

The following Motions and Documents were considered by the Board of Governors during the Open Session of its Friday, October 21, 2016 meeting:

Agenda Title: Board Finance and Property Committee Terms of Reference

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

Final Item: 5ci.

Agenda Title: Augustana Land Bank - Laneways: Land Acquisition

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

Final Item: 5cii.

Agenda Title: Capitalization of Unrestricted Funds to Permanent Net Asset Endowments

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

Final Item: 5ciii.

Agenda Title: Board Human Resources and Compensation Committee Terms of Reference

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

Final Item: 5di.

Agenda Title: Appointment to Universities Academic Pension Plan Board of Trustees

APPROVED MOTION: THAT the Board of Governors, on the recommendation of the Board Human Resources and Compensation Committee and the Board Chair, Mr Michael Phair, approve the appointment of Ms Gitta Kulczycki, incoming Vice-President (Finance and Administration), to the Board of Trustees of the Universities Academic Pension Plan, pursuant to Sections 3.6 and 3.8 of the *Universities Academic Pension Plan Sponsorship and Trust Agreement*, to complete the four year term of Ms Phyllis Clark, effective November 1, 2016 through December 31, 2018.

Final Item: 5dii.

Item No. 5ci

OUTLINE OF ISSUE
Action Item

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

Motion: THAT the Board of Governors, on the recommendation of the Board Finance and Property 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
Proposed by	Dick Wilson, Chair, Board Finance and Property Committee
Presenter	Dick Wilson, Chair, Board Finance and Property Committee

Details

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

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<u><i>Those who have been informed:</i></u> <ul style="list-style-type: none"> •
	<u><i>Those who have been consulted:</i></u> <ul style="list-style-type: none"> • Dick Wilson, Chair, Board Finance and Property Committee • Marion Haggarty-France, University Secretary • Brad Hamdon, General Counsel • UAPTI • President's Executive Committee - Strategic • Sandra Kereliuk, Senior Administrative Officer, Finance and Administration • Mary Paul, Senior Administrative Officer, Facilities and Operations
	<u><i>Those who are actively participating:</i></u> <ul style="list-style-type: none"> • Board Finance and Property Committee members and administration • Erin Plume, Assistant Board Secretary and Committee Coordinator

Item No. 5ci

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

Alignment/Compliance

Alignment with Guiding Documents	<p>Institutional Strategic Plan – <i>For the Public Good:</i></p> <p><i>SUSTAIN: Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</i></p> <p><i>21. Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</i></p> <p><i>v. Develop a set of equitable, meaningful, and relevant measures to monitor our progress toward strategic goals and develop the tools required to report on them.</i></p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post Secondary Learning Act (PSLA), Section 60 (1)(b): “The Board of a public post-secondary institution shall develop, manage and operate, alone or in cooperation with any person or organization, programs, services and facilities for the educational or cultural advancement of the people of Alberta.”</p> <p>2. Board of Governors General Terms of Reference, Section b: “The Board has delegated to each Committee responsibility and authority to make decisions on behalf of the Board in the Committee's defined area of responsibility except to the extent that such authority has been specifically limited by the Board in the Terms of Reference for the Committee.”</p> <p>... “...issues which remain with the Board or which would be referred by a Committee to the Board would generally be in the nature of...any matter involving an alteration in the mandate, terms of reference, membership, or structure of a Committee;...”</p> <p>3. Board Finance and Property Committee Terms of Reference Section 3. Mandate of the Committee (Reports, Advice, Trends):</p> <p>v) annually review the terms of reference for the Committee and recommend to the Board any required changes.</p>

Attachments:

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

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



BOARD FINANCE AND PROPERTY COMMITTEE Terms of Reference

1. AUTHORITY

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

2. COMPOSITION OF THE COMMITTEE

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

3. MANDATE OF THE COMMITTEE

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

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

Financial

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

Facilities and Property

- f) review, recommend to the Board or approve original Capital Expenditure Authorization Requests (CEARs) or individual Supplemental CEARs as determined by the Board-approved University of Alberta Capital Expenditure Authorization Request (CLEAR) Policy;
- g) review and recommend to the Board the acquisition or disposal of real property, including lands transferred to University of Alberta Properties Trust Inc.
- g) review and recommend to the Board the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.:

Information Technology

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

Policies

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

Reports, Advice, Trends

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

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

4. LIMITATIONS ON DELEGATION BY THE BOARD

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

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

5. REPORTING TO THE BOARD

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

Decision History:

DATE	DECISION-MAKER	DECISION
2006-11-20	Board Finance and Property Committee	Recommended to Board of Governors
2006-12-8	Board of Governors	Approved
2008-06-10	Board Finance and Property Committee	Recommended to Board of Governors
2008-06-20	Board of Governors	Approved
2008-10-03	Editorial Revisions Made as a Result of CEAR Policy Approved by BFPC/Board	
2009-09-16	Board Finance and Property Committee	Recommended to Board of Governors
2009-10-02	Board of Governors	Approved
2011-02-01	Board Finance and Property Committee	Recommended to Board of Governors
2011-02-11	Board of Governors	Approved
2011-09-20	Board Finance and Property Committee	Recommended to Board of Governors
2011-10-21	Board of Governors	Approved
2012-07-12	Editorial Revisions Made as a Result of Changes in Title	
2013-10-01	Board Finance and Property Committee	Recommended to Board of Governors
2013-10-18	Board of Governors	Approved
2014-09-23	Board Finance and Property Committee	Recommended to the Board of Governors

