



UNIVERSITY OF
TORONTO

Welcome

Planning & Budget Committee
Orientation

September 17, 2019

HOW OFTEN DOES THE PLANNING AND BUDGET COMMITTEE MEET? —

The Planning and Budget Committee meets approximately **6 times** per year – once in every 5 to 7 week governance cycle, except for the cycle in which the budget is considered, when additional meetings of the Committee may be scheduled.

WHEN DOES THE PLANNING AND BUDGET COMMITTEE MEET? —

Meetings are normally scheduled on **Wednesday at 4:10 p.m.**

WHERE DOES THE PLANNING AND BUDGET COMMITTEE MEET? —

Meetings are normally held in the **Council Chamber at Simcoe Hall**, Room 214, 27 King's College Circle, St. George Campus.

HOW LONG ARE THE PLANNING AND BUDGET COMMITTEE MEETINGS? —

The meetings are usually completed within **2 hours** of the starting time. If there is insufficient time to discuss some of the "for information" items that appear at the end of an agenda, they can be discussed at the next meeting.

CAN ANYONE ATTEND MEETINGS OF THE PLANNING AND BUDGET COMMITTEE? —

Yes. Meetings are normally held in open session.

HOW MANY MEMBERS CONSTITUTE A QUORUM FOR COMMITTEE MEETINGS? —

The [Terms of Reference](#) specify that one-third of the voting members of the Committee (normally 9) constitute quorum.

WHO SETS THE AGENDA OF THE COMMITTEE? —

An agenda planning group reviews the agenda and documentation before it is sent to the Committee. Members of the group include the Chair, the Vice-Chair, two teaching staff members of the Committee appointed by the Academic Board on the recommendation of the Academic Board Striking Committee, the Committee assessors and the Secretary of the Committee.

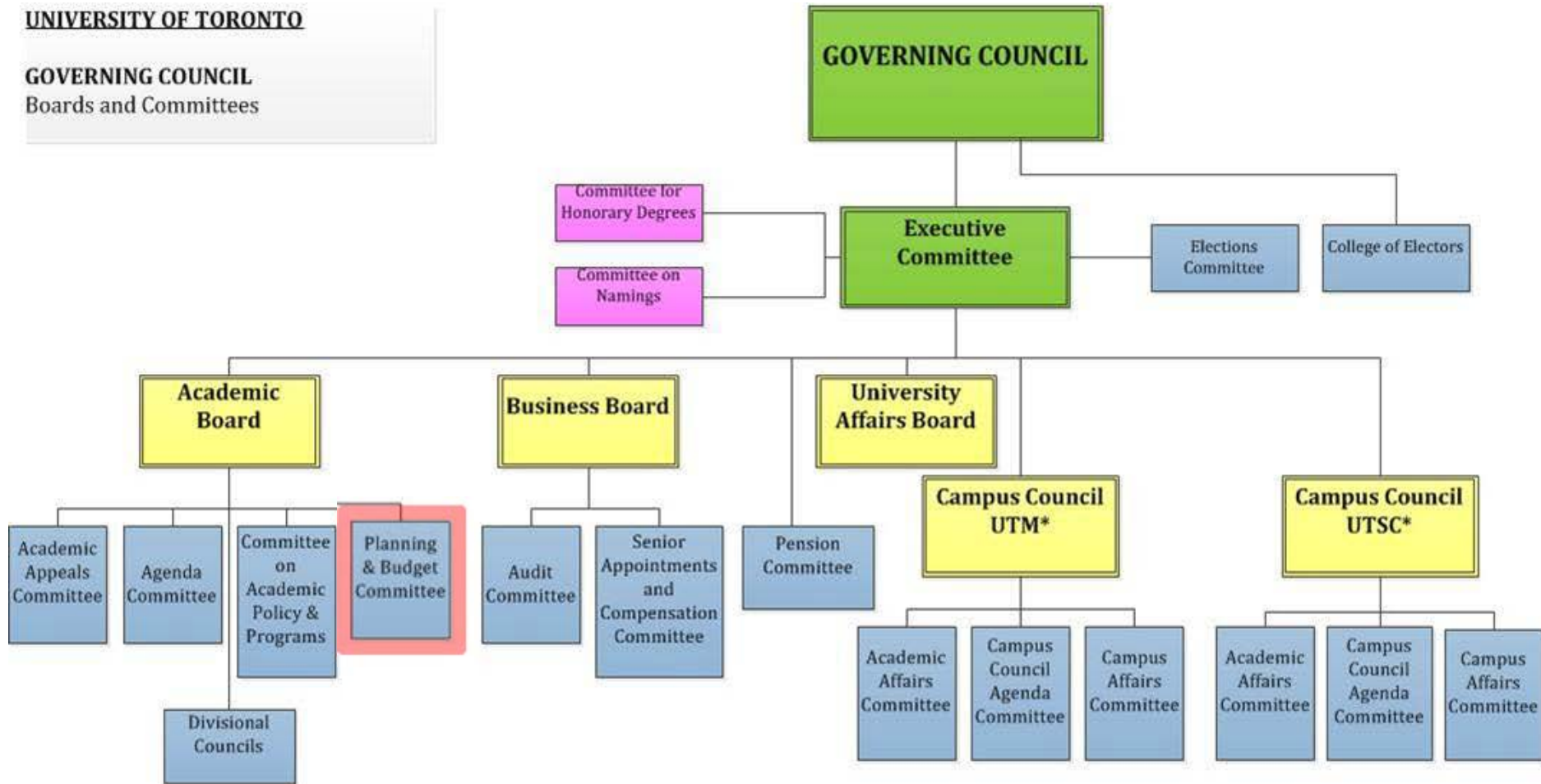
This group considers what business is to come forward, and it makes decisions about what matters are ready to be considered by the Committee and about the order of the agenda. The group may also provide advice about the documentation for the various items.

