**UNIVERSITY OF TORONTO SCARBOROUGH**

**FOR INFORMATION**    **PUBLIC**    **OPEN SESSION**

| TO: | UTSC Campus Affairs Committee |
|---|---|
| SPONSOR:<br>CONTACT INFO: | Sheree Drummond, Secretary of the Governing Council<br>sheree.drummond@utoronto.ca |
| PRESENTER:<br>CONTACT INFO: | Same as above. |
| DATE: | September 7, 2021 for September 14, 2021 |
| AGENDA ITEM: | 3 |

**ITEM IDENTIFICATION:**

Revisions to the UTSC Campus Council and UTSC Campus Affairs Committee *Terms of Reference*

**JURISDICTIONAL INFORMATION:**

The Governing Council has established Boards, Councils and Committees and assigned responsibilities among those bodies through their terms of reference. The Governing Council has periodically approved changes in Board, Council and Committee terms of reference to respond to changing circumstances, changes arising out of approved Policies and reports, and routine, minor revisions.

**GOVERNANCE PATH:**

1. **UTSC Campus Affairs Committee [For Information] (September 14, 2021)**
2. UTSC Campus Council [For Information] (October 7, 2021)
3. Executive Committee [For Endorsement and Forwarding] (October 19, 2021)
4. Governing Council [For Approval] (October 28, 2021)

**PREVIOUS ACTION TAKEN:**

The *Report of the 2020 Committee to Review the UTM and UTSC Campus Councils* (CRCC 2020) was approved by the Governing Council on June 25, 2020 on matters related to budget, leadership and membership.

Additional revisions to the UTSC Campus Council and its Committee *Terms of Reference*| were approved by Governing Council on June 23, 2021. The revisions resulted from a recent review undertaken by the Office of the Vice-Provost Academic Programs and the Office of the Governing Council in consultation with the Academic Programs Officers at UTSC. The

proposed changes were considered minor, and the *Terms of Reference* had been revised to align with existing policies and practices.

## HIGHLIGHTS:

The proposed changes to the Campus Council and Campus Affairs Committee *Terms of Reference (TORs)* arise out a recent review of the *Policy on Capital Planning and Capital Projects (SEE Item 2)*.  Minor refinements to the TOR are intended to update them with respect to policy requirements, enhance the ability of governance bodies to execute their respective mandates and to better align, as appropriate, the TOR with current practices.

These changes include reference to the Capital Projects approval levels outlined in the new proposed *Policy on Capital Planning and Capital Projects* have been updated to reflect the revisions to the *Policy* effective October 28, 2021.

## FINANCIAL IMPLICATIONS:

None

## RECOMMENDATION:

For Information

## DOCUMENTATION PROVIDED:

- UTSC Campus Affairs Committee *Terms of Reference* (track changes version)
- UTSC Campus Affairs Committee *Terms of Reference* (proposed final version)

- UTSC Campus Council *Terms of Reference* (track changes version)
- UTSC Campus Council *Terms of Reference* (proposed final version)

# University of Toronto Scarborough Campus Affairs Committee

## 1. MEMBERSHIP

### 1.1 Composition

Total membership of the University of Toronto Scarborough Campus Affairs Committee (UTSC Campus Affairs Committee) will be **34** members and will include three voting administrative assessors appointed by the President. A majority of the Committee must be from among the internal members (administrative staff, students, and teaching staff.

| CONSTITUENCY[1] | CAMPUS COUNCIL | NON-CAMPUS COUNCIL | TOTAL |
|---|---|---|---|
| Administrative Staff | 1 | 3 | 4 |
| Community Members(including Alumni, LGIC Appointees, and other members of the community)[2] | | | |
| Governor | 0 - 2 | | |
| Non-governor | 2 - 0 | 2 | 4 |
| Teaching Staff | | | |
| Governor | 0 - 1 | | |
| Non-governor | 2 - 1 | 7 | 9 |
| Librarians | | | |
| Non-governor | 0 | 1 | 1 |
| Students | | | |
| Governor | 1 - 0 | | |
| Non-governor | 0 - 1 | 6 | 7 |
| Presidential Assessors | | | |
| Dean and Vice-Principal, Academic | | 1 | 1 |
| Chief Administrative Officer, UTSC | | 1 | 1 |
| Dean of Student Experience & Wellbeing | | 1 | 1 |
| *Ex Officio* | | | |
| 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, UTSC | 1 | 0 | 1 |
| Chair, AAC or designate | 1 | 0 | 1 |
| **TOTAL** | **12** | **22** | **34** |

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[1] Constituency definitions are provided in the *University of Toronto Act, 1971*.

