

A Quick Reference Guide to the Use of Governing Council Cover Sheets

Cover documentation prepared for agenda items enable members of governance bodies to focus on the major elements of proposals and reports, and provide guidance with respect to the responsibilities of governance for items of business. Detailed information is also provided on proposals and reports presented. **Cover sheets are a key component of the documentation of every item of business brought before governance.** This guide is designed to assist members of governance bodies in the use of cover sheets.

The action to be taken by the body is specified here: "FOR APPROVAL," "FOR RECOMMENDATION," "FOR INFORMATION" or "FOR DISCUSSION." Also see the Recommendation section.

If an item is confidential, it is indicated here. Confidential items must not be discussed with anyone who is not a member of the governance body unless and until the items are made public at a later date, unless otherwise directed. Sometimes confidential material is provided at a meeting rather than in advance. On these occasions, time is provided for members to review the material before it is discussed. Some *in camera* items remain part of the *in camera* record. Other *in camera* items become part of the public record at a later date.

Drawing directly from the terms of reference, the item's relationship to the body's specific responsibility is delineated here. This section provides guidance to members in order to focus on the body's authority and role.

In reference to the governance body's specific responsibility, an overview of the item is provided in this section. Members may find the information in this section helpful in facilitating a focused discussion that is relevant to the body's authority. Contextual information regarding matters beyond the scope of responsibility of the body is normally included. Information about the manner in which the item fits within a divisional plan and/or the University's overall mission is described here. When no previous action in governance has been taken, relevant background is provided here. A description of administrative consultation activities is also included (e.g., town hall meetings, preliminary discussions for advice, consultation meetings with student organizations, etc.).

NEW FOR 2013-14: A list of the documents provided to members for consideration of the item is provided here.



UNIVERSITY OF TORONTO

OFFICE OF THE GOVERNING COUNCIL

FOR RECOMMENDATION	CONFIDENTIAL	CLOSED SESSION
TO:	Name of Governance Body	
SPONSOR: CONTACT INFO:	Name, Position, Division/Department/Unit Phone Number, Email Address	
PRESENTER: CONTACT INFO:	Name, Position, Division/Department/Unit Phone Number, Email Address	
DATE:	Date Prepared for Date of Meeting	
AGENDA ITEM:	Item Number	
ITEM IDENTIFICATION:	The full name of item as listed on the agenda appears here.	
JURISDICTIONAL INFORMATION:	Jurisdictional information related to the item and the Governance Body's role is specified here.	
GOVERNANCE PATH:	<ol style="list-style-type: none"> 1. Entry Point Governance Body (Date of Meeting) 2. This Governance Body (Date of Meeting) 3. Next Governance Body (Date of Meeting) + Governance Body (Date of Meeting) + Governance Body [For Information] (Date of Meeting) 4. Final Governance Body (Date of Meeting) 	
PREVIOUS ACTION TAKEN:	Previous action taken is delineated here.	
HIGHLIGHTS:	In respect of the Body's terms of reference, the highlights of the proposal are summarized here.	
FINANCIAL IMPLICATIONS:	The financial implications of the proposal are outlined in this section.	
RECOMMENDATION:	Be It Recommended to the Next Governance Body: THAT the action be taken, to be effective on the date specified.	
DOCUMENTATION PROVIDED:	First Document Name Second Document Name	

The action recommended to the body is specified here. When an item is recommended for approval to another body, the recommendation will be stated as such. Only where the governance body is the final step in the approval path will there be a recommendation for approval. If an item is presented for information, it is noted as such.

The manner in which the item will be considered is specified here: "OPEN SESSION" (meeting is open to the public; material normally published in Boardbooks **and** on the website); "CLOSED SESSION" (meeting is restricted to members, members of the Governing Council, members of the body to which the committee reports and other individuals whose presence is considered necessary to facilitate its work; material normally published in Boardbooks and, depending on the body and/or item, on the website); "*IN CAMERA*" (meeting is restricted to members of the body, staff from the Office of the Governing Council, and other individuals whose presence is considered to be necessary to facilitate its work; material, if any, normally published only in Boardbooks or distributed at the meeting).

The sponsor of an item, normally the senior assessor of the body, along with his or her contact information is listed here.

NEW FOR 2013-14: If the business is presented by a person other than the sponsor, he or she is listed here. For example, at an entry point body, the presenter may be a non-voting assessor or another member of the administration. At a higher level, it may be the chair of the body which made the recommendation that the item be considered.

NEW FOR 2013-14: The item's complete path through institutional governance is provided here. All bodies where the item is considered for approval are listed. Steps where the item is presented for information are listed as such.

Previous action taken in governance is outlined here (e.g., previous revisions to a policy or approvals of operating plans in the previous year). Relevant action taken in the current year, along with decisions and dates, at the divisional level and in other bodies is summarized. A description of consultation activities that have occurred in governance is included (e.g., previous reports, consultation or information sessions with bodies).

An overview of both the divisional and institutional budgetary and financial implications of the item are outlined in this section in order to provide greater context for members. Financial implications are normally first indicated in the Highlights section.