



University
of Victoria

Board and Board Committee Meetings Monday May 27 and Tuesday May 28, 2019

Open Session

Tuesday May 28, 2019

11:00 a.m. –12:00 p.m.

University Centre Farquhar Auditorium

DRAFT AGENDA

1. Approval of Agenda

MOTION:

THAT the agenda of the open session of the regular meeting of May 28, 2019 be approved.

2. Approval of Summary Record of the Meeting held March 26, 2019 (attached)

MOTION:

THAT the summary record of the open session of the regular meeting held March 26, 2019 be approved.

3. Business Arising from the Summary Record

4. Chair's Remarks

5. Correspondence (attached)

- a. Correspondence from Noah Stewart
- b. Correspondence from Teale Phelps Bondaroff
- c. Correspondence from student group
- d. Correspondence from faculty members

6. President's Report

7. External Relations Update

BOG-May28/19-14

CONSENT

8. Operations and Facilities Committee (Ms. Daphne Corbett)

a. New and Revised Awards

BOG-May28/19-15

MOTION:

THAT the Board of Governors approve the new and revised undergraduate and graduate awards set out in the attached documents and listed below:

- Budvitch Award in Holocaust Studies (new)
- Hoy Sun Benevolent Association Scholarship (revised)*
- CFUW Victoria Diana Morgan Scholarship in Humanities (new)*

- Boehm-Hesser Graduate Research Excellence in Astronomy Award (new)*
- Dr. Lorene Kennedy Environmental Studies (Graduate) Award (revised)*
- Dr. Lorene Kennedy Graduate Award (revised)*
- Sheila Ryan and Eileen Ryan Award in Child and Youth Care (new)*
- Sheila Ryan and Eileen Ryan Award in Health Information Science (new)*
- Howlers Rugby Award (revised)*
- Sheila Ryan and Eileen Ryan Undergraduate Award in Nursing (new)*
- Sheila Ryan and Eileen Ryan Graduate Award in Nursing (new)*
- Rob and Tammy Lipson Research Scholarship (revised)*
- Silberberg Family Memorial Award (new)*
- Frances Trapp (Brown) Cameron Memorial Bursary in Visual Arts (revised)*
- Hazel T. Knox Memorial Bursary (revised)*
- L.E. Frances Druce Award in Science (revised)*
- Elizabeth Buckley School Award (new)
- Anthony Legdon Education Award (new)
- Alfred Joseph Memorial Award (new)*
- Victoria B4B Entrepreneurship Award (new)
- Dr. Marion Porath Legacy Scholarship in Education (new)
- Joyce Clearihue Graduate Co-op Scholarship (revised)*
- Chemistry Honours Scholarship (new)
- Health Information Science Scholarship (new)
- UVic Retirees Association Award (new)*
- EX-MLAS of B.C. Student Scholarship (new)*
- Corrina Ewan Memorial Scholarship (new)*
- Avis Rasmussen Award (new)*
- STÓ:LŌ Legacy Scholarship (revised)
- Ron C. Wells Geological Award (new)
- David F. & Mary J. Norton Indigenous Leadership Fellowship (revised)*

* Administered by the University of Victoria Foundation

**b. Proposal to Change the Name of the Professional
Specialization Certificate in Special Education to Professional
Specialization Certificate in Special and Inclusive Education**

BOG-May28/19-19

MOTION:

THAT the Board of Governors approve the proposal to change the name of the Professional Specialization Certificate in Special Education to Professional Specialization Certificate in Special and Inclusive Education, as described in the memorandum dated January 11, 2019.

c. Proposal to Change the Name of the Diploma in Special Education to Diploma in Special and Inclusive Education BOG-May28/19-20

MOTION:

THAT the Board of Governors approve the proposal to change the name of the Diploma in Special Education to Diploma in Special and Inclusive Education, as described in the memorandum dated January 11, 2019.

d. Proposal to Change the Name of the Physics and Ocean Sciences (Ocean-Atmosphere Dynamics) program to Physics and Ocean-Atmosphere Sciences BOG-May28/19-21

MOTION:

THAT the Board of Governors approve the proposal to change the name of the Physics and Ocean Sciences (Ocean-Atmosphere Dynamics) program to Physics and Ocean-Atmosphere Sciences, as described in the memorandum dated January 8, 2019.

e. Proposal to Establish New Honours and Major within the Existing Chemistry and Earth and Ocean Sciences Combined Program BOG-May28/19-22

MOTION:

THAT the Board of Governors approve, subject to funding, the proposal to establish new honours and major within the existing Chemistry and Earth and Ocean Sciences combined program, as described in the document "Honours in Chemistry and Ocean Sciences/Major in Chemistry and Ocean Sciences", and that this approval be withdrawn should the programs not be offered within five years of the granting of approval.

f. Proposal to Establish an Honours program within the existing Chemistry for Medical Sciences (ChemMedSci) Program BOG-May28/19-23

MOTION:

THAT the Board of Governors approve the proposal to establish an honours program within the existing Chemistry for Medical Sciences (ChemMedSci) program, as described in the document "Honours within the Existing Chemistry for Medical Sciences (ChemMedSci) Program", and that this approval be withdrawn should the program not be offered within five years of the granting of approval.

g. Proposal to Change the Name of the Bachelor of Music Major in History and Literature to Bachelor of Music Major in Musicology and Sound Studies BOG-May28/19-24

MOTION:

THAT the Board of Governors approve the proposal to change the name of the Bachelor of Music Major in History and Literature to the Bachelor of Music Major in Musicology and Sound Studies, as described in the memorandum dated February 13, 2019.

h. Proposal to Add a Cultural, Social and Political Thought (CSPT) Option to the Master of Arts in French

BOG-May28/19-25

MOTION:

THAT the Board of Governors approve the proposal for the addition of a Cultural, Social and Political Thought (CSPT) Option within the Master of Arts in French, as described in the document "Addition of a CSPT Option within the French Graduate Program", and that this approval be withdrawn if the program should not be offered within five years of the granting of approval.

i. Proposal to Establish a Major in Recreation and Health Education in the Bachelor of Physical and Health Education Program

BOG-May28/19-26

MOTION:

THAT the Board of Governors approve the establishment of a major in Physical and Health Education in the Bachelor of Recreation and Health Education program, as described in the document "New Major in Physical and Health Education in the Recreation and Health Program", and that this approval be withdrawn should the program not be offered within five years of the granting of approval.

j. Proposal to Discontinue the Master of Arts in Dispute Resolution Program

BOG-May28/19-29

MOTION:

THAT the Board of Governors approve the proposal to discontinue the Master of Arts in Dispute Resolution Program, as described in the memorandum dated December 19, 2018.

k. Proposal to Discontinue the Graduate Certificate in Digital Humanities

BOG-May28/19-30

MOTION:

THAT the Board of Governors approve the proposal to discontinue the Graduate Certificate in Digital Humanities, as described in the memorandum dated February 14, 2019.

l. Proposal to Change the Name of the Master of Arts in Indigenous Communities Counselling to the Master of Arts in Indigenous Communities Counselling Psychology

BOG-May28/19-31

MOTION:

THAT the Board of Governors approve the name change of the Master of Arts in Indigenous Communities Counselling to the Master of Arts in Indigenous Communities Counselling Psychology, as described in the memorandum dated December 4, 2018.

**m. Proposal to Establish a Master of Engineering (MEng)
Program in Industrial Ecology**

BOG-May28/19-33

MOTION:

THAT the Board of Governors approve, subject to funding, the establishment of a Master of Engineering (MEng) program in Industrial Ecology, as described in the document "Master of Engineering (MEng) Program in Industrial Ecology", and that this approval be withdrawn should the program not be offered within five years of the granting of approval. Once Senate and the Board of Governors have approved the proposal, the proposal must be approved by the Secretariat of the Ministry of Advanced Education.

n. Status Report on Capital Projects

BOG-May28/19-10a

9. Finance Committee (Dr. David Zussman)

**a. 2018 Annual Reports and Financial Statements: University of
Victoria Combination Pension Plan and University of Victoria
Money Purchase Pension Plan**

BOG-May28/19-08

Pro Forma Motion: *THAT the above items be approved by the Board of Governors by consent.*

REGULAR

10. Audit Committee (Ms. Cathy McIntyre)

a. 2018/19 Financial Statements

BOG-May28/19-05a

MOTION:

THAT the Board of Governors approve the 2018/2019 Audited Financial Statements and the appropriations as set out in the attached schedule; and

THAT the Chair of the Board of Governors and the Vice-President Finance and Operations be authorized to sign the statements on behalf of the Board of Governors.

11. Operations and Facilities Committee (Ms. Daphne Corbett)

a. Relocation Assistance Policy Update (HR6405)

BOG-May28/19-01

MOTION:

THAT the Board of Governors approve the revisions to policy HR6405 Relocation Assistance (formerly Relocation Grant Policy), effective June 1, 2019; and

THAT the Board of Governors rescind policy HR6415 Travel Allowance for Visiting and Sessional Appointments, effective June 1, 2019.

b. Revisions to the Procedures for the Appointment of the Chancellor (GV0295)

BOG-May28/19-18

MOTION:

THAT the Board of Governors approve the revised Procedures for the Appointment of the Chancellor (GV0295), effective June 1, 2019.

c. Annual Report on Non-Academic Misconduct Allegations and Resolutions

BOG-May28/19-16

12. Finance Committee (Dr. David Zussman)

a. Responsible Investment Update

13. Other Business

- a) Review of action items identified
- b) Any other business

Adjournment



University
of Victoria

Board and Board Committee Meetings Monday March 25 and Tuesday March 26, 2019

Open Session

Tuesday March 26, 2019 11:05 a.m.

Senate and Board Chambers, University Centre

DRAFT SUMMARY RECORD

Present: Ms. Beverly Van Ruyven (Chair), Mr. Merle Alexander, Mr. Pierre-Paul Angelblazer, Mr. Rizwan Bashir, Dr. Elizabeth Borycki, Dr. Marilyn Callahan, Prof. Jamie Cassels, Ms. Ida Chong, Ms. Daphne Corbett, Dr. Peter Driessen, Ms. Kasari Govender, Ms. Cathy McIntyre, Ms. Andrea Mellor, Dr. David Zussman, Ms. Carrie Andersen (Secretary)

By Invitation: Dr. David Castle, Ms. Carmen Charette, Dr. Valerie Kuehne, Ms. Gayle Gorrill, and Ms. Kimberley Kennard, Board Coordinator

Regrets: Ms. Shelagh Rogers

1. Approval of Agenda

MOTION: (D. Corbett/C. McIntyre)

THAT the agenda of the open session of the regular meeting of March 26, 2019 be approved.

CARRIED

2. Approval of Summary Record of the Meeting held January 29, 2019

MOTION: (D. Corbett/E. Borycki)

THAT the summary record of the open session of the regular meeting held January 29, 2019 be approved.

CARRIED

3. Business Arising from the Summary Record

There was none.

4. Chair's Remarks

The Chair welcomed the students in the gallery.

5. Correspondence

The Chair acknowledged that four letters had been received, three regarding international student tuition increases and one regarding divestment of university investments from fossil fuel companies. She stated that the Board of Governors had reviewed the correspondence in the Board committee meetings the previous day and discussed the concerns raised.

6. President's Report

Provincial Budget

President Cassels commented on the recent provincial budget. He outlined budget items that affected universities. He noted that the budget confirmed a promise to eliminate interest on BC Student Loans. With respect to UVic specifically, the budget included confirmation of borrowing authority for the student housing project.

Federal Budget 2019

President Cassels informed the Board that Budget 2019 investments in post-secondary education included two notable investments for UVic: \$9.1 million over three years beginning in 2019-20 to support the construction of a national centre for Indigenous law and reconciliation; and \$292.7 million invested over five years in TRIUMF to support laboratory operations starting in 2020-21. Budget 2019 also proposes that within 10 years, the Government will strive to ensure that every young Canadian who wants a work-integrated learning opportunity should get one. President Cassels noted that the federal government will lower the interest rate on Canada Student loans to the prime lending rate from the current rate on student loans.

7. External Relations Update

There were no questions for Carmen Charette, Vice-President External Relations.

CONSENT

8. Operations and Facilities Committee (Ms. Daphne Corbett)

a. New and Revised Awards

BOG-Mar26/19-18

MOTION:

THAT the Board of Governors approve the new and revised undergraduate and graduate awards set out in the attached document and listed below:

- Maureen Wayne Memorial Bursary (revised)*
- Thomas & Elizabeth Mayne Scholarship in Theatre (revised)
- Anthany Dawson Justice Award (revised)*
- Andrew Rippin Memorial Scholarship (new)*
- Dr. Marion Porath Legacy Scholarship in Theatre Costume Design or Construction(new)
- Dr. Marion Porath Legacy Scholarship in Theatre Performance (new)
- Dr. Marion Porath Legacy Scholarship in Theatre Production and Management (new)
- Sarah D. Bakony Memorial Scholarship (new)
- Herbert Bertram Falkenstein Graduate Scholarship in Fine Arts* (new)
- Herbert Bertram Falkenstein Graduate Scholarship in Humanities* (new)
- Michael Hayes Award in Public Health and Social Policy (new)

- Davison Graduate Bursary in Economics (new)
- Lothar Hermann Redlin Memorial Scholarship (new)
- Victoria Chinatown Lioness Club Graduate Award (revised)*
- Michaela Tokarski Entrepreneurship Bursary (revised)*
- Sandra Ann Chisholm Maclean Aitken Graduate Award (new)
- Museum Studies Award in Memory of Dr. Daniel Gallacher (new)
- Howard & Donna Denike Memorial Award (revised)*
- Engineering Students' Society Stream B Award for Community Involvement (revised)*
- Constance E. Hoyte Award in Music Education (revised)*

*Administered by the University of Victoria Foundation

- b. Proposal for the Addition of a Cultural, Social and Political Thought (CSPT) Option to the Master of Arts in Germanic and Slavic Studies** BOG – Mar26/19-19

MOTION:

THAT the Board of Governors approve the proposal for the addition of a Cultural, Social and Political Thought (CSPT) option to the Master of Arts in Germanic and Slavic Studies, as described in the document "addition of CSPT Option to Germanic and Slavic Studies Master's Program".

- c. Proposal to Discontinue the Entrepreneurship Certificate** BOG-Mar26/19-20

MOTION:

THAT the Board of Governors approve the proposal to discontinue the Entrepreneurship Certificate and Diploma programs, as described in the memorandum dated January 11, 2019, effective immediately.

- d. Proposal for the Addition of a Major Research-Project Option in the Master of Arts in Political Science** BOG-Mar26/19-21

MOTION:

THAT the Board of Governors approve the proposal for the addition of a major research-project option in the Master of Arts in Political Science, as described in the document "Major Research-Project Option in the Master of Arts in Political Science".

- e. Proposal to Discontinue the Major and Minor Programs in Mediterranean Studies** BOG-Mar26/19-22

MOTION:

THAT the Board of Governors approve the proposal to discontinue the Major and Minor programs in Mediterranean Studies, as described in the memorandum dated December 6, 2018.

f. Proposal to Establish a Minor in Physical Education

BOG-Mar26/19-23

MOTION:

THAT the Board of Governors approve, subject to funding, the proposal to establish a minor in Physical Education, as described in the document "Physical Education Minor", and that this approval be withdrawn should the program not be offered within five years of the granting of approval.

g. Proposal to Add a New Stream in the Politics of Global Challenges in the Existing Master of Arts in Political Science

BOG-Mar26/19-24

MOTION:

THAT the Board of Governors approve, subject to funding, the addition of a new stream in the Politics of Global Challenges in the existing Master of Arts in Political Science, as described in the document "New Stream in the Politics of Global Challenges in the Existing Master of Arts in Political Science", and that this approval be withdrawn if the program should not be offered within five years of the granting of approval.

h. Status Report on Capital Projects

BOG-Mar26/19-08A

i. Revisions to President's Advisory Committee on Naming of Facilities

BOG-Mar26/19-12

MOTION:

THAT the Board of Governors approve revisions to Policy BP3100 Naming of Facilities and Physical Assets, effective immediately.

9. Finance Committee (Dr. David Zussman)

a. Collection and Remission of Student Fees for the University of Victoria Students' Society (UVSS)

BOG-Mar26/19-06

MOTION:

THAT the Board of Governors collect and remit the fees as approved by the UVSS members and as outlined in the letter of March 11, 2019 from the Director of Outreach & University Relations of the UVSS to Jim Dunsdon, Associate Vice-President Student Affairs.

b. Collection and Remission of Student Fees for the University of Victoria Graduate Students' Society (GSS)

BOG-Mar26/19-07

MOTION:

THAT the Board of Governors collect and remit fees for the GSS in 2019/20 as outlined in the letter of March 11, 2019 from the Executive Director of the GSS to Gayle Gorrill, Vice-President Finance and Operations, subject to confirmation of approval of the fees at the GSS Semi-Annual General Meeting on March 26, 2019.

c. Amendment to the University of Victoria Staff Pension Plan

BOG-Mar26/19-16

MOTION:

THAT the Board of Governors approves the required compliance amendments to the University of Victoria Staff Pension Plan effective November 1, 2018, and authorizes the Chair of the Staff Pension Plan Governance Committee to make any further immaterial changes to these amendments as may be required by the Canada Revenue Agency or the BC Financial Institutions Commission.

Pro Forma Motion: (D. Zussman/D. Corbett)

THAT the above items be approved by the Board of Governors by consent.

CARRIED

REGULAR

10. Finance Committee (Dr. David Zussman)

a. 2019/20 to 2021/22 Planning and Budget Framework

BOG-Mar26/19-03

Dr. Zussman stated that the Board is asked annually to approve the Planning and Budget Framework that sets out the priorities for the University for the next year and the allocation of resources with respect to these priorities. Included this year was a recommendation to continue with the second year of a two year plan to increase international tuition fees. He said this was a very important decision, one that required the balance of affordability of fees for international students, the cost of education and the resources required to provide quality services to all students within an environment of rising costs.

Dr. Zussman said the Board welcomed and appreciated all of the letters that were received by students. Board members had read the letters and considered the concerns in their decision making. The Board also appreciated the attendance by students at the Open Board meeting. Dr. Zussman said the Finance Committee had extensive discussion at its meeting before recommending approval of the Planning and Budget Framework document to the Board of Governors.

In response to disruptions from the gallery, Ms. Van Ruyven expressed her desire to carry out the meeting in Open session. She said that in order to do so, Board members needed to hear each other and the information being provided.

Dr. Zussman introduced Gayle Gorrill, Vice-President Finance and Operations.

Ms. Gorrill provided a presentation on the Planning and Budget Framework. She stated that the two year approach to increasing international student fees was recommended after careful consideration and evaluation of alternatives. Ms. Gorrill confirmed that throughout the process communication with students and transparency had been priorities.

Ms. Gorrill reminded the Board that for 2017/18 international fees were decoupled from domestic fees and fees were increased at 4% to reflect actual inflationary costs. This was the first phase in reviewing international fees. She said UVic fees were compared to peers in Canada and abroad. Student consultations took place regarding the support and services that were important for students to succeed in their programs. These consultations included dialogue with student societies, a survey of all international students and an open house in the Fall of 2018. During the open house, Ms. Gorrill said it was confirmed that current students would have inflationary only increases consistent with the principle of grand-parenting current students.

Ms. Gorrill stated that In 2018/19 a two year approach to increasing fees was recommended. New international students starting in April 2018 would have increases of 20% in 2018/19 and 15 % in 2019/20. She acknowledged that this recommendation was a difficult one. Concerns had been heard about affordability and a reduction in the diversity of the student body. Ms. Gorrill noted that the budget provides for \$300K in scholarships for international students and \$270K in bursary funding. Ms. Gorrill restated the university's commitment to providing a high quality academic experience with student services available to help all students succeed.

Ms. Gorrill noted that in 2019/20, UVic would be developing a policy so that Indigenous students residing in the US where their nation straddles the border would be assess domestic tuition fees.

Dr. Zussman thanked Ms. Gorrill for the presentation. He said the University of Victoria values its international students who bring diverse perspectives and experiences and enriched the teaching and learning environment.

Due to disruptions from the gallery, Dr. Zussman was unable to continue with the update from the Finance Committee.

Ms. Van Ruyven restated her desire to carry out the meeting in Open session. Disruptions continued.

The meeting was adjourned at 11:20 a.m. and the Board left the Senate and Board Chambers. The Board reconvened in the Michael Williams Building and the meeting resumed at 11:25 a.m.

Dr. Zussman concluded his introduction of the proposal. A discussion took place. Ms. Govender said she was grateful to the staff for addressing concerns and questions she had raised, but that she remained conflicted and would be voting against the motion. Mr. Alexander acknowledged there were many positive elements of the proposed budget framework. However, he said he felt obliged to vote against the motion. Ms. McIntyre said she wanted her colleagues to know that she listened hard and thought deeply about everything that was said. She felt it was her fiduciary duty to do the best for the university overall and would be voting to support the motion. Dr. Driessen stated that this budget was about people over profit; no profit, only people.

The vote was called and with four opposed, the motion was carried.

MOTION: (D. Zussman/P. Driessen)

THAT the Board of Governors – taking into account PART I of the 2019-20 to 2021-22 Planning and Budget Framework summarizing the results of the integrated planning process – approve PART II of the 2019-20 to 2021-22 Planning and Budget Framework, including the tuition and fee increases contained therein, and authorize the President to develop and implement the detailed operating budget for the 2019/20 fiscal year.

CARRIED

b. Overview and Update on Divestment Activities

BOG-Mar26/19-10A

Dr. Zussman stated that the Board would receive an update on divestment activities at the May Board meetings. Prof. Cassels confirmed that a meeting was scheduled with members of Divest UVic in the coming days.

11. Operations and Facilities Committee (Ms. Daphne Corbett)

a. Strategic Enrolment Plan

BOG-Mar26/19-17

Ms. Corbett reported that the Operations and Facilities Committee had reviewed the Strategic Enrolment Plan and was looking forward to further updates.

b. Enrolment Projections for 2019/20

BOG-Mar26/19-15

Ms. Corbett noted that the enrolment projections for 2019/20 had been approved at the March Senate meeting.

MOTION: (D. Corbett/R. Bashir)

THAT the Board of Governors approve a recommended enrolment level of 18,173 FTE for the 2019/20 academic year, subject to revisions in the event of new information regarding mandated growth, funding levels, and application rates, consistent with the motion approved by Senate at its meeting on February 1, 2019 and subsequent information from the Ministry of Advanced Education, Skills and Training.

CARRIED

Other Business

- a) Review of action items identified
There were no action items.
- b) Any other business
There was no other business to report.

Adjournment

There being no other business, the meeting adjourned at 11:54 a.m.

Board of Governors – Correspondence Received

1. Noah Stewart, student in Anthropology and Gender Studies, UVic
2. Teale Phelps Bondaroff, President of the Saanich-Gulf Island NDP
3. Alison Krause, UVic Students Senate
4. Lincoln Shlensky, Associate Professor, Department of English
5. Margo Matwychuk, Assistant Professor, Anthropology
6. Stephen Ross, English and Cultural, Social and Political Thought
7. Jutta Gutberlet, Professor, Department of Geography
8. Elizabeth Vibert, Associate Professor, Department of History
9. Anne Bruce, Professor, School of Nursing
10. Ralph Evins, Assistant Professor, Energy Systems and Sustainable Cities Group
11. Marcelo Laca, Professor, Mathematics and Statistics
12. Katherine Elvira, Assistant Professor, Department of Chemistry
13. Valerie Irvine,
14. Marie Vautier, Professor, Department of French (and English)

Kim Kennard - Board Coordinator and Executive Assistant

From: Noah Stewart <EMAIL ADDRESS REMOVED>
Sent: March 25, 2019 3:27 PM
To: Kim Kennard - Board Coordinator and Executive Assistant
Subject: Letter to the UVic Board of Governors
Attachments: Letter to the Uvic Board of Governors.odt

Hello,

My name is Noah Stewart and I am currently a student majoring in Anthropology and minoring in Gender Studies at UVic. Attached is a letter to the UVic Board of governors concerning their recent decision concerning their recent decision to deny support for the Unist'ot'en and Wet'suwet'en land protectors as put forward by the NSU.

I would ask that this letter be forwarded to the UVic Board of Governors so they may consider its content.

I can be contacted for follow up through the following methods:

<REMOVED>

Thank you for your time,

Noah Stewart

March 25, 2019
Beverly Van Ruyven
UVic Board of Governors
Victoria, BC Canada
MWB A138

Dear Mrs. Van Ruyven and to whom it may concern on the UVic Board of Governors,

This letter addresses your decision to deny the Native Student Union's request that the University of Victoria offer public support to the Unist'ot'en clan's hereditary and matriarchal leadership in their resistance to industrial violence on their unceded territories. It is extremely disheartening to see an institution such as UVic, which claims to be progressive in issues of social justice, including Truth and Reconciliation, consciously participating in the silencing of indigenous voices, women's voices and violations of constitutionally recognized human rights. While UVic chooses to make territorial acknowledgements locally and bolsters itself by offering degrees in Indigenous Nationhood and Indigenous Governance among other relevant programs, it fails to recognize the true matriarchal governance structures of indigenous nations in any practical sense, including dismissing support for one of UVic's own Indigenous Governance graduates, Gidumt'en Spokesperson and Wet'suwet'en land protector, Molly Wickam. Based on UVic's selectivity of engagement on these issues, it seems that the university only holds interest in supporting indigenous nations, and indigenous women when there are profits to be made.

UVic was recently awarded \$9.1 million dollars in funding from the federal government specifically for the purpose of creating space for indigenous law and reconciliation, however, it is obvious it has little interest in supporting indigenous legal systems and matriarchs. Currently, Wet'suwet'en women are asking for support in a struggle to uphold their roles in traditional law and governance yet UVic has elected to stay silent in favour of profiting from lucrative fossil fuel investments. As of 2017, UVic had over \$39 million invested in the fossil fuel industry, and remains aligned with banks such as RBC which continues to be major a proponent in the development of pipelines through unceded indigenous territories, including those of the Wet'suwet'en nation. UVic's choice of support here supersedes its commitment to reconciliation, which is both paradoxical and unethical.

Another paradox which presents itself is that UVic provides graduate programs in both Indigenous Nationhood, and Indigenous Governance and offers several courses centred around indigenous women and indigenous feminisms, yet when indigenous nations, traditional governments, and culturally selected female leaders seek to apply those same principles, the university questions their legitimacy. While UVic may try to claim neutrality, as an institution supposedly committed to the enactment of the Truth and Reconciliation Commission, it has already assumed a stance of non-neutrality, and the choice to deny its implementation in this context is a complicit decision nonetheless. The aforementioned programs teach neither political ideologies nor opinions, but rather realities of indigenous ways of being, and the Wet'suwet'en matriarchs and land protectors of these territories are the lived examples

of those realities. To claim indifference or non-partisanship in the denial of their ways of being is to both ignore truth and to deny reconciliation completely.

After several attempts to connect directly with the individuals responsible for this decision, it was brought to my attention that said individuals are more committed to securing their anonymity than to adhering to the supposed priorities of the university. This is shameful in a colonial context as well as unethical from a business standpoint, as UVic is actively investing financially in industrial projects which seek to undermine reconciliation initiatives and harm indigenous communities. In addition to destroying the land itself, the proposed construction of a large scale 'man-camp' within the unceded Unist'ot'en yintah is a serious threat facing Wet'suwet'en community members, particularly women and children. The rates of sexual violence, drug solicitation, kidnapping, and abuse are all statistically heightened in areas where these camps exist. The women, 2spirited folks and life givers of the Wet'suwet'en people, are among the most vulnerable demographics in Canadian society, and as such are direct targets for such industry based violence. However, they continue to uphold their responsibilities in spite of these threats, and do so while asking for your support. You may consider this letter, along with calls from the NSU and other members of the student body as a reminder for the university to uphold its own responsibilities to the TRC, to social justice, to its professors, alumni and current students, and to the basic rights of indigenous peoples. As an institution supposedly committed to supporting the process of reconciliation, UVic must first reconcile its own complicity in silencing the voices of indigenous matriarchs, and reconsider the decision to deny support for the Unist'ot'en clan and the Wet'suwet'en nation.

Sincerely,

Noah Stewart

Student in Anthropology and Gender Studies, University of Victoria

Kim Kennard - Board Coordinator and Executive Assistant

From: Teale Phelps Bondaroff <REMOVED>
Sent: April 20, 2019 11:50 PM
To: Carrie Andersen - University Secretary; President's Office UVic; Rhonda Ljunggren - vpfoasst; AVED.Minister@gov.bc.ca; AEST.DeputyMinister@gov.bc.ca; educ.minister@gov.bc.ca; dm.education@gov.bc.ca; Kim Kennard - Board Coordinator and Executive Assistant; dzussman@uottawa.ca; Health Director; peterd@ece.uvic.ca; Rizwan Bashir; Cassbreea Dewis - EQHR Acting Director; Kamilla Milligan, Equity and Human Rights Manager; David Capson – Dean of Graduate Studies; afpmello@gmail.com
Subject: International Student Tuition

To whom it may concern,

I am writing on behalf of the Saanich Gulf Islands NDP, in support of the UVic students opposing the recent international student tuition hikes.

Recently UVic has hiked the tuition of undergraduate international students by 15%, an increase which follows a 20% hike for international students in 2018, and 4% increase in 2017. This is a 43.5% increase in tuition for international undergrads over 3 years, compared to only an 6.1% increase for domestic students over the same period. This hike is antithetical to the university's stated values of equity, diversity, and inclusion, and is especially concerning today, as xenophobic politics are becoming all too common. International students have paid differential tuition for many years, but the rate of increase had been tied to the 2% fee increase cap on domestic tuition. Applying a higher increase to international students' differential tuition exacerbates the already unequal tiers of students.

The Federal NDP supports the elimination of tuition and administrative fees for post-secondary education. Education is a right not a product, and universities should be a public service not a business. The education of people no matter their origin is not a cost, but an investment in a more equitable, prosperous, and diverse Canada. Having more educated workers, no matter where they are from, is a boon to Canada, socially, economically, and culturally.

The Saanich Gulf Islands NDP supports the call from UVic Students for the University to return international tuition to the rate it would be prior to this change in policy in 2017, and freeze tuition for all students. Ultimately Canada must move towards a national policy of Universal education. Until then, tuition hikes targeting international students are unfair. Access to education is access to opportunity and should not be limited by an individuals wealth or nationality.

Sincerely,

Dr. Teale Phelps Bondaroff

President of the Saanich-Gulf Island NDP



Virus-free. www.avg.com

Kim Kennard - Board Coordinator and Executive Assistant

From: Allison Krause <REMOVED>
Sent: March 27, 2019 10:33 AM
To: Carrie Andersen - University Secretary; President's Office UVic; Rhonda Ljunggren - vpfoasst; AVED.Minister@gov.bc.ca; AEST.DeputyMinister@gov.bc.ca; educ.minister@gov.bc.ca; dm.education@gov.bc.ca
Cc: Kim Kennard - Board Coordinator and Executive Assistant; dzussman@uottawa.ca; Health Director; peterd@ece.uvic.ca; Rizwan Bashir; Cassbreea Dewis - EQHR Acting Director; Kamilla Milligan, Equity and Human Rights Manager; Andrea Mellor; Anna Dodd; XXu@globeandmail.com; tips@cheknews.ca; victoria@cbc.ca; editor@vicnews.com; dobee@timescolonist.com; GSS Office; UVSS Director of Campaigns and Community Relations
Attachments: Students' Demands Resulting from the Board of Governors' Meeting.pdf

To whom it may concern,

Please find attached to this email a letter crafted in an open and democratic forum by the students of the University of Victoria. It details our concerns about the direction of our institution following the most recent Board of Governors' (BoG) meeting on March 26, 2019. Our letter further enumerates several demands - some within the University's jurisdiction, others within the jurisdiction of the province. If followed up on in good faith, we believe that these demands have the power to make UVic a more publicly accountable and socially conscious institution.

As detailed in local media coverage (available [here](#) and [here](#)), on Tuesday March 26th, nearly 300 concerned UVic students and community members attended a rally at the BoG meeting. Their demands were that the Board refuse to pass egregious increases of 15% on international students' tuition fees (especially in light of last year's staggering 20% increases on the same tuition fees), and that the University divest itself from the nearly \$40 million that it presently has invested in fossil fuels.

Unable to adequately address the assembled students' anger, the BoG left the UVic Senate Chambers to conduct their vote in seclusion. We take their seclusion as a sign that these sorts of decisions are fundamentally incongruous with the principles of the university as a publicly accountable and socially conscious institution. If their decisions *cannot* be made in sight of those they profess to govern, it should stand as a matter of principle that they *should not be made at all*.

We acknowledge with appreciation the decision of four BoG members - notably the two student representatives and some of the Board's most recent appointees - to vote against these proposals. Their courage is a sign that clearly there is no unanimity even within the Board over the alleged necessity of these proposals.

Following the BoG's departure, the students of the University of Victoria reclaimed the Senate Chambers and, following a negotiation with both Campus Security and representatives from CUPE 917 (campus custodial staff), a decision was made to hold the space open for all students and community members for the remainder of the day. As suggested above, an open and democratic forum was conducted by the students in the very Chambers where only hours before the BoG was set to unilaterally deliberate on their behalf. Out of this forum it was determined that we, the students, would symbolically hold space in the Chambers until 8:00am on March 27th. This was intended to signal to both the University and the broader public that the decisions of the BoG have directly imperiled the material well-being of many students; if students must be forced to choose between tuition and housing, we were committed to providing the housing that the BoG denies them.

The open forum's deliberations also produced a series of demands, which are outlined on the attached document. Throughout the discussion, all those in attendance showed a depth of compassion for their peers and colleagues that was sorely lacking in the proposals put forward by the BoG. Moreover, they showed a commitment to the University as a space not only of learning, but also of social uplift and justice. We hope that you see that in our demands.

Responses to these demands are expected, and can be sent to this email address.

With warm regards and anticipation,
The students of the University of Victoria

Students' Demands Resulting from the Board of Governors' Meeting 8:00am - March 27, 2019

Dear Board of Governors for the University of Victoria and concerned Ministers of the British Columbia Provincial Government:

Preamble:

We are the students who you preferred not to meet, from whom you averted your eyes, and who you left behind in the Senate Chambers when your decisions could not be made in the light of day and in the face of our anger.

We, however, did not leave.

Instead, we chose to hold space in the Senate Chambers overnight. Opening the doors to the Chambers, we invited students to reclaim their space within this institution - which we collectively acknowledge is built on the occupied territories of the Lekwungen and WSÁNEĆ peoples.

Our anger is rooted in a series of decisions made by the Board of Governors. In particular, we object to the repeated decision by this Board to target international students for egregious increases to their tuition fees. Beginning with the decision in 2017 to uncouple international tuition from domestic, over the successive years you have increased tuition for international graduate students by more than 8% and for international undergraduates by nearly 40%. You do this even as rental housing prices in Victoria have increased by nearly 27% from 2014 to 2018.

This cannot continue, and must be rectified.

Furthermore, you pursue these hikes in the name of fiscal prudence, even as the University remains deeply invested in the fossil fuel industry. If we are truly in a period of such austerity that international students must repeatedly be made your financial scapegoats, an investment of \$39.72 million in fossil fuels is fiscally imprudent. It is also, just as importantly, a direct threat to the future generations for whom this institution is responsible. As made clear in the 2018 report from the IPCC, further expansion of fossil fuels is irreconcilable with maintaining sustainable ecologies. According to the aforementioned report, we have twelve years to limit climate change to 1.5 degrees celsius. Divestment from fossil fuels is a necessary part of ethical investments in the future.

As some of these demands are beyond the jurisdiction of the University itself, we also look forward to a response from the concerned provincial ministers. These demands are designed to enhance the institution's accountability, to facilitate its ability to live up to its own rhetoric around internationalization and reconciliation, and to transform the institution into a responsible social actor.

The students who have held the UVic Senate Chambers demand:

1. **Reinstate the University's previous equity-based tuition policies:** As noted above, prior to 2017 the University of Victoria was actually a reasonably socially conscious actor in regards to international student tuition fees. Its policy of coupling international student tuition raises to those of domestic students was fiscally sound for decades and manifested

a serious desire for equity. We agree with the University's pre-2017 principle that the place of a student's birth should not determine their worth. At the meeting on Tuesday, there was a suggestion of the need to lobby the provincial government for a cap on international tuition. In light of our own institutional history, this proposal is a deferral of responsibility that the University could take action into its own hands.

We therefore demand, that the University return to its previously responsible and equitable practice of treating international students and domestic students the same. Recouple the tuition fees of international students with those of domestic students. Return international students' fees to what they ought to have been had the Board not abandoned its commitment to equity.

2. **Increase student representation on the Board of Governors:** It is increasingly apparent that the Board of Governors is becoming unaccountable to the students it governs. As such, two student representatives is no longer sufficient to maintain accountability. Moreover, this is especially the case in regards to matters concerning international students.

We therefore demand, that student representation be substantially increased. Ideally, to include three undergraduate representatives: (i) for international students, (ii) for domestic students, (iii) for Indigenous students; and three graduate representatives: (i) for international students, (ii) for domestic students, (iii) for Indigenous students.

3. **Commit to meaningful financial accountability:** At present, the legislation that provides for oversight and public accountability of the Board of Governors is woefully lacking. The dollars that are brought into the University through international students' tuition are not subject to the same accountability mechanisms as are public dollars. Similarly, the University's investments are also conducted without regard to their social consequence. The continued investments in fossil fuel companies are a primary example of this. The continued investments in fossil fuel companies are unethical, harmful to the planet and the future of students, and irresponsible, as fossil fuel investments become increasingly unsafe.

We therefore demand, that a third-party audit of the University's usage of international tuition dollars be conducted and made public. This audit should specifically account for (i) what the University's actual financial needs are, and (ii) how international student tuition dollars are actually spent.

We further assert, that a review must be conducted to ensure that the University Foundation is investing in an ethical manner. The University must actually show that its investments are in line with its stated commitments to equity, sustainability, diversity, human rights, reconciliation with Indigenous nations, and the education of future generations. Particularly, if the increases

in revenue actually match with increases in international students tuition hikes and fossil fuel investments.

We also demand, that the university freeze its unethical, unsustainable and irresponsible investments in fossil fuels, and reinvest in sustainable investment portfolios over the next three years.

4. **Commit - both resources and time - to working with students to lobby for more just education policies:** At the meeting on Tuesday we were heartened to hear a shift in the Board of Governors' language, especially with regards to lobbying the provincial government. While this is promising, we are hoping that the goals of this lobbying could be more substantial than seeking policies that are already in the university's purview. In particular, we believe that our lobbying ought to seek at the very least a tuition freeze or reduction with the difference of inflation covered by the province, and preferably a reduction in tuition.

We therefore demand, that the University establish and provide financial resources for a permanent body to be composed of students, staff, instructors, and administrators from the University community. This body will be empowered to lobby on behalf of the University to the provincial and federal governments for substantial increases to the funding of post-secondary education. This body should also be specifically empowered to align itself with similar tuition freeze advocacy groups that exist both within the province and throughout the country.

This University *must* become a space that facilitates justice, anticolonialism, and egalitarianism. While we prepare further actions in solidarity with international students and in favour of divestment, we expect a response from the various addressees of this letter.

Signed:

Students of the University of Victoria

Kim Kennard - Board Coordinator and Executive Assistant

From: Lincoln Shlensky <REMOVED>
Sent: April 12, 2019 11:54 AM
To: Kim Kennard - Board Coordinator and Executive Assistant
Subject: Supporting Research at the University of Victoria

Chair of the Board of Governors
Beverly Van Ruyven
c/o the Office of the University Secretary

Dear Ms. Van Ruyven:

I write out of serious concern about two new University of Victoria initiatives that I believe will have the effect of diminishing the University's overall research excellence and its ability to support its own best researchers. Specifically, I am very concerned to hear that the university will be taking significant funds from its base operating budget to attract new high profile researchers to UVic, and that it will also use such funding to pay for new administrative positions, including the new Vice Provost position.

These initiatives conflict with what I believe are the best ways to increase research excellence at UVic. Among these would be raising faculty salaries to match those of comparator institutions and providing greater overall support for faculty research through reduced teaching loads, greater internal research grant funding, funding for conference travel, and the creation of more informal seed or bridge funding. Currently, course releases for research projects are rarely granted, despite how crucial they can be in enabling researchers to move forward with their important work. If UVic aims to improve its research capacity and to retain the best teachers and researchers, its efforts need to be directed to building a broadly supportive research environment rather than seeking to attract a few high-profile researchers while bulking up on new administrative layers that will be a heavy and unnecessary financial burden long into the future.

I hope that the Board of Governors will recognize the reality of the present serious challenges to maintaining and strengthening UVic's research reputation. I respectfully request that the Board encourage UVic's senior leadership to work to address these crucial issues.

Sincerely,

Lincoln Z. Shlensky
Associate Professor
Department of English
University of Victoria

Kim Kennard - Board Coordinator and Executive Assistant

From: Margo Matwychuk
Sent: April 12, 2019 11:55 AM
To: Kim Kennard - Board Coordinator and Executive Assistant
Subject: concerns

Chair of the Board of Governors
Beverly Van Ruyven
c/o the Office of the University Secretary

Dear Ms. Van Ruyven:

I'm writing to you because I am very concerned about two new UVic administration initiatives that I believe will harm the university's ability to attract and retain talented faculty. Specifically, I'm very concerned to hear that the university has taken significant funds from its base operating budget to attract new high profile researchers to UVic, as well as to fund yet more new administrative positions (for example, the new Vice Provost position).

These initiatives are occurring at the same time as the university shows no interest in providing competitive salaries to the many excellent researchers already here, and little interest in reducing teaching and service loads that constrain their ability to conduct and complete their research projects. Similarly, the university has evinced no interest in increasing important research supports, such as the availability and funding levels for Internal Research Grants and conference travel, or in the creation of more informal seed or bridge funding. Course releases for research projects are rarely granted, despite how crucial they can be in enabling researchers to move forward with their important work. Despite UVic's oft-stated desire to be viewed as a major research intensive university, types and levels of research support available at UVic are lower (and sometimes considerably lower) than at its comparator universities. One consequence of low salaries combined with poor supports for research is that excellent researchers depart for more supportive (and better paid) environments. A recent Faculty Association survey revealed that one quarter of faculty members are looking for work elsewhere. This is an alarming situation that can compromise departments and the functioning of the university itself.

I hope that the Board of Governors will recognize these serious challenges to UVic maintaining, let alone strengthening, its research reputation, and that the Board will encourage UVic's senior leadership to work hard to address these crucial issues.

Regards,

Margo L. Matwychuk, PhD
Assistant Professor, Anthropology
Director, Social Justice Studies
University of Victoria
Territories of the Songhees, Esquimalt and WSANEC Peoples
PO Box 1700 STN CSC
Victoria BC V8W 2Y2
Office: Cornett B210
PH: (250) 721-6283
FAX: (250) 721-6215

Kim Kennard - Board Coordinator and Executive Assistant

From: Stephen Ross
Sent: April 12, 2019 12:47 PM
To: Kim Kennard - Board Coordinator and Executive Assistant
Subject: ATTN: Board of Governors

Chair of the Board of Governors
Beverly Van Ruyven
c/o the Office of the University Secretary

Dear Ms. Van Ruyven:

I'm writing to you because I am very concerned about two new UVic administration initiatives that I believe will harm the university's ability to attract and retain talented faculty. Specifically, I'm very concerned to hear that the university has taken significant funds from its base operating budget to attract new high profile researchers to UVic, as well as to fund yet more new administrative positions (for example, the new Vice Provost position). Given the massively disproportionate rise in administrative positions and associated costs, vis-à-vis faculty positions in the last thirty years, it is truly disheartening to see UVic continuing to expand in this way. I do not recall any consultation on whether to create the position of Vice Provost, nor has any rationale for doing so been made clear to faculty. If a unit wishes to hire a faculty member, it must convince the senior administration that doing so meets a need and solves a problem or challenge. What need, problem, or challenge does the new position of Vice Provost meet? Given that this hiring will have direct consequences for the researchers already in post here at UVic, it seems incumbent upon the administration to at least communicate their logic to us.

These initiatives are occurring at the same time as the university shows little interest in providing competitive salaries to the many excellent researchers already here. Similarly, the university has evinced no interest in increasing important research supports, such as the availability and funding levels for Internal Research Grants and conference travel, or in the creation of more informal seed or bridge funding. Course releases for research projects are rarely granted – how many could be offered each year for the price of a Vice Provost's salary and benefits, I wonder? – despite how crucial they can be in enabling researchers to move forward with their important work. Despite UVic's oft-stated desire to be viewed as a major research intensive university, types and levels of research support available at UVic are lower (and sometimes considerably lower) than at its comparator universities. One consequence of low salaries combined with poor supports for research is that excellent researchers depart for more supportive (and better paid) environments. A recent Faculty Association survey revealed that one quarter of faculty members are looking for work elsewhere. This is an alarming situation that can compromise departments and the functioning of the university itself.

I hope that the Board of Governors will recognize these serious challenges to UVic maintaining, let alone strengthening, its research reputation, and that the Board will encourage UVic's senior leadership to work hard to address these crucial issues.

Thank you for your time,
Dr. Stephen Ross,
English and Cultural, Social, and Political Thought.

Kim Kennard - Board Coordinator and Executive Assistant

From: Jutta Gutberlet <REMOVED>
Sent: April 13, 2019 1:19 PM
To: Kim Kennard - Board Coordinator and Executive Assistant
Subject: something we can do about lack of research admin support

Dear Ms. Van Ruyven:

I'm writing to you because I am very concerned about two new UVic administration initiatives that I believe will harm the university's ability to attract and retain talented faculty. Specifically, I'm very concerned to hear that the university has taken significant funds from its base operating budget to attract new high profile researchers to UVic, as well as to fund yet more new administrative positions (for example, the new Vice Provost position).

These initiatives are occurring at the same time as the university shows no interest in providing competitive salaries to the many excellent researchers already here, and little interest in reducing teaching and service loads that constrain their ability to conduct and complete their research projects. Similarly, the university has evinced no interest in increasing important research supports, such as the availability and funding levels for Internal Research Grants and conference travel, or in the creation of more informal seed or bridge funding. Course releases for research projects are rarely granted, despite how crucial they can be in enabling researchers to move forward with their important work. Despite UVic's often stated desire to be viewed as a major research intensive university, types and levels of research support available at UVic are lower (and sometimes considerably lower) than at comparative universities. One consequence of low salaries combined with poor supports for research is that excellent researchers depart for more supportive (and better paid) environments. A recent Faculty Association survey revealed that one quarter of faculty members are looking for work elsewhere. This is an alarming situation that can compromise departments and the functioning of the university itself.

I hope that the Board of Governors will recognize these serious challenges to UVic maintaining, let alone strengthening, its research reputation, and that the Board will encourage UVic's senior leadership to work hard to address these crucial issues.

Kind regards,
Jutta

Prof. Dr. Jutta Gutberlet
UVIC Provost's Community Engaged Scholar
Department of Geography
University of Victoria, Canada
traditional WS'ANEC', Lkwungen, and Wyomilth Territories
Phone: 1 250 472 4537
Fax: 1 250 721 6216
www.JuttaGutberlet.com and <https://www.cbri.uvic.ca>

CHECK OUT:

<https://www.facebook.com/projetoredesinternacional/>

New Book:

“Urban Recycling Cooperatives: Building resilient communities”

© 2016 – Routledge

Kim Kennard - Board Coordinator and Executive Assistant

From: Elizabeth Vibert
Sent: April 17, 2019 7:29 AM
To: Kim Kennard - Board Coordinator and Executive Assistant
Subject: withdraw Vibert letter

Hello Kim,

Since I sent my letter on Sunday I have received exceptional help from Debra Anderson in Research Services. I now understand that I had been given incorrect information at various points, and all is now sorted out with my access to research funds.

For this reason I have revised my original letter (it feels disloyal to staff to criticise things so strongly, when they have now assisted me very effectively).

Please ***withdraw*** the original letter to Ms Van Ruyven and replace it with the letter below.

Many thanks,
Elizabeth

Beverly Van Ruyven
Chair, UVic Board of Governors
c/o Office of the University Secretary

Dear Ms. Van Ruyven,

I write to express my concern at two new administration initiatives that are very likely to harm the university's ability to attract and retain talented faculty. First, I am concerned to learn that the university has taken substantial funds from its base budget to attract new high-profile researchers to UVic. Second, I worry about the budgetary impact of adding yet more layers of administration to an already sizeable list of senior administrators. What is sacrificed in the budget, for instance, to make way for a new Vice Provost position?

Many faculty I have spoken with express concern and anger that rather than seeking to properly compensate faculty already here – in line with comparator institutions in BC and the country and in keeping with Victoria's cost of living – the administration has chosen to target high-profile scholars for expensive new chairs. UVic has a large slate of internationally-recognized faculty toiling away in many disciplines. It is hard on faculty morale, to say the least, to witness the university passing over the opportunity to reward these labours and loyalty to UVic, in favour of bringing in "stars" who will (it is no doubt hoped) generate more headlines.

As a researcher who has brought in two SSHRCs in the past few months, for transnational and comparative research on pressing contemporary crises, I am dispirited to see funds being spent on expensive new faculty lines and senior administrators when existing UVic researchers are not always well supported in their endeavours. We receive excellent support when applying for grants – I sing the praises of Research Services in the grant application phase. But once the funds arrive we often run into hurdles as a result of insufficient and/or inefficient administrative processes, based principally in reimbursement.

To give two recent examples of routine challenges: I am doing community-engaged research in poor communities of the Global South. SSHRC recognized and approved the need to pay community members for the costs of gaining passports, visas, and carrying out activities in their communities that are integral to our research. Yet when I asked that a small sum from my SSHRC funds be sent to a participant in the first community (by wire transfer), I faced numerous questions from various office staff, followed by glacially slow processing of the request. It took forty days (!) for the wire transfer to finally make it to the recipient. The delay may mean this participant will not receive her visa in time for travel. Had I done this with personal funds at the bank, the money would have reached her within a week. Second, I am into week three of a wait to 'urgently' purchase tech items for a looming trip – items that I could have ordered myself with a few clicks of a mouse (but was reluctant to do since I already have a sizeable sum in research costs on my personal credit card).

I emphasize that I do not blame office staff for these problems – problems that, as you can imagine, add unnecessary stress and headaches to the normal challenges of research. Being forced to repeatedly follow up on slow processing consumes a great deal of mental energy and time – none of which the administration supports with funding for grant administrators or course release, as is common elsewhere. To repeat, I do not blame office staff: I blame the administration for not properly funding the accounting and other offices tasked with delivering these services. From a faculty perspective, it seems very apparent that there are not enough people working on the processes that (should) support the excellent research based here at UVic.

I urge the Board of Governors to inform itself of the challenges facing many researchers based at UVic, and to press the administration to dedicate itself to addressing these problems before spending funds in other ways.

Sincerely,

Elizabeth Vibert

Dr. Elizabeth Vibert
Associate Professor
Department of History
University of Victoria
PO Box 3045, Victoria
Canada V8W3P4
www.uvic.ca/humanities/history/people/faculty/vibertelizabeth.php
womensfarm.org/

I recognize with respect the WSÁNEĆ (Saanich), Wyomilth (Esquimalt), and Lkwungen (Songhees) peoples on whose territories the University of Victoria stands, and whose relationships with this land remain profound today.

Kim Kennard - Board Coordinator and Executive Assistant

From: Anne Bruce
Sent: April 14, 2019 1:31 PM
To: Kim Kennard - Board Coordinator and Executive Assistant
Subject: please consider this feedback

Chair of the Board of Governors
Beverly Van Ruyven
c/o the Office of the University Secretary

Dear Ms. Van Ruyven:

Although I did not write this email independently, I wholeheartedly support the views herein. I'm writing because I am very concerned about two new UVic administration initiatives that I believe will harm the university's ability to attract and retain talented faculty. Specifically, I'm very concerned to hear that the university has taken significant funds from its base operating budget to attract new high profile researchers to UVic, as well as to fund **yet more new administrative positions** (for example, the new Vice Provost position).

These initiatives are occurring at the same time as the university shows no interest in providing competitive salaries to the many excellent researchers already here, and little interest in reducing teaching and service loads that constrain their ability to conduct and complete their research projects. Similarly, the university has evinced no interest in increasing important research supports, such as the availability and funding levels for Internal Research Grants and conference travel, or in the creation of more informal seed or bridge funding. Course releases for research projects are rarely granted, despite how crucial they can be in enabling researchers to move forward with their important work. Despite UVic's oft-stated desire to be viewed as a major research intensive university, types and levels of research support available at UVic are lower (and sometimes considerably lower) than at its comparator universities. One consequence of low salaries combined with poor supports for research is that excellent researchers depart for more supportive (and better paid) environments. A recent Faculty Association survey revealed that one quarter of faculty members are looking for work elsewhere. This is an alarming situation that can compromise departments and the functioning of the university itself.

I hope that the Board of Governors will recognize these serious challenges to UVic maintaining, let alone strengthening, its research reputation, and that the Board will encourage UVic's senior leadership to work hard to address these crucial issues.

thank-you for reading through. Sincerely,

Anne Bruce PhD, RN

Anne Bruce PhD, RN
Professor
Associate Director Graduate Education
School of Nursing
University of Victoria
abruce@uvic.ca; 250-721-6463
website:Uvic_SON

Kim Kennard - Board Coordinator and Executive Assistant

From: Ralph Evins
Sent: April 19, 2019 10:36 AM
To: Kim Kennard - Board Coordinator and Executive Assistant
Subject: Concern over UVic administration initiatives

Chair of the Board of Governors
Beverly Van Ruyven
c/o the Office of the University Secretary

Dear Ms. Van Ruyven,

I'm writing to express my concern regarding two new UVic administration initiatives that may harm the university's ability to attract and in particular to retain talented faculty. I'm very concerned that the university has apparently taken significant funds from its operating budget to attract new high profile researchers to UVic, as well as to fund yet more new administrative positions (for example, the new Vice Provost position). The university shows no interest in providing competitive salaries to the many excellent researchers already here, and little interest in reducing teaching and service loads that constrain their ability to conduct excellent research. Despite UVic's desire to perform as a major research intensive university, research support and faculty salaries available at UVic often considerably lower than at comparator universities. I hope that the Board of Governors will recognize these serious challenges to UVic strengthening its research reputation. I truly believe that UVic can perform at a very high level as a research-intensive university. However, this requires a focussed approach that builds on existing strengths, rather than chasing a small number of high profile hires. These may make good press releases, but they do not build a solid foundation for research excellence.

Regards,

Dr Ralph Evins
Assistant Professor
[Energy Systems and Sustainable Cities group](#)
ECS 422, [Department of Civil Engineering, University of Victoria](#), BC, Canada
T +1 250-472-5845
[Google Scholar](#), [Twitter](#), [LinkedIn](#)

[Join us at the EnVision 2019 Conference – May 2-3, 2019](#)

Kim Kennard - Board Coordinator and Executive Assistant

From: Marcelo Laca
Sent: April 19, 2019 11:24 AM
To: Kim Kennard - Board Coordinator and Executive Assistant
Cc: Marcelo Laca
Subject: Concerns regarding administration initiatives

Email: usec3@uvic.ca
Chair of the Board of Governors
Beverly Van Ruyven
c/o the Office of the University Secretary

Dear Ms. Van Ruyven:

I'm writing to you because I am very concerned about certain management initiatives at UVic. I am copying below a general letter of which I hope you receive many more copies. I would also like to stress that, in my personal opinion, and important as they are, salary levels are one of several factors. Perhaps equally important but harder to quantify at UVic is a sense of disappointment and the erosion in the enthusiasm that fuels much of the academic effort. The shift from feeling "this is my university" to "I just work here" is beginning to take place. Apart from looking for work elsewhere, "quitting without leaving" is emerging as an option for faculty members who are not willing to move away, but are frustrated with an increasing and strictly vertical administration that sometimes seems disconnected from the level on which the stated goals are to be achieved (especially in research, graduate programs and postdoctoral training). Before coming to UVic I was at a university overseas that went through a period of growth in management well beyond industry standards while reducing research support; this ultimately resulted in significant losses in faculty, excellence, and rankings, all of which have taken decades to revert.

Specifically, I am very concerned about two new UVic administration initiatives that I believe will harm the university's ability to attract and retain talented faculty. Specifically, I'm very concerned to hear that the university has taken significant funds from its base operating budget to attract new high profile researchers to UVic, as well as to fund yet more new administrative positions (for example, the new Vice Provost position).

These initiatives are occurring at the same time as the university shows no interest in providing competitive salaries to the many excellent researchers already here, and little interest in reducing teaching and service loads that constrain their ability to conduct and complete their research projects. Similarly, the university has evinced no interest in increasing important research supports, such as the availability and funding levels for Internal Research Grants and conference travel, or in the creation of more informal seed or bridge funding. Course releases for research projects are rarely granted, despite how crucial they can be in enabling researchers to move forward with their important work. Despite UVic's oft-stated desire to be viewed as a major research intensive university, types and levels of research support available at UVic are lower (and sometimes considerably lower) than at its comparator universities. One consequence of low salaries combined with poor supports for research is that excellent researchers depart for more supportive (and better paid) environments. A recent Faculty Association survey revealed that one quarter of faculty members are looking for work elsewhere. This is an alarming situation that can compromise departments and the functioning of the university itself.

I hope that the Board of Governors will recognize these serious challenges to UVic maintaining, let alone strengthening, its research reputation, and that the Board will encourage UVic's senior leadership to work hard to address these crucial issues.

Thanks for considering this.

Sincerely,

Marcelo Laca
Professor, Mathematics and Statistics
laca@uvic.ca

Kim Kennard - Board Coordinator and Executive Assistant

From: Katherine Elvira
Sent: April 19, 2019 3:06 PM
To: Kim Kennard - Board Coordinator and Executive Assistant
Cc: Lynne Marks
Subject: Concern over UVic administration initiatives

Chair of the Board of Governors
Beverly Van Ruyven
c/o the Office of the University Secretary

Dear Ms. Van Ruyven,

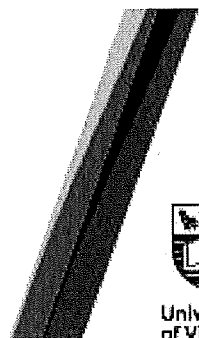
I'm writing to express my concern regarding two new UVic administration initiatives that may harm the university's ability to attract and in particular to retain talented faculty. I'm very concerned that the university has apparently taken significant funds from its operating budget to attract new high-profile researchers to UVic, as well as to fund yet more new administrative positions (for example, the new Vice Provost position).

The university shows no interest in providing competitive salaries to the many excellent researchers already here, or in reducing teaching and service loads that constrain their ability to conduct excellent research. Despite UVic's desire to perform as a major research-intensive university, research support and faculty salaries available at UVic are considerably lower than at comparator universities. Member surveys indicate that one out of four UVic faculty are looking for work elsewhere, and this is also my personal experience when talking to new Faculty at UVic. This is an alarming situation that will affect UVic's ability to compete worldwide as a research-intensive university. Retaining new faculty long-term is more beneficial than losing them to better offers as soon as their careers take-off.

I hope that the Board of Governors will recognize these serious challenges to UVic strengthening its research reputation. I truly believe that UVic can perform at a very high level as a research-intensive university, this is one of the reasons why I chose to work at UVic rather than the higher profile universities I worked in prior to my move to UVic. However, this requires a focused approach that builds on existing strengths, rather than chasing a small number of high-profile hires. These may make good press releases, but they do not build a solid foundation for research excellence, and they do not allow UVic to retain the up and coming researchers of the future.

Best wishes,

Katherine



Katherine S. Elvira
Canada Research Chair
Assistant Professor

Department of Chemistry
University of Victoria

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Kim Kennard - Board Coordinator and Executive Assistant

From: Valerie Irvine
Sent: April 27, 2019 1:58 PM
To: Kim Kennard - Board Coordinator and Executive Assistant
Subject: letter to Board of Governors

Chair of the Board of Governors

Beverly Van Ruyven
c/o the Office of the University Secretary

Dear Ms. Van Ruyven:

I am writing to you as someone who has held \$1.4 million to date in SSHRC, CFI, and other research funding in my position at UVic when I was pretenure. I came from UBC and the U of Alberta, where I was a SSHRC doctoral fellow, and I even worked in the UBC Dean's Office of the Faculty of Education inbetween my degrees doing accounting, so I could see the line times and payments being made for research supports and I knew the organizational structure and roles. At UVic, we pale in comparison and yet we are asking our faculty to be competitive with UBC/UAlberta. At the U of A, faculty get a 6-hour RA as a default provided to them. UBC had staff to take and process all of faculty claims and accounting. When I was awarded all the grants in my pretenure years, I was ecstatic. Unfortunately, I soon learned that I, myself, had to process every RFP, every webreq, etc. and no accounting support was provided to me. I was transformed into a project manager and it pretty much killed my career aspirations as I was burdened with administration. I was told no secondary IDs could be given authority to create/process webreqs and that it must be my netlink ID, which means me doing it. I was told no staff support would be provided. I was told there was no course release for me to support me. I had a 5-course/7.5 unit load (and in my first few years my course load was broken down into 0.5 unit courses...). A colleague once told me "the only thing worse than a college trying to be a university is a university trying to be a college." It struck me as odd at the time, but after several years of trying to traverse processes at UVic, I have found that we are utterly lacking in the research supports provided by our competitors. We don't need more senior admin and a few high profiles. We need a better system. As a female and a parent, I also find our lack of research support exacerbates the inequity between male and female faculty members as well. I am forwarding a letter being shared around UVic and I fully support it. There are so many faculty who are fighting hard for their careers, to become "high profile" and have all the necessary criteria to meet that level, but they just need better support from UVic. I would strongly urge that instead of investing in new positions for admin and a few high profile faculty, that we support the development of high profiles amongst our own existing faculty. Burnout and learned helplessness is otherwise the recipe UVic is cooking up and we are missing out on a major opportunity to elevate.

The only administrative support that I have access to, for example, is a dept secretary who will "photocopy and print" for me.... I remember a time when, up and down the hall, faculty would ask for transcription of handwritten papers and those roles provided that support. Now, in a technology-mediated research culture, we need different supports. Those dept roles do nothing for us anymore and we slowly have taken on more and more with less and less. We need these secretary roles down the hall to be transformed into admin supports (for research/teaching/service). These tasks would be technology facilitators (working with CVs, Wordpress, etc.), social media managers, online developers for research and teaching, copy editors to proofread our writing for typos, and accounting supports. If we want to raise our profiles at UVic, we need financial support and strong

mandates/policies for open access publishing to raise readership/citations. We need financial support for social media management at the individual faculty level (Hootsuite professional access to manage individual, research lab, program area accounts, Academia.edu and Researchgate account upgrades for research profiles, etc.). We need accounting support to help with travel, research costs/claims. We need better admin support for the entire process from applying for grants/starting a project to finishing up and pursuing dissemination/community outreach.

The rest of this email is a stock email, but I endorse every word of it:

I'm writing to you because I am very concerned about two new UVic administration initiatives that I believe will harm the university's ability to attract and retain talented faculty. Specifically, I'm very concerned to hear that the university has taken significant funds from its base operating budget to attract new high profile researchers to UVic, as well as to fund yet more new administrative positions (for example, the new Vice Provost position).

These initiatives are occurring at the same time as the university shows no interest in providing competitive salaries to the many excellent researchers already here, and little interest in reducing teaching and service loads that constrain their ability to conduct and complete their research projects. Similarly, the university has evinced no interest in increasing important research supports, such as the availability and funding levels for Internal Research Grants and conference travel, or in the creation of more informal seed or bridge funding. Course releases for research projects are rarely granted, despite how crucial they can be in enabling researchers to move forward with their important work. Despite UVic's oft-stated desire to be viewed as a major research intensive university, types and levels of research support available at UVic are lower (and sometimes considerably lower) than at its comparator universities. One consequence of low salaries combined with poor supports for research is that excellent researchers depart for more supportive (and better paid) environments. A recent Faculty Association survey revealed that one quarter of faculty members are looking for work elsewhere. This is an alarming situation that can compromise departments and the functioning of the university itself.

I hope that the Board of Governors will recognize these serious challenges to UVic maintaining, let alone strengthening, its research reputation, and that the Board will encourage UVic's senior leadership to work hard to address these crucial issues.

Kim Kennard - Board Coordinator and Executive Assistant

From: Marie Vautier
Sent: May 6, 2019 2:20 PM
To: Kim Kennard - Board Coordinator and Executive Assistant; Kim Kennard - Board Coordinator and Executive Assistant
Cc: Lynne Marks
Subject: better funding for research professors

Chair of the Board of Governors

Beverly Van Ruyven
c/o the Office of the University Secretary

Dear Ms. Van Ruyven:

I'm writing to you because I am very concerned about two new UVic administration initiatives that I believe will harm the university's ability to attract and retain talented faculty. Specifically, I'm very concerned to hear that the university has taken significant funds from its base operating budget to attract new high profile researchers to UVic, as well as to fund yet more new administrative positions (for example, the new Vice Provost position).

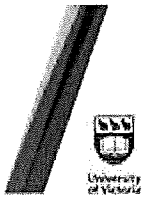
These initiatives are occurring at the same time as the university shows no interest in providing competitive salaries to the many excellent researchers already here, and little interest in reducing teaching and service loads that constrain their ability to conduct and complete their research projects. Similarly, the university has evinced no interest in increasing important research supports, such as the availability and funding levels for Internal Research Grants and conference travel, or in the creation of more informal seed or bridge funding. Course releases for research projects are rarely granted, despite how crucial they can be in enabling researchers to move forward with their important work. Despite UVic's oft-stated desire to be viewed as a major research intensive university, types and levels of research support available at UVic are lower (and sometimes considerably lower) than at its comparator universities. One consequence of low salaries combined with poor supports for research is that excellent researchers depart for more supportive (and better paid) environments. A recent Faculty Association survey revealed that one quarter of faculty members are looking for work elsewhere. This is an alarming situation that can compromise departments and the functioning of the university itself.

I am a full professor teaching comparative Canadian Literature in the French and English departments at UVIC. In fact, the programme that I run here at UVIC is the only undergraduate comparative Canadian literature (our literatures in French and in English) programme in the entire country. As a researcher of Québécois literature, I frequently need to travel to conferences in Québec. The paltry \$900.00 travel funding that we currently receive once a year for travel (to present research) does not even cover the cost of a return ticket from Victoria to anywhere in Québec, let alone food and lodging for the time of conferences. I am one of

the professors that gives UVIC an excellent reputation in the field, but I do not feel sufficiently supported by my university in my research endeavours. We have lost really good professors from the French and English departments in the field of comparative Canadian literature; several are now better paid and better supported at other, rival institutions (U of Toronto; U of Guelph; federal government, etc.). I request that you rethink the idea of putting so much money into recruiting new “star” researchers/professors and yet more administrators, and aim instead to better support those academic researchers who are already here.

I hope that the Board of Governors will recognize these serious challenges to UVic maintaining, let alone strengthening, its research reputation, and that the Board will encourage UVic’s senior leadership to work hard to address these crucial issues.

Sincerely,



Dr. Marie Vautier
Professor/professeure titulaire
Combined Major in Canadian
Literature
Department of French (and English)
University of Victoria
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University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

May 15, 2019

To: Board of Governors

From: Carmen Charette, Vice-President External Relations

cc: Jamie Cassels, President and Vice-Chancellor

Meeting Date: May 28, 2019

Subject: External Relations Update

A handwritten signature in dark ink, appearing to read 'C. Charette', with a long horizontal stroke extending to the right.

In support of UVic's Strategic Framework, External Relations connects UVic and the world around it by building relationships, resources and community to enhance the UVic Edge and our university's reputation. The following report provides an update on our activities in:

- Communicating the UVic mission and story
- Building meaningful partnerships
- Fostering a culture of philanthropy
- Celebrating success and excellence
- Enhancing community through cultural and other activities

COMMUNICATING THE UVIC MISSION AND STORY

The following activities relate to the priorities of *Sharpening Our Edge*, 2018–21, the university's institutional communications and marketing plan.

Supporting communications for university initiatives

The uvic.ca central website rebuild continues on schedule towards an early 2020 launch. The team is now actively working on compiling and revising content for mobile-first display, focusing on accessibility and search engine optimization as priorities. The first prototype for the undergraduate section of the site was ready for testing by high school students the week of May 6. Prototypes for sections focused on graduate admissions, students, and faculty and staff as well as the remaining elements of the central site will continue through the summer.

Providing internal supports

- Department and Unit Implementation Team — ‘DU-IT 1.0’ is complete and a final report has been produced. The team worked with 71 faculties, academic departments, and research centres over 2.5 years to produce Edge-consistent materials, updating 55 websites, producing 51 videos and 800+ new photos, interviewing/photographing more than 220 students and producing 100 brochures/student postcards. Follow-up surveys with units determined 97–98% were very satisfied/satisfied with the approach, process and deliverables (62–69% very satisfied).
- Discussions regarding a more strategic, priority-driven and customized approach for ‘DU-IT 2.0’ to begin in 2019–20 are continuing and wider consultations have started. Building off the success of DU-IT 1.0, this version of DU-IT will represent more of a “platform” for units to use, rather than the delivery of a designated set of centrally produced materials.
- An internal communications web “toolkit”, providing consistent guidance, resources and templates for university leaders and faculty/staff was launched in April at www.uvic.ca/communicationsmarketing/internal. The site includes:
 - principles for effective internal communications;
 - introduction to UC+M campus-wide communications channels;
 - guidelines and templates for a variety of communications resources; and
 - an area where examples of innovative internal communications can be shared.
- Consultation is underway on an Ambassador Toolkit that will serve as a resource for anyone acting directly in the role of an ambassador for the university as well as those responsible for creating communications for others (e.g. administrative assistants). The toolkit will include several types of content:
 - ready to use UVic messaging/information;
 - materials that can be tailored for a specific faculty, department or unit; and
 - basic orientation for using the materials.
- A script is under development for a data and mission-driven video to go into the President’s Toolkit that will speak to UVic’s strengths and priorities. The primary audience is international partners.

Building profile and presence

- Work on phase 2 of this year’s Edge student campaign is complete with a goal of deepening understanding of dynamic learning. Advertising and ultra-short videos are running online and in-school wall decals are being used in the Lower Mainland and Calgary target areas identified by Student Recruitment.
- Development of the 2019–20 suite of recruitment materials is underway. This six-month project will be complete in September 2019 for the fall recruitment season.
- Preliminary analysis of the 2018–19 Edge leaders campaign shows strong reach and engagement on the oceans/climate and Indigenous law, languages and economic development areas of focus in target regions of Ottawa and Lower Mainland.
- There were 34 media stories between March 4 and May 4 (see Appendix 1).

BUILDING MEANINGFUL PARTNERSHIPS

Municipal Government

- Community and Government Relations hosted Municipal Liaisons from Saanich, Victoria and Oak Bay on March 22.

- Saanich Mayor Fred Haynes and Oak Bay Mayor Kevin Murdoch visited campus for meetings with President Cassels and other UVic representatives on May 6.

Provincial Government

- UVic hosted BC Education Minister, the Honourable Rob Fleming, on March 14 for a roundtable with students and to announce the end of interest on all BC Student Loans.

Federal Government

- The 2019 Federal Budget was released on March 19th, where UVic was recognized as a leader in Indigenous Law, and received \$9.1 million dollars towards capital infrastructure to support the Indigenous Law Program. In addition, the following budget items are of interest to UVic:
 - Work Integrated Learning and Co-Op
 - Budget 2019 sets a target of creating 84,000 new student work placements across Canada by 2023–24.
 - Canada's Research System Supports
 - Paid Parental Leave for Student Researchers: to further improve equity, diversity and inclusion in Canada's research system, \$37.4 million over five years, and \$8.6 million ongoing, to the federal granting councils to expand parental leave from six months to one year for students and post-doctoral fellows who receive granting council funding.
 - Graduate Research Scholarships: \$114 million over five years with \$26.5 million ongoing to federal granting councils to create more than 500 master's level scholarship awards annually and 167 more three-year doctoral scholarship awards annually through the Canada Graduate Scholarship program.
 - Canada Student Loans
 - Government will lower the interest rate on Canada Student Loans to the prime lending rate (3.5%) from the current 2.5% plus the prime rate on student loans.
 - This is in addition to the BC Government's Budget eliminating interest on the Provincial Portion of Student Loans.
 - Canada Training Benefit
 - Canadians will earn a Canada Training Credit of \$250 per year up to a lifetime maximum of \$5,000; these credits can be used to cover up to half of the cost of training such as fees for university courses or other professional training programs.
- President Jamie Cassels and the Honourable Catherine McKenna, Minister of Environment and Climate Change Canada toured UVic's District Energy Plant on April 16.
- Federal Health Minister, the Honourable Ginette Petitpas Taylor, visited the campus on April 23 to announce \$1.7 million for ongoing research of drug checking technologies related to harm reduction in response to the opioid crisis.
- Public Service Commission of Canada President, Patrick Borbey, visited UVic on April 24 to meet with President Jamie Cassels, Vice-President Carmen Charette and other UVic officials.

- While at the University of Saskatchewan on April 29, Federal Minister of Science and Sport, the Honourable Kirsty Duncan, announced additional CFI funding for Major Science Initiatives which included an additional funding of \$7.2 million for ONC.
- UVic and Universities Canada will host a Victoria Roundtable on June 5th as part of Universities Canada's Social Impact Initiative.
- On June 6, The House of Commons will rise for the last time before the October Federal Election.

FOSTERING A CULTURE OF PHILANTHROPY

The university surpassed its 2018-19 fundraising dollar goal of \$16 million by raising \$18.97 million. These funds were received from 4795 donors, which is 405 less than the goal of 5200 donors. Alumni engagement levels increased over the last year with 6300 alumni engaging directly with the university and another 700 participating in the new online mentorship platform.

CELEBRATING SUCCESS AND EXCELLENCE

Chancellor Shelagh Rogers presented the Chancellor's Award at the UVic Sports Hall of Fame Banquet on April 5, 2019 to Taylor Snowden-Richardson (swimming).

Ceremonies and Events is presently working on the following events:

- 2019 Retirees Recognition Dinner hosted by the President on May 15
- Connect U 2019 all staff professional development sessions on May 22 and 23
- Victoria Leadership Community Leadership Awards on May 23
- Spring Convocation ceremonies will occur June 10-14. Graduating student numbers require the addition of a 10th ceremony that will be added on Monday, June 10 at 10am. Honorary Degree Recipients for Spring Convocation will be John Edward Elliott Sr. (STOLØEŁ), Simon Asher Levin, Norman Joseph Gallagher (k'wunəməŋ), Neil Gold, Andy Lamb and Ruby Peter (Sti'tum'at). We welcome Board members to attend the convocation ceremonies. The Convocation schedule is available online at <https://www.uvic.ca/ceremonies/convocation/home/schedule/index.php>.

ENHANCING COMMUNITY THROUGH CULTURAL AND OTHER ACTIVITIES

Legacy Art Galleries

Legacy opened its major summer exhibition with a public reception at the Legacy Downtown on Saturday, May 25. *Myfanwy Pavelic: Mirrored Selves Within and Without*, is guest curated by Patricia Bovey. Patricia attended the event to give a talk and will take part in further programming in the summer.

Victoria-born artist Myfanwy Pavelic (1916-2007) was fascinated with the inner and outer dimensions of being human. Imbued with prescient human insights, and largely self-taught, she created insightful and compelling portraits in pencil, collage, acrylic and oil. UVic has over 300

works by her in the collection. The exhibition is in two parts spanning our downtown and campus galleries (the Legacy Maltwood in the Mearns Centre for Learning in the McPherson Library).

Farquhar Auditorium

The Farquhar will host a number of community activities in the coming months including virtually every high school graduation ceremony in the region in addition to being the venue for UVic's Convocation.

The auditorium schedule for May through to June includes:

- Karen Clark Dance Studio, May 10 at 7pm and May 11 at 2pm & 7pm
- St Michaels University School Spring Choral Concert, May 15 at 6:30pm
- Pirouette Dance, May 16 at 7pm
- St Michaels University School Cross Campus Band Concert, May 22 at 6:30pm
- Mt Doug Graduation Ceremony, May 23 at 4pm
- Vancouver Welsh Men's Choir & Starlight Pops, May 24 at 7:30pm
- Sook Dance, May 26 at 3:30pm
- Edward Milne Community School Grad, June 1 at 1pm
- Royal Bay Grad, June 2 at 11am
- Esquimalt Grad, June 3 at 6:30pm
- Vic High Grad, June 4 at 7pm
- Oak Bay Grad, June 5 at 6:30pm
- Lambrick Grad, June 7 at 7pm
- Westcoast Ballet, June 8 at 2:30pm
- Belmont Grad, June 9 at 11am & 3pm
- UVic Convocation, June 10-14
- Stages Dance, June 15 at 11am & 2:30pm
- Spectrum Grad, June 17 at 5pm
- Reynolds Grad, June 18 at 6pm
- Reynolds Band Concert, June 21 at 7pm
- St Margaret's Closing Ceremony, June 22 at 12pm
- St Michaels University School Closing Ceremony, June 23 at 10am
- Parkland Grad, June 26 at 4:30pm
- Claremont Grad, June 27 at 5:30pm
- Stelly's Grad, June 28 at 4pm
- Ballet Victoria Conservatory Recital, June 30 at 2pm

Appendix 1
Summary of UVic Media Coverage
 March 4, 2019 to May 4, 2019

INDIGENOUS KNOWLEDGE

- **John Borrows, Indigenous Law**, spoke about Jody Wilson-Raybould's testimony in an article that was published by the *Ottawa Citizen*, *Financial Post* and *Vancouver Sun*.
- The launch of the **Indigenous Law** program at UVic was noted as a personal highlight for Advanced Education Minister Melanie Mark in her International Women's Day profile from *The Province*.
- The federal government's commitment of \$9.1 million for a national centre of Indigenous law and reconciliation at UVic was reported on by the *National Observer*, *Times Colonist*, *Victoria News*, APTN, CHEK, CBC Radio and CFX
- **Val Napoleon, Indigenous Law**, spoke to the *Globe and Mail* about the revitalization of Indigenous governance systems.
- **Nick Claxton, Indigenous Education**, talked about the importance of community consultation for logging in the Tsawout First Nation in an article in the *Vancouver Sun*.
- **Val Napoleon** also spoke with *Star Vancouver (Toronto Star)* about the history of Indigenous legal orders in an article about an oil spill that took place off BC's Central Coast.
- An art exhibition of Indigenous art curated by **Andrea Walsh, Anthropology**, in collaboration with residential school survivors and their families was profiled by the *Globe and Mail*, CBC News, the Tyee and CBC's "The Current."
- **Carey Newman, Fine Arts**, spoke to the Canadian Press about his "The Witness Blanket" art piece at an event where he and the Canadian Museum for Human Rights became joint stewards of the piece. The historical agreement was reviewed by **Rebecca Johnson, Law**. Newman was interviewed on CBC's "North by Northwest," while the CP article was carried by the *National Post* and CTV News.

OCEAN AND CLIMATE

- **Tim Tinker, Geography** and student **Erin Rechsteiner**, were interviewed by CBC News about animal archaeology and how sea otters use rocks as tools.
- **Maycira Costa, Geography**, spoke to the *Vancouver Sun* about salmon research findings from PhD student **Vishnu Perumthuruthil Suseelan**. The article also appeared in the *Ottawa Citizen* and *The Province*.
- **Ken Denman, Earth and Ocean Sciences**, **Gregory Flato** and **Neil Swart, Canadian Centre for Climate Modelling and Analysis / Earth and Ocean Sciences** and **Robert Gifford, Psychology / Environmental Studies** spoke to media about the findings from the Environment and Climate Change Canada report. Interviews included CBC News, *Times Colonist*, *Victoria News*, CBC News Network with Andrew Nichols, a syndicated national interview on CBC Radio's "World Report," "On the Island," "All Points West," CFX Radio
- **Robert Gifford** also spoke to *Wired* magazine and the *National Post* about public indifference towards climate change and the "seven dragons of inaction."
- **Felix Pretis, Economics**, was interviewed about the economic costs of climate change on Yale University's "Climate Connections" podcast, which airs on NPR stations across the US.
- **Julia Baum, Biology**, spoke about Canada's recent ban on industrial activity in marine protected areas on CBC's "All Points West."