2014-10-24	Board of Governors	Approved
2015-09-29	Board Finance and Property Committee	Recommended to the Board of Governors
2015-10-16	Board of Governors	Approved
2016-03-01	Board Finance and Property Committee	Recommended to the Board of Governors
2016-03-18	Board of Governors	Approved
<u>2016-09-27</u>	<u>Board Finance and Property Committee</u>	<u>Recommended to the Board of Governors</u>
2016-10-21	Board of Governors	



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 - (5) One other member of the Board of Governors
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 - (8) The President and Vice-Chancellor, by virtue of office
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Facilities and Property

- f) review, recommend to the Board or approve original Capital Expenditure Authorization Requests (CEARs) or individual Supplemental CEARs as determined by the Board-approved University of Alberta Capital Expenditure Authorization Request (CLEAR) Policy;
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- h) review and recommend to the Board the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.;

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

Policies

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

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- p) Review and provide recommendations to the Board Audit Committee on the University's enterprise-wide risks and risk measures related to the Committee mandate;
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- r) annually provide advice to the President, through the Chair of the Board Human Resources and Compensation Committee, with respect to the responsibilities and performance (in relation thereto) of those Vice Presidents whose responsibilities are within the mandate of the Committee;
- s) review annual and quarterly reports highlighting progress achieved in implementing the University's current budget and strategic business plan, including appropriate and relevant performance indicators;
- t) review planning reports for individual capital projects and receive a quarterly report on these;
- u) receive for review an annual report from University of Alberta Properties Trust Inc.;
- v) receive for review an annual report on donations and gifts and monitor performance against fundraising goals; and
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- f) approve policies regarding the acquisition, management, control and disposition of University buildings, land and equipment and regarding individual project proposals and the implications of these short and long-range capital plans to the strategic vision of the University; and
- g) approve the acquisition or disposal of real property including lands transferred to University of Alberta Properties Trust Inc.
- h) approve the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.

5. REPORTING TO THE BOARD

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Decision History:

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2015-09-29	Board Finance and Property Committee	Recommended to the Board of Governors
2015-10-16	Board of Governors	Approved
2016-03-01	Board Finance and Property Committee	Recommended to the Board of Governors
2016-03-18	Board of Governors	Approved
2016-09-27	Board Finance and Property Committee	Recommended to the Board of Governors
2016-10-21	Board of Governors	

Item No. 5cii

OUTLINE OF ISSUE

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

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

Item

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

Details

Responsibility	Vice-President (Facilities and Operations)
The Purpose of the Proposal is (please be specific)	To seek approval for the proposed acquisition of two laneways, located in Camrose, Alberta, contiguous to the Augustana Land Bank.
The Impact of the Proposal is	The acquisition would complete ownership of the city block known as the Augustana Land Bank.
Replaces/Revises	N/A
Timeline/Implementation Date	2016
Estimated Cost and funding source	Approximately \$100,000.00 from Real Property Proceeds account
Next Steps	Purchase property upon approval of the Board of Governors
Supplementary Notes and context	The University owns the sites that constitute the Augustana Land Bank, legally addressed as Lots 3 to 14, Block 22, Plan 8324AA (see attached site plan). Complete ownership of the block of land will require the acquisition of two laneways from the City of Camrose.

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<u>Those who have been informed:</u> • Dr. Allen Berger, Dean & Executive Officer, Augustana Campus
	<u>Those who have been consulted:</u> • President's Executive Committee – Operational (PEC-O) – August 18, 2016
	<u>Those who are actively participating:</u> • Vice-President Facilities and Operations • Director, Real Estate Services • Associate Director, Real Estate Services
Approval Route (Governance) (including meeting dates)	Board Finance and Property Committee (recommendation) – September 27, 2016 Board of Governors (approval) – October 21, 2016
Final Approver	Board of Governors – October 21, 2016

Alignment/Compliance

Alignment with Guiding Documents	Institutional Strategic Plan - For the Public Good <i>Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</i> 23. OBJECTIVE: Ensure that the University of Alberta's campuses, facilities, utility, and information technology infrastructure can continue to meet the needs and strategic goals of the university.
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Item No. 5cii

