

UNIVERSITY OF TORONTO
THE GOVERNING COUNCIL
**REPORT NUMBER 442 OF
THE EXECUTIVE COMMITTEE**

Monday, December 5, 2011

To the Governing Council,
University of Toronto.

Your Committee reports that it held a meeting on Monday, December 5, 2011 at 5:00 p.m. in the Boardroom, Simcoe Hall, with the following members present:

Ms Judy Goldring, in the Chair
Professor David Naylor, President
Mr. P. C. Choo
Mr. Ken Davy
Professor William Gough
Mr. Nykolaj Kuryluk
Mr. Aly-Khan Madjavji
Mr. Gary Mooney
Professor Andrea Sass-Kortsak
Miss Maureen J. Somerville

Non-Voting Member:

Mr. Louis R. Charpentier

Secretariat:

Mr. Anwar Kazimi
Ms Cristina Oke, Acting Secretary

Regrets:

Mr. Brent S. Belzberg
Mr. Richard Nunn
Professor Elizabeth M. Smyth

In Attendance:

Dr. Anthony Gray, Special Advisor to the President
Professor Ellen Hodnett, Chair, Academic Board and Member of the Governing Council
Professor Cheryl Misak, Vice-President and Provost, and Member of the Governing Council
Ms Catherine Riggall, Vice-President, Business Affairs
Ms Mae-Yu Tan, Assistant Secretary, Office of the Governing Council
Ms B. Elizabeth Vosburgh, Chair, University Affairs Board and Member of the Governing Council
Mr. W. David Wilson, Chair, Business Board and Member of the Governing Council

1. Report of the President

a) *Boundless* Campaign Launch

The President thanked the members of the Executive Committee and the Board Chairs who had attended the successful launch of the *Boundless* campaign on November 20, 2011.

He acknowledged the extraordinary work done by Vice President, University Advancement, David Palmer and his team and he singled out for special thanks the staff of Facilities and Services who had to prepare Convocation Hall for the event following a concert on the evening of November 19, 2011, and then had to ready Convocation Hall for classes on November 21, 2011, following the campaign launch.

1. Report of the President (cont'd)

b) Provincial Government

The President informed members that, in light of current fiscal challenges, the Government of Ontario had decided to cancel rounds six and seven of the Ontario Research Fund – Research Excellence program, as well as the special round for the Social Sciences, Arts and Humanities. The potential impact of the cancellation of this funding on the University was \$40 million.

Letters of intent for 30 projects had been prepared by University of Toronto researchers, and were being reviewed by the Office of the Vice-President, Research at the time the announcement was made. The President has informed the relevant Deputy Ministers of his concerns about the effect of this decision on the economic development of the province.

The Committee moved *in camera* .

The President briefed members on a confidential matter.

The Committee returned to closed session.

c) Vice-President, Business Affairs

The President reminded members that this was the final Executive Committee meeting that Ms Catherine Riggall would be attending in her capacity as Vice-President, Business Affairs, as she was retiring on December 31, 2011.

On motion duly made, seconded and carried,

YOUR COMMITTEE RESOLVED

THAT the Executive Committee of the Governing Council of the University of Toronto recognize and express its appreciation for the exemplary work of Ms Catherine Riggall over her seven and a half years as Vice-President, Business Affairs.

2. Items for Confirmation by the Executive Committee

Mr. Charpentier described the template for divisional councils' constitutions that had been developed by the Office of the Governing Council in consultation with the Office of the Vice-President and Provost, and Academic Divisions.

a) Constitutional Revisions: University of Toronto Mississauga
(*Arising from Report Number 176 of the Academic Board (November 17, 2011)*)

Professor Hodnett introduced the item and noted that no questions had been raised at the Academic Board.

On motion duly moved, seconded, and carried,

YOUR COMMITTEE CONFIRMED

THAT the amended Constitution of the University of Toronto Mississauga, which was approved by Erindale College Council on November 3, 2011, be approved.

Documentation is attached to Report Number 176 of the Academic Board as Appendix "E".

