



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

Annual Report

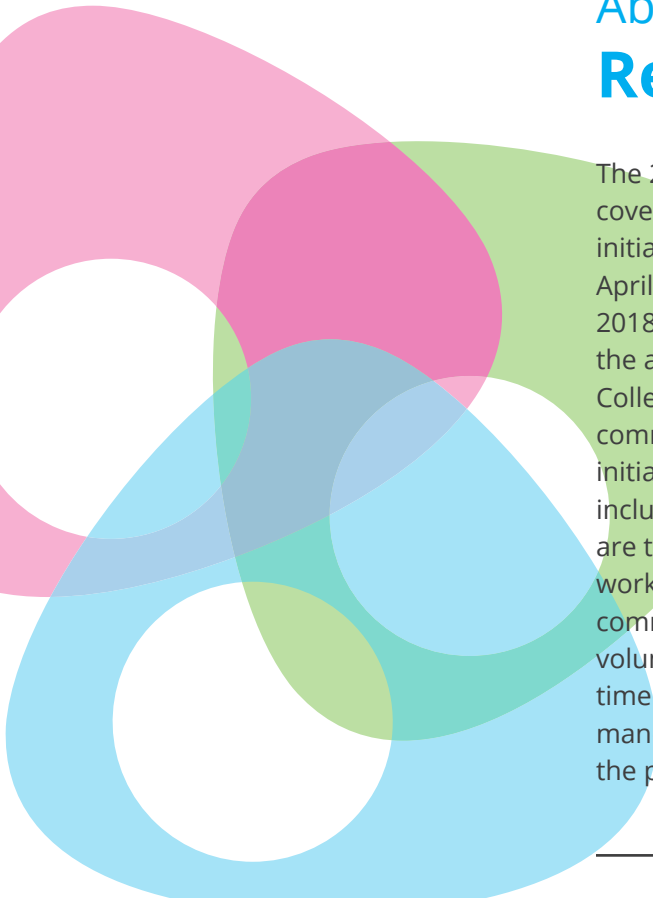
2017 - 2018





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About This Report

The 2017-2018 annual report covers highlights of the College’s initiatives for the fiscal years April 1, 2017 to March 31, 2018. This report contains the accomplishments of the College Board and its statutory committees. In addition, key initiatives of the College 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 College to protect the public.

About The College

The College of Opticians of British Columbia (College) is the regulatory body established to govern the practice of opticianry in British Columbia (B.C.). The College’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 College also sets and enforces standards of practice and addresses complaints about opticians not following the standards and regulations.

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 College 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 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 College through policy and strategic guidance, while the administration is responsible for operations.

Board members also serve on statutory committees of the College: Inquiry, Registration, Quality Assurance, and Patient Relations. In addition, they actively participate in guiding the work of any ad hoc committees of the College. This past fiscal year, an ad hoc committee that finalized their work was the Registrar Succession Planning Committee.

The primary duty of the Board of the College is ensuring that the vision needs of the public of British Columbia 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 College 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 2017-2018

David McGowan, Chair
(District 3, Okanagan and the Kootenays)

Rajbinder Mann
(District 1, Lower Mainland)

Kim McEachern
(District 1, Lower Mainland)

Raheem Savja
(District 2, Vancouver Island)

Yvonne Ryder
(District 4, Cariboo)

