

## BRIEFING NOTE

**TO:** Board

**FROM:** Amy Stein, Deputy Registrar

**DATE:** December 2, 2024

**SUBJECT:** 2024 Board Strategic Agenda/Workplan Review

☐ For Decision ☒ For Information ☐ Monitoring Report

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**Purpose:**

To review progress/achievement of the Board's 2024 strategic agenda/workplan.

**Background:**

The Strategic Agenda/Workplan is a board-approved tool that is used to map out the board's quarterly goals in accomplishing its strategic and policy objectives for the year. Specific board meeting agendas are prepared in accordance with the work plan.

The board approved the 2024 workplan in December 2023 and reviewed it again in June 2024 to consider and approve proposed revisions in order to align the workplan with systemic and scheduling changes that occurred throughout the year.

**For Consideration:**

The 2024 workplan is being presented to the board one final time so that it can review annual achievements. Items on the 2024 workplan were achieved largely on schedule, with several items being deferred but completed later in the year.

Please note that two registration policies that were originally slated for scheduled content review in Q3 have been deferred to 2025. This was to permit the committee to focus on high priority policy work to support implementation of the new Registration Regulation that came into force on July 1, 2024.

**Public Interest Considerations:**

The purpose of the tool is to ensure that the Board is held accountable for the focus of its own work plan.

**Diversity, Equity, and Inclusion Considerations:**

The Board's core values include diversity, equity and inclusion, and therefore these principles should be reflected in the work that is done throughout the year.

**Risk Management Considerations**

The tool is an important way for the Board to continually monitor and mitigate risk by ensuring that operational, policy and monitoring tasks are being completed on schedule.

**Action Required:**

This update is being provided for information only.

MARCH 2024 BOARD STRATEGIC AGENDA/WORK PLAN				
OPERATIONAL	POLICY, BY-LAW AND REGULATION	MONITORING REPORTS	EXTERNAL MONITORING	TRAINING AND DEVELOPMENT
Minutes, December  Financial Variance Report to December 31, 2023  Approval of 2024 Pre-Election Training Module  Registrar, CEO Performance Review (Moved from June)  Timing of the 2024 Election	Communication and Support to the Board Policy (GC)  Emergency Registrar Succession Policy (GC)  Organizational Shared Values Policy (GC)  Director and Committee Member Responsibilities Policy (GC)  By-Law Updates (Renewal and Reinstatement) (RC)  Registration Timelines Policy (RC)  Retiring or Resigning Policy (RC)  Reinstatement and Changing from Inactive to Active Practice Policy (RC)  <del>Non-Practising Status Policy (RC)</del> (moved to Sept)	Committee Reports (Spotlight: Registration)  Committee Annual Reports  Registrar's Report  Examination Report  Communications Report  Strategic Outcomes Policy (R)  Financial Planning and Budgeting (R)  Delegation to the Registrar Policy (B)  Status of 2023 Board Self-Evaluation Action Plan		Introduction to the College (Orientation)  Governance (Orientation)  Strategic Plan (Orientation)  A Year in Preview (Orientation)  Virtual Boardroom Tour (Orientation)  Reading Financial Variance Reports

Green = Complete  
 Blue = Complete (moved or added to workplan)  
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 Orange = Not complete (moved or added to workplan)