2. Items for Confirmation by the Executive Committee (cont'd)

b) Constitutional Revisions: Leslie Dan Faculty of Pharmacy *

(Arising from Report Number 176 of the Academic Board (November 17, 2011))

Professor Hodnett introduced the item and noted that the support to the Faculty of Ms Mae-Yu Tan, Secretary of the Academic Board, and Dr. Jane Harrison, Director of Academic Policies and Programs, had been acknowledged by the Dean.

On motion duly moved, seconded, and carried,

YOUR COMMITTEE CONFIRMED

THAT the amended Constitution of the Leslie Dan Faculty of Pharmacy, which was approved by the Council of the Leslie Dan Faculty of Pharmacy on October 28, 2011, be approved.

Documentation is attached to Report Number 176 of the Academic Board as Appendix "F".

3. Revisions to By-Law Number 2

Mr. Charpentier introduced the item for which a notice of motion had been given at the October meeting of the Governing Council.

On motion duly moved, seconded, and carried,

YOUR COMMITTEE ENDORSED AND FORWARDED to the Governing Council for consideration the recommendation

That the proposed revisions to By-Law Number 2, as described in the memorandum dated November 28, 2011, be approved.

Documentation is attached hereto as Appendix "A".

4. Items for Endorsement and Forwarding to the Governing Council

a) Renewal of Affiliation Agreements between the University of Toronto and the Toronto Academic Health Science Network (TAHSN)

(Arising from Report Number 176 of the Academic Board (November 17, 2011))

Professor Hodnett summarized the discussion at the Academic Board.

On motion duly moved, seconded, and carried,

YOUR COMMITTEE ENDORSED AND FORWARDED to the Governing Council for consideration the recommendation

- (a) THAT the revised template for full affiliation agreements between the University of Toronto and the full member hospitals of the Toronto Academic Health Science Network be approved, effective immediately;
- (b) THAT the President, or designate, be authorized to sign such agreements on behalf of the Governing Council, provided that the agreements conform to the approved template; and
- (c) THAT the agreements signed under the provisions of this resolution be filed with the Secretary of Governing Council.

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

a) Renewal of Affiliation Agreements between the University of Toronto and the Toronto Academic Health Science Network (TAHSN) (cont'd)

Documentation is attached to Report Number 176 of the Academic Board as Appendix "B".

b) Faculty of Arts and Science (FAS): Proposal to Change the Status of the Cinema Studies Institute from an Extra-Departmental Unit: B (EDU: B) to an Extra-Departmental Unit: A (EDU: A)
(Arising from Report Number 176 of the Academic Board (November 17, 2011))

Professor Hodnett summarized the discussion at the Academic Board.

On motion duly moved, seconded, and carried,

YOUR COMMITTEE RECOMMENDED

THAT the status of the existing Cinema Studies Institute be changed from an Extra-Departmental Unit: B (EDU: B) to an Extra-Departmental Unit: A (EDU: A) effective January 1, 2012.

Documentation is attached to Report Number 176 of the Academic Board as Appendix "A".

CONSENT AGENDA

On motion duly moved, seconded, and carried,

YOUR COMMITTEE APPROVED

THAT the consent agenda be adopted and that the items be approved.

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

c) Capital Project: Project Planning Report for Robarts Library Fourth Floor West Renovation of Library Research and Reference Services and the Centre for Teaching Support and Innovation

(Arising from Report Number 176 of the Academic Board (November 17, 2011))

On motion duly moved, seconded, and carried,

YOUR COMMITTEE ENDORSED AND FORWARDED to the Governing Council for consideration the recommendation

- a) THAT the Project Planning Report for the Robarts Library 4th Floor West, dated October 25, 2011, be approved in principle and
- b) THAT the project scope as identified in the Project Planning Report be approved at a cost of \$2.6M with funding from the Graduate Expansion Capital Fund and donor funds.

Documentation is attached to Report Number 176 of the Academic Board as Appendix "C".

