

BRIEFING NOTE

TO: Board

FROM: Amy Stein, Deputy Registrar

DATE: December 1, 2025

SUBJECT: 2025 Board Annual Workplan Review

☐ For Decision ☒ For Information ☐ Monitoring Report

Purpose:

To review progress/achievement of the Board's 2025 annual workplan.

Background:

The annual workplan is a board-approved tool 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 2025 workplan in December 2024 and reviewed it again in June 2025 to consider and approve proposed revisions to align the workplan with scheduling changes that occurred throughout the year.

For Consideration:

The 2025 workplan is being presented to the board one final time so that it can review annual achievements. Items on the 2025 workplan were achieved largely on schedule, with several items being deferred to later in the year.

We note the following:

- **Currency Policy:** Review of this policy, which was originally scheduled for Q2, has been deferred to 2026 to allow additional opportunity to gather feedback from registrants on activities that ought to be counted toward the ongoing currency requirement.
- **Practicum Policy:** Review of this policy, which was originally scheduled for Q3, has been deferred to 2026 to allow for additional consultation.
- **Role of Board Officers Policy Monitoring Report:** This board monitoring report has been deferred to 2026 following the resignation of the responsible board member.
- **Examinations, NACOR and External Meetings Reports:** These reports have largely been incorporated into other either the Registration Committee Report (in the case of examinations) and/or the Registrar's Report for streamlining purposes.

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 these principles should be reflected in the work completed 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 completed on schedule.

Action Required:

This update is provided for information only.

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)	Committee Reports (Spotlight: Registration) Committee Annual Reports Registrar's Report Examination Report (Included in Registration Report) 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

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		Reading Financial Variance Reports (Moved from Mar)
Reassess 2025 Strategic Agenda Work Plan	Clinical Practice Committee Terms of Reference and Mandate Policy (GC)	NACOR Report		
	Currency Policy (RC) (Deferred to 2026)	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)		Cybersecurity
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)		
	Practicum Policy (RC) (Deferred to 2026)	Communication and Support to the Board Policy (R)		
	Contact Lens Fitting Policy (RC) – Removed; review not required	Technology and Cyber Security Policy (R)		
	Contact Lens Mentor Policy (RC) – Removed; review not required	Role of Board Officers Policy (B) (Deferred to 2026)		
	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)		
Year-to-date Financial Variance Report	Pre-Election / Pre-Appointment Policy (GC)	Registrar’s Report		
2026 Draft Budget	Financial Condition Policy (GC)	Communications Report		
Approval of 2026 board meeting dates	By-Law Updates re election districts (GC)	NACOR Report (Included in Registrar’s Report)		
Election of NEC Rep	Standards of Practice (CPC)	External Meetings Report (Included in Registrar’s Report)		
Election of 2026 Executive	Registration Appeal Panel Policy (RC) (Moved from Sep)	Reserves Policy Report (R)		
Appointment of Appointed Members	Photograph Requirements Policy (RC) (Moved from Sep)	Investment Policy Report (R)		
Approval of 2026 Committee Slate	Policy on Findings and Vulnerable Sector Check (RC) (Moved from Sep)	Registrant Relations Policy (R)		
Appointment of Registrar’s Review Subcommittee	Approval of 2026-2028 Strategic Plan	Board Policy Development Policy (B)		
Assignment of 2026 Board Monitoring Reports		2025 Board Work Plan Review		
COO Premises Planning		2026 Board Work Plan Development		

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