



The following Motions and Documents were considered by the Board of Governors during the Open Session of its Friday, May 13, 2016 meeting:

Agenda Title: **Collection of GSA Membership, GSA Health and Dental Plan, and Graduate Student Assistance Program Fees**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the collection of the following Graduate Students' Association (GSA) Fees for the 2016-2017 academic year:

- GSA Membership Fee for full-time students (\$160.66) + GSA Dedicated Fees (\$3.00) -- \$163.66/annum
- GSA Membership Fee for part-time students (\$120.50) + GSA Dedicated Fees (\$3.00) -- \$123.50/annum
- GSA Health Plan Fee for full-time students --- \$280.70/annum
- GSA Dental Plan Fee for full-time students --- \$212.25/annum
- Graduate Student Assistance Program --- \$12.00/annum

Final Item: 4bi.

Agenda Title: **Collection of University of Alberta Students' Union 2016/2017 Operating / Referendum**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the collection of the University of Alberta Students' Union Fee Schedule 1 for 2016/2017, as set forth in Attachment 1 of the agenda documentation, to take effect September 1, 2016.

Final Item: 4bii.

Agenda Title: **Proposed Supplemental Application Fee for the Doctor of Medicine program**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the proposed Supplemental Application Fee for the Doctor of Medicine Program, as set forth in Attachment 1, to take effect July 1, 2016.

Final Item: 4biii.

Agenda Title: **TEC Edmonton Funding Extension**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve:

- a) that the University of Alberta continue the joint venture (TEC Edmonton) with Edmonton Economic Development Corporation (EEDC); and
- b) a financial commitment to TEC Edmonton of \$1.5M per year for three (3) years, from January 1, 2017 to December 31, 2019, to fund operating costs.

The Board will receive a report on TEC Edmonton activities on an annual basis and as otherwise requested, through the Office of the Vice-President (Research).

Final Item: 4biv.

Agenda Title: **Board University Relations Committee Terms of Reference**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board University Relations Committee, approve the proposed changes to the Committee's Terms of Reference, as set forth in Attachment 1.

Final Item: 4ci.

Agenda Title: **Board Committee Appointments**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Chair, Mr Michael Phair, approve Board Committee appointments, as set forth in Attachment 1 to the agenda documentation.

Final Item: 4di.

Agenda Title: **Devonian Botanic Garden Islamic Garden – Capital Expenditure Authorization Request (CEAR)**

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the Capital Expenditure Authorization Request (CEAR) of twenty million dollars (\$20,000,000.00) in Canadian funds for a total project cost of twenty million dollars (\$20,000,000.00) in Canadian funds for the Devonian Botanic Garden – Development of the Islamic Garden, subject to senior administration ensuring that all conditions have been met.

Final Item: 5a.

OUTLINE OF ISSUE

Agenda Title: **Collection of GSA Membership, GSA Health and Dental Plan, and Graduate Student Assistance Program Fees**

Motion: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the collection of the following Graduate Students' Association (GSA) Fees for the 2016-2017 academic year:

- GSA Membership Fee for full-time students (\$160.66) + GSA Dedicated Fees (\$3.00) -- \$163.66/annum
- GSA Membership Fee for part-time students (\$120.50) + GSA Dedicated Fees (\$3.00) -- \$123.50/annum
- GSA Health Plan Fee for full-time students --- \$280.70/annum
- GSA Dental Plan Fee for full-time students --- \$212.25/annum
- Graduate Student Assistance Program --- \$12.00/annum

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Graduate Students' Association
Presenter	Sarah Ficko, President, Graduate Students' Association
Subject	GSA Membership, GSA Health and Dental Plan, and Graduate Student Assistance Program Fees

Details

Responsibility	Graduate Students' Association
The Purpose of the Proposal is (please be specific)	To approve the collection of Graduate Students' Association Fees for the 2016-2017 academic year.
The Impact of the Proposal is	Adjusted charge per graduate student for the GSA Membership Fee and GSA Health and Dental Plan fee.
Replaces/Revises (eg, policies, resolutions)	2015-2016 Approval of Collection of Graduate Students' Association Membership, GSA Health and Dental Plan, and Graduate Student Assistance Program Fees.
Timeline/Implementation Date	September 1, 2016
Estimated Cost	N/A
Sources of Funding	Fees assessed to graduate students.
Notes	<p>The GSA Dedicated Fees include a collection from full- and part-time students of \$1/term for CJSR, and a collection from full- and part-time students of \$0.50/term for the newly established Alberta Graduate Provincial Advocacy Council, a provincial graduate student advocacy group established by four Alberta Comprehensive Academic and Research Institutions (CARI) following the 2013 dissolution of the Alberta Graduate Council.</p> <p>The proposed GSA Membership Fees have been increased by Alberta Consumer Price Index (CPI) (1.6%) per annum for both full-time and part-time students as set out in GSA Bylaws. The fee increase was approved by the GSA Council on 22 February 2016.</p> <p>There is a 15% increase in the GSA Health and Dental Plan Fee. The actual increase to the cost of the Plan has been projected at 16%. GSA Council approved the payment of the GSA Health Plan and GSA Dental Plan Fee for 2016-2017 above the fee contribution collected from graduate students of \$492.95 from the GSA Health and Dental Plan Reserve Fund (HDPRF).</p> <p>There is no change in the Graduate Student Assistance Program Fee.</p>

Alignment/Compliance

Alignment with Guiding Documents	Draft Institutional Strategic Plan
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<ol style="list-style-type: none"> 1. Post-Secondary Learning Act (PSLA) Section 95(2) “The council of a student organization may make bylaws governing <ol style="list-style-type: none"> f) in the case of a graduate students association, the maintenance of the association by the levy of membership fees on its members.” 2. PSLA Section 95(1) “The business and affairs of a student organization of a public post-secondary institution must be managed by a council [...]” 3. PSLA Section 96(1) “The graduate students association of a university has the exclusive authority, on behalf of the graduate students, to negotiate and enter into an agreement with respect to the employment of graduate students with the board of the university.” 4. PSLA Section 62: Delegation of powers “A board may delegate in writing to any person any power, duty or function conferred or imposed on it by this Act, except the power to make bylaws.” 5. GSA Bylaws Part II, Section 2.2 Membership fees shall be indexed annually to inflation as measured by the Alberta Consumer Price Index 6. Board Finance and Property Committee (BFPC) Terms of Reference Section 3: “d) review and recommend to the Board tuition and other like fees.” 7. BFPC Terms of Reference Section 4: LIMITATIONS ON DELEGATION BY THE BOARD <ol style="list-style-type: none"> 4. 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: <ol style="list-style-type: none"> (e) approve tuition and other like fees;”

Routing (Include meeting dates)

<p>Participation: (parties who have seen the proposal and in what capacity)</p> <ul style="list-style-type: none"> • Those who have been informed • Those who have been consulted • Those who are actively participating 	<p><u>GSA Membership Fee:</u> GSA Budget and Finance Committee (January 26, 2016) – Recommends to GSA Council GSA Board (February 3, 2016) – Recommends to GSA Council GSA Council (February 22, 2016) – Approves</p> <p><u>Graduate Student Assistance Program Fee:</u> GSA Labour Relations Committee, GSA Negotiating Committee (August, September, and October 2015) GSA Budget and Finance Committee (January 26, 2016) – Recommends to GSA Council GSA Board (February 3, 2016) – Recommends to GSA Council GSA Council (February 22, 2016) – Approves</p>
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	<p><u>GSA Health and Dental Plan Fee:</u> GSA Board (March 23, 2016) – Proposes use of the HDPRF to the GSA Budget and Finance Committee and recommends the Fee to GSA Council GSA Budget and Finance Committee (March 29, 2016) – Recommends use of the HDPRF to GSA Council GSA Council (April 18, 2016) – Approves</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GSA Budget and Finance Committee (GSA Membership and Graduate Student Assistance Program fees, January 26, 2016) – Recommends to GSA Council</p> <p>GSA Board (GSA Membership and Graduate Student Assistance Program fees, February 3, 2016) – Recommends to GSA Council</p> <p>GSA Council (GSA Membership and Graduate Student Assistance Program fees, February 22, 2016) – Approves</p> <p>GSA Board (GSA Health and Dental Plan Fee, March 23, 2016) – Proposes use of the HDPRF to the GSA Budget and Finance Committee and recommends the Fee to GSA Council</p> <p>GSA Budget and Finance Committee (GSA Health and Dental Plan Fee, March 29, 2016) – Recommends use of the HDPRF to GSA Council</p> <p>GSA Council (GSA Health and Dental Plan Fee, April 18, 2016) – Approves</p> <p>Board Finance and Property Committee – April 26, 2016 (recommends collection of GSA Fees to the Board of Governors)</p> <p>Board of Governors – May 13, 2016 (for approval of collection of GSA Fees)</p>
<p>Final Approver</p>	<p>Board of Governors</p>

Attachment:

1. Letter to Mr. Michael Phair from Colin More, President, Graduate Students' Association, dated April 19, 2016 (2 pages)

Prepared by: Colin More, Past President, Graduate Students' Association, gsa.president@ualberta.ca, (780) 492-2175

Revised: 5/5/2016

Mr. Michael Phair
Chair, Board of Governors
3-04 South Academic Building
University of Alberta
Edmonton, AB, T6G 2G7

19 April 2016

Re: GSA Fees 2016-2017

Dear Mr. Phair,

This letter is to inform you of the GSA Fees for 2016-2017, as recommended by the GSA Budget and Finance Committee and the GSA Board for ultimate approval by GSA Council.

GSA Membership Fees should be assessed in equal installments in the fall and winter terms. The Health and Dental Plan Fee is assessed in the fall and winter terms, and the Graduate Student Assistance Program Fee is assessed at \$4.00 in the fall term and \$8.00 in the winter term.

GSA Base Membership Fee for full-time students: \$160.66 + GSA Dedicated Fees* of \$3.00 = **\$163.66 (per year)**
GSA Base Membership Fee for part-time students: \$120.50 + GSA Dedicated Fees* of \$3.00 = **\$123.50 (per year)**
[1.6% CPI increase in the GSA Base Membership Fee from 2015-2016; No change in the Dedicated Fees from 2015-2016]

*The GSA Dedicated Fees include a collection from full- and part-time students of \$1/term for CJSR, and a collection from full- and part-time students of \$0.50/term for the newly established Alberta Graduate Provincial Advocacy Council, a provincial graduate student advocacy group established by the four Alberta CARI institutions following the 2013 dissolution of the Alberta Graduate Council.

Projected GSA Health Plan Fee for full-time students: **\$280.70 (charged in full in the fall term and, for graduate students beginning their academic programs in the winter term, charged at a pro-rated rate in January).**

Projected GSA Dental Plan Fee for full-time students: **\$212.25 (charged in full in the fall term and, for graduate students beginning their academic programs in the winter term, charged at a pro-rated rate in January).**

The total Projected GSA Health and Dental Plan Fee: \$492.95 per annum (15% increase from 2015-2016; the payment of premium increases for 2016-2017 above the contribution collected from graduate students will be paid from the GSA Health and Dental Plan Reserve Fund).

Graduate Student Assistance Program: **\$12.00 (per year; \$4.00 in the fall term, \$8.00 in the winter term)** [No change from 2015-2016].

The GSA asks that the Board of Governors **approve the collection of GSA Fees**, as approved by GSA Council.

Should you have any questions or concerns about this fee structure, please feel free to contact me at gsa.president@ualberta.ca or (780) 492-2175.

