



## Terms of Reference

### University of Toronto Mississauga Campus Council

#### 1. MEMBERSHIP

##### 1.1 Composition

Total membership will be **28** members, reflecting the Governing Council’s membership in that half of the University of Toronto Mississauga Campus Council (UTM Council) membership will be internal (administrative staff, students, and teaching staff of the UTM campus) and half external (alumni and community members). On the Governing Council, the latter group would be elected alumni and appointed Lieutenant Governor-in-Council (LGIC) governors. There will be one voting administrative assessor, the Vice-President and Principal, UTM, who serves on the Council *ex officio*.

CONSTITUENCY <sup>1</sup>	GOVERNING COUNCIL	NON-GOVERNING COUNCIL	TOTAL
Administrative Staff	0	2	2 <sup>2</sup>
Community Members, including Alumni, LGIC Appointees, and other members of the community <sup>3</sup>	3	8	11
Teaching Staff	1	5	6
Students <sup>4</sup>	0 - 1	4 - 3	4
<i>Ex Officio</i>			
Chancellor	1	0	1
Chair, Governing Council	1	0	1
Vice-Chair, Governing Council	1	0	1
President	1	0	1
Vice-President and Principal, UTM			1
<b>TOTAL</b>	<b>8-9</b>	<b>19-18</b>	<b>28</b>

The Secretary of the Governing Council is an *ex officio*, non-voting member.

The President may appoint annually University Officers as non-voting assessor members of the UTM Council in addition to the *ex officio* voting assessor.

<sup>1</sup> Constituency definitions are provided in the *University of Toronto Act*, 1971.

<sup>2</sup> Normally, one of the two administrative staff positions will be reserved for a librarian.

<sup>3</sup> “Other members of the community” refers to individuals in the broader community who have an interest in, commitment to or affiliation with the campus.

<sup>4</sup> Students include UTM-registered and UTM-affiliated students. UTM-affiliated students include but may not be limited to School of Graduate Studies students affiliated with the UTM campus (graduate students) and Faculty of Medicine (Mississauga Academy of Medicine) students affiliated with the UTM campus (undergraduate students).

## **1.2 Term**

Terms begin on July 1 and continue to June 30.

## **1.3 Appointment/Election of Members**

### **1.3.1 Appointment of Governing Council Members to the UTM Council**

The Governing Council members of the UTM Council are appointed annually by the Governing Council and may be re-appointed subject to their continued membership on the Governing Council.

### **1.3.2 Appointment/Election of Non-Governing Council Members to the UTM Council**

#### **1.3.2.1 Election of Administrative Staff, Students, and Teaching Staff of the UTM Campus**

Non-governors will be elected by and from among their respective UTM estates in a manner consistent with elections for the Governing Council as overseen by the Elections Committee of the Governing Council. The non-Governing Council student members are elected annually and may be re-elected. The non-Governing Council administrative staff and teaching staff members are elected for three-year terms and may be re-elected. Non-governors may serve on the UTM Council for a maximum of nine consecutive years, which is consistent with the maximum number of years that a member may serve on the Governing Council.<sup>5</sup>

#### **1.3.2.2 Appointment of Community Members by the UTM Council Agenda Committee**

The representative UTM Council Agenda Committee will serve as a nominating committee for community members (alumni and other individuals from the broader community with a close relationship with the campus) of the UTM Campus Council. Membership of this Committee is outlined in Section 1 of the UTM Council Agenda Committee terms of reference. In fulfilling its responsibilities as a nominating committee, the UTM Council Agenda Committee will issue a broadly-based call for nominations for community members of Campus Council. In developing recommendations for community appointments, preference will normally be given to alumni of the UTM campus. The UTM Council Agenda Committee will recommend the community membership of the UTM Council, which is responsible for appointing those members. When serving as the nominating committee, the UTM Council Agenda Committee meets *in camera*.

## **1.4 Officers of the UTM Council**

### **1.4.1 Chair and Vice-Chair**

The Chair and Vice-Chair of the Campus Council are appointed by the Governing Council from among the members of the Governing Council on the Campus Council.

---

<sup>5</sup> *University of Toronto Act, 1971, Section 2 (9).*

## **2. QUORUM**

One-third of the voting members (normally nine) shall constitute quorum.

## **3. COMMITTEES**

### **3.1 Standing Committees**

The Standing Committees of the UTM Council are:

Academic Affairs Committee  
Campus Affairs Committee  
Campus Council Agenda Committee

### **3.2 Special Committees**

From time to time the UTM Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the UTM Council Agenda Committee, when, in the view of the UTM Council, one or more of the following conditions exist:

- a) an issue cannot be accommodated easily within Standing Committee schedules - either intense scrutiny is required in a relatively short time or thorough examination of complex issues is necessary over a relatively long period of time;
- b) an issue does not fall readily under an existing Standing Committee - either because it is not clearly within any Standing Committee's terms of reference or because aspects of the issue cut across several bodies;
- c) there is a need for the participation of experts not represented on the relevant committee.

A recommendation from the UTM Council Agenda Committee to establish a Special Committee shall include terms of reference, an outline of membership, the anticipated reporting date and the date of disestablishment.

## **4. FUNCTION**

On behalf of the Governing Council, the UTM Council exercises governance oversight of campus-specific matters, as well as any matters assigned to it by the Governing Council from time to time. In general, the UTM Council is concerned with matters affecting the Campus' objectives and priorities, the development of long-term and short-term plans and the effective use of resources in the course of these pursuits.

Decisions of the UTM Council may be final with confirmation by the Executive Committee on behalf of the Governing Council or constitute a recommendation to the Governing Council or one of its bodies.

