



University
of Victoria

Board and Board Committee Meetings Monday June 26, 2023

Open Session

Monday June 26, 2023

3:15 p.m. – 3:45 p.m.

Senate and Board Chambers, Jamie Cassels Centre

DRAFT AGENDA

1. Approval of Agenda

MOTION:

THAT the agenda of the open session of the regular meeting of June 26, 2023 be approved.

2. Approval of Summary Record of the Meeting held May 30, 2023 (attached)

MOTION:

THAT the summary record of the open session of the regular meeting held May 30, 2023 be approved.

3. Business Arising from the Summary Record

4. Chair's Remarks

5. Correspondence

6. President's Report

7. External Relations Update

BOG-Jun26/23-16

CONSENT

8. Finance Committee (Paul Ramsey)

a. University of Victoria Staff Pension Plan 2022 Report to Members and Financial Statements

BOG-Jun26/23-02

b. University of Victoria Staff Pension Plan Compliance Report

BOG-Jun26/23-03

c. University of Victoria Staff Pension Plan Investment Performance Report for the period ended March 31, 2023

BOG-Jun26/23-04

- d. Collection and Remission of Student Fees for the Graduate Students' Society (GSS)** BOG-Jun26/23-06

MOTION:

THAT the Board of Governors collect and remit GSS health and dental fees for the GSS in 2023/24 as outlined in the letter of June 05, 2023 from the Executive Director of the GSS to the Vice-President Finance and Operations.

9. Operations and Facilities Committee (Shailoo Bedi)

- a. Status Report on Capital Projects** BOG-Jun26/23-14a

- b. Due Diligence Reports 2022** BOG-Jun26/23-13
- Financial Services
- Occupational Health, Safety and Environment

- c. 2024/25 Five Year Capital Plan**

Pro Forma Motion:

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

REGULAR

10. Finance Committee (Paul Ramsey)

- a. 2022/23 Year End Management Statements and Budget Review** BOG-Jun26/23-08

- b. Statement of Financial Information for the year ended March 31, 2023** BOG-Jun26/23-09

MOTION:

THAT the Board of Governors approve the Statement of Financial Information for the year ended March 31, 2023 and that the Chair of the Board of Governors and the Vice-President Finance and Operations be authorized to sign on the Board's behalf.

- c. University of Victoria Combination Pension Plan Amendment 37** BOG-Jun26/23-05

MOTION:

THAT the Board of Governors approve the attached Amendment 37, an amended Trust Agreement and Schedule A for the University of Victoria Combination Pension Plan ("Combination Plan") and that amendments to Clause IV and VI of the Trust Agreement be effective June 27, 2023 and that the amendment to Section 1.01 of Schedule A be effective October 1, 2019.

d. University of Victoria Money Purchase Pension Plan, Amendment 16

BOG-Jun26/23-07

MOTION:

THAT the Board of Governors approve the attached Amendment 16, an amended Schedule A to the Trust Agreement for the University of Victoria Money Purchase Pension Plan ("Money Purchase Plan"), and that the addition of Appendix A be effective September 16, 2013, and that the amendment to Section 1.01 be effective October 1, 2019.

11. Operations and Facilities Committee (Shailoo Bedi)

a. 2022/23 University of Victoria Institutional Accountability Plan and Report

BOG-Jun26/23-18

MOTION:

THAT the Board of Governors approve the 2022/23 University of Victoria Institutional Accountability Plan and Report

and

THAT the Board of Governors that the Board of Governors authorize the Board Chair and the President to make additional edits to the 2022/23 University of Victoria Institutional Accountability Plan and Report prior to its submission to the Ministry on July 14, 2023.

b. Annual Report on Research Centres

BOG-Jun26/23-17

c. Update on Accessible BC Act

BOG-Jun26/23-25

d. Approval of Revisions to Policy on Scholarly Integrity (AC1105-A and AC1105-B)

BOG-Jun26/23-23

MOTION:

THAT the Board of Governors approve the changes to the Policy on Scholarly Integrity (AC1105-A and AC1105-B) effective immediately.

13. Other Business

Adjournment



University
of Victoria

Board and Board Committee Meetings Monday May 29 and Tuesday May 30, 2023

Open Session

Tuesday May 30, 2023 11:00 a.m.

Michele Pujol Room, Student Union Building

DRAFT SUMMARY RECORD

Present: Josh Blair (Acting Chair), Chekwube Anyaegbunam, Shailoo Bedi, Marion Buller, Brian Cant, Christina Clarke, Kevin Hall, Erinn Pinkerton, Jyoti Stephens, Carrie Andersen (Secretary)

By Invitation: Elizabeth Croft, Chris Horbachewski, Kristi Simpson

Regrets: Merle Alexander, Keith Barbon, Adam Monahan, Monica Prendergast, Paul Ramsey

1. Approval of Agenda

MOTION: (J. Blair/B. Cant)

THAT the agenda of the open session of the regular meeting of May 30, 2023 be approved.

