

BRIEFING NOTE

TO: Board of Directors

FROM: Derick Summers, Chair

DATE: December 1, 2025

SUBJECT: Assignment of Board Monitoring Reports for 2026

☐ For Decision

☒ For Information

☐ Monitoring Report

Purpose:

To seek volunteers to complete each of the scheduled board monitoring reports for 2026.

Background:

On October 5, 2020, the board approved the Board Policy Development Policy (4-24). The purpose of this policy was to codify a process for developing, approving, updating and evaluating the success of governance policies.

This policy provides that the board will directly monitor eight of its own board policies. This governance process was implemented to ensure that the board is regularly checking to make sure it is following its most important Governance Process and Board/Staff Relationship policies, and to provide opportunities for feedback and/or course corrections where needed.

For Consideration:

In 2026, the board is scheduled to receive the following monitoring reports:

Policy	Meeting
Role of Board Officers Policy (4-05)	March 2026 (<i>Deferred from September 2026</i>)
Delegation to the Registrar, CEO Policy (3-03)	March 2026
Governance Approach Policy (4-01)	June 2026
Board Terms of Reference Policy (4-03)	September 2026
Board Code of Conduct	December 2026

The review of the Role of Board Officers Policy (4-05) was not completed in 2025 due to a board member's resignation. It will be added to the agenda for the March meeting, at which two reports will be presented.

The monitoring report for the Board Policy Development Policy (4-24), originally due in December 2025 has been rescheduled to June 2026. It is not included in the table above, as a board member has already volunteered to complete this.

It is necessary for a board member to volunteer to complete each of the reports. The responsible board member will be provided with all the necessary information and support from administration. If no board member volunteers, the Chair may assign a board member to complete a report.

Public Interest Considerations:

The board has recognised the importance of strong governance to carry out its object of regulating the profession in the public interest and has invested significant time and resources into updating its governance policies and processes. Monitoring important policies confirms that the board is fulfilling its duties and responsibilities and ensures that appropriate processes are in place to provide due diligence to planning and oversight of the College.

Diversity, Equity, and Inclusion Considerations:

When reviewing monitoring reports, it is incumbent on the board to consider whether any issues or concerns have arisen from a Diversity, Equity or Inclusion (DEI) perspective.

Risk Management Considerations:

Continually monitoring important policies helps to identify, analyse, and address potential organisational risks before they negatively impact the College.

Recommendations/Action Required:

That board members volunteer to complete the 2026 monitoring reports.