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

d) Capital Project: Project Planning Report for University of Toronto Mississauga Teaching Laboratories Renovation in the William G. Davis Building

(Arising from Report Number 176 of the Academic Board (November 17, 2011))

On motion duly moved, seconded, and carried,

YOUR COMMITTEE ENDORSED AND FORWARDED to the Governing Council for consideration the recommendation

- a) THAT the Project Planning Report for the University of Toronto Mississauga Teaching Laboratories Renovation in the William G. Davis Building: Phase 1, dated October 25, 2011, be approved in principle and
- b) THAT the project scope as identified in the Project Planning Report be approved in principle at a Total Project Cost of \$8.6M with funding as follows:

Provincial Government	\$ 5,400,000
<u>UTM Operating Fund</u>	<u>\$ 3,200,000</u>
Total	\$ 8,600,000

Documentation is attached to Report Number 176 of the Academic Board as Appendix "D".

5. Report of the Previous Meeting of October 19, 2011

Report Number 441 (October 19, 2011) of the Executive Committee was approved.

6. Business Arising from the Report of the Previous Meeting

There was no business arising from the Report of the previous meeting.

7. Minutes of the Governing Council Meeting of October 27, 2011

The Minutes of the Governing Council meeting held on October 27, 2011 were placed on the table.

8. Business Arising from the Minutes of the Governing Council Meeting

There was no business arising from the minutes of the Governing Council meeting.

9. Election Guidelines 2012

(Arising from Report Number 166 of the University Affairs Board (November 1, 2011))

On motion duly moved, seconded, and carried,

YOUR COMMITTEE APPROVED

THAT the Election Guidelines be approved, effective immediately.

Documentation is attached to Report Number 166 of the University Affairs Board as Appendix "A".

10. Items for Confirmation by the Executive Committee

- a) **Faculty of Arts and Science: Proposed Name Change from the “Graduate Centre for the Study of Drama” to the “Centre for Drama, Theatre and Performance Studies”**
(*Arising from Report Number 176 of the Academic Board (November 17, 2011)*)

On motion duly moved, seconded, and carried,

YOUR COMMITTEE CONFIRMED

THAT the name of the existing “Graduate Centre for the Study of Drama” be changed to the “Centre for Drama, Theatre and Performance Studies,” effective January 1, 2012.

Documentation is attached to Report Number 176 of the Academic Board as Appendix “G”.

11. Reports for Information

Members received the following reports for information:

- (a) Report Number 176 of the Academic Board (November 17, 2011)
- (b) Report Number 192 of the Business Board (October 24, 2011)
- (c) Report Number 166 of the University Affairs Board (November 1, 2011)
- (d) Report Number 66 of the Elections Committee (October 3, 2011)
- (e) Report Number 3 of the Pension Committee (June 10, 2011)
- (f) Report Number 4 of the Pension Committee (September 28, 2011)
- (g) Report Number 5 of the Pension Committee (October 18, 2011)
- (h) Reviews of Academic Programs and Units: Annual Report, Part I (January – June 2011)

12. Date of Next Meeting – Monday, February 6, 2012 at 5:00 p.m.

13. Other Business

a) Update on the Implementation Task Force

Members reviewed the Confidential Consultation Draft on Planning Considerations for Tri-Campus Matters that had been developed by the Working Group on Tri-Campus Matters.

Professor Gough, Chair of the Working Group, described the meetings that he and the Secretary of the Governing Council had held with groups involved with governance at the University of Toronto Mississauga (UTM) and the University of Toronto Scarborough (UTSC). He noted that the response of these groups had been uniformly positive and that they had expressed their appreciation for the proposed greater autonomy and closer relationship with the Governing Council that UTM and UTSC would have as a result of the proposals of the Working Group.

The President stated that the proposals built on the *Towards 2030* planning exercise and were an important step in the development of an appropriate three-campus governance structure that would allow more nimble decision-making and increased engagement by members of the campus community while maintaining and enhancing academic excellence. The Provost added that much remained to be worked out concerning what matters would stop at the proposed Campus Councils and what would come forward to Governing Council.

Members of the Executive Committee expressed their support of the proposals in the draft consultation document.

13. Other Business (cont'd)

b) Governing Council Meeting

The Chair advised members that the Governing Council meeting would include a presentation by representatives of five student government groups – the Association of Part-time Undergraduate Students (APUS), the Graduate Students Union (GSU), the Students' Administrative Council operating as the University of Toronto Students Union (UTSU), the University of Toronto Mississauga Students' Union (UTMSU) and the Scarborough Campus Students' Union (SCSU).

