



The following Motions and Documents were considered by the Board Finance and Property Committee during the Open Session of its September 29, 2020 meeting:

Agenda Title: **Approval of 2020-21 Committee Workplan (with *Terms of Reference* for information)**

APPROVED MOTION THAT the Board Finance and Property Committee, acting with delegated authority of the Board of Governors, approve the Committee's 2020-21 Workplan, as set forth in Attachment 1.

Final Item: 5.

**Governance Executive Summary
Action Item**

Agenda Title	2020-21 Committee Workplan (with Terms of Reference for Information)
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Motion

THAT the Board Finance and Property Committee, acting with delegated authority of the Board of Governors, approve the Committee's 2020-21 Workplan, as set forth in Attachment 1.

Item

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

Details

Office of Administrative Responsibility	University Governance
The Purpose of the Proposal is <i>(please be specific)</i>	To review and approve the 2020-2021 committee workplan.
Executive Summary <i>(outline the specific item – and remember your audience)</i>	<p>Annual Board committee workplans are developed from each committee's Terms of Reference to guide the committee's work for the year, with changes made each year to respond to feedback from the committee, administration, and committee leadership. Over the course of the year, University Governance will work with administration to organize agenda material for 2020-21 Finance and Property Committee (BFPC) meetings, per the attached Workplan, with additional items coming forward as required.</p> <p>Recommended changes for the 2020-21 committee workplan have been highlighted using tracked changes on Attachment 1 – changes include:</p> <ul style="list-style-type: none"> • the replacement of the Interim Financial Review with the University of Alberta for Tomorrow (UAT) Financial Dashboard; • changes to budget recommendation and government reporting to align with legislation; • Strategic Discussion items for UAT and Service Excellence Transformation as well as Uniforum; and • minor housekeeping updates to items and timing <p>Question for discussion:</p> <ul style="list-style-type: none"> • Should anything be added or removed from the workplan?
Supplementary Notes and context	The committee's Terms of Reference are attached by link below for information / reference. No changes to the Terms of Reference are being recommended at this time as Board standing committees' Terms of Reference were reviewed at the June 19, 2020 Board of Governors meeting.

Item No. 5

Engagement and Routing (Include meeting dates)

<p>Consultation and Stakeholder Participation (parties who have seen the proposal and in what capacity)</p>	<p><u><i>Those who are actively participating:</i></u></p> <ul style="list-style-type: none"> • Charlene Butler, BFPC Chair • Rakesh Saraf, BFPC Vice-Chair • Erin Plume, Assistant Board Secretary • Juli Zinken, Board Secretary
<p><For information on the protocol see the Governance Resources section Student Participation Protocol></p>	<p><u><i>Those who have been consulted:</i></u></p> <ul style="list-style-type: none"> • Steven Dew, Provost and Vice-President (Academic) • Gitta Kulczycki, Vice-President (Finance and Administration) • Board Finance and Property Committee Members
<p>Approval Route (Governance) (including meeting dates)</p>	<p>BFPC, September 29, 2020 (approval) Board of Governors, October 16, 2020 (information)</p>

Strategic Alignment

<p>Alignment with <i>For the Public Good</i></p>	<p>Institutional Strategic Plan – For the Public Good: 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. 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. 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.</p>			
<p>Alignment with Core Risk Area</p>	<p>Please note below the specific institutional risk(s) this proposal is addressing.</p> <table border="0" style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input checked="" type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input checked="" type="checkbox"/> Physical Infrastructure </td> <td style="width: 50%; vertical-align: top;"> <input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success </td> </tr> </table>		<input type="checkbox"/> Enrolment Management <input type="checkbox"/> Faculty and Staff <input checked="" type="checkbox"/> Funding and Resource Management <input checked="" type="checkbox"/> IT Services, Software and Hardware <input type="checkbox"/> Leadership and Change <input checked="" type="checkbox"/> Physical Infrastructure	<input type="checkbox"/> Relationship with Stakeholders <input type="checkbox"/> Reputation <input type="checkbox"/> Research Enterprise <input type="checkbox"/> Safety <input type="checkbox"/> Student Success
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<p>Legislative Compliance and jurisdiction</p>	<ol style="list-style-type: none"> 1. Post Secondary Learning Act (PSLA) 2. Board of Governors General Terms of Reference 3. Board Finance and Property Committee Terms of Reference 			

Attachments:

1. Board Finance and Property Committee 2020-121 Workplan (5 pages)
2. [Board Finance and Property Committee Terms of Reference](#) – for information

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

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

Mandate 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.

