



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

PROTOCOL FOR MEETING AGENDA MANAGEMENT

*Now faith is confidence in what we hope for and assurance about what we do not see.
Hebrews 11:1*

Created, Draft	First Tabling	Review
May 31, 2016	June 14, 2016	
Caitlin Kavanagh, Sr. Manager, Employee Relations & Policy Development		
RECOMMENDATION REPORT		

Vision:

At Toronto Catholic we transform the world through witness, faith, innovation and action.

Mission:

The Toronto Catholic District School Board is an inclusive learning community rooted in the love of Christ. We educate students to grow in grace and knowledge and to lead lives of faith, hope and charity.



G. Poole

Associate Director of Academic Affairs

A. Sangiorgio

Associate Director of Planning and Facilities

C. Jackson

Executive Superintendent of Business Services and Chief Financial Officer

Angela Gauthier

Director of Education

A. EXECUTIVE SUMMARY

This report recommends that Trustees and staff adopt a consistent protocol across all departments for meeting agenda management.

B. PURPOSE

This Recommendation Report is on the Order Paper of the Governance and Policy Committee through a Trustee request. On May 4, 2016, during a teleconference to review the Governance and Policy Committee agenda for the May 10, 2016 meeting, the Chair and Vice Chair requested that staff recommend a protocol for meeting agenda management.

C. BACKGROUND

This Recommendation Report is before the Governance and Policy Committee as there is not a clear and streamlined approach to meeting agenda management. Trustees wish to communicate to all staff the proper protocol to follow when items are added to meeting agendas, the process for review of the agenda items, and approval of the agenda items. Trustees would like the same process followed for setting the agenda for all meetings to allow for consistency and standardization across all committees.

D. VISION

Staff recommend the following protocol to be implemented for meeting agenda management:

- All reports to be added to the agenda are to be first reviewed by the Staff Lead or delegate before submission to Education Council or Director's Council.
- After approval at Director's Council, Staff Lead or delegate is to ensure all reports due at the committee meeting are on the agenda for review by the Chair and Vice-Chair of the committee.
- Seven (7) days before the committee meeting, Staff Lead or delegate is to hold a conference call with Chair and Vice-Chair to review and discuss the proposed agenda for the upcoming meeting.

- If additional items are added to the agenda or the agenda changes after the conference call, the Staff Lead is to notify the Chair and Vice-Chair of the addition or change.

E. METRICS AND ACCOUNTABILITY

1. Recommendations in this report be monitored and implemented by policy development staff.
2. Further reports will be brought as deemed necessary.

F. IMPLEMENTATION, STRATEGIC COMMUNICATIONS AND STAKEHOLDER ENGAGEMENT PLAN

1. The approved protocol should be implemented by staff and members of the relevant committees as set out in the protocol.
2. The protocol should be communicated to all staff via the responsible associate directors.
3. The protocol should be posted on the “Committees of the Board” website for ease of access and future reference.

G. STAFF RECOMMENDATION

Staff recommend Trustees approve the following protocol for Committee meeting agenda management:

- All reports to be added to the agenda are to be first reviewed by the Staff Lead or delegate before submission to Education Council or Director’s Council.
- After approval at Director’s Council, Staff Lead or delegate is to ensure all reports due at the committee meeting are on the agenda for review by the Chair and Vice-Chair of the committee.
- Seven (7) days before the committee meeting, Staff Lead or delegate is to hold a conference call with Chair and Vice-Chair to review and discuss the proposed agenda for the upcoming meeting.

If additional items are added to the agenda or the agenda changes after the conference call, the Staff Lead is to notify the Chair and Vice-Chair of the addition or change.