

Briefing Note
UPEI Senate Committee Reporting Template
Senate Meeting, November 22, 2024

Situation:

The UPEI Senate requires regular updates on the work of its committees.

Background:

- The Senate committees report annually on their work through written reports to the Senate.
- The Senate committees bring forward requests for decisions to the Senate as needed.
- The Senate does not receive regular updates on the work of Senate committees.

Assessment:

- The Senate would benefit from increased awareness of the work happening at committees.
- Brief reports on Senate committee meetings would increase awareness of committee work at the Senate.
- It is important that committee reporting be streamlined so as not to create significant work for committee chairs.
- A committee reporting template would ensure consistency in the level and type of information committees provide to the Senate.
- A committee reporting template has been drafted for Senate's consideration and is attached to this briefing note.
- The template would be available on the VRE for committee chairs or their administrative assistants to complete following committee meetings.
- Completed templates would be sent to senate@upei.ca for inclusion on an upcoming Senate agenda by the materials submission deadline.
- Completed committee meeting reports would be included with the Senate meeting materials for information.

Recommendation:

That Senate approves the Senate Committee Reporting Template and that Senate Committees be required to submit committee reports, following each committee, to senate@upei.ca two weeks prior to the Senate meeting, using the Senate Committee Reporting Template.