Sincerely,



Colin More, GSA President 2015-2016

cc: Steven Dew, Provost and Vice-President (Academic)
Tom Hidson, Assistant Registrar
Juli Zinken, Board Secretary and Manager, Board Services



OUTLINE OF ISSUE

Agenda Title: **Collection of University of Alberta Students' Union 2016/2017 Operating / Referendum Fees**

Motion: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the collection of the University of Alberta Students' Union Fee Schedule 1 for 2016/2017, as set forth in Attachment 1 of the agenda documentation, to take effect September 1, 2016.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	University of Alberta Students' Union
Presenter	Fahim Rahman, Students' Union President
Subject	University of Alberta Students' Union 2016/2017 Operating/Referendum Fees

Details

Responsibility	University of Alberta Students' Union
The Purpose of the Proposal is (please be specific)	To approve an increase to all Students' Union Operating/Referendum fees by Consumer Price Index (CPI) (1.74%), with the exception of the Access Fund (which is indexed on an average cost for budgeted administrative costs for the following fiscal year and the average of the total monies dispersed and net transfers to the fund over the previous three (3) fiscal years, pro-rated on a per-student basis), the Health and Dental Plan Fee, and the SU Membership Fee. To instate four separate Residence Associations fees.

The Impact of the Proposal is	<p>Increase all Students' Union Operating/Referendum fees by CPI (1.74%), with the exception of the Access Fund, which is indexed on an average cost index, and the Health and Dental Plan Fee.</p> <p>The Access Fund fee will now be assessed on an average cost index at \$14.34/term.</p> <p>The Health & Dental Plan fees will assessed as follows: For Fall enrollment, the Health Plan will be assessed at \$126.25/annum and the Dental Plan Fee at \$143.00/annum. For Winter enrollment, the Health Plan will be assessed at \$84.17/annum and the Dental Plan Fee at \$95.33/annum</p> <p>The SU Membership Fee will now be assessed at \$42.73 for all Full-time and Part-time Students, and \$26.66 to all Intersession Students.</p> <p>The Faculty of Business Association Membership Fee shall now be assessed at a rate of \$10.00 to all on-campus undergraduate Business students at the University of Alberta.</p> <p>The Faculty of Engineering Association Membership Fee shall now be assessed at a rate of \$7.00 to all on-campus undergraduate Engineering students at the University of Alberta.</p> <p>Four separate fees for four Residence Associations shall be instated.</p>
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	<p>These fees will have an opt-out component. The HUB Community Association Membership Fee shall be assessed at a rate of \$22.50/term for Full-Time and Part-time students living in HUB Mall Residence.</p> <p>The International House Association Membership Fee shall be assessed at \$18.00/term for Full-time and Part-time students living in International House.</p> <p>L'Association de la Résidence de la Faculté Saint-Jean Membership Fee shall be assessed at \$33.50/term for Full-Time and Part-time students living at Résidence Saint-Jean.</p> <p>The East Campus Student Association Membership Fee shall be assessed at \$18.00/term for Full-time and Part-time students living in any of the East Campus Village residences.</p>
Replaces/Revises (eg, policies, resolutions)	University of Alberta Students' Union 2015/2016 Operating/Referendum Fees
Timeline/Implementation Date	September 1, 2016
Estimated Cost	None
Sources of Funding	
Notes	<p>Background: All fees are indexed to CPI with the exception of the Access Fund, Faculty Association Fees, and Residence Association Fees. The Students' Union Fees are comprised of two classifications; the SU Operating Fee, and the SU Referendum Fees. Faculty and Residence Association Fees are included in the Referendum Fees on a term basis and the Health and Dental Plan Fee is included in the Referendum Fee on an annual basis.</p> <p>For the 2016-2017 academic year, Residence Association Fees will be charged as Students' Union Referendum Fees.</p> <p>There are no other changes to the fee structure or the administration of Students' Union Fees.</p>

Alignment/Compliance

Alignment with Guiding Documents	
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<ol style="list-style-type: none"> Post-Secondary Learning Act (PSLA) (Section 95(2)): "The council of a student organization may make bylaws governing (e) in the case of a students' association, the maintenance of the association by the levy membership fees on its members;" PSLA Section 60(1)(b): " The board of a public post-secondary institution shall ... (b) develop, manage and operate, alone or in co-operation with any person or organization, programs, services and facilities for the educational or cultural advancement of the people of Alberta," PSLA Section 62: "Delegation of powers "A board may delegate in writing to any person any power, duty or function conferred or imposed on it by this Act, except the power to make bylaws."



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	<p>4. Board Finance and Property Committee (BFPC) Terms of Reference Section 3.d: “d) review and recommend to the Board tuition and other like fees.”</p> <p>5. BFPC Terms of Reference Section 4: “LIMITATIONS ON DELEGATION BY THE BOARD</p> <p>4. 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>4. (e) approve tuition and other like fees;”</p>
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Routing (Include meeting dates)

<p>Participation: (parties who have seen the proposal and in what capacity)</p> <ul style="list-style-type: none"> • Those who have been informed • Those who have been consulted • Those who are actively participating 	<p>Executive Committee, March 30, 2016 (for approval) Finance Committee, April 04, 2016 (for approval) Student Council, April 05, 2016 (for approval)</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>Board Finance and Property Committee, April 26, 2015 (for recommendation) Board of Governors, May 13, 2016 (for approval)</p>
<p>Final Approver</p>	<p>Board of Governors</p>

Attachments:

1. University of Alberta Students' Union Fees 2016-17 (for approval) (1 page)
2. University of Alberta Students' Union Assessment of Undergraduate Student Union Referendum/Dedicated Fees – Allocation 2016-17 (for information) (2 pages)

Prepared by: Peter Ta <peter.ta@su.ualberta.ca>
Senior Manager of Finance and Administration
University of Alberta Students' Union (with the assistance of University Governance)

Undergraduate students are assessed fees from both Schedule 1, 2, 3 and 4:

Schedule 1:						Schedule 2:		
Students' Union Undergraduate Fees - TERM						Students' Union Undergraduate Fees - ANNUAL/TERM		
Effective: September 1, 2016						Effective: September 1, 2016		
Undergraduate Student Fee Types						6. Nursing	7. Law	
	1. Basic Fee	2. Engineering	3. Augustana	4. Business	5. Science			
Fall or Winter Term Full Time Fees:								
Students' Union Fee	\$42.73	\$42.73	\$42.73	\$42.73	\$42.73	\$42.73	\$42.73	
Referendum Fees	<u>\$43.96</u>	<u>\$50.96</u>	<u>79.82</u>	<u>\$53.96</u>	<u>\$48.96</u>	<u>\$56.46</u>	<u>\$93.96</u>	
Total Fall or Winter Term Full Time Fees	\$86.69	\$93.69	\$122.55	\$96.69	\$91.69	\$99.19	\$136.69	
Fall or Winter Term Part Time Fees:								
Students' Union Fee	\$22.37	\$22.37	\$22.37	\$22.37	\$22.37	\$22.37	\$22.37	
Referendum Fees	<u>\$40.82</u>	<u>\$47.82</u>	<u>\$79.82</u>	<u>\$50.82</u>	<u>\$45.82</u>	<u>\$43.96</u>	<u>\$43.96</u>	
Total Fall or Winter Term Part Time Fees	\$63.19	\$70.19	\$102.19	\$73.19	\$68.19	\$86.69	\$86.69	
Fall or Winter Term Off Campus Student Fees:								
Students' Union Fee	\$22.37	\$22.37		\$22.37	\$22.37			
Referendum Fees	<u>\$40.82</u>	<u>\$40.82</u>		<u>\$40.82</u>	<u>\$40.82</u>			
Total Fall or Winter Term Off Campus Fees	\$63.19	\$63.19		\$63.19	\$63.19			
Spring or Summer Term Fees:								
Students' Union Fee	\$26.66	\$26.66		\$26.66	\$26.66			
Referendum Fees	<u>\$16.36</u>	<u>\$16.36</u>		<u>\$16.36</u>	<u>\$16.36</u>			
Total Spring or Summer Term Fees	\$43.02	\$43.02		\$43.02	\$43.02			
Spring or Summer Term Off Campus Fees:								
Students' Union Fee	\$26.66	\$26.66		\$26.66	\$26.66			
Referendum Fees	<u>\$16.36</u>	<u>\$16.36</u>		<u>\$16.36</u>	<u>\$16.36</u>			
Total Spring or Summer Term Off Campus Fees	\$43.02	\$43.02		\$43.02	\$43.02			

Schedule 3:					
See Note #8 below for explanation					
Students' Union Undergraduate Fees - ANNUAL					
Effective: September 1, 2016					
	Health and Dental Plan			Health and Dental Plan	
	Fall Enrollment			Winter Enrollment	
	Health Plan Fee	Dental Plan Fee	Referendum Fee	Health Plan Fee	Dental Plan Fee
Full Time Fees	\$126.25	\$143.00	\$84.17	\$84.17	\$95.33
Part Time Fees:	\$126.25	\$143.00	\$84.17	\$84.17	\$95.33
Off-Campus Fees	\$126.25	\$143.00	\$84.17	\$84.17	\$95.33

Schedule 4:	
See Note #9 below for explanation	
Students' Union Undergraduate Fees - TERM (Full & Part Time)	
Effective: September 1, 2016	
HUB Community	\$22.50
International House	\$18.00
L'Association de la Residence de la Faculte Saint-Jean	\$33.50
East Camput Student	\$18.00

- The Basic Fee (Column 1) applies to all students except those in the Faculty of Engineering, Augustana, Faculty of Business, Faculty of Nursing - Note: Other than the Faculty of Nursing & Health Fee, all fees are per Term.
- Engineering students are assessed the Basic Fee for all terms (which is included in Column 2) , plus a \$7.00/term Faculty Association Membership Fee (FAMF) which is included in the Referendum portion of the fee in Column 2. This FAMF is only being assessed in the Fall and Winter Full Time and Part Time terms, not Intersession or Off-Campus.
- Augustana students are assessed the amount in Column 3 for Fall/Winter Terms. Council has decided not to assess Augustana Off-Campus or Intersession students at this time. The Referendum portion of the Augustana Fee in Column 3 includes a \$65.00/term Faculty Association Membership Fee.
- Business students are assessed the Basic Fee for all terms (which is included in Column 4) , plus a \$10.00/term Faculty Association Membership Fee (FAMF) which is included in the Referendum portion of the fee in Column 4. This FAMF is only being assessed in the Fall and Winter Full Time and Part Time terms, not Intersession or Off-Campus.
- Science students are assessed the Basic Fee for all terms (which is included in Column 5) , plus a \$5.00/term Faculty Association Membership Fee (called SCI-5) which is included in the Referendum portion of the fee in Column 5. Association Fee is only being assessed in the Fall and Winter Full Time and Part Time terms, but not including Intersession or Off-Campus Students.
- Nursing students are assessed the Basic Fee for all terms (which is included in Column 6) , plus a \$12.50 Faculty Association Membership Fee (FAMF) for Full Time Fall Term Students, and a \$8.50 FAMF for Part Time Fall Term Students, which is included in the Referendum portion of the fee in Column 6. This FAMF is only being assessed in the Fall Term, and does not include Intersession or Off-Campus students.
- Law students are assessed the Basic Fee for all terms (which is included in Column 7) , plus a \$50.00 Faculty Association Membership Fee (FAMF) for Full Time Fall Term Students, which is included in the Referendum portion of the fee in Column 7. This FAMF is only being assessed in the Fall Term, and does not include Intersession or Off-Campus students.
- Health and Dental Plan Fee: This fee is assessed to all full and part time undergraduate students on an annual basis effective September 1, 2009. The fee is assessed IN ADDITION to the term fees outlined in Schedule 1 above.

