

# SASKATCHEWAN COLLEGE OF OPTICIANS



# ANNUAL REPORT 2024



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## Land Acknowledgement

The Saskatchewan College of Opticians acknowledges and honours Saskatchewan's treaty lands 2, 4, 5, 6, 8, and 10. These are the traditional and ancestral lands of the Cree, Saulteaux, Dene, Dakota, Lakota, Nakota, and Metis Nations.

We pay respect and gratitude to the First Nations and Metis ancestors of this place, and we acknowledge the mistakes of the past and are committed to moving forward in the spirit of reconciliation and collaboration.

## Submission of this Annual Report

The 2024 annual report covers highlights of the College's initiatives for the fiscal year from February 1, 2023, to January 31, 2024.

With great pleasure, we present the Honourable Minister Hindley and his office with the 2024 Annual Report. Working with you to serve the people of Saskatchewan is an honour. Our yearly report shows our dedication to the public and our accountability to the legislature. The report enumerates the duties outlined in The Opticians Act and documents our attempts to carry them out.

**For Saskatchewan College of Opticians**



**Arlene Miller**

**President**



## ABOUT THE SCO

The Saskatchewan College of Opticians (SCO) regulates and oversees the practice of opticianry in the public interest by ensuring that Saskatchewan Opticians provide quality professional care to help people achieve better vision.

### OUR MISSION IS TO

- Remain accountable in the public interest
- Commit to accessibility to the public and registrants
- Emphasize fairness in our conduct
- Strive for efficiency in regulating the profession of opticianry in Saskatchewan

### OFFICE STAFF

- Archana Tripathi, Registrar; Executive Director
- Poonam Sharma, Administrative Officer (*Upto July 25, 2024*)

### HOW TO CONTACT US

Mailing Address: #356, 318-21st Street East, Saskatoon, SK S7K 6C8

Email : [registrar@skopticians.com](mailto:registrar@skopticians.com)

Phone : 306-652-0769/306-652-0784

Twitter : Follow us on Twitter: @SASKOPTICIANS

Facebook : Like us on Facebook: facebook.com/ SaskatchewanCollegeOfOpticians

LinkedIn: saskatchewan-college-of-opticians-sco-336303294/

Instagram: saskatchewancollegeofopticians

Website : [www.scopic.ca](http://www.scopic.ca)

Financial year: February 01, 2023 – January 31, 2024

### ACCOUNTANT

Ms. Wei Xiao, CPA, Berger Cavan Group (from February 01, 2023 – January 31, 2024)

### OFFICE OPENING HOURS

Monday : 9am - 4pm

Tuesday : 9am - 4pm

Wednesday : 9am - 4pm

Thursday : 9am - 4pm

Friday Closed

## **COUNCIL MEMBERS 2024**

As a self-regulating profession, the SCO is governed by a Council comprised of elected and appointed members. Of the eight board members, five are elected from the profession, and three are appointed by the government. Each elected board member serves a two-year term commencing after the AGM

### **ELECTED COUNCIL MEMBERS**

- Arlene Miller, LO816; LCLP148- President, NIRO Representative
- Lizann Bougie, LO801; LCLP145- Vice President, Quality Assurance Chairperson
- Joelle Hinz, LO293; LCLP154- Elected Member
- Amanda Wilde, LO508; LCLP152-Elected Member
- Sharon Wood, LO328; LCLP83- Elected Member

### **PUBLIC REPRESENTATIVES**

- Bert Yakichuk
- Trevor Maber
- Raymond Sass

## MESSAGE FROM THE PRESIDENT

The Saskatchewan College of Opticians (SCO) ended 2024 with many accomplishments to note. The College continues to move forward as we bring our processes in line with other provincial regulatory bodies and, on a national level, with other optician regulators.

To remain consistent with our national counterparts, we have implemented more formal procedures for Council nominations, allowing for more transparency. The College office has implemented a more consistent and formal procedural guideline for licensing and renewals. These guidelines have been posted on our website for easy navigation for our members.

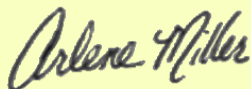
With the restructuring of our Council in 2023, this has resulted in Terms of Reference being created for the Council and all Committees in 2024. The College is striving to develop formal documentation outlining the objectives of all SCO subsidiaries.

