



## **King's University College Property Committee Terms of Reference**

### **Authority:**

The Board Property Committee (the "Committee") is created by and responsible to the Board of Directors (the "Board") of King's University College (the "King's").

The Committee shall function in accordance with the Board's General Committee Terms of Reference.

### **Membership:**

The Property Committee shall be comprised of

- Three (3) Voting Directors of the Board of Directors
- One member of faculty from the Board of Directors
- One (1) student from the Board of Directors
- One (1) professional officer from the Board of Directors
- One (1) non-academic staff member from the Board of Directors
- The Principal of King's University College
- The Vice-Principal, Finance and Support Services
- The Director of Physical Plant
- any other committee member as may be determined from time to time

### **Appointment and Term:**

All members of the Committee will be appointed by the Chair of the Board and have terms not exceeding three (3) years or their remaining number of years in their term on the Board, save and except for the Principal, Vice-Principal and Director of Physical Plant who shall be ex-officio members of the Committee.

### **Chairing:**

The Chair of the Board of Directors will appoint a Voting Director to act as Chair and one Voting Director to act as Vice-Chair of the Committee. The Chair will approve all agenda items and will be responsible for reports of meetings to the Board of Directors. In the absence of either the Chair or Vice-Chair or at the direction of the Chair, the Director of Physical Plant may act as chair or provide reports on behalf of the Committee to the Board.

**Frequency of Meetings:**

The Committee shall meet on a quarterly basis according to the annual schedule of the Board of Directors meetings. Additional meetings and joint meetings with other standing committees of the

Board may be requested by the Chair of Committee as required.

**Purpose:**

The Committee shall monitor, evaluate, advise and make recommendations to the Board with respect to all strategic and significant property and physical resource policies of the University including those related to acquisition and divestiture. The Committee shall also consider any other matter delegated to the Committee by the Board.

Specifically:

1. To review and recommend to the Board of Directors:
  - a comprehensive campus plan in accordance with the Strategic Plan of King’s;
  - prioritization of major projects to be included in the annual budget review process;
  - acquisition and disposal of land or property in excess of \$500,000;
  - appointment of architects;
  - approval of plans and specifications for new buildings, additions or major renovations in accordance with budgets, government tendering practices and strategic plan;
  - naming of buildings, building spaces and areas, and equipment, in accordance with the Naming Policy, as well as physical displays, which may accompany named recognition, based on the recommendation from the Foundation Board.
2. Review ongoing maintenance and general security issues.
3. Appoint Board members to major project review teams.

**Record of Meetings**

Minutes of the meetings will be maintained and approved at the next meeting of the Committee. Minutes will reside in the Principal’s office in hard copy once approved by the Committee.

**Quorum:**

A majority of Committee members including one community member shall constitute a quorum.

Original	Reviewed	Revised	Approved
September 2015	February 2020	February 2020	September 2018