Undergraduate students enrolled in the Fall Term, and taking 3 or more credit, shall be assessed the full amount. The plan will typically provide coverage from September to August year-long. Undergraduate students enrolled in the Winter Term, taking 3 or more credit, & have not previously been assessed in the prior Fall Term, shall be assessed a pro-rated amount. The plan will typically provide coverage from January to August.
- Residence Association Membership Fee: These fees are assessed to all full-time and part-time residents of the Residence Associations named as the Fund . Fees shall be assessed once per term, upon proof that the student is a resident of the residence at the time of fee assessment. These fees assessed are IN ADDITION to the term fees outlined in Schedule 1 & 2 above.

All Students' Union fees (including Referendum fees) are subject to the Alberta CPI (1.74%) except for the Access Fund fee which is calculated on an Average Cost Index, or Faculty Association Fees (which have no increase). All applicable increases are already built into the above figures.

UNIVERSITY OF ALBERTA STUDENTS' UNION							Fee Inc Amt
ASSESSMENT OF UNDERGRADUATE STUDENT UNION REFERENDUM/DEDICATED FEES - ALLOCATION							FT / PT
2016-17							\$
	CPI	1.00%	2.90%	1.11%	1.55%	2.56%	1.74%
	Tuition	0.35%	1.45%	1.45%	1.00%	0.85%	1.70%
	YEAR	2011/12	2012/13	2013/14	2014/15	2015/16	2016/17
NAME OF DEDICATED FUND	IMPLEMENTED	FEE	FEE	FEE	FEE	FEE	FEE
		PER TERM	PER TERM	PER TERM	PER TERM	PER TERM	PER TERM
WUSK(WORLD REFUGEE STUDENTS)	1988						
Full-time assessment		0.44	0.45	0.45	0.46	0.47	0.48
Part-time assessment		0.44	0.45	0.45	0.46	0.47	0.48
EUGENE BRODY BOARD	1990						
Full-time assessment							
Part-time assessment							
STUDENTS INVOLVEMENT ENDOWMENT	1990						
Full-time assessment		0.00	0.00	0.00	0.00	0.00	0.00
Part-time assessment		0.00	0.00	0.00	0.00	0.00	0.00
CJSR	1989						
Full-time assessment		1.96	2.02	2.04	2.07	2.12	2.16
Part-time assessment		0.70	0.72	0.73	0.74	0.76	0.77
STUDENT FINANCIAL AID AND INFO. CENTER	1991						
Full-time assessment							
Part-time assessment							
Intercession assessment							
GOLDEN BEAR AND PANDA LEGACY FUND	1991						
Full-time assessment		3.93	4.04	4.08	4.14	4.25	4.32
Part-time assessment		3.93	4.04	4.08	4.14	4.25	4.32
CAPITAL FUND							
Full-time assessment							
CAMPUS RECREATION	1994						
Full-time assessment		3.67	3.78	3.82	3.88	3.98	4.05
Part-time assessment		3.67	3.78	3.82	3.88	3.98	4.05
Intercession assessment		3.67	3.78	3.82	3.88	3.98	4.05
ACCESS FUND	1995						
Full-time assessment		14.37	14.68	14.08	14.08	14.08	14.34
Part-time assessment		14.37	14.68	14.08	14.08	14.08	14.34
Intercession assessment		6.32	6.46	6.19	6.20	6.20	7.17
STUDENT LEGAL SERVICES	1998						
Full-time assessment		0.67	0.69	0.70	0.71	0.73	0.74
Part-time assessment		0.67	0.69	0.70	0.71	0.73	0.74
APIRG	2001						
Full-time assessment		3.17	3.26	3.30	3.35	3.44	3.50
Part-time assessment		1.58	1.63	1.65	1.68	1.72	1.75
GATEWAY FUND							
Full-time assessment		3.13	3.22	3.26	3.31	3.39	3.45
Part-time assessment		3.13	3.22	3.26	3.31	3.39	3.45
Intercession assessment		0.40	0.41	0.41	0.42	0.43	0.44
SUB RENOVATION FUND	2014						
Full-time assessment					9.00	9.23	9.39
Part-time assessment					9.00	9.23	9.39
Intercession assessment					4.50	4.62	4.70
THE LANDING FUND	2016						
Full-time assessment						1.50	1.53
Part-time assessment						1.50	1.53
Intercession assessment						0.00	0.00
Total Fees Allocated to Referendum(Dedicated Fee)- Full Time Term		31.34	32.14	31.73	41.00	43.19	43.96
Total Fees Allocated to Students' Union Services/Operations - Full Time Term		36.04	37.09	37.50	38.08	39.05	42.73
Total Fall or Winter Term Full Time Fees		67.38	69.23	69.23	79.08	82.24	86.69
Total Fees Allocated to Referendum(Dedicated Fee)- Part Time Term		28.49	29.21	28.77	38.00	40.11	40.82
Total Fees Allocated to Students' Union Services/Operations - Part Time Term		17.57	18.08	18.28	18.56	19.04	22.37
Total Fall or Winter Term Part Time Fees		46.06	47.29	47.05	56.56	59.15	63.19
Total Fees Allocated to Referendum(Dedicated Fee)- Intercession		10.39	10.65	10.42	15.00	15.23	16.36
Total Fees Allocated to Students' Union Services/Operations - Intercession		22.82	23.48	23.74	24.11	24.73	26.66
Total Spring or Summer Term Fees		33.21	34.13	34.16	39.11	39.96	43.02
Faculty of Engineering Students	2004						
FACULTY ASSOCIATION MEMBERSHIP FEE	\$4.00				Fee Suspended		
Total Fees Allocated to Referendum(Dedicated Fee)- Full Time Term		35.34	36.14	35.73	41.00	43.19	
Total Fees Allocated to Students' Union Services/Operations - Full Time Term		36.04	37.09	37.50	38.08	39.05	
Total Fall or Winter Term Full Time Fees		71.38	73.23	73.23	79.08	82.24	
Total Fees Allocated to Referendum(Dedicated Fee)- Part Time Term		32.49	33.21	32.77	38.00	40.11	
Total Fees Allocated to Students' Union Services/Operations - Part Time Term		17.57	18.08	18.28	18.56	19.04	
Total Fall or Winter Term Part Time Fees		50.06	51.29	51.05	56.56	59.15	
Total Fees Allocated to Referendum(Dedicated Fee)- Intercession		10.39	10.65	10.42	15.00	15.23	
Total Fees Allocated to Students' Union Services/Operations - Intercession		22.82	23.48	23.74	24.11	24.73	
Total Spring or Summer Term Fees		33.21	34.13	34.16	39.11	39.96	
Faculty of Engineering Students	2017						
FACULTY ASSOCIATION MEMBERSHIP FEE	\$7.00						
Total Fees Allocated to Referendum(Dedicated Fee)- Full Time Term							50.96
Total Fees Allocated to Students' Union Services/Operations - Full Time Term							42.73
Total Fall or Winter Term Full Time Fees							93.69
Total Fees Allocated to Referendum(Dedicated Fee)- Part Time Term							47.82
Total Fees Allocated to Students' Union Services/Operations - Part Time Term							22.37
Total Fall or Winter Term Part Time Fees							70.19
Total Fees Allocated to Referendum(Dedicated Fee)- Intercession							16.36
Total Fees Allocated to Students' Union Services/Operations - Intercession							26.66
Total Spring or Summer Term Fees							43.02
Augustana Students	2007						
FACULTY ASSOCIATION FEE	\$65.00						
Assessment for Dedicated fees of ELB, Access, Wusc and Faculty Fee of \$65.00/term**		79.81	80.13	79.53	79.54	79.55	79.82
Total Fees Allocated to Students' Union Services/Operations - Part Time Equivalent*		36.04	37.09	37.50	38.08	39.05	42.73
Total Fees Allocated to Students' Union Services/Operations - Full Time Term		115.85	117.22	117.03	117.62	118.60	122.55

*change to ft equivalent in 2009/10

**Change Faculty Fee to \$65.00/term from \$62.50/term effective Sept 1, 2009

OUTLINE OF ISSUE

Agenda Title: **Proposed Supplemental Application Fee for the Doctor of Medicine program**

Motion: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the proposed Supplemental Application Fee for the Doctor of Medicine Program, as set forth in Attachment 1, to take effect July 1, 2016.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Vice-Provost & University Registrar on behalf of the Faculty of Medicine and Dentistry
Presenter	Steven Dew, Provost & Vice-President (Academic)
Subject	Faculty of Medicine Supplemental Application Fee

Details

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To establish a Supplemental Application Fee for the Doctor of Medicine program in the amount of \$55 to cover costs of the application process within the Faculty of Medicine and Dentistry. The Supplemental Application Fee of \$55 will be collected from all applicants to the MD program, in addition to the University of Alberta undergraduate application fee (currently set at \$125 for new applicants and \$75 for current or former UAlberta students).
The Impact of the Proposal is	In addition to the University of Alberta undergraduate application for admission process, MD applicants must also complete a secondary application that is specific to the MD program. MD applicants are also subject to a specific set of additional requirements, including the CGPA, MCAT, personal activities and letters of reference. There are about 1600 applicants each year and 480 are selected for interview (Multiple Mini Interview) after reviewing the previously noted requirements. Costs for the secondary medicine application including the MMI are incurred by the Faculty of Medicine & Dentistry. A supplemental application fee will allow the Faculty to recover a portion of its costs and sustain the current secondary application process. Should this fee not be approved, the Faculty would be unable to cover these costs and the applicant experience could suffer as a result.
Replaces/Revises (eg, policies, resolutions)	Creates a new supplemental application fee for the Doctor of Medicine program.
Timeline/Implementation Date	Collected from students applying to the MD program on or after July 1, 2016
Estimated Cost	n/a
Sources of Funding	n/a
Notes	

Alignment/Compliance

Alignment with Guiding Documents	<i>University of Alberta Calendar</i> ; UAPPOL (University of Alberta Policies and Procedures On Line)
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and	1. Post-Secondary Learning Act (PSLA) : The <i>PSLA</i> gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over academic affairs (Section 26(1)). Section 26(1)(o) provides that GFC may make recommendations to the Board of

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<p>include identifying section numbers)</p>	<p>Governors on a number of matters including the budget and academic planning. GFC has thus established an Academic Planning Committee (GFC APC).</p> <p>2. GFC Academic Planning Committee (3. Mandate of the Committee) “APC is responsible for making recommendations to GFC and/or to the Board of Governors concerning policy matters and action matters with respect to the following: [...]</p> <p>4.c. To seek the recommendation of GFC regarding any new fee that will be levied upon a substantial group of students, prior to the recommendation by APC of any such fees to the Board of Governors. (A substantial group of students is defined as any one (or all) of the following three classes of students: (a) undergraduate students, (b) doctoral level students, and/or (c) graduate students pursuing studies other than those at doctoral level.”</p> <p>3. Board of Governors General Terms of Reference, Section 1 (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>4. Board Finance and Property (BFPC) Terms of Reference, Section 3(d): “3. Without limiting the generality of the foregoing, the Committee shall: [. . .] d) review and recommend to the Board tuition and other like fees[.]”</p>
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Routing (Include meeting dates)

<p>Participation: (parties who have seen the proposal and in what capacity)</p> <ul style="list-style-type: none"> • Those who have been informed • Those who have been consulted • Those who are actively participating 	<p>Registrar’s Advisory Committee on Fees (RACF), at which each proposal was discussed with the Committee members and the representatives from the Faculty of Medicine and Dentistry.</p> <p>At APC on February 10, 2016 the proposal was reviewed and recommended to come back with changes to the budget. The Faculty of Medicine and Dentistry has reviewed and made changes to budget and amount of the proposed fee.</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>GFC Academic Planning Committee – March 23, 2016 (for recommendation); Board Finance and Property Committee – April 26, 2016 (for recommendation); Board of Governors – May 13, 2016 (for final approval)</p>
<p>Final Approver</p>	<p>Board of Governors</p>

Attachments

1. Proposal for Supplemental Application Fee for the Doctor of Medicine program (5 pages).

Registrar's Advisory Committee on Fees (RACF)

For the meeting of: [REDACTED]

Item No. < [REDACTED] >

Request for Approval for: MD Program Supplemental Application Fee

Fee Type (see end of form for definitions)*:

- Mandatory Student Instructional Support Fee
- Alternate Delivery Fee
- Cost Recovery Fee / Revenue Generation
- Other

OUTLINE OF ISSUE:

The primary application fee to the University of Alberta is \$75 for current or former UofA undergraduate students or \$125 for students new to the UofA. Applicants complete a secondary medicine application for which there is currently no additional fee.

