

TO: ALL **DATE OF MEETING:** October 9, 2025

PRESENTED BY: *Gina Kennedy, University Secretary*

SPONSOR: *Office of the President / University Secretary*

ACTION REQUESTED: ☒ INFORMATION ☐ APPROVAL/DECISION

Context

An updated briefing note template has been developed in response to feedback from the Board of Governors, Senate (per Rules of Procedure), and the annual governance survey. The revisions also support consistency across the Senior Leadership Group (SLG), Executive Group (EG), and other governance bodies.

Summary

The new template clarifies whether matters require Board, Senate, or EG oversight, or are operational in nature. It introduces:

- Authority section – to specify the Act, policy, bylaw, or regulation driving governance oversight.
- Consent agenda option – allowing routine, non-substantive items to be streamlined, preserving time for strategic and high-risk discussions.

Benefits

- Consistency – standard format across governance bodies.
- Clarity & Transparency – clear rationale for approvals.
- Efficiency – better use of meeting time.
- Accountability & Alignment – ties decisions to the mission, strategic plan, academic principles, and risk framework.

Completion of a briefing note using this template is required for all submissions to SLG, EG, Senate, Board, and their committees.

ATTACHMENTS / REFERENCES

Template can be found by emailing the University Secretary

- Board here: <https://www.nosm.ca/about/governance/board/meeting-schedule/meeting-procedures-agenda-and-presentations/>
- Senate here - <https://www.nosm.ca/about/governance/senate/academic-governance/rules-procedures/>