

The following Motions and Documents were considered by the Board Finance and Property Committee during the Open Session of its September 27, 2016 meeting:

Agenda Title: **Board Finance and Property Committee Terms of Reference**

APPROVED MOTION: THAT the Board Finance and Property Committee recommend that the Board of Governors approve the proposed changes to the Committee's Terms of Reference, as set forth in Attachment 1.

Final Recommended Item: 5.

Agenda Title: **Approval of 2016-17 Committee Workplan (with proposed Terms of Reference for information)**

APPROVED MOTION: THAT the Board Finance and Property Committee approve the Committee's 2016-17 Workplan, as set forth in Attachment 1, pending approval of the Committee's Terms of Reference by the Board of Governors.

Final Item: 6.

Agenda Title: **Augustana Land Bank – Laneways: Land Acquisition**

APPROVED MOTION: THAT the Board Finance and Property Committee recommend that the Board of Governors approve the acquisition of two laneways within the Augustana Land Bank, located in Camrose, Alberta; one laneway east of Lots 3 to 8, Block 22, Plan 8324AA, and one laneway south of Lot 14, Block 22, Plan 8324AA, on terms and conditions acceptable to the Vice-President (Facilities and Operations).

Final Recommended Item: 7.

Agenda Title: **Capitalization of Unrestricted Funds to Permanent Restricted Endowments Net Assets**

APPROVED MOTION: THAT the Board Finance and Property Committee recommend that the Board of Governors approve the transfer of \$2,671,967.23 of unrestricted net assets to permanent restricted endowment net assets.

Final Recommended Item: 8.

OUTLINE OF ISSUE
Action Item

Agenda Title: **Board Finance and Property Committee Terms of Reference**

Motion: THAT the Board Finance and Property Committee recommend that the Board of Governors approve the proposed changes to the Committee's Terms of Reference, as set forth in Attachment 1.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Dick Wilson, Chair, Board Finance and Property Committee
Presenter	Dick Wilson, Chair, Board Finance and Property Committee

Details

Responsibility	University Governance
The Purpose of the Proposal is	To review the Committee's Terms of Reference and recommend proposed changes to the Board of Governors.
The Impact of the Proposal is	This proposal does not affect the core mandate of the Committee.
Replaces/Revises	2015 Board Finance and Property Committee (BFPC) Terms of Reference
Timeline/Implementation Date	Immediately upon approval
Estimated Cost /funding source	n/a
Next Steps (ie.: Communications Plan, Implementation plans)	University Governance, Administration, and the Committee will use these terms to guide the Committee's work for the year.
Supplementary Notes and context	<ul style="list-style-type: none"> All University of Alberta Properties Trust Inc. (UAPTI) business will now fall under BFPC's mandate, including recommending the appointment and renewal of UAPTI directors. The Committee will no longer require an annual report on changes to policies for construction and supply contracts and policies governing the use of space because these policies may not change every year.

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><i>Those who have been informed:</i></u> <ul style="list-style-type: none">
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> Dick Wilson, Chair, Board Finance and Property Committee Marion Haggarty-France, University Secretary Brad Hamdon, General Counsel UAPTI President's Executive Committee - Strategic Sandra Kereliuk, Senior Administrative Officer, Finance and Administration Mary Paul, Senior Administrative Officer, Facilities and Operations
	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> Board Finance and Property Committee members and administration Erin Plume, Assistant Board Secretary and Committee

	Coordinator
Approval Route (Governance) (including meeting dates)	Board Finance and Property Committee, September 27, 2016 (for recommendation) Board of Governors, October 21, 2016 (for approval)
Final Approver	Board of Governors

Alignment/Compliance

Alignment with Guiding Documents	<p>Institutional Strategic Plan – <i>For the Public Good</i>:</p> <p><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></p> <p><i>21. 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></p> <p><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>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post Secondary Learning Act (PSLA), Section 60 (1)(b): “The Board of a public post-secondary institution shall develop, manage and operate, alone or in cooperation with any person or organization, programs, services and facilities for the educational or cultural advancement of the people of Alberta.”</p> <p>2. Board of Governors General Terms of Reference, Section b: “The Board has delegated to each Committee responsibility and authority to make decisions on behalf of the Board in the Committee’s defined area of responsibility except to the extent that such authority has been specifically limited by the Board in the Terms of Reference for the Committee.”</p> <p>...</p> <p>“...issues which remain with the Board or which would be referred by a Committee to the Board would generally be in the nature of...any matter involving an alteration in the mandate, terms of reference, membership, or structure of a Committee;...”</p> <p>3. Board Finance and Property Committee Terms of Reference Section 3. Mandate of the Committee (Reports, Advice, Trends):</p> <p>v) annually review the terms of reference for the Committee and recommend to the Board any required changes.</p>

