

UNIVERSITY OF TORONTO  
THE GOVERNING COUNCIL  
REPORT NUMBER 349 OF  
THE EXECUTIVE COMMITTEE

Monday, June 17, 2002

To the Governing Council,  
University of Toronto.

Your Committee reports that it held a meeting on Monday, June 17, 2002 at 5:00 p.m. in the Board Room, Simcoe Hall, with the following members present:

|  |                          |
|--|--------------------------|
| Ms Wendy M. Cecil (In the Chair)         |                          |
| Professor Robert J. Birgeneau, President |                          |
| Dr. Robert M. Bennett                    | Non-Voting Member:       |
| Mrs. Mary Anne V. Chambers               | Mr. Louis R. Charpentier |
| Professor Brian Corman                   |                          |
| Professor W. Raymond Cummins             | Secretariat:             |
| Ms Karen Lewis                           | Ms Cristina Oke          |
| Mr. Gerald A. Lokash                     |                          |
| Mrs. Susan M. Scace                      |                          |
| Dr. Thomas H. Simpson                    |                          |

**Regrets:**

Professor Brian Langille  
Mr. Kashif Pirzada  
Dr. Joseph L. Rotman  
Ms Heather C. Schramm

**In Attendance:**

Professor Jack Carr, Chair, Academic Board  
Dr. John Nestor, Chair, University Affairs Board  
Mr. Brian Davis, Member, Governing Council  
Professor Adel S. Sedra, Member, Governing Council and Vice-President and Provost  
Professor Vivek Goel, Vice-Provost, Faculty \*  
Mr. Paul Holmes, Judicial Affairs Officer, Office of the Governing Council \*

On motion duly moved and seconded,

IT WAS RESOLVED

THAT, pursuant to sections 28 (e) and (f) of By-Law Number 2, consideration of agenda items 1, 2, 3 and 4 take place *in camera*, with the Board Chairs, and Professor Sedra, admitted to the meeting for appropriate items to facilitate the work of the Committee.

\* present only for item 1.

**1. Code of Behaviour on Academic Matters: Recommendation for Expulsion**

The Executive Committee considered a recommendation from the President for an expulsion.

Following discussion,

On motion duly moved and seconded,

YOUR COMMITTEE APPROVED

THAT the recommendation for the expulsion contained in the Memorandum from the Secretary of the Governing Council dated May 27, 2002, be placed on the agenda for the June 27, 2002 meeting of the Governing Council,

and

THAT pursuant to Section 38 of By-Law Number 2, this recommendation be considered by the Governing Council *in camera*.

**2. External Appointment**

**a) Sunnybrook and Women's College Health Sciences Centre (S&WCHSC)**

On motion duly moved and seconded,

YOUR COMMITTEE APPROVED

THAT Ms Judith Wolfson be re-appointed to the Board of Directors of Sunnybrook and Women's College Health Sciences Centre for a three-year term, effective July 1, 2002 and ending June 30, 2005.

**3. Board and Committee Assignments**

On motion duly moved and seconded,

YOUR COMMITTEE RECOMMENDS

THAT the additional Board and Committee assignments for 2002-2003, as described in the Memorandum from the Committee Secretary dated June 11, 2002, as amended, be approved.

On motion duly moved and seconded,

YOUR COMMITTEE APPROVED

THAT, pursuant to Sections 38 and 40 of By-Law Number 2, the recommendation be considered by the Governing Council *in camera*.

**4. Committee for Honorary Degrees: Membership**

On motion duly moved and seconded,

YOUR COMMITTEE ENDORSED AND FORWARDED

A recommendation from the Academic Board concerning the membership of the Committee for Honorary Degrees for 2001-03.

On motion duly moved and seconded,

YOUR COMMITTEE APPROVED

THAT, pursuant to Sections 38 and 40 of By-Law Number 2, the recommendation be considered by the Governing Council *in camera*.

THE COMMITTEE MOVED INTO CLOSED SESSION.

**5. Report of the Previous Meeting**

Report Number 348 of the Executive Committee meeting held on May 21, 2002 was approved.

**6. Business Arising from the Report of the Previous Meeting**

The Chairman recalled that, at the previous meeting, the Secretary of the Governing Council had been asked to examine issues surrounding attendance at meetings of the Governing Council. A memorandum from the Secretary had been placed on the table.

At the invitation of the Chairman, the Secretary explained that he had reviewed attendance at the Governing Council over the past academic year, considered practice at other institutions, reviewed concerns raised by members of the University community with respect to the issuing of tickets, and identified various options of seating management for the meetings of Governing Council.

