

Policy No.	Officer Responsible		
S1995-07	President		
Policy Name			
Senate Budget Advisory Committee Mandate and Structure			
Approved by	Replaces	Category	Next Review
Senate		B	2020
Date Issued	Date Revised	Related Policies, Reference	
May 1995	November 2016		

1. REPORTING

The Senate Budget Advisory Committee (SBAC) is a standing committee of Senate that advises the President on the preparation of the annual budget. SBAC’s mandate arises from s. 62(2) of the University Act: “The president must prepare and submit to the board an annual budget in consultation with the appropriate standing committee of the senate.”

2. MANDATE

- To review the University’s annual budget with respect to its impact upon the University’s programs and educational services.
- To make recommendations to the President sufficiently in advance of the adoption of each University budget as to allow SBAC’s recommendations to be considered by the President in making budget decisions.
- To request, receive and review data and make recommendations in a timely manner to the President as deemed appropriate in relation to the University budget.
- To recommend to Senate a draft Senate operations budget, in accordance with Ministry guidelines and University policies.
- To report to Senate on its activities.

3. MEMBERSHIP

The Chair

The Chair will be a member of Senate who is elected by the members of the Committee. The duties of the Chair are as follows:

1. To chair the meetings of SBAC and to prepare agendas.
2. To ensure that the recommendations of the SBAC are provided to the President.

Members

The voting members consist of:

- eight members appointed by Senate from the Senate voting (or alternate voting) members as follows:
 - Vice-chair of Senate
 - Seven additional members

The committee membership must include four faculty members, one staff member, one student and two administrators.

Term of Office

Each member is appointed annually. If vacancies occur, appointments are made to complete the term.

Resource Members

The non-voting members consist of:

- The President and the Vice President Finance and Administration. They are invited to attend all meetings *ex officio* (nonvoting).

4. CONDUCT OF MEETINGS

Schedule

Once per month, on a regular basis during the period of December through May each year, with additional meetings held as required, at the call of the Chair.

Quorum

Four voting members

Tie Votes

In the event of a tie, the Chair of the committee may vote to create or break the tie.

Visitors to Meetings

All meetings are held in-camera. Guests will be invited at the discretion of the committee when deemed necessary or desirable.