CARRIED

2. Approval of Summary Record of the Meeting held March 28, 2023

MOTION: (C. Clarke/J. Stephens)

THAT the summary record of the open session of the regular meeting held March 28, 2023 be approved.

CARRIED

3. Business Arising from the Summary Record

There was none.

4. Chair's Remarks

The Acting Chair opened the meeting with a territorial acknowledgement.

5. Correspondence

There was none.

6. President's Report

Kevin Hall, President and Vice-Chancellor began his report by noting a number significant dates.

On May 5, the university acknowledged Red Dress Day and the families and communities that have been impacted by the crisis of Missing and Murdered Indigenous Women and Girls and Two-Spirit People.

May is Asian Heritage Month, allowing an opportunity to learn about and acknowledge the many achievements and contributions of Canadians of Asian heritage.

May also marks Canadian Jewish Heritage Month, a time to celebrate and recognize Jewish culture, faith, history and the immense contributions the communities have made to the social, political and economic fabric across Canada.

Canada First Research Excellence Fund (CFREF)

K. Hall stated that UVic was successful in receiving an \$83M investment from CFREF for the Accelerating Community Energy Transformation initiative. He congratulated all those involved.

National Graduate Student Walkout

On May 1st, K. Hall joined L. Kalynchuk and Dean Robin Hicks to march with students and campus community for the national walk-out to increase post-graduate funding.

Co-op Students of the Year

K. Hall highlighted three co-op students of the year, recognized for their outstanding contribution to their employer organizations - Lauryn Orme from Commerce, Camas Ussery from Law and Muskan Hans from Computer Science.

Indigenous Mini-University Summer Camp

Mini-University is a week-long summer camp for Indigenous Youth entering grades 9-12.

Alumni Update

K. Hall participated in alumni events in Ottawa, Toronto, Zurich and London through April and May.

Awards

K. Hall noted that Dr. Katya Rhodes, Assistant Professor in the School of Public Administration has won the 'Early in Career Award' from CUFA BC's Distinguished Academics Award series for her work to improve climate policies that will achieve climate targets in an economically efficient, politically acceptable and equitable manner.

There were no questions for K. Hall.

7. External Relations Update

BOG-May30/23-17

Chris Horbachewski, Vice-President External Relations highlighted the upcoming spring convocation June 12-16, 2023.

Nine ceremonies will be held over five days with two honorary degrees being presented. C. Horbachewski encouraged Board members to attend if available.

There were no questions for C. Horbachewski.

CONSENT

8. Finance Committee (Paul Ramsey)

a. 2022 Annual Reports and Financial Statements – University of Victoria Combination Pension Plan and University of Victoria Money Purchase Pension Plan BOG-May30/23-13

b. University of Victoria Staff Pension Plan Statement of Investment Policies and Procedures BOG-May30/23-08

MOTION:

THAT the Board of Governors approve the proposed amendments to the University of Victoria Staff Pension Plan Statement of Investment Policies and Procedures, effective immediately.

c. Collection and Remission of Student Fees for the University of Victoria Students' Society (UVSS) BOG-May30/23-09

MOTION:

THAT the Board of Governors collect and remit the fees as approved by the UVSS members and as outlined in the letter of April 18, 2023 from the Director of Finance and Operations of the UVSS, to the Associate Vice-President Student Affairs.

9. Operations and Facilities Committee (Shailoo Bedi)

a. New and Revised Awards BOG-May30/23-16

MOTION:

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

- Jim Ounsworth Undergraduate Award for Indigenous Students (New)
- Jim Ounsworth Undergraduate Award for Part-time Indigenous Students (New)
- Jim Ounsworth Graduate Scholarship for Indigenous Students (New)
- Sharyl Yore Award* (Revised)
- SMONEĆ Natural Sciences Scholarship for Undergraduate Students (Revised)
- SMONEĆ Natural Sciences Scholarship for Graduate Students (New)
- Jeffrey Rubinoff Art as a Source of Knowledge Graduate Scholarship* (New)
- Lynne (Buzz) Beecroft Women's Field Hockey Award* (New)
- Jeanette Funke-Furber and Robert Furber Scholarship* (New)

