College of Opticians of Ontario

BRIEFING NOTE

TO: **Board**

FROM: **Amy Stein, Deputy Registrar**

DATE: **November 30, 2026**

SUBJECT: **2027 Board Annual Workplan Development**

☒ For Decision ☐ For Information ☐ Monitoring Report

Purpose:

To approve the Board's 2027 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.

The Annual Workplan is then used to build agendas for the Board's quarterly meetings to ensure meetings are aligned with strategic priorities.

For Consideration:

The Board is being presented with a proposed Annual Workplan for the 2027 calendar year.

The Annual Workplan is set out by quarter to align with the Board's annual meeting schedule, and includes columns to capture operational matters, policy, by-law and regulation work, internal and external monitoring reports and training and development.

The Annual Workplan is developed having regard to the following factors: repeating operational matters, scheduled and anticipated policy/by-law review work, scheduled monitoring reports, and scheduled training sessions.

is subject to change/revision in order to account for changes that come up during the year and to respond efficiently to environmental or system issues as they arise. The Annual Workplan will be brought back to the Board for a mid-year review in June 2027.

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:

That the Board approve the 2027 Annual Workplan.

MARCH 2027 BOARD WORK PLAN				
OPERATIONAL	**POLICY, BY-LAW AND REGULATION**	**MONITORING REPORTS**	**EXTERNAL MONITORING**	**TRAINING AND DEVELOPMENT**
Minutes, December Financial Variance Report to December 31, 2026 Registrar, CEO Performance Review	Emergency Registrar, CEO Succession Policy (GC) Unity of Control Policy (GC) Director and Committee Member Responsibilities Policy (GC) Technology Cyber Security Policy (GC) Review of Chair Term Limit (GC) Review of Pre-Screening Process for Appointed Member Candidates (GC)	Committee Reports (Spotlight: Registration) Committee Annual Reports Registrar's Report Communications Report Strategic Outcomes Policy (R) Financial Planning and Budgeting (R) Corporate Identity, Public Image and Communication Policy (R) Emergency Registrar, CEO Succession Policy (R) Board Monitoring System Policy (B) Status of 2026 Board 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
RC = Registration Committee
R = Registrar Monitoring Report
B = Board Monitoring Report

JUNE 2027 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 2027 Annual Work Plan	Reserves Policy (GC) Human Resources and Relations Policy (GC) Board Terms of Reference Policy (GC) Discipline Committee Terms of Reference Policy (GC) Practicum Policy (RC) Retiring or Resigning Policy (RC) National Examinations Policy (RC)	Committee Reports (Spotlight: Professional Conduct) Registrar's Report Communications Report Financial Condition Policy (R) Investment Policy (R) Vendor Relations (R) Relationship with the Public and Stakeholders Policy (R) Board Annual Work Plan Policy (B) Approval of 2026 Board Action Plan	2026 Financial Audit Report	Unconscious Bias Board Governance Refresher

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SEPTEMBER 2027 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 2028	Global General Operational Constraint Policy (GC) Asset Protection Policy (GC) Investment Policy (GC) Global Board-Registrar, CEO Relationship Policy (GC) Registrar, CEO Recruitment and Selection Policy (GC) Contact Lens Mentor Policy (RC) Student/Intern Supervision Policy (RC Retention of Legal and Verifying Documents Policy (RC)	Committee Reports (Spotlight: Policy & Governance) Registrar's Report Communications Report Strategic Outcomes Policy (R) Human Resources and Relations Policy (R) Technology and Cyber Security Policy (R) Role of Board Officers Policy (B)		Cybersecurity Finance Refresher

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DECEMBER 2027 BOARD WORK PLAN				
OPERATIONAL	**POLICY, BY-LAW AND REGULATION**	**MONITORING REPORTS**	**EXTERNAL MONITORING**	**TRAINING AND DEVELOPMENT**
Minutes, September Year-to-date Financial Variance Report 2028 Draft Budget Approval of 2028 board meeting dates Election of NEC Rep Election of 2028 Executive Appointment of Appointed Members Approval of 2028 Committee Slate Appointment of Registrar's Review Subcommittee Assignment of 2028 Board Monitoring Reports	Relationship with the Public and Stakeholders Policy (GC) Registrant Relations Policy (GC) Corporate Identity, Public Image and Communication Policy (GC) Board and Committee Principles Policy (GC) Language Proficiency Policy (RC) Registration Timelines Policy (RC) Reinstatement and Changing from Inactive to Active Practice Policy (RC) Standards of Practice (CPC)	Committee Reports (Spotlight: Professional Practice) Registrar's Report Communications Report Reserves Policy Report (R) Investment Policy Report (R) Registrant Relations (R) Board Policy Development Policy (B) 2027 Board Work Plan Review 2028 Board Work Plan Development		

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