

Planning and Budget Committee

Background Information & Orientation

September 2007

**Governing Council and its Boards and Committees
Meeting Schedule 2007-08**

* reserve date
** special meeting date
Strikethrough = cancelled

Board or Committee	Committee on Academic Policy & Programs	Planning & Budget Committee	Agenda Committee	Academic Board	Senior Appointments and Compensation Committee	Audit Committee	Business Board	Elections Committee	University Affairs Board	Committee for Honorary Degrees	Executive Committee	Governing Council
Usual meeting time and location.	4:10 pm Council Chamber	4:10 pm Council Chamber	2:00 pm Falconer Room	4:10 pm Council Chamber	5:00 pm Chair's Office	4:00 pm Board Room meetings are held in closed session	5:00 pm Council Chamber	2:00 p.m. Falconer Room	4:30 pm Council Chamber	Board Room meetings are held in camera	5:00 p.m. Board Room meetings are held in closed session	4:30 p.m. Council Chamber
Summer Dates												
Retreat / Orientation							Thu Sep 20 9:00 am					Fri Sep 7 8:30 am - 2 pm
Cycle 1	Mon Sep 10	Tues Sep 18	Mon Sep 17	Tue Oct 2	Wed Oct 10		**Tue Sep 4 Mon Oct 1	Wed Sep 19	Tue-Sep-26	Thu Sep 20 8:00 am	Wed Oct 17	Tue Oct 30
Cycle 2	Tue Oct 23	Wed Oct 24	Wed Oct 31	Thu Nov 8	Wed Nov 21		Mon Nov 19	Wed Oct 3 Tue Oct 16	Tue Nov 6	Thu Oct 18 8:00 am	Mon Nov 26	Thu Dec 6
Cycle 3	Tue Nov 27	Wed Nov 28	Tue Dec 4	Thu Dec 13	Wed Dec 12 8:30 am	Thu Nov 29	Mon Dec 17		Tue Dec 11	Wed Nov 14 3:00 pm	Wed Jan 9 12 -2:00 pm	Thu Jan 17
Cycle 4	Tue Jan 8	Wed Jan 9	Wed Jan 16	Thu Jan 31	Wed Feb 6		Mon Feb 4		Tue Jan 29		Mon Feb 25	Tue Mar 4
Cycle 5	Tue Feb 26	Wed Feb 6, 5:00 p.m. Wed Feb 27	Thu Feb 28	Thu Mar 6	Thu Mar 27	* Mon Mar 3	Wed Mar 5		Tue Mar 25		Mon Mar 31	Thu Apr 10
Cycle 6	Tue Apr 1	Wed Apr 2	Wed Apr 9 Wed Apr 23*	Thu Apr 24	Wed Apr 30		Mon Apr 28		Tue Apr 29		Mon May 12	Wed May 21
Cycle 7	Tue May 13	Wed May 14	Mon May 5* Tue May 20	Tue June 3 10 am	Tue June 17	Wed May 28 Wed June 18	Thu June 19		Mon June 2		Mon June 16 5:00 pm Mon June 23 3:00 pm	Mon June 23 4:00 pm

Membership of the Governing Council's Boards and Committees 2007-2008

Planning and Budget Committee

Administrative Staff

Ms Diana A.R. Ali

Alumni

Mr. Tim Reid

Mr. Stephen C. Smith

Students

Mr. Ryan Matthew Campbell, full-time undergraduate student

Mr. Arya Ghadimi, graduate student

Mr. Ken Davy, part-time undergraduate student

Teaching Staff

Professor John Coleman

Professor David Cook

Professor Miriam Diamond (**Vice-Chair**)

Professor Avrum I. Gotlieb (**Chair**)