- Cecilia and Ken Strong Fellowship* (New)
- Khowutzen Forestry Award in Environmental Studies (New)
- Chemistry Student Society 2002 Alumni Award* (Revised)
- Orca Book Publishers Student Mobility Award in Teacher Education (Revised)
- Alexander and Mary Mackenzie Entrance Scholarship (Revised)
- Hugh and Lilian Salmond Engineering Scholarship* (Revised)
- Flora Hamilton Burns Graduate Fellowship* (Revised)
- Howie Campbell Men's Rowing Award (New)
- Onuma's Opus Award (New)
- Vizsolyi Vikes Swim Award* (New)
- Joyce Folbigg Memorial Graduate Scholarship in Environmental Studies* (New)
- Joyce Folbigg Memorial Graduate Scholarship in Music* (New)
- Joyce Folbigg Memorial Graduate Scholarship in Theatre* (New)
- Dianne Draper Environmental Sustainability and Stewardship Scholarship (New)
- Spicer Vikes Men's Rugby Award (New)
- Pooni Family Award in Geography (New)
- Pooni Family Award in Business (New)
- Hawkes-Little Graduate Scholarship* (New)
- Maurie Jorre de St. Jorre Prize (Revised)
- School of Public Administration Leadership Legacy Award (Revised)
- Best Graduate Report in Dispute Resolution Award (Revised)
- Best Master's Project in Community Development Scholarship (Revised)
- G. Neil Perry Award in Public Administration* (Revised)
- Marc Bell Scholarship in Environmental Studies* (New)
- Maximilian de Boer Graduate Student Award* (Revised)
- Thomas K. Shoyama MPA Student Leadership and Achievement Award* (Revised)
- Ritchie Foundation Travel Award* (Revised)
- Philip Halkett Graduate Scholarship* (Revised)
- Langford-Seaborne Scholarship* (Revised)
- John Shields Scholarship in Public Administration* (Revised)
- Fred Whitehouse National Association of Federal Retirees Scholarship* (Revised)
- Association of Former MLAs of BC Student Scholarship* (Revised)
- Jack Ebbels Scholarship in Public Administration* (Revised)

**Administered by the University of Victoria Foundation*

b. Report from Accessibility Committee

c. Status Report on Capital Projects

BOG-May30/23-14a

d. Academic Health Programming Initiative

BOG-May30/23-10

e. 2022 Policy Annual Report

BOG-May30/23-25

Pro Forma Motion: (B. Cant/E. Pinkerton)

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

REGULAR

10. Audit Committee (Josh Blair)

a. 2022/23 Financial Statements

BOG-May30/23-03

Kristi Simpson, Vice-President Finance and Operations introduced Andrew Coward, Associate Vice-President Financial Planning and Operations who presented the highlights of the consolidated 2022/23 Financial Statements.

J. Blair acknowledged the leadership team, extended teams, faculty, staff and students for the impressive work undertaken in a difficult financial year.

MOTION: (C. Anyaegbunam/C. Clarke)

THAT the Board of Governors approve the 2022/23 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.

CARRIED

11. Operations and Facilities Committee (Shailoo Bedi)

a. University of Victoria Strategic Plan

BOG-May30/23-23

J. Blair invited K. Hall to speak about the Strategic Plan. K. Hall thanked the Board of Governors and Senate for eighteen months of advice and council leading to the Strategic Plan. He thanked Executive Council for owning pieces of the plan and the office of the President for coordinating the consultation with faculty, staff, students and the community.

K. Hall provided an overview of the components of the plan. He said implementation will be supported by annual implementation plans, accountability and activity reports, how-to guides and calls to action.

A Board member reiterated support for the Strategic Plan and the approach and noted she is proud to be a member of this community.

J. Blair noted he served as a member of the advisory for the previous strategic framework and now for this plan. The level of consultation was impressive and the number of constituents reflected in the plan was inclusive. He commended President Hall.

MOTION: (J. Blair/B. Cant)

THAT the Board of Governors approve the University of Victoria strategic plan, effective immediately.

CARRIED

b. Annual Report on Non-Academic Misconduct Allegations and Resolutions BOG-May30/23-15

S. Bedi stated that the report was presented to the Operations and Facilities Committee by Elizabeth Croft, Vice-President Academic and Provost. The report was brought to the May meeting of Senate.

c. Delegation of Authority for the Creation of Micro-Certificates BOG-May30/23-27

S. Bedi provided background on the introduction of credit-granting micro-certificates. She noted that the Board of Governors and Senate will receive regular reports on approved micro-certificates, as well as those that have been discontinued.

MOTION: (S. Bedi/J. Stephens)

THAT the Board of Governors delegate its authority to approve micro-certificates developed in accordance with the Policy for the Establishment of Certificate and Diploma Programs (AC1135) to the Senate Committee on Planning, on the condition of submission of an annual report to Senate and the Board of Governors regarding approved and discontinued micro-certificate programs.

