OPEN SESSION

1. MINUTES OF PREVIOUS MEETINGS – MAY 16, 2018 AND JUNE 20, 2018 - OPEN SESSION

2. BUSINESS ARISING

3. CHAIR'S COMMENTS AND UPDATE

4. BUDGET COMMITTEE MEMBERSHIP FOR 2018-2019
   a. Budget Committee Membership

5. 2018-2019 MEETING DATES AND MEMBERSHIP
   a. 2018-19 Meeting Schedule Membership

6. PROPOSAL FOR THE ESTABLISHMENT OF THE CANCHILD CENTRE FOR CHILDHOOD DISABILITY RESEARCH
   a. Memo and Proposal - CanChild

7. OTHER BUSINESS

CLOSED SESSION

8. MINUTES OF PREVIOUS MEETINGS – MAY 16, 2018 AND JUNE 20, 2018 - CLOSED SESSION

9. BUSINESS ARISING

10. PROJECT STATUS REPORT

11. DEGROOTE SCHOOL OF BUSINESS PROJECT

12. OTHER BUSINESS

13. ADJOURNMENT
BUDGET COMMITTEE

2018-2019 Membership List

Ex Officio:
President & Vice-Chancellor  
Provost & Vice-President (Academic)  
Vice-President (Administration)  

Patrick Deane  
David Farrar  
Roger Couldrey

Other Members:
Faculty Member  
Faculty Member  
Faculty Member  
Staff Member  
Graduate Student Member  
Undergraduate Student Member  

Steve Hanna  
Julie Richardson  
Ana Campos  
Arlene Dosen  
Rodrigo Narro Perez  
Tevin Heath

Consultants:
Assistant Vice-President (Administration) and  
Chief Financial Officer  
Budget Director  
Executive Director, Office of the Provost  

Deidre Henne  
Lou Mitton  
Linda Coslovi

The membership of the Budget Committee is drawn from the membership of the University Planning Committee.
UNIVERSITY PLANNING COMMITTEE

2018-2019 MEETING SCHEDULE

All meetings will be held in the
Council Room (Gilmour Hall, Room 111)
from 10:30 a.m. to 12:30 p.m. unless otherwise stated

Wednesday, September 19, 2018
Wednesday, October 17, 2018
Wednesday, November 14, 2018
Wednesday, December 5, 2018
Wednesday, January 16, 2019
Wednesday, February 27, 2019
Wednesday, March 20, 2019
Wednesday, April 17, 2019
Wednesday, May 15, 2019
Wednesday, June 19, 2019
Elected Members:
5 faculty members (no more than 2 from any one Faculty, for staggered 3-year terms)

Steve Hanna
Faculty of Health Sciences
June 30, 2019
Alison McQueen
Faculty of Humanities
June 30, 2019
Gillian Goward
Faculty of Science
June 30, 2020
Julie Richardson
Faculty of Health Sciences
June 30, 2020
Ana Campos
Faculty of Science
June 30, 2021

1 Faculty Dean (elected annually by & from the 6 Deans) - Leonard Waverman
June 30, 2019
1 staff member (3-year term) - Arlene Dosen *
June 30, 2021
1 graduate student (2-year term) - Rodrigo Narro Perez *
June 30, 2020
1 undergraduate student (2-year term) - Tevin Heath *
June 30, 2020

Ex Officio:
Chancellor - Suzanne Labarge
Chair of the Board of Governors - Paul Douglas or delegate
Vice-Chair of the Board of Governors - Brad Merkel or delegate
President & Vice-Chancellor - Patrick Deane *
Provost & Vice-President (Academic) - Chair - David Farrar *
Vice-President (Administration) - Roger Couldrey *
Vice-President (Research) - Rob Baker
Vice-Provost and Dean of Graduate Studies - Doug Welch

* Budget Committee members – three faculty representatives, one of which shall be chair, to be elected.