The newly amended and implemented Regulatory Bylaws came into effect on September 27, 2024. The Administrative Bylaws amendment subsequently came into effect on October 7, 2024. This has been a huge accomplishment for the SCO and long overdue. The implemented changes will allow the SCO to more effectively regulate the opticianry profession to ensure competency and compliance as we continue to navigate the fast-changing healthcare landscape. The College continues to work on amending and implementing Administrative Policies to support all legislative changes.

The College has finalized the new Continuing Competency Program (CCP), which will be implemented for the new license year commencing April 1, 2025. A temporary policy has been implemented to allow for a seamless transition from the current continuing education credit system to the new CCP. Our Quality Assurance Committee deserves high recognition for this accomplishment.

With these changes during 2024, the College will continue progressing as we strive to maintain relevance in all healthcare collaborations. The College continues its collaborative efforts with NIRO and our national counterparts as we navigate the rapidly changing healthcare landscape, provincially and nationally.

To end 2024, the Council has motioned to close the physical office of the College and move to a full remote work transition. The physical office will be closed effective January 31, 2025, and operations will commence in the remote office on February 10, 2025. All updated contact information is posted on our website, [Contact SCO - Saskatchewan College of Opticians](#)

A handwritten signature in dark ink that reads 'Arlene Miller'.

**Arlene Miller, LO; LCLP**

**President/NIRO Representative/Regulation Committee Chair**

## MESSAGE FROM OUR PUBLIC REPRESENTATIVES

*I'm a retired educator in my second term as a public representative with the Saskatchewan College of Opticians. I previously served a four-year term on the Chiropractors' Association of Saskatchewan. My involvement with the Chiropractors included several years on the investigation committee. In addition to serving as a public representative, I have had board experience as a board member of Regina Crime Stoppers, Catholic Connections, John Howard Society, Regina Catholic School Board and presently a member of the University of Regina Alumni Association and Saskatchewan College of Physical Therapists.*

*I have had extensive experience in drug and alcohol education and was responsible for establishing Canada S.A.D.D, Students Against Drinking and Driving. My role as a public member is to bring a new and different perspective to the Council and safeguard the public interest. I have enjoyed working with Cathy and the Council. They are a very knowledgeable and dedicated group of individuals who have the best interest of the public in the province.*

**Bert Yakichuk, Public Representative**  
**Saskatchewan College of Opticians**

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*In my second year as a public representative for the SCO I have developed an understanding of the function of the organization. I am impressed with the due diligence of the Council in ensuring policy is updated in continuous change. Our registrar offers us assurance that we are meeting the regulations required by the organization.*

*My background and experience in a variety of for-profit and not for profit boards has allowed me to contribute in discussions and decisions within the Council. I am impressed with the dedication of all the members of Council and our Registrar. I will continue to contribute to Council to my Public Representative role.*

**Raymond Sass, Public Representative**  
**Saskatchewan College of Opticians**

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*I am a business school professor at the University of Saskatchewan and am now commencing my second term as a public representative with the Saskatchewan College of Opticians, having successfully completed my initial three-year appointment. I continue to bring several years of board experience from organizations including TCU Place (The Centennial Auditorium) in Saskatoon, the Saskatoon Opera Society, and the Saskatoon Jazz Society. In my role as a public representative, my primary obligation remains ensuring the College functions effectively in fulfilling its mandate to regulate and oversee professional practitioners within its scope, and to address any issues or complaints as they arise.*

*This past year has been marked by particularly exemplary work from our Council and Registrar, Archana Tripathi, who has been diligent and proactive in updating and amending a comprehensive range of policies to ensure the best possible functioning of the Council and service to its members. Of special note was the Council's successful orchestration of a significant organizational change, transitioning to a remote-only office structure within a limited timeframe while maintaining operational excellence. The Council continues to proactively*



*navigate the implications of economic uncertainties that may affect the SCO, demonstrating strategic foresight and adaptability.*

*The College continues its vital role in advocating for and promoting the important contributions that Opticians make to the health and well-being of Saskatchewan citizens. Based on my ongoing collaboration with the Council and Registrar, I can confidently affirm that this mandate continues to be fulfilled constructively and appropriately. I look forward to bringing my continued contributions and public perspective throughout this second term.*

***Trevor Maber, Public Representative  
Saskatchewan College of Opticians***

## REGISTRAR'S MESSAGE:

The College is committed to protecting the public by ensuring that all opticians have successfully completed an accredited opticianry program and meet the registration and licensing requirements set by the College. We also establish and uphold the Standards of Practice and Code of Ethics for our registrants. To promote ongoing competence, the College sets continuing education requirements to ensure opticians maintain the skills and knowledge needed to deliver safe, ethical, and effective eye care.

