

The Governors of The University of Alberta Mandate and Roles Document

Preamble

This Mandate and Roles Document for The Governors of The University of Alberta (“Institution”) has been developed collaboratively between the Minister of Advanced Education (“Minister”) and the Institution. This document is in furtherance of the parties’ legal obligations under the *Alberta Public Agencies Governance Act* (APAGA) to reflect a common understanding of respective roles and responsibilities in governance of the University of Alberta.

1. Mandate

This mandate has been developed pursuant to Section 78 of the *Post-secondary Learning Act* (PSLA).

Below are the role and functions of The Governors of The University of Alberta (Institution), as articulated under legislation (primarily section 102.3 of the PSLA) and policy.

1. Institution-Type	The Institution is a public post-secondary institution operating in Alberta as a comprehensive academic and research university under the PSLA.
2. Credentials and Programming	The Institution shall offer the following credentials: Bachelor’s Degree Master’s Degree Doctoral Degree The Institution may offer all other credentials listed in Part 1A of the Alberta Credential Framework .
3. Collaboration	The Institution may collaborate with other post-secondary institutions to support regional access to undergraduate degree programs.
4. Research and Scholarly Activities	The Institution may undertake all forms of research, including discovery research and research in support of Alberta’s research and innovation agenda.
5. Region	The Institution delivers programs primarily in the Edmonton region.

2. Roles and Responsibilities

The Board

The Board manages and operates the Institution in accordance with its mandate and carries out the other duties and responsibilities legislated by the PSLA.

The Board sets strategic direction and monitors implementation.

The Board participates with the Minister in setting the Institution’s long-term objectives and short-term targets, if any.

Board Members

All board members, regardless of the manner of their appointment, have the fiduciary duty to act in the best interest of the Institution.

Board Chair

The Chair is the interface between the Institution and the Minister and provides leadership to the Board.

President

The President has general supervision over the direction of the operation of the Institution and has other powers, duties, and functions that are assigned to the President by the Board.

Minister of Advanced Education

The Minister is responsible for the performance of all public agencies under Advanced Education, including the Institution.

The Minister's responsibilities as legislated by the PSLA and APAGA include:

- appointing, or recommending the appointment of, the board members and the Chair;
- monitoring whether the Institution is acting within its mandate and achieving its long-term objectives and short-term targets;
- advising the Institution respecting any government policies applicable to the Institution or its activities or operations; and
- reviewing the mandate and operations of the Institution at least every seven years.

Department of Advanced Education

The Department supports the Minister and the Institution in meeting their legislated responsibilities.

Subsidiaries

University of Alberta Properties' Trust (UAPTl):

- UAPTl manages the recruitment process of new UAPTl board directors to the subsidiary.
- Upon their appointment, new UAPTl board directors participate in an orientation process managed by UAPTl.
- The UAPTl Chair and/or the UAPTl President & CEO communicates to the public on behalf of the subsidiary.
- The subsidiary regularly evaluates the performance of individual members, and the effectiveness of the subsidiary as a whole.
- Of the directors appointed to the UAPTl Board, one is the Chair of the Board of Governors of the University of Alberta or their designate at the time of appointment, and two others are public members of the Board of Governors of the University of Alberta.

University of Alberta Innovation Fund (Innovation Fund):

- The subsidiary manages the recruitment process of new Innovation Fund board directors to the subsidiary.
- Upon their appointment, new Innovation Fund board directors participate in an orientation process managed by the subsidiary.
- The subsidiary's Chair and/or Chief Executive Officer communicates to the public on behalf of the subsidiary.
- The subsidiary regularly evaluates the performance of individual members, and the effectiveness of the subsidiary as a whole.

3. Accountability Relationships of the Public Agency

The flow of accountability relationships at the agency is as follows:

- The President is accountable to the Board.
- The Board is accountable to the Minister through the Chair.
- The Chair is accountable to the Minister for the mandate and conduct of the public agency.

4. Process for Administering the Code of Conduct

The Institution's Code of Conduct is reviewed and approved by the Ethics Commissioner, and the Board ratifies and makes public the Code of Conduct. Updates to the Code of Conduct are submitted to the Ethics Commissioner for review and approval. The Board Audit and Risk Committee Chair administers the Code of Conduct for the Chair.