The Secretary highlighted the following points contained in his memorandum dated June 17, 2002.

- For the last three decades, consistent with the opinion of the University's legal counsel, 'open to the public' in the *Act* had been understood to mean not private, secret or *in camera*.
- The Governing Council had the right, as did any legislative and deliberative body created by statute, to select its seat of assembly, as long as the location provided space for a reasonable number of members of the public who wished to attend meetings.
- Issuing tickets to manage seating in an orderly way did not contravene the *Act*.
- In keeping with the requirement to have public meetings, announcements and agenda materials were widely disseminated beyond the membership of the Governing Council.
- The capacity of the Council Chamber was 120 seats, of which 66 were available for non-members of Council.

## 6. Business Arising from the Report of the Previous Meeting (cont'd)

- The minutes of Governing Council meetings listed the University officers, representatives of campus-wide groups, and invited speakers in attendance, but no records were kept of the total number of people in attendance at the Council meetings.
- The current ticketing process involved making tickets available on a priority basis to representatives of campus-wide groups, members of the senior administration and the media approximately a week prior to the meeting of the Governing Council. Remaining tickets were available on a “first-come, first-served” basis beginning three days prior to the meeting.
- Options available for consideration included:
  - (a) **No predetermined seating for meetings.** In this option, all non-members would be admitted on a “first-come, first-served” basis. Once the seating capacity of the Council Chamber had been reached, no one would be allowed entrance, unless a non-member had left the meeting and a seat had become available. To facilitate counting at the time of the meeting, numbered tickets would be distributed at the door.
  - (b) **Request for Confirmation of Attendance.** In this option, one seat would be reserved for each individual who confirmed his/her attendance at the meeting. To facilitate counting at the time of the meeting, numbered tickets would be distributed at the door.
  - (c) **Issuing numbered tickets with priority advance distribution** as currently practiced.
  - (d) **Issuing numbered tickets with priority advance distribution** for no more than half of the seats available to non-members, with the remaining seats available on a “first-come, first-served” basis at the time of the meeting. Seats not reserved would be released into the “first-come, first-served” pool. If, after fifteen minutes of open session, reserved seats remained unfilled, all but a few of those seats would be released to be used on a “first-come, first-served” basis at the door. This would allow for unanticipated circumstances in which a ticket holder could not arrive earlier than the fifteen-minute cut-off.

The Secretary indicated that option (d) would be workable and would, in his opinion, address some of the concerns that had been raised concerning ticketing.

The Chairman noted with regret that no students were present for the discussion of this item. The Vice-Chair reported that he had met informally with student members and members-elect of the Governing Council, and, in the course of the discussion, those present indicated that they supported the idea of having a block of unreserved seats available to non-members on the day of the meeting.

A member asked whether there had ever been a situation in which individuals who were needed to facilitate the business of the meeting were unable to find a seat in the Council Chamber. The Secretary replied that this had not been the case, as it had been the practice of the Governing Council Office to ensure that seats were reserved for those whose presence was required. The Vice-Chair noted that, had ticketing not been in place for the two recent meetings for which attendance had exceeded the seating capacity of the Council Chamber, it might not have been possible to accommodate those whose presence was required to facilitate the business of the meeting. Several members spoke in favour of retaining a system of ticketing to manage seating in an orderly way.

**6. Business Arising from the Report of the Previous Meeting (cont'd)**

A member asked who had the jurisdiction to decide on the matter of ticketing. The Secretary replied that the authority to conduct the meetings of the Governing Council and to maintain order and decorum resided with the Chairman, pursuant to Section 47 of By-Law Number 2. The Chairman had sought advice from the Executive Committee on the operational matter of how best to manage attendance with respect to seating capacity at meetings of the Governing Council. After further discussion, members of the Executive Committee advised the Chairman to implement option (d) as described by the Secretary for the next meeting of the Governing Council.

**7. Minutes of the Governing Council Meeting held on June 3, 2002**

The Committee received for information the minutes of the Governing Council meeting held on June 3, 2002.

**8. Business Arising from the Governing Council Meeting**

There was no business arising from the Governing Council meeting.