Observers:
Dean & Vice-President (Health Sciences) or delegate, unless elected - Susan Denburg
Vice-President (University Advancement) - Mary Williams
Associate Vice-President (Students and Learning) and Dean of Students - Sean Van Koughnett
Chair of Undergraduate Council - Susan Sears Giroux

Consultant:
Associate Vice-President (Institutional Research & Analysis) - Jacy Lee
Executive Director, Office of the Provost - Linda Coslovi

By Invitation:
Assistant Vice-President (Administration) - Deidre Henne
Budget Director - Lou Mitton
September 12, 2018

TO: University Planning Committee

FROM: Karen Mossman

RE: Proposal for the Establishment of the CanChild Centre for Childhood Disability Research

=================================================

The Committee on Research Institutes has reviewed the attached Proposal for the establishment of the CanChild Centre for Childhood Disability Research, as per the policies and guidelines.

The proposal has the unanimous support of the Committee on Research Institutes.

Please include this as an Agenda Item for the next University Planning Committee Meeting.

KM

Attach.

cc: David Farrar
    Paul O'Byrne
    Michael Thompson
    Christi Garneau
August 20, 2018

Dr. Karen Mossman
Acting Vice-President, Research
Chair, Committee on Research Institutes
c/o Gilmour Hall, Room 208

Re: Proposed centre - CanChild Centre for Childhood Disability Research

Dear Dr. Mossman,

On behalf of the Faculty of Health Sciences, I would like to recommend the approval of the CanChild Centre for Childhood Disability Research as an official research centre at McMaster. While this Centre has existed for several years in an unofficial capacity, its members are seeking official status via the Senate and Board of Governors.

Please find a proposal for the Centre attached.

If you require further information, please do not hesitate to contact me.

Sincerely,

[Signature]

Paul O’Byrne MB, FRCP(C), FRSC
Dean and Vice-President
Faculty of Health Sciences
McMaster University

cc: J. Bramson

Encl.

PO:rl
Proposal for the Establishment of the
CanChild Centre for Childhood Disability Research

1. **Official Name**

CanChild Centre for Childhood Disability Research

2. **Objectives / Proposed Activities**

CanChild's mission is to:
- Take a leadership role in identifying emerging issues for research, practice, policy and education;
- Conduct high quality programs of research;
- Effectively transfer knowledge into practice at a clinical and health systems levels.

3. **Rationale**

CanChild is a research and educational centre founded in 1989 with funding from the Ontario Ministry of Health and Long-Term Care. Over the past two and a half decades, CanChild has emerged as an international leader in the field of childhood disability and child health through innovative research and a commitment to making research findings accessible to a wide range of audiences.

While we have been informally listed as a Centre for more than 25 years, CanChild would like to receive formal recognition by Senate as a McMaster University research centre. Centre status will provide further credential of CanChild as a leader in childhood disability and ensure sustainability.

4. **Participants**

Membership Process:

**Director (See Appendix A for Terms of Reference):**
- Appointments are made in accordance with McMaster University Policies, Procedures & Guidelines for Research Centres. A search committee will be established by the Vice-Dean, Research to whom the Director of CanChild reports. Potential candidates will be drawn from current CanChild Scientists within McMaster University. The search committee will also include representation from Scientists and Staff from CanChild.

- Term is 5 years and can be renewed once, contingent on agreement by the incumbent and the Dean.

**Scientist/Associate Member:**
- Potential new members will be discussed/reviewed by the Scientific Advisory Committee. Selected members will be brought forth to the CanChild team.
☐ Review process is to be brief and transparent.
☐ Individual Scientists and Associate Members will negotiate their respective CanChild roles and responsibilities with the Director.
☐ Potential exists to move between Scientist and Associate Member roles.
☐ Leadership roles and responsibilities will be communicated to CanChild members and reviewed every 5 years

CanChild Roles/Responsibilities

Scientist:
A Scientist
☐ Contributes advice and expertise to CanChild research and activities through attendance at team meetings;

AND
☐ Conducts independent research in the area of childhood disability or child health and development relevant to CanChild’s mission;

AND
☐ Takes a leadership role with respect to strategic direction planning, knowledge exchange and/or administrative activities (e.g., sits on a committee);

AND
☐ Contributes to developing knowledge translation materials (minimum of one KT contribution to the website/year);

AND
☐ Is responsive to requests for evidence-based information from public, service providers, students and government (e.g., responds to CanChild email requests);

AND
☐ Publicly links research activities with CanChild through use of CanChild logo, CanChild PPT/poster templates, email signature, etc.;

AND
☐ Provides an updated Curriculum Vitae annually for CanChild productivity reports.