	<p>i. <i>Strategy: Secure and sustain funding to plan, operate, expand, renew, and optimize the use of campus infrastructure to meet evolving teaching and research priorities.</i></p> <p><u>Long Range Development Plan</u></p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p><u>Post-secondary Learning Act (PSLA)</u></p> <p>Section 66.1 – <i>A board may acquire any interest in land for the purposes of the board in conducting the affairs of the public post-secondary institution.</i></p> <p><u>BFPC Terms of Reference – Sections 3 and 4 state:</u></p> <p><u>3. MANDATE OF THE COMMITTEE</u></p> <p>Except as provided in paragraph 4 and the Board's General Committee Terms of Reference, the Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to all strategic and significant financial and property matters and policies of the University. The Committee shall also consider any other matter delegated to the Committee by the Board.</p> <p>Without limiting the generality of the foregoing, the Committee shall:</p> <p>g) review and recommend to the Board the acquisition or disposal of real property, including land transferred to University of Alberta Properties Trust Inc.</p> <p><u>4. LIMITATIONS ON DELEGATION BY THE BOARD</u></p> <p>The general delegation of authority by the Board to the Committee shall be limited as set out in this paragraph. Notwithstanding the general delegation of authority to the Committee set out in paragraph 3, the Board shall:</p> <p>g) approve the acquisitions or disposal of real property including lands transferred to the University of Alberta Trust Inc.</p> <p><u>UAPPOL: Real Property Compliance Policy, Real Property Acquisition Procedure</u></p> <p><u>UAPPOL: Schedule A – Signing Authority for Contractual Obligations on Behalf of the Board of Governors of the University of Alberta</u></p>

Attachments:

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

Prepared by: Mike Helm, Associate Director, Real Estate Services mhelm@ualberta.ca

Augustana Land Bank – Acquisition of Land - Laneways

Background

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

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

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

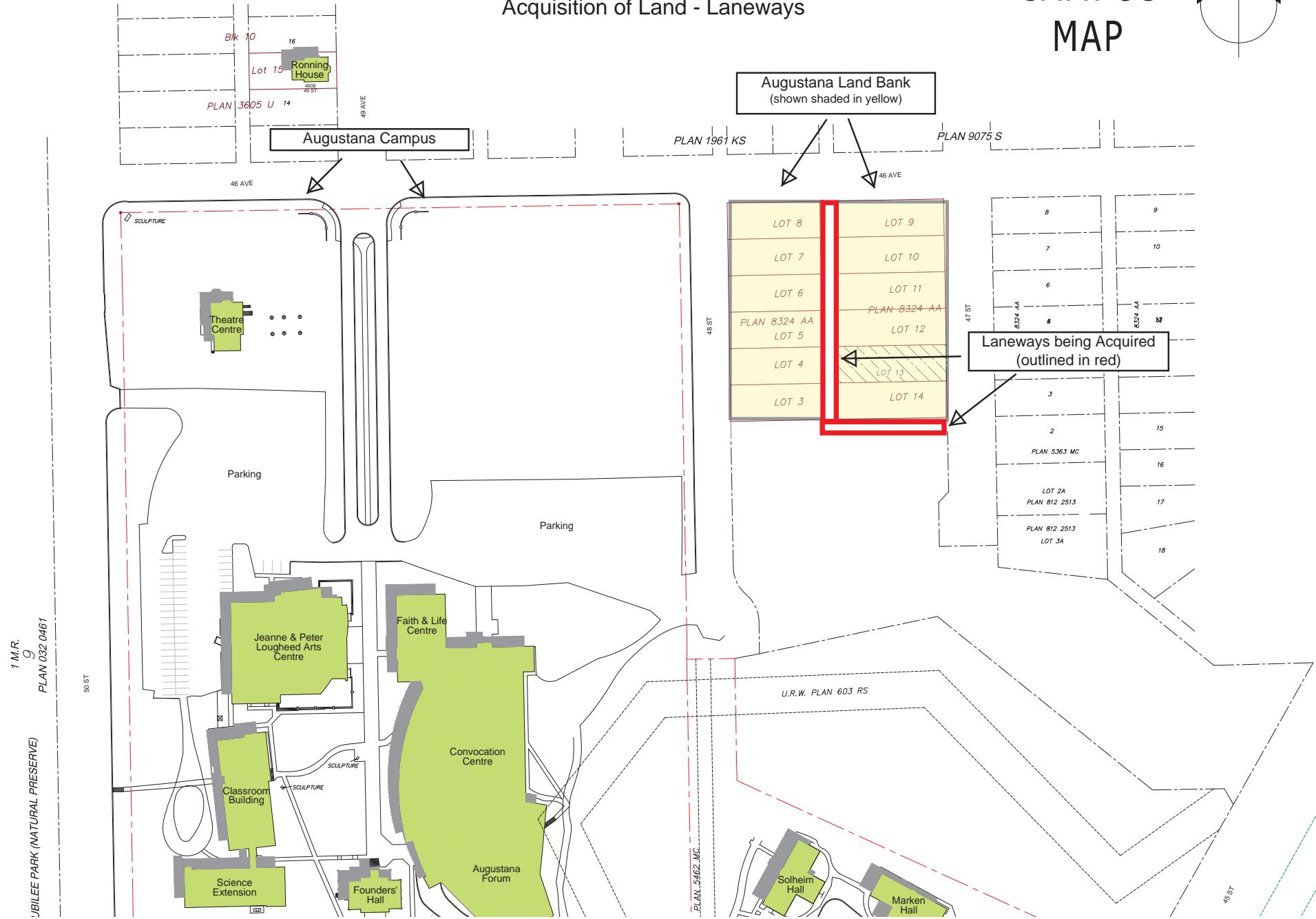
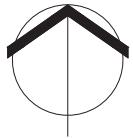
Recommendation

