

The following Motions and Documents were considered by the Board Finance and Property Committee during the Open Session of its September 25, 2018 meeting:

Agenda Title: **Land disposition: Long-Term Lease (Utility Right-of-Way) - Mattheis Ranch**

APPROVED MOTION THAT the Board Finance and Property Committee recommend that the Board of Governors:

- a) approve, on terms and conditions acceptable to the Vice-President (Facilities and Operations), the disposition via long-term lease of approximately 3.65 acres of land contained within the parcel legally described as L.S. 6 Sec. 18 Twp. 22 Rge. 14 W4M located in the county of Newell, Alberta within the University of Alberta's Mattheis Ranch; and
- b) make an application to the Minister of Infrastructure for the required approval from the Lieutenant Governor in Council for the granting of the disposition via long-term lease.

Final Recommended Item: 4b.

Agenda Title: **Land disposition: Long-Term Lease (Utility Right-of-Way) - University of Alberta Botanic**

APPROVED MOTION THAT the Board Finance and Property Committee recommend that the Board of Governors:

- a) approve, on terms and conditions acceptable to the Vice-President (Facilities and Operations), the disposition via long-term lease of approximately 0.28 acres of land contained within a parcel legally described as Lot D, Plan 7722357 located in the County of Parkland within the University of Alberta Botanic Garden
- b) make an application to the Minister of Infrastructure for the required approval for the Lieutenant Governor in Council for the granting of the disposition via long-term lease.

Final Recommended Item: 4c.

Agenda Title: **Approval of 2018-19 Committee Workplan (with *Terms of Reference* for information)**

APPROVED MOTION THAT the Board Finance and Property Committee, acting with delegated authority of the Board of Governors, approve the Committee's 2018-19 Workplan, as set forth in Attachment 1.

Final Item: 5.

OUTLINE OF ISSUE
Action Item

Agenda Title: **Land disposition: Long-Term Lease (Utility Right-of-Way) - Mattheis Ranch**

Motion: THAT the Board Finance and Property Committee recommend that the Board of Governors:

- a) approve, on terms and conditions acceptable to the Vice-President (Facilities and Operations), the disposition via long-term lease of approximately 3.65 acres of land contained within the parcel legally described as L.S. 6 Sec. 18 Twp. 22 Rge. 14 W4M located in the county of Newell, Alberta within the University of Alberta's Mattheis Ranch; and
- b) make an application to the Minister of Infrastructure for the required approval from the Lieutenant Governor in Council for the granting of the disposition via long-term lease.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Facilities and Operations – Real Estate Services
Presenter	Andrew Sharman, Vice-President (Facilities and Operations)

Details

Responsibility	Vice-President (Facilities and Operations)
The Purpose of the Proposal is (please be specific)	To seek approval for the disposition of approximately 3.65 acres of land via long-term lease to Torxen Energy.
The Impact of the Proposal is	The long-term surface lease will allow Torxen Energy to drill a gas well on the University of Alberta's Mattheis Ranch. The lease will have no meaningful impact on teaching or research objectives and will result in a small amount of annual revenue.
Replaces/Revises (e.g., policies, resolutions)	N/A
Timeline/Implementation Date	2019
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	As in all land dispositions, following the approval of the Lieutenant Governor in Council, formal negotiations with Torxen can commence.
Supplementary Notes and context	N/A

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<u>Those who have been informed:</u> <ul style="list-style-type: none"> • Faculty of Agriculture, Life, and Environmental Sciences
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> • PEC-O: September 6, 2018
	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> • Vice-President, Facilities and Operations • Associate Vice-President, Planning & Project Delivery • Director, Real Estate Services
Approval Route (Governance)	Board Finance and Property Committee – September 25, 2018

(including meeting dates)	(recommendation) Board of Governors – October 12, 2018 (approval)
Final Approver	Board of Governors

Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p><u>Institutional Strategic Plan - For the Public Good</u> <i>Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all.</i> 23. OBJECTIVE: <i>Ensure that the University of Alberta’s campuses, facilities, utility, and information technology infrastructure can continue to meet the needs and strategic goals of the university.</i> <i>i. Strategy: Secure and sustain funding to plan, operate, expand, renew, and optimize the use of campus infrastructure to meet evolving teaching and research priorities.</i></p> <p><u>Long Range Development Plan</u></p>
<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p><u>Post-secondary Learning Act</u> <i>Post-secondary Learning Act (PSLA), Section 67(1.1) A board shall not, without the prior approval of the Lieutenant Governor in Council,</i> <i>a) sell or exchange any interest in land, other than donated land, that is held by and being used for the purposes of the board, or</i> <i>b) lease for a term that exceeds five years any land held by the board unless the lease is to a person that will use the land for the purpose of providing support services to the students, faculty or staff of the public post-secondary institution.</i></p> <p><u>BFPC Terms of Reference – Sections 3 and 4 state:</u> 3. <u>MANDATE OF THE COMMITTEE</u> <i>Except as provided in paragraph 4 and in the Board’s General Committee Terms of Reference, the Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to all strategic and significant financial and property matters and policies of the University. The Committee shall also consider any other matter delegated to the Committee by the Board.</i> <i>Without limiting the generality of the foregoing, the Committee shall:</i> <i>g) review and recommend to the Board the acquisition or disposition of real property as determined by the Board approved Real Property Compliance Policy</i></p> <p>4. <u>LIMITATIONS ON DELEGATION BY THE BOARD</u> <i>The general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee set out in paragraph 3, the Board shall:</i> <i>g) approve the acquisition or disposition of real property as determined by the Board approved Real Property Compliance Policy.</i></p> <p><u>UAPPOL: Real Property Compliance Policy, Real Property Acquisition Procedure, Real Property Disposition Procedure:</u></p>

	https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Real-Property-Compliance-Policy.pdf
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Attachments:

1. Briefing Note (1 page)
2. Google Aerial (1 page)
3. Board Resolution (1 page)

Prepared by:

R. Craig Moore
Director, Real Estate Services
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Telephone: 780-492-4164



Briefing Note

Board Finance and Property Committee – September 25, 2018
Real Estate Services
Facilities and Operations

Land disposition: Long-Term Lease (Utility Right-of-Way) - Mattheis Ranch

Background

Torxen Energy Ltd. (Torxen) has approximately 100 well site surface leases transiting the University of Alberta's Mattheis Ranch. These leases, all of which are for an industry-standard term of 25 years, were inherited when the U of A when it assumed ownership of the ranch in 2010.

Torxen has requested a new surface lease, which is the first such request made of the U of A. Since this requested lease term would also be for 25 years, approval of the Lieutenant Governor in Council is required.

