

# BRIEFING NOTE

**TO:** Board of Directors

**FROM:** Stephen Kinsella, Chair

**DATE:** December 4 and 5, 2023

**SUBJECT:** Assignment of 2024 Board Monitoring Reports

For Decision  For Information  Monitoring Report

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**Purpose:**

To seek volunteers to complete each of the scheduled board monitoring reports in 2024.

**Background:**

On October 5, 2020, the Board approved the Board Policy Development Policy 4-24. The purpose of this policy was to codify a process for developing, approving, updating and evaluating the success of governance policies.

This policy provides that the board will directly monitor eight of its own board policies. This governance process was implemented to ensure that the board is regularly checking to make sure it is following its most important Governance Process and Board/Staff Relationship policies, and to provide opportunities for feedback and/or course corrections where needed.

**For Consideration:**

In 2024 the Board is scheduled to receive the following 4 monitoring reports:

Policy	Meeting
Delegation to the Registrar Policy 3-03	March 2024
Governance Approach Policy 4-01	June 2024
Board Terms of Reference Policy 4-03	September 2024
Board Code of Conduct	December 2024

It is necessary for a board member to volunteer to complete each of the reports. The responsible board member will be provided with all of the necessary information and support from administration.

In the event that no board member volunteers, the Chair may assign a board member to complete a report.

**Public Interest Consideration:**

The Board has recognized the importance of strong governance in order to carry out its object of regulating the profession in the public interest and has invested significant time and resources into updating its governance policies and processes. Reviewing the content of these policies ensures that policies are consistent and effective, and that the College is up to date with regulations, technology, and regulatory best practices.

**Diversity, Equity and Inclusion Considerations:**

When reviewing the report, it is incumbent on the Board to consider whether any issues or concerns have arisen from a diversity, equity or inclusion perspective.

**Action Required:**

That board members volunteer to complete the 2024 monitoring reports.