

CAPITAL PLANNING COMMITTEE

Terms of Reference

1.0 BACKGROUND

Each year, TRU is required to update its 5-year Capital Plan for the Ministry of Advanced Education (AVED). Normally, the plan includes 3-7 capital projects that meet the University's strategic priorities for new space for students, teaching and research; for reducing deferred maintenance and for improving sustainability. The 5-year Capital Plan forms the basis for capital funding asks from AVED. The 5-year Capital Plan is to be renewed and refreshed on an annual basis. Projects funded by AVED from the previous 5-year Capital Plan including the Old Main redevelopment (Law School – 3rd and 4th floors); as well as the Industrial Trades and Technology Building (funding approved July 2016). Remaining on the current 5-year Capital Plan is the Nursing and Population Health Building.

2.0 MANDATE

The purpose of the Capital Planning Committee is to provide recommendations to the President on which projects should be included in the 5-year Capital Projects Plan. The 5-year Capital Projects Plan will be used by the Space Management Committee to guide short and long term space planning decisions.

3.0 MEMBERSHIP AND OPERATIONS

3.1 The Voting Membership of the Committee will be comprised of the following:

- Vice-President Administration and Finance – Committee Co-Chair
- Provost and Vice-President Academic – Committee Co-Chair
- Student Representatives (2)
- Senate Representatives (2)
- AVP - Research
- Dean – Student Development
- AVP – HR & Planning
- Board of Governors Representative (1)

3.2 Resource Persons to the Committee (non-voting) will consist of:

- Director – Capital Projects
- Director - Facilities
- Director – Office of Sustainability

3.3 Other supports for the Committee to be called upon as needed include:

- Finance
- Research Office
- Institutional Planning and Effectiveness
- Registrar's Office
- Registrar's Office
- Ancillary Services

3.4 The Co-Chairs will rotate as Chair on an annual basis.

- 3.5 A majority of Committee members is required to pass a motion. In the event of a tie, the Chair may cast a second vote to break the tie.
- 3.6 A quorum will consist of the Chair and three (3) Committee members.

4.0 DUTIES AND RESPONSIBILITIES

- 4.1 Provide leadership, guidance and direction on the development of TRU's 5-Year Capital Projects Plan to ensure that approved projects meet TRU's strategic priorities and addresses deficiencies in space, deferred maintenance and/or sustainability.
- 4.2 Develop a criteria for assessing proposed projects.
- 4.3 Review the TRU Campus Master plan as well as space, sustainability, and deferred maintenance reports and various external consulting reports that impact capital planning decisions.
- 4.4 Review project proposals for inclusion in the 5-Year Capital Plan.
- 4.5 Recommend a 5-Year Capital Plan to the President on an annual basis.

5.0 ACCOUNTABILITY

- 5.1 The Committee Chair will call Project Steering Committee meetings; approve agendas; provide direction as required to the membership regarding committee responsibilities; issue and approve agendas and meeting minutes; and, as required, request independent advice on different aspects of project proposals.
- 5.2 The Committee will make its recommendations to the President.
- 5.3 AVED requires that the 5-year Capital Projects Plan be approved in principle by the University Board of Governors.

6.0 MEETINGS

- Frequency of Meetings: The Committee will hold regular monthly meetings or at the call of the Chair. The schedule of meetings will be set in advance and adhered to.
- Time and Duration: 1-2 hours
- Agenda/Minutes: The Chair will be responsible for drafting the agenda, minutes, and relevant attachments for distribution.