Request

Per section 67 of the Post-secondary Learning Act, disposition of land via long-term lease (exceeding five years) requires the approval of the Lieutenant Governor in Council. Accordingly, to enter into a 25-year lease with Torxen, the U of A will need to seek government's approval via an Order in Council.

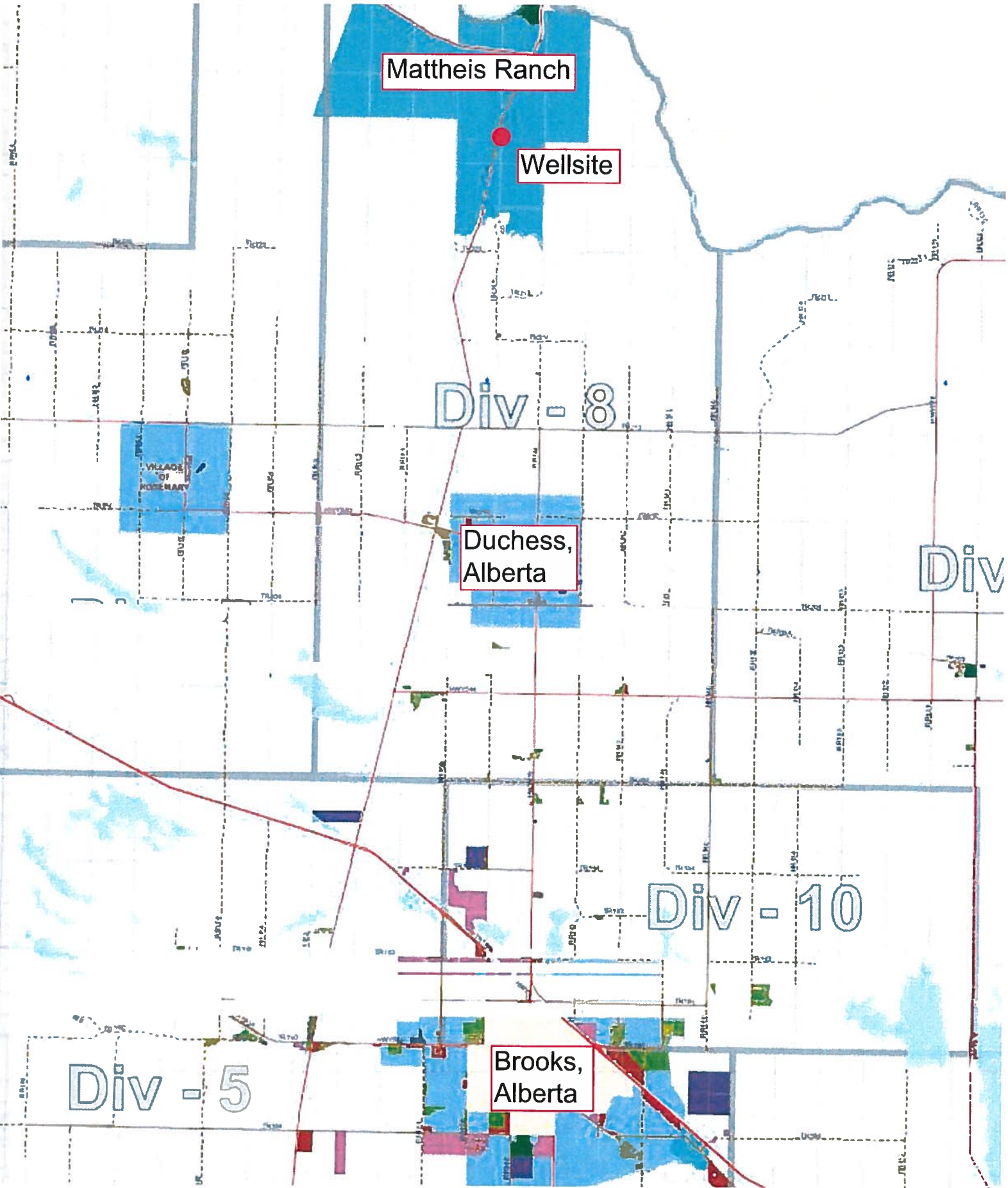
Impact

As numerous wells are already present throughout the ranch, teaching and research objectives will not be negatively impacted with the addition of one more.

Upon receipt of the Order in Council, the University will enter into a long-term lease with Torxen Energy by way of an agreement signed by the President and the Vice-President (Facilities and Operations). There are no critical dates related to this lease; therefore, no terms of the lease via disposition related to the timing. The revenue to the University is expected to be \$10,000 for the first year and \$2,700 annually in subsequent years.