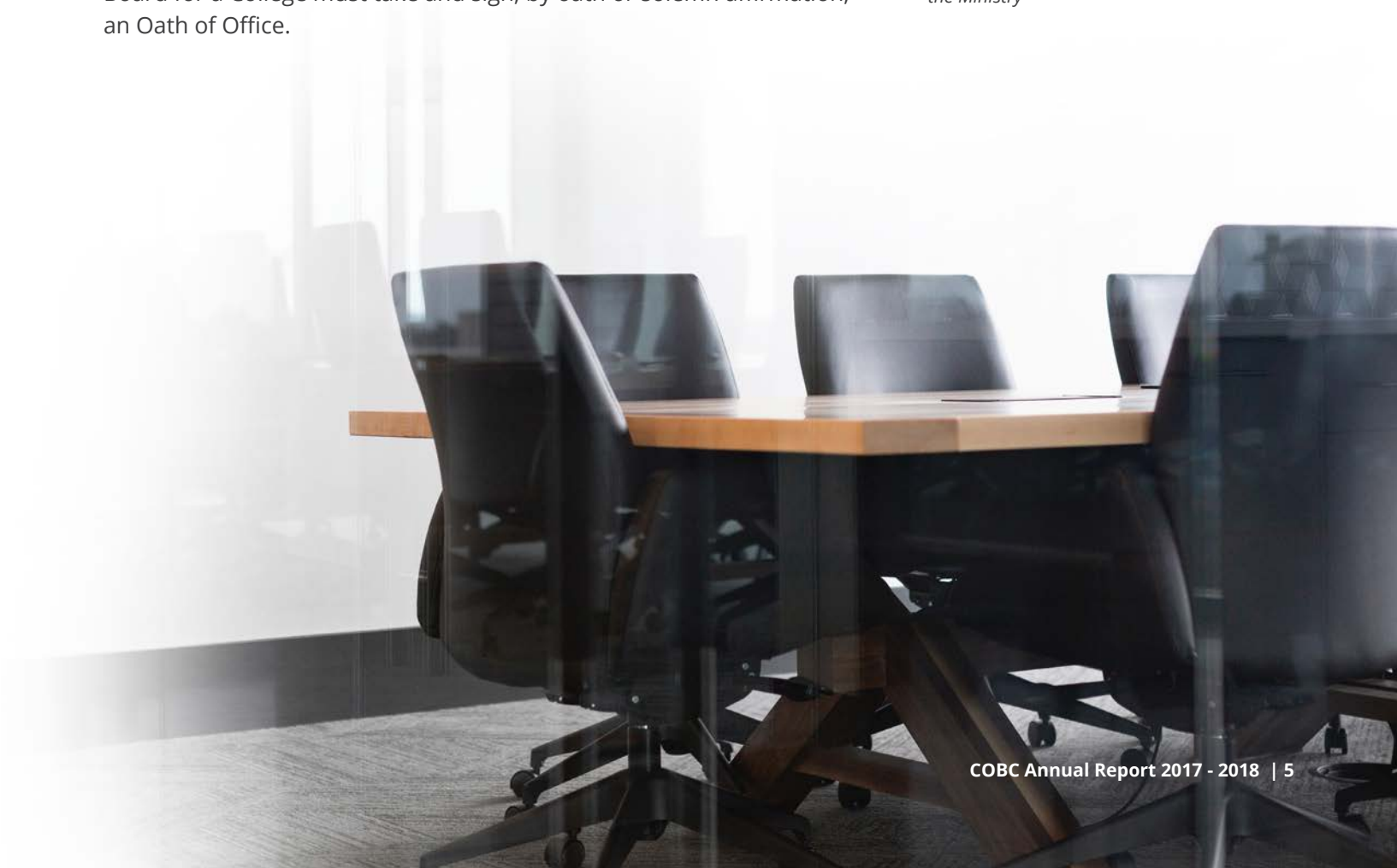
Stephanie Weir
(District 5, Contact Lens Fitter Representative)

Diana Skoglund
(Public Appointee)

***Pietro Luongo**
(Public Appointee)

***TBD**
(Pubic Appointee)

**As of the date of this printing, still awaiting official re-appointment or appointment from the Ministry*





Chair’s Message

I write this as I approach the end of my term as Chair and Board Director of the College of Opticians of B.C. It has been a busy and rewarding six years and I have learned a lot about the resilience of opticians in this province. Despite the changes in regulation the membership of the College has remained stable which indicates that all of you see the value in being a regulated health professional and providing safe ethical health care to British Columbians. As members of this College you take pride in providing the highest quality of health care and are committed to maintaining your continuing competency. I hope that you all embrace our new targeted goals-based continuing competency program as you come on board through your education cycle.

By the time that you read this, the office will have relocated again. In October 2016 the College moved into the College of Registered Nurses’ (CRNBC) building. This move was the first step towards the B.C. Health Regulators (BCHR) vision of a regulatory hub. Moving in with CRNBC allowed our College to save money on office space, and share some services with CRNBC staff such as accounting services, IT support, and building security and management.

On September 4, 2018, The College of Registered Nurses, the College of Psychiatric Nurses of B.C, and the College of Licensed Practical Nurses of B.C. will amalgamate and become the College of Nursing Professionals (BCCNP). The BCCNP invited our College to share office space, and multiple office services in the new BCCNP office building. The new office building will act as a regulatory hub, as other regulators are also joining this space. This unique opportunity allows the regulators in B.C. to share perspectives, networks, and even more office services than before, which benefits everyone. This is just one of the major changes that have occurred in my time on the Board.

“
**I have learned
a lot about the
resilience of
opticians in
this province.**

We are seen as a leader in opticianry in Canada - we are highly collaborative with the other provinces and we are a driver of many programs, along with Alberta and Ontario. Our former Registrar, Connie Chong, was highly valuable to us and the other organizations, and she enhanced our reputation with the other provinces. It was quite a daunting prospect to have to replace her after ten years with the College, five of which she was Registrar. Peter Luongo, Aly Jamal, and I, were the Registrar Succession Planning Committee. We engaged in an

exhaustive (almost six month) search and had candidates from both within and outside of B.C.; we were very happy to select Lisa Bannerman as our new Registrar. Lisa brings a wealth of knowledge to the table as both an optician and as a health care regulator. I’m sure that you all join the Board in wishing her success in her new position and I’m sure that you will give her the support that she deserves.