WHEN IS MEETING DOCUMENTATION AVAILABLE TO MEMBERS? —


Non-confidential meeting material is normally posted on the Governing Council [website](#) one week prior to each meeting. Members are then sent an email message when the meeting documentation is made available on the Boardbooks governance portal. Non-confidential meeting material, including the agenda, is available to the public.

UNIVERSITY OF TORONTO

GOVERNING COUNCIL
Boards and Committees



Governance Overview

STRUCTURE	FUNCTION
Governing Council	<ul style="list-style-type: none">Final approval of major policy and recommendations.
Executive Committee	<ul style="list-style-type: none">Determination of GC agendas and review of committee recommendations to ensure completeness of investigation and consideration (substantive issues not re-debated).
Boards and Campus Councils	<ul style="list-style-type: none">Discussion and consideration of recommendations for approval by the board, or for approval by GC.
 Committees	<ul style="list-style-type: none">Detailed review of proposals and alternatives; consideration of recommendations for approval by the Boards and/or recommendation to the GC.
Administrative Officers	<ul style="list-style-type: none">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.



OFFICE OF THE GOVERNING COUNCIL

Resource Center

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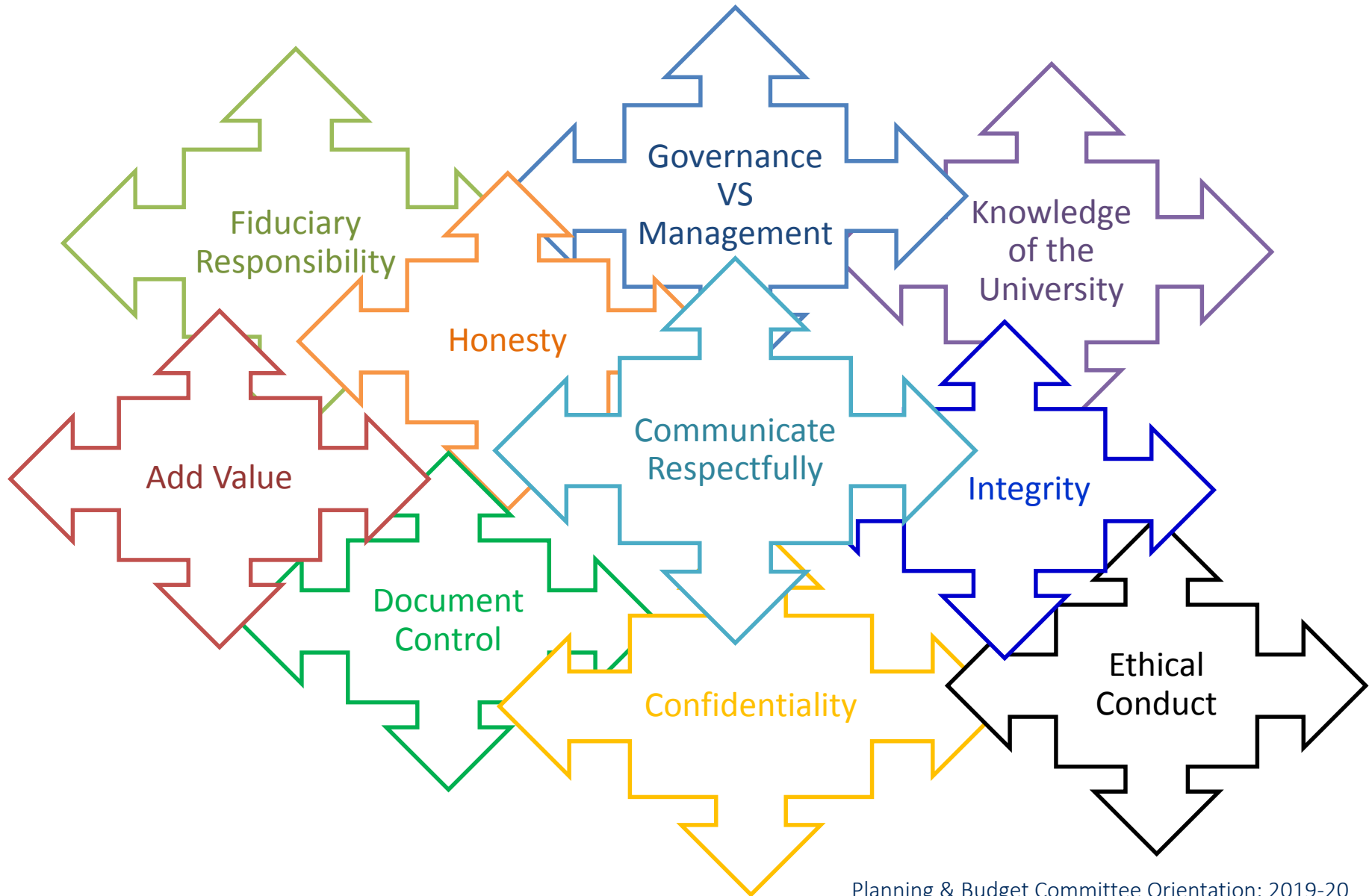
Print

Planning & Budget Committee Resources

- Planning and Budget Committee Resource
- A Quick Reference Guide to the Use of Governing Council Cov...
- Annual Report of the Executive Committee of the CaPS
- Policy on Capital Planning and Capital Projects
- Presidential Assessors to the Planning and Budget Committee
- Principles of Good Governance
- Mandate of Governance
- Expectations and Attributes of Governance and Key Principle...

