



BOARD OF GOVERNORS

CAMPUS PLANNING COMMITTEE

Terms of Reference

- NAME:** This Committee shall be called the Campus Planning Committee.
- STATUS:** The Campus Planning Committee is a standing committee of the Board of Governors.
- MANDATE:** The purpose of the Committee is to advise the Board of Governors on matters related to the physical layout and protection of university lands, buildings, grounds and related infrastructure, any proposed changes thereto, and for the acquisition and/or sale of real property. The Committee is also responsible for advising the Board of Governors on space plans and general matters that may have an impact on campus planning and sustainability.
- MEMBERSHIP:** The membership of the Committee shall consist of the following:
- Ex officio (voting)**
- Chair of the Board of Governors;
- Appointed Members**
- The Chair who must be a member of the Board of Governors;
 - A representative of faculty who must be a member of the Board;
 - A representative of the students who must be a member of the Board;
 - At least two other members of the Board of Governors, one of whom shall act as Committee Vice-Chair;
 - One member from the external community; **
 - Other members as required.
- Ex officio (non-voting) Members**
- President of the University;
 - Vice-President Academic and Provost;
 - Vice President Administration;
 - Associate Vice-President University Relations
Chair, Space Planning Committee
- Resources**
- Director, Facilities Management;
 - Other resource persons as may be required from time to time.

** External Committee Members must be vetted by the Nominating Committee and approved by the Board of Governors.

MEETINGS: The Committee shall meet no fewer than four times a year, at a time and place designated by the Chair.

QUORUM: A majority of the minimum number of voting members shall constitute a quorum.

FUNCTIONS: The specific functions of the Committee shall be as follows:

1. to review and approve recommendations from Administration relating to long-term campus plans, progress reports, sustainability, and any related cases in support of capital projects;
2. to consider recommendations from Administration for the engagement of professional consultants required for the preparation of proposals, cost estimates or plans related to capital works and/or major repair and maintenance projects;
3. to review recommendations from Administration regarding proposals, cost estimates and plans from professional consulting firms related to land development or facilities construction within the university campus;
4. to report annually on the expenditures of Alterations and Renovations funding;
5. to approve a quarterly report on compliance with the Environmental Protection Act from the Director, Facilities Management;
6. to accept an annual report on Facility Renewal and to discuss the University's facility condition index in relation to other institutions;
7. to seek feedback from students and other stakeholders regarding improvements to the facilities and overall campus that would enhance the campus experience at Mount Saint Vincent University;
8. to advise and keep informed the Executive Committee of the Board of Governors on matters relating to campus planning, on-going and proposed capital works projects, and major repair and maintenance construction activity;
9. to report to the Board of Governors on all matters related to the functions as listed from 1 to 8 above.

REPORTING: The Committee shall report to the Board of Governors at least four times a year.

Approved by the Campus Planning Committee: November 13, 2019

Approved by the Board of Governors: November 27, 2019 (via consent agenda)

Approved by the Campus Planning Committee: November 12, 2020

Approved by the Board of Governors: November 24, 2020

Approved by the Campus Planning Committee: October 6, 2021

Approved by the Board of Governors: October 7, 2021