

## ACADEMIC COUNCIL COMMITTEE REPORT

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**SESSION:**

Public   
Non-Public

**ACTION REQUESTED:**

Decision   
Discussion/Direction   
Information

**TO:** Academic Council

**DATE:** August 25, 2020

**PREPARED BY:** Becky Dinwoodie, Assistant University Secretary

**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 same basis as it was approved on April 3.*

**BACKGROUND/CONTEXT:**

- States of emergency declarations have been made at various levels of government and internationally. In compliance with the directives coming from government, the university is enacting measures and implementing 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.*
- In accordance with the terms of the delegation of authority above, Academic Council is being asked to consider renewing the delegation of authority to the Steering Committee on the same terms as set out on April 3.

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**SUPPORTING REFERENCE MATERIALS:**

- none