Governing Council Resources

Expectations and Attributes of Members

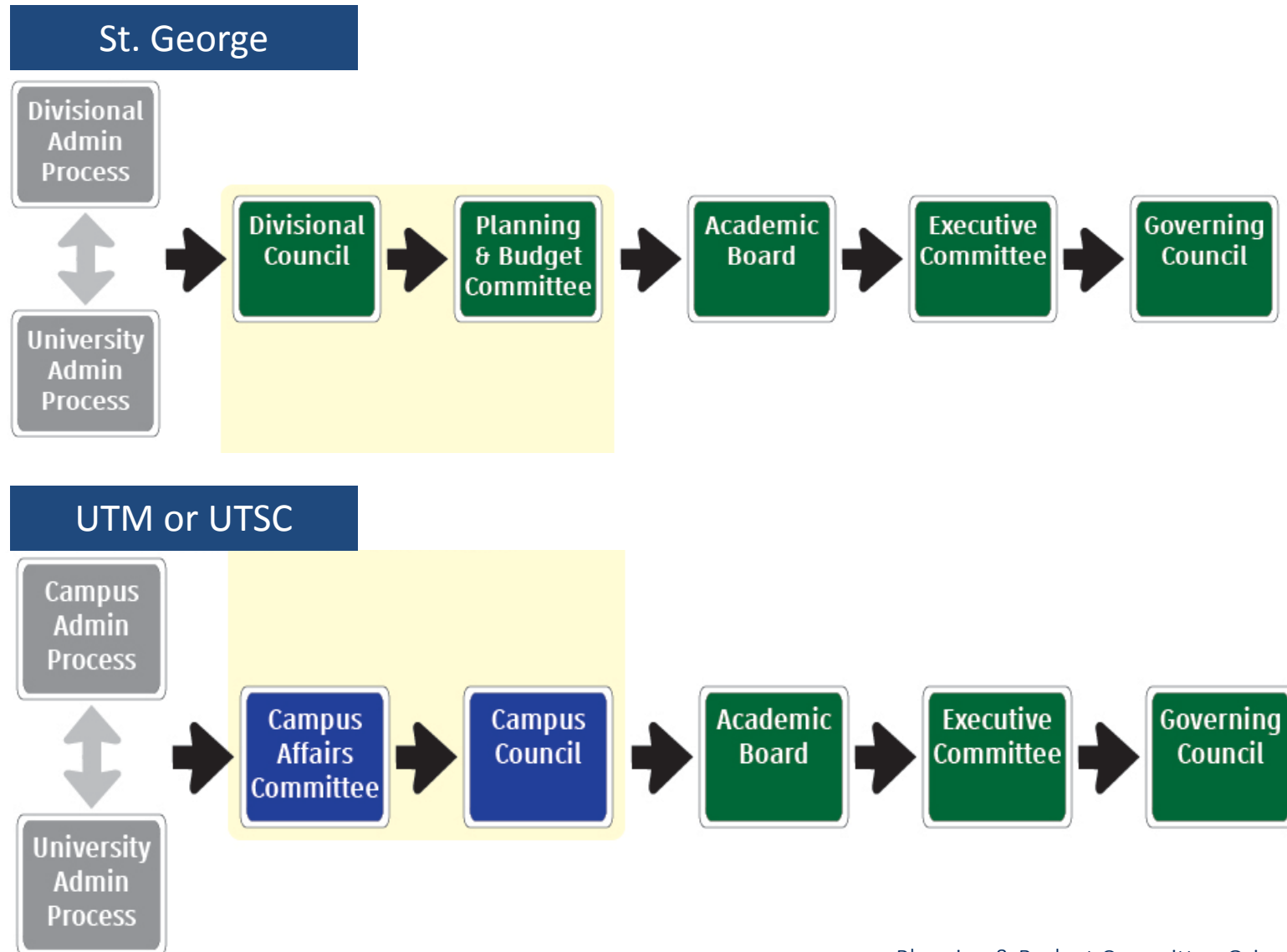


Voting Presidential Assessors to the Committee

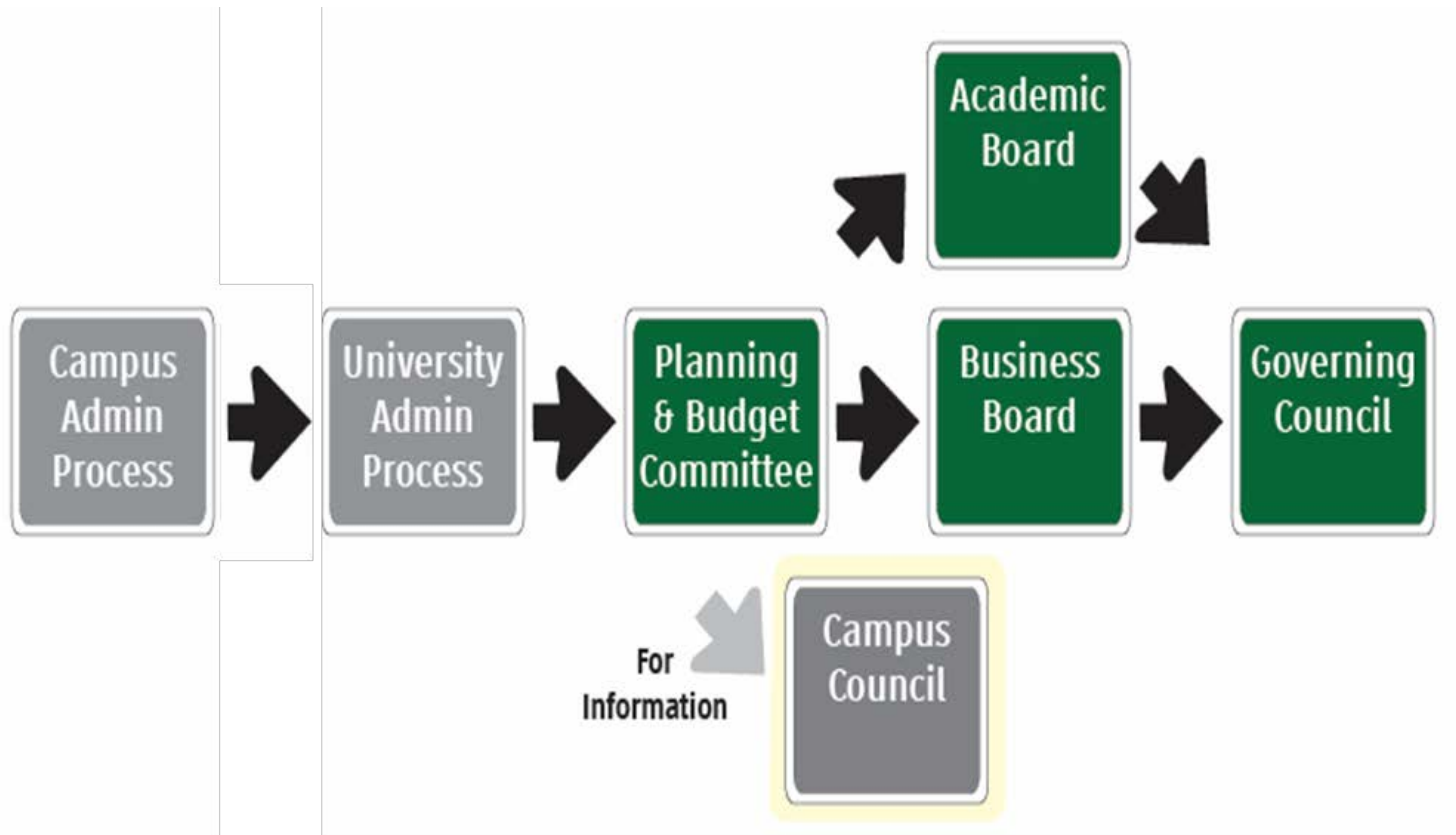