**9. Report of the President**

The President reported on the Budget which had been released earlier in the day by the provincial government. Among the highlights were the following:

- The Government was providing an additional \$75 million to colleges and universities to fund additional students.
- A new round of post-secondary SuperBuild proposals was being invited which the government would be seeking the most cost-effective and creative financing proposals to increase the number of student spaces in the areas where they are needed.
- A second phase of the Ontario Student Opportunity Trust Fund (OSOTF) was being designed, with the intention of assisting 400,000 students attending colleges and universities over the next decade.
- The Ontario Research and Development Challenge Fund (ORDCF) was being expanded by \$250 million over five years and a new round of research proposals would be called for in the fall.
- The Ontario Innovation Trust (OIT) was being enhanced by \$300 million.
- An additional \$2 million per year was being allocated for the Ontario Research Performance Fund. This fund supported overhead costs of provincially-sponsored research and the budget challenged the federal government to provide ongoing and adequate support to cover overhead costs of federally-sponsored research.

The President noted that the budget was as good as the University could have expected. It had responded to all the issues for which the University had been pressing, except for inflation.

A member asked whether it would be necessary to revise the 2002-03 budget. Professor Sedra replied that, although there was a budget shortfall of \$3.4 million, no changes would be made at this time.

## 10. Terms of Reference for the Executive Committee

The Chairman recalled that this item had been deferred from the previous meeting of the Executive Committee. At the invitation of the Chairman, the Secretary explained that one of the objectives for Governing Council for this governance year had been to update the terms of reference of all its committees and boards. He indicated that the revisions to the Executive Committee's terms of reference were intended to consolidate the range of responsibilities that had been assigned to the Committee in the *Act*, the By-law and approved policies and accountability requirements.

On motion duly moved and seconded,

YOUR COMMITTEE ENDORSED AND FORWARDED

to the Governing Council for consideration the recommendation:

THAT the Governing Council approve the revised *Executive Committee Terms of Reference* dated June 10, 2002, attached hereto as Appendix "A".

## 11. Items for Endorsement and Forwarding to the Governing Council

### (a) Consolidated Terms of Reference

(Arising from Report Number 113 of the Academic Board (June 6, 2002), Report Number 108 of the University Affairs Board (June 4, 2002) and subject to the approval of the Audit Committee at its meeting of June 19, 2002 and the approval of the Business Board at its meeting of June 20, 2002.)

The Chairman explained that the Terms of Reference of each Board and Committee had been reviewed and revised this year. Each body had considered its own Terms of Reference. Each Board had also considered the Terms of Reference of its Standing Committees. The revised Terms of Reference had been consolidated into one document to facilitate the consideration of members.

The Chairman noted that the Terms of Reference of the Business Board and Audit Committee would be considered by the Business Board at its meeting on June 20. The revised Terms of Reference would be incorporated into the Consolidated Terms that were distributed to the Governing Council in the June 27 Agenda Package.

Professor Carr reported that the three committees of Academic Board had discussed their terms of reference extensively at committee meetings and had sent amended documents to the Board. The Agenda Committee had reviewed its terms of reference and those of the Board, and had made small changes to the latter's document. At the Board meeting, there had been no questions raised about any of the terms of reference.

Dr. Nestor reported that revisions to the terms of reference of the University Affairs Board had been reviewed by the assessors, then the Agenda Planning Group and finally by the Board itself. Generally, the Board had agreed with the proposed revisions. There had been discussion about the phrasing related to membership of Special Committees and about the question of delegated power to a special committee. Two amendments had been proposed and approved, and these had been highlighted in the Secretary's memorandum addressing these terms of reference. Neither amendment was a substantive change but rather a preferred way of defining the terms of reference of the Board. Members had unanimously recommended approval of the revised terms, with the two amendments made at the meeting.

**11. Items for Endorsement and Forwarding to the Governing Council (cont'd)****(a) Consolidated Terms of Reference (cont'd)**

The University Affairs Board, in addition to having the mandate to propose its own terms of reference, had the responsibility to review and recommend approval of the terms of reference of the Elections Committee. As a result of discussion, members had approved an amendment to the procedures for meetings. The effect of the amendment was to make the wording in these procedures relative to open, closed or *in camera* meetings consistent to that of other boards and committees. The Board had been unanimous in its recommendation for approval of the revised terms, with the one amendment made at the meeting.

On motion duly moved and seconded,

YOUR COMMITTEE ENDORSED AND FORWARDED

to the Governing Council for consideration the recommendation:

THAT the Terms of Reference for Governing Council Boards and Committees contained in the Office Consolidation dated June 10, 2002 be endorsed and forwarded to the Governing Council for approval.