In 2024, significant legislative changes impacted the College. The Opticians Act was amended in Saskatchewan following the introduction of Bill 120, marking one of the most substantial reforms in the College's history. As a result, the College amended its Regulatory Bylaw, which was approved by the Ministry and published in the Saskatchewan Gazette on September 27, 2024. The College also revised its Administrative Bylaw and continues to update internal policies to align with the amended Act and regulations.

In the same year, the College appointed Ms. Wei Xiao, CPA, of Berger Cavan Group as its new accountant and completed the necessary filings with the Canada Revenue Agency.

The College also plays a critical role in addressing complaints related to professional misconduct or incompetence. These matters are handled through a formal investigation and disciplinary process. To support this function, members of the Professional Conduct and Disciplinary Committees receive ongoing training and resources to effectively carry out their responsibilities.

The Annual General Meeting (AGM) was held virtually on November 3, 2024, allowing broader participation from members across the province while keeping costs manageable. Two council positions were up for re-election; as the incumbents were the only nominees, they were acclaimed, and the results were announced at the AGM.

Throughout 2024, the College held eight council meetings, all conducted via video conferencing. This approach has resulted in significant cost savings on travel and accommodation.

Looking ahead, the potential introduction of umbrella legislation in Saskatchewan may require further bylaw amendments to ensure alignment with the RHPA (Regulated Health Professions Act). The College remains focused on establishing clear, practical, and enforceable policies that uphold public protection and support the professional conduct of opticians.

A handwritten signature in black ink, appearing to read 'Archana'.

**Archana Tripathi**  
**Registrar/Executive Director**

## REGISTRATION 2024 OVERVIEW

### ***Renewal Period***

Our licence year runs from April 1st to March 31st.

### ***Categories of Registration***

Practicing members, Non-Practicing, Temporary, Restricted, Honorary/Retired and Students

### ***2024 Membership:***

Practicing Members : **225**

Non-Practicing : **25**

Restricted : **5**

Honorary/Retired : **10**

Students : **25** Student Opticians

**5** Student Contact Lens Practitioner

Restricted licensed members have completed the accredited Optical Sciences Eyeglasses or Contact Lenses programs or PLAR and are waiting to write the National licensing Examinations. These restricted licensed members all work under the supervision of licensed practicing members.

Students work under the supervision of a licensed practicing member during their accredited optical training to complete their practicum.

### ***Accreditation & Examination***

Our bylaws require that a person must have graduated from below NACOR Accredited College or an educational program deemed equivalent by the council.

### ***Accredited Colleges***

- *Collège La Cité*
- *Douglas College*
- *Georgian College of Applied Arts and Technology*
- *New Brunswick Community College*
- *Northern Alberta Institute of Technology*
- *Ontario College of Optics*
- *Seneca College*
- *Southern Alberta Institute of Technology*
- *Stenberg College*
- *Vancouver Community College*

## COMPLAINTS AND DISCIPLINE

The primary mandate of the Saskatchewan College of Opticians is to serve and protect the public by regulating the profession and governing its members and to assure the public of the knowledge, skill, proficiency, and competency of its members, according to the *Opticians Act* and regulatory and administrative bylaws.

The Saskatchewan College of Opticians is also mandated to manage complaints, investigations, and discipline processes effectively and on time.

The college has implemented an online complaint submission form where the complainant can lodge a complaint online, and the college will address the issue.

The two committees responsible for investigating complaints and the discipline process are as follows:

### ***Professional Conduct Committee (PCC)***

The Professional Conduct Committee (PCC) is responsible for investigating any complaints the College receives. Once a complaint has been received, the PCC will investigate and determine if the complaint should be referred to the Discipline Committee, resolve the substance of the complaint through Alternative Dispute Resolution or determine whether no further action is warranted.