Professor Ellen Hodnett

Professor Glen A. Jones

Professor Gregory Jump

Professor Brenda Y. McCabe

Professor David Mock

Ms Carole Moore

Dr. Wendy Rotenberg

Professor Andrea Sass-Kortsak

Professor Pekka K. Sinervo

Presidential Assessors

Professor Vivek Goel, Senior Assessor

Ms Catherine Riggall, Voting Assessor

Professor Safwat Zaky, Voting Assessor

Ms Sheila Brown, Non-Voting Assessor

Dr. Tim McTiernan, Non-Voting Assessor

Mr. David Palmer, Non-Voting Assessor

Ms Elizabeth Sisam, Non-Voting Assessor

Mr Nick Zouravlioff, Non-Voting Assessor

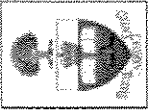
ex officio

Mr. John F. (Jack) Petch, Chair of the Governing Council

Dr. Alice Dong, Vice-Chair of the Governing Council

The Honourable David R. Peterson, Chancellor

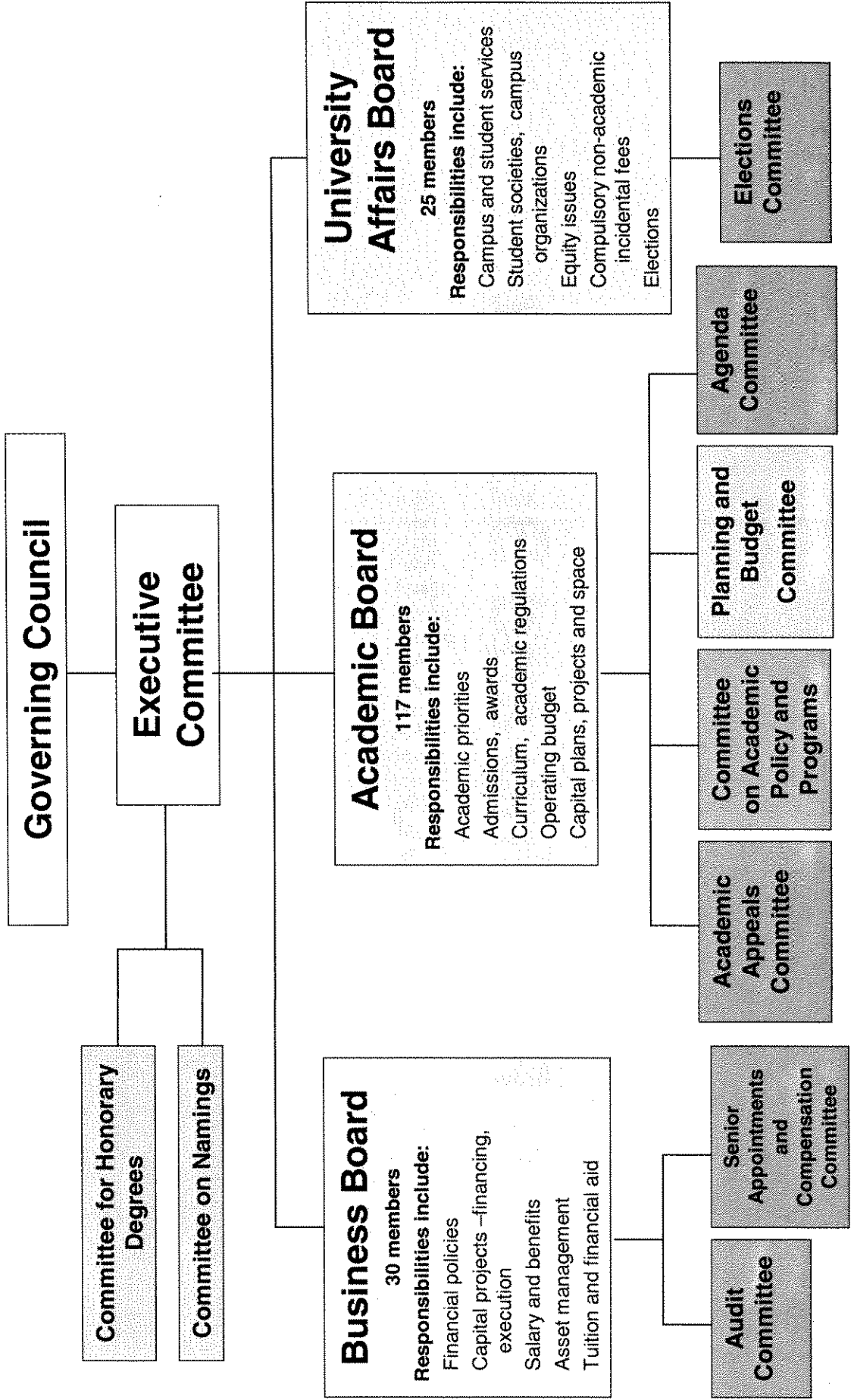
Professor David Naylor, President



Planning and Budget Committee Orientation

September 18, 2007

Governing Council



Structure

Function

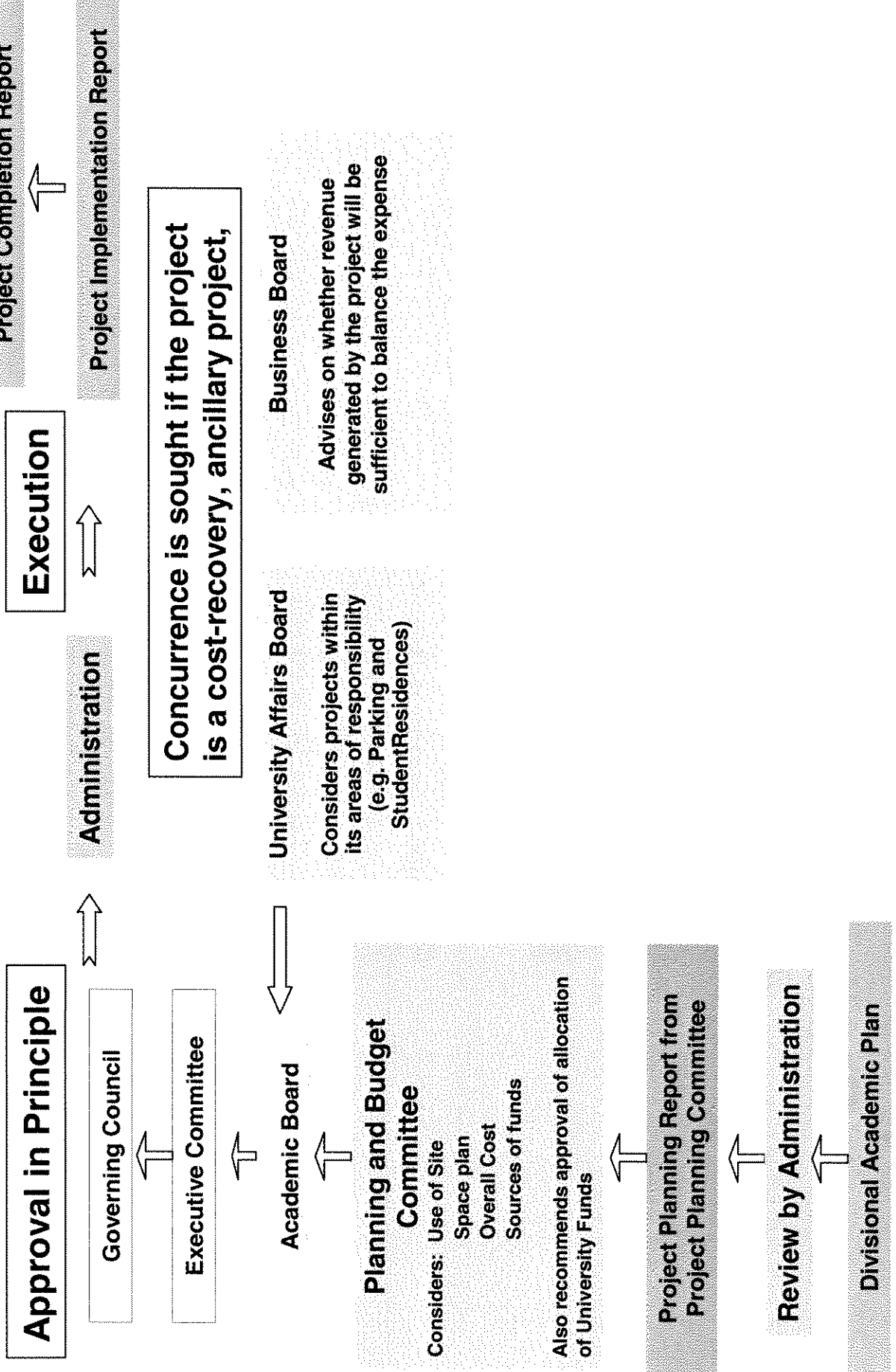
Governing Council	<ul style="list-style-type: none">• final approval of major policy recommendations
Executive Committee	<ul style="list-style-type: none">• determination of GC agendas and review of committee recommendations to ensure completeness of investigation and consideration (substantive issues not re-debated).
Boards (Academic, Business, University Affairs)	<ul style="list-style-type: none">• discussion and consideration of recommendations for approval by the Board, or for approval by GC.
Committees	<ul style="list-style-type: none">• detailed review of proposals and alternatives; consider of recommendations for approval by the Boards and/or recommendation to the GC .
Administrative Officers	<ul style="list-style-type: none">• initial investigation and development of proposals and alternatives .

