


Policy Title: COMMUNICATION AND SUPPORT TO THE BOARD		Policy Section: II Executive Limitations		Policy Number: II-45
Approved By: Board of Directors	Date Approved: Jan. 23, 1996	Date Reviewed/ Revised: May 3, 2007 May 5, 2009 Sept 15, 2009 Sept 21, 2012 Sept 22, 2016 Sept 17, 2020 May 30, 2023 Sept 23, 2024		Board Chair's Signature: 

BACKGROUND

The success of the College requires effective communication between the Board of Directors and Registrar & CEO. The Registrar & CEO, as the professional staff leader, will establish effective avenues and processes to ensure that such channels exist. Similarly, the Registrar & CEO role involves ensuring that Board Members are kept informed of all matters necessary for the Board to properly exercise its purpose in governance and in ensuring public trust.

PURPOSE:

The purpose of this Executive Limitations Policy, EL II-45, Communication and Support to the Board is to outline the Board's values and risk boundaries for the Registrar & CEO regarding communication and support to the Board.

POLICY:

It is the responsibility of the Registrar & CEO to keep the Board informed and supported in its work. With respect to providing information and counsel to the Board, the CMLTO Registrar & CEO may not permit the Board to be uninformed or unsupported in its work.

Accordingly, the Registrar & CEO will not:

1. Operate without developing and maintaining effective and productive working relationships and communications with the Board and all the Board Members.
2. Allow the Board to be without adequate information to support informed Board decisions, including relevant environmental scanning data, a representative range of internal and external points of view, and a profile of significant issues or changes within the external environment which may



have a bearing on any existing Board policies, along with alternatives and their respective implications.

3. Let the Board be unaware of any incidental information it requires, including anticipated adverse media coverage, the threat of pending lawsuits, and material or publicly visible external and internal changes or events, including changes in executive personnel.
 - 3.1 Let the Board be unaware of any internal complaints, grievances, or other conflicts which may impact the organization's performance and ability to achieve its Ends (Critical Outcomes) in an ethical, equitable, and prudent manner.
 - 3.2 Allow the Board to be uninformed regarding resolution of material investigations under the whistleblower process.
4. Operate without advising the Board, if in the Registrar & CEO's opinion, the Board is not in compliance with its own policies on Governance Process and Board-CEO Relationship, particularly in the case of Board behaviour that is detrimental to the working relationship between the Board and the Registrar & CEO and/or the case where the Board decisions may not be in the public interest.
5. Operate without ensuring that information presented to the Board is timely, accurate, complete, understandable, succinct, and inclusive. The information should be in a form that clearly differentiates between monitoring, decision-making, and general background information.
 - 5.1 Submit monitoring information required by the Board that is not timely, understandable, and concise, and which does not directly address the criteria of the Board's policies being monitored for Registrar & CEO achievement.
6. Allow the Board to be without a timely, secure mechanism for official Board, officer or committee communications.
 - 6.1 Operate without providing reasonable administrative support for Board activities, including supporting the Board in its work to intentionally and transparently evaluate the impact of its decisions on the protection of the public interest.
7. Deal with the Board other than as a whole except when:



- a. fulfilling individual requests for clarification of information or
 - b. responding to officers or committees duly charged by the Board.
8. Deal with the Board in a manner that is not equitable and inclusive or that favours or privileges certain Board members over others.
 9. Let the Board be unaware of any actual or anticipated Registrar & CEO/organization non-compliance with any Ends (Critical Outcomes) or Executive Limitations Policies, including an explanation for such non-compliance, regardless of the Board's monitoring schedule.
 10. Operate without supplying for the Consent Agenda and, as needed, Required Approvals Agenda, all items delegated to the Registrar & CEO yet required by law or contract to be Board approved, along with monitoring assurance pertaining to these items.
 11. Operate without ensuring that the requirements of CMLTO By-Law Section 2.5.3 Duties of Registrar and CEO and the Board policy on Registrar & CEO Position Description (BCR III-04) are met.

REFERENCES:

- CMLTO By-Law
- CMLTO Board Policies
 - EL II-25 Human Resources Parameters Policy
 - GP IV-50.10 Board Monitoring System (Appendix 1 – Board Monitoring System Schedule Registrar & CEO)
 - BCR III-04 Registrar & CEO Position Description Policy