

## BRIEFING NOTE

**TO:** Board of Directors

**FROM:** Governance Committee

**DATE:** October 4, 2021

**SUBJECT:** 8.4 Content Review of the Registrar CEO, Job Products Policy 3-05

☒ For Decision

☐ For Information

☐ Monitoring Report

---

**Purpose:**

To carry out a scheduled review of the Registrar, CEO Job Products Policy 3-05 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 Registrar, CEO Job Products Policy 3-05 was approved by the Board on October 1, 2018 and falls within the Board-Staff Relationship Category. Policies in this category clarify the Board's relationship with the Registrar, CEO and COO staff.

The original policy with the proposed revisions is redlined in **Appendix A** below and a clean version, **Appendix B**, is also attached.

When reviewing the final version the Governance Committee was of the view that the proposed revisions by the committee ensured that the language was clear and consistent with the terminology adopted by the COO as it developed its 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 proposed policy is consistent with the COO's organizational values relating to diversity, equity and inclusion.

**Recommendation:**

To approve the changes to the Delegation to the Registrar, CEO Job Products Policy 3-05 as recommended by the Governance Committee.

## POLICY TYPE: BOARD - STAFF RELATIONSHIP

3-05 Registrar, CEO Job Products Policy

**BACKGROUND**

In keeping with the Governance Approach Policy, 4-01, the Registrar, CEO has the responsibility for effecting specified critical outcomes within operational limitations.

**POLICY**

As the Board's single official link to the operating organization, the Registrar, CEO's performance shall be considered to be synonymous with organizational performance.

Consequently, the job products (results) of the Registrar, CEO include:

1. Achieving Board's Strategic Outcomes Policies that identify which ~~good the organization will~~ desired results should be achieved, for what groups of people, with what priority of resources ~~or~~ return on investment. The Board will direct the work of the Registrar, CEO through the use of written Strategic Outcomes ~~(critical outcomes)~~ Policies. The Registrar, CEO is expected to interpret and achieve these Strategic Outcomes ~~(critical outcomes)~~ Policies.
2. Leading organizational operations within the risk boundaries of prudence and ethics established in Board policies on Operational Boundaries. In order to accomplish this, the Board recognizes that:
  - a. ~~a.~~ The Registrar, CEO is authorized to establish, monitor, and make changes to COO operational policies and practices within a reasonable interpretation of Board policy.-
  - ~~a-b.~~ The Registrar, CEO is responsible for the implementation of Strategic Outcomes ~~(critical outcomes)~~ Policies within the Operational Boundaries Policies risk boundaries on ethics and prudence.
3. Ensuring compliance with the by-laws of the COO and all applicable statutory obligations including under the *Regulated Health Professions Act, 1991*, the *Opticianry Act, 1991*, and the regulations under those acts.

## POLICY TYPE: BOARD - STAFF RELATIONSHIP

3-05 Registrar, CEO Job Products Policy

**BACKGROUND**

In keeping with the Governance Approach Policy, 4-01, the Registrar, CEO has the responsibility for effecting specified critical outcomes within operational limitations.

**POLICY**

As the Board's single official link to the operating organization, the Registrar, CEO's performance shall be considered to be synonymous with organizational performance.

Consequently, the job products (results) of the Registrar, CEO include:

1. Achieving Board's Strategic Outcomes Policies that identify which results should be achieved, for what groups of people, with what priority of resources. The Board will direct the work of the Registrar, CEO through the use of written Strategic Outcomes Policies. The Registrar, CEO is expected to interpret and achieve these Strategic Outcomes Policies.
2. Leading organizational operations within the risk boundaries of prudence and ethics established in Board policies on Operational Boundaries. In order to accomplish this, the Board recognizes that:
  - a. The Registrar, CEO is authorized to establish, monitor, and make changes to COO operational policies and practices within a reasonable interpretation of Board policy.
  - b. The Registrar, CEO is responsible for the implementation of Strategic Outcomes Policies within the Operational Boundaries Policies risk boundaries on ethics and prudence.
3. Ensuring compliance with the by-laws of the COO and all applicable statutory obligations including under the *Regulated Health Professions Act, 1991*, the *Opticianry Act, 1991*, and the regulations under those acts.