Without limiting the generality of the foregoing, the Committee:

Mandate / Key Activities	Sept 29/20	Nov 24/20	Feb 25/21	Apr 27/21	May 25/21	Responsibility	Session
Financial							
<i>a) reviews and monitors quarterly financial statements with respect to operating and capital funds.</i>							
University of Alberta for Tomorrow Financial Dashboard	x	x	x	x	x	VP F&A / Provost	Closed
<i>b) reviews and approves capitalization of funds to endowments.</i>	As required (for approval)					VP F&A	Open
<i>c) reviews and recommends approval of the annual consolidated and capital budgets.</i>							
University Budget and Capital Plan (for recommendation)			x			VP F&A / Provost / VP F&O	Open
Investment Management Agreement (for recommendations)		x				Provost / VP F&A	Open
Budget Briefing (see also under d)	x	x		x	x	VP F&A / Provost	Closed
<i>d) reviews and approves authorized signing officers in respect of all banking and safekeeping;</i>	As required (for approval)					VP F&A	Open
<i>e) monitors trends and key budget drivers affecting the University and identifies the strategic implications of those trends for the University's future needs.</i>							
Annual Review of Key Budget Drivers	x					VP F&A / University Governance	Open
<i>f) 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.</i>							
Review Annual Fundraising Reports					x	VP ADV	Closed
Campaign Update					x	VP ADV	Closed

Mandate / Key Activities	Sept 29/20	Nov 24/20	Feb 25/21	Apr 27/21	May 25/21	Responsibility	Session
<i>g) reviews, approves, and recommends approval of internal loans, as determined by the university's Internal Loan Policy.</i>							
Internal Loans (for recommendation)						As required	VP F&A Closed
Tuition and Fees							
<i>h) 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.</i>							
Domestic Tuition (for approval)			x			Provost / VP F&A	Open
Tuition Briefing / Assumptions / Scenarios (for discussion) (see also under k)	November and as required					VP F&A / Provost	Closed
<i>i) 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>							
New Mandatory Non-Instructional Fees (for recommendation)			x (if required)			Provost / VP F&A	Open
Existing Mandatory Non-Instructional Fees (for approval)			x			Provost / VP F&A	Open
Mandatory Non-Instructional Fees (MNIF) Report (for information)		x				Provost / VP F&A	Open
<i>j) approves new mandatory student instructional support fees, and changes to or deletions of existing mandatory student instructional support fees.</i>							
Mandatory Student Instructional Support Fees (for approval)			x			Provost / VP F&A	Open
<i>k) reviews and recommends approval of international student tuition fees.</i>							
Tuition Briefing / Assumptions / Scenarios (for discussion) (see also under h)	November and as required					Provost / VP F&A	Closed
International Tuition (for recommendation)			x 21-22 cont.		x 22-23 new	VP F&A / Provost	Open
<i>l) approves the collection of fees on behalf of University of Alberta Students' Union and Graduate Students' Association.</i>							
GSA/SU Fees (for approval)				x		GSA/SU Presidents	Open
<i>m) reviews and approves residence rental rate increases equal to or less than 5.0%.</i>							
Ancillary Fee Briefing / Assumptions / Scenarios (for discussion) (see also under m)	November and as required					VP F&O	Closed