GC = Governance Committee  
 RC = Registration Committee  
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JUNE 2024 BOARD STRATEGIC AGENDA/WORK PLAN				
OPERATIONAL	POLICY, BY-LAW AND REGULATION	MONITORING REPORTS	EXTERNAL MONITORING	TRAINING AND DEVELOPMENT
Minutes, March	Reserves Policy (GC)	Committee Reports (Spotlight: Professional Conduct)	2023 Financial Audit Report	<del>Diversity, Equity and Inclusion</del> (moved to Sept)
Year-to-date Financial Variance Report	Human Resources and Relations Policy (GC)	Registrar’s Report		Appreciative Inquiry Training
Board Terms of Reference Policy (GC)		Examination Report		
Registrar, CEO Performance Review (Moved to March)	Executive Committee Terms of Reference Policy (GC)	NACOR Report		
Reassess 2024 Strategic Agenda Work Plan	Governance Committee Terms of Reference Policy (GC)	Communications Report		
	Election Eligibility Criteria (GC)	Financial Condition Policy (R)		
	Electoral Districts (GC)	Vender Relations Policy (R)		
	<del>Patient Relations Committee Terms of Reference and Mandate Policy (GC)</del> (moved to June)	Investment Policy (R)		
	Language Proficiency Policy (RC)	Relationship with the Public and Other COO Beneficiaries (R)		
	Approved Education Programs Policy (RC)	Governance Approach Policy (B)		
	National Examinations Policy (RC)	Approval of 2024 Board Action Plan		
	Student/Intern Supervision Policy (RC)			
	Inactive Class Policy (RC)			
	By-Law Updates (Renewal and Reinstatement) (RC)			

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SEPTEMBER 2024 BOARD STRATEGIC AGENDA/WORK PLAN				
OPERATIONAL	POLICY, BY-LAW AND REGULATION	MONITORING REPORTS	EXTERNAL MONITORING	TRAINING AND DEVELOPMENT
Minutes, June  Year-to-date Financial Variance Report  Appointment of Auditor for 2025	Asset Protection Policy (GC)  Patient Relations Committee Terms of Reference Policy (GC)  ICRC Terms of Reference Policy (GC)  Pre-Election Training Module Policy (GC)  Inactive Class Election/Appointment Eligibility (GC)  Registration Appeal Panel Policy (RC)  Photograph Submission Requirements Policy (RC)  Non-Practising Status Policy (RC) (moved from March)  Labour Mobility Policy (RC)  Examinations and Upgrading Policy (RC)  Acceptance of Quality Assurance Program Compliance from other Canadian Provinces (RC)  Peer and Practice Assessment Fees (QAC)	Committee Reports (Spotlight: Governance and Patient Relations)  Registrar's Report  Examination Report (Removed now that examinations have been outsourced)  Communications Report  Strategic Outcomes Policy Report (R)  Asset Protection Policy (R)  <del>Communication and Support to the Board Policy (R)</del> (not due until 2025)  Technology and Cyber Security Policy (R)  Board Terms of Reference Policy (B)		Diversity, Equity and Inclusion Training

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DECEMBER 2024 BOARD STRATEGIC AGENDA/WORK PLAN				
OPERATIONAL	POLICY, BY-LAW AND REGULATION	MONITORING REPORTS	EXTERNAL MONITORING	TRAINING AND DEVELOPMENT
Minutes, September	Relationship with the Public and Beneficiaries Policy (GC)	Committee Reports (Spotlight: Professional Practice)	Discussion re external board review in 2025	
Year-to-date Financial Variance Report	Registrant Relations Policy (GC)	Registrar's Report		
2025 Draft Budget	Vote Majority for Termination of a Registrar Policy (GC)	<del>Examination Report</del> (Removed now that examinations have been outsourced)		
Approval of 2025 board meeting dates	Board and Committee Principles Policy (GC)	Communications Report		
Election of NEC Rep	Proposed Governance Reform: Electoral Districts (GC)	NACOR Report		
Appointment of Auditor for 2025 (Completed in Sep)	Contact Lens Mentor Policy (RC)	External Meetings Report		
Election of 2025 Executive		Reserves Policy Report (R)		
Appointment of Appointed Members		Investment Policy Report (R)		
Approval of 2025 Committee Slate		Board Code of Conduct (B)		
Appointment of Registrar's Review Subcommittee		Strategic Work Plan 2024 Review		
Assignment of 2025 Board Monitoring Reports		Strategic Work Plan 2025 Development		
Discussion re # in person board meetings in 2025		Presentation on the engagement efforts with members of the Indigenous community on culturally safe vision care		

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