HEALTHY COMMUNITIES

- **Tim Stockwell, Canadian Institute for Substance Use Research (CISUR)**, talked about the health impacts of alcohol on the podcast "Science Vs." which airs on WBEZ Chicago and affiliate stations across the US.

- Following the release of CISUR's reports on provincial alcohol policy, **Tim Stockwell**, was interviewed by CBC's "Early Edition" and CTV News. The reports were cited in news stories from Global News, CP24 News Radio, CBC Radio in Ontario, Radio-Canada and CHEK.
- **Bonnie Leadbeater, Psychology**, spoke about the links between childhood anxiety and school absences with Reuters UK.
- The Canadian Press reported on a study from **Bruce Wallace, CISUR / Social Work** and **Bernie Pauly, CISUR / Nursing**, on BC's implementation of overdose prevention facilities. Wallace was quoted in the article, which was published by the *Globe and Mail*, *National Post*, *Star Vancouver* (*Toronto Star*), CTV News and City News Vancouver. Broadcast reporting on the study included CTV News Vancouver, CTV News Calgary, the national newsroom update from the Canadian Press and 680 News Toronto.
- Research by **Tamara Humphrey, Sociology**, on behaviour and competition in young girls was cited in the *Wall Street Journal*.
- Immunology research from **Julian Lum, Biochemistry and Microbiology**, recipient of a CIHR grant of \$1.08M, was reported on by Global News, CHEK News, 980 Vancouver, CBC's "All Points West" and CFAX.
- **Karen Urbanoski, CISUR / Public Health and Social Policy**, talked to TVO about the efficacy of "12-step" programs.
- **Kelli Stajduhar, Nursing / Institute on Aging and Lifelong Health** and **Ashley Mollison, IALH**, spoke about a palliative care program for marginalized communities led by Stajduhar, in a feature that appeared in a Saturday edition of the *Globe and Mail*.
- **Dennis Hore, Chemistry** and **Bruce Wallace**, spoke to several media outlets at the launch of a pilot project that will test drugs, such as fentanyl, at harm-reduction sites. Reporting included *Times Colonist*, CBC News, Global News, CBC Vancouver News Network, CHEK, CBC Radio Vancouver, Radio-Canada, CBC's "On the Island" and CFAX.
- **Bernie Pauly** talked to CBC's "On the Island" about drug decriminalization and how this could reduce the number of substance use related deaths.

CLEAN GROWTH

- **Calvin Sandborn, Environmental Law Centre**, wrote about the Brazilian mine disaster in the *Times Colonist*.
- **Calvin Sandborn** also spoke to *Seattle Times* about Imperial Metals application to drill the Skagit River for mineral deposits.
- **Caren Helbing, Biochemistry and Microbiology**, spoke to media about new environmental DNA (eDNA) technology developed at UVic that will help researchers identify endangered species in aquatic environments. Media coverage on eDNA included reporting from *Victoria News*, Global, CHEK, CBC's "Daybreak" and CKNW.

OTHER NOTABLE COVERAGE

- **Ideafest 2019** events were reported on by the *Times Colonist* daily throughout the week of the festival, with two pages of event profiles on the eve of Ideafest. The week's coverage also included broadcast interviews with event hosts and moderators on CBC's "All Points West" and CHEK's "Sunday Spotlight."
- An acquisition of archives from Edith Iglauer by **UVic Libraries** was reported on by CBC News, the *Times Colonist* and CBC's "North by Northwest," while the *New York Times* obituary for Iglauer included a quote from her 2006 convocation address at UVic.
- The life of poet and novelist **Patrick Lane, Writing**, was fêted by several media outlets, including the *Globe and Mail*, *Vancouver Sun*, *Times Colonist*, CBC News, CHEK, CBC's "As it Happens," "North by Northwest" and "On the Island."
- **Oliver Schmidtke, Centre for Global Studies**, was a regular guest on CTV's national evening news programs to provide insight on various political issues taking place in the EU.

- **David Zussman, Public Administration**, was recruited as an advisor by Facebook to help consider which political issues should be included in the company's political ad reporting system. The new measures and appointment were reported on by CBC News, HuffPost Canada and CTV News.
- **Janni Aragon, Political Science**, spoke to Inside Higher Ed about the best practices for workplaces dealing with multigenerational employees.
- **Serhy Yekelchyk, Germanic & Slavic Studies / History**, talked about the Ukrainian presidential election on CTV's national news program, China's CGTN network and CFAX.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 13, 2019

To: Operations and Facilities Committee

From: Valerie S. Kuehne, Vice-President Academic and Provost

A handwritten signature in blue ink, reading "Valerie S. Kuehne".

cc: President and Vice-Chancellor

Meeting Date: May 28, 2019

Subject: New and Revised Awards

Basis for Jurisdiction: University Act, 27 (2)(k)
Strategic Framework, Strategy 1.1
Senate meeting on April 5 and May 3, 2019

Strategic Relevance:

The attached new and revised awards support Strategy 1.1 of the Strategic Framework and our student recruitment and retention strategies. They provide competitive scholarships and enable the University to continue to attract, recruit and retain a diverse community of outstanding students.

Previous Consultation: Senate meeting on April 5 and May 3, 2019

Recommendation:

That the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the new and revised undergraduate and graduate awards set out in the attached documents and listed below:

- Budvitch Award in Holocaust Studies (new)
- Hoy Sun Benevolent Association Scholarship (revised)*
- CFUW Victoria Diana Morgan Scholarship in Humanities (new)*
- Boehm-Hesser Graduate Research Excellence in Astronomy Award (new)*
- Dr. Lorene Kennedy Environmental Studies (Graduate) Award (revised)*
- Dr. Lorene Kennedy Graduate Award (revised)*
- Sheila Ryan and Eileen Ryan Award in Child and Youth Care (new)*
- Sheila Ryan and Eileen Ryan Award in Health Information Science (new)*
- Howlers Rugby Award (revised)*
- Sheila Ryan and Eileen Ryan Undergraduate Award in Nursing (new)*
- Sheila Ryan and Eileen Ryan Graduate Award in Nursing (new)*
- Rob and Tammy Lipson Research Scholarship (revised)*
- Silberberg Family Memorial Award (new)*
- Frances Trapp (Brown) Cameron Memorial Bursary in Visual Arts (revised)*
- Hazel T. Knox Memorial Bursary (revised)*
- L.E. Frances Druce Award in Science (revised)*
- Elizabeth Buckley School Award (new)
- Anthony Legdon Education Award (new)
- Alfred Joseph Memorial Award (new)*
- Victoria B4B Entrepreneurship Award (new)
- Dr. Marion Porath Legacy Scholarship in Education (new)
- Joyce Clearihue Graduate Co-op Scholarship (revised)*
- Chemistry Honours Scholarship (new)
- Health Information Science Scholarship (new)
- UVic Retirees Association Award (new)*
- EX-MLAS of B.C. Student Scholarship (new)*
- Corrina Ewan Memorial Scholarship (new)*
- Avis Rasmussen Award (new)*
- STÓ:LŌ Legacy Scholarship (revised)
- Ron C. Wells Geological Award (new)
- David F. & Mary J. Norton Indigenous Leadership Fellowship (revised)*

* Administered by the University of Victoria Foundation

Background:

These attached awards were reviewed by Senate Committee on Awards and recommended for approval to Senate. At their meeting on April 5 and May 3, 2019, Senate approved the attached awards and

recommended that the awards be approved by the Board of Governors. These awards support our student recruitment and retention strategies, provide competitive scholarships and enable the university to continue to attract, recruit and retain outstanding students.

Planned Further Action:

Student Awards and Financial Aid will administer the awards after approval.

Attachment(s):

- Memorandum to Senate dated March 15, 2019
- Memorandum to Senate dated April 16, 2019



University
of Victoria

Senate Committee on
Awards

MEMO

Date: 15 March 2019
To: Senate
From: Senate Committee on Awards
Re: New and Revised Awards

The Senate Committee on Awards recommends that the Senate approves and recommends to the Board of Governors the following awards:

*Administered by the University of Victoria Foundation
Additions are underlined
Deletions are ~~struck through~~

BUDVITCH AWARD IN HOLOCAUST STUDIES (NEW-UG)

One award of \$1,800 is given to an undergraduate student to assist with the travel costs of the I-witness Field School (travel to, from and within Europe) who has demonstrated financial need and who would otherwise not be able to attend the School. The student will be selected by the Director of the I-witness Field School.

HOY SUN BENEVOLENT ASSOCIATION SCHOLARSHIP* (REVISED-GS)

A scholarship is ~~may be~~ awarded to an academically outstanding full-time graduate student ~~who is enrolled~~ in a Master's or Ph.D. degree program in the Department of Geography, ~~and whose research work is related to China, related to China or Overseas Chinese. The amount of the scholarship is to be determined by the Department of Geography in consultation with the student's supervisor and will be based on the student's academic standing. Selection will be made by the Graduate Awards Committee on the recommendation of the Department of Geography. If no Geography graduate students are~~ is eligible for the scholarship, the scholarship may be awarded to a graduate student in a Master's or Ph.D. degree program in the Department of History whose research is in Chinese studies. -an award will be made to an undergraduate student in the Department of Geography on the basis of high standing in Geography 383. Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of either the Department of Geography or the Department of History.

CFUW VICTORIA DIANA MORGAN SCHOLARSHIP IN HUMANITIES* (NEW-UG)

One or more scholarships are awarded to academically outstanding women undergraduate students in the Faculty of Humanities.

BOEHM-HESSER GRADUATE RESEARCH EXCELLENCE IN ASTRONOMY AWARD* (NEW-GS)

Up to two awards are given to academically outstanding Master's or PhD graduate students in the Department of Astronomy to present their innovative research at a conference of international importance for the dissemination of the research and for fostering students' career development. The awards will be used to fund students' conference participation (registration, travel and expenses). Applicants must fill out a form that itemizes all costs.

Preference will be given to students who have recent high quality and significant research results for presentation, ideally a recent publication. Secondly, preference will be given to students who have not already been awarded a major university or national graduate study award.

Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Physics and Astronomy.

DR. LORENE KENNEDY ENVIRONMENTAL STUDIES (GRADUATE) AWARD* (REVISED-GS)

One or more awards are given to graduate students doing an MSc, MA, PhD or Interdisciplinary Ph.D. Program in Environmental Studies with demonstrated financial need. Approval of the Recipients will be made selected by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Environmental Studies.

DR. LORENE KENNEDY GRADUATE AWARD* (REVISED-GS)

One or more awards are given to graduate students doing a MSc, MA, PhD or Interdisciplinary Ph.D. Program in Environmental Studies with demonstrated financial need. Approval of the Recipients will be made selected by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Environmental Studies.

SHEILA RYAN AND EILEEN RYAN AWARD IN CHILD AND YOUTH CARE* (NEW-UG/GS)

One or more awards are given to entering or continuing undergraduate or graduate students in the School of Child and Youth Care, with preference to students who have demonstrated financial need. Undergraduate students will apply through the online application via My Page. Graduate student applications must be submitted to the Faculty of Graduate Studies by June 15. Approval of undergraduate recipient(s) will be made by the Senate Committee on Awards. Approval of graduate

recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Child and Youth Care.

SHEILA RYAN AND EILEEN RYAN AWARD IN HEALTH INFORMATION SCIENCE* (NEW-UG)

One or more awards are given to entering or continuing undergraduate students in the School of Health Information Sciences, with preference to students who have demonstrated financial need. Students will apply through the online application via My Page. Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the School of Health Information Sciences.

HOWLERS RUGBY AWARD* (REVISED-UG/GS)

One or more awards are given to undergraduate and graduate students of Indigenous descent who participate in the Vikes Men's or Women's Varsity Rugby program at the University of Victoria. Eligible students must meet all the U SPORTS eligibility requirements. Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Director of Athletics and Recreation in consultation with the Varsity Head Coaches and the Associate Director, Sport. ~~Preference will be given to students who demonstrate financial need.~~

Respectfully submitted,

2018/2019 Senate Committee on Awards

Annalee Lepp, Faculty of Humanities, Chair

Anne Cirillo, President's Nominee

Wendy Taylor, Acting Registrar

Helga Hallgrimsdottir, Faculty of Human and Social Development

Donja Roberts, Acting Director, Student Awards and Financial Aid

Yvonne Rondeau, Scholarships Officer, Faculty of Graduate Studies

Marsha Runtz, Chair, Faculty of Graduate Studies Awards Committee

Charlotte Schallie, Faculty of Graduate Studies

Brock Smith, Peter B. Gustavson School of Business

Ciel Watt, Alumni Association

Linda Welling, Social Sciences

Curtis Whittla, Student Senator

Kelly Clark, GSS Representative

Lauren Hume (Secretary), Student Awards and Financial Aid



Date: 16 April 2019
To: Senate
From: Senate Committee on Awards
Re: **New and Revised Awards**

The Senate Committee on Awards recommends that the Senate approves and recommends to the Board of Governors the following awards:

*Administered by the University of Victoria Foundation

Additions are underlined

Deletions are ~~struck through~~

SHEILA RYAN AND EILEEN RYAN UNDERGRADUATE AWARD IN NURSING* (NEW-UG)

One or more awards are given to undergraduate students in the School of Nursing, with preference to students who have demonstrated financial need. Undergraduate students registered in at least 4.50 academic units are eligible for this scholarship. Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the School of Nursing.

SHEILA RYAN AND EILEEN RYAN GRADUATE AWARD IN NURSING* (NEW-GS)

One or more awards are given to graduate students in the School of Nursing, with preference to students who have demonstrated financial need. Graduate student applications must be submitted to the Faculty of Graduate Studies by June 15. Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Nursing.

ROB AND TAMMY LIPSON RESEARCH SCHOLARSHIP* (REVISED-UG/GS)

One or more scholarships of at least \$2,000 and to a maximum of \$4,000 each, are awarded to academically outstanding undergraduate or graduate students in the Faculty of Science who have:

- a) An international research opportunity. The opportunity needs to be a research collaboration between UVic and an international academic, industry or government research entity;
- b) Been recommended by their advisor and/or department chair; and,

c) ~~And, whose~~ Whose advisor/ and/or department chair and international collaborator have both committed funding to the student's' research opportunity.

Applicants must provide:

a) Documentation ~~Fill out a form~~ that itemizes the cost of the trip and verifies other levels of support; and,

b) ~~Provide a~~ A letter of support from the advisor and/or department chair.

Preference will be given to students, with first preference to undergraduates, who have demonstrated a commitment to knowledge translation through one of:

a) A presentation at a departmental or research centre symposium or colloquium;

b) Participation in a faculty/UVic wide presentation event, such as HonoursFest, ~~or~~ IdeasFest or JCURA; or,

c) A presentation at an external conference.

Approval of the recipients will be made by the Senate Committee on Awards or the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Faculty of Science.

The application forms are available from the Science Dean's Office and are to be submitted by April 30th. The entire budget must not be allocated to one student and the amount of the award(s) should be around the same as the amount of funding that has been committed by the department chair and international collaborator.

SILBERBERG FAMILY MEMORIAL AWARD* (NEW-UG)

One or more awards are given to undergraduate students to assist with the travel costs of the I-witness Field School (travel to, from and within Europe). Students must submit a statement of no more than 500 words to the Department of Germanic and Slavic Studies by March 1 describing their reasons for wanting to participate in the Field School and what they hope to learn from the experience. The students will be selected by the Director of the I-witness Field School.

FRANCES TRAPP (BROWN) CAMERON MEMORIAL BURSARY IN VISUAL ARTS* (REVISED-UG)

A bursary is awarded to a student in ~~who is entering second year of~~ the Visual Arts program. Preference will be given to a graduate of Victoria High School.

HAZEL T. KNOX MEMORIAL BURSARY* (REVISED-UG)

One or more bursaries are awarded ~~annually to deserving and promising~~ undergraduate students ~~in an honours program and continuing into the~~ entering third or fourth year at the University of Victoria. ~~If funds permit, additional awards of a similar nature will be made by the Senate Committee on Awards.~~

L.E. FRANCES DRUCE AWARD BURSARY IN SCIENCE* (REVISED-GS)

One or more awards are given ~~bursaries are awarded~~ to women undergraduate or graduate students in the Faculty of Science. Preference is given to students with demonstrated financial need. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Faculty of Science.

ELIZABETH BUCKLEY SCHOOL AWARD (NEW-UG)

One or more awards are given to undergraduate entering or continuing students with a physical disability or learning disability. Preference will be given to students with demonstrated financial need.

ANTONY LEGDON EDUCATION AWARD (NEW-UG/GS)

One award of \$1,500 is given to an undergraduate or graduate student in the Faculty of Education who focuses on special education studies. Preference will be given to a student with demonstrated financial need. Approval of the recipient will be made by either the Faculty of Graduate Studies Graduate Awards Committee or the Senate Committee on Awards, upon the recommendation of the Faculty of Education.

The award is disbursed to an undergraduate or graduate student in alternating years starting in 2020 with an undergraduate student.

ALFRED JOSEPH MEMORIAL AWARD* (NEW-UG)

One award is given to an Indigenous undergraduate student entering the Faculty of Law who has demonstrated academic ability together with determination, resilience, contribution, and compassion in areas of life such as prior work experience, graduate study, community service, family care, or disability. Preference will be given to a student in the JID program. Approval of the recipient will be made by the Senate Committee on Awards upon recommendation of the Faculty of Law.

VICTORIA B4B ENTREPRENEURSHIP AWARD (NEW-UG)

One award of \$1,000 to be given to a graduating Bachelor of Commerce student from the Peter B. Gustavson School of Business who has completed the Entrepreneurship Specialization and demonstrates a strong interest in entrepreneurship and/or small business. Preference is given to a student who has launched, or wishes to launch, a business in the Greater Victoria Area. Students will be nominated in their final semester (May to August) by the Entrepreneurship professors. The nomination and selection will be evaluated on the following criteria:

- venture viability;
- likelihood of venture launch;
- student or student team capability and commitment to the venture, and;
- academic performance in the Bachelor of Commerce Entrepreneurship Specialization.

Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Peter B. Gustavson School of Business.

DR. MARION PORATH LEGACY SCHOLARSHIP IN EDUCATION (NEW-GS)

One scholarship of at least \$2,500 is awarded to an academically outstanding graduate student in Educational Psychology and Leadership Studies in the Faculty of Education who provides service to the educational community and does research in one of the following areas:

- High ability or gifted and talented students;
- Socio-cultural views of intelligence.

Preference will be given to students conducting research in the area of high ability or gifted and talented students. Applications must be accompanied by a letter of recommendation from a community/volunteer group providing evidence of the exceptional contributions the applicant has made. Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Educational Psychology, and Leadership Studies Department.

JOYCE CLEARIHUE GRADUATE CO-OP SCHOLARSHIP* (REVISED-GS)

One or more scholarships are awarded to graduate students who completed a co-op term that involved the restoration and preservation of forests. Eligible students will have completed the work term in the academic year (September ~~May~~ to August ~~April~~) prior to the disbursement of the scholarship. Preference will be given to students with demonstrated financial need. Approval ~~Selection~~ of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee.

CHEMISTRY HONOURS SCHOLARSHIP (NEW-UG)

One or more scholarships are awarded to academically outstanding honours students entering third or fourth year in the Department of Chemistry.

HEALTH INFORMATION SCIENCE SCHOLARSHIP (NEW-UG)

One or more scholarships of \$1,000 each are awarded to academically outstanding entering or continuing undergraduate students in the Health Information Science program.

UVIC RETIREES ASSOCIATION AWARD* (NEW-GS)

One or more awards are given to academically outstanding graduate students, with preference to PhD students, whose area of study is focused on adults aged 55+ and who are working with the Institute on Aging and Lifelong Health. Selection of the recipient will be based on a statement that explains the intent and impact of their research (max 500 words). Preference will be given to a students who have received no other awards or whose total award funding in the academic year does not exceed \$5,000. Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Institute on Aging and Lifelong Health.

EX-MLAS OF B.C. STUDENT SCHOLARSHIP* (NEW-GS)

One or more scholarships are awarded to graduate students who have demonstrated an interest in future public service, either elected or appointed, through work they are doing on a specific research project, such as their Master's or PhD project or thesis.

Applicants must be currently registered in ADMN/CD/MADR 598 or 599 or ADMN 699 and have made substantial progress on their research beyond the proposal stage.

Students must submit an application form and a 500 word statement of intent. The statement must outline the applicant's interest in a career in the public sector, either elected or appointed, and a description of their research, progress thus far, and projected defense date. Applications are available from the School of Public Administration office and are due by June 15.

Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Public Administration.

CORRINA EWAN MEMORIAL SCHOLARSHIP* (NEW-UG/GS)

One or more scholarships are awarded to academically outstanding undergraduate or graduate students in Chemistry with superior lab skills who are planning to pursue a career in either secondary or post-secondary education. Application forms are available at the Department of Chemistry and must be submitted by May 31. Approval of the undergraduate recipients will be made by the Senate Committee on Awards. Approval of the graduate recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Chemistry

AVIS RASMUSSEN AWARD* (NEW-UG/GS)

One or more awards are given to mature graduate students (students who have been out of school for four years) in the Department of Visual Arts who focus on painting, drawing or print-making. For graduate students, preference is for entering students. If there are no graduate students who are eligible then one or more awards are given to undergraduate students aged 23 or over in the Department of Visual Arts with a focus on painting, drawing or print-making. Approval of the recipient(s) will be made by either the Faculty of Graduate Studies Graduate Awards Committee or the Senate Committee on Awards upon the recommendation of the Department of Visual Arts.

STÓ:LŌ LEGACY SCHOLARSHIP (REVISED-UG/GS)

One or more scholarships to a total value of \$5,000 per annum are awarded to registered members of any Sto:lo First Nation (i.e., any First Nation located along the Fraser River and its tributaries between Langley and Yale) enrolled in a certificate, diploma, or degree program (undergraduate or graduate) at the University of Victoria.

Applicants must submit a short statement of the educational goals they wish to achieve with this scholarship, a high school transcript and/or other relevant educational transcripts, proof of band membership, and two letters of reference affirming the students' commitment and capacity to

complete their academic program and, where applicable, their community engagement.

Undergraduate recipients will be approved by the Senate Committee on Awards; upon the recommendation of the Department of History and the Indigenous Studies Program. Graduate recipients will be approved by the Faculty of Graduate Studies Graduate Awards Committee; upon the recommendation of the Department of History.

RON C. WELLS GEOLOGICAL AWARD (NEW-UG)

One or more awards are given to undergraduate students entering third or fourth year in the School of Earth and Ocean Sciences who have a focus on geology. Preference will be given to students with an interest in mineral resources. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the School of Earth and Ocean Sciences.

DAVID F. & MARY J. NORTON INDIGENOUS GOVERNANCE LEADERSHIP FELLOWSHIP* (REVISED-GS)

~~One or more fellowships, of at least \$5,000 each, are to be awarded to First Nations, Metis or Inuit PhD students pursuing graduate degrees in the Faculty of Human and Social Development in the latter stages of thesis or dissertation preparation. Students may receive this fellowship more than once. Approval program of Indigenous Governance. Norton Fellowships are to be for one four month term (Sep-Dec, Jan-Apr, May-Aug) with a stipend of at least \$5000 payable in four installments during the course of a term. Norton Fellowships are not divisible. No student is to receive a Norton Fellowship for less than \$5000 a term. The fellowships are intended for students in the latter stages of thesis or dissertation preparation. The award is renewable for a second term. Selection of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee on the recommendation of the Faculty of Human and Social Development Indigenous Governance Program.~~

Respectfully submitted,

2018/2019 Senate Committee on Awards

Annalee Lepp, Faculty of Humanities, Chair

Anne Cirillo, President's Nominee

Wendy Taylor, Acting Registrar

Helga Hallgrimsdottir, Faculty of Human and Social Development

Donja Roberts, Acting Director, Student Awards and Financial Aid

Yvonne Rondeau, Scholarships Officer, Faculty of Graduate Studies

Marsha Runtz, Chair, Faculty of Graduate Studies Awards Committee

Charlotte Schallie, Faculty of Graduate Studies

Brock Smith, Peter B. Gustavson School of Business

Ciel Watt, Alumni Association

Linda Welling, Social Sciences

Curtis Whittla, Student Senator

Kelly Clark, GSS Representative

Lauren Hume (Secretary), Student Awards and Financial Aid



University
of Victoria

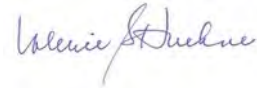
SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 13, 2019

To: Operations and Facilities Committee

From: Valerie Kuehne, Vice-President Academic and Provost



cc: President and Vice-Chancellor

Meeting Date: May 28, 2019

Subject: Proposal to Change the Name of the Professional Specialization Certificate in Special Education to Professional Specialization Certificate in Special and Inclusive Education

Basis for Jurisdiction: Senate Committee on Planning March 6, 2019
Senate April 5, 2019

Previous Consultation: At its meeting on April 5, 2019, Senate approved and recommended that the Board of Governors approve the proposal to change the name of the Professional Specialization Certificate in Special Education to Professional Specialization Certificate in Special and Inclusive Education, as described in the memorandum dated January 11, 2019.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the proposal to change the name of the Professional Specialization Certificate in Special Education to Professional Specialization Certificate in Special and Inclusive Education, as described in the memorandum dated January 11, 2019.

Background:

The Professional Specialization Certificate in Special Education program was approved in 2008 and first admitted students in the Fall 2009 term.

The proposed program name change reflects changes in the discipline. Specifically, the proposed adding of 'and inclusive' brings the description of this program in line with the terminology being used by the BC Ministry of Education in their new policy document titled, "Inclusive Education Multi-Year Plan" (2018) and more accurately reflects the inclusive instructional approach prevalent in today's K-12 classrooms.

The proposed name change will not impact any students currently enrolled in the program. All students can complete their program of study if the change is approved.

The program name change is proposed to take effect on September 1, 2019 for students beginning the program in the Fall 2019 term.

Attachment(s): Proposal to Senate dated March 20, 2019 to change the name of the Professional Specialization Certificate in Special Education to "Professional Specialization Certificate in Special and Inclusive Education".



University
of Victoria

Senate Committee on
Planning

MEMO

Date: March 20, 2019

To: Senate

From: Senate Committee on Planning

Re: **Proposal to Change the Name of the Professional Specialization Certificate in Special Education to “Professional Specialization Certificate in Special and Inclusive Education”**

At its meeting of March 6, 2019, the Senate Committee on Planning considered the proposal to change the name of the Professional Specialization Certificate in Special Education to “Professional Specialization in Special and Inclusive Education”, as described in the memorandum dated January 11, 2019.

The following motion is recommended:

That Senate approve and recommend to the Board of Governors that it also approve, the proposal to change the name of the Professional Specialization Certificate in Special Education to “Professional Specialization Certificate in Special and Inclusive Education”, as described in the memorandum dated January 11, 2019.

Respectfully submitted,

2018/2019 Senate Committee on Planning

Nancy Wright, Associate Vice-President Academic Planning (Chair)

Gillian Calder, Faculty of Law

David Castle, Vice-President Research

Jo-Anne Clarke, Division of Continuing Studies

Merwan Engineer, President's Nominee

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Andrea Giles, Cooperative Education and Career Services

Nicole Greengoe, Registrar (on leave)

Rishi Gupta, Faculty of Engineering

Robin Hicks, Faculty of Science

Ashlee Kirby, Student Senator

Valerie Kuehne, Vice-President Academic and Provost

Graham McDonough, Faculty of Education

Patrick Nahirney, Division of Medical Sciences

Sang Nam, Peter B. Gustavson School of Business

Abdul Roudsari, Faculty of Human and Social Development

Dan Russek, Faculty of Humanities

Nilanjana Roy, Faculty of Social Sciences

Ralf St. Clair, Dean, Faculty of Education

Victoria Wyatt, Faculty of Fine Arts

Carla Osborne, GSS Representative

Ada Saab, Acting Associate University Secretary

David Capson, Faculty of Graduate Studies

Sandra Duggan (Secretary), Office of the Vice-President Academic and Provost

January 11, 2019

Educational Psychology and Leadership Studies – Faculty of Education

Memorandum #1 Re: Program Name Change

Current Name: Professional Specialization Certificate in Special Education

Proposed Name: Professional Specialization Certificate in Special and Inclusive Education

1. The program was approved in 2008 and first admitted students in the Fall 2009 term.
2. The proposed program name change reflects changes in the discipline. Specifically, the proposed adding 'and inclusive' brings the description of this program in line with the terminology being used by BC Ministry of Education in their new policy document titled, "Inclusive Education Multi-Year Plan" (2018) and more accurately reflects the inclusive instructional approach prevalent in today's K-12 classrooms.
3. The proposed name change will not impact any students currently enrolled in the program. All students can complete their program of study if the change is approved.
4. The program name change is proposed to take effect on September 1, 2019 for students beginning the program in the Fall 2019 term.

Original signed by:

Dr. Tim Black, Chair, EPLS

January 14, 2019

Dr. James Nahachewsky, Chair, Faculty of
Education Curriculum Committee

January 14, 2019

Dr. Ralf St. Clair, Dean, Faculty of Education

January 21, 2019



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 13, 2019

To: Operations and Facilities Committee

From: Valerie Kuehne, Vice-President Academic and Provost



cc: President and Vice-Chancellor

Meeting Date: May 28, 2019

Subject: Proposal to Change the Name of the Diploma in Special Education to Diploma in Special and Inclusive Education

Basis for Jurisdiction: Senate Committee on Planning March 6, 2019
Senate April 5, 2019

Previous Consultation: At its meeting on April 5, 2019, Senate approved and recommended that the Board of Governors approve the proposal to change the name of the Diploma in Special Education to Diploma in Special and Inclusive Education, as described in the memorandum dated January 11, 2019.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the proposal to change the name of the Diploma in Special Education to Diploma in Special and Inclusive Education, as described in the memorandum dated January 11, 2019.

Background:

The Diploma in Special Education program was approved in 2009 and first admitted students in the Spring 2011 term.

The proposed program name change reflects changes in the discipline. Specifically, the proposed adding of 'and inclusive' brings the description of this program in line with the terminology being used by the BC Ministry of Education in their new policy document titled, "Inclusive Education Multi-Year Plan" (2018) and more accurately reflects the inclusive instructional approach prevalent in today's K-12 classrooms.

The proposed name change will not impact any students currently enrolled in the program. All students can complete their program of study if the change is approved.

The program name change is proposed to take effect on September 1, 2019 for students beginning the program in the Spring 2020 term.

Attachment(s): Proposal to Senate dated March 20, 2019 to change the name of the Diploma in Special Education to Diploma in Special and Inclusive Education.



Date: March 20, 2019

To: Senate

From: Senate Committee on Planning

Re: **Proposal to Change the Name of the Diploma in Special Education to
"Diploma in Special and Inclusive Education"**

At its meeting of March 6, 2019, the Senate Committee on Planning considered the proposal to change the name of the diploma in Special Education to "Diploma in Special and Inclusive Education", as described in the memorandum dated January 11, 2019.

The following motion is recommended:

That Senate approve and recommend to the Board of Governors that it also approve, the proposal to change the name of the diploma in Special Education to "Diploma in Special and Inclusive Education", as described in the memorandum dated January 11, 2019.

Respectfully submitted,

2018/2019 Senate Committee on Planning

Nancy Wright, Associate Vice-President Academic Planning (Chair)

Gillian Calder, Faculty of Law

David Castle, Vice-President Research

Jo-Anne Clarke, Division of Continuing Studies

Merwan Engineer, President's Nominee

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Andrea Giles, Cooperative Education and Career Services

Nicole Greengoe, Registrar (on leave)

Rishi Gupta, Faculty of Engineering

Robin Hicks, Faculty of Science

Ashlee Kirby, Student Senator

Valerie Kuehne, Vice-President Academic and Provost

Graham McDonough, Faculty of Education

Patrick Nahirney, Division of Medical Sciences

Sang Nam, Peter B. Gustavson School of Business

Abdul Roudsari, Faculty of Human and Social Development

Dan Russek, Faculty of Humanities

Nilanjana Roy, Faculty of Social Sciences

Ralf St. Clair, Dean, Faculty of Education

Victoria Wyatt, Faculty of Fine Arts

Carla Osborne, GSS Representative

Ada Saab, Acting Associate University Secretary

David Capson, Faculty of Graduate Studies

Sandra Duggan (Secretary), Office of the Vice-President Academic and Provost

January 11, 2019

Educational Psychology and Leadership Studies – Faculty of Education

Memorandum #2 re: Program Name Change

Current Name: Diploma in Special Education

Proposed Name: Diploma in Special and Inclusive Education

1. The program was approved in 2009 and first admitted students in the Spring 2011 term.
2. The proposed program name change reflects changes in the discipline. Specifically, the proposed adding 'and inclusive' brings the description of this program in line with the terminology being used by BC Ministry of Education in their new policy document titled, "Inclusive Education Multi-Year Plan" (2018) and more accurately reflects the inclusive instructional approach prevalent in today's K-12 classrooms.
3. The proposed name change will not impact any students currently enrolled in the program. All students can complete their program of study if the change is approved.
4. The program name change is proposed to take effect on September 1, 2019 for students beginning the program in the Spring 2020 term.

Original signed by:

Dr. Tim Black, Chair, EPLS

January 14, 2019

Dr. James Nahachewsky, Chair, Faculty of
Education Curriculum Committee

January 14, 2019

Dr. Ralf St. Clair, Dean, Faculty of Education

January 21, 2019



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 13, 2019

To: Operations and Facilities Committee

From: Valerie Kuehne, Vice-President Academic and Provost

A handwritten signature in blue ink, appearing to read 'Valerie Kuehne'.

cc: President and Vice-Chancellor

Meeting Date: May 28, 2019

Subject: Proposal to Change the Name of the Physics and Ocean Sciences (Ocean-Atmosphere Dynamics) program to Physics and Ocean-Atmosphere Sciences

Basis for Jurisdiction: Senate Committee on Planning March 6, 2019
Senate April 5, 2019

Previous Consultation: At its meeting on April 5, 2019, Senate approved and recommended that the Board of Governors approve the proposal to change the name of the Physics and Ocean Sciences (Ocean-Atmosphere Dynamics) program to Physics and Ocean-Atmosphere Sciences, as described in the memorandum dated January 8, 2019.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the proposal to change the name of the Physics and Ocean Sciences (Ocean-Atmosphere Dynamics) program to Physics and Ocean-Atmosphere Sciences, as described in the memorandum dated January 8, 2019.

Background:

Currently one of the sets of combined BSc programs between the School of Earth and Ocean Sciences and the Department of Physics and Astronomy is named Physics and Ocean Sciences (Ocean-Atmosphere Dynamics). The proposed name change to “Physics and Ocean-Atmosphere Sciences” better reflects the content of the program. Associated with this name change, we are proposing some modest changes to the program requirements (removing first-year EOS courses to allow second-year entry to the program, increasing the number of required ocean science courses, and removing some required Physics and Mathematics courses).

The proposed changes will have no effect on the ability of existing students to successfully complete the program.

Attachment(s): Proposal to Senate dated March 20, 2019 to change the name of the Physics and Ocean Sciences (Ocean-Atmosphere Dynamics) program to Physics and Ocean-Atmosphere Sciences.



Date: March 20, 2019

To: Senate

From: Senate Committee on Planning

Re: **Proposal to Change the Name of the Physics and Ocean Sciences (Ocean-Atmosphere Dynamics) program to “Physics and Ocean-Atmosphere Sciences”**

At its meeting of March 6, 2019, the Senate Committee on Planning considered the proposal to change the name of the Physics and Ocean Sciences (Ocean-Atmosphere Dynamics) program to “Physics and Ocean-Atmosphere Sciences”, as described in the memorandum dated January 8, 2019.

The following motion is recommended:

That Senate approve and recommend to the Board of Governors that it also approve, the proposal to change the name of the Physics and Ocean Sciences (Ocean-Atmosphere Dynamics) program to “Physics and Ocean-Atmosphere Sciences”, as described in the memorandum dated January 8, 2019.

Respectfully submitted,

2018/2019 Senate Committee on Planning

Nancy Wright, Associate Vice-President Academic Planning (Chair)

Gillian Calder, Faculty of Law

David Castle, Vice-President Research

Jo-Anne Clarke, Division of Continuing Studies

Merwan Engineer, President's Nominee

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Andrea Giles, Cooperative Education and Career Services

Nicole Greengoe, Registrar (on leave)

Rishi Gupta, Faculty of Engineering

Robin Hicks, Faculty of Science

Ashlee Kirby, Student Senator

Valerie Kuehne, Vice-President Academic and Provost

Graham McDonough, Faculty of Education

Patrick Nahirney, Division of Medical Sciences

Sang Nam, Peter B. Gustavson School of Business

Abdul Roudsari, Faculty of Human and Social Development

Dan Russek, Faculty of Humanities

Nilanjana Roy, Faculty of Social Sciences

Ralf St. Clair, Dean, Faculty of Education

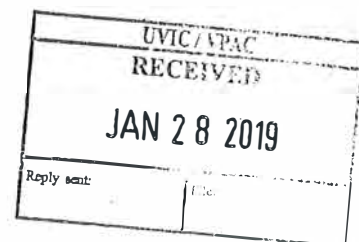
Victoria Wyatt, Faculty of Fine Arts

Carla Osborne, GSS Representative

Ada Saab, Acting Associate University Secretary

David Capson, Faculty of Graduate Studies

Sandra Duggan (Secretary), Office of the Vice-President Academic and Provost



January 8, 2019

Dear Dr. Wright,

We are writing this memo to request that a change be made to the name of one of the sets of combined BSc programs between the School of Earth and Ocean Sciences and the Department of Physics and Astronomy. The present name of this pair of programs (one Honours and one Major) is "Physics and Ocean Sciences (Ocean-Atmosphere Dynamics)". We are requesting a change of the program name to "Physics and Ocean-Atmosphere Sciences". Associated with this name change, we are proposing some modest changes to the program requirements (removing first-year EOS courses to allow second-year entry to the program, increasing the number of required ocean science courses, and removing some required PHYS and MATH courses). Curriculum change forms describing the proposed course changes in detail are attached. The motivation for the proposed change is that the revised name is shorter and better reflects the content of the revised programs. In particular, the broader oceanography requirements of the revised programs justify the change from "Ocean-Atmosphere Dynamics" to "Ocean-Atmosphere Sciences". The proposed changes will have no effect on the ability of existing students to successfully complete the program.

We propose that these changes take effect in the September 2019 Calendar. The proposed changes have been approved by SEOS and the Department of Physics and Astronomy and have been submitted to the Faculty of Science Curriculum Committee for consideration in Cycle II of the 2018/19 academic year.

Please do not hesitate to contact us if you require any further information.

Original signed by Stan Dosso

Stan Dosso, Director, SEOS

Original signed by Bob Kowalewski

Bob Kowalewski, Acting Chair, Physics and Astronomy

Original signed by Robin Hicks

Robin Hicks, Chair,
Faculty of Science Curriculum Committee

Original signed by Robert Lipson

Robert Lipson, Dean, Faculty of Science



University
of Victoria

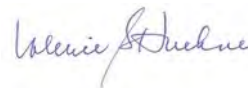
SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 13, 2019

To: Operations and Facilities Committee

From: Valerie Kuehne, Vice-President Academic and Provost



cc: President and Vice-Chancellor

Meeting Date: May 28, 2019

Subject: Proposal to Establish New Honours and Major within the Existing Chemistry and Earth and Ocean Sciences Combined Program

Basis for Jurisdiction: Senate Committee on Planning March 6, 2019
Senate April 5, 2019

Previous Consultation: At its meeting on April 5, 2019, Senate approved and recommended that the Board of Governors approve the proposal to establish new honours and major within the existing Chemistry and Earth and Ocean Sciences combined program, as described in the document "Honours in Chemistry and Ocean Sciences/Major in Chemistry and Ocean Sciences".

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve, subject to funding, the proposal to establish new honours and major within the existing Chemistry and Earth and Ocean Sciences combined program, as described in the document "Honours in Chemistry and Ocean Sciences/Major in

Chemistry and Ocean Sciences”, and that this approval be withdrawn should the programs not be offered within five years of the granting of approval.

Strategic Relevance

UVic has research and strategic investment and branding in ocean research. On the education side, we have a well-subscribed Ocean Science Minor. This proposal will expand that offering to be available to more students by making the ocean sciences courses available in their degrees. This degree will offer a solid core of courses constituting a Chemistry major, while allowing the students to study Ocean Chemistry and general ocean science. Ocean Sciences will expose students to a different set of techniques and methodologies that will build on their laboratory-based core studies. The degree will also expand opportunities for experiential learning by offering a two-week long Oceanographic Field School, with field work based at Bamfield Marine Science Centre.

Overview/nature of the Major

Combined degrees between the Department of Chemistry and the School of Earth and Ocean Sciences (EOS). The program replaces some upper-level chemistry with upper level EOS courses, many of which have strong chemistry components. Because studying the ocean is very interdisciplinary, students also will learn ocean physics, ocean biology, and ocean geology, all of which strongly affect and are affected by ocean chemistry.

Alignment with the university’s mission and strategic plan

As above, UVic has a strong commitment to ocean science, particularly through Ocean Networks Canada. Having strong educational programs in this subject area is vital and will take advantage of UVic’s location on the coast. UVic also values experiential learning, and this degree has a very large component of students going into the field, designing and conducting their own experiments.

Demand and availability

Survey demand for students taking EOS 110 is about 50%, indicating robust demand. Anecdotal evidence from SEOS undergraduate advisors indicates that this program will have demand. Courses in the program are already available, and well-subscribed; this change is meant to allow more chemistry students to take the courses as part of a structured program.

Resource implications

The teaching complement is already satisfactory to offer this program. The field course will cost under \$20k/year, some of which has been requested from UVic to subsidize student participation.

Other relevant factors

The program is supported by local industry and government groups.

Attachment(s): Proposal to Senate dated March 20, 2019 to establish new honours and majors within the existing Chemistry and Earth and Ocean Sciences combined program.



University
of Victoria

Senate Committee on
Planning

MEMO

Date: March 20, 2019

To: Senate

From: Senate Committee on Planning

Re: **Proposal to Establish New Honours and Major within the Existing Chemistry and Earth and Ocean Sciences Combined Program**

At its meeting of March 6, 2019, the Senate Committee on Planning considered the proposal to establish new honours and majors within the existing Chemistry and Earth and Ocean Sciences combined program, as described in the document "Honours in Chemistry and Ocean Sciences/Major in Chemistry and Ocean Sciences".

The following motion is recommended:

That Senate approve and recommend to the Board of Governors that it also approve the proposal to establish new Honours and Major within the existing Chemistry and Earth and Ocean Sciences combined program, as described in the document "Honours in Chemistry and Ocean Sciences/Major in Chemistry and Ocean Sciences", and that this approval be withdrawn should the programs not be offered within five years of the granting of approval.

Respectfully submitted,

2018/2019 Senate Committee on Planning

Nancy Wright, Associate Vice-President Academic Planning (Chair)

Gillian Calder, Faculty of Law

David Castle, Vice-President Research

Jo-Anne Clarke, Division of Continuing Studies

Merwan Engineer, President's Nominee

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Andrea Giles, Cooperative Education and Career Services

Nicole Greengoe, Registrar (on leave)

Rishi Gupta, Faculty of Engineering

Robin Hicks, Faculty of Science

Ashlee Kirby, Student Senator

Valerie Kuehne, Vice-President Academic and Provost

Graham McDonough, Faculty of Education

Patrick Nahirney, Division of Medical Sciences

Sang Nam, Peter B. Gustavson School of Business

Abdul Roudsari, Faculty of Human and Social Development

Dan Russek, Faculty of Humanities

Nilanjana Roy, Faculty of Social Sciences

Ralf St. Clair, Dean, Faculty of Education

Victoria Wyatt, Faculty of Fine Arts
Carla Osborne, GSS Representative
Ada Saab, Acting Associate University Secretary
David Capson, Faculty of Graduate Studies
Sandra Duggan (Secretary), Office of the Vice-President Academic and Provost

UNIVERSITY OF VICTORIA

Honours in Chemistry and Ocean Sciences

Major in Chemistry and Ocean Sciences

| | |
|--|---|
| Dean's Name: Robert Lipson | Signature Dean: |
| Contact Name and Number: Jody Klymak | 250-472-5969 jklymak@uvic.ca |
| | |
| Date approved by SEOS: February 15, 2019 | Signature SEOS Director: Original signed by Stan Dosso |
| Date approved by Chemistry: February 15, 2019 | Signature Chemistry Chair: Original signed by Neil Burford |
| Date approved by Faculty: February 19, 2019 | Dean or Faculty Chair: Original signed by Rob Lipson |



FULL PROPOSAL (up to 5,000 words plus appendices)

A. Identification of new Major

| | |
|--|---|
| Name, Location, Academic units (Faculties, departments, or schools) offering the new Major | Honours in Chemistry and Ocean Sciences Major in Chemistry and Ocean Sciences Department of Chemistry School of Earth and Ocean Sciences |
| Anticipated start date | September 2019 |
| Name, title, phone number and email address of contact person | Jody Klymak 250-472-5969 jklymak@uvic.ca |

B. History and context of the existing undergraduate program and relation to new Major

SEOS and Chemistry have a long history of offering combined undergraduate educational programs (both Honours and Major programs) since the mid 1990s. The EOS classes in these existing combined programs are almost exclusively focused on the earth sciences. Yet, chemistry is an excellent foundation for ocean sciences and chemical oceanography is a thriving research discipline at UVic and more broadly in the global research community. As well, UVic needs educational programs to match and augment its commitment to being a national leader in ocean science and climate research. UVic renewed its Strategic Research Plan in 2016, identifying *Ocean Science and Technology* and *Environment, Climate, and Energy* as two of UVic's eight dynamic research capabilities. The investment in faculty in these areas across the university is one testament to UVic's focus on these research capabilities. The investment in centres and infrastructure is another testament, including Ocean Networks Canada, Bamfield Marine Sciences Centre, Pacific Institute for Climate Solutions, and the Pacific Climate Impacts Consortium. As a research-intensive university, UVic strives to suffuse its educational programs with relevant research and to align educational opportunities with its research capabilities.

In 2007, SEOS introduced an Ocean Science Minor (OSM), with the goal that it could be combined with any science major program. At the time, this was a deliberate choice to mirror the traditional multi-disciplinary nature of oceanography involving chemistry, physics, biology, geology, and more. Indeed, many oceanographers enter the field late in their undergraduate degrees or in graduate school, first pursuing a strong background in

a core science. The OSM was designed as a set of four oceanography courses at the 3rd year level, taken as an intensive sequence in the summer term, and includes SEOS's two 1st year courses and two upper-level ocean-related electives.

While the OSM has been successful, most of the students adding the OSM to their degrees have been Biology majors, followed by Earth Science majors, Biology and Earth and Ocean Science combined program majors, and a smattering of others. Several factors have limited the participation of Chemistry majors in the OSM. First, Chemistry majors have a high number of required classes, making it difficult to add a minor program of any kind. Second, most of the upper-level ocean-related electives that can be included to fulfill the requirements of the OSM are Biology courses that Chemistry students would not have the other prerequisites for. Finally, because the OSM includes two 1st year EOS courses, it is designed with the expectation that students will include the OSM in their degree planning from the first year. However, many students become interested in ocean sciences farther along in their degree and may be put off by the need to take 1st year level classes later in their degree and maturity level.

Our motivation in introducing new major/honours in Chemistry and Ocean Sciences is to solve some of these systemic problems for Chemistry students to participate in ocean sciences educational opportunities and to ensure that combined degree programs between Chemistry and SEOS reflect the different branches of the departments. To do this, we are proposing new Honours and Majors within the existing Chemistry and SEOS combined program to create one set of Chemistry and Earth Sciences Honours and Major and a different set of Chemistry and Ocean Sciences Honours and Major. First, the new major/honours curates the upper level CHEM and EOS courses to ensure that students will have the necessary prerequisites for these courses. Second, it reduces the total number of CHEM courses compared to a Chemistry major to allow the inclusion of the EOS courses. Third, it parallels the CHEM major for the first two years to allow students to easily enter the program in their third year.

The proposed new programs would provide a home at UVic for Faculty of Science students wanting to do quantitative science focused on oceans and the atmosphere.

C. Aims, goals and/or objectives

Distinctive characteristics

This combined Chemistry and Ocean Sciences Honours and Major would be one of few programs nationally that incorporates environmental chemistry into a core chemistry program. Care has been taken to ensure that a fundamental chemistry education is at its heart. Students graduating with this major should be able to go on to industrial jobs or graduate school in chemistry if they so desire. Students in this major would also develop skills in conducting field research, analyzing environmental datasets, and forecasting future changes. Field research, fundamentally different from laboratory experiments, would focus on experiment design, logistics of sampling, choice/characterization of aspects of the system that may affect results, and interpretation of real, noisy, environmental data. Environmental datasets are typically large and collected by multiple sensors/analyses,

The proposed program is distinct from the existing CHEM majors in that it gives students the ability to fit upper level ocean-chemistry and general oceanography courses into their program. It is distinct from the existing combined degrees in Chemistry and Earth Sciences in that it focuses on oceanography EOS courses rather than geology courses.

Anticipated contribution to the UVic, Faculty, and academic unit's strategic plans

UVic and the Faculty of Science have a strong ongoing commitment to ocean science research. This Chemistry and Ocean Sciences major will strengthen that commitment in the educational realm. Students hear about the great research UVic does in oceans, but do not yet find ready venues for learning about the ocean.

UVic and Science also have a strong commitment to experiential learning. UVic's vigorous Co-op programs and extensive use of field-courses for learning help make us a destination university. The proposed major has field components in 3-4 of the upper level courses, and a focused field school to be held at the UVic-supported Bamfield Marine Centre.

Target audience, student and labour market demand

EOS110 Spring 2017 Survey Results:

95 of EOS 110 students filled out a survey in Spring 2017 to gauge interest in ocean science majors at UVic. Of those 95, 26 indicated that they were "very interested" in a combined ocean sciences degree, and a further 32 who said they were "interested", for a 61% favourability rating.

Statement from former SEOS Undergraduate Advisor Colin Goldblatt:

"Most of the admissions enquiries that I field, and many of the lower-level program choice questions, are from students looking for an Oceanography Major. Presently, I have to advise students that our only Major program is in Earth Science, and that existing combined programs are, in essence, combined Earth + X (other than the Physics + Atm/Ocean program). Thus, the proposed combined programs will likely be a step in the right direction, providing an ocean option partly in SEOS."

Labour Market:

Not only would these new programs tap into student desire to make the planet a better place and to apply their science skills to societally important questions, but they would also give students the skills to join a growing job market in the environmental sector (a \$20 billion industry in North America). Environmental assessments, water quality monitoring, and spill management have become government and industry concerns and require workers with skills in chemistry and the ocean environment. The Department of Fisheries and Oceans (DFO) have employed a number of our graduates. ASL in Sidney (<http://www.aslenv.com>) has grown to 50 people and is interested in hiring more students training directly in oceanography. There are a number of local Victoria companies (Axys, AML, Rockland Scientific, JASCO) who require highly trained personnel with undergraduate or graduate degrees related to ocean sciences. Nationally there is a thriving ocean technology sector, centred in Victoria, Halifax, and Ottawa. More broadly, students trained in ocean/atmosphere data collection and analysis are well suited to work in careers requiring strong quantitative reasoning skills (e.g. finance).

Include plans for student recruitment, retention, and success

Recruitment will be via a special section on the SEOS website; presentation to second-year science classes (with permission of instructors); and yearly information sessions.

Retention will be aided by developing a cohort, particularly via the 300-level courses and the field school at Bamfield.

Students are already very successful in the existing Ocean Science Minor, and we expect that success to be replicated in this proposed combined Honours and Major. Students in the existing OSM have moved to academic, governments, and industry careers.

D. Admission requirements

Include plans for admissions and transfer within BC system where appropriate

The degrees are designed to start in third year, and will share admission and transfer requirements with the other programs in the Faculty of Science.

E. Areas of specialization and evidence of adequate faculty complement (Include short faculty cv information in an appendix)

These combined Chemistry and Ocean Sciences degrees can be fully taught with the existing faculty complement who already offer the core CHEM and OSM courses.

F. Curriculum design

Schedule of course delivery:

Combined Honours in Chemistry and Ocean Sciences

First Year

| | |
|---|-------------|
| CHEM 091 ¹ | 0.0 |
| CHEM 101 and 102 ² | 3.0 |
| CHEM 231..... | 1.5 |
| MATH 100 or 109 | 1.5 |
| MATH 101 | 1.5 |
| Either PHYS 110 and 111 or PHYS 120 and 130 | 3.0 |
| Electives ³ | 4.5 |
| Total | 15.0 |

Second Year

| | |
|---|-------------|
| BIOL 186 or BIOC 299 ⁴ | 1.5 |
| CHEM 212, 225, 234, 245, 260..... | 7.5 |
| MATH 202 ⁵ | 1.5 |
| Electives ³ | 4.5 |
| Total | 15.0 |

Third and Fourth Years

| | |
|---|-------------|
| CHEM 318, 361 | 3.0 |
| One of CHEM 362, 363, 364 | 1.5 |
| Three CHEM 400-level courses ⁶ | 4.5 |
| EOS 225, 312, 314, 401, 425 | 7.5 |
| Two of EOS 311, 313 ³ , 340 | 3.0 |
| CHEM 499A, 499B or EOS 499A, 499B | 3.0 |
| STAT 255 or 260 | 1.5 |
| Electives | 6.0 |
| Total | 30.0 |

1. For students with Chemistry 11 and Pre-Calculus 12 or equivalents. Students with Chemistry 12 and Pre-Calculus 12 or equivalents should not complete CHEM 091.

2. CHEM 150 may be taken instead of CHEM 101.

3. EOS 120 is a prerequisite to EOS 313.

4. May be replaced by BIOC 300A.

5. MATH 200 and 204 may be taken instead of MATH 202.

6. A list of CHEM 400-level courses and their offering schedule is available in the Department of Chemistry web site (<http://www.uvic.ca/chemistry/undergraduate/courses/index.php>)

Combined Major in Chemistry and Ocean Sciences

First Year

| | |
|---|-------------|
| CHEM 091 ¹ | 0.0 |
| CHEM 101 and 102 ² | 3.0 |
| CHEM 231 | 1.5 |
| MATH 100 or 109 | 1.5 |
| MATH 101 | 1.5 |
| Either PHYS 110 and 111 or PHYS 120 and 130 | 3.0 |
| Electives ³ | 4.5 |
| Total | 15.0 |

Second Year

| | |
|---|-------------|
| BIOL 186 or BIOC 299 ⁴ | 1.5 |
| CHEM 212, 225, 234, 245, 260 | 7.5 |
| MATH 202 ⁵ | 1.5 |
| Electives ³ | 4.5 |
| Total | 15.0 |

Third and Fourth Years

| | |
|---|-------------|
| CHEM 318, 361 | 3.0 |
| One of CHEM 362, 363, 364 | 1.5 |
| Three CHEM 400-level courses ⁶ | 4.5 |
| EOS 225, 312, 314, 401, 425 | 7.5 |
| Two of EOS 311, 313 ³ , 340 | 3.0 |
| STAT 255 or 260 | 1.5 |
| Electives | 9.0 |
| Total | 30.0 |

1. For students with Chemistry 11 and Pre-Calculus 12 or equivalents. Students with Chemistry 12 and Pre-Calculus 12 or equivalents should not complete CHEM 091.
2. CHEM 150 may be taken instead of CHEM 101.
3. EOS 120 is a prerequisite to EOS 313.
4. May be replaced by BIOC 300A.
5. MATH 200 and 204 may be taken instead of MATH 202.
6. A list of CHEM 400-level courses and their offering schedule is available in the Department of Chemistry web site (<http://www.uvic.ca/chemistry/undergraduate/courses/index.php>)

New Courses:

EOS 401 Oceanographic Field School, Units: 1.5

Methods of data acquisition, study, and analysis required for solving oceanographic problems. Includes a field component held at Bamfield Marine Centre. Focus is on planning, implementing, and analyzing a field data set, elucidating the biological, chemical, geological, and physical dynamics of coastal waters. *Prerequisites:* Three of EOS 311, 312, 313, either 314 or 431.

Delivery methods (e.g., plans for distance education, or computer assisted delivery) as appropriate to targeted student segments

Classroom delivery supplemented by laboratory classes and a field school (EOS 401)

Linkages between the learning outcomes and the curriculum design

The most important learning outcome is that students emerge with an internationally competitive Chemistry Degree. This program has a solid core of chemistry, and students will be recognized as chemists foremost.

The second learning outcome is that students learn how field-based research differs in fundamental ways from laboratory-based research. The core courses in the oceanography side of this program all have field components, and the proposed field school explicitly teaches experimental design, execution, and scientific evaluation. This will have valuable real-world application for students who wish to pursue any aspect of chemistry that requires field work. We also believe it will be advantageous even for students who end up focusing on laboratory work, because learning different methodologies makes for more flexible scientists.

The third learning outcome is that students gain a knowledge base in ocean sciences. The core courses in chemical, physical, and biological or geological oceanography plus the upper level ocean chemistry course will give students this knowledge base that will make them desirable in a number of environmental science professions. The ocean courses will additionally provide more breadth in other science disciplines (physics, geology, biology) than other chemistry students. Being exposed to these disciplines will give students a broader array of tools to use to apply to future endeavours.

Integration of opportunities for experiential learning or other forms of civic engagement in the learning opportunity

These degrees are meant to be accessible to Co-op students, and students would be encouraged to participate in Co-op. The OSM was formerly taught exclusively in the summer term, but the classes have been moved into the regular fall and spring terms in part to make them more accessible to Co-op students. There are a good number of potential Co-op placements in chemical oceanography, and more broadly in environmental chemistry.

Residency requirements and anticipated times to completion

Four-year program, mainly on-campus with one course at Bamfield Marine Science Centre.

Policies on student evaluation, candidacy exams, and oral examinations

Usual Faculty of Science policies

Plans for integration of teaching and research

The existing OSM is already integrated with research programs by the various faculty. Our focus on Saanich Inlet has led to observation programs like the recent Saanich Inlet Redox Experiment. Conversely, students use data set outputs from our research in their learning, including data collected during research fieldwork and from Ocean Networks

Canada's observing nodes. These integrations will continue and be strengthened by the field school to take place at Bamfield Marine Science Centre.

Describe any plans to develop international or Indigenous content or perspectives

Oceanography is by its nature international. We have informal linkages through research to other oceanographic programs in North America, China, and the UK. These linkages are not formally part of the proposal, but could be developed (and likely will at the graduate level with co-incident graduate education programs).

Similarly, indigenous content is not explicitly included. However, indigenous organizations have a strong interest in local ocean conditions and such linkages could be developed in the future.

G. Enrolment plan for the length of the Major (Include a table of anticipated annual intake and graduates including those in any existing program)

| | Number |
|----|--------|
| Y2 | 8-10 |
| Y3 | 6-8 |
| Y4 | 5-7 |
| | |

We anticipate most students in this program would have pursued a core Chemistry program or have chosen to move from Chemistry to Environmental Studies. We expect any students who don't complete the Ocean Science part of the program will be able to add additional CHEM classes to receive a degree in Chemistry. We plan for these degrees to encourage more students into the Chemistry program who may have pursued other degrees and for this program to help make UVic a destination university for excellent science students who may want to pursue degrees that have ocean/environmental application.

H. Funding plan for the length of the Major

Resources required for Faculty appointments

○ Currently funded faculty resources

The faculty who teach both the chemistry and ocean sides of this degree are all housed in Chemistry or SEOS already. SEOS has the capacity to add the EOS 401 field school without increasing its faculty complement.

○ New faculty resources required

Resources required for staff appointments

SEOS has a Senior Laboratory Instructor who is mainly associated with the Ocean Science Minor, and we anticipate this position will support the new combined degrees.

Resources required for space

Space requirements are as for the existing OSM

Resources required from Library

(Include evidence of consultation with UVic Librarian)

No new resources required

I. Related Majors within UVic or other British Columbia post-secondary institutions

A combined Physics and Ocean-Atmosphere Sciences program is also being proposed, adapted from an existing Physics and Ocean Sciences (Ocean-Atmosphere Dynamics) program.

Dalhousie University has a full-fledged undergraduate degree in Oceanography. Our proposed combined degree with Chemistry is distinct from this Oceanography degree in giving students a core degree in Chemistry in addition to Ocean Science education. The goal is that students who complete these degrees are not constrained to be oceanographers, but would also be fully prepared chemists. The degree we propose is more similar to the combined Major (or Honours) in Oceanography and Chemistry at University of British Columbia, though the selection of required courses and emphasis on field work in several classes is different.

J. Evidence of support and recognition from other post-secondary institutions, and relevant regulatory or professional bodies, where applicable (Provide copies of letters of support in an appendix)

See attached letters of support.

Resource Plan for BOG (500 words maximum)

Strategic Relevance

UVic has a research and strategic investment and branding in oceans research. On the education side, we have a well-subscribed Ocean Science Minor. This proposal will expand that offering to be available to more students by making the ocean sciences courses available in their degrees. This degree will offer a solid core of courses constituting a Chemistry major, while allowing the students to study Ocean Chemistry and general ocean science. Ocean Sciences will expose students to a different set of techniques and methodologies that will build on their laboratory-based core studies. The degree will also expand opportunities for experiential learning by offering a two-week long Oceanographic Field School, with field work based at Bamfield Marine Science Centre.

Overview/nature of the Major

Combined degrees between the Department of Chemistry and the School of Earth and Ocean Sciences. The program replaces some upper-level chemistry courses with upper level EOS courses, many of which have strong chemistry components. Because studying the ocean is very interdisciplinary, students also will learn ocean physics, ocean biology, and ocean geology, all of which strongly affect and are affected by ocean chemistry.

Alignment with the university's mission and strategic plan

As above, UVic has a strong commitment to ocean science, particularly through Ocean Networks Canada. Having strong educational programs in this subject area is vital and will take advantage of UVic's location on the coast. UVic also values experiential learning, and this degree has a very large component of students going into the field, designing and conducting their own experiments.

Senate/academic considerations

Demand and availability

Survey demand for students taking EOS 110 is about 50%, indicating robust demand. Anecdotal evidence from SEOS undergraduate advisors indicate that this program will have demand. Courses in program are largely already available, and well-subscribed; this change is meant to allow more chemistry students to take the courses as part of a structured program.

Resource implications (including resource plan, revenue and expenditure implications)

The teaching complement is already satisfactory to offer this program. The field course will cost order \$20k/y, some of which has been requested from UVic to subsidize student participation

Other relevant factors (including impact and outcomes)

The program is supported by local industry and government groups. See appendix for support letters.



March 6, 2019

Dr. Roberta Hamme, Associate Professor
School of Earth and Ocean Sciences
Bob Wright Centre A405
University of Victoria
Victoria BC Canada

Dear Roberta,

Thank you for briefing me on your proposed new Major and Honours programs in Chemistry and Ocean Sciences. I offer my full support for these programs on behalf of the Department of Oceanography at Dalhousie.

The SEOS experience with offering of major programs that combine Ocean Sciences with other disciplines provides clear understanding of the challenges and opportunities associated with drawing students into ocean-related degrees. In particular, non-biology science students rarely are aware of the opportunities in ocean-related fields, and by the time some do become aware, they are too far along in their programs to switch emphasis to ocean sciences. At Dalhousie we also confront these problems as we seek to increase non-biology enrolments in our Ocean Sciences major.

I am impressed with how the proposed programs are structured to allow students to merge smoothly into them after two years of studying Chemistry. This strategy gives students time to develop their interests in Chemistry and to consider where they wish to take their degrees. In my experience, at the mid-program point, many chemistry students begin to ponder whether a career in the laboratory is the goal. The opportunity to apply their knowledge to environmental problems is a powerful draw for some, and the proposed programs will serve those students well.

Many of our pressing problems in the ocean involve chemistry. Canada will benefit from training more scientists able to address these problems, and University of Victoria is well positioned to offer that training.

Sincerely,

A handwritten signature in blue ink that reads "Paul S. Hill".

Dr. Paul S. Hill
Professor and Chair

Dr. Paul S. Hill

FACULTY OF SCIENCE | Department of Oceanography |

Life Sciences Centre | Room 3636 | 1355 Oxford Street | PO Box 15000 | Halifax NS B3H 4R2 Canada

902.494.1435 | FAX: 902.494.3877 | oceanchr@dal.ca | dal.ca/oceanography

DAL.CA

From: [Science - Associate Dean](#)
To: [Sandra Duggan – Administrative Assistant to the Associate VP Academic Planning](#)
Subject: FW: Planning document for Chemistry and Ocean Sciences programs
Date: March 7, 2019 9:50:33 AM
Attachments: [image002.png](#)
[image003.png](#)
Importance: High

Hi Sandra – as discussed in previous email.

Cheers,
Robin



Dr. Robin G. Hicks

Associate Dean (Academic), Faculty of Science
Professor of Chemistry
University of Victoria
PO Box 1700 STN CSC
Victoria, British Columbia
V8V 2Y2 Canada
+1-250-721-7062
www.uvic.ca/science/chemistry/people/faculty/RobinHicks/index.php

From: Catherine Krull - Dean, SOSC <soscdean@uvic.ca>
Sent: March 6, 2019 10:42 AM
To: Science - Associate Dean <adeansci@uvic.ca>
Cc: Rob Lipson <rlipson@uvic.ca>
Subject: Re: Planning document for Chemistry and Ocean Sciences programs
Importance: High

Dear Colleagues,

I am writing in support of the proposed undergraduate program in Chemistry and Ocean Sciences. This program would make a significant contribution to the ongoing development of a collaboration between the Faculties of Science and Social Sciences in the area of oceans, climate, and coastal communities. The research and training components of this collaboration would be significantly enhanced by the development of new integrative programs such as this one.

Sincerely yours,

Catherine Krull
Dean of Social Sciences



CATHERINE KRULL, PhD
DEAN, Faculty of Social Sciences
University of Victoria
T 250-472-5058
soscdean@uvic.ca

I acknowledge with respect the Songhees, Esquimalt and WSANEC peoples on whose traditional territory the university of Victoria stands and whose historical relationships with the land continue to this day.

From: Science - Associate Dean <adeansci@uvic.ca>
Date: Tuesday, February 19, 2019 at 9:18 AM
To: "Catherine Krull - Dean, SOSC" <soscdean@uvic.ca>, "Rosaline Canessa - Associate Dean, SOSC" <soscasdn@uvic.ca>
Subject: Planning document for Chemistry and Ocean Sciences programs

Hi Cathie/Rosaline,

I am writing to seek a letter of support from you for new undergraduate programs in Chemistry and Ocean Sciences. We are excited about these new programs which are part of an ongoing effort to strengthen our undergraduate Oceans-centric programming.

We are hoping to have these programs approved by the Senate Planning Committee at their early March meeting. As such, if I could get your letter of support by the middle of next week I would really appreciate it (apologies for the short notice).

If you have any questions or concerns please feel free to contact me.

Cheers,
Robin



Dr. Robin G. Hicks

Associate Dean (Academic), Faculty of Science
Professor of Chemistry
University of Victoria
PO Box 1700 STN CSC
Victoria, British Columbia
V8V 2Y2 Canada
+1-250-721-7062
www.uvic.ca/science/chemistry/people/faculty/RobinHicks/index.php

From: [Science - Associate Dean](#)
To: [Sandra Duggan – Administrative Assistant to the Associate VP Academic Planning](#)
Subject: FW: Planning document for Chemistry and Ocean Sciences programs
Date: March 7, 2019 9:50:14 AM
Attachments: [image001.png](#)
[image002.png](#)
[image003.png](#)

Hi Sandra,

Here is a “memo” of support from Humanities for the Chemistry/Ocean Sciences program. Obviously too late for the planning committee, but could you please include this in the package that will be sent to Senate?

I will also send a similar memo from Social Sciences.

Cheers,
Robin



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www.uvic.ca/science/chemistry/people/faculty/RobinHicks/index.php

From: Lisa Surridge - Humanities Associate Dean, Academic <humsada@uvic.ca>
Sent: March 5, 2019 10:06 AM
To: Science - Associate Dean <adeansci@uvic.ca>
Cc: Chris as DeanHums <deanhums@uvic.ca>
Subject: Re: Planning document for Chemistry and Ocean Sciences programs

Dear Robin: I have consulted with Chris. We have no concerns about these new programs and are pleased, therefore, to offer this letter of support.

Lisa Surridge

Dr. Lisa Surridge
Associate Dean Academic
Faculty of Humanities
[University of Victoria](#)
Office: Cle C309
T 250-721-7246
F 250-721-7059



[web page](#)

Dr. Robin G. Hicks

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www.uvic.ca/science/chemistry/people/faculty/RobinHicks/index.php

From: Science - Associate Dean

Sent: February 19, 2019 9:20 AM

To: Chris as DeanHums <deanhums@uvic.ca>; Lisa Surridge - Humanities Associate Dean, Academic <humsada@uvic.ca>

Subject: Planning document for Chemistry and Ocean Sciences programs

Hi Chris/Lisa,

I am writing to seek a letter of support from you for new undergraduate programs in Chemistry and Ocean Sciences. We are excited about these new programs which are part of an ongoing effort to strengthen our undergraduate Oceans-centric programming.

We are hoping to have these programs approved by the Senate Planning Committee at their early March meeting. As such, if I could get your letter of support by the middle of next week I would really appreciate it (apologies for the short notice).

If you have any questions or concerns please feel free to contact me.

Cheers,
Robin

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University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 13, 2019

To: Operations and Facilities Committee

From: Valerie Kuehne, Vice-President Academic and Provost

cc: President and Vice-Chancellor

Meeting Date: May 28, 2019

Subject: Proposal to Establish an Honours program within the existing Chemistry for Medical Sciences (ChemMedSci) Program

Basis for Jurisdiction: Senate Committee on Planning March 6, 2019
Senate April 5, 2019

Previous Consultation: At its meeting on April 5, 2019, Senate approved and recommended that the Board of Governors approve the proposal to establish an honours program within the existing Chemistry for Medical Sciences (ChemMedSci) program, as described in the document "Honours within the Existing Chemistry for Medical Sciences (ChemMedSci) Program".

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the proposal to establish an honours program within the existing Chemistry for Medical Sciences (ChemMedSci) program, as described in the document

“Honours within the Existing Chemistry for Medical Sciences (ChemMedSci) Program”, and that this approval be withdrawn should the program not be offered within five years of the granting of approval.

Strategic Relevance

This proposal requests approval of an honours stream within the Chemistry for Medical Sciences (ChemMedSci) major, which is our second most popular program, next to the regular chemistry major/honours. The honours stream will give students the opportunity to carry out research projects (honours thesis CHEM 499A/B) in areas of chemistry relevant to health research. This capstone project will round out an honours program whereby such students will have gained valuable experiential learning in chemical research that impacts health (diagnosis and treatment) thus better preparing them for future careers in health-related research and allied professions.

Overview/nature of the Major

Since the 1960s the Department of Chemistry has offered the traditional Chemistry Major (CHEM MAJOR) and Chemistry Honours (CHEM HONOURS) degrees. These programs train future chemists, and prepares students for the Masters and PhD degrees in chemistry. With the advent of the co-op option in the 1970s, many CHEM MAJOR/HONOURS students were also co-op students, further adding to their experiential training. In the years leading to 2014, from department planning exercises and self-evaluations initiated by Dr. Neil Burford (incoming Chair at that time), the department created a new program, “Major Program in Chemistry for the Medical Sciences (ChemMedSci)”, to attract a new group of students to chemistry. This is a unique and innovative chemistry program intended to attract students with a genuine interest in the chemical sciences but whose ultimate aim is to enter one of the health professions such as medicine, pharmacy, veterinary medicine, etc. or who wish to pursue graduate studies in chemistry aligned to health areas such as medicinal chemistry, bio-organic chemistry, chemical biology, pharmaceutical chemistry, bioanalytical diagnostics, etc. The ChemMedSci Major was implemented in the 2014-15 academic year. Its popularity is evidenced by the fact that up to 50% of all chemistry graduates now are ChemMedSci Majors.

Alignment with the university’s mission and strategic plan

One of the goals of the current UVic Strategic Framework is to “increase experiential learning” (# 3.1, 3.5). By “experiential learning” in this context, we mean exposure to hands-on research that is not based on a prescribed set of outcomes from standard classroom or laboratory expectations. Because the proposed honours stream of the current ChemMedSci program will require CHEM 499A and CHEM 499B (Honours Thesis), these students will be exposed to health-based research that is cutting-edge and where solutions cannot be found in the current literature. Their contributions to the project could range from an important incremental advance or open up a whole new area of health-based research. Opportunities abound for students in the proposed honours program where “experiential learning” will be a core and feature element of the program.

Senate/academic considerations

This proposal requests that an Honours stream be created within the current ChemMedSci major. The only change in the curriculum would be the addition of CHEM 499A (1.5) and CHEM 499B (1.5) (Honours Thesis, total of 3.0 units), with a corresponding reduction (3.0 units) in elective courses. Entering the honours stream will not change the length of the program or increase the number of required units to graduate.

Demand and availability

There is no similar program in Canada. The creation of the honours stream for ChemMedSci will give current and future students more opportunities to take advantage of this unique program. Currently, there are about 30-35 students per year in the ChemMedSci major program. It is anticipated that about 5-10 of these students will choose the honours stream. The only required change is to take CHEM 499A and CHEM 499B, Honours Thesis which is offered in all three terms.

Resource implications

No additional resources are required from UVic since all course materials are adequately covered by current chemistry programs. Research support for CHEM 499A/B is provided by the chosen faculty member via current research grants.

Other relevant factors

N/A

Attachment(s): Proposal to Senate dated March 20, 2019 to establish honours within the existing Chemistry for Medical Sciences (ChemMedSci) program, as described in the document "Honours within the Existing Chemistry for Medical Sciences (ChemMedSci) Program".



University
of Victoria

Senate Committee on
Planning

MEMO

Date: March 20, 2019

To: Senate

From: Senate Committee on Planning

Re: **Proposal to Establish an Honours program within the Existing Chemistry for Medical Sciences (ChemMedSci) Program**

At its meeting of March 6, 2019, the Senate Committee on Planning considered the proposal to establish honours within the existing Chemistry for Medical Sciences (ChemMedSci) program, as described in the document "Honours within the Existing Chemistry for Medical Sciences (ChemMedSci) Program".

The following motion is recommended:

That Senate approve and recommend to the Board of Governors that it also approve the proposal to establish an Honours program, within the existing Chemistry for Medical Sciences (ChemMedSci) program, as described in the document "Honours within the Existing Chemistry for Medical Sciences (ChemMedSci) Program", and that this approval be withdrawn should the programs not be offered within five years of the granting of approval.

Respectfully submitted,

2018/2019 Senate Committee on Planning

Nancy Wright, Associate Vice-President Academic Planning (Chair)

Gillian Calder, Faculty of Law

David Castle, Vice-President Research

Jo-Anne Clarke, Division of Continuing Studies

Merwan Engineer, President's Nominee

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Andrea Giles, Cooperative Education and Career Services

Nicole Greengoe, Registrar (on leave)

Rishi Gupta, Faculty of Engineering

Robin Hicks, Faculty of Science

Ashlee Kirby, Student Senator

Valerie Kuehne, Vice-President Academic and Provost

Graham McDonough, Faculty of Education

Patrick Nahirney, Division of Medical Sciences

Sang Nam, Peter B. Gustavson School of Business

Abdul Roudsari, Faculty of Human and Social Development

Dan Russek, Faculty of Humanities

Nilanjana Roy, Faculty of Social Sciences

Ralf St. Clair, Dean, Faculty of Education

Victoria Wyatt, Faculty of Fine Arts

Carla Osborne, GSS Representative
Ada Saab, Acting Associate University Secretary
David Capson, Faculty of Graduate Studies
Sandra Duggan (Secretary), Office of the Vice-President Academic and Provost

Honours within the Existing Chemistry for the Medical Sciences (ChemMedSci) Program

| | |
|--|--|
| Dean's Name: Rob Lipson Robin Hicks, Acting Dean | Signature Dean: Original signed by Robin Hicks |
| Contact Name and Number: Peter Wan pwan@uvic.ca 250-721-8976 | |
| | |
| Date approved by Department: Nov 27, 2018 | Head: Neil Burford Original signed by Neil Burford |
| Date approved by Faculty: | Dean or Faculty Chair: Rob Lipson |



Proposal of a new Stream or Option
within an Existing Major Program

PROPOSAL (up to 5,000 words plus appendices)

A. Identification of new stream

| | |
|--|---|
| Name, Location, Academic units (Faculties, departments, or schools) offering the new stream / option | Department of Chemistry, Faculty of Science (Elliott and Petch Buildings and Bob Wright Centre) |
| Anticipated stream /option start date | Honours stream within current “Chemistry for the Medical Sciences” (ChemMedSci) major program Proposed start date: September 2019 |
| Name, title, phone number and email address of contact person | Peter Wan, Professor of Chemistry (ChemMedSci advisor) (250) 721-8976 pwan@uvic.ca |

B. History and context of the program indicating value of a new stream or option

Since the 1960s the Department of Chemistry has offered the traditional Chemistry Major (CHEM MAJOR) and Chemistry Honours (CHEM HONOURS) degrees, along with minor/general program options. These programs were intended to train future professional chemists, and to prepare students for the Masters and PhD degrees in chemistry. With the advent of the co-op option in the 1970s, many CHEM MAJOR/HONOURS students were also co-op students, further adding to their experiential training by working for 4-month periods in chemistry-related companies and organizations.

During the 1970-1995 period, five combined programs with other departments were created: (1) Combined Major in Chemistry and Biochemistry; (2) Combined Major in Chemistry and Microbiology; (3) Honours Program in Chemistry and Mathematics; (4) Major Program in Chemistry and Mathematics; (5) Honours Program in Chemistry and Earth & Ocean Sciences; (6) Major Program in Chemistry and Earth & Ocean Sciences.

Up to 2014, most chemistry students chose the CHEM MAJOR/HONOURS degrees over the combined programs. Typically, the department graduates 35-45 students with the traditional CHEM MAJOR/HONOURS degrees with a total of 5-10 students from all of the combined degrees together. These numbers would seem healthy when the student population was around 7000-10,000 in the 1980/90s. However, the numbers have not grown proportionately with student enrollment growth experienced by the university over the last 20 years that is now approx 21,000 students.

In the years leading to 2014, from department planning exercises and self-evaluations initiated by Dr. Neil Burford (incoming Chair at the time), the department proposed the creation of a new program, “Major Program in Chemistry for the Medical Sciences (ChemMedSci)”. This is a unique and innovative chemistry program intended to attract students with a genuine interest in the chemical sciences but whose ultimate aim is to enter one of the health professions such as

medicine, pharmacy, veterinary medicine, etc. or who wish to pursue graduate studies in chemistry aligned to health areas such as medicinal chemistry, bioorganic chemistry, chemical biology, pharmaceutical chemistry, bioanalytical diagnostics, etc. The basis for the program was the realization that although the chemical sciences are the basis for many diagnostic methods and treatments of disease, the traditional CHEM MAJOR/HONOURS degrees offered very few options for students with the health professions as the primary goal. Most students with such interests would often choose biology or biochemistry, but programs in these departments do not offer exposure to the wide range of chemical sub-disciplines that are relevant to the chemical basis for diagnosis and detailed mechanistic understanding and treatment of disease.

The ChemMedSci Major was implemented in the 2014-15 academic year. Its popularity is evidenced by the fact that up to 50% of all chemistry graduates now are ChemMedSci Majors. Significantly also is that the total number of chemistry graduates has reached up to 70 per year. This healthy growth (from about 35-45 prior to 2014) can be directly attributed to the new ChemMedSci program. In other words, the program has attracted a new group of students whose interest lies in chemistry but would like to pursue a career in health science. As this program is unique in Canada (we are not aware of any similar program offered in any chemistry department in Canada; Dalhousie University has a "Medical Science Program" but it is not a chemistry degree; it is closer to the American "pre-med" program), it is attracting students directly to UVic with the sole intent in entering this program, rather than mostly competing with other departments such as biology and biochemistry for the same group of students.