[2] "Other members of the community" refers to individuals in the broader community who have an interest in, commitment to or affiliation with the campus.

## 1. MEMBERSHIP (cont'd)

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 UTSC Council in addition to the three voting assessors.

### 1.2 Term

Terms begin on July 1 and continue to June 30.

### 1.3 Appointment/Election of Members of the UTSC Campus Affairs Committee

#### 1.3.1 Governing Council Members of the UTSC Council and UTSC Campus Affairs Committee

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

#### 1.3.2 UTSC Council Members of the Campus Affairs Committee

The UTSC Council members of the UTSC Campus Affairs Committee are appointed annually by the UTSC Council on the recommendation of the UTSC Council Agenda Committee and may be re-appointed subject to their continued membership on the UTSC Council.

#### 1.3.3 Election of Administrative Staff, Librarians, Students and Teaching Staff of the UTSC Campus

Non-Governing Council, non-UTSC Council members will be elected by and from among their respective UTSC estates in a manner consistent with elections for the Governing Council as overseen by the Elections Committee of the Governing Council. Administrative staff, librarian staff and teaching staff are normally elected for three-year terms and may serve on the UTSC Campus Affairs Committee for a maximum of nine consecutive years. Students are elected for one year terms and are eligible to be re-elected.

## 1. MEMBERSHIP (cont'd)

### 1.3.3.2 Appointment of Community Members

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

### 1.4 Chair and Vice-Chair of the UTSC Campus Affairs Committee

The Chair and Vice-Chair of the UTSC Campus Affairs Committee shall be appointed annually by the UTSC Council from among the members of the UTSC Council on the recommendation of the UTSC Council Agenda Committee.

## 2. QUORUM

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

## 3. SUBCOMMITTEES

### 3.1 Standing Subcommittees

The Committee may establish subcommittees to deal with matters within its purview.

## 4. FUNCTION

In general, the Campus Affairs Committee is concerned with matters that directly concern the quality of student and campus life. The Committee is also responsible for monitoring, reviewing and making recommendations concerning a broad range of planning issues and priorities and for the use of campus resources. Many of the matters within the Committee's scope are matters that have an impact on relationships amongst units on the campus and relationships between the campus and the community at large. The Committee recommends matters for approval to the appropriate body of the Governing Council, through the UTSC Campus Council.

## 5.  AREAS OF RESPONSIBILITY

**5.1**  The following areas are within the responsibility of the Campus Affairs Committee:

> Budget
> Campus and student services
> Campus Master Plans
> Campus security
> Campus Strategic Plan
> Capital ~~plans,~~ projects and space
> Childcare
> Co-curricular programs, services, and facilities
> Compulsory non-academic incidental fees
> Establishment, termination or restructuring of academic units[3] and proposals for Extra-Departmental Units (EDU-As and Bs) (planning and resource implications)
> Relations with the campus's external community
> Student societies and campus organizations

## 5.2 Levels of Approval

### 5.2.1 Matters Requiring Approval by the Governing Council

- Budget (as part of the University's annual operating budget)
- Campus Master Plans
- Capital ~~plans,~~ projects and space[4]
- Establishment, disestablishment or restructuring of academic units and proposals for Extra-Departmental Units (EDU-As and Bs) (following consideration by the UTSC Council)
- New policy and major policy changes concerning campus co-curricular programs, services and facilities

### 5.2.2 Matters Requiring Approval by the UTSC Council

- Campus and student services
- Campus security
- 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

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[3] For concurrence with the recommendation of the UTSC Academic Affairs Committee.
[4] ~~Specific approval path will be determined, pursuant to the *Policy on Capital Planning and Capital Projects*.~~ The level of approval required for individual projects is outlined in the *Policy on Capital Planning and Capital Projects.*

**5.3 Campus and student services**

**5.3.1 Ancillaries**

**a) Policy**

The UTSC Campus Affairs Committee is responsible for policy affecting the operation of the campus's service ancillaries. [General financial policies governing these and other University ancillaries are the responsibility of the Business Board.]

