

BRIEFING NOTE

TO: Board of Directors

FROM: Amy Stein, Deputy Registrar

DATE: June 1, 2026

SUBJECT: Board Annual Workplan – Midyear Review

☒ For Decision

☐ For Information

☐ Monitoring Report

Purpose:

To revisit the Board's Annual Workplan to make necessary adjustments and refine the plan for Q3 and Q4.

Background:

The Strategic Agenda/Workplan Policy (4-21) is a board governance policy which provides for the board's use of a strategic agenda as a tool to ensure that the board is held accountable for the focus of its own work plan, its progress toward achieving its work plan, and its overall results in any quarter. Specific board meeting agendas are prepared in accordance with the work plan.

The board approved its 2026 Workplan at its meeting in December 2025.

For Consideration:

The 2026 Workplan is being presented to the board for a mid-year check-in/review. Items are colour coded as follows:

- Green = Item completed on schedule
- Blue = Item added to the Workplan (or deferred from an earlier quarter) and now complete
- Purple = Item deferred and completed in a later quarter
- Orange = Item added to work plan; not complete
- Red = Item not complete

The majority of Workplan items have been completed on schedule, including a number of items that have been added since the Workplan was approved in December. One policy item from March was deferred and completed in June (Examinations and Upgrading Policy) to allow additional time to finalize pathways for applicants. One policy item from June has been deferred to September (Currency Policy) to allow additional time for consultations with registrants.

Public Interest Considerations:

The purpose of the Board Annual Workplan is for the Board to stay on track with respect to its statutory and strategic priorities. Checking in on this workplan at the mid-year mark allows the Board to identify any potential issues at an early stage and direct that the necessary course corrections take place.

Diversity, Equity and Inclusion Considerations:

The Workplan incorporates policy work and training that will further the Board's strategic priorities relating to DEI, including unconscious bias training and proposed changes to registration policies that will create more accessible pathways for registrants and applicants.

Risk Management Considerations:

The Workplan maps out the policies and reports that the Board receives throughout the year to carry out its risk management oversight role, including monitoring reports that are delivered by the Registrar, CEO on operational boundaries policies, financial reports and committee reports.

Action Required:

To review and approve the revised Workplan, or revise as necessary.

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

Green = Complete
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Red = Not complete
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Purple = Deferred and completed in a later quarter

GC = Governance Committee
RC = Registration Committee
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	Registrar, CEO Expectations and Job Products Policy (GC)	Committee Reports (Spotlight: Policy & Governance)		Cybersecurity
Year-to-date Financial Variance Report	Registrar, CEO Performance Evaluation and Compensation Process Policy (GC)	Registrar’s Report		Finance Refresher
Appointment of Auditor for 2027	Posting of Board Materials Policy (GC)	Communications Report		
	Board Effectiveness Evaluation Policy (GC)	Strategic Outcomes Policy Report (R)		
	Practicum Policy (RC) – Deferred to Dec	Asset Protection Policy (R)		
	Internationally Educated Applicant Policy (RC)	Technology and Cyber Security Policy (R)		
	ADD: Currency Policy (RC)	Board Terms of Reference Policy (B)		

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DECEMBER 2026 BOARD WORK PLAN

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

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