

COLLEGE COUNCIL

Mandate and Terms of Reference

September 2022

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A. AUTHORITY

The Ministry of Training, Colleges and Universities¹ (the Ministry), as part of the Colleges of Applied Arts and Technology Policy Framework issued in 2003, and revised in 2010, the Governance and Accountability Framework, a binding Directive, that included the following provision:

Advisory College Council

The board of governors is to ensure that an advisory college council is established, the purpose of which is to provide a means for students and staff of the college to provide advice to the president on matters of importance to students and staff. The board of governors is to ensure that the structure, composition, terms of reference and procedures for the council are established in by-law. A report from this advisory council shall be included in each college's annual report.

In 2022, the President of George Brown College (the College) initiated a review of the terms of reference for College Council. The next regular review date of these terms of reference is Spring 2025.

For more information on the history of Advisory College Councils, [please click here](#).

¹ [Now known as the Ministry of Colleges and Universities.](#)

B. MANDATE OF COLLEGE COUNCIL

The mandate of the College Council is to serve as an advisory council to the President, specifically:

- To represent the college community in providing timely advice to the President on issues that are of college-wide significance.
- To advise the President on policies and practices that are aligned with the College's strategic priorities as affirmed by the Board of Governors and the College Management Committee (CMC).
- To represent the entire college community and includes representatives from faculty, administrative staff, support staff and students. College Council members' ultimate duty of care is to the overall best interest of the College.
- To regularly communicate with the college community, report feedback to the College Council, and bring issues forward to the College Council for consideration in relation to policies and practices at the College.

C. TERMS OF REFERENCE

1. Duties and Responsibilities of College Council

The focus of the College Council is to:

- provide timely advice to the President on policies and practices that are of college-wide significance, related to the college's stated strategic priorities and in the overall best interest of the College.
- communicate regularly with the college community, bringing issues forward for College Council to consider and reporting back on the work of College Council.
- establish procedures to ensure members are responsible for reporting back to their colleagues.

In fulfilling these responsibilities, the College Council establishes an annual workplan (the Workplan) aligned with the college's strategic priorities as affirmed by the Board of Governors and the College Management Committee.

While College Council generally provides a college-wide perspective on issues of strategic significance, College Council may also consider and advise on operational issues when relevant.

The College Council does not address matters of a legal or contractual nature that require confidentiality.

2. Membership

a) Members of Council

The membership of the College Council should reflect the makeup of the overall college community. College Council members include faculty, administrative staff, support staff and students.²

The members of the College Council include:

- voting members, one of whom is the Chair elect, including:
 - representatives from academic divisions
 - representatives from administrative services divisions
 - student representatives
 - presidential appointees.
- non-voting members, including the Past Chair and ex-officio members who serve on Council, as a result of their college-wide responsibilities or leadership role.
- the Chair, who may vote to break a tie vote.

As part of the Workplan, the composition of the College Council is reviewed annually to ensure it reflects changes in the College.

² See Appendix A for definitions.

The current representation on College Council is listed in Appendix B and may be posted to the College's electronic bulletin board.

b) Voting Members

- Elected representatives from academic divisions.
- Representatives from academic divisions who serve on College Council, as a result of their position at the college.
- Elected representatives from administrative services divisions.
- Student representatives who are registered students appointed by the Student Association.
- Presidential appointees who are appointed by the President of the College to ensure that College Council is representative of the entire college community or to bring additional representation to the Council for issues of strategic importance.
- The Chair elect who is elected by the voting members of Council from the roster of voting members. The Chair elect continues to represent the academic or administrative services division from which he or she was elected or appointed and has the right to vote during their term of office as Chair elect.
- There shall be at least a majority of voting members on College Council represented by staff and faculty from the Academic Divisions at the College.

c) Non-voting Members

- Ex--officio members serve on Council as a result of their college-wide perspective and position at George Brown College. Ex officio members do not have the right to vote.
- The Past Chair is an ex officio member of College Council and does not have the right to vote, unless the Chair is absent, and the Past Chair is serving as Chair. In that circumstance, the Past Chair assumes the right of the Chair to vote in the case of a tied vote, in order to break the tie.

d) Chair

The Chair is a non-voting member of College Council, except in the case of a tie vote when the Chair can vote to break the tie.