Planning and Budget Committee

- **Responsibilities include:**
 - Guidelines for long-range planning and budgeting;
 - Operating budget;
 - Creation and allocation of general University Funds established in the Operating Budget, Capital Renewal Fund or elsewhere;
 - Planning and resource implications of plans and proposals to establish, disestablish or significantly restructure academic units and/or programs;
 - Policy on planning;
 - Campus master plans and policy governing the approval of capital plans and projects.

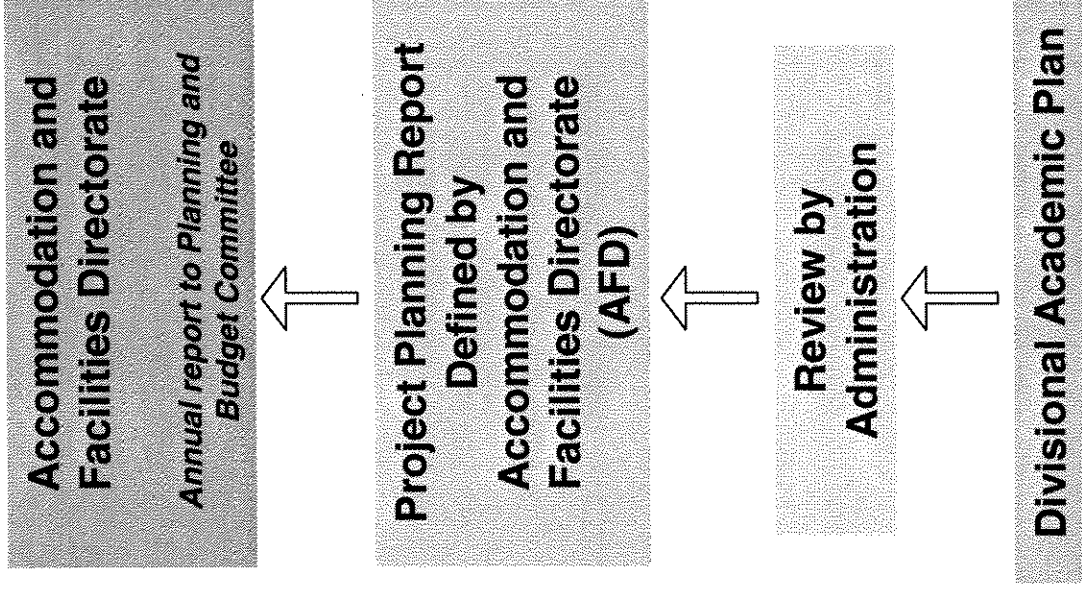
Capital Project: Approval Path

(for projects in excess of \$2-million)



Capital Project: Approval Path

(for projects less than \$2-million)



Approval of New Academic Programs

Committee on Academic Policy and Programs

Approval of academic content of academic program proposals forwarded from divisional councils, including:

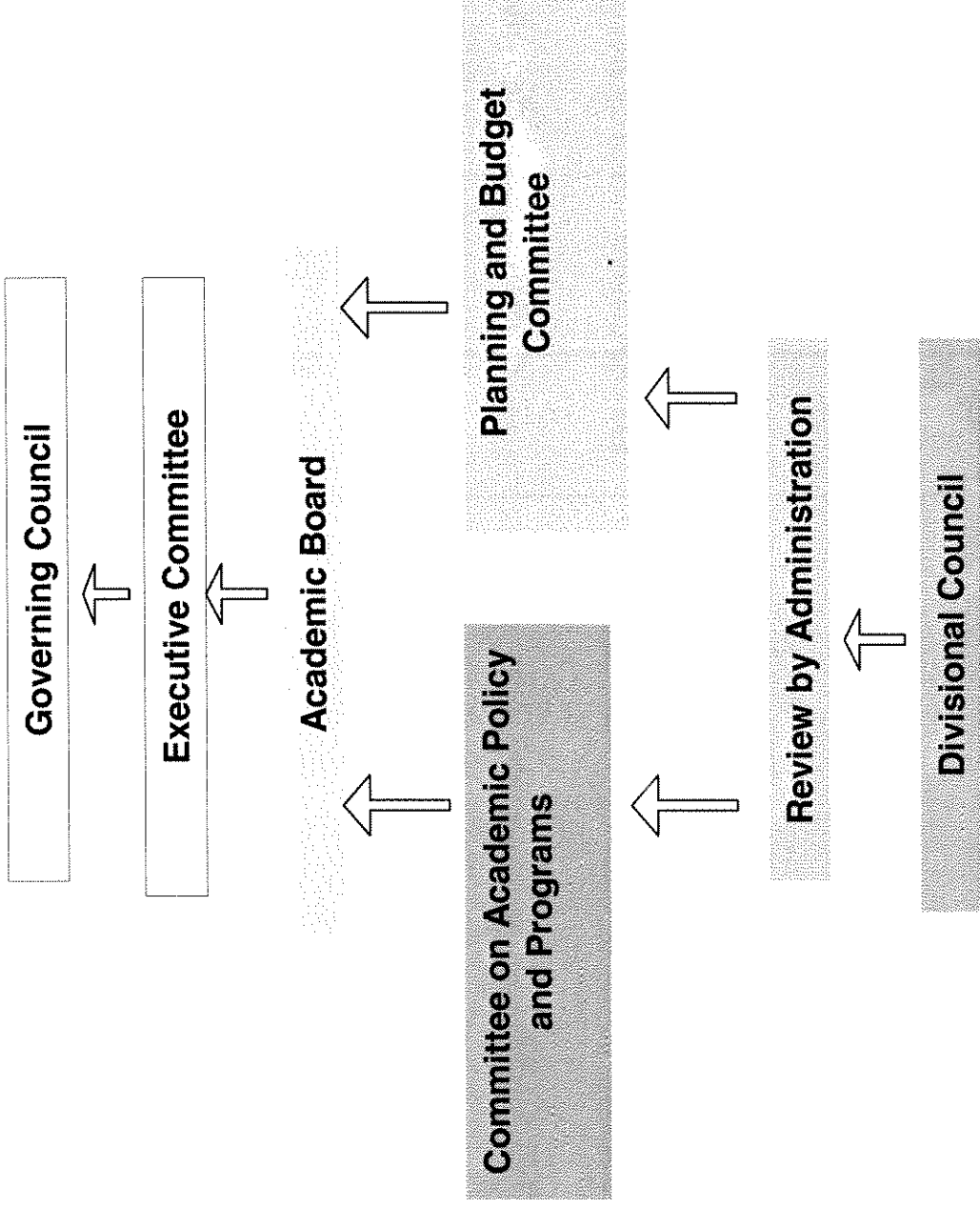
- academic integrity;
- fit within overall academic mission;
- admissions;
- curriculum.