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

Attachment 2

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

CAMPUS MAP



OUTLINE OF ISSUE
Action Item

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

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

Item

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

Details

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

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<p><u>Those who have been informed:</u></p> <ul style="list-style-type: none"> • <p><u>Those who have been consulted:</u></p> <ul style="list-style-type: none"> • Provost and Vice-President (Academic) <p><u>Those who are actively participating:</u></p> <ul style="list-style-type: none"> •
Approval Route (Governance) (including meeting dates)	Board Finance and Property Committee (recommendation) – September 27, 2016 Board of Governors (approval) – October 21, 2016
Final Approver	Board of Governors – October 21, 2016

Alignment/Compliance

Alignment with Guiding Documents	<p>Institutional Strategic Plan – For the Public Good Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</p> <p>OBJECTIVE: Secure and steward financial resources to sustain, enhance, promote, and facilitate the university's core mission and strategic goals.</p> <ul style="list-style-type: none"> i. Strategy: Seek and secure resources needed to achieve and support our strategic goals. ii. Strategy: Ensure a sustainable budget model to preserve and enhance our core mission and reputation for excellence in teaching, learning, research, and community engagement. <p>Comprehensive Institutional Plan</p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p>1. Post-Secondary Learning Act <i>General powers and duties 60(1)</i> <i>The board of a public post-secondary institution shall</i> <i>(a) manage and operate the public post-secondary institution in accordance with its mandate,</i> <i>(b) develop, manage and operate, alone or in co-operation with any person or organization, programs, services and facilities for the economic prosperity of Alberta and for the educational or cultural advancement of the people of Alberta,</i></p> <p>2. University Policy and Procedure On-Line (UAPPOL)</p> <p>Board-approved Capitalization of Unrestricted Funds to Endowment Policy and relevant procedure.</p> <p>3. Board of Governors General Terms of Reference, Section 1.b. states:</p> <p><i>The Board has delegated to each Committee responsibility and authority</i></p>

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

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

Section 3

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

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

b) review and recommend to the Board the Integrated Planning and Budgeting Policy which includes guiding principles for changes to approved budgets and for transfer or reallocation of monies included in approved budgets;

c) review and recommend to the Board the annual and other budgets and major issues of policy related to budgets;

4. LIMITATIONS ON DELEGATION BY THE BOARD

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

(a) approve the guiding principles, budgets and changes to approved budgets and the transfer or reallocation of monies included in approved budgets;

Attachments: None

Prepared by: Martin Coutts, Associate Vice-President, Finance and Supply Management Services
(martin.coutts@ualberta.ca, 492-3436)

Michele Pearce, Director, Financial Accounting and Reporting, Financial Services
(michele.pearce@ualberta.ca, 492-0877)

Revised: 10/14/2016

OUTLINE OF ISSUE
Action Item

Agenda Title: Board Human Resources and Compensation Committee Terms of Reference

Motion: THAT the Board of Governors, on the recommendation of the Board Human Resources and Compensation 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
Proposed by	James Heelan, Chair, Board Human Resources and Compensation Committee
Presenter	Ray Muzyka, Vice-Chair, Board Human Resources and Compensation Committee

Details

Responsibility	University Governance
The Purpose of the Proposal is (please be specific)	To define the role of BHRCC in the appointment of senior administration; clarify BHRCC's role in approving the compensation and all contractual terms and conditions for Senior Administration; formalize BHRCC's delegated authority over the selection of the external representative on the Vice-President (Facilities and Operations) search committee; and align the Terms of Reference with Board-approved policy/procedures.
The Impact of the Proposal is	See above
Replaces/Revises (eg, policies, resolutions)	Current Terms of Reference as approved June 17, 2016
Timeline/Implementation Date	Immediately upon Board of Governors' approval
Estimated Cost /funding source	n/a
Next Steps	n/a
Supplementary Notes and context	Proposed changes clarifying BHRCC's role in approving the compensation and all contractual terms and conditions for the President and Vice-Presidents are being done at the request of the committee in February 2016, following consultation with General Counsel and the President.

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<u>Those who have been informed:</u> •
	<u>Those who have been consulted:</u> • Michael Phair, Chair, Board of Governors • David Turpin, President • Steven Dew, Provost and Vice-President (Academic) • Brad Hamdon, General Counsel • Catherine Swindlehurst, Director, Office of the President
	<u>Those who are actively participating:</u> • James Heelan, Chair, Board Human Resources and Compensation Committee • Marion Haggarty-France, University Secretary • Juli Zinken, Board Secretary
Approval Route (Governance)	Board Human Resources and Compensation Committee – September

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(including meeting dates)	27, 2016 (for recommendation) Board of Governors – October 21, 2016 (for approval)
Final Approver	Board of Governors