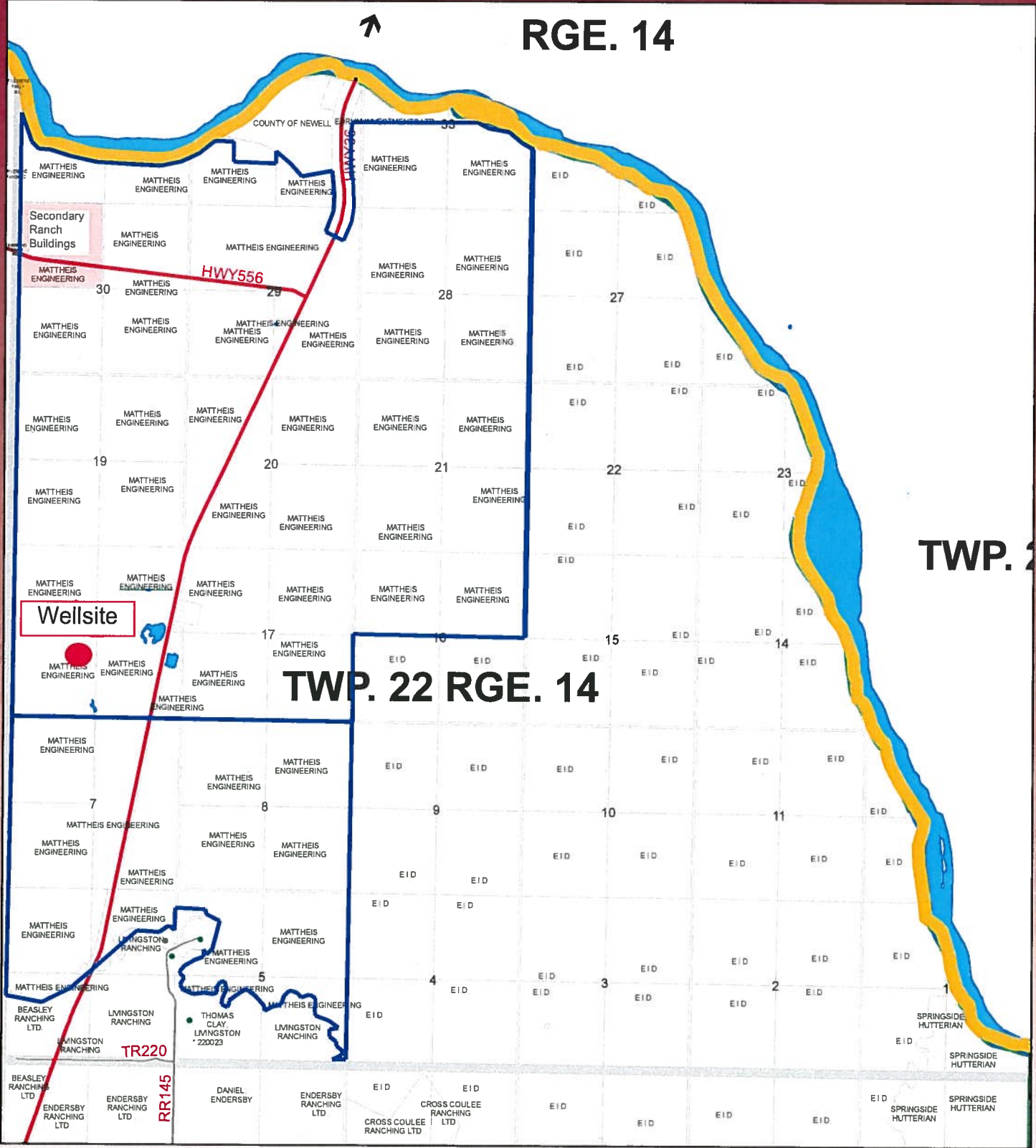
Recommendation

The Board Finance and Property Committee recommend the Board of Governors approve this request including seeking approval of the Lieutenant Governor in Council.

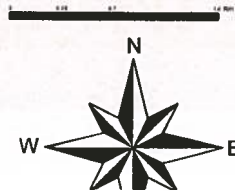


Mattheis Ranch

Township 22 Range 14



Notes:



RESOLUTION OF The Governors of The University of Alberta
("Board of Governors")

IT IS HEREBY RESOLVED:

THAT, subject to the prior approval of the Lieutenant Governor in Council under section 67 of the *Post-secondary Learning Act*, The Governors of The University of Alberta authorize and approve the disposition, via long term lease, of approximately 3.65 acres of land contained within the parcel legally described as L.S. 6 Sec. 18 Twp. 22 Rge. 14 W4M located in the County of Newell, Alberta within the University of Alberta's Mattheis Ranch on terms and conditions acceptable to the Vice-President (Facilities and Operations).

I hereby certify that this resolution has full force and effect on the ____ day of _____, 2018.

Chair, The Governors of The University of Alberta

OUTLINE OF ISSUE
Action Item

Agenda Title: **Land disposition: Long-Term Lease (Utility Right-of-Way) - University of Alberta Botanic Garden**

Motion: THAT the Board Finance and Property Committee recommend that the Board of Governors:

- a) approve, on terms and conditions acceptable to the Vice-President (Facilities and Operations), the disposition via long-term lease of approximately 0.28 acres of land contained within a parcel legally described as Lot D, Plan 7722357 located in the County of Parkland within the University of Alberta Botanic Garden
- b) make an application to the Minister of Infrastructure for the required approval for the Lieutenant Governor in Council for the granting of the disposition via long-term lease.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Facilities and Operations
Presenter	Andrew Sharman, Vice-President (Facilities and Operations)

Details

Responsibility	Vice-President (Facilities and Operations)
The Purpose of the Proposal is (please be specific)	To seek approval for the disposition of approximately 0.28 acres of land via long-term lease.
The Impact of the Proposal is	The long-term surface lease allows ATCO Pipelines to install above ground valves to monitor an underground pipeline contained in their existing right of way. The lease will have no meaningful impact on teaching or research objectives and will result in a small amount of annual revenue.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	2019
Estimated Cost and funding source	N/A
Next Steps (ie.: Communications Plan, Implementation plans)	As in all land dispositions, following approval of the Lieutenant Governor in Council, formal negotiations with ATCO can commence.
Supplementary Notes and context	N/A

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity)	<u>Those who have been informed:</u> <ul style="list-style-type: none"> • Dean, Faculty of Agriculture, Life, and Environmental Sciences • Director, University of Alberta Botanic Garden
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> • PEC-O: September 6, 2018
<For further information see the link posted on the	

Governance Toolkit section Student Participation Protocol >	<i>Those who are actively participating:</i> <ul style="list-style-type: none"> • Vice-President, Facilities and Operations • Director, Real Estate Services
Approval Route (Governance) (including meeting dates)	Board Finance and Property Committee – September 25, 2018 (recommendation) Board of Governors – October 12, 2018 (approval)
Final Approver	Board of Governors

Alignment/Compliance

Alignment with Guiding Documents	<p><u>Institutional Strategic Plan - For the Public Good</u> <i>Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all.</i></p> <p>23. OBJECTIVE: <i>Ensure that the University of Alberta’s campuses, facilities, utility, and information technology infrastructure can continue to meet the needs and strategic goals of the university.</i></p> <p>i. <i>Strategy: Secure and sustain funding to plan, operate, expand, renew, and optimize the use of campus infrastructure to meet evolving teaching and research priorities.</i></p> <p><u>Long Range Development Plan</u></p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p><u>Post-secondary Learning Act</u></p> <p><i>Post-secondary Learning Act (PSLA), Section 67(1.1) A board shall not, without the prior approval of the Lieutenant Governor in Council,</i></p> <p>a) <i>sell or exchange any interest in land, other than donated land, that is held by and being used for the purposes of the board, or</i></p> <p>b) <i>lease for a term that exceeds five years any land held by the board unless the lease is to a person that will use the land for the purpose of providing support services to the students, faculty or staff of the public post-secondary institution.</i></p> <p><u>BFPC Terms of Reference – Sections 3 and 4 state:</u></p> <p>3. <u>MANDATE OF THE COMMITTEE</u></p> <p><i>Except as provided in paragraph 4 and in the Board’s General Committee Terms of Reference, the Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to all strategic and significant financial and property matters and policies of the University. The Committee shall also consider any other matter delegated to the Committee by the Board.</i></p> <p><i>Without limiting the generality of the foregoing, the Committee shall:</i></p> <p>g) <i>review and recommend to the Board the acquisition or disposition of real property as determined by the Board approved Real Property Compliance Policy</i></p> <p>4. <u>LIMITATIONS ON DELEGATION BY THE BOARD</u></p> <p><i>The general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee set out in paragraph 3, the Board shall:</i></p>

Item No. 4c

g) approve the acquisition or disposition of real property as determined by the Board approved Real Property Compliance Policy.