- **Professor Cheryl Regehr – Senior Assessor**
(Vice-President and Provost)
- **Professor Ken Corts***
(Acting Vice-President, University Operations)
- **Mr. Trevor Rodgers**
(Assistant Vice-President, Planning and Budget)

**Professor Ken Corts will serve as Acting Vice-President, Operations for Cycles 1 and 2
Professor Scott Mabury returns January 1, 2020*

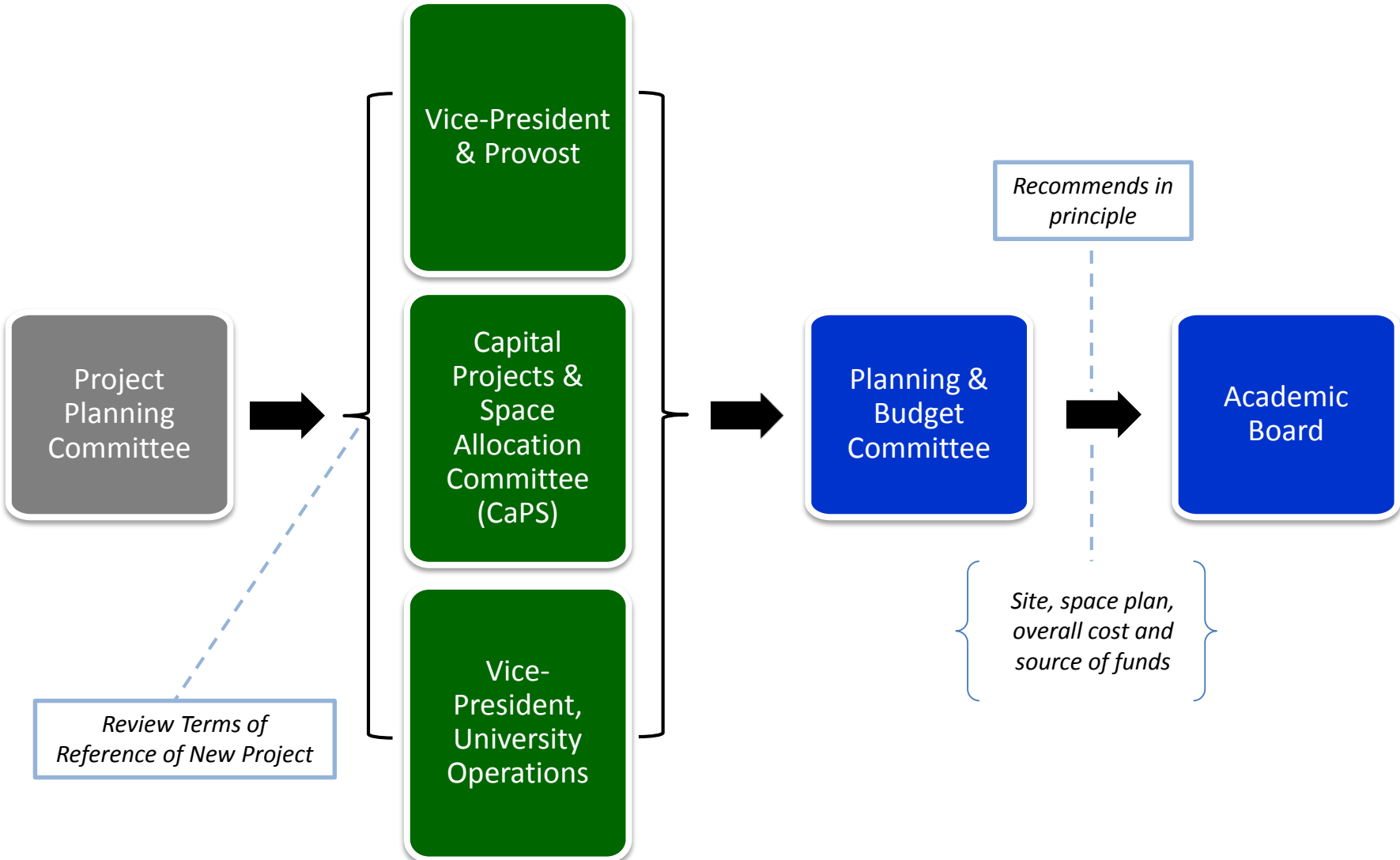
Establishment of An Extra Departmental Academic Unit: A (EDU:A)



