



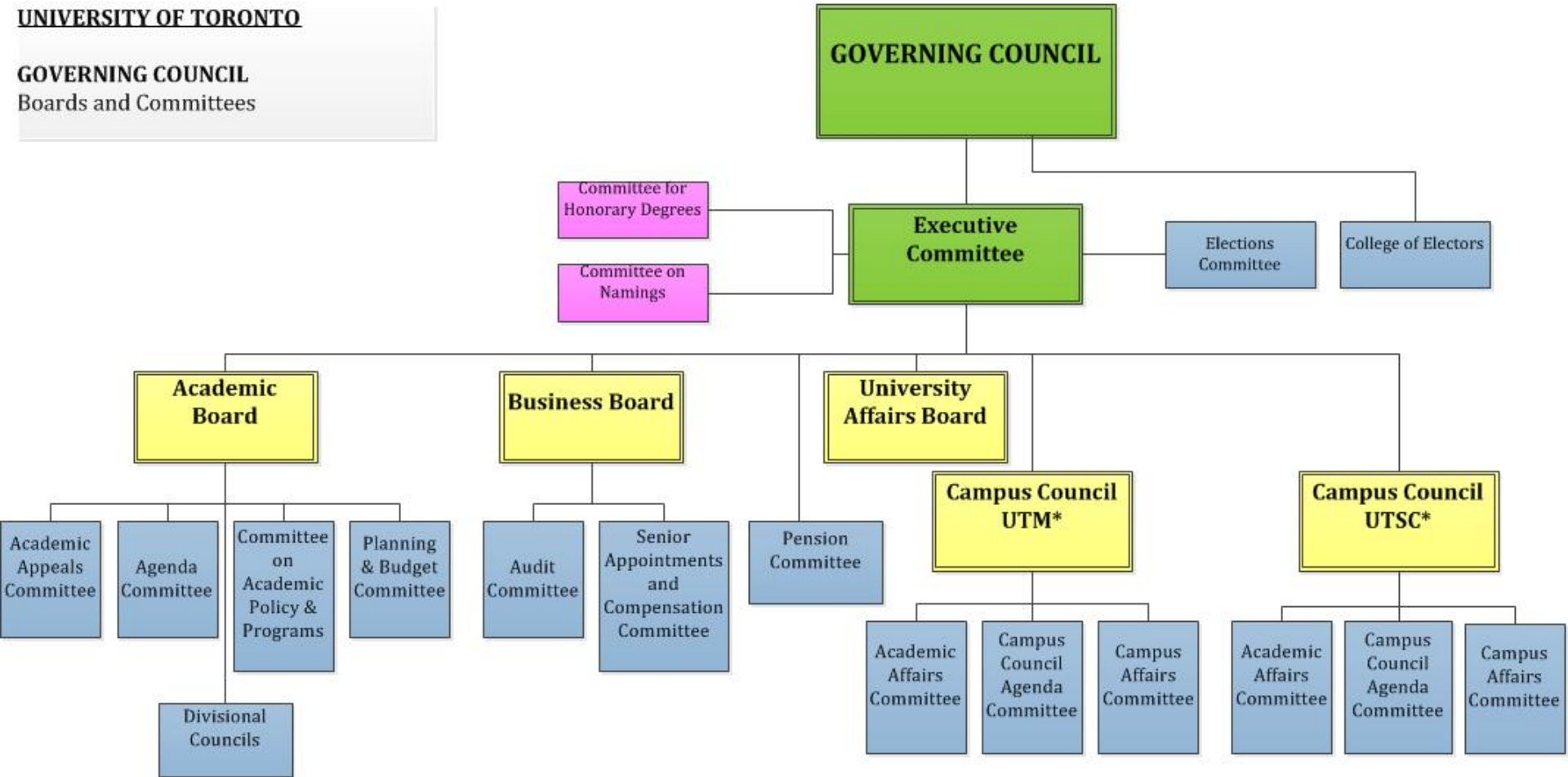
UNIVERSITY OF  
**TORONTO**

**Planning and Budget Committee  
Orientation**

**September 17, 2014**

**UNIVERSITY OF TORONTO**

**GOVERNING COUNCIL**  
Boards and Committees



## Structure

- **Governing Council**
- **Executive Committee**
- **Boards and Campus Councils**
- **Committees**
- **Administrative Officers**

## Function

- Final approval of major policy and recommendations.
- Determination of GC agendas and review of committee recommendations to ensure completeness of investigation and consideration (substantive issues not re-debated).
- Discussion and consideration of recommendations for approval by the board, or for approval by GC.
- Detailed review of proposals and alternatives; consideration of recommendations for approval by the Boards and/or recommendation to the GC.
- Initial investigation and development of proposals and alternatives.

