



**BOARD OF GOVERNORS
Capital Projects and Facilities Committee**

Terms of Reference

Mandate

The mandate of the Capital Projects and Facilities Committee is to assist the Board of Governors in its oversight of the effectiveness of the management and development of the real property and physical infrastructure of the University.

The Committee generally reviews and recommends to the Board for approval decision items, but has the authority to retain the services of professional advisors appropriate to fulfilling its responsibilities.

Composition

The Capital Projects and Facilities Committee shall be composed of not less than three and not more than six members of the Board.

Duties and Responsibilities

The Committee is responsible for:

- (a) reviewing on a regular basis and recommending to the Board any appropriate revisions to the Campus Master Plan and the Energy Master Plan, in order to ensure continued alignment of the two plans with the university's strategic plan;
- (b) reviewing and recommending to the Board the annual submission of the multi-year Capital Development plan, including the budget supporting this plan;
- (c) reviewing and recommending to the Board the annual submission of the preliminary Facilities Renewal plan (normally in the fall of each year for the following budget year), and the final annual Facilities Renewal plan submitted on the basis of the approved University operating budget;
- (d) establishing threshold criteria for capital projects requiring review by the Committee. For the purposes of the activities of this committee, capital projects are defined as projects that fall within the following categories:
 - Demolition of existing buildings or infrastructure
 - New construction (whole building, building additions or infrastructure)
 - Renovation or renewal of existing facilities or infrastructure
 - Acquisition or sale of real property

For greater certainty, "infrastructure" shall be interpreted broadly to include information technology systems and infrastructure and projects aimed at achieving improved sustainability and energy usage;

- (e) reviewing and recommending to the Board policies for the Committee's review of capital projects at various stages of their development and implementation;
- (f) reviewing and recommending capital projects in accordance with the policies established under clause (e);
- (g) reviewing and monitoring the effectiveness of the Facilities Management processes to appropriately maintain the physical infrastructure of the university, including reviewing reports of the Department of Facilities Management comparing actual performance to various key indicators such as building condition, space utilization, preventive maintenance, project implementation and energy management;
- (h) reviewing and recommending to the Board policies relating to the management and development of capital projects, real property and physical infrastructure;
- (i) overseeing risks in areas within the Committee's mandate, as designated from time to time by the Finance, Audit, Investment & Risk Committee;
- (j) reporting regularly to the Board on the Committee's activities.

Governance

The Capital Projects and Facilities Committee shall meet as needed.

One-half of the members of the Committee shall constitute a quorum.

The Vice-President, Finance and Administration; Assistant Vice-President, Facilities Management; Assistant Vice-President Capital Projects and the Assistant Vice-President Information Technology Services will serve as resources to the Committee.

The records of the Committee's decisions shall be maintained by the University Secretary in the form of supporting documents related to those decisions and/or minutes of meetings as appropriate.

This is a standing committee of the Board of Governors.

Approved by the Board of Governors – November 22, 2016