**b) Operations**

Each year the UTSC Campus Affairs Committee considers and recommends to the UTSC Council for approval the operating plans for the campus and student services ancillaries. The plans describe the services and programs proposed to be offered within the financial parameters set by the University's operating budget and financial policies and include each ancillary's annual operating budget. Specifically, the plans outline changes to programs and levels of service, categories of users, accessibility, and compulsory or optional fees.

**5.3.2 Campus Co-Curricular Programs, Services and Facilities**

**a) Policy**

Policy matters concerning the campus's co-curricular programs, services and facilities are the Committee's responsibility. New policy and major policy changes require the approval of the Governing Council.

**b) Operations**

Annual approval of the campus's co-curricular programs', services' and facilities' operating plans is the responsibility of the Committee. The plans describe the services and programs proposed to be offered within the financial parameters set by the University's operating budget and financial policies. The plans outline changes to programs and levels of service, categories of users, accessibility, and compulsory or optional fees.

## 5. AREAS OF RESPONSIBILITY (cont'd)

### 5.3.3 Other campus and student services

The Committee is responsible for policy concerning campus and student services and for overseeing their operation. Changes to the level of service offered, fees charged for services and categories of users require the Committee's approval.

## 5.4 Compulsory non-academic incidental fees

### 5.4.1 Student services, representative student committees and campus organizations

Fees are approved by the UTSC Council on the recommendation of the UTSC Campus Affairs Committee.

### 5.4.2 Campus student societies

Fees are approved by the UTSC Council on the recommendation of the UTSC Campus Affairs Committee.

## 5.5 Student societies and campus organizations

### 5.5.1 Policy

The Committee is responsible for policy concerning representative student societies and campus organizations.

### 5.5.2 Constitutions, articles of incorporation, corporate by-laws

The Committee is responsible for approving constitutions, articles of incorporation and corporate by-laws [5] for incorporated student societies and campus organizations for which the University collects fees.

## 5.6 Campus and facilities

### 5.6.1 Capital Priorities List guidelines and Campus Master Pplans

Plans are recommended to the Governing Council, through the UTSC Council, for consideration.

Capital Priorities are presented annually for information.[6]

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[5] Only those sections of by-laws of incorporated bodies that are "reserved" at the time of the initial approval require approval upon change.

[6] 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(b)

## 5. AREAS OF RESPONSIBILITY (cont'd)

### 5.6.2 Individual ~~plans and~~ capital projects

The Committee considers reports of project planning committees <u>for UTSC capital projects</u>[7] and recommends to the UTSC Council approval in principle of projects (i.e. site, space plan, overall cost and sources of funds) with a capital cost as specified in the *Policy on Capital Planning and Capital Projects.* [The Business Board is responsible for approving ~~the establishment of appropriations~~ <u>any financing</u> for individual projects and authorizing their execution within the approved costs.] The level of approval required is dependent on the <u>type and</u> cost of the project.[8] ~~Significant changes to a space program/approved project require the same level of approval as the original proposal.~~

## 5.7 Campus Operating Budget

The Committee receives a status report on campus strategic priories prior to the start of the administrative budget review process. The campus operating budget is presented for information following the administrative budget review process and the approval by Governing Council of the institutional operating budget.

## 5.8. Academic units and programs

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[7] The *Policy on Capital Planning and Capital Projects* defines capital projects as development and construction of new buildings and physical infrastructure to support University facilities, construction of Leasehold Improvements, Property Acquisitions, Real Estate Partnerships, Capital Leases, and/or renovations other than Deferred Maintenance. Capital Projects are further categorized as: Academic Capital Projects, Non-Academic Capital Projects, Four Corners (4C) Projects, and Infrastructure Projects

[8] *Capital Projects include development and construction of new buildings and physical infrastructure to support University facilities, construction of Leasehold Improvements, Property Acquisitions, Real Estate Partnerships, Capital Leases, and/or renovations other than Deferred Maintenance.* See further definitions set out in the Policy on Capital Planning and Capital Projects.