**(b) Item 5: University of Toronto at Scarborough: Division of Mathematical Sciences – Establishment**

(Arising from Report Number 113 of the Academic Board (June 6, 2002))

Professor Carr noted that the new division would include computer science, mathematics and statistics and that resources would be provided from the existing budget of the Division of Physical Sciences.

On motion duly moved and seconded,

YOUR COMMITTEE ENDORSED AND FORWARDED

to the Governing Council for consideration the recommendation:

THAT the establishment of the Division of Mathematical Sciences at the University of Toronto at Scarborough, effective July 1, 2002, as described in Appendix "C" to Report Number 113 of the Academic Board, be approved.

**(c) Item 6: Framework for a New Structure of Academic Administration for the Three Campuses**

(Arising from Report Number 113 of the Academic Board (June 6, 2002))

Professor Carr reported that Professor Tuohy had given a very effective overview of the proposed new structure. Members of the Academic Board had asked a number of questions, particularly about the proposed new titles for the principals at the University of Toronto at Mississauga (UTM) and the University of Toronto at Scarborough (UTSC).

**11. Items for Endorsement and Forwarding to the Governing Council (cont'd)****(c) Item 6: Framework for a New Structure of Academic Administration for the Three Campuses (cont'd)**

On motion duly moved and seconded,

YOUR COMMITTEE ENDORSED AND FORWARDED

to the Governing Council for consideration the recommendation:

THAT the *Framework for a New Structure of Academic Administration for the Three Campuses*, dated May 21, 2002, a copy of which is attached to Report Number 113 of the Academic Board as Appendix "D", be approved in principle.

**(d) Item 12: Policies for Post-Doctoral Fellows – Establishment**  
(Arising from Report Number 113 of the Academic Board (June 6, 2002))

Professor Carr explained that this was a proposal for a new policy for post-doctoral fellows which clearly stated that they were trainees and not employees of the University. Administrative procedures had been appended to the policy to delineate the process and terms of the engagement of post-doctoral fellows.

A member asked whether this policy would impact on those working in hospitals. The President replied that the policy would apply to post-doctoral fellows in hospitals but not to residents.

On motion duly moved and seconded,

YOUR COMMITTEE ENDORSED AND FORWARDED

to the Governing Council for consideration the recommendation:

THAT the Policy on Post-doctoral Fellows, dated May 27, 2002, a copy of which is attached to Report Number 113 of the Academic Board as Appendix "J", be approved, effective September 1, 2002.

**(e) Item 13: Policy on Appointment of Professor Emeritus - Amendment**  
(Arising from Report Number 113 of the Academic Board (June 6, 2002))

Professor Carr indicated that the amendment to this policy would allow full professors who have held named chairs to be appointed professor emeritus and the named chair emeritus, with the approval of the Vice-President and Provost, on retirement.

**11. Items for Endorsement and Forwarding to the Governing Council (cont'd)**

(e) Item 13: Policy on Appointment of Professor Emeritus – Amendment (cont'd)

On motion duly moved and seconded,

YOUR COMMITTEE ENDORSED AND FORWARDED

to the Governing Council for consideration the recommendation:

THAT the Policy on Appointment of Professor Emeritus as amended with the addition of the second paragraph, dated May 27, 2002, amended June 6, 2002, a copy of which is attached to Report Number 113 of the Academic Board as Appendix “K”, be approved effective July 1, 2002.

The following motions were presented as omnibus motions in appropriate groupings by Professor Carr.

(f) **Item 3: Capital Project: OISE/UT Institute of Child Study - Project Planning Report**  
(Arising from Report Number 113 of the Academic Board (June 6, 2002))

Professor Carr stated that the project for the Institute of Child Study combined new and renovated space and the addition of a connector building between two existing buildings, all to be financed from fundraising.

On motion duly moved and seconded,

YOUR COMMITTEE ENDORSED AND FORWARDED

to the Governing Council for consideration the recommendation:

- (a) THAT the Project Planning Report for the Institute of Child Study Expansion, a copy of which is attached to Report Number 113 of the Academic Board as Appendix “A”, be approved in principle.
- (b) THAT the project scope totaling 4310 gross square meters (of which 1250 gsm will be new construction), will allow for renovations to the existing 45 Walmer Road and 56 Spadina Road and the addition of a *connector* building between the two existing buildings, requiring municipal approvals.
- (c) THAT the University of Toronto initiate discussions with the City of Toronto for the rezoning of the proposed site for new construction.
- (d) THAT the project cost of \$8,000,000 be approved, with funding sources to be sought through fundraising.