Attachments:

1. Board Finance and Property Committee Proposed Terms of Reference – showing edits (4 pages)
2. Board Finance and Property Committee Proposed Terms of Reference – clean version (4 pages)

Prepared by: Erin Plume, Assistant Board Secretary and Committee Coordinator



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 disposal of real property, including lands transferred to University of Alberta Properties Trust Inc.
- g)h) review and recommend to the Board the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.;

Information Technology

- h)j) review reports, strategies, and plans regarding physical infrastructure and resource optimization for University information technology systems.

Policies

- i)j) approve policies for intellectual property and technology transfer;
- j)k) approve policies for construction and supply contracts, policies governing the use of space and planning reports for individual capital projects ~~and receive an annual report on these;~~
- k)l) recommend to the Board capital expenditure policies for the committee and for the Board;
- l)m) approve policies for the control and regulation of pedestrian and vehicle traffic on University lands;
- m)n) review and approve policies on financial risk management for risks which may jeopardize the achievements of the strategic vision of the University;
- n)o) 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

- o)p) Review and provide recommendations to the Board Audit Committee on the University's enterprise-wide risks and risk measures related to the Committee mandate;
- p)q) monitor trends affecting the University and the implications of those trends on finances and property of the University;

- ~~e)r~~) 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;
- ~~f)s~~) 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;
- ~~s)t~~) review planning reports for individual capital projects and receive a quarterly report on these;
- ~~t)u~~) receive for review an annual report from University of Alberta Properties Trust Inc.;
- ~~u)v~~) receive for review an annual report on donations and gifts and monitor performance against fundraising goals; and
- ~~v)w~~) 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 disposal of real property including lands transferred to University of Alberta Properties Trust Inc.;
- ~~e)h~~) approve the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.

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
<u>2016-09-27</u>	<u>Board Finance and Property Committee</u>	
<u>2016-10-21</u>	<u>Board of Governors</u>	



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 - (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
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 - (4) Vice-President (University Relations)
 - (5) University Secretary
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- 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.
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- 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 disposal of real property, including lands transferred to University of Alberta Properties Trust Inc.
- h) review and recommend to the Board the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.;

Information Technology

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

Policies

- j) approve policies for intellectual property and technology transfer;
- k) approve policies for construction and supply contracts, policies governing the use of space and planning reports for individual capital projects;
- l) recommend to the Board capital expenditure policies for the committee and for the Board;
- m) approve policies for the control and regulation of pedestrian and vehicle traffic on University lands;
- n) review and approve policies on financial risk management for risks which may jeopardize the achievements of the strategic vision of the University;
- o) 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;

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- p) Review and provide recommendations to the Board Audit Committee on the University's enterprise-wide risks and risk measures related to the Committee mandate;
- q) monitor trends affecting the University and the implications of those trends on finances and property of the University;

- r) 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;
- s) 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;
- t) review planning reports for individual capital projects and receive a quarterly report on these;
- u) receive for review an annual report from University of Alberta Properties Trust Inc.;
- v) receive for review an annual report on donations and gifts and monitor performance against fundraising goals; and
- w) 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 disposal of real property including lands transferred to University of Alberta Properties Trust Inc.
- h) approve the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.