The current requirements, as defined in the *Policy on Capital Planning and Capital Projects*, are:

**All projects requiring short and long term financing**
If a project will require financing as part of the funding, the project proposal must be considered by the Business Board.

Approval Levels:

Level 1 Capital Project: A Capital Project with a cost up to $10 million.

Level 2 Capital Project: A Capital Project with a cost between $10 million and $50 million.

Level 3 Capital Project: A Capital Project with a cost in excess of $50 million.

Changes in scope and project budget increases require approval as set out in the Policy on *Capital Planning and Capital Projects,* Section 4 Governance, Subsections (e) and (f).

### 5.8.1  Establishment, Disestablishment or Restructuring of Academic Units

The Committee recommends to the UTSC Council on plans and proposals to establish, disestablish, or significantly restructure academic units, here defined as faculties, schools, colleges, departments[9], centres and institutes with teaching, or teaching and research functions, undergraduate degree programs, and graduate degree programs, regardless of the source of funds.

Proposals to establish Extra-Departmental Units are considered and recommended pursuant to the *Policy on Interdisciplinary Education and Research Planning* and pursuant to the *Guidelines for Extra-Departmental Units*.

Proposals to disestablish or significantly restructure academic units are considered and recommended pursuant to the *Policy and Procedures for Faculty and Librarians on Academic Restructuring*.

### 5.8.2 New Program Proposals

Where a proposal for a new program, as defined by the *University of Toronto's Quality Assurance Process*, will have substantial resource implications requiring additions to a division's approved budget, or where there are significant effects outside of the division offering the program, the Committee advises the UTSC Council through the UTSC Academic Affairs Committee on the planning and resource implications of the proposal.  [The UTSC Academic Affairs Committee has responsibility for considering the curricular aspects of academic program proposals.]

   [Proposed program changes that would not require the allocation of additional resources from sources outside the division, and would not have significant effects outside of the division offering the program, do not require the attention of the Committee.]

## 5.  AREAS OF RESPONSIBILITY (cont'd)

### 5.9 Annual reports

The Committee 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.

The Committee receives annually, from the appropriate administrators, reports on services within its areas of responsibility, including but not limited to campus police and campus organizations. These reports are submitted to the University Affairs Board for information.

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[9] For concurrence with the recommendation of the UTSC Academic Affairs Committee.

## 6.  PROCEDURES

### 6.1 Meetings

The UTSC Campus Affairs Committee and its sub-committees normally meet 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 UTSC Campus Affairs Committee will use the procedures set out for the meetings of the Committees of the Governing Council.

### 6.2 Agenda

In establishing the agenda for meetings of the Committee, the Chair will usually be advised by an agenda planning group that includes the Vice-Chair and the voting and non-voting assessors. The proposed agenda for a meeting, together with background documentation, is reviewed at an agenda planning meeting, usually scheduled ten to fourteen days prior to the Committee meeting.

Notwithstanding the usual procedure for establishing the agenda for meetings, matters may be added to the agenda of a current or subsequent meeting, as provided in sections 32 (d), (e) and (f) of *By-law Number 2* of the Governing Council.

## 6.  PROCEDURES (cont'd)

### 6.3 Consent Agenda

The Chair, in consultation with the agenda planning group, may determine that an item should be placed on a "consent" portion of the agenda.  Those items are not given individual consideration by the Committee, unless a member so requests. Rather, members with questions for clarification, or requests for further information, 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 Committee 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 Committee in the usual manner.

Where a consent item requires a resolution of the Committee, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the Committee 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 Committee without introduction or discussion.

### 6.4 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 Committee Chair from time to time will be considered by the members of the UTSC Campus Affairs Committee following their 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 Committee should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the agenda planning group.  The report will be considered by the Committee at that meeting in the usual manner.