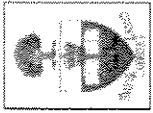
Planning and Budget Committee

Review of resource and planning implications of proposal, including:

- cost of and demand for proposed program;
- resulting planning and budgetary changes within the division;
- resulting effects on other divisions, the University as a whole, and the public.

New Academic Program: Approval Path





Planning and Budget Committee Website:

<http://www.governingcouncil.utoronto.ca/bac/pb.htm>



University of Toronto

OFFICE OF THE GOVERNING COUNCIL

PLANNING AND BUDGET COMMITTEE¹

1. MEMBERSHIP

1.1 Composition

Membership is about 26, including 2 lay members, 3 students, the Chair or Vice-Chair of the Committee on Academic Policy and Programs (*ex officio*) or the designate of the Chair of the Committee on Academic Policy and Programs, 12 teaching staff, 1 administrative staff, and 3 assessors selected by the President.

The composition of Planning and Budget Committee is as follows:²

	GOVERNING COUNCIL	NON-GOVERNING COUNCIL	TOTAL
Administrative Staff	0-1	1-0	1
Alumni	} 2	0	} 2
LGIC Appointees		0	
Teaching Staff	1-2	11-10	12
Students	1-2	2-1	3
Presidential Assessors			3
<i>Ex Officio</i>			
Chancellor	1		1
Chairman	1		1
Vice-Chairman	1		1
President	1		1
Other (from AP&P)	0-1	1-0	1
TOTAL			26

¹ Also approved as part of the terms of reference of the Planning and Budget Committee (June 1994) was the following:

"The proposal to merge the responsibilities of the present Budget and Planning and Priorities Committees is intended to eliminate existing overlaps in jurisdiction, which have resulted in a number of important issues being examined in an unnecessarily artificial manner in several forums. Equally important is the need to ensure that increasing demands for accountability can be responded to in an effective manner. To this end, the proposal entails additional delegation of authority with appropriate reporting to the Committee, streamlined approval processes and increased flexibility for the Chair of the Committee in agenda planning. Further opportunities in these areas should be identified as the new Committee begins to operate."

² Members of Governing Council may or may not be members of the Academic Board. Non-members of Governing Council must be members of the Academic Board. When sufficient governors are not available, the number of non-governor members is increased to the required total. The seats for 12 members of the teaching staff should be allocated between members elected to the Governing Council and/or the Academic Board and those who hold their seats *ex officio*, in the ratio of their seats on the Board: 8 elected teaching staff and 4 deans or principals. The total size of the Committee may be varied slightly, up or down, with the approval of the Chairman of Governing Council.

The President may appoint annually University Officers as non-voting assessor members of the Committee.

1.2 Term

Terms are for one year, beginning July 1, and may be renewed.

1.3 Chair and Vice-Chair

The Chair and Vice-Chair shall be appointed by the Academic Board.

2. QUORUM

One-third of the voting members (normally 9).

3. FUNCTION

The Committee, which reports to the Academic Board, is responsible for monitoring, reviewing and making recommendations concerning a broad range of planning issues and priorities and for the use of University resources (including, but not limited to: staff positions, funds, space and facilities, and campus lands). Many of the matters within the Committee's scope are matters that have an impact on relationships amongst divisions and relationships between the University and the community at large.

4. AREAS OF RESPONSIBILITY

4.1 Planning and Monitoring

The Committee is responsible for policy on planning. The Committee reviews and makes recommendations on the University's general planning framework.³ Specific areas in which recommendations are made to the Academic Board include:

- policy on the organization of planning;
- statements of the University's mission or general objectives;
- statements of multi-year University principles and objectives for academic planning;
- statements of general divisional objectives;
- enrolment plans and policies;
- long-range planning and/or (operating and capital) budget guidelines;
- strategic planning framework for research.

³ Individual academic plans are approved by the Vice-President and Provost.

The Committee is responsible for monitoring planning activities and documents as may be required by general policy, as specified herein or by resolution of the Academic Board. The Committee receives periodic reports from the Vice-President and Provost on the implementation of academic plans.

The Committee reviews, on its own decision or on the recommendation of the Vice-President and Provost, the academic and budget plans of divisions in cases where a division is substantially altering its programs or having significant difficulty in implementing approved plans.

The Committee conducts periodic reviews of the budget plans of non-academic portfolios, to consider appropriateness of resources and effective and efficient use of resources in support of University plans and priorities. [Academic service areas, such as the Library, are the responsibility of the Committee on Academic Policy and Programs.]

4.2 Campus and facilities

4.2.1 Policy

Campus master plans and policy governing the approval of capital plans and projects are recommended to the Academic Board for consideration.

4.2.2 Capital guidelines and plans

Plans are recommended to the Academic Board for consideration.

