

**Document Name:** Building Program Committee - Terms of Reference

**Executive Officer:** Vice-President (Finance and Administration)

**Approval Authority:** Board of Governors

**Date Document Approved:** March 2022

**Mandatory Review Date:** March 2026

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**COMMITTEE ROLE – OVERVIEW:**

The Building Program Committee is a standing committee of the Board of Governors (the Board) of Carleton University constituted for the formulation and oversight of policy pertaining to the development of University real property and the oversight of capital projects meeting the criteria established in these Terms of Reference.

In respect of construction projects, the Building Program Committee is responsible for the technical oversight of such projects, while the responsibility for project funding and financial management falls within the mandate of the Finance Committee<sup>1</sup>.

**COMMITTEE MANDATE**

The Building Program Committee shall:

1. Pursuant to any instructions of the Board about the creation of a Campus Master Plan, oversee the development of such and when acceptable to the Committee, recommend its acceptance to the Board. Further, it shall consider all proposals for change to the approved Master Plan and make such recommendations to the Board as it deems appropriate about such changes, before such proposed changes are enacted by the Board. A complete and formal review of the Master Plan shall be undertaken by the Building Program Committee every five years;
2. Consider all proposed changes to the use of University lands and the selection of all sites for construction of facilities, making such recommendations as it deems appropriate, before any determination is made by the Board to designate a site for construction or before it authorizes any change to the use of lands of the University;

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<sup>1</sup> See Schedule “B”.

3. Within the agreed parameters of the Capital Planning Policy and Schedule “A”, consider any matter it deems to pertain to the physical infrastructure of the University and make such recommendations to the Board as it considers appropriate and financially prudent to preserve the integrity of the physical infrastructure;
4. Undertake such tasks as assigned to it by the Board with respect to control of capital projects including the establishment and approval of processes and regulations respecting the same such as, but not limited to, those processes and regulations reflected any Schedules to these Terms of Reference;
5. Receive regular reports regarding deferred maintenance and Infrastructure Renewal Plans and make such recommendations to the Board about the matter contained therein as the Committee deems appropriate;
6. Oversee the environmental and sustainable stewardship as outlined in the Sustainability Plan.
7. Where circumstances warrant, the Building Program Committee may hold joint meetings with the Finance Committee to consider items of interest to both committees; and
8. Undertake such other related tasks and assignments as may be assigned by the Board, from time to time.

#### **MEMBERSHIP, QUALIFICATIONS AND COMPOSITION:**

The Committee shall be comprised of up to twelve (12) members appointed by the Board, including the Chair and Vice-Chair of the Committee.

The following members shall be *ex-officio* members of the Committee: the Board Chair, the Board Vice-Chair, and the President and Vice-Chancellor.

In selecting Committee members, the Executive Committee shall ensure that a sufficient number of Committee members shall have expertise in such areas as:

- a. Project management, architecture, engineering and design, and construction;
- b. Multi-year capital planning and management of existing, and projected construction of new physical plant facilities;
- c. Commercial and/or residential real estate management and development;
- d. Knowledge about appropriate property return, financial analysis and market conditions and opportunities; and
- e. Environmental and sustainability expertise.

#### **QUORUM:**

Quorum for meetings shall consist of one-half the number of members of the Committee plus one, present in person, by teleconference, or by videoconference, at least one of whom must be the Chair or Vice-Chair of the Committee.

### **Revisions and Approvals:**

- 144<sup>th</sup> Meeting, Oct. 6/15 – approved proposed changes presented by Executive Officer, including addition of Annex A to the document.
- 599<sup>th</sup> Meeting of the Board, December 1, 2016 – approval of revisions to terms of reference.
- 616<sup>th</sup> Board of Governors Meeting, June 27, 2019, approved revised terms of reference for Building Program Committee.
- 629<sup>th</sup> Board of Governors Meeting, March 10, 2022, approved revised terms of reference for Building Program Committee.

## **SCHEDULE “A” TO THE BUILDING PROGRAM COMMITTEE TERMS OF REFERENCE**

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### **Regulations for the Approval and Control of Capital Projects**

The following regulations shall apply for the approval and control of capital projects for which the estimated cost of construction is higher than five million dollars (\$5,000,000), and to projects which directly impact the exterior image of the campus.

- a. Each project shall be recorded on the authorized Capital Proposal Form.
- b. The President or his/her delegate shall have the authority to approve all such projects whose total cost or estimated total cost is less than five million dollars (\$5,000,000).
- c. For any overrun in excess of fifteen percent (15%) of the total approved cost or five hundred thousand (\$500,000) whichever is lower, the Vice-President (Finance and Administration), with the approval of the Building Program and Finance committees, shall present such overrun to the Board for approval before any expenditure of funds is made to pay for such overrun.
- d. For each project where total estimated cost exceeds five million dollars (\$5,000,000), and for projects which directly impact the exterior image of the campus, the Vice-President (Finance and Administration), upon completion of the needs statement and before proceeding to the preliminary design stage, shall present to the Building Program Committee his/her recommendations about the selection of a site and the method of design and construction.

The Vice-President (Finance and Administration) shall present to the Finance Committee their recommendation about the budget for the project and the funding sources for the project for examination and, if approved by the Building Program and Finance Committees, recommend to the Board. The Chair of the Building Program Committee may elect to appoint a member of the Building Program Committee to be on the selection committee for the prime consultant.