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*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 UTSC Campus Council and their Standing Committees.*
*October 29, 2020 – Revisions approved by the Governing Council.*
*June 24, 2021 – Revisions approved by the Governing Council.*
*October 28, 2021 – Revisions approved by the Governing Council.*

## University of Toronto Scarborough Campus Affairs Committee

### 1. MEMBERSHIP

### 1.1 Composition

Total membership of the University of Toronto Scarborough Campus Affairs Committee (UTSC Campus Affairs Committee) will be **34** members and will include three voting administrative assessors appointed by the President. A majority of the Committee must be from among the internal members (administrative staff, students, and teaching staff.

| CONSTITUENCY[1] | CAMPUS COUNCIL | NON-CAMPUS COUNCIL | TOTAL |
|---|---|---|---|
| Administrative Staff | 1 | 3 | 4 |
| Community Members(including Alumni, LGIC Appointees, and other members of the community)[2] <br> Governor <br> Non-governor | <br><br><br>0 - 2 <br> 2 - 0 | <br><br><br><br>2 | <br><br><br><br>4 |
| Teaching Staff <br> Governor <br> Non-governor | <br>0 - 1 <br> 2 - 1 | <br><br>7 | <br><br>9 |
| Librarians <br> Non-governor | <br>0 | <br>1 | <br>1 |
| Students <br> Governor <br> Non-governor | <br>1 - 0 <br> 0 - 1 | <br><br>6 | <br><br>7 |
| Presidential Assessors <br> Dean and Vice-Principal, Academic <br> Chief Administrative Officer, UTSC <br> Dean of Student Experience & Wellbeing | | <br>1 <br> 1 <br> 1 | <br>1 <br> 1 <br> 1 |
| *Ex Officio* | | | |
| 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, UTSC | 1 | 0 | 1 |
| Chair, AAC or designate | 1 | 0 | 1 |
| **TOTAL** | **12** | **22** | **34** |

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[1] Constituency definitions are provided in the *University of Toronto Act, 1971*.

[2] "Other members of the community" refers to individuals in the broader community who have an interest in, commitment to or affiliation with the campus.

## 1. MEMBERSHIP (cont'd)

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 UTSC Council in addition to the three voting assessors.

## 1.2 Term

Terms begin on July 1 and continue to June 30.

## 1.3 Appointment/Election of Members of the UTSC Campus Affairs Committee

### 1.3.1 Governing Council Members of the UTSC Council and UTSC Campus Affairs Committee

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## 1. MEMBERSHIP (cont'd)

### 1.3.3.2 Appointment of Community Members

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### 1.4 Chair and Vice-Chair of the UTSC Campus Affairs Committee

The Chair and Vice-Chair of the UTSC Campus Affairs Committee shall be appointed annually by the UTSC Council from among the members of the UTSC Council on the recommendation of the UTSC Council Agenda Committee.

## 2. QUORUM

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

## 3. SUBCOMMITTEES

### 3.1 Standing Subcommittees

The Committee may establish subcommittees to deal with matters within its purview.

## 4. FUNCTION

In general, the Campus Affairs Committee is concerned with matters that directly concern the quality of student and campus life.  The Committee is also responsible for monitoring, reviewing and making recommendations concerning a broad range of planning issues and priorities and for the use of campus resources.  Many of the matters within the Committee's scope are matters that have an impact on relationships amongst units on the campus and relationships between the campus and the community at large.  The Committee recommends matters for approval to the appropriate body of the Governing Council, through the UTSC Campus Council.

## 5.  AREAS OF RESPONSIBILITY

**5.1**  The following areas are within the responsibility of the Campus Affairs Committee:

> Budget
> Campus and student services
> Campus Master Plans
> Campus security
> Campus Strategic Plan
> Capital projects and space
> Childcare
> Co-curricular programs, services, and facilities
> Compulsory non-academic incidental fees
> Establishment, termination or restructuring of academic units[3] and proposals for Extra-Departmental Units (EDU-As and Bs) (planning and resource implications)
> Relations with the campus's external community
> Student societies and campus organizations