Now that the ChemMedSci program is firmly in place and familiar with incoming science students, we are now getting inquiries about the honours option within the program, particularly from the more senior students who know from their peers (e.g., fellow CHEM MAJORS/HONOURS students) that it is possible to enter the Honours option within the CHEM MAJOR program. The honours option requires students to take a capstone research project (CHEM 499A (1.5) and 499B (1.5), total of 3.0 units) with a faculty member in the department. The two courses (CHEM 499A and CHEM 499B) are generally taken back-to-back (same project with the same faculty member). Evaluation consists of submitting an Honours Thesis followed by oral presentation and evaluation. CHEM 499A/B exposes honours students to timely and relevant research problems in a chemistry sub-discipline chosen by the student. With up to 20 research-active faculty within chemistry department, honours students have many different areas of chemistry to choose from. Currently, we graduate about 8-10 honours students per academic year.

This proposal requests that an Honours stream be created within the current ChemMedSci major. The only change in the curriculum would be the addition of CHEM 499A (1.5) and CHEM 499B (1.5) (Honours Thesis, total of 3.0 units), with a corresponding reduction (3.0 units) in elective courses.

C. Aims, goals and/or objectives

Distinctive characteristics

As described above, the current ChemMedSci major program is unique in Canada. We have direct evidence that high school students are applying for entry to UVic Science with the sole intent of entering this program (*Direct entry is not possible as with all Faculty of Science programs. Science students take a selection of introductory sciences courses and electives in their first year and chose a specialized set of courses starting in their second year depending on their program intent. At about the same time, they may declare their major and consult with appropriate advisors from the various departments within Science for advice about their chosen program*).

The ChemMedSci major program trains students in the chemical sciences and along with a selection of additional courses chosen outside of chemistry (e.g., from biology, biochemistry, microbiology, psychology, anthropology, exercise science and physical education, philosophy, medical sciences, etc.), they will understand and appreciate how the chemical sciences are the basis for the diagnosis and treatment of disease and in the general maintenance of good health. This is of course not a professional program but it is intended to better prepare undergraduate chemistry students for entering a health profession of their choice, or enter graduate studies in chemistry programs such as medicinal chemistry, bioorganic chemistry, chemical biology, pharmaceutical chemistry, bioanalytical chemical diagnostics, etc.

The proposed honours option in the ChemMedSci program would provide students with the opportunity to carry out an 8-month long research project (CHEM 499A (1.5) and CHEM 499B (1.5), total of 3.0 units) on a health-relevant topic of their choice in conjunction with a chemistry faculty member. One of the strengths of the chemistry department is a strong research focus on chemistry research relevant to health. Currently up to 10 faculty carry out research that readily fits into this focus. Proposed ChemMedSci honours students would be able to choose from a variety of health-relevant topics for their CHEM 499A/B course from this subset of chemistry faculty (see below).

Anticipated contribution to the UVic Strategic Framework, Faculty, and academic unit's strategic plans (specify goal #)

One of the goals of the current UVic Strategic Framework is to "increase experiential learning" (# 3.1, 3.5). By "experiential learning" in this context, we mean exposure to hands-on research that is not based on a prescribed set of outcomes from standard classroom or laboratory expectations. Because the proposed honours stream of the current ChemMedSci program will require CHEM 499A and CHEM 499B (Honours Thesis), our students will be exposed to health-based research that is cutting-edge and where solutions cannot be found in the current literature. Their contributions to the project could range from an important incremental advance or open up a whole new area of health-based research. Opportunities abound for students in the proposed honours program where "experiential learning" will be a core and feature element of the program.

Target audience, student and labour market demand

The primary target audience is the current ChemMedSci major who wishes to pursue an honours research project with our research faculty whose interests lie in an aspect of health research. The existence of an honours option in the ChemMedSci program may in itself attract students whose intent is post-graduate studies in health research based in the chemical sciences. The demand and opportunities in health research are broad in scope and growing. With the continued improvement in our understanding of the molecular basis for disease, especially at the DNA level, the demand for chemically-trained students from our ChemMedSci program can only increase.

Include plans for student recruitment, retention, and success

The Faculty of Science and Department of Chemistry already have recruitment mechanisms in place to attract high school students into our programs. The existence of an honours option within ChemMedSci would be an even more attractive option for entering the Faculty of Science at UVic. The chemistry department also hosts numerous on-going annual events aimed at recruiting high school students and undergraduate students currently at UVic. The chemistry department has a mentorship program aimed to help students plan their professional careers and to give general advice on how to succeed in university. In addition, two advisors of undergraduate programs (Drs. Berg and Wan) are available to advise students on all majors/honours programs offered by the department.

D. Admission requirements

Include plans for admissions and transfer within BC system where appropriate

There is no direct admission to the ChemMedSci program. Entry is to the Faculty of Science followed by declaration of ChemMedSci major. Admission to the honours option will be by application to the ChemMedSci advisor. A graduating GPA of 5.5 is required for the honours designation of ChemMedSci as per university regulations.

Current transfer to Faculty of Science is readily available from other BC post-secondary institutions. We have a fair and efficient chemistry transfer credit systems such that science students from all of BC will be able to enter our ChemMedSci program smoothly and efficiently. One-on-one advice is always available, particularly for new and transfer students.

E. Areas of specialization and evidence of adequate faculty complement

The proposed honours stream for the current ChemMedSci major will require honours students to take CHEM 499A and CHEM 499B (Honours Thesis). This 8-month research course will be supervised by a faculty member. Within the chemistry department, there are currently 10 faculty members with research programs associated with some aspect of health research that would be suitable for an honours student:

C. Bohne (drug delivery); A. Brolo (cancer research; medical diagnostics); K. Elvira (medical diagnostics; drug delivery); F. Hof (medicinal chemistry; medical therapeutics); D. Hore (medical diagnostics); I. Manners (biomedicine); M. Moffitt (drug delivery); F. van Veggel (cancer diagnostics); J. Wulff (medicinal chemistry; pharmaceutical synthesis); D. Leitch (pharmaceutical synthesis; process chemistry). Typically, faculty members would supervise up to two or three honours each per academic year. Thus, we currently have the capacity to take on up to 20-30 honours students per academic year. This capacity is more than enough for the next 5-10 years (currently the department graduates about 10-12 honours students per year in the CHEM HONOURS program).

F. Curriculum design

Schedule of course delivery

- Identify the prescribed set of core and prerequisite courses.
- Identify which courses already exist at UVic and which new courses will be implemented as a result of the program.

The proposed curriculum for the ChemMedSci Honours is identical to the ChemMedSci Majors (see attached) except that the honours stream requires CHEM 499A (1.5) and CHEM 499B (1.5), with a 3.0 unit reduction in elective courses. All other requirements are identical to the majors program.

CHEM 499A and CHEM 499B currently exists in chemistry department offerings (they were created in the 1960s for the CHEM HONOURS program). The capacity for CHEM 499A and CHEM 499B is about 40 students per year, based on the calculation that current faculty can supervise up to two students per year. This is more than enough capacity within the department for the proposed new honours program. Therefore, no new resources are required to mount the proposed new honours stream. Indeed, current faculty are looking forward to hosting new honours students in the ChemMedSci program as this will provide new opportunities to integrate and gear their health-oriented research to this undergraduate population which will likely increase their research productive/capacity as well as incorporate new highly-motivated personnel in their research groups.

Delivery methods (e.g., plans for distance education, or computer assisted delivery) as appropriate to targeted student segments:

N/A

Linkages between the learning outcomes and the curriculum design:

As described above, the proposed ChemMedSci Honours program differs from the existing Major in that Honours students take Chem 499A/B, a 3.0 unit honours thesis, an experimental research-based project in a health-related area with research faculty in the chemistry department. This requires a project proposal, independent research work over 8 months, writing a B.Sc. honours thesis, and participating in a department oral defense at the end of the project to committee. Therefore, the Chem 499A/B course is a significant addition to the curriculum as it aims to develop and refine intellectual, academic, and practical skills in inquiry, analysis, problem solving, and effective written and oral communication on completion of the honours thesis (Chem 499A/B). Past honours students in our regular Chem Honours program can attest to the fact that the overall experience in Chem 499A/B is indispensable in helping them to refine their future career plans, whether it may be to continue on towards a M.Sc. and Ph.D. in chemistry, or work in industry, or pursue teaching or other related careers.

Integration of opportunities for experiential learning or other forms of civic engagement in the learning opportunity

- Describe use and purpose of practica, Co-op work terms, field placements or other forms of experiential learning
- Opportunities for community engagement

(See Section C "Anticipated contributions to UVic Strategic Framework" above)

Residency requirements and anticipated times to completion:

The proposed honours stream is not expected to increase the time to completion. The only new course requirement is Chem 499A/B (3.0); it replaces two 1.5 unit elective courses. Therefore, no additional units are required for the program and hence graduation time should stay the same. From many years of experience, we find this to be the case for our regular Chem Honours vs Chem Major programs.

Plans for integration of teaching and research:

N/A

Describe any plans to develop international or Indigenous content or perspectives:

N/A

G. Enrolment plan for the length of the program (Include a table of anticipated annual intake and graduates related to the new stream or option including those in any existing programs)

The proposed program targets a select group of students enrolled in the current ChemMedSci major program. Currently, we have about 30-35 students per year in the ChemMedSci major program. It is anticipated that about 5-10 of these students will seek the honours option. Entering the honours stream will not change the length of the program or increase the number of required units to graduate. The only required change is to take CHEM 499A and CHEM 499B (Honours Thesis), with a 3.0 unit reduction in elective courses.

H. Resources required from Library

(Include evidence of consultation with UVic Librarian)

No additional resources are required from the UVic Library since all course materials are adequately covered by current chemistry programs.

I. Related streams or options in UVic programs or other British Columbia post-secondary institutions

There is no similar program in any BC post-secondary institution. The creation of the honours stream for ChemMedSci would give current and future students in ChemMedSci more opportunities to take advantage of this unique program. The research component in the honours option is seen as vital and necessary components in the health professions in that only valid research-based solutions have currency in solving current health issues and preventing or curing disease. We strongly believe that future ChemMedSci Honours students from UVic will be potential leaders in these areas.

J. Evidence of support and recognition from Faculties and academic units

Letters of support are attached from:

1. Dr. Bruce J. Wright, Head, Division of Medical Sciences, University of Victoria.
2. Dr. Alan Weedon, Professor of Chemistry Emeritus, Former Vice-Provost, Academic Planning, Western University, London, Ontario.

Major Program in Chemistry for the Medical Sciences (*current requirements, 2018-19*)

First Year

CHEM 091, 101, 102¹; or 101, 102² (3.0)
BIOL 184, 186 (3.0)
MATH 100 or 109, 101 (3.0)
PHYS 102; or 102A and 102B; or 110 and 111 or 120 and 130 (3.0)
One of ENGL 135, 146, 147³ (1.5)
Electives (1.5)

Second Year

CHEM 213 (1.5)
One of CHEM 212⁴, 222, 245⁵ (1.5)
CHEM 231, 232 (3.0)
BIOL 225 (1.5)
STAT 255 or 260 (1.5)
Two of ANTH 250, BIOL 230, ENGL 303,
EPHE 141, 155, 241, 242, MICR 200A,
200B, PHIL 331, PSYC 251^{5, 6, 7} (3.0)
Electives (3.0)

Third and Fourth Years

BIOC 300A and 300B⁷ (3.0)
One of CHEM 212⁴, 222, 245⁵ (1.5)
One of CHEM 361, 362, 363, 364 (1.5)
CHEM 337 and 437 (3.0)
Three 300- or 400-level CHEM lecture courses (4.5)
Two of ANTH 250, BIOL 230, ENGL 303,
EPHE 141, 155, 241, 242, MICR 200A,
200B, PHIL 331, PSYC 251^{5, 6} (3.0)
Two of ANTH 352, BCMB 301A, 301B,
BIOL 432, 436, 439, 447, MEDS 301, 325, 410,
MICR 303, 402, STAT 355^{5, 6, 8} (3.0)
Electives^{9, 10} (10.5)
Total 3rd & 4th (30.0)

1. For students with Chemistry 11 and Principles of Mathematics 12 or Pre-Calculus 12 or equivalents.
 2. For students with Chemistry 12 and Principles of Mathematics 12 or Pre-Calculus 12 or equivalents.
 3. Most medical schools require two first year English courses; as a result, students are encouraged to take a second English course at some point of their degree.
 4. Students interested in pursuing the co-op option are encouraged to take CHEM 212, and to do so prior to their first work term. This course may also be useful for identifying job opportunities after graduation.
 5. Units for any of these courses will be granted only once per course.
 6. Some of these courses will require prerequisites other than those listed as required courses in the ChemMedSci program. Students are advised to check prerequisite requirements well in advance of the year in which they plan to take these courses.
 7. BIOC 299 plus one of either BIOL 360 or 361 in lieu of BIOC 300A and 300B may be acceptable. Students planning on this option need to consult with the Program Adviser.
 8. In any given year, some of these courses may not be offered, or may be restricted to students in a specialized program of study. In this event, additional 300- or 400-level courses may be substituted, with the permission of the Chemistry Department.
 9. A total of 21 units of 300- and 400-level courses are required for graduation.
 10. Students planning on a career in chemistry involving additional graduate study or accreditation as a Professional Chemist are advised to take at least one additional 1.5 units of Chemistry courses numbered 300 or higher as part of their program electives in the third and fourth year.
-

Proposed Honours Program in Chemistry for the Medical Sciences (for 2019-20)

(the only change will be to third and fourth years course requirements which are UNDERLINED IN BOLD, as follows)

Third and Fourth Years

BIOC 300A and 300B⁷ (3.0)

One of CHEM 212⁴, 222, 245⁵ (1.5)

One of CHEM 361, 362, 363, 364 (1.5)

CHEM 337 and 437 (3.0)

CHEM 499A and 499B (3.0)

Three 300- or 400-level CHEM lecture courses (4.5)

Two of ANTH 250, BIOL 230, ENGL 303,

EPHE 141, 155, 241, 242, MICR 200A,

200B, PHIL 331, PSYC 251^{5, 6} (3.0)

Two of ANTH 352, BCMB 301A, 301B,

BIOL 432, 436, 439, 447, MEDS 301, 325, 410,

MICR 303, 402, STAT 355^{5, 6, 8} (3.0)

Electives^{9, 10} **(7.5)**

Total 3rd & 4th (30.0)



Faculty of Engineering | Engineering Undergraduate Office
Engineering Office Wing, Room 206, PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada
T 250-721-6023 | engr@uvic.ca | uvic.ca/engineering

February 28th, 2019

To: Senate Committee on Planning
University of Victoria
MWB A138
Victoria, BC

From: Dr. LillAnne Jackson, Associate Dean Undergraduate Programs, Faculty of Engineering

Re: Faculty of Engineering's Support for Honours in Chemistry and Ocean Sciences
Major in Chemistry and Ocean Sciences

This letter is written in support of the Faculty of Science's proposed Honours and Major programs in Chemistry and Ocean Sciences. These combined programs will broaden the Faculty of Science's offerings in the Ocean Sciences, something that is very relevant for our University.

The Faculty of Engineering welcomes these new programs and is happy to support the Faculty of Science, as they see fit with this initiative.

Original signed by Lill'Anne Jackson

Associate Dean Undergraduate Programs, Faculty of Engineering





Tuesday September 4, 2018

sent as an e-mail attachment

Dr Peter Wan
Department of Chemistry
University of Victoria
Victoria, British Columbia

Dear Peter:

I have read the proposal you sent me in which your Department is proposing to establish an honours stream alongside the existing Chemistry for the Medical Sciences major. My comments on the proposal are provided below. First, however, I will provide some context around how my experiences at Western support my ability to provide these comments.

I was appointed as a probationary assistant professor at Western in 1980, tenured and promoted to associate professor in 1986, and promoted to the rank of professor in 1991. In 1991-92 I was acting chair of the Department of Chemistry, and during the period 1996-2002 I served as Western's Dean of Graduate Studies. While Dean I was elected as chair of the Ontario Council for Graduate Studies, which at that time was responsible for oversight of quality assurance for new and existing graduate programs at all Ontario Universities. That responsibility, along with responsibility for quality assurance for new and existing undergraduate programs, has subsequently been assumed by the Quality Council of Ontario.

From 2002 to 2016 I served as Western's Vice-Provost (Academic Planning, Policy and Faculty). In that role I worked with the Provost and the Deans, along with their Associate Deans and Department Chairs, to facilitate plans to sustain, expand, establish, or close undergraduate and graduate programs at Western. As Vice-Provost, I met with all external reviewers of graduate and undergraduate programs and received their reports, which informed decisions made through the university's annual planning and budgeting processes.

In June 2018 I retired from Western and was nominate by the university to serve as an auditor for the Quality Council of Ontario. The role of auditor is to review quality assurance policies and procedures at Ontario universities to ensure that they are appropriate and are being properly implemented.

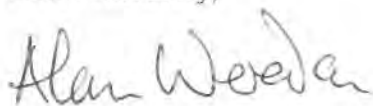
Students in the proposed honours stream of the Chemistry for the Medical Sciences program at UVic will take courses that are already offered as part of the Chem Med Sci Major, less three units of electives that will be replaced by a two-term research/thesis course supervised by a faculty member. This is the same model that is already working successfully for the honours Chemistry program at UVic, and is the standard model for an honours degree at universities I am familiar with. Accordingly, I see no issue with the academic design of the proposed program. From my perspective, the only matter for further consideration is whether the quantity and quality of the faculty resources is sufficient to support the proposed honours stream at the enrolment levels envisaged.

The proposal states that the Chemistry Department at UVic has 20 research-active faculty who are currently supervising the research/thesis course of 8-10 (section B) or 10-12 (section E) students in the Chemistry honours stream each year. The proposal also estimates the capacity of each research-active faculty member to supervise the research/thesis course of honours students as 2-3 students per year. This number is consistent with practice at Western where research-active faculty in the Chemistry department routinely supervise the research/thesis course of 1-3 honours students each year. The research-active faculty in UVic's Chemistry Department therefore have plenty of capacity to supervise the research/thesis course of additional honours students. Further, the 10 faculty identified as having expertise and interests appropriate for the supervision of honours Chem Med Sci students would be able to support the planned enrolments (anticipated to be 5-10 per year) while still leaving plenty of capacity for supervision of the current honours Chemistry cohort. The total honours enrolment (Chemistry plus Chem Med Sci) should still be small enough to meet student interest and preference when determining pairing with a faculty supervisor.

In summary, the academic and resource case for the establishment of the proposed honours stream is, in my view, well justified in the proposal sent to me.

Please do not hesitate to contact me if there are further matters you wish me to comment on.

Yours sincerely,

A handwritten signature in dark ink, appearing to read "Alan Weedon". The signature is fluid and cursive, with the first name "Alan" and last name "Weedon" clearly distinguishable.

Alan Weedon, PhD
Professor Emeritus



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 13, 2019

To: Operations and Facilities Committee

From: Valerie Kuehne, Vice-President Academic and Provost

A handwritten signature in blue ink, appearing to read "Valerie Kuehne".

cc: President and Vice-Chancellor

Meeting Date: May 28, 2019

Subject: Proposal to Change the Name of the Bachelor of Music Major in History and Literature to Bachelor of Music Major in Musicology and Sound Studies

Basis for Jurisdiction: Senate Committee on Planning March 6, 2019
Senate April 5, 2019

Previous Consultation: At its meeting on April 5, 2019, Senate approved and recommended that the Board of Governors approve the proposal to change the name of the Bachelor of Music Major in History and Literature to the Bachelor of Music Major in Musicology and Sound Studies, as described in the memorandum dated February 13, 2019.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the proposal to change the name of the Bachelor of Music Major in History and Literature to the Bachelor of Music Major in Musicology and Sound Studies, as described in the memorandum dated February 13, 2019.

Background:

The new program name, Major in Musicology and Sound Studies, captures the nature of the content being taught by current faculty. Musicology and Sound Studies (MSS) is the commonly accepted terminology used to describe the current and proposed Major.

The proposed change to the program name:

- conveys to interested students a clear sense of the MSS program content offered at the School of Music;
- will facilitate recruitment of students who are likely to be attracted to a program that encompasses historical subjects and current interests in diverse topics.

The enhanced recognisability of the proposed program name will facilitate undergraduate advising better than the previous title.

The changes to the program do not require any new resource allocations.

Attachment(s): Proposal to Senate dated March 20, 2019 to change the name of the Bachelor of Music Major in History and Literature to the Bachelor of Music Major in Musicology and Sound Studies.



University
of Victoria

Senate Committee on
Planning

MEMO

Date: March 20, 2019

To: Senate

From: Senate Committee on Planning

Re: **Proposal to Change the Name of the Bachelor of Music Major in History and Literature to "Major in Musicology and Sound Studies"**

At its meeting of March 6, 2019, the Senate Committee on Planning considered the proposal to change the name of the Bachelor of Music major in History and Literature to "Major in Musicology and Sound Studies", as described in the memorandum from Christopher Butterfield, Director, School of Music.

The following motion is recommended:

That Senate approve and recommend to the Board of Governors that it also approve the proposal to change the name of the Bachelor of Music Major in History and Literature to "Major in Musicology and Sound Studies", as described in the memorandum dated February 13, 2019.

Respectfully submitted,

2018/2019 Senate Committee on Planning

Nancy Wright, Associate Vice-President Academic Planning (Chair)

Gillian Calder, Faculty of Law

David Castle, Vice-President Research

Jo-Anne Clarke, Division of Continuing Studies

Merwan Engineer, President's Nominee

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Andrea Giles, Cooperative Education and Career Services

Nicole Greengoe, Registrar (on leave)

Rishi Gupta, Faculty of Engineering

Robin Hicks, Faculty of Science

Ashlee Kirby, Student Senator

Valerie Kuehne, Vice-President Academic and Provost

Graham McDonough, Faculty of Education

Patrick Nahirney, Division of Medical Sciences

Sang Nam, Peter B. Gustavson School of Business

Abdul Roudsari, Faculty of Human and Social Development

Dan Russek, Faculty of Humanities

Nilanjana Roy, Faculty of Social Sciences

Ralf St. Clair, Dean, Faculty of Education

Victoria Wyatt, Faculty of Fine Arts

Carla Osborne, GSS Representative

Ada Saab, Acting Associate University Secretary
David Capson, Faculty of Graduate Studies
Sandra Duggan (Secretary), Office of the Vice-President Academic and Provost

MEMO

Date February 13, 2019
To Nancy Wright, Associate Vice President, Academic Planning (AVPAP)
From Wendell Clanton, Acting Chair, Curriculum Committee, School of Music
Re Consultation regarding: 1) changes to program name from Major in History and Literature to Major in Musicology and Sound Studies; 2) changes to required courses.

This memorandum is submitted in order to consult with the AVPAP regarding proposed changes to required courses and degree name for the current ***Major in History and Literature***. The proposed new title for the program name is ***Major in Musicology and Sound Studies (MSS)***.

The School of Music has approved the proposed changes at its meeting on January 11, 2018.

Revision of the Program Name

The new program name, ***Major in Musicology and Sound Studies***, captures the nature of the content being taught by current faculty. Musicology and Sound studies is the commonly accepted terminology used to describe the current and proposed Major. Our teachers already offer an international standard of excellence in scholarship in the field of musicology and sound studies:

- Musicology: the scholarly analysis and research-based study of music, including, for example, the historical, theoretical, psychological, sociological, acoustical, neurological and computational aspects of music;
- Sound Studies: the study of the role of sound in culture, including music and media.

The proposed change to the program name:

- conveys to interested students a clear sense of the MSS program content offered at the School of Music;
- is intended to help facilitate recruitment of students who are likely to be attracted to a program that encompasses historical subjects and current interests in diverse topics.

Revision of the Program Requirements

There are also changes to the program requirements. These are summarized below:

- removal of 1.5 credits of Music Elective (Year 2)
- new 1.5 credit MUS 398 Music Research I (Year 3)
- removal of MUS 499 (Year 4)
- new 1.5 credit MUS 498 Music Research II (Year 4)
- removal of MUS 340, 440, 381 and 481 (Year 3 & 4)
- increase Music Electives to 6.0 units (Year 3 & 4)

These proposed changes to the curriculum have the following aims:

- to improve time-to-degree completion and ensure total degree units reflect the University of Victoria's recommended 60 units (the current program consists of 63.5 or 64 units);

- to alleviate timetable conflicts in the School of Music; to alleviate current timetable conflicts for courses outside of the School of Music but still relevant to the MSS degree;
- to ensure students receive specialized professional training and satisfy prerequisites for graduate programs;
- to provide writing and research mentorship across Years 3 and 4, thereby increasing collaboration between students and faculty on community-engaged projects, grants, opportunities to study abroad, graduate applications, and other avenues of joint research;
- to combine research and mentorship opportunities with existing course offerings rather than as separate, specialized courses—this has many efficiencies, but also allows our MSS students to stay immersed with other School of Music students, learning from them and their experiences as performers and educators as they pursue more specialized research topics while distinguishing the MSS program from the Musical Arts Major.
- to promote diverse and inclusive research relevant to current disciplinary trends;
- to improve competitiveness with similar degrees across North America;
- to align learning outcomes with general University initiatives.

The Advantages of Change

1. The enhanced recognisability of the proposed program name will facilitate undergraduate advising better than the previous title.
2. The School offers an impressive variety of courses in different areas: Indigenous music, a course that includes community-engaged learning components; popular music; music and gender; music technology; sound studies; and world music. Some of these courses did not previously count towards BMUS program requirements. They are included as music elective options in the proposed changes. These topics vastly improve the breadth and depth of our offerings to students. Consequently, the revised program will improve our competitiveness with similar programs across North America.
3. The changes to the Major more effectively promote the specific objectives of the University's Strategic Framework.

The changes to the program do not require any new resource allocations.

The documentation to be forwarded to the Senate Curriculum Committee is attached for your review:

- Program Change Forms
- Course Change Forms

Wendell A. Clanton
Acting Chair, Curriculum Committee, School of Music

Original signed by Christopher Butterfield

Christopher Butterfield, Director, School of Music

UVic Program Curriculum Change

Summary of Program Curriculum Changes:

| | | | |
|-----------------|-----------------|----------------|------------------|
| Effective Date: | 01May2019 | | |
| Line-Faculty: | FINE | Academic Unit: | School of Music |
| Contact Name: | Wendell Clanton | Local: | 7924 |
| | | Email: | wclanton@uvic.ca |

| Types of program change: | | |
|---|---|---|
| <ul style="list-style-type: none"> • Creation, reinstatement, discontinuance, or change in name of a program or credential; or • a modification that significantly changes a program or credential's focus, content, structure, or requirements | Change of the required courses for a program | Change in the description of a program or credential not involving any change in program or credential requirements |
| Suspension of admission, re-admission, or declaration in a program | Change in a listing of eligible or elective courses that can be used to meet program or credential requirements | Other: Describe in 'Type of change' field |

All program changes should be in the order in which they will appear in the Calendar.

| Submission #: | Type(s) of change | Other units consulted: (list all) |
|---------------|--|-----------------------------------|
| 1 | Change in name of a program or credential; change of the required courses for a program; change in a listing of specific eligible or elective courses that can be used to meet program or credential requirements. | AVPAP |

UVic Program Curriculum Change

| | | | | |
|---|--|--|---|--|
| | | | Submission number: 1 | |
| Line-Faculty: Fine Arts | | Academic Unit: Music | | Date of submission: 01FEB19 |
| | | Effective Date: 01MAY19 | | |
| Type(s) of program change: | | | | |
| <input checked="" type="checkbox"/> • Creation, reinstatement, discontinuance, or change in name of a program or credential; or • a modification that significantly changes a program or credential's focus, content, structure, or requirements | | <input checked="" type="checkbox"/> Change of the required courses for a program | | <input type="checkbox"/> Change in the description of a program or credential not involving any change in program or credential requirements |
| <input type="checkbox"/> Suspension of admission, re-admission, or declaration in a program | | <input checked="" type="checkbox"/> Change in a listing of specific eligible or elective courses that can be used to meet program or credential requirements | | <input type="checkbox"/> Other (describe): |
| Current calendar entry (include pending changes, if applicable): | | | Proposed calendar entry: | |
| Current calendar page number: 142-143 | | | If new, enter nearest sub-heading: | |
| <p>PROGRAM REQUIREMENTS Requirements Common to All BMus Degrees [...]</p> <p>At the end of the common first year, each student will be assigned a faculty adviser who will assist in selecting appropriate elective courses, ensure that program requirements are satisfied and oversee year-to-year progress by means of consultation with their instrumental instructors (aided by auditions in certain sections). Students intending to major in Music Education must have enrolled in MUS 131. They will then be interviewed by Music Education Faculty in March of first year. Entrance into the Composition Major is determined by portfolio audition at the end of a student's first year. Entrance into the Performance Major is by audition after first or second year, but no later than the beginning of a student's third year of study. Majors in Musical Arts or Music History and Literature must be declared by the start of third year. Declaration of Degree forms are available from the School of Music office by October 15 of each year. Students are placed in Large Ensembles (MUS 180A-G to MUS 480A-G) by an Ensemble Committee every year, according to each student's educational needs and the needs of the School. Registration is required for one of these groups. Large Ensemble courses can be taken to a maximum of 10.0 units.</p> <p>[...]</p> <p>Major in History and Literature</p> <p>Year 2</p> <p>MUS 201A and 201B 3.0</p> <p>MUS 220A and 220B 3.0</p> | | | <p>PROGRAM REQUIREMENTS Requirements Common to All BMus Degrees [...]</p> <p>At the end of the common first year, each student will be assigned a faculty adviser who will assist in selecting appropriate elective courses, ensure that program requirements are satisfied and oversee year-to-year progress by means of consultation with their instrumental instructors (aided by auditions in certain sections). Students intending to major in Music Education must have enrolled in MUS 131. They will then be interviewed by Music Education Faculty in March of first year. Entrance into the Composition Major is determined by portfolio audition at the end of a student's first year. Entrance into the Performance Major is by audition after first or second year, but no later than the beginning of a student's third year of study. Majors in Musical Arts must be declared by the start of third year. <u>Majors in Musicology and Sound Studies normally enter the program at the end of year two. For entrance, Majors in this program are required to have satisfied UVic's Academic Writing Requirement and be interviewed by Musicology and Sound Studies faculty.</u> Declaration of Degree forms are available from the School of Music office by October 15 of each year. Students are placed in Large Ensembles (MUS 180A-G to MUS 480A-G) by an Ensemble Committee every year, according to each student's educational needs and the needs of the School. Registration is required for one of these groups. Large Ensemble courses can be taken to a maximum of 10.0 units.</p> <p>[...]</p> <p>Major in <u>Musicology and Sound Studies</u></p> <p>Year 2</p> <p>MUS 201A and 201B 3.0</p> | |

UVic Program Curriculum Change

| | |
|---|--|
| MUS 240 2.0 | MUS 220A and 220B 3.0 |
| MUS 270A and 270B 2.0 | MUS 240 2.0 |
| One of MUS 280A-G..... 2.0 | MUS 270A and 270B 2.0 |
| MUS 281 1.0 | One of MUS 280A-G..... 2.0 |
| Music elective 1.5 | MUS 281 1.0 |
| Non-music electives 1.5 | Non-music electives ² 1.5 |
| Total: 16 | Total: 14.5 |
| Year 3 | Year 3 |
| MUS 301A 1.5 | MUS 301A 1.5 |
| MUS 340 2.0 | MUS 398 1.5 |
| One of MUS 380A-G 2.0 | MUS 200-400 level ^{1,2} 3.0 |
| MUS 411 1.5 | MUS 300-400 level ^{1,2} 3.0 |
| Music electives ¹ 4.0 or 4.5 | Non-music electives 4.5 |
| Non music electives 4.5 | Total: 13.5 |
| Total: 15.5 or 16.0 | Year 4 |
| Year 4 | MUS 411 1.5 |
| MUS 440 2.0 | MUS 498 1.5 |
| One of MUS 480A-G 2.0 | |
| MUS 499 3.0 | |

UVic Program Curriculum Change

| | | |
|---|--|--|
| Music electives ¹ 2.5 or 3.0 Non-music electives 4.5 Total: 14.0 or 14.5 Total Units for Degree: 63.5 or 64 <i>1. All upper-level music electives are 1.5 units with the exception of MUS 381 and 481 which are 1.0.</i> | MUS 300-400 level ^{1,2} 6.0 Non-music electives 4.5 Music or non-music electives 1.5 Total: 15 Total Units for Degree: 60.5 <i>1. MUS 340, MUS440, MUS 380A-G, MUS 480A-G, and MUS 381 or MUS 481 are strongly recommended. Students who intend to take these courses must seek the approval of the Performance Faculty prior to enrollment to ensure studio or ensemble space.</i> <i>2. With approval of the Head of Musicology and Sound Studies, students may substitute 1.5 units of music electives for courses in other departments that are directly relevant to their declared area of interest.</i> | |
| Rationale for proposed change: | | |
| <p>The former title, Major in History and Literature, is outmoded and therefore is changing to Musicology and Sound Studies. The new program title reflects the current orientation of programs at other major universities. The new title is the commonly understood and, therefore, appropriate name for the program. Changes to Major requirements distinguish the program from other music majors by adjusting the proportion of electives to allow for greater reinforcement in musicology-specific coursework in the upper years of the degree. The reconfiguring of research-based courses (from MUS 499 - to be deleted) to MUS 398 and MUS 498) will allow students to develop the skills and abilities for academic and personal success. As examples of existing courses that support the program change, the School offers courses in Indigenous music, popular music, music and gender, music technology, sound studies, and world music. Changes to the Major provide more opportunities for these courses to be taken. The proposed changes do not require any new resource allocations. A reduction in mandatory lessons and ensemble related courses in the 3rd and 4th years permits a choice of lessons and/or ensembles and/or academic electives in the School, and will increase music electives to 6.0 units (Year 3 and 4). Starting with the declaration interview on their entrance in third year, musicology faculty will guide students when selecting courses to match their academic interests. The revision improves our competitiveness with similar degrees across North America. The changes promote the specific objectives of the University's Strategic Framework.</p> | | |
| Consultation: (Written evidence of all consultations in the preparation of this submission must be included in a single PDF for the entire program package) | | |
| Consultation: <input type="checkbox"/> Units (list): <input checked="" type="checkbox"/> AVPAP <input type="checkbox"/> No consultation required | Senate Committee on Planning: <input type="checkbox"/> In-progress <input type="checkbox"/> Approved | Other Committee(s) consulted (list committees): <input type="checkbox"/> In-progress: <input type="checkbox"/> Approved |

UVic Course Curriculum Change

Summary Course Curriculum Changes:

| | | | |
|-----------------|-----------------|----------------|------------------|
| Effective Date: | 01May2019 | | |
| Line-Faculty: | Fine Arts | Academic Unit: | School of Music |
| Contact Name: | Wendell Clanton | Local: | 7924 |
| | | Email: | wclanton@uvic.ca |

| Types of course change: | | |
|-----------------------------|--|---|
| New or reinstated course | Change or addition of a pre- or co-requisite | Other: Describe in 'Type of change' field |
| Course code or number | Deletion | |
| Course title or description | Retention of a course not offered for five years | |

All course changes should be in alphabetical and numerical order with a corresponding submission number.

| Submission #: | Course code: | Course number: | Type(s) of change: (if new or reinstated, include title) | Other units consulted: (list all) |
|---------------|--------------|----------------|--|-----------------------------------|
| 1 | MUS | 180D | Course title and description: Jazz and Creative Music Ensemble | |
| 2 | MUS | 280D | Course title and description: Jazz and Creative Music Ensemble | |
| 3 | MUS | 380D | Course title and description: Jazz and Creative Music Ensemble | |
| 4 | MUS | 480D | Course title and description: Jazz and Creative Music Ensemble | |
| 5 | MUS | 347A | Deletion | |
| 6 | MUS | 347B | Deletion | |
| 7 | MUS | 348 | New course: Improvisation | |
| 8 | MUS | 398 | New course: Music Research I | |
| 9 | MUS | 498 | New course: Music Research II | |
| | | | | |
| | | | | |

UVic Course Curriculum Change

| | | | |
|--|---|---|--|
| | | | Submission number: 1 |
| Line-Faculty: Fine Arts | Academic Unit: Music | Date of submission: 01FEB19 | Effective date of change: 01SEP19 |
| Type(s) of course change: | | | |
| <input type="checkbox"/> New or reinstated course | <input type="checkbox"/> Change or addition of a pre- or co-requisite | <input type="checkbox"/> Other: | |
| <input type="checkbox"/> Course code or number | <input type="checkbox"/> Deletion | | |
| <input checked="" type="checkbox"/> Course title or description | <input type="checkbox"/> Retention of a course not offered for five years | | |
| Current calendar entry (include pending changes, if applicable): | | Proposed calendar entry: | |
| MUS 180D Units: 2.0 Hours: 0-3-0 Jazz Ensemble Rehearses and performs a wide range of works, both old and new, for jazz ensemble. Notes: Credit will be granted for only one of MUS 180D, MUS 180. Open to all students by audition. | | MUS 180D Units: 2.0 Hours: 0-3-0 Jazz <u>and Creative Music Ensemble</u> Rehearses and performs <u>music with emphasis on community and collaboration, including jazz, improvisation and soundtracks for silent film.</u> Notes: <ul style="list-style-type: none"> • Credit will be granted for only one of MUS 180D, MUS 180. • Open to all students by audition. Prerequisite(s): Permission of the department. | |
| | | Condensed 30-character title (required for all new and revised titles of 31-65 characters): | |
| Rationale for proposed change: | | | |
| Title edit and description for clarification updated to reflect how the course is being taught while maintaining core course content. | | | |
| Consultation: (Written evidence of all consultations should be included in a single PDF for the entire program package.) | | | |
| Other units consulted in preparation of submission: Film Studies | | | <input checked="" type="checkbox"/> No consultation required |

UVic Course Curriculum Change

| | | | | |
|--|--|---|---|--|
| | | | Submission number: 2 | |
| Line-Faculty: Fine Arts | | Academic Unit: Music | | Date of submission: 01FEB19 |
| | | Effective date of change: 01SEP19 | | |
| Type(s) of course change: | | | | |
| <input type="checkbox"/> New or reinstated course | | <input type="checkbox"/> Change or addition of a pre- or co-requisite | | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Course code or number | | <input type="checkbox"/> Deletion | | |
| <input checked="" type="checkbox"/> Course title or description | | <input type="checkbox"/> Retention of a course not offered for five years | | |
| Current calendar entry (include pending changes, if applicable): | | | Proposed calendar entry: | |
| MUS 280D Units: 2.0 Hours: 0-3-0 Jazz Ensemble Rehearses and performs a wide range of works, both old and new, for jazz ensemble. Notes: Credit will be granted for only one of MUS 280D, MUS 280. Open to all students by audition. | | | MUS 280D Units: 2.0 Hours: 0-3-0 Jazz <u>and Creative Music Ensemble</u> Rehearses and performs music with an emphasis on community and collaboration, including jazz, improvisation and soundtracks for silent film. Notes: <ul style="list-style-type: none"> Credit will be granted for only one of MUS 280D, MUS 280. Open to all students by audition. Prerequisite(s): Permission of the department. | |
| | | | Condensed 30-character title (required for all new and revised titles of 31-65 characters): | |
| Rationale for proposed change: | | | | |
| Title edit and description for clarification updated to reflect how the course is being taught while maintaining core course content. | | | | |
| Consultation: (Written evidence of all consultations should be included in a single PDF for the entire program package.) | | | | |
| Other units consulted in preparation of submission: | | | | <input checked="" type="checkbox"/> No consultation required |

UVic Course Curriculum Change

| | | | |
|--|---|---|--|
| | | | Submission number: 3 |
| Line-Faculty: Fine Arts | Academic Unit: Music | Date of submission: 01FEB19 | Effective date of change: 01SEP19 |
| Type(s) of course change: | | | |
| <input type="checkbox"/> New or reinstated course | <input type="checkbox"/> Change or addition of a pre- or co-requisite | <input type="checkbox"/> Other: | |
| <input type="checkbox"/> Course code or number | <input type="checkbox"/> Deletion | | |
| <input checked="" type="checkbox"/> Course title or description | <input type="checkbox"/> Retention of a course not offered for five years | | |
| Current calendar entry (include pending changes, if applicable): | | Proposed calendar entry: | |
| MUS 380D Units: 2.0 Hours: 0-3-0 Jazz Ensemble Rehearses and performs a wide range of works, both old and new, for jazz ensemble. Notes: Credit will be granted for only one of MUS 380D, MUS 380. Open to all students by audition. | | MUS 380D Units: 2.0 Hours: 0-3-0 Jazz <u>and Creative Music Ensemble</u> Rehearses and performs music with an emphasis on community and collaboration, including jazz, improvisation and soundtracks for silent film. Notes: <ul style="list-style-type: none"> • Credit will be granted for only one of MUS 380D, MUS 380. • Open to all students by audition. Prerequisite(s): Permission of the department. | |
| | | Condensed 30-character title (required for all new and revised titles of 31-65 characters): | |
| Rationale for proposed change: | | | |
| Title edit and description for clarification updated to reflect how the course is being taught while maintaining core course content. | | | |
| Consultation: (Written evidence of all consultations should be included in a single PDF for the entire program package.) | | | |
| Other units consulted in preparation of submission: | | | <input checked="" type="checkbox"/> No consultation required |

UVic Course Curriculum Change

| | | | |
|--|---|---|--|
| | | | Submission number: 4 |
| Line-Faculty: Fine Arts | Academic Unit: Music | Date of submission: 01FEB19 | Effective date of change: 01SEP19 |
| Type(s) of course change: | | | |
| <input type="checkbox"/> New or reinstated course | <input type="checkbox"/> Change or addition of a pre- or co-requisite | <input type="checkbox"/> Other: | |
| <input type="checkbox"/> Course code or number | <input type="checkbox"/> Deletion | | |
| <input checked="" type="checkbox"/> Course title or description | <input type="checkbox"/> Retention of a course not offered for five years | | |
| Current calendar entry (include pending changes, if applicable): | | Proposed calendar entry: | |
| MUS 480D Units: 2.0 Hours: 0-3-0 Jazz Ensemble Rehearses and performs a wide range of works, both old and new, for jazz ensemble. Notes: Credit will be granted for only one of MUS 480D, MUS 480. Open to all students by audition. | | MUS 480D Units: 2.0 Hours: 0-3-0 Jazz <u>and Creative Music Ensemble</u> Rehearses and performs music with an emphasis on community and collaboration, including jazz, improvisation and soundtracks for silent film. Notes: <ul style="list-style-type: none"> Credit will be granted for only one of MUS 480D, MUS 480. Open to all students by audition. Prerequisite(s): Permission of the department. | |
| | | Condensed 30-character title (required for all new and revised titles of 31-65 characters): | |
| Rationale for proposed change: | | | |
| Title edit and description for clarification updated to reflect how the course is being taught while maintaining core course content. | | | |
| Consultation: (Written evidence of all consultations should be included in a single PDF for the entire program package.) | | | |
| Other units consulted in preparation of submission: | | | <input checked="" type="checkbox"/> No consultation required |

UVic Course Curriculum Change

| | | | |
|--|---|---|--|
| | | | Submission number: 5 |
| Line-Faculty: Fine Arts | Academic Unit: Music | Date of submission: 01FEB19 | Effective date of change: 01SEP19 |
| Type(s) of course change: | | | |
| <input type="checkbox"/> New or reinstated course | <input type="checkbox"/> Change or addition of a pre- or co-requisite | <input type="checkbox"/> Other: | |
| <input type="checkbox"/> Course code or number | <input checked="" type="checkbox"/> Deletion | | |
| <input type="checkbox"/> Course title or description | <input type="checkbox"/> Retention of a course not offered for five years | | |
| Current calendar entry (include pending changes, if applicable): | | Proposed calendar entry: | |
| <p>MUS 347A Introduction to Jazz Improvisation Units: 1.5 - Hours: 0-3-0 Performance oriented, this course introduces the student to improvisation in the jazz idiom. Notes: <ul style="list-style-type: none"> Credit will be granted for only one of MUS 347A, MUS 347. Knowledge of music rudiments is required. Undergraduate course in Music offered by the School of Music in the Faculty of Fine Arts.</p> | | Condensed 30-character title (required for all new and revised titles of 31-65 characters): | |
| Rationale for proposed change: | | | |
| MUS 347A superseded by MUS 348, new this cycle. MUS 347A and MUS 347B are being merged into the new course MUS 348. | | | |
| Consultation: (Written evidence of all consultations should be included in a single PDF for the entire program package.) | | | |
| Other units consulted in preparation of submission: | | | <input checked="" type="checkbox"/> No consultation required |

UVic Course Curriculum Change

| | | | | |
|--|--|---|--|--|
| | | | Submission number: 6 | |
| Line-Faculty: Fine Arts | | Academic Unit: Music | | Date of submission: 01FEB19 |
| | | Effective date of change: 01SEP19 | | |
| Type(s) of course change: | | | | |
| <input type="checkbox"/> New or reinstated course | | <input type="checkbox"/> Change or addition of a pre- or co-requisite | | <input type="checkbox"/> Other: |
| <input type="checkbox"/> Course code or number | | <input checked="" type="checkbox"/> Deletion | | |
| <input type="checkbox"/> Course title or description | | <input type="checkbox"/> Retention of a course not offered for five years | | |
| Current calendar entry (include pending changes, if applicable): | | | Proposed calendar entry: | |
| <p>MUS 347B Introduction to Contemporary Improvisation Units: 1.5 Hours: 1.5-0-0</p> <p>Performance-based course designed to expand the perspective of classically trained musicians. Provides the opportunity to explore the creative performance practice of improvisatory contemporary music and to develop skills in listening and responding.</p> <p>Note:</p> <ul style="list-style-type: none"> *—Credit will be granted for only one of MUS 347B, MUS 347. <p>Prerequisites:</p> <ul style="list-style-type: none"> *—MUS 101B; or *—permission of the school. | | | <p>Condensed 30-character title (required for all new and revised titles of 31-65 characters):</p> | |
| Rationale for proposed change: | | | | |
| MUS 347A superseded by MUS 348, new this cycle. MUS 347A and MUS 347B are being merged into the new course MUS 348. | | | | |
| Consultation: (Written evidence of all consultations should be included in a single PDF for the entire program package.) | | | | |
| Other units consulted in preparation of submission: | | | | <input checked="" type="checkbox"/> No consultation required |

UVic Course Curriculum Change

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|--|---|--|--|
| | | | Submission number: 7 |
| Line-Faculty: Fine Arts | Academic Unit: Music | Date of submission: 01FEB19 | Effective date of change: 01SEP19 |
| Type(s) of course change: | | | |
| <input checked="" type="checkbox"/> New or reinstated course | <input type="checkbox"/> Change or addition of a pre- or co-requisite | <input type="checkbox"/> Other: | |
| <input type="checkbox"/> Course code or number | <input type="checkbox"/> Deletion | | |
| <input type="checkbox"/> Course title or description | <input type="checkbox"/> Retention of a course not offered for five years | | |
| Current calendar entry (include pending changes, if applicable): | | Proposed calendar entry: | |
| | | <u>MUS 348 Units: 1.5 Hours: 3-0-0</u> <u>Formerly: MUS 347A, MUS 347B</u> | |
| | | <u>Improvisation</u> | |
| | | <u>Performance-based course. Investigates the association between improvisation and composition.</u> | |
| | | <u>Note:</u> <ul style="list-style-type: none"> <u>Credit will only be granted for one of MUS 348, MUS 347A, MUS 347B.</u> <u>Recommendation(s): MUS 111 recommended prior to MUS 348.</u> | |
| Condensed 30-character title (required for all new and revised titles of 31-65 characters): | | | |
| Rationale for proposed change: | | | |
| MUS 348 is a new course that merges MUS 347A and MUS 347B (both to be deleted this cycle). The School currently sees no reason to separate jazz and contemporary improvisation; new course will include overview of improvisation techniques from early to modern times, including jazz. | | | |
| Consultation: (Written evidence of all consultations should be included in a single PDF for the entire program package.) | | | |
| Other units consulted in preparation of submission: | | | <input checked="" type="checkbox"/> No consultation required |

UVic Course Curriculum Change

| | | | |
|--|---|---|---|
| | | | Submission number: 8 |
| Line-Faculty: Fine Arts | Academic Unit: Music | Date of submission: 01FEB19 | Effective date of change: 01SEP19 |
| Type(s) of course change: | | | |
| <input checked="" type="checkbox"/> New or reinstated course | <input type="checkbox"/> Change or addition of a pre- or co-requisite | <input type="checkbox"/> Other: | |
| <input type="checkbox"/> Course code or number | <input type="checkbox"/> Deletion | | |
| <input type="checkbox"/> Course title or description | <input type="checkbox"/> Retention of a course not offered for five years | | |
| Current calendar entry (include pending changes, if applicable): | | Proposed calendar entry: | |
| | | <u>MUS 398 Units: 1.5 Hours: 3-0-0</u> <u>Music Research I</u> <u>Training in musicological research and writing, resulting in a substantial final project.</u> <u>Pre- or Corequisites</u> <ul style="list-style-type: none"> • <u>Declared Major in Musicology and Sound Studies; and</u> • <u>permission of the school.</u> | |
| | | Condensed 30-character title (required for all new and revised titles of 31-65 characters): | |
| | | | |
| Rationale for proposed change: | | | |
| Core research course for the proposed Major in Musicology and Sound Studies, which is the study of the role of sound in culture, including music and media. The course sequence of MUS 398 and MUS 498, taken in years 3 and 4 of the program, is a reconfiguration of the current year-long MUS499 Graduate Projects in Music History (to be deleted once two current students complete; no MX note added at that time, not required currently). Two years of research-based coursework allows for the scaffolding of skills and better prepares students for undergraduate research opportunities in the fourth year of their program (JCURA), as well as post-graduate opportunities (SSHRC). | | | |
| Consultation: (Written evidence of all consultations should be included in a single PDF for the entire program package.) | | | |
| Other units consulted in preparation of submission: | | | <input type="checkbox"/> No consultation required |

UVic Course Curriculum Change

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|--|---|--|---|
| | | | Submission number: 9 |
| Line-Faculty: Fine Arts | Academic Unit: Music | Date of submission: 01FEB19 | Effective date of change: 01SEP19 |
| Type(s) of course change: | | | |
| <input checked="" type="checkbox"/> New or reinstated course | <input type="checkbox"/> Change or addition of a pre- or co-requisite | <input type="checkbox"/> Other: | |
| <input type="checkbox"/> Course code or number | <input type="checkbox"/> Deletion | | |
| <input type="checkbox"/> Course title or description | <input type="checkbox"/> Retention of a course not offered for five years | | |
| Current calendar entry (include pending changes, if applicable): | | Proposed calendar entry: | |
| | | <u>MUS 498 Units: 1.5 Hours: 3-0-0</u> <u>Music Research II</u> <u>A course for training in musicological research and writing, resulting in a substantial final project.</u> <u>Pre- or Corequisites</u> <ul style="list-style-type: none"> • <u>MUS 398; and</u> • <u>declared major in Musicology and Sound Studies; and</u> • <u>permission of the school.</u> | |
| | | Condensed 30-character title (required for all new and revised titles of 31-65 characters): | |
| | | | |
| Rationale for proposed change: | | | |
| Core research course for the proposed Major in Musicology and Sound Studies, which is the study of the role of sound in culture, including music and media. The course sequence of MUS 398 and MUS 498, taken in years 3 and 4 of the program, is a reconfiguration of the current year-long MUS499 Graduate Projects in Music History (to be deleted once two current students complete; no MX note added at that time, not required currently). Two years of research-based coursework allows for the scaffolding of skills and better prepares students for undergraduate research opportunities in the fourth year of their program (JCURA), as well as post-graduate opportunities (SSHRC). | | | |
| Consultation: (Written evidence of all consultations should be included in a single PDF for the entire program package.) | | | |
| Other units consulted in preparation of submission: | | | <input type="checkbox"/> No consultation required |



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 13, 2019

To: Operations and Facilities Committee

From: Valerie Kuehne, Vice-President Academic and Provost

A handwritten signature in blue ink, appearing to read "Valerie Kuehne".

cc: President and Vice-Chancellor

Meeting Date: May 28, 2019

Subject: Proposal to Add a Cultural, Social and Political Thought (CSPT) Option to the Master of Arts in French

Basis for Jurisdiction: Senate Committee on Planning March 6, 2019
Senate April 5, 2019

Previous Consultation: At its meeting on April 5, 2019, Senate approved and recommended that the Board of Governors approve the proposal to add a Cultural, Social and Political Thought (CSPT) Option to the Master of Arts in French, as described in the document "Addition of a CSPT Option within the French Graduate Program".

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the proposal for the addition of a Cultural, Social and Political Thought (CSPT) Option within the Master of Arts in French, as described in the document "Addition of a CSPT Option within the French Graduate Program", and that this

approval be withdrawn if the program should not be offered within five years of the granting of approval.

Strategic Relevance

The Department of French has just revamped its graduate program and aims to expand on their offerings in order to attract a growing numbers of high caliber students. Considering the political and societal issues that are affecting French around the world, we feel that adding the Cultural, Social and Political Thought (CSPT) option is a very positive step in that direction.

Overview/nature of the Major

Master of Arts in French with a concentration in CSPT (a concentration within the program that could be taken by any student).

Alignment with the university's mission and strategic plan

This new option will intensify dynamic learning by creating new links between graduate programs, support dialogue between graduate students from various origins and backgrounds, and ultimately will contribute to diversifying ideas for discovery and inquiry.

Demand and availability

Many of French graduate students have asked to be part of CSPT, hence it could become a viable recruitment method and opportunity.

Resource implications

No additional resources required.

Other relevant factors

None.

Attachment(s): Proposal to Senate dated March 20, 2019 to add a Cultural, Social and Political Thought (CSPT) Option to the Master of Arts in French.



University
of Victoria

Senate Committee on
Planning

MEMO

Date: March 20, 2019

To: Senate

From: Senate Committee on Planning

Re: **Proposal to Add a Cultural, Social and Political Thought (CSPT) Option to the Master of Arts in French**

At its meeting of March 6, 2019, the Senate Committee on Planning considered the proposal to add a Cultural, Social and Political Thought (CSPT) Option to the Master of Arts in French, as described in the document "Addition of a CSPT Option within the French Graduate Program".

The following motion is recommended:

That Senate approve and recommend to the Board of Governors that it also approve the proposal for the addition of a Cultural, Social and Political Thought (CSPT) Option within the Master of Arts in French, as described in the document "Addition of a CSPT Option within the French Graduate Program".

Respectfully submitted,

2018/2019 Senate Committee on Planning

Nancy Wright, Associate Vice-President Academic Planning (Chair)

Gillian Calder, Faculty of Law

David Castle, Vice-President Research

Jo-Anne Clarke, Division of Continuing Studies

Merwan Engineer, President's Nominee

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Andrea Giles, Cooperative Education and Career Services

Nicole Greengoe, Registrar (on leave)

Rishi Gupta, Faculty of Engineering

Robin Hicks, Faculty of Science

Ashlee Kirby, Student Senator

Valerie Kuehne, Vice-President Academic and Provost

Graham McDonough, Faculty of Education

Patrick Nahirney, Division of Medical Sciences

Sang Nam, Peter B. Gustavson School of Business

Abdul Roudsari, Faculty of Human and Social Development

Dan Russek, Faculty of Humanities

Nilanjana Roy, Faculty of Social Sciences

Ralf St. Clair, Dean, Faculty of Education

Victoria Wyatt, Faculty of Fine Arts

Carla Osborne, GSS Representative
Ada Saab, Acting Associate University Secretary
David Capson, Faculty of Graduate Studies
Sandra Duggan (Secretary), Office of the Vice-President Academic and Provost

Addition of CSPT Option within the French Graduate Program

| | |
|--|--|
| Dean's Name: Chris Goto-Jones | Signature Dean: Original signed by Chris Goto-Jones |
| Contact Name and Number: | |
| Dr. Catherine Caws 7362 | Original signed by Catherine Caws |
| Date approved by Department: Jan 19 th , 2018 | Chair/Director: Catherine Caws |
| Date approved by Faculty Curriculum Committee: January 4 th , 2019 | Dean or Committee Chair: Original signed by Lisa Surridge |



| PROPOSAL (up to 2,000 words plus appendices) | |
|---|---|
| A. Identification of new concentration | |
| Name, Location, Academic units (Faculties, departments, or schools) offering the new concentration / option | Humanities, French/ CSPT option |
| Anticipated concentration /option start date | Sept 2019 |
| Name, title, phone number and email address of contact person | Dr. Emile Fromet de Rosnay, Director CSPT, 7366, derosnay@uvic.ca Dr. Catherine Caws, Chair French, 7362, chairfran@uvic.ca |
| B. History and context of the program indicating value of a new concentration or option | |
| <p>The Department of French has just revamped its graduate program and is looking for an opportunity to expand on its offerings in order to attract a growing numbers of high caliber students. Since our recent program redesign, we have attracted high caliber students (6 new students in Sept 2018). We believe that the addition of an interdisciplinary option combining French with Cultural, Social, and Political Thought (CSPT: https://www.uvic.ca/interdisciplinary/cspt/) will make us even more attractive. More and more students are asking for interdisciplinary options and seek horizontal linkages across campus. Having a CSPT option will allow us to continue to move in this direction.</p> <p>In addition, considering the political and societal issues that are affecting French around the world, we feel that adding the CSPT (Cultural, Social, and Political Thought) option will be a very positive step in that direction. Within that context, CSPT would benefit from a French involvement.</p> <p>Joining CSPT benefits both the department and the CSPT program: on the one hand, there are potential French Studies candidates who would be attracted to UVic because of CSPT, and on the other, there are potential CSPT students who would like to do a CSPT concentration, but cannot if they are registered as French Studies students (since French Studies isn't a participating department). Furthermore, CSPT benefits from having a greater variety of faculty members who can be on MA/PhD committees, a greater variety of students in the program, and there can potentially be more course offerings for all CSPT students. Finally, participating departments benefit by having non-departmental CSPT students taking their courses that jointly offered as CSPT courses.</p> <p>In addition, students will have access to a more diverse faculty, fellow students and a wider range of seminars to better suit their needs.</p> | |

C. Aims, goals and/or objectives

Distinctive characteristics

The program simply adds an option to our French graduate program. Some characteristics include opportunities for students to:

- Expand their knowledge of contemporary and classical theoretical frameworks;
- Discover avant-garde engagements with pressing issues facing a globalized and diverse world in the digital age; and
- Develop a solid theoretical, analytical, and critical foundation for their empirical research activities.
- Understand and apply major theories in literature, film, cultural history, cultural studies, second-language acquisition, etc; and
- Formulate critical questions from a disciplinary and interdisciplinary perspective.

Anticipated contribution to the UVic Strategic Framework, Faculty, and academic unit's strategic plans

This new option will intensify dynamic learning by creating new links between graduate programs, support dialogue between graduate students from various origins and backgrounds, and ultimately it contributes to diversifying ideas, and to the potential for discovery and inquiry.

Target audience, student demand

French students interested in CSPT option

Include plans for student recruitment

Recruitment is done through the Department of French via our graduate advisor; we will simply advertise this new option.

D. Admission requirements

Include plans for admissions and transfer within BC system where appropriate

Admissions will not change. They will remain the same as what is currently done for French and CSPT. Students will apply to the French department and then indicate their wishes to concentrate in CSPT. The same criteria that are currently used for French Studies and CSPT will apply.

E. Areas of research and teaching specialization of faculty complement who will teach program

See our website. 3 members of the French Department belong to CSPT.

Dr. Hélène Cazes
Dr. Emile Fromet de Rosnay
Dr. Sara Harvey

<https://www.uvic.ca/interdisciplinary/cspt/people/faculty/index.php>

Apart from these faculty members who are officially associated with the CSPT program, other department members have strong theoretical grounding--for example, Dr. Sada Niang (African literary and cinema studies), Dr. Lapprand (evolutionary psychology and literary Darwinism), and Dr. Caws (socio-cultural theory, activity theory and complexity theory).

F. Curriculum design

Schedule of course delivery

- Identify the prescribed set of core and prerequisite courses.
- Identify which courses already exist at UVic and which new courses will be implemented as a result of the program.

FRAN 500A is offered every September and CSPT 500 and CSPT 501 are offered yearly. Students will then choose other seminars as per their program and the Departmental offerings.

Requirements are:

MA with a Concentration in CSPT Students wishing to pursue a Master's with a CSPT concentration must complete a minimum of 7.5 units of course work and a 7.5-unit thesis as follows:

- (a) FRAN 500A (1.5 units)
- (b) Two additional FRAN courses at the graduate level (3 units)
- (c) CSPT 501 (1.5 units)
- (d) either CSPT 500 or 590 (1.5 units) and
- (e) FRAN 599 (7.5 units).

All the courses listed already exist.

The thesis topic must be within the field of CSPT and the thesis must be written in French. At least two members of the

Delivery methods (e.g., plans for distance education, or computer assisted delivery) as appropriate to targeted student segments

Graduate seminars at UVic

Linkages between the learning outcomes and the curriculum design (refer either to program-specific learning outcomes or up to 3 UVic learning outcomes. (See <https://web.uvic.ca/calendar2018-05/cal/uvic/learning-outcomes.html>).

1. Expand your knowledge of contemporary and classical theoretical frameworks.
2. Discover avant-garde engagements with pressing issues facing a globalized and diverse world in the digital age.
3. Develop a solid theoretical, analytical, and critical foundation for your empirical research activities.
4. Understand and apply major theories in literature, film, cultural history, cultural studies, second-language acquisition, etc, and
5. Formulate critical questions from a disciplinary and interdisciplinary perspective.

Integration of opportunities for experiential learning, community-engaged or research-enriched learning

6. When applicable, describe: 1) the purpose of practica, Co-op work terms, 2) the unit's plans to develop placement opportunities for students, 3) the level of support extended to students seeking placements, 4) the anticipated outcomes of the work term or field placement, and 5) students' evaluation during their placements.

N/A

7. Opportunities for community engaged and research-enriched learning

Many opportunities through symposia organized by both French and CSPT, activities through the communities, colloquia, research assistantships, teaching assistantships, etc. Every year, our graduate students are involved in a graduate-student conference together with students in French studies at UBC and SFU. This could be linked with graduate student activities in CSPT. This year the graduate seminar is hosted at UVic; in 2020 it will be at UBC.

Residency requirements and anticipated times to completion

All graduate seminars are taught at UVIC. Program is scheduled to be completed in 12 to 24 months.

Policies on student evaluation

We apply UVic policies, see courses in the calendar. No specific evaluation policy is required for this program.

Describe the integration of international or Indigenous content or perspectives in the curriculum

The courses taught in our department focus heavily on international content. We will also bring in Indigenous content as we are currently hiring a new faculty member in Québec studies with a particular focus on Indigenous studies. In addition we regularly admit international students into our program.

G. Enrolment plan for the program (i.e., anticipated annual intake number and graduates)

This is not a new program, so no specific enrolment is required. We need neither extra funding nor extra faculty members. However, we can anticipate that once the new concentration is added, more and more potential students will be interested in its interdisciplinary nature.

We hope to get one student per year amongst our French cohort to be interested in this new option.

H. Resource plan

When additional resources will be required from the Library, include evidence of consultation with the UVic Librarian (i.e., an email or letter)

No additional resources required.

I. Related concentrations or options in UVic programs or other British Columbia post-secondary institutions

CSPT is a unique program at UVic. SFU does not offer this option, nor do other institutions in BC.

UBC has a program in society and culture but within the faculty of education. It is not comparable.

<http://edst.educ.ubc.ca/programs/society-culture-politics-in-education/>

J. Evidence of consultation with other UVic Departments/Faculties participating in the delivery of the concentration or option, when applicable. (Provide copies of emails or letters of support in an appendix.)

This has already been included in the curriculum submission form dated October 22nd, 2018. Dr. Emile Fromet de Rosnay, Director of the CSPT program, presented his program at our departmental meeting on January 19th, 2017, and discussed the program with us. We voted on a motion to join the CSPT program. We did not think it was necessary to consult with any other department.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 13, 2019

To: Operations and Facilities Committee

From: Valerie Kuehne, Vice-President Academic and Provost

A handwritten signature in blue ink, reading "Valerie Kuehne".

cc: President and Vice-Chancellor

Meeting Date: May 28, 2019

Subject: Proposal to Establish a Major in Recreation and Health Education in the Bachelor of Physical and Health Education Program

Basis for Jurisdiction: Senate Committee on Planning January 23, 2019
Senate April 5, 2019

Previous Consultation: At its meeting on April 5, 2019, Senate approved and recommended that the Board of Governors approve the proposal to establish a major in Recreation and Health Education in the Bachelor of Physical and Health Education program, as described in the document "Major in Physical and Health Education in the Recreation and Health Education Program".

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the establishment of a major in Physical and Health Education in the Bachelor of Recreation and Health Education program, as described in the document "New Major in Physical and Health Education in the Recreation and Health Education Program".

Education Program”, and that this approval be withdrawn should the program not be offered within five years of the granting of approval.

Strategic Relevance

The proposal addresses the growing need for linkages between recreation and schools and the growing demand for educators in a wide variety of community settings; strengthens programs focus on diversity, inclusion, and social change; and fills the gap for students wanting to move on to teach Physical Education.

Overview/nature of the Major

The current program did allow space for students to complete a teaching area in PE and one other subject. The move to an optional co-op placement for this stream allows students to gain experiential education in a school setting which does not currently fit the traditional co-op model.

Alignment with the university’s mission and strategic plan

The program improves the student experience reducing time to graduation, improves indigenous and diversity content in the curriculum, offers more flexibility in the degree and career options, and offers the opportunity for undergraduate involvement in research.

Demand and availability

The program will fill the gap left in demand for Physical Education as we are no longer accepting applicants into the B.Ed Secondary program.

Resource implications

No new resources are required.

Other relevant factors

None.

Attachment(s): Proposal to Senate dated February 13, 2019 to establish a major in Recreation and Health Education in the Bachelor of Physical and Health Education program.



Date: February 13, 2019

To: Senate

From: Senate Committee on Planning

Re: **Proposal to Establish a Major in Recreation and Health Education in the Bachelor of Physical and Health Education Program**

At its meeting of January 23, 2019, the Senate Committee on Planning considered the proposal to establish a major in Recreation and Health Education in the Bachelor of Physical and Health Education program, as described in the document "Major in Physical and Health Education in the Recreation and Health Education Program".

The following motion is recommended:

That Senate approve and recommend to the Board of Governors that it also approve, subject to funding, the establishment of a Major in Physical and Health Education in the Bachelor of Recreation and Health Education program, as described in the document "New Major in Physical and Health Education in the Recreation and Health Education Program", and that this approval be withdrawn should the program not be offered within five years of the granting of approval.

Respectfully submitted,

2018/2019 Senate Committee on Planning

Nancy Wright, Associate Vice-President Academic Planning (Chair)
Gillian Calder, Faculty of Law
David Castle, Vice-President Research
Jo-Anne Clarke, Division of Continuing Studies
Merwan Engineer, President's Nominee
Mauricio Garcia-Barrera, Faculty of Graduate Studies
Andrea Giles, Cooperative Education and Career Services
Nicole Greengoe, Registrar (on leave)
Rishi Gupta, Faculty of Engineering
Robin Hicks, Faculty of Science
Ashlee Kirby, Student Senator
Valerie Kuehne, Vice-President Academic and Provost
Graham McDonough, Faculty of Education
Patrick Nahirney, Division of Medical Sciences
Sang Nam, Peter B. Gustavson School of Business
Abdul Roudsari, Faculty of Human and Social Development
Dan Russek, Faculty of Humanities
Nilanjana Roy, Faculty of Social Sciences
Ralf St. Clair, Dean, Faculty of Education
Victoria Wyatt, Faculty of Fine Arts
Carla Osborne, GSS Representative
Ada Saab, Acting Associate University Secretary



David Capson, Faculty of Graduate Studies
Sandra Duggan (Secretary), Office of the Vice-President Academic and Provost

“Major in Physical and Health Education (PHE) in the Recreation and Health Education Program”

| | |
|--|---|
| Dean's Name: Ralf St. Clair | Signature Dean: |
| Contact Name and Number: John Meldrum | 8382 ephe.director@uvic.ca |
| | |
| Date approved by Department: September 20 th , 2018 | Chair/Director: Original signed by John Meldrum |
| Date approved by Faculty Curriculum Committee: October 29th, 2018 | Dean or Committee Chair: Original signed by Ralf St. Clair |



Major in Physical and Health Education (PHE) in the Recreation and Health
Education Program

PROPOSAL (up to 2,000 words plus appendices)

A. Identification of new major

| | |
|---|--|
| Name, Location, Academic units (Faculties, departments, or schools) offering the new major / option | BA Recreation and Health Education Program, School of Exercise Science, Physical and Health Education, Faculty of Education |
| Anticipated major /option start date | Fall 2019 |
| Name, title, phone number and email address of contact person | John Meldrum (8382) ephe.director@uvic.ca Director, School of Exercise Science, Physical and Health Education. |

B. History and context of the program indicating value of a new major or option

The proposed new major in Physical and Health Education (PHE) prepares students who are looking a direct leadership role in their communities be it in coaching, teaching or as a health educator. This major will also prepare students to apply to the University of Victoria post-degree professional program with a Physical Education teaching area as well as allowing space to have a second teachable area.

Until 2018 the pathway to qualify to teach physical education (PE) in BC schools at the University of Victoria (UVic) was through a five year Bachelor of Education degree with a second teachable area. Within UVIC the School of Exercise Science, Physical and Health Education (EPHE) has established a long history and high reputation for educating quality physical educators that reaches back to 1967.

Beginning in September 2018 the Bachelor of Education in Secondary PE is no longer accepting students. Students wishing to prepare to be a Secondary physical educator must complete an undergraduate degree and accumulate 15 units of academic approved courses in PE before applying for admission to UVic's secondary post-degree program (with PE as a teachable area). This is a trend that is happening across Canada. The new major in our BA program offers the opportunity to prepare for the post degree program as well as renews the curriculum across the program.

C. Aims, goals and/or objectives

Distinctive characteristics

The PHE major brings a strong pedagogy focus for students looking to be educators; be that in the traditional school system, in sport or in a health/community context. The renewed curriculum includes greater emphasis on diversity and indigenous ways of knowing, and enhances experiential learning both in the classroom and through optional coop, practica and volunteer experiences.

Anticipated contribution to the UVic Strategic Framework, Faculty, and academic unit's strategic plans

This PHE major fills the gap left by no longer accepting B.Ed students and, along with our proposed minor in PE, will keep our EETs healthy in our PE focused classes. The proposed major and renewed curriculum will help us reduce the time to graduate and allow students more career flexibility. Ultimately this will position the School to have strong BA and BSc programs with both offering honours options, experiential learning, career flexibility and the opportunity to complete a degree in a four-year period.

Target audience, student demand

Our current students have expressed the need for increased later-year course options in the program, more flexibility in career options, and the chance to graduate earlier. We also continue to have students interested in PE teaching but often they do not decide this until later in their academic careers. This major allows flexibility in choice and will let us continue to use the talents of our faculty in the pedagogy area. As we move to high school entrance in 2019 we see that this program can take on a cohort model, allowing for better course planning both administratively and for our students.

Include plans for student recruitment

We have been working with our faculty communications officer and the Associate Dean of Undergraduate Programs to resource recruitment for the BA program. This began last year with a social media campaign that successfully increased our applications and the quality of those applications. A similar campaign is planned for this year. We host school groups in our labs and classes and by working with groups like Science Ventures. Our strong relationship with our PE graduates is also an effective way to target students interested in our new major.

D. Admission requirements**Include plans for admissions and transfer within BC system where appropriate**

Admission standards will remain the same in the new major and we expect that admission will remain competitive.

E. Areas of research and teaching specialization of faculty complement who will teach program

We have a strong group of pedagogy-focused faculty who will teach in the program. Dr Lara Lauzon, Dr. John Meldrum and Dr Vivienne Temple cross over between Recreation and Physical Education. Dr. Tim Hopper and Dr. Sandra Gibbons' physical education and coaching experience will add to our strength of teaching in the new major.

F. Curriculum design

In the Recreation and Health Education BA (RHED) students currently all complete the same program. The current program prepares students to enter the fields of recreation, wellness and health promotion/leadership. It provides preparation in the planning, implementation, evaluation and supervision of recreation, leisure, fitness, wellness and health promotion policies and programs that support social change. Participation in Co-operative Education experiences is a mandatory requirement in this program major.

The proposed new major Physical and Health Education (PHE) represents an addition to the program. PHE prepares students for leadership in recreation and wellness, and to teach school-based physical and health education along with a second approved teaching area. Students who graduate from the Physical and Health Education major will need to complete a Diploma in Secondary Teacher Education Post-Degree Professional Program (PDPP), or equivalent, to become a teacher. Participation in Co-operative Education experiences is an option for all students in this program major. A conceptual model of how these major fit together can be found in Appendix A.

In addition to the creation of a new major, we have developed updated curriculum to address the competencies required for the field. Details of these competencies and their connection to specific courses is included in Appendix B. More specifically, we will add six courses to update the current RHED program and meet the needs of the proposed PHE major. Details and brief descriptions are in Appendix C. A full outline of both major is in Appendix D.

Delivery methods (e.g., plans for distance education or computer assisted delivery) as appropriate to targeted student segments

The program will primarily be delivered in person with the exception of EPHE 145 Optimizing Work-Life Integration which will be delivered using computer assisted delivery.

Linkages between the learning outcomes and the curriculum design (refer either to program-specific learning outcomes or up to 3 UVic learning outcomes. (See <https://web.uvic.ca/calendar2018-05/cal/uvic/learning-outcomes.html>)).

Appendix B lists the competencies we used to guide our renewal of curriculum. The competencies were derived from the UVic Strategic Planning Discussion Doc Sept 2017, UVic Co-op and intercultural competencies, Canadian Parks & Recreation Association (19 individual comp), Framework for Recreation in Canada 2015, Parks & Recreation Competency and Standards Review Project (2005) and the Canadian Sport Policy, 2012. We believe the program renewal and new major will allow our students to achieve all the learning outcomes identified by the university <https://web.uvic.ca/calendar2018-09/cal/uvic/learning-outcomes.html>.

Integration of opportunities for experiential learning, community-engaged or research-enriched learning
When applicable, describe: 1) the purpose of practica, Co-op work terms, 2) the unit's plans to develop placement opportunities for students, 3) the level of support extended to students seeking placements, 4) the anticipated outcomes of the work term or field placement, and 5) students' evaluation during their placements.

The new major will have an optional coop program similar to our current BSC Program in kinesiology. The current BA RHED major will remain a mandatory coop. The rationale for this is that students in the new major will be seeking experiential learning in a school context and paid positions in schools have not been available. In our former B.Ed PE program we have established strong working relationships with local schools where our students have had the chance to work with practicing teachers. Courses within the PE teachable area will retain these practical experiences and utilize the evaluation process that has been demonstrated to be effective in these courses.

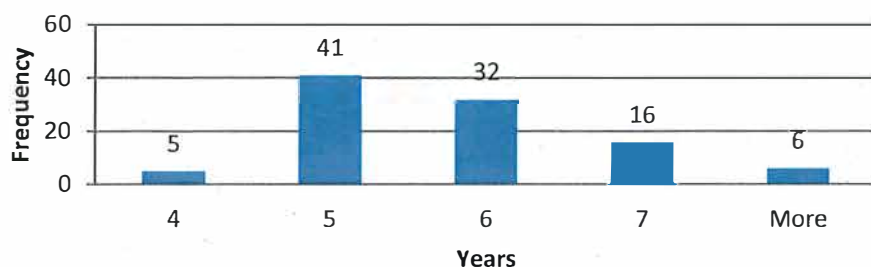
- **Opportunities for community engaged and research-enriched learning**

The proposed major will continue allowing students to pursue an honours research project and we encourage all our students to partake in research opportunities as an undergraduate. The School has been very well supported through JCURA awards (six this academic year) and will continue to encourage research-enriched learning. Much of the content in the BA is community focused. Our curriculum changes further support this by integrating even more experiential learning into our classes and on integrating both research and community engaged learning experiences from projects beginning in first year (EPHE 142) on through to a capstone course.

Residency requirements and anticipated times to completion

We anticipate the changes will allow students within the RHED program to complete in 4 years. Reducing the time to completion was a key goal of the curriculum renewal process as graduation times have been identified as an issue in the program. See Figure 1. Time to completion was a key reason moving away from our B.Ed Secondary education program.

Figure 1. Histogram of 'years at UVic' for 100 of our most recent RHED graduates¹ ¹ Does not include transfer students



Policies on student evaluation

There are no new changes to our student evaluation policy currently in place.

Describe the integration of international or Indigenous content or perspectives in the curriculum

Adding diversity, cultural competencies and indigenous content and perspectives was also a main focus of our curriculum renewal and the addition of a new major. In our competency exercise we identified 10 specific competencies related to this topic. These competencies are now addressed multiple times beginning in first year of study up to our concluding capstone course. See appendix B for details and specifics.

G. Enrolment plan for the program (i.e., anticipated annual intake number and graduates)

We anticipate that the program will have with 60 students in both majors in the BA program potentially growing to 90 as demand warrants. We project approximately 40% of our students taking and completing the new major. Our retention rates and seven year graduate rates are near 100% and we anticipate that the new major will not change that.

H. Resource plan

When additional resources will be required from the Library, include evidence of consultation with the UVic Librarian (i.e., an email or letter)

We do not anticipate any new resource requirements from the library as area specific journals and texts are already available. We expect that we will be able to resource the new program without specific new resources. Resources that were directed toward our 5 year B.Ed. Secondary PE program will support the addition of new courses as will the reduction in the number of activity courses offered. The physical literacy class and group fitness class proposed will fulfill many of the competencies a wide range of activity courses accomplished in the past but in a more efficient and effective manner. A cohort model also allows us to plan and deliver courses more effectively and efficiently.

I. Related majors or options in UVic programs or other British Columbia post-secondary institutions

There are a number of recreation programs in BC, Langara and VIU are the two most prominent. We feel this major is innovative combining recreation with a strong pedagogical approach that we feel is needed for future success in the field be that teaching or being an educator in other contexts, such as recreation, health or sport.

J. Evidence of consultation with other UVic Departments/Faculties participating in the delivery of the major or option, when applicable. (Provide copies of emails or letters of support in an appendix.)

See Appendix E

Community

Health Promotion



Recreation
management
and health
promotion policy



Leadership in
recreation
(hands on)



Physical and
health education
teachable area

Physical Activity

Draft conceptual model Nov 3, 2017;
reaffirmed September, 2018



2nd
teaching
area

Bachelor of
Arts
(Recreation
and Health
Education)

**University
of Victoria****School of Exercise Science,
Physical & Health Education****Recreation and Health Education program competencies (skills, knowledge and attributes)****1. Skills, attributes and body of knowledge (subject matter expertise), students will:**

- a. Articulate and apply knowledge of:
 - i. The field of recreation and health education, including the relationships and differences between recreation, leisure, physical activity, and sport
 - ii. Planning and programming for recreation, leisure, physical activity, and sport programs, initiatives, special events, and cultural celebrations.
 - iii. The personal, social and environmental determinants of health
 - iv. Design and prescribe individual lifestyle behaviour and exercise programs
 - v. Health promotion and wellness approaches
 - vi. The current state of active living and physical literacy in Canada and internationally
 - vii. The contribution that recreation, particularly public recreation, can make to active living
 - viii. Physical, cognitive, and social development across the lifespan
 - ix. Organizational, facility, and fiscal management
 - x. Marketing techniques for recreation/health promotion programs
 - xi. Foundational knowledge of teamwork and the practice of leadership.
 - xii. Foundational psychological, sociological, and physiological knowledge.
- b. Access, read, critically evaluate, synthesize, apply, and mobilize research and professional information.
- c. Design and create an evidence-informed project proposal, manage project logistics and data.
- d. Use computer applications effectively (to search for information, write professional reports, collect, store and analyze data, create face-to-face, web-based, and social media communications).
 - i. Use and manage social media and current web-based applications for internal and external communication, and to identify, build and sustain communities.