# Planning and Budget Committee

- **Responsibilities include:**

- Policy on the organization of planning;
- Capital and Infrastructure renewal projects;
- Statements of the University's mission or general objectives;
- Statements of multi-year University principles and objectives for academic planning;
- Statements of general divisional objectives;
- Enrolment plans and policies;
- Long-range planning and/or (operating and capital) budget guidelines;
- Strategic planning framework for research;
- Plans and proposals to establish, disestablish, or significantly restructure academic units;

# Expectations and Attributes of Members

**Fiduciary responsibility**

**Governance vs management**

**KNOWLEDGE OF THE UNIVERSITY**

**Honesty**

**Integrity**

**ADD VALUE**

**Ethical conduct**

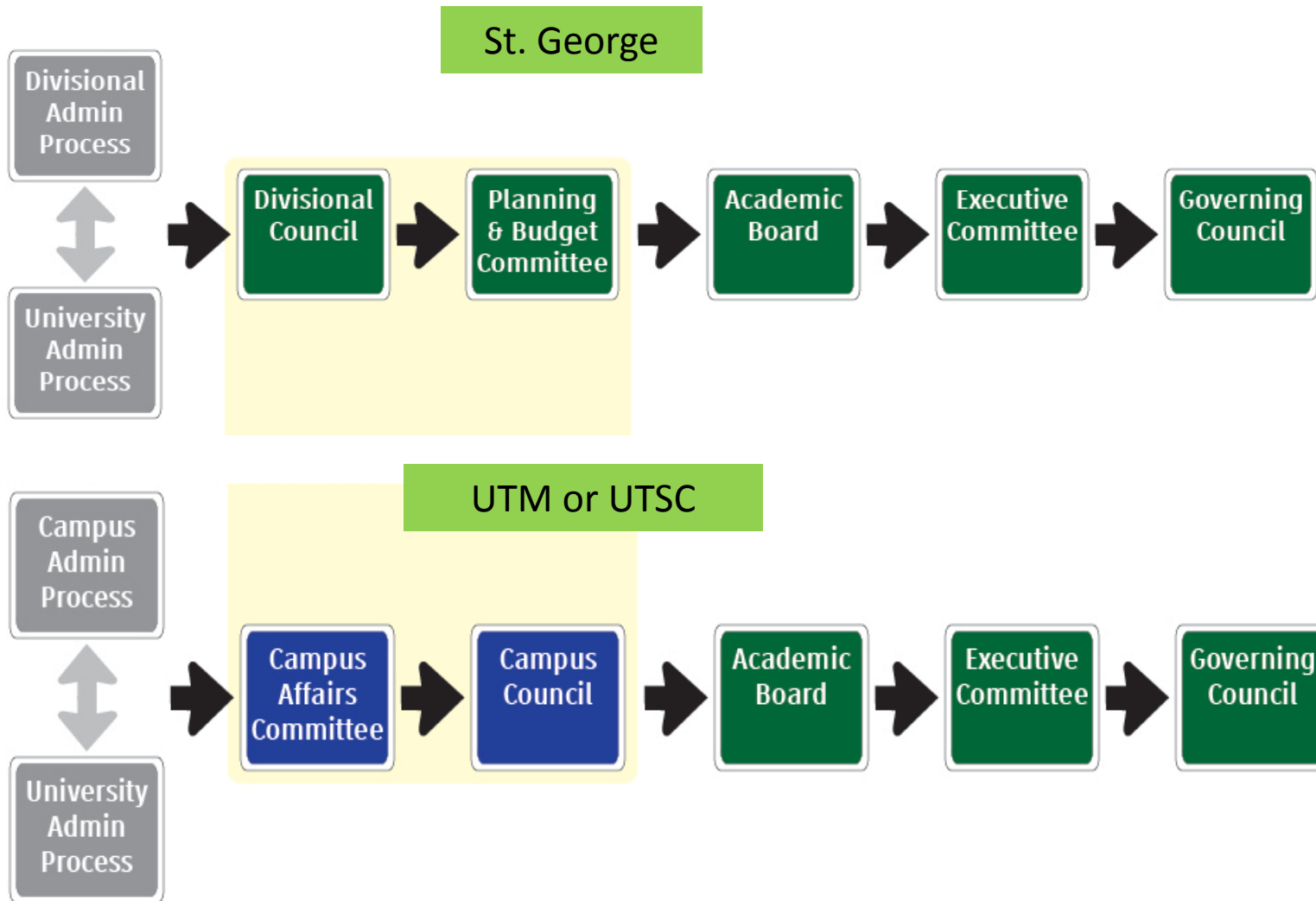
**CONFIDENTIALITY**

**Communicate respectfully**

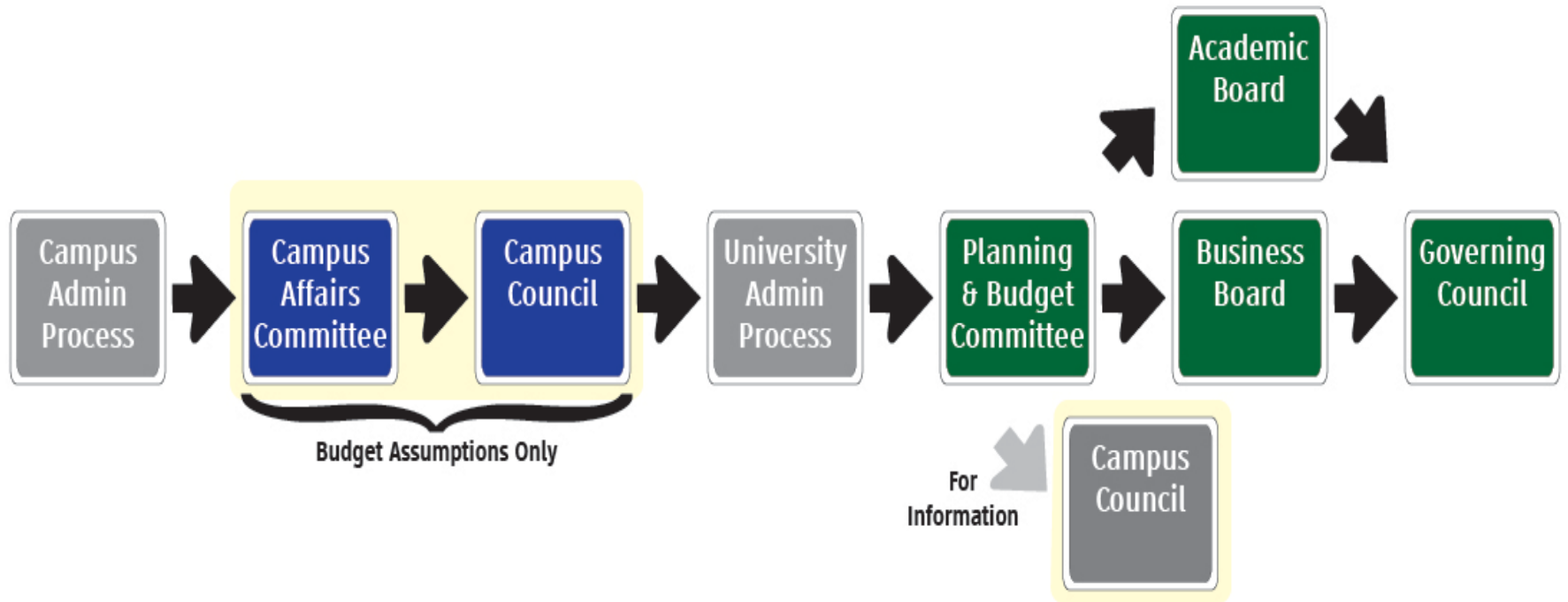
# Voting Presidential Assessors to the Committee

- Prof. Cheryl Regehr – Senior Assessor  
(Vice-President and Provost)
- Prof. Scott Mabury  
(Vice-President, University Operations)
- Ms Sally Garner  
(Executive Director, Planning and Budget)

# Establishment of An Academic Unit (EDU:A or EDU:B)



# Budget





# Capital Projects

- **The Planning and Budget Committee** considers reports of the project planning committees and recommends to the Academic Board approval in principle of projects (i.e. site, space plan, overall cost and source of funds) with a capital cost as specified in the *Policy on Capital Planning and Capital Projects*.
- Following review by the Capital Projects and Space Allocation Committee (CaPS), the Vice-President and Provost, and the Vice-President, University Operations, the Terms of Reference of new Project Planning Committees will be posted on the Planning and Budget Committee's website.

