



Board of Directors
Policy Manual

Subject: **BOARD and COMMITTEE
MEETING REPORTS AND BACKGROUND
MATERIALS**

Policy # 5-020

Approved by: Board of Directors

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Revised (R) / Reconfirmed (RC) Dates

Nov 2022 (r)

POLICY

The Materials are a set of informational items included in each Board meeting or Committee meeting package. The Materials may include Standing Committee minutes and draft minutes, information reports, and background information and reports whether or not they relate to an agenda item. It is essential to good Governance practice that each Director and other invited participants in the meeting carefully review these items prior to meeting.

PURPOSE

The purpose of this policy is to ensure that Directors understand procedures in respect of materials relating to a meeting of the Board or Committee.

PROCEDURE

1. It is the responsibility of the Chair of the meeting, in consultation with the CEO, to develop the list of Materials for each Board or Committee meeting.
2. All Materials must be clearly identified and will be made available in a timely fashion to the Directors prior to the meeting.
3. Directors will thoroughly read and review the relevant meeting package prior to the meeting and anticipate that no verbal reports of the Materials will be presented.
4. Procedures in respect of consent agenda materials are detailed in the Consent Agenda Policy.
5. The list of Materials will be documented in the Board or Committee meeting minutes. Minutes will include the full text of resolutions or recommendations adopted and references to reports or other matters received.
6. The draft minutes of Board and Committee meetings will be distributed to Directors in a timely manner,