Budget - Governance Path



Capital Projects – Governance Path



Capital Projects (*Approval Levels*)

Level 1 Review and Approval

	Campus	Authority	Established by
Level 1: \$100,000 to \$5M	St. George	CaPS	Vice-President, University Operations
	UTM	UTM Space Planning Management Committee	Vice-President and Principal, UTM
	UTSC	UTSC Campus Design and Development Committee	Vice-President & Principal, UTSC




Capital Projects (*Approval Levels*)

Level 2 Review and Approval

	Campus	Oversight	Considered by	Governance Path
Level 2: \$5M - \$20M	St. George	↑	Planning & Budget Committee	Academic Board 'Consent Agenda'
	UTM	Executive Committee of CaPS	Campus Affairs Committee & Campus Council	
	UTSC	↓		Campus Affairs Committee & Campus Council

Capital Projects (*Approval Levels*)

Level 3 Review and Approval

	Campus	Oversight	Considered by	Governance Path
Level 3: \$20M +	St. George	 Executive Committee of CaPS	Planning & Budget Committee	Academic Board 'For Consideration' 
	UTM		Campus Affairs Committee & Campus Council	
	UTSC			Campus Affairs Committee & Campus Council

Cover Sheets

- 1 General
- 2 Header Information
- 3 Sponsor & Presenter
- 4 Jurisdictional Information
- 5 Previous Action Taken
- 6 Highlights
- 7 Recommendation



UNIVERSITY OF
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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

<https://go.boardbooks.com/utoronto>

The screenshot shows a web browser window with the following elements:

- Browser Title Bar:** Current Books - Home - Diligent Boards for University of Toronto
- Navigation Bar:** Log-out, Planning & Budget - Home Page, Planning & Budget Committee (dropdown), Home, Questionnaires, Current Books, Archived Books, Calendar, Contacts, Resources (highlighted in yellow).
- Main Content Area:** UNIVERSITY OF TORONTO OFFICE OF THE GOVERNING COUNCIL. Welcome To University of Toronto. Planning & Budget Committee Diligent Boards. The next Planning & Budget Meeting will be held on Tuesday, September 17, 2019 @ 4:10 p.m.
- Footer:** Diligent Boards, What's New, Help | Need Help? 1-866-262-7326

A blue arrow points to the 'Resources' link in the navigation bar.



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Governing Council Resources



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Planning and Budget Committee

Questions?