

BOARD OF GOVERNORS

Report Template Instructions

The Board Report Template must be completed for all reports to the Board of Governors and its Committees. Unless otherwise specified, contact the University Secretary or General Counsel for assistance in completing the template. Note that Open Session Board agenda materials will be publicly available on the Board of Governors' website.

General Instructions

- The report should use clear, concise language and meet AODA accessibility standards.
- Acronyms should not be used unless spelled out in full in the first instance.
- As much as possible, use bullet point format, number subsections "5.1, 5.2." etc. and limit superfluous grammar and sentence structure.
- The person(s) preparing the template is responsible for seeking the necessary approvals for sections 6.0, 7.0, 8.0, and 9.0 as indicated on the template prior to submitting the report to the University Secretary for submission.
- The greyed-out text in the template is content controlled and is to be typed over when completing each section to provide the specified required content.
- Check only one of the three boxes in the 1.0 purpose section.
- Note that each item for approval normally requires its own template submission.
- For discussion only items, please provide questions or areas for which the Executive Officer would like guidance, feedback or answers from the Board or Board Committee.
- Templates should not exceed five pages.
- Completed templates must be submitted to the University Secretary by Executive Officers only no later than the posted deadline.
- Materials will not be re-issued to the Governors past the deadline.

Risk Management Analysis Chart

Use the Risk Matrix Chart supplied with this template to base the assessment of the level of risk. The appropriate marked quadrant should be based on the level of risk identified in the relevant sections of the report (i.e. 5.0, 6.0, 7.0, and 8.0). Please contact the Director, Risk and Insurance if you have any questions how to assess the Risk Matrix and with completing the Chart.

Presentations & Attachments

Presentations are normally limited to three slides and are due at the same time as agenda materials. Attachments are strongly discouraged as all information to make a decision and/or fulfil oversight responsibilities should be included in the template. Please consult the University Secretary before including attachments other than slide presentations. If given approval of attachments, please ensure the following:

1. Number and list all attached documents by title in the report.
2. Link to publicly available documents where appropriate.
3. Provide all attachments as a single PDF with the report template as a cover sheet.
4. Insert the word "none" if there are no attachments.