I am happy to leave you with all of these strong foundations. The College of Opticians of B.C. is in

good hands, both with the Board and the Registrar and her staff, but most importantly with you the members of the College. It has been an honour and a privilege to have served you, the opticians of British Columbia.

Thank you,

David McGowan
COBC Chair

Registrar's Message

May of 2018 marked my start as the Registrar/ Executive Director for the College of Opticians of British Columbia. Though I was not directly involved in 2017 and early 2018, I am very aware of the growth and innovation of the COBC and I am excited to embark on this new venture and continue the excellent work the College has engaged in. I must thank Connie Chong, outgoing Registrar, as it is due to her drive and innovation that the College has been able to achieve a tremendous amount over the past few years. I look forward to working with the Board to continue to advance regulation for opticians in BC and across Canada. Professional regulation is undergoing many changes worldwide, and there is a shift towards increased collaboration between the individual professions themselves, as well as between the regulators and registrants. The College has and will continue to monitor these trends and implement those that will best serve our mandate.

Risk-based regulation is ensuring that regulators look for specific risks of harm to the public and provide tools to assist registrants in mitigating that risk, versus simply reacting after a reported incident. With this in mind, continuous quality improvement, and a commitment to competency is an area that has seen extensive work over the past few years and this will continue in the future. The College has been collaborating closely with other provincial optician regulators to standardize registration and assessment processes to align with national competencies and remove barriers to entry. The national competencies are being reviewed and updated in 2019 to ensure they are relevant to the current technology, practice environments, products, and services that opticians offer to the public.

Last year the College reported that through a number of grants provided by the BC Ministry of Jobs, Tourism, and Skills Training, multiple tools have been created to improve labour mobility. Work is now underway on a national level to ensure that these tools are optimized and available internationally and across Canada to assist with current and expected shortages of opticians as well as improve labour mobility. 2017 saw the completion

of a series of Bridging courses designed to assist applicants where the PLAR process identified gaps in competency. These modules are now being used by applicants and data will be tracked to ensure expected outcomes are met and to implement improvements as necessary.

In April 2018, the College launched a new continuing competency program. This is another project that the College has been collaborating on with other provincial optician regulators to ensure that Canadian opticians remain competent to practice with the rapid changes in technology and products. The new continuing competency program provides opticians the tools to understand their competency profile and recognize gaps, in order to develop appropriate learning goals. This program allows opticians to move away from the traditional credit-based system and instead complete learning that is applicable to their learning style and needs to ensure that the public serviced by opticians receive safe, effective, ethical care. New online tools, which will allow opticians to track and report their progress, are not quite complete but should be available by the fall of 2018.

