

## 1. **PURPOSE**

The Property and Environmental Sustainability Committee (The “Committee”) is established by the University of Prince Edward Island’s Board of Governors (The “Board”), pursuant to the provisions of the *University Act R.S. P.E.I. 1988 Cap. U.4*, to assist the Board in its oversight role with respect to the University’s property and equipment.

## 2. **VALUES**

The Committee contributes to the effective governance of the University by promoting a culture of transparency, accountability, honesty, and ethical behavior.

## 3. **MANDATE**

The Committee’s mandate is to assist the Board in providing oversight of the Campus Master Plan, property and physical infrastructure, environmental sustainability, maintenance and renewal of university property, long term assets, and capital projects.

## 4. **AUTHORITY**

The Committee has the authority to:

- 4.1. Use University resources, in accordance with University policies and internal control systems, to conduct or request the conduct of any research or investigation into any matter within the scope of its mandate.
- 4.2. At the University’s expense, and with prior approval of the Executive Committee, retain independent consultants or other expertise to advise the Committee.
- 4.3. Invite key personnel to their meetings to provide information and report on the areas overseen by the Committee.
- 4.4. Make recommendations to the Board on matters falling within the mandate of the Committee.

## 5. **COMPOSITION AND TERMS OF OFFICE**

- 5.1. The Committee shall be composed of three (3) or more Governors, appointed by the Board on the recommendation of the Governance, Nominating and Appeals Committee. At least two members of the Committee should have a background in capital project management. At least one member should have a background in environmental sustainability.
- 5.2. The Chair of the Board shall be an ex-officio voting member of the Committee.

5.3. The President shall be an ex-officio voting member of the Committee.

5.4. Vacancies

5.4.1. Appointed voting members shall hold office until their successors are appointed or they cease to be Board members, whichever comes first.

5.4.2. The Committee Chair shall advise the Chair of the Governance, Nominating and Appeals Committee of vacancies on the Committee.

5.4.3. The Board, on the recommendation of the Governance, Nominating and Appeals Committee, may fill vacancies of members of the Committee for the remainder of the current term of appointment.

**6. THE CHAIR**

6.1. The Board, on the recommendation of the Governance, Nominating and Appeals Committee, shall appoint, from among the Committee members, a Chair to preside at Committee meetings.

6.2. In the absence or unavailability of the Chair, one of the other appointed members of the Committee present shall be chosen by the Committee to act in place of the Chair.

6.3. The Chair does not vote unless it is needed to break a tie.

6.4. The Committee Chair shall fulfill the role assigned to Committee Chairs in the University by-laws, in any role description, and as may be assigned by the Board.

**7. QUORUM**

Fifty percent of appointed Committee members present in person or by teleconference shall constitute a quorum at a meeting.

**8. WORKPLAN AND REPORTING**

The Committee shall:

8.1. Develop and approve an annual work plan to be provided to the Board for information.

8.2. Report to the Board after each meeting and annually with respect to its workplan and the fulfilment of its Terms of Reference.

**9. MEETING AGENDA**

The agenda for each committee meeting will be prepared by the University Secretary in consultation with the Committee Chair, the Chair of the Board, and the Vice-President, Administration and Finance, and will be approved by the Committee Chair.

## 10. MEETINGS

- 10.1. The Committee shall meet at least four (4) times annually or more frequently as required.
- 10.2. The Committee Chair may additionally call special meetings outside of the regular calendar of Board meetings or request electronic voting to attend to matters that are time sensitive.
- 10.3. Meeting materials shall be provided to the Committee in sufficient time to allow for proper preparation, and ideally, at least one week before the scheduled meeting.
- 10.4. It is expected that Committee members shall make every effort to attend meetings in person or by teleconference. The Committee Chair shall report to the Governance, Nominating and Appeals Committee on member attendance.

## 11. CONFLICT OF INTEREST

Committee members shall adhere to the Board of Governors Code of Conduct, the University's Conflict of Interest Policy and the University's values on accountability and integrity.

## 12. RESOURCES

The Office of the President shall provide all necessary resources the Committee may require for its proper functioning.

## 13. RESPONSIBILITIES

### 13.1. Campus Master Plan

The Committee shall oversee the development and maintenance of a university campus master plan and review and recommend to the Board approval of the plan and any updates.

### 13.2. Property and Physical Infrastructure

13.2.1. The Committee shall oversee the property and physical infrastructure of the University to ensure alignment with University Strategy, in particular with respect to:

- 13.2.1.1. Physical space requirements,
- 13.2.1.2. Land planning and development,
- 13.2.1.3. Sustainable acquisition, maintenance and disposal of property, and
- 13.2.1.4. Information Technology requirements.

13.2.2. The Committee shall review annual compliance reports to ensure the University is in compliance with laws relevant to the Committee's Mandate.

13.2.3. The Committee shall oversee and ensure the maintenance and renewal of the University's property and equipment.

### 13.3.Environmental Sustainability

The Committee shall:

13.3.1. Oversee the development and implementation of the University's approach to environmental sustainability.

13.3.2. Oversee a plan that environmental sustainability is embedded in University policies and decision-making processes.

### 13.4.Capital Projects

The Committee shall:

13.4.1. Oversee the University's capital projects, planning and priorities.

13.4.2. Review project analysis reports for proposed capital projects and assess alignment with University strategy and priorities, options, costs and risks.

13.4.3. Oversee the effectiveness of capital projects management by receiving reports and assessing progress in implementation of capital projects.

13.4.4. Provide recommendations to the Finance and Audit Committee on capital projects, based on assessment of project analysis reports.

### 13.5.Policies

The Committee shall advise the Board on policies falling within the mandate of the Committee.

### 13.6.Board Liaison

The Committee shall meet, at least annually, with the Finance and Audit Committee, and the Development, Fundraising and External Relations Committee, to review and coordinate capital infrastructure priorities and capacity.

13.7. The Committee shall carry out such responsibilities as may be delegated by the Board.

## 14. REVIEW OF TERMS OF REFERENCE

The Terms of Reference shall be reviewed on an annual basis unless indicated otherwise by the Board.