



The following Motions and Documents were considered by the Board Finance and Property Committee at its November 27, 2012 meeting:

Agenda Title: **University of Alberta 2013-2014 General Tuition Fee Proposal**

APPROVED MOTION: THAT the Board Finance and Property Committee, on the recommendation of the General Faculties Council Academic Planning Committee, recommend that the Board of Governors approve a proposal from the University Administration for a general tuition fee increase of 2.15%, effective September 1, 2013 and as illustrated in the table below.

Undergraduate Tuition Fee Proposal <sup>a, c</sup>	2012-13	2013-14	Change <sup>b</sup>	
			\$	%
Domestic (Arts and Science)	\$5,269.20	\$5,382.00	\$112.80	2.14%
International, Base (Arts and Science)	\$5,269.20	\$5,382.00	\$112.80	
International, Differential (Arts and Science)	<u>\$13,048.80</u>	<u>\$13,328.40</u>	<u>\$279.60</u>	2.14%
Total International (Arts and Science)	\$18,318.00	\$18,710.40	\$392.40	
Business Administration Diploma <sup>a</sup>	2012-13	2013-14	Change <sup>b</sup>	
			\$	%
Domestic	\$2,799.60	\$2,859.60	\$60.00	2.14%
International, Base	\$2,799.60	\$2,859.60	\$60.00	
International, Differential	<u>\$6,943.20</u>	<u>\$7,092.00</u>	<u>\$148.80</u>	2.14%
Total, International	\$9,742.80	\$9,951.60	\$208.80	
Graduate Tuition Fee Proposal <sup>a, c</sup>	2012-13	2013-14	Change <sup>b</sup>	
			\$	%
Domestic, Course Based	\$3,708.00	\$3,787.20	\$79.20	2.14%
International, Course Based (Base Tuition)	\$3,708.00	\$3,787.20	\$79.20	
International, Course Based (Differential)	<u>\$3,708.00</u>	<u>\$3,787.20</u>	<u>\$79.20</u>	2.14%
Total International (Course Based)	\$7,416.00	\$7,574.40	\$158.40	
Domestic, Thesis 919 <sup>d</sup>	\$2,312.80	\$2,362.52	\$49.72	2.15%
International, Thesis 919 (Base Tuition)	\$2,312.80	\$2,362.52	\$49.72	
International, Thesis 919 (Differential)	<u>\$2,312.80</u>	<u>\$2,362.52</u>	<u>\$49.72</u>	2.15%
Total International Thesis 919 <sup>d</sup>	\$4,625.60	\$4,725.04	\$99.44	
Domestic, Thesis Based <sup>e</sup>	\$2,778.00	\$2,837.64	\$59.64	2.15%
International, Thesis Based (Base Tuition)	\$2,778.00	\$2,837.64	\$59.64	
International, Thesis Based (Differential)	<u>\$2,769.48</u>	<u>\$2,829.00</u>	<u>\$59.52</u>	2.15%
Total International, Thesis <sup>e</sup>	\$5,547.48	\$5,666.64	\$119.16	

- (a) Values are based on a full-time per term and full-time per year.
- (b) Tuition increases are applied to the fee index. As such, the effective year over year percentage change on the overall full-time program may be below 2.15%.
- (c) Excludes applicable market modifier and/or program specific differential fees.
- (d) Tuition applies to thesis students who were admitted to the program of study prior to Fall 2011 and are assessed the reduced thesis rate.
- (e) Tuition applies to thesis students who were admitted to the program of study beginning in Fall 2011 or later; this is based on an annual fee assessment (including spring/summer).

**Agenda Title: University of Alberta 2013-2014 Program/Course Differential Fee and Market Modifier Fee Proposal**

APPROVED MOTION: THAT the Board Finance and Property Committee, on the recommendation of the General Faculties Council Academic Planning Committee, recommend that the Board of Governors approve a proposal from the University Administration for a fee increase to program differentials, course differentials, and market modifiers of 2.15%, effective September 1, 2013, for:

- a) Faculty of Law, Juris Doctor (JD) program;
- b) Faculty of Business, Master of Business Administration (MBA) program;
- c) Faculty of Medicine and Dentistry, Doctor of Medicine (MD) program;
- d) Faculty of Business, Undergraduate Business courses;
- e) Faculty of Engineering, Undergraduate Engineering courses;
- f) Faculty of Pharmaceutical Sciences, Pharmacy program; and,
- g) Graduate Studies, Thesis Based.

as set out in the table below.

Program & Course Differential Fee Proposal <sup>a</sup>	2012-13	2013-14	Change <sup>b</sup>	
			\$	%
Juris Doctor (JD) Program	\$4,500.60	\$4,597.36	\$96.76	2.15%
MBA Program	\$591.96 per course	\$604.68 per course	\$12.72 per course	2.15%
MD Program	\$4,500.60	\$4,597.36	\$96.76	2.15%
Market Modifier Fee Proposal <sup>a, c</sup>	2012-13	2013-14	Change <sup>b</sup>	
			\$	%
Business	\$207.72 per course	\$212.18 per course	\$4.46 per course	2.15%
Engineering	\$175.64 per course	\$179.40 per course	\$3.76 per course	2.14%
Pharmacy	\$400.20 per course	\$408.72 per course	\$8.52 per course	2.13%
Graduate, Thesis Based <sup>d</sup>	\$848.28	\$866.40	\$18.12	2.14%

- (a) Values are based on a full-time per term and full-time per year, unless otherwise stated.
- (b) Tuition increases are applied to the fee index. As such, the effective year over year percentage change on the overall full-time program may be below 2.15%.
- (c) A grand-parenting structure applies in each case to allow for the exemption of these fees, under specific conditions, for students registered prior to September 2011.
- (d) Graduate Market Modifier applies only to thesis students beginning their program of study in Fall 2011 or later and is based on an annual fee assessment (including spring/summer).

Final Recommended Item: 6

Agenda Title: **2013-2014 Residence Rental Rate Proposal**

DEFEATED MOTION: THAT the Board Finance and Property Committee recommend that the Board of Governors approve an aggregate residence rate increase not to exceed 2.15% for the 2013-2014 Residence Rate Proposal, effective May 1, 2013.

APPROVED MOTION: THAT the Board Finance and Property Committee recommend that the Board of Governors approve the 2013-2014 Residence Rate Proposal, as set forth in Attachment 1, effective May 1, 2013.

Final Recommended Item: 7

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Agenda Title: **South Academic Building (SAB) – Capital Expenditure Authorization Request (Relocation of Renewable Resources and Agricultural Food and Nutritional Sciences (AFNS) Labs)**

APPROVED MOTION: THAT the Board Finance and Property Committee, acting with delegated authority of the Board of Governors, approve a capital expenditure authorization request of three million, six hundred and thirty two thousand nine hundred and twenty three dollars (\$3,632,923.00) in Canadian funds to complete the construction of various research laboratories within the South Academic Building (SAB).

