

FOR INFORMATION ONLY

CAPITAL PROJECTS AND SPACE ALLOCATION COMMITTEE (CaPS)

PROPOSED TERMS OF REFERENCE

1. MEMBERSHIP

1.1 Composition

The Capital Projects and Space Allocation Committee (CaPS) and its Executive Committee provide a two tier review process for proposed capital projects up to the value of \$10 million.

1.1.1 Capital Projects and Space Allocation Committee

As delegated by the Vice President University Operations, projects with a value of **between \$100,000 and \$3 million** and all other applications that fall under the responsibility of the Capital Projects and Space Allocation Committee, **on the St. George Campus**, approval may be given, following review, by a committee with the following membership:

- Director, Campus and Facilities Planning (Chair), or as designated by the Vice President, University Operations
- Director, Project Management
- Director, Design and Engineering
- Director Utilities, Facilities and Services
- Director Property Management, Facilities and Services
- Director Environmental Health and Safety
- Manager Ancillary and Capital Accounting
- Senior Manager, Budget Administration and Institutional Planning, Planning and Budget Office
- Chief Financial Officer, OISE/UT
- Director Planning and Infrastructure, Faculty of Arts and Science
- Director Facilities Management and Space Planning, Faculty of Medicine
- Director Planning and Infrastructure, Faculty of Applied Science & Engineering
- Director Office of Space Management
- Director Enterprise Infrastructure Solutions, Information & Technology Services
- Director Institutional Initiatives, Research Services
- Executive Secretary: Business Officer, Campus and Facilities Planning

(Authority to approve projects with a value less than \$3 million **on the UTM and UTSC campuses** is delegated to the UTM Space Planning and Management Committee and the UTSC Campus Design and Development Committee by the Principal and Vice President of the respective campus.)

1.1.1 Executive Committee of the Capital Projects and Space Allocation Committee

The Vice President and Provost and the Vice President, University Operations will receive advice in the form of written reports on Level 2 capital projects, those with a value of between \$3,000,000 and \$10,000,000 and Level 3 projects, those with a value over \$10,000,000, from the Executive Committee of CaPS, with a membership composed of the institutional offices responsible for the financing, planning, implementation and maintenance of facilities, as well as, the appropriate academic and divisional representation.

Assistant Vice President, University Planning, Design and Construction (Chair), or
as designated by the Vice President, University Operations
Assistant Vice President, Facilities and Services
Director, Campus and Facilities Planning
Director, Project Management
Director, Design and Engineering
Executive Director, Planning and Budget
Chief Financial Officer
Dean of Faculty, as required
Principal, UTM, or designate, as required
Principal, UTSC, or designate as required
Executive Secretary: Business Officer, Campus and Facilities Planning

2. QUORUM

50% or more of the members of each group.

3. AREAS OF RESPONSIBILITY

3.1 Vice President, University Operations

The Vice President, University Operations (or designate) recommends to the appropriate Boards and Committees of Governing Council for consideration and approval:

- Campus Master Plans
- Policy governing the approval of capital plans and projects
- Capital priorities
- Capital projects over \$10 million
- Capital projects under \$10 million that require borrowing
- Major reallocations of facilities or the purchase or sale of campus properties

3.2 Capital Projects and Space Allocation Committee (CaPS)

The Capital Projects and Space Allocation Committee is the monitoring, review and approval mechanism for all capital and infrastructure renewal projects, including computing network infrastructure costing between \$100,000 and \$3,000,000. CaPS is further responsible to review and assess all applications for space allocations, reorganization or changes of use.

Terms of Reference for CaPS:

- a) Reviews and approves all new construction, alteration and renovation projects costing between \$100,000 and \$3,000,000 on the St. George campus.
- b) Reviews policy, proposals and priorities for allocation and management of space.
- c) Reports proposals, priorities and policy developed under terms of reference (a) through (b) to the President and Vice Presidents through the Vice President, University Operations.
- d) Reviews, develops, and recommends priorities for the annual allocation of provincial Facilities Renewal Funds and other comparable funds provided by the Ministry of Training, Colleges and Universities and other ministries, federal and provincial, for projects costing less than \$10,000,000.
- e) Receives an annual report of infrastructure renewal managed by the Facilities and Services Group and funded by the UofT operating budget.
- f) Establishes criteria and sets priorities for design under the jurisdiction of the AVP University Planning, Design and Construction.
- g) Reviews proposals for signage on University buildings and property.
- h) Reviews and approves policies and rate schedules for the commercial and other third party use of University space and facilities.
- i) Reviews proposals, procedures, and systems for maintaining space inventories.
- j) Reviews and develops policies for filming on University premises.
- k) Receives for information Project Planning Reports for projects with a total project cost of \$3,000,000 to \$10,000,000 and provides comments to the Executive Committee.
- l) Receives for information Project Planning Reports for projects with a total project cost over \$10,000,000 and provides comments to the Executive Committee.

CaPS meets on a monthly basis from September to June and can approve projects with summer executive authority.

CaPS submits an annual report for information to the Executive Committee of CaPS summarizing all approved capital projects and infrastructure renewal projects, with a value less than \$3 million, undertaken at the University of Toronto.

3.3 Executive Committee - CaPS

The Executive Committee is responsible for:

- Approving the Membership and Terms of Reference for Project Planning Committees for all projects expected to have a Total Project Cost of \$3 million or more. Terms of Reference for new Project Planning Committees, following review by the CaPS, the Vice President and Provost and the Vice President, University Operations, will be posted on the Governing Council website.
- Reviewing all capital projects with an estimated TPC of \$3 million to \$10 million and providing a written report with recommendations for approval to the Vice President and Provost and Vice President, University Operations. Capital projects over \$3 million and up to \$10 million will be considered by the Planning and Budget Committee and recommended to the Academic Board for consideration. It is expected that such projects will be placed on the Board's consent agenda and be confirmed by the Executive Committee of the Governing Council. If a project will require financing as part of the funding, the project proposal must be considered by the Business Board for approval of their execution.
- Reviewing all capital projects with an estimated TPC of \$10 million or more and providing a written report with recommendations to the Vice President and Provost and Vice President, University Operations. Capital projects exceeding \$10 million must be considered by the appropriate Boards and Committees of Governing Council on the joint recommendation of the Vice President and Provost and the Vice President, University Operations. Normally, they will require approval of the Governing Council. Execution of such projects is approved by the Business Board.
- Reviewing Interim Reports of Project Planning Committees with an expected total project cost greater than \$3 million to ensure integration with overall institutional priorities and that capital plans of divisions are thoroughly vetted.
- Reporting annually, for information, to the Planning and Budget Committee of the Academic Board on approved capital projects less than \$3M, and between \$3M and \$10M.

The Executive Committee meets monthly or as required.

3.4 Planning and Budget, Academic Board and Business Board

The Planning and Budget Committee considers reports of project planning committees and recommends to the Academic Board approval in principle of projects (i.e. site, space plan, overall cost and sources of funds) with a capital cost as specified in the Policy on Capital Planning and Capital Projects. [The Business Board is responsible for approving the establishment of appropriations for individual projects and authorizing their execution within the approved costs.] The level of approval required is dependent on the cost of the project. Significant changes to a space program/approved project require the same level of approval as the original proposal.