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:

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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	
2016-10-21	Board of Governors	

OUTLINE OF ISSUE
Action Item

Agenda Title: **Approval of 2016-17 Committee Workplan (with proposed Terms of Reference for information)**

Motion: THAT the Board Finance and Property Committee approve the Committee's 2016-17 Workplan, as set forth in Attachment 1, pending approval of the Committee's Terms of Reference by the Board of Governors.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Dick Wilson, Chair, Board Finance and Property Committee
Presenter	Dick Wilson, Chair, Board Finance and Property Committee

Details

Responsibility	University Governance
The Purpose of the Proposal is	To review and approve the 2016-17 Committee Workplan
The Impact of the Proposal is	This proposal does not affect the core mandate of the Committee.
Replaces/Revises	Committee-approved 2015-16 Workplan
Timeline/Implementation Date	Immediately upon approval
Estimated Cost /funding source	n/a
Next Steps (ie.: Communications Plan, Implementation plans)	University Governance will work with Administration to organize agenda material for 2016-17 Finance and Property Committee meetings, per the approved Workplan.
Supplementary Notes and context	The Committee proposed Terms of Reference are currently being brought forward for approval and are attached for information/reference.

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><i>Those who have been informed:</i></u> <ul style="list-style-type: none"> •
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> • Dick Wilson, Chair, Board Finance and Property Committee • Marion Haggarty-France, University Secretary • President's Executive Committee - Strategic • Sandra Kereliuk, Senior Administrative Officer, Finance and Administration • Mary Paul, Senior Administrative Officer, Facilities and Operations
	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> • Board Finance and Property Committee members and administration • Erin Plume, Assistant Board Secretary and Committee Coordinator
Approval Route (Governance) (including meeting dates)	Board Finance and Property Committee, September 27, 2016 (for approval) Board of Governors, October 21, 2016 (for information)
Final Approver	Board Finance and Property Committee

Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p>Institutional Strategic Plan – <i>For the Public Good</i>:</p> <p><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></p> <p><i>21. 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></p> <p><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>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)</p>	<p>1. Post Secondary Learning Act (PSLA), Section 60 (1)(b): “The Board of a public post-secondary institution shall develop, manage and operate, alone or in cooperation with any person or organization, programs, services and facilities for the educational or cultural advancement of the people of Alberta.”</p> <p>2. Board of Governors General Terms of Reference, Section b: “The Board has delegated to each Committee responsibility and authority to make decisions on behalf of the Board in the Committee’s defined area of responsibility except to the extent that such authority has been specifically limited by the Board in the Terms of Reference for the Committee.”</p> <p>...</p> <p>“...issues which remain with the Board or which would be referred by a Committee to the Board would generally be in the nature of...any matter involving an alteration in the mandate, terms of reference, membership, or structure of a Committee;...”</p> <p>3. Board Finance and Property Committee Terms of Reference Section 3. Mandate of the Committee (Reports, Advice, Trends):</p> <p>v) annually review the terms of reference for the Committee and recommend to the Board any required changes.</p>

Attachments:

1. Board Finance and Property Committee 2016-17 Workplan – showing edits (4 pages)
2. Board Finance and Property Committee 2016-17 Workplan – clean version (4 pages)
3. Board Finance and Property Committee Proposed Terms of Reference (4 pages) – for information

Prepared by: Erin Plume, Assistant Board Secretary and Committee Coordinator



Mandate / Key Activities	Sept 27/16	Nov 23/16	Feb 28/17	Apr 18/17	May 30/17	Responsibility	Session
Financial							
a) review the quarterly financial statements with respect to operating and capital funds;							
Quarterly Financial Review	x	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;							
Comprehensive Institutional Plan (CIP) (for recommendation as related to Committee mandate) - note: cross-referenced under "r"			x			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;							
Tuition Briefing	x					VP F&A	Open
<u>Domestic</u> Tuition (for recommendation)		x				VP F&A	Open
<u>International Tuition</u> (for recommendation)		<u>x</u>				<u>VP F&A</u>	<u>Open</u>
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
<u>Annual Adjustment of all Mandatory Non-Instructional Fees (MNIF)</u> (for information)		<u>x</u>				<u>VP F&A</u>	<u>Open</u>
Mandatory Non-Instructional Fees (MNIF) Report (for information)		<u>x</u>				VP F&A	Open
MNIF/ Course Based Fees (on hold for 2015/16)							

