

BRIEFING NOTE

TO: Board of Directors

FROM: Governance Committee

DATE: May 30, 2022

SUBJECT: 8.2 Content Review of the Director and Committee Responsibility Policy 4-27

☒ For Decision

☐ For Information

☐ Monitoring Report

Purpose:

To carry out a scheduled content review of the Director and Committee Responsibility Policy 4-27 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 Director and Committee Responsibility Policy 4-27 was approved by the Board on December 3, 2019 and is slated for evaluation of its content this year on the Board Policy Review Schedule.

On review, the Governance Committee was of the view that it would be appropriate to amend the policy to reflect the Board's recent approval of a mandatory requirement for all directors and committee members to undergo training and/or complete a module on diversity, equity and inclusion on an annual basis.

The original policy with the proposed revisions is redlined in **Appendix A** below and a clean version, **Appendix B**, is also attached.

Public Interest Consideration:

The Board has recognized the importance of strong governance in order 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 Governance Committee is of the view that the proposed policy amendment will help codify the Board's commitment to diversity, equity and inclusion.

Recommendation:

The Governance Committee recommends that the Board approve the proposed updates to the Director and Committee Responsibility Policy 4-27.

POLICY TYPE: GOVERNANCE PROCESS**4-27 Director and Committee Member Responsibilities Policy**

POLICY

The Board is dedicated to ensuring that all Directors and Committee Members demonstrate accountability, integrity and excellence.

To this end, all Directors and Committee Members are required to comply with their duties and responsibilities as set out in this Governance Manual, the *Regulated Health Professions Act*, the *Opticianry Act*, the regulations under those acts, and the by-laws.

The Board has also determined to require Directors and Committee Members to comply with the following additional obligations:

Professional Boundaries and Sexual Abuse Prevention Training

The Board is dedicated to the prevention of any form of verbal, emotional, physical or sexual abuse and endorses a zero-tolerance policy toward such conduct. The Board recognizes the important role that it plays in protecting the public, including through its role in the orientation and training of Directors and Committee Members to ensure that they are aware of the seriousness and extent of injury that sexual abuse can cause a patient.

Accordingly, all Directors and Committee Members, including Public Directors, shall:

1. Complete Chapter 1 of the Jurisprudence Tool, **Professional Boundaries and Sexual Abuse Prevention**, at the following intervals:
 - a. Prior to attending their first Board or Committee meeting as a newly appointed or elected Director or Committee Member; and
 - b. Every three years thereafter.
2. Provide a copy of their certificate of completion to the Chair of the Board by no later than their first Board or Committee meeting of the calendar year, where applicable.

Proof of compliance with the Quality Assurance Program

The Board recognizes the important role that the Quality Assurance Program plays in maintaining high professional standards and enhancing public confidence in the opticianry profession. The Board furthermore recognizes that its professional Directors and Committee Members are expected to set an example to registrants by demonstrating a commitment to continuing education and professional development.

Accordingly, all optician Directors and Committee Members shall:

1. Complete all requirements of the College's Quality Assurance Program by December 31 of each calendar year.

2. Provide a copy of their Professional Portfolio to the Registrar (or their delegate) by no later than January 15 of each calendar year.

The Registrar shall review the Professional Portfolio submissions of Directors and Committee Members for completeness. Where any deficiencies are identified, the Director or Committee Member shall be provided with 14 days to remedy the deficiency to the Registrar's satisfaction. Any Director or Committee Member who fails to submit their Professional Portfolio or fails to remedy any deficiencies identified in their Professional Portfolio, may be subject to disqualification in accordance with the By-laws.

Diversity, Equity and Inclusive Training

Diversity, equity and inclusion are central to the College's policies and practices and the way that it operates as an organization.

Accordingly:

1. All Directors and Committee Members, including Public Directors, shall participate ~~Board~~ directors and committee members will be required to in annual training on undergo training and/or complete a module on diversity, equity and inclusion, or complete any training modules approved by the Board for this purpose. This training works to ensure that diversity, equity and inclusion are woven into the Board's strategic decisions and member committee work.
2. The Board may determine the threshold for successful completion of training programs or modules, and the manner of proof that the Director or Committee Member will be required to provide 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.

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