Final Item: 8

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Agenda Title: **Board of Governors' Delegation to General Faculties' Council**

APPROVED MOTION: THAT the Board Finance and Property Committee recommend that the Board of Governors affirms the delegation of authority to General Faculties Council (GFC) for the responsibilities as per the Terms of Reference for GFC Facilities Development Committee (FDC).

Final Recommended Item: 9

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**OUTLINE OF ISSUE**

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**Motion:** THAT the Board Finance and Property Committee, on the recommendation of the General Faculties Council Academic Planning Committee, recommend that the Board of Governors approve a proposal from the University Administration for a general tuition fee increase of 2.15%, effective September 1, 2013 and as illustrated in the table below.

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- (e) Tuition applies to thesis students who were admitted to the program of study beginning in Fall 2011 or later; this is based on an annual fee assessment (including spring/summer).

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Martin Ferguson-Pell, Acting Provost and Vice-President (Academic)
Presenters	Martin Ferguson-Pell, Acting Provost and Vice-President (Academic); Phyllis Clark, Vice-President (Finance and Administration)

Subject	Tuition for 2013-2014
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**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To set tuition fees for the 2013-2014 academic year.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	Tuition proposal set by the Board of Governors on December 9, 2011 for September, 2012.
Timeline/Implementation Date	September, 2013
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	Comprehensive Institutional Plan; <i>Dare to Discover, Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. <b>Ministerial Letter Regarding the New Tuition Fees Regulation:</b> A letter to the President, University of Alberta, dated August 28, 2012, from the Ministry of Enterprise and Advanced Education (EAE) states that: "In accordance with the <i>Public Post-secondary Institutions' Tuition Fee Regulation</i>, the maximum allowable weighted average tuition fee increase across the entire institution for 2013/2014 shall not exceed 2.15 per cent."</p> <p>2. <b>Post-Secondary Learning Act (PSLA), Sections 61(1) and 61(2)(a):</b>  <b>61(1)</b> The board of a public post-secondary institution shall set the tuition fees to be paid by students of the public post-secondary institution.  <b>61(2)</b> The tuition fees under subsection (1) for all public post-secondary institutions other than Banff Centre  (a) must be set in accordance with the regulations[.] [...]"</p> <p>3. <b>PSLA - (Section 26(1)(o))</b> states:  "Powers of general faculties council  26(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to  (o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university [...]."</p> <p>On the line-by-line <u>budget</u>, including consideration of matters related to tuition, GFC has delegated this responsibility to its senior standing</p>

	<p>committee, the GFC Academic Planning Committee (APC), as noted in the following.</p> <p><b>4. GFC Academic Planning Committee (APC) Terms of Reference (Mandate-Section 3.4(b)):</b></p> <p>“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><b>4. Budget Matters</b> To recommend to the Board of Governors on the annual budget, excluding budgets for ancillary units. [...].”</p> <p><b>5. Board Finance and Property (BFPC) Terms of Reference (Section 3(d)):</b></p> <p>“3. Without limiting the generality of the foregoing, the Committee shall: [...]</p> <p>d) review and recommend to the Board tuition and other like fees[.]”</p>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	President’s Executive Committee (Operations) – October 11, 2012 (for endorsement); Tuition Budget Advisory Committee – November 5, 2012 (for review)
Approval Route (Governance) (including meeting dates)	GFC Academic Planning Committee (APC) – November 14, 2012 (for recommendation); Board Finance and Property Committee (BFPC) – November 27, 2012 (for recommendation); Board of Governors – December 14, 2012 (for final approval)
Final Approver	Board of Governors

Attachments:

1. University of Alberta 2013-2014 Tuition Proposal (3 pages)
2. Letter from the Ministry of Enterprise and Advanced Education (EAE) to the President, University of Alberta (1 page)

*Prepared by:* Ray Wong, Director, Resource Planning (with assistance from University Governance)



# University of Alberta Tuition Proposal, 2013-14

## **TUITION POLICY**

Under the provincial *Public Post-Secondary Institutions' Tuition Fees Regulation*, annual tuition increases are tied to the Alberta Consumer Price Index (CPI) based on average monthly increases from July to June. For 2013-14, Alberta Ministry of Enterprise and Advanced Education calculated the maximum allowable tuition increase to be 2.15 percent.

## **THE BUDGET CONTEXT**

Tuition fee revenue is integral to the University's continued vitality and success. It is the second largest source of unrestricted operating funds and represents approximately 23 percent of total operating revenues.

With limited improvements in the fiscal environment the university continues to face significant budget pressures. While the province has committed to 2% annual grant increases to 2014-15 this falls short of the 4% requirement as outlined in the Comprehensive Institutional Plan.

Despite consecutive years of budget re-allocations the university continues to face challenges in balancing limited growth in operating revenue against rising investment costs for teaching and research (faculty, staff and facilities). With limited grant funding and a stagnant investment climate, the university must continue to maximize all revenue opportunities.

## **TUITION PROPOSAL**

It is recommended that all general, differential and market modifier tuition fees increase by 2.15 percent effective September 1, 2013. In addition, consistent with the University of Alberta's principle that international students pay the full cost of their education, it is recommended that international tuition (base plus differential) also increase by 2.15 percent. Details of the proposal are outlined below.

### **1) General Tuition Fee Proposal**

<b>Undergraduate (Arts and Science)<sup>a, c</sup></b>	<b>2012-13</b>	<b>2013-14</b>	<b>Change<sup>b</sup></b>	
			<b>\$</b>	<b>%</b>
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International, Differential	\$6,943.20	\$7,092.00	\$148.80	
Total, International	\$9,742.80	\$9,951.60	\$208.80	

(a) Values are based on a full-time per term and full-time per year.

(b) Tuition increases are applied to the fee index. As such, the effective year over year percentage change on the overall full-time program may be below 2.15.

(c) Excludes applicable market modifier and/or program specific differential fees.



**2) Graduate Tuition Fee Proposal, General <sup>a</sup>**

Course Based	2012-13	2013-14	Change <sup>a</sup>	
			\$	%
Domestic	\$3,708.00	\$3,787.20	\$79.20	2.14%
International, Base Tuition	\$3,708.00	\$3,787.20	\$79.20	2.14%
International, Differential	<u>\$3,708.00</u>	<u>\$3,787.20</u>	<u>\$79.20</u>	
Total, International	\$7,416.00	\$7,574.40	\$158.40	
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Total, International	\$4,625.60	\$4,725.04	\$99.44	
Thesis Based <sup>c, d</sup>	2012-13	2013-14	Change <sup>a</sup>	
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Domestic	\$2,778.00	\$2,837.64	\$59.64	2.15%
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Total, International	\$5,547.48	\$5,666.64	\$119.16	

- (a) Tuition increases are applied to the fee index. As such, the effective year over year percentage change on the overall full-time program may be below 2.15.
- (b) Tuition applies to thesis students who were admitted to the program of study prior to Fall 2011 and are assessed the reduced thesis rate.
- (c) Excludes applicable market modifier and/or program specific differential fees.
- (d) Tuition applies to thesis students who were admitted to the program of study beginning in Fall 2011 or later; this is based on an annual fee assessment (including spring/summer).