Mandate / Key Activities	Sept 27/16	Nov 22/16	Feb 28/17	Apr 18/17	May 30/17	Responsibility	Session
<u>Residence Meal Plan (for recommendation) (FOR 2016 ONLY)</u>		x				VP F&O	Open
e) approve authorized signing officers in respect of all banking and safekeeping;							
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							
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;							
Review of capital projects			As required			VP F&O	Open
g) review and recommend to the Board the acquisition or disposal of real property, including lands transferred to University of Alberta Properties Trust Inc.							
<u>Acquisition or disposal of real property</u> (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
<u>h) review and recommend to the Board the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.;</u>							
h)j)							
<u>UAPTI Membership and Other Updates</u>			As required			VP F&O	Open
Information Technology							
h)j) review reports, strategies, and plans regarding physical infrastructure and resource optimization for University information technology systems.							
<u>Information Systems & Technology Annual Report (for information)</u>				x		VP F&A	Open
Policies							
h)k) approve policies for intellectual property and technology transfer;			As required			VP F&A	Open
h)l) approve policies for construction and supply contracts, policies governing the use of space and planning reports for individual capital projects <u>and receive an annual report on these.</u>			As required			VP F&O / VP F&A	Open
h)m) recommend to the Board capital expenditure policies for the committee and for the Board;			As required			VP F&O	Open

Comment [WU1]: pending changes to BFPC Terms of Reference

Comment [WU2]: To be removed from the Terms of Reference

Mandate / Key Activities	Sept 27/16	Nov 22/16	Feb 28/17	Apr 18/17	May 30/17	Responsibility	Session
⌘)n) approve policies for the control and regulation of pedestrian and vehicle traffic on University lands;			As required			VP F&O / University Governance	Open
⌘)o) review and approve policies on financial risk management for risks which may jeopardize the achievements of the strategic vision of the University;			As required			VP F&A	Open
⌘)p) 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;			As required			VP F&O	Open
Reports, Advice, Trends							
⌘)q) Review and provide recommendations to the Board Audit Committee on the University's enterprise-wide risks and risk measures related to the Committee mandate;							
Underlying all discussions and items before the Committee. BFPC-associated risks are: <u>Economic Conditions and Funding, Funding and Resource Management</u> , IT Infrastructure (Software & Hardware), and Physical Infrastructure.	x	x	x	x	x	VP F&A	Both
Institutional Risk Summary					x	VP F&A	Closed
⌘)r) monitor trends affecting the University and the implications of those trends on finances and property of the University;							
<u>Sustainability Plan (for information) (FOR 2016 ONLY)</u>	x					VP F&O/Provost	Open
Review Results of Expert Forum	x					VP F&A	Open
Community Engagement Report		x	x		x	VP UR	Open
⌘)s) 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;			*	x		President/ BFPC Chair	In Camera
⌘)t) 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;							

Mandate / Key Activities	Sept 27/16	Nov 22/16	Feb 28/17	Apr 18/17	May 30/17	Responsibility	Session
Comprehensive Institutional Plan (CIP) (for recommendation as related to Committee mandate) - note: <i>cross-referenced under "c"</i>			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
<i>u) 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
<i>v) receive for review an annual report from University of Alberta Properties Trust Inc.(UAPTI);</i>							
<u>UAPTI Annual Report</u>	x					<u>UAPTI / VP F&O</u>	<u>Open</u>
<i>w) receive for review an annual report on donations and gifts and monitor performance against fundraising goals; and</i>					x	VP Adv	Closed
<i>x) annually review the terms of reference of the Committee and recommend to the Board any required changes.</i>	x					Univ Governance / Committee Chair	Open
Committee Education							
Learning Moments / Facility Tours:							
<u>Restricted Funding: M Coutts</u>		X					Open
<u>Endowments: R. Ritter</u>			X				Open
<u>Pensions: J. Spark, W. Patterson</u>				X			Open
<u>Tentative: Facility Tour PLLC Hall: F&O</u>					X		Open