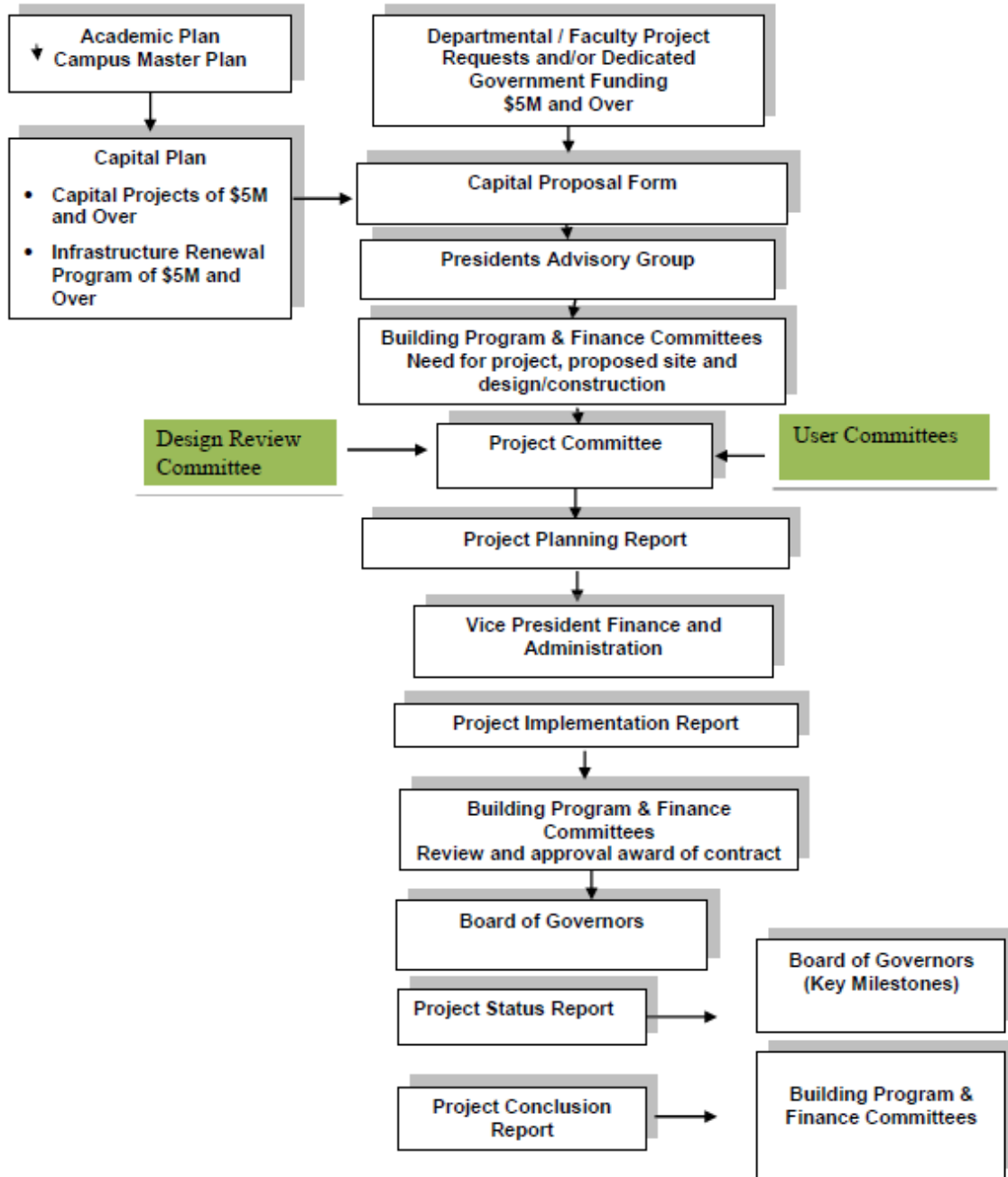
- e. The Vice-President (Finance and Administration), in respect of each project approved pursuant to the requirements set forth above in (d), shall present to the Building Program Committee for examination and review:

- The Capital Proposal Form
  - The Project Planning Report
  - The Project Implementation Report
  - Project Status Reports
  - Project Conclusion Report
- f. It shall be understood that the Executive Committee, within the powers it holds to act for the Board pursuant to the General Bylaws, upon application of the Vice-President (Finance and Administration) in a situation, particularly in the summer when it may not be possible to hold meetings of the Building Program or Finance committees, and where delay would be harmful to the University, may act in place of the Building Program and/or Finance committees and the Board in any one of the steps outlined above.
- g. Upon completion of each project, an analysis of all transactions associated with the project shall be carried out using the Project Conclusion Report. Such analysis shall also be reported to the Finance Committee.

**SCHEDULE “B” TO THE BUILDING PROGRAM COMMITTEE  
TERMS OF REFERENCE**

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Project Approval Steps



**3.1 – Figure 1:**  
**Project Approvals, Planning Process and Reporting Requirements (\$5M and Over)**  
 (See Appendix F for Project Approvals, Planning Process and Reporting Requirements for Projects From \$50K to \$5M )