**11. Items for Endorsement and Forwarding to the Governing Council (cont'd)****(g) Item 14: Capital Project: School of Continuing Studies - Project Planning Report**  
(Arising from Report Number 113 of the Academic Board (June 6, 2002))

Professor Carr explained that this project would give the School of Continuing Studies a new façade on St. George Street as well as some new and renovated space, to be financed from fundraising and a loan from the University.

On motion duly moved and seconded,

YOUR COMMITTEE ENDORSED AND FORWARDED

to the Governing Council for consideration the recommendation:

- (a) THAT the Project Planning Report for the School of Continuing Studies, a copy of which is attached to Report Number 113 of the Academic Board as Appendix "L", be approved in principle.
- (b) THAT the project scope of 102 gsm of new space and 1,646 gsm renovated space be approved at an estimated total project cost of \$7,100,000 (May 2003), with funding as follows:
  - (i) external funding raised by the School of Continuing Studies, and
  - (ii) a loan made available by the University of Toronto of up to \$4.5 million on terms to be approved by the Vice-President, Business Affairs, such loan to be repaid over a term not exceeding 17 years from income generated within the School of Continuing Studies.

**(h) Item 15: Capital Project: Lash Miller Chemistry Addition and Renovation - Update**  
(Arising from Report Number 113 of the Academic Board (June 6, 2002))

Professor Carr noted that this proposal would complete the outstanding projects in the Chemistry building using funds already in hand.

On motion duly moved and seconded,

YOUR COMMITTEE ENDORSED AND FORWARDED

to the Governing Council for consideration the recommendation:

- (a) THAT the Users' Committee Report for the Department of Chemistry that identified numerous projects including the Davenport Building and renovation of facilities within the Lash Miller Building be fully implemented, as described in Appendix "M" to Report Number 113 of the Academic Board.
- (b) THAT the remaining funds originally provided from contributions from the Davenport Family, and the Canada Foundation for Innovation (CFI) and the Ontario Research and Development Challenge Fund (ORDCF) be approved in the amount of \$4,704, 927 and directed to each of the listed projects to be approved by the Accommodation and Facilities Directorate (AFD), according to policy procedures. (This allocation will exhaust all current funding available in support of these improvements directed to the Davenport and Lash Miller Buildings initiated in 1998.)

**11. Items for Endorsement and Forwarding to the Governing Council (cont'd)****(i) Item 4: Administrative Priorities Fund: Allocations – Various**  
(Arising from Report Number 113 of the Academic Board (June 6, 2002))

Professor Carr noted that the allocation from the Administrative Priorities Fund would support seven administrative divisions or units.

On motion duly moved and seconded,

YOUR COMMITTEE ENDORSED AND FORWARDED

to the Governing Council for consideration the recommendation:

THAT the following allocations from the Administrative Priorities Fund, as described in Appendix "B" to Report Number 113 of the Academic Board, be approved:

- (a) Vice President, Human Resources: \$85,850 in base for 2002-03, a further \$65,000 in base in 2003-04 and \$119,000 OTO in 2002-03.
- (b) Vice President, Business Affairs: \$200,000 in base for 2002-03, a further \$50,000 in base in 2003-04 and \$50,000 OTO in 2002-03,
- (c) Vice President, Research and International Relations: \$205,000 in base for 2002-03, a further \$150,000 in base in 2003-04 and \$120,000 OTO in 2002-03,
- (d) Office of the Governing Council: \$30,000 in base for 2002-03, a further \$12,000 in base in 2003-04 and \$67,200 OTO in 2002-03.
- (e) Internal Audit: \$17,500 in base for 2002-03, a further \$10,000 in base for 2003-04 and \$25,000 OTO in 2002-03;
- (f) Vice-President, Government Relations: \$60,000 in base for 2002-03 and a further \$61,000 in base for 2003-04;
- (g) University of Toronto Archives and Records Management Services: \$54,000 OTO in 2002-03 and \$56,000 in base for 2003-04.

**(j) Item 17: Academic Priorities Fund: Allocation - Joker's Hill**  
(Arising from Report Number 113 of the Academic Board (June 6, 2002))

Professor Carr reported that the APF allocation for the Joker's Hill property would be used to support research infrastructure as well as non-research related expenses.

