

Executive Council Terms of Reference

Purpose

Under the authority of the President and Vice-Chancellor, Executive Council (EC) considers all matters relating to the mandate and strategic priorities of the University. Academic matters, at the discretion of the Provost & Vice-President, Academic, may also be brought forward for consideration. Executive Council reviews all matters requiring advice, endorsement, and/or approval by the Board of Governors and Board Committees prior to Board Office submission. All discussions and decisions at the Executive Council are guided by the strategic vision and values of the University.

Membership

President and Vice-Chancellor (Chair)
Provost & Vice-President, Academic (Vice-Chair)
Vice-President, Finance and Administration & CFO
Vice-President, University Relations
General Counsel
Vice Provost, Academic Affairs

Resources:

Chief of Staff
University Secretary

Recording Duties: Office of the President

Responsibilities

1. To advise the President and Vice-Chancellor as requested on any issue or decision brought forward by members.
2. To manage, at a strategic level, the academic, resource, legal, and reputational implications, risks, and opportunities of new initiatives.
3. To lead an annual integrated planning and budget strategy.
4. To lead the execution of approved institutional strategic priorities for the University.
5. To lead executive sponsorship for all major institutional strategic initiatives.
6. To approve on behalf of the Board of Governors within delegated approval authority.
7. To advise the President and Vice-Chancellor on academic matters as brought forward by the Provost & Vice-President, Academic.
8. To advise the President and Vice-Chancellor on the delegation of authority and function, and the assignment of specific requests for decision or action, to Deans' Council.
9. To advise the President and Vice-Chancellor on all matters requiring advise, endorsement, and/or approval by the Board of Governors and Board Committees.
10. To advise and recommend, through the President and Vice-Chancellor, on policy, budget, risk, planning, change management, and internal/external relations initiatives to the Board of Governors and Board Committees.
11. To lead the effective operation of the university's framework of compliance requirements and internal controls.
12. To monitor and develop the Strategic Risk Register for the University.
13. To actively represent and participate as the following committees/groups:
 - 13.1. President's Policy Committee (PPC) is responsible for the review of administrative and governance policies in accordance with the Policy Framework, and to make recommendations to the Board of Governors in relation to same.

- 13.2. Emergency Management Planning Group (EMPG) is responsible for policy setting, decision making, and working with the Director of the Emergency Operations Centre (EOC) when the Director has activated the EOC.

Office of Record

The Office of the President is administratively responsible for the operation of Executive Council, including meeting coordination, issuing agendas, record keeping, and communication.

Operating Procedures

- Meetings are held weekly.
- The President and Vice-Chancellor may delegate the role of the Chair to the Vice-Chair.
- No substitute members.
- Non-members may be invited to attend meetings as expert resources or to present as deemed necessary by the Chair.
- Normally agenda items will be submitted 5 days in advance of a meeting to the Office of the President and must include a briefing note.
- If any agenda items or supporting materials are of a confidential nature, they should be marked accordingly.
- Decision and approval are by consensus; however, a vote may be taken and recorded at the request of the Chair.
- Decisions and action items are recorded after each meeting on an action/decision log and will be distributed by the Chair. Decisions and action items made at each meeting will be monitored and maintained by the Chair as a complete record.

Amendment, Modification or Variation

Executive Council will review its Terms of Reference every twelve (12) months to assess strategic and operational effectiveness, and alignment with Deans' Council.

References and Appendices

Appendix 1 – Executive Council Briefing Note Template

Last revised: December 12, 2022