

# BRIEFING NOTE

**TO:** Board of Directors

**FROM:** Governance Committee

**DATE:** March 1, 2022

**SUBJECT:** 6.4 Content Review of the Communications and Support to the Board Policy 2-11

For Decision

For Information

Monitoring Report

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**Purpose:**

To carry out a scheduled content review of the Communications and Support to the Board Policy 2-11 for the purpose of determining whether any amendments are necessary.

**Background:**

It is the responsibility of the Board to develop, approve, update and evaluate implementation of its governance policies. Appendix 2 to the COO's Policy Governance Manual sets out a review schedule for all policies in the manual. The purpose of reviewing the policies on a regular basis is to ensure that they continue to be relevant and serve the function that they were implemented for.

**For Consideration:**

The Communications and Support to the Board Policy 2-11 was last revised by the Board on October 2, 2017 and is slated for evaluation of its content this year.

The original policy with the proposed revisions is redlined in **Appendix A** and below a clean version, **Appendix B** is also attached. On review, the Governance Committee was of the view that the policy required minor updating to ensure that the policy language was consistent with the terminology used in the Policy Governance Manual.

**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:**

It is incumbent on the Board to consider whether the policy update is consistent with the COO's organizational values relating to diversity, equity and inclusion.

**Recommendation:**

To approve the updates to the Communications and Support to the Board Policy 2-11 as recommended by the Governance Committee.

## POLICY TYPE: OPERATIONAL BOUNDARIES

## 2-11 Communication and Support to the Board Policy

The Registrar, CEO of COO may not permit the Board to be uninformed or unsupported in its work.

Further, the Registrar, CEO shall not:

1. Allow the Board to be without adequate information to support informed Board decisions, including relevant environmental scanning data, a representative range of staff and external points of view, significant issues or changes within the external or internal environment which may have a bearing on any existing Board policies, along with alternative choices and their respective implications.
2. Neglect to submit the monitoring data required by the Board (Board Monitoring System Policy, 4-25) in a timely, accurate and understandable fashion, including explicit Registrar, CEO interpretations of the Board policies being monitored and evidence of compliance.
3. Let the Board be unaware of any actual or anticipated non-compliance with any Strategic Outcomes or Operational Boundaries policy, in a timely fashion, regardless of the Board's monitoring schedule.
4. Let the Board be unaware of any material information it requires, including anticipated media coverage, threatened or pending lawsuits, and material or publicly visible external and internal changes or events, including changes in executive personnel.
5. Allow the Board to be unaware that, in the Registrar, CEO's opinion, the Board is not in compliance with its own policies on Governance Process and Board-Staff Relationship, particularly in the case of Board behaviour which is detrimental to the work relationship between the Board and the Registrar, CEO.
6. Present information ~~in unnecessarily complex or lengthy form or in a manner~~ that fails to differentiate among information of three types: Board decision-making, Board monitoring, and general incidental information.
7. Allow the Board to be without a workable a mechanism for official Board, Director or Committee communications and administrative support for Board activities.
8. Deal with the Board as a whole except when:
  - a. Fulfilling individual requests for clarification of information or
  - b. Responding to Directors or Committees duly charged by the Board.
9. Neglect to ensure that any items that are brought to the Board as consent agenda items receive necessary approvals and are subject to appropriate monitoring.
- ~~9. supply for the Required Approvals Agenda (Consent Agenda) all items delegated to the Registrar, CEO, yet required by law, regulation, or contract to be Board approved, along with monitoring assurance pertaining to these items.~~

**Date Last Revised: October 2, 2017**

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