



THE CATHOLIC WOMEN'S LEAGUE OF CANADA  
TORONTO DIOCESAN COUNCIL

**MEMO**

To: Diocesan Executive, Regional and Parish Councils  
Date: May 10, 2024  
From: Hilarion Mitchell, Past President (2022-2024) and Diocesan Executive (2022-2024)  
Subject: **2024 Toronto Diocesan Manual of Policy & Procedure Updates**

**Summary**

The 2022-2024 Diocesan Executive adopted the 2024 Toronto Diocesan Manual of Policy & Procedure at the March 23, 2024, Executive Meeting. The manual is effective May 1, 2024, for use during the 2024-2026 Executive term. The manual supersedes the 2022 and all previous manuals. The updates reflected changes in the reduced League executive structure from 12 to eight officers.

Changes also includes events and practices within the Toronto Diocese such as the Moira Ste. Marie Lecture Series, Patricia Beattie Award, Indigenous Mass, Ordinandi and Spiritual Bouquet, brief TDC council history, storage locker, land acknowledgement, newsletter editor duties, website host and administrator duties, convention chair and co-chairs, liability insurance, annual report process, etc.

Below are just a few updates so read the complete manual for all other updates.

<b>Manual Sections</b>	<b>Page/Line Reference</b>	<b>Description of Change</b>
Inside Cover	----	Update the manual purpose statement.
Section 1	2 3, Lines 25-32	Spiritual Advisor 1.6 Diocesan Elections
Section 2	4-5	<i>General Responsibilities of Executive Officers and Standing Committee Chairpersons</i>
Section 3	8-9 8 8 9	President 3.1 Responsibilities 3.2 Duties 3.3 Annual Meeting of Members/ Convention Duties
Section 4	10-13	Vice President
Section 5	14-16	Secretary
Section 6	16 Lines 13-24  Lines 32-39	Treasurer 6.5 Provincial and National AMM/Convention Hosting Account 6.9 Diocesan and Provincial General Liability Insurance Remittance

2024 Policy and Procedure Manual Updates

<b>Manual Sections</b>	<b>Page/Line Reference</b>	<b>Description of Change</b>
Section 7	21 22, Lines 3-11 22, Lines 40-47  23, Lines	Past President 7.4 Police Records Check (PRC) 7.10 Moira Ste. Marie Memorial Lecture Series 7.11 Patricia Beattie Annual Memorial Mentoring Award
Section 8	25-26 Lines 17-20  Lines 31-42	Faith Standing Committee Chairperson 8.3 Feast of Our Lady of Good Counsel and Mass Taping 8.6 Ordinandi Dinner and Spiritual Bouque
Section 9	27-29 27, Lines 18-36 28, Lines 11-26	Service Committee Chairperson 9.3 Diocesan Youth Scholarships 9.4 Diocesan Youth Awards
Section 10	30-31 30, Lines 9-21 30, Lines 35-41	Social Justice Committee Chairperson 10.1 National Indigenous Peoples Day 10.3 Resolutions
Section 11	33	Newsletter Editor
Section 12	34	Website
Section 13	35-36	Sub-Committees and Convention Committee
Section 14	38-44 38, Lines 5-13 38, Lines 15-21 38, Lines 23-30 39, Lines 18-39 40, Lines 1-12	Policies 14.1 Diocesan Source of Operating Funds 14.2 Diocesan Fundraising Events 14.3 E-Transfer/Online Payments 14.7 Mileage and Travel Expenses 14.9 Diocesan Central Storage Locker
Section 15	46-51	Regional Committees
	Lines 21-46 49, Lines 1-9	15.3 Regional Spiritual Advisor 15.4 Responsibilities of Regional Executive Officers and Standing Committee Chairpersons
Section 16	52	Regional Financial Policy
Section 17	53-54	Regional Meetings
Section 18	55	Regional Mass Guidelines
Appendices	56-93 59 60  65 90-91	- Appendix A: History of the Toronto Diocesan Council - Appendix B: Presidents of the Toronto Diocesan Council - Appendix E: Police Records Check Process - Appendix S: Executive Meetings Written/Oral Report and Meeting Minutes Guidelines