3. Approach and characteristics of delivery, students will:

- a. Identify and implement a personal and professional philosophy of recreation, leisure, sport, and health promotion.
- b. Explain the interconnectedness between the natural and built environment, recreation, culture, and health; and incorporate environmental stewardship and sustainability into their practice.
- c. Articulate the importance of pursuing goals with drive and energy and maintaining a positive and constructive outlook.
- d. Explore, plan, coordinate, evaluate, and maintain records of action strategies that meet community health and recreation goals.
- e. Describe how, and how to adapt to a range of organizational and political systems that affect the delivery of programs and services.
- f. Lead activities that support the development of lifestyle behaviour and movement skills and/or fitness in an enjoyable and safe manner.
- g. Design risk management plans and be able to articulate liability and insurance implications of planned activities and programs.
- h. Demonstrate how to lead and manage others to support their development, empowerment, and to hold them accountable to their intended goal or activity.
- i. Use evidence-informed approaches in practice.

Proposed new courses and course numbers

EPHE 144

Units: 1.5

Hours: 3-0-0

Physical Literacy

The fundamental concepts of physical literacy. Topics include: the importance of physical literacy for growth and development, how to develop physical literacy in children and youth, and the implementation of physical literacy programs in recreation, educational, and sport settings.

EPHE 145

Optimizing Work-life Integration

Units: 1.5

Hours: 3-0-0

Focuses on the importance of work-life balance for job satisfaction, personal life satisfaction, and health. Techniques and strategies for integrating work and personal life are discussed and students will learn how to monitor and effect their work-life balance.

EPHE 271

Group Fitness

Units: 1.5

Hours: 3-0-0

Designed to ensure that students are able to apply theoretical knowledge of fitness development to groups of individuals. This course blends theory and practice and field experience is part of this course. Covers effective design and delivery of group exercise programming, safety, how to create supportive exercise environments, and strategies for addressing potential challenges in group exercise contexts.

EPHE 345

Health Education for Children and Youth

Units: 1.5

Hours: 3-0-0

An introduction to health education as an education-driven approach to voluntary behaviour change. Examines how health education contributes to the development of individual and group strategies to

Both RHED Streams

For clarity Stream A refers to current RHED major Stream B the proposed new minor in PHE

Recommended sequence of required courses

| Year 1 | | | | Cum. Units |
|---------------------------|---|--|---|--------------------|
| | Sep – Dec | Jan – Apr | May – Aug | |
| Both RHED program streams | ENGL 135 (1.5) EPHE 141 (1.5) EPHE 143 (1.5) 2x EPHE 104-137 (1.0) | EPHE 142 (1.5) EPHE 241 (1.5) 1x EPHE 104-137 (0.5) EPHE 1XX Physical literacy (1.5) | | A: 10.5 B: 10.5 |
| Stream A Co-op stream | PSYC 100A (1.5) | PSYC 100B (1.5) CSC 100 (1.5) | EPHE 1XX Optimizing work-life integration (1.5) online | A: 16.5 |
| Stream B PHE stream | EPHE 439 (1.5) | EPHE 106 (0.5) 1 x 2nd teach area (1.5)* | | B: 14.0 |
| Year 2 | | | | |
| Both RHED program streams | EPHE 360 (1.5) EPHE 252 (1.5) | EPHE 2XX Group fitness (1.5) | | A: 21.0 B: 20.0 |
| Stream A Co-op stream | EPHE 200 (1.5) EPHE 243 (1.5) 1 x 100+ elective (1.5) | EPHE 244 (1.5) EPHE 253 (1.5) ENGL 225 (1.5) SOCI 100A (1.5) | Work term – Opportunity 1 | A: 31.5 |
| Stream B PHE stream | EPHE 201 (1.5) EPHE 245 (1.5) 1 x 2nd teach area (1.5) | 1 x elective (1.5) EPHE 246 (1.5) 2 x 2nd teach area (3.0) | | B: 29.0 |
| Year 3 | | | | |
| Both RHED program streams | EPHE 3XX Health Education for C&Y (1.5) EPHE 270 (1.5) | | | A: 36.0 B: 33.5 |
| Stream A Co-op stream | EPHE 351 (1.5) EPHE 358 (1.5) ADMIN (1.5) | Work term – Opportunity 2 | EPHE 356 (1.5) EPHE 359 (1.5) Work term – Opportunity 3 | A: 42.0 |
| Stream B PHE stream | EPHE 352 (1.5) 2 x 2nd teach area (3.0) | 2 x 2nd teach area (3.0) EPHE 250 or EPHE 346 (1.5) 2 x EPHE 104-137 (1.0) ENGL [see list] (1.5)* | 1 x elective (1.5)** | B: 45.0 |
| Year 4 | | | | |
| Both RHED program streams | ED-D 417 (1.5) | EPHE 4XX Transitions: Professional prep. (1.5) | | A: 48.0 B: 48.0 |
| Stream A Co-op stream | ED-D 417 (1.5) 1 x 100 or above elective (1.5) 3 x 300 or above electives (4.5) Work term – Opportunity 4* 7.5 units* | EPHE 454 (1.5) EPHE Event management (1.5) 1 x 300+ electives (1.5) EPHE 445 (1.5) | 2 x 100+ elective (3.0) | A: 60.0 |

| | | | | |
|------------------------|--|--|--|-------------|
| | *Would need to move all these elective and ED-D 417 to an earlier term and EPHE 445 to T2. | | | |
| Stream B PHE stream | 2 x 2nd teach area (3.0) 2 x elective (3.0) | EPHE 452 (1.5) 2 x 2nd teach area (3.0) 1 x elective (1.5) | | PHE 60.0 |

Notes. * Can be in either of the winter terms; ** Can be taken in any summer term
 teachable area; New courses

Stream A RHED Co-op

Recommended sequence of required courses

| Year 1 | | | |
|---|---|---|--------------|
| Sep – Dec | Jan – Apr | May – Aug | Units |
| ENGL 135 (1.5) EPHE 141 (1.5) EPHE 143 (1.5) 2x EPHE 104 – 137 (1.0) PSYC 100A (1.5) 7.0 units | EPHE 142 (1.5) EPHE 241 (1.5) 1x EPHE 104 – 137 (0.5) EPHE 1XX Physical literacy (1.5) PSYC 100B (1.5) CSC 100 (1.5) 8.0 units | EPHE 1XX Optimizing work-life integration (1.5) online 1.5 units | 16.5 |
| Year 2 | | | |
| EPHE 360 (1.5) EPHE 252 (1.5) EPHE 200 (1.5) EPHE 243 (1.5) 1 x 100 or above elective (1.5) 7.5 units | EPHE 2XX Group fitness (1.5) EPHE 244 (1.5) EPHE 253 (1.5) ENGL 225 (1.5) SOCI 100A (1.5) 7.5 units | May – Aug Work term – Opportunity 1 | 31.5 |
| Year 3 | | | |
| EPHE 3XX Health Education for C&Y (1.5) EPHE 270 (1.5) EPHE 351 (1.5) EPHE 358 (1.5) ADMIN (1.5) 7.5 units | Work term – Opportunity 2 | May – Aug EPHE 356 (1.5) EPHE 359 (1.5) Work term – Opportunity 3 3.0 units | 42.0 |
| Year 4 | | | |
| ED-D 417 (1.5) 1 x 100 or above elective (1.5) 3 x 300 or above electives (4.5) Work term – Opportunity 4* 7.5 units *Would need to move all these elective and ED-D 417 to an earlier term and EPHE 445 to T2. | EPHE 4XX Transitions: Professional prep. (1.5) EPHE 454 (1.5) EPHE 4XX Event management (1.5) 1 x 300 or above electives (1.5) EPHE 445 (1.5) 7.5 units | 2 x 100 or above elective (3.0) 3.0 units | 60.0 |

Notes.

Components of PHE teachable area (students would need to use all of their elective units to complete the PHE teachable area)

New courses

English requirement

Includes: 4 x 100 or above level electives and 4 x 300 or above level electives

Stream B RHED PHE

Recommended sequence of required courses

| Year 1 | | | |
|---|---|--|-------|
| Sep – Dec | Jan – Apr | May – Aug | Units |
| ENGL 135 (1.5) EPHE 141 (1.5) EPHE 143 (1.5) 2x EPHE 104 – 137 (1.0) EPHE 439 (1.5) 7 units | EPHE 142 (1.5) EPHE 241 (1.5) 1x EPHE 104 – 137 (0.5) EPHE 106 (0.5) 1 x second teach area (1.5)* EPHE 1XX Physical literacy (1.5) 7 units | | 14.0 |
| Year 2 | | | |
| EPHE 360 (1.5) EPHE 252 (1.5) EPHE 201 (1.5) EPHE 245 (1.5) 1 x second teaching area (1.5) 7.5 units | EPHE 2XX Group fitness (1.5) EPHE 246 (1.5) 2 x second teaching area (3.0) 1 x elective (1.5) 7.5 units | May – Aug | 29.0 |
| Year 3 | | | |
| EPHE 3XX Health Education for C&Y (1.5) EPHE 270 (1.5) EPHE 352 (1.5) 2 x second teaching area (3.0) 7.5 units | 2 x second teaching area (3.0) EPHE 250 or EPHE 346 (1.5) 2x EPHE 104 – 137 (1.0) ENGL [see list] (1.5)* 7.0 units | May – Aug 1 x elective (1.5)** 1.5 units | 45.0 |
| Year 4 | | | |
| ED-D 417 (1.5) 2 x second teaching area (3.0) 2 x elective (3.0) 7.5 units | EPHE 4XX Transitions: Professional prep. (1.5) EPHE 452 (1.5) 2 x second teaching area (3.0) 1 x elective (1.5) 7.5 units | | 60.0 |

Notes.

*Can be in either of the winter terms

** Can be taken in any summer term

Components of PHE teachable area (all 15 units)**English requirements for entry into PDF****New courses**

Second teaching area (18 units embedded, students need to ensure they have prerequisites for upper level, and would need to use electives for teachable areas with more units)

Includes 5 x 100 or above level electives



February 22, 2019

Dr. John Meldrum
Director, School of Exercise Science, Physical & Health Education
University of Victoria

Re: New Major in Physical and Health Education (PHE) in the Recreation and Health Education Program

Dear John,

I am writing this letter to provide my support for the new major in Physical and Health Education (PHE) in the Recreation and Health Education Program (RHED) being proposed by the Faculty of Education's School of Exercise Science, Physical & Health Education. Specifically, currently the BA RHED is a mandatory co-op program whereby all students enrolled in the degree path are required to complete mandatory co-op work term experiences. The proposed new major in major Physical and Health Education (PHE) represents an additional degree pathway to the program for students intending to teach school-based physical and health education along with a second approved teaching area. The intention for this new major is that participation in Co-operative Education work term experiences will be an option for students, rather than a mandatory component of the degree. The rationale for establishing an optional co-op program is that students in the new major may be seeking experiential learning opportunities in a school context where paid positions have not been available. The flexibility of an optional co-op program will allow those students who seek non-paying, volunteer activities within the school context to still gain experiential opportunities that may not be available to them in a paid environment.

We understand from the School of Exercise Science, Physical & Health Education that they believe that the enrolment numbers will be spread across the BA RHED and the PHE degree and School expects to maintain, or slightly increase, EETS. As it appears that there should be no resource implications for the Co-operative Education program, we are pleased to support this new major. We look forward to working with the School of Exercise Science, Physical & Health Education as they move forward with what looks to be an innovative addition to the suite of programs already offered by the School.

Sincerely,

Original signed by Andrea Giles

Andrea Giles

Acting Executive Director, Co-operative Education Program and Career Services



Date: March 14, 2019

To: Dr. John Meldrum
Director – School of Exercise Science, Physical & Health Education
University of Victoria

From: Gord Inglis
Chair – Bachelor of Sport & Fitness Leadership
Camosun College

Re: Letter of Support

Dear John,

It is exciting to read and hear more directly regarding the new major in Physical and Health Education in the Recreation and health Education Program being proposed by the Faculty of Education's School of Exercise Science, Physical & Health Education. This appears to be a very positive development for your program and within our field generally.

I am pleased to provide my full support and endorsement on behalf of our Centre for Sport & Exercise Education for this new major.

All the best with the development and roll-out of this program.

Best regards,

Original signed by Gord Inglis

Gord Inglis
Centre for Sport & Exercise Education
Camosun College
Inglisg@camosun.ca
250.370.4722



March 8, 2019

John Meldrum, PhD
Director
School of Exercise Science, Physical & Health Education,
University of Victoria
3800 Finnerty Rd.
Victoria, BC V8P 5C2

Dear Dr. John Meldrum,

I write this letter in support for the major in Physical and Health Education (PHE) in the Recreation and Health Education Program (RHED) being proposed by the Faculty of Education's School of Exercise Science, Physical & Health Education. If you have any questions or require anything further, please let me know.

Sincerely,

Original signed by Amanda Johnson

Amanda Johnson, PhD
Department Chair, Recreation and Tourism Management
Vancouver Island University
amanda.johnson@viu.ca

9 March, 2019

RE: Support for new Major in Physical and Health Education in the Bachelor of Recreation and Health Education program

Dear John,

I am writing this letter to provide my support for the new major in Physical and Health Education (PHE) in the Recreation and Health Education Program (RHED) being proposed by the Faculty of Education's School of Exercise Science, Physical & Health Education.

I am excited to hear about this development and wish it success in the future.

Sincerely,

Yue-Ching Cheng, MSc, PMP
Recreation Leadership Diploma Coordinator / Instructor
Recreation Studies Department, Langara College



University
of Victoria

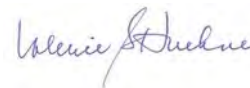
SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 13, 2019

To: Operations and Facilities Committee

From: Valerie Kuehne, Vice-President Academic and Provost



cc: President and Vice-Chancellor

Meeting Date: May 28, 2019

Subject: Proposal to Discontinue the Master of Arts in Dispute Resolution Program

Basis for Jurisdiction: Senate Committee on Planning April 2, 2019
Senate May 3, 2019

Previous Consultation: At its meeting on May 3, 2019, Senate approved and recommended that the Board of Governors approve the proposal to discontinue the Master of Arts in Dispute Resolution Program, as described in the memorandum dated December 19, 2018.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the proposal to discontinue the Master of Arts in Dispute Resolution Program, as described in the memorandum dated December 19, 2018.

Background:

The first intake of students in the MA in Dispute Resolution Program (MADR Program) was May 1998, when it was introduced as an Interdisciplinary MA, offered through the Faculty of Human and Social Development, but housed in the Faculty of Law Building. For ten years, the intake was @ 8-10 students per year. In 2008, the School of Public Administration agreed to become the academic home for this program. Enrolments were boosted to an average of 20-25 students per intake from 2008 to 2016. In 2017, in response to an External Review of the School's programs which suggested a need to review priorities in light of resources, the School stopped accepting applications to the program.

Since 2008, 129 students have graduated from this program. Currently, there are 23 students enrolled, all of whom have completed their required course work and are completing a project or thesis under the supervision of School faculty.

In 2016, the School underwent an External Review and, based on the recommendations of the review team, conducted an internal review of the School's curricula, competency framework, mandate and priorities. The School determined that it needed to limit its offerings. Given the reduced resources for the program (the Lam Chair is no longer available), the School decided in 2017 to suspend new enrolments in the MADR Program.

By discontinuing the MADR program, the School expects to:

- better align its activities with the strategic priorities of the University and HSD,
- better align teaching resources with existing program commitments at the graduate and undergraduate levels,
- reduce supervision loads for School faculty- at the present time, our graduate supervision loads are among the highest in the University,
- anticipate future School teaching capacity (the School will lose 2.6 FTE by July 2021), and
- meet our graduate student FTE target (the School has been over the target consistently in the past).

Attachment(s): Proposal to Senate dated April 16, 2019 to discontinue the Master of Arts in Dispute Resolution Program.



Date: April 16, 2019

To: Senate

From: Senate Committee on Planning

Re: **Proposal to Discontinue the Master of Arts in the Dispute Resolution Program**

At its meeting on April 2, 2019, the Senate Committee on Planning considered the proposal to discontinue the Master of Arts in Dispute Resolution Program, as described in the memorandum dated December 19, 2018.

The following motion is recommended:

That Senate approve and recommend to the Board of Governors, that it also approve the proposal to discontinue the Master of Arts in Dispute Resolution Program, as described in the memorandum dated December 19, 2018.

Respectfully submitted,

2018/2019 Senate Committee on Planning

Nancy Wright, Associate Vice-President Academic Planning (Chair)

Gillian Calder, Faculty of Law

David Castle, Vice-President Research

Jo-Anne Clarke, Division of Continuing Studies

Merwan Engineer, President's Nominee

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Andrea Giles, Cooperative Education and Career Services

Wendy Taylor, Acting Registrar

Rishi Gupta, Faculty of Engineering

Robin Hicks, Faculty of Science

Ashlee Kirby, Student Senator

Valerie Kuehne, Vice-President Academic and Provost

Graham McDonough, Faculty of Education

Patrick Nahirney, Division of Medical Sciences

Sang Nam, Peter B. Gustavson School of Business

Abdul Roudsari, Faculty of Human and Social Development

Dan Russek, Faculty of Humanities

Ann Stahl, Faculty of Social Sciences

Ralf St. Clair, Dean, Faculty of Education

Victoria Wyatt, Faculty of Fine Arts

Carla Osborne, GSS Representative

Ada Saab, Acting Associate University Secretary

David Capson, Faculty of Graduate Studies

Sandra Duggan (Secretary), Office of the Vice-President Academic and Provost

To: Dr. Nancy Wright, AVP Academic Planning, Office of the Vice-President Academic and Provost

From: Dr. Astrid Brousselle, Director, School of Public Administration

Date: December 19, 2018

Re: **Discontinuation of the MA in Dispute Resolution Program**

Program History: The first intake of students in the MA in Dispute Resolution Program (MADR Program) was May 1998, when it was introduced as an Interdisciplinary MA, offered through the Faculty of Human and Social Development, but housed in the Faculty of Law Building. For ten years, the intake was @ 8-10 students per year. In 2008, the School of Public Administration agreed to become the academic home for this program. Enrolments were boosted to an average of 20-25 students per intake from 2008 to 2016. In 2017, in response to an External Review of the School's programs which suggested a need to review priorities in light of resources, the School stopped accepting applications to the program.

Since 2008, 129 students have graduated from this program. Currently, there are 23 students enrolled, all of whom have completed their required course work and are completing a project or thesis under the supervision of School faculty.

Rationale for proposed discontinuation: When the School assumed responsibility for the MADR Program, there were 1.45 faculty associated with the program (one regular faculty member and a .45 position held by the Lam Chair in Law and Social Policy). In addition to faculty/teaching resources, there was a part-time program assistant position for the MADR Program but it was cut after two years and the administrative support workload was transferred to other SPA staff.

The School adjusted the MADR program to better fit into its existing teaching resources, while trying to maintain the mandate of the MADR program. This met with limited success as we blended curriculum and classes between the MPA On-Campus and the MADR program.

In 2016, the School underwent an External Review and, based on the recommendations of the review team, conducted an internal review of the School's curricula, competency framework, mandate and priorities. The School determined that it needed to limit its offerings. Given the reduced resources for the program (the Lam Chair is no longer available), the School decided in 2017 to suspend new enrolments in the MADR Program.

By discontinuing the MADR program, the School expects to:

1. Better align its activities with the strategic priorities of the University and HSD
2. Better align teaching resources with existing program commitments at the graduate and undergraduate levels
3. Reduce supervision loads for School faculty – at the present time, our graduate supervision loads are among the highest in the University
4. Anticipate future School teaching capacity (the School will lose 2.6 FTE by July 2021)
5. Meet our graduate student FTE target (the School has been over the target consistently in the past)

Effects on current students' ability to meet their requirements: As of Fall 2018, 23 students are still enrolled in the MADR Program (two of whom defended their project this fall, leaving 21 active students). The School will continue to provide the project or thesis supervision until these students complete their degrees.

Implementation Date: This program will be deleted from the September 2019 calendar and we will not accept any further students. The courses that comprise the MADR offerings will continue to exist for the time being. We anticipate being able to offer occasional elective courses from among those course offerings.

Approval by the School: The discontinuation of the MADR program was approved at the SPA Governing Council meeting held November 6, 2018. This was approved by the HSD Curriculum Committee on December 5, 2018 and is on the agenda of the Faculty of Graduate Studies Executive Committee for February 11, 2019.

Letters of support from other departments affected by this change:

- Faculty of Law
- Co-operative Education

Signed approvals: The following have signed this document to approve the School of Public Administration proposal, outlined above.

Original signed by Astrid Brousselle

Dr. Astrid Brousselle, Director of the School of Public Administration

Date: Dec 20th, 2018

Original signed by Esther Sangster-Gormley

Dr. Esther Sangster-Gormley, Chair, FHSD Curriculum Committee

Date: Jan 14, 2019

Original signed by Tricia Marck

Dr. Tricia Marck, Dean, Faculty of Human and Social Development

Date: 14 Jan 2019

Original signed by David Capson

Dr. David Capson, Dean, Faculty of Graduate Studies

Date: Mar. 15/2019

Memorandum

To: Freya Kodar, Associate Dean, Administration and Research, Faculty of Law
Law.assocdean.adm@uvic.ca
From: Heather Kirkham, Program Manager, School of Public Administration (hkirkham@uvic.ca)
Date: November 2, 2018
Re: **Consultation about discontinuation of MA in Dispute Resolution – Crosslisted LAW courses**

The School of Public Administration is proposing to discontinue offering the MA in Dispute Resolution Program in Cycle 2 of the 2018-19 curriculum change process. In 2017, the School of Public Administration suspended admissions to the MADR program. Now, based on an External Program Review (2016) and a subsequent careful internal review and evaluation of our priorities, mandate and resources, the School has taken the decision to discontinue offering this program. This timing coincides with when the funding for the Lam Chair in Law and Public Policy was no longer available. Mr. Jerry McHale, holder of the Lam Chair, was the instructor for DR 503/LAW 372 during his appointment.

There are two Faculty of Law courses which are cross-listed with MADR (DR) courses:

| | |
|--|--|
| DR 503 (1.5) Public Policy, Law and Dispute Resolution <ul style="list-style-type: none">• Required MADR course | LAW 372 (1.5) Public Policy, Law and Dispute Resolution <ul style="list-style-type: none">• Elective Law course |
| DR 507 (1.5) International Human Rights and Dispute Resolution <ul style="list-style-type: none">• Elective MADR course | LAW 373 (1.5) International Human Rights and Dispute Resolution <ul style="list-style-type: none">• Elective Law course |

Since the School of Public Administration suspended MADR enrolments in 2017, we have not offered DR 503. The cross-listed course, LAW 372, continues to be offered and is taught by a sessional instructor. Since Spring 2016, a Law faculty member has taught DR 507/LAW 373.

The School of Public Administration will no longer offer DR 503 or DR 507. However, the Faculty of Law will continue to offer LAW 372 and LAW 373.

Please advise us if you have any concerns or questions. I look forward to receiving your letter of response.

Sincerely,

Original signed by Heather Kirkham

Heather Kirkham
Program Manager

Copied to: Dr. Astrid Brousselle, Director, School of Public Administration
Dr. Rich Marcy, Chair, Curriculum Committee
Dr. Jim McDavid, Graduate Advisor

Consultation Response from the Faculty Law from:

From: Freya Kodar - Associate Dean of Law <law.assocdean.adm@uvic.ca>

Sent: November 19, 2018 4:16 PM

To: Heather Kirkham <hkirkham@uvic.ca>

Subject: RE: G-MADR-SEP19-CON.docx

Hi Heather,

I've just realized that LAW has three courses that are cross-listed DR courses:

DR 503 - Public Policy, Law & Dispute Resolution (LAW 372)

DR 507 – International Human Rights and Dispute Resolution (LAW 373)

DR 516 – Access to Justice (LAW 325)

I expect that we will continue to offer all three.

Freya

From: Freya Kodar - Associate Dean of Law

Sent: November 6, 2018 8:18 AM

To: Heather Kirkham <hkirkham@uvic.ca>

Subject: Re: G-MADR-SEP19-CON.docx

Dear Heather,

Thank you for consulting us about the proposal to discontinue the MA in Dispute Resolution.

We do not have any concerns about this, and will continue to offer the two courses that were cross-listed with MADR (DR) courses: LAW 372 and LAW 373.

Freya

Freya Kodar
Associate Dean, Administration and Research
Faculty of Law, University of Victoria
Room 225 – Murray and Anne Fraser Building
PO Box 1700, STN CSC
Victoria BC V8W 2Y2
Tel: 250-721-8190

Memorandum

To: Andrea Giles, Associate Director, Co-operative Education (agiles@uvic.ca)
Claudia Sperling, Program Manager, Co-operative Education (csperlin@uvic.ca)
From: Heather Kirkham, Program Manager, School of Public Administration (hkirkham@uvic.ca)
Date: October 31, 2018
Re: **Consultation with Co-operative Education about discontinuation of the
MA in Dispute Resolution**

The School of Public Administration is proposing to discontinue offering the MA in Dispute Resolution Program in Cycle 2 of the 2018-19 curriculum change process.

In 2017, the School of Public Administration suspended admissions to the MADR program. Now, based on an External Program Review (2016) and a subsequent careful internal review and evaluation of our priorities, mandate and resources, the School has taken the decision to discontinue offering this program.

Students in the MADR program could opt to participate in the Co-op Program and the Public Administration Co-op Coordinator served this program and was successful in making placements for the MADR students. The last intake of new students was in September 2016, so the students from that and previous cohorts would have completed their Co-op program by this time. There are 23 students still registered in the program (completing their thesis or project), but none are seeking Co-op positions and it is unlikely that any will do so in the future.

The MADR students were very well served by the Co-op Coordinator (Barb Svec), although their career needs and goals were somewhat different from the MPA students. The School appreciated Barb's efforts on behalf of the students in this program.

Please advise us if you have any concerns or questions. I look forward to receiving your letter of response.

Sincerely,

Original signed by Heather Kirkham

Heather Kirkham
Program Manager

Copied to: Dr. Astrid Brousselle, Director, School of Public Administration
Dr. Rich Marcy, Chair, Curriculum Committee
Dr. Jim McDavid, Graduate Advisor
Helen Kobrc, SPA Co-op Coordinator

DATE: November 1, 2018
TO: Heather Kirkham, Program Manager, School of Public Administration
FROM: Andrea Giles, Acting Executive Director, Claudia Sperling, Program Manager, Optional and Professional Co-op Programs
RE: **Consultation with Co-operative Education about discontinuation of the MA in Dispute Resolution**

Thank you for your memo of October 31, 2018 where you outlined the School of Public Administration's decision to discontinue offering the MA in Dispute Resolution Program in Cycle 2 of the 2018-19 curriculum change process. We appreciate that a careful internal review and evaluation of your priorities, mandate and resources were undertaken before making the decision to discontinue the program. We are in support of this decision.

We are pleased to have supported 324 student co-op work term opportunities over the period of time that the MA in Dispute Resolution Program was viable. While there are still 23 students registered in the program (completing their thesis or project), we understand that currently none are seeking Co-op positions and it is unlikely that any will do so in the future. However, should a student in this final cohort indicate that they may wish to compete a work term, we are happy to support them in their work search.

We have no concerns or questions regarding this program discontinuance. We look forward to continuing to provide co-operative education programming for your students in the Public Administration streams in your School.

Sincerely,

Original signed by Andrea Giles

Andrea Giles, Acting Executive Director

Copied to: Dr. Astrid Brousselle, Director, School of Public Administration
Dr. Rich Marcy, Chair, Curriculum Committee
Dr. Jim McDavid, Graduate Advisor

Claudia Sperling, Program Manager, Optional and Professional Co-op Programs
Helen Kobrc, SPA Co-op Coordinator



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 13, 2019

To: Operations and Facilities Committee

From: Valerie Kuehne, Vice-President Academic and Provost



cc: President and Vice-Chancellor

Meeting Date: May 28, 2019

Subject: Proposal to Discontinue the Graduate Certificate in Digital Humanities

Basis for Jurisdiction: Senate Committee on Planning April 2, 2019
Senate May 3, 2019

Previous Consultation: At its meeting on May 3, 2019, Senate approved and recommended that the Board of Governors approve the proposal to discontinue the Graduate Certificate in Digital Humanities, as described in the memorandum dated February 14, 2019.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the proposal to discontinue the Graduate Certificate in Digital Humanities, as described in the memorandum dated February 14, 2019.

Background:

Senate approved the Graduate Certificate in Digital Humanities in 2013 and it was first offered in May 2014. New admissions into the Certificate were suspended in the 2016/17 academic year and continue to be suspended.

The Certificate did not attract a significant cohort of students. Program enrolments were:

- 34 students applied for admission (5 rejected the admissions offer).
- 26 students in total registered in the DHUM certificate.
- 21 students graduated with the certificate with only 5 withdrawing.

The Faculty of Humanities requests the discontinuance of the Certificate because it does not have sufficient faculty expertise and capacity to offer the program with its current curriculum as part of its regular course and program offerings. In addition, changes in the academic disciplines relevant to the program, including Computer Science, make the curriculum obsolete.

Only one student who enrolled has not completed the program requirements. The Program Director Jentery Sayers has made provisions to enable that student to complete the program by enrolling in a Directed Studies course or to use transfer credits.

Attachment(s): Proposal to Senate dated April 16, 2019 to to discontinue the Graduate Certificate in Digital Humanities.



Date: April 16, 2019

To: Senate

From: Senate Committee on Planning

Re: **Proposal to Discontinue the Graduate Certificate in Digital Humanities**

At its meeting on April 2, 2019, the Senate Committee on Planning considered the proposal to discontinue the Graduate Certificate in Digital Humanities, as described in the memorandum dated February 14, 2019.

The following motion is recommended:

That Senate approve and recommend to the Board of Governors that it also approve the discontinuation of the Graduate Certificate in Digital Humanities, as described in the memorandum dated February 14, 2019.

Respectfully submitted,

2018/2019 Senate Committee on Planning

Nancy Wright, Associate Vice-President Academic Planning (Chair)

Gillian Calder, Faculty of Law

David Castle, Vice-President Research

Jo-Anne Clarke, Division of Continuing Studies

Merwan Engineer, President's Nominee

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Andrea Giles, Cooperative Education and Career Services

Wendy Taylor, Acting Registrar

Rishi Gupta, Faculty of Engineering

Robin Hicks, Faculty of Science

Ashlee Kirby, Student Senator

Valerie Kuehne, Vice-President Academic and Provost

Graham McDonough, Faculty of Education

Patrick Nahirney, Division of Medical Sciences

Sang Nam, Peter B. Gustavson School of Business

Abdul Roudsari, Faculty of Human and Social Development

Dan Russek, Faculty of Humanities

Ann Stahl, Faculty of Social Sciences

Ralf St. Clair, Dean, Faculty of Education

Victoria Wyatt, Faculty of Fine Arts

Carla Osborne, GSS Representative

Ada Saab, Acting Associate University Secretary

David Capson, Faculty of Graduate Studies

Sandra Duggan (Secretary), Office of the Vice-President Academic and Provost



Office of the Dean of Humanities
Clearihue C305
PO Box 1700 STN CSC Victoria BC V8W 2Y2 Canada
T 250- 472-4677 | F 250-721-7059 | humsoff@uvic.ca |
www.uvic.ca/humanities

MEMO

| | |
|--------------|---|
| To: | Nancy Wright (Chair, Senate Committee on Academic Planning) David Capson (Dean, Faculty of Graduate Studies) |
| From: | Dr. Chris Goto-Jones (Dean, Faculty of Humanities) Dr. Margaret Cameron (Associate Dean Research) |
| Date: | February 14, 2019 |
| Re: | Proposal to discontinue the DHUM Graduate Certificate in Digital Humanities |

Senate approved the Graduate Certificate in Digital Humanities (DHUM Certificate) in 2013 and it was first offered in May 2014. New admissions into the DHUM Certificate were suspended in the 2016/17 academic year and continue to be suspended.

The DHUM Certificate did not attract a significant cohort of students. Program enrolments were:

- 34 students applied for admission (5 rejected the admissions offer).
- 26 students in total registered in the DHUM certificate.
- 21 students graduated with the certificate with only 5 withdrawing.

The Faculty of Humanities requests the discontinuance of the DHUM Certificate because it does not have sufficient faculty expertise and capacity to offer the program with its current curriculum as part of its regular course and program offerings. In addition, changes in the academic disciplines relevant to the program, including Computer Science, make the curriculum obsolete.

Only one student who enrolled has not completed the program requirements. The Program Director Jentery Sayers has made provisions to enable that student to complete the program by enrolling in a Directed Studies course or to use transfer credits.

The discontinuation was approved by the Humanities' Faculty Council on January 8, 2019.

Original signed by Chris Goto-Jones

Dr. Chris Goto-Jones

Dean, Faculty of Humanities



University
of Victoria

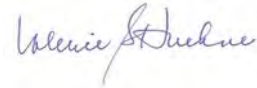
SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 13, 2019

To: Operations and Facilities Committee

From: Valerie Kuehne, Vice-President Academic and Provost



cc: President and Vice-Chancellor

Meeting Date: May 28, 2019

Subject: Proposal to Change the Name of the Master of Arts in Indigenous Communities Counselling to the Master of Arts in Indigenous Communities Counselling Psychology

Basis for Jurisdiction: Senate Committee on Planning April 2, 2019
Senate May 3, 2019

Previous Consultation: At its meeting on May 3, 2019, Senate approved and recommended that the Board of Governors approve the proposal to change the name of the Master of Arts in Indigenous Communities Counselling to "Indigenous Communities Counselling Psychology", as described in the memorandum dated December 4, 2018.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the name change of the Master of Arts in Indigenous

Communities Counselling to the Master of Arts in Indigenous Communities Counselling Psychology, as described in the memorandum dated December 4, 2018.

Background:

Educational Psychology and Leadership Studies (EPLS) proposed that the degree name be changed to "**Indigenous Communities Counselling Psychology**" because it is based on a counselling psychology theory framework, similar to the long-established Counselling Psychology MA degree in EPLS. In order to meet the program accreditation standards required by the national Council on Accreditation of Counsellor Education Programs (CACEP), the program structure in both degrees is similar. Both Indigenous and "western" theory, content, resources, and applications are included in the Indigenous Communities Counselling course curricula. The (on-campus) Counselling Psychology program in EPLS has been approved for accreditation since May 1, 2017. Once a second cohort of the Indigenous Communities Counselling program has graduated, the EPLS department can apply for accreditation status for that degree. Since counselling psychology theory and practice are required for both degree programs for accreditation purposes, both degrees should *have* "counselling psychology" in the title.

Initial drafts of the Indigenous Communities Counselling program proposal did indeed have "Indigenous Communities Counselling Psychology" as the proposed name of the new degree. At some point during the numerous iterations of the proposal, "Psychology" was omitted from the degree title in error and was not included in the degree proposal that was approved in 2013. The counselling psychology faculty in EPLS brought the proposed degree name change to the EPLS Graduate Programs Committee on April 13th, 2018 and was subsequently approved. The proposed change was then brought forward and approved at the EPLS Department Meeting on May 11, 2018.

The program goals, courses, and content remain the same in the Indigenous Communities Counselling program. The proposed change addresses an unintended error in degree and **program title** only.

No other academic units are affected by the proposed change.

Attachment(s): Proposal to Senate dated April 16, 2019 to change the name of the Master of Arts in Indigenous Communities Counselling to "Indigenous Communities Counselling Psychology".



Date: April 16, 2019

To: Senate

From: Senate Committee on Planning

Re: **Proposal to Change the Name of the Master of Arts in Indigenous Communities Counselling to the Master of Arts in Indigenous Communities Counselling Psychology**

At its meeting on April 2, 2019, the Senate Committee on Planning considered the proposal to change the name of the Master of Arts in Indigenous Communities Counselling to "Indigenous Communities Counselling Psychology", as described in the memorandum dated December 4, 2018.

The following motion is recommended:

That Senate approve and recommend to the Board of Governors that it also approve the name change of the Master of Arts in Indigenous Communities Counselling to the Master of Arts in Indigenous Communities Counselling Psychology, as described in the memorandum dated December 4, 2018.

Respectfully submitted,

2018/2019 Senate Committee on Planning

Nancy Wright, Associate Vice-President Academic Planning (Chair)

Gillian Calder, Faculty of Law

David Castle, Vice-President Research

Jo-Anne Clarke, Division of Continuing Studies

Merwan Engineer, President's Nominee

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Andrea Giles, Cooperative Education and Career Services

Wendy Taylor, Acting Registrar

Rishi Gupta, Faculty of Engineering

Robin Hicks, Faculty of Science

Ashlee Kirby, Student Senator

Valerie Kuehne, Vice-President Academic and Provost

Graham McDonough, Faculty of Education

Patrick Nahirney, Division of Medical Sciences

Sang Nam, Peter B. Gustavson School of Business

Abdul Roudsari, Faculty of Human and Social Development

Dan Russek, Faculty of Humanities

Ann Stahl, Faculty of Social Sciences

Ralf St. Clair, Dean, Faculty of Education

Victoria Wyatt, Faculty of Fine Arts

Carla Osborne, GSS Representative

Ada Saab, Acting Associate University Secretary

David Capson, Faculty of Graduate Studies

Sandra Duggan (Secretary), Office of the Vice-President Academic and Provost

Memorandum to Propose a Significant Change to a Program
(for Indigenous Communities Counselling MA degree)

To: Education Dean Ralf St. Clair
Graduate Studies Dean David Capson

From: EPLS Chair Tim Black
Dr. Anne Marshall (Acting Advisor for Indigenous Communities
Counselling MA degree program)

Date: December 4, 2018

The Department of Educational Psychology and Leadership Studies is proposing a name change for the above graduate degree program to **"Indigenous Communities Counselling Psychology"** (from Indigenous Communities Counselling).

The Indigenous Communities Counselling MA degree program was approved by Senate on March 1, 2013. Since that time, one cohort of 13 students has completed the program. There are currently no students registered in this degree – the next cohort is scheduled to commence on September 1, 2019.

EPLS proposed that the degree name be changed to **"Indigenous Communities Counselling Psychology"** because it is based on a counselling psychology theory framework, similar to the long-established Counselling Psychology MA degree in EPLS. In order to meet the program accreditation standards required by the national Council on Accreditation of Counsellor Education Programs (CACEP), the program structure in both degrees is similar (see attached list of program courses). Both Indigenous and "western" theory, content, resources, and applications are included in the Indigenous Communities Counselling course curricula. The (on-campus) Counselling Psychology program in EPLS has been approved for accreditation since May 1, 2017. Once a second cohort of the Indigenous Communities Counselling program has graduated, the EPLS department can apply for accreditation status for that degree. Since counselling psychology theory and practice is required for both degree programs for accreditation purposes, both degrees should have "counselling psychology" in the title.

Initial drafts of the Indigenous Communities Counselling program proposal did indeed have "Indigenous Communities Counselling Psychology" as the proposed name of the new degree. At some point during the numerous interactions of the proposal, "Psychology" was omitted from the degree title in error and was not included in the degree proposal that was approved in 2013.

The counselling psychology faculty in EPLS brought the proposed degree name change to the EPLS Graduate Programs Committee on April 13th, 2018 and was subsequently approved. The proposed change was then brought forward and approved at the EPLS Department Meeting on May 11th, 2018. *

The program goals, courses, and content remain the same in the Indigenous Communities Counselling program. The proposed change addresses an unintended error in degree and **program title** only.

No other academic units are affected by the proposed change.

Original signed by Tim Black

Dr. Tim Black, Chair, EPLS

Dec 4, 2018
Date

Original signed by Michelle Wiebe

Dr. Michelle Wiebe, Acting Chair, Faculty of
Education Graduate Curriculum Committee

Jan. 21, 2019
Date

Original signed by Ralf St. Clair

Dr. Ralf St. Clair, Dean, Faculty of Education

21 Jan 2019
Date

* APPROVED BY EDUC FACULTY COUNCIL JANUARY 22/19.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 13, 2019

To: Operations and Facilities Committee

From: Valerie Kuehne, Vice-President Academic and Provost

A handwritten signature in blue ink, appearing to read 'Valerie Kuehne'.

cc: President and Vice-Chancellor

Meeting Date: May 28, 2019

Subject: Proposal to Establish a Master of Engineering (MEng) Program in Industrial Ecology

Basis for Jurisdiction: Senate Committee on Planning April 2, 2019
Senate May 3, 2019

Previous Consultation: At its meeting on May 3, 2019, Senate approved and recommended that the Board of Governors approve the proposal to establish a Master of Engineering (MEng) Program in Industrial Ecology, as described in the document "Master of Engineering (MEng) Program in Industrial Ecology".

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve, subject to funding, the establishment of a Master of Engineering (MEng) program in Industrial Ecology, as described in the document "Master of Engineering (MEng) Program in Industrial Ecology", and that this approval be withdrawn should the program not be offered within five years of the granting of approval. Once

Senate and the Board of Governors have approved the proposal, the proposal must be approved by the Secretariat of the Ministry of Advanced Education.

Strategic Relevance

The University's success is dependent on the ability to provide rich, relevant and diverse quality programs that demonstrate societal need and value, meet student demand and faculty expertise. Opening of the inter-disciplinary MEng program in Industrial Ecology will help UVic to be nationally and internationally competitive in the recruitment and retention of high calibre graduate students (Objective 4) and to be competitive in the quality of our graduate program offerings (Objective 14).

Overview/nature of the Major

The proposed MEng in Industrial Ecology is part of the development of the new Department of Civil Engineering (formed 2016). The program addresses increasing demands for a new breed of Civil Engineering graduate needed to meet growing resource and environmental challenges. These challenges include climate change adaptation and mitigation, water resources management and environmental management that consider population growth and limited resources in the future.

Alignment with the university's mission and strategic plan

As outlined in the Strategic Framework, 2018-22, the proposed Master's degree notably:

1. Promotes a Sustainable Future - by teaching fundamental concepts of sustainable development,
2. Cultivates an Extraordinary Environment - attracting a diverse community of talented people to learn in an interdisciplinary way,
3. Intensifies Dynamic Learning – through the project component and optional co-op placement in the program, and
4. Engages Locally and Globally – via a program designed to serve both BC and international students in a global market for industrial ecologists.

Demand and availability

The average age of civil engineers in BC is 50 years, which is higher than any other province. Opening of the new Department was motivated in part to meet the existing and growing demand for civil engineers. Engineers Canada projects the annual number of job openings for civil engineers in BC for 2015-19 will be 667/year; this is more than Alberta (427) and Quebec (413) and not much below Ontario (726). The number of Civil Engineering degrees awarded in BC in 2013 was 254.

A Master's degree is increasingly recognized as the industry standard qualification for the engineering profession, especially for those who become consulting engineers or take up leadership roles in industry. Over half of future practicing engineers are expected to hold Masters Degrees. This is different from 10-20 years ago when the B.Eng. was the more common terminal degree.

Resource implications

One additional faculty member is required to sustain the MEng Program beyond the planned number of 15 faculty and 8 staff previously outlined in the creation of the Department. Student enrollment is expected to reach 10-15 within 3 years.

The new faculty member will also supervise graduate students and serve the undergraduate program (saving on the costs of hiring sessional instructors).

Space continues to be a challenge for Civil Engineering, and the Faculty of Engineering more broadly. Provincial funding has been obtained to renovate E-Hut as medium-term research space for Civil Engineering. A temporary indoor-outdoor lab facility has been constructed next to the TEF building for research and teaching related to civil engineering materials. Some building efficiency opportunities have been identified by a space consultant. Consolidation of Civil Engineering teaching laboratories and research activities in a single building will be important for long-term growth of the Department and its graduate programs.

Attachment(s): Proposal to Senate dated April 16, 2019 to establish a Master of Engineering (MEng) Program in Industrial Ecology.



Date: April 16, 2019

To: Senate

From: Senate Committee on Planning

Re: **Proposal to Establish a Master of Engineering (MEng) Program in Industrial Ecology**

At its meeting on April 2, 2019, the Senate Committee on Planning considered the proposal to establish a Master of Engineering (MEng) Program in Industrial Ecology, as described in the document "Master of Engineering (MEng) Program in Industrial Ecology".

The following motion is recommended:

That Senate approve, and recommend to the Board of Governors that it also approve, the establishment of a Master of Engineering (MEng) program in Industrial Ecology, as described in the document "Master of Engineering (MEng) Program in Industrial Ecology", and that this approval be withdrawn should the program not be offered within five years of the granting of approval. Once Senate and the Board of Governors have approved the proposal, the proposal must be approved by the Secretariat of the Ministry of Advanced Education.

Respectfully submitted,

2018/2019 Senate Committee on Planning

Nancy Wright, Associate Vice-President Academic Planning (Chair)

Gillian Calder, Faculty of Law

David Castle, Vice-President Research

Jo-Anne Clarke, Division of Continuing Studies

Merwan Engineer, President's Nominee

Mauricio Garcia-Barrera, Faculty of Graduate Studies

Andrea Giles, Cooperative Education and Career Services

Wendy Taylor, Acting Registrar

Rishi Gupta, Faculty of Engineering

Robin Hicks, Faculty of Science

Ashlee Kirby, Student Senator

Valerie Kuehne, Vice-President Academic and Provost

Graham McDonough, Faculty of Education

Patrick Nahirney, Division of Medical Sciences

Sang Nam, Peter B. Gustavson School of Business

Abdul Roudsari, Faculty of Human and Social Development

Dan Russek, Faculty of Humanities

Ann Stahl, Faculty of Social Sciences

Ralf St. Clair, Dean, Faculty of Education

Victoria Wyatt, Faculty of Fine Arts

Carla Osborne, GSS Representative

Ada Saab, Acting Associate University Secretary

David Capson, Faculty of Graduate Studies

Sandra Duggan (Secretary), Office of the Vice-President Academic and Provost

Master of Engineering (MEng) Program in Industrial Ecology

| | |
|---|---|
| Dean's Name and Date of consultation with AVPAP: Peter Wild | Signature Dean: <i>SEE BELOW</i> |
| Contact Name and Number: | Dr. Chris Kennedy, Chair Department of Civil Engineering 250-472-4463 |
| | |
| Date approved by Department: <i>Aug 15, 2018</i> | Original signed by Chris Kennedy |
| Date approved by Faculty: <i>Nov. 6, 2018</i> | Original signed by Peter Wild |
| Date approved by Graduate Studies (if applicable): <i>March 14, 2019</i> | Original signed by David Capson |
| Date submitted: | |

April 6, 2019.

MEng in Industrial Ecology (Full Proposal)

FULL PROPOSAL (up to 5,000 words plus appendices)

A. Identification of new Master's program

| | |
|--|---|
| Name, Location, Academic units (Faculties, departments, or schools) offering the new Master's degree | Master of Engineering in Industrial Ecology (MEng) Location: Engineering Office Wing (EOW), Faculty of Engineering Academic Units Offering the Program: Faculty of Engineering, Faculty of Graduate Studies |
| Anticipated Master's degree start date | September 1, 2020 |
| Name, title, phone number and e-mail address of contact person | Chris Kennedy Chair, Department of Civil Engineering Phone: 250- 472-4463; Email: cakenned@uvic.ca |

B. History and context of the Master's degree

What is Industrial Ecology?

Industrial Ecology is a brand of sustainability science. It provides systems-level methods and concepts for assessing the sustainability of engineering activities.

While a variety of definitions of industrial ecology have been proposed, the most general is that of Robert White (1994) President of the U.S. National Academy of Engineering:

"Industrial ecology is the study of the flows of materials and energy in industrial and consumer activities, of the effects of these flows on the environment, and of the influences of economic, political, regulatory, and social factors on the flow, use, and transformation of resources."

Industrial Ecology is an interdisciplinary applied science. It is interdisciplinary in that industrial ecology applies principles of physics in understanding the impacts of engineering on the environment, mediated through socio-economic systems. It is an applied science, in the same sense of engineering, in that industrial ecology seeks to design processes differently to reduce environmental impacts.

Context

The Department of Civil Engineering at University of Victoria was founded in January 2016, with a mandate to provide leadership in education on sustainable, green civil engineering practices. The Department administers a BEng degree in Civil Engineering. Graduate research programs (MAsc and PhD) began in March 2017. We are aiming to launch

professional Masters degrees (MEng) consistent with the Department's green objectives. These objectives are reflected in the Department's vision statement:

We are (re)engineering for a changing world. We aim to be the greenest civil engineering department in Canada addressing the most pressing global environmental and sustainability challenges through engineering design, science and practical solutions. Our research and graduate programs focus on green civil engineering solutions for Canada and beyond. Our undergraduate program teaches fundamental competencies supplemented with cutting-edge ideas from environmental science, building science and industrial ecology.

We define green civil engineering as “managing, designing, constructing and maintaining the built and natural environment, using technologies and techniques that provide services to society, while working within the carrying capacity of local ecosystems and the planet.”

The genesis of the Department's green mandate was a stakeholder consultation process conducted by the Faculty of Engineering in 2011, when preparing to launch the undergraduate program in Civil Engineering. At this time, the Faculty consulted widely with industry, government and other academic units to help shape the new Bachelor of Engineering (BEng) program in Civil Engineering. The BEng program was initially introduced in the Department of Mechanical Engineering, but is now under the Department of Civil Engineering as planned.

Since its conception in 2012, the BEng program has been developed with a strong focus on teaching green, sustainable engineering practices, blended within a well-rounded civil engineering skill set. We recognize that the planning, design, construction and maintenance of civil engineered systems has enormous impacts on local and global environments. Faculty hiring, research and teaching activities are aligned towards cultivating students who will be leaders in addressing global environmental challenges. Teaching of sustainable development and environmental stewardship forms a core part of the BEng curriculum. This is achieved through courses such as Sustainable Development and Environmental Policy, which are foundational for later core technical courses blending green content into traditional civil engineering subject matter.

The BEng program in Civil Engineering has been in high demand. The program has attracted enthusiastic responses from the first year students enrolled in the Faculty of Engineering and has contributed to recent large increase in both applications for admission to the Faculty of Engineering and the number of women students admitted to first year engineering. In September 2016, the intake of second year students into the BEng program reached its planned target of 80 students. The BEng program was accredited by the Canadian Engineering Accreditation Board in 2017.

In 2017, the Department began its research intensive graduate degrees (MAsc and PhD) in Civil Engineering. These degrees provide advanced training of research students in Civil Engineering, with emphasis on the Department's four areas of research focus: Green Structures and Materials; Smart Buildings, Infrastructure and Cities; Industrial Ecology; and Sustainable Water. A set of approximately 20 graduate courses has been developed. Approximately 30 students registered in the MAsc and PhD degrees in 2017, including graduate students transferring from Mechanical Engineering. We expect the number of MAsc and PhD students (combined) to increase to at least 75. This is for an initially planned Department size of 15 faculty members, but may be higher in the long-run as the Department grows further.

The MAsc and PhD programs are research-intensive, sustainability-focused and interdisciplinary. They support research on the emerging environment and sustainability oriented civil engineering technologies and practices, which represent the future of Civil Engineering. We expect the research-based Civil Engineering programs will join the other strong academic programs at UVic to sustain and enhance our efforts to make UVic a leading university in Canada and globally on environmental research.

Over several years, the Department plans to roll out professional Masters of Engineering (MEng) programs that build upon the Department's research strengths. Unlike the MAsc degree in Civil Engineering, the MEng degree is largely coursework based, training engineers with enhanced specialized skills for future careers in industry or the public sector.

MEng. Program in Industrial Ecology

Global society faces huge challenges providing the resources to support human welfare within the carrying capacity of the planet. Over the twentieth century, global consumption of raw materials rose at about double the rate of population growth. With such material use are associated environmental problems of waste production, local pollution, greenhouse gas emissions, biodiversity loss and further interference with natural ecosystems. The challenges of high resource consumption extend beyond the environment, impacting human societies in many ways. This is well described by the G-7 initiative on Resource Efficiency¹:

“Unsustainable consumption of natural resources and concomitant environmental degradation translates into increasing business risks through higher material costs, as well as supply uncertainties and disruptions. Against this background, improving resource efficiency and managing materials sustainably throughout their life cycles are important elements of delivering environmental and climate protection, employment, social benefits and sustainable green growth. Resource efficiency offers opportunities to reduce the burden on the environment while strengthening the sustainability, competitiveness and growth of the economy. This should be a part of broader strategies to promote sustainable materials management and material-cycle societies.”

The field of industrial ecology has emerged as an influential brand of sustainability science, with aims of developing technological systems that support human well-being, while dramatically reducing the environmental impacts of resource use. Essentially, industrial ecology is the study of energy and material flows in industrial-societal systems, paralleling natural ecology which involves the study of energy and material flows in natural ecosystems. Over the past 25-years, research in industrial ecology has adopted and developed a variety of methods, including environmental life cycle assessment, material flow analysis, and environmental foot-printing (amongst others). Through these methods, industrial ecology is able to link environmental stresses to human driving factors, providing understanding of complex interactions and pointing the way to sustainable paths forward.

The impacts of work in industrial ecology are many. Examples include: development of the international standards for assessing life-cycle impacts of products and processes; inclusion of material flows in the environmental accounts of OECD nations; and standard approaches for inventorying greenhouse gas emissions of cities. Researchers in Industrial Ecology have extended input-output models to determine environmental impacts, such as biodiversity loss, from economic activities. They have produced most of the reports of the United Nations International Resource panel on topics such as resource decoupling, metals, biofuels, and global land use change; and contributed to many chapters of the IPCC's 5th Assessment Report on climate change mitigation. Much of this work has also been published in leading scientific journals.

The field of industrial ecology is thus ideal for training engineering students with quantitative skills to address sustainable development in an interdisciplinary and policy relevant context.

¹ Annex to the G-7 Leaders' Declaration, Schloss Elmau, Germany, June 8, 2015 <https://www.whitehouse.gov/the-press-office/2015/06/08/annex-g-7-leaders-declaration>

C. Aims, goals and/or objectives

Distinctive characteristics

The program in Industrial Ecology at University of Victoria will be the first such program in Canada, and one of very few in North America. There are about twenty full programs in Industrial Ecology worldwide; these include programs in leading technical schools in Holland, Norway and Sweden (such as NTNU, Chalmers, KTH, Leiden and Delft), and a growing number of programs in China. In North America, the Yale Centre for Industrial Ecology has been highly successful and there is also a certificate program at the University of Michigan. Industrial Ecology is also taught at several U.S. engineering schools, such as MIT, Carnegie Mellon University, Georgia Tech and Berkeley, although formal programs have not been established. A similar situation exists in Canada; research and teaching on Industrial Ecology can be found at several universities, such as Waterloo, Dalhousie, Université de Montréal and others, but full programs have not been developed.

Compared to international programs, distinctive features of the UVic program are:

- Locational advantage within North America (for domestic and international students from Asia)
- Course in professional skills development
- 1-year course-based program, rather than 2-years research based

Anticipated contribution to the UVic, Faculty, and academic unit's strategic plans

The establishment of the MEng program in Industrial Ecology at UVic will ensure the fulfillment of a number of the primary goals of UVic's Strategic Framework including:

- To offer programs in teaching and research of such quality as to place us in the appropriate level of a national and international set of comparable programs as judged by peer evaluation and accreditation.
- To be nationally and internationally competitive in the recruitment and retention of graduate students of the highest calibre.
- To make significant contribution to UVic's position as a leading research university focusing on issues of local, national and global importance, to encourage interdisciplinary research areas of high priority for society, and to promote and expand the mobilization of research knowledge for societal benefit.

The MEng program is designed to attract high quality students, with the intention that some may go on to contribute to research activities at UVic. The content of the MEng program is strongly aligned with two of UVic's eight areas of strategic research: Environment, Climate and Energy; and Physical Sciences and Engineering.

The MEng Program also fits with two of the Faculty's focus areas namely Green Cities and Energy Systems.

Target audience, student and labour market demand

Students taking the MEng degree will primarily have bachelors degrees in Civil/Environmental Engineering, or other areas of engineering (Chemical, Industrial, Mechanical, Systems, etc.). Students from other disciplines such as urban planning, geography, economics or natural sciences may also be eligible if they have suitable work experience and technical /mathematical skills.

Industrial ecologists are recognized as a profession by the US Department of Labor (<https://www.onetonline.org/link/summary/19-2041.03>). The tasks of the industrial ecologist are to:

- Identify environmental impacts caused by products, systems, or projects.

- Examine local, regional or global use and flow of materials or energy in industrial production processes.
- Identify or develop strategies or methods to minimize the environmental impact of industrial production processes.
- Analyze changes designed to improve the environmental performance of complex systems to avoid unintended negative consequences.
- Identify or compare the component parts or relationships between the parts of industrial, social, and natural systems.
- Redesign linear, or open loop, systems into cyclical, or closed loop, systems so that waste products become inputs for new processes, modeling natural ecosystems.
- Examine societal issues and their relationship with both technical systems and the environment

The US Department of Labor projects faster than average growth in jobs for industrial ecologists at 10 to 14% for the period 2016-2026.

Students graduating from the professional Master's program in Industrial Ecology are expected to attain employment in industry or with the public sector. Graduates from European programs in industrial ecology have gone on to careers in:

- Administration and management
- Environmental and management consultancy
- Industrial companies (e.g. product design, waste management)
- International organizations
- Quality assurance
- Service industry (e.g. tourism)
- Scientific Research
- Teaching

Graduated students will find career opportunities in industry, and academia, as well as in municipal, provincial and federal governments, both in Canada and internationally. While some MEng graduates may pursue research careers, and enter PhD programs, the MEng is primarily a qualification for employment in industry. The MEng program will directly support the BC government's efforts to grow skilled jobs. These programs will ensure that BC's growing and diversified economy is well supported by highly trained individuals in the areas of highest demand. The Top 60 Jobs by openings include Civil Engineering as well as Engineering Management as areas of focus – occupations that are filled by those who complete graduate programs in Civil Engineering. The labour market demand for Civil Engineering graduates is very strong – the employment rate after five years for bachelor's graduates is over 95% and earnings are among the highest out of any disciplinary area. Post-baccalaureate graduates from the MEng. programs would obtain labour market outcomes at, or in excess, of those with baccalaureate degrees. Critically, these graduates would address acute labour shortages in senior and management level positions openings that would not be filled by baccalaureate graduates.

Civil engineers both graduate and undergraduate are the dominant engineering practitioners employed by the construction industry, the largest industry in BC. Future construction projects in the resource sector will be supported by civil engineers. Construction projects include renewal and new construction of infrastructure such as highways, sewage systems, and public water supplies which are also the domain of civil engineering. The ongoing transition to renewable carbon-free energy systems is also supported by civil engineers who are involved in run of the river power projects, wind farms and retrofitting old buildings for improved energy efficiency. Building codes and the way cities are designed are changing to take into account new more sustainable lifestyles. The transition to a more sustainable society is creating many employment opportunities aimed at facilitating this transition.

Canada is the third largest exporter of consulting engineering services in the world and civil engineers are prominent in the consulting engineering industry. In BC a high proportion of the professional engineers registered with Engineers and Geoscientists of BC (EGBC) are civil engineers. Of the newly registered professional engineers in BC every year, in excess of 40% have foreign academic credentials. This means that we are not producing enough engineers in BC to supply our own requirements. The MEng program provides a means of training both domestic and international recruitments.

Another area of pressing need in BC for civil engineering expertise is in the area of remote community housing, and infrastructure such as drinking water. Many indigenous communities are in remote locations therefore Civil Engineering is a logical area for future growth in indigenous student enrollment in engineering.

According to a 2015 engineering labor market study by Engineers Canada, over the next ten years there will be 1000 civil engineering positions available in BC, split between replacements and new positions. The demand in BC is second only to Ontario with 1400 positions. The replacement demand is high because the average age of BC civil engineers, at 50, is the highest in Canada. For the next five years the labor market for civil engineers in BC will be the tightest in Canada.

Include plans for student recruitment, retention, and success

The plans for recruitment follow similar practices used by the MEng program in Telecommunications and Information Security (offered by the Faculty of Engineering):

- Make recruitment posters and send to selected universities (well ranked by QS and TIMES) in target countries (primarily in Asia, North & South America).
- Make publicity postcards for faculty members to bring to related conferences
- Personal connections (e.g., through the International Society for Industrial Ecology)
- Visits to local universities on overseas conference trips to publicize the program
- UVic alumni networks
- Website
- Good presence in social networks

Once funding is available for the program, a Chair in Industrial Ecology will be hired to champion the program and ensure its success. (The position will be generated from the MEng program and is not related to other positions in the Department). Hiring of the Chair will also ensure that research opportunities are available for top students in the program who may wish to go on to a PhD.

D. Admission requirements

Admission requirements for the program will meet or exceed the requirements of the Faculty of Graduate Studies. Details particular to this Program are summarized below.

Applicants will normally hold an undergraduate degree in Civil Engineering. The minimum requirement for admission to the MEng will be B+ (grade point average of 6.0 on the University of Victoria scale of 9.0) for the last two years of university work.

Applicants for admission whose first language is not English must meet the English Competency Requirement as specified by the Faculty of Graduate Studies. Currently, the minimum acceptable TOEFL (Test of English as a Foreign Language) score for the Program will be 575 on the paper-based test or 90 on the Internet-based test (the minimum score for each section is Writing: 20; Speaking: 20; Reading: 20; Listening: 20). A minimum acceptable IELTS score will be 6.5. Even with passing TOEFL/IELTS scores, students may be required to take English language courses in addition to their other course work.

The admissions selection process will be competitive. Not all students who meet the minimum requirements will be admitted. It is expected that around 10-15 students will be admitted to the Program each year. On-line applications will be submitted by following the links from the Faculty of Graduate Studies webpage. The Graduate Admissions and Records Office is the official depository for all applicant documentation. Additional information about graduate studies in the Program will be made available at the Faculty webpage.

Selection of students and the initiation of the admission process will be handled by the Civil Engineering Graduate Committee.

E. Areas of specialization and evidence of adequate faculty complement (Include short faculty CV information in an appendix)

Table 1 presents areas of research of the Civil Engineering faculty; these are areas in which faculty are qualified to teach graduate students and supervise MEng projects. As seen from Table 1, the total number of core faculty members as presently planned is 15.

With the arrival of Dr. McPherson in 2018, the Civil Engineering department has ~3 faculty who can support the core courses in the Program, as part of their graduate teaching responsibilities in Civil Engineering. This will give us sufficient capacity to launch the Program, but to sustain and expand it in the long-run (e.g., to manage study leaves) will require an additional hire; i.e. four CIVE faculty will be required in the long-run.

The budget for the Program supports hiring of a Chair of Industrial Ecology. The Chair will ideally have research skills in the areas of: i) life-cycle assessment and environmentally extended input-output analysis; or ii) integrated resource management, material flow analysis, industrial symbiosis, and recycling technology.

| | Green Buildings | Smart Cities & Infrastructure | Industrial Ecology & Environmental Policy | Sustainable Water | Structures | Materials | Geotech |
|-----------------------------|-----------------|-------------------------------|---|-------------------|------------|-----------|---------|
| Bristow | | • | • | | | | |
| Dorea | | | | • | | | |
| Evins | • | • | | | | | |
| Gleeson | | | | • | | | |
| Gupta | | | | | • | • | |
| Kennedy | | • | • | | | | |
| Lin | | | | | | | • |
| Mukhopadhyaya | • | | | | • | | |
| Sun | | | | | • | | |
| Zhou | | | | | • | | |
| Buckley | | | | • | | | |
| Froese | • | • | | | | | |
| McPherson | | | • | | | | |
| Troy | | | | • | | | |
| Committed Hire | | | | | • | | |
| Chair of IE (not committed) | | | • | | | | |
| Andrew Rowe (Mech) | | | • | | | | |
| Adam Monahan (EOS) | | | • | | | | |
| TBD (Env. Sci.) | | | • | | | | |

Table 1: Areas of research of current faculty members and committed hire in Civil Engineering, plus other UVic faculty involved in the Industrial Ecology program.

F. Curriculum design

The Program largely draws upon graduate-level courses in Civil Engineering that we have launched or intend to launch to support our research-stream students. Other courses in the program are already provided by other faculties and departments. A new course in Ecological Theory & Methods will be developed by Environmental Studies.

Core courses and choice electives are given below, with calendar descriptions in the Appendix.

Deadlines and Program Length

The entry point to the Program will be September only.

The Program length will normally be fixed at one year.

Program Requirements

The program will consist of a minimum of 15 units, normally with not less than 12.0 units of graduate course work, and a 3.0 unit project. Students also have the option of taking a 1.0 unit Professional Career Development course (ECE 592B), combined with a 2.0 unit project.

Coursework used for credit towards the MASc in Civil Engineering cannot also be credited toward the MEng, or vice versa.

Courses:

- **Industrial Metabolism and Global Environmental Change (CIVE 510)**
- **Advanced Methods in Life Cycle Assessment (CIVE 511 – not taught yet)**
- **Industrial Symbiosis and Recycling Technologies (CIVE 512 – not taught yet) OR Systems and Complexity Modeling in Civil Engineering (CIVE New1)**
- **Urban Metabolism and Sustainable Cities (CIVE 513)**
- **Energy Systems and Exergy Analysis (MECH 542) OR Wind Power Systems (MECH 547)**
- **The Climate System (EOS 550) OR Ecological Theory & Methods (ES New1)**
- **Watershed & Ecosystem Economics (CIVE New2) OR a 500-level course from the School of Public Administration (ADMN 5XX)**
- **Free Elective**
- **MEng Project in Industrial Ecology (New) – can be taken combined with a professional development course (ECE 592B)**

The one-year program in Industrial Ecology includes eight courses and a project. Three of the core courses develop knowledge and skills for analyzing energy and material flows at the global (CIVE 510), urban (CIVE 513) and industrial park (CIVE 512) scales. These courses, along with a course in Life Cycle Assessment (CIVE 511), provide training in the analytical tools of Industrial Ecology. More in depth understanding of energy supply systems is provided through a course in Mechanical Engineering (MECH 542 or 547). Further courses broaden students scientific understanding of climate change and biodiversity / ecosystem functioning (EOS 550 or ES New), and provide the policy or economic context to Industrial Ecology. Students complete a term project in which they apply methods or principles from Industrial Ecology in the context of a product or process design, policy study, or another application. A free elective provides an opportunity to develop further knowledge or skills in support of the project (subject to approval by the Program Director).

Schedule

| Fall | Spring | Summer |
|--|---|---|
| CIVE 510 CIVE 511 CIVE New2 or ADMN 5XX EOS 550 or ES New1 or Free elective | CIVE 513 CIVE 512 or CIVE New1 MECH 542 or 547 EOS 550 or ES New1 or Free elective | MEng project (3 units) or MEng project (2 units) & ECE 292B (1 unit) |

Delivery methods (e.g., plans for distance education, or computer assisted delivery) as appropriate to targeted student segments

Delivery methods may include a variety of options depending on the course content and instructors' delivery; including any combination of classroom lectures, classroom tutorials, outside classroom projects, fieldwork and homework, etc., using the available teaching tools and techniques.

Linkages between the learning outcomes and the curriculum design

The Learning Outcomes for the Program are as follows.

Graduates of the MEng in Industrial Ecology will be able to:

1. Assemble and compute energy and material flows in industrial-society over a range of scales, from products and services to cities and economies
2. Frame, develop and apply systems approaches for determining the environmental and economic impacts of infrastructure, products, processes and services using appropriate spatial, temporal and life-cycle boundaries.
3. Plan and analyze systems for material reuse and recycling, displaying well developed understanding of the limitations and potential of circular economies.
4. Demonstrate a basic level of understanding of the scientific basis of environmental impacts of human activities (e.g., climate change, biodiversity loss, water stress and other impacted planetary boundaries), including appreciation of the complexity of ecological systems.
5. Explain how methods and tools of Industrial Ecology can be applied in business, economic or public policy contexts.

Outcomes 1 to 3 are primarily achieved through the four core courses, and the energy elective above. Outcome 4 is primarily achieved through the science elective. Outcome 5 is primarily achieved through the public admin. / economics elective.

Integration of opportunities for experiential learning or other forms of civic engagement in the learning opportunity

The MEng project has been designed with a high level of flexibility to allow students opportunity to engage in experiential learning or other activities. Students have the opportunity to undertake the project outside of UVic in a private company, the public sector, in the community, in the field, or at another university.

Residency requirements and anticipated times to completion

The MEng degree will be a fixed 1-year program, with a minimum 8-month residency.

Policies on student evaluation, candidacy exams, and oral examinations

Students will be evaluated in their course with the same rigor as research stream students pursuing MASc or PhD degrees. All MEng projects will be evaluated by the project supervisor and an independent second reader who must be a UVic. faculty member.

No candidacy exams or oral exams are required.

Plans for integration of teaching and research

Students will have opportunity to undertake research-related activities within their courses (which will be shared with MASc and PhD students) and in the project.

Describe any plans to develop international or Indigenous opportunities or perspectives

The MEng project has been designed with flexibility so that students could undertake it outside of Canada. Partnership will be pursued with other Schools of Industrial Ecology (e.g., Michigan, Yale, Leiden, Tsinghua and NTNU) to create exchange opportunities for students.

G. Enrolment plan for the length of the Master's degree(Include a table of anticipated annual intake and graduates including those in any existing programs)

The MEng in Industrial Ecology is a one-year program. We anticipate an intake of ten students in the first year, growing to an intake of 15 students from year 3 onwards, as shown below.

| | Year 1 | Year 2 | Year 3 onward |
|-------------------------|--------|--------|---------------|
| Approx. no. of students | 10 | 10-15 | 15 |

H. Funding plan for the length of the Master's degree

Resources required for Faculty appointments

The budget for the Program supports hiring of a Chair of Industrial Ecology.

Resources required for Staff appointments

An additional staff member for the CIVE main office will be added after the establishment of a second MEng program, e.g., in Green Building and Construction. The budget includes a 50% position.

Resources required for Space

A 'home room' will be required for students in the MEng program.

Resources required from Library

The UVic Library has been consulted – and a list of applicable monographs and periodicals is being generated. As Industrial Ecology is an interdisciplinary subject, some of the library resources are already in place, through the disciplines that are straddled.

Funding of Students

Students completing the MEng degree are expected to be self-funded. The budget allows for some scholarships to be offered to students at the discretion of the Program Director.

I. Related Master's programs in your own or other British Columbia post-secondary institutions

There are no similar programs in British Columbia, or Canada. The nearest degree in BC to the MEng in Industrial Ecology is the Master of Sciences degree in Resources, Environment and Sustainability at UBC. The UBC program, however, is a 2-year research-based degree covering a broader domain area, and based more on the sciences than engineering.

J. Evidence of support and recognition from other post-secondary institutions, and relevant regulatory or professional bodies, where applicable (Provide copies of letters of support in an appendix)

Letters of support from the following organizations are included in this application:

UVic School of Environmental Studies
 UVic School of Earth and Ocean Sciences
 UVic School of Public Administration
 UVic Department of Mechanical Engineering
 UVic Institute for Integrated Energy Systems
 Pacific Institute for Climate Solutions

UBC Department of Civil Engineering
 UNBC Engineering

BC Ministry of Environment and Climate Change Strategy
 City of Victoria, Engineering and Public Works Department
 Associated Engineering Group Ltd.

Norwegian Technical University, Faculty of Engineering.
 Leiden University, Program in Industrial Ecology
 Tsinghua University, School of Environment
 Ulsan University, Department of Civil and Environmental Engineering

The attached letters of support demonstrate strong student demand for a program in Industrial Ecology. The letters from NTNU, Leiden, Tsinghua and Ulsan universities demonstrate the growing international demand for programs in Industrial Ecology. The Tsinghua letter describes the growth of Industrial Ecology in China, supporting policies that promote the circular economy. The NTNU letter indicates that approx. 40% of their students come from outside Europe; they receive over 100 applicants per year, but only provide space for 16. The program at Leiden has meanwhile expanded to intake over 80 students per year. Demand from North American students to study Industrial Ecology is currently being met by the European schools; this is evidenced by the UVic Environmental Studies letter and consistent with 16% of the NTNU graduates coming from North America.

APPENDIX 1: SHORT FACULTY CVs

Christopher Alan Kennedy, P.Eng., FCAE
cakenned@uvic.ca

EXPERIENCE

- Founding Chair of Department of Civil Engineering, University of Victoria, 2016.
- Professor of Civil Engineering (U. of Toronto: 1997-2015).
- President of International Society for Industrial Ecology, 2015 and 2016 (~500 members in 30+ countries)
- Seconded to OECD, 2011-12, to support *Working Party on Climate, Investment and Development*
- Visiting scholar at EAWAG/ETH Zürich (Urban Water Management, 2005); Oxford University (Transportation Studies, 2004); UFZ Leipzig (Environmental Remediation, 1996-97)
- Author of “*The Evolution of Great World Cities: Urban Wealth and Economic Growth*”, University of Toronto Press, 2011.
- Keynote Speaker at 8 conferences
- ~100 invited presentations / lectures including: UNFCCC COP 21 Side event (Paris, 2015); Civil Engineering Triennial Summit (London, UK 2015); U.S. National Geospatial Intelligence Agency (Virginia, 2015); North American Carbon Program Pls Meeting (Washington, D.C., 2015); UNEP International Resource Panel (Rotterdam, 2014); International Energy Agency (Paris, 2014); World Urban Forum (Medellin, 2014); UK’s Foresight Future of Cities (London, 2014); TEDx (UofT, 2013); UNESCO (Paris, 2012); OECD (Paris, 2012); IPCC (Kolkata, 2011); World Bank (2011, 2014, 2016); and others.

RESEARCH

I apply principles of Industrial Ecology to challenges of developing sustainable cities and global infrastructure systems. The overarching objective of my current research program is to understand how evolution to a low carbon world will impact the development of fossil fuel conveying infrastructure – in particular railways and marine ports.

QUALIFICATIONS

| | |
|--|-------------------------------------|
| Master of Business Administration | (2002) University of Toronto |
| Ph.D. Civil Engineering | (1996) University of Waterloo |
| M.A.Sc. Civil Engineering | (1993) University of Waterloo |
| Postgraduate Diploma Economics | (1991) University of Warwick, UK |
| B.Eng. (1 st Class) Civil Engineering | (1990) Imperial College, London, UK |

EXAMPLE PUBLICATIONS

Kennedy, C.A. Boycott products from states with dirty energy. *Nature*, 551(7680), 294-295. 2017.

Kennedy, C.A. et al. Energy and Material Flows of Megacities, *Proceedings of the National Academy of Sciences*, 112 (19) 5985-5990, 2015.

Kennedy, C.A., Key Threshold for Electricity Emissions, *Nature Climate Change*, 2015. 5, 179-181, 2015.

Kennedy, C.A., N. Ibrahim, and D. Hoornweg, Low Carbon Infrastructure Strategies for Cities, *Nature Climate Change*, 4, 343–346, 2014.

Hoornweg, D., P. Bhada-Tata, and C.A. Kennedy, Waste production must peak this century, *Nature*, 502, 615-617, 31 October 2013.

Kennedy, C.A., and J. Corfee-Morlot, Past Performance and Future Needs for Low-Carbon, Climate-Resilient Infrastructure - An Investment Perspective, *Energy Policy*, 59, 773-783, 2013.

David N Bristow, EIT
 dbristow@uvic.ca

EXPERIENCE

- Assistant Professor, University of Victoria, 2016-ongoing
 - Awarded ~\$490k since starting (~\$240k of this unofficially confirmed)
 - Training of Highly Qualified Personnel: 8 (1 PDF, 1 PhD, 3 Master's started, 3 Undergraduate co-op students completed)
- Board Member, Sustainable Urban Systems Subgroup (~115 members in 30+ countries), International Society for Industrial Ecology, 2017-ongoing
- Postdoctoral Fellow, Centre for Resilience of Critical Infrastructure, University of Toronto (2013-16)
- Research Assistant, Sustainable Infrastructure Group, University of Toronto (2007-13)
- 17 Invited speaker / panelist engagements (since 2011) including: BC Climate Action Secretariat (Victoria, 2017); BC Building Envelope Council (Victoria, 2016); Ted^xUTSC (Toronto, 2015); American Public Works Association (APWA) Congress (2014, Toronto); Santa Fe Institute (Santa Fe, 2013).
- Program Manager, RealNetworks Inc.(2006-07)

RESEARCH

I am interested in how the component parts of our infrastructure systems and cities interact, how we can make them more resilient to shocks and stresses and how we can make them more sustainable. I work on systems planning and decision making in cities engineering through advancement and integration of theory, methodology and practice in systems engineering and risk management via ecological, network, control system, optimization and thermodynamic approaches.

QUALIFICATIONS

| | |
|---------------------------------------|----------------------------------|
| Ph.D. Civil Engineering | (2009-13) University of Toronto |
| M.A.Sc. Civil Engineering | (2007-09) University of Toronto |
| B.A.Sc. in Systems Design Engineering | (2001-06) University of Waterloo |

EXAMPLE PUBLICATIONS

- Bristow, D., Bristow, M., 2017. Retrofitting for resiliency and sustainability of households. Canadian Journal of Civil Engineering, DOI:10.1139/cjce-2016-0440.
- Bristow, D.; Bristow, M., 2017. Recovery Planning for Resilience in Integrated Disaster Risk Management. IEEE Systems, Man and Cybernetics, October 4 - 8, Banff AB, Canada.
- Bristow, D.; Hay, A., 2016. Graph Model for Probabilistic Resilience and Recovery Planning of Multi-Infrastructure Systems. ASCE Journal of Infrastructure Systems. DOI: 10.1061/(ASCE)IS.1943-555X.0000338.
- Bristow, D., 2015. Asset system of systems resilience planning: The Toronto case. Infrastructure Asset Management, 2(1), pp.15-22.
- Bristow, D. and Kennedy, C., 2015. Why do cities grow? Insights from non-equilibrium thermodynamics at the urban and global scales. Journal of Industrial Ecology, 19(2), pp.211-221.
- Bristow, D. and Kennedy, C.A., 2013. Urban metabolism and the energy stored in cities. Journal of Industrial Ecology, 17(5), pp.656-667.
- Bristow, M.; Bristow, D.; Fang, L.; Hipel, K.W., 2013. Evolution of cities and urban resilience through complex adaptation and conflict resolution. GDN 2013, Stockholm, June 17-21, 2013.
- Bristow, D.; Richman, R.; Kirsh, A.; Kennedy, C.; Pressnail, K., 2011. Hour by Hour Analysis for Increased Accuracy of Greenhouse Gas Emissions for a Low-Energy Condominium Design. Industrial Ecology, vol. 15, no. 3, pp. 381-393, doi:10.1111/j.1530-9290.2011.00335.x.
-

Madeleine McPherson

madeleine.mcpherson@mail.utoronto.ca

EXPERIENCE

- Assistant Professor, University of Victoria, 2018-ongoing
- NATIONAL RENEWABLE ENERGY LABORATORY (USA). International Power Systems and Demand Response Modeler, 2017-2018
- INTERNATIONAL INSTITUTE FOR APPLIED SYSTEMS ANALYSIS (AUSTRIA) Energy Program, 2014
- CARE INTERNATIONAL, (GHANA) Researcher and Analyst, Adaptation Learning Program, Canadian International Development Agency Award Recipient, 2011

RESEARCH

Integration of variable renewable energy resources in electricity systems; demand response; energy storage; time series representation of global renewable energy data; energy markets; integrated assessment models; climate change.

