



**Memorandum to:** Members of the Executive Committee

**From:** Louis R. Charpentier, Secretary of the Governing Council

**Date:** April 22, 2010 for April 29, 2010

**Re:** **Revised 2010-11 Governing Council and Executive Committee Meeting Dates**

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**Agenda Item:** 8

**Item Identification:** Revised 2010-11 Governing Council and Executive Committee Meeting Dates

**Sponsor:** Secretary of the Governing Council

**Jurisdictional Information:**

Section 11 of *By-Law Number 2* of the Governing Council requires that at least five regular meetings of Governing Council be held during the academic year. The date and times of such meetings shall be determined annually in advance by the Executive Committee not later than June 30<sup>th</sup> preceding the period of such meetings. The Executive Committee may cancel at most one of the regular meetings of the Governing Council in each academic year for lack of sufficient business. The Executive Committee also approves the dates of its own meetings.

**Highlights**

**Change from seven to six meeting cycles:** At its meeting on June 15, 2009, the Executive Committee approved the Governing Council and Executive Committee Meeting Dates for 2010-11 based on seven meeting cycles. After consultation with members of the senior administration (assessors and their key staff), we are now proposing a reduction in the number of cycles from seven to six for the 2010-11 governance year. This change reflects the experience of recent years and the timing of major business matters. The six-cycle schedule will continue to provide the flexibility for assessors to introduce business into the governance structure, minimizing the need to call special meetings or to make last-minute changes to the meeting schedule.

**Governing Council Orientation:** A Governing Council orientation will be held on Thursday, September 16, 2010, concentrating on the governance process and the duties and trusteeship responsibilities of members of the Governing Council. It is likely that the programme will include components intended specifically for new governors, as well as those more broadly applicable to the Council as a whole. The Chair and Secretariat will develop a detailed plan in consultation with governors and members of the administration, as appropriate. Following the Orientation, a brief Governing Council meeting may be held to deal with matters arising over the summer. Should the Chair believe that such a meeting is required, he will consult with the Executive Committee to seek their agreement on the agenda.

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### Action Sought

The Executive Committee is asked to approve the following revised 2010 - 2011 meeting dates for the Governing Council, as well as its own dates, replacing those approved by the Executive Committee at its meeting on June 15, 2009.

<b>Cycle</b>	<b>Executive Committee Usual time: 5:00 – 7:00 p.m. Location: Board Room</b>	<b>Governing Council Usual time: 4:30 – 6:30 p.m. Location: Council Chamber</b>
Post-Orientation Meeting		Thursday, September 16, 2010 (reserve date; time TBD)
Cycle 1	Monday, October 18, 2010	Thursday, October 28, 2010, 4:00 p.m.
Cycle 2	Monday, December 6, 2010	Thursday, December 16, 2010
Cycle 3	Monday, February 7, 2011	Thursday, February 17, 2011
Cycle 4	Monday, March 28, 2011	Thursday, April 7, 2011
Cycle 5	Monday, May 9, 2011	Thursday, May 19, 2011 (at UTM)
Cycle 6	Monday, June 13, 2011 (6A) Thursday, June 23, 2011, 3:00 p.m. (6B)	Thursday, June 23, 2011 4:00 p.m.