The Chair is elected by simple majority from among the voting members of College Council by the voting members to serve first as Chair elect, then as Chair, and finally as Past Chair.

When the Chair elect takes office as Chair, he or she no longer represents the academic or administrative division from which he or she was elected or appointed. As a result, the representative position becomes vacant and is filled according to the following priority:

- In the case of an elected representative, the vacancy must be filled from among the candidates who ran for election for that division or group, beginning with the first runner up. If the representative was acclaimed, a new election must be held.
- In the case of a presidential appointee, the vacancy should be filled by an individual appointed by the President.

3. Elections and Appointments

a) Elections

Elections are administered through the Office of the President. Elections are conducted by secret ballot among the division or group being represented.

Elected members may be faculty, administrative staff, or support staff.⁴ In some instances, elected representatives must be drawn from a particular staff group; in others, the elected representative can be drawn from any group.⁵

The Chair of the College Council is responsible for notifying the head of the appropriate division or group that an elected representative will be ending their term of office.

The head of the division or group is responsible for informing the division or group about opportunities for appropriately qualified individuals to be nominated to represent them at the College Council.

Nominations must be submitted to the Office of the President by the end of March. Elections should take place by mid- April so that elected representatives have sufficient time to adjust their schedule to carry out their duties as members of College Council before beginning their term of office in September.⁶

A representative is considered elected by acclamation if only one representative is nominated from the division or group.

b) Appointments

Appointments are administered through the Office of the President.

Appointments are to be made with sufficient time for appointed members to adjust their schedule before beginning their term of office in September.⁷

c) Election of the Chair elect

In June of the Chair's first year in office, voting members elect a Chair- elect from among the voting members of College Council by a simple majority.

4. Term of Office

All elected and appointed members of the College Council serve for a two-year term of office, with

⁴ Student representatives are appointed to the College Council by the Student Association.

⁵ See Appendix B.

⁶ Guidelines for release time:

- For faculty, this release time is to be scheduled during SWF time and negotiated between Department Chair and Faculty member.

the following exceptions:

- Student representatives serve for one year.
- The Chair elect serves for one year as Chair elect, two years as Chair, and one year as Past Chair.

The term of office begins in the September following election or appointment to College Council, or election as Chair elect.

Members who serve on the College Council as a result of their position at the college serve for as long as they hold that position.

5. Resignation and Replacement of Members

a) Elected or Appointed Members

If an elected member of the College Council resigns, not including the Chair or Chair elect, the head of the division or group represented will appoint a replacement.

- The replacement appointee must be a member of the division or group represented by the member who resigned.
- The replacement appointee must be selected from the candidates who ran in the previous election for that division or group, starting with the first runner up.
- If the original representative was elected by acclamation, then a new election must be held.

If an appointed member of College Council resigns, the President will appoint a replacement.

Replacements for elected or appointed members will serve to the end of the original two-year term of the member they are replacing.

b) Chair

If the Chair resigns during their first year in office, the Past Chair assumes the role of Chair and serves for the remainder of that year.

If the Chair resigns during their second year in office, the Chair elect immediately assumes the role of Chair and serves for the remainder of that year, then serves for the subsequent two years as Chair and the following year as Past Chair as originally intended.

c) Chair elect

If the Chair elect resigns or takes on the role of Chair during the Chair elect's one year term of office,

- a new Chair elect is elected by the voting members of College Council.
- a new representative for the group or division that the original Chair elect represented is appointed from among the candidates who ran in the original election,

beginning with the first runner-up. If the original representative had been elected by acclamation, then a new election must be held.