## 5.2 Levels of Approval

### 5.2.1 Matters Requiring Approval by the Governing Council

- Budget (as part of the University's annual operating budget)
- Campus Master Plans
- Capital projects and space[4]
- Establishment, disestablishment or restructuring of academic units and proposals for Extra-Departmental Units (EDU-As and Bs) (following consideration by the UTSC Council)
- New policy and major policy changes concerning campus co-curricular programs, services and facilities

### 5.2.2 Matters Requiring Approval by the UTSC Council

- Campus and student services
- Campus security
- 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

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[3] For concurrence with the recommendation of the UTSC Academic Affairs Committee.
[4]  The level of approval required for individual projects is outlined in the *Policy on Capital Planning and Capital Projects.*

## 5.3 Campus and student services

### 5.3.1 Ancillaries

### a) Policy

The UTSC Campus Affairs Committee is responsible for policy affecting the operation of the campus's service ancillaries. [General financial policies governing these and other University ancillaries are the responsibility of the Business Board.]

### b) Operations

Each year the UTSC Campus Affairs Committee considers and recommends to the UTSC Council for approval the operating plans for the campus and student services ancillaries. The plans describe the services and programs proposed to be offered within the financial parameters set by the University's operating budget and financial policies and include each ancillary's annual operating budget. Specifically, the plans outline changes to programs and levels of service, categories of users, accessibility, and compulsory or optional fees.

### 5.3.2 Campus Co-Curricular Programs, Services and Facilities

### a) Policy

Policy matters concerning the campus's co-curricular programs, services and facilities are the Committee's responsibility. New policy and major policy changes require the approval of the Governing Council.

### b) Operations

Annual approval of the campus's co-curricular programs', services' and facilities' operating plans is the responsibility of the Committee. The plans describe the services and programs proposed to be offered within the financial parameters set by the University's operating budget and financial policies. The plans outline changes to programs and levels of service, categories of users, accessibility, and compulsory or optional fees.

## 5. AREAS OF RESPONSIBILITY (cont'd)

### 5.3.3 Other campus and student services

The Committee is responsible for policy concerning campus and student services and for overseeing their operation.  Changes to the level of service offered, fees charged for services and categories of users require the Committee's approval.

## 5.4 Compulsory non-academic incidental fees

### 5.4.1 Student services, representative student committees and campus organizations

Fees are approved by the UTSC Council on the recommendation of the UTSC Campus Affairs Committee.

### 5.4.2 Campus student societies

Fees are approved by the UTSC Council on the recommendation of the UTSC Campus Affairs Committee.

## 5.5 Student societies and campus organizations

### 5.5.1 Policy

The Committee is responsible for policy concerning representative student societies and campus organizations.

### 5.5.2 Constitutions, articles of incorporation, corporate by-laws

The Committee is responsible for approving constitutions, articles of incorporation and corporate by-laws [5] for incorporated student societies and campus organizations for which the University collects fees.

## 5.6 Campus and facilities

### 5.6.1 Capital Priorities List and Campus Master Plans

Plans are recommended to the Governing Council, through the UTSC Council, for consideration.

Capital Priorities are presented annually for information.[6]

## 5. AREAS OF RESPONSIBILITY (cont'd)

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[5] Only those sections of by-laws of incorporated bodies that are "reserved" at the time of the initial approval require approval upon change.

[6] 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(b)

### 5.6.2 Individual capital projects

The Committee considers reports of project planning committees for UTSC capital projects[7] and recommends to the UTSC Council approval in principle of projects (i.e. site, space plan, overall cost and sources of funds) with a capital cost as specified in the *Policy on Capital Planning and Capital Projects.* [The Business Board is responsible for approving any financing for individual projects and authorizing their execution within the approved costs.] The level of approval required is dependent on the type and cost of the project.[8]

## 5.7  Campus Operating Budget

The Committee receives a status report on campus strategic priories prior to the start of the administrative budget review process. The campus operating budget is presented for information following the administrative budget review process and the approval by Governing Council of the institutional operating budget.