**3) Program Differential Fee Proposal**

Program Differential <sup>a</sup>	2012-13	2013-14	Change	
			\$	%
Juris Doctor (JD) Program	\$4,500.60	\$4,597.36	\$96.76	2.15%
Master of Business Administration (MBA) Program	\$591.96 per course	\$604.68 per course	\$12.72 per course	2.15%
Doctor of Medicine (MD) Program	\$4,500.60	\$4,597.36	\$96.76	2.15%

- (a) Values are based on a full-time per term and full-time per year.

**4) Market Modifier Fee Proposal**

Market Modifier <sup>b</sup>	2012-13	2013-14	Change <sup>a</sup>	
			\$	%
Business <sup>c</sup>	\$207.72	\$212.18	\$4.46	2.15%
Engineering <sup>c</sup>	\$175.64	\$179.40	\$3.76	2.14%
Pharmacy <sup>c</sup>	\$400.20	\$408.72	\$8.52	2.13%
Graduate, Thesis Based <sup>d</sup>	\$848.28	\$866.40	\$18.12	2.14%

- (a) Tuition increases are applied to the fee index. As such, the effective year over year percentage change on the overall full-time program may be below 2.15.
- (b) A grand-parenting structure applies in each case to allow for the exemption of these fees, under specific conditions, for students registered prior to September 2011.
- (c) Values listed are per course (assumes 3 units of course weight per course).
- (d) Graduate market modifier applies only to thesis students beginning their program of study in Fall 2011 or later, and is based on an annual fee assessment (including spring/summer).

August 28, 2012

Dr. Indira V. Samarasekera, O.C.  
President and Vice-Chancellor  
University of Alberta  
3 – 1 University Hall  
Edmonton, AB T6G 2J9

Dear Dr. Samarasekera:

In accordance with the *Public Post-secondary Institutions' Tuition Fee Regulation*, the maximum allowable weighted average tuition fee increase across the entire institution for 2013/2014 shall not exceed 2.15 per cent. The allowable increase is based on the change of the average monthly Alberta Consumer Price Index for the 12-month period ending June 30, 2012 over the average monthly change for the 12-month period ending June 30, 2011.

It is anticipated that the draft 2013/2014 Tuition Fee Compliance template will be sent out for processing by the end of September 2012. I am requesting that you complete these templates and submit your initial draft for review by December 3, 2012. Once the review is complete and all issues are addressed, your board's formal approval of the 2013/2014 tuition fees and your Vice-President's final sign off of the template is to be submitted by March 15, 2013.

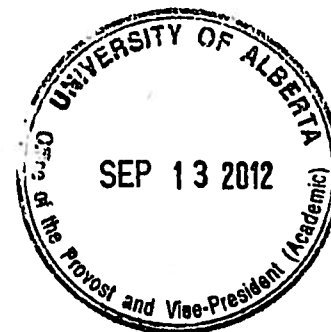
If you have questions with regard to the above, please contact Mr. Tom Roach, Director, Accountability/Outcomes Reporting by telephone at 780-638-3810 or by email at [Tom.Roach@gov.ab.ca](mailto:Tom.Roach@gov.ab.ca).

Thank you for your assistance in this matter.

Sincerely,



Gord Johnston  
Assistant Deputy Minister  
Post-secondary and Community Education



cc: Ms. Phyllis Clark, Vice-President, Finance and Administration and Chief Financial Officer  
Dr. Martin Ferguson-Pell, Acting Provost and Vice-President, Academic

**OUTLINE OF ISSUE**

Agenda Title: **University of Alberta 2013-2014 Program/Course Differential Fee and Market Modifier Fee Proposal**

**Motion:** THAT the Board Finance and Property Committee, on the recommendation of the General Faculties Council Academic Planning Committee, recommend that the Board of Governors approve a proposal from the University Administration for a fee increase to program differentials, course differentials, and market modifiers of 2.15%, effective September 1, 2013, for:

- a) Faculty of Law, Juris Doctor (JD) program;
- b) Faculty of Business, Master of Business Administration (MBA) program;
- c) Faculty of Medicine and Dentistry, Doctor of Medicine (MD) program;
- d) Faculty of Business, Undergraduate Business courses;
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- f) Faculty of Pharmaceutical Sciences, Pharmacy program; and,
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as set out in the table below.

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**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" type="checkbox"/> Recommendation <input type="checkbox"/> Discussion/Advice <input type="checkbox"/> Information
Proposed by	Martin Ferguson-Pell, Acting Provost and Vice-President (Academic)
Presenters	Martin Ferguson-Pell, Acting Provost and Vice-President (Academic); Phyllis Clark, Vice-President (Finance and Administration)
Subject	Program Differential and Market Modifier Fees for 2013-2014

**Details**

Responsibility	Provost and Vice-President (Academic)
The Purpose of the Proposal is (please be specific)	To set differential/market modifier fees for the 2013-2014 academic year.
The Impact of the Proposal is	See 'Purpose'.
Replaces/Revises (eg, policies, resolutions)	Program differential fees set by the Board of Governors on December 9, 2011 for September, 2012.
Timeline/Implementation Date	September, 2013.
Estimated Cost	N/A
Sources of Funding	N/A
Notes	N/A

**Alignment/Compliance**

Alignment with Guiding Documents	Comprehensive Institutional Plan; <i>Dare to Discover, Dare to Deliver</i>
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please <u>quote</u> legislation and include identifying section numbers)	<p>1. <b>Ministerial Letter Regarding the New Tuition Fees Regulation:</b> A letter to the President, University of Alberta, dated August 28, 2012 from the Ministry of Enterprise and Advanced Education states that: "In accordance with the <i>Public Post-secondary Institutions' Tuition Fee Regulation</i>, the maximum allowable weighted average tuition fee increase across the entire institution for 2013/2014 shall not exceed 2.15 per cent."</p> <p>2. <b>Post-Secondary Learning Act (PSLA), Sections 61(1) and 61(2)(a):</b></p> <p style="padding-left: 40px;"><b>61(1)</b> The board of a public post-secondary institution shall set the tuition fees to be paid by students of the public post-secondary institution.</p> <p style="padding-left: 40px;"><b>61(2)</b> The tuition fees under subsection (1) for all public post-secondary institutions other than Banff Centre</p> <p style="padding-left: 80px;">(a) must be set in accordance with the regulations[.] [...]"</p> <p>3. <b>PSLA - (Section 26(1)(o))</b> states:</p> <p style="padding-left: 40px;">"Powers of general faculties council</p> <p>26(1) Subject to the authority of the board, a general faculties council is responsible for the academic affairs of the university and, without restricting the generality of the foregoing, has the authority to</p> <p>(o) make recommendations to the board with respect to affiliation with other institutions, academic planning, campus planning, a building program, the budget, the regulation of residences and dining halls, procedures in respect of appointments, promotions, salaries, tenure and dismissals, and any other matters considered by the general faculties council to be of interest to the university [...]"</p> <p>On the line-by-line <u>budget</u>, including consideration of matters related to tuition, GFC has delegated this responsibility to its senior standing committee, the GFC Academic Planning Committee (APC), as noted in the following.</p>

