President’s Budget Committee
Terms of Reference
2019-2020

Purpose
The President’s Budget Committee oversees the development, planning and oversight of the university’s budget. The President’s Budget Committee (PBC) will meet semi-monthly to discuss various aspects of the budget. Special meetings will be called by the Chair as required. The PBC will liaise with Deans’ Council which will act as the Budget Advisory Committee for the University and which will provide advice and confirm recommendations on various aspects of the budget. The PBC will also confirm alignment with the academic strategic priorities of the University and with the Integrated Strategic Plan.

The PBC will support the President in developing recommendations related to budget. Deans’ Council will act in an advisory capacity. The President is the final decision-making authority of budget decisions. The PBC develops an annual budget for recommendation to the Board.

Members
President (Chair)
Vice-President, Resources and People
Provost and Vice-President, Academic
Vice-President and General Counsel
Vice-President, University Relations
Associate Vice-President, Finance and Chief Financial Officer
Associate Vice-President, Human Resources
Vice-Provost

Resources: Chief of Staff, Office of the President
Director, Budget and Resource Planning
Associate Vice-President, Planning & Analysis and Registrar

Recording Duties: Office of the Vice-President, Resources and People

Responsibilities
1. To assist the President in the development and implementation of the annual budget planning process by:
   1.1. Providing advice on the development and timelines of the annual planning process.
   1.2. Providing support throughout implementation by reviewing budget priorities, notice of intents, and proposals prior to going to Deans’ Council.
   1.3. Sharing strategic priorities with General Faculties Council to confirm alignment with academic priorities.
   1.4. Developing recommendations for the President on priorities for funding.
2. To assist the President with in-year budget items including:
   2.1. Reviews of quarterly forecasts and the status of the University’s financial situation as needed.
   2.2. Reviews of in-year budget priorities, notice of intents, and proposals prior to going to Deans’ Council.
   2.3. Recommendations for approval of in-year transfer requests over $50,000 between departments.
   2.4. Recommendations for approval of in-year transfer requests over $50,000 from contingency funds.
   2.5. Recommendations on priorities for funding.
   2.6. Advice on other emerging issues as required.
To assist the President in the development of a future budget model by:

2.7. Bringing an understanding to the table of various budget models to determine the best approach for a future university budget model.
2.8. Gathering and modeling data in support of deciding on future budget directions.
2.9. Supporting the implementation of a new model and evaluate its success.
2.10. Development of responses to the Ministry on a new funding model and the implementation of that model.
2.11. Recommending for approval processes for budget planning, including templates and other supporting materials.

3. The focus of the President’s Budget Committee is to discuss and develop recommendations related to budget. Informational reports should be distributed in writing prior to the meetings of the PBC, so that meetings can be used to engage in more strategic discussions and planning.

Office of Record
The Office of the Vice-President, Resources and People is administratively responsible for the operation of PBC including meeting coordination, issuing agendas, record keeping, and communication.

Operating Procedures
- The President may delegate the role of Chair for extended periods of time.
- Meetings are held bi-weekly, but meetings will be scheduled as deemed necessary by the Chair.
- Non-members may be invited to attend meetings as expert resources or to present as deemed necessary by the Chair.
- No substitute members.
- All agenda items must be submitted one week in advance of a meeting to the Office of the Vice-President, Resources and People.
- All agenda items and funding requests must include a briefing note. Late submissions or incomplete briefing notes will not be accepted and will be deferred to the following meeting.
- Any funding request over $150,000 must include both a briefing note and a business case. Incomplete briefing notes and/or business cases will not be accepted and will be deferred to the following meeting.
- Any agenda items or materials that are of a confidential nature should be marked accordingly.
- Additional supporting materials may be required as deemed necessary by the Chair.
- Decision and approval is by consensus, however a vote can be taken and recorded at the request of the Chair.
- Decisions and action items are recorded after each meeting on an action/decision log and will be distributed by the Chair. Decisions and action items made at each meeting will be monitored and maintained by the Chair as a complete record.

Amendment, Modification or Variation
PBC will review its Terms of Reference every twelve (12) months to assess membership, strategic and operational effectiveness, and alignment with the priorities of the University.

References and Appendices
Appendix 1 – PBC Briefing Note Template
Appendix 2 – PBC Business Case Template

Last revised on: July 16, 2019