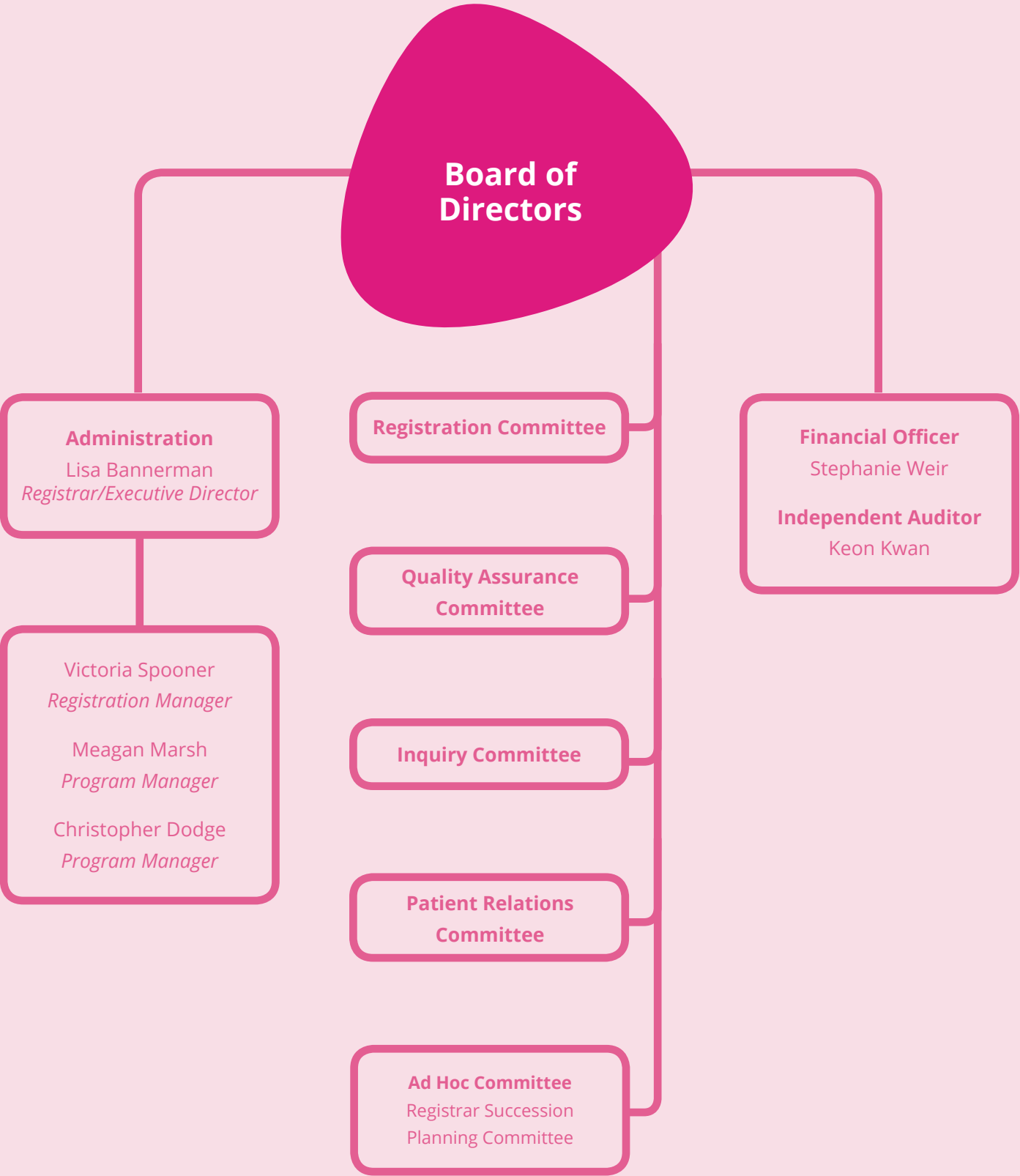
I have been a licensed optician for 30 years, and strongly believe that regulation offers the necessary support to enhance the quality of care opticians provide to their patients. I would like to thank the College Board, staff, contractors, volunteers, BC government, provincial partners and other regulators that assisted the College with various projects in 2017/2018 and I look forward to working closely with all of you, and the registrants, in the future.

Best,



Lisa Bannerman
Registrar/Executive Director

Organizational Structure



Highlight of Activities

Standards of Practice

After consulting with registrants to seek input on areas they needed additional guidelines and standards on, the College started collaborating with the College of Optometrists of B.C. about developing common standards. Having similar guidelines for opticians and optometrists that work in collaborative practices will help direct professional practice and further support opticians in providing safe patient care.

In early 2018, the College started working with a consultant in order to initiate this update to the standards, and to appoint a project team to help guide the project. Further work will continue on this project throughout 2019.

Relational Regulation

The College has continued to focus on improving the way we interact and communicate with registrants. Working cooperatively and respectfully is an essential part of understanding and meeting each other's needs, in order to ensure public protection. The College has continued to survey registrants for their feedback, and has made efforts to become more approachable, available, and responsive. The College is committed to further improving in these areas, and has also identified the need to better communicate on certain topics for continued support. These include helping registrants understand the differences between the College and the Opticians Association of Canada; providing more information on the new Continuing Competency Program; and helping registrants recognize the importance of maintaining licensure throughout their career.

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NEW Bridging modules were completed that align with the **National Competencies for Canadian Opticians 3rd Edition** to assist Prior Learning Assessment and Recognition (PLAR)

Interprofessional Collaboration

In September 2017, the College hosted two educational workshops for registrants. Registrants were asked to participate in a brainstorming activity by submitting ideas on what major change is needed to help opticians adapt to the future to continue providing safe quality care. In both workshops, registrants identified the need to collaborate more with optometry. The College has included this collaboration as a priority in our strategic plan, and has initiated a project with the College of Optometrists of B.C. to create common standards of practice. The College will continue to explore other opportunities to develop working projects with both optometry and ophthalmology.

Database Improvement Planning

The College's registrant database was originally designed many years ago, simply as a way to electronically store registrant data. Since the original design, it has been improved to allow for functions including online registration, online payments, and an online public registry. It was also meant to allow for multiple provincial opticianry regulators to use the same program. Over the past several years, the need for new features has been identified as our own systems continue to change to automate processes online and improve the user experience. This past year, the College has started planning for some improvements to streamline more of the registration process. This will include further collaboration with the other opticianry provincial regulators.

