

BRIEFING NOTE

TO: Board of Directors

FROM: Amy Stein, Deputy Registrar

DATE: June 2, 2025

SUBJECT: Board Workplan Mid-Year Review

☒ For Decision

☐ For Information

☐ Monitoring Report

Purpose:

To revisit the Board's strategic agenda/workplan to make necessary adjustments and refine the plan for Q3 and Q4.

Background:

The Strategic Agenda/Workplan Policy (4-21) is a board governance policy which provides for the board's use of a strategic agenda as a tool to ensure that the board is held accountable for the focus of its own work plan, its progress toward achieving its work plan, and its overall results in any quarter. Specific board meeting agendas are prepared in accordance with the work plan.

The board approved its 2025 Workplan at its meeting in December 2024.

For Consideration:

The 2025 Workplan is being presented to the board for a mid-year check-in/review.

Items completed appear in green font, items not completed appear in red font, and items added to the workplan appear in orange font (items not yet complete) or blue font (items added and subsequently completed).

The majority of Workplan items have been completed on schedule, including a number of items that have been added since the December meeting. Several items have been deferred to later meetings, including:

- *Refresher Program:* The Registration Committee is in the process of developing a refresher program for applicants and opticians who need to complete this requirement in order to become registered, maintain currency, or transfer from the Inactive to RO registration class. A proposed program was reviewed by the Committee at its recent May meeting, and the Committee requested that it be put out for consultation over the summer. The Committee anticipates bringing a final program forward for approval at the September board meeting.

- *Currency Policy*: The Registration Committee is planning to revisit the Currency Policy following the 2025 renewal period where registrants were asked for the first time to report their practice hours for the previous calendar year. Hours were reported for information/practice purposes only, as currency will only begin being monitored for Regulation purposes in the first full year of its application, which is 2025. The Committee is planning to carry out a consultation with registrants to get feedback on their experience in reporting practice hours and to identify any potential gaps prior to 2026 renewal. This has been deferred to Q3 so a consultation can take place over the summer.

Considerations:

The purpose of the Board Workplan is for the board to stay on track with respect to its statutory and strategic priorities. Checking in on this workplan at the mid-year mark allows the board to identify any potential issues at an early stage and direct that the necessary course corrections take place.

Diversity, Equity and Inclusion Considerations:

Revisiting the workplan at the mid-year point allows for an opportunity to identify any policy, monitoring, or training needs with respect to the COO's DEI commitments.

Risk Management Considerations:

The Board Workplan maps out the policies and reports that the board receives throughout the year to carry out its risk management oversight role, including monitoring reports that are delivered by the Registrar, CEO on operational boundaries policies, financial reports and committee reports.

Action Required:

To review and approve the revised workplan, or revise as necessary.

MARCH 2025 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, 2024 Approval of 2025 Pre-Election Training Module Registrar, CEO Performance Review	Registration Committee Terms of Reference and Mandate Policy (GC) Fitness to Practice Committee Terms of Reference and Mandate Policy (GC) Life Member Status (RC) Refresher Program (RC) (moved to Sept)	Committee Reports (Spotlight: Registration) Committee Annual Reports Registrar’s Report Examination Report (Moved to June) Communications Report Strategic Outcomes Policy (R) General Executive Constraint Policy (R) Financial Planning and Budgeting (R) Corporate Identity, Public Image and Communication Policy (R) Board Monitoring System Policy (B) Status of 2024 Board Self-Evaluation Action Plan		Introduction to the College (Orientation) Governance (Orientation) Strategic Plan (Orientation) A Year in Preview (Orientation) Virtual Boardroom Tour (Orientation) Diversity, Equity and Inclusion Training Reading Financial Variance Reports

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

GC = Governance Committee
 RC = Registration Committee
 R = Registrar Monitoring Report
 B = Board Monitoring Report

JUNE 2025 BOARD STRATEGIC AGENDA/WORK PLAN				
OPERATIONAL	POLICY, BY-LAW AND REGULATION	MONITORING REPORTS	EXTERNAL MONITORING	TRAINING AND DEVELOPMENT
Minutes, March	Intellectual Property Policy (GC)	Committee Reports (Spotlight: Policy and Governance)	2024 Financial Audit Report	Code of Conduct Training
Year-to-date Financial Variance Report	Quality Assurance Committee Terms of Reference and Mandate Policy (GC)	Registrar’s Report		
Reassess 2025 Strategic Agenda Work Plan	Clinical Practice Committee Terms of Reference and Mandate Policy (GC)	NACOR Report		
	Currency Policy (RC) (Move to Sept)	Communications Report		
	Legacy Retired Optician Program (RC)	Financial Condition Policy (R)		
		Investment Policy (R)		
		Emergency Registrar, CEO Succession (R)		
		Board Annual Strategic Agenda/Workplan Policy (B)		
		Approval of 2025 Board Action Plan		

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SEPTEMBER 2025 BOARD STRATEGIC AGENDA/WORK PLAN				
OPERATIONAL	POLICY, BY-LAW AND REGULATION	MONITORING REPORTS	EXTERNAL MONITORING	TRAINING AND DEVELOPMENT
Minutes, June	Delegation to the Registrar, CEO Policy (GC)	Committee Reports (Spotlight: Professional Conduct)		TBD
Year-to-date Financial Variance Report	Board Monitoring System Policy (GC)	Registrar’s Report		
Appointment of Auditor for 2026	Investment Policy (GC)	Communications Report		
	Board Strategic Agenda / Workplan Policy (GC)	Strategic Outcomes Policy Report (R)		
	Board Code of Conduct (GC)	Human Resources and Relations Policy (R)		
	Registration Appeal Panel Policy (RC)	Communication and Support to the Board Policy (R)		
	Photograph Requirements Policy (RC)	Technology and Cyber Security Policy (R)		
	Policy on Findings and Vulnerable Sector Check (RC)	Role of Board Officer Policy (B)		
	Practicum Policy (RC)			
	Contact Lens Fitting Policy (RC)			
	Contact Lens Mentor Policy (RC)			
	Currency Policy (RC) (Moved from Jun)			
	Refresher Program (RC) (Moved from Mar)			

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DECEMBER 2025 BOARD STRATEGIC AGENDA/WORK PLAN				
OPERATIONAL	POLICY, BY-LAW AND REGULATION	MONITORING REPORTS	EXTERNAL MONITORING	TRAINING AND DEVELOPMENT
Minutes, September	Director Job Description Policy (GC)	Committee Reports (Spotlight: Professional Practice)		TBD
Year-to-date Financial Variance Report	Pre-Election / Pre-Appointment Policy (GC)	Registrar’s Report		
2026 Draft Budget		Communications Report		
Approval of 2026 board meeting dates		NACOR Report		
Election of NEC Rep		External Meetings Report		
Election of 2026 Executive		Reserves Policy Report (R)		
Appointment of Appointed Members		Investment Policy Report (R)		
Approval of 2026 Committee Slate		Registrant Relations Policy (R)		
Appointment of Registrar’s Review Subcommittee		Board Policy Development Policy (B)		
Assignment of 2026 Board Monitoring Reports		Strategic Work Plan 2025 Review		
		Strategic Work Plan 2026 Development		

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