Mandate / Key Activities	Sept 29/20	Nov 24/20	Feb 25/21	Apr 27/21	May 25/21	Responsibility	Session
Student Residence Fees(for approval)			x			VP F&O	Open
<i>n) reviews and approves meal plan rate increases equal to or less than the most recently reported Alberta Consumer Price Index plus 1.0%.</i>							
Ancillary Fee Briefing / Assumptions / Scenarios (for discussion) (see also under l)	November and as required					VP F&O	Closed
Residence Meal Rates (for approval)			x			VP F&O	Open
<i>o) reviews and recommends approval of parking rates.</i>							
Parking Fees (for information, as per Board-delegated motion on December 9, 2011)			x			VP F&O	Open
Facilities, Property and Capital Expenditures							
<i>p) reviews, approves, and recommends approval of capital expenditures, as determined by the University's Capital Expenditure Authorization Request (CEAR) Policy.</i>							
Review of capital expenditure authorization requests (for recommendation or approval)	As required					VP F&O	Closed
<i>q) 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.</i>							
Acquisition or disposition of real property (for recommendation or approval)	As required					VP F&O	Open
<i>r) 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.</i>							
Community Engagement Report	As required					VP UR	Open
University of Alberta Land Inventory Update (for information)				x		VP F&O	Open
Integrated Asset Management Strategy Dashboard (for information)	x	x	x	x	x	VP F&O	Open
<i>s) reviews quarterly planning reports for individual capital projects.</i>							
<i>t) reviews and recommends approval of lands to be transferred to the University of Alberta Properties Trust Inc.</i>							
Review of land transfers to UAPTl (for recommendation)	As required					VP F&O	Open / Closed
UAPTl Annual Report and Other Updates	April and as required					UAPTl / VP F&O	Open / Closed

Mandate / Key Activities	Sept 29/20	Nov 24/20	Feb 25/21	Apr 27/21	May 25/21	Responsibility	Session
<i>u) reviews and recommends approval of the appointment and renewal of terms of office of directors of the University of Alberta Properties Trust Inc.</i>							
UAPTI Membership						As required	VP F&O Closed
<i>v) 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.</i>							
Long-range Development Plans (for recommendation)						As required	VP F&O Open
Functional Namings (for information)						As required	VP F&O Open
<i>w) approves expenditures of a non-capital nature from the real property reserve fund.</i>							
						As required	VP F&A / VP F&O Open
Information Technology and Intellectual Property							
<i>x) reviews reports, strategies and plans regarding physical infrastructure and resource optimization for University information technology systems.</i>							
Information Systems & Technology Annual Report (for information)	x 2020				X 2021		VP F&A Open
<i>y) 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.</i>							
TEC Edmonton Annual Report (for information as related to Committee mandate)		x 2020			X 2021		VP F&A Open
Policy and Other Matters							
<i>z) 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.</i>							
Budget Model Principles (for recommendation)						As required (last approved in October, 2017)	TBD VP F&A / Provost Open/Closed
Real Property Compliance Policy Updates (for recommendation)						As required (last approved in October, 2017)	VP F&O Open
<i>aa) reviews and recommends new University policies relating to the Committee's mandate, as set out in the University's Policy Development Framework.</i>							
Investment Income Reserve and Strategic Initiatives Fund (for recommendation)						As required (last approved in November, 2018)	TBD VP F&A Open/Closed

Mandate / Key Activities	Sept 29/20	Nov 24/20	Feb 25/21	Apr 27/21	May 25/21	Responsibility	Session
<i>bb) considers risks associated with items before the Committee and makes recommendations to the Board Audit and Risk Committee and the Board.</i>							
All discussion/information items: associated risks identified within GES	Embedded within materials for each item					All	All
All action items: include outline/summary of associated risks	Embedded within materials for each item					All	All
<i>cc) considers other matters at the request of the Board.</i>	As required					TBD	TBD
Committee Process and Procedures							
<i>5a) functions in accordance with the Board's General Committee Terms of Reference.</i>	Regularly					Univ Governance / Committee Chair	All
<i>5b) develops and follows an annual work plan addressing both strategic and routine issues.</i>	x					Univ Governance / Committee Chair	Open
<i>5c) annually reviews the terms of reference of the Committee and recommends to the Board Governance Committee any required changes.</i>					x	Univ Governance / Committee Chair	Open
Reporting to the Board of Governors							
<i>6. The Committee reports regularly to the Board of Governors with respect to its activities and decisions.</i>	Regularly					Univ Governance / Committee Chair	Both
Strategic Discussion / Education Topics							
University of Alberta for Tomorrow & Service Excellence Transformation (if needed, specific to committee mandate)	x	x				Provost	TBD
Uniforum Update		x				VP F&A	Open
TBD	As required					TBD	Open / Closed