College of Opticians of Ontario

BRIEFING NOTE

TO: **Board of Directors**

FROM: **Amy Stein, Deputy Registrar**

DATE: **November 30, 2026**

SUBJECT: **2026 Board Annual Workplan Review**

☐ For Decision ☒ For Information ☐ Monitoring Report

Purpose:

To review progress/achievement of the Board's 2026 Annual Workplan.

Background:

The Annual Workplan is a Board-approved tool that is 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 2026 Annual Workplan in December 2025 and reviewed it again in June 2026 to consider and approve proposed revisions in order to align the workplan with systemic and scheduling changes that occurred throughout the year.

For Consideration:

The 2026 Annual Workplan is being presented to the Board one final time so that it can review annual achievements. Items on the 2024 workplan were achieved largely on schedule, with several items being deferred but completed later in the year.

Items on the 2026 Annual Workplan were largely achieved on schedule, as well as a number of additional items that were added throughout the year.

We note that one item, namely a content of the Technology and Cyber Security Policy has been deferred to Q1 of 2027 as, on initial review, the Governance Committee directed staff to gather additional information before it could finalize its recommendations to the Board.

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 therefore these principles should be reflected in the work that is done 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 being completed on schedule.

Action Required:

This update is being provided for information only.

MARCH 2026 BOARD WORK PLAN				
OPERATIONAL	**POLICY, BY-LAW AND REGULATION**	**MONITORING REPORTS**	**EXTERNAL MONITORING**	**TRAINING AND DEVELOPMENT**
Minutes, December Financial Variance Report to December 31, 2025 Approval of 2026 Pre-Election Training Module Registrar, CEO Performance Review	Strategic Outcomes Policy (GC) Vendor Relations & Procurement Management (GC) Appointed Member Policy (GC) Role of Board Officers Policy (GC) Examination and Upgrading Policy (RC) – Deferred to Jun	Committee Reports (Spotlight: Registration) Committee Annual Reports Registrar's Report Communications Report Strategic Outcomes Policy (R) Financial Planning and Budgeting (R) Role of Board Officers Policy (B) (Deferred from 2025) Delegation to the Registrar Policy (B) Status of 2025 Board Self-Evaluation Action Plan		Introduction to the College (Orientation) Governance (Orientation) Strategic Plan (Orientation) A Year in Preview (Orientation) Virtual Boardroom Tour (Orientation)

Green = Complete
Blue = Complete (moved or added to workplan)
Red = Not complete
Orange = Not complete (moved or added to workplan)
Purple = Deferred and completed in a later quarter

GC = Governance Committee
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R = Registrar Monitoring Report
B = Board Monitoring Report

JUNE 2026 BOARD WORK PLAN				
OPERATIONAL	**POLICY, BY-LAW AND REGULATION**	**MONITORING REPORTS**	**EXTERNAL MONITORING**	**TRAINING AND DEVELOPMENT**
Minutes, March Year-to-date Financial Variance Report Reassess 2026 Strategic Agenda Work Plan	Currency Policy (RC) – Deferred to Sep Examination and Upgrading Policy (RC) – Moved from Mar Inactive Class Policy (RC) Approved Education Programs Policy (RC) Financial Planning and Budgeting Policy (GC) Role of Committee Chairperson Policy (GC) Board-Staff Relationship Policy (GC)	Committee Reports (Spotlight: Professional Conduct) Registrar's Report Communications Report Financial Condition Policy (R) Investment Policy (R) Emergency Registrar, CEO Succession (R) Governance Approach Policy (B) Approval of 2026 Board Action Plan	2025 Financial Audit Report	Unconscious Bias Board Governance Refresher

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SEPTEMBER 2026 BOARD WORK PLAN				
OPERATIONAL	**POLICY, BY-LAW AND REGULATION**	**MONITORING REPORTS**	**EXTERNAL MONITORING**	**TRAINING AND DEVELOPMENT**
Minutes, June Year-to-date Financial Variance Report Appointment of Auditor for 2027	Registrar, CEO Expectations and Job Products Policy (GC) Posting of Board Materials Policy (GC) Board Effectiveness Evaluation Policy (GC) Board Meeting Process Policy (GC) Practicum Policy (RC) – Deferred to Dec Internationally Educated Applicant/PLAR Policy (RC) Currency Policy (RC) (Deferred from Jun) Recent Practice Experience Policy (RC) Standards of Practice – Guideline on Patient Record Keeping (CPC) Demographic Data Collection Project (PRC)	Committee Reports (Spotlight: Policy & Governance) – Deferred to Dec Registrar's Report Communications Report Strategic Outcomes Policy Report (R) Asset Protection Policy (R) Technology and Cyber Security Policy (R) Board Terms of Reference Policy (B) Board Policy Development Policy (B)		Cybersecurity Finance Refresher

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DECEMBER 2026 BOARD WORK PLAN				
OPERATIONAL	**POLICY, BY-LAW AND REGULATION**	**MONITORING REPORTS**	**EXTERNAL MONITORING**	**TRAINING AND DEVELOPMENT**
Minutes, September Year-to-date Financial Variance Report 2027 Draft Budget Approval of 2027 board meeting dates Election of NEC Rep Election of 2027 Executive Appointment of Appointed Members Approval of 2027 Committee Slate Appointment of Registrar's Review Subcommittee Assignment of 2027 Board Monitoring Reports	Board Support of the Registrar, CEO Policy (GC) Governance Approach Policy (GC) Technology and Cyber Security Policy (GC) – Deferred to 2027 Practicum Policy (RC) – Deferred from Sep Registrants Referred for Currency Review (QAC)	Committee Reports (Spotlights: Professional Practice and Policy and Governance) Registrar's Report Communications Report Reserves Policy Report (R) Investment Policy Report (R) Board Code of Conduct (B) 2026 Board Work Plan Review 2027 Board Work Plan Development		

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