## 5.8. Academic units and programs

### 5.8.1  Establishment, Disestablishment or Restructuring of Academic Units

The Committee recommends to the UTSC Council on plans and proposals to establish, disestablish, or significantly restructure academic units, here defined as faculties, schools,

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[7] The *Policy on Capital Planning and Capital Projects* defines capital projects as development and construction of new buildings and physical infrastructure to support University facilities, construction of Leasehold Improvements, Property Acquisitions, Real Estate Partnerships, Capital Leases, and/or renovations other than Deferred Maintenance. Capital Projects are further categorized as: Academic Capital Projects, Non-Academic Capital Projects, Four Corners (4C) Projects, and Infrastructure Projects

[8] Capital Projects include development and construction of new buildings and physical infrastructure to support University facilities, construction of Leasehold Improvements, Property Acquisitions, Real Estate Partnerships, Capital Leases, and/or renovations other than Deferred Maintenance. See further definitions set out in the Policy on Capital Planning and Capital Projects.

The current requirements, as defined in the *Policy on Capital Planning and Capital Projects*, are:

**All projects requiring short and long term financing**
If a project will require financing as part of the funding, the project proposal must be considered by the Business Board.

Approval Levels:

Level 1 Capital Project: A Capital Project with a cost up to $10 million.

Level 2 Capital Project: A Capital Project with a cost between $10 million and $50 million.

Level 3 Capital Project: A Capital Project with a cost in excess of $50 million.

Changes in scope and project budget increases require approval as set out in the Policy on *Capital Planning and Capital Projects,* Section 4 Governance, Subsections (e) and (f).

colleges, departments[9], centres and institutes with teaching, or teaching and research functions, undergraduate degree programs, and graduate degree programs, regardless of the source of funds.

Proposals to establish Extra-Departmental Units are considered and recommended pursuant to the *Policy on Interdisciplinary Education and Research Planning* and pursuant to the *Guidelines for Extra-Departmental Units*.

Proposals to disestablish or significantly restructure academic units are considered and recommended pursuant to the *Policy and Procedures for Faculty and Librarians on Academic Restructuring*.

### 5.8.2 New Program Proposals

Where a proposal for a new program, as defined by the *University of Toronto's Quality Assurance Process*, will have substantial resource implications requiring additions to a division's approved budget, or where there are significant effects outside of the division offering the program, the Committee advises the UTSC Council through the UTSC Academic Affairs Committee on the planning and resource implications of the proposal. [The UTSC Academic Affairs Committee has responsibility for considering the curricular aspects of academic program proposals.]

[Proposed program changes that would not require the allocation of additional resources from sources outside the division, and would not have significant effects outside of the division offering the program, do not require the attention of the Committee.]

## 5. AREAS OF RESPONSIBILITY (cont'd)

### 5.9 Annual reports

The Committee 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.

The Committee receives annually, from the appropriate administrators, reports on services within its areas of responsibility, including but not limited to campus police and campus organizations. These reports are submitted to the University Affairs Board for information.

## 6. PROCEDURES

### 6.1 Meetings

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[9] For concurrence with the recommendation of the UTSC Academic Affairs Committee.

The UTSC Campus Affairs Committee and its sub-committees normally meet 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 UTSC Campus Affairs Committee will use the procedures set out for the meetings of the Committees of the Governing Council.

**6.2 Agenda**

In establishing the agenda for meetings of the Committee, the Chair will usually be advised by an agenda planning group that includes the Vice-Chair and the voting and non-voting assessors. The proposed agenda for a meeting, together with background documentation, is reviewed at an agenda planning meeting, usually scheduled ten to fourteen days prior to the Committee meeting.

Notwithstanding the usual procedure for establishing the agenda for meetings, matters may be added to the agenda of a current or subsequent meeting, as provided in sections 32 (d), (e) and (f) of *By-law Number 2* of the Governing Council.

**6.3 Consent Agenda**

The Chair, in consultation with the agenda planning group, may determine that an item should be placed on a "consent" portion of the agenda. Those items are not given individual consideration by the Committee, unless a member so requests. Rather, members with questions for clarification, or requests for further information, 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 Committee 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 Committee in the usual manner.

Where a consent item requires a resolution of the Committee, and where no member has requested consideration of the item in the usual manner, the motion will be placed before the Committee 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 Committee without introduction or discussion.