Alignment/Compliance

Alignment with Guiding Documents	<p>Institutional Strategic Plan – <i>For the Public Good:</i></p> <p>SUSTAIN: <i>Sustain our people, our work, and the environment by attracting and stewarding the resources we need to deliver excellence to the benefit of all Albertans.</i></p> <p><i>2.1. Encourage continuous improvement in administrative, governance, planning and stewardship systems, procedures, and policies that enable students, faculty, staff, and the institution as a whole to achieve shared strategic goals.</i></p> <p><i>v. Develop a set of equitable, meaningful, and relevant measures to monitor our progress toward strategic goals and develop the tools required to report on them.</i></p>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. Post Secondary Learning Act (PSLA), Section 60 (1)(b): “The Board of a public post-secondary institution shall develop, manage and operate, alone or in cooperation with any person or organization, programs, services and facilities for the educational or cultural advancement of the people of Alberta.”</p> <p>2. Board of Governors General Terms of Reference, Section b: “The Board has delegated to each Committee responsibility and authority to make decisions on behalf of the Board in the Committee's defined area of responsibility except to the extent that such authority has been specifically limited by the Board in the Terms of Reference for the Committee.”</p> <p>... “...issues which remain with the Board or which would be referred by a Committee to the Board would generally be in the nature of...any matter involving an alteration in the mandate, terms of reference, membership, or structure of a Committee;...”</p> <p>(a) annually review the terms of reference of the Committee and recommend to the Board any required changes.</p> <p>3. Board Human Resources and Compensation Committee Terms of Reference, Mandate of the Committee</p> <p>... p) annually review the terms of reference of the Committee and recommend to the Board any required changes.</p>

Attachments

1. Board Human Resources and Compensation Committee Terms of Reference – showing edits (4 pages)
2. Board Human Resources and Compensation Committee Terms of Reference – without edits (4 pages)

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



BOARD HUMAN RESOURCES AND COMPENSATION COMMITTEE

Terms of Reference

1. AUTHORITY

- (a) The Board Human Resources and Compensation Committee (the "Committee") is created by and responsible to the Board of Governors (the "Board") of the University of Alberta (the "University").
- (b) The Vice-President (Finance and Administration) and the Provost and Vice-President (Academic) shall provide management support to the Committee.
- (c) University Governance shall provide administrative support to the Committee
- (d) The Committee shall function in accordance with the Board's General Committee Terms of Reference.

2. COMPOSITION OF COMMITTEE

- (a) Voting Members appointed by the Board (ordinarily a maximum of 10 voting members):
 - (1) Up to six Board members from the membership categories identified by the Alberta Post-Secondary Learning Act (the Act) as general public, alumni and senate. There shall be no board members on this committee representing academic staff, non-academic staff or students
 - (2) If required, a member of the general public with specific expertise in a field of interest to the Committee, to ensure the committee has the appropriate balance of skills and competencies;
 - (3) The Board Chair, by virtue of office
 - (4) The President and Vice-Chancellor, by virtue of office
 - (5) The Chancellor, by virtue of office

Non-Voting Officials appointed by the President

- (1) Provost and Vice-President (Academic)
 - (2) Vice-President (Finance and Administration)
 - (3) Vice-Provost and Associate Vice-President (Human Resources)
 - (4) University Secretary
 - (5) Committee Secretary
 - (6) Other officers, as determined by the President
- (b) The Board of Governors shall appoint the Committee Chair from the Committee membership category 2(a)(1), upon the recommendation of the Board Chair.
 - (c) The Committee shall designate the Vice-Chair from the Committee membership upon the recommendation of the Board Chair and the Committee Chair. The Vice-Chair undertakes and discharges all duties of the Chair in the absence of the Chair.

3. MANDATE OF THE COMMITTEE

Except as provided in paragraph 4 and in the Board's General Committee Terms of Reference, the Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to, and the Board delegates to the Committee responsibility and authority for, all policies and procedures affecting staff working conditions at the University and matters for collective bargaining and related service contracts. The Committee shall also consider any other matter delegated to the Committee by the Board.

Without limiting the generality of the foregoing the Committee shall:

Collective Bargaining

- a) consider and propose changes in collective agreements and confirm the mandate for negotiating committees with all bargaining units;

Staff Working Conditions

- b) regularly assess staff benefit plans, including trends;
- c) review and approve material changes to personnel policies of the University that are outside the regular collective bargaining process and consider trends affecting such policies;
- d) receive and review the Annual Report, and the report of the nominee of the Board to the Board of Trustees, of the Universities Academic Pension Plan;

Senior Administration Appointments / Reviews

President

- e) monitor Presidential effectiveness and, through the Chair of the Committee, provide advice to the Chair of the Board on the performance of the President;
- f) annually solicit, review and evaluate the comments of the members of the Board with respect to the performance of the President and consider such other data, reports and information as the Committee considers useful; and thereafter,
- e)a) and through the Chair of the Committee, provide advice to the Chair of the Board on the performance of the President;
- g) appoint Board members to search and review committees for the President as established under the Board-approved University of Alberta Recruitment Policy and associated procedures;
- f)h) review and recommend to the Board the appointment, extension, reappointment and dismissal of the President;
- g)i) review and approve the compensation and all contractual terms and conditions for the President, prior to the execution thereof or any public announcement; of the President