New COBC Website

In 2017, the College underwent a website re-design, in order to improve on the functionality of the site and the organization of the content. The College wanted to ensure that any information that was needed by the public or by registrants could be found and accessed more easily. In early 2018 the updated website was completed.

PLAR and Labour Mobility

Through a series of grants provided by the BC Ministry of Jobs, Tourism, and Skills Training, multiple tools have been created to improve labour mobility over the past few years. In 2017, 13 new Bridging modules were completed that align with the National Competencies for Canadian Opticians 3rd Edition to assist Prior Learning Assessment and Recognition (PLAR) candidates who, after completing the Competency Gap Analysis (CGA) and Case Based Interview (CBI), may be required to take further training.

These modules are available to everyone online and are a combination of written material as well as an interactive section to assist different learning styles. The quizzes are currently in the process of being reviewed and should be available for PLAR candidates to complete online by the end of August 2018. Other provincial opticianry regulators have contributed to the various tools that have been developed, and the College will continue to work with these opticianry regulators to evaluate the effectiveness of the tools and make changes as needed.

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 2017/2018, 14 registrants took advantage of labour mobility, with 9 transferring into the province and 5 leaving to practice in other jurisdictions. Alberta was the most common destination for registrants leaving the province, and was also the province British Columbia received the most applicants from.

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.

The Committee is aware of the necessity to review policy based on present challenges and changes in the profession. Therefore, policy and procedure is continuously reviewed to ensure that it serves its intended purpose: to facilitate the fair, consistent, and efficient assessment of applications for registration. For fiscal year 2017/2018, the Committee again re-evaluated registration policies and aligned them with national policy standards where possible to ensure consistency, fairness, and ease of labour mobility.

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registrants took advantage of labour mobility

9

transferred into British Columbia



Examinations

The National Association of Canadian Optician Regulators (NACOR) examinations are used as the national qualifying examination for nine provincial opticianry regulatory bodies in Canada. By using the NACOR examinations as the entry-to-practice assessment, the Colleges 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 College 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 College 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 and September of 2017, and January of 2018.

EXAM CANDIDATES	2017 - 2018	2016 - 2017	2015 - 2016
Eyeglasses Exam			
Passed	65	30	37
Failed	6	7	9
TOTAL	71	37	46
Contact Lens Exam			
Passed	43	22	23
Failed	7	9	14
TOTAL	50	31	37

Registration Statistics

REGISTRATION RENEWALS	2017 - 2018	2016 - 2017	2015-2016
Dispensing Opticians	267	305	319
Dispensing Opticians/Contact Lens Fitters	335	370	371
Dispensing Opticians/Student Contact Lens Fitters	8	n/a	12
Refracting Opticians	61	69	74
Refracting Opticians/Contact Lens Fitters	201	221	220
Refracting Opticians/Student Contact Lens Fitters	3	n/a	4
Student Contact Lens Fitters	14	23	18
Non-Practicing Registrants	30	61	36
Changed Status from Non-Practicing to Practicing	8	n/a	n/a
Changed Status from Practicing to Non-Practicing	28	n/a	n/a
Upgraded from Dispensing Optician to Dispensing Optician/Contact Lens Fitter	4	n/a	n/a
Upgraded from Dispensing Optician to Refracting Optician	1	n/a	n/a
Upgraded from Dispensing Optician to Refracting Optician/Contact Lens Fitter	3	n/a	n/a
TOTAL	963	1049	1054
Of the Total, Registrants that Renewed Late	79	n/a	n/a

NEW REGISTRANTS	2017 - 2018	2016 - 2017	2015-2016
Dispensing Opticians	29	29	31
Dispensing Opticians/Contact Lens Fitters	14	37	19
Dispensing Opticians/Student Contact Lens Fitters	2	n/a	n/a
Refracting Opticians	2	1	9
Refracting Opticians/Contact Lens Fitters	15	n/a	n/a
Refracting Opticians/Student Contact Lens Fitters	1	n/a	n/a
Student Contact Lens Fitters	23	23	16
Non-Practicing Registrants	0	1	4
TOTAL	86	91	79

SUSPENSIONS	2017 - 2018	2016 - 2017	2015-2016
Non-Payment of Fee	60	n/a	n/a
Left the Province	3	n/a	n/a
Retired	3	n/a	n/a
Failed to Meet Continuing Education Requirements	12	n/a	n/a
TOTAL	78	34	75

Registration Committee Members 2017 - 2018

Raheem Savja, <i>Chair</i>	Rino Piroddi	*TBD (<i>Public Appointee</i>)
Kim McEachern, <i>Vice-Chair</i>	Heather Odermatt	*As of the date of this printing, still awaiting official appointment from the Ministry

Quality Assurance Committee Report

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

Continuing Competency Program

In 2017-2018 the Committee continued with the development and subsequent launch of the new Continuing Competency Program (CCP). The CCP is replacing the previous program, which was focused on credit-based education. Rather than being credit-based, the new CCP is competency-based; it utilizes an assessment method, learning goals, and reflection to ensure that registrants are maintaining competency throughout their careers.