Mandate / Key Activities	Sept 27/16	Nov 22/16	Feb 28/17	Apr 18/17	May 30/17	Responsibility	Session
Residence Meal Plan (for recommendation) (FOR 2016 ONLY)		x				VP F&O	Open
e) approve authorized signing officers in respect of all banking and safekeeping;							
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							
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;							
Review of capital projects			As required			VP F&O	Open
g) review and recommend to the Board the acquisition or disposal of real property, including lands transferred to University of Alberta Properties Trust Inc.							
Acquisition or disposal 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
h) review and recommend to the Board the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.;							
UAPTl Membership and Other Updates			As required			VP F&O	Open
Information Technology							
i) review reports, strategies, and plans regarding physical infrastructure and resource optimization for University information technology systems.							
Information Systems & Technology Annual Report (for information)				x		VP F&A	Open
Policies							
j) approve policies for intellectual property and technology transfer;							
			As required			VP F&A	Open
k) approve policies for construction and supply contracts, policies governing the use of space and planning reports for individual capital projects and receive an annual report on these;							
			As required			VP F&O / VP F&A	Open
l) recommend to the Board capital expenditure policies for the committee and for the Board;							
			As required			VP F&O	Open

Comment [WU1]: Pending approval of Terms of Reference

Comment [WU2]: Pending approval of Terms of Reference

Comment [WU3]: Pending approval of Terms of Reference

Mandate / Key Activities	Sept 27/16	Nov 22/16	Feb 28/17	Apr 18/17	May 30/17	Responsibility	Session
m) <i>approve policies for the control and regulation of pedestrian and vehicle traffic on University lands;</i>						VP F&O / University Governance	Open
n) <i>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
o) <i>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
Reports, Advice, Trends							
p) <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 Infrastructure (Software & Hardware), and Physical Infrastructure.	x	x	x	x	x	VP F&A	Both
Institutional Risk Summary					x	VP F&A	Closed
q) <i>monitor trends affecting the University and the implications of those trends on finances and property of the University;</i>							
Sustainability Plan (for information) (FOR 2016 ONLY)	x					VP F&O/Provost	Open
Review Results of Expert Forum	x					VP F&A	Open
Community Engagement Report		x	x		x	VP UR	Open
r) <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>
s) <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>							

Mandate / Key Activities	Sept 27/16	Nov 22/16	Feb 28/17	Apr 18/17	May 30/17	Responsibility	Session
Comprehensive Institutional Plan (CIP) (for recommendation as related to Committee mandate) - note: <i>cross-referenced under "c"</i>			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
<i>t) 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
<i>u) receive for review an annual report from University of Alberta Properties Trust Inc.(UAPTl);</i>							
UAPTl Annual Report	x					UAPTl / VP F&O	Open
<i>v) receive for review an annual report on donations and gifts and monitor performance against fundraising goals; and</i>					x	VP Adv	Closed
<i>w) annually review the terms of reference of the Committee and recommend to the Board any required changes.</i>	x					Univ Governance / Committee Chair	Open
Committee Education							
Learning Moments / Facility Tours:							
Restricted Funding: M Coutts		X					Open
Endowments: R. Ritter			X				Open
Pensions: J. Spark, W. Patterson				X			Open
Tentative: Facility Tour PLLC Hall: F&O					X		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 disposal of real property, including lands transferred to University of Alberta Properties Trust Inc.
- g)h) review and recommend to the Board the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.;

Information Technology

- h)j) review reports, strategies, and plans regarding physical infrastructure and resource optimization for University information technology systems.

Policies

- i)j) approve policies for intellectual property and technology transfer;
- j)k) approve policies for construction and supply contracts, policies governing the use of space and planning reports for individual capital projects ~~and receive an annual report on these;~~
- k)l) recommend to the Board capital expenditure policies for the committee and for the Board;
- l)m) approve policies for the control and regulation of pedestrian and vehicle traffic on University lands;
- m)n) review and approve policies on financial risk management for risks which may jeopardize the achievements of the strategic vision of the University;
- n)o) 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

- o)p) Review and provide recommendations to the Board Audit Committee on the University's enterprise-wide risks and risk measures related to the Committee mandate;
- p)q) monitor trends affecting the University and the implications of those trends on finances and property of the University;

- ~~e)r~~) 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;
- ~~f)s~~) 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;
- ~~s)t~~) review planning reports for individual capital projects and receive a quarterly report on these;
- ~~t)u~~) receive for review an annual report from University of Alberta Properties Trust Inc.;
- ~~u)v~~) receive for review an annual report on donations and gifts and monitor performance against fundraising goals; and
- ~~v)w~~) 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 disposal of real property including lands transferred to University of Alberta Properties Trust Inc.;
- ~~e)h~~) approve the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.