**11. Items for Endorsement and Forwarding to the Governing Council (cont'd)****(j) Item 17: Academic Priorities Fund: Allocation - Joker's Hill (cont'd)**

On motion duly moved and seconded,

YOUR COMMITTEE ENDORSED AND FORWARDED

to the Governing Council for consideration the recommendation:

THAT a \$150,000 base allocation from the Academic Priorities Fund in support of research infrastructure at Joker's Hill, as described in Appendix "O" to Report Number 113 of the Academic Board, be approved.

THAT a \$150,000 one-time-only allocation for each of three years from the Academic Priorities Fund in support of non-research related expenses at Joker's Hill be approved.

**(k) Item 16: Academic Priorities Fund: Allocation - Faculty of Law *Raising Our Sights* Plan**

(Arising from Report Number 113 of the Academic Board (June 6, 2002))

Professor Carr explained that this proposed allocation was made in support of the Faculty of Law's plan arising from the *Raising our Sights* planning process. The Board had been provided with an executive summary of the plan that had been approved by the Provost. There had been extensive debate at the Board concerning the allocation to support the faculty retention fund and the adequacy of student financial aid in the face of rising tuition fees.

On motion duly moved and seconded,

YOUR COMMITTEE ENDORSED AND FORWARDED

to the Governing Council for consideration the recommendation:

THAT an allocation of \$3,722,182 in base for the Faculty of Law from the Academic Priorities Fund, as described in Appendix "N" to Report Number 113 of the Academic Board, be approved. The recommendation is subject to annual Governing Council approval of the J.D. tuition fees rising to planned levels as described in the University's *Tuition Fee Schedule for Publicly Funded Programs for 2002-03*.

**(l) Item 18: University Infrastructure Investment Fund: Allocation - Varsity Stadium**  
(Arising from Report Number 113 of the Academic Board (June 6, 2002))

Professor Carr indicated that this allocation was from the UIIF and would be used to demolish Varsity Stadium and to create an open playing field which would be available to support numerous existing program commitments.

Dr. Nestor commented that, in his view, the proposed demolition appeared to be a capital project, and, as such, should have been considered by the University Affairs Board. He also noted that the demolition would have an impact on student service levels, which also came under the authority of the University Affairs Board.

**11. Items for Endorsement and Forwarding to the Governing Council (cont'd)****(I) Item 18: University Infrastructure Investment Fund: Allocation - Varsity Stadium (cont'd)**

A member noted that the demolition was part of the Varsity Centre plan that had been considered by the University Affairs Board earlier in the year. The demolition was not a capital project which required Governing Council approval because it was less than \$2 million.

A member noted that public safety would be jeopardized if the Varsity Stadium were not demolished, given its current state of repair. The President added that the demolition must occur during the summer.

A member asked what information concerning the demolition was required by the University Affairs Board. It was suggested that the proposal might be circulated for information to members of the Board. The Secretary undertook to examine the matter and advise Dr. Nestor on the appropriate course of action for the University Affairs Board regarding the Varsity Stadium demolition.

On motion duly moved and seconded,

YOUR COMMITTEE ENDORSED AND FORWARDED

to the Governing Council for consideration the recommendation:

THAT an allocation of \$1,700,000 from the University Infrastructure Investment Fund towards the demolition cost of Varsity Stadium and the establishment of a fenced-in open playing field, as described in Appendix "P" to Report Number 113 of the Academic Board, be approved.

**12. Governing Council/Executive Committee Meeting Dates, 2002-2003**

The Chairman reported that this item was being deferred to the meeting of June 27, while schedules were being co-ordinated.

**13. Summer Executive Authority**

The Chairman explained that each June the Governing Council was asked to delegate to the President authority to take any necessary actions on its behalf during the summer months. The Chairman would countersign individual authorizations. In September, these actions would be reported for information to the appropriate committee. Items not regarded as urgent would be held for consideration in the usual manner.

Dr. Nestor asked whether the Chairman would consult with the Board Chairs on items that required approval by Summer Executive Authority. He particularly noted the possibility that a decision would be required with respect to the proposed University College Residence. The Chairman replied that consultation with the Board Chairs had not been past practice as most of the approvals made under Summer Executive Authority were matters on which the Boards had been informed with respect to approval under Summer Executive Authority.

