

## BRIEFING NOTE

**TO:** Board

**FROM:** Amy Stein, Deputy Registrar

**DATE:** December 4, 2023

**SUBJECT:** 2024 Board Strategic Agenda/Workplan

☒ For Decision

☐ For Information

☐ Monitoring Report

---

**Purpose:**

To approve the Board's Strategic Agenda/Workplan for 2024.

**Background:**

As set out in the Board Strategic Agenda and Workplan Policy (4-40), the Board is being presented with a proposed workplan for the 2024 calendar year. The purpose of the workplan is to ensure that the Board is held accountable for meeting its strategic objectives in the upcoming Board cycle.

The workplan is meant to be recorded such that each board member can transparently see at a glance the Board work plan for the whole year. Specific board meeting agendas are prepared with reference to the work plan.

**For Consideration:**

The proposed 2024 workplan is attached for the Board's consideration. The workplan is subject to change/revision in order to account for changes that come up during the year and to respond efficiently to environmental or systemic issues that arise.

**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:**

That the Board approve the 2024 Strategic Agenda/Workplan

MARCH 2024 BOARD STRATEGIC AGENDA/WORK PLAN				
OPERATIONAL	POLICY, BY-LAW AND REGULATION	MONITORING REPORTS	EXTERNAL MONITORING	TRAINING AND DEVELOPMENT
Minutes, December	Communication and Support to the Board Policy (GC)	Committee Reports (Spotlight: Registration)		Introduction to the College (Orientation)
Year-to-date Financial Variance Report	Emergency Registrar Succession Policy (GC)	Committee Annual Reports		Governance (Orientation)
Approval of 2024 Pre-Election Training Module	Organizational Shared Values Policy (GC)	Registrar's Report		Strategic Plan (Orientation)
	Director and Committee Member Responsibilities Policy (GC)	Examination Report		A Year in Preview (Orientation)
	By-Law Updates (Renewal and Reinstatement) (RC)	Communications Report		Virtual Boardroom Tour (Orientation)
	Registration Timelines Policy (RC)	Strategic Outcomes Policy (R)		Reading Financial Variance Reports (Orientation)
	Retiring or Resigning Policy (RC)	Financial Planning and Budgeting (R)		
	Non-Practising Status Policy (RC)	Delegation to the Registrar Policy (B)		
		Status of 2023 Board Self-Evaluation Action Plan		

Green = Complete

Blue = Complete (moved or added to workplan)

Red = Not complete

Orange = Not complete (moved or added to workplan)

JUNE 2024 BOARD STRATEGIC AGENDA/WORK PLAN				
OPERATIONAL	POLICY, BY-LAW AND REGULATION	MONITORING REPORTS	EXTERNAL MONITORING	TRAINING AND DEVELOPMENT
Minutes, March	Reserves Policy (GC)	Committee Reports (Spotlight: Professional Conduct)	2023 Financial Audit	Diversity, Equity and Inclusion
Year-to-date Financial Variance Report	Human Resources and Relations Policy (GC)	Registrar’s Report		
Registrar, CEO Performance Review	Board Terms of Reference Policy (GC)	Examination Report		
Reassess 2024 Strategic Work Plan	Executive Committee Terms of Reference Policy (GC)	NACOR Report		
	Governance Committee Terms of Reference Policy (GC)	Communications Report		
	Patient Relations Terms of Reference Policy (GC)	Financial Condition Policy (R)		
	Language Proficiency Policy (RC)	Vender Relations Policy (R)		
		Investment Policy (R)		
		Relationship with the Public and Other COO Beneficiaries (R)		
		Governance Approach Policy (B)		
		Approval of 2024 Board Action Plan		

Green = Complete  
Blue = Complete (moved or added to workplan)  
Red = Not complete  
Orange = Not complete (moved or added to workplan)

SEPTEMBER 2024 BOARD STRATEGIC AGENDA/WORK PLAN				
OPERATIONAL	POLICY, BY-LAW AND REGULATION	MONITORING REPORTS	EXTERNAL MONITORING	TRAINING AND DEVELOPMENT
Minutes, June	Asset Protection Policy (GC)	Committee Reports (Spotlight: Governance and Patient Relations)		TBD
Year-to-date Financial Variance Report	Patient Relations Committee Terms of Reference Policy (GC)	Registrar’s Report		
	ICRC Terms of Reference Policy (GC)	Examination Report		
	Pre-Election Training Module Policy (GC)	Communications Report		
	Registration Appeal Panel Policy (RC)	Strategic Outcomes Policy Report (R)		
	Photograph Submission Requirements Policy (RC)	Asset Protection Policy (R)		
		Communication and Support to the Board Policy (R)		
		Technology and Cyber Security Policy (R)		
		Board Terms of Reference Policy (B)		

Green = Complete  
Blue = Complete (moved or added to workplan)  
Red = Not complete  
Orange = Not complete (moved or added to workplan)

DECEMBER 2024 BOARD STRATEGIC AGENDA/WORK PLAN				
OPERATIONAL	POLICY, BY-LAW AND REGULATION	MONITORING REPORTS	EXTERNAL MONITORING	TRAINING AND DEVELOPMENT
Minutes, September	Relationship with the Public and Beneficiaries Policy (GC)	Committee Reports (Spotlight: Professional Practice)		TBD
Year-to-date Financial Variance Report	Registrant Relations Policy (GC)	Registrar’s Report		
2025 Draft Budget	Vote Majority for Termination of a Registrar Policy (GC)	Examination Report		
Approval of 2025 board meeting dates	Board and Committee Principles Policy (GC)	Communications Report		
Election of NEC Rep	Contact Lens Mentor Policy (RC)	NACOR Report		
Appointment of Auditor for 2025		External Meetings Report		
Election of 2025 Executive		Reserves Policy Report (R)		
Appointment of Appointed Members		Investment Policy Report (R)		
Approval of 2025 Committee Slate		Board Code of Conduct (B)		
Appointment of Registrar’s Review Subcommittee		Strategic Work Plan 2024 Review		
Assignment of 2025 Board Monitoring Reports		Strategic Work Plan 2025 Development		

Green = Complete  
Blue = Complete (moved or added to workplan)  
Red = Not complete  
Orange = Not complete (moved or added to workplan)