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
<u>2016-09-27</u>	<u>Board Finance and Property Committee</u>	
<u>2016-10-21</u>	<u>Board of Governors</u>	

OUTLINE OF ISSUE

 Agenda Title: **Augustana Land Bank – Laneways: Land Acquisition**

Motion: THAT the Board Finance and Property Committee recommend that the Board of Governors approve the acquisition of two laneways within the Augustana Land Bank, located in Camrose, Alberta; one laneway east of Lots 3 to 8, Block 22, Plan 8324AA, and one laneway south of Lot 14, Block 22, Plan 8324AA, on terms and conditions acceptable to the Vice-President (Facilities and Operations).

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Facilities and Operations – Real Estate
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 proposed acquisition of two laneways, located in Camrose, Alberta, contiguous to the Augustana Land Bank.
The Impact of the Proposal is	The acquisition would complete ownership of the city block known as the Augustana Land Bank.
Replaces/Revises (eg, policies, resolutions)	N/A
Timeline/Implementation Date	2016
Estimated Cost and funding source	Approximately \$100,000.00 from Real Property Proceeds account
Next Steps (ie.: Communications Plan, Implementation plans)	Purchase property upon approval of the Board of Governors
Supplementary Notes and context	The University owns the sites that constitute the Augustana Land Bank, legally addressed as Lots 3 to 14, Block 22, Plan 8324AA (see attached site plan). Complete ownership of the block of land will require the acquisition of two laneways from the City of Camrose.

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"> • Dr. Allen Berger, Dean & Executive Officer, Augustana Campus
	<u>Those who have been consulted:</u> <ul style="list-style-type: none"> • President's Executive Committee – Operational (PEC-O) – August 18, 2016
	<u>Those who are actively participating:</u> <ul style="list-style-type: none"> • Vice-President Facilities and Operations • Director, Real Estate Services • Associate Director, Real Estate Services
Approval Route (Governance) (including meeting dates)	Board Finance and Property Committee (recommendation) – September 27, 2016 Board of Governors (approval) – October 21, 2016
Final Approver	Board of Governors – October 21, 2016

Alignment/Compliance

Alignment with Guiding Documents	<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 Albertans.</i>
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	<p>23. <i>OBJECTIVE: 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>
<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 (PSLA)</u></p> <p>Section 66.1 – <i>A board may acquire any interest in land for the purposes of the board in conducting the affairs 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>Except as provided in paragraph 4 and 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.</p> <p>Without limiting the generality of the foregoing, the Committee shall:</p> <p>g) review and recommend to the Board the acquisition or disposal of real property, including land transferred to University of Alberta Properties Trust Inc.</p> <p><u>4. LIMITATIONS ON DELEGATION BY THE BOARD</u></p> <p>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:</p> <p>g) approve the acquisitions or disposal of real property including lands transferred to the University of Alberta Trust Inc.</p> <p>UAPPOL: Real Property Compliance Policy, Real Property Acquisition Procedure</p> <p>UAPPOL: Schedule A – Signing Authority for Contractual Obligations on Behalf of the Board of Governors of the University of Alberta</p>

Attachments:

1. Briefing Note (1 page)
2. Site Plan (1 page)

Augustana Land Bank – Acquisition of Land - Laneways

Background

The Augustana Land Bank are the lands purchased from the Bethany Group by the University of Alberta in April 2006, as well as three individual lot purchases between 2012 and 2016 (legally addressed as Lots 3 to 14, Block 22, Plan 8324AA on the attached site map). Complete ownership of the block of land will require the acquisition of two laneways from the City of Camrose, one laneway east of Lots 3 to 8, Block 22, Plan 8324AA, and one laneway south of Lot 14, Block 22, Plan 8324AA. The City of Camrose has agreed to sell the two laneways (see attached map) at a value estimate provided by the City Assessor.

The University's plan is to consolidate the individual legal lots and laneways into a single development parcel. The size and configuration of this consolidated parcel will allow greater flexibility for the University to develop the property for the Augustana campus' future requirements.

Funding required for the acquisition of these laneways is estimated at approximately \$100,000.00. This cost includes the purchase price of the laneways, as well as a contingency for estimated soft costs such as survey work, application fees, etc.

