

BRIEFING NOTE

TO: Board

FROM: Amy Stein, Deputy Registrar

DATE: December 4, 2023

SUBJECT: 2023 Board Strategic Agenda/Workplan Update

☐ For Decision

☒ For Information

☐ Monitoring Report

Purpose:

To review progress/achievement of the Board's 2023 strategic agenda/workplan.

Background:

The Strategic Agenda/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 2023 workplan in December 2022 and reviewed it again in June 2023 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 2023 workplan is being presented to the board one final time so that it can review annual achievements. Items on the 2023 workplan were achieved largely on schedule, with several items being deferred but completed later in the year.

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.

Action Required:

This update is being provided for information only.

| MARCH 2023 BOARD STRATEGIC AGENDA/WORK PLAN | | | | |
|---|---|---|--|---|
| OPERATIONAL | POLICY, BY-LAW AND REGULATION | MONITORING REPORTS | EXTERNAL MONITORING | TRAINING AND DEVELOPMENT |
| <p>Minutes, December</p> <p>Year-to-date Financial Variance Report</p> <p>Review of Board Self-Evaluations</p> <p>Review of Committee Self-Evaluations</p> <p>Approval of 2023 Pre-Election Training Module (moved to June)</p> | <p>Appointed Member Policy (GC)</p> <p>Registrar, CEO Performance Evaluation Process Policy (GC) (moved to Oct)</p> <p>Registrar, CEO Compensation Policy (GC) (moved to Oct)</p> <p>Strategic Outcomes Policy (GC)</p> <p>Role of Board Officers Policy (GC)</p> | <p>Committee Reports (Spotlight: Registration)</p> <p>Committee Annual Reports</p> <p>Registrar's Report</p> <p>Examination Report</p> <p>Communications Report</p> <p>2022 CPMF Report (update shared via email)</p> <p>1-01 Strategic Outcomes Policy (R)</p> <p>2-02 Financial Planning and Budgeting (R)</p> <p>2-12 Corporate Identity, Public Image and Communication (R)</p> <p>2-14 Emergency Registrar, CEO Succession (R)</p> <p>4-25 Board Monitoring System Policy (B)</p> <p>Registrar, CEO Summary of Monitoring Reports (R)</p> <p>Status of 2022 Board Self-Evaluation Action Plan</p> | <p>Third Party Effectiveness Evaluation Report</p> | <p>Introduction to the College (Orientation)</p> <p>Governance (Orientation)</p> <p>Strategic Plan (Orientation)</p> <p>A Year in Preview (Orientation)</p> <p>Cultural Safety and Humility</p> <p>Virtual Boardroom Tour (Orientation)</p> <p>Reading Financial Variance Reports (Orientation)</p> |

Green = Complete

Blue = Complete (moved or added to workplan)

Red = Not complete

Orange = Not complete (moved or added to workplan)

| JUNE 2023 BOARD STRATEGIC AGENDA/WORK PLAN | | | | |
|--|--|--|----------------------|---|
| OPERATIONAL | POLICY, BY-LAW AND REGULATION | MONITORING REPORTS | EXTERNAL MONITORING | TRAINING AND DEVELOPMENT |
| Minutes, February | Role of Board Officers Policy (GC) (Completed in March) | Committee Reports (Spotlight: Professional Conduct) | 2022 Financial Audit | Financial Reports (completed in March) |
| Year-to-date Financial Variance Report | Role of Committee Chairperson Policy (GC) | Registrar's Report | | Cyber Security |
| Registrar, CEO Performance Review | Financial Planning and Budgeting Policy (GC) | Examination Report | | |
| Reassess 2023 Strategic Work Plan | Financial Condition Policy (GC) | NACOR Report | | |
| | Discipline Committee Terms of Reference Policy (GC) | Communications Report | | |
| | Approval of 2023 Pre-Election Training Module (GC) | 2-03 Financial Condition (R) | | |
| | Currency Policy (RC) | 2-06 Investment Policy (R) | | |
| | Practicum Policy (RC) | 4-21 Board Annual Strategic Agenda/Workplan Policy (B) | | |
| | Reinstatement and Change of Status Policy (RC) | Approval of 2023 Board Action Plan | | |
| | Refraction Standard of Practice (CP) (Moved to Oct) | | | |
| | Fees By-Law Amendments (EC) | | | |

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OCTOBER 2023 BOARD STRATEGIC AGENDA/WORK PLAN

| OPERATIONAL | POLICY, BY-LAW AND REGULATION | MONITORING REPORTS | EXTERNAL MONITORING | TRAINING AND DEVELOPMENT |
|--|---|--|---------------------|--------------------------|
| Minutes, May Year-to-date Financial Variance Report Executive Election Process Review 2022 Annual Report Will be sent via email update instead | Financial Planning and Budgeting Policy (GC) - Completed in June Financial Condition Policy (GC) --Completed in June Investment Policy (GC) – Moved to December Posting of Board Materials Policy (GC) Registrar, CEO Performance Evaluation Process Policy (GC) – Moved from June Registrar, CEO Compensation Policy (GC) – Moved from June Registrar, CEO Position Description Policy (GC) Registrar, CEO Job Products Policy (GC) Refraction Standard of Practice (CP) – Moved from June Executive Election Process (GC) | Committee Reports (Spotlight: Governance and Patient Relations) (Spotlight: Professional Practice) Registrar’s Report Examination Report Communications Report 1-01 Strategic Outcomes Policy Report (R) 2-11 Communication and Support to the Board (R) 4-05 Role of Board Officers Policy (B) | | |

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| DECEMBER 2023 BOARD STRATEGIC AGENDA/WORK PLAN | | | | |
|--|--|---|---------------------|--------------------------|
| OPERATIONAL | POLICY, BY-LAW AND REGULATION | MONITORING REPORTS | EXTERNAL MONITORING | TRAINING AND DEVELOPMENT |
| Minutes, October | Board Support of the Registrar, CEO Policy (GC) | Committee Reports (Spotlight: Professional Practice) (Completed in Oct) | | |
| Year-to-date Financial Variance Report | Governance Approach Policy (GC) | Registrar's Report | | |
| 2024 Draft Budget | Board Decision-Making Policy (GC) | Examination Report | | |
| Approval of 2024 board meeting dates | Board Effectiveness Self-Evaluation Policy (GC) | Communications Report | | |
| Election of NEC Rep | Investment Policy (GC) (Moved from Oct) | NACOR Report | | |
| Appointment of Auditor for 2024 | Accreditation Policy (QA) | External Meetings Report | | |
| Election of 2024 Executive | Contact Lens Mentor Policy (RC) | 2-15 Reserves Policy Report (R) | | |
| Appointment of Appointed Members | Internationally Educated Applicant Policy (RC) | 2-09 Investment Policy Report (R) | | |
| Approval of 2024 Committee Slate | Examination and Upgrading Proposal Policy (RC) | 2-13 Technology and Cyber Security Policy (R) | | |
| Appointment of Registrar's Review Subcommittee | Retention of Legal and Verifying Documents Policy (RC) | 4-24 Board Policy Development Policy (B) | | |
| Assignment of 2024 Board Monitoring Reports | Assessment and Miscellaneous Fees By-Law (FC) | Strategic Work Plan 2023 Review | | |
| | | Strategic Work Plan 2024 Development | | |

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