UAPPOL: Real Property Compliance Policy, Real Property Acquisition Procedure, Real Property Disposition Procedure:

<https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Real-Property-Compliance-Policy.pdf>

Attachments:

1. Briefing Note (1 page)
2. Site Plan (1 page)
3. Board Resolution (1 page)

Prepared by:

Craig Moore

Director, Real Estate Services

craig.moore@ualberta.ca

Briefing Note

Board Finance and Property Committee – September 25, 2018
Real Estate Services
Facilities and Operations

Land disposition: Long-Term Lease (Utility Right-of-Way) - University of Alberta Botanic Garden**Background**

ATCO Pipelines has an existing pipeline right of way transiting a portion of the University of Alberta Botanic Garden as shown in the attached site plan. For the integrity of the pipeline ATCO would like to install above ground valves, which will enable the use of in-line inspection tools.

The lease will involve 0.1 acres for the valve site and 0.18 acres for the access road to the valve site for a total lease area of 0.28 acres. ATCO Pipelines will attend the site twice annually to conduct the in-line inspection and other routine maintenance.

Request

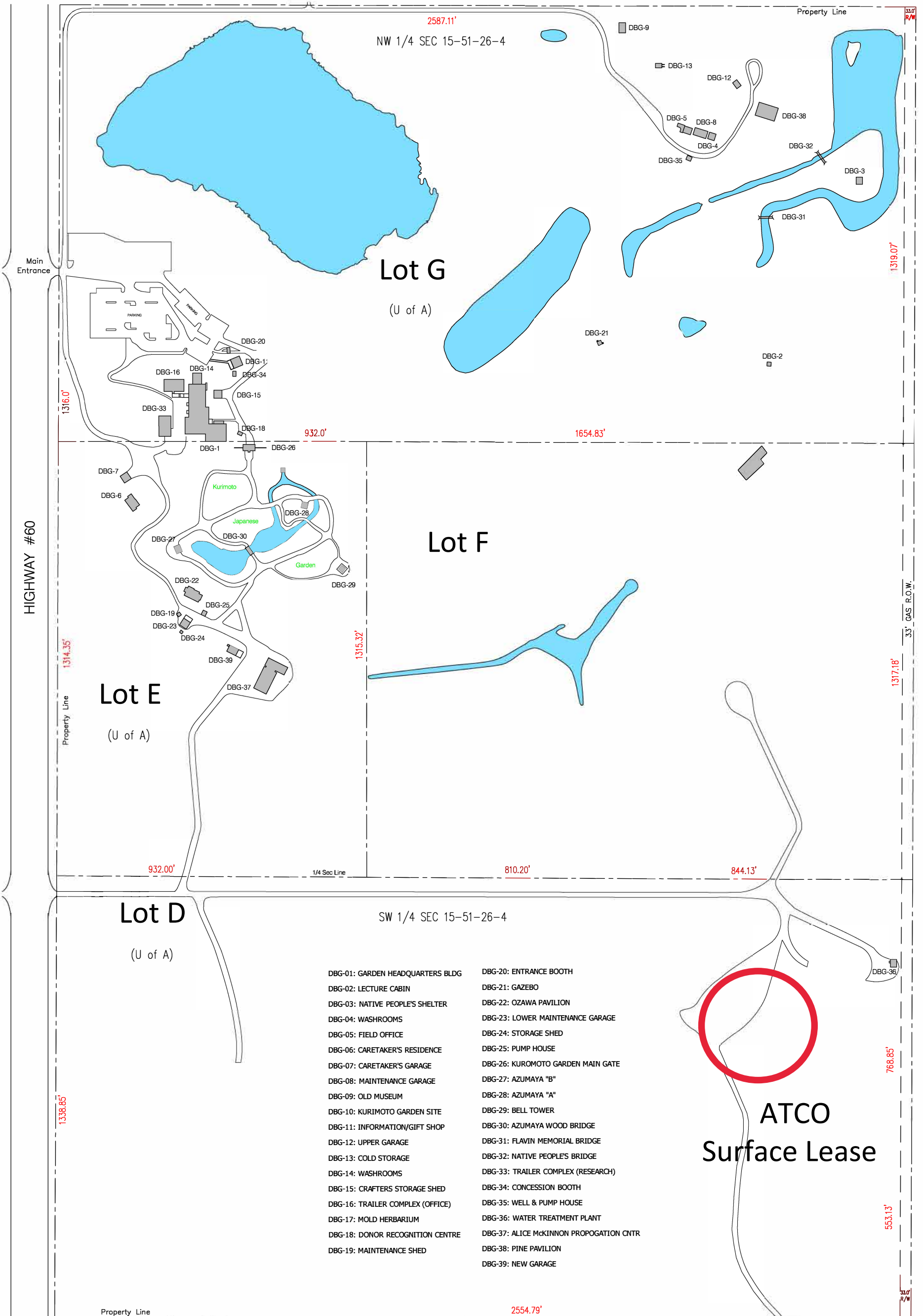
Per section 67 of the Post-secondary Learning Act, disposition of land via long-term lease (exceeding five years) requires the approval of the Lieutenant Governor in Council. Accordingly, to enter into a 20-year lease with ATCO Pipelines, the U of A will need to seek government's approval via an Order in Council.

Upon receipt of the Order in Council, the University will enter into a 20-year lease with ATCO Pipelines by way of an agreement that will be signed by the President and Vice-President (Facilities and Operations). There are no critical dates related to this lease; therefore, no terms of the lease via disposition related to the timing. The revenue to the U of A is expected to be \$4,000 for the first year and \$2,000 annually thereafter.

Recommendation

The Board Finance and Property Committee recommend the Board of Governors approve this request including seeking approval of the Lieutenant Governor in Council.

University of Alberta Botanic Garden



RESOLUTION OF The Governors of The University of Alberta
(“Board of Governors”)

IT IS HEREBY RESOLVED:

THAT, subject to the prior approval of the Lieutenant Governor in Council under section 67 of the *Post-secondary Learning Act*, The Governors of The University of Alberta authorize and approve the disposition, via long term lease, of approximately 0.28 acres of land contained within the parcel legally described as Lot D Plan 772 2357 located in the County of Parkland, Alberta within the University of Alberta Botanic Garden on terms and conditions acceptable to the Vice-President (Facilities and Operations).

I hereby certify that this resolution has full force and effect on the ____ day of _____, 2018.

