

# College Budget Committee

## Terms of Reference



November 2018

## 1. Role of the Committee

- 1.1. The Committee will assess the capacity of each submitted budget plan and priority to meet the University of Guelph's academic mission, strategic priorities and ongoing investments.
- 1.2. The Committee shall facilitate the communication and understanding to the University community of the financial capacity of Colleges to fulfill budget resourcing requirements.
- 1.3. The Committee shall review budget plans and priorities from each College to advise the Provost and President on recommended budget allocation.

## 2. Membership

### 2.1. Members

- 2.1.1. Standing: Provost & Vice-President Academic (Chair)  
Executive Director, Budget and Financial Planning (Co-Chair)  
Dean, College of Arts  
Dean, College of Biological Science  
Dean, College of Business and Economics  
Dean, College of Engineering and Physical Sciences  
Dean, College of Social and Applied Human Sciences  
Dean, Ontario Agricultural College  
Dean, Ontario Veterinary College
- 2.1.2. Resource: Assistant Vice President, Graduate Studies  
Vice-Provost, Student Affairs  
Assistant Vice President, Institutional Analysis and Research
- 2.1.3. Admin: Assistant to the Executive Director, Budget and Financial Planning

### 2.2. Term of Membership

- 2.2.1. Standing members are appointed to the Committee for the duration of their appointment to the position qualifying for Committee membership.
- 2.2.2. At the discretion of the Committee Chair, membership is subject to change.

### 2.3. Chair

- 2.3.1. The Committee Chair is the appointed Provost & Vice-President Academic as the Chief Operating Budget Officer for the institution.

### 3. Meeting Frequency

- 3.1. The Committee shall meet with respective budget planning unit leaders between late February to early March. At the discretion of the Committee Chair, additional meetings may be called. Furthermore, the Committee Chair must be present for the meetings.
- 3.2. At the discretion of the Committee Chair, the context of discussion may be subject to confidentiality.
- 3.3. Delegation of attendance to committee meetings will not be permitted.

### 4. Supporting Documents and Standard Forms

#### 4.1. Standard Budget Submission Forms

- 4.1.1. The primary mandate of the Committee is to review the fiscal sustainability of budget plans. The *Budget Plan form* outlines a unit's current fiscal year budget spend with projection for the following fiscal year.
- 4.1.2. A secondary mandate of the Committee will be to assess identified major priorities brought forward to supplement budget plans that address gaps. At the discretion of the Committee Chair, certain requests may not be presented to the Committee due to their narrow institutional scope and/or impact. This will ensure the Committee can function efficiently.

#### 4.2. Supporting Documents

- 4.2.1. Reports will be provided through the Budget and Financial Planning Office to support Committee recommendations. Other reports may also be provided by other units as requested by the Committee.

### 5. Budget Planning Units Subject to the College Budget Submission Process

- 5.1. The following units will be required to submit budget plans and priorities:

College of Arts  
College of Biological Science  
College of Social and Applied Human Science  
College of Business and Economics  
Ontario Agricultural College  
Ontario Veterinary College  
College of Engineering and Physical Science

5.2. The following units will **not** be required to submit budget plans and priorities:

5.2.1. Units

University of Guelph-Humber<sup>1</sup>

OMAFRA/U of Guelph<sup>2</sup>

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<sup>1</sup> University of Guelph-Humber operations shall be reflected by the activities within the budget planning units

<sup>2</sup> The responsibilities and budget cycle for OMAFRA undergoes an earlier budgeting exercise which yields a predetermined budget for related research and operations. It is expected that the College submissions will speak to OMAFRA related activities as appropriate