The secondary medicine application requirements include the CGPA, MCAT, personal activities and letters of reference. There are about 1600 applicants each year and 480 are selected for interview (**Multiple Mini Interview**) after reviewing the previously noted requirements. The MMI process is also managed within the secondary medicine application. Costs for the secondary medicine application including the MMI are incurred by the Faculty of Medicine & Dentistry.

Put N/A in any boxes that do not apply

Proposer

Faculty/Department	Faculty of Medicine & Dentistry, Undergraduate Medical Education
Dean/Chair	Dr Marc Moreau, Assistant Dean, Admissions
Primary Contact (Name, phone number, and e-mail)	Dr Marc Moreau, 492-9525, mmoreau@ualberta.ca
Secondary Contact (Name, phone number, and e-mail)	Diane Baker, 492-9525, diane.baker@ualberta.ca

Item

Purpose of Fee (what it is to be used for)	Secondary Medicine Application, Multiple Mini Interviews , Data Analysis of Current Admissions Processes
Proposed Amount	\$55.00
Previous Fee Amount (if this is a new fee, please indicate that here)	New Fee
Requested Implementation Date	July 1, 2016
The Impact of the Fee (number of students affected, etc.)	1,600 Applicants
Collected Centrally or by Department	Centrally

Routing (For Mandatory Student Instructional Support Fees and Non-Instructional Fees)

Consultative Route (parties who have seen the proposal prior to Registrar's Advisory Committee on Fees and in what capacity)	Undergraduate Medical Education (UME) Associate/Assistant Deans Meeting; chaired by Associate Dean UME; overall operations of UME, including Admission MD Program Committee (MDPC); chaired by Associate Dean UME; policy committee for the MD program
Student Group Consultative Route	Medical Students Association (MSA) President
Advisory Route (RACF) Include dates	May 26, 2015
Approval Route* (Governance) *The approval process is initiated in January for the next academic year	GFC Academic Planning Committee (APC) Board Finance and Property Committee (BFPC) Board of Governors (BG)
Final Approver	Board of Governors

Attachments (each to be numbered 1 - <>)

- 1 – Secondary Application Fee Proposed Budget
- 2 – MMI 2015 Expenses
- 3 – MD Program Application Fees Across Canada

Budget for proposed supplemental application fee:

Annual Expense

Secondary Medicine Application

- *Service Level Agreement to support secondary medicine application* \$ 5,000.00
 - o *Annual SLA Agreement with Med IT*
- *Software development/enhancements (annual estimate only)* \$15,000.00

Multiple Mini Interviews (see attached spreadsheet of costs associated with the 2015 MMI)

\$34,769.77(MMI 2015 expenses)

- *480 applicants interviewed over one weekend*
- *160 interviewers,150 volunteers, 10 staff*
- *Expenses related to coordination and implementation of interviews*

Data Analysis of Current Admissions Processes (personnel)

\$30,000.00

*Current staff involved in analysis: Dr Moreau, Dr Eitzen, Dr Lai,
Ms. Baker, Ms Lepage-Wilxoc, Ms Schreurs*

Total

\$84,769.77

Cost per applicant based on 1600 applicants $\$84769.77 / 1600 = \52.98

Requesting \$55.00 per applicant to support current admissions processes

MMI 2015 Expenses (April 1, 2014-March 31, 2015)

		27	
Account Description	Amount	Entry Date	
Computer Hardware <\$5000	\$ 279.12	10/04/2014	
Supplies & Services General	\$ 178.09	09/01/2015	
Supplies & Services General	\$ 420.00	27/03/2015	
Office Supplies	\$ 183.82	02/09/2014	
Office Supplies	\$ 1,275.26	06/01/2015	
Office Supplies	\$ 40.36	06/01/2015	
Office Supplies	\$ 755.24	31/03/2015	
Supplies & Services General	\$ 25.16	29/01/2015	
Supplies & Services General	\$ 20.33	31/03/2015	
Supplies & Services General	\$ 60.58	31/03/2015	
Supplies & Services General	\$ 403.00	20/03/2015	
Working Sessions & Meetings	\$ 512.57	15/04/2014	
Working Sessions & Meetings	\$ 1,034.39	15/05/2014	
Working Sessions & Meetings	\$ 111.27	22/12/2014	
Working Sessions & Meetings	\$ 103.90	08/01/2015	
Working Sessions & Meetings	\$ 398.16	20/03/2015	
Working Sessions & Meetings	\$ 18,189.15	30/03/2015	
Parking Permits	\$ 333.25	24/10/2014	
Supplies & Services General	\$ 355.78	24/02/2015	
Working Sessions & Meetings	\$ (274.26)	01/04/2014	
Parking Permits	\$ 238.00	13/03/2015	
Working Sessions & Meetings	\$ 285.18	31/03/2015	
Working Sessions & Meetings	\$ 285.18	31/03/2015	
Supplies & Services General	\$ 47.50	31/03/2015	
Supplies & Services General	\$ 42.50	31/03/2015	
Supplies & Services General	\$ 75.00	02/03/2015	
Supplies & Services General	\$ 1.24	02/03/2015	
Total:	\$ 25,379.77		

**Staff Area Supervisors for MMI Sat,
March 14 & Sunday March 15, 2015**

	Fri, March 13 (prep interview area)	Sat March 14 (hours worked)	Sun March 15 (hours worked)	
Diane	2	12	12	\$1,500.00
Gisele	2	11	12	\$1,440.00
Kimberly	2	11	11.5	\$1,410.00
Karen	2	10		\$660.00
Lisa	2	10		\$660.00
Jennifer	1	4.5	10	\$885.00
Jodi H	1.25	3.5	10.25	\$840.00
Abbie	1	10		\$615.00
JoAnn	2		11	\$720.00
Basia	1.5	10		\$660.00
				\$9,390.00

To maintain confidentiality of salaries of UME staff who worked OT on the MMI weekend; salaries paid are based on an average of \$30.00/hr for this report

Application Fees to MD Programs

University	Application Fee	Portion of fees that remain in MD Admissions
University of Alberta	\$75 current or former UofA students <u>or</u> \$125 students new to UofA	
University of British Columbia	\$115.25 for residents of BC with BC transcripts only <u>or</u> \$148.25 for residents of BC with any out of province transcripts <u>or</u> \$170.50 for residents outside of BC . And all applicants pay an additional \$50 upon submission of application.	100%
University of Calgary	\$150	\$50
University of Saskatchewan	\$125	\$125
University of Manitoba	\$90	
McGill University	\$144.37	\$40
Dalhousie University	\$70 and \$75 MMI Interview fee	\$75
Memorial University	\$151.50 application service fee to CaRMS and \$75 to Memorial University	\$75

Ontario Medical Schools

Ontario Medical Schools Application Service	\$220 application service fee to OMSAS and institutional fee for each ON medical school applied to	
McMaster University	\$125 institutional fee	\$65
Northern Ontario School of Medicine	\$85 institutional fee	\$85
University of Ottawa	\$100 institutional fee	\$75
Queens University	\$100 institutional fee	\$100
University of Toronto	\$110 institutional fee	\$110
University of Western Ontario	\$100 institutional fee	\$100

Sherbrooke	\$81 and \$125 MMI Interview fee*	125*
UMontreal	\$92 and \$125 MMI Interview fee*	125*
Laval	\$78.50 and \$125 MMI Interview fee*	125*

**Sherbrooke, UMontreal and Laval do a combined MMI Interview. If an applicant is selected for an interview at more than one school, they complete one MMI Interview and pay the \$125 MMI Interview fee one time.*

OUTLINE OF ISSUE

Agenda Title: **TEC Edmonton Funding Extension**

Motion: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve:

- a) that the University of Alberta continue the joint venture (TEC Edmonton) with Edmonton Economic Development Corporation (EEDC); and
- b) a financial commitment to TEC Edmonton of \$1.5M per year for three (3) years, from January 1, 2017 to December 31, 2019, to fund operating costs.

The Board will receive a report on TEC Edmonton activities on an annual basis and as otherwise requested, through the Office of the Vice-President (Research).

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Phyllis Clark, Vice-President (Finance & Administration)
Presenter	Mary Persson, Associate Vice-President (Audit & Analysis)
Subject	TEC Edmonton Joint Venture Funding Agreement

Details

Responsibility	Vice-President (Finance and Administration), Vice-President (Research)
The Purpose of the Proposal is (please be specific)	To extend the financial commitment to TEC Edmonton, as part of a joint venture with Edmonton Economic Development Edmonton (EEDC).
The Impact of the Proposal is	To ensure that all TEC Edmonton operations continue seamlessly.
Replaces/Revises (eg, policies, resolutions)	Supersedes the motion approved by the Board on May 28, 2013: <i>2013 Motion: THAT the Board Finance and Property Committee recommend that the Board of Governors approve that the University of Alberta continue the joint venture (TEC Edmonton) with Edmonton Economic Development Corporation (EEDC) and that the Board Finance and Property Committee recommend that the Board of Governors approve a financial commitment to TEC Edmonton of \$1.5M per year for three (3) years, from 2014 to 2016, to fund operating costs. The Board will receive a report on TEC Edmonton activities on an annual basis and as otherwise requested, through the Office of the Vice-President (Research).</i>
Timeline/Implementation Date	January 1, 2017
Estimated Cost	\$4.5 Million Dollars
Sources of Funding	The University will continue to rely on the sale of shares. Any shortfall will be dealt with on a year-by-year basis as a budget request.
Notes	It is understood that TEC Edmonton will not become a separate, legal or self-sufficient venture. Should the Government of Alberta move to take over TEC Edmonton, all funding will be withdrawn. Should the Government of Alberta initiate a similar venture, the University will look to revise the current agreement accordingly. The Board will receive a report on TEC Edmonton activities on an annual basis and as otherwise requested, through the Office of the Vice-President (Research).