Chair, The Governors of The University of Alberta

Governance Executive Summary
Action Item

Agenda Title: **Approval of 2018-19 Committee Workplan (with *Terms of Reference* for information)**

Motion: THAT the Board Finance and Property Committee, acting with delegated authority of the Board of Governors, approve the Committee’s 2018-19 Workplan, as set forth in Attachment 1.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Owen Tobert, Chair, Board Finance and Property Committee
Presenter(s)	Owen Tobert, Chair, Board Finance and Property Committee

Details

Responsibility	University Governance
The Purpose of the Proposal is <i>(please be specific)</i>	To review and approve the 2018-19 Committee Workplan.
Executive Summary <i>(outline the specific item– and remember your audience)</i>	Annual Board committee workplans are developed from each committee’s Terms of Reference to guide the committee’s work for the year, with changes made each year to respond to feedback from the committee, administration, and committee leadership. Over the course of the year, University Governance will work with Administration to organize agenda material for 2018-19 Finance and Property Committee meetings, per the approved Workplan, with additional items coming forward as required. Recommended changes for the 2018-19 committee workplan have been highlighted using tracked changes on Attachment 1.
Supplementary Notes and context	The committee’s Terms of Reference are attached for information / reference. No changes to the Terms of Reference are being recommended at this time as the Board Ad Hoc Group on Committee Mandates and Membership continues its work in reviewing all Board committee mandates/Terms of Reference, with recommendations anticipated to come forward for Board approval on or before June 2019.

Engagement and Routing (Include meeting dates)

Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity) <For information on the protocol see the Governance Toolkit section Student Participation Protocol >	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> • Owen Tobert, Board Finance and Property Committee Chair • David Cooper, Board Finance and Property Committee Vice-Chair • Erin Plume, Assistant Board Secretary and Committee Coordinator
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> • Gitta Kulczycki, Vice-President (Finance and Administration) • Andrew Sharman, Vice-President (Facilities and Operations) • Board Finance and Property Committee members
	<u>Those who have been informed:</u>
Approval Route (Governance) (including meeting dates)	Board Finance and Property Committee, September 25, 2018 (for approval) Board of Governors, October 12, 2018 (for information)

Strategic Alignment

<p>Alignment with <i>For the Public Good</i></p>	<p>Institutional Strategic Plan – <i>For the Public Good</i>: <i>SUSTAIN: Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</i> 21. <i>Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</i> <i>v. Develop a set of equitable, meaningful, and relevant measures to monitor our progress toward strategic goals and develop the tools required to report on them.</i></p>
<p>Alignment with Institutional Risk Indicator</p>	<ul style="list-style-type: none"> • Funding and Resource Management • IT Services, Software & Hardware • Physical Infrastructure
<p>Legislative Compliance and jurisdiction</p>	<ol style="list-style-type: none"> 1. Post Secondary Learning Act (PSLA), Section 60 (1)(b) 2. Board of Governors General Terms of Reference, Section b 3. Board Finance and Property Committee Terms of Reference, Section 3y

Attachments:

1. Board Finance and Property Committee 2018-19 Workplan – showing edits (5 pages)
2. Board Finance and Property Committee 2018-19 Workplan – clean version (5 pages)
3. Board Finance and Property Committee Terms of Reference (4 pages) – for information

Prepared by: Erin Plume, Assistant Board Secretary and Committee Coordinator, erin.plume@ualberta.ca

Note: this workplan comprises primarily annual discussion / action items as well as strategic discussion topics. One-off items that may arise over the course of the year are not included on this workplan but will be added to agendas at the request of administration and with the permission of the Chair.

Mandate / Key Activities	Sept 25/18	Nov 27/18	Feb 26/19	Apr 16/19	May 28/19	Responsibility	Session
Financial							
a) review the quarterly financial statements with respect to operating and capital funds;							
Quarterly Financial Review	*	x	x			VP F&A	Open
b) review and recommend to the Board the Integrated Planning and Budgeting Policy which includes guiding principles for changes to approved budgets and for transfer or reallocation of monies included in approved budgets;							
	As required					VP F&A	Open
c) review and recommend to the Board the annual and other budgets and major issues of policy related to budgets;							
Budget Model Principles	As required					VP F&A	Open/Closed
<u>Develop Key Budget Drivers</u>	<u>x</u>					<u>VP F&A / University Governance</u>	<u>Open</u>
<u>Budget Briefing</u>	<u>x</u>	<u>x</u>		<u>x</u>	<u>x</u>	<u>VP F&A / Provost</u>	<u>Closed</u>
<u>Tuition Briefing International Tuition Scenarios (for discussion)</u>	x	*				VP F&A / Provost	<u>Closed</u>
<u>Total Outstanding Internal Loans Report</u>		<u>x</u>				<u>VP F&A</u>	<u>Closed</u>
<u>Ancillary Fee Assumptions / Scenarios (for discussion)</u>		<u>x</u>				<u>VP F&O</u>	<u>Closed</u>
<u>University Budget and Capital Plan (for recommendation)</u>			<u>x</u>			<u>VP F&A / Provost</u>	<u>Open</u>
Comprehensive Institutional Plan (CIP) (for recommendation as related to Committee mandate) - note: cross-referenced under "u"			*	<u>x</u>		Provost/VP F&A VP F&O/VP UR VP Adv/VP R	Open
d) review and recommend to the Board tuition and other like fees;							
Domestic Tuition (for recommendation)			x			VP F&A	Open
International Tuition (for recommendation)			x			VP F&A	Open

Mandate / Key Activities	Sept 26/17	Nov 28/17	Feb 27/18	Apr 17/18	May 29/18	Responsibility	Session
GSA/SU Fees (for recommendation)				x		GSA/SU Presidents	Open
Student Residence Fees(for recommendation)			x			VP F&O	Open
Parking Fees (for information)			x			VP F&O	Open
Annual Adjustment of all Mandatory Non-Instructional Fees (MNIF) (for information)			x			VP F&A	Open
Mandatory Non-Instructional Fees (MNIF) Report (for information)		x				VP F&A	Open
Mandatory Student Instructional Support Fees			x			VP F&A	Open
Residence Meal Plan <u>Meal Rates</u> (for recommendation)		<i>As required</i>	<u>x</u>			VP F&O	Open
<i>e) approve authorized signing officers in respect of all banking and safekeeping;</i>							
BFPC Chair to approve appointment of UofA representative at annual meeting of Alberta Capital Finance Authority (ACFA)				<i>As required</i>		VP F&A/ BFPC Chair	Open
Facilities & Property							
<i>f) review, recommend to the Board or approve original Capital Expenditure Authorization Requests (CEARs) or individual Supplemental CEARs as determined by the Board-approved University of Alberta Capital Expenditure Authorization Request (CEAR) Policy;</i>							
Review of capital projects				<i>As required</i>		VP F&O	Open / Closed
Post-Secondary Strategic Investment Fund Update (for information)					x	VP F&O	Open
<i>g) review and recommend to the Board the acquisition or disposition of real property as determined by the Board-approved Real Property Compliance Policy</i>							
Acquisition or disposition of real property (for recommendation)				<i>As required</i>		VP F&O	Open
Campus Plan				<i>As required</i>		VP F&O	Open
University of Alberta Land Inventory Update (for information)					x	VP F&O	Open
<i>h) review and recommend to the Board lands transferred to University of Alberta Properties Trust Inc.;</i>				<i>As required</i>		VP F&O	Open