QUALIFICATIONS

| | |
|-------------------------------------|------------------------------|
| Ph.D. Civil Engineering | (2017) University of Toronto |
| Masters of Clean Energy Engineering | (2010) UBC |
| BASc Engineering Science | (2009) University of Toronto |

EXAMPLE PUBLICATIONS

- McPherson, M., Karney, B. System design and operation for integrating variable renewable energy resources through a comprehensive characterisation framework. *Renewable Energy* 113: 1019-1032, 2017
- McPherson, M., Karney, B. A scenario-based approach to designing electricity grids with high variable renewable energy penetrations in Ontario, Canada: development and application of the SILVER Model. *Energy* 138: 185-196, 2017.
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- Johnson, N., Strubegger, M., McPherson, M., Parkinson, S., Krey, V., Sullivan, P. A reduced-form approach for representing the impacts of wind and solar PV deployment on the structure and operation of the electricity system. *Energy Economics* 64: 651-664, 2017.
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-

Andrew Rowe, P.Eng.
arowe@uvic.ca

EXPERIENCE

- Director, Institute for Integrated Energy Systems, University of Victoria, 2017 -
- Principal Investigator (co), 2060 Project: Energy Pathways for Canada
- Member, THERMAG Advisory Board 2012 – present.
- Chair, THERMAG VI, Conference on Magnetic Refrigeration, 2014
- World Hydrogen Energy Conference, WHEC 2013, Scientific Committee
- Member, Scientific Committee, H2Can Strategic Network 2008-2012
- Theme C Leader, NSERC Wind Energy Strategic Network, Techno-economics, 2011.
- Member, BC Hydrogen and Fuel Cell Strategy 2008 Steering Committee
- Member, Editorial Board, Cryogenics Journal, 2007-
- Technical Editor, Advances in Cryogenic Engineering, 2005-2009
- Member, ASHRAE

RESEARCH

Andrew Rowe has a M.A.Sc. in fuel cell modeling and a PhD in magnetic cycles for gas liquefaction. Currently, his research is in the areas of energy system analysis, magnetocaloric systems, magnet design and optimization, and thermal design. Dr. Rowe is a member of the editorial board for Cryogenics, the scientific committee of THERMAG, a registered Professional Engineer in the province of British Columbia, and a member of ASHRAE. He has trained numerous graduate students, published over 100 peer reviewed papers, and is an inventor on four patents.

QUALIFICATIONS

| | |
|---------------------------------|--|
| Ph.D. Mech. Eng. | (2002) University of Victoria |
| M.A.Sc. Mech. Eng. | (1997) University of Victoria |
| Advanced Vibration Analysis | (1994) Naval Engineering Test Establishment |
| Marine Systems EO Qualification | (1993) Royal Naval Engineering College, Plymouth, UK |
| B.Eng. Mech. Eng. | (1992) Royal Military College, Canada |

EXAMPLE PUBLICATIONS

- Lyseng, B., et al., "System-level power-to-gas energy storage for high penetrations of variable renewables" Int. J. Hydrogen Energy. Vol. 43, Iss. 4, 2018.
- R. Teyber, P.V. Trevizoli, T.V. Christiaanse, P. Govindappa, I. Niknia, A. Rowe, "Semi-analytic modeling of multi-layered second order materials", Applied Thermal Engineering, 128 (2018) 1022–1029.
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-

Adam Monahan
monahana@uvic.ca

EXPERIENCE

- Professor, School of Earth and Ocean Sciences, University of Victoria (2001-present)
- Member of the University of Victoria Climate Group.
- Member of the Institute for Integrated Energy Systems, University of Victoria
- Board Member, Pacific Climate Impacts Consortium
- Visiting Scholar at the Statistical and Applied Mathematical Sciences Institute (USA; 2017)
- Chair, Scientific Committee, Canadian Meteorological and Oceanographic Society (2013-2017)
- Post-doctoral fellow; Humboldt University of Berlin (2000-2001)
- 15 invited presentations since 2009

RESEARCH

Adam Monahan's research interests include: Meteorology of near-surface wind and renewable energy; climate dynamics; predictability; dynamical systems; stochastic modelling in climate; ocean biogeochemical dynamics; multivariate statistics in climate diagnostics.

QUALIFICATIONS

| | |
|------------------------------------|---------------------------------------|
| Ph.D. Oceanography | (2000) University of British Columbia |
| M.Sc Physics | (1995) University of British Columbia |
| B.Sc. Physics and Pure Mathematics | (1993) University of Calgary |

EXAMPLE PUBLICATIONS

- Lohmann, G., A.H. Monahan, and D. Heinemann (2016). Local short-term variability in solar irradiance. *Atmos. Chem. Phys.* 16, 6365-6379.
- Monahan, A.H., T. Rees, Y. He, and N. McFarlane (2015). Multiple regimes of wind, stratification, and turbulence in the stable boundary layer. *J. Atmos. Sci.*, 72, 3178-3198.
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- Monahan, A.H., Y. He, N. McFarlane, and A. Dai. (2011). The probability distribution of land surface wind speeds. *J. Climate*, 24, 3892-3909.
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- Randall, D. A., Wood, R. A., Bony, S., Colman, R., Fichet, T., Fyfe, J., ... & Stouffer, R. J. (2007). Climate models and their evaluation. In *Climate change 2007: The physical science basis. Contribution of Working Group I to the Fourth Assessment Report of the IPCC (FAR)* (pp. 589-662). Cambridge University Press.
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- Monahan, A. H. (2000). Nonlinear principal component analysis by neural networks: Theory and application to the Lorenz system. *Journal of Climate*, 13(4), 821-835.
-

APPENDIX 2: COURSE DESCRIPTIONS

Industrial Metabolism and Global Environmental Change (CIVE 510, revised) 1.5 units

Methods of material and substance flow analysis are taught in the context of technology and environmental change. Topics include: evolution of technology; environmental footprints, impacts and boundaries; industrial / societal use of dominant elements and compounds; critical metals; resource decoupling; transformation of global infrastructure systems; introductory thermodynamics of the earth system

Advanced Methods in Life Cycle Assessment (CIVE 511) 1.5 units

A variety of methods and applications of life cycle assessment (LCA) are covered including process-based methods and input-output (IO) techniques. Topics include: consequential and attributional LCA; streamlined LCA; life cycle sustainability assessment; environmentally extended IO analysis; multi-regional and multi-scale IO analysis; applications of environmental LCA in product design and policy.

Industrial Symbiosis and Recycling Technologies (CIVE 512) 1.5 units

Industrial symbiosis aims to reduce costs, add value and improve the environment through the sharing of services, utility, and by-products between industries. This course teaches the historical development and future prospects of industrial symbiosis at the eco-park, municipal and regional scales. Advances in waste management, recycling technologies and limits to the circular economy are also covered.

Urban Metabolism and Sustainable Cities (CIVE 513) 1.5 units

Infrastructure development for sustainable cities is taught through the study of urban metabolism. A systems perspective links energy and material flows through cities to design of the built environment. Elements of sustainable transportation, green buildings, urban climatology, vegetation, water systems and energy supply are integrated in the design of sustainable urban neighbourhoods. Measures of urban metabolism are used for greenhouse gas emissions accounting of cities, and assessment of other environmental impacts.

Systems and Complexity Modeling in Civil Engineering (CIVE 5XX) 1.5 units

Linear, nonlinear, deterministic and stochastic systems models. Principles and models of simple processes with complex outcomes: cellular automata, agent based modeling, network dynamics and self-organization. Thermodynamics and flow systems. Evolution and adoption of infrastructure and technology. Case study applications in transportation, hydraulic systems, buildings and structures, infrastructure systems and cities. Application to sustainability and resilience.

Energy Systems and Exergy Analysis (MECH 542) 1.5 units

Characteristics of energy systems: evolution, energy currencies, energy sources, dynamics of energy systems. The role of storage: characteristics of storage technologies, analysis of storage impacts. Review of thermodynamic fundamentals and development of exergy balance expression. Efficiency metrics, technoeconomics, issues associated with the delivery of energy services such as sustainability, emissions, cost and energy intensity

Wind Power Systems (MECH 547) 1.5 units

History of wind power. Wind resource characteristics. Aerodynamic analysis: steady and unsteady rotor flow models, sectional aerodynamics. Aero-elastic response: structural models, degree of freedom reduction, time-domain simulation. Control: objectives, hierarchy, methods, classical and modern approaches. Component design and structural analysis. Electrical aspects: generator concepts and control, grid integration. Wind farms. Cost and value of wind energy.

The Climate System (EOS 550) 1.5 units

Studies of the Earth's climate require an understanding of the intimate links between the hydrosphere, atmosphere, cryosphere and biosphere. Basic theories of the dynamics of ocean and atmosphere. The physics and biogeochemistry of coupled models are examined with emphasis on simple intuition-building mathematical models as well as discussion of large computer models.

Watershed and Ecosystem Economics (CIVE NEW) 1.5 units

Evaluation of ecosystem services in a free-market economy. Collaborative, and business-oriented approaches to the successful restoration and future management of riparian-wetlands and their watersheds. Financial models and strategies at the watershed-scale

Ecological Theory & Methods (ES NEW) 1.5 units

Ecosystem fundamentals; conservation of energy and mass in ecosystems; food webs; ecological succession; competition and coexistence; mutualism; predator-prey; biodiversity; habitat fragmentation; ecosystem restoration.

MEng Project in Industrial Ecology (CIVE NEW) 2 or 3 units

Students undertake an independent project in consultation with an advisor. The project involves use of methods or principles from Industrial Ecology in the context of a product or process design, policy study or other application.

Professional Career Development II (ECE 592B) 1 unit

Engineering standards and ethics. Development of critical thinking. Team presentation and technical writing skills. Risk management. Diversity and Equity. Sustainability. Entrepreneurship and new venture creation. Career planning.



Pacific Institute
for Climate Solutions
Knowledge. Insight. Action.

University of Victoria
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28 February 2018

Dr. Chris Kennedy
Chair
Department of Civil Engineering
University of Victoria
PO Box 1700 STN CSC
Victoria, BC V8W 2Y2

Dear Chris,

The Pacific Institute for Climate Solutions is thrilled to see the development of an Industrial Ecology program at UVic. The program will train engineers and other students in interdisciplinary techniques for addressing climate change and other serious environmental challenges. The strength of training in Industrial Ecology is that it provides students with methodologies for assessing system-wide impacts of industrial society on the carbon cycle – and other biogeochemical cycles. The collaboration between Civil Engineering and other units on campus in launching this interdisciplinary program seems to be very much in line with the university's strategic priorities.

In my former position, as executive director of the International Geosphere-Biosphere Programme (IGBP) based in Stockholm, I was familiar with several Swedish teaching and/or research programs in Industrial Ecology. Top Swedish engineering schools like KTH Stockholm, Chalmers and Linköping have been graduating students with skills in Industrial Ecology for many years. It's great that UVic is proposing to launch the first graduate program in Industrial Ecology in Canada.

Sincerely,

Original signed by Sybil Seitzinger

Sybil Seitzinger
Executive Director

SS:nc



a place of mind
THE UNIVERSITY OF BRITISH COLUMBIA



SCHOOL OF PUBLIC ADMINISTRATION

Room A302a Human and Social Development Building

250-721-8084 | padirect@uvic.ca | <http://www.uvic.ca/hsd/publicadmin/>

DATE: 19 October 2018

TO: Dr. Chris Kennedy, Professor and Chair, Department of Civil Engineering

FROM: Dr. Astrid Brousselle, Professor and Director, School of Public Administration

RE: Masters of Engineering Program in Industrial Ecology

Thank you for sharing details of the proposed MEng Program in Industrial Ecology. Developing such an inter-disciplinary program addressing pressing global environmental challenges is an excellent initiative and we are pleased to support it. As you know from our discussions, the School of Public Administration is moving strongly in a direction to strengthen its research, teaching, and engagement on issues related to the environment and sustainability, so the Industrial Ecology program is well aligned with our values and mission.

We understand that the Industrial Ecology program will initially be developed for a cohort of 10 to 15 students. Subject to course availability, scheduling, and class capacity, we would welcome industrial ecology students into our 400- or 500-level courses as an elective for their program. We understand that the choice of the course would be made by each student, tailored to his/her interests, and subject to approval by the director of the industrial ecology program and course instructor. We discussed several courses that could potentially fit well with the program. Because the MEng program is offered on a cost recovery basis, we appreciate your willingness to negotiate fair compensation to the School for the administrative/ teaching costs of the additional students in our courses.

On behalf of the School of Public Administration, we wish you success in this initiative and look forward to the opportunity to work across programs.

Best regards,

Original signed by Astrid Brousselle

Astrid Brousselle
Director
School of Public Administration



December 4, 2017

Prof. Chris Kennedy
Chair
Department of Civil Engineering
University of Victoria, BC

Letter of support for MEng in Industrial Ecology

Dear Chris,

I am pleased to write in support of the proposed MEng program in Industrial Ecology. This is an excellent initiative that builds upon UVic's strengths.

Through the activities of IESVic and related units on campus, UVic has a long and highly regarded record of research on sustainable energy systems. This provides a strong foundation on which to build an industrial ecology program. Students graduating from the program will learn how to take a systems approach to addressing environmental problems – including those related to energy, as well as materials, water, waste etc. The interdisciplinary nature of the training is to be applauded – creating technically gifted students with well-rounded skills necessary for addressing complex sustainability challenges.

I look forward to seeing the program develop.

Sincerely,

Original signed by A. Rowe

A. Rowe, Ph.D., P.Eng.
Professor and Director
250-721-8920



School of Environmental Studies

PO Box 1700 STN CSC

Victoria, British Columbia V8W 2Y2 Canada

Tel (250) 721-7354, Fax (250) 721-8985

Web <http://ses.uvic.ca/>

Dr. Chris Kennedy
Chair, Department of Civil Engineering

RE: Proposal for MEng in Industrial Ecology

Dear Chris,

I am delighted to offer strong support for your proposed MEng in Industrial Ecology. Such a program would offer something distinctive to UVic, and indeed to Canada: I have sent a half-dozen students to Industrial Ecology graduate programs in Europe over the past decade, frequently wondering why such programs haven't been developed in Canada. The students I have sent have flourished afterwards. The combination of analytical tools and interdisciplinary breadth offered by Industrial Ecology offers leverage on a variety of contemporary sustainability challenges, and is in strong demand in the job market. My former students have found jobs in business, government, and environmental consulting. As governments turn their attention increasingly to sustainability initiatives—such as integrated resource management, sustainable consumption and the circular economy—demand for students trained in Industrial Ecology will only increase.

We do not have any concerns about overlap with our programming. Although there are some potential curricular synergies with Environmental Studies, we do not currently offer courses in the field of Industrial Ecology, yet there is demand by our students—both graduate and undergraduate—for classes in the area. We will work in the School to develop a graduate-level class in ecological theory and methods which might be offered as an elective to students in the program, and are open to any other possibilities that might arise. In past, we have had very successful collaborations between a Mechanical Engineering Master's class in Renewable Energy Technologies and an undergraduate ES class in Energy, Ecology and Politics. Students in both classes emphasized the value of the collaboration and expressed a desire for more opportunities of this kind. The proposed program might offer such potential.

This proposal is very exciting: I believe the program has the potential to spark new research and teaching collaborations between our faculty, and to offer something new, distinctive and important to students. On behalf of the School of Environmental Studies, I offer our strongest support for the proposal.

Best wishes,

Original signed by Karena Shaw

Dr. Karena Shaw
Director, School of Environmental Studies



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School of Earth and Ocean Sciences

Dr. Chris Kennedy, Chair
Department of Civil Engineering
University of Victoria

February 2, 2018

Support for MEng Program in Industrial Ecology

The School of Earth and Ocean Sciences commends the Department of Civil Engineering for initiating an interdisciplinary program that addresses global environmental concerns through the study of industrial ecology.

We are pleased to see the inclusion of earth/environmental sciences content in the program. With addition of suitable introductory material on atmospheric sciences and the carbon cycle in the core industrial ecology courses (e.g., CIVE 510), we think many of the industrial ecology students would be prepared to study EOS 550 (The Climate System). We are happy to accept suitably qualified students into this course in support of the Industrial Ecology program.

We hope this is the beginning of further collaborations with Civil Engineering and other units on campus that tackle issues of environmental sustainability, which are central to the strategic mission of the university.

Sincerely,

Original signed by Stan Dosso

Stan Dosso
Director, SEOS



**University
of Victoria**

Department of Mechanical Engineering
Faculty of Engineering
Engineering Office Wing (EOW)
PO Box 3055
Victoria BC V8W 3P6
Telephone: 250-721-8901
email: pwild@uvic.ca

February 28, 2018

Dr. Chris Kennedy, Ph.D., P.Eng., FCAE
Professor and Chair,
Department of Civil Engineering
University of Victoria
British Columbia, CANADA

Re: Support for a Masters of Engineering in Industrial Ecology

Dear Chris,

The Department of Mechanical Engineering is pleased to support Civil Engineering's proposed Masters of Engineering program in Industrial Ecology. The two Departments have a shared interest in educating a new generation of graduate students in sustainable engineering practices, in particular, in the field of energy systems. We support the development an open policy allowing suitably qualified students in Civil and Mechanical Engineering to have access to each other's graduate courses. In particular, our courses in Energy Systems (MECH 542) and Renewable Energy (MECH 544) will be open to students in the Industrial Ecology program, assuming that these students have suitable prerequisite knowledge.

I look forward to the implementation of this program.

Yours sincerely,

Original signed by Peter Wild

Peter Wild, Ph.D., P.Eng.
Professor & Chair



August 21, 2018

Dr. Chris Kennedy, PhD., PEng., FCAE
Professor and Chair,
Department of Civil Engineering
University of Victoria
British Columbia, Canada

Dear Dr. Kennedy,

It is my pleasure to write this letter in support of your efforts towards developing a Master's program in Industrial Ecology at the University of Victoria.

As we see in our own program, it is important for engineering students to learn a combination of technical and interdisciplinary skills. Our current culture is more demanding of higher standards, particularly with regards to environmental challenges, and a program such as you are building becomes increasingly important to meeting and exceeding current standards and looking forward to anticipated requirements in the future.

The Master's program in Industrial Ecology will fill a niche that is lacking anywhere in BC and, I believe, will be unique among engineering programs across Canada.

Sincerely,

Original signed by Guido Wimmers

Dr. Guido Wimmers, Dr. Tech., PEng., Dipl.-Ing., Arch (NL), MRAIC, LEED AP

Associate Professor and Chair
Master of Engineering in Integrated Wood Design
University of Northern British Columbia
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THE UNIVERSITY OF BRITISH COLUMBIA

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Professor and Head

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September 20, 2018

Dr. Chris Kennedy, Ph.D., P.Eng., FCAE
Professor and Chair,
Department of Civil Engineering
University of Victoria
British Columbia, CANADA

Re: Proposed University of Victoria MEng Program in Industrial Ecology

Dear Chris,

I am writing this letter on behalf of the Department of Civil Engineering at the University of British Columbia to express our support for the University of Victoria's proposed Master of Engineering program in Industrial Ecology.

I have briefly reviewed the program proposal that you have shared with me. I understand that the proposed curriculum includes courses that will give students a good understanding of the carbon cycle and other element cycles of the Earth system; engineering of sustainable material and energy supply systems; and the economic and business aspects of Industrial Ecology.

To the best of my knowledge, the proposed program is unique. I am not aware of a similar Master of Engineering program at the University of British Columbia or any other Institution in British Columbia.

I believe that the proposed MEng program in Industrial Ecology will be very attractive to graduates from programs such as our BAsC degree in Civil Engineering, and these students will greatly benefit from learning how to apply rigorous systems techniques for addressing modern environmental challenges.

Good luck with this exciting new program.

Sincerely,

Original signed by Perry Adebar

Perry Adebar, PhD, PEng, FCAE
Professor and Head
Department of Civil Engineering

Christopher Kennedy

From: Deputy Minister ENV:EX <DM.ENV@gov.bc.ca>
Sent: November 29, 2017 2:00 PM
To: Christopher Kennedy
Subject: RE: UVic Masters program in Industrial Ecology
Attachments: BC Mlin Env IE support request.pdf; MEng Industrial Ecology_short.pdf

Reference: 311997

November 29, 2017

Christopher Kennedy, P.Eng, FCAE
Professor and Chair
Faculty of Engineering
Department of Civil Engineering
University of Victoria
Email: cakenned@uvic.ca

Dear Dr. Kennedy:

Thank you for email of September 19, 2017, and attached letter and background information about the proposed program at the University of Victoria in Industrial Ecology. I apologize for the delay in responding.

The proposed Masters in Industrial Ecology program is a timely and welcomed proposal given the emerging worldwide focus on energy efficiency, waste reduction and the circular economy. The knowledge and skills the graduates of this program would acquire would be very useful in supporting clean technology and green jobs in the British Columbia economy.

We also see possible opportunities for future collaboration between the ministry and the University of Victoria's Civil Engineering Department.

The Ministry of Environment and Climate Change Strategy supports the establishment of a Master of Engineering Program in Industrial Ecology at the University of Victoria.

Thank you again for your leadership in this important area to find science-based solutions to sustainable economic development. I wish you every success in establishing the first program of its kind in Canada.

Sincerely,

Mark Zacharias
Deputy Minister

From: Christopher Kennedy [<mailto:cakenned@uvic.ca>]
Sent: Tuesday, September 19, 2017 1:48 PM
To: Deputy Minister ENV:EX

**Engineering and
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September 21, 2017

Dr. Chris Kennedy
Chair, Department of Civil Engineering
University of Victoria
PO Box 1700 STN CSC
Victoria, BC V8W 2Y2

Dear Dr. Kennedy,

Re: Proposal for a Master of Engineering Graduate Degree Program in Industrial Ecology (MEng IE)

I am very excited to offer my congratulations and my strongest support for your proposed master's program in Industrial Ecology. This new and evolving science will help strengthen our engineering knowledge and skills in order to better understand complex systems, material life cycles and the integrated risks and benefits related to system design and operations.

As an engineering community, we have a duty-of-care to protect human and environmental health, and in doing so, we have to collectively find new and meaningful ways to avoid the undesirable impact imposed by our infrastructure, goods and services. A MEng program of this type will strengthen and sharpen technical standards and help students tackle the world's most complex and important problems. In my own personal and professional life, I have had the privilege to upgrade my academic training in this area, and I continue to rely on its invaluable principles, theories and instructions. I consider these lessons a foundational practice for my own sustainable engineering skillset.

Not only does this letter represent my strong petition of support for the new MEng IE program, but I would also like to offer my services and practical support in the development and operation of the program and its professional network. I look forward to any future opportunity to contribute, and any opportunity for UVic and the City of Victoria to partner and collaborate in pursuit of finding elegant solutions to civil engineering challenges.

I wish you the best of luck in your endeavours, and congratulate you on this exciting opportunity. Please do not hesitate to approach me for any comments, detail or support for this important and innovative work.

Original signed by Fraser Work

Fraser Work, BEng, MSc, MLA (Harvard)
irector of Engineering and Public Works
fwork@victoria.ca



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March 13, 2018

File: University of Victoria

Dr. Chris Kennedy
Chair, Department of Civil Engineering
University of Victoria
PO Box 1700 STN CSC
Victoria, BC
V8W 2Y2

**Re: LETTER-OF-SUPPORT FOR MASTER OF ENGINEERING GRADUATE PROGRAM IN
INDUSTRIAL ECOLOGY**

Dear Dr. Kennedy:

We are pleased to provide this letter-of-support for the proposed graduate program that will be offered through the faculties of graduate studies and civil engineering at the University of Victoria.

As we have discussed over the past several months, the topic of industrial ecology is well-aligned with the general trend of communities seeking outcomes that include reduced environmental footprint, enhanced health and wellness, and improved resiliency. Associated Engineering has several ongoing corporate initiatives that equip our staff to bring increased value to our clients and their projects related to such outcomes, which span “communities of the future” and climate change mitigation and adaptation. These initiatives, and the skills they require such as life cycle assessment and material flow analysis, are also synergistic with an Industrial Ecology graduate program and the training it provides to future engineers.

The civil engineering profession is evolving rapidly and becoming more interdisciplinary in nature in order to deal with local development and environmental challenges that have global implications. We applaud the Civil Engineering department for its progressive, sustainability-centric approach and this forward-looking graduate program initiative to teach advanced concepts and skills needed generally and in the consulting civil engineering community specifically.

On a related note, we also would like to thank you again for providing the keynote presentation for the *Alberta Cities of the Future – Achieving GHG Emissions Reductions* session Associated Engineering organized for the Change for Climate – EPCOR Stage event that ran parallel with the recent IPCC Cities and Climate Change Science Conference in Edmonton, March 2018. This informative and forward-looking presentation was very well-received and its basis was founded on principles of industrial ecology such as material and energy flows. The presentation demonstrated the real and practical need for such knowledge and information in order to advance the community development conversation.



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March 12, 2018
Dr. Chris Kennedy
University of Victoria
- 2 -

We wish you success in establishing this first-in-Canada program and look forward to meeting the graduates it will produce for the consulting engineering industry.

Yours truly,

Original signed by Dean Shiskowski

Dean M. Shiskowski, Ph.D., P.Eng.
Vice President, Water Resource Recovery

DS

Prof. Chris Kennedy
Department of Civil Engineering
University of Victoria
British Columbia, CANADA

Attn: Master's program in industrial ecology

Regarding M.Eng. Program in Industrial Ecology

In response to information received on the Master of Engineering graduate degree program in industrial ecology at the University of Victoria, I would like to provide some information about our Master's Study Programme in industrial ecology at the Norwegian University of Science and Technology (NTNU, Norway).

History of our study programme

The Industrial Ecology Programme at NTNU was initiated back in 1993, when representatives from Norwegian industry approached the Rector of our University, expressing concerns about the increasing demand for engineering graduates with environmental systems analysis competence, at the masters and doctoral level. In response to this challenge it was decided to initiate a strategic initiative on IE, motivated by similar innovative initiatives at MIT, Yale and Georgia Tech in the U.S. A dialogue was also started with selected European technological universities, such as TU Delft, Univ. of Troyes, DTU and Chalmers. The initiative was supported by a series of IE seminars organised jointly by NTNU and the Norwegian Academy of Technological Sciences (NTVA), in 1994, 1996, 1998 and 2001.

NTNU launched its first IE course in 1996, as a joint course over two semesters for MSc and PhD students in engineering. The course was strongly influenced by industrial perspectives and active involvement of guest lecturers, cases and problems from industry, and was strengthened by a formal partnership with 7 large Norwegian industrial firms and the Ministry of the Environment. During the next two years one concluded that the new field of IE – a highly interdisciplinary and systems oriented field – needed a much stronger basis in order to be able to face the emerging complex and demanding challenges related to the interface of industry/society/environment. It was decided to expand the existing IE course into a three year long interdisciplinary study programme, at that time in Norwegian, where students from different engineering and non-engineering programmes could choose

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| Norway | www.ntnu.edu/indecol | | | Phone: (+47) 938 09 682 |

a larger package of courses on various topics of IE, and combine this package with other disciplinary courses from the programmes were they were already enrolled.

This new study programme was launched in 1998, as the first comprehensive IE study programme at the master level worldwide. It was given the name NTNU's Industrial Ecology Programme (IndEcol), and it recruited about 20-25 students annually. Later, in 2001, NTNU launched the first PhD programme in Industrial Ecology worldwide, as a response to a strategy where NTNU and its industry partners, in agreement with the Norwegian Ministry of the Environment and the Research Council of Norway, decided to give high priority to research education and research in the field of IE. Since 1998, IndEcol has always kept in mind NTNU's interdisciplinary mandate, given by the Parliament, when developing its education and research activities. A strong focus has been given to strengthen NTNU's capacity on various methods for environmental systems analysis, and the application of such analysis to engineering systems, particularly systems related to energy supply, materials production, waste management, product design and technology management.

Today, courses and structure of our international Master's study programme (MSINDECOL) aligns with the strategic research areas of the Industrial Ecology Programme, with emphasis on environmental systems analysis:

- Ecosystems and Bioresources
- Energy and Pollution
- Circular Economy
- Sustainable Consumption
- Human settlements and Resources

Learning objectives

MSINDECOL aims to teach students skills and competence necessary to identify, understand and influence critical aspects of society's biophysical metabolism and use of resources, and how to reduce the potential life-cycle environmental impacts of production-consumption systems at different levels – individual, corporate, local, national & global.

The programme focuses on life cycle and systems thinking, on the metabolism of industry and society, and on understanding how to analyse, design and implement more environmentally benign technologies, management and policies. The study programme is interdisciplinary by nature and students specialize within disciplines and areas of application according to their study backgrounds, competence and interests. This allows them to pursue careers working on environmental improvements in an increasingly complex corporate-political setting.

MSINDECOL is a research-based teaching programme. Lectures and training material is based on ongoing research at the Industrial Ecology Programme, and students will in their thesis work carry out own independent research.

The following structure and courses is provided to our students. Students need four compulsory courses plus two projects for the degree. MSINDECOL is an interdisciplinary programme with students from various study backgrounds, thus electives can be from the

presented short list or other courses offered by the University, with the aim to support the topic of their final thesis. Students at MSINDECOL have the option to conduct their thesis work under the supervision of the professors in NTNU Industrial Ecology, or with affiliated professors at several departments at NTNU, including energy and process engineering, civil engineering, materials science, sociology and political science, psychology, industrial economics, or architecture and design.



Fig. 1: Structure of MSINDECOL

MSINDECOL also offers an introductory course in environmental analysis and industrial ecology at BSc level, which is compulsory to NTNU's mechanical and energy engineering students.

Courses from MSINDECOL are open to students from other study programmes, either as electives or as mandatory parts of master degrees. This is reflected in course participation, where these "externals" represent half or more of the students and students from 20 study programmes have taken courses from the MSINDECOL course catalogue in the last three years. International exchange students are a significant portion of students, indicating that MSINDECOL contributes positively to the international position of NTNU.

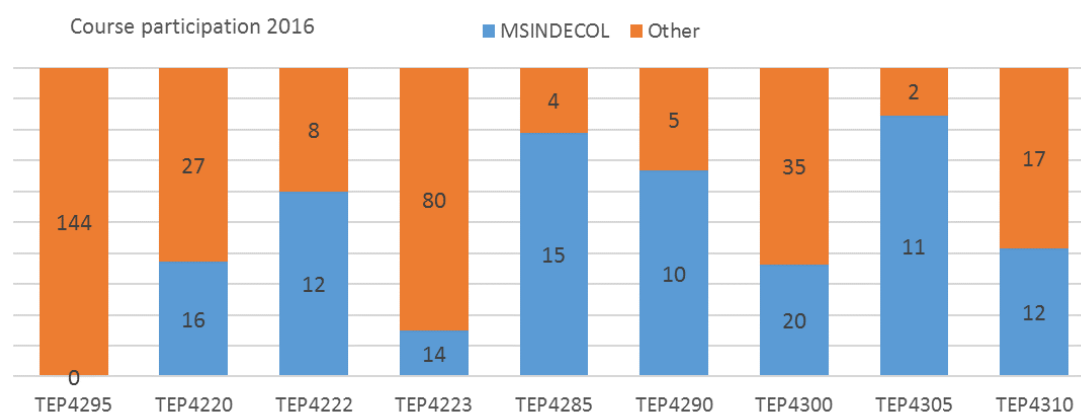


Fig. 2: Course participation from MSINDECOL candidates (blue) and other study programmes.

| Type | Course |
|-------------|---|
| BSc level | TEP4295 – Environmental Analysis and Industrial Ecology |
| Compulsory | TEP4223 – Life cycle assessment |
| Compulsory | TEP4285 – Material Flow Analysis |
| Compulsory | TEP4300 - Climate change mitigation |
| Compulsory | Experts in Teamwork (EiT) |
| Recommended | TIØ4265 – Strategic Management |
| Recommended | TMT4330 – Resources, Energy and Environment |
| Elective | TEP4220 - Understanding and Quantifying Environmental Impacts on Ecosystems |
| Elective | TEP4222 - Input-Output Analysis, Trade and Environment |
| Elective | TEP4290 - Modeling of Built Environment Systems |
| Elective | POL1003 - The politics of the Environment, Energy and Resource Management |
| Elective | SØK1101 - Environmental and Resource Economics |
| Elective | TIØ5215 - Global Governance of Sustainable Supply Chains |
| Elective | POL3004 - Research Design and Methods |
| Elective | TPD4200 - Sustainable Design |
| Elective | TEP4305 - Industrial Ecology, Seminar: Critical Review and Communication of Science |
| Elective | TEP4310 - Solid Waste Technology and Resource Recovery |

Tab. 1: Courses offered by the programme, electives can be selected from the entire NTNU course catalog

Students and careers

Per today the programme is allowed a quota of 16 students (2017). Total application numbers in the last round (fall 2017) where 110, with about half from outside Europe, and the rest divided even between Norwegian applicants and EU applicants.

As a group, our students represent multi-disciplinary and international backgrounds. Engineering candidates are around 40 %, most students have various other BSc backgrounds. In our last six years of graduates, we have had 17 students from North America: USA, Canada and Mexico.

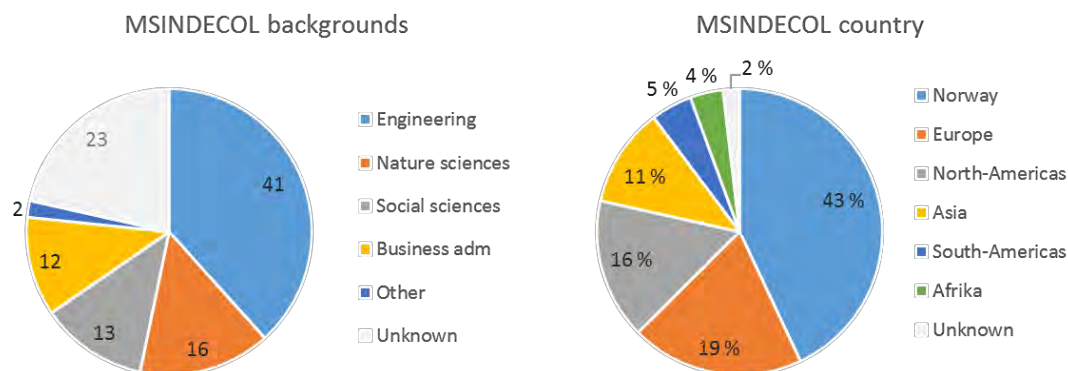


Fig. 3: Background and nationality of MSINDECOL 107 graduates 2011-2016. The fraction of “unknowns” is because of resource constraints in collection of data.

In terms of careers, reflecting also the student background, graduates have several options. R&D careers and consultancy are the major routes, with many moving to international institutes.

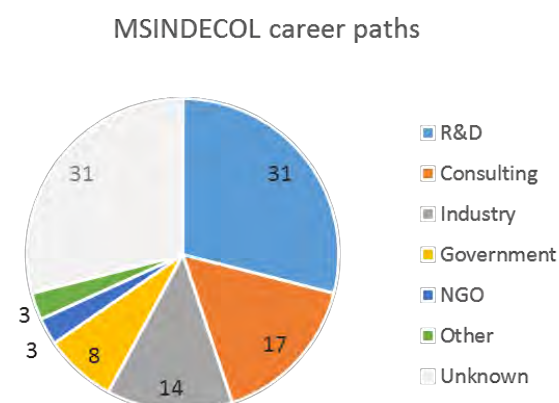


Fig. 4: (First) affiliations for graduates, 2011-2016.

The numbers presented above for student mass and careers have been collected this year, related to an evaluation of our programme at the Faculty.

Our graduates report positively about MSINDECOL and the application of industrial ecology concepts in their later careers. In a survey undertaken for the evaluation, most students report that their first employment is related to the degree in IE, and that the degree is useful for their current work. A large majority of the student, 98%, would recommend the programme to other students.

Support

The experience from MSINDECOL is that the systems view of industrial ecology is useful to graduates moving to careers in industry, government and NGOs, either directly or through work as researchers and consultants. A separate master's programme in industrial ecology gives them a solid competence and skill set that they appreciate and apply later in their work life, and our graduates identify strongly as "industrial ecologists" independent of their previous study background.

The program structure and course list suggested for the M Eng study in IE at the University of Victoria seems highly relevant. Environmental problems must be solved at global as well as local levels, and include urban and industrial development. The integration of resources, energy and climate systems modelling with engineering, business and policy applications seems particularly promising, and is a valuable supplement to any engineering programme.

I would also take this opportunity to welcome discussions about further cooperation between NTNU and University of Victoria, on student exchange or post graduate opportunities in industrial ecology.

We strongly support the initiative to develop an M Eng study in IE at the University of Victoria and look forward to expanding the global community of industrial ecologists.

Regards

Original signed by Johan Berg Pettersen

Dr. Johan Berg Pettersen
MSc in Industrial Ecology Study Programme Director

Researcher, Industrial Ecology Programme
Department of Energy and Process Engineering
Norwegian University of Science and Technology
N-7491 Trondheim, Norway
t +47 938 09 682
e johan.berg.pettersen@ntnu.no

www.ntnu.edu/indecol

Christopher Kennedy

From: Kleijn, E.G.M. <Kleijn@cml.leidenuniv.nl>
Sent: August 7, 2017 3:06 AM
To: Christopher Kennedy
Subject: Re: Demand for IE program

Dear Chris,

It would be great to have a Canadian IE programme up and running !

I will ask our staff for some of the numbers. We do not take count of the rejections however. When we started the programme we had to reject quite a few (mostly international) students that had no idea what IE actually was. Nowadays we reject few (10-20) students because of the evaluation level of their previous education (by the Leiden University Central admission office). And some because of lack Beta background. As you know we believe in truly multi / interdisciplinary programme and allow students to enter the programme with a bachelor in Social Science, Engineering or Natural Science. But especially with Social Science students we require at least high school level in Beta courses.

We have grown from 15-25 students for some years to 40 for a while and the last few years some 60-80 new students enter the programme every year, about 50% from outside the Netherlands. We also have about an even mix of SS, NS and Eng students. This year we hope (and fear) to start with an all time high of >80 students in class.

PS as of September 1st my Delft colleague Eefje Cuppen will take over the as Director of Education of the IE programme. Of course I will still be involved in the programme but the idea is that this shift in tasks will free-up some more of my time for research.

Best regards & good luck with taking the new programme !

Best regards,

Rene

On 4 Aug 2017, at 22:29, Christopher Kennedy <cakenned@uvic.ca> wrote:

Dear Rene,

UVic has many of the pieces in place to launch a Masters program in IE (a one year version of what I presented In Chicago). See attached.

A critical step now is being able to bring evidence of demand for the program. Our target is 10 students/year. I have requests out to various IE colleagues in Asia and the US, but was wondering if you have experience or data from Leiden that could help make the case. For example, could you share



Department of Civil and Environmental Engineering
University of Ulsan

93 Dehakro, Nam Gu, Ulsan 680-749, South Korea ■ Tel.+82-52-259-1050 ■ Fax.+82-52-221-0152

Letter of Support

25th August, 2017

Chris Kennedy, PhD, PEng, FCAE

Professor and Chair
Department of Civil Engineering
University of Victoria
British Columbia, Canada

Dear Dr. Kennedy,

It is my pleasure to strongly support the launching of the Master of Engineering (M.Eng.) Graduate Degree Program in Industrial Ecology in the University of Victoria. To date, there has not yet been a M.Eng. in Industrial Ecology in Korea. It is a very good motive to start an M.Eng. in Industrial Ecology in the University of Victoria in order to specifically focus on the various concepts within industrial ecology. This would train and mold graduate students to have a strong background of industrial ecology that would make them to be an efficient future industrial ecologist graduate.

The Korean government has already applied the eco-industrial park (EIP) program and universities which open some courses regarding industrial ecology are increasing in Korea. The Korean Society for Industrial Ecology was founded in 2009 and has grown to 60 members, including industrial members. This has led to international conferences such as the International Society for Industrial Ecology (ISIE) 2013. Moreover, the professionals with respect to this field of study are increasingly requested from the industry and research institutes. Therefore, I am strongly supporting the University of Victoria towards being a pioneer in implementing a sole program in industrial ecology.

Through this degree program, I am hoping that your university would also have more collaborative engagements in the future towards Korea universities and industries. This would also be helpful for the Korean side to improve and strengthen the application of industrial ecology in our country.

I am sincerely hoping for a successful establishment of this degree program. This would also be a great benefit towards developing a more sustainable IE program that might be an essential influence in the world. Should you have any questions or requests, please feel free to contact me for further support in this degree program.

Sincerely,

Original signed by Hung-Suck, Park

Hung-Suck, Park. Ph.D. P.E.

Professor

Department of Civil and Environmental Engineering

University of Ulsan

E-mail: parkhs@ulsan.ac.kr



LETTER OF SUPPORT

It is my great pleasure to express support for the Master of Engineering Graduate Degree Program in Industrial Ecology at the University of Victoria.

Being an emerging systems-oriented discipline, industrial ecology can help us to analyze, understand and explore the complexity of interactions between industrial systems and natural systems. Since the establishment in the early 1990s, industrial ecology has been developing very rapidly. According to a recent incomplete statistic, a total of 409 courses and 78 programs from 190 universities and colleges in 46 countries offer courses and/or programs on industrial ecology.

China, the current World Plant, has mainstreamed eco-industrial development strategy and policy into sustainable development. In the year of 2001, China started up the eco-industrial parks pilot initiatives and more than 100 industrial parks have been approved to be national pilots now. In 2008, China issued the Circular Economy Promotion Law, and promoted and implemented circular economy at scales of firms, industrial parks, cities and provinces. To support the increasing practices, China has gradually established systems of education, research and institutionalization. These achievements are embodied in the curriculum design, discipline development, organization construction and research publication. Tsinghua and other universities began to open industrial ecology courses in the early 2000s. Up to now, more than 30 universities have established industrial ecology courses for their students.

Chinese industrial ecologists and practitioners increase very fast in the past ten years. The ISIE2007, which was held at the University of Toronto, only had 22 Chinese participants. However, the number increased to more than 120 at the ISIE2017 just finished at Chicago. Most importantly, the next conference, ISIE2019, will be held in Beijing and hosted by Tsinghua University. To enforce the communication, Chinese Society for Industrial Ecology (CSIE) was established in 2015. The Wechat group shows it currently hosts more than 600 members.

清华大学
中国北京 100084



Tsinghua University
Beijing 100084, China

Being a leading university in engineering education, Tsinghua University implemented industrial ecology education in the 1990s. A total of 1500 undergraduates and graduates attended the industrial ecology course during 2002-2016. Tsinghua established the Eco-industrial Research Center and co-established the “State Environmental Protection Key Laboratory of Eco-industry”. Currently, Tsinghua School of Environment integrates industrial ecology education into its master programs, such as the International Advanced Master Program in Environmental Management between Tsinghua and Ecole des Ponts ParisTech, and the Master Program in Environmental Management between Tsinghua and Yale University.

I believe that the Master of Engineering Graduate Degree Program in Industrial Ecology will catalyse new opportunities for research and innovation for the University of Victoria, and may open a window for strengthening the collaboration with Tsinghua University. I hope the Program can attract potential students from multiple domains, for instances the government, statistical agencies, academic research, and business.

Original signed by Lei SHI

Chair of ISIE2019,
Associate Professor, School of Environment,
Tsinghua University, Beijing, 100084, China
Tel(Fax): +86-10-62796955
slone@tsinghua.edu.cn



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

May 13, 2019

FOR INFORMATION

To: OPERATIONS AND FACILITIES COMMITTEE

From: VICE-PRESIDENT FINANCE AND OPERATIONS

A handwritten signature in black ink, appearing to read "G. Smith".

cc: President and Vice-Chancellor

Meeting Date: May 28, 2019

Subject: STATUS REPORT ON CAPITAL PROJECTS

Basis for Jurisdiction: Committee's Terms of Reference

Strategic Relevance:

1.5 Increase the vibrancy of campus life by enhancing the natural and built environment to create more opportunities for interaction and collaboration; and develop infrastructure and programmatic initiatives, including additional student housing and increased opportunities for recreation, cultural activities and social interaction.

Previous Consultation:

Report provided to Board of Governors Operations and Facilities Committee at each meeting.

Background:

Attached please find the regular Board reports on the status of capital projects for current approved capital projects.

Attachment(s):

VPFO/FMGT Project Updates: May 01, 2019

1. District Energy Plant
2. Student Health & Wellness Centre
3. Student Housing

| PROJECT: DISTRICT ENERGY PLANT | | |
|---------------------------------------|---|--|
| Project No: | 16-02534 | |
| Project Consultants: | DIALOG/FVB Energy Inc. | |
| Construction Manager: | Farmer Construction Ltd. | |
| BUDGET STATUS: | APPROVED BUDGET 01-Sept-2016 | FMGT Forecast Costs 01-May-2019 |
| Consulting | \$2,888,770 | \$2,950,000 |
| Construction | \$13,900,000 | \$16,100,000 |
| Completion | \$1,900,000 | \$822,110 |
| Contingency | <u>\$780,000</u> | <u>\$0</u> |
| Sub-Total | \$19,468,770 | \$19,872,110 |
| GST (1.65%) | <u>\$321,230</u> | <u>\$327,890</u> |
| TOTAL PROJECT COSTS | \$19,790,000 | \$20,200,000 |

- Total commitments to date are nearing \$19,900,000, representing 98% of the forecasted cost of \$20,200,000.
- Projected costs are greater than budget by \$410K or 2%. The expected cost overruns are a result of challenges in commissioning the plant. This delayed project completion resulting in increased project management and consultant costs. Included in the forecasted cost is the estimated cost (\$162K) for the necessary mechanical changes identified during the commissioning process. Additional information on the cost overruns will be incorporated into the Close Out report. As the costs are required, the project is almost complete, and there are no alternative approaches/scope changes possible, a request for budget increase is not being presented. All of the funds in the project budget are being provided by the Province. The cost overruns will be funded by carryforward reserves within the Utility budget.

| SCHEDULE STATUS: | Target Date 01-Apr-2018 | Actual / Forecasted Date 01-May-2019 |
|-------------------------|------------------------------------|---|
|-------------------------|------------------------------------|---|

PHASE 1 – New Building w/3 Boilers, Underground Services

| | | |
|-------------------------------|----------|----------|
| Schematic Design - Complete | Jun 2016 | Jun 2016 |
| Design Development - Complete | Oct 2016 | Oct 2016 |
| Construction Documents | Mar 2017 | Mar 2017 |
| Tender | Apr 2017 | May 2017 |
| Construction Stage | Feb 2018 | May 2018 |
| Commissioning | Mar 2018 | Nov 2018 |
| Operation | Apr 2018 | Mar 2019 |

PHASE 2 – Energy Transfer Station Renovations

| | | |
|------------------------|----------|-----------|
| Construction Documents | Apr 2018 | Dec 2017 |
| Tender | Jun 2018 | Jan 2018 |
| Construction Stage | Feb 2019 | Feb 2019 |
| Commissioning | Mar 2019 | June 2019 |

Major Risks:

- Cost overruns due to delayed completion.
- Proposed design changes resulting from commissioning process will require further testing to ensure optimal boiler performance is attained.

| | |
|-----------------|---|
| PROJECT: | STUDENT HEALTH & WELLNESS CENTRE |
|-----------------|---|

Project No: 17-03034

Project Consultants: KASIAN Architecture Ltd.

General Contractor: TBD

| BUDGET STATUS: | APPROVED BUDGET 27-Nov-2018 | FMGT Forecast Costs 01-May-2019 |
|----------------------------|--|--|
| Consulting | \$390,000 | \$390,000 |
| Construction | \$4,610,000 | \$4,610,000 |
| Completion | \$1,000,000 | \$1,000,000 |
| Contingency | <u>\$200,000</u> | <u>\$200,000</u> |
| Sub-Total | \$6,200,000 | \$6,200,000 |
| GST (1.65%) | <u>\$100,000</u> | <u>\$100,000</u> |
| TOTAL PROJECT COSTS | \$6,300,000 | \$6,300,000 |

- Total commitments to date are approximately \$162,911 represents 2.6% of the approved Budget of \$6,300,000.

| SCHEDULE STATUS: | Target Date 27-Nov-2018 | Actual / Forecasted Date 01-May-2019 |
|------------------------------------|------------------------------------|---|
| Schematic Design - Complete | April 2018 | April 2018 |
| Design Development | November 2018 | November 2018 |
| Construction Documents | March 2019 | May 2019 |
| Tender | April 2019 | July 2019 |
| Construction Phase | January 2020 | January 2020 |
| Commissioning and Warranty | February 2020 | February 2020 |
| Fit-up and Move In | March 2020 | March 2020 |
| Operation | May 2020 | May 2020 |

Major Risks:

- None at this time

| | |
|-----------------|-------------------------------------|
| PROJECT: | STUDENT HOUSING & DINING |
|-----------------|-------------------------------------|

Project No: 16-02265
Project Consultants: Perkins + Will Canada Architects
Construction Manager: EllisDon-Kinetic

| BUDGET STATUS: | Approved Budget 27-Mar-2018 | FMGT Forecast Costs 01-May-2019 |
|---------------------------|--|--|
| Consulting | \$16,400,000 | \$17,033,777 |
| Construction | \$163,700,000 | \$168,989,450 |
| Completion | \$6,400,000 | \$5,401,169 |
| Contingency | \$7,500,000 | \$3,500,000 |
| Sub-Total | \$194,000,000 | \$194,924,396 |
| GST (1.65%) | \$3,200,000 | \$3,215,253 |
| TOTAL PROJECT COST | \$197,200,000 | \$198,139,649 |

- Total commitments to date are \$28,091,714, or 14.25% of the approved Budget of \$197,200,000.

| SCHEDULE STATUS: | Target Date 01-Jan-2019 | Actual / Forecasted Date 01-May-2019 |
|-------------------------|------------------------------------|---|
| Schematic Design | <i>Complete</i> | August 2018 |
| Design Development | <i>Complete</i> | March 2019 |
| Construction Documents | November 2019 | November 2019 |

Tender Package 01 Early Works – Service Road, Walkway Removals

| | | | |
|--------------------|-----------------|-------------|-------------|
| Tender | <i>Complete</i> | April 2019 | April 2019 |
| Construction Stage | | August 2019 | August 2019 |

Tender Package 02 – Modular Food Services Facility

| | | |
|--------------|--------------|--------------|
| Installation | June 2020 | June 2020 |
| Decommission | October 2022 | October 2022 |

Tender Package 03 – Site Services, Abatement, Deconstruction

| | | |
|--------------------|---------------|---------------|
| Tender | November 2019 | November 2019 |
| Construction Stage | March 2020 | March 2020 |

Tender Package 04 – Construction Building One and Building Two

| | | |
|--|-------------|-------------|
| Tender | April 2020 | April 2020 |
| Construction Building One (398 beds, Dining) | August 2022 | August 2022 |
| Construction Building Two (385 Beds, Conference, Classrooms) | April 2023 | April 2023 |

Major Risks:

- None at this time.




University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

May 13, 2019

FOR INFORMATION

To: FINANCE COMMITTEE

From: VICE-PRESIDENT FINANCE AND OPERATIONS 

cc: President and Vice-Chancellor

Meeting Date: May 28, 2019

Subject: 2018 ANNUAL REPORTS and FINANCIAL STATEMENTS
University of Victoria Combination Pension Plan, and
University of Victoria Money Purchase Pension Plan

Basis for Jurisdiction: Section XIV(7) of the Trust Agreements for the University of
Victoria Combination Pension Plan and Money Purchase Pension
Plan

Strategic Relevance:

Strategy 5.5-

Ensure the financial sustainability of the university and our ability to pursue excellence by optimizing existing resources through careful planning, earning public support, attracting partnerships, and pursuing a revitalized program to grow and diversify resources through philanthropic and other means.

Background:

Section XIV(7) requires that the Trustees issue, within one hundred and fifty days following the end of the fiscal year, a statement of the Pension Fund, and provide a copy to the Board of Governors.

The annual report was distributed to members and the financial statements were made available online in April 2019.

Attachments (4):

1. Combination Pension Plan 2018 Annual Report and Financial Statements
2. Money Purchase Pension Plan 2018 Annual Report and Financial Statements



Combination Pension Plan 2018 Annual Report

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**** NEW IN 2019 ****

In the spirit of sustainability, some sections of the Annual Report have been extracted and added to Pension Services' new and improved website.

Please visit www.uvic.ca/pensions or contact Pension Services to access the following information:

- Early and deferred retirement benefits
- Options at retirement
- Options when leaving UVic
- Survivor Benefits
- History of the Plan

Audited financial statements and detailed portfolio holdings continue to be available on Pension Services' website.

Letter from the Chair

Clearly, 2018 with a net return of negative 0.4%, was disappointing and certainly not the year for which we may have hoped! However, conventional wisdom would say it had to come sooner or later. The extended bull markets since the crash of 2008 had yielded net annualized returns of 9.3% for the 9-year period to December 2017 and were widely predicted to falter at some point now or in the near future. Our most important equity indices performed poorly: TSX (-8.9%), S&P 500 (-4.4% in US\$), although the decline in the Canadian dollar actually turned the American market positive (+4.2%) for us. The fixed income universe yielded a modest +1.4%. The damage all occurred in the fourth quarter (for example the TSX declined -10.1%) as the so-called “Trump bump” from tax reductions faded and investors became worried about trade wars and rising interest rates. The central banks have since backed off on the last factor.

Taking the longer term view as we always recommend, the poor year reduced the 10-year return to an annualized 8.3%, which is still a very respectable result. Moreover, as I write this letter in mid-March, the TSX is up +12.4% year to date and the S&P 500 +7.5% in Canadian dollars, thereby erasing the poor results of Q4 2018. Whether this improvement can be sustained in the year ahead is of course open to debate and remains to be seen, but it is certainly an object lesson in the importance of the long view.

Although 2018 was a poor year, we actually did well relative to other pension plans. In 2018 we ranked at the 5th percentile of our peer universe, 24th percentile on a 4-year basis and 22nd over 10 years. Over 4 years, we are 2nd percentile in Canadian equities, 21st in foreign equities and 43rd in fixed income. Consequently, the Trustees remain satisfied with our manager selections on a performance basis. There is also evidence that our managers tend to perform rather better than their peers in down markets which adds some stability to our asset mix. More detailed information on the breakdown of our assets between managers and asset classes and the individual returns for those assets is included on page 12 of this report.

With continuing low interest rates and a general expectation among experts that market returns may be lower in the future, many pension plans are considering expanding their investments in alternatives such as real estate, infrastructure, private equity and other more exotic vehicles. Depending on the exact investments these alternatives may provide more diversification, less risk and perhaps greater returns but in general these potential benefits come with greater cost, both in dollars and in administration and governance. You may recall that in this letter last year I reported on statistical studies commissioned by the Trustees from our consultants, Willis Towers Watson, with some assistance from Phillips, Hager & North. Generally, the conclusion was that the potential small gains in the most unfavourable economic scenarios did not outweigh the added fees and governance costs. Since that time, the Trustees have decided that another, more modest, shift in our asset allocations is potentially advantageous and cost effective. Accordingly we are shifting our fixed investment assets from the very traditional PH&N Enhanced Total Return Bond Fund to their Core Plus Bond Fund. This fund accesses off-benchmark investments and global fixed income markets to seek yield-enhancing and diversifying opportunities beyond domestic Universe bonds. These yield-enhancing strategies, commonly known as “Plus” strategies, include the use of mortgages, private placement corporate debt, North American and global high yield bonds, and emerging market debt. It is hoped that these strategies offer both the potential to earn more while interest rates are near historic lows and further diversification in sources of incremental return. The new portfolio is projected to yield about 0.75% extra return relative to the previous one and to increase the fees by about 0.1% to 0.25%.

Letter from the Chair

Also with respect to asset allocation, major changes are occurring in the real estate portfolio managed by bclMC, now rebranded as BCI. This portfolio has been purely domestic real estate and we have been invested since 2006 with a target allocation of 10% of our assets. It has been effective as a stabilizing influence on returns with steady income from rentals. However, our other assets have grown faster and there has been very little scope for new investment in the real estate portfolio making it difficult to maintain our target asset mix. BCI is in the process of combining this domestic portfolio with its (smaller) global portfolio with the intent of aggressively expanding the global component. This change is administratively complex for us because of the cash-flow demands of the global investments, but it may ultimately provide more returns and a better ability to maintain our target allocation. The Trustees are maintaining a “watching brief” at this time.

You will recall that your Board of Trustees is composed of four trustees elected by the membership and four appointed by the Board of Governors. Trustee terms are normally three years, and as it happened there were no changes in the composition of the Board in 2018. We had three sub-committees composed as follows with the first named serving as Chair in each case: Investment (Lisa Hill, Michael Miller, and Susan Service); Policy & Procedures (Michael Miller, John Gilfoyle, and Kristi Simpson); Governance (Keith Dixon, Lisa Hill, and Michael Miller). Especial thanks are due to Lisa and Michael for undertaking this extra work. Michael has also continued in his role as Vice-Chair I thank him for his wise counsel and support throughout the year. With a new valuation to be completed using results to December 31st, 2018, Kristi Simpson will resume her role of Chair of the Valuation sub-committee for 2019 together with John Gilfoyle and Susan Service. David Boudinot and Ori Granot, who began their elected terms at the start of 2018 have been getting established as effective members of the Board and will respectively join the Policy and Procedures sub-committee and Investment sub-committee for the coming year. All these hard-working and very competent people deserve our thanks!

I look forward to meeting many of you at our Annual General Meeting on April 30th.

As I mentioned last year, 1st July 2018 was the 50th Birthday of the Pension Plan! We should all extend our thanks for the foresight of the University and our founding Trustees: George Brand, Stephen Jennings, Donald Lobb, Jean Petrie, Trevor Matthews, Neil Swainson, and Rennie Warburton.

Best Wishes to all for the coming year and beyond,



Keith R. Dixon
Chair, Board of Pension Trustees



Governance

The Combination Pension Plan (the “Plan”) is governed by the Pension Board. The Pension Board is legally responsible for the investment of funds and financial management of the Plan, and to ensure the Plan is administered in accordance with the Trust Agreement, the *Income Tax Act* (ITA), and British Columbia’s *Pension Benefits Standards Act* (PBSA).

There are eight Trustees on the Pension Board, serving terms of up to three years. Four Trustees are elected by Plan members, and four are appointed by the University’s Board of Governors.

In 2018, the Trustees were:

| Appointed | Term ending |
|---|----------------------|
| Dr. Keith Dixon (Chair) Professor Emeritus Department of Chemistry | December 31, 2020 |
| Mr. John Gilfoyle Investment & Strategy Consultant | June 30, 2021 |
| Ms. Lisa Hill Senior Vice-President, Portfolio Manager Raymond James Ltd. | August 31, 2020 |
| Ms. Kristi Simpson Associate Vice-President, Financial Planning & Operations | Appointed ex-officio |
| Elected | Term ending |
| Mr. David Boudinot Acquisitions librarian UVic libraries | December 31, 2020 |
| Dr. Ori Granot Facility Manager Department of Chemistry | December 31, 2020 |
| Dr. Michael Miller (Vice-Chair) Professor Emeritus Department of Computer Science | December 31, 2019 |
| Ms. Susan Service Professional accountant | December 31, 2019 |



The Trustees have a fiduciary duty to act in the best financial interest of the Plan beneficiaries and as a result, they have an obligation to ensure every decision made as Trustees is motivated by the aim of furthering the interest of the Plan’s beneficiaries.

The Trust Agreement between the University of Victoria and the Pension Board sets out the rights and responsibilities of the Pension Board, as well as the rules and procedures related to the appointment and election of Trustees. Additional information, including the Trust Agreement, can be obtained at www.uvic.ca/pensions or by request from Pension Services.

Financial highlights

INVESTMENTS

| Market value of investments Expressed in \$000's | 2016 \$ | 2017 \$ | 2018 \$ |
|---|------------------|------------------|------------------|
| Balanced Fund | 923,884 | 991,235 | 973,670 |
| Defined Retirement Benefit Fund | 169,033 | 194,479 | 199,136 |
| Total | 1,092,917 | 1,185,714 | 1,172,806 |

| Investment returns Expressed in \$000's | | 2016 | | 2017 | | 2018 | |
|--|--------------------|---------------|-------------|---------------|--------------|---------------|--------------|
| Balanced Fund | | \$ | % | \$ | % | \$ | % |
| | Gross returns | 44,131 | 4.98 | 87,614 | 9.52 | 260 | 0.03 |
| | Expenses | -2,995 | -0.34 | -3,154 | -0.35 | -4,077 | -0.45 |
| | Net returns | 41,136 | 4.64 | 84,460 | 9.17 | -3,817 | -0.42 |
| Defined Retirement Benefit Fund | | | | | | | |
| | Gross returns | 10,959 | 6.98 | 18,138 | 10.53 | -2,438 | -1.15 |
| | Expenses | -588 | -0.37 | -651 | -0.38 | -877 | -0.41 |
| | Net returns | 10,371 | 6.61 | 17,487 | 10.15 | -3,315 | -1.56 |

CONTRIBUTIONS

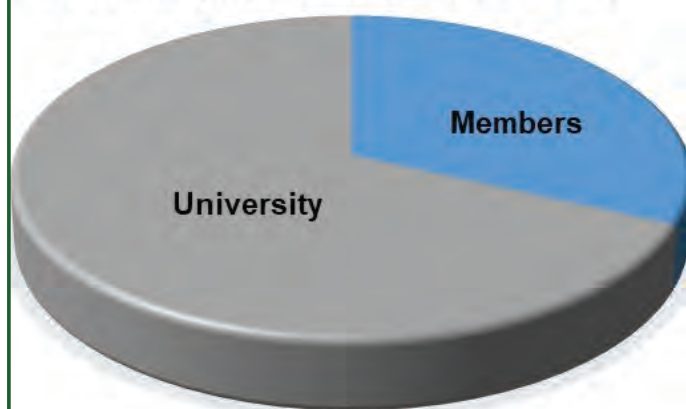
Members and the University share the cost of the Plan.

The required contributions are based on a percentage of members' salary, and members also have the option of making additional voluntary contributions by payroll deduction, or by transferring other vehicles into the Plan. Additional information on contributions can be found on Pension Services' website:

www.uvic.ca/pensions.

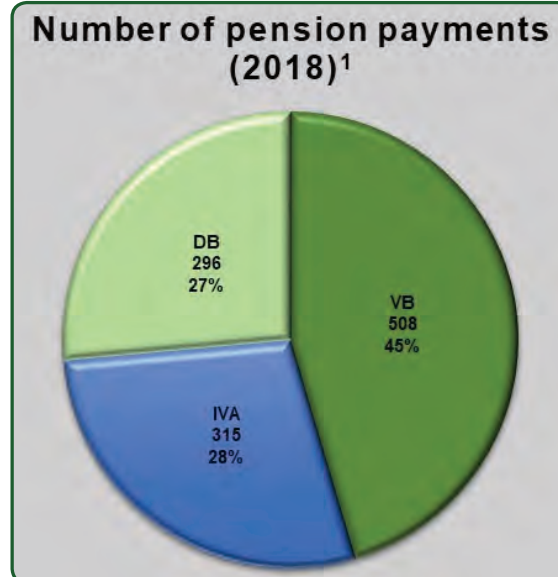
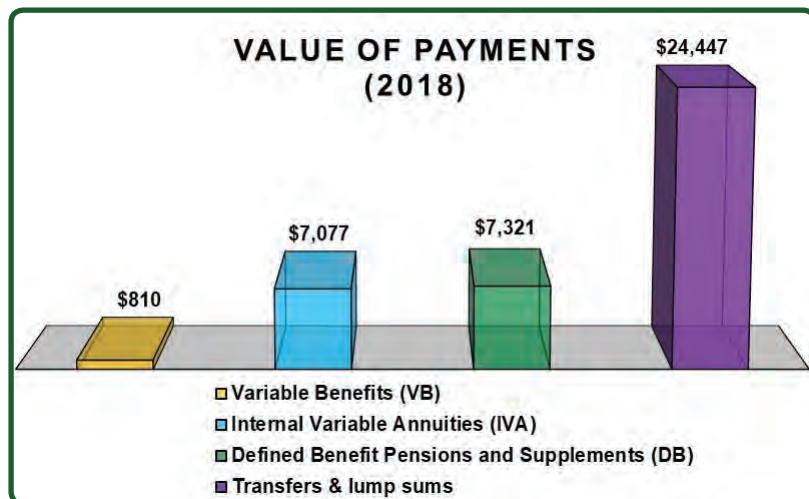
| Contributions Balanced Fund and Defined Retirement Benefit Fund | | | | |
|--|--------------|---------------|---------------|---------------|
| Expressed in \$000's | | 2016 \$ | 2017 \$ | 2018 \$ |
| Members | Required | 8,836 | 9,254 | 9,591 |
| | Voluntary | 311 | 244 | 263 |
| | Transfers in | 3,542 | 5,238 | 3,378 |
| University (required) | | 18,960 | 19,675 | 20,559 |
| Total | | 31,649 | 34,411 | 33,791 |

2018 REQUIRED CONTRIBUTIONS



Financial highlights

BENEFIT PAYMENTS



| Value of benefit payments | | | |
|---|---------------|---------------|---------------|
| Expressed in \$000's | 2016 \$ | 2017 \$ | 2018 \$ |
| Variable Benefits (VB) | 20,967 | 22,541 | 24,447 |
| Internal Variable Annuities (IVA) | 5,251 | 6,311 | 7,321 |
| Defined Benefit Pensions and Supplements (DB) | 553 | 687 | 810 |
| Transfers & lump sums | 6,534 | 14,537 | 7,077 |
| Total | 33,305 | 44,076 | 39,655 |

¹ The number of payments does not correspond to the number of pensioners shown elsewhere in this report because some members are combining options and receiving more than one type of payment.

EXPENSES

The following table details the expenses incurred to invest and administer the Plan. Expenses are deducted from gross returns to determine net returns, which are distributed to members' accounts.

| Balanced Fund expenses | | | | | | |
|--|--------------|-------------|--------------|-------------|--------------|-------------|
| | 2016 | | 2017 | | 2018 | |
| Expressed in \$000's | \$ | % | \$ | % | \$ | % |
| Investment management ² | 2,450 | 0.29 | 2,565 | 0.29 | 3,432 | 0.38 |
| Custodial and consulting | 118 | 0.01 | 120 | 0.01 | 108 | 0.01 |
| Office and administration ³ | 388 | 0.04 | 428 | 0.04 | 494 | 0.05 |
| Audit and legal | 39 | 0.00 | 41 | 0.01 | 43 | 0.01 |
| Total expenses | 2,995 | 0.34 | 3,154 | 0.35 | 4,077 | 0.45 |

² The 2018 figure includes BCI's allocation of an accrued liability related to an ongoing GST/HST court case contesting the Government of Canada's challenge to the Pooled Investment Portfolios' immunity from taxation, for the period ended March 31, 2018.

³ 2% of the 2018 office and administration expenses were for individual Trustee expenses.

Membership highlights

The following charts describe the status and growth in Plan membership since 1998, as well as the distribution of assets among different member groups in 2018.

MEMBERSHIP HISTORY

Membership 20 year history



| | 1998 | 2008 | 2018 |
|------------------|-------|-------|-------|
| Active members | 980 | 1,416 | 1,701 |
| Inactive members | 388 | 517 | 661 |
| Pensioners | 57 | 353 | 773 |
| Total | 1,425 | 2,286 | 3,135 |

Active members are employed by the University and contributing to the Plan.

This group has doubled in the last 20 years, growing from 980 members in 1998 to 1,701 in 2018. Currently, it represents 54% of total membership.

Inactive members have transferred to another UVic plan or terminated employment but have not yet elected a benefit; therefore, their assets remain invested in the Fund until they make a selection. The category also includes a small number of accounts held by surviving spouses of members who died before retirement.

While membership in this group has grown to 661 in 2018, its relative size in the Plan has decreased over time, representing 21% in 2018, versus 27% in 1998.

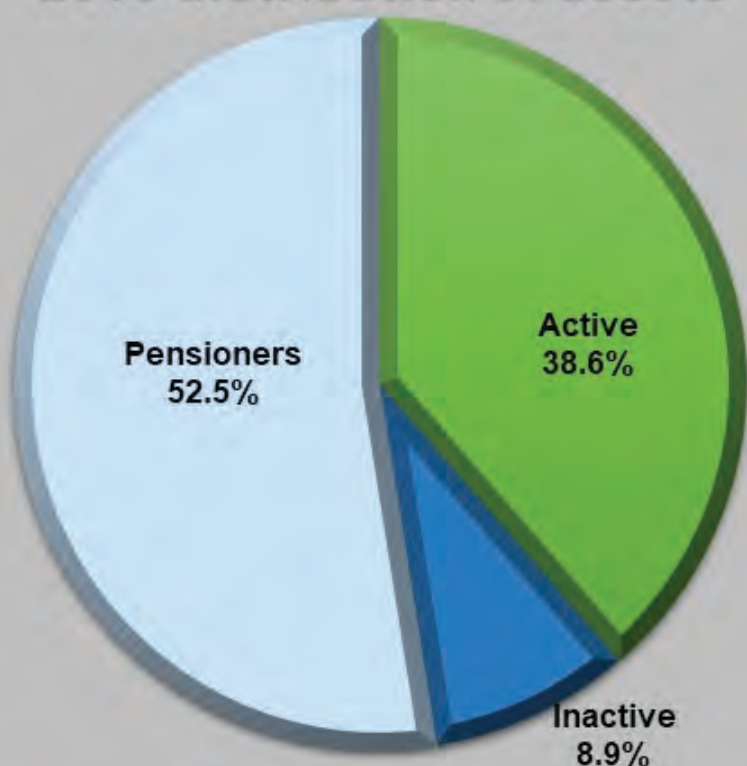
Pensioners are members and/or beneficiaries who are drawing a pension from the Plan.

In 2018, this group represented approximately 25% of membership. This fastest growing group doubled in the last 10 years, reaching 773 members in 2018, versus 353 in 2008.

2018 DISTRIBUTION OF ASSETS

Pensioners accounted for 52.5% of total Balanced Fund's assets in 2018, while active and inactive members shared the remaining 47.5%.

2018 distribution of assets



POLICIES & OBJECTIVES

The Funds

Plan assets are distributed over two Funds: the Balanced Fund and the Defined Retirement Benefit Fund (DRBF).

- The Balanced Fund
Individual member accounts (Combined Contribution Accounts, Variable Benefit Accounts and Voluntary Contribution Accounts) are held in the Balanced Fund, together with the assets of the Money Purchase Pension Plan.
- The DRBF
The DRBF holds the assets of the Defined Retirement Benefit Account from which defined benefit pensions and supplements are paid.

Investment Policy and Environmental, Social, and Governance (ESG) factors

As required, the Pension Board has established a Statement of Investment Policies and Procedures (SIPP) to formulate those investment principles, guidelines and monitoring procedures that are appropriate to established objectives. The Policy is reviewed at least annually, and sets out the categories of permitted investments, diversification, asset mix and rate of return expectations.

Under the SIPP, investment managers are encouraged to consider ESG related risks. In addition, managers are required to report at least annually on how ESG factors are incorporated into their investment decision making, and the Pension Board considers this information in its evaluation of prospective investment managers.

Currently, all investment managers involved with the Balanced Fund and the DRBF are signatories to the United Nations-supported Principles for Responsible Investment.



Risk tolerance

In recognition of the Plan's current characteristics, an average degree of risk in terms of short-term variability of returns may be tolerated in the Balanced Fund's investments in pursuit of longer term returns. A higher degree of risk may be tolerated in the DRBF's investments.

Performance expectations

Over rolling four-year periods, the minimum return expectations are:

- The domestic managers are expected to meet the benchmark plus 0.5% per annum, plus investment management and pooled fund custodial fees.
- The foreign equity manager is expected to meet the benchmark plus 1.0% per annum, plus investment management and pooled fund custodial fees.
- The real estate manager is expected to return the Canadian Consumer Price Index plus 4%.

The total fund benchmark for the Balanced Fund is a composite of the benchmarks for the individual asset classes.

Performance monitoring

The primary objective is to achieve a rate of return, net of investment fees and based on a four-year moving average, which is above a benchmark rate of return associated with asset mix policy.

The Pension Board's Investment Sub-Committee monitors and reviews performance and reports to the Pension Board. While short-term results are of interest, it is important to recognize that an investment strategy ought to provide good results over the longer term. As a consequence, the Pension Board focuses on evaluating investment performance over rolling four-year periods.

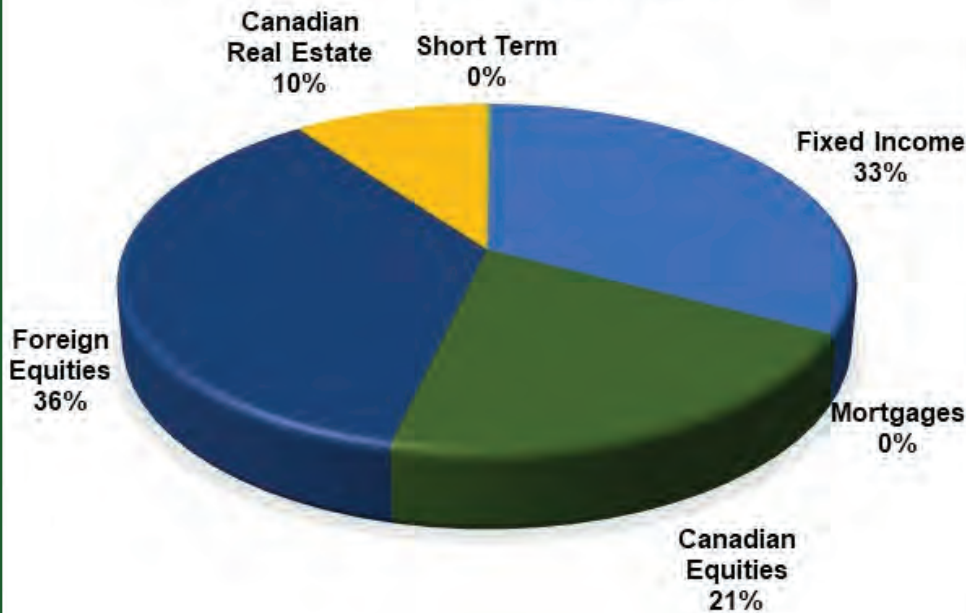
Investments

ASSET MIX

The following charts illustrate the Funds' asset mix, as at December 31, 2018. Assets are invested with three investment managers, as described in the Service Providers section of this report. The Portfolio Holdings section also provides a summary of the Funds' holdings.

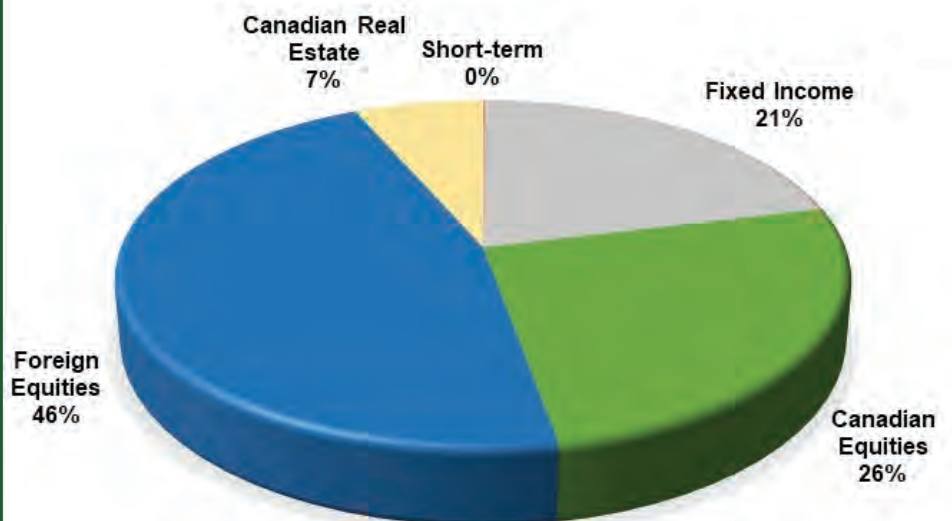
BALANCED FUND

Total value: \$973,670,000



DEFINED RETIREMENT BENEFIT FUND

Total value: \$199,136,000



Investments

TOTAL PLAN PERFORMANCE (BALANCED FUND)

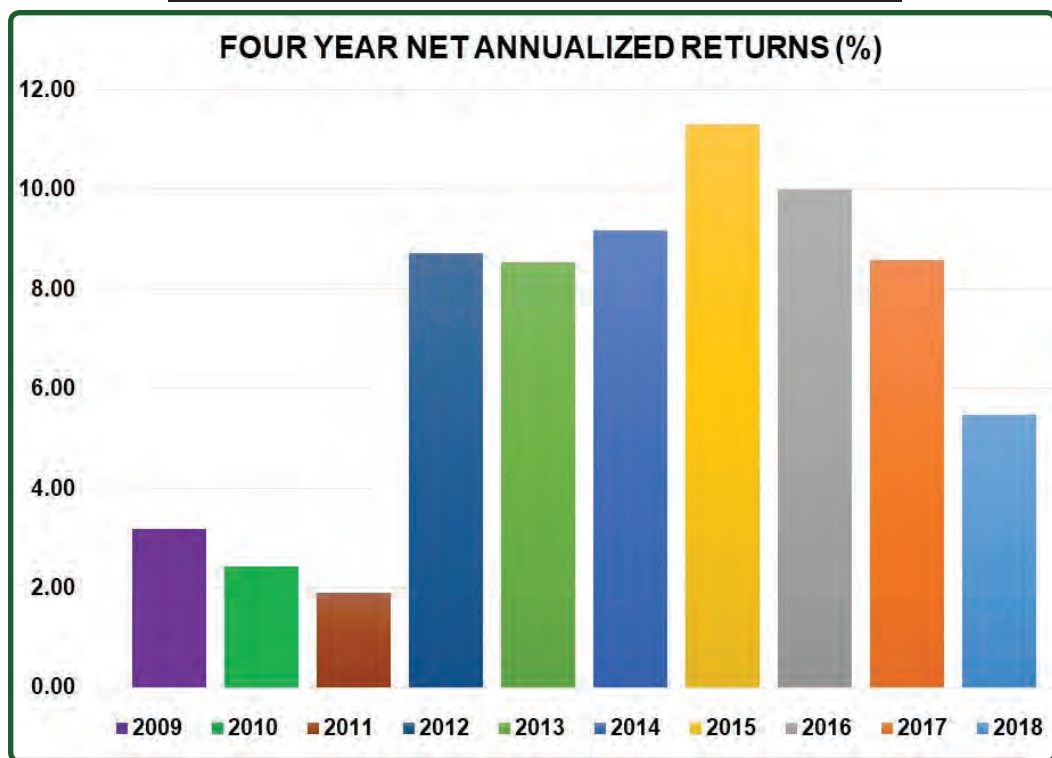
This table shows the annualized rates of return for the Balanced Fund portfolio over the last ten years.

The four year net returns are also illustrated in the chart below.

Gross returns are calculated before expenses. Net returns are calculated after all investment and operating expenses. The net rate of return is credited to members' individual Combined Contribution Accounts (CCA), Variable Benefit Accounts (VBA) and Additional Voluntary Contribution Accounts (AVCA).

Past performance is not a reliable indicator of future performance.

| Balanced Fund annualized returns (%) | | | | |
|--------------------------------------|--------|-------|--------|---------|
| Period ended December 31, 2018 | | | | |
| | 1 year | | 4 year | 10 year |
| | Gross | Net | Net | Net |
| 2018 | 0.03 | -0.42 | 5.47 | 8.32 |
| 2017 | 9.52 | 9.17 | 8.58 | 6.58 |
| 2016 | 4.98 | 4.64 | 10.00 | 5.93 |
| 2015 | 9.10 | 8.75 | 11.31 | 6.71 |
| 2014 | 12.21 | 11.88 | 9.18 | 7.08 |
| 2013 | 15.31 | 15.01 | 8.54 | 7.06 |
| 2012 | 9.98 | 9.71 | 8.71 | 7.03 |
| 2011 | 0.92 | 0.65 | 1.90 | 5.59 |
| 2010 | 9.56 | 9.30 | 2.42 | 5.76 |
| 2009 | 16.01 | 15.72 | 3.18 | 6.07 |



Investments

MANAGERS ALLOCATION AND PERFORMANCE (BALANCED FUND)

The information shown here provides a snapshot of the asset mix, the allocation among the Balanced Fund's investment managers, and the associated performance returns for each asset class, compared to a set benchmark.