The President explained that the presentation was intended to provide an opportunity for members of the Governing Council to learn about the operation and priorities of each of the groups.

On motion duly moved, seconded, and carried,

IT WAS RESOLVED

THAT, pursuant to sections 28 (e) and 33 of *By-Law Number 2*, consideration of items 14-16 take place *in camera*, with the Board Chairs, Vice-Presidents, and Special Advisor to the President admitted to facilitate the work of the Committee.

14. Report Number 55 of the Committee for Honorary Degrees

On motion duly moved, seconded, and carried,

YOUR COMMITTEE ENDORSED AND FORWARDED to the Governing Council for consideration the recommendation

THAT the recommendations contained in Report Number 55 of the Committee for Honorary Degrees be approved; and

THAT the Chancellor and the President be empowered to determine the degree to be conferred on each candidate and the date of the conferral.

On motion duly moved, seconded, and carried,

YOUR COMMITTEE RESOLVED

THAT, pursuant to sections 38 and 40 of *By-Law Number 2*, the Governing Council consider the recommendation *in camera*.

The Vice-Presidents, Special Advisor to the President, and Secretariat staff withdrew from the meeting.

15. Committee Members with the President

Members of the Executive Committee met privately with the President.

16. Committee Members alone

Members of the Executive Committee met privately.

The Committee returned to closed session.

The meeting adjourned at 6:30 p.m.

Acting Secretary

Chair

December 12, 2011



UNIVERSITY OF
TORONTO

OFFICE OF THE GOVERNING COUNCIL

TO: Members of the Executive Committee

SPONSOR: Richard Nunn, Chair, Governing Council

CONTACT INFO: chair.gc@utoronto.ca / 416-978-2117
l.charpentier@utoronto.ca / 416-978-2118

DATE: November 28, 2011

AGENDA ITEM: 3 (a)

TITLE OF ITEM OF BUSINESS: Revisions to By-Law Number 2

ACTION:

- For Recommendation

JURISDICTIONAL INFORMATION:

- Section 2(15) of the *University of Toronto Act* empowers the Governing Council to “pass by-laws regulating the exercise of its powers and the calling and conduct of its meetings and those of committees appointed by it...”
- Under Section 76 of *By-Law Number 2*:
 - (a) Notice of any motion to enact, amend or repeal any By-law of the Governing Council shall be given at the regular meeting of the Council next preceding the meeting at which the motion is to be presented.
 - (b) A motion to enact, amend or repeal any By-law of the Council shall not carry unless it receives the affirmative vote of

PREVIOUS ACTION TAKEN:

On October 28, 2010, the Governing Council approved in principle the [Report of the Task Force on Governance](#) and the 32 recommendations outlined in the *Report*. At that time, the Governing Council also established an Implementation Committee led by then Vice-Chair Richard Nunn. The mandate of the Implementation Committee was to oversee and coordinate implementation of the Task Force’s recommendations, ensuring appropriate participation among relevant bodies of governance, administrative offices and the Secretariat.

Specific to the proposed revisions to *By-Law Number 2*, were the following recommendations of the Task Force:

Recommendation 31 – Enable Participation in Meetings by Tele- or Video-conference

THAT appropriate changes to the By-law be made to permit participation in meetings by tele- or video-conference under particular circumstances as determined by the Chair.

In the context of members' engagement, attendance, competing demands and increasingly frequent requests to participate from remote locations, the Task Force believed that there was a need to consider provisions for participation in meetings by electronic means (tele- and video-conferencing) in various deliberations for some bodies.

Recommendation 32 – Enable On-Line Decision / Voting Processes

THAT appropriate changes to the By-law be made to permit on-line or e-mail decision or voting processes under particular circumstances.

Currently, time-sensitive and routine matters that arise “off cycle” are (a) delayed until the next regularly-scheduled meeting of the relevant body(ies) or (b) handled by means of an e-mail or fax balloting process. In the latter case, the decision requires confirmation at the next meeting of the Board or Committee. The proposed change would improve efficiency and would reflect the established practice of many governing boards.

The Task Force expected the Governing Council Secretariat to draft such changes for consideration by the Executive Committee's consideration for approval by the Governing Council.