The new CCP directs registrants to focus on competency areas that they may need professional development in, and highlights competency areas they excel in. With opticians being provided with the data they'll need to focus and plan their professional progress, the public will be assured that their opticians are staying competent throughout their career.

This new program will provide opticians the framework to ensure they are maintaining specific knowledge, skills, and abilities to provide services to patients safely, effectively and ethically, as it will align with the [National Competencies for Canadian Opticians](#). The CCP will be managed online, and will consist of the following parts:

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

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

Accreditation Policy

The accreditation policy provides guidelines for the approval and accreditation of continuing competency activities. In 2017, an updated version of the accreditation policy was approved by the Committee. The policy was updated to reflect that new activities will need to have specific competencies assigned to them, based on the national competencies. This will ensure that registrants on the new CCP will be able to identify which accredited activities are aligned with the competency they have chosen to focus their education on, to assist with their learning plan.

Continuing Competency Assessment

The purpose of the assessment portion of the CCP is to provide each optician with a competency profile that identifies which competencies they excel in, are moderate in, and need development in. It is a timed, multiple-choice online assessment, and covers four different competency categories: core competencies, eyeglass competencies, contact lens competencies and refracting competencies. Providing opticians with their competency profile data gives them the information needed to help plan their professional development and focus on areas that need development.

The software for the online assessment was completed and launched in April of 2018. Prior to launch, members of the QA Committee, as well as other opticians across BC and Canada, participated in a pilot to test the software and functionality of the assessment. User feedback assisted in finalizing the software, and after a successful launch, registrants on their new cycle are now completing the assessment to start the new program.

Online Learning Plan

Once a registrant has received their competency profile from taking the assessment, they will be 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 using SMART learning goal principles:

Specific: it should be focused on specific learning outcomes/competencies

Measurable: it should have criteria in which to observe/measure improvement in learning

Action-oriented: it must have clear action(s) identified to achieve the goal

Realistic: it should be attainable and reasonable

Time-bound: it must have a definite deadline

Registrants will then describe their intended learning plan that will lead them to achieving their goal, and then upon completion, they will reflect on their learning.

In early 2018, the QA Committee reviewed the software framework for the Online Learning Plan portion of the program. They provided feedback and suggestions for improvements, which are still being considered for development. The Committee, among others, will again participate in a pilot of the software, once ready, to finalize proper functionality.

The remainder of this software will be completed in 2018 for registrants to fully utilize and manage their program.

The QA Committee will continue to discuss how the College should analyse the new program, make improvements where necessary, and perform audits regarding the completion of education requirements.

Quality Assurance Committee Members 2017 - 2018

Stephanie Weir, *Chair*

Diana Skoglund, *(Public Appointee)*

Claudia Rojas

Yvonne Ryder, *Vice-Chair*

Michelle McLeod

Inquiry Committee Report

The Inquiry Committee reviews complaints against registrants of the College, 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 College 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 College.

Complaints received by the College are investigated in a consistent, thorough, and timely manner. Upon receipt of a written complaint, College 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**

For fiscal year 2017/2018, the Committee held 5 meetings and disposed of complaints. There was no Committee decision appealed to the Health Professions Review Board.

Complaints Statistics

COMPLAINTS

TYPES OF COMPLAINTS	2017 - 2018	2016 - 2017	2015-2016
Allegations of Unauthorized Practice	1	1	2
Allegations of Breach of Professional Conduct	0	0	0
Allegations of Breach of Standards of Practice and Opticians Regulations	8	5	15
Allegations of Breach of the Health Professions Act	0	0	0
Allegations of Breach of Professional Ethics and/or Business Practice	1	0	0
Allegations of False and Misleading Advertising	0	0	0
TOTAL	10	6	17

Note: One complaint submitted may include multiple types/allegations

RESOLUTION

TYPES OF RESOLUTION	2017 - 2018	2016 - 2017	2015-2016
Resolved by Signed Undertaking	4	4	7
Resolved by Letter to Remind Registrant of the Standards of Practice	1	0	1
Resolved by Mediated Result	1	1	0
Resolved by Re-making Eyewear	0	0	0
Resolved by Registrant-initiated Resolution	0	0	0
Resolved by Education Consultation with the Registrar	2**	1	0
Dismissed after Inquiry Committee Investigation	3	0	4
Dismissed due to Frivolous Nature or Complaint Does Not Contain Allegations that are Subject to Investigation	0	0	0
Complaint withdrawn	1	1	1
TOTAL	12	7	13