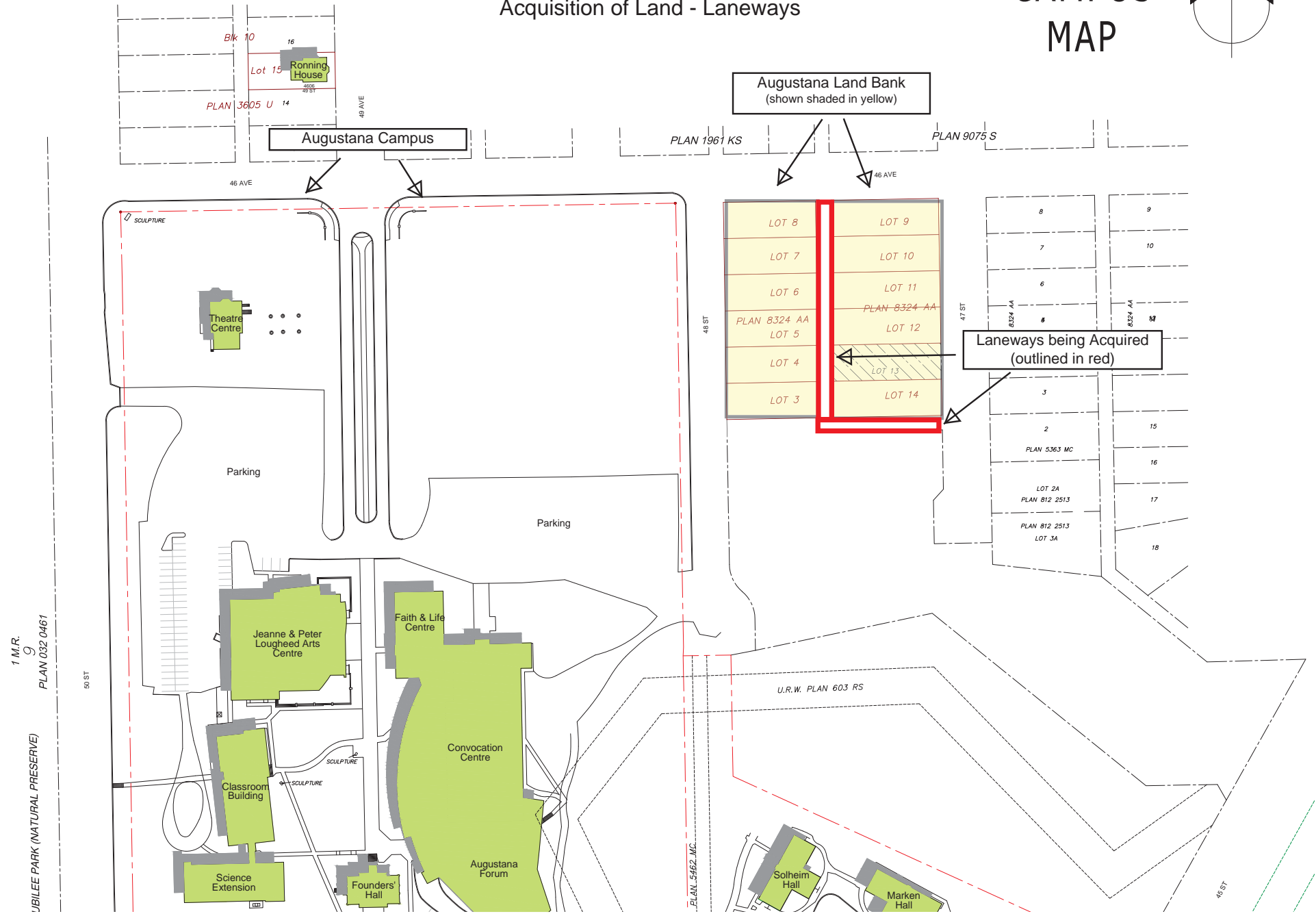
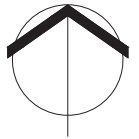
Recommendation

That the Board Finance and Property Committee recommend that the Board of Governors approve, Augustana Land Bank – Acquisition of Land- Laneways.

