



**TO:** Members of the Governing Council

**SPONSOR:** David Naylor, President

**DATE:** January 11, 2007 for February 1, 2007

**AGENDA ITEM:** 6 (j) (i)

**ITEM IDENTIFICATION:** Renaming of Position

**JURISDICTIONAL INFORMATION:**

Under the Policy on Appointments and Remuneration, the Governing Council reserves to itself the creation and appointment of certain University Officials on the recommendation of the President.

**HIGHLIGHTS:**

With the recent departure of the Chief Capital Projects Officer, this position was reviewed. Its important role in managing Real Estate became apparent, especially given the concurrent departure of the Director of Real Estate and the preparation of the Real Estate Strategy. It is recommended that the position be renamed to Assistant Vice-President, Real Estate and Construction to reflect its two important functions, managing real estate assets and managing capital projects. The attached memorandum from the Vice-President, Business Affairs describes the reasons for this recommendation more fully.

**PREVIOUS ACTION TAKEN:**

N/A

**FINANCIAL AND/OR PLANNING IMPLICATIONS:**

N/A

**RECOMMENDATION:**

Be It Resolved:

**THAT** the renaming of the position of Chief Capital Projects Officer to Assistant Vice-President, Real Estate and Construction, be approved.



# University of Toronto

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OFFICE OF THE VICE-PRESIDENT, BUSINESS AFFAIRS

Memo to: David Naylor, President  
From: Cathy Riggall, Vice President, Business Affairs  
Re: Title Change – Chief Capital Projects Officer  
Date: January 4, 2007

When John Bisanti resigned as Chief Capital Projects Officer, we reviewed the position, and concluded that it was still important to have an individual fill this role. There are still many capital projects ahead of us and strong management is essential if we are to maintain good control of budgets, deadlines and quality. However, the importance of the role of the Chief Capital Projects Officer in managing the Real Estate has become more apparent, given the concurrent departure of the Director of Real Estate and the preparation of the Real Estate Strategy.

In discussions with external real estate advisors, there was consensus on two things:

1. The stewardship of the University's real estate assets is very important, and requires attention from someone with the background and expertise to be able to leverage the value of those assets, while remaining aware of the special nature of the University and the use of property in an academic environment.
2. The title Chief Capital Projects Officer places the focus on only one aspect of a job that has two important functions – managing real estate assets and managing capital projects.

I recommend that we change the title of the position to Assistant Vice President, Real Estate and Construction to better reflect the role and accountabilities, and request your support in gaining approval from Governing Council. The job content, grade level and salary scale will be unchanged. Either title requires that the appointment of an individual to the position needs Governing Council approval.

A handwritten signature in black ink, appearing to read 'Cathy Riggall', written over a horizontal line.