6. Duties of College Council Members

College Council members are expected to meet with their manager prior to each September during their term of office in sufficient time to arrange for appropriate release time or recognition to carry out their duties as a member of College Council, including attendance at meetings. **The College Council members' ultimate role is to act in the overall best interest of the College.**

a) Attend All Meetings of College Council

College Council members are expected to attend all College Council meetings.

Members who are unable to attend a meeting should notify the Chair one week in advance of the meeting date, if possible.

- Voting members may provide the name of an alternate from their division or group who will attend the meeting in their stead and should notify the Chair of this one week in advance, if possible. Alternates for voting members have the right to vote.
- Non-voting members may provide the name of a designate who will attend the meeting in their stead and should notify the Chair of this one week in advance, if possible. Designates for non-voting members do not have the right to vote.

Members who miss three (3) consecutive meetings of the College Council may be asked to resign.

b) Represent Constituents

Voting members are expected to represent the perspective of their division or group, and to bring forward issues and concerns from their division or group to the College Council.

Non-voting members are expected to bring a college-wide perspective to College Council.

c) Ensure Regular Communication and Feedback to Constituents

Voting members are expected to communicate regularly with the division or group they represent by

- directing constituents to the college electronic bulletin board for information about College Council meetings and the work of Council
- bringing forward issues and concerns from their constituents to the College Council.

Voting members are expected to inform the College Council about their communication with constituents.

d) Contribute to the Work of College Council Subcommittees

Members are expected to serve on College Council subcommittees, as appropriate to their expertise, availability, and interest.

7. Meetings

College Council meetings are open to all members of the college community.

a) Time and Location of Meetings

The College Council must meet at least five (5) times each year. In practice, the College Council typically meets up to nine (9) times each year, generally excluding the months of July and August.

The College Council makes the date, time, and location of College Council meetings available to all members of the college community in advance by posting the information on the college electronic bulletin board.

b) Meeting Agenda

The Chair will establish an agenda for each College Council meeting and post it on the college electronic bulletin board at least three (3) days before the meeting.

A member of College Council who wants to add an item to the agenda must notify the Chair at least one (1) week before the meeting and provide a written summary of the issue to be discussed and relevant background material so these can be circulated to members in advance.

The Chair will determine whether the item falls within the scope of the work of the College Council and, if so, the meeting at which it will be considered.

c) Quorum

A quorum consists of 50% of the voting members plus one (1) voting member.

d) Chair

Meetings of the College Council will be run by the Chair. If the Chair is unable to attend, the meeting will be run by the Past Chair, Chair elect or a voting member of Council appointed by the Chair.

e) Minutes

Minutes must be taken at all College Council meetings. The Chair is responsible for ensuring that the Minutes are taken, prepared, circulated, and posted on the college electronic bulletin board.

The procedure for circulating, approving, and posting the Minutes of College Council meetings should be completed within ten (10) days following a College Council meeting.

- The Chair is responsible for ensuring that the Minutes are circulated by e-mail to all College Council members for approval.
- Members of College Council are expected to send an e-mail notice of errors or omissions to the Chair, at least three (3) days prior to the Council meeting.

- The Chair is responsible for ensuring corrections are made and circulating the corrected Minutes to all College Council members for approval.
- Approval of minutes will be carried out at the Council meetings.
- The Chair is responsible for arranging for the approved minutes to be posted on the college electronic bulletin board.

Members are expected to inform their constituents that the Minutes are available on the College's electronic bulletin board, or to post a copy of the Minutes in their division or unit.

The Chair is responsible for ensuring approved minutes are posted, and that the Minutes are shared and/or discussed with the President.

f) Special Meetings

Special meetings of the College Council may be called at any time by the Chair or at the request of five (5) or more members of Council.

Notice of a special meeting must be posted on the college electronic bulletin board at least three (3) days before the meeting. In addition, the Chair will send an e-mail notice to all members that a special meeting has been called.