5. Mutual Expectations – Communication, Collaboration, and Consultation

The Chair and the Minister will meet as required, have an ongoing relationship, and communicate in an open and collaborative manner.

Other officials, such as the Deputy Minister, will typically be in closer contact with the Institution's President and Vice-Presidents. Department staff may be in regular contact with the staff of the Institution on areas of mutual interest.

All communications will be timely, clear, transparent, and constructive.

6. Committee Structure

Committees of the Board include:

- The **Board Audit and Risk Committee** assists the Board in fulfilling its governance responsibilities by providing strategic oversight, insight, and foresight with respect to all auditing, financial reporting and internal control functions; health, safety, environmental stewardship, and security of the Institution's community; and enterprise risk management.
- The **Board Finance and Property Committee** assists the Board in fulfilling its governance responsibilities by providing strategic oversight, insight and foresight with respect to all significant financial and property matters of the Institution.
- The **Board Governance Committee** assists the Board in fulfilling its governance responsibilities by providing strategic oversight, insight, and foresight with respect to the effectiveness, organization, and procedures of the Board, to enhance board governance performance.
- The **Board Human Resources and Compensation Committee** assists the Board in fulfilling its governance responsibilities by providing strategic oversight, insight, and foresight with respect to the Institution's human resources policies, procedures, and trends; collective bargaining and related service contracts; and senior administration selection, review, compensation, and succession planning.
- The **Board Investment Committee** assists the Board in fulfilling its governance responsibilities by providing strategic oversight, insight, and foresight with respect to all investments of the University Endowment Pool and the Non-Endowed Investment Pool as outlined in the University Funds Investment Policy.
- The **Board Learning, Research, and Student Experience Committee** assists the Board in fulfilling its governance responsibilities by providing strategic oversight, insight, and foresight with respect to the Institution's academic, teaching, and research affairs, student wellness, and future

educational expectations and challenges, all while respecting the academic governance role of the General Faculties Council.

- The **Board Reputation and Public Affairs Committee** assists the Board in fulfilling its governance responsibilities by providing strategic oversight, insight, and foresight with respect to the Institution's reputation, identity, strategic communication, community engagement, government relations, philanthropy and advancement.

7. Financial, Staffing, and Administrative Arrangements

The Institution receives funding from the Government of Alberta via its Operating and Program Support Grant.

The Auditor General is the auditor of the Institution.

The Institution is subject to sections 1, 2(5), 5, 6, 7, 13(3), 57.1, 80, and 81 of the *Financial Administration Act*.

While the PSLA gives the Board of Governors broad authority to appoint employees, the President is the only employee that reports to and is directly accountable to the Board.

Compensation of senior executives is determined by the Board in accordance with any legislation, policies or guidelines governing compensation applicable to the institution as a public agency.

Administrative Arrangements:

- The Institution provides space in Enterprise Square to the University of Calgary's School of Social Work.
- The University of Calgary provides space on their downtown campus to the Institution for patient services provided by the Faculty of Rehabilitation Medicine.
- The University of Calgary provides space on their main campus to the Institution for a medical/surgical simulation lab for the Faculty of Medicine and Dentistry.

8. Planning and Reporting Requirements

The Board is required to enter into an Investment Management Agreement with the Minister that includes:

- the mandate of the Institution;
- performance metrics for the Institution; and
- anything else determined by the Minister.

Annually, the Institution provides the Department with a Capital Plan and a Budget Plan.

Each year the Board must prepare and submit to the Minister a report that includes the audited financial statements for the preceding year.

The Board is also required under the PSLA to submit to the Minister any reports or other information required by the Minister.

9. Administration

Three Year Renewal or Revision

The Mandate and Roles Document must be reviewed and renewed, amended or replaced within three years after the day on which the document or the most recent amendment to the document was signed.

Transparency

Copies of the Mandate and Roles Document will be filed with the Minister and the Public Agency Secretariat. This document will also be made publicly available on the Board's website and the Government of Alberta's website.

His Majesty the King in right of
Alberta, as represented by the
Minister of Advanced Education

Minister of Advanced Education

Date

The Governors of The University of
Alberta



Board Chair

Jan 15 2026

Date