Vice-Presidents

- h)j) annually provide advice to the President, through the Chair of the Committee, with respect to the responsibilities and performance (in relation thereto) of the Vice-Presidents;
- i)k) and thereafter review and approve the compensation and all contractual terms and conditions for the Vice-Presidents prior to the execution thereof or any public announcement, on the advice of the President;
- I) appoint Board members and external representatives of the Board to and aAdvisory search and review committees for Vice-Presidents, as established under the Board-approved University of Alberta Recruitment Policy and associated procedures; under the University of Alberta Policies and Procedures On-Line (UAPPOL) from time to time;
- j)m) review and recommend to the Board the appointment, extension, reappointments and dismissals of the Vice-Presidents;

Senior Administration

- | k)n) annually review and approve the performance and compensation of the Deputy Provost, Deans, University Registrar and University Librarian on the advice and recommendation of the Provost;
- | o) review succession plans for senior administration;
- | p) review and recommend to the Board the appointment, extension, reappointments and dismissals of Deans
- | q) review and approve matters of substantive nature with respect to the procedures for the selection of Deans, as established under the Board-approved University of Alberta Recruitment Policy and associated procedures;
- | hr) approve the appointment of Killam and Tory Chairs;

In making reports and recommendations with respect to appointments, extensions, reappointments and dismissals of Deans and Vice-Presidents, the Committee shall do so on the advice and recommendation of the President.

Reports, Advice, Trends

- | m)s) review and provide recommendations to the Board Audit Committee on the University's enterprise-wide risks and risk measures related to the Committee mandate
- | n)t) monitor executive and university trends for compensation and benefits for senior institutional administrators;
- | o)u) annually report on an evaluation of the Board;
- | p)v) monitor the performance of the University in the areas of responsibility of the Committee, against key strategic performance initiatives and performance measure reports and results in place from time to time and report thereon to the Board;
- | q)w) annually review the terms of reference of the Committee and recommend to the Board any required changes.

The Committee shall review, evaluate and provide information and recommendations to the Board where the Board is making decisions in areas generally related to areas of responsibility of the Committee.

4. LIMITATION 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 as set out in paragraph 3, the Board shall make all decisions with respect to:

- a) the appointment, extension, reappointments and dismissals of Deans, Vice-Presidents and the President;
- b) the approval of goals and objectives for the President;
- c) the approval of collective agreements and any substantial revisions thereof;
- d) policy related to the remuneration of Deans, Vice-Presidents and the President and other senior members of the Administration of the University; and
- e) the establishment of an annual report on an evaluation of the Board and decisions arising from that report.

5. REPORTING TO THE BOARD

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

Decision History:

DATE	DECISION-MAKER	DECISION
2002-09-20	Board of Governors	Approved
2006-10-3	Board Human Resources and Compensation Committee	Revised
2007-06-22	Board of Governors	Approved
2008-05-21	Board Human Resources and Compensation Committee	Recommended to Board of Governors
2008-06-20	Board of Governors	Approved
2010-09-23	Board Human Resources and Compensation Committee	Suggested Revisions
2011-02-01	Board Human Resources and Compensation Committee	Recommended to Board of Governors
2011-02-11	Board of Governors	Approved
2011-10-21	Board of Governors	Approved
2013-10-01	Board Human Resources and Compensation Committee	Recommended to Board of Governors
2013-10-18	Board of Governors	Approved
2014-09-29	Board Human Resources and Compensation Committee	Recommended to Board of Governors
2014-10-24	Board of Governors	Approved
2015-09-29	Board Human Resources and Compensation Committee	Recommended to Board of Governors
2015-10-16	Board of Governors	Approved
2016-05-30	Board Human Resources and Compensation Committee	Recommended to Board of Governors
2016-06-17	Board of Governors	Approved
2016-09-27	Board Human Resources and Compensation Committee	Recommended to Board of Governors



BOARD HUMAN RESOURCES AND COMPENSATION COMMITTEE

Terms of Reference

1. AUTHORITY

- (a) The Board Human Resources and Compensation Committee (the "Committee") is created by and responsible to the Board of Governors (the "Board") of the University of Alberta (the "University").
- (b) The Vice-President (Finance and Administration) and the Provost and Vice-President (Academic) shall provide management support to the Committee.
- (c) University Governance shall provide administrative support to the Committee
- (d) The Committee shall function in accordance with the Board's General Committee Terms of Reference.

2. COMPOSITION OF COMMITTEE

- (a) Voting Members appointed by the Board (ordinarily a maximum of 10 voting members):
 - (1) Up to six Board members from the membership categories identified by the Alberta Post-Secondary Learning Act (the Act) as general public, alumni and senate. There shall be no board members on this committee representing academic staff, non-academic staff or students
 - (2) If required, a member of the general public with specific expertise in a field of interest to the Committee, to ensure the committee has the appropriate balance of skills and competencies;
 - (3) The Board Chair, by virtue of office
 - (4) The President and Vice-Chancellor, by virtue of office
 - (5) The Chancellor, by virtue of office

Non-Voting Officials appointed by the President

- (1) Provost and Vice-President (Academic)
 - (2) Vice-President (Finance and Administration)
 - (3) Vice-Provost and Associate Vice-President (Human Resources)
 - (4) University Secretary
 - (5) Committee Secretary
 - (6) Other officers, as determined by the President
- (b) The Board of Governors shall appoint the Committee Chair from the Committee membership category 2(a)(1), upon the recommendation of the Board Chair.
 - (c) The Committee shall designate the Vice-Chair from the Committee membership upon the recommendation of the Board Chair and the Committee Chair. The Vice-Chair undertakes and discharges all duties of the Chair in the absence of the Chair.