The current members of the Professional Conduct Committee:

- Sonia Sick LO; LCLP – Chairperson
- Tara Kyle, LO- Vice Chairperson
- Katelyn Janzen, LO
- Veronika Szabo, LO
- Penny Kelly-Reisdorf LO; LCLP
- Ashley Gulka LO; LCLP
- Cheryl Krasko LO; LCLP
- Amanda Bennett LO
- Tracey Robbins, LO

### ***Discipline Committee (DC)***

The Discipline Committee (DC) is responsible for reviewing the reports provided by the Professional Conduct Committee and conducting hearings to determine whether the registrant is guilty of professional misconduct, professional incompetence, or both.

The current members of the Discipline Committee are:

- Daphne Boechler LO– Chairperson
- Bert Yakichuk – Public Representative
- Michielle Noble LO; LCLP
- Lisa McIntyre LO
- Elizabeth Kelln LO
- Bonita Ciotka LO; LCLP
- Klarke Dergousoff LO
- Ellen Baier LO
- Candice Demmans LO

Once a complaint has been resolved through a disciplinary hearing or ADR, the results become a matter of public record. The names of the complainants and witnesses will be redacted from the documents for reasons of privacy.

COMPLAINTS AND DISCIPLINE	2024
Number of complaints received	1
Number of complaints closed	1
Number of complaints still open	0
Number of complaints dismissed, redirected or resolved informally	0
Number of complaints referred to investigation	1
Number of complaints deemed No Further Action by PCC	0
Number of complaints referred to hearing	1
Number of hearings closed to the public	0
Number of appeals	0

There was 1 hearing held on *May 28, 2024, during* the period from February to January 2024.

### **Quality Assurance Committee**

The Quality Assurance Committee (QAC) is responsible for ensuring registrants meet entry-level requirements and maintain competencies for the safe delivery of Opticianry practices.

The current members of the Quality Assurance Committee:

- Lizann Bougie, LO; LCLP– Chairperson
- Joelle Hinz, LO; LCLP
- Sharon Wood, LO; LCLP
- Raymond Sass-Public Representative
- Amanda Wilde, LO; LCLP
- Sonia Sick, LO; LCLP

### **Regulation Committee**

The Regulation Committee is responsible for overseeing the development, relevance, and maintenance of all bylaws, policies, and standards of practice in adherence with the Opticians Act for the safe delivery of Opticianry practices and to review applicants for registration to ensure all competencies are met as required and to ensure requirements are fulfilled in the registration process.

The current members of the Regulation Committee:

- Arlene Miller LO; LCLP– Chairperson
- Lizann Bougie LO; LCLP
- Archana Tripathi - Registrar/Executive Director

### ***Unauthorized Practice***

Fitting and dispensing eyeglasses and contact lenses to the public without a licence is illegal in the province of Saskatchewan. Only registered opticians and optometrists are authorized to practice fitting and dispense corrective lenses.

The College occasionally receives complaints about individuals who are not registered but are selling contact lenses. These matters are investigated, and appropriate action is taken to stop any illegal practice. In 2024, the College issued warnings to inactive members, advising them to register before engaging in opticianry practice. Additionally, the College monitors social media platforms to identify unauthorized sellers of contact lenses and reports such concerns to Facebook, requesting the removal of their listings.

## QUALITY ASSURANCE REPORT

The Quality Assurance Committee was chaired by Lizann Bougie and consisted of five other members, one of whom was a public representative.

On June 22 and 23, 2024, NACOR conducted our annual licensing exams. The Quality Assurance Committee (QAC) has solicited NACOR to arrange and conduct provincial exams to help offset workload and costs for the College. NACOR maintains uniformity nationwide in conducting the exams themselves. The QAC keeps a roster of local opticians who are interested in being examiners and models for the exams and submits to NACOR.

There were 8 eyeglass candidates and 5 contact lens candidates sitting the exams. We had a remarkable 100% pass rate this year with 8 successful eyeglass candidates and 5 contact lens candidates.

With the addition of a Quality Assurance Assessment mandate in our Opticians Act, the QAC decided to implement an assessment and program requirement for all our members to replace the Continuing Education Credit system currently in place. This program has been developed and implemented in other provinces, such as British Columbia and Alberta. Our neighbours were eager to share resources and support for the SCO to deliver the program in Saskatchewan. This also helps create uniformity and ease of transition for our Western provinces, should an Optician wish to relocate between the provinces. This was introduced at our AGM and was met with support from the registrants.