	<p><b>4. GFC Academic Planning Committee (APC) Terms of Reference (Mandate-Section 3.4(b)):</b>          “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><b>4. Budget Matters</b>          To recommend to the Board of Governors on the annual budget, excluding budgets for ancillary units. [...].”</p> <p><b>5. Board Finance and Property (BFPC) Terms of Reference (Section 3(d)):</b>          “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)

Consultative Route (parties who have seen the proposal and in what capacity)	President’s Executive Committee (Operations) – October 11, 2012 (for endorsement); Tuition Budget Advisory Committee – November 5, 2012 (for review)
Approval Route (Governance) (including meeting dates)	GFC Academic Planning Committee (APC) – November 14, 2012 (for recommendation); Board Finance and Property Committee (BFPC) – November 27, 2012 (for recommendation); Board of Governors – December 14, 2012 (for final approval)
Final Approver	Board of Governors

Attachments: *The attachments for this item are exactly the same as those included with Agenda Item #5.*

1. University of Alberta 2013-2014 Tuition Proposal (3 pages) (see Item 5)
2. Letter from the Ministry of Enterprise and Advanced Education (EAE) to the President, University of Alberta (1 page) (see Item 5)

*Prepared by:* Ray Wong, Director, Resource Planning, with assistance from University Governance

**OUTLINE OF ISSUE**

Agenda Title: **2013-2014 Residence Rental Rate Proposal**

**Motion:** THAT the Board Finance and Property Committee recommend that the Board of Governors approve the 2013-2014 Residence Rate Proposal, as set forth in Attachment 1, effective May 1, 2013.

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" 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); Doug Dawson, Executive Director, Ancillary Services, Facilities and Operations
Subject	2013-2014 Residence Rental Rate Proposal

**Details**

Responsibility	Facilities and Operations
The Purpose of the Proposal is (please be specific)	To present the proposal for the 2013-2014 residence rate increases. A base increase of 2.15% and increases of between 2.50% and 5.00% to select units, as set forth in Attachment 1.
The Impact of the Proposal is	Ancillaries do not receive base operating or capital dollars to build and maintain the student residences. As per Board of Governors direction, Ancillaries must operate the student residences as self-sustaining operations. As such, the financial pro forma must reflect the full and true cost of replacement and renewal of their capital assets through operations and reserves, including the repayment of debt and related interest. In addition, the residences are subject to municipal property taxation.
Replaces/Revises	n/a
Timeline/Implementation Date	Effective May 1, 2013
Estimated Cost	n/a
Sources of Funding	n/a
Notes	<ul style="list-style-type: none"> <li>For the 2013-2014 fiscal year, Ancillary Services is recommending a base residence rent increase of 2.15% with a weighted increase of 2.36% on its Edmonton campus. The weighting is due to a differential pricing strategy being adopted, as set forth in Attachment 1. This strategy is required to manage risk associated with vacancies in the Winter Term where 4 and 8 month terms are offered, as well as to appropriately differentiate properties that add additional value for students. At the request of the RBAC membership, required increases will be phased in over a two year period.</li> <li>Proposed increases that exceed the base increase of 2.15% comprise approximately 12.5% of the total inventory.</li> <li>As in previous years, the increases are required to address expense inflation, continued deferred maintenance challenges, and contribution to reserves and risk.</li> </ul>

**Alignment/Compliance**

Alignment with Guiding Documents	<ul style="list-style-type: none"> <li>Facilities and Operations, Ancillary Services' Business Plan and Budget.</li> <li>Residence Services Capital Reserve Strategy</li> </ul>
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<p>Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)</p>	<p><u>University Academic Plan</u></p> <p><u>BFPC Terms of Reference – Sections 3 (d) and 4 (e) state:</u></p> <p>3. <u>MANDATE OF THE COMMITTEE</u></p> <p><i>Without limiting the generality of the foregoing, the Committee shall:</i></p> <p>d) <i>review and recommend to the Board tuition and other like fees;</i></p> <p>4. <u>LIMITATIONS ON DELEGATION BY THE BOARD</u></p> <p><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>(e) <i>approve tuition and other like fees;</i></p>
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**Routing** (Include meeting dates)

<p>Consultative Route (parties who have seen the proposal and in what capacity)</p>	<p>Residence Budget Advisory Committee (RBAC) – ongoing meetings Strategic Initiatives Group (SIG) – October 16, 2012 President’s Executive Committee – Operations (PEC-O) – November 1, 2012</p>
<p>Approval Route (Governance) (including meeting dates)</p>	<p>Board Finance and Property Committee (BFPC) – November 27, 2012 (for recommendation to Board of Governors) Board of Governors (BG) – December 14, 2012 (for approval)</p>
<p>Final Approver</p>	<p>Board of Governors</p>

Attachment:

1. Ancillary Services 2013-2014 Proposed Residence Rates (1 page)

*Prepared by:*

Doug Dawson  
Executive Director  
Ancillary Services  
1-050 Lister Centre  
Phone: 780.492.1421  
Email: [doug.dawson@ualberta.ca](mailto:doug.dawson@ualberta.ca)

Ancillary Services 2013-2014 Proposed Residence Rates 2.15% base, 2.36% weighted average