3. MANDATE OF THE COMMITTEE

Except as provided in paragraph 4 and in the Board's General Committee Terms of Reference, the Committee shall monitor, evaluate, advise and make decisions on behalf of the Board with respect to, and the Board delegates to the Committee responsibility and authority for, all policies and procedures affecting staff working conditions at the University and matters for collective bargaining and related service contracts. The Committee shall also consider any other matter delegated to the Committee by the Board.

Without limiting the generality of the foregoing the Committee shall:

Collective Bargaining

- a) consider and propose changes in collective agreements and confirm the mandate for negotiating committees with all bargaining units;

Staff Working Conditions

- b) regularly assess staff benefit plans, including trends;
- c) review and approve material changes to personnel policies of the University that are outside the regular collective bargaining process and consider trends affecting such policies;
- d) receive and review the Annual Report, and the report of the nominee of the Board to the Board of Trustees, of the Universities Academic Pension Plan;

Senior Administration Appointments / Reviews

President

- e) monitor Presidential effectiveness and, through the Chair of the Committee, provide advice to the Chair of the Board on the performance of the President;
- f) annually solicit, review and evaluate the comments of the members of the Board with respect to the performance of the President and consider such other data, reports and information as the Committee considers useful;
- g) appoint Board members to search and review committees for the President as established under the Board-approved University of Alberta Recruitment Policy and associated procedures;
- h) review and recommend to the Board the appointment, extension, reappointment and dismissal of the President;
- i) review and approve the compensation and all contractual terms and conditions for the President, prior to the execution thereof or any public announcement;

Vice-Presidents

- j) annually provide advice to the President, through the Chair of the Committee, with respect to the responsibilities and performance (in relation thereto) of the Vice-Presidents;
- k) review and approve the compensation and all contractual terms and conditions for the Vice-Presidents prior to the execution thereof or any public announcement, on the advice of the President;
- l) appoint Board members and external representatives of the Board to advisory search and review committees for Vice-Presidents, as established under the Board-approved University of Alberta Recruitment Policy and associated procedures;
- m) review and recommend to the Board the appointment, extension, reappointments and dismissals of the Vice-Presidents;

Senior Administration

- n) annually review and approve the performance and compensation of the Deputy Provost, Deans, University Registrar and University Librarian on the advice and recommendation of the Provost;
- o) review succession plans for senior administration;
- p) review and recommend to the Board the appointment, extension, reappointments and dismissals of Deans;
- q) review and approve matters of substantive nature with respect to the procedures for the selection of Deans, as established under the Board-approved University of Alberta Recruitment Policy and associated procedures;
- r) approve the appointment of Killam and Tory Chairs;

In making reports and recommendations with respect to appointments, extensions, reappointments and dismissals of Deans and Vice-Presidents, the Committee shall do so on the advice and recommendation of the President.

Reports, Advice, Trends

- s) review and provide recommendations to the Board Audit Committee on the University's enterprise-wide risks and risk measures related to the Committee mandate
- t) monitor executive and university trends for compensation and benefits for senior institutional administrators;
- u) annually report on an evaluation of the Board;
- v) monitor the performance of the University in the areas of responsibility of the Committee, against key strategic performance initiatives and performance measure reports and results in place from time to time and report thereon to the Board;
- w) annually review the terms of reference of the Committee and recommend to the Board any required changes.

The Committee shall review, evaluate and provide information and recommendations to the Board where the Board is making decisions in areas generally related to areas of responsibility of the Committee.

4. LIMITATION 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 as set out in paragraph 3, the Board shall make all decisions with respect to:

- a) the appointment, extension, reappointments and dismissals of Deans, Vice-Presidents and the President;
- b) the approval of goals and objectives for the President;
- c) the approval of collective agreements and any substantial revisions thereof;
- d) policy related to the remuneration of Deans, Vice-Presidents and the President and other senior members of the Administration of the University; and
- e) the establishment of an annual report on an evaluation of the Board and decisions arising from that report.

