-Chair*  
**David McGowan**

**Erik Bucaneg**  
**Gissou Bozkaya**

**Barbara Larkin**, *(Public Appointee)*

# Financial Report

2018 - 2019



# Independent Auditor's Report

## To the Members of the College of Opticians of British Columbia

### ***Opinion***

We have audited the financial statements of College of Opticians of British Columbia (the College), which comprise the statement of financial position as at March 31, 2019, and the statements of operations and changes in net assets and cash flow for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the College as at March 31, 2019, and its results of operations and its cash flow for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### ***Basis for Opinion***

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the College in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

### ***Other Matter***

The financial statements for the year ended March 31, 2018 were audited by another auditor who expressed an unmodified opinion on those financial statements on July 30, 2018.

### ***Other Information***

Management is responsible for the other information. The other information comprises the information included in the Annual Report but does not include the financial statements and our auditor's report thereon.

Our opinion on the financial statements does not cover the other information and we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit or otherwise appears to be materially misstated. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact. We have nothing to report in this regard.

### ***Responsibilities of Management and Those Charged with Governance for the Financial Statements***

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the College's ability to continue as a going concern, disclosing, as applicable, matters relating to going concern and using the going concern basis of accounting unless management either intends to liquidate the College or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the College's financial reporting process.

### ***Auditor's Responsibilities for the Audit of the Financial Statements***

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- + Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- + Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the College's internal control.
- + Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- + Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the College's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the College to cease to continue as a going concern.
- + Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



New Westminster, BC  
July 31, 2019

**Chartered Professional Accountants**  
McLaren Trefanenko Inc.

# 2018 - 2019 Financial Statements

## Statement of Financial Position: March 31, 2019

### Assets

CURRENT	2019	2018
Cash and Cash Equivalents	\$484,092	\$358,845
Accounts Receivable	\$5,570	\$8,400
Prepaid Expenses	\$3,599	\$8,077
	\$493,261	\$375,322
Capital Assets (Note 3)	\$3,985	\$2,997
Investments (Note 4)	\$316,475	\$337,790
	\$813,721	\$716,109

Approved on Behalf of the Board:



Kim McEachern, *Finance Officer*  
Director



Raheem Savja, *Board Chair*  
Director

### Liabilities

CURRENT	2019	2018
Accounts Payable and Accrued Liabilities (Note 5)	\$52,373	\$41,140
Deferred Registration Fees	\$491,558	\$431,693
	\$543,931	\$472,833

### Net Assets

CURRENT	2019	2018
Invested in Capital Assets	\$3,985	\$2,997
Unrestricted	\$265,805	\$240,279
	\$269,790	\$243,276
	\$813,721	\$716,109

Commitments (Note 6)

The accompanying notes are an integral part of these financial statements



## Statement of Operations and Changes in Net Assets Year Ended March 31, 2019

REVENUES	2019	2018
Registration Fees	\$535,251	\$482,810
BC Ministry of Jobs, Tourism, and Skills Training (Note 7)	-	\$90,500
Examination Fees	\$42,700	\$51,100
Administrative and Other Fees	\$17,148	\$25,128
Interest Income	\$6,801	\$3,574
	\$601,900	\$653,112
EXPENSES		
Accounting and Audit	\$10,893	\$10,030
Amortization	\$1,825	\$1,070
Bank and Credit Card Charges	\$19,666	\$17,169
Board and Committee Meetings	\$11,247	\$16,011
Contractors (Note 7)	\$38,018	\$173,535
Dues, Licenses and Insurance	\$21,608	\$16,979
Examinations	\$19,435	\$21,261
Legal Fees	\$22,422	\$17,929
Office Supplies and Services	\$30,859	\$22,822
Per Diems	\$17,942	\$21,851
Postage	\$2,154	\$3,173
Printing	\$1,574	\$845
Professional Development - Directors	\$2,000	\$1,670
Professional Development - Staff	\$6,420	\$5,168
Public Awareness and Promotion	\$12,785	\$1,909
Rental (Note 6)	\$30,714	\$18,600
Salaries and Wages	\$284,864	\$253,992
Travel	\$40,960	\$29,197
Expense Recoveries	-	(\$614)
	\$575,386	\$632,597
Excess of Revenues Over Expenses	\$26,514	\$20,515
NET ASSETS, BEGINNING OF YEAR	\$243,276	\$222,761
NET ASSETS, END OF YEAR	\$269,790	\$243,276