Minutes of special meetings will be prepared, circulated, approved, and distributed in the same manner as minutes for regular meetings.

8. Voting

a) Quorum

A quorum, which is required to convene a meeting, consists of 50% of the voting members plus one (1) voting member.

b) Voting Rights

Members with voting rights are listed in Appendix B. Alternates attending the meeting on behalf of voting members have the right to vote.

Ex-officio members, their designates and the Past Chair do not have the right to vote.

The Chair does not have the right to vote except in the case of a tie vote when the Chair may vote to break the tie.

c) Motions

If a quorum is in attendance when a motion is tabled, the College Council will try to reach consensus. If consensus is not achieved, the motion will be put to a vote. The motion will be carried by a vote of 50% of the voting members plus one (1) voting member.

If a quorum is not in attendance, a motion cannot be tabled and will be deferred to a subsequent meeting.

9. Subcommittees of College Council

College Council may establish subcommittees each year to carry out the work of the College Council. Where appropriate, the College Council may establish standing committees.

a) Mandate

The College Council will establish the mandate and objectives for its subcommittees to ensure that the work of the subcommittees aligns with the college's strategic priorities.

b) Membership

The College Council will appoint a minimum of two (2) members of the College Council to each subcommittee.

The College Council may augment its subcommittees with members from the college community at large as appropriate for the work of the subcommittee.

Once the proposed membership has been determined, the list of subcommittee members will be ratified by the College Council.

c) Duration

Subcommittees may be ongoing and serve over a long term as standing committees or be initiated as ad hoc committees to address specific issues and then be disbanded when those issues have been addressed to the satisfaction of the College Council.

d) Chair of Subcommittee

The Chair of a subcommittee must be a voting member of the College Council chosen by the members of the subcommittee.

The Chair of a subcommittee is responsible for:

- meeting regularly with the Chair of the College Council to ensure that the issues addressed by the subcommittee are aligned with the workplan for the College Council
- establishing and posting the agenda for subcommittee meetings on the college electronic bulletin board one week in advance
- arranging for minutes to be taken, prepared, circulated and posted on the college electronic bulletin board
- reporting on the work of the subcommittee at regular meetings of the College Council.

e) Meetings

The schedule of subcommittee meetings will be determined by the Chair of the College Council and the Chair of the subcommittee, as appropriate to the work of the subcommittee.

Members of Council or subcommittee members who have items to add to the agenda must notify the Chair of the subcommittee one week in advance and provide a written summary and relevant background material to be circulated before the meeting.

f) Minutes

The procedure for circulating, approving, and posting the minutes of subcommittee meetings should be completed within ten (10) days following the subcommittee meeting.

- The Chair of the subcommittee is responsible for ensuring minutes are circulated by e-mail to all subcommittee members for approval.
- Subcommittee members are expected to send an e-mail notice of approval, errors, or omissions to the Chair of the subcommittee.
- The Chair of the subcommittee is responsible for ensuring corrections are made and circulating the corrected minutes to all subcommittee members for approval.
- The Chair of the subcommittee is responsible for arranging for the approved minutes to be submitted to the Chair of the College Council to be distributed with the agenda for the next College Council meeting.

g) Task Forces

From time to time, the College Council may appoint Task Forces to address specific needs of its subcommittees.

Members of a Task Force may be recruited from the college community at large to advise College Council or its subcommittees, or to perform specific tasks as determined by the College Council. Members drawn from the college community at large do not have the right to vote.

10. Administrative Support

The Office of the President will ensure that College Council has the appropriate level of administrative support to carry out its work.

Appendix A: Definitions

Faculty refers to a person who is included within the *Collective Agreement for CAAT Academic Employees*.

Administrative staff refers to a person who is covered by the terms and conditions of employment for 'Administrative Staff.'

