

CAPITAL PROJECTS AND SPACE ALLOCATION COMMITTEE (CaPS)

THE EXECUTIVE COMMITTEE OF CaPS (CaPS Exec) TERMS OF REFERENCE As of October, 28 2021

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 and up to \$10 million, and those valued at \$10 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 Operations and Real Estate Partnerships:

On the St. George Campus -

Projects with a value of **between \$100,000 and up to \$10 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:

- Chief, University Planning, Design and Construction, (Chair) or as designated by the Vice President, Operations and Real Estate Partnerships
- Managing Director, University Planning
- 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, Capital Accounting
- Manager, Budget Administration and Institutional Planning, Planning and Budget Office
- Assistant Vice-President, Ancillary Services
- Director, Learning and Space Management
- Director, Enterprise Infrastructure Solutions, Information & Technology Services
- Divisional Chief Administrative Officers or delegates (normally three)
- Divisional Planning staff (normally five)
- Director, Institutional Initiatives, Research Services
- Executive Secretary: Business Officer, University Planning

As required a representative from an unrepresented Faculty with a CaPS application will attend to present to the CaPS Committee.

On the UTM and UTSC campuses -

Authority to approve projects with a value less than \$10 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 cost of between \$10 million and \$50 million and all Level 3 projects, those with a cost in excess of \$50 million to the Vice President and Provost and the Vice President, Operations and Real Estate Partnerships. 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, as follows:

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

Project proponents will represent their projects in seeking approvals from the CaPS Executive Committee.

2. QUORUM

50% or more of the members of each group.

3. AREAS OF RESPONSIBILITY

3.1 Vice President Operations and Real Estate Partnerships

The Vice President Operations and Real Estate Partnerships (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
- All capital projects over \$10 million (with the Vice President and Provost), as well as projects under \$10 million where borrowing is required
- 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 up to \$10 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 up to \$10 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, Operations and Real Estate Partnerships 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 Colleges and Universities and other ministries, federal and provincial, for projects costing less than \$10 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.
- 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 \$10 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 \$10 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 \$10 million or more.
- b) Reviewing all capital projects with an estimated Total Project Cost (TPC) of \$10 million and above providing a written report with recommendations to the Vice President and Provost and Vice President Operations and Real Estate Partnerships. On the joint recommendation of the Vice President and Provost and the Vice President, Operations and Real Estate Partnerships:
 - Capital projects over \$10 million and up to \$50 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 of any value requiring financing as part of the funding, must be considered by the Business Board for approval of their execution.
 - Capital projects \$50 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.

- c) Reviewing Interim Reports of Project Planning Committees with an expected total project cost \$10 million and greater to ensure integration with overall institutional priorities and that capital plans of divisions are thoroughly vetted.
- d) As per Capital Planning and Capital Projects Policy dated October 28, 2021, under 2.c. Project Approvals, ‘...costs may be incurred by the Administration prior to seeking Capital Project approval for the purposes of preliminary schematic and/or design development, preparation of tender materials, or in preparatory work to prepare a governance package. Pre-approval costs are typically within 5-10% of the anticipated Total Project Costs.’
- e) Approval of cumulative project budget increases up to 10% of the original Total Project Cost, to a maximum of \$30 million, are within the authority of the Vice-President, Operations and Real Estate Partnerships, and do not require further review by CaPS Executive.
- f) For cumulative budget increases over 10% of the original Total Project Cost or over \$30 million, to a maximum of \$50 million, a meeting will be held of the Chairs and Vice-Chairs of the applicable governance bodies (Committees, Campus Councils, Boards) that recommended the Capital Project for approval following review and recommendation by CaPS Executive. This *ad hoc* body has authority to determine whether the revised Total Project Cost should be brought back through the full governance path for approval or to approve the project budget increase. The decision of this *ad hoc* body will be reported for information to the next meeting of the Executive Committee of the Governing Council.
- g) Reporting annually, for information, to the Planning and Budget Committee of the Academic Board on approved capital projects less than \$10 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.

Governing Council Approval Track

| | CaPS | CaPS Exec | Planning & Budget | Academic Board | University Affairs Board | Business Board | Governing Council |
|--|----------------------|---|---|---|---|---|-------------------------------------|
| Projects < \$10M | Approval* | | | | | | |
| Projects \$10M-\$50M | For information only | Review and Recommend to VP and VP/Provost | Consider and Recommend to Academic Board** | On Consent Agenda, Approve Subject to Confirmation by the Executive Committee | On Consent Agenda, Concur with Recommendation of Academic Board *** | In Camera Consider and Approve for Execution, Approve if financing required | Confirmation by Executive Committee |
| Projects >\$50M | For information only | Review and Recommend to VP and VP/Provost | Consider and Recommend to Academic Board ** | Consider and Recommend to GC | Consider and Concur with Recommendation of Academic Board *** | In Camera Consider And Approve for Execution, Approve if financing required | Consider and Approve |
| <p>*Committees at UTSC and UTM are responsible for campus specific approvals under \$10M **Campus Affairs and Campus Councils at UTSC and UTM are responsible for considering and recommending campus specific projects, \$10M and over, to Academic Board ***Capital Projects within its area of responsibility Consider = On the main meeting agenda for full detailed discussion Consent = Agenda items are given individual consideration only if a member so requests</p> | | | | | | | |