## Statement of Cash Flow Year Ended March 31, 2019

<b>OPERATING ACTIVITIES</b>	<b>2019</b>	<b>2018</b>
Net Income	\$26,514	\$20,515
Item Not Affecting Cash: Amortization of Capital Asset	\$1,825	\$1,070
	\$28,339	\$21,585
<b>CHANGES IN NON-CASH WORKING CAPITAL:</b>		
Accounts Receivable	\$2,830	\$23,350
Accounts for Accrued Interest	(\$2,473)	(\$352)
Accounts Payable and Accrued Liabilities	\$11,235	(\$2,459)
Deferred Registration Fees	\$59,865	\$87,360
Prepaid Expenses	\$4,478	(\$5,014)
Security/Tender Deposits	-	\$3,672
	\$75,935	\$106,557
<b>Cash Flow from Operating Activities</b>	<b>\$104,274</b>	<b>\$128,142</b>
<b>INVESTING ACTIVITIES</b>		
Proceeds from Investments	\$536,466	\$482,942
Purchase of Investments	(\$512,679)	(\$535,488)
Purchase of Capital Assets	(\$2,814)	(\$4,067)
<b>Cash Flow From (Used by) Investing Activities</b>	<b>\$20,973</b>	<b>(\$56,613)</b>
<b>INCREASE IN CASH FLOW</b>	<b>\$125,247</b>	<b>\$71,529</b>
<b>CASH - BEGINNING OF YEAR</b>	<b>\$358,845</b>	<b>\$287,316</b>
<b>CASH - END OF YEAR</b>	<b>\$484,092</b>	<b>\$358,845</b>
<b>CASH CONSISTS OF: Cash and Cash Equivalents</b>	<b>\$484,092</b>	<b>\$358,845</b>

The accompanying notes are an integral part of these financial statement

# Notes to Financial Statements

## 1. General

College of Opticians of British Columbia (the “College”) was established under the Health Professions Act of B.C. in December 1994. The mandate of the College is to serve and protect the public by regulating the practice of opticianry in British Columbia in Accordance with the Health Professions Act, Opticians Regulation and By-Laws.

## 2. Summary of Significant Accounting Policies

### Basis of Presentation

The financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

### Revenue Recognition

College of Opticians of British Columbia follows the deferral method of accounting for contributions.

Restricted contributions are recognized as revenue in the year in which the related expenses are incurred. Unrestricted contributions are recognized as revenue when received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured. Endowment contributions are recognized as direct increases in net assets.

Revenue from registration fees, administration fees and all other fees are recognized as revenue over the period of licensure, accreditation, or service provided when collection is reasonably assured. Revenue from examination fees is recognized when the examinations are provided and collection is reasonably assured. Investment income is recorded as revenue when the investment income is earned and reasonable assurance exists regarding measurement and collectability. Amounts received that relate to the period following the College's year end are recorded as deferred revenue.

### Financial instruments

The College initially measures its financial assets and liabilities at fair value, except for certain non-arm's length transactions. The College subsequently measures all its financial assets and liabilities at amortized cost. Financial assets measured at amortized cost include cash and cash equivalents, accounts receivable, and guaranteed investment certificate. Financial liabilities measured at amortized cost include accounts payable and accrued liabilities.

Financial assets measured at cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in the statement of operations. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously.

The amount of the reversal is recognized in the statement of operations.

The College recognizes its transaction costs in the statement of operations in the period incurred. However, financial instruments that will not be subsequently measured at fair value are adjusted by the transaction costs that are directly attributable to their origination, issuance or assumption.

### Cash and Cash Equivalents

Cash includes cash and cash equivalents. Cash equivalents are guaranteed investment certificates and are valued at cost plus accrued interest. The carrying amounts approximate fair value because they have maturities at the date of purchase of less than ninety days.

### Capital Assets

Capital assets are stated at cost or deemed cost less accumulated amortization and are amortized over their estimated useful lives on a straight-line basis at the following rates and methods:

Computer Equipment: 36 months from the month of purchase

The College regularly reviews its capital assets to eliminate obsolete items. Government grants are treated as a reduction of capital assets cost.

Capital assets acquired during the year but not placed into use are not amortized until they are placed into use.

### Contributed services

The operations of the organization depend on both the contribution of time by volunteers and donated materials from various sources. The fair value of donated materials and services cannot be reasonably determined and are therefore not reflected in these financial statements.