Mandate / Key Activities	Sept 26/17	Nov 28/17	Feb 27/18	Apr 17/18	May 29/18	Responsibility	Session
<i>i) review and recommend to the Board the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.;</i>							
UAPTI Membership and Other Updates						VP F&O	<u>Closed / Open</u>
<i>j) receive for information functional namings as approved by the Vice-President (Facilities and Operations).</i>							
Functional Namings (for information)						VP F&O	Open
Information Technology							
<i>k) review reports, strategies, and plans regarding physical infrastructure and resource optimization for University information technology systems.</i>							
Information Systems & Technology Annual Report (for information)				x		VP F&A	Open
Policies							
<i>l) approve policies for intellectual property and technology transfer;</i>						VP F&A	Open
<i>m) approve policies for construction and supply contracts, policies governing the use of space and planning reports for individual capital projects;</i>						VP F&O / VP F&A	Open
<i>n) recommend to the Board capital expenditure policies for the committee and for the Board;</i>						VP F&O	Open
<i>o) review and recommend to the Board policies for the control and regulation of pedestrian and vehicle traffic on University lands;</i>						VP F&O / University Governance	Open
<i>p) review and approve policies on financial risk management for risks which may jeopardize the achievements of the strategic vision of the University;</i>						VP F&A	Open
<i>q) review and recommend to the Board policies regarding the acquisition, management, control and disposition of University buildings, land and equipment and regarding individual project proposals and the implications of these short and long-range capital plans to the strategic vision of the University;</i>						VP F&O	Open



Mandate / Key Activities	Sept 26/17	Nov 28/17	Feb 27/18	Apr 17/18	May 29/18	Responsibility	Session
Reports, Advice, Trends							
r) <i>Review and provide recommendations to the Board Audit Committee on the University's enterprise-wide risks and risk measures related to the Committee mandate;</i>							
Underlying all discussions and items before the Committee. BFPC-associated risks are: Funding and Resource Management, IT Services , Software & Hardware, and Physical Infrastructure.	x	x	x	x	x	VP F&A	Both
Institutional Risk Summary					x	VP F&A	Closed
s) <i>monitor trends affecting the University and the implications of those trends on finances and property of the University;</i>							
Review Results of Expert Forum	*					VP F&A	Open
Community Engagement Report		*	*		*	VP UR	Open
<i>As required</i>							
t) <i>annually provide advice to the President, through the Chair of the Board Human Resources and Compensation Committee, with respect to the responsibilities and performance (in relation thereto) of those Vice Presidents whose responsibilities are within the mandate of the Committee;</i>				x		President/ BFPC Chair	<i>In Camera</i>
u) <i>review annual and quarterly reports highlighting progress achieved in implementing the University's current budget and strategic business plan, including appropriate and relevant performance indicators;</i>							
Comprehensive Institutional Plan (CIP) (for recommendation as related to Committee mandate) - note: cross-referenced under "c"			*	x		Provost/VP F&A VP F&O/VP UR VP Adv/VP R	Open
Capitalization of Unrestricted Funds to Permanent Net Asset Endowments (for recommendation)	<i>As required</i>					VP F&A	Open
TEC Edmonton Annual Report (for information as related to Committee mandate)					x	VP F&A	Open
v) <i>review planning reports for individual capital projects and receive a quarterly report on these;</i>							
Project Management Office Status Reports on University facilities and property	x	x	x		x	VP F&O	Open



Mandate / Key Activities	Sept 26/17	Nov 28/17	Feb 27/18	Apr 17/18	May 29/18	Responsibility	Session
w) receive for review an annual report from University of Alberta Properties Trust Inc.(UAPTI);							
UAPTI Annual Report			x			UAPTI / VP F&O	Open
x) receive for review an annual report on donations and gifts and monitor performance against fundraising goals; and					x	VP Adv	Closed
y) annually review the terms of reference of the Committee and recommend to the Board any required changes.	x					Univ Governance / Committee Chair	Open

Committee Education Strategic Discussions							
<u>Learning Moments / Facility Tours: Discussion Topics / Education</u>							
<u>TBD</u>	X					<u>TBD</u>	Open
<u>TBD</u>		X				<u>TBD</u>	Open
<u>TBD</u>			X			<u>TBD</u>	Open
<u>TBD</u>				X		<u>TBD</u>	Open
<u>TBD</u>					X	<u>TBD</u>	Open

Note: this workplan comprises primarily annual discussion / action items as well as strategic discussion topics. One-off items that may arise over the course of the year are not included on this workplan but will be added to agendas at the request of administration and with the permission of the Chair.

Mandate / Key Activities	Sept 25/18	Nov 27/18	Feb 26/19	Apr 16/19	May 28/19	Responsibility	Session
Financial							
<i>a) review the quarterly financial statements with respect to operating and capital funds;</i>							
Quarterly Financial Review		x	x			VP F&A	Open
<i>b) review and recommend to the Board the Integrated Planning and Budgeting Policy which includes guiding principles for changes to approved budgets and for transfer or reallocation of monies included in approved budgets;</i>							
	As required					VP F&A	Open
<i>c) review and recommend to the Board the annual and other budgets and major issues of policy related to budgets;</i>							
Budget Model Principles	As required					VP F&A	Open/Closed
Develop Key Budget Drivers	x					VP F&A / University Governance	Open
Budget Briefing	x	x		x	x	VP F&A / Provost	Closed
International Tuition Scenarios (for discussion)	x					VP F&A / Provost	Closed
Total Outstanding Internal Loans Report		x				VP F&A	Closed
Ancillary Fee Assumptions / Scenarios (for discussion)		x				VP F&O	Closed
University Budget and Capital Plan (for recommendation)			x			VP F&A / Provost	Open
Comprehensive Institutional Plan (CIP) (for recommendation as related to Committee mandate) - note: <i>cross-referenced under "u"</i>				x		Provost/VP F&A VP F&O/VP UR VP Adv/VP R	Open
<i>d) review and recommend to the Board tuition and other like fees;</i>							
Domestic Tuition (for recommendation)			x			VP F&A	Open
International Tuition (for recommendation)			x			VP F&A	Open



