1. **Mandate and Role of the Committee** – The Board Finance and Property Committee assists the Board of Governors in fulfilling its governance responsibilities by providing strategic oversight, insight and foresight with respect to all significant financial and property matters of the University.

2. **Areas of Responsibility**

Without limiting the generality of the foregoing, the Committee:

**Financial**
- a) reviews and monitors quarterly financial statements with respect to operating and capital funds.
- b) reviews and approves capitalization of funds to endowments.
- c) reviews and recommends approval of the annual consolidated and capital budgets.
- d) monitors trends and key budget drivers affecting the University and identifies the strategic implications of those trends for the University’s future needs.
- e) with input from the Board Reputation and Public Affairs Committee, reviews the annual report on donations and gifts, monitors fundraising performance, and considers implications, within the Board Finance and Property Committee mandate, for the mission and sustainability of the University.
- f) reviews, approves, and recommends approval of internal loans, as determined by the university’s Internal Loan Policy.

**Tuition and Fees**
- g) approves increases to domestic student tuition fees equal to or less than the Consumer Price Index, as defined under the Alberta Post-Secondary Learning Act and its associated Regulations.
- h) reviews and recommends new mandatory non-instructional fees, and approves increases to existing mandatory non-instructional fees equal to or less than the agreed-upon weighted annual inflation with both a ceiling of 5.0% and a floor of 0%.
- i) approves new mandatory student instructional support fees, and changes to or deletions of existing mandatory student instructional support fees.
- j) reviews and recommends approval of international student tuition fees.
- k) approves the collection of fees on behalf of University of Alberta Students’ Union and Graduate Students’ Association.
- l) reviews and approves residence rental rate increases equal to or less than 5.0%.
- m) reviews and approves meal plan rate increases equal to or less than the most recently reported Alberta Consumer Price Index plus 1.0%.
- n) reviews and recommends approval of parking rates.

**Facilities, Property and Capital Expenditures**
- o) reviews, approves, and recommends approval of capital expenditures, as determined by the University’s Capital Expenditure Authorization Request (CEAR) Policy.
- p) reviews and recommends approval of the acquisition or disposition of real property, as determined by the University’s Real Property Acquisition and Disposition Procedures and as guided by the Capital Expenditure Authorization Request (CEAR) Policy approval limits.
- q) identifies and monitors trends relating to the University’s property and its deferred maintenance needs, and assesses the strategic impact of such trends and changes on the University.
- r) reviews quarterly planning reports for individual capital projects.
- s) reviews and recommends approval of lands to be transferred to the University of Alberta Properties Trust Inc.
- t) reviews and recommends approval of the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.
u) reviews and recommends the university’s long-range development plan and other master plans for university lands, and monitors individual project proposals for implications to the university’s long-range planning and strategic vision.

v) approves expenditures of a non-capital nature from the real property reserve fund.

Information Technology and Intellectual Property

w) reviews reports, strategies and plans regarding physical infrastructure and resource optimization for University information technology systems.

x) reviews and recommends new University policies on intellectual property and technology transfer and approves changes to policy in consultation with the Board Learning, Research and Student Experience committee.

Policy and Other Matters

y) reviews and approves changes to existing University policies relating to the Committee’s mandate, subject to the Limitations on Delegation as set out in paragraph 3.

z) reviews and recommends new University policies relating to the Committee’s mandate, as set out in the University’s Policy Development Framework.

aa) considers risks associated with items before the Committee and makes recommendations to the Board Audit and Risk Committee and the Board.

bb) considers other matters at the request of the Board.

3. Limitation on Delegation by the Board of Governors

The Committee functions in accordance with the Principles for Board of Governors Delegation of Authority. 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 2, the Board approves:

a) policy changes with significant institutional impact.

b) new policies relating to the Committee’s mandate, as set out in the University’s Policy Development Framework.

c) policies for the control and regulation of pedestrian and vehicle traffic on University lands.

d) guiding principles for changes to approved budgets and for transfer or reallocation of monies included in approved budgets.

e) the annual consolidated and capital budgets.

f) international student tuition fees.

g) exceptional increases to domestic student tuition greater than the Consumer Price Index, as allowed under the Alberta *Post-Secondary Learning Act* and its associated Regulations.

h) new mandatory non-instructional fees.

i) increases to mandatory non-instructional fees greater than 5%, as allowed under the Alberta *Post-Secondary Learning Act* and its associated Regulations.

j) residence rental rate increases greater than 5.0%.

k) meal plan rate increases greater than the most recently reported Alberta Consumer Price Index plus 1.0%.

l) parking rates.

m) capital expenditures as determined by the University’s Capital Expenditure Authorization Request Policy.

n) the acquisition or disposition of real property as determined by the University’s Real Property Compliance Policy.

o) lands to be transferred to the University of Alberta Properties Trust Inc.

p) the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.

q) the university’s long-range development plan and other master plans for university lands.

r) recommendations and considers information and reports on matters that in the opinion of the Committee may pose significant risk to the University.
4. Composition
   The Committee functions in accordance with the Principles for Board of Governors Standing Committee Composition.

Voting Members
   *Ex-officio (3)*
   a) The Board Chair, by virtue of office  
   b) The Chancellor, by virtue of office  
   c) The President and Vice-Chancellor, by virtue of office

   *Appointed (7)*
   d) No more than seven voting members of the Board of Governors or external members of the public, as appointed by the Board or its delegate

Non-voting Members
   *Non-Voting Officials appointed by the President*
   e) Provost and Vice-President (Academic)  
   f) Vice-President (Facilities and Operations)  
   g) Vice-President (Finance and Administration)  
   h) Vice-President (University Relations)  
   i) University Secretary  
   j) Committee Secretary  
   k) Other officers, as determined by the President

Chair/Vice-Chair
   l) The Committee Chair and Vice-Chair shall be selected from Committee membership Section 4(d) of these Terms of Reference.  
   m) The Vice-Chair undertakes and discharges all duties of the Chair in the absence of the Chair.

5. Committee Process and Procedures
   The Committee:
   a) functions in accordance with the Board’s General Committee Terms of Reference.  
   b) develops and follows an annual work plan addressing both strategic and routine issues.  
   c) annually reviews the terms of reference of the Committee and recommends to the Board Governance Committee any required changes.

6. Reporting to the Board of Governors
   The Committee reports regularly to the Board of Governors with respect to its activities and decisions.

Decision History:

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<td>2019-05-28</td>
<td>Board Finance and Property Committee</td>
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