		2012-2013 Rent	Proposed Rent 2013-2014	% Inc
<b>Campus Saint-Jean</b>				
Single	8 mos	\$587	\$600	2.15%
Single	4 mos	\$587	\$616	5.00%
<b>East Campus Village Apartments</b>				
1 Bedroom		\$934	\$954	2.15%
2 Bedroom		\$623	\$636	2.15%
4 Bedroom		\$482	\$492	2.15%
<b>IHouse</b>				
Single/bath	8 mos	\$675	\$690	2.15%
Single/bath	4 mos	\$675	\$709	5.00%
<b>HUB</b>				
Bachelor		\$710	\$725	2.15%
Furnished Bach		\$771	\$788	2.15%
1 Bedroom		\$934	\$954	2.15%
2 Bedroom/person		\$581	\$583	2.15%
4 Bedroom/person		\$421	\$430	2.15%
<b>Lister</b>				
Single	8 mos	\$550	\$562	2.15%
Single	4 mos	\$595	\$625	5.00%
Double	8 mos	\$350	\$358	2.15%
Double	4 mos	\$365	\$383	5.00%
Single/bath	8 mos	\$658	\$672	2.15%
Single/bath	4 mos	\$658	\$691	5.00%
<b>Michener Park</b>				
Row House 2 Bedrm		\$806 - \$874	\$823-\$893	2.15%
Row House 3 Bedrm		\$1008 - \$1063	\$1030-\$1086	2.15%
2 Bedrm Walk-up		\$773 - \$808	\$790-\$825	2.15%
Vanier House		\$820-\$870	\$838-\$889	2.15%
<b>Newton Place</b>				
Bachelor		\$785 - \$850	\$805-\$871	2.50%
1 Bedroom		\$959 - \$1034	\$993-\$1070	3.50%
2 Bedroom		\$1274 - \$1367	\$1301-\$1396	2.15%
<b>ECV Houses</b>				
Houses		\$415 - \$1019	\$424-\$1041	2.15%
<b>Graduate Student Residence</b>				
Studio Suites		\$915	\$947	3.50%
2 Bedroom		\$762	\$778	2.15%
<b>Augustana (Room &amp; Board)</b>				
Single Room 8 month		\$902	\$921	2.15%
Double Room 8 month		\$764	\$780	2.15%
Single Room 4 month		\$946	\$966	2.15%
Double Room 4 month		\$803	\$820	2.15%
<b>WEIGHTED % INCREASE</b>				<b>2.36%</b>



**OUTLINE OF ISSUE**
**Agenda Title: South Academic Building (SAB) – Capital Expenditure Authorization Request (Relocation of Renewable Resources and Agricultural Food and Nutritional Sciences (AFNS) Labs)**

**Motion:** THAT the Board Finance and Property Committee, acting with delegated authority of the Board of Governors, approve a capital expenditure authorization request of three million, six hundred and thirty two thousand nine hundred and twenty three dollars (\$3,632,923.00) in Canadian funds to complete the construction of various research laboratories within the South Academic Building (SAB).

**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	South Academic Building (SAB) – Capital Expenditure Authorization Request (CEAR)

**Details**

Responsibility	Facilities and Operations																		
The Purpose of the Proposal is (please be specific)	To obtain approval from the Board Finance and Property Committee for the expenditures of \$3,632,923.00 to complete the construction of various research laboratories within the South Academic Building (SAB).																		
The Impact of the Proposal is	The project will permit the consolidation of the Agricultural Food and Nutritional Sciences (AFNS) Lipid Product Research program within SAB, as well as relocating Renewable Resources Soils group to enhance collaboration with the new Bocock Chair.																		
Replaces/Revises	n/a																		
Timeline/Implementation Date	The project is anticipated to commence construction upon Board Finance and Property Committee (BFPC) approval and is targeted to reach substantial completion in Fall 2013.																		
Estimated Cost	Total project cost is estimated at \$3,632,923.00.																		
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="text-align: center;">Number</th> <th style="text-align: center;">Funding Source</th> <th style="text-align: center;">Amount</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">12-052</td> <td>Agricultural Life and Environmental Sciences (ALES)</td> <td style="text-align: right;">\$632,923.00</td> </tr> <tr> <td style="text-align: center;">12-052</td> <td>Facility Operating Grant (FOG)</td> <td style="text-align: right;">\$1,500,000.00</td> </tr> <tr> <td style="text-align: center;">12-052</td> <td>Infrastructure Maintenance Program (IMP) Building Systems</td> <td style="text-align: right;">\$1,500,000.00</td> </tr> <tr> <td colspan="2" style="text-align: right;"><b>TOTAL</b></td> <td style="text-align: right;"><b>\$3,632,923.00</b></td> </tr> </tbody> </table>	CEAR Funding Information			Number	Funding Source	Amount	12-052	Agricultural Life and Environmental Sciences (ALES)	\$632,923.00	12-052	Facility Operating Grant (FOG)	\$1,500,000.00	12-052	Infrastructure Maintenance Program (IMP) Building Systems	\$1,500,000.00	<b>TOTAL</b>		<b>\$3,632,923.00</b>
CEAR Funding Information																			
Number	Funding Source	Amount																	
12-052	Agricultural Life and Environmental Sciences (ALES)	\$632,923.00																	
12-052	Facility Operating Grant (FOG)	\$1,500,000.00																	
12-052	Infrastructure Maintenance Program (IMP) Building Systems	\$1,500,000.00																	
<b>TOTAL</b>		<b>\$3,632,923.00</b>																	
Notes	Board Finance and Property Committee (BFPC) will be notified of any substantive changes as outlined in the motion.																		

**Alignment/Compliance**

Alignment with Guiding Documents	Dare to Discover, Academic Plan (Dare to Deliver), Long Range Development Plan
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p><b>PSLA Act, Section 60 (1) (b) refers:</b></p> <p><i>The Board of a public post-secondary institution shall 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><b>BFPC Terms of Reference, Section 3) f states:</b></p> <p><b>3. MANDATE OF THE COMMITTEE</b>  <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. The Committee shall also consider any other matter delegated to the Committee by the Board.</i></p> <p><i>Without limiting the generality of the foregoing, the Committee shall:</i></p> <p><i>f) approve original Capital Expenditure Authorization Request (CEAR) or individual Supplemental CEARs up to a maximum of \$7 million and aggregate total CEAR and Supplemental CEARs up to a maximum of \$14 million. The Vice-President (Facilities and Operations) is authorized to approve original CEARs or individual Supplemental CEARs up to \$2 million and aggregate total CEAR and Supplemental CEARs up to \$4 million.</i></p> <p><b>BFPC Terms of Reference, Section 4) c states:</b></p> <p><b>4. LIMITATIONS ON DELEGATION BY THE BOARD</b>  <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><i>(c) approve capital expenditures of more than \$7 million or expenditures which, when combined with other expenditures for the same project, would equal more than \$7 million;</i></p>
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**Routing (Include meeting dates)**

Consultative Route (parties who have seen the proposal and in what capacity)	Dean John Kennelly, Faculty of Agricultural Life and Environmental Sciences
Approval Route (Governance) (including meeting dates)	Board Finance and Property Committee – November 27, 2012 (for approval)
Final Approver	Board Finance and Property Committee – November 27, 2012

Attachment:

1. Briefing Note (1 page)

*Prepared by:* Pat Jansen, Executive Director, Planning and Project Delivery, Facilities and Operations  
 Telephone: 780-492-1747, pat.jansen@ualberta.ca



## Briefing Note

### Board Finance and Property Committee – November 27th, 2012 Planning and Project Delivery Facilities and Operations

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#### **South Academic Building (SAB) – Capital Expenditure Authorization Request (Relocation of Renewable Resources and Agricultural Food and Nutritional Sciences (AFNS) Labs)**

##### **Background**

The intent of this project is to back fill research labs into currently vacant areas within the South Academic Building. The project will enhance collaboration with the new Bockock Chair position, and the proposed relocated occupants.