Mandate / Key Activities	Sept 26/17	Nov 28/17	Feb 27/18	Apr 17/18	May 29/18	Responsibility	Session
GSA/SU Fees (for recommendation)				x		GSA/SU Presidents	Open
Student Residence Fees(for recommendation)			x			VP F&O	Open
Parking Fees (for information)			x			VP F&O	Open
Annual Adjustment of all Mandatory Non-Instructional Fees (MNIF) (for information)			x			VP F&A	Open
Mandatory Non-Instructional Fees (MNIF) Report (for information)		x				VP F&A	Open
Mandatory Student Instructional Support Fees			x			VP F&A	Open
Residence Meal Rates (for recommendation)			x			VP F&O	Open
<i>e) approve authorized signing officers in respect of all banking and safekeeping;</i>							
BFPC Chair to approve appointment of UofA representative at annual meeting of Alberta Capital Finance Authority (ACFA)				As required		VP F&A/ BFPC Chair	Open
Facilities & Property							
<i>f) review, recommend to the Board or approve original Capital Expenditure Authorization Requests (CEARs) or individual Supplemental CEARs as determined by the Board-approved University of Alberta Capital Expenditure Authorization Request (CEAR) Policy;</i>							
Review of capital projects				As required		VP F&O	Open / Closed
<i>g) review and recommend to the Board the acquisition or disposition of real property as determined by the Board-approved Real Property Compliance Policy</i>							
Acquisition or disposition of real property (for recommendation)				As required		VP F&O	Open
Campus Plan				As required		VP F&O	Open
University of Alberta Land Inventory Update (for information)					x	VP F&O	Open
<i>h) review and recommend to the Board lands transferred to University of Alberta Properties Trust Inc.;</i>							
				As required		VP F&O	Open
<i>i) review and recommend to the Board the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.;</i>							
UAPTI Membership and Other Updates				As required		VP F&O	Closed / Open



Mandate / Key Activities	Sept 26/17	Nov 28/17	Feb 27/18	Apr 17/18	May 29/18	Responsibility	Session
<i>j) receive for information functional namings as approved by the Vice-President (Facilities and Operations).</i>							
Functional Namings (for information)	As required					VP F&O	Open
Information Technology							
<i>k) review reports, strategies, and plans regarding physical infrastructure and resource optimization for University information technology systems.</i>							
Information Systems & Technology Annual Report (for information)				x		VP F&A	Open
Policies							
<i>l) approve policies for intellectual property and technology transfer;</i>	As required					VP F&A	Open
<i>m) approve policies for construction and supply contracts, policies governing the use of space and planning reports for individual capital projects;</i>	As required					VP F&O / VP F&A	Open
<i>n) recommend to the Board capital expenditure policies for the committee and for the Board;</i>	As required					VP F&O	Open
<i>o) review and recommend to the Board policies for the control and regulation of pedestrian and vehicle traffic on University lands;</i>	As required					VP F&O / University Governance	Open
<i>p) review and approve policies on financial risk management for risks which may jeopardize the achievements of the strategic vision of the University;</i>	As required					VP F&A	Open
<i>q) review and recommend to the Board policies regarding the acquisition, management, control and disposition of University buildings, land and equipment and regarding individual project proposals and the implications of these short and long-range capital plans to the strategic vision of the University;</i>	As required					VP F&O	Open



Mandate / Key Activities	Sept 26/17	Nov 28/17	Feb 27/18	Apr 17/18	May 29/18	Responsibility	Session
Reports, Advice, Trends							
r) <i>Review and provide recommendations to the Board Audit Committee on the University's enterprise-wide risks and risk measures related to the Committee mandate;</i>							
Underlying all discussions and items before the Committee. BFPC-associated risks are: Funding and Resource Management, IT Services , Software & Hardware, and Physical Infrastructure.	x	x	x	x	x	VP F&A	Both
Institutional Risk Summary					x	VP F&A	Closed
s) <i>monitor trends affecting the University and the implications of those trends on finances and property of the University;</i>							
Community Engagement Report	As required					VP UR	Open
t) <i>annually provide advice to the President, through the Chair of the Board Human Resources and Compensation Committee, with respect to the responsibilities and performance (in relation thereto) of those Vice Presidents whose responsibilities are within the mandate of the Committee;</i>				x		President/ BFPC Chair	In Camera
u) <i>review annual and quarterly reports highlighting progress achieved in implementing the University's current budget and strategic business plan, including appropriate and relevant performance indicators;</i>							
Comprehensive Institutional Plan (CIP) (for recommendation as related to Committee mandate) - note: cross-referenced under "c"				x		Provost/VP F&A VP F&O/VP UR VP Adv/VP R	Open
Capitalization of Unrestricted Funds to Permanent Net Asset Endowments (for recommendation)	As required					VP F&A	Open
TEC Edmonton Annual Report (for information as related to Committee mandate)					x	VP F&A	Open
v) <i>review planning reports for individual capital projects and receive a quarterly report on these;</i>							
Project Management Office Status Reports on University facilities and property	x	x	x		x	VP F&O	Open



Mandate / Key Activities	Sept 26/17	Nov 28/17	Feb 27/18	Apr 17/18	May 29/18	Responsibility	Session
w) receive for review an annual report from University of Alberta Properties Trust Inc.(UAPTI); UAPTI Annual Report			x			UAPTI / VP F&O	Open
x) receive for review an annual report on donations and gifts and monitor performance against fundraising goals; and					x	VP Adv	Closed
y) annually review the terms of reference of the Committee and recommend to the Board any required changes.	x					Univ Governance / Committee Chair	Open

Strategic Discussions							
Discussion Topics / Education							
TBD	X					TBD	Open
TBD		X				TBD	Open
TBD			X			TBD	Open
TBD				X		TBD	Open
TBD					X	TBD	Open



BOARD FINANCE AND PROPERTY COMMITTEE Terms of Reference

1. AUTHORITY

- a) The Board Finance and Property Committee (the “Committee”) is created by and responsible to the Board of Governors (the “Board”) of the University of Alberta (the “University”).
- b) The Vice-President (Finance and Administration) and the Vice-President (Facilities and Operations) shall provide management support to the Committee.
- c) The Committee shall function in accordance with the Board’s General Committee Terms of Reference.