Benefits of being a Scientist include:
Access to CanChild services (grant development, knowledge translation, communications, commercialization of products).

*CanChild Scientists at McMaster ONLY – Defines CanChild as their primary ‘Centre’ affiliation.
☐ Under the new overhead (O/H) distribution policy (May 1, 2017), instead of distributing a portion of the O/H funds directly to PIs, PIs will be able to define a home (i.e., Institute, Centre) and have a portion of the O/H directed to the home (applies to project specific stream only). Faculty members who are with multiple Institutes/Centres will need to choose their primary home.
**Scientist Emeritus:**

The title of Scientist Emeritus will be given to CanChild members who have retired and who continue involvement with CanChild projects/activities (e.g., dissemination, consulting, etc.).

**Associate Member:**

An Associate Member

- Conducts research in the area of childhood disability or child health and development relevant to CanChild’s mission;

OR

- Collaborates on and provides expertise to CanChild research and activities;

AND

- Contributes to knowledge translation materials;

AND

- When appropriate, publicly links research activities with CanChild;

AND

- Provides an updated Curriculum Vitae annually for CanChild productivity reports.

**Benefits of being an Associate Member:**

The following services will be available to Associate Members: Knowledge Translation, Communications, and Commercialization. Other services, such as grant development, will be available based on discussion.