# Capital Projects (Approval Levels)

- **Level 1 Review and Approval**
  - Authority to approve projects on the St. George campus with a value of \$100,000 to \$3 million is delegated to CaPS by the Vice-President, University Operations.
  - Authority to approve capital projects with a value of \$100,000 to \$3 million on the UTM and UTSC campuses is delegated to the UTM Space Planning Management Committee and the UTSC Campus Design and Development Committee established by the Principal and Vice President of the respective campuses.

# Level 2 Review and Approval

- The Executive Committee of CaPS has oversight for projects in the \$3-10 million range (Level 2) .
- **Projects for the St. George campus in this range are considered by the Planning and Budget Committee.** The respective Campus Affairs Committees and Campus Council consider projects at UTM and UTSC. All projects are then recommended to the Academic Board for its consideration.
- The project reports are placed on the Academic Board's consent agenda and confirmed by the Executive Committee of the Governing Council.

# Level 3 Review and Approval

- The Executive Committee of CaPS has oversight over projects in the with a value of \$10 million or more (Level 3).
- **Projects for the St. George campus in this range are considered by the Planning and Budget Committee.** The respective Campus Affairs Committees and Campus Council consider projects at UTM and UTSC. All projects are then recommended to the Academic Board for its consideration.
- Normally, projects with a value of over \$10 million require approval of the Governing Council.

# Planning and Budget Committee Website

<http://uoft.me/PBwebpage>

# Cover Sheets

1 General

2 Header Information

3 Sponsor & Presenter

4 Jurisdictional  
Information

5 Previous Action Taken

6 Highlights

7 Recommendation



OFFICE OF THE GOVERNING COUNCIL

**FOR RECOMMENDATION**

**CONFIDENTIAL**

**CLOSED SESSION**

**TO:** Name of Governance Body  
**SPONSOR:** Name, Position, Division/Department/Unit  
**CONTACT INFO:** Phone Number, Email Address  
**PRESENTER:** Name, Position, Division/Department/Unit  
**CONTACT INFO:** Phone Number, Email Address  
**DATE:** Date Prepared for Date of Meeting  
**AGENDA ITEM:** Item Number

**ITEM IDENTIFICATION:**

The full name of item as listed on the agenda appears here.

**JURISDICTIONAL INFORMATION:**

Jurisdictional information related to the item and the Governance Body's role is specified here.

**GOVERNANCE PATH:**

1. Entry Point Governance Body (Date of Meeting)
2. This Governance Body (Date of Meeting)
3. Next Governance Body (Date of Meeting)  
+ Governance Body (Date of Meeting)  
+ Governance Body [For Information] (Date of Meeting)
4. Final Governance Body (Date of Meeting)

**PREVIOUS ACTION TAKEN:**

Previous action taken is delineated here.

**HIGHLIGHTS:**

In respect of the Body's terms of reference, the highlights of the proposal are summarized here.

**FINANCIAL IMPLICATIONS:**

The financial implications of the proposal are outlined in this section.

**RECOMMENDATION:**

Be It Recommended to the Next Governance Body:

THAT the action be taken, to be effective on the date specified.

---

**DOCUMENTATION PROVIDED:**

First Document Name  
Second Document Name



**MEMORANDUM**

To: Members of the Planning and Budget Committee

From: Anwar Kazimi, Secretary to the Committee

Date: September 13, 2014

**Re: Information about the Planning and Budget Committee**

---

The following information is provided for reference and background to your work as a member of the Planning and Budget Committee in the 2014-2015 governance year:

**1. Governance Principles**

- [Principles of Good Governance](#)
- [Mandate of Governance](#)
- [Expectations and Attributes of Governors and Key Principles of Ethical Conduct](#)

**2. Membership & Meeting Schedule:**

- [Schedule of Governing Council meetings for 2014-15](#)
- [Members of the Planning and Budget Committee for 2014-15](#)

**3. Procedures:**

- [Terms of Reference of the Planning and Budget Committee](#)
- [Frequently Asked Questions: Planning and Budget Committee](#)
- Agenda and reports of the Planning and Budget Committee are available on the web at <http://uoft.me/PBwebpage>

**4. Organization**

- [Governing Council Organization charts](#)
- [Staff contact list for the Office of the Governing Council](#)

Thank you.