

Committee Meeting Agenda

Governance Document Review Standing Committee

Public Session

November 8, 2023

J.W. Singleton Education Centre, 2050 Guelph Line, Burlington, ON

Trustee Office

4:30 p.m.

1. Routine Matters (5 minutes)

- 1.1. Call to Order and Attendance
- 1.2. Approval of the Agenda
- 1.3. Approval of Minutes from October 25, 2023
- 1.4. Declarations of Possible Conflict of Interest

2. Presentations

3. Committee Items (85 minutes)

- 3.1. * New * Policy and Procedure Framework Governance Procedure - Amy (60 minutes)
 - 3.1.1. [Workflow](#)
 - 3.1.2. Process for review of documents with no material changes
 - 3.1.3. [Policy Template](#) and Procedure Template
- 3.2. [Policy and Procedure Framework Policy](#) update - Amy (10 minutes)
 - 3.2.1. School Board's duty to consult with school councils added
- 3.3. [Student Trustees Policy](#) and [Student Trustees Governance Procedure](#) update - Joanna (5 minutes)
 - 3.3.1. References to new Student Senate Constitution added
- 3.4. [Delegation Policy](#) and [Delegation Governance Procedure](#) Working Group update - Amy (5 minutes)
- 3.5. * New * Registry of Declared Interests by Trustees Governance Procedure update - Amy (5 minutes)
 - 3.5.1. Code of Conduct Policy 8.1 references

4. Documents for Future Review (25 minutes)

- 4.1. Forecasting work for 2023/2024 year

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- 4.1.1. * New * Student Trustee Expenses Governance Procedure (5 minutes)
 - 4.1.1.1. Discuss whether this should be a section in the Student Trustee Governance Procedure
 - 4.1.2. [Board Governance By-law](#) (5 minutes)
 - 4.1.2.1. Board Initiated Reports - clarify Policy, Governance Procedure, By-law adoption timeframe
 - 4.1.2.2. Reach out to staff to determine if there are any reports they feel should go to Board for Information instead of Decision
 - 4.1.3. [Committees and Appointments Governance Procedure](#) (15 minutes)
 - 4.1.3.1. Consider how to handle action items submitted after the COTW Private agenda has been published (section 7.1).
 - 4.1.3.2. Align COTW section 5.1 phrasing and structure with Board Governance By-law for Board meetings. (i.e. reference the By-law re: quorum.)
 - 4.1.3.3. After the annual Striking Committee process is complete, each standing committee Chair must review the terms of reference/governance procedure to ensure they include:
 - 4.1.3.3.1. The requirement to provide annual reports to the board
 - 4.1.3.3.2. Items from Trustee Expenses Governance Procedure referenced in Governance Procedures/Policies (e.g. Trustees' Professional Development Planning Standing, Audit)
 - 4.1.3.4. Chair and Vice Chair Terms of Reference discussion
 - 4.1.4. [Director's Performance Review Governance Procedure](#)
 - 4.1.4.1. Scheduled for December, 2024
 - 4.1.5. Inspire Awards (5 minutes)
 - 4.1.5.1. Review [Policy](#) and [Governance Procedure](#) due to ad hoc committee recommendations
 - 4.2. How to work more efficiently and share the workload



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5. Adjournment

5.1. Next Meeting Date -