**List of Members:**

<table>
<thead>
<tr>
<th>Name</th>
<th>Position</th>
<th>University</th>
<th>Discipline</th>
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<tbody>
<tr>
<td>Jan Willem Gorter</td>
<td>Director / Scientist</td>
<td>McMaster University</td>
<td>Physiatry</td>
</tr>
<tr>
<td>Peter Rosenbaum</td>
<td>Co-Founder/Scientist</td>
<td>McMaster University</td>
<td>Developmental Pediatrics</td>
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<tr>
<td>Mary Law</td>
<td>Co-Founder/Scientist Emeritus</td>
<td>McMaster University</td>
<td>Occupational Therapy</td>
</tr>
<tr>
<td>Khush Amaria</td>
<td>Scientist</td>
<td>Psychology, Hospital for Sick Kids</td>
<td>Psychology</td>
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<tr>
<td>Dana Anaby</td>
<td>Scientist</td>
<td>Physical and Occupational Therapy, McGill University</td>
<td>Occupational Therapy</td>
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<tr>
<td>Doreen Bartlett</td>
<td>Scientist Emeritus</td>
<td>Physical Therapy, Western University</td>
<td>Physical Therapy</td>
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<tr>
<td>Gary Bedell</td>
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<td>Sheila Bennett</td>
<td>Associate Member</td>
<td>Teacher Education, Brock University</td>
<td>Special Education</td>
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<tr>
<td>Jamie Brehaut</td>
<td>Associate Member</td>
<td>Clinical Epidemiology and Biostatistics, University of Ottawa</td>
<td>Cognitive Psychology</td>
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<tr>
<td>Jan Burke-Gaffney</td>
<td>Associate Member</td>
<td>Hamilton Family Network</td>
<td>Parent Advisor</td>
</tr>
<tr>
<td>John Cairney</td>
<td>Associate Member</td>
<td>Faculty of Kinesiology and Physical Education, University of Toronto</td>
<td>Social Psychology</td>
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<tr>
<td>Chantal Camden</td>
<td>Scientist</td>
<td>Physical and Occupational Therapy, Sherbrooke University</td>
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<tr>
<td>Wenonah Campbell</td>
<td>Scientist</td>
<td>SRS, McMaster University</td>
<td>Speech &amp; Language</td>
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<tr>
<td>Lisa Chiarello</td>
<td>Associate Member</td>
<td>Physical Therapy and Rehabilitation Sciences Department, Drexel University, US</td>
<td>Physical Therapy</td>
</tr>
<tr>
<td>Eyal Cohen</td>
<td>Scientist</td>
<td>Hospital for Sick Children</td>
<td>Hospitalist</td>
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<tr>
<td>Carol DeMatteo</td>
<td>Scientist</td>
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<td>Briano DiRezze</td>
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<td>Marilyn Kertoy</td>
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<tr>
<td>Anne Klassen</td>
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<td>Pediatrics, McMaster University</td>
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<td>Olaf Kraus de Camargo</td>
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<tr>
<td>Wendy Coster</td>
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<td>Johanna Darrah</td>
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<td>Physical Therapy, University of Alberta</td>
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<td>Darcy Fehlings</td>
<td>Associate Member</td>
<td>Bloorview Research Institute</td>
<td>Developmental Pediatrics</td>
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<td>Nora Fayed</td>
<td>Associate Member</td>
<td>School of Rehabilitation Therapy, Queen’s University</td>
<td>Occupational Therapy</td>
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<td>Mark Ferro</td>
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<td>School of Public Health and Health Systems, University of Waterloo</td>
<td>Epidemiology</td>
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<td>Robin Gaines</td>
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<td>Adrienne Harvey</td>
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<td>Sandra Hodgetts</td>
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<td>Christine Imms</td>
<td>Associate Member</td>
<td>Australian Catholic University, Australia</td>
<td>Occupational Therapy</td>
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<tr>
<td>Lynn Jeffries</td>
<td>Associate Member</td>
<td>University of Oklahoma Health Sciences Centre, US</td>
<td>Physical Therapy</td>
</tr>
<tr>
<td>Marian Jongmans</td>
<td>Associate Member</td>
<td>Social and Behavioural Sciences, Utrecht University, Netherlands</td>
<td>Health Psychology</td>
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<tr>
<td>Marjolijn Ketelaar</td>
<td>Associate Member</td>
<td>University Medical Center Utrecht, Netherlands</td>
<td>Rehabilitation</td>
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<tr>
<td>Mary Khetani</td>
<td>Associate Member</td>
<td>Department of Occupational Therapy, University of Illinois Chicago</td>
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<td>Gillian King</td>
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<td>Dafna Kohen</td>
<td>Associate Member</td>
<td>Statistics Canada</td>
<td>Senior Research Analyst</td>
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<tr>
<td>Niina Kolehmainen</td>
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<td>Newcastle University, Scotland</td>
<td>Occupational Therapy</td>
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<td>Lena Krumlinde Sundholme</td>
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<td>Karolinska Institutet, Astrid Lindgren Children's Hospital, Sweden</td>
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<td>Lucyna Lach</td>
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<td>Alyssa LaForme Fiss</td>
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<td>Chris Morris</td>
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<td>Peninsula Cerebra Research Unit, University of Exeter, UK</td>
<td>Orthotics</td>
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<td>Eva Nordmark</td>
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<td>Iona Novak</td>
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<td>Brian Timmons</td>
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<td>Olaf Verschuren</td>
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<td>Stephen Walter</td>
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<td>Biostatistics</td>
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<td>Sarah Westcott McCoy</td>
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<tr>
<td>Jill Zwicker</td>
<td>Associate Member</td>
<td>Occupational Science and Occupational Therapy, University of British Columbia</td>
<td>Occupational Therapy</td>
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</table>

5. **Financial Resources**

CanChild has been administratively housed by the School of Rehabilitation Science since its inception, and more recently has been provided in-kind supports by the Department of Pediatrics. This continued infrastructure will enable ongoing sustainability.

CanChild has been piloting revenue generation strategies for the last 3 – 5 years, and we are pleased to report that these strategies have been successful, and have become part of our ongoing operations. These include sales of measures from online shop (https://canchild.ca/en/shop), and negotiation of custom contracts with the support of MiLO. Anticipated future revenues from contracts/recoveries to off-set staff are estimated to be 500K annually. If future targets are not met, a current reserve of approximately 300K is currently in existence.

Revenues are supplemented by the generous support from the McMaster Children’s Hospital Foundation, in addition to the in-kind supports of the School of Rehabilitation Science and Department of Pediatrics. Smaller sources of funding include donations, royalties, and workshop income.

