



REPORT TO

GOVERNANCE AND POLICY COMMITTEE

GOVERNANCE AND POLICY COMMITTEE PROTOCOL FOR MEETING AGENDA MANAGEMENT

Created, Draft	First Tabling	Review
May 4, 2016	September 13, 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.



R. McGuckin
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 the Governance and Policy Committee adopt a protocol 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 the Governance and Policy Committee meeting agenda, the process for review of the agenda items, and approval of the agenda items.

D. VISION

Staff recommend the following protocol to be implemented for Governance and Policy Committee meeting agenda management:

- All reports to the Governance and Policy Committee 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 Governance and Policy Committee Meeting are on the agenda for review by the Chair and Vice-Chair of the Governance and Policy Committee.
- 10 days before the Governance and Policy 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.

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

1. The approved protocol should be implemented by staff and members of the Governance and Policy Committee 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 Governance and Policy Committee website for ease of access and future reference.

G. STAFF RECOMMENDATION

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

- All reports to the Governance and Policy Committee 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 Governance and Policy Committee Meeting are on the agenda for review by the Chair and Vice-Chair of the Governance and Policy Committee.
- 10 days before the Governance and Policy 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.