The construction will be phased over several levels and includes leveraging infrastructure renewal funding to upgrade select basic services within the building.

A previous scope of work provided services confirmation and design evaluations; based on these program assessments, we were able to better define and establish scope and budgets. The project will re-purpose approximately 825m<sup>2</sup> with an estimated total project cost of \$3,632,923.00. The project has merged several funding sources to facilitate both design and capital requirements namely; Faculty of Agricultural Life and Environmental Sciences (ALES), Facility Alteration Request (FAR), Infrastructure Maintenance Program (IMP) and Facilities Operating Grant (FOG) funding.

##### **Issues**

Given the need for enhanced collaboration, research growth and operational efficiencies, Planning and Project Delivery and the Faculty (ALES) have been working on several scenarios that would permit a cost effective solution to address these challenges.

Given the current SAB functionality and geographic relationships within the ALES faculty, it was determined that the best resolution would be to fit out Levels 4 and 5 of SAB to accommodate the consolidation of the AFNS Lipid Product Research Program, and to facilitate the relocation of the Renewable Resources Soils group.

The opportunity to develop and enhance the Universities research capability along with promoting efficiencies and collaboration within Renewable Resources and AFNS will align with our institutional objectives.

##### **Recommendation**

That the Board Finance and Property Committee approve the capital expenditure of \$3,632,923.00 for the construction of the SAB laboratory renewal and fit out program.

##### **Prepared by:**

Pat Jansen  
Executive Director, Planning and Project Delivery  
Facilities and Operations  
780-492-1747 pat.jansen@ualberta.ca

**OUTLINE OF ISSUE**

Agenda Title: **Board of Governors' Delegation to General Faculties' Council**

**Motion:** THAT the Board Finance and Property Committee recommend that the Board of Governors affirms the delegation of authority to General Faculties Council (GFC) for the responsibilities as per the Terms of Reference for GFC Facilities Development Committee (FDC).

**Item**

Action Requested	<input type="checkbox"/> Approval <input checked="" 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); Marion Haggarty-France, University Secretary
Subject	Delegation of Authority to General Faculties Council (GFC)

**Details**

Responsibility	Facilities and Operations
The Purpose of the Proposal is (please be specific)	A record of the Board of Governors approving such a delegation to General Faculties Council (GFC) cannot be located.
The Impact of the Proposal is	The impact of the proposal is to formalize the current operating practices through a Motion.
Replaces/Revises (e.g., policies, resolutions)	N/A
Timeline/Implementation Date	Effective upon approval by Board of Governors – December 14, 2012
Estimated Cost	N/A
Sources of Funding	N/A
Notes	GFC delegated authority to FDC March 2, 2009. This item is before members to ensure the delegation is formalized. The delegation reflects current practice.

**Alignment/Compliance**

Alignment with Guiding Documents	Comprehensive Institutional Plan, Long Range Development Plan
Compliance with Legislation, Policy and/or Procedure Relevant to the Proposal (please quote legislation and include identifying section numbers)	<p><b>Post-Secondary Learning Act (PSLA) Section 19 - Board to consider recommendations</b></p> <p><i>A board must consider the recommendations of the general faculties council, if any, on matters of academic import prior to providing for</i></p> <p><i>(a) the support and maintenance of the university,</i></p> <p><i>(b) the betterment of existing buildings,</i></p> <p><i>(c) the construction of any new buildings the board considers necessary for the purposes of the university,</i></p> <p><i>(d) the furnishing and equipping of the existing and newly erected buildings,</i></p> <p><b>Board Finance and Property Committee Terms of Reference state:</b></p> <p><b>3. MANDATE OF THE COMMITTEE</b></p> <p><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><b>4. LIMITATIONS ON DELEGATION BY THE BOARD</b>  <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><i>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;</i></p> <p>General Faculties Council (GFC) – Facilities Development Committee (FDC) Terms of Reference (attached)          Long Range Development Plan (LRDP) – Appendix 18 (attached)          Space Management Policy (attached).</p>
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**Routing** (Include meeting dates)

Consultative Route (parties who have seen the proposal and in what capacity)	University Governance General Counsel President
Approval Route (Governance) (including meeting dates)	Board Finance and Property Committee (BFPC) – Nov. 27, 2012 (for recommendation) Board of Governors – December 14, 2012 (for approval) General Faculties Council – January 21, 2013 – for information.
Final Approver	Board of Governors – December 14, 2012

Attachments:

1. Briefing Note (1 page)
2. General Faculties Council – Facilities Development Committee – Terms of Reference (3 pages)
3. Long Range Development Plan – Appendix 18 (1 page)
4. University of Alberta Policies and Procedures On-Line – Space Management Policy (3 pages)

Prepared by: Don Hickey, Vice-President (Facilities & Operations)  
 2-04 South Academic Building (SAB)  
 780-492-9238  
[don.hickey@ualberta.ca](mailto:don.hickey@ualberta.ca)

## **Board of Governors' Delegation to General Faculties' Council**

### **Background**

During the development of the Long Range Development Plan (LRDP) in 2002 there was no legislation on how Post-Secondary institutions were to consult and prepare plans for the planning and development of lands owned and/or leased by the university. The Government of Alberta passed the Post-Secondary Learning Act (PSLA) and Land Use Regulation (LUR) in 2003 and 2004 respectively. Within this document, it states that the Board of Governors must approve all plans as it pertains to the LRDP and substantial development.

In accordance with the newly passed PSLA and LUR, the university added Appendix 18 to the 2002 Long Range Development Plan, which outlines how the University would consult with external and neighbouring land owners, as it develops land use plans and moves forward in the development of those plans. Within Appendix 18, it specifies that recommendations will be presented to the Board complete with a consultation summary. In accordance with current governance practices, portions of this responsibility were assumed to be delegated by the Board to General Faculties Council (GFC).

### **Issues**

Within the Terms of Reference for General Faculties Council – Facilities Development Committee (GFC-FDC), it makes reference to the Board and GFC delegating certain approval powers to FDC as it pertains to general space programs, the design and use of new and repurposed facilities, and advice on siting of such proposal. In accordance with the Long Range Development Plan, siting of actual buildings on the campus are viewed as operational in nature and under the delegated authority to the Vice-President (Facilities and Operations), and in accordance with the Board approved Space Management Policy.

