



CAPITAL PROJECTS AND SPACE ALLOCATION COMMITTEE (CaPS)

THE EXECUTIVE COMMITTEE OF CaPS (CaPS Exec)

TERMS OF REFERENCE

As of June 2017

1. MEMBERSHIP

1.1 Composition

The Capital Projects and Space Allocation Committee (CaPS) and its Executive Committee (CaPS Exec) provide a two tier review process for proposed capital projects valued at \$100,000 to \$5 million and those \$5 million and above.

1.1.1 Capital Projects and Space Allocation Committee (and comparable committees on the UTM and UTSC campuses)

As delegated by the Vice President University Operations:

On the St. George Campus -

Projects with a value of **between \$100,000 and \$5 million** and all other applications that fall under the responsibility of the Capital Projects and Space Allocation Committee 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

Associate Director, Project Management

Director, Design and Engineering

Director, Project Development

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

Director, Ancillary Services

Director, Office of Space Management

Director, Enterprise Infrastructure Solutions, Information & Technology Services

Director, Institutional Initiatives, Research Services

Chief Administrative Officer, OISE/UT

Chief Administrative Officer, School of Continuing Studies

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

Chief Administrative Officer, Faculty of Kinesiology and Physical Education

Manager, Capital Projects, Rotman School of Management

Manager, Capital Projects and Planning, UofT Libraries

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Executive Secretary: Business Officer, Campus and Facilities Planning
As required a representative from an unrepresented Faculty with a CaPS application.

On the UTM and UTSC campuses -

Authority to approve projects with a value less than \$5 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 as appointed by the Principal and Vice-President of the respective campus.

All projects at UTM and UTSC which fall within this category are to be reported annually, in June, to CaPS for information.

1.1.2 Executive Committee of the Capital Projects and Space Allocation Committee

The Executive committee of CaPS will provide advice in the form of written reports on all Level 2 capital projects, those with a value of between \$5 million and \$20 million and all Level 3 projects, those with a value over \$20 million to the Vice President and Provost and the Vice President, University Operations. The Planning and Budget Committee will consider projects at the St. George campus and the respective Campus Affairs Committees and Campus Councils will consider projects at University of Toronto Mississauga and University of Toronto Scarborough and recommend them to the Academic Board for consideration.

The Executive Committee of CaPS will have 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.

Vice President, University Operations (Chair)
Chief, University Planning, Design and Construction
Vice-Provost, Academic Programs
Assistant Vice President, Facilities and Services
Director, Campus and Facilities Planning
Director, Project Development
Director, Project Management
Executive Director, Planning and Budget
Chief Financial Officer
Executive Secretary: Business Officer, Campus and Facilities Planning

Dean of Faculty, or designate, as required
Principal, UTM, or designate, as required
Principal, UTSC, or designate as required

2. QUORUM

50% or more of the members of each group.

3. AREAS OF RESPONSIBILITY

3.1 Vice President University Operations

The VP 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 \$5 million (with the Vice President and Provost)
- Capital projects under \$20 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)

On the St. George Campus, 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 \$5 million. CaPS is further responsible to review and assess all applications for space allocations, reorganization or change of use.

Terms of Reference for CaPS:

- a) Reviews and approves all new construction, alteration and renovation projects costing between \$100,000 and \$5 million on the St. George campus.
- b) Reviews and approves all space allocations and changes of use. When space is to be released, the faculty is responsible to ensure it is unoccupied and empty of furniture and equipment. When appropriate, an Environmental Health and Safety assessment should be submitted to CaPS.
- c) Reviews proposals or requests to alter campus open spaces.
- d) Reviews policy, proposals and priorities for allocation and management of space on the St. George campus and reports through CaPS Executive to the Vice-President, University Operations and the Vice President and Provost.
- e) Reviews priorities for the annual allocation of provincial Facilities Renewal Funds (FRP) and other comparable funds provided by the Ministry of Training, Colleges and Universities and other ministries, federal and provincial, for projects costing less than \$5 million.
- f) Receives current and upcoming planned deferred maintenance projects for information and feedback from the Committee on an annual basis. These projects are funded through the UofT operating budget.
- g) Establishes criteria and sets priorities for design under the jurisdiction of the AVP University Planning, Design and Construction.
- h) Reviews proposals for signage on University buildings and property at the St. George campus.

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- i) Reviews policies and rate schedules for the commercial and other third party use of University space and facilities on the St. George Campus.
- j) Reviews proposals, procedures, and systems for maintaining space inventories.
- k) Reviews policies for filming on University premises.
- l) Review proposals for changes to services provided by internal groups including by Project Management, Design and Engineering and Property Management.
- m) Receives for information only, Project Planning Reports for projects with a total project cost over \$5 million. CaPS may provide 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 \$5 million, undertaken on all three campuses of the University of Toronto.

3.3 Executive Committee - CaPS

The Executive Committee is responsible for:

- a) Receiving, reviewing and approving the Membership and Terms of Reference for Project Planning Committees for all projects expected to have a Total Project Cost of \$5 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 submitted to the Office of the Governing Council for information and posted on its website
- b) Reviewing all capital projects with an estimated TPC of \$5 million and above providing a written report with recommendations to the Vice President and Provost and Vice President University Operations. On the joint recommendation of the Vice President and Provost and the Vice President, University Operations:
 - Capital projects over \$5 million and up to \$20 million will be considered by the Planning and Budget Committee or the relevant committees at UTM and UTSC. It is expected that such projects will be confirmed by the Executive Committee of the Governing Council.
 - Capital projects over \$5 million and up to \$20 million of any value requiring financing as part of the funding, must be considered by the Business Board for approval of their execution.
 - Capital projects \$20 million and above must be considered by the appropriate Boards and Committees. Normally, they will require approval of the Governing Council. Execution of such projects is approved by the Business Board.

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- c) Reviewing Interim Reports of Project Planning Committees with an expected total project cost \$5 million and greater to ensure integration with overall institutional priorities and that capital plans of divisions are thoroughly vetted.
- d) Upon review of an Interim Project Planning Report, approving applications with a TPC below \$5 million for expenditures such as feasibility studies or consultants related to projects with an anticipated overall value of \$5 million and over prior to their submission to Governance for final project approval.
- e) Reporting annually, for information, to the Planning and Budget Committee of the Academic Board on approved capital projects less than \$5 million.

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.