**6.4 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 Committee Chair from time to time will be considered by the members of the UTSC Campus Affairs Committee following their 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 Committee should notify the Secretary at least fourteen days in advance of the next meeting to enable consideration by the agenda planning group. The report will be considered by the Committee at that meeting in the usual manner.

_____

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# Terms of Reference

## University of Toronto Scarborough 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 Scarborough Campus Council (UTSC Council) membership will be internal (administrative staff, students, and teaching staff of the UTSC 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, UTSC, who serves on the Council *ex officio.*

| CONSTITUENCY[1] | GOVERNING COUNCIL | NON-GOVERNING COUNCIL | TOTAL |
|---|---|---|---|
| Administrative Staff | 0 | 2 | 2[2] |
| Community Members, including Alumni, LGIC Appointees, and other members of the community[3] | 3 | 8 | 11 |
| Teaching Staff | 1 | 5 | 6 |
| Students | 0 - 1 | 4 - 3 | 4 |
| *Ex Officio* | | | |
| 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, UTSC | | | 1 |
| TOTAL | 8-9 | 19-18 | 28 |

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

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[1] Constituency definitions are provided in the *University of Toronto Act, 1971*.

[2] Normally, one of the two administrative staff positions will be reserved for a librarian.

[3] "Other members of the community" refers to individuals in the broader community who have an interest in, commitment to or affiliation with the campus.

## 1. MEMBERSHIP (cont'd)

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

### 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 UTSC Council

The Governing Council members of the UTSC 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 UTSC Council

##### 1.3.2.1 Election of Administrative Staff, Students, and Teaching Staff of the UTSC campus

Non-governors will be elected by and from among their respective UTSC 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 are eligible to 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 UTSC Council for a maximum of nine continuous years, which is consistent with the maximum number of years that a member may serve on the Governing Council.[4]

##### 1.3.2.2 Appointment of Community Members by the UTSC Council Agenda Committee

The representative UTSC 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 UTSC Campus Council.  Membership of this Committee is outlined in Section 1 of the UTSC Council Agenda Committee terms of reference.  In fulfilling its responsibilities as a nominating committee, the UTSC 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 UTSC campus.  The UTSC Council Agenda Committee will recommend the community membership of the UTSC Council, which is responsible for appointing those members.  When serving as the nominating committee, the UTSC Council Agenda Committee meets *in camera*.

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[4] University of Toronto Act, Section 2 (9).

## 1.4 Officers of the UTSC Council

### 1.4.1 Chair and Vice-Chair

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

## 2. QUORUM

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

## 3. COMMITTEES

## 3.1 Standing Committees

The Standing Committees of the UTSC Council are:

    Academic Affairs Committee
    Campus Affairs Committee
    Campus Council Agenda Committee

## 3.2 Special Committees

From time to time the UTSC Council may find it useful to establish Special Committees to consider particular issues. Special Committees are normally formed on the recommendation of the UTSC Council Agenda Committee, when, in the view of the UTSC 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 UTSC 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 UTSC 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 UTSC 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 UTSC 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 UTSC Council's responsibility. Matters within these areas may be considered by the UTSC 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 ~~plans~~, projects[5], and space
> Childcare
> 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

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[5] 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)

Sections 5.2 to 5.5 below refer to those matters that come forward to the UTSC 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 ~~plans, projects, and space~~ projects[6] 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

## 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 UTSC Council)

## 5.5 Matters Requiring Approval by the UTSC Council

> Campus and student services
> Campus security
> Academic Plan[7]
> Campus Strategic Plan
> Childcare
> 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

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[6] The level of approval required for individual projects is outlined in the *Policy on Capital Planning and Capital Projects.*
[7] Divisional Academic Plans are reported for information to the Academic Board.

The UTSC 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 UTSC 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 UTSC Council will use the procedures set out for the meetings of the Committees of the Governing Council.

### 6.2 Consent Agenda

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**Terms of Reference**

**University of Toronto Scarborough Campus Council**

## 1. MEMBERSHIP

### 1.1 Composition

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## 1. MEMBERSHIP (cont'd)

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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 UTSC Council

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## 1.4 Officers of the UTSC Council

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## 5.5 Matters Requiring Approval by the UTSC Council

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