**13. Summer Executive Authority (cont'd)**

On motion duly moved and seconded,

YOUR COMMITTEE ENDORSED AND FORWARDED

to the Governing Council for consideration the recommendation:

- (1) THAT until the next regular meeting of the Governing Council or its appropriate committee or board, authority be granted to the President for:
  - (i) appointments to categories 2, 3, and 4 of the Policy on Appointments and Remuneration approved by the Governing Council of the University of Toronto, dated May 13, 1999;
  - (ii) approval of such additional curriculum changes as may arise for the summer and September 2002; and
  - (iii) decisions on other matters the urgency of which does not permit their deferral until the next regular meeting of the Governing Council or its appropriate standing committee or board.
- (2) THAT all actions taken under this authority be approved by the Chairman of the Governing Council prior to implementation and reported to the appropriate committee or board for information.

**14. Reports for Information**

Members received in their agenda packages the following reports:

Report Number 113 of the Academic Board (June 6, 2002)

Report Number 108 of the University Affairs Board (June 4, 2002)

**15. Date of Next Meeting**

The Chairman reminded members that the Committee's final regular meeting was scheduled for **Thursday June 27 at 3 p.m.**, prior to the final meeting of the Governing Council.

**16. Other Business**

- (a) **Order of Agenda for the Meeting of the Governing Council on Thursday June 27, 2002 at 4:30 p.m.**

The Chairman consulted with members on the order of the agenda for the June 27, 2002 meeting of the Governing Council. At the suggestion of the Chairman it was agreed that the *in camera* items on the agenda would be considered at the end of the meeting, and that the Report of the President would come before the items for approval. Two presentations would be included on the agenda: an update on the campaign and an overview of the *Framework for a New Structure of Academic Administration for the Three Campuses*. The Chairman indicated that the final open session item under Other Business would be presentations to retiring members.

The meeting adjourned at 6:55 p.m.

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Secretary  
June 18, 2002

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Chairman



OFFICE OF THE GOVERNING COUNCIL

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**Memorandum**

**To:** Members of the Executive Committee  
**From:** Louis R. Charpentier, Secretary of the Governing Council  
**Date:** June 10, 2002  
**Re:** **Revised Terms of Reference for the Executive Committee**

One of the objectives for Governing Council for this governance year was to update terms of reference of all the committees and boards of the Governing Council. Accordingly, the senior staff in the Office of the Governing Council has reviewed the current terms of reference with the intent of updating each to reflect current practice.

The composition of the Executive Committee is defined in chapter 3 of *The University of Toronto Act, 1971*. The duties of the Executive Committee are described in Section 28 (d) of By-Law Number 2 of the Governing Council.

The attached terms of reference are intended to reflect the range of responsibilities that have been assigned to the Executive Committee not only in the *Act* and in the By-law, but also by approved policies and accountability requirements.

Please note that these Terms of Reference have been slightly modified from those distributed with the agenda package for the May 21, 2002 meeting of the Executive Committee, in order to reflect the responsibilities of co-ordination of the Committees of the Council and the screening of new issues.

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## EXECUTIVE COMMITTEE

### TERMS OF REFERENCE

#### 1. COMPOSITION MEMBERSHIP

Total size is 14 members, as governed by Section 3 (1) of the *University of Toronto Act, 1971*, 2 of whom are *ex officio* members and 12 appointed members of the Governing Council.

##### 1.1 Composition

The composition of the Executive Committee is defined in chapter 3 of *The University of Toronto Act, 1971*. The Chairman of Governing Council is the Chairman of the Executive Committee. Section 28 (b) of By-Law Number 2 of the Governing Council, stipulates that the member elected as Vice-Chair of the Governing Council shall be a member of the Executive Committee and serve as Vice-Chair of the Committee. [The Vice-Chair will be one of the four Government Appointees on the Executive Committee.]

|                         | <u>GOVERNING COUNCIL</u> |
|-------------------------|--------------------------|
| Administrative Staff    | <u>1 or 0</u>            |
| Alumni                  | <u>2</u>                 |
| LGIC Appointees         | <u>4</u>                 |
| Teaching Staff          | <u>3</u>                 |
| Students                | <u>2</u>                 |
| Presidential Appointees | <u>0 or 1</u>            |
| <i>Ex Officio</i>       |                          |
| Chairman                | <u>1</u>                 |
| President               | <u>1</u>                 |
| <b><i>TOTAL</i></b>     | <b><u>14</u></b>         |

##### 1.2 Term

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

Members are elected annually by and from among the members of the estates defined in chapter 3 of *The University of Toronto Act, 1971* on the Governing Council.

#### 2. QUORUM

A quorum shall consist of at least six members of the Executive Committee, at least three of whom shall be members elected by the alumni or appointed by the Lieutenant Governor in Council.