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	<p>Edmonton Economic Development Edmonton (EEDC), will be voting on April 21, 2016 on a motion to extend their funding to TEC Edmonton for an additional three years. From 2006 to 2015, EEDC had provided \$1M per annum. The new motion, for a term from 2016 to 2018, is for \$1.5M per annum.</p> <p>Further notes can be found in Attachment #1.</p>
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Alignment/Compliance

<p>Alignment with Guiding Documents</p>	<p>Comprehensive Institutional Plan</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>Post-Secondary Learning Act (PSLA) provisions:</p> <p>Section 60: General powers and duties <i>60(1) 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 educational or cultural advancement of the people of Alberta.</i></p> <p>Section 68: Ownership of intellectual property <i>68(1) Unless otherwise agreed to by the board, the ownership of any invention, work, information or material, regardless of form, including any patent, copyright, technological or industrial design process or trademark acquired or produced by an officer of the post-secondary institution or an employee of the board that results from or is connected with the officer's or employee's duties or employment vests in the board and may be made available to the public under conditions, on payment of fees or royalties or otherwise, as the board may determine</i> <i>(2) The board may compensate a person described in subsection (1).</i> <i>(3) The board may enter into an agreement with a person to whom the board has provided or proposes to provide facilities, equipment or financial aid providing for the respective rights, obligations and liabilities of the board and the person with respect to the ownership of any invention, work, information or material, regardless of form, including any patent, copyright, technological or industrial design process or trademark acquired or produced by the person while engaged in a project funded in whole or in part by the board.</i></p> <p>Section 75 (3) Banking and investment <i>75(1) A board must, for the purposes of short-term cash management, keep its funds in a bank, a treasury branch, a credit union, a loan corporation or a trust corporation.</i> <i>(2) When making investments a board must adhere to the investment and lending policies, standards and procedures approved under subsection (3).</i> <i>(3) The board must, by resolution, approve policies, standards and procedures that a reasonable and prudent person would apply in respect of a portfolio of investments to avoid undue risk of loss and to obtain a reasonable return.</i> <i>(4) The contravention of subsection (2) does not by itself make any agreement or transaction void or invalid.</i></p>

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	<p>Board Finance and Property Committee Terms of Reference state:</p> <p>3. <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.</i></p> <p>4. LIMITATIONS ON DELEGATION BY THE BOARD <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> <p>a) <i>approve the guiding principles, budgets and changes to approved budgets and the transfer or reallocation of monies included in approved budgets;</i></p> <p>b) <i>approve the annual and other budgets and major issues of policy related to budgets;</i></p> <p>In addition, the following Board-approved University policies are relevant:</p> <p>1. University of Alberta Patent Policy and associated procedures: https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Patent-Policy.pdf</p> <p>2. University Funds Investment Policy: https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/University-Funds-Investment-Policy.pdf</p> <p>3. Conflict Policy – Conflict of Interest & Commitment and Institutional Conflict Policy: https://policiesonline.ualberta.ca/PoliciesProcedures/Policies/Conflict-Policy--Conflict-of-Interest-and-Commitment-and-Institutional-Conflict.pdf</p>
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Routing (Include meeting dates)

Consultative Route	VP(F&A) /VP(R) with EEDC (March 2016) VP(F&A)/ VP(R) with TEC Edmonton (March 2016) Office of the President (April 2016)
Approval Route (Governance) (including meeting dates)	Board Finance and Property Committee (April 26, 2016) – for recommendation Board of Governors (May 13, 2016) – for approval
Final Approver	Board of Governors

Attachment:

1. TEC Funding Request to BFPC April 26, 2016 (10 pages)

Prepared by: Phyllis Clark, Vice-President (Finance & Administration) phyllis.clark@ualberta.ca

TEC Edmonton Funding Request

Supporting Documentation to Board Finance and Property Committee 6 Apr 2016

TEC Edmonton provides this document in support of the pending renewal of the TEC Edmonton Joint Venture, a partnership between The Governors of the University of Alberta (UofA) and Edmonton Economic Development Corporation (EEDC). Through this partnership, the city has committed \$1.5 million per year for three years starting January 1, 2016 (up from \$1M/year before 2015), and TEC Edmonton requests a three year commitment starting January 1, 2017 of \$1.5M/year from the university, consistent with past years.

SUMMARY AND HIGHLIGHTS FOR 2015/16

- Through provision of expert advice, and a broad community network, TEC Edmonton (TEC) helps start and grow technology companies in the region. 57% of TEC's 81 clients in 2014/15 came from the community, 22% were university spinoffs, and 21% were not-for-profit or government organizations.
 - 2015/16 Economic Outcomes Survey results:
 - 160 TEC clients from 2015/16 grew jobs from 1924 to 2326: 413 new jobs and 21% employment growth versus 10% growth of comparable companies in the broader economy.
 - \$208M revenue, \$41M of which was export revenue.
 - \$121M financing and funding sourced, of which \$42.5M was investment capital (\$17.6M Angel Financing and \$24.9M Other Equity Financing).
 - \$62M R&D investments undertaken.
 - Broad job growth across many companies and sectors.
- Companies that access incubators such as TEC do substantially better than early-stage technology companies in general.
- Of the \$121M in financing and funding that our clients sourced in 2015/16, TEC directly contributed over \$28M of this.
 - Multiple funding sources to TEC (grants, commercial revenue, sponsorships, and licensing income) provide evidence of broad community support, outstanding return on investment to funders, and financial stability for TEC.
 - In addition to continued enhancement to three former core programs (Business Development, Technology Management, and Entrepreneur Development), TEC operates several new programs including the TEC Health Accelerator (linking SMEs and researchers to health technology companies and clinicians), UA SoVe (providing university technical services to industry), and TEC International (assisting TEC clients develop export markets in Latin America).
 - Going forward:
 - UofA ranks 11th among 131 major North American universities for creation of spinoffs that are still operational. This is evidence of the university's already strong commercialization outcomes. TEC can, in conjunction with the university and the city, play a stronger role in advancing the university's direct contributions to commercial outcomes, in support of provincial government goals. Several options are presented near the end of this report.

- In January 2016 TEC has launched a new accelerator program, T-Squared Accelerator, funded by TELUS, to provide competitively selected companies or research projects direct access to their first potential customers. Each company/research project will be in the program for twelve months and will have access to direct technology advice from TELUS, TEC Executive-in-Residence mentorship, market research assistance, co-working space, and capital-pitching preparations.
- In the last six months TEC has secured funding from five multi-national health technology companies, and has received verbal approval from a sixth, to support our TEC Health Accelerator, and enhanced new programs for providing health technology SMEs and researchers with access to corporate R&D offices of multi-nationals.
- As a result of our success in developing multi-national partnerships, we expect to use new funding recently announced by the provincial government to build new demand pull programs that more strongly link technology creators (at university and in industry) to sources of demand, including institutional buyers like Alberta Health Services, and multi-nationals.

INTRODUCTION

Since 2006, TEC has established a strong reputation for effectively moving research and technology through the development continuum, from laboratory to market. As a partnership between EEDC and the UofA, TEC delivers technology-based company creation and growth in the region. TEC's comprehensive program helps Alberta entrepreneurs, inventors, and companies — its clients — be more successful: they get technologies to market faster, their businesses are more valuable, and they have higher survival rates.

The success of this joint venture continues to be acknowledged by UBI Global of Stockholm. In November UBI announced that TEC was ranked 16th in the world and 4th in North America in the 2015 UBI Global Top 25 list.

Since 2011, TEC clients have generated \$680M in revenue, raised \$354M in financing and funding, invested \$204M in R&D, grown employment by 21-25% per year and now employ ~2326 people in the region. In addition, TEC has assisted in the creation of 22 spinoffs from the university since 2011. **Companies that work with TEC do better: they grow much faster and have significantly better survival rates than companies that do not.**

TEC develops the Edmonton region's innovation reputation worldwide by:

- **Helping build successful and sustainable innovation-based companies:** Increasing the wealth in the region through the creation and growth of successful businesses with global potential.
- **Commercializing technology:** Encouraging and assisting with new enterprise creation with technologies from private, university, and public sources.
- **Developing people:** Increasing the pool of highly qualified people and the retention and attraction of talent in Alberta.

- **Diversifying the economy:** Fostering and promoting innovation and contributing to the growth of sustainable, knowledge-based sectors.
- **Attracting investment:** Helping to build investment opportunities in the region.

Through its **Business Development (BD)**, **Entrepreneur Development (ED)**, **Technology Management (TM)**, and **TEC International** programs, TEC has established a comprehensive strategy for building the innovation system in Alberta — from technology identification and development, through to creation and growth of sustainable businesses. TEC has a variety of services and skill sets available to serve Alberta inventors, entrepreneurs, and businesses in the incubation and development stages. We focus on providing the right services at the right time for entrepreneurs. TEC's team has extensive experience and knowledge with the flexibility to meet each client's individual needs.

ECONOMIC IMPACT

A. Direct Measured Outcomes

To assess TEC's impact on early-stage technology companies, TEC completed year five of the annual TEC Client Survey, collecting quantitative and qualitative results, that tracks the economic impact of its clients and the impact of TEC's services on its clients' success, and provides a comparison of results over a five-year period.

TEC's contribution to economic activity in the region has been ~\$270M (measured by client revenue plus R&D investments) in fiscal 2015/16.

DESCRIPTION	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Clients Surveyed	77	106	126	128	160	597
Annual Gross Revenue	\$73.4M	\$106.2M	\$131.8M	\$160.7	\$207.7M	\$679.8M
Employment created	Employment grew 25%, 148 new jobs in 49 clients	Employment grew 26%, 245 new jobs in 72 clients	Employment grew 25%, 360 new jobs in 82 clients	Employment grew 26%, 364 new jobs in 83 clients	Employment grew 21%, 402 new jobs in 94 clients	1519 new jobs
Total Sales	\$61.5M	\$73.3M	\$98.7M	\$119.8M	\$130.6M	\$483.9M
Domestic	\$33.8M	\$43.3M	\$66.9M	\$77.3M	\$89.5M	\$310.8M
International	\$27.7M	\$30.0M	\$31.8M	\$42.5M	\$41.1M	\$173.1M
Financing/ Funding Raised	\$29.6M	\$54.9M	\$75.7M	\$72.2M	\$121.2M	\$353.6M
R & D Investment	\$17.0M	\$30.6M	\$38.1M	\$56.3M	\$62.1M	\$204.1M

DESCRIPTION	2011/12	2012/13	2013/14	2014/15	2015/16	TOTAL
Products/ Services Launched	58 in 42 clients	122 in 52 clients	145 in 63 clients	141 in 65 clients	220 in 86 clients	686
Prototypes Developed	135 in 48 clients	155 in 64 clients	174 in 73 clients	212 in 90 clients	245 in 113 clients	921

Some other highlights:

- Companies less than five years old:
 - Created the most jobs; and
 - Raised more angel financing.
- Job growth happens broadly across many companies:
 - Broad-based growth of many small companies is a good economic development strategy;
 - The larger companies received less funding and grew more slowly; and
 - This data suggests that companies at the earliest stages of development and growth rely more heavily on early-stage funding, such as angel financing.

We will continue to conduct this survey annually to measure company outcomes over the long term.

The following table shows some of the major activity metrics TEC tracks, and their growth over the last five years.

