

BRIEFING REPORT

REPORT TOPIC: Governance Policy Manual Revised Table of Contents

REPORT TO: COO Council

REPORT FROM: COO Governance Committee

DATE: October 2, 2017

REPORT PURPOSE:

☒ Policy Development/Enhancement/Regular Review/Approval

☐ Ends Policy

☒ Executive Limitations Policy

☒ Council-Staff Relationship Policy

☒ Governance Process Policy

☐ Council Implementation of Policy

☐ Council-Staff Relationship Policy

☐ Governance Process

☐ Monitoring Report

☐ Ends

☐ Executive Limitations

☐ Ownership Linkage Report

☐ Incidental Report

☐ CEO & Registrar

☐ Council President

☐ Other: Briefing Report

BACKGROUND

The Governance Committee is proposing a revised list of topics (Table of Contents) for the Council Policy Manual of governing policies. The proposed list of refreshed policy topics is outlined in the Table of Contents in Appendix 1.

The COO Council Policy Manual Table of Contents also outlines which topics on the new list of policy topics already have an existing COO Council policy and when that policy was approved and/or last reviewed. In some cases, Council will be revising historical policies and in some cases creating new governing policies to cover areas where the COO Council believes its needs to provide governing direction.

RECOMMENDED MOTION

That the COO Council adopt the revised COO Council Policy Manual Table of Contents recognizing that Council will continue to develop and evolve the list of topics for which it will provide policy direction.

COO COUNCIL POLICY MANUAL

TABLE OF CONTENTS

NUMBER	CATEGORY I: ENDS	FREQUENCY OF POLICY REVIEW (IN YEARS)	DATE TO BE REVIEWED	DATE COUNCIL APPROVED, REVIEWED OR REVISED
I-01	High Level Ends Policy (Vision for Outcomes)	3		
I-02	Sub-Ends Policies	3		

NUMBER	CATEGORY II: EXECUTIVE LIMITATIONS	FREQUENCY OF POLICY REVIEW (IN YEARS)	DATE TO BE REVIEWED	DATE COUNCIL APPROVED, REVIEWED OR REVISED
II-01	General Executive Constraint Policy	5	<ul style="list-style-type: none"> Ready for Jun 7, 2017 Final draft ready for Oct 2017 Council meeting 	
✓ II-05	Financial Planning and Budgeting	3	Revised draft to Sep Governance Committee - to Council for Oct 2017	Financial Planning/Budgeting Sep 20, 2011
✓ II-06	Financial Condition Policy	2	Revised draft to Sep Governance Committee - to Council for Oct 2017	Financial Condition and Activity Sep 20, 2011
✓ II-07	Asset Protection Policy	3		Asset Protection Sep 20, 2011
II-08	Vendor Relations Policy	4		
II-09	Investment Policy	2		
II-10	Signing Authority / Authorization of Expenditures Policy	3		
✓ II-20	Human Resources Parameters Policy	3		Staff Relations Sep 20, 2011
II-30	Staff Conduct and Transparency Policy	3		
II-40	Member Relations Policy	3		

NUMBER	CATEGORY II: EXECUTIVE LIMITATIONS	FREQUENCY OF POLICY REVIEW (IN YEARS)	DATE TO BE REVIEWED	DATE COUNCIL APPROVED, REVIEWED OR REVISED
✓ II-50	Communication and Support to the Council Policy	4	Revised draft to Sep Governance Committee - to Council for Oct 2017	Communication and Advice to Council Sep 20, 2011
II-60	Corporate Identity, Public Image, and Communication	5		
II-70	Intellectual Property Policy	4		
II-80	Emergency Executive Succession Policy	4		

NUMBER	CATEGORY III: COUNCIL-STAFF RELATIONSHIP POLICIES	FREQUENCY OF POLICY REVIEW (IN YEARS)	DATE TO BE REVIEWED	DATE COUNCIL APPROVED, REVIEWED OR REVISED
III-01	Global Council-CEO & Registrar Relationship Policy	5	<ul style="list-style-type: none"> Ready for Jun 7, 2017 Final draft ready for Oct 2017 Council meeting 	
III-02	Unity of Control	4		
III-03	Delegation to the CEO & Registrar Policy	4		
III-04	Accountability of the CEO & Registrar Policy	4		
III-05	CEO & Registrar Job Products Policy	3		
III-06	CEO & Registrar Position Description Policy	3		Summary Doc with some content: <ul style="list-style-type: none"> Policy on Governance Roles and Responsibilities
III-07	CEO & Registrar Performance Appraisal Policy	4		
III-08	Council Support of the CEO & Registrar Policy	3		
III-09	CEO & Registrar Compensation Program Policy	3		
III-10	Use of CEO & Registrar Employment Letter Template Policy	Only as needed		
III-11	Vote Majority for Termination of a CEO & Registrar Policy	5		