The Faculty of Health Sciences has introduced a new policy regarding research overhead for institutes and centres that automatically directs a portion of overhead from core members to a dedicated operating account for the institute/centre and no longer requires separate Dean/Chair approval. The Vice-Dean (Research) in FHS has reviewed the proposal as it is related to funding and had no issues.

All core members at CanChild affiliated with McMaster will be based in FHS and thus will not affect any central University policies with regard to overhead distribution.

The Vice-Dean (Research) has also confirmed that indirect costs (e.g. space, support units) will be covered by the Faculty.
Please see Appendix B for the five year financial forecast.

6. Physical Resources

CanChild is physically located within the School of Rehabilitation Science in the Institute for Applied Health Science. Our Centre occupies room 408 which is approximately 2400 square feet and houses many of the Research Coordinators and staff who work on research projects as well as core CanChild staff. Members who join CanChild are hired through faculty positions and office space is assigned through their Faculty.

As CanChild is administratively housed within the School of Rehabilitation Science, the centre has access to the room booking system on campus, and books meeting rooms within the IAHS.

7. Staff Resources

As indicated above, members have access to the following services/staff resources: administrative support (support for CanChild operations and revenue generation activities @ 1.0 FTE), research development (support for grant development and large research portfolio management @ 1.0 FTE), knowledge translation support (support for development and dissemination of CanChild research @ 0.75 FTE), and commercialization (support for contract development and execution, and marketing of products @ 1.75 FTE). Levels of support are available based on membership type.

8. Organizational Structure

8.1 Director
The Director will set the research and academic direction of the CanChild Centre for Childhood Disability Research in consultation with the Governing Board and Advisory Committee. The Director will articulate the leadership of the Centre, set milestones and provide the business plan. The Director will report annually to the Governing Board.

The Director will be appointed for a 5-year renewable term.

The Director will have accountability to the Governing Board (see section 8.2), as chaired by the Vice-Dean, Research (delegated by the Dean and Vice-President).

Pending official approval by the University’s governing bodies, Dr. Jan Willem Gorter is to be put forward for appointment as the holder of this position. Dr. Gorter is a recognized leader in the field of developmental disabilities in youth.

8.2 Governing Board
The Governing Board (GB) will oversee the status, progress, and financial viability of the Centre. According to the University’s Guidelines for the Governance and Review of Research Institutes, Centres and Groups, the GB comprises, at a minimum:
3. Advisory Committee

The Advisory Committee (AC) will provide advice to the Director with regard to scientific or scholarly priorities and the direction for the Centre. The AC is chosen by the Director, and is consulted at least two times a year, or more frequently at the discretion of the Director.

9. Operational Review

9.1 Annual Review
The Centre Director will report to the Governing Board on an annual basis. This report should include updates on research productivity, researchers, educational initiatives, external affiliations, Centre administration and operations, financial status, grants-in-aid, strengths and weaknesses, objectives for the coming year and any other items of relevance to the operation of the Centre.

9.2 Periodic Review
According to the University’s Guidelines for the Governance and Review of Research Institutes, Centres and Groups, the Centre will undergo an external review every five to ten years at the request of the Governing Board (GB). The composition of the External Review Board (ERB) will be determined by the GB, as chaired by the Vice-Dean, Research (delegated by the Dean and Vice-President).

The composition of the ERB will be determined by the GB and should take into account the aspirations of the Centre and the availability of funds to support the review. The ERB would normally comprise three high-calibre scholars with an international perspective, who must be arms-length from the Centre. The ERB will assess the performance of the Centre’s Director and its scientific program. The ERB will be furnished with documents describing the University’s policy on Research Institutes and will be asked whether performance is compatible with expectations described in the policy.

The ERB is expected to use accepted measures of performance such as publication number and impact to assess the Centre’s contributions in comparison with those of (a) the Centre during the preceding 5 years and/or (b) with the performance of Centres of similar size in the same field of research.