Two of our committee members met with the National Education Committee to discuss standard setting and review our national competencies. This meeting took place in Ottawa, ON and is represented by Opticians nationwide with front-line experience in Opticianry. The purpose of the meeting is to discuss the relevance of Opticianry practices and what is considered a safe standard to be expected of our entry-level Opticians.

The QAC had a very successful 2024, and we are looking forward to the rollout of our Quality Assurance Program.

A handwritten signature in black ink that reads 'LBougie'.

***Lizann Bougie, LO; LCLP, Quality Assurance Chairperson  
Saskatchewan College of Opticians***

## **CONTINUING COMPETENCY ASSESSMENT**

The College is in the process of developing the Continuing Competency Assessment (CCA) tool, and SCO would work to make this program available in the provinces. The CCA tool should become available in the year 2025.

The CCA program is a tool to increase your professional development in your profession. The CCA will be available to every member; there are two separate assessments, one for EG and the other for CL. These assessments are not graded, and the results will help the individual identify where they should focus in their continuing education.

## **PRIOR LEARNING ASSESSMENT RECOGNITION (PLAR)**

International applicants applying for a Prior Learning Assessment and Recognition (PLAR) may be accepted for admission if they have a combination of knowledge, skills, experience, and abilities which are substantially equivalent to the requirements set out in the bylaws for new applicants.

The National Alliance of Canadian Optician Regulators (NACOR) administers the PLAR on behalf of the SCO. The PLAR steps include an application and document review and a Competency Gap Analysis (CGA), which is a skills assessment based on the National Competencies for Canadian Opticians. The CGA results are submitted to the College, where the Quality Assurance Committee reviews the results of the PLAR and, if necessary, assigns bridging modules to address any gaps in the applicant's knowledge or skill. There was one successful PLAR applicant for the year 2024.

## **JURISPRUDENCE**

The College is striving to educate our members on important matters in jurisprudence. When the CCA is operational, the College plans to add jurisprudence modules to help our members educate themselves at any time and from anywhere.

The College is in the process of creating a jurisprudence exam that will be a requirement for any new applicant wishing to register with the College.



# **FINANCIAL STATEMENTS**

**FEBRUARY 01, 2023 – JANUARY 31, 2024**



## BERGER CAVAN GROUP

Chartered Professional Accountants and Business Advisors

202 - 2022 Cornwall Street  
Regina, SK S4P 2K5  
Phone: 306.347.2244  
Email: info@bcgip.ca

### Compilation Engagement Report

On the basis of information provided by management, we have compiled the statement of financial position of Saskatchewan College of Opticians as at January 31, 2024, the statements of operations and changes in net assets and cash flows for the year then ended, and Note 1, which describes the basis of accounting applied in the preparation of the compiled financial information.

Management is responsible for the accompanying financial information, including the accuracy and completeness of the underlying information used to compile it and the selection of the basis of accounting.

We performed this engagement in accordance with Canadian Standard on Related Services (CSRS) 4200, Compilation Engagements, which requires us to comply with relevant ethical requirements. Our responsibility is to assist management in the preparation of the financial information.

We did not perform an audit engagement or a review engagement, nor were we required to perform procedures to verify the accuracy or completeness of the information provided by management. Accordingly, we do not express an audit opinion or a review conclusion or provide any form of assurance on the financial information.

Readers are cautioned that the financial information may not be appropriate for their purposes.

These financial statements were compiled solely for the use of Saskatchewan College of Opticians. Berger Cavan Group makes no representation of any kind to any other person in respect of these financial statements and accepts no responsibility for their use by any other person.