NUMBER	CATEGORY IV: GOVERNANCE PROCESS	FREQUENCY OF POLICY REVIEW (IN YEARS)	DATE TO BE REVIEWED	DATE COUNCIL APPROVED, REVIEWED OR REVISED
IV-01	Governance Approach Policy	3	<ul style="list-style-type: none"> • Ready for Jun 7, 2017 • Final draft ready for Oct 2017 Council meeting 	
IV-05	Council Terms of Reference Policy	3		Summary Doc with some content: <ul style="list-style-type: none"> • Policy on Governance Roles and Responsibilities
IV-10	Council Member Job Description Policy	3		Summary Doc with some content: <ul style="list-style-type: none"> • Policy on Governance Roles and Responsibilities
IV-15	Role of Council Officers Policy	3		Summary Doc with some content: <ul style="list-style-type: none"> • Policy on Governance Roles and Responsibilities
IV-20	Guidelines for Academic Member/Role Description Policy	5		
IV-25	Statutory and Council Committees (Standing/Ad Hoc Working Groups) Principles Policy	3		Summary Doc with some content: <ul style="list-style-type: none"> • Policy on Governance Roles and Responsibilities
IV-25.05	Executive Committee Terms of Reference and Mandate Policy	3		Summary Doc with some content: <ul style="list-style-type: none"> • Policy on Governance Roles and Responsibilities
IV-25.06	Inquiries, Complaints and Reports Committee Terms of Reference Policy	3		
IV-25.07	Discipline Committee Terms of Reference Policy	3		
IV-25.08	Fitness to Practice Committee Terms of	3		

NUMBER	CATEGORY IV: GOVERNANCE PROCESS	FREQUENCY OF POLICY REVIEW (IN YEARS)	DATE TO BE REVIEWED	DATE COUNCIL APPROVED, REVIEWED OR REVISED
	Reference Policy			
IV-25.10	Patient Relations Committee Terms of Reference Policy	3		
IV-25.11	Quality Assurance Committee Terms of Reference Policy	3		
IV-25.12	Registration Committee Terms of Reference Policy	3		
IV-30	Role of Committee Chairperson Policy	3		
IV-35	Council Decision Making Policy	5		
IV-40	Annual Planning Cycle & Integrated Council Strategic Agenda Policy	3		
IV-45	Council Meeting Process and Agenda Policy	5		<p>Summary Docs:</p> <ul style="list-style-type: none"> • College of Opticians: Meeting Conduct Rules • College of Opticians: Meeting Management • Schedule C to the By-Laws: Rules of Order of the Council and Its Committees
IV-50	Issues Identification Process/Reporting Policy	5		
IV-55	Council Minutes Policy	5		
IV-60	Maintaining the Council Policy Manual Policy	3		
✓ IV-70	Council Recruitment/ Nomination Policy	5		Elections – Candidate Information Sep 20, 2011
IV-75	Council Linkage with Ownership Policy	3		
IV-80	Council Information System Policy	5		
IV-85	Council Monitoring System Policy	3		
IV-90	Council Policy Champion Assignments Policy	3		
IV-95	Council Code of Conduct, Confidentiality and Conflict of Interest Policy	3		<p>Schedule D to the By-Laws – Code of Conduct for Council and Appointed Non-Council Members</p> <p>Form:</p>

NUMBER	CATEGORY IV: GOVERNANCE PROCESS	FREQUENCY OF POLICY REVIEW (IN YEARS)	DATE TO BE REVIEWED	DATE COUNCIL APPROVED, REVIEWED OR REVISED
				Acknowledgement and Undertaking Regarding Fiduciary Duties (For Council, Appointed Non-Council and Committee Members)
IV-100	Council Effectiveness Self Evaluation Policy	3		
IV-105	Presentation at Council Meetings by Non-Members of Council Policy	5		
✓ IV-110	Council Mentor Program Policy	3		Included in: Council Orientation Sep 20, 2011
IV-115	Disclosure of Information Policy	5		
IV-120	Public Access to Council Meeting Policy	5		
IV-125	Designated Organization to Approve Course of Study for COO Registration Policy	3		
IV-130	Government Relations Policy	3		
	Professional Services for Council			Sep 20, 2011