

BRIEFING NOTE

TO: Board of Directors

FROM: Governance Committee

DATE: March 2, 2026

SUBJECT: Pre-Election Training Module Policy (4-18)

☒ For Decision

☐ For Information

☐ Monitoring Report

Purpose:

To review the Pre-Election Training Module Policy and determine whether to approve an amendment designating *Chapter 4: Introduction to the Regulated Health Professions Act (RHPA)* as the pre-election training module, with the designation to be reviewed every three years.

Background:

In July 2020, the board approved a by-law amendment requiring registrants to seek election to the board to complete one or more pre-election training modules as a condition of eligibility. This requirement is intended to ensure that incoming directors possess a baseline level of knowledge prior to participating in board-level decision-making and policy development.

The Pre-Election Training Module Policy outlines the process for the board to review and approve pre-election training modules. The policy was approved in July 2020 and was last reviewed in September 2024.

For Consideration:

The current policy requires the board to approve a pre-election training module on an annual basis, at least 90 days prior to an election. It is proposed that the policy be amended to designate *Chapter 4* of the [Jurisprudence Manual](#) as the pre-election training module, with its designation to be reviewed every three years.

Since implementation of the policy, *Chapter 4* has consistently been approved and remains the only available module suitable for pre-election training. The chapter provides an overview of opticianry regulation in Ontario, including professional misconduct, the patient relations program, and the public register, as well as the legislative framework of the *RHPA* and the role and authority of the College.

The module includes a 20-question assessment and supports registrants in developing the foundational knowledge required to fulfil their fiduciary responsibilities as directors.

The amended policy is attached as **Appendix A**.

Public Interest Considerations:

The committee noted that designating *Chapter 4* as the pre-election training module would remove the need for annual board approval, allowing the board to focus on other matters that advance the College's public interest mandate. The Jurisprudence RHPA module provides registrants with a foundational understanding of the legislative framework and the role of COO's board and committees, ensuring elected directors are prepared to fulfill their fiduciary responsibilities.

Diversity, Equity, and Inclusion Considerations:

The Jurisprudence Chapter is easily accessible on the COO website and may be completed by registrants at their own pace which supports equitable access to pre-election training. The three-year review cycle also provides the board with an opportunity to assess whether the module remains accessible, inclusive, and reflective of evolving DEI principles and best practices.

Risk Management Considerations:

Designating Chapter 4 as the pre-election training module mitigates governance risk by ensuring that all candidates for election possess baseline knowledge of the *RHPA*, the College's mandate and the roles and responsibilities of directors. The three-year review cycle maintains oversight and allows the board to respond to legislative, regulatory, or governance changes, while retaining flexibility to approve an alternative module if needed.

Recommendations/Action Required:

The Governance Committee recommends that the board approve the proposed changes to the **Pre-Election Training Module Policy (4-18)**.

POLICY TYPE: GOVERNANCE PROCESS

4-18 Pre-Election Training Module Policy

The Board of Directors of the College of Opticians of Ontario recognizes the importance of ensuring that Board members demonstrate the knowledge, skills and experience necessary to effectively fulfill their fiduciary obligations as Directors.

To that end, the Board may designate one or more training modules that must be completed by any registrant who wishes to be eligible for election to the Board in accordance with Article 6 of the by-laws.

The following process will be followed for any pre-election training module(s) designated by the Board:

- ~~1. The Board will approve the training module(s) on an annual basis by no later than 90 days prior to the day of the election. The Board shall designate *Chapter 4: Introduction to the Regulated Health Professions Act (RHPA)* of the Jurisprudence Manual as the pre-election training module, or such other module as the Board may approve, with the designation reviewed every three years.~~
- 2.1. The training module(s) will be made available to registrants by no later than 90 days prior to the day of the election.
- 3.2. The Board will ensure that the training module(s) is/are accessible to all registrants and align with the College's commitment to diversity, equity and inclusion.
- 4.3. The Board may determine the threshold for successful completion of the training module(s), and the manner of proof that the registrant will be required to provide to the College in order to verify successful completion. The Board may delegate any verification of successful completion to the Registrar and/or a committee, as appropriate.