4.2.3 Individual plans and projects

The Committee considers reports of project planning committees and recommends to the Academic Board approval in principle of projects (i.e. site, space plan, overall cost and sources of funds) with a capital cost as specified in the Policy on Capital Planning and Capital Projects. [The Business Board is responsible for approving the establishment of appropriations for individual projects and authorizing their execution within the approved costs.] The level of approval required is dependent on the cost of the project.⁴

⁴The current requirements, as defined in the Policy on Capital Planning and Capital Projects, are:

- (a) **Capital Projects**
 - Capital projects with a projected cost of more than \$2-million - Governing Council approval on the recommendation of the Academic Board and the Planning and Budget Committee.
 - Capital projects with a total cost between \$50,000 and \$2-million - Accommodations and Facilities Directorate approval. All such projects shall be reported annually to the Governing Council through the Academic Board and the Planning and Budget Committee.
 - Projects costing less than \$50,000, in total, and funded by a unit, approved by the unit and reported to the Accommodations and Facilities Directorate. For small projects costing less than \$3,000 the projects are, for reporting purposes, pooled and identified as small projects, with the total cost of such projects provided.
- (b) **Infrastructure Renewal Projects**
 - Infrastructure Renewal projects with a projected cost of more than \$2-million - Governing Council approval on the recommendation of the Academic Board and the Planning and Budget Committee.
 - Infrastructure Renewal projects with a total cost between \$50,000 and \$2-million - Accommodations and Facilities Directorate approval.
 - A listing of all Infrastructure Renewal projects requiring attention shall be forwarded annually for information to the Governing Council through the Academic Board and the Planning and Budget Committee.

Significant changes to a space program/approved project require the same level of approval as the original proposal.

4.3 Operating and designated funds

4.3.1 Budget guidelines

The Committee recommends to the Academic Board for consideration guidelines for long-range planning and budgeting that are the basis for the development of the University's annual Operating Budget.

4.3.2 Annual operating budget

The Committee considers for inclusion in the proposed Operating Budget the major components of the Budget, such as changes to Policies and Procedures for Budget Preparation, Contractual Obligations and Policy Commitments, allocation of Funds, General University Expenses, and Facilities Renewal Funds.

The annual budget is considered by the Committee for recommendation to the Academic Board. [Once the budget is recommended by the Academic Board, the concurrence of the Business Board is sought in regard to fiscal soundness before it is forwarded to Council.]

The Committee receives regular reports on the status of long-range budget guidelines, projections, and the strategic budget model.

4.3.3 Designated funds

The Committee is responsible for recommending to the Academic Board for consideration the creation and allocation of general University Funds established in the Operating Budget, Capital Renewal Fund or elsewhere.

4.4. Academic units and programs

4.4.1 The Committee recommends to the Academic Board on plans and proposals to establish, disestablish, or significantly restructure academic units, here defined as "faculties, schools, colleges, departments, centres and institutes with teaching, or teaching and research functions, undergraduate degree programs, and graduate degree programs", regardless of the source of funds.

4.4.2 The Committee advises the Academic Board on the planning and resource implications of plans and proposals to establish, disestablish or significantly restructure academic programs. Those implications might include significant planning and budgetary changes within the division or significant effects on other divisions, the University as a whole and the public. [The Committee on Academic Policy and Programs has responsibility for considering the curricular aspects of academic program proposals.]

[Changes within a degree program that do not meet the above definition and do not require the allocation of additional resources from sources outside the division are considered by the Committee on Academic Policy and Programs and do not require the attention of the Committee. Examples of such changes would include the addition or deletion of a specialist, major or minor program in the Faculty of Arts and Science or changes within such programs where the change can be accommodated without

additional budget appropriations, substantial reallocations among departments or significant effects outside of the department(s) offering the program.]

4.5 Policy submissions to and agreements with external bodies

4.5.1 Submissions that establish new policy positions will be reviewed first by either the Committee or by another Governing Council body approved by the Executive Committee. In the case of the latter, the Committee shall be informed of the nature of the submission.

Submissions to external agencies that summarize existing policies and practices are the responsibility of the President and should be submitted for information to the appropriate body of Governing Council.

4.5.2 The Committee recommends to the Academic Board for consideration templates for agreements with external bodies. Individual agreements that do not conform to the template are reviewed by the Committee for recommendation to the Academic Board and confirmation by the Executive Committee. [Agreements that conform to the template are approved by the Vice-President and Provost.]

4.6 Incorporation of associated organizations and research ancillaries

The Committee recommends approval, in principle to the Academic Board. [The Business Board is responsible for matters concerning the arrangements for incorporation.]

4.7 Chairs and professorships

The Committee is responsible for making recommendations with respect to the *Policy on Endowed Chairs, Professorships, Lectureships and Programs*. Approval of the establishment of individual chairs, etc., which fully conform to the *Policy*, is delegated to the President, with annual reports to the Committee on approvals given. The Committee considers, for recommendation to the Academic Board, proposals that do not conform to the *Policy*.

4.8 Priorities for fundraising

The Committee recommends to the Academic Board, for concurrence with the Business Board, on the ranking of priorities for major fundraising campaigns. [Policy concerning University development and fundraising campaigns is within the authority of the Business Board. Plans for fundraising campaigns are approved by the Governing Council on the recommendation of the Business Board.]

5. PROCEDURES

The Committee usually meets in open session but may, pursuant to section 33 of By-Law Number 2, meet in closed session or *in camera* when: (i) matters may be disclosed at the meeting of such a nature, having regard to the circumstances, that the desirability of avoiding open discussion thereof outweighs the desirability of adhering to the principle that meetings be open to the public; or (ii) intimate financial or personal matters of any person may be disclosed at the meeting or any part thereof.

In establishing agendas for meetings of the Committee, the Chair normally will be advised by a planning group that includes the Vice-Chair, two other members of the Committee, recommended by the Academic Board Striking Committee and approved by the Academic Board, and the voting and non-voting assessors. The proposed agenda for a meeting, together with background documentation, is reviewed at an agenda planning group meeting scheduled ten to fourteen days prior to the Committee meeting. The Chair of the Committee, with the advice of the Committee's agenda planning group and subject to the duly established authority of the Agenda Committee of the Academic Board, the Academic Board, and the Executive Committee of Governing Council, has the authority to interpret the terms of reference of the Committee with respect to whether an item should be placed on the Committee's agenda (for approval or discussion) or should be circulated for information and/or comment apart from the Committee's agenda.

May 28, 2002

18341 v3

Structure and Terms of Reference Table of Contents

Academic Board

Frequently Asked Questions: Planning and Budget Committee

What is the Planning and Budget Committee?

*The Planning and Budget Committee is one of the four standing committees of the Academic Board.*¹

What are the responsibilities of the Planning and Budget Committee?

