College of Opticians of Ontario

BRIEFING NOTE

TO: **Board of Directors**

FROM: **Kevin Cloutier, Chair**

DATE: **November 30, 2026**

SUBJECT: **Assignment of Board Monitoring Reports for 2027**

☐ For Decision ☒ For Information ☐ Monitoring Report

Purpose:

To seek volunteers to complete each of the scheduled Board monitoring reports for 2027.

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 2027, the Board is scheduled to receive the following monitoring reports:

Policy	Meeting
Board Monitoring System Policy (4-25)	March 2027
Board Annual Work Plan Policy (4-21)	June 2027
Role of Board Officers Policy (4-05)	September 2027
Board Policy Development Policy (4-24)	December 2027

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 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. 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 of 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, analyze, and address potential organizational risks before they negatively impact the College.

Recommendations/Action Required:

That Board members volunteer to complete the 2027 monitoring reports.