Please refer to the Service Providers section for a full description of the investment managers' mandates.

| Balanced Fund | Allocation (%) | | | Return (%) | | | |
|--------------------------|----------------|----------------|-----------------|------------|-----------|--------|-----------|
| | Actual | Benchmark | | 1 year | 1 year | 4 year | 4 year |
| | Weight | Weight (Range) | Allowable range | Gross | Benchmark | Gross | Benchmark |
| SHORT-TERM | | | | | | | |
| BCI | 0.0 | | | | | | |
| PH&N | 0.0 | | | | | | |
| Fiera | 0.2 | | | | | | |
| Total | 0.2 | 0.0 | 0-21 | 1.7 | 1.4 | 1.2 | 0.8 |
| FIXED INCOME | | | | | | | |
| PH&N | 32.5 | 36.0 | 20-46 | 1.5 | 1.4 | 2.9 | 2.3 |
| CANADIAN EQUITIES | | | | | | | |
| BCI | 10.6 | | 9-13 | -6.5 | | 3.7 | |
| Fiera | 10.4 | | | -8.1 | | 3.2 | |
| Total | 21.0 | 22.0 | 14-27 | -7.4 | -8.9 | 3.5 | 2.5 |
| FOREIGN EQUITIES | | | | | | | |
| BCI | 36.3 | 32.0 | 20-40 | 1.2 | -0.2 | 10.0 | 9.1 |
| REAL ESTATE | | | | | | | |
| BCI | 10.0 | 10.0 | 05-15 | 6.7 | 6.0 | 5.9 | 5.8 |
| TOTAL FUND | | | | | | | |
| | | | | 0.0 | -0.8 | 5.8 | 5.0 |

In 2018, the benchmarks were:

- Short term
FTSE Canada 91-day T-Bill Index
- Fixed income
FTSE Canada Universe Bond Index
- Canadian equities
Benchmark: S&P/TSX Capped Composite Index
- Foreign equities
MSCI World Ex-Canada Net \$Cdn Index
- Total fund
Composite benchmark

Portfolio holdings

BALANCED FUND, AS AT DECEMBER 31, 2018

| ASSET | Shares (or units) | Market value \$ |
|---------------------------------------|----------------------|----------------------|
| | | Expressed in \$000's |
| SHORT-TERM INVESTMENTS (0.20%) | | |
| CANADA TREASURY BILLS | 2,000,000 | 1,997 |
| POOLED FUNDS | 30 | 125 |
| | | |
| CANADIAN BONDS (32.52%) | | |
| POOLED BOND FUNDS | 34,477,504 | 337,790 |
| | | |
| CANADIAN EQUITIES (20.90%) | | |
| CONSUMER DISCRETIONARY | 149,780 | 6,405 |
| CONSUMER STAPLES | 121,969 | 6,712 |
| ENERGY | 417,474 | 13,648 |
| FINANCIALS | 584,359 | 32,478 |
| HEALTH CARE | 0 | 0 |
| INDUSTRIALS | 193,228 | 17,750 |
| MATERIALS | 161,231 | 11,123 |
| INFORMATION TECHNOLOGY | 128,142 | 7,853 |
| TELECOMMUNICATION SERVICES | 86,847 | 2,740 |
| POOLED FUNDS | 48,362 | 118,382 |
| | | |
| FOREIGN EQUITIES (36.34%) | | |
| POOLED FUNDS | 137,906 | 377,363 |
| | | |
| REAL ESTATE (10.04%) | | |
| POOLED FUNDS | 10,085 | 104,228 |
| | | |
| TOTAL BALANCED FUND PORTFOLIO | | 1,038,594 |
| COMBINATION PENSION PLAN | 94% | 973,669 |
| MONEY PURCHASE PENSION PLAN | 6% | 64,923 |

Some inconsistencies may exist due to rounding.

A full and detailed listing of portfolio holdings can be obtained at www.uvic.ca/pensions or by contacting Pension Services.

Portfolio holdings

DEFINED RETIREMENT BENEFIT FUND, AS AT DECEMBER 31, 2018

| ASSET | Shares (or units) | Market value \$ |
|--|----------------------|----------------------|
| | | Expressed in \$000's |
| SHORT-TERM INVESTMENTS (0.06%) | | |
| POOLED FUNDS | 8,135 | 114 |
| | | |
| CANADIAN BONDS (21.14%) | | |
| POOLED BOND FUNDS | 4,296,470 | 42,094 |
| | | |
| CANADIAN EQUITIES (25.94%) | | |
| POOLED FUNDS | 7,075,118 | 51,651 |
| | | |
| FOREIGN EQUITIES (46.26%) | | |
| POOLED FUNDS | 33,669 | 92,113 |
| | | |
| REAL ESTATE (6.61%) | | |
| POOLED FUNDS | 1,274 | 13,164 |
| | | |
| TOTAL DEFINED RETIREMENT BENEFIT FUND PORTFOLIO | | 199,136 |

Some inconsistencies may exist due to rounding.

A full and detailed listing of portfolio holdings can be obtained at www.uvic.ca/pensions or by contacting Pension Services.

Funding

Under the British Columbia Pension Benefits Standards Regulation (PBSR), a pension plan containing a defined benefit component must undertake a plan valuation to assess the financial health of the plan at intervals not exceeding 3 years. Assets for the defined benefit component of the Combination Plan are held in the “Defined Retirement Benefit Fund (DRBF)”, as described in this report.

A valuation provides a snapshot of a plan’s estimated financial condition at a particular point in time. One type of valuation required is the “solvency valuation”, which measures whether the Plan would have the ability to meet its obligations (liabilities) to its members if the Plan were to be terminated and wound up at the valuation date. The last valuation date for the Combination Pension Plan was December 31, 2015 and at that time, the solvency ratio (the percentage of solvency assets compared to solvency liabilities) was 257.2%.

The next valuation will be completed in 2019, for the period ending December 31, 2018.

Service providers

| | | |
|--------------------------------|--|---|
| Investment managers | BC Investment Management Corporation (BCI) | Manages one-half the Canadian equity portion, and all the foreign equity and real estate portions of the Balanced Fund. Also manages the foreign equity and real estate portion of the Defined Retirement Benefit Fund. |
| | Fiera Capital Corporation | Manages one-half the Canadian equity portion of the Balanced Fund. |
| | Phillips, Hager & North Investment Management Limited (PH&N) | Manages the fixed income portion of the Balanced Fund and the domestic portion of the Defined Retirement Benefit Fund. |
| Custodian | RBC Investor & Treasury Services | Custodian of Plan assets (excluding BCI funds) and benefit payment service. |
| Investment consultant | Willis Towers Watson | |
| Performance measurement | RBC Investor & Treasury Services | |
| Actuary | Mercer (Canada) Limited | |
| Auditor | Grant Thornton LLP | |

Contact us

Additional information about the University of Victoria Combination Pension Plan can be obtained on Pension Services' Website: www.uvic.ca/pensions.

General enquiries can also be directed to Pension Services:

Email

pensions@uvic.ca

Phone

(250) 721-7030

Physical & courier address

Pension Services
University of Victoria
Michael Williams Building
(Formerly ASB) Room B278
3800 Finnerty Road
Victoria BC V8P 5C2

Mailing address

Pension Services
University of Victoria
PO Box 1700, STN CSC
Victoria BC V8W 2Y2



Retiring members should contact Pension Services 3-6 months before their retirement date.
Individual meetings are available by appointment.

The precise terms of the Plan are provided in the Plan Document, which can be obtained at www.uvic.ca/pensions, or by request from Pension Services.

We make every effort to ensure that all information in this report is accurate and complete.
Should any discrepancy exist, the Plan Documents, statutes, or regulations shall apply.



Financial Statements

University of Victoria Combination Pension Plan

December 31, 2018

Contents

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| Statement of Changes in Obligations for Benefits | 5 |
| Notes to the Financial Statements | 6-20 |

Independent Auditors' Report

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To the Trustees of the University of Victoria Combination Pension Plan

Opinion

We have audited the financial statements of the University of Victoria Combination Pension Plan, which comprise the statement of financial position as at December 31, 2018, and the statements of changes in net assets available for benefits and changes in obligations for benefits for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the University of Victoria Combination Pension Plan as at December 31, 2018, and its changes in net assets available for benefits and its changes in obligations for benefits for the year then ended in accordance with Canadian accounting standards for pension plans.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the University of Victoria Combination Pension Plan in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for pension plans, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the University of Victoria Combination Pension Plan's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the University of Victoria Combination Pension Plan or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the University of Victoria Combination Pension Plan's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the University of Victoria Combination Pension Plan's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the University of Victoria Combination Pension Plan's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the University of Victoria Combination Pension Plan to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.



Chartered Professional Accountants

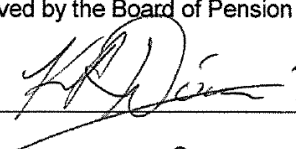
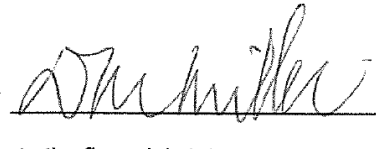
Victoria, Canada
March 26, 2019

University of Victoria Combination Pension Plan

Statement of Financial Position

| December 31 (expressed in \$000's) | 2018 | 2017 |
|--|--------------------------|--------------------------|
| Assets | | |
| Cash | \$ <u>3,892</u> | \$ <u>3,201</u> |
| Investments (Note 4) | | |
| Short-term | <u>2,104</u> | 11,316 |
| Canadian bonds | <u>358,769</u> | 322,705 |
| Mortgages | <u>-</u> | 15,439 |
| Canadian equities | <u>255,170</u> | 272,498 |
| Foreign equities | <u>445,887</u> | 459,608 |
| Real estate | <u>110,876</u> | 104,148 |
| | <u>1,172,806</u> | 1,185,714 |
| Receivables | | |
| Accrued interest and dividend income | <u>249</u> | 897 |
| Transactions to be settled | <u>34</u> | 42 |
| | <u>283</u> | 939 |
| | <u>1,176,981</u> | 1,189,854 |
| Liabilities | | |
| Accounts payable and accrued liabilities | <u>1,055</u> | 934 |
| | <u>1,055</u> | 934 |
| Net assets available for benefits (Note 7) | | |
| Available for defined contribution benefits | <u>976,826</u> | 994,480 |
| Available for defined benefit pensions and supplements | <u>199,100</u> | 194,440 |
| | <u>1,175,926</u> | 1,188,920 |
| Obligations for benefits | | |
| Defined contribution benefits | <u>976,826</u> | 994,480 |
| Accrued defined benefit pensions and supplements (Note 6) | <u>64,341</u> | 49,252 |
| Net assets available for benefits less obligations for benefits | \$ <u>134,759</u> | \$ <u>145,188</u> |

Approved by the Board of Pension Trustees

 Chair
  Vice-Chair

See accompanying notes to the financial statements.

University of Victoria Combination Pension Plan

Statement of Changes in Net Assets Available for Benefits

| Year Ended December 31 (expressed in \$000's) | 2018 | 2017 |
|---|---------------------|---------------------|
| Change in net assets | | |
| Net return on investments (Note 5) | | |
| Interest income | \$ 9,988 | \$ 9,476 |
| Mortgage income | 241 | 549 |
| Dividend income | 4,154 | 2,935 |
| Net realized and unrealized (loss) gain on investments | (16,561) | 92,792 |
| Investment administration costs | (4,221) | (3,170) |
| | <u>(6,399)</u> | <u>102,582</u> |
| Contributions (Note 1) | | |
| Members' required | 9,591 | 9,254 |
| Members' additional voluntary | 263 | 244 |
| University's required | | |
| Combined contribution accounts | 11,627 | 11,100 |
| Defined retirement benefit account | 8,932 | 8,575 |
| Transfers from other plans | 3,378 | 5,238 |
| | <u>33,791</u> | <u>34,411</u> |
| Payments to or on behalf of members | | |
| Pensions to retired members or beneficiaries | (32,578) | (29,539) |
| Members' accounts transferred and refunded, and death benefits | (7,074) | (14,537) |
| | <u>(39,652)</u> | <u>(44,076)</u> |
| Operating expenses | | |
| Office and administrative costs | (587) | (503) |
| Actuarial fees | (95) | (84) |
| Audit, registration and legal fees | (52) | (49) |
| | <u>(734)</u> | <u>(636)</u> |
| (Decrease) increase in net assets | (12,994) | 92,281 |
| Net assets available for benefits, beginning of year | 1,188,920 | 1,096,639 |
| Net assets available for benefits, end of year | \$ 1,175,926 | \$ 1,188,920 |

See accompanying notes to the financial statements.

University of Victoria Combination Pension Plan

Statement of Changes in Obligations for Benefits

Year Ended December 31 (expressed in \$000's) **2018** **2017**

Change in obligations for benefits - defined contribution

| | | |
|--|-------------------|-------------------|
| Beginning balance, obligations for defined contribution benefits | \$ <u>994,480</u> | \$ <u>927,578</u> |
| Net investment returns | (3,817) | 84,460 |
| Contributions | 24,859 | 25,835 |
| Benefits paid | (31,768) | (28,852) |
| Accounts transferred or refunded | <u>(6,928)</u> | <u>(14,541)</u> |
| Change in obligations for benefits | <u>(17,654)</u> | <u>66,902</u> |
| Ending balance | \$ <u>976,826</u> | \$ <u>994,480</u> |

Change in obligations for benefits - defined benefit

| | | |
|---|------------------|------------------|
| Beginning balance, obligations for accrued defined benefit pensions and supplements | \$ <u>49,252</u> | \$ <u>46,253</u> |
| Actual plan experience and changes in actuarial assumptions | (2,624) | 2,018 |
| Interest accrued on benefits | 3,162 | 3,094 |
| Experience gains (loss) | 11,889 | (4,799) |
| Benefits accrued | 3,472 | 3,373 |
| Benefits paid | <u>(810)</u> | <u>(687)</u> |
| Change in obligations for benefits | <u>15,089</u> | <u>2,999</u> |
| Ending balance | \$ <u>64,341</u> | \$ <u>49,252</u> |

See accompanying notes to the financial statements.

University of Victoria Combination Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

1. Description of plan

The following description of the University of Victoria Combination Pension Plan ("the Plan") is a summary only. Plan assets are distributed over two funds: the Balanced Fund and the Defined Retirement Benefit Fund. Individual member accounts (Combined Contribution Accounts, Variable Benefit Accounts, and Additional Voluntary Contribution Accounts) are held in the Balanced Fund. The Defined Retirement Benefit Fund holds the assets of the Defined Retirement Benefit Account ("DRBA") from which defined benefit pensions and supplements are paid. For more complete information, reference should be made to the Trust Agreement.

(a) General

The Plan is a defined contribution pension plan which contains, subject to eligibility and member choice, a defined benefit supplement to bring a retirement pension up to a minimum calculated under a defined benefit formula. The Plan covers all full-time faculty, academic and professional staff holding regular appointments.

(b) Funding policy

In accordance with the Trust Agreement and the recommendation of the plan actuary, members are required to contribute 4.35% of their basic salary up to the Canada Pension Plan Year's Maximum Pensionable Earnings (YMPE) (\$55,900 in 2018), and 6.35% of the basic salary in excess of that amount. The contributions are directed to the members' combined contribution accounts.

The University contributes 6.02% of basic salary up to the YMPE, and 7.65% of the basic salary in excess of that amount. The contributions are directed to the members' combined contribution accounts. The University contributes an additional 5.05% of basic salary to the Defined Benefit Retirement Fund to fund the defined benefit minimum. In the event that the actuary recommends additional contributions to fund the defined benefit minimum, the plan document provides for one-third and two-thirds sharing between members and the University.

The total combined member and University contributions to a member's combined contribution account in a calendar year are limited to the Income Tax Act (Canada) maximum (\$26,500 in 2018).

Subject to Income Tax Act (Canada) maximums, members may elect to make additional contributions to a voluntary contribution account through payroll deduction or by transfer from other registered vehicles.

(c) Investment options

Members' combined contribution accounts and additional voluntary accounts are invested in a balanced fund.

University of Victoria Combination Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

1. Description of plan (continued)

(d) Retirement

All members are eligible for a retirement benefit. Normal retirement is the end of the month in which the member attains age 65. Members may elect early retirement any time after attaining the age of 55, or postpone retirement benefits until December 1st of the calendar year in which the member attains age 71.

(e) Retirement options

At retirement, members can apply the balance in their combined contribution accounts to one or a combination of the following forms of benefits:

- Internal variable annuity with, subject to eligibility, a defined benefit supplement. The defined benefit supplement is the amount, if any, by which the defined benefit minimum exceeds the internal variable annuity. The defined benefit minimum at normal retirement is 1.3% of the member's final average earnings up to the three year average YMPE, multiplied by years of service; plus 2% of the member's final average earnings that are in excess of the three year average YMPE, multiplied by years of service. The final average earnings are calculated as the member's average for the highest consecutive five years. The defined benefit minimum is limited to \$2,944 per year of service credited after 1990 and is actuarially reduced for early retirement.
- External annuity from a life insurance company.
- Variable benefit.
- Transfer to a locked-in retirement account.
- Transfer to a combination of registered retirement income funds and life income funds.

(f) Termination and portability benefits

Upon termination of employment, members may retain the balance in their combined contribution account or transfer it to a locked-in retirement account or to another registered pension plan that will accept the transfer.

Active members may transfer pension entitlements from other registered pension plans into a voluntary account in the Plan.

(g) Survivor benefits

A spouse is automatically entitled to the pre-retirement survivor benefit unless they waive that right by completing a Spousal Waiver (Pension Benefits Standards Regulation BC). The survivor benefit for a spouse is 100% of the benefit accrued by the member. The surviving spouse is entitled to any of the options that are available to the member, with the exception that the spouse need not have attained 55 years of age to commence a monthly benefit and the spouse's defined benefit minimum is the actuarial equivalent of the member's defined benefit minimum. A surviving spouse must commence a pension benefit or elect a transfer from the plan by the later of one year following the member's date of death or the end of the calendar year in which the spouse attains 71 years of age.

University of Victoria Combination Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

1. Description of plan (continued)

(g) Survivor benefits (continued)

The survivor benefit for a beneficiary who is not a spouse is the balance accumulated in the Combined Contribution Account (CCA) and, if applicable, Voluntary Contribution Account(s), payable in a cash lump sum, less applicable withholding tax.

The survivor benefit for a variable benefit pensioner is the total in the member's Variable Benefit Account.

The survivor benefit for a pensioner in receipt of an internal variable annuity pension from the Plan is determined by the optional form selected by the member immediately prior to commencement of the annuity. If the member has a spouse, the member must select a form which provides at least a lifetime 60% survivor benefit unless the spouse completes a waiver.

(h) Adjustments to pensions

Internal variable annuities are adjusted each July 1st based on the investment performance of the underlying net assets for the preceding calendar year. As at July 1, 2018 the 3.5% and 5% internal variable annuities were increased for investment performance by 5.48% (2017: 1.1% increase) and 3.97% (2017: 0.34% decrease), respectively. In accordance with the Plan Document these annuities are then subject to adjustment arising from the longevity experience of the annuitant group. As at July 1, 2018 the internal variable annuities were reduced by 0.1% (2017: 0.1% reduction) to reflect the annual adjustment for net mortality loss.

Defined benefit pensions and the defined benefit minimum for eligible 3.5% annuitants, are adjusted each July 1st, by reference to the annual change in the Canadian Consumer Price Index (CPI) to a maximum of 3% per year since the commencement date of the pension. The maximum adjustment in any one year is also 3%. The increase in the CPI was 1.6% from 2017 to 2018 resulting in an adjustment to defined benefit pensions and minimum benefits on July 1, 2018 of 1.6% (2017: 1.5%).

(i) Income taxes

The Plan is a registered pension plan as defined in the Income Tax Act (Canada) and is not subject to income taxes, but is subject to indirect taxes including British Columbia provincial sales tax (PST) and goods and services tax (GST). The Plan receives a 33% rebate of the GST paid.

University of Victoria Combination Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

2. Statement of compliance with Canadian accounting standards for pension plans

These financial statements have been prepared in accordance with Canadian accounting standards for pension plans.

3. Summary of significant accounting policies

Accounting standards for pension plans require entities to select accounting policies for accounts that do not relate to its investment portfolio or pension obligations in accordance with either International Financial Reporting Standards ("IFRS") or Canadian Accounting Standards for Private Enterprises ("ASPE"). The Trustees selected IFRS for such accounts on a consistent basis and to the extent that these standards do not conflict with the requirements of the accounting standards for pension plans.

(a) Investments

Investments are stated at fair value. Fair value is determined using market values where available. Fair value for international investments, held by BC Investment Management Corporation are estimated based on preliminary market values supplied by the BC Investment Management Corporation, and any differences between the estimated values and final market values are adjusted in the subsequent period. Where listed market values are not available, estimated values are calculated by discounted cash flows or based on other approved external pricing sources. Price comparison reports are used to compare the prices of the bonds and publicly traded equities held in pooled funds against a secondary source. Mortgages are valued at the end of each month based on a discounted cash flow model. Real estate investments are valued quarterly by BC Investment Management Corporation's real estate investment managers and, at least once every ten to eighteen months, by accredited independent appraisers to establish current market values. At the end of each quarter BC Investment Management Corporation uses financial statements provided by the external managers and general partners or valuation reports to calculate the share values and the unit values for the externally managed holding corporations and limited partnerships. Investment sales and purchases are recorded on trade date.

(b) Investment income

Investment income is recorded on the accrual basis. Any adjustments to investments due to the fluctuation of market prices are reflected as part of the return on investments in the statement of changes in net assets available for benefits.

University of Victoria Combination Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

3. Summary of significant accounting policies (continued)

(c) Use of estimates

The preparation of financial statements, in conformity with Canadian accounting standards for pension plans, requires management, within the assumption parameters regarding pension liabilities approved by the Plan's actuaries, to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of increases and decreases in assets during the period. Actual results could differ from those estimates. Significant areas requiring the use of management estimates relate to the valuation of investments and the estimate of the actuarial position of the defined benefit minimum.

4. Investments (fair value)

Except for the assets of the DRBA, the assets of the Plan are pooled for investment purposes with the assets of the University of Victoria Money Purchase Pension Plan. At December 31, 2018, 93.75% (2017: 93.90%) of the assets held in the Balanced Fund were in respect of the University of Victoria Combination Pension Plan.

The Plan's investments are recorded at fair value or at amounts that approximate fair value. Fair value is the amount at which the investment could be exchanged in a current financial transaction between willing parties. The investments are categorized according to a hierarchy which gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurement) and the lowest priority to unobservable inputs (Level 3 measurement). The three levels of the fair value hierarchy are as follows:

Level 1 – Inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date.

Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3 – Inputs that are not observable for the asset or liability.

University of Victoria Combination Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

4. Investments (fair value) (continued)

The Plan's proportionate share of investments in each fund, categorized according to the fair value hierarchy, is as follows:

| | 2018 | | | 2017 |
|-----------------------------|-------------------|-------------------|---------------------|---------------------|
| | Balanced Fund | DRBA | Total | Total |
| Short-term notes - Level 1 | \$ 117 | \$ 114 | \$ 231 | \$ 9,445 |
| Short-term notes - Level 2 | 1,873 | - | 1,873 | 1,871 |
| Canadian bonds - Level 1 | 316,675 | 42,094 | 358,769 | 125,511 |
| Canadian bonds - Level 2 | - | - | - | 197,194 |
| Mortgages - Level 1 | - | - | - | 15,439 |
| Canadian equities - Level 1 | 100,253 | 51,651 | 151,904 | 161,430 |
| Canadian equities - Level 2 | 103,266 | - | 103,266 | 111,068 |
| Foreign equities - Level 2 | 353,774 | 92,113 | 445,887 | 459,608 |
| Real estate - Level 3 | 97,712 | 13,164 | 110,876 | 104,148 |
| | <u>\$ 973,670</u> | <u>\$ 199,136</u> | <u>\$ 1,172,806</u> | <u>\$ 1,185,714</u> |
| Fair value hierarchy | | | | |
| Level 1 | \$ 417,045 | \$ 93,859 | \$ 510,904 | \$ 311,825 |
| Level 2 | 458,913 | 92,113 | 551,026 | 769,741 |
| Level 3 | 97,712 | 13,164 | 110,876 | 104,148 |
| | <u>\$ 973,670</u> | <u>\$ 199,136</u> | <u>\$ 1,172,806</u> | <u>\$ 1,185,714</u> |

The following table summarizes the changes in the fair value of the Plan's financial instruments classified as level 3 investments:

| | Balanced Fund | DRBA | Total |
|------------------------------------|------------------|------------------|-------------------|
| Beginning balance, January 1, 2018 | \$ 91,801 | \$ 12,347 | \$ 104,148 |
| Sales | - | - | - |
| Realized and unrealized gains | 5,911 | 817 | 6,728 |
| Ending balance, December 31, 2018 | <u>\$ 97,712</u> | <u>\$ 13,164</u> | <u>\$ 110,876</u> |
| Beginning balance, January 1, 2017 | \$ 87,472 | \$ 11,741 | \$ 99,213 |
| Purchases | - | - | - |
| Sales | - | - | - |
| Realized and unrealized gains | 4,329 | 606 | 4,935 |
| Ending balance, December 31, 2017 | <u>\$ 91,801</u> | <u>\$ 12,347</u> | <u>\$ 104,148</u> |

University of Victoria Combination Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

4. Investments (fair value) (continued)

Short-term notes consist of Canadian money market securities maturing in 12 months or less and include treasury bills and guaranteed investment certificates. Canadian bonds consist of government and corporate bonds and debentures. Mortgages consist of units in a pool of first mortgages on income-producing property in Canada. Equities consist of publicly traded shares. Real estate investments consist mainly of diversified Canadian income-producing properties. Investments may be segregated or consist of units of pooled investment portfolios of the investment managers.

Currency contracts may be held individually by BC Investment Management Corporation. The contracts are used for defensive purposes in order to protect clients' foreign investments from the impact of an appreciating Canadian dollar (relative to the foreign currency). The manager purchases and sells currencies through the spot market, forward contracts, and/or futures. Unit values are calculated based on the net realized and unrealized gains/losses of the derivative financial instruments.

University of Victoria Combination Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

5. Net return on investments

Net investment returns less operating expenses are distributed to members' accounts at the end of each month.

The Balanced Fund realized a gross return of 0.03% (2017: 9.52%) and a net loss of -0.42% (2017: 9.17%). The Defined Retirement Benefit Account realized gross return of -1.15% (2017: 10.53%) and a net loss of -1.56% (2017: 10.15%). Net investment returns by fund are as follows:

| | 2018 | | | 2017 |
|------------------------------------|-------------------|-------------------|-------------------|-------------------|
| | Balanced Fund | DRBA | Total | Total |
| Interest | | | | |
| Cash and short-term notes | \$ 142 | \$ 2 | \$ 144 | \$ 151 |
| Bonds | 8,664 | 1,180 | 9,844 | 9,325 |
| Mortgages | 241 | - | 241 | 549 |
| Dividends | | | | |
| Canadian equities | 2,440 | 1,714 | 4,154 | 2,935 |
| Net realized gains | 27,039 | 6,377 | 33,416 | 47,508 |
| Net unrealized (losses) gains | (38,266) | (11,711) | (49,977) | 45,284 |
| | <u>260</u> | <u>(2,438)</u> | <u>(2,178)</u> | <u>105,752</u> |
| Investment costs | | | | |
| Management fees | 3,432 | 673 | 4,105 | 3,040 |
| Custodial fees | 38 | 8 | 46 | 59 |
| Other | 70 | - | 70 | 71 |
| | <u>3,540</u> | <u>681</u> | <u>4,221</u> | <u>3,170</u> |
| Total net investment (loss) return | \$ <u>(3,280)</u> | \$ <u>(3,119)</u> | \$ <u>(6,399)</u> | \$ <u>102,582</u> |

University of Victoria Combination Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

6. Obligations for pension benefits – defined benefit minimum

An actuarial valuation, in respect of the defined benefit minimum, is performed at least once every three years. The latest valuation was made as of December 31, 2015 by Mercer (Canada) Limited. The calculations to December 31, 2018 are based upon an extrapolation from the December 31, 2015 valuation. The next valuation will be performed and filed as at December 31, 2018.

The best estimate obligation was calculated using the December 2015 actuarial valuation data and extrapolating the obligation forward two years to December 31, 2018 based on the best estimate assumptions, except for an adjustment for the actual returns of the Combined Contribution Account (CCA) for 2016, 2017, and 2018 of 4.64%, 9.17%, and -0.42%, respectively. Liabilities are calculated using the projected unit credit method, prorating on service. The extrapolation of the liabilities to December 31, 2018 is based on 2016, 2017, and 2018 benefit disbursement information. The extrapolation does not reflect any new entrants who may have joined the Plan after December 31, 2015. No other experiences have been reflected in the extrapolation.

The obligations disclosed in these statements are measured based on service earned to the date of measurement only, as required under accounting standards, and differ from the obligations used to determine funding requirements which include a provision for future service benefits.

University of Victoria Combination Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

6. Obligations for pension benefits – defined benefit minimum (continued)

The assumptions used in determining the actuarial present value of accrued pension benefits were developed by reference to expected long-term market conditions. Significant long-term actuarial economic and demographic assumptions used in the valuation were:

| | December 31, 2018 | December 31, 2017 |
|--|---|---|
| Economic assumptions: | | |
| Valuation discount rate | 6.50% per annum | 6.25% per annum |
| Assumed return on CCA | 6.00% per annum | 6.00% per annum |
| Salary scale – faculty members | 2.50% per annum plus career progression increments (CPI), merit increments (MI), and dollar amount adjustments (DPA) | 2.50% per annum plus career progression increments (CPI), merit increments (MI), and dollar amount adjustments (DPA) |
| Salary scale – administrative and academic professional staff members | 5.264% for the first 8 years of service, 2.00% thereafter | 5.264% for the first 8 years of service, 2.00% thereafter |
| Annual rate of inflation | 2.00% per annum | 2.00% per annum |
| YMPE increase, increase to ITA maximum pension and contribution limits | 3.00% per annum | 3.00% per annum |
| Demographic assumptions: | | |
| Termination rates | <p><i>Faculty members:</i></p> <p>Termination rate starts at 8% per year, trending down from 8% per year at age 30 to 1.5% per year from age 40 until age 55.</p> <p><i>Academic and Professional Staff members:</i></p> <p>Termination rate starts at 10% per year, trending down from 10% per year at age 35 to 4.5% per year from age 45 until age 55.</p> | <p><i>Faculty members:</i></p> <p>Termination rate starts at 8% per year, trending down from 8% per year at age 30 to 1.5% per year from age 40 until age 55.</p> <p><i>Academic and Professional Staff members:</i></p> <p>Termination rate starts at 10% per year, trending down from 10% per year at age 35 to 4.5% per year from age 45 until age 55.</p> |
| Mortality table | 90% of the Public Sector Canadian Pensioners Mortality Table with improvement scale CPM-B | 90% of the Public Sector Canadian Pensioners Mortality Table with improvement scale CPM-B |

University of Victoria Combination Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

7. Net assets available for benefits

The net assets available for benefits as at December 31 are allocated as follows:

| | <u>2018</u> | <u>2017</u> |
|--|---------------------|---------------------|
| Combined contribution accounts ("CCA") | \$ 455,882 | \$ 478,925 |
| Variable benefit accounts ("VBA") | 394,093 | 394,693 |
| Additional voluntary contribution accounts ("AVC") | 16,963 | 18,664 |
| Defined retirement benefit account ("DRBA") | 199,099 | 194,440 |
| Internal variable annuity account ("IVAA") | <u>109,889</u> | <u>102,198</u> |
| | \$ <u>1,175,926</u> | \$ <u>1,188,920</u> |

8. Combined contribution accounts ("CCA")

Each member of the plan who is not a pensioner has a CCA which is reported annually to the member. CCAs are invested in the Balanced Fund.

9. Variable benefit accounts ("VBA")

Each member of the plan in receipt of a variable benefit pension has a VBA. VBAs are invested in the Balanced Fund.

10. Additional voluntary contribution accounts ("AVC")

Additional voluntary contribution accounts are divided into restricted voluntary accounts ("RVA") and unrestricted voluntary accounts ("UVA"). Transfers from other pension plans that have restrictions imposed by the exporting plans are placed in RVA. Contributions made by members on a voluntary basis and transfers that are unrestricted are placed in UVA. All RVA and UVA are invested in the Balanced Fund as follows:

| | <u>2018</u> | <u>2017</u> |
|---------------------------------|------------------|--------------|
| Restricted voluntary accounts | \$ 7,358 | \$ 9,079 |
| Unrestricted voluntary accounts | <u>9,605</u> | <u>9,585</u> |
| | \$ <u>16,963</u> | \$ 18,664 |

University of Victoria Combination Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

11. Defined retirement benefit account ("DRBA")

The DRBA is a reserve to fund existing defined benefit pensions and supplements and to offset future obligations for defined benefit supplements.

12. Internal variable annuity account ("IVAA")

The IVAA provides benefits to members who elected to take internal variable annuities with all or part of their CCA, VBA and AVC. The IVAA is invested in the Balanced Fund.

13. Risk management

The Plan's investments are recorded at fair value. Other financial instruments consist of cash, receivables, and accounts payable and accrued liabilities. The fair value of these financial instruments approximates their carrying values. Fair values of investments are exposed to market risk, liquidity risk and credit risk.

Market risk

Market risk is comprised of currency risk, interest rate risk, and other price risk.

Currency risk: Currency risk relates to the possibility that the investments will change in value due to future fluctuations in US, Euro and other international foreign exchange rates. For example, a 5% strengthening (weakening) of the Canadian dollar against foreign currencies at December 31, 2018 would have decreased (increased) investments held in foreign currencies by approximately \$22.3 million (2017: \$23.0 million).

Currency risk associated with foreign equities may be hedged at the discretion of the Global Equity Manager, BC Investment Management Corporation, in order to protect the value of foreign equity investments from the impact of an appreciating Canadian dollar (relative to the foreign currency).

The Fixed Income Manager may purchase US Treasury Bonds, provided the foreign currency exposure is hedged through the purchase of currency contracts.

Interest rate risk: Interest rate risk relates to the possibility that the investments will change in value due to future fluctuations in market interest rates. Duration is an appropriate measure of interest rate risk for fixed-income securities (bonds, mortgages and short-term notes) as a rise in interest rates will cause a decrease in the price of fixed income securities – the longer the duration, the greater the effect. At December 31, 2018, the average duration of the fixed income securities was 7.4 years (2017: 7.4 years). Therefore, if nominal interest rates were to increase by 1%, the value of the fixed income securities would drop by 7.4% (2017: 7.4%).

University of Victoria Combination Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

13. Risk management (continued)

Market risk (continued)

Other price risk: Other price risk relates to the possibility that the investments will change in value due to future fluctuations in market prices. This risk is reduced by the investment policy provisions approved by the Board of Pension Trustees for a structured asset mix to be followed by the investment managers, the requirement for diversification of investments within each asset class and credit quality constraints on fixed income instruments. Other price risk can be measured in terms of volatility, the standard deviation of change in the value of a financial instrument within a specific time horizon. Based on the volatility of the current asset class holdings, the expectation is that over the long-term, the Balanced Fund will return around 6.0%, within a range of +/- 8.8% (results ranging from -2.8% to 14.8%) and the Defined Retirement Benefit Fund will return around 6.4%, within a range of +/- 11.4% (i.e., results ranging from -5.0% to 17.8%).

| | Volatility % |
|---------------------|--------------|
| Short-term holdings | +/- 1.5 |
| Bonds and mortgages | +/- 5.4 |
| Canadian equities | +/- 19.5 |
| Foreign equities | +/- 16.1 |
| Real estate | +/- 13.0 |

| Benchmark for investments | % change | Net impact on market value | |
|---|----------|----------------------------|---------------------------------|
| | | Balanced Fund | Defined Retirement Benefit Fund |
| FTSE TMX Canada 91-day Treasury Bill Index | +/- 1.5 | \$30 | \$2 |
| FTSE TMX Canada Universe Bond Index | +/- 5.4 | 17,100 | 1,140 |
| S&P/TSX Capped Composite Index | +/- 19.5 | 39,686 | 2,646 |
| MSCI World Net Index | +/- 16.1 | 59,958 | 3,798 |
| Canadian Consumer Price Index plus 4% (real estate) | +/- 13.0 | 12,703 | 847 |

Other price risk is managed by diversification of the portfolio, both by investment managers (three) with differing investment styles and mandates and by allocation of equities across a range of sectors and companies.

Liquidity risk

Liquidity risk is the risk of being unable to generate sufficient cash or its equivalent in a timely and cost effective manner in order to meet commitments as they come due. The primary liabilities in the Plan are defined contribution entitlements, internal variable annuities, future defined benefit obligations and operating expenses. Liquidity requirements are managed through income generated by monthly contributions and investing in sufficiently liquid equities, pooled funds and other easily marketable instruments.

University of Victoria Combination Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

13. Risk management (continued)

Credit risk

Credit risk relates to the possibility that a loss may occur from failure of a fixed income security issuer to meet its debt obligations. At December 31, 2018, the maximum risk exposure for this type of investment is \$318.7 million (2017: \$310.8 million) in the Balanced Fund and \$42.2 million (2017: \$38.7 million) in the Defined Retirement Benefit Fund.

The Plan limits credit risk by investing only in short term debt rated R1 or higher and other debt rated BBB or higher, as rated by the Dominion Bond Rating Service or equivalent. Debt rated below BBB is only permitted in the case of a high yield bond fund which has been specifically approved for investment by the Board of Pension Trustees.

The following shows the percentage of bond holdings in the portfolio by credit rating.

| Rating | Defined Retirement | |
|--------------|--------------------|--------------|
| | Balanced Fund | Benefit Fund |
| AAA | 30.6% | 30.6% |
| AA | 37.3% | 37.3% |
| A | 16.3% | 16.3% |
| BBB | 13.2% | 13.2% |
| BB and below | 1.3% | 1.3% |
| Unrated | 1.3% | 1.3% |

14. Capital disclosures

The purpose of the Plan is to provide pension benefits to plan members. As such, when managing capital, the objective is to preserve assets in a manner that provides the Plan with the ability to continue as a going-concern, to have sufficient assets to meet future obligations for benefits and to have sufficient liquidity to meet all benefit and expense payments.

In accordance with regulatory requirements, the Board of Pension Trustees has established a Statement of Investment Policies and Procedures ("SIP&P") which sets out the investment principles, guidelines and monitoring procedures that are appropriate to the needs and objectives of the Plan. The SIP&P sets out benchmarks and asset allocation ranges that are intended to best secure the obligations for pension benefits and result in reasonable risk-adjusted return on investment. Individual investment decisions are delegated to investment managers subject to the constraints of the SIP&P and individual manager mandates. As required, the Board of Pension Trustees reviews the SIP&P and manager structure at least annually, and makes such changes to the SIP&P and/or mandates as it deems necessary. With the assistance of an outside consultant, the Board of Pension Trustees and the Pension Services regularly monitor the asset mix of each manager and fund to ensure compliance with the SIP&P and mandates.

University of Victoria Combination Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

14. Capital disclosures (continued)

The benchmark and ranges for the funds are as follows:

| | Balanced Fund | | DRBA | |
|----------------------|---------------|--------|-----------|--------|
| | Benchmark | Range | Benchmark | Range |
| Cash and equivalents | 0% | 0-21% | 0% | 0-20% |
| Canadian bonds | 36% | 20-46% | 20% | 15-25% |
| Canadian equities | 22% | 14-27% | 25% | 15-35% |
| Foreign equities | 32% | 20-40% | 45% | 40-50% |
| Real estate | 10% | 5-15% | 10% | 5-15% |

The Plan is also subject to the Pension Benefits Standards Act (BC) and Regulations, which require that solvency and going concern actuarial valuations are performed every three years, at which time the Plan must take measures to eliminate any funding deficiencies that may arise.



Money Purchase Pension Plan 2018 Annual Report

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**** NEW IN 2019 ****

In the spirit of sustainability, some sections of the Annual Report have been extracted and added to Pension Services' new and improved website. Please visit www.uvic.ca/pensions or contact Pension Services to access the following information:

- Retirement dates
- Options at retirement
- Options when leaving UVic
- Survivor Benefits
- History of the Plan

Audited financial statements and detailed portfolio holdings continue to be available on Pension Services' website.

Letter from the Chair

Clearly, 2018 with a net return of negative 0.4%, was disappointing and certainly not the year for which we may have hoped! However, conventional wisdom would say it had to come sooner or later. The extended bull markets since the crash of 2008 had yielded net annualized returns of 9.3% for the 9-year period to December 2017 and were widely predicted to falter at some point now or in the near future. Our most important equity indices performed poorly: TSX (-8.9%), S&P 500 (-4.4% in US\$), although the decline in the Canadian dollar actually turned the American market positive (+4.2%) for us. The fixed income universe yielded a modest +1.4%. The damage all occurred in the fourth quarter (for example the TSX declined -10.1%) as the so-called “Trump bump” from tax reductions faded and investors became worried about trade wars and rising interest rates. The central banks have since backed off on the last factor.

Taking the longer term view as we always recommend, the poor year reduced the 10-year return to an annualized 8.3%, which is still a very respectable result. Moreover, as I write this letter in mid-March, the TSX is up +12.4% year to date and the S&P 500 +7.5% in Canadian dollars, thereby erasing the poor results of Q4 2018. Whether this improvement can be sustained in the year ahead is of course open to debate and remains to be seen, but it is certainly an object lesson in the importance of the long view.

Although 2018 was a poor year, we actually did well relative to other pension plans. In 2018 we ranked at the 5th percentile of our peer universe, 24th percentile on a 4-year basis and 22nd over 10 years. Over 4 years, we are 2nd percentile in Canadian equities, 21st in foreign equities and 43rd in fixed income. Consequently, the Trustees remain satisfied with our manager selections on a performance basis. There is also evidence that our managers tend to perform rather better than their peers in down markets which adds some stability to our asset mix. More detailed information on the breakdown of our assets between managers and asset classes and the individual returns for those assets is included on page 10 of this report.

With continuing low interest rates and a general expectation among experts that market returns may be lower in the future, many pension plans are considering expanding their investments in alternatives such as real estate, infrastructure, private equity and other more exotic vehicles. Depending on the exact investments these alternatives may provide more diversification, less risk and perhaps greater returns but in general these potential benefits come with greater cost, both in dollars and in administration and governance.

You may recall that in this letter last year I reported on statistical studies commissioned by the Trustees from our consultants, Willis Towers Watson, with some assistance from Phillips, Hager & North. Generally, the conclusion was that the potential small gains in the most unfavourable economic scenarios did not outweigh the added fees and governance costs. Since that time, the Trustees have decided that another, more modest, shift in our asset allocations is potentially advantageous and cost effective. Accordingly we are shifting our fixed investment assets from the very traditional PH&N Enhanced Total Return Bond Fund to their Core Plus Bond Fund.

Letter from the Chair

This fund accesses off-benchmark investments and global fixed income markets to seek yield-enhancing and diversifying opportunities beyond domestic Universe bonds. These yield-enhancing strategies, commonly known as “Plus” strategies, include the use of mortgages, private placement corporate debt, North American and global high yield bonds, and emerging market debt. It is hoped that these strategies offer both the potential to earn more while interest rates are near historic lows and further diversification in sources of incremental return. The new portfolio is projected to yield about 0.75% extra return relative to the previous one and to increase the fees by about 0.1% to 0.25%.

Also with respect to asset allocation, major changes are occurring in the real estate portfolio managed by bclMC, now rebranded as BCI. This portfolio has been purely domestic real estate and we have been invested since 2006 with a target allocation of 10% of our assets. It has been effective as a stabilizing influence on returns with steady income from rentals. However, our other assets have grown faster and there has been very little scope for new investment in the real estate portfolio making it difficult to maintain our target asset mix. BCI is in the process of combining this domestic portfolio with its (smaller) global portfolio with the intent of aggressively expanding the global component. This change is administratively complex for us because of the cash-flow demands of the global investments, but it may ultimately provide more returns and a better ability to maintain our target allocation. The Trustees are maintaining a “watching brief” at this time.

You will recall that your Board of Trustees is composed of eight trustees, with terms of normally three years, and as it happened there were no changes in the composition of the Board in 2018. We had three sub-committees composed as follows with the first named serving as Chair in each case: Investment (Lisa Hill, Michael Miller, and Susan Service); Policy & Procedures (Michael Miller, John Gilfoyle, and Kristi Simpson); Governance (Keith Dixon, Lisa Hill, and Michael Miller). Especial thanks are due to Lisa and Michael for undertaking this extra work. Michael has also continued in his role as Vice-Chair I thank him for his wise counsel and support throughout the year. With a new valuation to be completed using results to December 31st, 2018, Kristi Simpson will resume her role of Chair of the Valuation sub-committee for 2019 together with John Gilfoyle and Susan Service. David Boudinot and Ori Granot, who began their terms at the start of 2018 have been getting established as effective members of the Board and will respectively join the Policy and Procedures sub-committee and Investment sub-committee for the coming year. All these hard-working and very competent people deserve our thanks!

I look forward to meeting many of you at our Annual General Meeting on April 30th.

Best Wishes to all for the coming year and beyond,



Dr. Keith R. Dixon
Chair, Board of Pension Trustees



Governance

The Money Purchase Pension Plan (the “Plan”) is governed by a Board of Trustees (the “Pension Board”). The Pension Board oversees investments of funds and financial management of the Plan, and ensures the Plan is administered in accordance with the Trust Agreement, the *Income Tax Act* (ITA) and British Columbia’s *Pension Benefits Standards Act* (PBSA).

There are eight Trustees on the Pension Board, who also serve as the Board for the University of Victoria Combination Pension Plan. Trustees’ terms are up to three years.

In 2018, the Trustees were:

| Appointed | Term ending |
|---|----------------------|
| Dr. Keith Dixon (Chair) Professor Emeritus Department of Chemistry | December 31, 2020 |
| Mr. John Gilfoyle Investment & Strategy Consultant | June 30, 2021 |
| Ms. Lisa Hill Senior Vice-President, Portfolio Manager Raymond James Ltd. | August 31, 2020 |
| Ms. Kristi Simpson Associate Vice-President, Financial Planning & Operations | Appointed ex-officio |
| Elected | Term ending |
| Mr. David Boudinot Acquisitions librarian UVic libraries | December 31, 2020 |
| Dr. Ori Granot Facility Manager Department of Chemistry | December 31, 2020 |
| Dr. Michael Miller (Vice-Chair) Professor Emeritus Department of Computer Science | December 31, 2019 |
| Ms. Susan Service Professional accountant | December 31, 2019 |



The Trustees have a fiduciary duty to act in the best financial interest of the Plan beneficiaries and as a result, they have an obligation to ensure every decision made as Trustees is motivated by the aim of furthering the interest of the Plan’s beneficiaries.

The Trust Agreement between the University of Victoria and the Pension Board sets out the rights and responsibilities of the Pension Board, as well as the rules and procedures related to the appointment and election of Trustees. Additional information, including the Trust Agreement, which can be obtained at www.uvic.ca/pensions, or by request from Pension Services.

Highlights

INVESTMENTS

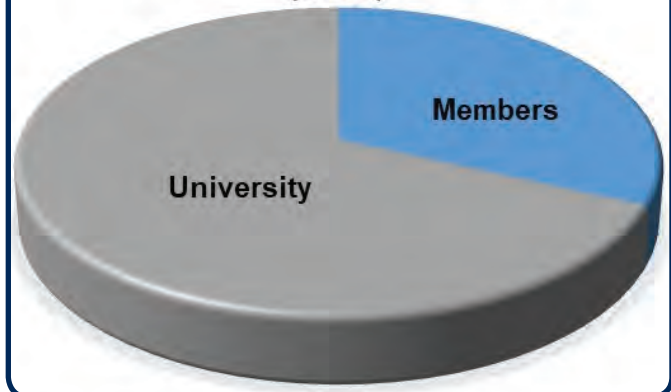
| Market value of investments Expressed in \$000's | 2016 \$ | 2017 \$ | 2018 \$ |
|---|------------|------------|------------|
| Balanced Fund | 58,024 | 64,367 | 64,923 |

| Investment returns | | 2016 | | 2017 | | 2018 | |
|----------------------|---------------|-------|-------|-------|-------|------|-------|
| Expressed in \$000's | | \$ | % | \$ | % | \$ | % |
| Balanced Fund | Gross Returns | 2,732 | 4.98 | 5,568 | 9.52 | 19 | 0.03 |
| | Expenses | -190 | -0.35 | -205 | -0.35 | -303 | -0.45 |
| | Net Returns | 2,542 | 4.63 | 5,363 | 9.17 | -284 | -0.42 |

CONTRIBUTIONS & BENEFIT P. YMENTS

| Total contributions Expressed in \$000's | | 2016 \$ | 2017 \$ | 2018 \$ |
|---|--------------|------------|------------|------------|
| Members | Required | 886 | 907 | 923 |
| | Voluntary | 49 | 50 | 41 |
| | Transfers in | 769 | 370 | 391 |
| University (required) | | 2,056 | 2,124 | 2,153 |
| Total | | 3,760 | 3,451 | 3,508 |

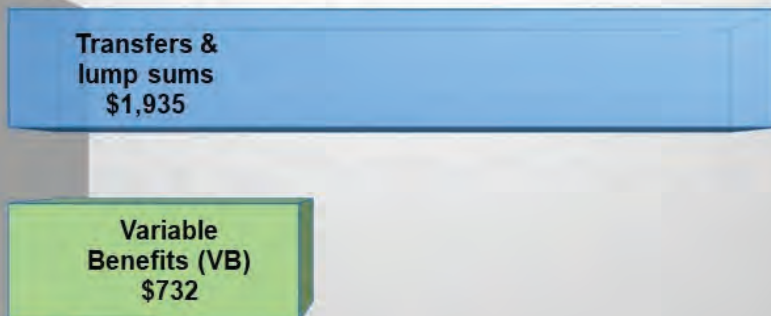
REQUIRED CONTRIBUTIONS (2018)



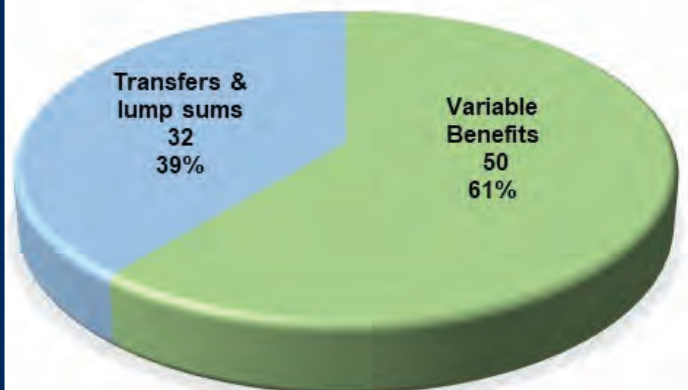
BENEFIT PAYMENTS

| Value of benefit payments | | | |
|---------------------------|------------|------------|------------|
| Expressed in \$000's | 2016 \$ | 2017 \$ | 2018 \$ |
| Variable Benefits (VB) | 389 | 470 | 732 |
| Transfers & lump sums | 849 | 2,023 | 1,935 |
| Total | 1,238 | 2,493 | 2,667 |

VALUE OF BENEFIT PAYMENTS (2018)



NUMBER OF BENEFIT PAYMENTS (2018)



Highlights

EXPENSES

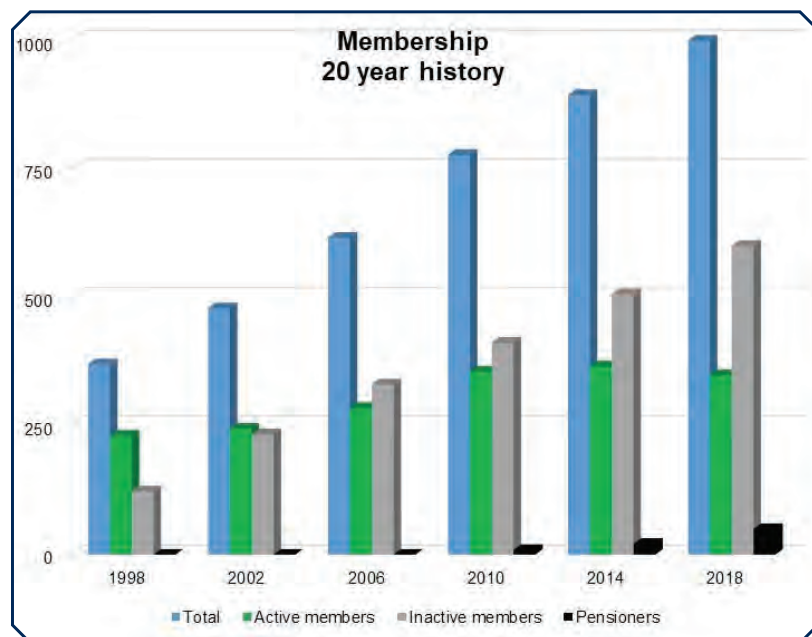
The following table details the expenses incurred to invest and administer the Plan. Expenses are deducted from gross returns to determine net returns, which are distributed to members' accounts.

| Balanced Fund expenses | | | | | | |
|--|------------|-------------|------------|-------------|------------|-------------|
| Expressed in \$000's | 2016 | | 2017 | | 2018 | |
| | \$ | % | \$ | % | \$ | % |
| Investment management¹ | 152 | 0.29 | 163 | 0.29 | 252 | 0.38 |
| Custodial and consulting | 7 | 0.01 | 8 | 0.01 | 8 | 0.01 |
| Office and administration² | 24 | 0.04 | 27 | 0.04 | 36 | 0.05 |
| Audit and legal | 7 | 0.01 | 7 | 0.01 | 7 | 0.01 |
| Total expenses | 190 | 0.35 | 205 | 0.35 | 303 | 0.45 |

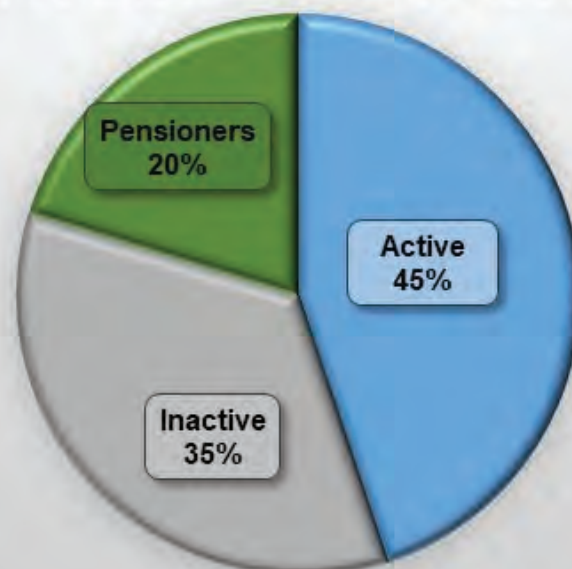
¹ The 2018 figure includes BCI's allocation of an accrued liability related to an ongoing GST/HST court case contesting the Government of Canada's challenge to the Pooled Investment Portfolios' immunity from taxation, for the period ended March 31, 2018.

² 2% of the 2018 office and administration expenses were for individual Trustee expenses.

MEMBERSHIP



2018 Distribution of assets



These charts describe the distribution of assets in 2018 among different member groups, as well as the status and growth in Plan membership since 1998.

Active members are employed by the University and contributing to the Plan. In 2018, this group held 45% of the assets of the Plan.

Inactive members have transferred to another UVic plan or terminated employment but have not yet elected a benefit; the category also includes a small number of accounts held by surviving spouses of members who died before retirement. In 2018, the number of inactive members grew to 600, compared to 123 in 1998.

Pensioners are members and/or beneficiaries who are drawing a monthly pension from the Plan (this option became available to members in 2006). There were 50 pensioners in 2018, holding approximately 20% of total Plan assets.

POLICIES & OBJECTIVES

The Balanced Fund

Individual member accounts (Money Purchase Contribution Accounts, Variable Benefit Accounts and Voluntary Contribution Accounts) are held in the Balanced Fund, together with the assets of the Combination Pension Plan.

Investment Policy and Environmental, Social, and Governance (ESG) factors

The Pension Board has established a Statement of Investment Policies and Procedures (SIPP) to formulate those investment principles, guidelines and monitoring procedures that are appropriate to established objectives. The Policy is reviewed at least annually, and sets out the categories of permitted investments, diversification, asset mix and rate of return expectations.

Under the SIPP, investment managers are encouraged to consider ESG related risks. In addition, managers are required to report at least annually on how ESG factors are incorporated into their investment decision making, and the Pension Board considers this information in its evaluation of prospective investment managers.



Currently, all investment managers involved with the Balanced Fund are signatories to the United Nations-supported Principles for Responsible Investment.

Risk tolerance

In recognition of the Plan's current characteristics, an average degree of risk in terms of short-term variability of returns may be tolerated in the Balanced Fund's investments in pursuit of longer term returns.

Performance expectations

Over rolling four-year periods, the minimum return expectations are:

- The domestic managers are expected to meet the benchmark plus 0.5% per annum, plus investment management and pooled fund custodial fees.
- The foreign equity manager is expected to meet the benchmark plus 1.0% per annum, plus investment management and pooled fund custodial fees.
- The real estate manager is expected to return the Canadian Consumer Price Index plus 4%.

The total fund benchmark for the Balanced Fund is a composite of the benchmarks for the individual asset classes.

Performance monitoring

The primary objective for the Fund is to achieve a rate of return, net of investment fees and based on a four-year moving average, which is above a benchmark rate of return associated with asset mix policy.

The Pension Board's Investment Sub-Committee monitors and reviews performance and reports to the Pension Board. While short-term results are of interest, it is important to recognize that an investment strategy ought to provide good results over the longer term. As a consequence, the Pension Board focuses on evaluating investment performance over rolling four-year periods.

Investments

ASSET MIX

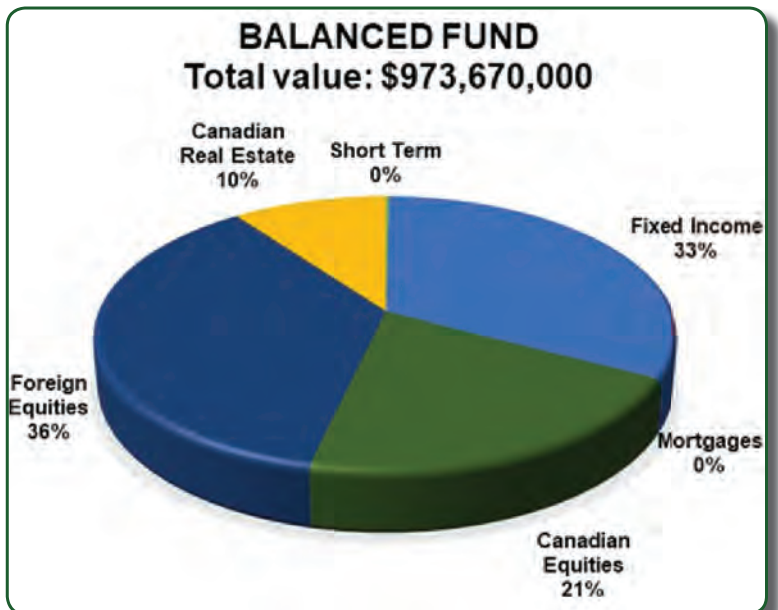
The following chart illustrates the Fund's asset mix, as at December 31, 2018. Assets are invested with three investment managers, as described in the Service Providers section of this report. The Portfolio Holdings section also provides a summary of the Fund's holdings.

TOTAL PLAN PERFORMANCE

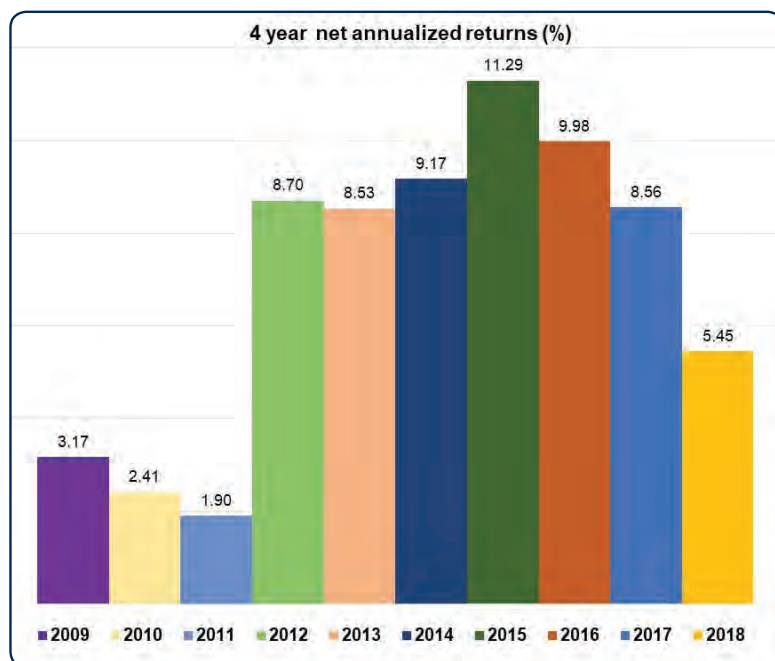
This table shows the annualized rates of return for the Balanced Fund portfolio over the last ten years. The four year net returns are also illustrated in the chart below.

Gross returns are calculated before expenses. Net returns are calculated after all investment and operating expenses. The net rate of return is credited to members' individual Money Purchase Contribution Accounts (MPCA), Variable Benefit Accounts (VBA) and Additional Voluntary Contribution Accounts (AVCA).

Past performance is not a reliable indicator of future performance.



| Balanced Fund annualized returns (%) | | | | |
|--------------------------------------|--------|-------|--------|---------|
| Period ended December 31, 2018 | | | | |
| | 1 year | | 4 year | 10 year |
| | Gross | Net | Net | Net |
| 2018 | 0.03 | -0.42 | 5.45 | 8.30 |
| 2017 | 9.52 | 9.17 | 8.56 | 6.57 |
| 2016 | 4.98 | 4.63 | 9.98 | 5.92 |
| 2015 | 9.10 | 8.71 | 11.29 | 6.70 |
| 2014 | 12.21 | 11.87 | 9.17 | 7.07 |
| 2013 | 15.31 | 15.00 | 8.53 | 7.04 |
| 2012 | 9.98 | 9.69 | 8.70 | 7.01 |
| 2011 | 0.92 | 0.64 | 1.90 | 5.59 |
| 2010 | 9.56 | 9.28 | 2.41 | 5.73 |
| 2009 | 16.01 | 15.71 | 3.17 | 6.04 |



Investments

MANAGERS ALLOCATION AND PERFORMANCE

The information shown here provides a snapshot of the asset mix, the allocation among the Balanced Fund's investment managers, and the associated performance returns for each asset class, compared to a set benchmark.

Please refer to the Service Providers section for a full description of the investment managers' mandates.

| Balanced Fund | Allocation (%) | | | Return (%) | | | |
|--------------------------|----------------|----------------|-----------------|------------|-----------|--------|-----------|
| | Actual | Benchmark | | 1 year | 1 year | 4 year | 4 year |
| | Weight | Weight (Range) | Allowable range | Gross | Benchmark | Gross | Benchmark |
| SHORT-TERM | | | | | | | |
| BCI | 0.0 | | | | | | |
| PH&N | 0.0 | | | | | | |
| Fiera | 0.2 | | | | | | |
| Total | 0.2 | 0.0 | 0-21 | 1.7 | 1.4 | 1.2 | 0.8 |
| FIXED INCOME | | | | | | | |
| PH&N | 32.5 | 36.0 | 20-46 | 1.5 | 1.4 | 2.9 | 2.3 |
| CANADIAN EQUITIES | | | | | | | |
| BCI | 10.6 | | 9-13 | -6.5 | | 3.7 | |
| Fiera | 10.4 | | | -8.1 | | 3.2 | |
| Total | 21.0 | 22.0 | 14-27 | -7.4 | -8.9 | 3.5 | 2.5 |
| FOREIGN EQUITIES | | | | | | | |
| BCI | 36.3 | 32.0 | 20-40 | 1.2 | -0.2 | 10.0 | 9.1 |
| REAL ESTATE | | | | | | | |
| BCI | 10.0 | 10.0 | 05-15 | 6.7 | 6.0 | 5.9 | 5.8 |
| TOTAL FUND | | | | | | | |
| | | | | 0.0 | -0.8 | 5.8 | 5.0 |

In 2018, the benchmarks were:

- Short term
FTSE Canada 91-day T-Bill Index
- Fixed income
FTSE Canada Universe Bond Index
- Canadian equities
Benchmark: S&P/TSX Capped Composite Index
- Foreign equities
MSCI World Ex-Canada Net \$Cdn Index
- Total fund
Composite benchmark

Portfolio holdings

BALANCED FUND AS AT DECEMBER 31, 2018

| ASSET | Shares (or units) | Market value \$ |
|---------------------------------------|----------------------|----------------------|
| | | Expressed in \$000's |
| SHORT-TERM INVESTMENTS (0.20%) | | |
| CANADA TREASURY BILLS | 2,000,000 | 1,997 |
| POOLED FUNDS | 30 | 125 |
| CANADIAN BONDS (32.52%) | | |
| POOLED BOND FUNDS | 34,477,504 | 337,790 |
| CANADIAN EQUITIES (20.90%) | | |
| CONSUMER DISCRETIONARY | 149,780 | 6,405 |
| CONSUMER STAPLES | 121,969 | 6,712 |
| ENERGY | 417,474 | 13,648 |
| FINANCIALS | 584,359 | 32,478 |
| HEALTH CARE | 0 | 0 |
| INDUSTRIALS | 193,228 | 17,750 |
| MATERIALS | 161,231 | 11,123 |
| INFORMATION TECHNOLOGY | 128,142 | 7,853 |
| TELECOMMUNICATION SERVICES | 86,847 | 2,740 |
| POOLED FUNDS | 48,362 | 118,382 |
| FOREIGN EQUITIES (36.34%) | | |
| POOLED FUNDS | 137,906 | 377,363 |
| REAL ESTATE (10.04%) | | |
| POOLED FUNDS | 10,085 | 104,228 |
| TOTAL BALANCED FUND PORTFOLIO | | 1,038,594 |
| COMBINATION PENSION PLAN | 94% | 973,669 |
| MONEY PURCHASE PENSION PLAN | 6% | 64,923 |

Some inconsistencies may exist due to rounding.

A full and detailed listing of portfolio holdings can be obtained at
www.uvic.ca/pensions or by contacting Pension Services.

Service providers

| | | |
|--------------------------------|--|---|
| Investment managers | BC Investment Management Corporation (BCI) | Manages one-half the Canadian equity portion, and all the foreign equity and real estate portions of the Balanced Fund. |
| | Fiera Capital Corporation | Manages one-half the Canadian equity portion of the Balanced Fund. |
| | Phillips, Hager & North Investment Management Limited (PH&N) | Manages the fixed income portion of the Balanced Fund. |
| Custodian | RBC Investor & Treasury Services | Custodian of Plan assets (excluding BCI funds) and benefit payment service. |
| Investment consultant | Willis Towers Watson | |
| Performance measurement | RBC Investor & Treasury Services | |
| Auditor | Grant Thornton LLP | |

Contact us

Additional information about the University of Victoria Combination Pension Plan can be obtained on Pension Services' Website: www.uvic.ca/pensions.

General enquiries can also be directed to Pension Services:

Email
pensions@uvic.ca

Phone
(250) 721-7030

Physical & courier address
Pension Services
University of Victoria
Michael Williams Building
(Formerly ASB) Room B278
3800 Finnerty Road
Victoria BC V8P 5C2

Mailing address
Pension Services
University of Victoria
PO Box 1700, STN CSC
Victoria BC V8W 2Y2



Retiring members should contact Pension Services 3-6 months before their retirement date. Individual meetings are available by appointment.

The precise terms of the Plan are provided in the Plan Document, which can be obtained at www.uvic.ca/pensions, or by request from Pension Services.

We make every effort to ensure that all information in this report is accurate and complete. Should any discrepancy exist, the Plan Documents, statutes, or regulations shall apply.



Financial Statements

University of Victoria Money Purchase Pension Plan

December 31, 2018

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| Statement of Changes in Net Assets Available for Benefits | 4 |
| Statement of Changes in Obligations for Benefits | 5 |
| Notes to the Financial Statements | 6-15 |

Independent Auditors' Report

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To the Trustees of the University of Victoria Money Purchase Pension Plan

Opinion

We have audited the financial statements of the University of Victoria Money Purchase Pension Plan, which comprise the statement of financial position as at December 31, 2018, and the statements of changes in net assets available for benefits and changes in obligations for benefits for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the University of Victoria Money Purchase Pension Plan as at December 31, 2018, and its changes in net assets available for benefits and its changes in obligations for benefits for the year then ended in accordance with Canadian accounting standards for pension plans.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the University of Victoria Money Purchase Pension Plan in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with Canadian accounting standards for pension plans, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the University of Victoria Money Purchase Pension Plan's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the University of Victoria Money Purchase Pension Plan or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the University of Victoria Money Purchase Pension Plan's financial reporting process.

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the University of Victoria Money Purchase Pension Plan's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the University of Victoria Money Purchase Pension Plan's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the University of Victoria Money Purchase Pension Plan to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

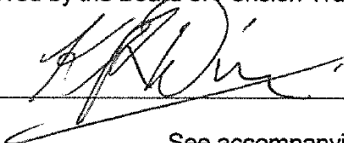
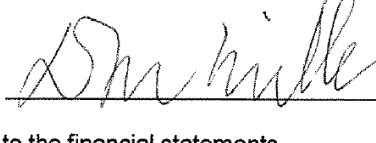


University of Victoria Money Purchase Pension Plan

Statement of Financial Position

| December 31 (expressed in \$000's) | 2018 | 2017 |
|--|---------------|---------------|
| Assets | | |
| Cash | \$ 215 | \$ 165 |
| Investments (Note 4) | | |
| Short-term | 133 | 728 |
| Canadian bonds | 21,115 | 18,450 |
| Mortgages | - | 1,003 |
| Canadian equities | 13,571 | 14,323 |
| Foreign equities | 23,589 | 23,902 |
| Real estate | 6,515 | 5,961 |
| | <u>64,923</u> | <u>64,367</u> |
| Receivables | | |
| Accrued interest and dividend income | 17 | 58 |
| Transactions to be settled and other | 2 | 2 |
| | <u>19</u> | <u>60</u> |
| | <u>65,157</u> | <u>64,592</u> |
| Liabilities | | |
| Accounts payable and accrued liabilities | <u>23</u> | <u>15</u> |
| | <u>23</u> | <u>15</u> |
| Net assets available for benefits (Note 6) | 65,134 | 64,577 |
| Obligations for benefits | <u>65,134</u> | <u>64,577</u> |
| Net assets available for benefits less obligations for benefits | \$ - | \$ - |

Approved by the Board of Pension Trustees

 Chair
  Vice-Chair

See accompanying notes to the financial statements.

University of Victoria Money Purchase Pension Plan

Statement of Changes in Net Assets Available for Benefits

| Year Ended December 31 (expressed in \$000's) | 2018 | 2017 |
|---|------------------|------------------|
| Change in net assets | | |
| Net return on investments (Note 5) | | |
| Interest income | \$ 646 | \$ 532 |
| Mortgage income | 18 | 35 |
| Dividend income | 179 | 126 |
| Net realized and unrealized (loss) gain on investments | (824) | 4,875 |
| Investment administration costs | (260) | (171) |
| | <u>(241)</u> | <u>5,397</u> |
| Contributions (Note 1) | | |
| Members' required | 923 | 907 |
| Members' additional voluntary | 41 | 50 |
| University's required | 2,153 | 2,124 |
| Transfers from other plans | 391 | 370 |
| | <u>3,508</u> | <u>3,451</u> |
| Payments to or on behalf of members | | |
| Pensions to retired members or beneficiaries | (732) | (470) |
| Members' accounts transferred and refunded, and death benefits | (1,935) | (2,023) |
| | <u>(2,667)</u> | <u>(2,493)</u> |
| Operating expenses | | |
| Office and administrative costs | (36) | (27) |
| Audit, registration and legal fees | (7) | (7) |
| | <u>(43)</u> | <u>(34)</u> |
| Increase in net assets | 557 | 6,321 |
| Net assets available for benefits, beginning of year | 64,577 | 58,256 |
| Net assets available for benefits, end of year | \$ 65,134 | \$ 64,577 |

See accompanying notes to the financial statements.

University of Victoria Money Purchase Pension Plan

Statement of Changes in Obligations for Benefits

| Year Ended December 31 (expressed in \$000's) | 2018 | 2017 |
|--|------------------|------------------|
| Obligations for benefits, beginning balance | \$ 64,577 | \$ 58,256 |
| Net investment returns | (284) | 5,363 |
| Contributions | 3,508 | 3,451 |
| Benefits paid | (732) | (470) |
| Accounts transferred or refunded | <u>(1,935)</u> | <u>(2,023)</u> |
| Change in obligations for benefits | <u>557</u> | <u>6,321</u> |
| Obligations for benefits, ending balance | \$ 65,134 | \$ 64,577 |

See accompanying notes to the financial statements.

University of Victoria Money Purchase Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

1. Description of plan

The following description of the University of Victoria Money Purchase Pension Plan is a summary only. For more complete information, reference should be made to the Trust Agreement.

(a) General

The Plan is a defined contribution pension plan. The Plan covers assistant and associate teaching professors, teaching professors, sessional lecturers, as well as faculty and administrative and academic professional staff holding regular appointments of 50% or more of full-time but less than full time.

(b) Funding policy

In accordance with the Trust Agreement, members are required to contribute 3% of their basic salary up to the Canada Pension Plan Year's Maximum Pensionable Earnings ("YMPE") (\$55,900 in 2018), and 5% of the basic salary in excess of that amount. The contributions are directed to the members' money purchase contribution accounts.

The University contributes 8.37% of basic salary up to the YMPE, and 10% of the basic salary in excess of that amount. The contributions are directed to the members' money purchase contribution accounts.

The total combined member and University contributions to a member's money purchase contribution account in a calendar year are limited to the Income Tax Act (Canada) maximum (\$26,500 in 2018).

Subject to Income Tax Act (Canada) maximums, members may elect to make additional contributions to a voluntary contribution account through payroll deduction or by transfer from other registered vehicles.

(c) Investment options

Members' money purchase contribution accounts and additional voluntary accounts are invested in a balanced fund.

(d) Retirement

All members are eligible for a retirement benefit. Normal retirement is the end of the month in which the member attains age 65. Members may elect early retirement any time after attaining the age of 55, or postpone retirement benefits until December 1st of the calendar year in which the member attains age 71.

University of Victoria Money Purchase Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

1. Description of plan (continued)

(e) Retirement options

At retirement, members can apply the balance in their money purchase contribution accounts to one or a combination of the following forms of benefits:

- External annuity from a life insurance company.
- Transfer to a locked-in retirement account.
- Transfer to a combination of registered retirement income funds and life income funds.
- Variable benefit pension (provided their account balance is at least twice the year's YMPE).

(f) Termination and portability benefits

Upon termination of employment, members may retain the balance in their money purchase contribution account or transfer it to a locked-in retirement account or to another registered pension plan that will accept the transfer.

Active members may transfer pension entitlements from other registered pension plans into a voluntary account in the Plan.

(g) Survivor benefits

A spouse is automatically entitled to the pre-retirement survivor benefit unless they waive that right by completing a Spousal Waiver (Pension Benefits Standards Regulation BC). The survivor benefit for a spouse is 100% of the benefit accrued by the member. The surviving spouse is entitled to any of the options that are available to the member, with the exception that the spouse need not have attained 55 years of age to commence a monthly benefit. A surviving spouse must commence a pension benefit or elect a transfer from the Plan by the later of one year following the member's date of death or the end of the calendar year in which the spouse attains 71 years of age. The survivor benefit for a beneficiary who is not a spouse is the balance accumulated in the Money Purchase Contribution Account ("MPCA") and, if applicable, Voluntary Contribution Account(s), payable in a cash lump sum, less applicable withholding tax.

The survivor benefit for a variable benefit pensioner is the total in the member's Variable Benefit Account.

(h) Income taxes

The Plan is a registered pension plan as defined in the Income Tax Act (Canada) and is not subject to income taxes, but is subject to indirect taxes including British Columbia provincial sales tax (PST) and goods and services tax (GST). The Plan receives a 33% rebate of the GST paid.

University of Victoria Money Purchase Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

2. Statement of compliance with Canadian accounting standards for pension plans

These financial statements have been prepared in accordance with Canadian accounting standards for pension plans.

3. Summary of significant accounting policies

Accounting standards for pension plans require entities to select accounting policies for accounts that do not relate to its investment portfolio or pension obligations in accordance with either International Financial Reporting Standards ("IFRS") or Canadian Accounting Standards for Private Enterprises ("ASPE"). The Trustees selected IFRS for such accounts on a consistent basis and to the extent that these standards do not conflict with the requirements of the accounting standards for pension plans.

(a) Investments

Investments are stated at fair value. Fair value is determined using market values where available. Fair value for international investments, held by BC Investment Management Corporation are estimated based on preliminary market values supplied by the BC Investment Management Corporation, and any differences between the estimated values and final market values are adjusted in the subsequent period. Where listed market values are not available, estimated values are calculated by discounted cash flows or based on other approved external pricing sources. Price comparison reports are used to compare the prices of the bonds and publicly traded equities held in pooled funds against a secondary source. Mortgages are valued at the end of each month based on a discounted cash flow model. Real estate investments are valued quarterly by BC Investment Management Corporation's real estate investment managers and, at least once every ten to eighteen months, by accredited independent appraisers to establish current market values. At the end of each quarter BC Investment Management Corporation uses financial statements provided by the external managers and general partners or valuation reports to calculate the share values and the unit values for the externally managed holding corporations and limited partnerships. Investment sales and purchases are recorded on trade date.

(b) Investment income

Investment income is recorded on the accrual basis. Any adjustments to investments due to the fluctuation of market prices are reflected as part of the return on investments in the statement of changes in net assets available for benefits.

(c) Use of estimates

The preparation of financial statements, in conformity with Canadian accounting standards for pension plans, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the reported amounts of increases and decreases in assets during the period. Actual results could differ from those estimates. Significant areas requiring the use of management estimates relate to the valuation of investments.

University of Victoria Money Purchase Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

4. Investments (fair value)

The assets of the Plan are pooled for investment purposes with the Balanced Fund assets of the University of Victoria Combination Pension Plan. At December 31, 2018, 6.25% (2017: 6.10%) of the assets held in the Balanced Fund were in respect of the University of Victoria Money Purchase Pension Plan.

The Plan's investments are recorded at fair value or at amounts that approximate fair value. Fair value is the amount at which the investment could be exchanged in a current financial transaction between willing parties. The investments are categorized according to a hierarchy which gives the highest priority to unadjusted quoted prices in active markets for identical assets or liabilities (Level 1 measurement) and the lowest priority to unobservable inputs (Level 3 measurement). The three levels of the fair value hierarchy are as follows:

Level 1 – Inputs are quoted prices (unadjusted) in active markets for identical assets or liabilities that the reporting entity has the ability to access at the measurement date.

Level 2 – Inputs other than quoted prices included within Level 1 that are observable for the asset or liability, either directly or indirectly.

Level 3 – Inputs that are not observable for the asset or liability.