#### 3. COMMITTEES

There are none. However, the Executive Committee may establish Special Committees for specific purposes.

#### **4. FUNCTION**

Under 3 (4) of *The University of Toronto Act, 1971*, the Executive Committee 'may deal with any matter that is within the responsibility of the Governing Council, but no decision of the Executive Committee is effective until approved by the Governing Council or unless the Governing Council has previously assigned authority therefore to the Executive Committee'.

#### **35. AREAS OF RESPONSIBILITY**

~~Agenda of Governing Council.~~

~~Coordinating role in relation to all the committees of the Governing Council.~~

~~Screening of new issues and assignment to standing or *ad hoc* committees or the administration.~~

~~Review of policy recommendations submitted by committees to the Governing Council.  
Confirmation of decisions reached by the Academic Board.~~

~~Review and report to Governing Council on the discharge of the Council's accountability requirements.~~

~~Nominating and striking committee for Governing Council committees.~~

The Executive Committee has been assigned responsibilities by Section 3 of *The University of Toronto Act, 1971* and Section 28 (d) of By-Law Number 2 of the Governing Council, as well as by various policies approved by the Governing Council.

5.1 The Executive Committee is responsible for the preparation of the agenda for meetings of the Governing Council. As part of this responsibility, the Committee receives and reviews reports of other committees for transmittal to the Governing Council.

5.2 The Executive Committee plays a co-ordinating role in relation to all the committees of the Governing Council. The Committee refers matters to other committees of the Governing Council. It also screens new issues and assigns them to standing or *ad hoc* committees or to the administration for consideration.

5.3 The Executive Committee acts as a Striking Committee to nominate persons for appointment to the committees of Council.

5.4 The Executive Committee confirms decisions reached by the Academic Board.

5.5 The Executive Committee approves external appointments on behalf of the Governing Council.

5.6 The Executive Committee recommends the members of the Presidential Search Committee<sup>1</sup>

5.7 The Executive Committee reviews and reports to the Governing Council on the discharge of the Council's accountability requirements, including but not limited to the annual Performance Indicators report, and the annual report of Reviews of Academic Units and Programs.

5.8 The Executive Committee receives an annual report of all namings approved by the Naming Committee and by the President, under the Policy on Naming.

5.9 The Executive Committee determines the manner in which the Office of the Ombudsperson will be reviewed.<sup>2</sup>

5.10 The Executive Committee exercises such powers of the Council as the Council by resolution may provide

## 6. PROCEDURES

The Executive Committee normally meets in closed session. Pursuant to section 28 (e) and 33 of By-Law Number 2, the Executive Committee may move *in camera*.

~~Executive Committee terms of reference amended on March 31, 1994 re accountability responsibilities.~~

July 21, 1994

June 10, 2002

20579

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<sup>1</sup> Policy Respecting the Appointment of a President (February 4, 1999)

<sup>2</sup> Terms of Reference for The Office of the University Ombudsperson (May 31, 2001)



## EXECUTIVE COMMITTEE

### TERMS OF REFERENCE

#### **1. MEMBERSHIP**

##### **1.1 Composition**

The composition of the Executive Committee is defined in chapter 3 of *The University of Toronto Act, 1971*. The Chairman of Governing Council is the Chairman of the Executive Committee. Section 28 (b) of By-Law Number 2 of the Governing Council, stipulates that the member elected as Vice-Chair of the Governing Council shall be a member of the Executive Committee and serve as Vice-Chair of the Committee. [The Vice-Chair will be one of the four Government Appointees on the Executive Committee.]

|                         | GOVERNING<br>COUNCIL |
|-------------------------|----------------------|
| Administrative Staff    | 1 or 0               |
| Alumni                  | 2                    |
| LGIC Appointees         | 4                    |
| Teaching Staff          | 3                    |
| Students                | 2                    |
| Presidential Appointees | 0 or 1               |
| <i>Ex Officio</i>       |                      |
| Chairman                | 1                    |
| President               | 1                    |
| <b><i>TOTAL</i></b>     | <b>14</b>            |

##### **1.2 Term**

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- 5.8 The Executive Committee receives an annual report of all namings approved by the Naming Committee and by the President, under the Policy on Naming.
- 5.9 The Executive Committee determines the manner in which the Office of the Ombudsperson will be reviewed. <sup>2</sup>

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<sup>1</sup> Policy Respecting the Appointment of a President (February 4, 1999)

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6. **PROCEDURES**

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June 10, 2002

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