The recommendations of the ERB will include the renewal of the Director, and whether the Centre’s performance is consistent with that of a Centre at McMaster University. Their report will be submitted in confidence to the GB via the Vice-Dean, Research (delegated by the Dean and Vice-President). Normally, the Vice-Dean, Research would share the ERB’s report or major recommendations from the ERB’s report with either the current Director, or the successor to the current Director, so that the leadership of the Centre benefits from the perspective of the ERB.
Faculty of Health Sciences
Terms of Reference
for the Director of CanChild, Centre for Childhood Disability Research

The CanChild Centre for Childhood Disability Research is recognized as one of the leading multidisciplinary childhood disability research groups in the world. Created in 1989, CanChild’s mandate is to “take a leadership role in identifying emerging issues for research, practice, policy and education; conduct high-quality research; effectively transfer knowledge into practice at clinical and health system levels; and provide education for consumers, service providers, policy makers and students.” Over the past 20 years, CanChild researchers have held more than $40 million in grant and personnel support, produced over 100 peer-reviewed publications annually, and host an award-winning website that receives more than 3500 visits a week from around the world.

The responsibilities of the Director of CanChild include, but are not limited to, the following:

☐ Responsible for the strategic direction and overall management of CanChild;
☐ Leader on major research projects conducted at CanChild;
☐ Represents and provides direction to CanChild on relevant research, management, steering and search committees;
☐ Chairs the CanChild Team Meeting and Scientific Advisory Committee;
☐ Liaises with both the Vice-Dean/Executive Director and the Operations Manager of the School of Rehabilitation Science and the Director and Chair of the Department of Pediatrics;
☐ Is a member of the CanChild Advisory Board.

Selection and Terms of Office

Appointments are made in accordance with McMaster University Policies, Procedures & Guidelines for Research Centres. A search committee will be established by the Vice-Dean, Research to whom the Director of CanChild reports. Potential candidates will be drawn from current CanChild Scientists from McMaster University. The search committee will also include representation from scientists and staff from CanChild, and the incumbent will be a faculty member at McMaster University.

The term is five years and can be renewed once, contingent on agreement by the incumbent and the Dean.
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<tr>
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<tbody>
<tr>
<td><strong>REVENUE</strong></td>
<td></td>
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<tr>
<td>Carryforward from previous year</td>
<td>$320,000.00</td>
<td>$190,462.00</td>
<td>$160,168.00</td>
<td>$179,272.00</td>
<td>$182,696.00</td>
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<td>Internal Sources - University/Hospital</td>
<td>$30,000.00</td>
<td>$30,000.00</td>
<td>$75,000.00</td>
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<td>$75,000.00</td>
<td>*MCH Foundation Funding</td>
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<td>External Sources - Grants/Contracts</td>
<td>$457,000.00</td>
<td>$548,000.00</td>
<td>$566,000.00</td>
<td>$564,000.00</td>
<td>$575,000.00</td>
<td>*Contract Targets (Amounts provided are net of overhead); Revenue - Shop; IAACD Contract; MAMS Contract</td>
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<td>Donations</td>
<td>$3,000.00</td>
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<td>Other Sources of Revenue</td>
<td>$2,500.00</td>
<td>$8,000.00</td>
<td>$8,500.00</td>
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<td>$9,500.00</td>
<td>*Workshop Revenue</td>
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<td><strong>TOTAL REVENUE</strong></td>
<td>$815,500.00</td>
<td>$779,462.00</td>
<td>$814,068.00</td>
<td>$812,272.00</td>
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<td><strong>EXPENSES</strong></td>
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<td>*Where possible, break down expenses into categories (e.g. staffing, supplies, etc) and use Measures account codes if possible</td>
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<td>Salary Expenses</td>
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<td>$515,546.00</td>
<td>$524,926.00</td>
<td>$534,525.00</td>
<td>*Core Staff: Business &amp; Engagement; Research Development; Business Analyst; Knowledge Translation, Administrative</td>
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<td>Research Expenses</td>
<td>$30,000.00</td>
<td>$30,000.00</td>
<td>$30,000.00</td>
<td>$30,000.00</td>
<td>$30,000.00</td>
<td>*Research development, research development</td>
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<td>Operating Expenses</td>
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<td>Revenue Activity Expenses</td>
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<td><strong>CARRYFORWARD TO FOLLOWING YEAR</strong></td>
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<td>$150,168.00</td>
<td>$179,272.00</td>
<td>$187,496.00</td>
<td>$182,621.00</td>
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