Support staff member refers to a person who is covered by the *Collective Agreement for CAAT Support Staff Employees*.

Student refers to a person who is enrolled in a full-time or part-time program at the college.

Academic Division refers to an academic unit, such as the Centre for Construction and Engineering Technology, Centre for Health Sciences, Centre for Community Services and Early Childhood, Centre for Arts, Design and Information Technology, Centre for Business, Centre for Hospitality and Culinary Arts, Centre for Preparatory and Liberal Studies, Centre for Continuous Learning.

Administration refers to divisions such as People Enablement and Experience, including the Office of Anti-Racism, Equity and Human Rights Services, General Counsel, People and Culture, Information Technology Services, and Facilities and Sustainability; Finance and Risk Management; Student Success, including the Registrar and Strategic Enrolment Management; and Government and External Relations, including Marketing and Communications; Global Partnerships and Education; Research and Innovation.

NOTE: Normally anyone who ultimately reports up to the Provost, who is the institution's highest level academic officer and responsible for the academic operations of the institution, is on the academic side of the house.

Conversely, anyone outside the Provostial portfolio and reporting to the other Senior Vice Presidents are on the administrative side of the house. The President in these TOR, makes his own appointments. As such please consider the following alternate structure based on this general princ

Appendix B
Representation on College Council

**Appendix B: Representation on College Council
Membership for Academic Year 2022-2023**

Academic Divisions	voting members (22)
Centre for Health Sciences and Centre for Community Services and Early Childhood and Education	2 Faculty 1 Support Staff
Centre for Arts, Design, and Information Technology	2 Faculty 1 Support Staff
Centre for Business	2 Faculty 1 Support Staff
Centre for Hospitality and Culinary Arts	2 Faculty 1 Support Staff
Centre for Construction and Engineering Technology	2 Faculty 1 Support Staff
Centre for Preparatory and Liberal Studies	2 Faculty 1 Support Staff
Centre for Continuous Learning	1 Representative from any employee group
Student Success	1 Representative
Deans	1 Representative
Chairs	1 Representative
College Administrative Service Divisions	voting members (12)
Provost's Office	4 Representatives
People Enablement and Experience	3 Representatives
Finance	2 Representatives
External Relations, Communications and Real Estate Development	3 Representatives
Presidential Appointees	voting members (3)
Presidential Appointees	3 Representatives from any employee group
Students	voting members (2)

Student Association	2 Representatives
Ex-Officio Members	non-voting members (15)
President	1 Representative
Provost	1 Representative
Senior Vice President, People Enablement and Experience	1 Representative
Chief Financial Officer	1 Representative
Senior Vice President, External Relations, Communications and Real Estate Development	1 Representative
Vice President, Academic	1 Representative
Vice President, Student Success	1 Representative
Vice President, Facilities and Real Estate	1 Representative
Vice President, Human Resources, Security and Public Safety	1 Representative
Vice President Advancement and Alumni Relations	1 Representative
General Counsel	1 Representative
Board Secretary	1 Representative
Registrar	1 Representative
Strategy and Planning	1 Representative
Student Association, General Manager	1 Representative
Special Members	Voting members (3)
Chair*	1 Representative
Chair elect**	1 Representative
Past Chair***	1 Representative

Chair* - Only votes in the event of a tie

Chair elect** - Has all the rights of a voting member during their term as Chair elect

Past Chair*** - Only votes in the event of a tie AND when the Chair is absent, and the Past Chair assumes the Chair

Member Category	Member Numbers
Total	57
Voting members	39 (Academic 22 and Administration 17)
Quorum	50% of the voting members plus one (1) voting member

Non-voting members	15 (Ex-Officio Members)
Special members	3 (Chair* - Only votes in the event of a tie; Chair elect** - Has all the rights of a voting member during their term as Chair elect; Past Chair*** - Only votes in the event of a tie AND when the Chair is absent, and the Past Chair assumes the Chair)