CARRIED

12. Other Business

There being no other business, the meeting adjourned at 11:33 a.m.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

June 12, 2023

To: Board of Governors

From: Chris Horbachewski, Vice-President External Relations

cc: President and Vice-Chancellor

Meeting Date: June 26, 2023

Subject: External Relations Update – JUNE OPEN

A handwritten signature in blue ink, reading "C. Horbachewski".

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

Co-op 100K Placement Campaign

The Co-op 100,000 placements campaign concluded at the end of April. The goal of this campaign, which was in market Dec 1, 2022-April 30, was to spread awareness of UVic co-op program's 100,000th placement among local, domestic and international alumni and donors and current students.



Try out a career, build your resumé and get paid work experience. There's a co-op placement for almost any area of study.

Let us connect you with your future.

LEARN MORE



**GOT ENTHUSIASM?
GET EXPERIENCE**

UVIC



**YOU HAVE EXPERIENCE.
THEY HAVE ENTHUSIASM.**

You want up-to-date skillsets and fresh new ideas?

Meet your newest team member. UVic is the #1 Canadian comprehensive school for preparing career-ready students.

Hire a UVic co-op student today.

LEARN MORE



Enhance the technical engineering talent in your organization by seeking engineering problem solvers and problem solvers in engineering for kids.

uvic.ca/hirecoop

UVIC

BSc Climate Science Campaign The Bachelor of Science (BSc) in Climate Science campaign has been in market since April 19, 2023. We are now about one third of the way into this 11-week campaign, which is running in key domestic and international markets and using paid, earned and owned media.



Global Accessibility Awareness Day (May 18) UCAM worked with the Society for Students with a Disability (SSD) to do a social-media takeover for Global Accessibility Awareness Day. Three students from the society shared information about what the group does, resources for students, as well as ways that students can get involved and find supports. The [takeover](#) can be viewed on the [SSD website](#).

My UVic Life Blog



[My UVic Life](#) follows the daily experiences of undergrad students at UVic who provide other students—and prospective students—with a window on what it's like to be a student here. This project is co-produced by the departments of Student Recruitment and University Communications and Marketing.

BRAND AND MARKETING ACTIVITIES

CFREF Promotional Campaign Highlights

Following the April 28 UVic announcement that it will lead the \$83.6-million Accelerating Community Energy Transformation (ACET) research initiative, we launched a ~six-week campaign to raise awareness about this national, multi-partner research initiative that will help get Canada to net zero.



Actions for Reconciliation Campaign

The Actions for Reconciliation campaign launched on April 24 to support a concurrent Office of the Vice President Indigenous (VPI) visit to Ottawa. The goal of the campaign was to create awareness among key public audiences such as governments, influencers, media and prospective donors and partners of UVic's strengths in terms of Indigenous land, language and law, and encourage users to explore a dedicated [landing page](#).

The image displays the University of Victoria (UVic) website and a corresponding Facebook page for the 'Actions for Reconciliation' campaign. The website header features the UVic logo and navigation links. A prominent orange banner reads 'Actions for reconciliation' and 'Nəcəmaat k'wəns ɕeʔi | ǾǾNEUEL OL | Work together'. Below this, three triangular images are shown: an Indigenous woman in traditional dress, a smiling woman, and a raven. A small text box states: 'UVic is committed to acting on the recommendations from the Truth and Reconciliation Commission's report. We are taking steps in a good way and working together on this shared journey of decolonization. Walk with us.' The Facebook page below shows four sponsored posts with similar imagery and text, including the phrase 'Reconciliation is a shared journey. Walk with us.' and 'Land, language and law'.

Canadian Institute for Substance Use Research CAPE Project

The Canadian Alcohol Policy Evaluation (CAPE) Project, led by UVic's Canadian Institute for Substance Use Research (CISUR), brought together researchers from institutions across Canada to evaluate alcohol-control policies federally and in all 13 provinces and territories.



On May 17, they released their results alongside evidence-based solutions to improve health and well-being.

UCAM supported this announcement with a news release. Earned Media included [CBC News](#), CBC Radio, CBC Vancouver, City News 680, CHEK News, Global News, [Yahoo Canada](#), [News Akmi](#), and others.

Sampling of Other Media Highlights

Media Presence: The below summary represents highly visible UVic stories for May and are for review during the June Board of Governors meeting.