The Plan's proportionate share of investments in the Balanced Fund, categorized according to the fair value hierarchy, is as follows:

| | | <u>2018</u> | <u>2017</u> |
|----------------------|-----------|------------------|------------------|
| Short-term notes | - Level 1 | \$ 8 | \$ 606 |
| Short-term notes | - Level 2 | 125 | 122 |
| Canadian bonds | - Level 1 | 21,115 | 5,645 |
| Canadian bonds | - Level 2 | - | 12,805 |
| Mortgages | - Level 1 | - | 1,003 |
| Canadian equities | - Level 1 | 6,685 | 7,111 |
| Canadian equities | - Level 2 | 6,886 | 7,212 |
| Foreign equities | - Level 2 | 23,589 | 23,902 |
| Real estate | - Level 3 | 6,515 | 5,961 |
| | | <u>\$ 64,923</u> | <u>\$ 64,367</u> |
| Fair value hierarchy | | | |
| Level 1 | | 27,808 | 14,365 |
| Level 2 | | 30,600 | 44,041 |
| Level 3 | | 6,515 | 5,961 |
| | | <u>\$ 64,923</u> | <u>\$ 64,367</u> |

University of Victoria Money Purchase Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

4. Investments (fair value) (continued)

The following table summarizes the changes in the fair value of the Plan's financial instruments classified as level 3 investments:

| | <u>2018</u> | <u>2017</u> |
|-------------------------------|-----------------|-----------------|
| Beginning balance | \$ 5,961 | \$ 5,494 |
| Sales | - | - |
| Realized and unrealized gains | <u>554</u> | <u>467</u> |
| Ending balance | \$ <u>6,515</u> | \$ <u>5,961</u> |

Short-term notes consist of Canadian money market securities maturing in 12 months or less and include treasury bills and guaranteed investment certificates. Canadian bonds consist of government and corporate bonds and debentures. Mortgages consist of units in a pool of first mortgages on income-producing property in Canada. Equities consist of publicly traded shares. Real estate investments consist mainly of diversified Canadian income-producing properties. Investments may be segregated or consist of units of pooled investment portfolios of the investment managers.

Currency contracts may be held individually by BC Investment Management Corporation. The contracts are used for defensive purposes in order to protect clients' foreign investments from the impact of an appreciating Canadian dollar (relative to the foreign currency). The manager purchases and sells currencies through the spot market, forward contracts, and/or futures. Unit values are calculated based on the net realized and unrealized gains/losses of the derivative financial instruments.

University of Victoria Money Purchase Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

5. Net return on investments

Net investment returns less operating expenses are distributed to members' accounts at the end of each month.

The Balanced Fund earned a gross return of 0.03% (2017: 9.52%) and a net loss of -0.42% (2017: 9.17%). Net investment returns are as follows:

| | <u>2018</u> | <u>2017</u> |
|-------------------------------|-----------------|-----------------|
| Interest | | |
| Cash and short-term notes | \$ 10 | \$ 9 |
| Bonds | 636 | 523 |
| Mortgages | 18 | 35 |
| Dividends | | |
| Canadian equities | 179 | 126 |
| Net realized gains | 1,985 | 2,553 |
| Net unrealized (losses) gains | <u>(2,809)</u> | <u>2,322</u> |
| | <u>19</u> | <u>5,568</u> |
| Investment costs: | | |
| Management fees | 252 | 163 |
| Custodial fees | 3 | 3 |
| Other | <u>5</u> | <u>5</u> |
| | <u>260</u> | <u>171</u> |
| Total net investment return | \$ <u>(241)</u> | \$ <u>5,397</u> |

6. Net assets available for benefits

The net assets available for benefits as at December 31 are allocated as follows:

| | <u>2018</u> | <u>2017</u> |
|--|------------------|------------------|
| Money purchase contribution accounts ("MPCA") | \$ 49,894 | \$ 51,095 |
| Additional voluntary contribution accounts ("AVC") | 2,554 | 3,089 |
| Variable benefit accounts ("VBA") | <u>12,686</u> | <u>10,393</u> |
| | <u>\$ 65,134</u> | <u>\$ 64,577</u> |

7. Money purchase contribution accounts ("MPCA")

Each member of the Plan who is not a pensioner has a MPCA, which is reported annually to the member. MPCAs are invested in the Balanced Fund.

University of Victoria Money Purchase Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

8. Variable benefit accounts ("VBA")

Each member of the plan in receipt of a variable benefit pension has a VBA. VBAs are invested in the Balanced Fund.

9. Additional voluntary contribution accounts ("AVC")

Additional voluntary contribution accounts are divided into restricted voluntary accounts ("RVA") and unrestricted voluntary accounts ("UVA"). Transfers from other pension plans that have restrictions imposed by the exporting plans are placed in RVA. Contributions made by members on a voluntary basis and transfers that are unrestricted are placed in UVA. All RVA and UVA are invested in the Balanced Fund as follows:

| | <u>2018</u> | <u>2017</u> |
|---------------------------------|-----------------|-----------------|
| Restricted voluntary accounts | \$ 943 | \$ 1,021 |
| Unrestricted voluntary accounts | <u>1,611</u> | <u>2,068</u> |
| | <u>\$ 2,554</u> | <u>\$ 3,089</u> |

10. Risk management

The Plan's investments are recorded at fair value. Other financial instruments consist of cash, receivables, and accounts payable and accrued liabilities. The fair value of these financial instruments approximates their carrying values. Fair values of investments are exposed to market risk, liquidity risk and credit risk.

Market risk

Market risk is comprised of currency risk, interest rate risk, and other price risk.

Currency risk: Currency risk relates to the possibility that the investments will change in value due to future fluctuations in US, Euro and other international foreign exchange rates. For example, a 5% strengthening (weakening) of the Canadian dollar against foreign currencies at December 31, 2018 would have decreased (increased) investments held in foreign currencies by approximately \$1.2 million (2017: \$1.2 million).

Currency risk associated with foreign equities may be hedged at the discretion of the Global Equity Manager, BC Investment Management Corporation, in order to protect the value of foreign equity investments from the impact of an appreciating Canadian dollar (relative to the foreign currency).

The Fixed Income Manager may purchase US Treasury Bonds, provided the foreign currency exposure is hedged through the purchase of currency contracts.

University of Victoria Money Purchase Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

10. Risk management (continued)

Interest rate risk: Interest rate risk relates to the possibility that the investments will change in value due to future fluctuations in market interest rates. Duration is an appropriate measure of interest rate risk for fixed-income securities as a rise in interest rates will cause a decrease in the price of fixed income securities – the longer the duration, the greater the effect. At December 31, 2018, the average duration of the fixed income securities in the Balanced Fund was 7.4 years (2017: 7.4 years). Therefore, if nominal interest rates were to increase by 1%, the value of the Balanced Fund fixed income securities would drop by 7.4% (2017: 7.4%).

Other price risk: Other price risk relates to the possibility that the investments will change in value due to future fluctuations in market prices. This risk is reduced by the investment policy provisions approved by the Board of Pension Trustees for a structured asset mix to be followed by the investment managers, the requirement for diversification of investments within each asset class and credit quality constraints on fixed income instruments. Other price risk can be measured in terms of volatility, the standard deviation of change in the value of a financial instrument within a specific time horizon. Based on the volatility of the current asset class holdings, the expectation is that over the long-term, the Balanced Fund will return around 6.0%, within a range of +/- 8.8% (results ranging from -2.8% to 14.8%).

| | Volatility % |
|---------------------|---------------------|
| Short-term holdings | +/- 1.5 |
| Bonds and mortgages | +/- 5.4 |
| Canadian equities | +/- 19.5 |
| Foreign equities | +/- 16.1 |
| Real estate | +/- 13.0 |

| Benchmark for investments | % change | Net impact on market value |
|---|-----------------|-----------------------------------|
| FTSE TMX Canada 91-day Treasury Bill Index | +/-1.5 | \$2 |
| FTSE TMX Canada Universe Bond Index | +/- 5.4 | 1,140 |
| S&P/TSX Capped Composite Index | +/-19.5 | 2,646 |
| MSCI World Net Index | +/- 16.1 | 3,798 |
| Canadian Consumer Price Index plus 4% (real estate) | +/- 13.0 | 847 |

Other price risk is managed by diversification of the portfolio, both by investment managers (three) with differing investment styles and mandates and by allocation of equities across a range of sectors and companies.

Liquidity risk

Liquidity risk is the risk of being unable to generate sufficient cash or its equivalent in a timely and cost effective manner in order to meet commitments as they come due. The primary liabilities in the Plan are defined contribution entitlements, and operating expenses. Liquidity requirements are managed through income generated by monthly contributions and investing in sufficiently liquid equities, pooled funds and other easily marketable instruments.

University of Victoria Money Purchase Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

10. Risk management (continued)

Credit risk

Credit risk relates to the possibility that a loss may occur from failure of a fixed income security issuer to meet its debt obligations. At December 31, 2018, the maximum risk exposure for this type of investment is \$21.2 million (2017: \$20.2 million).

The Plan limits credit risk by investing only in short term debt rated R1 or higher and other debt rated BBB or higher, as rated by the Dominion Bond Rating Service or equivalent. Debt rated below BBB is only permitted in the case of a high yield bond fund which has been specifically approved for investment by the Board of Pension Trustees.

The following shows the percentage of bond and mortgage holdings in the portfolio by credit rating.

| Rating | % |
|--------------|-------|
| AAA | 30.6% |
| AA | 37.3% |
| A | 16.3% |
| BBB | 13.2% |
| BB and below | 1.3% |
| Unrated | 1.3% |

11. Capital disclosures

The purpose of the Plan is to provide benefits to plan members. As such, when managing capital, the objective is to preserve assets in a manner that provides the Plan with the ability to continue as a going-concern, to have sufficient assets to meet future obligations for benefits and to have sufficient liquidity to meet all benefit and expense payments.

In accordance with regulatory requirements, the Board of Pension Trustees has established a Statement of Investment Policies and Procedures ("SIP&P") which sets out the investment principles, guidelines and monitoring procedures that are appropriate to the needs and objectives of the Plan. The SIP&P sets out benchmarks and asset allocation ranges that are intended to best secure the obligations for benefits and result in reasonable risk-adjusted return on investment. Individual investment decisions are delegated to investment managers subject to the constraints of the SIP&P and individual manager mandates. As required, the Board of Pension Trustees reviews the SIP&P and manager structure at least annually, and makes such changes to the SIP&P and/or mandates as it deems necessary. With the assistance of an outside consultant, the Board of Pension Trustees and the Pension Services regularly monitor the asset mix of each manager and fund to ensure compliance with the SIP&P and mandates.

University of Victoria Money Purchase Pension Plan

Notes to the Financial Statements

December 31, 2018 (expressed in \$000's)

11. Capital disclosures (continued)

The benchmark and ranges for the Balanced Fund are as follows:

| | Benchmark | Range |
|----------------------|------------------|--------------|
| Cash and equivalents | 0% | 0-21% |
| Universe bonds | 36% | 20-46% |
| Canadian equities | 22% | 14-27% |
| Foreign equities | 32% | 20-40% |
| Real estate | 10% | 5-15% |



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

May 21, 2019

FOR DECISION

To: AUDIT COMMITTEE

From: VICE-PRESIDENT FINANCE AND OPERATIONS

A handwritten signature in black ink, appearing to be 'G. Smith' or similar, written over the 'From' line.

cc: President and Vice-Chancellor

Board Date: May 27, 2019

Title: 2018/19 FINANCIAL STATEMENTS

Basis for Jurisdiction:

- University Act 27 (1)

Recommendation:

THAT the Audit Committee recommend to the Board of Governors that the Board of Governors approve the 2018/2019 Audited Financial Statements and the appropriations as set out in the attached schedule; and

THAT the Chair of the Board of Governors and the Vice-President Finance and Operations be authorized to sign the statements on behalf of the Board of Governors.

Attachment:

Appendix 1 – Draft Audited Financial Statements 2018-2019

Appendix 2 – Appropriated Expendable Funds

Appendix 3 – Management Discussion and Analysis

Consolidated Financial Statements of

UNIVERSITY OF VICTORIA

Year ended March 31, 2019



University
of Victoria



STATEMENT OF ADMINISTRATIVE RESPONSIBILITY FOR FINANCIAL STATEMENTS

The University is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards and Treasury Board direction outlined in note 2 (a). This responsibility includes selecting appropriate accounting principles and methods and making decisions affecting measurement of transactions in which objective judgment is required. In fulfilling its responsibilities and recognizing the limits inherent in all systems, the University's management has developed and maintains a system of internal controls designed to provide reasonable assurance that the University assets are safeguarded from loss and that the accounting records are a reliable basis for the preparation of financial statements. The system of internal controls is monitored by the University's management.

The Board of Governors carries out its responsibility for review of the financial statements principally through its audit committee. The members of the Audit Committee are not officers or employees of the University. The Audit Committee meets with management and with the internal and external auditors to discuss the results of audit examinations and financial reporting matters. The auditors have full access to the Audit Committee, with and without the presence of management.

The consolidated financial statements have been examined by the Office of the Auditor General of British Columbia. The Independent Auditors' Report outlines the nature of the examination and the opinion on the consolidated financial statements of the University for the year ended March 31, 2019.

On behalf of the University:

_____ Chair, Board of Governors

_____ Vice-President Finance and Operations



University
of Victoria

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UNIVERSITY OF VICTORIA

Consolidated Statement of Financial Position

As at March 31, 2019

(in thousands of dollars)

| | | 2019 | 2018 |
|--|-----------|------------|------------|
| Financial Assets | | | |
| Cash and cash equivalents | (Note 3) | \$ 136,433 | \$ 117,425 |
| Accounts receivable | (Note 4) | 17,214 | 18,437 |
| Due from governments | (Note 5) | 9,000 | 10,739 |
| Inventories for resale | | 1,657 | 1,474 |
| Portfolio investments | (Note 6) | 204,266 | 206,890 |
| Loans receivable | (Note 7) | 25,035 | 26,118 |
| Employee future benefits | (Note 8) | 10,877 | - |
| Investments in government business enterprises | (Note 9) | 7,816 | 7,252 |
| | | 412,298 | 388,335 |
| Liabilities | | | |
| Accounts payable and accrued liabilities | (Note 11) | 33,802 | 33,534 |
| Derivatives | (Note 6) | 875 | 853 |
| Due to governments | | 6,685 | 4,616 |
| Employee future benefits | (Note 8) | - | 12,009 |
| Deferred revenue | | 19,801 | 17,823 |
| Deferred contributions | (Note 12) | 198,655 | 185,699 |
| Deferred capital contributions | (Note 13) | 421,352 | 402,919 |
| Long-term debt | (Note 14) | 47,833 | 49,824 |
| | | 729,003 | 707,277 |
| Net debt | | (316,705) | (318,942) |
| Non-financial Assets | | | |
| Tangible capital assets | (Note 15) | 765,139 | 740,838 |
| Restricted endowment investments | (Note 6) | 359,117 | 343,144 |
| Inventories held for use | | 2,167 | 1,918 |
| Prepaid expense | | 16,271 | 17,726 |
| | | 1,142,694 | 1,103,626 |
| Accumulated surplus | (Note 17) | \$ 825,989 | \$ 784,684 |
| Accumulated surplus is comprised of: | | | |
| Endowments | (Note 18) | \$ 342,896 | \$ 330,107 |
| Invested in capital assets | | 315,541 | 306,996 |
| Internally restricted | | 120,401 | 99,155 |
| Unrestricted | | 24,938 | 31,171 |
| Accumulated operating surplus | | 803,776 | 767,429 |
| Accumulated remeasurement gains | | 22,213 | 17,255 |
| Accumulated surplus | | \$ 825,989 | \$ 784,684 |

Contractual rights (Note 19)

Contractual obligations (Note 20)

Contingent liabilities (Note 21)

On behalf of the Board:

The accompanying notes are an integral part of these financial statements.



UNIVERSITY OF VICTORIA

Consolidated Statement of Operations and Accumulated Surplus

Year ended March 31, 2019

(in thousands of dollars)

| | Budget (Note 2(o)) | 2019 | 2018 |
|--|-----------------------|------------|------------|
| Revenue: | | | |
| Province of British Columbia grants | \$ 195,040 | \$ 203,684 | \$ 192,523 |
| Government of Canada grants | 61,000 | 66,035 | 64,860 |
| Other government grants | 19,800 | 15,598 | 16,255 |
| Student tuition - credit courses | 142,000 | 143,994 | 136,275 |
| Student tuition - non-credit courses | 21,000 | 21,768 | 19,853 |
| Donations, non-government grants and contracts | 17,800 | 17,993 | 15,640 |
| Sales of services and products | 69,870 | 67,648 | 68,518 |
| Investment income | 22,400 | 22,426 | 22,338 |
| Income from business enterprises | 600 | 1,171 | 1,751 |
| Other revenue | 7,500 | 7,612 | 11,118 |
| Revenue recognized from deferred capital contributions | 25,210 | 25,182 | 28,215 |
| Gain on disposal of assets | - | - | 4,443 |
| | 582,220 | 593,111 | 581,789 |
| Expenses: (Note 22) | | | |
| Instruction and non-sponsored research | 235,886 | 235,817 | 222,945 |
| Academic and student support | 146,994 | 142,622 | 137,000 |
| Administrative support | 20,174 | 21,772 | 19,507 |
| Facility operations and maintenance | 49,688 | 49,338 | 49,241 |
| Sponsored research | 112,896 | 106,262 | 106,014 |
| External engagement | 13,917 | 13,742 | 12,893 |
| | 579,555 | 569,553 | 547,600 |
| Operating surplus before restricted funding | 2,665 | 23,558 | 34,189 |
| Restricted endowment contributions | | | |
| Endowment principal donations | 4,000 | 9,172 | 7,702 |
| Net investment income & donations capitalized | 4,000 | 3,617 | 5,784 |
| Net restricted endowment contributions | 8,000 | 12,789 | 13,486 |
| Annual operating surplus | 10,665 | 36,347 | 47,675 |
| Accumulated operating surplus, beginning of year | 767,429 | 767,429 | 719,754 |
| Accumulated operating surplus, end of year | \$ 778,094 | \$ 803,776 | \$ 767,429 |

The accompanying notes are an integral part of these financial statements.



UNIVERSITY OF VICTORIA

Consolidated Statement of Changes in Net Debt

Year ended March 31, 2019

(in thousands of dollars)

| | Budget (Note 2(o)) | 2019 | 2018 |
|---|-----------------------|--------------|--------------|
| Annual surplus | \$ 10,665 | \$ 36,347 | \$ 47,675 |
| Acquisition of tangible capital assets | (71,360) | (68,988) | (78,578) |
| Proceeds from disposal of tangible capital assets | | - | 8,144 |
| Gain on disposal of tangible capital assets | | - | (4,443) |
| Amortization of tangible capital assets | 45,185 | 44,687 | 45,009 |
| | (26,175) | (24,301) | (29,868) |
| Restricted endowment investments | | (15,973) | (13,530) |
| Acquisition of inventories held for use | | (1,499) | (1,669) |
| Acquisition of prepaid expense | | (15,873) | (17,206) |
| Consumption of inventories held for use | | 1,250 | 1,557 |
| Use of prepaid expense | | 17,328 | 16,471 |
| | | (14,767) | (14,377) |
| Net remeasurement gains | | 4,958 | 934 |
| Decrease (increase) in net debt | (15,510) | 2,237 | 4,364 |
| Net debt, beginning of year | (318,942) | (318,942) | (323,306) |
| Net debt, end of year | \$ (334,452) | \$ (316,705) | \$ (318,942) |

The accompanying notes are an integral part of these financial statements.



UNIVERSITY OF VICTORIA

Consolidated Statement of Remeasurement Gains and Losses

Year ended March 31, 2019

(in thousands of dollars)

| | 2019 | 2018 |
|--|-----------|-----------|
| Accumulated remeasurement gains, beginning | \$ 17,255 | \$ 16,321 |
| Unrealized gains (losses) attributed to: | | |
| Portfolio investments | 4,656 | (315) |
| Derivatives | (22) | 815 |
| Foreign currency translation | 324 | 434 |
| Net remeasurement gains for the year | 4,958 | 934 |
| Accumulated remeasurement gains, end of year | \$ 22,213 | \$ 17,255 |

The accompanying notes are an integral part of these financial statements.



UNIVERSITY OF VICTORIA

Consolidated Statement of Cash Flows

Year ended March 31, 2019

(in thousands of dollars)

| | 2019 | 2018 |
|---|------------|------------|
| Cash provided by (used in): | | |
| Operations: | | |
| Annual surplus | \$ 36,347 | \$ 47,675 |
| Items not involving cash | | |
| Amortization of tangible capital assets | 44,687 | 45,009 |
| Revenue recognized from deferred capital contributions | (25,182) | (28,215) |
| Change in employee future benefits | (22,886) | (6,324) |
| Gain on sale of tangible capital assets | - | (4,443) |
| Equity in income of government business enterprises | (564) | (957) |
| Unrealized remeasurement gains | 324 | 189 |
| Changes in non-cash operating working capital: | | |
| Decrease in accounts receivable | 1,223 | 1,669 |
| Decrease in loans receivable | 1,083 | 492 |
| Decrease (increase) in inventories | (432) | 92 |
| Decrease (increase) in prepaid expenses | 1,455 | (735) |
| Increase in accounts payable and accrued liabilities | 268 | 1,909 |
| Decrease (increase) in due to/from government organizations | 3,808 | (5,073) |
| Increase in deferred revenue | 1,978 | 3,150 |
| Increase in deferred contributions | 12,956 | 18,676 |
| Net change from operating activities | 55,065 | 73,114 |
| Capital activities: | | |
| Proceeds from sale of tangible capital assets | - | 8,144 |
| Cash used to acquire tangible capital assets | (68,988) | (78,578) |
| Net change from capital activities | (68,988) | (70,434) |
| Investing activities: | | |
| Sale (acquisition) of portfolio investments | 1,384 | 328 |
| Acquisition of endowment investments | (10,077) | (23,158) |
| Net change from investing activities | (8,693) | (22,830) |
| Financing activities: | | |
| Repayment of long-term debt | (1,991) | (975) |
| Cash proceeds from deferred capital contributions | 43,615 | 46,637 |
| Net change from financing activities | 41,624 | 45,662 |
| Net change in cash and cash equivalents | 19,008 | 25,512 |
| Cash and cash equivalents, beginning of year | 117,425 | 91,913 |
| Cash and cash equivalents, end of year | \$ 136,433 | \$ 117,425 |

The accompanying notes are an integral part of these financial statements.

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

1. Authority and Purpose

The University of Victoria (the “University”) operates under the authority of the *University Act* of British Columbia. The University is a not-for-profit entity governed by a 15 member Board of Governors, eight of whom are appointed by the government of British Columbia including two on the recommendation of the Alumni Association. The University is a registered charity and is exempt from income taxes under section 149 of the *Income Tax Act*.

2. Summary of significant accounting policies

The consolidated financial statements of the University are prepared by management in accordance with the basis of accounting described below. Significant accounting policies of the University are as follows:

(a) Basis of accounting

The consolidated financial statements have been prepared in accordance with Section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.

The *Budget Transparency and Accountability Act* requires that the consolidated financial statements be prepared in accordance with the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada, or if the Treasury Board makes a regulation, the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada as modified by the alternate standard or guideline or part thereof adopted in the regulation.

Regulation 257/2010 requires all taxpayer supported organizations in the Schools, Universities, Colleges and Hospitals sectors to adopt Canadian public sector accounting standards without any PS4200 elections related to not-for-profit accounting standards.

Regulation 198/2011 requires that restricted contributions received or receivable are to be reported as revenue depending on the nature of the restrictions on the use of the funds as follows:

- Contributions for the purposes acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are to be deferred and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded.
- Contributions restricted for specific purposes other than those for the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the period in which the stipulation or restriction on the contributions have been met.

For British Columbia taxpayer supported organizations, these contributions include government transfers and externally restricted contributions.

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(a) Basis of accounting (continued)

The accounting policy requirements under Regulation 198/2011 are significantly different from the requirements of Canadian public sector accounting standards which requires that:

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410; and
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100.

As a result, revenue recognized in the statement of operations and certain related deferred capital contributions would be recorded differently under Canadian public sector accounting standards. (See note 26)

(b) Basis of consolidation

(i) Consolidated entities

The consolidated financial statements reflect the assets, liabilities, revenues, and expenses of organizations which are controlled by the University. Controlled organizations are consolidated except for government business enterprises which are accounted for by the modified equity method. Inter-organizational transactions, balances, and activities have been eliminated on consolidation.

The following organizations are controlled by the University and fully consolidated in these financial statements:

- UVic Industry Partnerships (formerly University of Victoria Innovation and Development Corporation) which facilitates research partnerships between the private sector and the University.
- University of Victoria Properties Investments Inc. which manages the University's real estate holdings including the Vancouver Island Technology Park Trust.
- Ocean Networks Canada Society which manages the University's VENUS and NEPTUNE ocean observatories.
- Pacific Climate Impacts Consortium which stimulates collaboration to produce climate information for education, policy and decision making.

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(b) Basis of consolidation (continued)

(i) Consolidated entities (continued)

- University of Victoria Foundation, the Foundation for the University of Victoria, and the U.S. Foundation for the University of Victoria which encourage the financial support of the University and administer the University's endowment funds.
- Byron Price & Associates Ltd. which holds land in North Saanich.

Prior to March 12, 2019, the consolidated financial statements included the University of Victoria Long-Term Disability Trust as an organization controlled by the University. On March 12, 2019, the Board of Governors approved an amendment to the Long Term Disability Trust Agreement which resulted in the University of Victoria Long-Term Disability Trust no longer being controlled by the University. The impact of this is detailed in Note 8(c)(i).

(ii) Investment in government business enterprises

Government business enterprises are accounted for by the modified equity method. Under this method, the University's investment in the business enterprise and its net income and other changes in equity are recorded. No adjustment is made to conform the accounting policies of the government business enterprise to those of the University other than if other comprehensive income exists, it is accounted for as an adjustment to accumulated surplus (deficit). Inter-organizational transactions and balances have not been eliminated, except for any profit or loss on transactions between entities of assets that remain within the entities controlled by the University.

The following organizations are controlled by the University and consolidated in these financial statements using the modified equity basis:

- Heritage Realty Properties Ltd. which manages the property rental and downtown hotel and brew-pub operation donated by the late Michael C. Williams.
- Vancouver Island Technology Park Trust which provides leased space to high-technology companies on Vancouver Island.
- GSB Executive Education Inc. provides executive training and other non-credit education.

(iii) Investment in government partnerships

Government partnerships that are business partnerships are accounted for by the modified equity method. Accounting policies of the business partnership are not conformed to those of the partners before the equity pick-up. The University is not party to any government business partnerships.

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(b) Basis of consolidation (continued)

(iii) Investment in government partnerships (continued)

Government partnerships that are not wholly controlled business partnerships are accounted for under the proportionate consolidation method. The University accounts for its share of the partnership on a line by line basis on the financial statements and eliminates any inter-organizational transactions and balances. Accounting policies of the partnership, which is not a business partnership, are conformed to those of the University before it is proportionately consolidated.

The following organizations are government partnerships and are proportionately consolidated in these financial statements:

- Tri-Universities Meson Facility (TRIUMF) which operates a research facility for sub-atomic physics located at the University of British Columbia. These financial statements include the University's 7.14% interest.
- Western Canadian Universities Marine Sciences Society (WCUMSS) which operates a marine research facility at Bamfield on the west coast of Vancouver Island. These financial statements include the University's 20% interest.

(iv) Trusts under administration

Trusts administered by the University are not consolidated in the financial statements as the assets are not held for the benefit of the University.

(v) Funds held in trust

Funds held in trust by the University as directed by agreement or statute for certain beneficiaries are not included in the University's consolidated financial statements.

(c) Cash and cash equivalents

Cash and cash equivalents include highly liquid investments readily convertible to known amounts of cash and subject to insignificant risk of changes in value. They are held for the purpose of meeting short-term cash commitments rather than investing.

(d) Loans receivable

Loans receivable are recorded at amortized cost. Interest is accrued on loans receivable to the extent it is deemed collectable.



2. Summary of significant accounting policies (continued)

(e) Financial instruments

Financial instruments are classified into two categories: fair value or cost.

(i) Fair value category

Portfolio instruments that are quoted in an active market and derivative instruments are reflected at fair value as at the reporting date. Other financial instruments designated to be recorded at fair value are endowment and portfolio investments. Transaction costs related to the acquisition of investments are recorded as an expense. Sales and purchases of investments are recorded at trade date. Unrealized gains and losses on financial assets are recognized in the statement of remeasurement gains and losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the statement of operations and accumulated surplus and related balances reversed from the statement of remeasurement gains and losses. Unrealized gains and losses in endowment investments, where earnings are restricted as to use, are recorded as deferred contributions and recognized in revenue when disposed and when related expenses are incurred. Restricted unrealized gains spent to meet current year endowment expenses or capitalization transfers are recorded in the statement of remeasurement gains and losses.

Canadian public sector accounting standards require an organization to classify fair value measurements using a fair value hierarchy, which includes three levels of information that may be used to measure fair value:

- Level 1 – Unadjusted quoted market prices in an active market for identical assets or liabilities;
- Level 2 – Observable or corroborated inputs, other than level 1, such as quoted prices for similar assets or liabilities in active markets or market data for substantially the full term of the assets or liabilities; and
- Level 3 – Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets and liabilities.

(ii) Cost category

Gains and losses are recognized in the statement of operations when the financial asset is derecognized due to disposal or impairment and the gains and losses are recognized at amortized cost using the effective interest method; accounts payable and accrued liabilities and long-term debt are measured at amortized cost using the effective interest method.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(f) Short-term investments

Short-term investments are comprised of money market securities and other investments with maturities that are capable of prompt liquidation. Short-term investments are cashable on demand and are recorded at cost based on the transaction price on the trade date. All interest income, gains and losses are recognized in the period in which they arise.

(g) Inventories for resale

Inventories held for resale, including books, merchandise and food are recorded at the lower of cost or net realizable value. Cost includes the original purchase cost, plus shipping and applicable duties. Net realizable value is the estimated selling price less any costs to sell.

(h) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Interest is not capitalized whenever external debt is issued to finance the construction of tangible capital assets. The cost, less residual value of the tangible capital assets, are amortized on a straight line basis over their estimated useful lives. Land is not amortized as it is deemed to have a permanent value.

| Asset | Straight line Rate |
|-----------------------|--------------------|
| Buildings - Concrete | 50 years |
| Buildings - Woodframe | 30 years |
| Buildings - Heritage | 35 years |
| Site Improvements | 30 years |
| Equipment - Computing | 3 years |
| Equipment - Other | 8 years |
| Information Systems | 8 years |
| Furnishings | 8 years |
| Library Holdings | 10 years |
| Ships/Vessels | 25 years |



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(h) Non-financial assets (continued)

(i) Tangible capital assets (continued)

Donated assets are recorded at fair value at the date of donation. In unusual circumstances where fair value cannot be reasonably determined, the tangible capital asset would be recorded at a nominal value.

Assets under construction are not amortized until the asset is available for productive use.

Tangible capital assets are written down when conditions indicate that they no longer contribute to the University's ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value.

(ii) Works of art and historic assets

Works of art and historic assets are not recorded as assets in these financial statements.

(iii) Leased capital assets

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.

(iv) Inventories held for use

Inventories held for use are recorded at the lower of cost and replacement cost.

(i) Employee future benefits

The costs of pension and other future employee benefits are recognized on an accrual basis over the working lives of employees as detailed in Note 8.

(j) Revenue recognition

Tuition and student fees and sales of goods and services are reported as revenue at the time the services are provided or the products are delivered, and collection is reasonably assured.

Unrestricted donations and grants are recorded as revenue when receivable if the amounts can be estimated and collection is reasonably assured.

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(j) Revenue recognition (continued)

Restricted donations and grants are reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors as follows:

- (i) Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or in the form of a depreciable tangible capital asset, in each case for use in providing services are recorded and referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services.
- (ii) Contributions restricted for specific purposes other than for those to be held in perpetuity or the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the year in which the stipulation or restriction on the contribution have been met.
- (iii) Contributions restricted to be retained in perpetuity, allowing only the investment income earned thereon to be spent are recorded as restricted endowment contributions in the statement of operations and accumulated surplus for the portion to be held in perpetuity and as deferred contributions for any restricted investment income earned thereon.

Investment income includes interest recorded on an accrual basis and dividends recorded as declared, realized gains and losses on the sale of investments, and writedowns on investments where the loss in value is determined to be other-than-temporary.

(k) Pledges, gifts-in-kind and contributed services

Pledges from donors are recorded when payment is received by the University or the transfer of property is completed since their ultimate collection cannot be reasonably assured until that time. Gifts-in-kind include securities and equipment which are recorded in the financial statements at their fair market value at the time of donation. The value of contributed services is not determinable and is not recorded in the financial statements.

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(l) Use of estimates

Preparation of the financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets, liabilities, and related disclosures. Key areas where management has made estimates and assumptions include those related to the amortization period of tangible capital assets, valuation allowances for receivables and inventories, the valuation of financial instruments and assets and obligations related to employee future benefits. Where actual results differ from these estimates and assumptions, the impact will be recorded in future periods when the difference becomes known.

(m) Foreign currency translation

Transactions in foreign currencies are translated into Canadian dollars at the exchange rate in effect on the transaction date. Monetary assets and liabilities denominated in foreign currencies and non-monetary assets and liabilities which were designated in the fair value category under the financial instrument standard are reflected in the financial statements in equivalent Canadian dollars at the exchange rate in effect on the statement of financial position date. Any gain or loss resulting from a change in rates between the transaction date and the settlement date or statement of financial position date is recognized in the statement of remeasurement gains and losses. In the period of settlement, any exchange gain or loss is reversed out of the statement of remeasurement gains and losses, and reflected in the statement of operations and accumulated surplus.

(n) Functional Classification of Expenses

Expenses on the Consolidated Statement of Operations and Accumulated Surplus have been classified based on functional lines of service provided by the University. The outline of services provided by each function is as follows:

- (i) Instruction and non-sponsored research - This function includes expenses related to all direct educational delivery within the institution. This would include credit and non-credit courses, diploma, certificate and degree granting programs; continuing education; developmental education and on-line delivery. Costs associated with this function include the Deans, Directors and Chairs; instructional administration; and support staff and support costs related to these activities. Non-sponsored research is research activity funded by the university and includes faculty research start-ups; the Office of the Vice President of Research and associated research projects; and research centres.

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(n) Functional Classification of Expenses (continued)

- (ii) Academic and student support - This function includes activities that directly support the academic functions of the university as well as centralized functions that support individual students or groups of students. These include: libraries; records and admissions; scheduling; student service administration; student recruitment; co-op programming; counseling and career services; financial aid administration; scholarships and bursaries; student social development and recreation; Office of Indigenous Affairs; student computer labs. Also included are costs associated with Ancillary Operations (including interest and amortization) such as the bookstore and regalia; residence housing, food, conference and child care services.
- (iii) Administrative support - This function includes activities that support the institution as a whole such as the Office of the President; the University Secretary and the Board of Governors; finance and financial operations; internal audit; budget and planning; human resources; general counsel; institutional research; and a portion of informational technology and telecommunications.
- (iv) Facility operations and maintenance - This function includes the operations and maintenance of the physical plant and plant equipment for all institutional activities; capital asset amortization expense for building, site and plant equipment; utilities; facilities administration; custodial services; landscaping and grounds keeping; major repairs and renovations; security services and capital-related interest. This function also includes the ancillary operations of parking services and the University of Victoria Broad St. properties; Heritage Realty Properties Ltd.; and University of Victoria Properties Investments Inc.
- (v) Sponsored research - This function includes research activities specifically funded by contracts with and/or grants from external organizations and undertaken within the institution to produce research outcomes. Also included are joint ventures such as TRIUMF and WCUMSS and subsidiaries such as the Pacific Climate Impacts Consortium and Ocean Networks Canada Society, solely incorporated for sponsored research.
- (vi) External engagement - This function includes all activities provided in support of ongoing external relations. These activities include advancement and development (fundraising); alumni relations; community and government relations; corporate relations; marketing and communications; ceremonies; and art galleries.

(o) Budget figures

Budget figures have been provided for comparative purposes and have been derived from the 2018/2019 to 2020/2021 Planning and Budget Framework approved by the Board of Governors of the University on March 27, 2018 and the University's first quarter forecast provided to the Province. The budget is reflected in the statement of operations and accumulated surplus and the statement of changes in net debt.

UNIVERSITY OF VICTORIA**Notes to Consolidated Financial Statements**

Year ended March 31, 2019

*(tabular figures in thousands of dollars)***3. Cash and cash equivalents**

| | 2019 | 2018 |
|------------------------|-------------------|-------------------|
| Cash | \$ 16,794 | \$ 6,215 |
| Short-term investments | 118,815 | 110,351 |
| Restricted cash | 824 | 859 |
| | \$ 136,433 | \$ 117,425 |

Restricted cash is comprised of an escrow account balance related to TRIUMF's asset retirement obligations.

4. Accounts receivable

| | 2019 | 2018 |
|---------------------------------------|------------------|------------------|
| Revenues receivable | \$ 20,456 | \$ 21,884 |
| Accrued interest receivable | 1,142 | 782 |
| Less: provision for doubtful accounts | (4,384) | (4,229) |
| | \$ 17,214 | \$ 18,437 |

5. Due from governments

| | 2019 | 2018 |
|-----------------------|-----------------|------------------|
| Federal government | \$ 6,722 | \$ 8,743 |
| Provincial government | 2,213 | 1,996 |
| Other | 65 | - |
| | \$ 9,000 | \$ 10,739 |



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

6. Financial instruments

Financial assets and liabilities recorded at fair value are comprised of the following:

(a) Portfolio investments

| | Fair Value Hierarchy | 2019 | 2018 |
|--|----------------------|------------|------------|
| Portfolio investments carried at fair value: | | | |
| Bonds | Level 2 | \$ 17,155 | \$ 17,487 |
| Various pooled bond and mortgage funds | Level 1 | 100,863 | 101,505 |
| Canadian equities | Level 1 | 17,177 | 23,457 |
| Global equities | Level 1 | 44,907 | 41,757 |
| Infrastructure and real estate | Level 3 | 20,765 | 21,239 |
| | | 200,867 | 205,445 |
| Portfolio investments at cost which approximates fair value: | | | |
| Short-term investments | | 2,638 | 853 |
| Cash | | 695 | 472 |
| Other | | 66 | 120 |
| Total portfolio investments | | \$ 204,266 | \$ 206,890 |

(b) Restricted endowment investments

| | Fair Value Hierarchy | 2019 | 2018 |
|---|----------------------|------------|------------|
| Restricted endowment investments carried at fair value: | | | |
| Bonds | Level 2 | \$ 49,407 | \$ 54,549 |
| Various pooled bond and mortgage funds | Level 1 | 37,971 | 27,041 |
| Canadian equities | Level 1 | 52,659 | 69,141 |
| Global equities | Level 1 | 140,789 | 122,029 |
| Infrastructure and real estate | Level 3 | 69,409 | 66,252 |
| | | 350,235 | 339,012 |
| Restricted endowment investments at cost which approximates fair value: | | | |
| Short-term investments | | 6,562 | 2,658 |
| Cash | | 2,320 | 1,474 |
| Total restricted endowment investments | | \$ 359,117 | \$ 343,144 |



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

6. Financial instruments (continued)

(c) Derivatives (See note 14 for breakdown of debt related to derivatives):

| | Fair Value Hierarchy | 2019 | 2018 |
|--|----------------------|----------|----------|
| Derivatives - interest rate swaps on long-term debt quoted at fair value: | | | |
| Royal Bank of Canada floating interest rate fixed at 5.38%, through an interest rate swap due in 2024, unsecured | Level 1 | \$ (540) | \$ (639) |
| BC Immigrant Investment Fund floating interest rate fixed at 3.56%, commencing 2023 through 2033, unsecured | Level 1 | (335) | (214) |
| Total derivatives | | \$ (875) | \$ (853) |

7. Loans receivable

| | 2019 | 2018 |
|--|-----------|-----------|
| BCNET | | |
| Interest at 4.5%, due April 2019, unsecured, repaid in March 2019 | \$ - | \$ 121 |
| Various faculty and senior administrators | | |
| Home relocation loans, interest free for 5 years with option for further renewal unless employment ceases, secured by second mortgages | 3,452 | 3,641 |
| Heritage Realty Properties Ltd. | | |
| Promissory note receivable, interest at Royal Bank Prime + 5.0%, due May 31, 2021, secured by an unregistered equitable mortgage | 9,608 | 9,608 |
| Vancouver Island Technology Park Trust loans receivable | | |
| Interest at 5.13%, due April 2030, unsecured | 9,597 | 10,224 |
| Interest at 6.13%, due April 2030, unsecured | 2,378 | 2,524 |
| | \$ 25,035 | \$ 26,118 |



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

8. Employee future benefits

Employee future benefits arise in connection with the University's group life insurance, long-term disability plans and accumulated sick leave plans. The University also maintains pension plans, and other retirement and supplementary benefit arrangements for substantially all of its continuing employees.

Summary of employee future benefit obligations/(assets):

| | 2019 | 2018 |
|----------------------------------|-------------|-------------|
| Staff pension plan | \$ (22,106) | \$ (17,699) |
| Supplemental pension obligations | 7,556 | 7,180 |
| Special accumulated sick leave | 2,830 | 2,975 |
| Long term disability benefits | - | 17,941 |
| Basic group life insurance plan | 843 | 1,612 |
| | \$ (10,877) | \$ 12,009 |

(a) Pension benefits

(i) Combination plan

The pension fund for full-time continuing faculty and administrative and academic professional staff is referred to as the Combination Plan. The plan's benefits are derived primarily from defined contributions with a defined benefit minimum. The plan has been accounted for as a defined contribution plan. The employees make contributions equal to 4.35% of salary up to the year's maximum pensionable earnings ("YMPE") plus 6.35% of salary in excess of the YMPE. The university makes contributions equal to 6.02% of salary up to the YMPE plus 7.65% of salary in excess of the YMPE. The university also contributes 5.05% of salary to fund the defined benefit minimum. The latest actuarial valuation for funding purposes as at December 31, 2015 showed that the accrued formula pension benefit liabilities of the Combination Plan were fully funded. The next valuation will be as at December 31, 2018 and is expected to be completed in September 2019. A solely defined contribution plan is available for part-time faculty and administrative and academic professional staff who meet certain eligibility criteria. The University has made contributions to these two plans during the year of \$22,926,000 (2018 - \$22,014,000) and recorded them as a pension expense.

The University provides supplemental pensions in excess of those provided under registered plans. They are fully funded out of the general assets of the University. The accrued liabilities of these arrangements total \$7,556,000 as at March 31, 2019 (2018 - \$7,180,000). The University paid supplemental benefits of \$187,000 in the year (2018 - \$225,000) and recorded employee benefit expense of \$147,000 (2018 - \$135,000).

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

8. Employee future benefits (continued)

(a) Pension benefits (continued)

(ii) Staff plan

The Staff Pension Plan (the "Plan") is a contributory defined benefit pension plan made available to regular staff employees that are eligible to join the Plan. The Plan provides pensions based on credited service and final average salary. Based on membership data as at the last actuarial valuation as at December 31, 2016, the average age of the 1,221 active employees covered by the Plan is 47.8. In addition, there are 476 former employees who are entitled to deferred pension benefits averaging \$294 per month. At December 31, 2016, there were 736 pensioners receiving an average monthly pension of \$901. The employees make contributions equal to 4.53% of salary that does not exceed the YMPE plus 6.28% of salary in excess of the YMPE. A separate pension fund is maintained. The University makes contributions to the plan in line with recommendations contained in the actuarial valuation. Though the University and the employees both contribute to the pension fund, the University retains the full risk of the accrued benefit obligation. The pension fund assets are invested primarily in Universe bonds and equities.

The University has made contributions to the Plan during the year of \$5,969,000 (2018 – \$5,817,000). The Plan paid benefits in the year of \$10,880,000 (2018 – \$10,651,000).

The pension asset at March 31 includes the following components:

| | 2019 | 2018 |
|-----------------------------|--------------------|--------------------|
| Accrued benefit obligation | \$ 231,971 | \$ 221,823 |
| Pension fund assets | (259,566) | (258,702) |
| | (27,595) | (36,879) |
| Unamortized actuarial gains | 5,489 | 19,180 |
| Net asset | \$ (22,106) | \$ (17,699) |

Actuarial valuations are performed triennially using the projected benefit prorate method. The latest triennial actuarial valuation completed as at December 31, 2016 reported a going concern surplus and a solvency deficiency (i.e. if the plan were to be wound up on that date) of \$64,803,000. The B.C. Pension Benefits Standards Act requires minimum annual contributions or the use of letters of credit to fund a solvency deficiency. The University has chosen to arrange a letter of credit in the amount of \$51.1 million at March 31, 2019 (2018 - \$47.5 million) to satisfy the contribution requirements through 2018. This letter of credit will be reassessed in conjunction with the next plan valuation and updated solvency funding level. The accrued benefit obligation shown for 2018 is based on an extrapolation of that 2016 valuation. There is an unamortized gain to be amortized on a straight-line basis over the expected average remaining service life of the related employee group (10 years).

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

8. Employee future benefits (continued)

(a) Pension benefits (continued)

(ii) Staff plan (continued)

The actuarial valuation was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect the University's best estimates. The expected inflation rate is 2%. The discount rate used to determine the accrued benefit obligation is 6%. Pension fund assets are valued at market value.

The expected rate of return on pension fund assets is 6%. The actual rate of return on Plan assets in 2018 was 1%. The total expenses related to pensions for the fiscal year ending, include the following components:

| | 2019 | 2018 |
|---|-----------------|-----------------|
| Current period benefit cost | \$ 8,011 | \$ 7,699 |
| Amortization of actuarial gains | (2,181) | (1,851) |
| | 5,830 | 5,848 |
| Less: Employee contributions | (2,198) | (2,148) |
| Pension benefit expense | 3,632 | 3,700 |
| Interest cost on the average accrued benefit obligation | 12,627 | 12,087 |
| Expected return on average pension plan assets | (14,555) | (13,721) |
| Pension interest income | (1,928) | (1,634) |
| Total pension expense | \$ 1,704 | \$ 2,066 |

The Supplementary Retirement Benefit Account is a separate fund available to provide pensioners over the age of 65 with supplemental indexing against inflation beyond that provided by the basic plan above. It is accounted for as a defined contribution plan, with University contributions during the year of \$124,000 (2018 – \$121,000).

(b) Special accumulated sick leave benefit liability

Certain unionized employees of the University are entitled to a special vested sick leave benefit in accordance with the terms and conditions of their collective agreements. Employees who accumulate and maintain a minimum balance of regular sick leave may opt to transfer sick days into this special accumulating and vested benefit. The University recognizes a liability and an expense as days are transferred into this benefit. At March 31, 2019 the balance of this special accumulated sick leave was \$2,830,000 (2018 – \$2,975,000).

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

8. Employee future benefits (continued)

(c) Long-term disability benefits

(i) University of Victoria Long-Term Disability Trust

The University administers an employee-funded long-term disability plan for faculty and administrative and academic professional staff. Prior to March 12, 2019, the University of Victoria Long-Term Disability Trust was controlled by the University and fully consolidated. On March 12, 2019, the Board of Governors approved an amendment to the Long Term Disability Trust Agreement which resulted in the University of Victoria Long-Term Disability Trust no longer being controlled by the University. The long-term disability plan's assets and liabilities have not been included in the consolidated statement of financial position as at March 31, 2019 (see Note 23). The unfunded liability before removal of the University of Victoria Long-Term Disability Trust on March 12, 2019, was \$1,620,000. The removal resulted in a reduction of employee benefits expense of \$1,620,000 included in the consolidated statement of operations for the year ended March 31, 2019. As of March 31, 2019, the impact of removing the University of Victoria Long-Term Disability Trust from the consolidated financial statements is as follows:

| | 2019 | 2018 |
|--|-----------|------------|
| Accrued benefit obligation: | | |
| Beginning of year | \$ 17,941 | \$ 20,480 |
| Current service cost | 6,276 | 5,491 |
| Interest cost | 355 | 398 |
| Benefits paid | (2,270) | (2,806) |
| Actuarial gain | (3,915) | (5,622) |
| Accrued benefit obligation, before removal | \$ 18,387 | \$ 17,941 |
| Removal of University of Victoria Long-Term Disability Trust | (18,387) | - |
| Accrued benefit obligation, end of year | \$ - | \$ 17,941 |
| Plan assets: | | |
| Plan assets, before removal | \$ 16,767 | \$ 14,582 |
| Removal of University of Victoria Long-Term Disability Trust | (16,767) | - |
| Plan assets, end of year | \$ - | \$ 14,582 |
| Accrued benefit obligation, end of year | - | (17,941) |
| Unfunded liability, end of year | \$ - | \$ (3,359) |



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

8. Employee future benefits (continued)

(c) Long-term disability benefits (continued)

(ii) Other long-term disability plan

An insured long-term disability plan funded entirely by the University was commenced for other staff on July 1, 2000. The University contribution for the year ending March 31, 2019 was \$1,247,000 (2018 - \$1,166,000).

9. Investments in government business enterprises

The University controls three profit oriented subsidiaries which are recorded using the modified equity method of accounting. The three entities are Heritage Realty Properties Ltd., Vancouver Island Technology Park Trust and GSB Executive Education Inc.

Change in equity in government business enterprises:

| | 2019 | 2018 |
|--|-----------------|-----------------|
| Equity at beginning of year | \$ 3,727 | \$ 3,605 |
| Dividends/distributions paid | (1,794) | (1,629) |
| Net earnings | 1,171 | 1,751 |
| Equity at end of year | 3,104 | 3,727 |
| Dividends/distributions payable | 4,712 | 3,525 |
| Investment in government business enterprises | \$ 7,816 | \$ 7,252 |

Condensed financial information of these government business enterprises are as follows:

Consolidated Statement of Financial Position

| | 2019 | 2018 |
|-------------|-----------|-----------|
| Assets | \$ 37,126 | \$ 35,619 |
| Liabilities | (34,022) | (31,892) |
| Equity | \$ 3,104 | \$ 3,727 |



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

9. Investments in government business enterprises (continued)

Consolidated Statement of Operations

| | 2019 | 2018 |
|----------------------|-----------|-----------|
| Revenue | \$ 17,210 | \$ 17,110 |
| Expenses | (16,039) | (15,359) |
| Surplus for the year | \$ 1,171 | \$ 1,751 |

10. Investments in government partnerships

The University is one of thirteen university members of a consortium which manages the Tri-Universities Meson Facility (TRIUMF) for research in sub-atomic physics. The facility is funded by federal government grants and the University makes no direct financial contribution. TRIUMF's financial results are proportionately consolidated with those of the University based upon the University's share of its total ownership of 7.14% (2018 – 7.69%).

The University is one of five university members of the Western Canadian Universities Marine Sciences Society (WCUMSS) for marine field research. The University provided a grant to the Society in 2019 of \$273,400 (2018 – \$273,400). WCUMSS financial results are proportionately consolidated with those of the University based upon the University's share of its total contributions of 20% (2018 – 20%).

The proportionate amounts included in these consolidated financial statements are as follows:

Consolidated Statement of Financial Position

| | 2019 | 2018 |
|----------------------------|-----------------|-----------------|
| Financial assets | \$ 4,042 | \$ 4,014 |
| Liabilities | (915) | (907) |
| Net assets | 3,127 | 3,107 |
| Non-financial assets | 1,469 | 1,491 |
| Accumulated surplus | \$ 4,596 | \$ 4,598 |

Consolidated Statement of Operations

| | 2019 | 2018 |
|--------------------------------|----------|----------|
| Revenue | \$ 7,050 | \$ 8,403 |
| Expenses | (7,052) | (7,360) |
| (Deficit)/Surplus for the year | \$ (2) | \$ 1,043 |

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

11. Accounts payable and accrued liabilities

| | 2019 | 2018 |
|--|------------------|------------------|
| Accounts payable and accrued liabilities | \$ 20,419 | \$ 21,126 |
| Salaries and benefits payable | 4,359 | 3,348 |
| Accrued vacation pay | 9,024 | 9,060 |
| | \$ 33,802 | \$ 33,534 |

12. Deferred Contributions

Deferred contributions are comprised of funds restricted for the following purposes:

| | 2019 | 2018 |
|--|-------------------|-------------------|
| Specific purpose: (including endowment earnings) | \$ 133,015 | \$ 117,897 |
| Research | 64,553 | 65,964 |
| Capital | 1,087 | 1,838 |
| | \$ 198,655 | \$ 185,699 |

| 2019 | | | | | | | 2018 |
|--|------------------|-----------|----------|------------|--|--|------------|
| | Specific Purpose | Research | Capital | Total | | | |
| Balance, beginning of year | \$ 117,897 | \$ 65,964 | \$ 1,838 | \$ 185,699 | | | \$ 167,023 |
| Contributions and endowment investment income | 46,956 | 85,607 | 124 | 132,687 | | | 129,934 |
| Revenue recognized from deferred contributions | (31,838) | (87,018) | (875) | (119,731) | | | (111,016) |
| Transfer to deferred capital contributions | | | | - | | | (242) |
| Balance, end of year | \$ 133,015 | \$ 64,553 | \$ 1,087 | \$ 198,655 | | | \$ 185,699 |



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

13. Deferred capital contributions

Contributions that are restricted for capital are referred to as deferred capital contributions. Amounts are recognized into revenue as the liability is extinguished over the useful life of the asset. Treasury Board provided direction on accounting treatment as disclosed in Note 2 (a). Changes in the deferred capital contributions balance are as follows:

| | 2019 | 2018 |
|---|------------|------------|
| Balance, beginning of year | \$ 402,919 | \$ 384,497 |
| Contributions received during the year | 43,615 | 46,395 |
| Transfers from deferred contributions | - | 242 |
| Revenue from amortization of deferred capital contributions | (25,182) | (28,215) |
| Balance, end of year | \$ 421,352 | \$ 402,919 |

14. Long-term debt

Long-term debt reported on the consolidated statement of financial position is comprised of the following (see note 6(c) for related derivative information):

| | 2019 | 2018 |
|---|-----------|-----------|
| Royal Bank of Canada 5.38% term loan due 2024, unsecured | \$ 5,894 | \$ 6,785 |
| Province of British Columbia 2.28% bond due 2023, unsecured | 3,928 | 3,961 |
| British Columbia Immigrant Investment Fund 2.48% term loan due 2023, unsecured | 7,615 | 8,054 |
| Province of British Columbia 4.82% bond due 2027, unsecured, with annual sinking fund payments of \$327,000 | 10,800 | 10,800 |
| Province of British Columbia 4.74% bond due 2038, unsecured, with annual sinking fund payments of \$302,000 | 10,000 | 10,000 |
| Great West Life Insurance Company 5.13% term loan due 2030, unsecured | 9,596 | 10,224 |
| Long-term debt | \$ 47,833 | \$ 49,824 |



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

14. Long-term debt (continued)

(a) Principal repayments

Anticipated annual principal repayments, including sinking fund instalments and maturities, due over the next five years and thereafter are as follows:

| | Sinking Fund | Other | Total |
|------------|--------------|-----------|-----------|
| 2019 | \$ 629 | \$ 2,082 | \$ 2,711 |
| 2020 | 629 | 2,179 | 2,808 |
| 2021 | 629 | 2,283 | 2,912 |
| 2022 | 629 | 2,391 | 3,020 |
| 2023 | 629 | 6,234 | 6,863 |
| Thereafter | 2,819 | 11,864 | 14,683 |
| | \$ 5,964 | \$ 27,033 | \$ 32,997 |

(b) Sinking Fund Investments

Sinking fund investments are held and invested by the Province of British Columbia. These funds totaling \$9,987,000 (2018 – \$8,674,000) will provide for the retirement at maturity of \$20,800,000 of long-term debt issued to the Province. The amount forms part of the portfolio investments balance shown on the Consolidated Statement of Financial Position.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

15. Tangible capital assets

| Cost | Balance as at March 31, 2018 | Additions | Disposals | Balance as at March 31, 2019 |
|---------------------------|---------------------------------|------------------|--------------------|---------------------------------|
| Land | \$ 22,582 | \$ - | \$ - | \$ 22,582 |
| Site improvements | 42,074 | 2,438 | | 44,512 |
| Buildings | 825,146 | 37,767 | | 862,913 |
| Equipment and furnishings | 185,148 | 21,450 | (23,142) | 183,456 |
| Information systems | 18,441 | - | - | 18,441 |
| Computer equipment | 15,471 | 4,550 | (4,332) | 15,689 |
| Library holdings | 37,196 | 2,783 | (1,942) | 38,037 |
| Total | \$ 1,146,058 | \$ 68,988 | \$ (29,416) | \$ 1,185,630 |

| Accumulated amortization | Balance as at March 31, 2018 | Disposals | Amortization | Balance as at March 31, 2019 |
|---------------------------------|---------------------------------|--------------------|------------------|---------------------------------|
| Land | \$ - | \$ - | \$ - | \$ - |
| Site improvements | 19,818 | | 1,138 | 20,956 |
| Buildings | 239,041 | | 17,426 | 256,467 |
| Equipment and furnishings | 97,012 | (23,142) | 18,910 | 92,780 |
| Information systems | 18,417 | - | 24 | 18,441 |
| Computer equipment | 10,112 | (4,332) | 3,776 | 9,556 |
| Library holdings | 20,820 | (1,942) | 3,413 | 22,291 |
| Total | \$ 405,220 | \$ (29,416) | \$ 44,687 | \$ 420,491 |

| Net book value | March 31, 2019 | March 31, 2018 |
|---------------------------|-------------------|-------------------|
| Land | \$ 22,582 | \$ 22,582 |
| Site improvements | 23,556 | 22,256 |
| Buildings | 606,446 | 586,105 |
| Equipment and furnishings | 90,676 | 88,136 |
| Information systems | - | 24 |
| Computer equipment | 6,133 | 5,359 |
| Library holdings | 15,746 | 16,376 |
| Total | \$ 765,139 | \$ 740,838 |

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

15. Tangible capital assets (continued)

(a) Contributed tangible capital assets:

Additions to equipment and furnishings and computers include the following contributed tangible capital assets:

| | 2019 | 2018 |
|---------------------------|-------|--------|
| Equipment and furnishings | \$ 23 | \$ 169 |

(b) Assets under construction

Assets under construction comprised of buildings having a value of \$20,752,000 (2018 – \$17,512,000) and equipment having a value of \$14,647,000 (2018 – \$9,419,000) have not been amortized. Amortization of these assets will commence when the asset is available for productive use.

(c) De-recognition of tangible capital assets

The de-recognition of tangible capital assets during the year was \$29,416,000 (2018 – \$39,373,000) related to fully amortized assets with a net book value of \$nil (2018 – \$nil).

16. Financial risk management

The University has exposure to the following risks from its use of financial instruments: credit risk, price risk and liquidity risk. The Board of Governors ensures that the University has identified major risks and management monitors and controls them.

(a) Credit risk

Credit risk is the risk of financial loss to the University if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from the amounts receivable and from fixed income assets held by the University.

The University manages amounts receivable by using a specific bad debt provision when management considers that the expected recovery is less than the account receivable.

The entity is exposed to credit risk through its accounts receivable from students. This risk is managed by limiting the extent of credit granted to students and by monitoring the collection of receivables.

The University limits the risk in the event of non-performance related to fixed income holdings by dealing principally with counter-parties that have a credit rating of A or higher as rated by the Dominion Bond Rating Service or equivalent. The credit risk of the University investments at March 31, 2019 is \$320,027,000 (2018 – \$299,268,000).



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

16. Financial risk management (continued)

(a) Credit risk (continued)

The following shows the percentage of fixed income holdings in the portfolio by credit rating:

| Credit Rating | % |
|---------------------|--------|
| AAA | 13.4% |
| AA | 14.9% |
| A | 7.6% |
| BBB | 5.8% |
| BB and below | 0.2% |
| Mortgages | 15.6% |
| Cash and short-term | |
| R1 high | 19.2% |
| R1 mid | 0.6% |
| R1 low | 22.7% |
| | 100.0% |

(b) Price risk

Price risk includes market risk and interest rate risk.

Market risk relates to the possibility that the investments will change in value due to fluctuations in market prices. The objective of market risk management is to mitigate market risk exposures within acceptable parameters while optimizing the return on risk. This risk is mitigated by the investment policies for the respective asset mixes to be followed by the investment managers, the requirements for diversification of investments within each asset class and credit quality constraints on fixed income investments. Market risk can be measured in terms of volatility, i.e., the standard deviation of change in the value of a financial instrument within a specific time horizon.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

16. Financial risk management (continued)

(b) Price risk (continued)

Based on the volatility of the University's current asset class holdings, the net impact on market value of each asset class is shown below.

| Asset Class | | Estimated Volatility (% change) |
|--|-----|------------------------------------|
| Canadian equities | +/- | 21.0% |
| Foreign equities | +/- | 18.0% |
| Real estate | +/- | 10.1% |
| Bonds | +/- | 5.1% |
| Infrastructure | +/- | 17.7% |
| Benchmark for Investments | | Net Impact on Market Value |
| DEX Universe Bond index | +/- | \$ 9,794 |
| S&P/TSX Composite index | +/- | 13,955 |
| MSCI World Index | +/- | 33,276 |
| Canadian Consumer Price Index (Real Estate) | +/- | 4,590 |
| Canadian Consumer Price Index (Infrastructure) | +/- | 7,917 |

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The value of fixed-income and debt securities, such as bonds, debentures, mortgages or other income-producing securities is affected by interest rates. Generally, the value of these securities increases if interest rates fall and decreases if interest rates rise.

It is management's opinion that the University is exposed to market or interest rate risk arising from its financial instruments. Duration is an appropriate measure of interest rate risk for fixed income funds as a rise (fall) in interest rates will cause a decrease (increase) in bond prices; the longer the duration, the greater the effect. Duration is managed by the investment manager at the fund level. At March 31, 2019, the modified duration of all fixed income in aggregate was 3.5 years. Therefore, if interest rates were to increase by 1% across all maturities, the value of the bond portfolio would drop by 3.5%; contrarily, if interest rates were to decrease by 1% across all maturities, the value of the bond portfolio would increase by 3.5%.

The entity's long-term debt is fixed rate debt; accordingly, changes in interest rates do not impact interest payments but may impact the fair value of such long-term debt.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

16. Financial risk management (continued)

(c) Liquidity risk

Liquidity risk is the risk that the University will not be able to meet its financial obligations as they become due. The University manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing and financing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the University's reputation.

17. Accumulated surplus

Accumulated surplus is comprised of the following:

| | 2019 | 2018 |
|---------------------------------|-------------------|-------------------|
| Endowments | \$ 342,896 | \$ 330,107 |
| Invested in capital assets | 315,541 | 306,996 |
| Internally restricted | 120,401 | 99,155 |
| Unrestricted | 24,938 | 31,171 |
| Accumulated remeasurement gains | 22,213 | 17,255 |
| | \$ 825,989 | \$ 784,684 |

Endowments consist of restricted donations and capitalized investment income to be held in perpetuity.

Invested in capital assets consist of unrestricted funds previously spent on capital assets and debt repayment.

Internally restricted funds consist of balances set aside or appropriated by the Board of Governors for equipment replacement, capital improvements and other non-recurring expenditures.

Unrestricted funds consist primarily of balances arising from the University's ancillary and specific purpose funds, and consolidated entities.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

18. Endowments

Changes to the endowment principal balances, not including remeasurement gains/losses, are as follows:

| | 2019 | 2018 |
|---|-------------------|-------------------|
| Balance, beginning of year | \$ 330,107 | \$ 316,621 |
| Contributions received during the year | 9,172 | 7,702 |
| Invested income and donations capitalized | 3,617 | 5,784 |
| Balance, end of year | \$ 342,896 | \$ 330,107 |

The balance shown does not include endowment principal with fair value of \$7,569,000 (2018 – \$7,443,000) and book value of \$4,820,000 (2018 – \$4,820,000) held by the Vancouver Foundation. The excluded principal is not owned or controlled by the University, but income from it is paid to the University to be used for specific purposes.

19. Contractual rights

The university may, from time to time, enter into contracts or agreements in the normal course of operations that result in future assets or revenue. One example of such agreements is multi-year research funding agreements, whereby the university has the opportunity to earn revenue in future years by incurring qualified expenditures. These funding agreements do not abnormally impact the university's financial position and do not guarantee the university the right to future funding.

20. Contractual obligations

The nature of the University's activities can result in multiyear contracts and obligations whereby the University will be committed to make future payments. Significant contractual obligations related to operations that can be reasonably estimated are as follows:

| | 2020 | 2021 | 2022 | 2023 | 2024 |
|------------------------|-----------------|-----------------|-----------------|-----------------|---------------|
| Construction contracts | \$ 5,725 | \$ 2,817 | \$ 6,590 | \$ 6,605 | \$ 958 |
| Operating leases | 359 | 186 | 35 | 7 | 7 |
| Total | \$ 6,084 | \$ 3,003 | \$ 6,625 | \$ 6,612 | \$ 965 |

21. Contingent liabilities

The University may, from time to time, be involved in legal proceedings, claims, and litigation that arise in the normal course of business. It is management's opinion that the aggregate amount of any potential liability is not expected to have a material adverse effect on the University's financial position or results.

UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

21. Contingent liabilities (continued)

The University is one of 58 Canadian university subscribers to CURIE, which has provided property and liability insurance coverage to most campuses other than Quebec and Prince Edward Island since 1988. The anticipated cost of claims based on actuarial projections is funded through member premiums. Subscribers to CURIE have exposure to premium retro-assessments should the premiums be insufficient to cover losses and expenses.

22. Expenses by object

The following is a summary of expenses by object:

| | 2019 | 2018 |
|---|------------|------------|
| Salaries and wages | \$ 315,157 | \$ 300,548 |
| Employee benefits | 48,303 | 46,564 |
| Travel | 15,022 | 13,363 |
| Supplies and services | 78,328 | 73,894 |
| Equipment rental and maintenance | 8,569 | 8,570 |
| Utilities | 9,039 | 8,384 |
| Scholarships, fellowships and bursaries | 36,092 | 36,358 |
| Cost of goods sold | 12,107 | 12,430 |
| Interest on long-term debt | 2,249 | 2,480 |
| Amortization of tangible capital assets | 44,687 | 45,009 |
| | \$ 569,553 | \$ 547,600 |

23. Trusts under Administration

(a) University of Victoria Long-Term Disability Trust

The University administers an employee-funded long-term disability plan for faculty and administrative and academic professional staff. The University does not contribute to or control the plan (see Note 8(c)). The long-term disability plan's assets and liabilities have not been included in the consolidated statement of financial position. Except for the removal of the plan (see Note 8(c)(i)), which resulted in a reduction to employee benefits expense of \$1,620,000, the plan's operations have not been included in the consolidated statement of operations.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

23. Trusts under Administration (continued)

(a) University of Victoria Long-Term Disability Trust (continued)

As of March 31, 2019, the balances of the long-term disability plan are as follows:

| | 2019 | 2018 |
|----------------------------|------------|------|
| Assets | \$ 16,767 | \$ - |
| Accrued benefit obligation | (18,387) | - |
| | \$ (1,620) | \$ - |

(b) Funds held in trust

Funds held in trust are funds held on behalf of autonomous organizations, agencies, and student societies having a close relationship with the University. These funds are not reported on the University's consolidated statement of financial position (2019 – \$1,461,000; 2018 – \$1,707,000).

24. Supplemental cash flow information

| | 2019 | 2018 |
|------------------------|----------|----------|
| Cash paid for interest | \$ 2,135 | \$ 2,451 |

25. Related party transactions

The University is related through common ownership to all Province of British Columbia ministries, agencies, school districts, health authorities, colleges, universities, and crown corporations. Transactions with these entities, unless disclosed separately, are considered to be in the normal course of operations and are recorded at the exchange amount. The university accounts for its controlled entities, government business enterprises and government partnerships as outlined in Note 2 (b). During the year ended March 31, 2019, there have been no transactions between the university and its key management personnel or their close family members.

26. Differences between Financial Reporting Framework (FRF) and PSAS

As noted in the significant accounting policies, per the *Budget Transparency and Accountability Act* of the Province of British Columbia and the Restricted Contribution Regulation 198/2011 issued pursuant to it, the university is required to account for government funding of tangible capital assets by deferring and amortizing deferred capital contributions to income on the same basis as the related amortization expense. If restricted government funding for tangible capital assets does not contain stipulations that create a liability, then PSAS requires it to be reported as income immediately.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2019

(tabular figures in thousands of dollars)

26. Differences between Financial Reporting Framework (FRF) and PSAS (continued)

The impact of this difference on the consolidated financial statements of the university would be as follows:

| | | | | | 2019 | | | | | |
|---|--|--|--|--|------|---------|------|------------|----|-----------|
| | | | | | FRF | | PSAS | Difference | | |
| Liabilities | | | | | | | | | | |
| Deferred capital contributions | | | | | \$ | 421,352 | \$ | - | \$ | 421,352 |
| Accumulated surplus | | | | | | 825,846 | | 1,247,198 | | (421,352) |
| Revenue | | | | | | | | | | |
| Government grants and contracts | | | | | | 285,317 | | 327,267 | | (41,950) |
| Donations, non-government grants and contracts | | | | | | 17,993 | | 19,007 | | (1,014) |
| Amortization of deferred capital contributions | | | | | | 25,182 | | - | | 25,182 |
| Annual operating surplus | | | | | | | | | | |
| Annual operating surplus (after restricted endowment contributions) | | | | | \$ | 36,347 | \$ | 54,129 | \$ | (17,782) |
| | | | | | | | | | | |
| | | | | | 2018 | | | | | |
| | | | | | FRF | | PSAS | Difference | | |
| Liabilities | | | | | | | | | | |
| Deferred capital contributions | | | | | \$ | 402,919 | \$ | - | \$ | 402,919 |
| Accumulated surplus | | | | | | 784,684 | | 1,187,603 | | (402,919) |
| Revenue | | | | | | | | | | |
| Government grants and contracts | | | | | | 273,638 | | 317,101 | | (43,463) |
| Donations, non-government grants and contracts | | | | | | 15,640 | | 18,032 | | (2,392) |
| Amortization of deferred capital contributions | | | | | | 28,215 | | - | | 28,215 |
| Annual operating surplus | | | | | | | | | | |
| Annual operating surplus (after restricted endowment contributions) | | | | | \$ | 47,675 | \$ | 65,315 | \$ | (17,640) |



UNIVERSITY OF VICTORIA
SCHEDULE OF CHANGES IN APPROPRIATED EXPENDABLE FUNDS
Year ended March 31, 2019 (in thousands of dollars)

FUND ACCOUNTING -SCHEDULE 2
(Prepared without audit)

| | Balance at beginning of year | Released to meet expenditures | Additions and/ or transfers during year | Balance at end of year |
|---|------------------------------------|-------------------------------------|---|------------------------------|
| GENERAL OPERATING FUND | | | | |
| Equipment | | | | |
| Printing and duplicating | 1,226 | | 169 | 1,395 |
| Network services | 1,742 | | 801 | 2,543 |
| Other departments | 14,526 | 3,111 | 3,235 | 14,650 |
| Capital and renovation projects | 1,624 | 609 | 278 | 1,293 |
| Academic and administrative program development and operation support | 13,623 | 2,705 | 3,033 | 13,951 |
| Research support | 16,363 | 3,249 | 4,098 | 17,212 |
| Student assistance and financial aid | 8,029 | 834 | 1,861 | 9,056 |
| Employee obligations, training and support | 12,424 | 423 | 756 | 12,757 |
| Information technology and technical support | 5,144 | 2,304 | 621 | 3,461 |
| Other commitments | 10,350 | 1,149 | (2,407) | 6,794 |
| Contingency | 5,790 | 993 | 1,102 | 5,899 |
| Externally funded Island Medical Program | 3,501 | 127 | 779 | 4,153 |
| Insurance and utilities | 6,811 | 814 | 524 | 6,521 |
| Library prepaid expenses | 3,192 | 3,192 | 3,198 | 3,198 |
| | 104,345 | 19,510 | 18,048 | 102,883 |
| ANCILLARY ENTERPRISES FUND | | | | |
| Equipment replacement and capital improvements | | | | |
| Bookstore | 2,129 | 39 | 430 | 2,520 |
| Student residences | 4,600 | | 1,620 | 6,220 |
| Parking services | 5,446 | | 1,500 | 6,946 |
| Heritage Realty Properties | 530 | | | 530 |
| Childcare | - | | 60 | 60 |
| | 12,705 | 39 | 3,610 | 16,276 |
| CAPITAL FUND | | | | |
| Plant Assets funded to/from Appropriations | | | | |
| Capital reserve | 28,103 | | 3,285 | 31,388 |
| Residences | (1,497) | | 561 | (936) |
| Centre for Athletic Recreation aand Special Abilities | (27,811) | | 7,387 | (20,424) |
| Others | (22,432) | 5,210 | 5,266 | (22,376) |
| | (23,637) | 5,210 | 16,499 | (12,348) |
| TOTAL APPROPRIATED EXPENDABLE FUNDS | 93,413 | 24,759 | 38,157 | 106,811 |
| 2018 COMPARATIVE | 90,379 | 28,143 | 31,177 | 93,413 |

University of Victoria

2019 Management Discussion and Analysis

(Unaudited)



University
of Victoria



Introduction to Management Discussion and Analysis

The attached financial statements present the financial results of the university for the year ended March 31, 2019 in accordance with Public Sector Accounting Standards, supplemented by directives set out by the Province of British Columbia and consistent with Section 23.1 of the *Budget Transparency and Accountability Act* (BTAA) of the Province of British Columbia. These statements are the consolidation of all university operations, including the results of general operations, ancillary operations, capital projects, endowment returns and spending, research grants and expenditures, etc. As required by Public Sector Accounting Standards, they also include the financial results of each of the university's 13 external entities as well as the staff pension plan. While required to be included in the financial statements, the assets and their use are restricted for specific purposes (e.g., pension) and therefore are not available to management to support general operations.

The objective of this Management Discussion and Analysis (MD&A) document is to assist readers of the university's financial statements better understand the financial position and operating activities of the university for fiscal year March 31, 2019, as presented in accordance with the above reporting framework. This discussion should be read in conjunction with the annual audited financial statements and accompanying notes.

The University of Victoria's new Strategic Framework for the University of Victoria 2018-2023 articulates our shared understanding of our vision, values and priorities in fulfilling our commitment to contributing to a better future for people, places and the planet. The framework's objective is to serve as a guide to our future—setting out priorities and high-reaching goals in six key areas and articulating strategies to realize them. The six priority areas are:

to “cultivate an extraordinary academic environment to be recognized internationally as a university of choice for talented students, faculty and staff;

advance research excellence and impact: to heighten our place in the top tier of the world's research universities;

intensify dynamic learning: to be Canada's leader in research-enriched and experiential learning;

foster respect and reconciliation: to be a global leader in creating better opportunities for Indigenous students, entering respectful educational and research partnerships with Indigenous communities;

promote sustainable futures: to be a global leader in environmental, social and institutional sustainability;

and engage locally and globally: to be a preferred partner and a leader in local and global engagement.”

The priority areas in the Strategic Framework are reflected in the UVic Edge through the powerful fusion of three ingredients: Dynamic Learning, Vital Impact and Extraordinary Environment.

The Strategic Framework provides a structure for our ongoing planning and serves as a reference for making strategic choices among the many possible initiatives that could move us forward. Creating a shared understanding of our goals and priorities enables us to coordinate our efforts and work together to achieve maximum impact. Guided by the Strategic Framework, the university develops an institutional budget to ensure that financial resources are aligned with the institution's priorities and areas of strategic focus. The university has developed its annual budget framework, financial models and plans within the context of a three-year planning cycle. A three-year planning horizon provides a more realistic time frame for the development of university initiatives and provides greater flexibility than permitted within an annual process.

The MD&A provides an overview of the university's:

- Financial Highlights;
- Financial Information;
- Operating environment;
- Financial Reporting Environment ;
- Risks and Uncertainties; and
- Related Entities.

Financial Highlights

Financial Statement Summary

The university ended the year with total consolidated assets of \$1.6 billion and consolidated revenue of \$593 million (M). The consolidated surplus prior to inclusion of donations to the university's endowment fund was \$23.6M or 4.0% of total revenues (\$34.2M or 5.9% for the prior year). The \$10.6M decrease in the surplus resulted from expenses increasing 4%, whereas revenue increased only 1.9%. The surplus exceeded budget by \$20.9M, (\$26.1M for the prior year). The majority off the operating surplus and budget variance is due to one time events (e.g., reduction of benefits expense as result of removing the LTD Trust from the financial statements) and transactions that do not increase the resources available to the university (e.g., actuarial adjustments and accounting treatment).

Each year the University is required to invest in capital expenditures. While these expenditures are made each year, for accounting purposes the expenditures are not shown as an expense in the year made. Instead, the expenditure is expensed, or amortized, over the future life of the asset. As a result, there appears to be surplus in the year as capital expenditures are not included. Previously, the university has received approval to restrict a portion of its provincial grant for capital purposes. If approved this would more accurately reflect the university's operating surplus as the revenue and expenditures for capital would be the treated in the same way for accounting purposes. The university requested but did not receive approval in 2018/19 to restrict \$10.5M of the provincial operating grant for capital. During the year, the university invested \$10.5M in capital

projects that would have been eligible for provincial funding had funding been available. Accordingly, the surplus includes \$10.5M that was required to fund capital.

The surplus applicable to operations, after adjusting for the \$10.5M investment in capital assets, is \$13.1M. After removal of the actuarial adjustment and the impact of the change in reporting of the LTD trust, the surplus would be \$5.3M.

Government Grants

Revenue from the Provincial Government in the form of grants increased by 5.8% over the previous year, due primarily to funding of compensation increases. Annual grants received from the Province for capital purposes are up slightly at \$28.0M, from the \$26.5M received last year, related to routine maintenance and specific project funding.

Tuition and Enrolment

Overall, credit tuition increased by 5.7% to \$144.0M. This increase was due to a 2% increase in domestic fees (the increase to domestic tuition fees is limited to 2% by provincial government policy), consistent domestic enrolment, approved increases in international fees and a small increase in international enrolment. Non-credit tuition increased by \$1.9M due to higher enrolments in international programs in Continuing Studies.

Investments

Investment income is comprised of both returns on endowments and returns on short-term investments. The university's endowment investments are held in the University of Victoria Foundation and have a fair value of \$467M. The endowments earned a return of 8.4% for the year (2018 – 7.0%) across its six investment

mandates. Short-term investments held within the university returned 2.9% for the year (2018 – 1.4%).

Major Capital Activity

During the year, work was completed on a \$9.5M renovation to one building at the Queenswood Campus to provide office and research space for UVic's ocean and climate hub. Construction continued on the \$20M District Energy Plant that will replace the university's aging energy heating infrastructure.

The university received approval from the Province to borrow \$123M to partially finance a new, 620 bed student housing project together with renewed conference and food services. The total planned project cost is \$197M. Planning is underway with early construction activity starting in 2019/20.

Financial Information

Financial Assets

Financial assets are defined as assets available to discharge existing liabilities or finance future operations. During the year, they increased 6.2% to \$412M.

| <i>In thousands of dollars</i> | 2019 | 2018 |
|--|----------------|----------------|
| Cash and cash equivalents | 136,433 | 117,425 |
| Accounts receivable | 17,214 | 18,437 |
| Due from governments | 9,000 | 10,739 |
| Inventories for resale | 1,657 | 1,474 |
| Portfolio investments | 204,266 | 206,890 |
| Loans receivable | 25,035 | 26,118 |
| Employee future benefits | 10,877 | - |
| Investments in government business enterprises | 7,816 | 7,252 |
| Total Financial Assets | 412,298 | 388,335 |

Cash and cash equivalents increased by \$19.0M, reflecting funding received in advance of expenditures. Also contributing to the increase in cash and cash equivalents is the one-time transfer to the university of unexpended distributions from endowments from the Foundation. Accounts receivable decreased by \$1.2M and Due from governments increased by \$1.7M, reflecting timing and year end funding. Portfolio investments, which include the university's long-term working capital, investments underlying endowment expendable funds, investments related to sinking funds held for provincial debt, and supplemental pension obligations, decreased by \$2.6M due largely to the removal of the LTD Trust plan assets from the financial statements. This decrease is offset by investment returns on the UVic Foundation's endowment funds. Employee future benefits represent a future asset for the Staff Pension Plan and liabilities for supplemental pension obligations, vested sick leave entitlements, and group life insurance plans. The overall liability for employee future benefits became a financial asset this year due to the removal of the LTD Trust accrued benefit obligation and an actuarial gain in the Staff Pension Plan. Investments in government business enterprises represent the equity held in controlled business operations of Heritage Realty Properties Ltd. and the Vancouver Island Technology Park Trust.