2. COMPOSITION OF THE COMMITTEE

- a) Voting Members appointed by the Board (ordinarily a maximum of 11 voting members):
 - (1) Two Board members from the membership categories identified by the *Alberta Post-Secondary Learning Act (the Act)* as *general public, alumni* and *Senate*
 - (2) A Board member from the membership category identified by the Act as *academic staff of the University*
 - (3) A Board member from the membership category identified by the Act as *non-academic staff of the University*
 - (4) Two Board members from the membership category identified by the Act as *students nominated by the council of the students association* or as *graduate student nominated by the council of the association*
 - (5) One other member of the Board of Governors
 - (6) A member of the general public with specific expertise in a field of interest to the Committee
 - (7) The Board Chair, by virtue of office
 - (8) The President and Vice-Chancellor, by virtue of office
 - (9) The Chancellor, by virtue of office
- b) Non-Voting Officials appointed by the President
 - (1) Provost and Vice-President (Academic)
 - (2) Vice-President (Facilities and Operations)
 - (3) Vice-President (Finance and Administration)
 - (4) Vice-President (University Relations)
 - (5) University Secretary
 - (6) Committee Secretary
 - (7) Other officers, as determined by the President
- c) One of the members from the Board’s constituencies of general public, or the Senate or the Alumni Association who is a member of the Committee shall also serve as a member of the Audit Committee.
- d) The Board of Governors shall appoint the Committee Chair from the Committee membership category 2(a)(1), upon the recommendation of the Board Chair.
- e) The Committee shall designate the Vice-Chair from the Committee membership upon the recommendation of the Board Chair and the Committee Chair. The Vice-Chair undertakes and discharges all duties of the Chair in the absence of the Chair.

3. MANDATE OF THE COMMITTEE

Except as provided in paragraph 4 and in the Board's General Committee Terms of Reference, the Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to all strategic and significant financial and property matters and policies of the University. The Committee shall also consider any other matter delegated to the Committee by the Board.

Without limiting the generality of the foregoing, the Committee shall:

Financial

- a) review the quarterly financial statements with respect to operating and capital funds;
- b) review and recommend to the Board the Integrated Planning and Budgeting Policy which includes guiding principles for changes to approved budgets and for transfer or reallocation of monies included in approved budgets;
- c) review and recommend to the Board the annual and other budgets and major issues of policy related to budgets;
- d) review and recommend to the Board tuition and other like fees;
- e) approve authorized signing officers in respect of all banking and safekeeping;

Facilities and Property

- f) review, recommend to the Board or approve original Capital Expenditure Authorization Requests (CEARs) or individual Supplemental CEARs as determined by the Board-approved University of Alberta Capital Expenditure Authorization Request (CEAR) Policy;
- g) review and recommend to the Board the acquisition or disposition of real property as determined by the Board-approved Real Property Compliance Policy;
- h) review and recommend to the Board lands transferred to University of Alberta Properties Trust Inc.;
- i) review and recommend to the Board the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.;
- j) receive for information functional namings as approved by the Vice-President (Facilities and Operations);

Information Technology

- k) review reports, strategies, and plans regarding physical infrastructure and resource optimization for University information technology systems;

Policies

- l) approve policies for intellectual property and technology transfer;
- m) approve policies for construction and supply contracts, policies governing the use of space and planning reports for individual capital projects;
- n) recommend to the Board capital expenditure policies for the committee and for the Board;
- o) review and recommend to the Board policies for the control and regulation of pedestrian and vehicle traffic on University lands;
- p) review and approve policies on financial risk management for risks which may jeopardize the achievements of the strategic vision of the University;
- q) review and recommend to the Board policies regarding the acquisition, management, control and disposition of University buildings, land and equipment and regarding individual project proposals and the implications of these short and long-range capital plans to the strategic vision of the University;

Reports, Advice, Trends

- r) Review and provide recommendations to the Board Audit Committee on the University's enterprise-wide risks and risk measures related to the Committee mandate;

- s) monitor trends affecting the University and the implications of those trends on finances and property of the University;
- t) annually provide advice to the President, through the Chair of the Board Human Resources and Compensation Committee, with respect to the responsibilities and performance (in relation thereto) of those Vice Presidents whose responsibilities are within the mandate of the Committee;
- u) review annual and quarterly reports highlighting progress achieved in implementing the University's current budget and strategic business plan, including appropriate and relevant performance indicators;
- v) review planning reports for individual capital projects and receive a quarterly report on these;
- w) receive for review an annual report from University of Alberta Properties Trust Inc.;
- x) receive for review an annual report on donations and gifts and monitor performance against fundraising goals; and
- y) annually review the terms of reference for the Committee and recommend to the Board any required changes.

4. LIMITATIONS ON DELEGATION BY THE BOARD

The general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee set out in paragraph 3, the Board shall:

- a) approve the guiding principles, budgets and changes to approved budgets and the transfer or reallocation of monies included in approved budgets;
- b) approve the annual and other budgets and major issues of policy related to budgets;
- c) approve capital expenditures as determined by the Board-approved University of Alberta Capital Expenditure Authorization Request (CEAR) Policy;
- d) approve capital expenditure policies;
- e) approve tuition and other like fees;
- f) approve policies regarding the acquisition, management, control and disposition of University buildings, land and equipment and regarding individual project proposals and the implications of these short and long-range capital plans to the strategic vision of the University; and
- g) approve the acquisition or disposition of real property as determined by the Board-approved Real Property Compliance Policy.
- h) approve lands transferred to University of Alberta Properties Trust Inc.;
- i) approve the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.;
- j) approve policies for the control and regulation of pedestrian and vehicle traffic on University lands.

5. REPORTING TO THE BOARD

As provided in the Board's General Terms of Reference the Committee shall regularly report to the Board with respect to its activities and decisions.

Decision History:

DATE	DECISION-MAKER	DECISION
2006-11-20	Board Finance and Property Committee	Recommended to Board of Governors
2006-12-8	Board of Governors	Approved
2008-06-10	Board Finance and Property Committee	Recommended to Board of Governors
2008-06-20	Board of Governors	Approved
2008-10-03	Editorial Revisions Made as a Result of CEAR Policy Approved by BFPC/Board	
2009-09-16	Board Finance and Property Committee	Recommended to Board of Governors
2009-10-02	Board of Governors	Approved
2011-02-01	Board Finance and Property Committee	Recommended to Board of Governors
2011-02-11	Board of Governors	Approved
2011-09-20	Board Finance and Property Committee	Recommended to Board of Governors
2011-10-21	Board of Governors	Approved

2012-07-12	Editorial Revisions Made as a Result of Changes in Title	
2013-10-01	Board Finance and Property Committee	Recommended to Board of Governors
2013-10-18	Board of Governors	Approved
2014-09-23	Board Finance and Property Committee	Recommended to the Board of Governors
2014-10-24	Board of Governors	Approved
2015-09-29	Board Finance and Property Committee	Recommended to the Board of Governors
2015-10-16	Board of Governors	Approved
2016-03-01	Board Finance and Property Committee	Recommended to the Board of Governors
2016-03-18	Board of Governors	Approved
2016-09-27	Board Finance and Property Committee	Recommended to the Board of Governors
2016-10-21	Board of Governors	Approved
2017-09-26	Board Finance and Property Committee	Recommended to the Board of Governors
2017-10-20	Board of Governors	Approved