HIGHLIGHTS:

The major amendments proposed under Committee Procedures, Section 32 of *By-Law Number 2* are as follows and would be new sub-sections:

- (g) At the discretion of the Chair, a committee meeting may be held by such means of telephone, or other communication facilities that permit all persons participating in the meeting to communicate with each other simultaneously and instantaneously. A person(s) participating in such a meeting by such means is (are) deemed to be present at the meeting. In such cases, a University meeting room will be provided for members of the public who wish to hear the proceedings of the open session of the meeting. For these meetings, or portions thereof, held in closed session or *in camera*, it is expected that members will ensure that the necessary standards of confidentiality are maintained and that their participation is conducted in a setting that ensures such confidentiality.

- (h) Normally, it is expected that members attend committee meetings in person. At the discretion of the Chair however, a member(s) who is (are) unable to attend in person may participate in that meeting by such means of telephone or other communication facilities that permit all members to communicate simultaneously and instantaneously. A member(s) participating in such a meeting by such means is (are) deemed to be present at the meeting. For those meetings, or portions thereof, held in closed session or *in camera*, it is expected that members participating by such means of telephone or other communication facilities will ensure that the necessary standards of confidentiality are maintained and that their participation is conducted in a setting that ensures such confidentiality.
- (i) At the discretion of the Chair, a committee may be asked to consider a matter outside of a committee meeting that would normally be dealt with in closed session or *in camera* and to determine the matter by means of an electronic vote. Such matters would, in the judgement of the Chair, be time-sensitive and delay until the next regularly scheduled meeting would have an adverse effect. Such matters would also, in the judgement of the Chair, normally require little, if any, discussion prior to voting. Matters considered in this manner shall be reported at the next regular meeting of the committee and recorded in the report of that meeting. Members with concerns, who would like an item to be discussed by the committee in advance of the electronic vote, must notify the Secretary prior to the proposed voting deadline. The Chair will then determine an appropriate course of action and inform the committee on the disposal of the matter.

Additional Revisions to Update Procedures

Consistent with the revisions to the Terms of Reference for all Boards and Committees of the Governing Council, the term “Chair” as a colloquial gender neutral term will replace “Chairman” in By-Law Number 2.

15. Any notice of meeting shall be sufficiently given to a member if
- (i) it is delivered personally to the member or to the mail or electronic mail address recorded for such member in the roll of members kept by the Secretary; or
 - (ii) it is sent by prepaid post through the Canada Post Office; or
 - (iii) it is sent through the University mail delivery service; or
 - (iv) where a member of the Council has not notified the Secretary in writing of the address at which he or she desires to be served with notice as provided in section 17 hereof, it is deposited in the Office of the Secretary, to be held for such member;

and notice shall be sufficiently given to the public if posted on ~~one or more notice boards in the University grounds~~ the Governing Council’s publicly-accessible website.

Nothing in this section shall be interpreted as denying to the Secretary the use of such additional means of communication as he or she may see fit to give notice to members and to the public.

16. Such notice shall be deemed to have been given at the time when it is delivered personally or to the mail or electronic mail address recorded in the roll of members kept by the Secretary for the person to whom it is to be given, provided, however, that a notice mailed through the Canada Post Office shall be deemed to have been given when deposited in a post office or public letter-box, ~~and~~ a notice mailed through the University mail delivery service shall be deemed to have been given when delivered to the University of Toronto post office, and a notice mailed through an electronic mail system shall be deemed to have been given as of the date stamp indicated in the electronic mail system of the Office of the Secretary. Notice shall be deemed to have been given to the public at the time when it is posted on the Governing Council's publicly-accessible website ~~notice board in the University grounds~~.

Update to the list of Boards and Committees of the Governing Council

Consistent with the revisions to the Terms of Reference for the Boards and Committees of Governing Council, approved on October 27, 2011, Section 29(b)(ii) referring to the specific Standing Committees, be updated to reflect the Elections Committee's reporting to the Executive Committee.

BUDGETARY/FINANCIAL IMPLICATIONS:

N/A

ACTION:

Motion:

Be It Recommended to the Governing Council

THAT the proposed revisions to By-Law Number 2, as described in the memorandum dated November 28, 2011, be approved.