Performance Measure	2010/11	2011/12	2012/13	2013/14	2014/15
Contacts & Referrals	547	529	504	1693	756
Active Licenses & Options	215	282	292	239	239
Licenses/Options Executed	23	19	24	19	21
Gross License Revenue (\$K)	1302	910	832	557	675
New Active Portfolio Projects, including spinoff companies	40	81	117	85	81
Commercial Revenue to TEC (\$K)	566	1111	1637	1346	1728
Financing/Funding Raised for TEC Clients (\$M)	39.7	23.9	32.0	47.2	17.6
Education & Entrepreneur Events	99	142	157	180	169
TEC Centre Occupancy	88%	91.5%	96%	97%	88%

In addition to the above measures, in the last five years (since April 2010), TEC has achieved additional significant outcomes:

- Of the 84 university spinoffs still operational, 76 have retained their head offices in the Edmonton region. This ranks UofA 11th of ~131 major North American universities for creation of sustainable spinoffs.
- Helped secure ~\$354M of funding and financing for our clients to the end of fiscal 2015/16.
- Maintained average client occupancy rate in our incubator, the TEC Centre, of 92%. As of now our 24 incubator tenants employ ~225 people in the TEC Centre.

B. Some Client Highlights

- Based on the research by Dr. John Greer and a license facilitated through TEC on behalf of the (UofA), RespireRx recently initiated a clinical trial at the Duke University School of Medicine Clinical Research Unit to study the use of ampakines as a means of preventing opioid-induced respiratory depression.
- Long-time TEC client and TEC Centre tenant Exciton Technologies Inc. signed an important license deal with the UK's fastest-growing wound care company, Crawford Healthcare Ltd., and is expecting to reach profitable operations this year.
- TEC helped negotiate an agreement between the UofA (Department of Oncology) and Belgium-based Trasis SA, a leading developer of equipment and kits for the preparation of radiopharmaceuticals.
- TEC is helping KMT Hepatech Inc. determine its future direction by conducting market research.
- Exclusive license with CQuest Partners LLC, a company based in New York, for technologies to convert hemp, egg shell, peanut shell (and other natural waste) into graphene-like sheets for various electrical applications developed by Dr.

David Mitlin (Chemical and Materials Engineering). Besides ongoing royalties, the deal includes a significant upfront payment of US\$275,000.

- Royalty Agreement with Phenomenome Discoveries Inc. for diagnostic test for multiple sclerosis being developed in collaboration with Dr. Chris Power (Neurology).
- Exclusive license with Canterra Seeds Ltd. for a wheat variety developed by Dr. Dean Spaner (Agriculture). Besides ongoing royalties, the deal includes an upfront payment of CA\$133,000.
- Exclusive license with a new UofA spinoff, Animal InfraMetrics Inc. that will provide testing services to the cattle industry.
- Non-exclusive license to GenSight Biologics, SA for a technology for optical cell control jointly developed by Dr. Gane Wong (Biological Sciences) in collaboration with MIT.
- TEC recently assisted Dr. Michael Doschak (Faculty of Pharmacy and Pharmaceutical Sciences) in a successful award of CA\$165,000 from the final CIHR Proof of Principle competition. Funding will be used for technical development and commercialization of bone targeted MRI imaging agents (SPIONS) under development in Dr. Doschak's lab. TEC is in the process of facilitating a license of this technology to Dr. Doschak's spinoff company, Osteometabolix Pharmaceuticals Inc.
- Exclusive license with a new UofA spin-off, O.R. Science created by Dr. Todd McMullen (Surgery) to commercialize diagnostics and therapeutics for thyroid cancer.
- Royalty Agreement with a new UofA spin-off, Tevosol Inc. created by Dr. Darren Freed (Physiology) to commercialize an apparatus for monitoring organs for transplantation.
- Amended Exclusive license with a UofA spin-off, Aquila Diagnostic Systems Inc. (Dr. Jason Acker) to extend the fields of use, in order to enable Aquila to raise significant investment dollars.

C. TEC Financial Highlights

TEC is financially healthy and has multiple long-term sources of revenue. This provides stability, and more importantly, demonstrates community commitment to our vision and model.

	2012/13	2013/14	2014/15	2015/16 (budgeted)
Revenue	\$7.6M	\$7.1M	\$7.8M	\$8.8M
Surplus	\$241KK	\$15K	\$75K	\$42K
Working Capital	\$1,396K	\$1,494K	\$1,540K	\$1,797K
Commercial revenue	\$1,764K	\$2,029K	\$1,876K	\$2,080K
Multi-year funding commitments	4 (University, City, WD, Province through AITF)	3 (University, City, Province through AITF)	5 (University, City, Province through AITF, WD, CAIP)	6 (University, City, Province through AITF, WD, Industry Canada via CAIP, AIHS-TEC Health Accelerator)

D. Return on Investment Factors

- I. Leverage with other funders: Over the past eleven years the UofA has contributed ~\$16.5 million towards the operations of TEC and over the past eleven years the City of Edmonton, through EEDC, has contributed \$11.5 million. The \$1.5 million annual investment by the university is leveraged with other funding sources for an annual budget of ~\$8.8 million which provides comprehensive commercialization and business services to the university community, and to entrepreneurs and innovators in the region.

- II. City / University Partnership and Enterprise Square Vitality: The partnership between the City of Edmonton (EEDC) and the UofA is a critical part of the TEC vision. The university and city worked together to enable the university to purchase the former Bay Building to provide a downtown campus and a new home to the TEC Centre, our incubator facility that provides space, programs and support for early stage start-up companies. In the process the university added a fourth floor, renovated the space to accommodate wet labs and office space. Including the concourse, the five floors of the building are fully functional and have a connection to the LRT. The support of \$15 million from the Federal Government, \$15 million from the Provincial Government, and \$7.5 million from the City of Edmonton enabled the university's acquisition of prime downtown real estate and made a substantial difference in the revitalization of downtown. Now, six years later Enterprise Square is a hub of commercial activity where students, entrepreneurs and professional service providers work alongside each other. Enterprise Square is a university success story in the downtown business community.

- III. Comprehensive, Cost-Effective Services to Inventors and Innovators: TEC has taken a comprehensive approach to supporting Alberta's innovation system, through its programs and services that address the challenges in developing commercially viable emerging technologies. Thanks to the Joint Venture Agreement between The Governors of the University of Alberta and the City of Edmonton through EEDC, TEC offers programs that significantly add value to technologies before going to market. Local companies can develop their technologies, expand their portfolio of products, and look for international markets, all of which will enable them to succeed as engines of economic growth and offer high quality employment opportunities. Thriving technology companies contribute significantly to a strong and diversified economy; which is a top priority for both the municipal and provincial governments – and TEC – to ensure stable, sustained growth and provide a high quality of life in Alberta.

OPPORTUNITIES FOR THE FUTURE

TEC has significant new opportunities that it is intending to pursue, funding permitting, to ensure the region continues to grow as a centre of technology commercialization. Specifically, as part of ongoing operations:

- TEC will build on the strength of its existing programs to further strengthen direct innovation outcomes in the region. More specifically, TEC expanded its service offering in health with the CAIP-funded TEC Health Accelerator and will soon expand its ICT service provision with the recently launched TEC-TELUS T-Squared Accelerator.
- TEC will build on its five existing multi-national health company partnerships to further expand demand-pull services for local innovators, to ensure they are developing products and services that meet real market needs. This demand-pull expansion of our programs provides a major enhancement for our clients and will be a major part of our program growth this year.
- TEC is continuing to grow its UA SolVe program, a joint activity started with Mechanical Engineering and supported by VP(R). This program generated \$450K for university researchers by bringing technical service contracts via TEC, largely to Engineering. We plan to expand this program to other faculties this year.
- TEC intends to further develop programs to encourage and prepare people to consider entrepreneurship as a career option. Participants in the programs we run now, associated with VenturePrize and TEC Venture Angels, consistently tell us how valuable they are to their startup activities. We have just launched "TEC TV" with our first of four video offerings that will be followed with webinar and workshop programs. These video and interactive elements will form a significant part of our Go-to-Market program.
- TEC intends to continue to strengthen its investment attraction programs, which have already created outstanding results (~\$70M in new investment financing in the last two years).
- Continued growth of the TEC International program, with partial funding from Western Diversification, to help Alberta early-stage clients explore market opportunities in Latin America.
- We are actively developing increased business with other municipalities in the region, including Wood Buffalo Region, County of Barrhead, and Drayton Valley.

Perhaps more important, however, are substantial new opportunities arising from the provincial government budget situation. Although new opportunity specifics are not yet well defined, the current city-university partnership, and opportunities provided through the existence of TEC, can be a building block for stronger commercialization initiatives that the university undertakes in partnership with the city. This could include consolidation of city-run incubator services, establishment of industry-specific partnerships run at Enterprise Square, and expanded training services delivered to industry and students.

Partnerships, within the region and with our clients, form the basis of TEC's cultural mindset. Our strength is leveraging these relationships to provide support and services to entrepreneurs and companies that can take innovations to the marketplace for the benefit of all Albertans. Together with our clients and our partners, we are developing a community committed to diversifying the regional economy through innovation.

OUTLINE OF ISSUE

Agenda Title: **Board University Relations Committee Terms of Reference**

Motion: THAT the Board of Governors, on the recommendation of the Board University Relations Committee, approve the proposed changes to the Committee's Terms of Reference, as set forth in Attachment 1.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Bob Teskey, Chair, Board University Relations Committee; Marion Haggarty-France, University Secretary
Presenter	Bob Teskey, Chair, Board University Relations Committee; Marion Haggarty-France, University Secretary
Subject	Review of Committee Terms of Reference

Details

Responsibility	University Governance
The Purpose of the Proposal is (please be specific)	To review the Committee Terms of Reference and recommend proposed changes.
The Impact of the Proposal is	<ol style="list-style-type: none"> To reinstate oversight for philanthropic and advancement policies and plans to the Board University Relations Committee (BURC) mandate. To reinstate the Vice-President (Advancement) to BURC as a non-voting official appointed by the President.
Replaces/Revises (eg, policies, resolutions)	Current BURC Terms of Reference, as approved by the Board of Governors on October 16, 2015.
Timeline/Implementation Date	Immediately following approval by the Board of Governors
Estimated Cost	n/a
Sources of Funding	n/a
Notes	<ol style="list-style-type: none"> Oversight for philanthropy and advancement was removed from the BURC terms of reference in May, 2014, in anticipation of a new Advancement Board Committee. Recently, the decision was made to create an Advancement Council reporting to the Vice-President (Advancement) instead of a formal Board committee. With the addition of philanthropic and advancement oversight to BURC, the Vice-President (Advancement) also needs to be reinstated as an Administrative member of the committee.

