

BRIEFING NOTE

TO: Board of Directors

FROM: Governance Committee

DATE: May 30, 2022

SUBJECT: 8.1 Content Review of the Board-Staff Relationship Policy 3-04 and
Pre-Election Training Module Policy 4-18

☒ For Decision

☐ For Information

☐ Monitoring Report

Purpose:

To carry out a scheduled content review of policies 3-04 and 4-18 for the purpose of determining whether any amendments are necessary.

Background:

It is the responsibility of the Board to develop, approve, update and evaluate implementation of its governance policies. Appendix 2 to the COO's Policy Governance Manual sets out a review schedule for all policies in the manual. The purpose of reviewing the policies on a regular basis is to ensure that they continue to be relevant and serve the function that they were implemented for.

For Consideration:

The Board-Staff Relationship Policy 3-04 (**Appendix A**) and the Pre-Election Training Module Policy 4-18 (**Appendix B**) are slated for evaluation of its content this year on the Board Policy Review Schedule. On review, the Governance Committee was of the view that both policies continue to adequately serve the Board's needs and that no updates were needed.

Public Interest Consideration:

The Board has recognized 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. Reviewing the content of these policies ensures that policies are consistent and effective, and that the College is up to date with regulations, technology, and regulatory best practices.

Diversity, Equity and Inclusion Considerations:

The Committee did not identify any concerns from a diversity, equity or inclusion standpoint relating to these policies.

Recommendation:

The Governance Committee recommends that the Board approve no changes to the following policies:

- Board-Staff Relationship Policy 3-04
- Pre-Election Training Module Policy 4-18

POLICY TYPE: BOARD - STAFF RELATIONSHIP

3-04 Board-Staff Relationship Policy

The Registrar, CEO is the Board's only link to operational achievement and conduct, such that all authority and accountability of staff, as far as the Board is concerned, is considered the authority and accountability of the Registrar, CEO.

Accordingly:

1. The Board will not give instructions to any staff other than the Registrar, CEO, unless the staff member is representing the Registrar, CEO as delegated by the Registrar, CEO.
2. The Board will not evaluate, either formally or informally, any staff other than the Registrar, CEO.
Note: directors can inform the Registrar, CEO if in their opinion some staff service is not being well executed.
3. In addition, the Registrar, CEO may request that the Board provide feedback regarding staff performance generally.

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.
2. The training module(s) will be made available to registrants by no later than 90 days prior to the day of the election.
3. 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. 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.