### Use of Estimate

The preparation of financial statements in conformance with ASNPO requires management to make estimates and assumptions that affect the reported amounts of assets, liabilities and disclosures of contingent assets and liabilities at the date of the financial statements and the reported amounts of revenues and expenses during the periods. Actual results could differ from these estimates. Significant estimates include accounts receivable, useful lives of capital assets, accrued interest and accrued liabilities. These estimates are reviewed periodically, and as adjustments become necessary, they are reported in the statement of operations in the period which they become known.

### Income taxes

Income taxes are not reflected in these financial statements as the College is a regulatory body established for the health profession of opticianry.

### 3. Capital Assets

	Cost	Accumulated Amortization	2019 Net book Value	2018 Net book Value
Computer Equipment	\$6,880	\$2,895	\$3,985	\$2,997

### 4. Investments

	2019	2018
Guaranteed Investment Certificates	\$311,700	\$335,488
Accrued Interest	\$4,775	\$2,302
	\$316,475	\$337,790

### 5. Accounts Payable and Accrued Liabilities

	2019	2018
Accounts Payable and Accrued Liabilities	\$24,729	\$19,861
Sales Tax Payable	\$24,264	\$16,739
Vacation Payable	\$3,382	\$4,541
	\$52,375	\$41,141

### 6. Commitments

#### Office Lease

The College moved during the year and has signed an agreement to co-locate with the British Columbia College of Nursing Professionals (BCCNP) at its lease premise. The new office building will act as a regulatory hub, as other regulators are also joining this space. This allows the regulators in B.C. to share perspectives, networks and resources. The College is committed to an initial term of three years ending September 3, 2021.

Minimum net rent payments required are as follows:

2020	\$18,422
2021	\$18,875
2022	\$9,664
Total minimum rent payments	\$46,961

In addition to the minimum net rent, the College is required to pay a portion of operating costs, design costs and common services. These costs will vary year-to-year.

Rent costs of the new office are higher than the old office. BCCNP has provided a monthly credit for September 2018 to August 2019. Therefore, annual rent costs will be higher by approximately \$12,563 for the year ending 2020, and \$21,537 thereafter, with an additional variance due to shared costs.

#### Information Technology Services

The College has a comprehensive IT service agreement with BCCNP effective May 1, 2019 through to September 3, 2021, with an option to renew annually. Pursuant to the terms of the agreement, estimated annual fees are \$3,100 per user. Fee increases will not exceed 15% per year.

#### Radiant Virtual Server

The College has a server service contract with Radiant Communications for a three-year term commencing May 8, 2018. Fees will be \$4,368 per year for both 2020 and 2021.

## 7. BC Ministry of Jobs, Tourism and Skills Training Grants

In 2018 and prior, the BC Ministry of Jobs, Tourism and Skills Training provided grants for the development of multiple tools to improve labour mobility. The contractors involved in developing the tools continue to service the system as needed.

## 8. Credit Facility

The College has a credit facility with CIBC consisting of an approved operating line that can be drawn upon to a maximum of \$35,000, which bears interest at prime plus 4%, and a Corporate credit card with a limit of \$25,000. As at March 31, 2019, there was no amount outstanding on the operating line of credit.

## 9. Financial Instruments

The College is exposed to various risks through its financial instruments and has a comprehensive risk management framework to monitor, evaluate and manage these risks. The following analysis provides information about the College's risk exposure and concentration as of March 31, 2019.

### (a) Credit Risk

Credit risk arises from the potential that a counter party will fail to perform its obligations. The College is exposed to credit risk on its cash, cash equivalents, accounts receivable and investments in guaranteed investment certificates. The College does not have significant accounts receivable exposure to any individual organization and cash, cash equivalents and investments are held with well known, reputable Canadian financial institutions. There has been no change to this risk exposure from 2018.

### (b) Interest Rate Risk

Interest rate risk is the risk that the value of the College's financial instruments will vary due to fluctuations in interest rates and the degree of volatility of these rates. The College is exposed to interest rate risk on its investment in guaranteed investment certificates. The College does not use derivative instruments to reduce its exposure to fluctuations in market interest rates. There has been no change to this risk exposure from 2018.

Unless otherwise noted, it is management's opinion that the College is not exposed to significant other price risks arising from these financial instruments.









## College of Opticians of British Columbia

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