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## **PROPERTY COMMITTEE TERMS OF REFERENCE**

Approved by the Board of Governors – April 24, 2007

(with commencement following the 2007 Annual Meeting)

Revision approved by the Board of Governors – November 28, 2007

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### **STATUS**

The Property Committee is a Standing Committee of the Board of Governors, pursuant to Section 3, Article 2 of the Saint Mary's University By-laws. The Committee is advisory to the Board unless, and to the extent that, the Board grants it decision-making authority for specific matters.

### **REPORTING**

The Committee reports directly to the Board. The Property Committee shall provide a report of its activities at the Annual Meeting of the Board of Governors. In the role of Executive Committee member, the Property Committee Chair also provides regular reports to the Executive Committee of the Board.

### **COMPOSITION**

The Property Committee shall consist of nine members of the Board, as follows:

- 5 external Governors, of which one member is Chair of the Committee
- 2 Faculty members of the Board
- 1 Student member of the Board
- the Vice-President Administration, and
- Shall have the power to add to its membership.

### **PURPOSE**

The Property Committee is responsible for the establishment of policies and priorities and the assessment and development of property.

### **RESPONSIBILITIES**

The Committee shall:

- Advise the Board on property and physical infrastructure, in the context of the Campus Master Plan, in the following areas:
  - The physical requirements of the University;
  - Future land use planning and development,
  - acquisition of property
  - building requirements.
- Ensure appropriate programmes for maintenance, and campus renewal, including restoration, repair, replacement and/or modernization of existing facilities are in place
- Ensure the development and implementation of a sustainability strategy appropriate for the Saint Mary's University campus environment

### **QUORUM AND MEETINGS**

The Chair is included in the count. A majority of members is considered a quorum. The Committee may fix its own operational procedures. The Property Committee shall keep minutes of its meetings, in which shall be recorded all action taken by it.