

## ACADEMIC COUNCIL REPORT

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**SESSION:**

Public  
Non-Public

  
**ACTION REQUESTED:**

Decision  
Discussion/Direction  
Information

  
  

**TO:** Academic Council

**DATE:** February 22, 2022

**FROM:** Steering Committee

**SUBJECT:** Steering Committee Delegation of Authority Review

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**MOTION FOR CONSIDERATION:**

*That Academic Council hereby renews the delegation of authority to the Steering Committee on the following basis:*

- *the delegation of authority comes into effect upon Academic Council failing to achieve quorum at either a special meeting or a regular meeting of Council. Failure to achieve quorum will not be declared until at least fifteen (15) minutes after the scheduled start time of the meeting in question;*
- *the delegation of authority will continue for one month or until the next scheduled Academic Council meeting, whichever is earlier. However, should Academic Council be unable to reach quorum, the delegation of authority will continue. The Steering Committee, with the support of the Secretariat, will arrange for the next Academic Council meeting as quickly thereafter as possible;*
- *the scope of the Steering Committee's delegated authority includes the Steering Committee will have the authority to exercise AC's responsibilities as set out in Article 1.1 of By-law No. 2, including the appointment of replacement members to the Steering Committee, if necessary; and*
- *the reporting requirements relating to the delegation of authority are the Steering Committee agenda and material to be circulated to AC to provide AC members with an opportunity to provide feedback for consideration by the Steering Committee; the Steering Committee meetings will be public*

*and available AC members may join virtually to listen; notice of decisions made by the Steering Committee on behalf of AC will be distributed immediately following the meeting, with the relevant minutes to be provided to AC after approval.*

#### **BACKGROUND/CONTEXT:**

- States of emergency declarations were made at various levels of government and internationally. In compliance with the directives coming from government, the university enacted measures and implemented contingency plans to manage the implications of the pandemic affecting the university community.
- At a special meeting of AC held on March 31, 2020, AC approved a motion requesting the Board's approval of an amendment to the Terms of Reference of the AC Steering Committee. The amendment recognizes that in times of emergency, AC may need to delegate its authority to the Steering Committee in order to make timely decisions, and provide timely input into university decisions.
- The Executive Committee of the Board approved the Steering Committee Terms of Reference on April 7, 2020.
- At the special meeting of AC on April 3, AC delegated authority to the Steering Committee on the following terms:
  - *the delegation of authority comes into effect upon Academic Council failing to achieve quorum at either a special meeting or a regular meeting of Council. Failure to achieve quorum will not be declared until at least fifteen (15) minutes after the scheduled start time of the meeting in question;*
  - *the delegation of authority will continue for one month or until the next scheduled Academic Council meeting, whichever is earlier. However, should Academic Council be unable to reach quorum, the delegation of authority will continue. The Steering Committee, with the support of the Secretariat, will arrange for the next Academic Council meeting as quickly thereafter as possible;*
  - *the scope of the Steering Committee's delegated authority includes the Steering Committee will have the authority to exercise AC's responsibilities as set out in Article 1.1 of By-law No. 2, including the appointment of replacement members to the Steering Committee, if necessary; and*
  - *the reporting requirements relating to the delegation of authority are the Steering Committee agenda and material to be circulated to AC to provide AC members with an opportunity to provide feedback for consideration by the Steering Committee; the Steering Committee meetings will be public and available AC members may join virtually to listen; notice of decisions made by the Steering Committee on behalf of AC will be distributed immediately following the meeting, with the relevant minutes to be provided to AC after approval.*
- Provincial orders under the Emergency Management and Civil Protection Act have been extended until February 23, 2022. Orders under the Reopening Ontario Act have been extended until February 14, 2022.

### **Review and Update of Steering Committee Terms of Reference**

- Coming out of Academic Council's recent discussions about the delegation of authority to the Steering Committee, Council has given a clear indication that the Steering Committee should have a more permanent delegated authority.
- At the January meeting, Academic Council recommended the updated Steering Committee Terms of Reference for approval by the Board of Governors. Upon approval by the Board, the monthly renewal of the delegation of authority to the Steering Committee will no longer be required.
- In accordance with the terms of the delegation of authority set out above, Academic Council is being asked to consider renewing the delegation of authority to the Steering Committee until a review of the Steering Committee's Terms of Reference has been completed and a more permanent delegation of authority is in place.

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### **SUPPORTING REFERENCE MATERIALS:**

- none