The Committee's responsibilities are stated in its terms of reference (<http://www.governingcouncil.utoronto.ca/Assets/Boards+and+Committees/Planning+and+Budget+Committee/pbtor.pdf>). In general terms, the Planning and Budget Committee is responsible for:

- *policy on planning;*
- *monitoring planning activities, including enrolment plans and policies, and general planning documents, including the University's mission statement, multi-year academic planning principles and objectives;*
- *reviewing the academic and budget plans of divisions in cases where a division is substantially altering its programs or having significant difficulty in implementing approved plans;*
- *campus master plans, capital guidelines and plans, and the reports of Project Planning Committees;*
- *budget guidelines, the operating budget and designated funds;*
- *considering the planning and resource implications of plans and proposals to establish, disestablish or significantly restructure academic programs;*
- *submissions to external agencies that establish new policy positions;*
- *incorporation of associated organizations and research ancillaries;*
- *recommendations with respect to the Policy on Endowed Chairs, Professorships, Lectureships and Programs;*
- *recommendations concerning priorities for major fundraising campaigns.*

MEMBERSHIP

Who are the members of the Planning and Budget Committee?

The Committee has 26 members:

- *1 administrative staff;*
- *2 lay members (alumni or government appointees to the Governing Council);*
- *3 students;*
- *12 teaching staff;*
- *the Chair or Vice-Chair of the Committee on Academic Policy and Programs (ex officio) or designate;*
- *3 assessors selected by the President;*
- *Chair and Vice-Chair of the Governing Council, Chancellor, President*²

Of the 26 members, usually up to 7, in addition to the Chair and Vice-Chair of the Governing Council, the Chancellor and the President, are members of the Governing Council. The other members of the Committee must be members of the Academic Board.

¹ The other standing committees are the Academic Appeals Committee, the Agenda Committee and the Committee on Academic Policy and Programs.

² The Chair and Vice-Chair of the Governing Council, the Chancellor, and the President are *ex officio* members of all Governing Council Boards and Committees.

MEMBERSHIP (cont'd)**How are members of the Planning and Budget Committee appointed?**

In May, members of the Governing Council and members of the Academic Board are invited to indicate their Board and Committee preferences for the next governance year.

Members of the Governing Council are appointed to the Planning and Budget Committee by the Governing Council on the recommendation of the Executive Committee.

Members of the Academic Board who are not members of the Governing Council are appointed to the Committee by the Academic Board on the recommendation of the Academic Board Striking Committee.

How long do members serve on the Committee?

Membership on the Planning and Budget Committee is for a one-year term, July 1 to June 30. Members are eligible for reappointment. There is no maximum term, so long as members are also members of either the Academic Board or the Governing Council.

How are the Chair and Vice-Chair of the Planning and Budget Committee appointed?

The Chair and Vice-Chair of the Planning and Budget Committee are appointed by the Academic Board on the recommendation of the Academic Board Striking Committee.

ROLE OF MEMBERS**What is the role of members of the Planning and Budget Committee?**

The University of Toronto Act, 1971, requires that members of the Governing Council, and, by extension, members of its Boards and Committees, must 'act with diligence, honesty and with good faith in the best interests of the University and University College'. Although members come from various constituencies, they must put the interests of the University first, rather than the interests of the constituency to which they belong.

Members are expected to assess with great care the proposals that come to the Committee. An effective member:

- *asks searching questions and contributes thoughtfully to the debate,*
- *listens to other members and, always,*
- *considers, when voting, what is in the best interests of the entire University.*

What is the role of the Committee Chair and Vice-Chair?

The Chair of the Committee is the Presiding Officer and is responsible for maintaining order and decorum at the meeting. The Chair, on the advice of the Agenda Planning group, sets the agenda (see below). During the meeting, the Chair rules on all points of order.

The Vice-Chair of the Committee acts for the Chair in his/her absence, and carries out such duties as the Chair requests.

ROLE OF MEMBERS (cont'd)

What is the role of the Committee's Assessors?

Assessors are members of the University's administration who bring items for the Committee's consideration and provide recommendations for action on those items.

*The Committee has **three voting assessors**,*

- *the Vice-President and Provost, who is the senior Assessor,*
- *the Vice-Provost, Planning and Budget, and*
- *the Vice-President, Business Affairs.*

*There are **five non-voting assessors** appointed to the Committee:*

- *the Vice-President, Research,*
- *the Vice-President, Advancement,*
- *the Assistant Vice-President, Campus and Facilities Planning,*
- *the Chief Financial Officer, and*
- *the Chief Capital Projects Officer.*

The non-voting assessors may choose to attend or not attend each meeting, depending on the business on the agenda.

MEETINGS

How often does the Planning and Budget Committee meet?

*The Planning and Budget Committee meets approximately **9 times** per year – once in every 4 to 6 week governance cycle, except for the cycle in which the budget is considered, when additional meetings of the Committee are scheduled.*

When does the Planning and Budget Committee meet?

*Meetings are normally scheduled on **Wednesday at 4:10 p.m.***

Where does the Planning and Budget Committee meet?

*Meetings are normally held in the **Council Chamber at Simcoe Hall, Room 214, 27 King's College Circle, St. George Campus.***

How long are the Planning and Budget Committee meetings?

*The meetings are usually completed within **2 hours** of the starting time. If there is insufficient time to discuss some of the 'for information' items that appear at the end of an agenda, they can be discussed at the next meeting.*

Can anyone attend meetings of the Planning and Budget Committee?

Yes. Meetings are normally held in open session.

How many members constitute a quorum for Committee meetings?

The Terms of Reference specify that one-third of the voting members of the Committee (normally 9) constitute quorum.

MEETING AGENDA AND DOCUMENTATION

Who sets the agenda of the Committee?

An agenda planning group reviews the agenda and documentation before it is sent to the Committee. Members of the group include the Chair, the Vice-Chair, two teaching staff members of the Committee appointed by the Academic Board on the recommendation of the Academic Board Striking Committee, the Committee assessors and the Secretary of the Committee.

This group considers what business is to come forward, and it makes decisions about what matters are ready to be considered by the Committee and about the order of the agenda. The group may also provide advice about the documentation for the various items.

When is meeting documentation available to members?

Members who request a paper agenda package receive material four to five days before the meeting via campus mail or Canada Post. Members who request their material electronically receive an email message containing the url, once the non-confidential material has been posted on the Governing Council website (<http://www.governingcouncil.utoronto.ca/bac/pb.htm>). Any confidential items will be mailed or delivered to all members.

In those instances where material is distributed later than usual, it will be posted on the Governing Council website, to allow members to access it electronically in time to prepare for the meeting. All members will be notified by email as soon as the documentation is available on the web.