The GFC-FDC Terms of Reference clearly outlines the role and authority of FDC for approval of concept plans and preliminary engineering of capital projects, but in a review of the governance records, a formal record of the delegated authority of these duties to GFC is not obvious, but has been assumed.

To ensure that the university governance processes, as they pertain to planning and substantial development, are fully aligned, it is recommended that the Board reaffirm its intent to have approvals of general space programs for academic units, concept plans and preliminary design occur within the GFC mandate, thus capturing it within the governance records of the institution.

It should also be noted that two Vice Presidents also play a role with respect to this issue. The Vice-President (Facilities and Operations) supports the U of A's strategic long-range planning and operationization of strategic documents as they relate to the portfolio. The Vice-President (University Relations) supports the advancement of relationship building, stakeholder outreach and communications.

The Board will continue to be kept apprised of major developments on university lands, and will not lose its authority in approving the capital expenditures under the Capital Expenditure Authorization Request (CEAR) Policy. Nor will the Board lose its authority to approve, revise, or amend the university's LRDP. The delegation of authority only pertains to the development or redevelopment of land holdings or physical assets that are in accordance with an approved LRDP. The Board would still receive updates on these projects either through the CEAR process or reports directly from FDC through Board Finance and Property Committee (BFPC).

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## **GFC Facilities Development Committee Terms of Reference**

### **1. Authority**

The *Post-Secondary Learning Act* gives General Faculties Council (GFC) responsibility, subject to the authority of the Board of Governors, over "academic affairs" (section 26(1)), and provides that GFC may make recommendations to the Board of Governors on a "building program" (section 26(1)(o)). Section 19 requires that the Board of Governors "consider the recommendations of the general faculties council, if any, on matters of academic import prior to providing for (a) the support and maintenance of the university, (b) the betterment of existing buildings, (c) the construction of any new buildings the board considers necessary to the purposes of the university." GFC has thus established a Facilities Development Committee (FDC), as set out below. Subject to the authority of the Board of Governors, GFC delegates certain of its powers to its Facilities Development Committee.

The complete wording of the section(s) of the *Post-Secondary Learning Act*, as referred to, should be checked in any instance where formal jurisdiction needs to be determined.

### **2. Composition of the Committee**

Chair - Provost and Vice-President (Academic) or Delegate (*Ex Officio* Member)

Note Regarding the Vice-Chair – The Vice-Chair will be appointed by the GFC Executive Committee from among the faculty members on FDC.

#### **Ex Officio (see above):**

Students' Union Vice-President (Academic) or Delegate

Graduate Students' Association Vice-President (Academic) or Delegate

Vice-President (Facilities and Operations) or Delegate (EXEC 03 FEB 2003)

#### **Members Elected by GFC**

Five members from Category A1.0\*, plus one cross-representative appointed by the Chair of APC from that committee. There shall be no more than one representative from any Faculty (except for the cross-representative).

One member of the support staff (Category B1.0\*), elected by GFC

One undergraduate student (EXEC 14 JUN 2004)

#### **Non-voting members:**

Director of Engineering Infrastructure or Delegate

University Architect or Delegate

Associate Vice-President (Facilities and Operations)

Vice-Provost and University Registrar or Delegate (EXEC 23 JUN 2003)

\* See Section 5 of this Policy Manual for definitions of these categories of staff.

### **3. Mandate of the Committee**

#### **1. Policy Matters**

The Facilities Development Committee is responsible for making recommendations to the Academic Planning Committee or the Board of Governors concerning policy matters with respect to the following. (GFC 29 SEP 2003)



## **A. Planning**

1. Comprehensive facilities development plan.

## **B. Facilities**

1. Planning and use of physical facilities, including parking facilities and transportation. (GFC 29 SEP 2003)
2. Use of land owned or leased by the University.
3. Standards, systems and procedures for planning and designing physical facilities.

## **C. Other**

Any other matter deemed by the FDC to be within the purview of its general responsibility.

## **2. Delegation of Authority**

Notwithstanding anything to the contrary in the terms of reference above, the Board of Governors and General Faculties Council have delegated to the Facilities Development Committee the following powers and authority:

### **A. Facilities**

1. To approve proposed General Space Programmes (Programs) for academic units.
2. (i) To approve proposals concerning the design and use of all new facilities and the repurposing of existing facilities and to routinely report these decisions for information to the Board of Governors.  
  
(ii) In considering such proposals, GFC FDC may provide advice, upon request, to the Provost and Vice-President (Academic), Vice-President (Facilities and Operations), and/or the University Architect (or their respective delegates) on the siting of such facilities. (GFC SEP 29 2003)

### **B. Other Matters**

The Chair of FDC will bring forward to FDC items where the Office of the Provost and Vice-President (Academic) and/or the Office of the Vice-President (Facilities and Operations), in consultation with other units or officers of the University, is seeking the advice of the Committee.

### **C. Studies**

In light of the academic priorities set by General Faculties Council, to initiate studies, and respond to requests for studies, opinion, and information within the purview of its general responsibilities and make reports and recommendations to the appropriate office or committee. (GFC 29 SEP 2003)

### **D. Sub-Delegation**

To appoint such subcommittees, and to delegate to such subcommittees or to the Vice-President (Facilities and Operations) such of its powers, duties and functions, or any part thereof, including the power of sub-delegation and subject to such conditions as it deems necessary. (GFC 29 SEP 2003)

**4. Committee Procedures**

See General Terms of Reference.

**5. Additional Reporting Requirements**

None.

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## **University of Alberta Long Range Development Plan Appendix XVIII – University of Alberta Consultation Protocol**

The University of Alberta continues to consult actively with key stakeholders to all planning and development activity. The following outlines the principal protocol for stakeholder notification for substantial developments, further long range planning, and amendments thereto.

### ***Substantial Development***

- a) Once the Board of Governors has determined that a proposed substantial development is a priority, and is considering site options, owners of land within 60 metres of the proposed project, and the host municipality will be notified. Such notification will include date, time and location for an information session to present the site options and any conceptual plans, and an invitation to review, comment on the proposal(s), in writing, within 10 days following the presentation.
- b) Notification will take the form of a directed letter to each identified stakeholder in a).
- c) University administration will prepare a summary document that they believe accurately reflects the major comments expressed. This document will be reviewed by the stakeholders identified in a), and will be modified until agreement is reached on accuracy. During the planning stage, these concerns will be considered.
- d) When preliminary design of the project has been drawn, University representatives will notify again the stakeholders listed in a), will present the progressive work, and will invite review, and comment on the design work, in writing within 10 days of the presentation. Again, a summary document will be prepared, reviewed and modified. During the design stages, these concerns will be considered.
- e) Should any design changes impact the noted stakeholders, step d) will be repeated.
- f) Recommendations to the Board of Governors with respect to the planning and design of a capital project will include the consultation summary document(s), a document highlighting how administration has used these comments to develop the design and recommendations, and a confirmation that the substantial development conforms with the Long Range Development Plan.

