College of Opticians of Ontario

BRIEFING NOTE

TO: **Board of Directors**

FROM: **Kevin Cloutier, Chair**

DATE: **November 30, 2026**

SUBJECT: **Professional and Community Appointees**

☒ For Decision ☐ For Information ☐ Monitoring Report

Purpose:

To appoint individuals as Professional and Community Appointees of the College.

Background:

The Board maintains a group of non-Board members who are appointed to sit on committees to assist in the governance process and policy making duties of the Board, in accordance with the Appointed Committee Member Policy.

A Screening Committee is responsible for interviewing candidates to ensure they meet the pre-appointment competencies approved by the board.

For Consideration:

The Screening Committee held interviews on October 29 and November 19 for candidates seeking positions as appointed members. Interview scores for candidates that were found to have met the core competencies were provided to the Board to review during an in-camera session held on November 30, 2026, pursuant to section 7(2)(d) of the Health Professions Procedural Code (personnel matters).

Following the in-camera session, the Board will announce the individuals selected for appointed member positions for 2-year terms beginning January 1, 2027.

Public Interest Considerations:

In order to carry out its public interest mandate, it is necessary for the Board to retain a sufficient number of individuals to sit on College committees. In addition, the Board should be satisfied that individuals who are selected as appointed members meet approved competencies and will act in the public interest in carrying out their role.

Diversity, Equity, and Inclusion Considerations:

In 2021, the Board approved a new screening and interview process that focuses on the five core competencies identified by the Board as prerequisites for election to the Board or appointment to committees, including collaboration and inclusion. In addition, steps were taken to remove or reduce potential barriers to participation in the interview process, including holding an information session for interested candidates.

Risk Management Considerations:

The Board carefully reviews current Board and committee compositions to assess the number of Appointed Committee Members that will be needed to ensure committees will be adequately populated for the coming year. The screening process is designed to mitigate risk by ensuring that those appointed demonstrate the necessary competencies to serve as committee members.

Action Required:

That the Board appoint individuals as Appointed Members of the College.