Liabilities

Liabilities increased by 3.1% to \$729M.

| <i>In thousands of dollars</i> | 2019 | 2018 |
|--------------------------------|----------------|----------------|
| Accounts payable | 33,802 | 35,534 |
| Derivatives | 875 | 853 |
| Due to governments | 6,685 | 4,616 |
| Employee future benefits | - | 12,009 |
| Deferred revenue | 19,801 | 17,823 |
| Deferred contributions | 198,665 | 185,699 |
| Deferred capital contributions | 421,352 | 402,919 |
| Long term debt | 47,833 | 49,824 |
| Total Liabilities | 729,003 | 707,277 |

Deferred contributions are externally restricted revenue that is not recognized until related expenses are incurred. Deferred contributions increased \$13.0M due to endowment income and sponsored research funding received in excess of current year expenditures. Deferred capital contributions are externally restricted capital contributions amortized over the life of related tangible capital assets. During the year, deferred capital contributions increased by a net \$18.4M resulting from contributions of \$46.5M less amortization of \$28.1M. Long-term debt decreased by \$2.0M resulting from scheduled debt repayments.

Non-financial Assets

Non-financial assets increased by 3.5% to \$1,142M.

| <i>In thousands of dollars</i> | 2019 | 2018 |
|-----------------------------------|------------------|------------------|
| Tangible capital assets | 765,139 | 740,838 |
| Restricted endowment investments | 359,117 | 343,144 |
| Inventories held for use | 2,167 | 1,918 |
| Prepaid expense | 16,271 | 17,726 |
| Total Non-Financial Assets | 1,142,694 | 1,103,626 |

Tangible capital assets include land, buildings, site improvements, library holdings, computers,

equipment and furnishings but do not include \$13.1M of artwork and collections, as these are expensed under PSAS accounting. The net increase in tangible capital assets of \$24.3M is due to additions of \$69.0M less amortization of \$44.7M. The largest single capital asset addition was related to the District Energy Plant Project. Restricted endowment investments represent the portion of endowment investments related to the restricted principal funds. During the year, they increased \$16.0M due to donations of \$9.2M and capitalized investment income of \$6.8M. Restricted endowment assets are considered "non-financial," as the funds have a restricted purpose and cannot be used to meet the liabilities of the university as they become due.

Accumulated surplus

Accumulated surplus increased by 5.26% to \$826M.

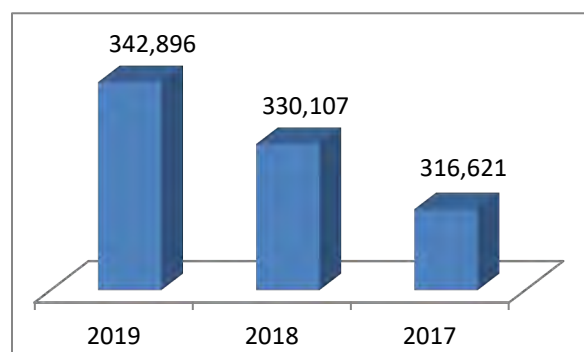
| <i>In thousands of dollars</i> | 2019 | 2018 |
|--------------------------------|----------------|----------------|
| Endowment | 342,896 | 330,107 |
| Invested in capital assets | 315,541 | 306,996 |
| Internally restricted | 120,401 | 99,155 |
| Unrestricted | 24,938 | 31,171 |
| Remeasurement gains | 22,213 | 17,255 |
| Accumulated surplus | 825,989 | 784,684 |

Accumulated surplus represents the university's residual interest in its assets after deducting liabilities (net assets). Most of this balance is unavailable to fund operations as it is either restricted or has already been used to invest in buildings, equipment and other capital assets. Endowment, Invested in capital assets, and Internally Restricted are described in the following sections. Unrestricted surplus consists primarily of balances arising from ancillary operations such as student housing, and other entities that are consolidated in the Financial

Statements. Remeasurement gains represent unrealized gains on university endowment funds and working capital arising after April 1, 2012, the effective date of the new Public Sector Accounting Standard financial instrument standard.

Accumulated Surplus – Endowment

Endowments increased by 3.9% to \$343M.



The university's endowments are held by the UVic Foundation. Accumulated surplus-endowment consists of restricted donations and capitalized investment income, which is required to be maintained intact in perpetuity in order to support donor specified activities. The investment income generated from endowments must be used in accordance with the various purposes stipulated by the donors. At March 31, 2019 there were 1,358 individual endowment funds providing \$14.5M (2018 - \$14.7M) in annual funding support.

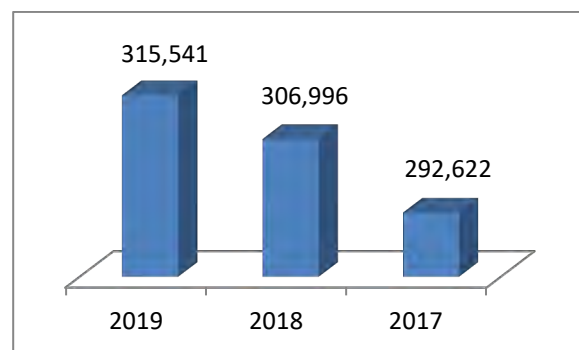
Donors, as well as UVic Foundation policy, stipulate that the economic value of the endowments must be protected by restricting the amounts that can be expended and capitalizing a portion of investment income in order to maintain purchasing power against inflation.

Each endowment has an income stabilization account which is recorded as deferred

contributions in order to provide a cushion against market fluctuations.

Accumulated Surplus – Invested in Capital Assets

Accumulated surplus invested in capital assets increased by 2.8% to \$316M.

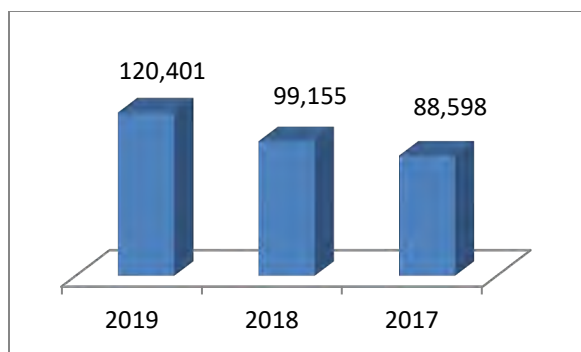


Accumulated surplus invested in capital assets is the amount of internal university funds used for the acquisition of capital assets less amortization of internally financed capital assets. The following comprises the balance of accumulated surplus invested in capital assets:

| <i>(in thousands of dollars)</i> | 2019 | 2018 |
|-----------------------------------|----------------|----------------|
| Land | 22,582 | 22,582 |
| Site development | 10,394 | 9,399 |
| Buildings | 267,335 | 262,147 |
| Equipment | 30,319 | 29,872 |
| Library acquisitions | 13,159 | 13,898 |
| Software | - | 24 |
| Sinking funds | 9,987 | 8,674 |
| Less debt repayments | (38,236) | (39,600) |
| Invested in capital assets | 315,540 | 306,996 |

Accumulated Surplus – Internally Restricted

Accumulated surplus-internally restricted increased by 21.4% to \$120M.



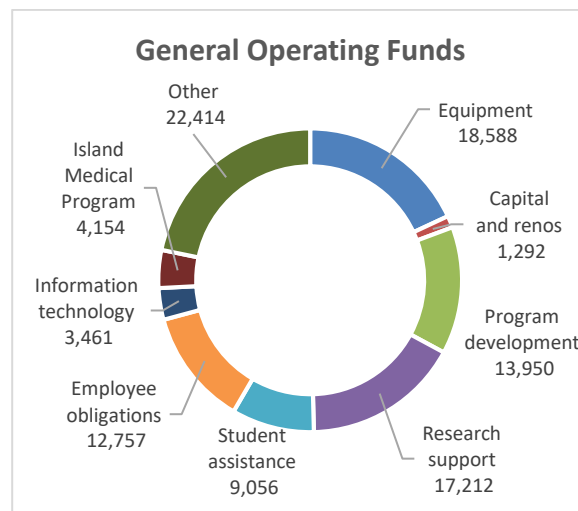
Accumulated surplus - internally restricted consists of balances appropriated by the university Board of Governors for employee commitments, equipment replacement, capital improvements, program development, research support and other non-recurring expenditures. Due to Provincial Government restrictions on the ability of the university to borrow externally, these funds are used on a temporary basis to fund capital projects that will generate future revenues. The reserves are also offset by future liabilities for certain employee benefits. The overall increase in accumulated surplus is a result of a \$4M positive actuarial valuation for the staff pension increase, the removal of the LTD Trust accrued benefit obligation of \$3M and an \$11M the change in appropriated capital. The appropriated capital is for priorities such as the Engineering addition - \$4.4M, the Student Health and Wellness Centre - \$2.4M and other smaller value priorities such as classroom renewal.

Balances are made up as follows:

| <i>(in thousands of dollars)</i> | 2019 | 2018 |
|------------------------------------|----------------|---------------|
| General operating | 102,883 | 104,123 |
| Ancillary enterprises | 16,276 | 12,705 |
| Less: Capital | (12,348) | (23,637) |
| Less: Vacation pay | (8,516) | (8,598) |
| Add: Staff pension | 22,106 | 17,699 |
| Less: LTD Trust | - | (3,359) |
| Total internally restricted | 120,401 | 99,155 |

General operating reserves decreased by 1.1% to \$102.9M.

General operating reserves consist of:



Surplus before Restricted Funding

The surplus prior to inclusion of donations to the university's endowment fund was \$23.6M or 4.0% of total revenues (\$34.2M or 5.9% for the prior year). The main reasons for the surplus, with comparison to the prior year are as follows:

| <i>(in thousands of dollars)</i> | 2019 | 2018 |
|--|---------------|---------------|
| Designated Items | | |
| Dunsmuir Lodge sale | - | 6,543 |
| Impact of LTD actuarial gain and removal | 3,359 | 3,252 |
| Staff Pension Plan actuarial gain | <u>4,407</u> | <u>3,999</u> |
| | 7,766 | 13,794 |
| Ancillary fund surplus | 6,273 | 7,266 |
| Non-Designated Items | | |
| Operating fund surplus | 8,578 | 9,796 |
| Other | <u>941</u> | <u>3,333</u> |
| | 9,519 | 13,129 |
| Surplus before restricted funding | 23,558 | 34,189 |

There is a requirement to have a surplus to be able to invest in capital assets. In a prior year, the university requested, and received approval, to restrict funds for capital investments during the year that were considered eligible capital expenditures. For the current year, a request to restrict \$10.5M was not approved and as a result is reflected in the surplus although these funds are not available for future investment as they have already been invested in capital improvements that are, for the most part, addressing deferred maintenance.

Revenue

Revenue increased by 1.95% to \$593M.

| <i>(in thousands of dollars)</i> | 2019 | 2018 |
|--|----------------|----------------|
| Government grants & contracts | 285,317 | 273,638 |
| Tuition & student fees | 165,762 | 156,128 |
| Donations, non-government grants & contracts | 17,993 | 15,640 |
| Sales of services & products | 67,648 | 68,518 |
| Investment income | 22,426 | 22,338 |
| Income from business enterprises | 1,171 | 1,751 |
| Amortization of deferred capital contributions | 25,182 | 28,215 |
| Other revenue | 7,612 | 15,561 |
| Total Revenue | 593,111 | 581,789 |

Government grants and contracts revenue is received from the Province of B.C. (71%), the Government of Canada (23%), and other governments (6%). Revenue recorded from the Province increased by \$11.1M overall, due mainly to increased funding related to salary increases resulting from collective bargaining. Federal grants increased by \$1.2M, and other government grants declined by \$0.7M. Tuition and student fees increased by \$9.6M, or 6.2%, due primarily to credit tuition. Credit tuition

increased due to a 2% increase in domestic fees, an increase in international fees of 4% graduate student and undergraduates students enrolled before April 2018 and 20% for those undergraduate students enrolled after April 2018 plus a modest increase in international enrolment. Investment income does not include unrealized gains, which have been recorded through the Statement of Remeasurement. When remeasurement gains of \$5.0M are included, overall investment income increased by \$4.1M compared to 2018 results. Other revenue decreased by \$7.9M resulting primarily from the \$4.4M gain on sale of the Dunsmuir Lodge property, which occurred in 2018.

Expenses

Expenses increased by 4.0% to \$570M. Expenses reported by object were as follows:

| <i>(in thousands of dollars)</i> | 2019 | 2018 |
|----------------------------------|----------------|----------------|
| Salaries and benefits | 363,460 | 347,112 |
| Travel | 15,022 | 13,363 |
| Supplies and services | 86,897 | 82,464 |
| Utilities | 9,039 | 8,384 |
| Scholarships and bursaries | 36,092 | 36,358 |
| Cost of goods sold | 12,107 | 12,430 |
| Interest on long term debt | 2,249 | 2,480 |
| Depreciation | 44,687 | 45,009 |
| Total Expenses | 569,553 | 547,600 |

Salaries and benefits represent 64% of total expenses. Salaries increased by \$14.6M due to progression through the ranks and negotiated settlements with the university's faculty, professional and support staff. Benefits increased overall by \$1.7M due to increases in benefits commensurate with higher salaries offset somewhat by large actuarial gains on the Staff Pension Plan.

Expenses reported by function were as follows:

| <i>(in thousands of dollars)</i> | 2019 | 2018 |
|--|----------------|----------------|
| Instruction and non-sponsored research | 235,817 | 222,945 |
| Academic and student support | 142,622 | 137,000 |
| Administrative support | 21,772 | 19,507 |
| Facilities operations and maintenance | 49,338 | 49,241 |
| Sponsored Research | 106,262 | 106,014 |
| External engagement | 13,742 | 12,893 |
| Total Expenses | 569,553 | 547,600 |

Changes in functional expenses included instruction (+5.7%) and Academic and Student Support (+4.1%) Administration (+11.6%), Facilities (+0.2%), Sponsored research (+0.2%) and External engagement (+6.6%).

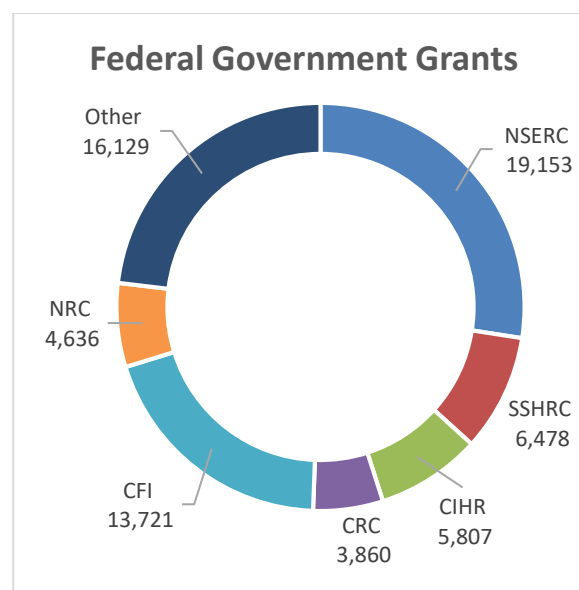
Sponsored Research Contributions

Sponsored research revenue increased by 5.2% to \$106.8M.

| <i>(in thousands of dollars)</i> | 2019 | 2018 |
|---|----------------|----------------|
| Province of B.C. | 9,130 | 9,880 |
| Federal government | 69,784 | 72,548 |
| Other governments | 11,094 | 10,756 |
| Gifts, grants & bequests | 12,640 | 14,085 |
| Sales of services | 4,028 | 4,380 |
| Other revenue | <u>507</u> | <u>224</u> |
| Total contributions | 107,183 | 111,873 |
| Transfer (to)/from deferred contributions | (1,151) | (11,113) |
| Sponsored research revenue | 106,032 | 100,760 |

In addition to the above, the university also received \$6.9M from the Tri-council for research support funds, which is recorded in the general operating fund.

Federal government grants are comprised of the following:



In 2018, the university ranked second amongst Canadian comprehensive research-intensive universities in total research funding, first in NSERC/CIHR grants and fourth in SSHRC grants.

Operating Environment

Our vision at the University of Victoria is to be the Canadian research university that best integrates outstanding scholarship, engaged learning and real-life involvement to contribute to a better future for people and the planet.

We are in a period of rapid change, with growth in the number of universities around the world and rising expectations for how these institutions will contribute to individual and collective well-being. To meet the challenges and opportunities of globalization and the social, environmental and technological change faced by our students, communities and university, we must align our efforts and focus our activities.

The financial environment for post-secondary education in BC and Canada continues to be tightly constrained. Cost pressures come from annual inflation, which at educational institutions is higher than general cost of living increases, measured by the Consumer Price Index (CPI). They also arise from new expenditures driven by our ambition for innovation and quality enhancement, new obligations, and increased organizational complexity. Revenues from traditional sources are insufficient to meet those cost pressures. The challenge is to achieve financial sustainability and to continue to enhance quality within these constrained circumstances.

The environment and financial model for post-secondary education in BC remains consistent with the past several years. Provincial operating grants for post-secondary institutions have increased in the current year (and are expected to further increase in the next year) to fund negotiated compensation increases; however, there is no additional lift to meet other inflationary pressures. Funding was received to support student growth in engineering and computer science, part of a 4-year expansion commitment from the Province. Expansion also occurred in the law with the university's, first in North America, joint JD/JID degree. Interim measures for space for these programs is required until funding approval is secured for additions to buildings to support expansion of these programs. For the past decade, domestic tuition fee increases couldn't exceed inflation (2%). This is about the rate of the general cost of living inflation, but lower than the actual rate of cost increases at the university, which, on average, are in the 3% - 5% range.

As the tuition limit policy does not apply to international students, starting May 2017, the

university implemented a policy to increase international fees to reflect actual costs of inflation. The university has inflation rates higher than inflation in a number of areas including compensation, capital-related costs, information technology, utilities and library. For this year, the inflation rate used was 4%.

The university undertook a comprehensive review of international tuition during 2017/18. The objective of the review was to develop a fee structure guided by principles including reflecting the quality of the degree, comparability to peer institutions, supporting delivery of quality programs and services, providing for enhanced student financial assistance for fees and contributing to enhanced quality and the long-term financial sustainability of UVic. The approved increase of 15% for undergraduates in 2019/20 reflect these principles and will be assessed only for international students enrolled after April 2018.

For domestic students, enrolment is sensitive to BOC population trends for the 18-24 year olds. UVic used population segment projections provided by Statistics Canada and BC Stats which are updated every few years. The last projection (2014) called for a decline of the 18-24 segment starting in 2014/15 and declining until 2022-23 at which point the trend was expected to reverse. The current projection (2018) has the decline beginning in 2017/18 and continuing to 2025-26. As the 18-24 cohort is the traditional age group associated with undergraduate enrolments and, historically, UVic's largest demographic segment. Competition continues to intensify for new students, both domestic and international, and UVic is responding by maintaining its focus on recruiting the best students and enhancing its unique, high quality student experience. Retention and engagement

of existing students are key focus areas of our Strategic Enrolment Management Plan.

Contractual obligations related to salaries and rising costs associated with library acquisitions and the impact of the lower value of the Canadian dollar relative to the US dollar are examples of pressures that continue to constrain financial planning. These pressures have had a negative budgetary impact on a number of areas including information technology, research infrastructure and, most visibly, the Library's acquisitions budget. Rising costs of serial subscriptions has further eroded the Library's ability to maintain the comprehensiveness and competitiveness of its holdings.

UVic's physical infrastructure requires further renewal and enhancement – priorities have been identified in the Capital Plan to address deferred maintenance and increase academic and research space for those areas with the greatest pressures. Student residences are also in need of expansion and renewal. Government funding for capital projects is limited and therefore fundraising as well as increased university resources will be important funding sources for these infrastructure priorities.

Guided by the Strategic Framework, UVic will deliver on our commitments to our people, our partners and our local and global communities, and will ensure that UVic is the Canadian research university that best integrates outstanding scholarship, engaged learning and real-life involvement to contribute to a better future for people and the planet.

Financial Reporting Environment

The university is part of the Government Reporting Entity (GRE) of the Province of B.C.

and, as such, is required to present its financial statements in accordance with Section 23.1 of the Budget Transparency and Accountability Act supplemented by directives set out by the Province of British Columbia. The Province has directed that PSAS be adopted without the PS4200 not-for-profit elections and that all restricted contributions received for acquiring tangible capital assets be deferred as Deferred Capital Contributions and recognized in revenue at the same rate that the amortization of the related tangible capital asset is recorded. As this Provincial directive supplements the requirements of PSAS, the Office of the Auditor General has provided a qualified audit opinion on a fair presentation basis for the last three years, even though financial reporting has complied with the requirements set out by the Province. Some highlights of the reporting framework presentations are as follows:

The Statement of Financial Position reflects a "Net Debt model" and presents Net Debt as the difference between liabilities and financial assets and is intended to measure the university's future revenue requirements or its ability to finance its activities. Net debt at March 31, 2019 is \$(317M) but includes \$421M of Deferred Capital Contribution liabilities that would likely never be repaid, thus bringing into question its relevance. The Statement of Financial Position also presents an Accumulated Surplus of \$826M, representing the university's net assets. A breakdown of this balance is disclosed on the Statement of Financial Position, and in the notes, to communicate to readers of the financial statements that this figure mostly represents restricted, spent or committed funds.

The Statement of Operations reports revenues, functional expenses and budget figures for the university's consolidated operations.

Endowment donations and investment income capitalized to endowment principal, that used to be recorded as direct increases in net assets, are recorded on the Statement of Operations as Restricted Endowment Contributions and included in Annual Operating Surplus, even though they are not available to fund operational expenses.

Remeasurement gains and losses, representing unrealized gains and losses on investments, derivatives and foreign currency, are reported on a separate statement and as a separate category of Accumulated Surplus rather than being included with the other components of investment income on the Statement of Operations. This effectively limits the ability to fund expenses from unrealized gains. Accumulated remeasurement gains commenced as of April 1, 2012 onward, reflecting the prospective implementation of the PSAS financial instrument standard, which has created a requirement to track unrealized gains and losses in investment portfolios pre and post April 1, 2012.

A Statement of Changes in Net Debt summarizes the key changes in Net Debt and provides information on how net debt is impacted by expenditures for, and amortization of, capital assets, changes in other non-financial assets, net remeasurement gains/losses and the annual surplus.

Risks and Uncertainties

The university operates in an increasingly more complex environment with many factors that are outside of the control of the university. The university uses an Enterprise Risk Management approach and develops risk mitigation strategies to reduce the impact where possible. The major

risks that can affect the university from a financial perspective are as shown below. Over the past year, the university developed and approved institutional risk appetite statements that will help guide decision making across all areas of campus.

Provincial funding

Provincial government grants comprise 50% of the revenue of the university's operating budget. Funding for this source is not guaranteed year to year and provincial policy changes can significantly affect institutional budgets. Examples in the past include provincial policy to cap domestic tuition, unexpected grants reductions and the introduction of the employer health tax in 2018. As operating grants are provided and approved for one year only, there is significant uncertainty year to year with respect to the university's operating funding.

Student recruitment and retention

Enrolment levels can be affected by the economy, competition and the world economic environment. Changes in these conditions can affect enrolment revenues should, for example, international students choose to stay in their home country for post-secondary education. International enrolment has increased and UVic has a greater reliance on international students in order to achieve expected tuition revenues.

Pensions and Employee Future Benefits

The university has two pension plans for its faculty, Professional Employee Association members, management exempt and executive (Combination Plan and Money Purchase Plan) and one plan for members of CUPE and exempt clerical staff (Staff Plan). The actuarial valuation of the Combination Plan, with an effective date of December 31, 2015, shows that the Plan is fully funded. The next valuation date is December 31, 2018 but the valuation results

won't be available until September 2019. The last valuation for the Staff Pension Plan was December 31, 2016. As at that valuation date, there was a going concern surplus of 122% of liabilities but a solvency deficiency of 20%. While many other post-secondary institutions in BC and in other provinces are not required to meet a solvency test, this requirement for the university resulted in a cost of \$467,000 for 2018/19. The next valuation date is December 31, 2019 with a filing requirement of September 2020.

Deferred Maintenance

As the university ages, the risk related to deferred maintenance increases. One of the highest priority projects, replacing the heating system, commenced during the past year and will be completed over the next year. Other priority projects include renewal seismic upgrading of some of our older buildings. We continue to plan for our priority deferred maintenance projects and work closely with the Provincial Government to obtain funding. Funding from the province has increased over the last several years.

Related Entities

The university's consolidated financial statements include the following related entities:

University Foundations

The University of Victoria Foundation, Foundation for the University of Victoria and U.S. Foundation for the University of Victoria receive and manage the university's endowment funds. The Foundations are tax exempt as a registered charity, agent of the Crown or charitable organization, respectively.

They are consolidated in the university's financial statements.

TRIUMF and WCUMSS

The university participates in two non-profit research joint ventures with other universities. TRIUMF is Canada's national laboratory for particle and nuclear physics. The university is one of twelve members. The Western Canadian Universities Marine Sciences Society (WCUMSS) operates a marine research facility located at Bamfield, B.C. The university is one of five members. The university's interest in these two government partnerships is proportionately consolidated in the university's financial statements.

Heritage Realty Properties and VITP Trust

The university controls two taxable business enterprises. Heritage Realty Properties Ltd. manages the rental properties, hotel and brew-pub operation donated by the late Michael C. Williams. The Vancouver Island Technology Park Trust (VITP) provides leased space to high-technology companies on Vancouver Island. Both enterprises are accounted for in the university's financial statements on the modified equity basis.

UVic Properties Investments Inc.

University of Victoria Properties Investments Inc. manages the university's real estate holding's including the Marine Technology Centre and the Queenswood Campus, and acts as trustee for the Vancouver Island Technology Park Trust. UVic Properties is consolidated in the university's financial statements.

UVic Industry Partnerships

UVic Industry Partnerships is a taxable corporation that facilitates research partnerships between the private sector and the university by assisting with intellectual property

management and commercialization of research discoveries. It is consolidated in the university's financial statements.

Oceans Network Canada Society

Oceans Network Canada Society is a non-profit society that manages the University's two ocean observatories VENUS and NEPTUNE. It is consolidated in the university's financial statements.

Pacific Climate Impacts Consortium

The Pacific Climate Impacts Consortium is a non-profit organization that furthers the understanding of the climate system, its variability and potential for change and the application of that understanding to decision making in both the public and private sectors. It is consolidated in the university's financial statements.

GSB Executive Education Inc.

This taxable business enterprise was created to deliver executive education services by the UVic Gustavson School of Business. It is accounted for in the university's financial statements on the modified equity basis.

Byron Price & Associates Ltd.

Byron Price and Associates Ltd. is a taxable business enterprise donated to the University, which holds land located in North Saanich. It is consolidated in the university's financial statements.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 13, 2019

To: OPERATIONS AND FACILITIES COMMITTEE

**From: VICE-PRESIDENT FINANCE AND OPERATIONS VICE-
PRESIDENT ACADEMIC AND PROVOST**

cc: President and Vice-Chancellor

Meeting Date: May 28, 2019

Subject: RELOCATION ASSISTANCE POLICY UPDATE (HR6405)



Basis for Jurisdiction: Committee's Terms of Reference 8.1

Strategic Relevance:

Strategy 1.1

One of the priorities of the strategic framework is to cultivate an extraordinary environment, which is achieved through a diverse workforce of exceptionally talented faculty and staff. Part of

attracting and retaining faculty and staff is a strong benefits package, which includes assisting new employees with the cost of their relocation in order to transition to new employment with the university.

Strategy 1.3

Advance service excellence and collaboration by updating systems, spaces, processes and policies so they fully underpin research and teaching, maximize efficiency, and ensure our accountability and responsibility to our people, partners and society as a whole.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the revisions to policy HR6405 Relocation Assistance (formerly Relocation Grant Policy), effective June 1, 2019; and

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors rescind policy HR6415 Travel Allowance for Visiting and Sessional Appointments, effective June 1, 2019.

Background:

The university has developed a number of policies and procedures to assist hiring leaders to offer financial assistance to newly recruited faculty, librarians, and senior staff to relocate to accept employment with the university.

According to the Policy on University Policies and Procedures (GV0100), university policies need to be reviewed at least once every seven years. While the Home Relocation and Purchase Loan program was updated in 2018, the Relocation Grant Policy (HR6405) was last revised in 2003 and the Travel Allowance for Visiting and Sessional Appointments Policy (HR6415) was last updated in 1991. A joint VPAC/VPFO/USEC working group was established in 2018 to oversee the review of the various relocation assistance policies and procedures in place. The goal of the review was to establish a consolidated set of policy and procedures that enable hiring leaders to consistently, efficiently, and cost-effectively assist newly recruited faculty, librarians, and senior staff with expenses associated with their relocation to new employment with the university.

Discussion:

The new, consolidated policy reflects the feedback of Executive Council, Deans' Council, a survey of Chairs, Directors, Deans, and all Administrative Officers, the Faculty Association, and a review by the VPFO senior leadership team.

The working group received positive feedback for:

- consolidating all relocation assistance policies, procedures, and programs into one document;
- adding the option to offer new Canadian faculty and librarians a lump sum relocation grant;
- describing eligible expenses for the various categories of relocation assistance; and
- clarifying the eligibility of senior excluded staff.

Other revisions include:

- information on the tax implications of relocation assistance;
- streamlining the home loan repayment terms;
- a pro-rata repayment provision if the appointee leaves UVic within two years of hire;
- updated terminology and responsible authorities; and
- greater flexibility for deans and equivalent unit heads.

The normal relocation assistance maximums are consistent with the BC government's policy for relocation assistance and the expectation that publicly-funded bodies develop expense policies that reflect the example set by the provincial government. The normal maximums also represent the intention to *assist* new recruits to relocate rather than fully fund the relocation. Like the BC Government policy, exceptions to eligibility and the normal maximums are contemplated and require additional approval.

Attachments:

HR6405 Relocation Assistance policy (revision)

[HR6405](#) Relocation Grants policy (current)

[HR6415](#) Travel Allowance for Visiting and Sessional Appointments policy (current)

[Home Loan Program](#) (current)

Relocation Assistance

University Policy No: HR6405
Classification: Human Resources
Approving Authority: Board of Governors
Effective Date: June 2019
Supersedes: February 2003
Last Editorial Change:
Mandated Review: June 2026

Associated Procedures: [Relocation Assistance Procedures](#); [Home Loan Support Program Procedures](#)

Purpose

- 1.00 The purpose of this policy is to assist new employees with the cost of their relocation to enable their work at the University of Victoria. This policy supports the university's commitment to provide resources and develop targeted initiatives to recruit a diverse and talented community of faculty, librarians, researchers, and staff, and to manage relocation expenses paid by the university in a consistent, efficient, and cost-effective manner.

Definitions

- 2.00 For the purposes of this policy, the following definitions apply.

“administrative authority” means the dean of a Faculty, Head of a Division, University Librarian, or the equivalent non-academic administrator.

“home loan support” means the university's program, as set out in the Home Loan Support Program Procedures, which enables eligible appointees to secure assistance in financing a home purchase.

“relocation assistance” means financial assistance in the form of reimbursement of eligible expenses incurred for a house-hunting trip, plus either a lump sum relocation allowance or the reimbursement of eligible expenses associated with the costs of an appointee's move, provided in accordance with this policy.

“travel assistance” means an amount equal to the cost of return Economy Class airfare (as defined in the [Travel and Business Expenses policy](#)), to Victoria from the appointee's place of residence at the commencement of their appointment, plus incidental expenses.

Scope

- 3.00 Relocation assistance is available to faculty, librarians, and senior excluded staff, who are commencing regular or continuing appointments, and are relocating their primary residence from a distance of more than 50 kilometres from their primary work site.

- 3.01 Exceptions to eligibility may be considered by the Associate Vice-President Faculty Relations or the Associate Vice-President Human Resources on a case-by-case basis.
- 4.00 Travel assistance is available for faculty and librarians with appointments of less than two years – see the [Relocation Assistance Procedures](#).
- 5.00 Home loan support is available to eligible faculty, librarians, and senior excluded staff, pursuant to the [Home Loan Support Program Procedures](#).

Policy

- 6.00 At the time of appointment, relocation assistance or travel assistance may be provided to eligible new employees to assist with the cost of their relocation as approved by the appropriate administrative authority.

House Hunting

- 7.00 The university will reimburse reasonable house hunting expenses in accordance with this policy's procedures and the [Travel and Business Expenses Policy](#).

Relocation Expenses

- 8.00 Relocation assistance in the form of a lump sum or reimbursement for eligible expenses will be documented in the letter of appointment and offered in accordance with the procedures and subject to the following categories of eligibility:
- (a) faculty members and librarians relocating from within Canada: relocation assistance may, in the discretion of the administrative authority, be paid either in the form of a lump sum, or reimbursement upon submission of receipts;
 - (b) faculty members and librarians relocating from outside Canada: relocation expenses will be reimbursed upon submission of receipts; and
 - (c) senior excluded appointments: relocation expenses will be reimbursed upon submission of receipts.
- 9.00 All forms of relocation assistance are intended to assist with the applicant's move, and are not intended to cover all expenses that may be incurred.
- 10.00 Relocation assistance is subject to the limits set out in the [Relocation Assistance Procedures](#). Eligible and ineligible relocation expenses are outlined in these procedures.

Income Tax

- 11.00 A lump sum relocation allowance is considered a taxable allowance by the Canada Revenue Agency (CRA) and consequently the appointee will receive a T4A reporting the allowance as income. For Canadian resident appointees, this income may be offset with legitimate moving expenses upon filing of their personal income taxes. The deductibility of specific moving expenses is therefore a personal matter between the appointee and the CRA. Appointees are therefore encouraged to keep their receipts for income tax purposes.

- 12.00 For non-Canadian residents, the CRA does not permit a tax deduction for moving expenses, potentially resulting in a taxable allowance that cannot be offset. Therefore, non-Canadian resident appointees are reimbursed for their actual moving costs instead of receiving the lump sum. Reimbursements with supporting receipts are non-taxable.

Repayment

- 13.00 If a recipient of funds under this policy leaves the university prior to completing 24 calendar months of full time (or equivalent) service, the recipient must repay on a pro-rata basis any relocation assistance funds they have received.

Authorities and Officers

- 14.00 The authorities and officers for this policy are:
- (i) Approving Authority: Board of Governors
 - (ii) Designated Executive Officers: Vice-President Academic and Provost; Vice-President Finance and Operations
 - (iii) Procedural Authorities: Vice-President Academic and Provost; Vice-President Finance and Operations
 - (iv) Procedural Officers: Associate Vice-President Faculty Relations and Academic Administration; Associate Vice-President Human Resources

Relevant Legislation

[Income Tax Act, RSC 1985 c 1 \(5th Supp.\)](#)

Related Policies and Documents

[Signing Authority \(FM5100\)](#)

[Travel and Business Expenses \(FM5610\)](#)

Relocation Assistance Procedures

Procedural Authorities: Vice-President Academic and Provost; Vice-President Finance and Operations
Procedural Officers: Associate Vice-President Faculty Relations and Academic Administration; Associate Vice-President Human Resources

Effective Date: June 2019
Supersedes: New
Last Editorial Change: none

Parent Policy: [Relocation Assistance \(HR6405\)](#)

Relocation Assistance

- 1.00 The amount of relocation assistance provided in the appointment letter is approved through the normal appointment letter approval process. The amounts in Table 1 are the normal maximums for relocation assistance.

Table 1: Relocation Assistance Maximums

| Distance of Move | Maximum |
|------------------|----------|
| 50 – 1,000 km | \$7,850 |
| 1,001 – 2,500 km | \$12,150 |
| 2,501 – 4,000 km | \$18,150 |
| 4,001 km or more | \$18,800 |
| Overseas | \$23,500 |

- 2.00 The maximum amounts in Table 1 may be exceeded if approved by the administrative authority for faculty and librarians, or the applicable vice-president (in consultation with the Associate Vice-President Human Resources) for senior excluded staff. The provisions of the Relocation Assistance policy on income tax implications will apply to all additional funds.
- 3.00 In determining the amount of assistance offered, factors which must be considered include the following:
- recruitment priority;
 - the appointee's personal situation, such as number of dependents and actual real estate/moving costs;
 - budgetary constraints;
 - operational needs of the hiring unit; and
 - reasonable and legitimate relocation costs.
- 4.00 The overseas range is to be used when relocating a new appointee from outside Canada and the continental United States.
- 5.00 In circumstances where an appointee and their partner are being hired concurrently, only one of the two can claim benefits under this policy.

- 6.00 Before receiving relocation assistance, a new appointee must sign a Relocation Agreement.

Limited Term Appointments

- 7.00 Full-time faculty and librarians with appointments of less than two years are eligible for travel assistance.

- 8.00 The total amount of travel assistance provided will not exceed one month's salary if the appointee moves from within Canada or the continental United States, or two months' salary if moving from elsewhere.

- 9.00 Persons who accept regular faculty or librarian appointments at the expiration of their initial term of appointment will be eligible for relocation assistance as detailed above, less the amount of any travel assistance already received.

Eligible Relocation Expenses

- 10.00 Expenses for which reimbursement can normally be claimed are described in the following table. The administrative authority may approve exceptions to these categories in writing, with a copy of the approval to the relevant vice-president.

Table 2: Eligible Relocation Expenses

| House Hunting Expenses | |
|--|---|
| Eligible | Not Eligible |
| <ul style="list-style-type: none"> Economy Class airfare, accommodations, meals, local travel, and other reasonable expenses for the appointee and their partner for up to 7 days | <ul style="list-style-type: none"> Expenses associated with bringing other family members or individuals on the house hunting trip |
| Relocation Travel | |
| Eligible | Not Eligible |
| <ul style="list-style-type: none"> One-way transportation, lodging, meals, and other reasonable expenses for the appointee, partner, and dependents to travel to Victoria. Temporary lodging, meals, and prior and/or post relocation travel for the appointee, partner, and dependents for up to 14 days. | n/a |
| Moving of Household and Personal Effects | |
| Eligible | Not Eligible |
| <ul style="list-style-type: none"> Packing, loading, delivery, unloading, and unpacking of household effects Disassembly and assembly of effects | <ul style="list-style-type: none"> Commissions or losses on the sale or purchase of property Gratuities paid to movers |

| | |
|--|---|
| <ul style="list-style-type: none"> • Storage of effects and delivery from storage • Insurance on effects while in transit • Expenses related to the relocation of pets up to a maximum of \$100 • Reasonable legal expenses incurred in selling appointee's residence and purchasing a residence in Victoria | <ul style="list-style-type: none"> • Servicing of appliances, furnishings, or equipment • Cleaning or repair • Utility connection fees • Expenses associated with moving the following items: <ul style="list-style-type: none"> ○ building materials (such as bricks, cement blocks, lumber, patio slate, sand, or gravel); ○ firewood or railroad ties; ○ goods of peculiarly inherent or extraordinary value (such as precious metals or fine art) ○ hazardous goods (such as household cleaners, bleach, paint, aerosol, propane tanks (empty or full), explosives, firearms, ammunition, and any item that may be flammable or liable to contaminate, stain, or damage other goods); ○ livestock; ○ outbuildings (such as sheds or greenhouses) and swimming pools; ○ perishables (including frozen food, dry goods, spices, etc.); and ○ unusually large or heavy items (such as grand pianos) |
| Automobile Transport | |
| Eligible | Not Eligible |
| <ul style="list-style-type: none"> • Travel by a personal automobile will be reimbursed at per-kilometre rates according to the Travel and Business Expenses policy. | <ul style="list-style-type: none"> • Expenses associated with moving more than one automobile and one trailer, or any boats, construction equipment, tractors, farm equipment, campers, aircraft, or other motorized vehicles and their accessories |

| Customs and Immigration | |
|--|---|
| Eligible | Not Eligible |
| <p>For the appointee, their partner, and dependents:</p> <ul style="list-style-type: none"> • Translation and certification of documents where required by the Government of Canada • Immigration fees levied by the Government of Canada or the British Columbia Provincial Nomination Program, including work permit, employer compliance for work at the university, and permanent residency fees • Immigration medical exams required by the Government of Canada or the university • Required English language tests and educational assessment fees • Police criminal record checks and fingerprinting/biometrics | <ul style="list-style-type: none"> • Emigration or border fees levied by a foreign government • Passport fees • Immigration legal services |
| Health Care | |
| Eligible | Not Eligible |
| <ul style="list-style-type: none"> • Health care expenses for the appointee and their family during the waiting period before MSP benefits apply | n/a |

11.00 To ensure that claimants are fully informed, they should be provided with the Relocation Assistance Policy and these procedures.

Home Loan Support Program Procedures

Procedural Authorities: Vice-President Academic and Provost, Vice-President Finance and Operations
Procedural Officers: Associate Vice-President Faculty Relations and Academic Administration, Associate Vice-President Human Resources

Effective Date: June 2019
Supersedes: December 2017
Last Editorial Change: none

Parent Policy: [Relocation Assistance \(HR6405\)](#)

Purpose

- 1.00 This procedure sets out the terms and conditions of the Home Loan Support Program for eligible new faculty members, librarians, and senior excluded staff.

Scope

- 2.00 The terms of this revised Home Loan Support Program apply to loan applications received on or after July 1, 2019.

- 3.00 The Home Loan Support Program applies to:

- (a) newly recruited full-time faculty members and librarians appointed to regular, tenured, or tenure-track appointments at the university, and
- (b) newly recruited full-time senior excluded staff appointed to continuing appointments at the university,

who are eligible for relocation assistance. This program does not apply to anyone with a Limited Term appointment.

- 4.00 Members of the above group are referred to below as “Eligible Member” or “Member” and they are eligible to apply for home loan support under these procedures.

Application Forms

- 5.00 Application forms may be obtained from the Office of the General Counsel.

Deadline

- 6.00 Eligible Members must normally apply for home loan support no later than five years after the start date of their appointment. Requests to extend the eligibility period will be considered on a case-by-case basis and approved by the applicable vice-president.
- 7.00 If the Member plans to purchase a residence prior to the effective date of their appointment, they may apply at any time after the appointment has been approved by the applicable vice-president.

Terms of the Home Loan

8.00 The following are the terms of the home loan.

- (a) The principal amount of the loan is \$50,000, or a lesser amount at the option of the Member.
- (b) The term of the loan is fifteen years, or until the Eligible Member leaves the employ of the university, whichever is earlier.
- (c) The principal amount may be repaid at any time or in installments during the term of the loan. However, no repayment is required during the first five years. Repayment must commence no later than the fifth anniversary of the commencement of the loan term.
- (d) The then outstanding principal amount of the loan is due and payable at the end of the term, and it must be repaid on the last day of the term of the loan.
- (e) The loan is interest-free during its term.
- (f) The loan will only be given to assist with the purchase of the Eligible Member's first owner-occupied residence in Lower Vancouver Island. The loan may not be used to refinance a purchase already made or to make a new purchase when the Member already owns a house within 50 km of their primary UVic work site at the time of their appointment.
- (g) Normally, the total amounts of the first mortgage on the property plus the university loan, plus any unsecured loan negotiated with the bank directly, must not exceed 95% of the purchase price of the residence (loan-to-value ratio must not exceed 95%).
- (h) A mortgage securing the loan will be registered against the title to the residence in the Land Title Office. The university will pay all legal fees and registration costs associated with the registration and discharge of the mortgage.
- (i) The loan funds will normally be released to the Member's conveyancing lawyer by the university's lawyer after the mortgage is submitted for registration in the Land Title Office.
- (j) Any exceptions to these terms must be approved in writing by the Associate Vice-President Faculty Relations and Academic Administration or the Associate Vice-President Human Resources, as applicable.

Income Tax Implications

9.00 Because the loan is interest-free, the value of the interest foregone by the university will be reported on the Member's T-4 slip as a taxable benefit. The interest rate used to calculate the taxable benefit from the loan will be the quarterly rate set by the Canada Revenue Agency for interest-free loans.

Sale of Residence

- 10.00 When a Member sells the residence for which the home loan was originally made, the amount of the home loan then unpaid must be repaid to the university.
- 11.00 The university may, in its discretion, agree to allow the Member to transfer the home loan to a principal residence that the Member is purchasing after sale of the original residence. In this circumstance, it is expected that the loan-to-value ratio on the new property would not exceed 90% and that the Member would pay all legal and registration costs. Such arrangements must be individually approved and must be discussed in advance with the Office of the General Counsel.



RELOCATION GRANT POLICY

University Policy No.: HR6405
Classification: Human Resources
Approving Authority: Board of Governors
Effective Date: February/03
Supersedes: December/68
Last Editorial Change:
Mandated Review:

Please note that as of July 2008, the university is in the midst of revising its policies relating to reimbursement for relocation expenses. Some of the provisions and restrictions outlined in this policy have been altered on an interim basis. For the most current information on relocation reimbursement, please contact your dean or the head of your unit.

1. The following persons will be eligible for removal grants:
 - 1.1 Newly appointed Faculty Members and Librarians whose appointments are for two years or more;
 - 1.2 Newly appointed full-time members of the Administrative and Academic Professional staff not on term appointments.
2. The University's removal grant is intended to assist new appointees in meeting the costs of moving their families and personal effects to Victoria. The removal grant is not intended to cover all expenses which might be incurred such as legal fees, commissions or losses on the sale and purchase of property, medical costs associated with immigration, duty on articles brought into Canada, and other costs not identified in 3. below.
3. The removal grant consists of reimbursement of the following actual expenses incurred, up to the maxima noted:
 - 3.1 Reasonable travel costs, not exceeding the amount of economy air fares or equivalent public transportation, of moving the individual and her or his family from the place of residence (at the time of appointment) to Victoria. Subject to this limit, automobile expenses during a relocation to the University of Victoria will be paid at the rate of 20 cents per kilometre, and reasonable food and lodging costs to the extent necessary while traveling. Consult the University of Victoria Travel Policy #5800 and Automobile Insurance Policy #5700 for further details respecting travel.
 - 3.2 Reasonable shipping, packing and insurance costs (subject to 3.4 below) of transporting the individual's personal effects from the place of residence (at the time of appointment) to Victoria, to the extent of:

- 3.2.1 100% of the first \$8,500 of actual costs
- 3.2.2 75% of the next \$1,500 of actual costs
- 3.2.3 50% of the balance, subject to a maximum as specified in 3.4 below.

The University has an agreement with an international moving company. Appointees should determine the name of the current company from their administrator and should seek quotes for moving services from that company. There is no obligation to select that company to provide moving services. It is expected that individuals will use the most economical method of shipment and costs may not exceed the cost of transportation by common carrier.

Moving company estimates are frequently complex and can easily be misinterpreted. To assist new appointees, Purchasing Services is prepared to review quotations provided they are submitted to Purchasing Services well in advance of the move.

- 3.3 During House Hunting Before Removal to Victoria, subject to 3.4 below:
 - 3.3.1 economy air fare for individual and partner;
 - 3.3.2 up to 5 nights accommodation, not to exceed a total of \$70 per night;
 - 3.3.3 meals for up to 5 days not to exceed \$40 per person per day for not more than 2 people;
 - 3.3.4 local transportation (taxi, car rental, gas, parking, ferry).
- 3.4 Maximum Total Payment
 - 3.4.1 for those moving from up to 3000 kilometres from Victoria, the total of the amounts reimbursed under 3.2 and 3.3 above will not exceed \$11,000;
 - 3.4.2 for those moving from more than 3000 kilometres from Victoria, the total of the amounts paid under 3.2 and 3.3 above will not exceed \$12,000.
- 3.5 Exceptional Cases
 - 3.5.1 Notwithstanding the limits in 3.4, the administrative officer who is responsible for recruiting for a particular position and who reports directly to a Vice-President may apply to the Vice-President with financial responsibility for the position for approval of payment of expenses in excess of those limits.

3.5.2 The appropriate Vice-President may approve the payment of expenses beyond the limits in 3.4 where he or she believes that the additional payment is crucial to the successful recruitment of the new appointee and that it is justified by the personal circumstances of the new appointee including, but not limited to, any disability of the new appointee, size of the family unit, age, health or disability of members of the family unit or unusual expenses arising from the location of the prior residence of the new appointee.

4. Payment of the removal grant will be made upon arrival in Victoria, and will be dependent upon submission to Accounting Services of an itemized statement of actual expenses incurred, supported by appropriate receipts and invoices. The University will not settle accounts directly with suppliers.

Frequently, payments must be made to movers before goods will be released from the van in Victoria. Upon receipt of a cheque requisition approved by the holder of the account to which it will be charged (in the case of a faculty appointee, usually the Dean), Accounting Services will prepare an advance payment for the new appointee up to the lesser of the amount of the moving company charges and the remaining limit under 3.4 above.

5. If an appointee voluntarily leaves the service of the University at the end of one year, she or he may be required to repay one-half the amounts granted under 3.2 and 3.3 above.
-

**TRAVEL ALLOWANCE FOR VISITING
AND SESSIONAL APPOINTMENTS****University Policy No.:** HR6415**Classification:** Human Resources**Approving Authority:** Board of Governors**Effective Date:** November/91**Supersedes:** December/68**Last Editorial Change:****Mandated Review:**

1. Newly appointed members of the full-time teaching staff whose appointments are for less than two years will be eligible for a travel allowance.
2. The amount of the travel allowance is equal to the cost of return economy airfare for the appointee and his/her family (provided that the latter move to Victoria) from his/her place of residence (at the time of appointment) to Victoria, plus incidental travel and moving costs to a maximum of \$250.00. This latter item is intended to assist in meeting unavoidable out-of-pocket expenses such as limousine and taxi fares, meals, house-hunting expenses, rental of temporary accommodation, etc. The total allowance may not exceed one month's salary if the appointee moves from within continental North America, or two months' salary if from elsewhere.
3. The allowance will be paid in two instalments. The first instalment will be paid upon the appointee's arrival in Victoria, and the second upon the appointee's departure from Victoria. Payment of the allowance will be dependent upon submission of a claim to the Accounting Office.

* The first instalment may not exceed single economy airfare plus the claim for incidental expenses.
4. Persons who accept appointments as regular members of the Faculty upon the expiration of their initial appointment will be eligible for removal grants, less any travel allowance already received. Details of these grants are found in the Faculty Handbook.

* These claim forms are available in the faculty department/school offices.



Revised Guidelines Home Relocation and Purchase Loan

The terms of this revised Home Relocation and Purchase Loan program apply to loan applications received on or after December 19, 2017.

The Home Relocation and Purchase Loan program applies to new faculty members who hold regular, tenured or tenure track appointments at the rank of Assistant Professor, Associate Professor or Professor. The program also applies to the following categories of new faculty and new librarians who hold regular appointments: Assistant Teaching Professors, Teaching Professors, Artists-in-Residence, Academic Administrators, and Librarians. This program does not apply to anyone with a limited term appointment.

Members of the above group are referred to below as “Eligible Member” or “Member” and they are eligible to apply for a Home Loan.

Application forms may be obtained from the Vice-President Academic and Provost’s website (<http://web.uvic.ca/vpac/>) or the Office of the General Counsel (contact Jamie Millin at 250-853-3549).

Deadline

An Eligible Member must normally apply for the Home Loan no later than five years after the start date of his or her appointment. Requests to extend the eligibility period will be considered on a case-by-case basis.

If the Member plans to purchase a residence prior to the effective date of his or her appointment, he or she may apply at any time after the appointment has been approved by the Vice-President Academic and Provost.

Terms of the Home Loan

- The principal amount of the loan is up to **\$50,000**.
- The term of the loan is five years, unless renewed as specified below, or until the Eligible Member leaves the employ of the University, whichever is earlier.
- The principal amount of the loan is due and payable at the end of the first term unless renewed, and it must be repaid on the last day of the term of the loan.
- The loan is interest free during its term.
- The loan will only be given to assist with the purchase of the Eligible Member’s first owner-occupied residence in Greater Victoria. The loan may not be used to refinance a purchase already made or to make a new purchase when the Member already owns a house in Greater Victoria at the time of their appointment.
- Normally, the total amounts of the first mortgage on the property plus the University loan, plus any unsecured loan negotiated with the bank directly, must not exceed 95% of the purchase price of the residence. (Loan to value ratio must not exceed 95%)
- The principal amount may be repaid at any time or in installments during the term of the loan. However, no repayment is required until the end of the first term.
- A mortgage securing the loan will be registered against the title to the residence in the Land Titles Office. The University will pay all legal fees and registration costs associated with the registration and discharge of the mortgage.
- The loan funds will normally be released to the Member’s conveyancing lawyer by the University’s lawyer after the mortgage is submitted for registration in the Land Title Office.

Income Tax Implications

- Because the loan is interest free, the value of the interest foregone by the University will be reported on the Member's T-4 slip as a taxable benefit. The interest rate used to calculate the taxable benefit from the loan will be the quarterly rate set by Canada Revenue Agency for interest free loans.
- Up until December 31, 2017, a Home Relocation Loan Deduction was also reported on the Member's T-4 slip that partially offset the taxable benefit. This has been eliminated by Canada Revenue Agency for 2018 onward.

Renewal of Loan

- Six months prior to the end of the five-year term of the loan, a Member may apply for a renewal for another term of **ten years**, provided the Member is continuing in his or her appointment.
- Renewal of the loan is discretionary on the part of the University and may depend upon whether the University has sufficient funds available to meet the needs of new Eligible Members applying.
- If the University agrees to renew, the Member must normally commence repayment of the principal by making semi-monthly payments. Anyone who borrowed funds under the program on or after December 19, 2017 will be required to pay the University at least **\$208.33** per semi-monthly pay period (\$416.67 per month) during the ten-year renewal term. All repayments are by payroll deduction.
- The amount of the monthly payments may be reduced in exceptional circumstances.
- The renewal term will be for ten years or until the Member leaves the University's employment, whichever is earlier. The remaining principal balance must be repaid on the last day of the term.
- If renewed, the loan will continue to be interest free during its term.
- If the University declines to renew the loan, the University will notify the Member not less than four months prior to the end of the initial five-year term.

Sale of Residence

- When a Member sells the residence for which the Home Loan was originally made, the amount of the Home Loan then unpaid must be repaid to the University.
- The University may, in its discretion, agree to allow the Member to transfer the Home Loan to a principal residence that he or she is purchasing after sale of the original residence. In this circumstance, it is expected that the loan to value ratio on the new property would not exceed 90% and that the Member would pay all legal and registration costs.
- Such arrangements must be individually approved and must be discussed in advance with Financial Services.



University
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SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 13, 2019

To: Operations and Facilities Committee

From: Jamie Cassels, QC
President and Vice-Chancellor

Meeting Date: May 27, 2019

Subject: Revisions to the Procedures for the Appointment of the Chancellor
(GV0295)

Basis for Jurisdiction: *University Act*, section 11(1)
Strategic Framework, Strategies 1.1 & 1.3

Strategic Relevance:

- Strategy 1.1 Attract, support and develop a diverse community of talented students, faculty and staff through enhanced resources and programs—including scholarships, academic chairs, professional support programs and workplace practices that recognize excellence and promote wellness.
- Strategy 1.3 Advance service excellence and collaboration by updating systems, spaces, processes and policies so they fully underpin research and teaching, maximize efficiency, and ensure our accountability and responsibility to our people, partners and society as a whole.

Previous Consultation:

- Alumni Association (November 2018)
- Alumni Relations (October & November 2018)
- Faculty Relations (April 2019)
- General Counsel (January 2018)
- President (October 2018)
- University Secretary (October 2018, December 2018, April 2019)
- Vice-President External Relations (October 2018)

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the revised Procedures for the Appointment of the Chancellor (GV0295), effective June 1, 2019.

Background:

According to the [Policy on University Policies and Procedures \(GV0100\)](#), university policies must be reviewed every seven years. The [Procedures for the Appointment of the Chancellor \(GV0295\)](#) came due for review in 2017. The University Secretary's Office began reviewing this policy in Fall 2017. Consultations took place in 2018 and involved Alumni Relations, the Alumni Association, legal counsel, and senior university leaders. These consultations showed that the policy was working well, and that only minor wording adjustments were needed.

No changes to the substance of the appointment or re-appointment processes are proposed. The recommended revisions include:

- adjustments to the wording of the search committee procedures and candidate recommendation sections for greater clarity;
- rewording sections to use gender-neutral language; and
- updated formatting and references to other policies and documents.

Planned Further Action: If the Board approves these revisions, the updated policy is expected to take effect on June 1, 2019.

Attachment(s):

1. Policy GV0295 – revised with tracked changes
2. Policy GV0295 – clean copy
3. Policy GV0295 – version currently in force



University
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**PROCEDURES FOR THE
APPOINTMENT OF THE
CHANCELLOR**
Procedures for the
Appointment of the Chancellor

University Policy No: GV0295

Classification: Governance

Approving authority: Board of Governors

Effective date: ~~January, 2010~~ June 2019

Supersedes: ~~New~~ January 2010

Last Editorial Change: January 13, 2014

Mandated review: ~~January, 2017~~ June 2026

PURPOSE
Purpose

- 1.00 The following procedures define the method by which the appointment or reappointment of the Chancellor of the university will be conducted by the Board of Governors.

JURISDICTION
Jurisdiction

- 2.00 Consistent with section 11 of the *University Act*, the Board of Governors will appoint the Chancellor on nomination by the Alumni Association and after consultation with the Senate.
- 3.00 The Chancellor holds office for three years. – ~~He or she~~ The Chancellor is eligible for reappointment, but may not hold office for more than six consecutive years.

PROCEDURES
Procedures

Notification of Vacancy

- 4.00 Approximately eighteen (18) months before the expiry of a Chancellor's term the President will notify Senate, ~~and~~ the Board of Governors, and the Alumni Association of the impending vacancy.

- 4.01 At the same time, the Board of Governors will develop or review and update, as appropriate, the terms of reference and criteria for selection of the Chancellor.

Formation and Composition of the Search Committee

- 5.00 Approximately eighteen (18) months before the expiry of the term, a joint committee of the Board of Governors, the Alumni Association, and the Senate will be struck to seek and consider nominations.

The committee will be constituted as follows:

- 1 the chair of the Board of Governors (who will chair the committee);

- 1 member of the Board of Governors appointed by the chair of the Board of Governors;
- 1 President of the Alumni Association;
- 1 member of the Alumni Association executive;
- 1 the President of the university as chair of Senate; and
- 2 members of the Senate (one of whom is an elected faculty member and the other an elected student).

7 members

5.01 The University Secretary (or delegate) will serve as secretary to the committee.

SelectionSearch Committee Responsibilities

- 6.00 The University of Victoria is committed to equity and diversity.—The chair of the committee is encouraged to consult ~~the~~ Equity and Human Rights ~~office~~ for advice and support in conducting a search process that reflects and advances this commitment.
- 7.00 The personal information of the incumbent and candidates shall be managed and protected in accordance with the *Freedom of Information and Protection of Privacy Act*, and the university's Protection of Privacy (GV0235) and Records Management (IM7700) policies and associated procedures.
- 8.00 Documentation containing personal information received by the committee during its deliberations is confidential and shall be used or disclosed only for the purpose for which the information was collected or purpose consistent with the original collection purpose. All other uses or disclosure of such information require the consent of the candidate or incumbent.
- 9.00 Deliberations of the committee are confidential.—A committee member who has breached confidentiality shall be subject to sanction by the chair up to and including dismissal from the committee.—Members should respond to general questions as to the committee's progress by referring to procedural decisions of the committee as recorded in the minutes.
- 10.00 The committee shall keep *in camera* minutes of its decisions and actions.—Deliberations of the committee concerning candidates including the incumbent shall not be recorded.

Reappointment Procedures

- 11.00 If the current Chancellor is eligible for reappointment, the joint committee will consider whether or not ~~he or she~~ the Chancellor should be reappointed.—If the recommendation is for reappointment, the Chancellor will be invited to stand for a second term, and the Alumni Association will nominate ~~him or her~~ the Chancellor for reappointment, with ~~his or her~~ the Chancellor's agreement.—In the event of a negative recommendation, the Chancellor would be informed and a selection process launched.

Search Procedures

- 12.00 In the event of an upcoming vacancy, the committee shall issue a call for nominations to the alumni, Senate, the Board of Governors, and the university community at large.
- 13.00 The committee could, at its discretion, engage a consultant to assist in generating or assessing candidates.
- 14.00 The committee shall:
- a) consider nominees in confidence, recognizing the need for due diligence;
 - b) develop a shortlist and consult the Alumni Association executive about it in strict confidence; and
 - c) identify a preferred candidate (amongst those agreeable to the Alumni Association), and approach him or her this individual to ascertain his or her their willingness to serve;
 - d) ~~if the individual agreed, the Alumni Association would recommend the appointment to the Board of Governors;~~

15.00 ~~If he or she~~ the preferred candidate ~~declines~~, the committee ~~would~~ will approach the next highest ranked candidate.

15.00 The committee ~~would~~ will strive for unanimity. In the event that unanimity ~~was~~ is lacking, ~~it~~ the committee ~~would~~ will decide on a candidate by simple majority vote.

Recommendation for Appointment or Re-appointment

17.00 ~~The committee's chosen candidate for appointment or reappointment shall be recommended to the Board of Governors in the form of a written report. If the preferred candidate agrees, the Alumni Association will recommend the appointment or re-appointment to the Board of Governors.~~

17.01 The committee's recommendation to the Board of Governors shall be in the form of a written report.

AUTHORITIES AND OFFICERS Authorities and Officers

18.00 The authorities and officers for this policy are:

- i) Approving Authority:— Board of Governors
- ii) Designated Executive Officer:— President
- iii) Procedural Authority: President
- iii) Procedural Officer:— University Secretary

Relevant Legislation

University Act, RSBC 1996 c 468

Freedom of Information and Protection of Privacy Act, RSBC 1996 c 165



Procedures for the Appointment of the Chancellor

University Policy No: GV0295

Classification: Governance

Approving authority: Board of Governors

Effective date: June 2019

Supersedes: January 2010

Last Editorial Change:

Mandated review: June 2026

Purpose

- 1.00 The following procedures define the method by which the appointment or reappointment of the Chancellor of the university will be conducted by the Board of Governors.

Jurisdiction

- 2.00 Consistent with section 11 of the *University Act*, the Board of Governors will appoint the Chancellor on nomination by the Alumni Association and after consultation with the Senate.
- 3.00 The Chancellor holds office for three years. The Chancellor is eligible for reappointment, but may not hold office for more than six consecutive years.

Procedures

Notification of Vacancy

- 4.00 Approximately eighteen (18) months before the expiry of a Chancellor's term the President will notify Senate, the Board of Governors, and the Alumni Association of the impending vacancy.

- 4.01 At the same time, the Board of Governors will develop or review and update, as appropriate, the terms of reference and criteria for selection of the Chancellor.

Formation and Composition of the Search Committee

- 5.00 Approximately eighteen (18) months before the expiry of the term, a joint committee of the Board of Governors, the Alumni Association, and the Senate will be struck to seek and consider nominations.

The committee will be constituted as follows:

- 1 the chair of the Board of Governors (who will chair the committee);
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- 1 President of the Alumni Association;
- 1 member of the Alumni Association executive;
- 1 the President of the university as chair of Senate; and

- 2 members of the Senate (one of whom is an elected faculty member and the other an elected student).

7 members

5.01 The University Secretary (or delegate) will serve as secretary to the committee.

Search Committee Responsibilities

- 6.00 The University of Victoria is committed to equity and diversity. The chair of the committee is encouraged to consult Equity and Human Rights for advice and support in conducting a search process that reflects and advances this commitment.
- 7.00 The personal information of the incumbent and candidates shall be managed and protected in accordance with the *Freedom of Information and Protection of Privacy Act*, and the university's [Protection of Privacy \(GV0235\)](#) and [Records Management \(IM7700\)](#) policies and associated procedures.
- 8.00 Documentation containing personal information received by the committee during its deliberations is confidential and shall be used or disclosed only for the purpose for which the information was collected or purpose consistent with the original collection purpose. All other uses or disclosure of such information require the consent of the candidate or incumbent.
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- 10.00 The committee shall keep *in camera* minutes of its decisions and actions. Deliberations of the committee concerning candidates including the incumbent shall not be recorded.

Reappointment Procedures

- 11.00 If the current Chancellor is eligible for reappointment, the joint committee will consider whether or not the Chancellor should be reappointed. If the recommendation is for reappointment, the Chancellor will be invited to stand for a second term, and the Alumni Association will nominate the Chancellor for reappointment, with the Chancellor's agreement. In the event of a negative recommendation, the Chancellor would be informed and a selection process launched.

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- iii) Procedural Officer: University Secretary

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[University Act, RSBC 1996 c 468](#)

[Freedom of Information and Protection of Privacy Act, RSBC 1996 c 165](#)

PROCEDURES FOR THE APPOINTMENT OF THE CHANCELLOR

University Policy No: GV0295
Classification: Governance
Approving authority: Board of Governors
Effective date: January, 2010
Supersedes: New
Last Editorial Change: January 13, 2014
Mandated review: January, 2017

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- d) if the individual agreed, the Alumni Association would recommend the appointment to the Board of Governors;
- e) if he or she declined, the committee would approach the next highest ranked candidate.

15.00 The committee would strive for unanimity. In the event that unanimity was lacking, it would decide on a candidate by simple majority vote.

Recommendation for Appointment

16.00 The committee's chosen candidate for appointment or reappointment shall be recommended to the Board of Governors in the form of a written report.

AUTHORITIES AND OFFICERS

- i) Approving Authority: Board of Governors
- ii) Designated Executive Officer: President
- iii) Procedural Authority: President
- iii) Procedural Officer: University Secretary

RELEVANT LEGISLATION

University Act

Freedom of Information and Protection of Privacy Act



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

May 13, 2019

To: Operations and Facilities Committee

From: Valerie S. Kuehne, Vice-President Academic and Provost

A handwritten signature in blue ink, reading "Valerie S. Kuehne".

cc: President and Vice-Chancellor

Meeting Date: May 28, 2019

Subject: Annual Report on Non-Academic Misconduct Allegations and Resolutions

Basis for Jurisdiction: University Act, s. 27
Procedures of the Board of Governors, Section (8.1)
Resolution of Non-Academic Misconduct Allegations Policy (AC1300)
Strategic Framework, Strategy 1.2

Strategic Relevance:

Section 40 of the *Resolution of Non-Academic Misconduct Allegations Policy* (Policy AC1300), approved by the Senate and the Board of Governors, requires the Office of the Associate Vice-President Student Affairs to provide an annual report to Senate and the Board of Governors. UVic is committed to cultivating an extraordinary academic environment for all members of our university community, as outlined in our Strategic Framework.

Previous Consultation: Senate meeting on May 3, 2019

Background:

Policy AC1300 is designed to address student conduct incidents that arise from time to time, such as:

- theft, vandalism, or tampering with emergency equipment;
- unauthorized entry or presence in a university building;
- fraud, misuse or impersonation;
- disruptive or dangerous behaviours to self or others;
- unlawful possession or use of alcohol that violates the university liquor policy;
- use or possession of illicit drugs; or
- other activities that result in criminal charges or conviction or a court judgment.

Generally, the policy applies to student conduct issues that occur on university property or in connection with a university activity where students are formally representing the university. The policy does not govern issues of academic integrity (e.g. plagiarism, cheating on an exam) or academic appeals. Allegations of sexualized violence are handled under the Sexualized Violence Prevention and Response Policy (GV0245).

The attached report details non-academic misconduct allegations reviewed under the policy over the past four years and the results of the review. The report includes the trends observed by the Office of Student Life. In 2018/19, 35 per cent of conduct cases reviewed under policy AC1300 involved alcohol and/or substance use as a significant contributing factor. In response, the Office of Student Life has prioritized the development of educational awareness tools, creating opportunities for students to engage in learning and reflection on the impacts of such behaviors on both personal and academic experiences. There has also been an increase of respondent students expressing interest in collaborating with the university to take accountability for their conduct in allegations of non-academic misconduct. The Office of Student Live has developed processes for students to participate in voluntary resolution processes where appropriate.

Planned Further Action: N/A

Attachment:

- 2018-19 Annual Report on Non-Academic Misconduct Allegations and Resolutions



2018-19

Annual Report on Non-Academic Misconduct Allegations and Resolutions

April, 2019

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INTRODUCTION

The university Resolution of Non-Academic Misconduct Allegations Policy (hereinafter referred to as 'Policy AC1300') was approved by the Senate and the Board of Governors in May 2011, came into effect in August 2011, and was renewed and updated in August 2017.

Policy AC1300 requires annual reporting to Senate and the Board of Governors detailing the nature of non-academic misconduct allegations, types of offenses, sanctions assigned to students found responsible for violating the policy, and appeals.

2018-2019 Trends Identified in Student Non-Academic Misconduct:

Conduct Trends observed by the Office of Student Life in the 2018-2019 reporting year include allegations with content related to the following types of activities that may be considered Non-Academic Misconduct under policy AC1300:

- Disruptive and dangerous behavior (18 allegations); and
- Theft, damage and destruction (10 allegations), including the vandalizing or otherwise damaging university property.

As an important factor impacting these cases in the 2018-2019 year, 35 percent of conduct cases reviewed under policy AC1300 involved alcohol and/or substance use as a significant contributing factor to the conduct concerns identified. In response to this trend, the Office of Student Life has prioritized the development of educational awareness tools, specific to creating opportunities for students to engage in learning and reflection on their relationship with alcohol and substance use as it impacts their personal and academic student experience.

An additional trend observed is in the increase of Respondent students expressing interest in collaborating with the university to take accountability for their conduct in allegations of non-academic misconduct. A focus of the 2018-2019 year has been on developing processes for students to engage with the Office of Student Life to participate in voluntary resolution processes where appropriate.

(I) BACKGROUND

Purpose and Scope of Policy AC1300

Policy AC1300 was designed to broadly address student conduct incidents that arise from time to time such as:

- theft, vandalism, or tampering with emergency equipment;
- unauthorized entry or presence in a university building;
- fraud, misuse or impersonation
- disruptive or dangerous behaviours;
- high-risk alcohol and/or drug use;
- non-compliance with university policy;
- failure to follow previous sanctions;
- assisting in non-academic misconduct; and
- illegal activities by a student occurring on university property or in connection with a university activity.

Policy AC1300 was developed and implemented to respond to student non-academic misconduct in a clear, predictable, and transparent manner with consistent response mechanisms. Generally, policy jurisdiction applies to student conduct issues that occur on university property and off-campus conduct only when the behaviour is directly connected to university operations or where students are formally representing the university. The policy does not govern issues of academic integrity or academic appeals, issues of student conduct administered under the Sexualized Violence Prevention and Response Policy (GV0245), or issues that are governed by previously existing university including the Discrimination and Harassment Policy (GV0205).

The policy and its associated procedures include processes that are intended to facilitate fair and consistent decisions when resolving student misconduct allegations while supporting the clarification of what constitutes non-academic student misconduct at the university. Further, the policy and associated procedures:

- encourage the informal resolution of issues whenever appropriate;
- describe how a member of the university community can submit an allegation;
- set out investigative processes for formal allegations;
- describe possible sanctions for confirmed misconduct;
- provide criteria for determining any sanction(s) for confirmed misconduct (after an investigation);
- provide protocols around how to communicate decisions to the respondent and complainant; and
- provide processes to appeal decisions and sanctions.

Policy Renewal

Policy AC1300 was renewed in August 2017 and has been updated to provide key process clarifications and to reflect updated practices related to student supports throughout the conduct process. The revised policy and associated procedures also includes an appendix that outlines the rights of participants who engage in the processes. Additionally, the revised Policy AC1300 reflects necessary changes to ensure the policy and procedures align with the new Sexualized Violence Prevention and Response Policy (GV0245), which was effective as of May 19, 2017 and with the principles of the new Response to At Risk Behaviour Policy (SS9125), which was effective September 2017. With the implementation of Policy GV0245, Policy AC1300 is no longer used for investigation and adjudicating sexualized violence allegations involving students, unless allegations involve an incident that occurred prior to the launch of Policy GV0245.

(II) ALLEGATIONS SUBMITTED AND REVIEWED UNDER POLICY AC1300

How Sanctions are Determined when Misconduct is Confirmed

Where misconduct has been confirmed after an investigation, whenever possible, the sanctions applied are not intended to be punitive. Rather, whenever possible, the misconduct resolution process primarily focuses on assigning sanctions with educational outcomes that are designed to help support student's personal growth and development and to help the student understand the impact of their actions.

Decisions on appropriate sanctions for confirmed misconduct are made based on numerous considerations including:

- (a) the seriousness and impact of the Respondent's conduct on the University Community, a University Activity or the university's reputation or property;
- (b) whether the incident is isolated;
- (c) whether the incident was inadvertent or deliberate;
- (d) whether other university policies were violated;
- (e) related financial costs; and
- (f) any other mitigating factors.

When sanctions are applied against students found responsible for misconduct, the goal is to help the respondent student to understand the full impact of their actions while helping the student to take steps to repair the harm done where appropriate, implement positive change, and restore relationships and community whenever possible. Where appropriate and possible, Respondent participation and accountability are taken into account when determining appropriate sanctions.

Sanctions are not predetermined, but rather are reflective of the individual circumstances of the Respondent student and the specifics of a given case.

It is important to note that in some circumstances, it is appropriate for the university to impose punitive sanctions up to and including time-limited or permanent suspension from the university.

Table 1 - Summary of Non-Academic Misconduct Allegations

Table 1 contains information on the types of allegations submitted, investigated and resolved under Policy AC1300 since April, 2015. It is important to note that a student may be investigated under Policy AC1300 for multiple allegations. With the renewal of Policy AC1300 in 2017, new categories of non-academic misconduct were introduced, which were not tracked in previous year. Dashes (-) in the table below indicate that the category was not applicable or tracked during that year.

| Categories of Non-Academic Misconduct Allegations | Number of Allegations Received | | | | |
|---|--------------------------------|---------------------|---------------------|---------------------|---------------------|
| | <i>April 2014 –</i> | <i>April 2015 –</i> | <i>April 2016 –</i> | <i>April 2017 –</i> | <i>April 2018 –</i> |
| | <i>March-15</i> | <i>March-16</i> | <i>March-17</i> | <i>March-18</i> | <i>March-19</i> |
| Threatening written material or online messaging | 4 | 0 | 1 | - | - |
| High-risk alcohol or drug use | 3 | 2 | 2 | 3 | 1 |
| Disruptive or dangerous behaviour (includes verbal or communicated threats and physical assaults) | 8 | 5 | 12 | 25 | 18 |

| | | | | | |
|--|-----------|-----------|-----------|-----------|-----------|
| Sexualized Violence (any unwanted act of a sexual nature) ⁱ | 3 | 11 | 5 | 1 | 0 |
| Theft, damage, or destruction to university property | 2 | 1 | 2 | 4 | 10 |
| Violation of previously imposed sanction or restriction | 0 | 0 | 2 | 1 | 1 |
| Unauthorized entry or presence | - | - | - | 5 | 3 |
| Fraud, Misuse or Impersonation | - | - | - | 0 | 4 |
| Submission of False, Frivolous or Vexatious Allegations | - | - | - | 0 | 0 |
| Illegal activities | - | - | - | 0 | 0 |
| Non-Compliance with University Policy | - | - | - | 0 | 1 |
| Assisting in Non-Academic Misconduct | - | - | - | 0 | 0 |
| Allegations not investigated | - | - | 3 | 12 | 4 |
| Totals | 20 | 19 | 27 | 51 | 42 |

Table 2 - Summary of Non-Academic Misconduct Outcomes

Table 2 contains summary information on the outcomes or resolutions reached under Policy AC1300. ⁱⁱ

| Outcome/Resolution | Number of Sanctions Assigned | | | |
|---|-------------------------------------|----------------------------|----------------------------|----------------------------|
| | <i>Apr 2014 - Mar 2015</i> | <i>Apr 2015 - Mar 2016</i> | <i>Apr 2016 - Mar 2017</i> | <i>Apr 2018 - Mar 2019</i> |
| A. Sanctions | | | | |
| Written Warning | 14 | 20 | 22 | 20 |
| Apology | 6 | 6 | 4 | 9 |
| Participation in an Alternative Dispute Resolution Process (e.g., restorative justice, mediation, facilitated dialogue, etc.) | 1 | 4 | 2 | 0 |
| Limitation of Specified University Privileges | 2 | 1 | 0 | 0 |
| Restitution: | | | | |
| (a) <i>Reflection Assignment</i> | 6 | 9 | 17 | 6 |
| (b) <i>Community Service Hours</i> | 3 | 2 | 1 | 1 |

ⁱ Please note, the tracking for the 2017-2018 and 2018-2019 related to allegations of sexualized violence represent the number of historical cases reported to have taken place, prior to the Sexualized Violence Prevention and Response Policy (GV0245) being implemented. Allegations reported to have taken place prior to May 2017 are investigated under the Resolution of Non-Academic Misconduct Allegations Policy (AC1300) as this was the policy in place prior to policy GV0245.

ⁱⁱ In accordance with Policy AC1300, sanctions may be applied independently or in combination for any confirmed violation of the policy.

| Outcome/Resolution | Number of Sanctions Assigned | | | |
|---|------------------------------|----------------------------|----------------------------|----------------------------|
| | <i>Apr 2014 - Mar 2015</i> | <i>Apr 2015 - Mar 2016</i> | <i>Apr 2016 - Mar 2017</i> | <i>Apr 2018 - Mar 2019</i> |
| <i>(c) Financial Re-payment</i> | 1 | 0 | 0 | 4 |
| Participation in Training/Workshops | 11 | 10 | 10 | 1 |
| Student Conduct Accountability Plan Development | - | - | 2 | 3 |
| Behavioural Agreement | - | - | - | 2 |
| Restricted Access (e.g., evicted from Residence, restricted access to segments of university property or university activity) | 12 | 11 | 8 | 6 |
| Notice of Trespass | 0 | 0 | 0 | - |
| No contact | 4 | 5 | 1 | 1 |
| On-going meetings with Office of Student Life | 0 | 2 | 4 | 3 |
| Residence Probation | - | - | 7 | 2 |
| Time-limited Suspension from University | 0 | 0 | 2 | 0 |
| Permanent Suspension from University | 1 | 0 | 1 | 0 |
| Total sanctions | 61 | 70 | 81 | 58ⁱⁱⁱ |
| B. Other outcomes | | | | |
| No Finding (<i>allegation dismissed due to insufficient information</i>) | 0 | 0 | 2 | 2 |
| Investigation discontinued | - | - | - | 4 |
| Student found not responsible for non-academic misconduct | 3 | 3 | 2 | 2 |
| Allegation(s) still under investigation | 6 | 2 | 3 | 5 |
| Student withdrew from university prior to conclusion of investigation | 1 | 0 | 0 | - |
| Total other outcomes | 10 | 5 | 7 | 13 |

Table 3: Appeals under Policy AC1300

Under Policy AC1300, the following appeal options are available:

ⁱⁱⁱ This decline can be largely attributable to the limited number (compared to prior years) of respondents per case

| Available Appeal Options | Appeals Submitted April 2015 – March 2016 | Appeals Submitted April 2016 – March 2017 | Appeals Submitted April 2017 – March 2018 | Appeals Submitted April 2018 – March 2019 |
|--|---|---|---|---|
| Appeal by complainant of the Office of Student Life's decision to not investigate a non-academic misconduct allegation | 0 | 0 | 0 | 0 |
| Appeal submitted deemed not to meet appeal grounds established in policy | 0 | 1 | 0 | 0 |
| Appeal of minor sanctions imposed for confirmed non-academic misconduct | 2 | 0 | 4 | 0 |
| Appeal of major sanction imposed by the President to the Senate Committee on Appeals | 0 | 1 | 0 | 1 |
| Total appeals | 2 | 2 | 4 | 1 |