Attachment 2

Site Plan - Augustana Land Bank -
Acquisition of Land - Laneways

CAMPUS
MAP



Augustana Campus

Augustana Land Bank
(shown shaded in yellow)

Laneways being Acquired
(outlined in red)

1 M.R.
9
PLAN 032 0461

JUBILEE PARK (NATURAL PRESERVE)

PLAN 5462 MC

45 ST

OUTLINE OF ISSUE
Action Item

Agenda Title: **Capitalization of Unrestricted Funds to Permanent Restricted Endowments Net Assets**

Motion: THAT the Board Finance and Property Committee recommend that the Board of Governors approve the transfer of \$2,671,967.23 of unrestricted net assets to permanent restricted endowment net assets.

Item

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation
Proposed by	Phyllis Clark, Vice-President (Finance & Administration)
Presenter	Phyllis Clark, Vice-President (Finance & Administration)

Details

Responsibility	Finance & Administration
The Purpose of the Proposal is (please be specific)	<p>The following faculties have requested capitalization:</p> <ul style="list-style-type: none"> • <u>Agricultural, Life and Environmental Sciences - \$897,348.00</u> Source of funds: Mattheis Ranch revenue from oil and gas leases Purpose: To match the final portion of the Conservation Easement grant, and increase the funding available to support rangeland research, education and extension activity. • <u>Medicine and Dentistry - \$1,000,000.00</u> Source of funds: bequest from the Aulbach estate. Purpose: Recognize MD students at the annual White Coat award ceremony and provide bursaries for students in the MD program • <u>Vice-President (Finance and Administration) - \$774,619.23</u> Source of funds: WCB Special Dividends Purpose: To increase the principal of the WCB fund to provide an ongoing source of funding that will enable the university to fund various health and safety initiatives.
The Impact of the Proposal is	Transfer of \$2,671,967.23 of unrestricted net assets to permanent restricted endowment net assets.
Replaces/Revises (eg, policies, resolutions)	None
Timeline/Implementation Date	Effective upon approval by the Board of Governors
Estimated Cost and funding source	n/a
Next Steps (ie.: Communications Plan, Implementation plans)	
Supplementary Notes and context	

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><i>Those who have been informed:</i></u> <ul style="list-style-type: none"> •
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> • Provost and Vice-President (Academic)
	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> •
Approval Route (Governance) (including meeting dates)	Board Finance and Property Committee (recommendation) – September 27, 2016 Board of Governors (approval) – October 21, 2016
Final Approver	Board of Governors – October 21, 2016

Alignment/Compliance

Alignment with Guiding Documents	<p><u>Institutional Strategic Plan – For the Public Good</u> 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.</p> <p>OBJECTIVE: Secure and steward financial resources to sustain, enhance, promote, and facilitate the university’s core mission and strategic goals.</p> <p>i. Strategy: Seek and secure resources needed to achieve and support our strategic goals.</p> <p>ii. Strategy: Ensure a sustainable budget model to preserve and enhance our core mission and reputation for excellence in teaching, learning, research, and community engagement.</p> <p><u>Comprehensive Institutional Plan</u></p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p><u>1. Post-Secondary Learning Act</u> <i>General powers and duties 60(1)</i> <i>The board of a public post-secondary institution shall</i> <i>(a) manage and operate the public post-secondary institution in accordance with its mandate,</i> <i>(b) develop, manage and operate, alone or in co-operation with any person or organization, programs, services and facilities for the economic prosperity of Alberta and for the educational or cultural advancement of the people of Alberta,</i></p> <p><u>2. University Policy and Procedure On-Line (UAPPOL)</u> Board-approved Capitalization of Unrestricted Funds to Endowment Policy and relevant procedure.</p> <p><u>3. Board of Governors General Terms of Reference, Section 1.b. states:</u> <i>The Board has delegated to each Committee responsibility and authority</i></p>

to make decisions on behalf of the Board in the Committee's defined area of responsibility except to the extent that such authority has been specifically limited by the Board in the Terms of Reference for the Committee.

4. The Board Finance and Property Committee Terms of Reference, Sections 3 and 4 state:

Section 3

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:

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;

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;

Attachments: None

Prepared by: Martin Coutts, Associate Vice-President, Finance and Supply Management Services
(martin.coutts@ualberta.ca, 492-3436)
Michele Pearce, Director, Financial Accounting and Reporting, Financial Services
(michele.pearce@ualberta.ca, 492-0877)

Revised: 9/20/2016