CLIMATE ACTION:

- The World Meteorological Organization's (WMO) latest forecast projects a greater likelihood of an El Niño event forming later this year, which could lead to warmer global temperatures. [Dylan Clark, PICS](#), commented on the WMO's warning and explains how El Niño events can affect the weather in BC. This *Vancouver Sun* article also appeared in *The Province* and MSN. (May 6)
- Researchers from UVic's [Ocean Networks Canada](#) have produced a risk assessment outlining the possibility of a tsunami hitting the shores of Vancouver Island. [Benoit Pirenne](#) sat down with CBC Radio's "All Points West" and 980 CKNW's "The Jill Bennet Show" to discuss the findings. The story was also featured in [Vancouver Sun](#), [Global News](#), [Global News Hour at 6](#), [CityNews Vancouver](#), [Black Press Media](#), [The Globe and Mail](#), [Times Colonist](#), [980 CKNW](#), and [CHEK News](#). (May 8-9)
- BC said that even if drought conditions throughout the province worsen, increasing the risks of floods and wildfires, the southern region of Vancouver Island will be less likely to experience extreme effects of the weather. In *Capital Daily*, [David Atkinson, Geography](#), provided more insight into the reasons behind the risk difference and when to expect the worst situations in the region. (May 11)
- CTV News featured a story about the Regional District of South Kootenay's citing safety issues and worries about intimidation as reasons for postponing a series of open houses on climate action. [Edwin Hodge, Centre for Global Studies / Sociology](#), said that conspiracy theories have a long history of influencing neighbourhood politics and regulations. The story also appeared in iHeart Radio and *Times Colonist*. (May 19)

Accelerating Community Energy Transformation (ACET)

- Black Press Media published an article outlining UVic's—[Accelerating Clean Energy Transformation](#) (ACET)—and its goal to enable the rapid adoption of technology and policy that moves the dial in the transition to clean energy. [Curran Crawford](#) shared why they decided to focus on the small-community level and their hopes that Canadian and global

communities can also use ACET's information to improve clean energy technologies. This also appeared in [The Globe and Mail](#), [CTV News](#), [CBC News](#) and [Radio-Canada](#). (May 8)

ACTIONS FOR RECONCILIATION:

- [Brian Thom, Anthropology](#), joined CBC Radio's "On The Island" to discuss an archaeological partnership with the STÁUTW First Nation, which will uncover the remains of XEL,ILĆE, an ancient Indigenous village in Cordova Bay. (Apr. 27)
- *The Toronto Star* featured the story about an arbitrator who has ruled that plans by the federal and territorial governments to increase Inuit employment in the territory are not meeting the commitments in the Nunavut Land Claims Agreement. [Michael Prince, Human & Social Development](#) testifies that under the current conditions, representative employment levels are unlikely to be reached by the end of the century. This Canadian Press article was also distributed in *National Post*, *CityNews Toronto*, *Yahoo! News Canada* and more than 80 other outlets. (May 10)

HUMAN AND SOCIAL DEVELOPMENT:

- [Sarah Wiebe, Public Administration](#), sat down with CBC Radio's "All Points West" to discuss a project that explores the impacts of extremely high temperatures, and the different ways individuals cope with it. It was also featured on [CHEK News](#). (May 16)
- CTV News featured a story about the federal government announcing an \$11-million investment in bike lanes and other facilities to enhance active transportation on Vancouver Island. [Kevin Hall, president & vice-chancellor](#), gave more insight into the almost \$2.4 million in funding for UVic, which will be used to further its efforts to create new routes for cyclists and pedestrians and increase safety. This article also appeared on CFAX 1070 and in the [Times Colonist](#). (May 17)
- [Omer Aijazi, Anthropology](#), authored an explainer in Conversation Canada discussing the Tourism Working Group meeting in Kashmir this September. He argued the meeting is a step towards normalizing India's occupation of Kashmir internationally, despite citizens' demand for self-determination. (May 16)
- [Damien Contandriopoulos, Nursing](#), joined Global News to discuss BC's announcement outlining that a percentage of cancer patients will be transported to the US for treatment. Contandriopoulos called on the government to be more forthright and upfront about its long-term plans for addressing the province's healthcare crisis. (May 20)

SOCIAL SCIENCES:

- [Mauricio Garcia-Barrerra, Psychology / Social Sciences](#), sat down with CBC Radio's "On The Island" to talk about the BC Consensus Building Day, a UVic research project looking at how to support people with brain injuries, addictions and mental health issues. (May 30)

HISTORY:

- [Simon Devereaux, History](#), joined CKLW Radio to discuss the coronation of King Charles III. Devereaux outlines the range of views that people have about the British monarchy and its place in modern society. (May 6)

BUSINESS:

- [Simon Pek, Gustavson School of Business](#), spoke to CityNews Toronto to give more insight into "tip-flation," why there has been a sudden rise in tipping during the pandemic, its problematic consequences and what can be done to control it. (May 8)
- BC is raising the province's minimum wage from \$15.65 to \$16.75 starting June 1, which also gives small businesses a 7% increase in costs. [Rick Cotton, Gustavson School of Business](#), said that while the wage increase is beneficial for minimum-wage workers, he would like to see measures to make the province more affordable. (May 11)

CANADIAN INSTITUTE FOR SUBSTANCE USE RESEARCH (CISUR):

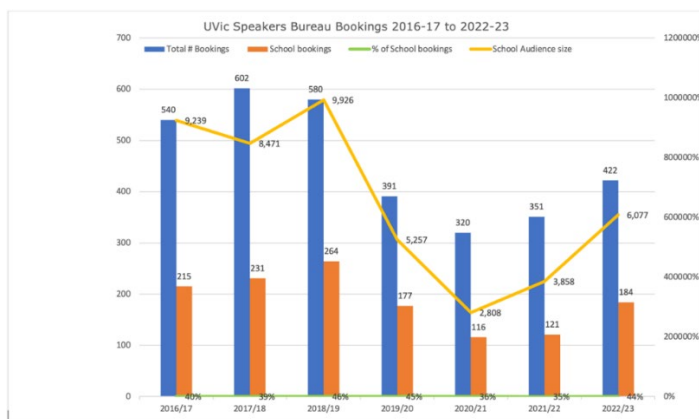
- My Science featured a UVic-led project that proposes detailed steps to improve worsening alcohol-policy grades across Canada. [Tim Naimi, CISUR](#), said that beyond asking individuals to cut down their alcohol intake, Canadian Alcohol Policy Evaluation (CAPE) offers a scientific evaluation of where the governments are at regarding health-oriented alcohol policies, while providing the tools needed for it. Naimi also sat down with CBC Radio programs nationwide and with CityNews to discuss the report. (May 17)
- CBC News featured a story about the federal government proposing a large increase to the alcohol excise tax, only to withdraw that proposal in the face of opposition from some MPs, lobbyists, and budget-conscious Canadian consumers. [Tim Naimi, CISUR](#), commented on the public-health impact of alcohol consumption. It was also covered by [Capital Daily](#) and [CBC Radio](#).
- The *Saanich News* featured the UVic-led Canadian Alcohol Policy Evaluation (CAPE) project that gave BC a failing score of 36%. [Tim Naimi, CISUR](#), explained the public-health benefits of mandatory labelling on alcohol products. This article also appeared in *Victoria News*, *Oak Bay News* and more than 60 other local papers.

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INTERNAL COMMUNICATIONS

Speakers Bureau season wraps up

The 2022-23 UVic Speakers Bureau's 43rd season wrapped up at the end of April, with volunteers giving more than **400 speaking engagements** reaching **12,000 people** in our region. In its final planned season of operation, talks to K-12 students once again became the highest audience

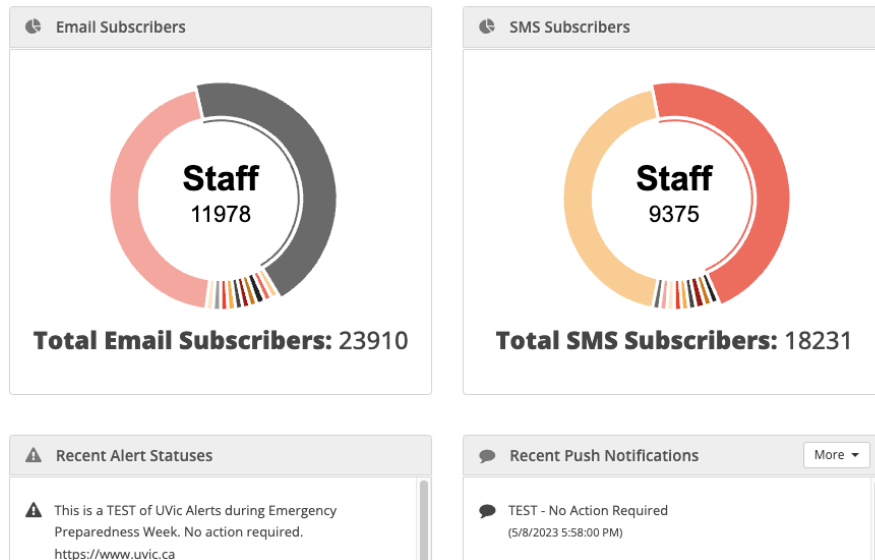


segment, with **184 bookings** reaching **6,077 students**—representing just under 45% of all bookings. In the past seven seasons, speakers have given 1,308 talks in K-12, reaching an audience of more than 45,000 students, principally within the CRD. In-person talks continued to rebound after the pandemic-era shift to virtual delivery, with 72 of the 422 talks this season being presented remotely.