## **5. AREAS OF RESPONSIBILITY**

**5.1** The following areas are within the UTM Council's responsibility. Matters within these areas may be considered by the UTM Council itself and/or one of its Standing Committees:

- Academic appeals
- Academic plans and guidelines for such plans
- Academic priorities for fundraising
- Academic programs
- Academic regulations
- Admissions
- Awards
- Budget
- Campus and student services
- Campus Master Plans
- Campus security
- Campus Strategic Plan
- Capital projects<sup>6</sup>, and space
- Child care
- Co-curricular programs, services, and facilities
- Compulsory non-academic incidental fees
- Establishment, termination or restructuring of academic units
- Examinations and grading practices
- Divisional Guidelines for the Assessment of Teaching and/or Creative Professional activity
- Name changes of academic units
- Relations with the campus's external community
- Research planning
- Student societies and campus organizations

Sections 5.2 to 5.5 below refer to those matters that come forward to the UTM Council itself from its standing committees.

## **5.2 Matters Requiring Governing Council Approval**

- Academic priorities for fundraising
- Budget (as part of the University's annual operating budget)
- Campus Master Plan
- Capital projects<sup>7</sup> and campus master plans
- Establishment, disestablishment or restructuring of academic units as per the *University of Toronto Guidelines for Extra Departmental Units* or [Policy and Procedures for Faculty and Librarians on Academic Restructuring](#)
- New policy and major policy changes concerning campus co-curricular programs, services, and facilities

---

<sup>6</sup> The *Policy on Capital Planning and Capital Projects* states that a "presentation of Capital Projects prioritized for the year in response to existing and anticipated program needs, will be made annually at the first meeting of the relevant governance bodies. This presentation will set out the strategic importance of prioritized Capital Projects as part of the University's strategic and operational planning process so as to provide context for the Capital Projects expected to be coming forward to governance bodies in that year." SECTION 1 (c)

<sup>7</sup> The level of approval required for individual projects is outlined in the *Policy on Capital Planning and Capital Projects*.

### **5.3 Matters Requiring Confirmation by the Executive Committee of the Governing Council**

Matters listed in Section 5.5 require confirmation by the Executive Committee of the Governing Council, pursuant to the *University of Toronto Act, 1971*, Section 2(14)(e), which states that “...where power and authority to act for the Governing Council are delegated, a majority of the members of the committee shall be members of the Governing Council.”

### **5.4 Matters Requiring Academic Board Approval**

New Campus policies addressing purely academic matters and major amendments to such policies (following consideration by the UTM Council)

### **5.5 Matters Requiring Approval by the UTM Council**

- Campus and student services
- Campus security
- Academic Plan <sup>8</sup>
- Campus Strategic Plan
- Child care
- Co-curricular programs, services, and facilities
- Compulsory non-academic incidental fees
- Individual project planning reports
- Relations with the campus’ external community
- Student societies and campus organizations

### **5.6 Matters for Information**

The UTM Council receives, annually from its assessors, reports on matters within its areas of responsibility, including statements of current issues, opportunities and problems, and recommendations for changes in policies, plans or priorities that would address such issues.

## **6. PROCEDURES**

### **6.1 Meetings**

The UTM Council normally meets in open session but may, pursuant to section 33 of *By-law Number 2* of the Governing Council, 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 part thereof. The UTM Council will use the procedures set out for the meetings of the Committees of the Governing Council.

---

<sup>8</sup> Academic Plans are reported for information to the Academic Board.

## 6.2 Consent Agenda

The UTM Council Agenda Committee may determine that an item should be placed on a “consent” portion of the agenda. Those items are not given individual consideration by the UTM Council, unless a member so requests. Rather, members with questions for clarification or requests for further information may contact the assessor or other contact person shown on the item in advance of the meeting. Members with concerns who would like an item to be discussed by the UTM Council should notify the Secretary at least 24 hours in advance of the meeting. Upon the request of any member, the matter will be considered by the UTM Council in the usual manner.

Where a consent item requires a resolution of the UTM Council, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the UTM Council and seconded, and it will normally immediately proceed to a vote without introduction or discussion.

Where a consent item is for information only, and where no member has requested consideration of the item in the usual manner, the item will normally be taken as received by the UTM Council without introduction or discussion.

## 6.3 Additional Reports for Information

To keep members abreast of developments in a timely manner, certain reports for information required by these terms of reference and others as decided by the UTM Council Agenda Committee from time to time will be considered by means of electronic publication. Members will be notified once the reports are made available. Members who have questions about a report will be invited to contact the sponsor of the item. Members with concerns about the report who would like it to be discussed by the UTM Council should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the UTM Council Agenda Committee. The report will be considered by the UTM Council at that meeting in the usual manner.

---

June 25, 2012 - Approved by the Governing Council.

December 13, 2012 - Revisions approved by the Governing Council – Membership for Campus Council, Academic Affairs Committee and Campus Affairs Committee.

June 25, 2014 – Revisions approved by the Governing Council – Changes to the Distribution of Seats and Length of Terms on the UTM and the UTSC Campus Council and their Standing Committees

November 18, 2016 – Replace *Policy on Diploma and Certificate Programs* with *Policy on Certificates (For Credit and Not-For-Credit)*, approved on February 25, 2016.

February 15, 2017 – Revisions approved by Governing Council – Membership of the Academic Affairs Committee

October 29, 2020 – Revisions approved by the Governing Council

June 24, 2021 – Revisions approved by Governing Council

October 28, 2021 – Revisions approved by Governing Council