Note: One complaint may result in multiple resolutions

** As of March 31, 2018, 2 files remained open.

Inquiry Committee Members 2017 - 2018

Rajbinder Mann, Vice-Chair

*Pietro Luongo, (Public Appointee)

Polly Lee

Rafia Tariq

Dee Manwaring

**As of the date of this printing, still awaiting official re-appointment from the Ministry*

Patient Relations Committee Report

In year end 2017/2018, the Patient Relations Committee (Committee) continued implementing the patient relations program to improve interactions between registrants and health care consumers. The College 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. These tools will be developed and form a Patient Relations Tool Kit that can be a resource for all opticians. 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 support registrants and promote the use of the Patient Relations Tool Kit, the Committee is developing an Ambassador program that provides a type of peer advising. Ambassadors will be registrants who have been provided the training necessary to give guidance and support to fellow opticians regarding patient issues. This support may be situation-based, or focus on introducing the Tool Kit content to registrants. Peer advising programs have been successfully implemented in other jurisdictions in order to ensure that registrants have the resources necessary to provide quality care. The next step for the Committee is looking for volunteers to participate as Ambassadors and providing thorough training.

Currently the Committee is focused on creating a Communications Toolkit in order to aid Opticians, enhance their interactions with patients, and help them develop healthy professional boundaries with their patients.

As the 2017/2018 year finished, the Communications tools were being researched, so that appropriate guidelines could be developed by the Committee, but the focus on professional boundaries had already begun. 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 2017 - 2018

David McGowan , <i>Chair</i>	Rachelle Mercier	Gissou Bozkaya
Diana Skoglund , <i>Vice-Chair</i> (Public Appointee)	Martin Semaniuk	

A hand with a gold ring and black nail polish holds a white pen over a silver calculator on a wooden desk. The calculator has a digital display showing '123456789'. To the right of the calculator is a stack of papers.

Financial Statements

2017 - 2018

Independent Auditor's Report

To the Members of the College of Opticians of British Columbia

We have audited the accompanying financial statements of College of Opticians of British Columbia, which comprise the statement of financial position as at March 31, 2018, and the statement of operations and changes in net assets and statement of cash flows for the year then ended, and a summary of significant accounting policies and other explanatory information.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these 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.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with Canadian generally accepted auditing standards. Those standards require that we comply with ethical requirements and plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial

statements 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 entity's internal control. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements present fairly, in all material respects, the financial position of College of Opticians of British Columbia as at March 31, 2018, and its financial performance and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

Keon Kwan & Company

Chartered Professional Accountants
Burnaby, BC
July 30, 2018

2017 - 2018 Financial Statements

Statement of Financial Position: March 31, 2018

Assets

CURRENT	2018	2017
Cash and Cash Equivalents	\$358,845	\$287,316
Accounts Receivable	\$8,400	\$31,750
Prepaid Expenses	\$8,077	\$3,063
Security Deposit	-	\$3,672
	\$375,322	\$325,801
Capital Assets (Note 3)	\$2,997	-
Investments (Note 3)	\$337,790	\$284,892
	\$716,109	\$610,693

Liabilities

CURRENT	2018	2017
Accounts Payable and Accrued Liabilities (Note 5)	\$41,140	\$43,599
Deferred Registration Fees	\$431,693	\$344,333
	\$472,833	\$387,932

Net Assets

CURRENT	2018	2017
Invested in Capital Assets	\$2,997	-
Unrestricted	\$240,279	\$222,761
	\$243,276	\$222,761
	\$716,109	\$610,693

Commitments (Note 6)

Approved on Behalf of the Board

S. Weir

Stephanie Weir, Finance Officer
Director

David McGowan

David McGowan, Board Chair
Director

The accompanying notes are
an integral part of these
financial statements

Statement of Operations and Changes in Net Assets Year Ended March 31, 2018

REVENUES	2018	2017
Registration Fees	\$ 482,810	\$454,014
BC Ministry of Jobs, Tourism, and Skills Training	\$90,500	\$75,900
Examination Fees	\$51,100	\$27,300
Administrative and Other Fees	\$25,128	\$24,894
Interest Income	\$3,574	\$3,437
	\$653,112	\$585,545
EXPENSES		
Accounting and Audit	\$10,030	\$7,072
Amortization	\$1,070	-
Bank and Credit Card Charges	\$17,169	\$13,452
Board and Committee Meetings	\$16,011	\$6,415
Contractors	\$173,535	\$120,992
Dues, Licenses and Insurance	\$16,979	\$17,344
Examinations	\$21,261	\$10,290
Legal Fees	\$17,929	\$28,777
Office Supplies and Services	\$22,822	\$31,937
Per Diems	\$21,851	\$20,428
Postage	\$3,173	\$2,849
Printing	\$845	\$2,332
Professional Development - Directors	\$1,670	\$250
Professional Development - Staff	\$5,168	\$5,864
Public Awareness and Promotion	\$1,909	\$24,650
Rental	\$18,600	\$36,654
Salaries and Wages	\$253,992	\$222,967
Travel and Accommodations	\$29,197	\$34,156
Expense Recoveries	(\$614)	(\$37,075)
	\$632,597	\$549,354
Excess of Revenues Over Expenses	\$20,515	\$ 36,191
NET ASSETS, BEGINNING OF YEAR	\$222,761	\$186,570
NET ASSETS, END OF YEAR	\$243,276	\$222,761

