

# University of Guelph 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 strategic agenda and ongoing investments.
- 1.2. The Committee shall facilitate the communication and understanding to the University community of the University's financial capacity to fulfill budget resource allocation.
- 1.3. The Committee shall review budget plans and priorities from each Major Division and Key Planning Group to advise the Provost and President on recommended budget allocation.

## 2. Membership

### 2.1. Members

- 2.1.1. Standing: Provost & Vice-President Academic (Chair)  
Vice-President Finance, Administration & Risk  
Executive Director, Budget and Financial Planning
- 2.1.2. Academic: 2 College Deans
- 2.1.3. Resource: Vice-Provost, Student Affairs  
Associate Vice-President, Finance  
Director, OMAFRA/U of Guelph Agreement & Research Programs  
Assistant Vice President, Institutional Analysis and Research
- 2.1.4. 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. Academic members are self selected by the College Deans to serve a two (2) year term on the Committee.
- 2.2.3. 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 and early March. At the discretion of the Committee Chair, additional meetings may be called.
- 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 University of Guelph Budget Plan Submission Process

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

### 5.1.1. Budget Planning Units

President Central Offices  
Heritage

Athletics  
Computing and Communication Services  
Co-op and Experiential Learning  
Graduate Studies  
Library  
Open Learning and Educational Support  
Provost Central Offices  
Registrar  
Student Affairs  
Housing

Alumni Affairs & Development  
Communications and Public Affairs  
Government and Community Relations

Financial Services  
Human Resources  
Physical Resources  
VP FAR Central Offices  
Hospitality

AVP Research  
VP Research

### 5.1.2. Committees / Groups<sup>1</sup>

IT Governance  
Strategic Enrolment Management  
Capital Planning<sup>2</sup>

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<sup>1</sup> Other Committees and Groups may be notified as required. IT Governance and SEM will not report in 2019 2020 planning year.

<sup>2</sup> Capital Planning cycle and Board approval is earlier than the Operating planning cycle. Hence, the Capital Planning submission for operating budget requirements will proceed sooner than other budget planning units

5.2 Departments within each Budget Planning Unit sorted by the Reporting VP/President:

<b>VP Research</b>
AVP Research
AVP Research
<b>VP Research</b>
Advanced Analysis Centre
Arrell Food Institute
AVP Research Agri-Food
Biodiversity
Research Communications
Research Innovation Office
<b>VP Finance, Admin &amp; Risk</b>
Financial Services
Financial Services
<b>Hospitality</b>
Hospitality
<b>Human Resources</b>
Human Resources
<b>Physical Resources</b>
Parking Services
Physical Resources
<b>VP FAR Central Offices</b>
Audit Services
Campus Community Police and Fire
VP Administration
<b>VP External</b>
Alumni Affairs & Development
Alumni Affairs & Development
Communications and Public Affairs
Communications and Public Affairs
University and Community Relations
University and Community Relations
<b>Provost &amp; VP Academic</b>
Athletics
Athletics
<b>Computing and Communication Services</b>
Computing and Communication Services
<b>Co-op and Experiential Learning</b>
Co-op Educational Services
Experiential Learning

<b>Provost &amp; VP Academic Continued</b>
Graduate Studies
Graduate Studies
<b>Housing</b>
Housing
<b>Library</b>
Library
<b>Open Learning and Educational Support</b>
Opening Learning and Educational Support
<b>Provost Central Offices</b>
AVP Academic
Budget and Financial Planning Office
Faculty and Staff Relations
Institutional Analysis and Research
Provost / VP Academic
<b>Registrar</b>
Registrar
<b>Student Affairs</b>
Child Care Operations
Student Affairs
Student Life
Student Life Enhancement
Student Wellness Services
<b>President</b>
Heritage
Heritage
<b>President Central Offices</b>
Diversity and Human Rights
Office of Legal Council
President's Office
University Secretariat