Regina, Saskatchewan  
June 04, 2024

Berger Cavan Group LLP  
Chartered Professional Accountants

**SASKATCHEWAN COLLEGE OF OPTICIANS**  
**Statement of Operations and Changes in Net Assets**

<b>Revenues</b>	<b>2024</b>	<b>2023</b>
Licenses and registrations	\$160,787	\$155,760
Examination fees	5,250	4,900
Miscellaneous	3,303	3,538
Disciplinary income	-	3,809
Seminars	-	2,325
	<b>169 340</b>	<b>170,332</b>
<b>Expenditures</b>		
Advertising and promotion	905	2,171
Amortization	1,758	1,473
Continuing education	2,776	50
Examinations	872	3,344
Insurance	4,610	4,711
Interest and bank charges	2,359	2,389
Meetings	10,532	-
N.A.C.O.R. fees	4,501	3,226
Office	9,078	10,090
Professional fees	8,466	20,285
Rent	8,820	8,794
Salaries and related benefits	72,760	70,877
Scholarship - student	-	500
Telephone and utilities	2,154	2,351
Travel	4 609	8,164
	134 200	138,425
<b>Excess of revenues over expenditures before other items</b>	<b>35,140</b>	<b>31,907</b>
<b>Other income</b>		
Investment income	1 789	16,233
<b>Excess of revenues over expenditures</b>	<b>36,929</b>	<b>48,140</b>
<b>Surplus, beginning of the year</b>	<b>287,786</b>	<b>239,646</b>
<b>Surplus end of year</b>	<b>\$324,715</b>	<b>\$287,786</b>

## Saskatchewan College of Opticians

### Statement of Financial Position

<b><u>January 31,</u></b>	<b><u>2024</u></b>	<b><u>2023</u></b>
<b>Assets</b>		
Cash	\$ 62,258	\$ 55,128
Marketable securities	259,649	231,929
Prepaid expenses	5,108	4,027
	<b>327,015</b>	291,084
<b>Property and equipment (note 2)</b>	<b>5,075</b>	4,491
	<b>\$ 332 090</b>	\$ 295,575
<b>Current Liabilities</b>		
Accounts payable and accrued liabilities	\$ 7,375	\$ 6,348
Deferred revenue		1,441
	<b>7,375</b>	7,789
<b>Fund balances</b>		
	<b>324,715</b>	<b>287,786</b>
<b><u>Surplus</u></b>	<b>324,715</b>	<b>287,786</b>
	<b>\$ 332 090</b>	<b>\$ 295 575</b>

## Saskatchewan College of Opticians

### Statement of Cash Flows

For the year ended January 31	2024	2023
<b>Cash provided by (used for)</b>		
<b>Operating activities</b>		
Excess of revenues over expenditures	\$ 36,929	\$ 48,140
Items not affecting cash		
Amortization	1,758	1,473
Unrealized loss (gain)	7,619	-
	<b>46,306</b>	49,613
Change in non-cash working capital items		
Prepaid expenses	(1,081)	(3,047)
Accounts payable and accrued liabilities	1,026	4,654
Deferred revenue	(1,441)	-
	<b>44,810</b>	<b>51,220</b>
<b>Investing activities</b>		
Purchase of investments	(35,338)	(49,007)
Purchase of property and equipment	(2,342)	-
	<b>(37,680)</b>	<b>(49,007)</b>
<b>Increase in cash</b>	<b>7,130</b>	2,213
<b>Cash, beginning of year</b>	<b>55,128</b>	52,915
<b>Cash, end of year</b>	<b>\$ 62,258</b>	<b>\$ 55,128</b>



## Saskatchewan College of Opticians

Notes to the Financial Statements

January 31, 2024

### 1. Basis of accounting

The basis of accounting applied in the preparation of the balance sheet of Saskatchewan College of Opticians as at January 31, 2024, and the income statement for the year then ended, is the historical cost basis and reflects cash transactions with the additions of:

- marketable securities recorded at fair market value
- property and equipment amortized over their useful life
- accounts payable and accrued liabilities

### 2. Property and equipment

				2024	2023
	Rate	Cost	Accumulated amortization	Net book value	Net book value
Equipment	20%	\$ 32,915	\$ 30,269	\$ 2,646	\$ 3,307
Furniture and fixtures	20%	37,375	36,921	454	567
Leasehold improvements	20%	2,720	2,720	-	-
Computer equipment	55%	14,658	12,683	1,975	617
		<u>\$ 87,668</u>	<u>\$ 82,593</u>	<u>\$ 5,075</u>	<u>\$ 4,491</u>

### 3. Comparative figures

The financial statements have been reclassified, where applicable, to conform to the presentation used in the current year. The changes do not affect prior year earnings.



Saskatchewan College of Opticians  
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