Emergency Preparedness Week (May 7-13)

On May 8, UCAM and Campus Security Services conducted a test of the UVic Alerts emergency notification system as part of national Emergency Preparedness Week. The test included email and SMS text-message notifications sent via the UVic Alerts platform, along with social media, a uvic.ca home page advisory, and a takeover of all digital screens in the campus network. System tests typically occur twice per year.

UVic Alerts dashboard displays reach of May 8 test



PUBLIC RELATIONS

Days of Significance

On behalf of UVic recognized six significant days, weeks and months in May. These days of significance offer an opportunity to respect diversity, equity and inclusion, both on campus and beyond, and to demonstrate UVic's values and commitments to people, place and community.

Jewish Heritage Month



In celebration of Jewish culture, history and heritage, we recognized Jewish Heritage Month with a [list of resources](#) and a Campus Checklist item, as well as social posts that profiled the work of a UVic scholar, the family history of a member of our campus community, and a UVic digital exhibit.

Asian Heritage Month

Asian Heritage Month is an opportunity to learn about and acknowledge the many achievements and contributions of Canadians of Asian heritage. We coordinated a few UVic resources to help recognize the rich history and impacts of Asian Canadians here in Canada. Communications tactics included an [online story](#) and social posts throughout the month.

Red Dress Day (May 5)

We acknowledged Red Dress Day, the national day of awareness for Missing and Murdered Indigenous Women, Girls and Two-Spirit people, with an item in Campus Checklist, a [resource page](#) and posts on social media platforms, including a series of Instagram stories.

National AccessAbility Week (May 28-June 3)

May 28 kicked off National AccessAbility Awareness Week, an opportunity to celebrate the efforts and advocacy of people with disabilities, recognize barriers that continue to exist, and encourage folks to prioritize accessibility in all that they do. As part of the week, UCAM put together [a central list of supports, resources and events](#) that exist across many different departments across campus.

BUILDING MEANINGFUL PARTNERSHIPS

Federal:

- On May 25th, the Honourable David Lametti, Minister of Justice and Attorney General of Canada met with President Kevin Hall, Board Chair Merle Alexander, Vice-President Indigenous Robina Thomas, and Dean of Law Val Napoleon to discuss how UVic could work with the government of Canada to advance reconciliation, and the implementation of the UN Declaration Act.
- On May 17th, the Honourable Jonathan Wilkinson came to UVic, where he announced federal funding for active transportation projects, discussed the ACET initiative with UVic researchers, and met with President Kevin Hall, and Vice-President Research and Innovation, Lisa Kalynchuk.

Provincial:

- On May 19th, the Honourable George Heyman, Minister of Environment and Climate Change came to UVic, where he met with climate researchers for a roundtable, discussed the ACET initiative, and met with President Kevin Hall.

Municipal

- On May 15th, President Hall met with Oak Bay Mayor Kevin Murdoch to discuss opportunities for UVic and Oak Bay.
- On May 19th, President Hall, Vice-President External Relations Chris Horbachewski and Jennifer Vornbrock, Executive Director, Community and Government Relations, met with Mayor Alto and Councillor Thompson at Victoria City Hall to discuss shared priorities.

FOSTERING A CULTURE OF PHILANTHROPY

On April 6, the Annual Giving department launched the Faculty Spring Appeal. This appeal raised funds for faculty-specific funds related to experiential learning, and was a collaborative effort with Development Officers, Senior Development Officers, and Deans across campus. The multi-channel appeal went out by mail to ~10,000 alumni and by email to an additional ~36,000 alumni. We also utilized a new social media advertising strategy of sponsored LinkedIn InMail.

May was Leave a Legacy month (LAL) and the Planned Giving department led several initiatives including:

