



REPORT TO

REGULAR BOARD

REPORT OF THE GOVERNANCE AND POLICY COMMITTEE ON 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
September 13, 2016	September 22, 2016	
Maria Rizzo, Chair, Governance and Policy Committee 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.

**Members of the Committee:**

Maria Rizzo, Chair
 Nancy Crawford, Vice Chair
 Jo-Ann Davis, Trustee Ward 9
 Angela Kennedy, Ex-Officio
 Frank D'Amico, Ex-Officio

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 Regular Board as it is a recommendation from the Governance and Policy Committee for Board approval.

C. BACKGROUND

This Recommendation Report is before the Board 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. COMMITTEE RECOMMENDATION

That the Board accept the recommendation of the Governance and Policy Committee and 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.
- At a minimum of 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.