

Toronto District School Board

Operational Procedure PR583

Title: **STAFF REPORTS TO BOARD/COMMITTEE***

Adopted: August 28, 2007, September 12, 2011

Effected: August 28, 2007, September 1, 2017

Revised: March 2014, **May 24, 2017**

Reviewed: December 2012

Authorization: Executive Council

*previously titled: Communicating with Trustees: Staff Reports, Briefing Notes, and Memoranda

1.0 RATIONALE

This operational procedure, Staff Reports to Board/Committee, (the “Procedure”) promotes effective report-writing and supports informed decision-making within the Toronto District School Board’s governance process.

2.0 OBJECTIVE

To provide instructions to staff for the development of staff reports for consideration by trustees at Board/Committee meetings.

3.0 DEFINITIONS

Agenda means those items that are to be discussed at the Board or Committee meeting.

Board means the Board of Trustees.

Committee includes any Committee of the Board established pursuant to TDSB Bylaws.

TDSB is the Toronto District School Board.

4.0 RESPONSIBILITY

Executive Officer, Governance and Board Services

5.0 APPLICATION AND SCOPE

This Procedure applies to all employees of the TDSB who are involved in development and submission of reports to the Board/Committees.

6.0 PROCEDURES

6.1 General Requirements

Any submission to the Board or a Committee must be provided in a form of the report consistent with the Report Template (see Appendix A, which applies to reports for both approval and receipt).

Any corporate documentation included in the Committee/Board reports (such as memoranda, briefing notes, letters, PowerPoint presentations, etc.) should be consistent with the TDSB Brand Guidelines and the templates approved by the Government, Public and Community Relations department.

Reports must be approved by the respective member of Executive Council prior to submission to the Board/Committee.

Reports will be provided to the Board/Committees through Governance and Board Services.

Reports must be submitted to Governance and Board Services at least four days prior to the Board/Committee meeting.

Reports will be posted as part of the appropriate agenda on the Board's website three days prior to the Board/Committee meeting.

6.2 Staff Reports for Approval or Receipt

The Report Template can be used as a report for receipt or a report for recommendation.

When a decision of the Board/Committee is required, the recommendation section should set out the specific recommendations that staff are proposing for consideration.

When a decision of the Board/Committee is not required but it is necessary to provide information or an update to trustees at a Committee meeting, the recommendation section should state that the report is provided for information (or receipt).

7.0 EVALUATION

This operational procedure will be reviewed as required, but at a minimum every four (4) years after the effective date.

8.0 APPENDICES

Appendix A: Staff Report Template (Form 583A)

9.0 REFERENCE DOCUMENTS

TDSB Brand Guidelines

Link: http://tdsbweb/_site/ViewItem.asp?siteid=10647&menuid=42210&pageid=35421



Use a concise title that is specific to the issue under consideration

To: State the appropriate Board Committee or the Board of Trustees

Date:

Report No.: Obtain from Board Services

Strategic Directions

- Choose a strategic direction that applies
- Choose another strategic direction that applies (delete if not applicable)
- Choose another strategic direction that applies (delete if not applicable)
- Choose another strategic direction that applies (delete if not applicable)
- Choose another strategic direction that applies (delete if not applicable)

Recommendation

It is recommended that [insert recommendation] be approved.

Context

Outline the background, present state and future preferred state, as applicable. Dependent on the issue, provide associated rationale, and describe any past or future assessment practices (if applicable). Include any research that is guiding this work. Provide information on previous Board decisions on the matter, if applicable. Where applicable, provide information about community engagement including objectives and/or activities.

Action Plan and Associated Timeline

Identify proposed action(s), the staff members responsible and a relevant timeline for implementation of the recommendation(s). Where applicable, include this information in your annual planning and reporting process. Where applicable, provide information about community engagement including objectives and/or activities planned.

Resource Implications

Provide staffing and financial resource considerations, including any professional learning that may be required. Report should identify source of funding, i.e. new funding or provided through current budget allocations.

Communications Considerations

Contact Government, Public and Community Relations Department (Communications Officer for your area/department) to determine communication needs and support required. Communications plan to be drafted in consultation with Communications Officer, if required.

Board Policy and Procedure Reference(s)

List all Board policies and procedures that relate to this matter.

Appendices

- Appendix A: Title
- Appendix B: Title

From

Executive Superintendent/Officer at [e-mail] or at [phone]