

CAPITAL MASTER PLAN SUBCOMMITTEE

Approval Authority: Board of Governors

Reports To: Finance, Audit and Risk Management Committee (FARM)

Established: February 21, 2024

Amendments: None

1.0 Purpose

The Capital Master Plan subcommittee (CMP Subcommittee) is established to oversee the development of a NOSM University 15-year Capital Master Plan. The purpose of this subcommittee is to provide recommendations to the FARM Committee and Board of Governors to ensure the University's short and long-term infrastructure needs are identified and met.

2.0 Objectives and Responsibilities

Primary Objectives

- Reviewing and assessing the current state of the University's infrastructure.
- Defining the short, medium, and long-term vision and strategic priorities for capital development.
- Identifying and prioritizing specific projects and initiatives for the first 15 years.
- Ensuring alignment with the University's mission, academic goals, and financial capacity.
- Monitoring progress and providing ongoing feedback during the planning process.

Scope/Responsibilities

- Review for recommendation to the Board, the scope of work for external consultants.
- Provide input on the development of the Capital Master Plan framework.
- Vet the draft and final versions of the Capital Master Plan (including financial and non-financial recommendations) for recommendation to the Board.
- Ensure that the plan:
 - aligns with regulatory and sustainability (both fiscal, and environmental) requirements.
 - addresses NOSM University's social accountability mandate.
- Make recommendations for funding strategies and resource allocation.

3.0 Composition

The Capital Master Plan subcommittee will consist of the following:

- 3 Governors appointed with at least one member of the FARM Committee,
- Vice-President, Administration and Chief Operating Officer (or designate)
- Provost and Vice-President, Academic (or designate)
- Vice-President, Research, Innovation and International Relations (or designate)
- Associate Vice-President, Finance and Administration
- Associate Dean, Equity and Inclusion (or designate)
- Director, Planning and Risk
- Director, Information Technology & Facilities
- Associate Vice President, External Relations
- Planetary Health Lead (or designate)
- OPSEU Representative
- One external member

The Committee will be assisted by NOSM U administration and by external consultants chosen by the Board of Governors, and by such other resources or individuals as the Committee Chair deems necessary.

The appointment of members to the subcommittee shall be conducted by the Board of Governors through the University Secretary and shall adhere to the by-laws and policies. This will involve consultation with the standing Committee Chairs.

The Vice-President, Administration and Chief Operating Officer will assign administrative support to the subcommittee.

4.0 Chair

A voting member from the FARM Committee, shall be appointed Chair. The Chair shall call and chair meetings of the subcommittee and designate another Governor member to chair the subcommittee in the Chair's absence.

5.0 Reporting

The Chair will report to the FARM Committee and the FARM Chair will report to the Board of Governors on the activities and recommendations of the Capital Master Plan subcommittee.

6.0 Meeting Schedule

The CMP subcommittee will meet regularly throughout the planning process. Meetings may be conducted in person or virtually, as needed. The frequency of meetings will be determined by the subcommittee Chair, with a minimum of six meetings per year.

The administration staff supporting the subcommittee shall take minutes at the committee meetings and the minutes shall be approved at subsequent meetings. Minutes will be kept and stored in accordance with the NOSM University's practice.

Consensus shall be attained by the majority of subcommittee voting members present.

7.0 Duration

The Capital Master Plan Steering Subcommittee will remain active until the completion and approval of the first 15-year Capital Master Plan. At that point, the committee will be dissolved, or its mandate may be extended as deemed necessary by the Board of Governors.

Review Period: Annually or as required.

Next Review: 2025 February