5. REPORTING TO THE BOARD

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

Decision History:

DATE	DECISION-MAKER	DECISION
2002-09-20	Board of Governors	Approved
2006-10-3	Board Human Resources and Compensation Committee	Revised
2007-06-22	Board of Governors	Approved
2008-05-21	Board Human Resources and Compensation Committee	Recommended to Board of Governors
2008-06-20	Board of Governors	Approved
2010-09-23	Board Human Resources and Compensation Committee	Suggested Revisions
2011-02-01	Board Human Resources and Compensation Committee	Recommended to Board of Governors
2011-02-11	Board of Governors	Approved
2011-10-21	Board of Governors	Approved
2013-10-01	Board Human Resources and Compensation Committee	Recommended to Board of Governors
2013-10-18	Board of Governors	Approved
2014-09-29	Board Human Resources and Compensation Committee	Recommended to Board of Governors
2014-10-24	Board of Governors	Approved
2015-09-29	Board Human Resources and Compensation Committee	Recommended to Board of Governors
2015-10-16	Board of Governors	Approved
2016-05-30	Board Human Resources and Compensation Committee	Recommended to Board of Governors
2016-06-17	Board of Governors	Approved
2016-09-27	Board Human Resources and Compensation Committee	Recommended to Board of Governors

OUTLINE OF ISSUE
Action Item

Agenda Title: **Appointment to the Universities Academic Pension Plan Board of Trustees**

Motion: THAT the Board of Governors, on the recommendation of the Board Human Resources and Compensation Committee and the Board Chair, Mr Michael Phair, approve the appointment of Ms Gitta Kulczycki, incoming Vice-President (Finance and Administration), to the Board of Trustees of the Universities Academic Pension Plan, pursuant to Sections 3.6 and 3.8 of the *Universities Academic Pension Plan Sponsorship and Trust Agreement*, to complete the four year term of Ms Phyllis Clark, effective November 1, 2016 through December 31, 2018.

Item

Action Requested	<input checked="" type="checkbox"/> Approval <input type="checkbox"/> Recommendation
Proposed by	Michael Phair, Chair, Board of Governors
Presenter	Michael Phair, Chair, Board of Governors

Details

Responsibility	Chair, Board of Governors
The Purpose of the Proposal is (please be specific)	Approve the appointment of incoming Vice-President (Finance and Administration) to assume the position of the outgoing Vice-President (F&A) on the Board of Trustees of the Universities Academic Pension Plan (UAPP), pursuant to Sections 3.6 and 3.8 of the UAPP Sponsorship and Trust Agreement, to which the University of Alberta is a signatory.
The Impact of the Proposal is	To ensure the appropriate level of representation and expertise from the University of Alberta on the Board of Trustees.
Replaces/Revises (e.g., policies, resolutions)	Overrides the motion of January 2015 that appointed Phyllis Clark for a four year term from January 2015 to December 2018.
Timeline/Implementation Date	Effective November 1, 2016
Estimated Cost /funding source	n/a
Next Steps	Advise the UAPP.
Supplementary Notes and context	

Engagement and Routing (Include meeting dates)

Participation: (parties who have seen the proposal and in what capacity) <For further information see the link posted on the Governance Toolkit section Student Participation Protocol >	<u>Those who have been informed:</u> • UAPP
	<u>Those who have been consulted:</u> • Board Chair • Incoming Vice-President Kulczycki
	<u>Those who are actively participating:</u> •
Approval Route (Governance) (including meeting dates)	Board Human Resources and Compensation Committee – for recommendation – September 27, 2016 Board of Governors – for approval – October 21, 2016
Final Approver	Board of Governors

Alignment/Compliance

Alignment with Guiding Documents	Institutional Strategic Plan – <i>For the Public Good</i> , Comprehensive Institutional Plan, Institutional values, Other>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>Section 3.6 and 3.8 of the <i>Universities Academic Pension Plan Sponsorship and Trust Agreement</i> states:</p> <p><i>3.6 The Board of Trustees consists of</i></p> <p class="list-item-l1">1. <i>one person appointed by each of the Governors of the University of Alberta, the Governors of the University of Calgary, and The Governors of the University of Lethbridge</i></p> <p><i>3.8 The Trustees appointed under paragraph 3.6 shall serve for a term of four years each.</i></p> <p>Section 3 (k) of the Human Resources and Compensation Committee's Terms of Reference state:</p> <p class="list-item-l1">(k) <i>receive and review the Annual Report, and the report of the nominee of the Board to the Board of Trustees, of the Universities Academic Pension Plan;</i></p> <p>Section 3 also states:</p> <p><i>The Committee shall review, evaluate and provide information and recommendations to the Board where the Board is making decisions in areas generally related to areas of responsibility of the Committee.</i></p>

Attachments:

1. Current Membership List of the Universities Academic Pension Plan Board of Trustees (1 page)

Prepared by: Sandra Kereliuk, Senior Administrative Officer, Finance & Administration

UAPP Board of Trustees – 2016

Employee Trustees

Geoffrey Hale

Associate Professor, Political Science
University of Lethbridge

Aditya Kaul

Associate Professor, Finance
University of Alberta

Paul Rogers (Vice-Chair)

Associate Professor, Mechanical and Manufacturing
University of Calgary

Eric Wang

Associate Professor, Finance
Athabasca University

Employer Trustees

Phyllis Clark

Vice-President Finance & Administration
University of Alberta

Linda Dalgetty

Vice-President Finance & Services
University of Calgary

Bruce Byford

Vice President, Chief Financial Officer
The Banff Centre

Estelle Lo

Vice-President Finance & Administration
Athabasca University

Nancy Walker (Chair)

Vice-President Finance & Administration
University of Lethbridge