Alignment/Compliance

Alignment with Guiding Docs	
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<ol style="list-style-type: none"> 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." 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." ... "...issues which remain with the Board or which would be referred by a

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	<p>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 University Relations Committee Terms of Reference:</p> <p>Section 3. Scope of Duty</p> <p>Without limiting interpretation of the Committee Mandate to promote the University’s Mission and Vision, align with the University’s Values, comply with the University Mandate and support the institution-wide plans, priorities and objectives in four identified Areas of Interest, the Board authorizes the Committee to:</p> <p>b. Recommend Board approval of the Committee’s proposed amendments to its Terms of Reference;</p>
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Routing (Include meeting dates)

<p>Participation: (parties who have seen the proposal and in what capacity)</p> <ul style="list-style-type: none"> • Those who have been informed • Those who have been consulted • Those who are actively participating 	<p>Bob Teskey, Chair, Board University Relations Committee; Marion Haggarty-France, University Secretary Heather McCaw, Vice-President (Advancement) Juli Zinken, Board Secretary and Manager of Board Services Erin Plume, Assistant Board Secretary</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>BURC – April 22, 2016 (for recommendation) Board of Governors – May 13, 2016 (for approval)</p>
<p>Final Approver</p>	<p>Board of Governors – May 13, 2016</p>

Attachments:

1. Board University Relations Committee Terms of Reference – showing edits (4 pages)
2. Board University Relations Committee Terms of Reference – clean (3 pages)

Prepared by: Erin Plume, Assistant Board Secretary



BOARD UNIVERSITY RELATIONS COMMITTEE Terms of Reference

1. **Status, Authority and Compliance**

- a. The Board of Governors (*the Board*) of the University of Alberta (*the University*) creates the University Relations Committee (*the Committee*) as a standing Committee of the Board, reporting and accountable to the Board.
- b. The Committee's authority is set forth in Committee Terms of Reference and in formal delegations approved by the Board.
- c. The Committee complies with all legislation, regulation and policy to which the Board is subject as well as the *General Terms of Reference for Board Committees* approved by the Board.

2. **Mandate**

The Committee promotes the advancement of the University's Mission and Vision, aligns with the University Values, complies with the University Mandate and supports institution-wide plans, priorities and objectives by fulfilling its Committee Mandate in ~~four~~ five Areas of Interest:

- a. **University Reputation** The Committee guides efforts to ensure that the University safeguards and enhances its reputation to advance its interests.
- b. **University Identity** The Committee guides efforts to ensure that the University protects and enhances its identity, brand and profile at the international, national, provincial, municipal and institutional levels to advance its interests.
- c. **University Strategic Communication** The Committee guides efforts to ensure that the University identifies and effectively interprets strategic communication themes and key messages to targeted audiences, to enhance relationships, influence outcomes and advance the University's interests.
- d. **University Community Engagement** The Committee guides efforts to ensure that the University's relationships with identified stakeholder communities are positive and productive.
- e. **University Philanthropy and Advancement** The Committee guides efforts to ensure that the University's philanthropic and advancement policies and plans promote, attract and generate revenue to advance the University's interests.

3. **Scope of Duty**

Without limiting interpretation of the Committee Mandate to promote the University's Mission and Vision, align with the University's Values, comply with the University Mandate and support the institution-wide plans, priorities and objectives in ~~four~~five identified Areas of Interest, the Board authorizes the Committee to:

- a. **Recommend** Board approval of proposals within the Committee Mandate, which realize the approved institution-wide plans, priorities, objectives or related policy goals;
- b. **Recommend** Board approval of the Committee's proposed amendments to its Terms of Reference;
- c. **Approve** policy matters within the Committee Mandate which align with Board-approved parent policy;
- d. **Approve** the Committee's annual workplan;
- e. **Maintain oversight**, at the appropriate governance level, on institutional and strategic issues within the Committee Mandate;
- f. **Advise** the Board on broad institutional issues within the Committee Mandate;
- g. **Review** and provide recommendations to the Board Audit Committee on the University's enterprise-wide risks and risk measures related to the Committee mandate,
- h. **Evaluate** the Committee's performance regularly;
- i. **Educate** Committee members regularly to ensure that they continue to be well able and prepared to make informed and timely decisions within all Areas of Interest of the Committee Mandate;
- j. **Report** to the Board without delay all Committee decisions made with delegated authority of the Board;
- k. **Report** annually to the Board on institutional progress within the Areas of Interest of the Committee Mandate; and
- l. **Report** to the Board the results of Committee performance assessment.

4. **Composition of the Committee**

- a. Voting Members appointed by the Board (Ordinarily a maximum 12 voting members)
 - (1) Three 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 *member of the non-academic staff*

- (4) A Board member from the membership category identified by the Act as *students nominated by the council of the students association*
- (5) The Board member from the membership category identified by the Act as *graduate student nominated by the council of the association*
- (6) Two members of the general public
- (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) Vice-President (University Relations)
- ~~(1)~~(2) **Vice-President (Advancement)**
- ~~(2)~~(3) Vice-President (Facilities and Operations)
- ~~(3)~~(4) University Secretary
- ~~(4)~~(5) Committee Secretary
- ~~(5)~~(6) Other officers, as determined by the President

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c. Non-Voting Advisors invited by the Committee Chair

From time to time, the Committee Chair may invite individuals who are not Board members to provide advice to the Committee.

5. Committee Rules

a. Membership

The Board appoints Committee members based upon competence, defined as knowledge, skill and experience which meet the needs and nature of the Committee.

b. Quorum

Committee quorum required to transact business is a simple majority of voting Committee members.

c. Voting Rule

A resolution is carried and endorsed by the Committee in the presence of a quorum only if the vote in favour of the resolution constitutes a simple majority of the number of voting members in attendance. The Board prohibits proxy voting.

d. Committee Leadership

The Board of Governors appoints the Committee Chair from the Committee membership category Section 4.a(1) of these terms of reference, upon the recommendation of the Board Chair. The Committee appoints the Committee Vice-Chair from the Committee membership category Section 4a(1) of these Terms of Reference, 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.

e. Attendance by Invited Guests

The Committee Chair or the President may authorize the attendance of non-Committee members to attend a Committee meeting to offer expertise to the Committee's

consideration of an issue. The Committee Chair may grant to these individuals the privilege of speaking but never the right to vote.

f. Meeting Format

The Committee will normally meet in person to conduct its business but the Committee Chair may authorize meetings, member attendance and/or voting by means of electronic media.

Decision History:

Date	Decision-Maker	Decision
2010-09-27	Community and Government Relations Committee	Recommendation to the Board
2010-10-15	Board of Governors	Approval
2011-09-26	University Relations Committee	Recommendation to the Board
2011-10-21	Board of Governors	Approval
2012-07-12		Minor editorial changes to reflect change in position title
2014-05-09	Board of Governors	Approval
2015-10-01	University Relations Committee	Recommendation to the Board
2015-10-16	Board of Governors	Approval
2016-04-22	University Relations Committee	
2016-05-13	Board of Governors	



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2. Mandate

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3. **Scope of Duty**

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- a. **Recommend** Board approval of proposals within the Committee Mandate, which realize the approved institution-wide plans, priorities, objectives or related policy goals;
- b. **Recommend** Board approval of the Committee's proposed amendments to its Terms of Reference;
- c. **Approve** policy matters within the Committee Mandate which align with Board-approved parent policy;
- d. **Approve** the Committee's annual workplan;
- e. **Maintain oversight**, at the appropriate governance level, on institutional and strategic issues within the Committee Mandate;
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- i. **Educate** Committee members regularly to ensure that they continue to be well able and prepared to make informed and timely decisions within all Areas of Interest of the Committee Mandate;
- j. **Report** to the Board without delay all Committee decisions made with delegated authority of the Board;
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- l. **Report** to the Board the results of Committee performance assessment.

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- (6) Two members of the general public
- (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

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- (3) Vice-President (Facilities and Operations)
- (4) University Secretary
- (5) Committee Secretary
- (6) Other officers, as determined by the President

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From time to time, the Committee Chair may invite individuals who are not Board members to provide advice to the Committee.

5. Committee Rules

a. Membership

The Board appoints Committee members based upon competence, defined as knowledge, skill and experience which meet the needs and nature of the Committee.

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Committee quorum required to transact business is a simple majority of voting Committee members.

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The Committee Chair or the President may authorize the attendance of non-Committee members to attend a Committee meeting to offer expertise to the Committee's

consideration of an issue. The Committee Chair may grant to these individuals the privilege of speaking but never the right to vote.

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Decision History:

Date	Decision-Maker	Decision
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2010-10-15	Board of Governors	Approval
2011-09-26	University Relations Committee	Recommendation to the Board
2011-10-21	Board of Governors	Approval
2012-07-12		Minor editorial changes to reflect change in position title
2014-05-09	Board of Governors	Approval
2015-10-01	University Relations Committee	Recommendation to the Board
2015-10-16	Board of Governors	Approval

OUTLINE OF ISSUE

Agenda Title: **Board Committee Appointments**

Motion: THAT the Board of Governors, on the recommendation of the Board Chair, Mr Michael Phair, approve Board Committee appointments, as set forth in Attachment 1 to the agenda documentation.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Mr Michael Phair, Chair, Board of Governors
Presenter	Michael Phair, Board Chair; Marion Haggarty-France, University Secretary
Subject	Appointments to Board Committees

Details

Responsibility	Chair of the Board of Governors
The Purpose of the Proposal is (please be specific)	To consider revisions to the annual appointment roster to Board Committees.
The Impact of the Proposal is	To ensure that newly-appointed Board members have been appointed to Committees and that Committee membership reflects the appropriate Terms of Reference.
Replaces/Revises (eg, policies, resolutions)	Replaces the current 2015-2016 Committee Membership List approved by the Board on January 20, 2016.
Timeline/Implementation Date	Effective upon approval
Estimated Cost	n/a
Sources of Funding	n/a
Notes	<p>The Board of Governors annually reviews the recommendations of the Board Chair for appointments to Board Standing and Other Committees. Other appointments are made as required.</p> <p>These appointments reflect the change in graduate and undergraduate student representation on the Board as a result of recent student elections. They also reflect a recent Board member resignation.</p>

Alignment/Compliance

Alignment with Guiding Documents	Mandates and Roles for the Board of Governors, <i>Dare to Discover</i> , Comprehensive Institutional Plan
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p><u>The Board's General Terms of Reference for Board Standing Committees, Sections 3 and 4 state:</u></p> <p>3. A member of a Committee shall be appointed by the Board for a term commencing on a date selected by the Board and expiring on the earliest of:</p> <ul style="list-style-type: none"> (i) the effective date of the resignation of that member from the Board; (ii) the effective date of the resignation of that member from that Committee; (iii) a date selected by the Board; (iv) the expiry date of the term of the appointment of a non-Board member to the Committee; and (v) the effective date of a general appointment of all members to that committee (ordinarily the first Board meeting in June). <p>A member of a Committee is eligible to be reappointed to that Committee.</p>

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	<p>4. <i>There shall be members of each Committee who are Board members; non-Board members may be drawn from the University Senate and elsewhere within the University or from the community as the Board considers may be appropriate or as may be provided in the Committee's terms of reference. Where the terms of reference of a Committee provide for a number of members in excess of those specifically required to be represented on the Committee, additional members may, subject to the foregoing, be appointed from any constituency.</i></p>
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Routing (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	Board Chair Student Board Representatives University Governance
Approval Route (Governance)	Board of Governors, May 13, 2016 (for approval)
Final Approver	Board of Governors, May 13, 2016

Attachment:

1. Proposed 2015-2016 Board of Governors Committee Membership (1 page) – for approval

Prepared by: Juli Zinken, Board Secretary and Manager of Board Services, University Governance

AUDIT COMMITTEE

Chair: ~~Michael Ross~~
Vice-Chair: Dick Wilson
*Jon Chia (June 30, 2018)
*Gordon Clanachan (June 30, 2016)
Jane Halford
Shenaz Jeraj
*Stuart Lee (August 30, 2016)
Nizar Somji
Robert Teskey

FINANCE & PROPERTY COMMITTEE

Chair: Dick Wilson
Vice-Chair: Steven LePoole
Faiza Billo
*Robert Borelli (June 30, 2017)
David Cooper
Barry James
~~Navneet Khinda~~ Fahim Rahman
~~Colin More~~-Sarah Ficko

