



Senate Budget Advisory Committee

Terms of Reference

Last review: March 2025	Next review: March 2028
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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 Section 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

The mandate of the committee is to:

- review the University's annual budget with respect to its impact upon the University's programs and educational services;
- 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;
- request, receive, and review data and make recommendations in a timely manner to the President as deemed appropriate in relation to the University budget;
- recommend to Senate a draft Senate operations budget, in accordance with Ministry guidelines and University policies;
- report to Senate on its activities.

3. Membership

The composition of the membership of the Committee includes:

Members

The **voting members** consist of **eight (8) 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 (4) faculty members, one (1) staff member, one (1) student and two (2) administrators.

Resource Members

The **non-voting members** consist of the President and the Vice President Finance and Administration, who are invited to attend all meetings *ex officio*.

Terms of Office

Each member is appointed annually for a term of one (1) year.

When a vacancy occurs, the Chair will follow the procedure outlined in the Senate Bylaws, section 8.7, to fill the vacancy.

The Chair

The Chair will be a member of Senate who is elected by SBAC from among its members for a one-year term.

The Chair is normally non-voting but may vote where their vote could change the result.

In addition to the duties set out in Section 8 of the Senate Bylaws, the duties of the Chair are to:

- prepare agendas and chair the meetings of SBAC;
- ensure that the recommendations of the SBAC are provided to the President;
- present committee recommendations to the Senate.

The Vice-Chair

If a Vice-Chair is required, they will be elected by and from the members of the Committee for a one-year term. The duties of the Vice-Chair may include reporting to Senate on behalf of the Chair or chairing meetings in the absence of the Chair. The Vice-Chair of Senate may be called upon to support the SBAC Chair and Vice-Chair as needed.

4. Conduct of Meetings

Schedule

The Committee will meet on a regular basis throughout the academic year (between August 15 and June 15) following a timeline in conjunction with forecasts, budgets and final fiscal year end results, allowing adequate time for consideration and making recommendations to the President, with additional meetings held as required, at the call of the Chair.

Quorum

Four (4) voting members (including the Chair).

Decision Making

Decisions will be made by a majority vote of members present. The Chair may vote only to create or break a tie.

Attendance

In accordance with Section 8.8 of the Senate Bylaws, to be fair to the committee's other members, members who are absent for three (3) committee meetings per appointment year, with or without notice, will be deemed to have resigned from the committee by the Chair.

Visitors to Meetings

Guests will be invited at the discretion of the Chair when deemed necessary or desirable.

In-camera meetings

All meetings are held in-camera. The content of meetings will be released at the discretion of the Chair.

5. Resources

[Senate Bylaws](#)

[University Act](#)

The Capilano University Faculty Association agreement (2022-25) states under Section 3.7 Financial Information:

3.7.1 The University and the Union agree that, in the interests of open administration, the University will not unreasonably withhold financial information from the Union.

3.7.1.1 Without limiting the generality of the foregoing, the University will provide financial documents of public record and documentation relative to the preparation of budgets; this provision will be coincident with the provision of this documentation to internal consultative bodies.

3.7.1.2 Additional financial information requested by the Union will be provided without unreasonable delay.

6. Review of Terms of Reference

These Terms of Reference will be reviewed annually for information at the first meeting of the year.

SBAC will review and update these Terms of Reference as necessary at least every three (3) years (Senate Bylaws, Section 8.4). Upon presentation of the committee's Terms of Reference to the Senate, a 2/3 vote of members present is required for approval. (*University Act*, section 37(1)(a)).