### ***Long Range Development Planning and Amendments***

- a) When the University undertakes a new Long Range Development Plan, or amends its existing LRDP, owners of land within 60 metres of the University's land, and the host municipality will be notified. Such notification will include date, time and location for an information session to present the conceptual plans, or substantive changes, and an invitation to review, and comment on the planning, in writing, within 21 days following the presentation.
- b) Notification will take the form of a directed letter to each identified stakeholder in a). The planning document will be available through the communications website of the University.
- c) Following this presentation and invitation to direct stakeholders, the University shall publish, within a newspaper, newsletter or publication circulating in the areas in which the University's lands are located, notification to the public of its opportunity to review the proposed LRDP, or amendments, and comment upon it(them). The proposed plan/amendments will be available upon the University's communications website. Comments will be received in writing up to 21 days of the notice.
- d) University administration will prepare a summary document that they believe accurately reflects the major concerns and comments expressed. This document will be reviewed by the stakeholders identified in a), and will be modified until agreement is reached on accuracy. During the planning stage, these concerns will be considered.
- e) Recommendations to the Board of Governors with respect to the LRDP and/or its amendments will include the consultation summary document(s), and a document highlighting how administration has used these comments to develop the Plan and recommendations.
- f) Upon Board of Governors approval, the LRDP and/or amendments will be sent to the Minister for review and confirmation that the contents of the amendment/LRDP comply with the Regulations of the Post Secondary Learning Act.

**U of A Policies and Procedures On-Line (UAPPOL)**

Approval Date: March 28, 2008  
 Most Recent Editorial Date: June 22, 2012

## Space Management Policy

<b>Office of Accountability:</b>	Vice-President (Facilities and Operations)
<b>Office of Administrative Responsibility:</b>	Vice-President (Facilities and Operations)
<b>Approver:</b>	Board of Governors
<b>Scope:</b>	Compliance with University policy extends to all members of the University community.

### Overview

The *Post-Secondary Learning Act* outlines the authority through which universities **manage** institutional **space**.

### Purpose

This policy defines university space, and outlines responsibilities for space management and administration at the University of Alberta.

### POLICY

University space encompasses all **real property, base building systems and equipment** owned and/or leased by the University of Alberta.

As directed by the Board of Governors, the Vice-President (Facilities and Operations) is responsible for the administration of University space in relation to the following:

- Adhering to the University of Alberta's strategic planning documents when controlling and centrally managing space
- Defining relevant roles and responsibilities
- Ensuring collaboration, efficient and effective stewardship and accountability in all matters
- Ensuring best practices are employed with respect to the allocation, **repurposing**, and **utilization** of space
- Addressing the current and future needs of the University community

Space management is based on Facilities Development Committee (FDC) approved **general space programs**.

The Vice-President (Facilities and Operations) **allocates** space to **units** or to other approved occupants. Units work in collaboration with the Vice-President (Facilities and Operations) to distribute their allocated space by **allotting** it to departments, units or centres.

Departments, units and centres also work with the Vice-President (Facilities and Operations) to **assign** space to faculty members, staff, or to other suitable individuals and groups. Previously assigned space can be re-assigned to meet changing and developing needs.

In accordance with *the Planning and Renovation of Existing Facilities Policy*, and with University of Alberta policies on leasing and sub-leasing, any department or unit requiring the repurposing of space must consult with the Vice-President (Facilities and Operations).

Space is also entrusted to the Office of the Registrar for the purpose of academic and casual scheduling of classroom space.

Total faculty space allocations, as well as administrative allocations, are reviewed on a regular basis by the Vice-President (Facilities and Operations).

The allocation of space to a faculty, department, centre, institute, or administrative unit within the University, as well as the allotment and assignment of space within those groups, may be subject to readjustment as the needs and priorities of the campus community change.

## **DEFINITIONS**

Any definitions listed in the following table apply to this document only with no implied or intended institution-wide use. [\[▲Top\]](#)

<b>Central Management / Manage</b>	Refers to the central space management of all University space under the administration of the Vice-President (Facilities and Operations).
<b>Space</b>	All real property, base building systems and equipment owned and/or leased by the University of Alberta
<b>Real Property</b>	Lands and buildings, including permanent and temporary structures and their fixtures, as well air, water and mineral rights issuing out of, annexed to and exercisable within or about the land.
<b>Base Building Systems</b>	Those elements of a building, including exiting systems, mechanical and electrical infrastructure, fire alarms and public circulation required and necessary for the functioning of a building for its intended purpose.
<b>Equipment</b>	Affixed machines, tools and furnishings necessary to the facility for the completion of University business.
<b>Repurposing</b>	Redevelopment of space for another purpose and/or functional use (e.g., modernization or the addition of equipment that impacts building systems).
<b>Utilization</b>	Compliance with the Province's established matrices for the efficient use of space in post-secondary institutions.
<b>General Space Programs</b>	A general space program describes the current state of an academic, research and/or administrative unit's activities in terms of their space needs, including student, staffing and support requirements. A space program includes a space budget that outlines how much space the unit has currently, how much it will require in the near future, and also predicts what amount of space may be required over a long-term planning period.
<b>Allocation / Allocated</b>	The distribution of space by the Office of the University Architect in accordance with prioritized need to support the ongoing growth and development of the University.
<b>Units</b>	Administrative and/or organizational groups including faculties, departments, centres, institutes, administrative units, and non-departmental units.
<b>Allotment / Allotted</b>	The redistribution of space by a faculty to a department, unit or centre.
<b>Assignment / Assigned</b>	Distribution of space by a department for the placement of individuals, purposes and functions for a period of time.

## **RELATED LINKS**

Should a link fail, please contact [uappol@ualberta.ca](mailto:uappol@ualberta.ca). [\[▲Top\]](#)

[Capital Plan](#) (University of Alberta)

[Emeritus Policy](#) (UAPPOL)

[GFC-Facilities Development Committee Terms of Reference](#) (University of Alberta)

[Long Range Development Plan Compliance Policy](#) (UAPPOL)

[Maintenance Policy](#) (UAPPOL)

[Planning and Renovation of Existing Facilities Policy](#) (UAPPOL)

[Real Property Compliance Policy](#) (UAPPOL)

[Space Management Process \(Infodoc\)](#) (University of Alberta)

[University Business Plan](#) (University of Alberta)

### **PUBLISHED PROCEDURES OF THIS POLICY**

[Casual Event Booking Procedure](#)

[Classroom Scheduling for Courses Procedure](#)

[Outdoor Event Site Booking Procedure](#)

[Pets on Campus Procedure](#)

[Posting Announcements, Notices and Banners Procedure](#)

[Space Management Procedure](#)

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