HUMAN RESOURCES & COMPENSATION COMMITTEE

Chair: Robert Teskey
Vice-Chair: James Heelan
Shenaz Jeraj
~~Michael Ross~~
Dick Wilson

INVESTMENT COMMITTEE

Chair: *Dave Lawson (June 30, 2017)
Vice-Chair: *Jim Drinkwater (June 30, 2016)
*Ken Bancroft (June 30, 2016)
*Barbara Belch (June 30, 2016)
*John Butler (June 30, 2016)
Jane Halford
James Heelan
*Allister McPherson (June 30, 2017)
*Sandy McPherson (June 30, 2018)

LEARNING AND DISCOVERY COMMITTEE

Chair: Shenaz Jeraj
Vice-Chair: Ray Muzyka
LeRoy Johnson
~~Azhar Khan~~ Fahim Rahman
~~Colin More~~-Sarah Ficko
Rob Parks
Jeremy Richards

SAFETY, HEALTH & ENVIRONMENT COMMITTEE

Chair: Steven LePoole
Vice-Chair: *Gordon Winkel (June 30, 2016)
Faiza Billo
David Cooper
*Dave Ferro (December 13, 2016)
LeRoy Johnson
~~Azhar Khan~~ Colin Champagne
*William Lau (June 30, 2016)
~~*Harsh Thaker (June 30, 2016)~~ Sarah Ficko

UNIVERSITY RELATIONS COMMITTEE

Chair: Robert Teskey
Vice-Chair: Rob Parks
Faiza Billo
Barry James
LeRoy Johnson
~~Navneet Khinda~~ Colin Champagne
~~Colin More~~-Sarah Ficko
*Catrin Owen (June 30, 2017)
Jeremy Richards
Nizar Somji

Ex Officio Members on all Board Committees:

Michael Phair, Board Chair
David Turpin, President
Ralph Young, Chancellor

BOARD REPRESENTATION ON UNIVERSITY COMMITTEES

Senate: James Heelan, Shenaz Jeraj
Edmonton Community Foundation Nominating Committee: Rob Parks (to June 30, 2017)

** Denotes External Member on a Board Committee*

Approved by the Board of Governors: January 20, 2016

OUTLINE OF ISSUE

Agenda Title: **Devonian Botanic Garden Islamic Garden – Capital Expenditure Authorization Request (CEAR)**

Motion: THAT the Board of Governors, on the recommendation of the Board Finance and Property Committee, approve the Capital Expenditure Authorization Request (CEAR) of twenty million dollars (\$20,000,000.00) in Canadian funds for a total project cost of twenty million dollars (\$20,000,000.00) in Canadian funds for the Devonian Botanic Garden – Development of the Islamic Garden, subject to senior administration ensuring that all conditions have been met.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Don Hickey, Vice-President, Facilities and Operations
Presenter	Don Hickey, Vice-President, Facilities and Operations
Subject	Devonian Botanic Garden – Development of Islamic Garden – Capital Expenditure Authorization Request

Details

Responsibility	Facilities and Operations															
The Purpose of the Proposal is (please be specific)	The University is the beneficiary of a generous gift (\$20 million) from His Highness the Aga Khan; the gift includes funding for all design and construction related elements for the Devonian Islamic Garden.															
The Impact of the Proposal is	The proposed Devonian Islamic Garden will include approximately nine acres of garden and infrastructure development. The garden design elements will include extensive fountains, wetland design, massing of architectural components, massing of planting and screening strategies, thresholds and entrances to the garden, extensive pathways and connectivity to adjacent collections.															
Replaces/Revises (eg, policies, resolutions)	n/a															
Timeline/Implementation Date	Completion Spring 2018															
Estimated Cost	Total project cost is estimated at \$20,000,000.00															
Sources of Funding	<table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th colspan="3" style="text-align: center;">CEAR Funding Information</th> </tr> <tr> <th style="width: 15%;">Number</th> <th style="width: 60%;">Funding Source</th> <th style="width: 25%;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">16-080</td> <td style="text-align: center;">Donation (His Highness the Aga Khan)</td> <td style="text-align: right;">\$20,000,000.00</td> </tr> <tr> <td></td> <td></td> <td></td> </tr> <tr> <td colspan="2" style="text-align: right;">TOTAL</td> <td style="text-align: right;">\$20,000,000.00</td> </tr> </tbody> </table>	CEAR Funding Information			Number	Funding Source	Amount	16-080	Donation (His Highness the Aga Khan)	\$20,000,000.00				TOTAL		\$20,000,000.00
CEAR Funding Information																
Number	Funding Source	Amount														
16-080	Donation (His Highness the Aga Khan)	\$20,000,000.00														
TOTAL		\$20,000,000.00														
Notes																

Alignment/Compliance

Alignment with Guiding Documents	Long Range Development Plan
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<u>Post-Secondary Learning Act</u> <i>The Post-secondary Learning Act, Section 73(1) Subject to the approval of the Lieutenant Governor in Council, a board, for the purposes of the public post-secondary institution, may from time to time borrow any sums of money the board requires and may from time to time issue notes, bonds, debentures or other securities that (a) bear interest at a rate or rates determined by the board,(b) are in a denomination or denominations determined by the board,(c) are payable as to principal and interest(i) in the currency or currencies of any country or countries,(ii) at any place or</i>

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places,(iii) at any time or times, and(iv) in any manner, determined by the board,(d) may be made redeemable in whole or in part in advance of maturity (i) at any time or times,(ii) on any terms, and(iii) at any price or prices, either with or without premium, determined by the board, and (e) may be issued in amounts that will realize the net sum required by the board for the purposes of the public post-secondary institution.

BFPC Terms of Reference – Sections 3 and 4 state:

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(...)

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

f) review, recommend to the Board or approve original Capital Expenditure Authorization Requests (CEARs) or individual Supplemental CEARs determined by the Board-approved University of Alberta Capital Expenditure Authorization Request (CEAR) Policy;

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:

(c) approve capital expenditures as determined by the Board-approved University of Alberta Capital Expenditure Authorization Request (CEAR) Policy

Capital Expenditure Authorization Request (CEAR) Policy states:

Capital Expenditure Authorization Requests (CEARs) and/or Supplemental CEARs are required for all projects equal to or more than an estimated cost of \$100,000.

Approved Capital Expenditure Authorization is as follows:

Approval level	Original CEAR or individual Supplemental CEAR Approval Limit	Aggregate Total CEAR and Supplemental CEAR’s Approval Limit (not to exceed)
	Up to and including:	Up to and including:
Facilities & Operations Directors	\$500,000	\$750,000
Facilities & Operations Associate Vice-Presidents	\$1,000,000	\$2,000,000
Vice-President (Facilities & Operations)	\$2,000,000	\$4,000,000
BFPC	\$7,000,000	\$14,000,000
BG	Over \$7,000,000	Over \$14,000,000

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Routing (Include meeting dates)

<p>Participation:</p> <ul style="list-style-type: none"> • Those who have been informed • Those who have been consulted • Those who are actively participating 	<p>Vice-President, Facilities and Operations Associate Vice-President, Planning and Project Delivery, Facilities and Operations Dean, Agricultural, Life and Environmental Sciences University Architect Director, Devonian Botanic Garden President's Executive Committee – Operations (April 7, 2016)</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>Board Finance and Property Committee – April 26, 2016 (for recommendation) Board of Governors – May 13, 2016 (for approval)</p>
<p>Final Approver</p>	<p>Board of Governors</p>

Attachments

1. Briefing Note (2 pages)

Prepared by: Pat Jansen, Associate Vice-President, Planning and Project Delivery, Facilities and Operations,
Telephone: 780-492-1747, pat.jansen@ualberta.ca

**Devonian Botanical Garden – Development of
Islamic Garden - CEAR**Planning and Project Delivery
Facilities and Operations**Background**

The Devonian Botanic Garden, located just 25 minutes from North Campus, is the northern most botanic garden on the continent. It is a wonderful place with stunning display gardens, including: the Kurimoto Japanese Garden; the Patrick Seymour Alpine Garden; Canada's first Native People's Garden; and the Heritage Garden. The garden was named Botanical Garden of the Year in 2014 as part of the Canadian Garden Council's Garden Tourism Awards. Approximately 70,000 visitors a year of all ages and walks of life are delighted by spectacular lilac, lily and peony beds, a one-acre herb garden, a nearby sensory and healing garden, and one of western Canada's largest rose gardens.

The Garden is home to beautiful greenhouses, a butterfly house, 11,000 named plants, an extensive nature trail system with 180 acres of natural areas and ecological preserves. Primarily a research site, the garden is open May through Thanksgiving to visitors from around the world, school groups, various celebrations, or students on course.

For the past 20 years the Devonian Botanic Garden has delighted and connected people with the beauty of nature. And for more than 50 years, it has provided a living laboratory for important environmental, ecological and horticultural research; the linkage to the university extends to symposia, scientific meetings, class field trips, art exhibitions and faculty and administration assemblies.

Opportunity

As the Garden has grown to be a top-tier botanic garden, so have the challenges. The facilities are stretched to meet the demands for the services provided. As examples of the facilities' inadequacy: office space and research areas are housed in trailers; visitor facilities have insufficient space for interpretive displays; and the gift shop, washrooms and other guest service areas are no longer able to meet demand. In order to welcome more visitors, properly host oversubscribed education programs and provide appropriate research space, there are plans to construct several infrastructure related projects, including: road works, parking expansions, waste water treatment, lighting and the proposed new Islamic Garden that will complement the current garden inventory.

A capital improvement grant was provided by the Government of Alberta (GOA) to the University of Alberta (UA) to provide and enhance services with the design and basic infrastructure upgrades to support the current and planned growth and will generally be inclusive of the following: water and utilities, which included water supply, waste treatment, rainwater harvesting, irrigation and electrical and gas services upgrades; landscaping and upgrades for site access infrastructure; sound attenuation; wetland reclamation; and related parking and road works. (**NOTE:** A portion of the GOA grant will be used for the Islamic Garden, and will provide capital support for base infrastructure service requirements, including: road, power, gas, water and sewer.)

The University became a beneficiary of a generous gift (\$20 million) from His Highness the Aga Khan, which was announced in June 2009 at the University of Alberta Graduation ceremony. His Highness the Aga Khan identified that the gift be used to create a traditional Islamic garden within the Devonian Botanical Garden. The gift is for design and construction related elements for the Devonian Islamic Garden.

The garden, a nine acre development, will include design elements such as extensive fountains, wetland design, massing of architectural components, massing of planting and screening strategies, thresholds and entrances to the garden, and connectivity to adjacent collections. The result is a stunning design that will become a showpiece and valued addition to Edmonton's cultural landscape. The project's guiding direction includes:

- To interpret the Islamic garden tradition in a modern form and expression
- To be inspired by the rich history of Islamic landscape design (in form, experience, and symbolism) while responding to the unique qualities of the local Albertan ecology and geography.
- To create intentional design that is supportive of the ecologies of the Calla Pond and surrounding woodland in the tradition of Islamic environmental ethics.
- To create transformative garden experiences for visitors inspired by sensorial qualities of the Islamic garden.

The garden will become another significant feature and outstanding attraction to the Devonian Botanical Garden, which is positioned to lead in studies of cultural interpretation and history.

Recommendation

To proceed with the formal design and construction of the Devonian Islamic Garden as designed by Nelson Byrd Woltz (NBW) Consultants on behalf of His Highness the Aga Khan.