In cases where the documentation is extremely lengthy, only the Executive Summary will be provided in the agenda package. The complete documentation will be available on the web and in the Governing Council Office.

Is meeting documentation available to those who are not members of the Planning and Budget Committee?

The agenda and non-confidential items for each meeting are available on the Governing Council website (<http://www.governingcouncil.utoronto.ca/bac/pb.htm>).

What should members do if they have questions about the documentation or items on the agenda?

If members find the documentation inadequate or if there is substantial information missing that a member feels would be helpful in making a decision about any of the items, they can inform the Committee Secretary, who will alert the Committee Chair and the appropriate assessor to prepare a response. Members may also contact the appropriate assessor directly.

The Secretary can also facilitate access to policies, Committee reports or public documents that Governing Council has on file.

MEETING PROCEDURES

What are the Rules of Order for meetings of the Planning and Budget Committee?

Committee meetings are conducted 'by such rules of order as are considered just and expedient' by the Chair and the Committee. When deemed appropriate, the Chair may invoke the formal rules of the Governing Council as contained in Sections 47 – 75 of By-Law Number 2 of the Governing Council
 (<http://www.utoronto.ca/govcncl/pap/policies/bylaw2.html>)

Who may speak at meetings of the Planning and Budget Committee?

Only members of the Committee may speak during meetings, once they have been recognized by the Chair. The Chair may also recognize members of the Academic Board or the Governing Council who are in attendance, and invite them to speak. Such members are guests and are asked to sit with the guests and not at the table.

Members should always feel free to discuss items -- particularly those to be recommended to the Academic Board for approval -- in the detail that they feel is appropriate. The discussion should be through the Chair. Cross-talk is not useful in carrying out the business of the Committee. Members are encouraged to prepare for meetings by reviewing the background documentation in order to ensure that discussion at Committee meetings is focused and productive.

Is there an opportunity for non-members to address the Committee?

*Non-members may request to speak to the Committee in accordance with **Procedures for Non-members to Address Governing Council, its Boards and Committees*** (<http://www.utoronto.ca/govcncl/pap/policies/nonmem.html>). *A non-member may make a request to the Chair by contacting the Committee Secretary prior to the meeting.*

Alternatively, a member may make a motion to permit a non-member to address the Committee. To carry, such a motion must be supported by 2/3 of the members present and voting. In all cases, speaking time for non-members is limited to a maximum of five minutes.

How are items for approval brought forward and dealt with by the Committee?

Normally items for approval are brought to the Committee by one of the assessors. The assessor prepares a cover memo that includes jurisdictional information, highlights of the proposal, and the required action.

Can a member propose a matter for consideration by the Committee?

There are four ways in which a matter may be added to the agenda of a meeting:

- *A member may give **notice of motion** to be presented at the next meeting of the Committee. The agenda planning group will consider the motion and may:*
 - *place it on the agenda of a subsequent meeting;*
 - *decline to place it on the agenda of a subsequent meeting;*
 - *refer it to the Agenda Committee of the Academic Board for disposition.*

The action taken with respect to the motion must be reported at the next meeting of the Committee.

MEETING PROCEDURES (cont'd)**Can a member propose a matter for consideration by the Committee? (cont'd)**

- *A member may make a **motion to add an item to the agenda** of any given meeting. Such a motion requires the support of two-thirds of the members present and voting. As a courtesy to the Chair, such a request should be made to the Committee Secretary prior to the meeting.*
- *The **Committee may vote in favour of placing an issue on the agenda** at a specific future meeting. This requires a simple majority of the members present and voting.*
- *Upon **written request**, signed by at least 10 percent of the voting members of the Committee and submitted at a meeting of the Committee, a stated matter or motion shall be included on the agenda of the Committee's next regular meeting.*

What choices of action does the Committee have when considering a proposal?

The Committee will normally exercise one of three options when considering a proposal:

- ***recommend the proposal for approval;***
- ***refer the proposal back** to the administration for further study and amendment; or*
- ***reject the proposal.** This is done very rarely.*

*Following the Governing Council's approval of the **Balfour Report** in 1988³, the Planning and Budget Committee does have the right to amend proposals. Given the responsibility of the Committee's assessors for developing proposals, that right has not been exercised. Doing so would be a very serious step, after only a brief discussion by the Committee, when the original proposal has been the outcome of very careful work by experts in the operating units and the senior administration of the University. However, motions to amend would not be ruled out of order.*

There is an exception: there is a strong convention that the budget – because of the interdependency of its various elements – cannot be amended. The appropriate motion would be to refer the budget back to the assessor with a view to considering a particular amendment.

In some cases, the assessors have accepted a minor amendment that does not contravene the sense of the original motion, often called a "friendly amendment."

Who is entitled to vote on a proposal at the Committee meeting?

Only members of the Committee may vote on items for approval.

Are the number of votes in favour and opposed to the motion recorded in the minutes?

Votes are not recorded unless three members request a recorded vote before the vote is called. Names of members are never recorded.

³ The Balfour Report is available at <http://www.utoronto.ca/govcncl/pap/policies/govern.html>.
34767

MEETING PROCEDURES (cont'd)

How are items for information dealt with by the Committee?

Some items come before the Committee for information. Such reports can often be very important. They provide the key means for the Committee to monitor the work of the administration. Other reports are intended to keep the Committee informed of current issues and developments.

Members may always ask questions or ask for discussion on an aspect of the report, as well as give advice to the appropriate assessor. If there are concerns, the Committee may request a follow-up report. Other than that, no formal action is required from the Committee.

Some of the more routine “for information” reports may simply be distributed with the agenda package and, at the meeting, no review or introduction will be given by the assessor. That would not, however, preclude questions or discussions.

SUPPORT TO THE COMMITTEE

Who provides support to the Planning and Budget Committee and its members?

The Committee is supported by staff from the Office of the Governing Council.