Statement of Cash Flow Year Ended March 31, 2018

OPERATING ACTIVITIES	2018	2017
Excess of Revenues Over Expenses	\$20,515	\$36,191
Item Not Affecting Cash: Amortization of Capital Assets	\$1,070	-
	\$21,585	\$36,191
CHANGES IN NON-CASH WORKING CAPITAL		
Accounts Receivable	\$23,350	(\$2,428)
Accounts for Accrued Interest	(\$352)	-
Accounts Payable and Accrued Liabilities	(\$2,459)	(\$29,253)
Deferred Registration Fees	\$87,360	\$33,008
Prepaid Expenses	(\$5,014)	\$3,122
Security Deposit	\$3,672	(\$3,672)
	\$106,557	\$777
Cash Flow from Operating Activities	\$128,142	\$36,968
INVESTING ACTIVITIES		
Proceeds from Investments	\$482,942	\$433,565
Purchase of Investments	(\$535,488)	(\$476,378)
Purchases of Capital Assets	(\$4,067)	-
Cash Flow used by Investing Activities	(\$56,613)	(\$42,813)
INCREASE (DECREASE) IN CASH FLOW	\$71,529	(\$5,845)
CASH, BEGINNING OF YEAR	\$287,316	\$293,161
CASH, END OF YEAR	\$358,845	\$ 287,316

The accompanying notes are an integral part of these financial statements

Notes to Financial Statements

1. General

The 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 Accounting and Presentation

The College prepares its financial statements in accordance with Canadian accounting standards for not-for-profit organizations (ASNPO).

Revenue Recognition

The College follows the deferral method of accounting for contributions. Restricted contributions related to general operations are recognized as revenue in the year in which the related expenses are incurred. All other restricted contributions are recognized as revenue in the year received or receivable if the amount to be received can be reasonably estimated and collection is reasonably assured.

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

The College's policy is to disclose bank balances and guaranteed investment certificates with a maturity period of three months or less from the date of acquisition as cash and cash equivalents.

Capital Assets

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

Computer Equipment: 36 months from the month of purchase

Contributed services

Contributed services are recorded in the financial statements only when used in the normal course of the College's operations, would otherwise have been purchased and a fair value can be reasonably estimated.

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	2018 Net book Value	2017 Net book Value
Computer Equipment	\$4,067	\$1,070	\$2,997	-

4. Investments

	2018	2017
Guaranteed Investment Certificates	\$335,488	\$282,942
Accrued Interest	\$2,302	\$1,950
	\$337,790	\$284,892

5. Accounts Payable and Accrued Liabilities

	2018	2017
Accounts Payable and Accrued Liabilities	\$19,861	\$23,453
Sales Tax Payable	\$16,739	\$11,477
Vacation Payable	\$4,541	\$8,667
	\$41,141	\$43,597

6. Commitments

(a) The College's premises are leased under an arrangement expiring on September 30, 2018. The rent on the lease is \$1,550 per month. There is no new lease signed.

(b) Office Equipment: The College has office equipment lease expiring on January 2020.

Future minimum lease payments as at March 31, 2018, are as follows:

	Premise Lease	Office Equipment
2019	\$9,300	\$1,440
2020	-	\$1,200
	\$9,300	\$2,640

7. Credit Facility

The College has a credit facility with CIBC consisting of 1) an approved operating line that can be drawn upon to a maximum of \$50,000, which bears interest at prime plus 4% and 2) a Corporate credit card with a limit of \$10,000. As at March 31, 2018, there was no amount outstanding on the operating line of credit.



8. Financial Instruments

The College's financial instruments are cash, cash equivalents, accounts receivable, investments in guaranteed investment certificates, and accounts payable and accrued liabilities. Unless otherwise noted, it is management's opinion that the College is not exposed to significant financial instruments risks. The fair value of the instruments approximates their carrying values, unless otherwise noted. The following analysis provides a measurement of the risks as at March 31, 2018.

(a) Credit Risk

Credit risk is the risk that a counterpart will fail to perform its obligations when they come due. 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 2017.

(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 2017.

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