

## ***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.*<sup>1</sup>

### **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*<sup>2</sup>

*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.*

---

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

<sup>2</sup> 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, honestly 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 may be 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.governingcouncil.utoronto.ca/Assets/Policies/bylaw2.pdf>)*

### 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.governingcouncil.utoronto.ca/Assets/Policies/PDF/nonmem.pdf>). 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 1988<sup>3</sup>, 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.*

---

<sup>3</sup> 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.*

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

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