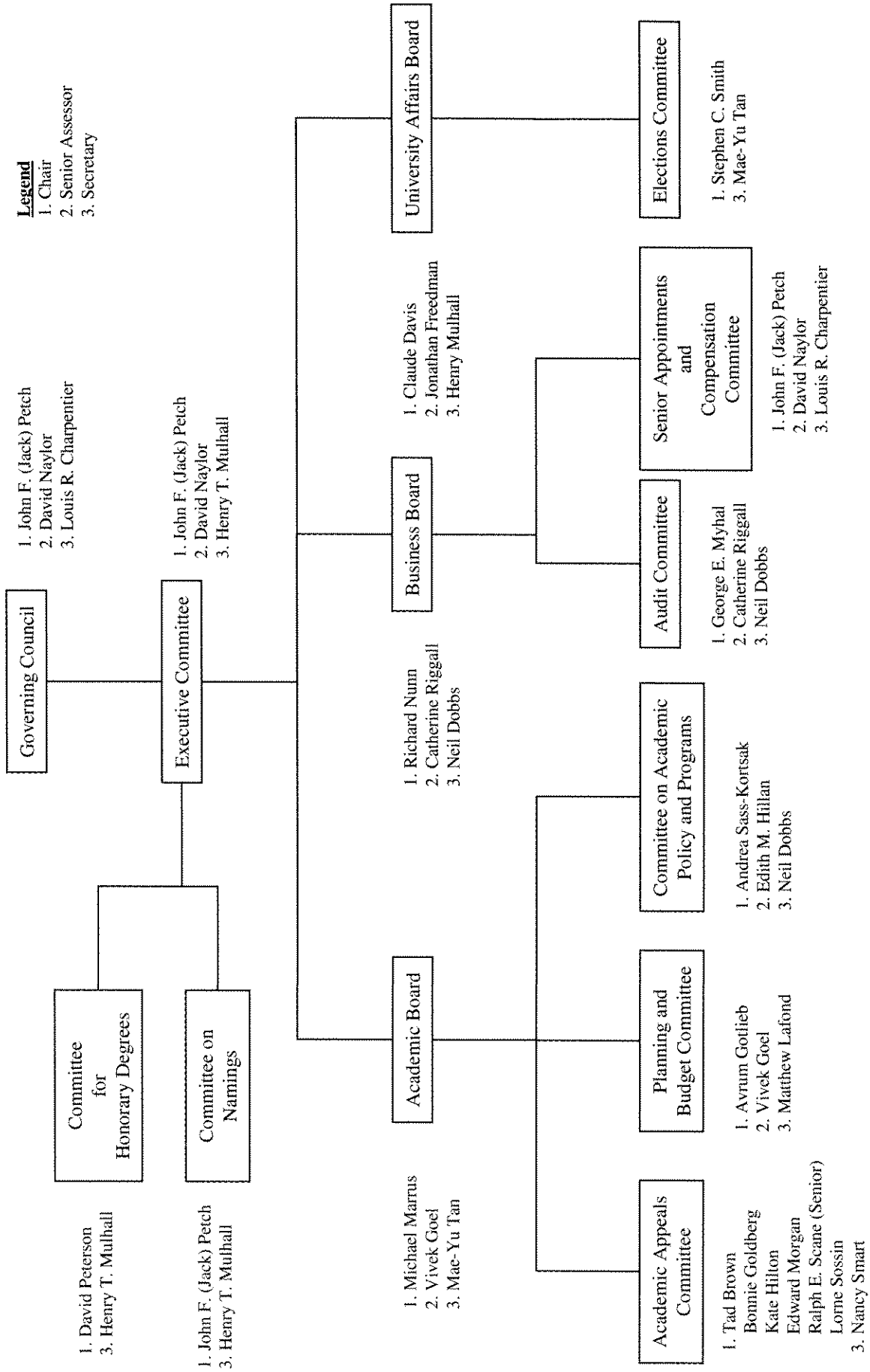
In 2007-08, the Committee Secretary is Matthew Lafond (matthew.lafond@utoronto.ca / 416-978-8427). He is available to answer questions about the Committee and its work, and to provide additional information about governance at the University.

*The Governing Council Office may also be contacted by **phone** at 416-978-6576 or by **email** at governing.council@utoronto.ca.*

*Information about the Planning and Budget Committee is available at:
<http://www.governingcouncil.utoronto.ca/bac/pb.htm>*

Organization Chart of the Governing Council, 2007-2008

2.01.02



Legend
 1. Chair
 2. Senior Assessor
 3. Secretary

Office of the Governing Council Staff Contact List

Simcoe Hall, Room 106
27 King's College Circle,
Toronto, ON M5S 1A1

Phone: (416) 978-6576

Fax: (416) 978-8182

<http://www.governingcouncil.utoronto.ca/>

E-mail: governing.council@utoronto.ca

Mr. Louis R. Charpentier
Secretary of the Governing Council
Phone: (416) 978-2117
E-mail: l.charpentier@utoronto.ca

Mr. Neil H. Dobbs
Deputy Secretary of the
Governing Council
Phone: (416) 978-8425
E-mail: neil.dobbs@utoronto.ca

Ms. Kimberly Figueira
Meeting Coordinator
Phone: (416) 948-6576
E-mail: kimberly.figueira@utoronto.ca

Mr. Matthew Lafond
Committee Secretary
Phone: (416) 978-8427
E-mail: matthew.lafond@utoronto.ca

Mr. Sean Lourim
Duplicating Centre Technician
Phone: (416) 978-4997
E-mail: s.lourim@utoronto.ca

Mr. Chris McGowan
Duplicating Supervisor &
Web Site Administrator
Phone: (416) 978-1087
E-mail: chris.mcgowan@utoronto.ca

Mr. Henry T. Mulhall
Assistant Secretary
of the Governing Council
Phone: (416) 978-8428
E-mail: henry.mulhall@utoronto.ca

Ms. Cristina Oke
Assistant Secretary of the
Governing Council
Phone: (416) 946-7443
E-mail: c.oke@utoronto.ca

Mr. Naraindra Prashad
Administrative Manager
Phone: (416) 978-8426
E-mail: n.prashad@utoronto.ca

Ms. Silvia Rosatone
Manager of Convocations
Phone: (416) 946-5582
Fax: (416) 978-7801
E-mail: silvia.rosatone@utoronto.ca

Ms. Teresa Sim
Assistant to the Chair and the
Secretary of the Governing Council
Phone: (416) 978-2117
E-mail: governing.council@utoronto.ca

Ms. Nancy Smart
Judicial Affairs Officer
Phone: (416) 946-7663
E-mail: nancy.smart@utoronto.ca

Ms. Mae-Yu Tan
Assistant Secretary
of the Governing Council
Phone: (416) 978-8794
E-mail: maeyu.tan@utoronto.ca

Mr. Peter Wong
Financial Assistant
Phone: (416) 946-8074
E-mail: pete.wong@utoronto.ca