- May 25 – *Wine and Wills*: Online evening event with support from Alumni Relations. Attended by 19 local UVic faculty and alumni who completed last year's ***Where there's a will, there's a way...to win!*** survey and indicated they would like to receive information on legacy giving. Hosted by PG, panellists were Chris Siver (LLB 2007), Mulroney Siver Law, and Michelle Embree (BCom 2013), Scotia McLeod who shared insights and considerations for drafting a will and estate planning and answered participant questions. Participants received wine from Symphony Vineyard (run by UVic alum Lamont Brooks (B.Sc 1982) and his wife).
- May 18 – Canadian Bar Association BC Branch panel presentation: *Unusual Gifts and Considerations in Accepting Them*. Lara Wilson (UVic Libraries), Samantha Krzywonos (Fine Arts), and Kristy Colpron (Planned Giving) presented to and engaged with 56+ participants.
- May 16 – 19: Hosted inaugural *Dr. Anne Pomeroy Autor Lectureship for the Humanities in Biomedical Sciences*. The lectureship was established through a gift in the will of the late Dr. Anne Autor. In collaboration with the Faculty of Science we hosted her surviving sons Kurt and Erik Autor (who traveled from Alaska and Virginia). Events included a public lecture (*1918 & 2020: A Tale of Two Pandemics*), presented by Jeanne Marrazzo, PhD Department of Medicine University of Alabama at Birmingham School of Medicine. Attended by approximately 60 students, UVic faculty & staff and members of the public. A post-lecture reception was sponsored by Kurt and Erik, as well as a private dinner at the University Club.

Preparation is underway for the Donor Impact Report to donors in late June.

Highlights of Alumni Engagement activities include:

- An in-person reception in Victoria to celebrate the 2023 UVic Distinguished Alumni Award recipients, bringing together recipients, their friends and family and other UVic community members with more than 200 people attending.
- A panel discussion on *Russia's War in Ukraine: Perspectives on Justice and the Future*. The panel featured UVic Law graduate Jonathan Ratel, joined by two UVic experts, Dr. Serhy Yekelchuk and Dr. Will Greaves to discuss the history behind Russia's invasion, its potential global implications, documenting war crimes and the need for justice. The discussion had more than 120 participants join in-person, and 484 participants register to watch the livestream feed.
- Outside of Victoria, over 65 total alumni gathered with UVic leadership in Ottawa on April 25, Toronto on April 26, and London, UK on May 9. There will be a Vancouver networking event on May 30 (70 registrants) and a New York dinner on May 31 (20 registrants).

We are excited to announce a new alumni website launched in early June. Check out the updated content here: <https://www.uvic.ca/alumni/index.php>

The UVic Torch alumni magazine was published in mid-June. The theme of this issue is Rescuers and Helpers- highlighting members of the University of Victoria community who preserve people, places, and things of value. Articles can be found online at the new alumni website.

ENHANCING COMMUNITY THROUGH CULTURAL AND OTHER ACTIVITIES

FARQUHAR AUDITORIUM

- The month of July is busy for the Farquhar with Convocation, year-end concerts and graduation ceremonies for many local schools.
- During June and August the venue will be quiet as we do maintenance and prepare to launch another season of presentations, Voices in Circle, and continue to serve the campus and community.

CEREMONIES & EVENTS

- The Spring Convocation schedule has been posted <https://www.uvic.ca/ceremonies/convocation/home/schedule/index.php>. Spring Convocation will take place June 12-16.
- Honorary Degree Recipients to be honoured during Spring Convocation include:
 - Ann Livingston - For nearly three decades, the tireless efforts of this community hero has touched the lives of innumerable people. Best known for her role in co-founding the Vancouver Area Network of Drug Users, she was its executive program director for 10 years and is a tenacious champion of social justice, public health and harm reduction.
 - Zainub Verjee - a trailblazer renowned for her pursuit of art as a public good. An award-winning public intellectual and cultural diplomat, Zainub has led the way in shaping arts and culture by developing legislation and strengthening public discourse on the centrality of art in society.
- A Special Convocation will be held for Gerald Stanick on June 27 at the University Club.

UVIC LEGACY ART GALLERIES

Legacy Downtown 630 Yates St.

Exhibition

Francis Dick's Walking Thru My Fires showcases the work of one of the most prolific living Indigenous artists on the West Coast. This deeply personal exhibition explores Indian Residential School legacies, urban Indigeneity, reconciliation, and the healing power of art through Francis Dick's prints, paintings, carvings, and music. It is an autobiography written in art.

Future Events

Atla'gimma (Spirits of the Forest) Saturday, June 17th 12 - 2 PM

[Wawadit'la \(Mungo Martin House\)](#) 675 Belleville Street [Lekwungen territory](#) Witness a traditional Kwakwaka'wakw mask dance at the Wawadit'la big house in Thunderbird Park. Free & open to the public.

Art Making Workshop with Francis Dick, Date & Time details coming soon.

[Legacy Downtown](#) 630 Yates St. Participate in an art making workshop inspired by Francis Dick's art practice. Registration required.

Closing Cultural Ceremony for *Walking Thru My Fires*

Saturday, September 2nd 12 - 2 PM [Wawadit'la \(Mungo Martin House\)](#) Join a cultural ceremony featuring performances by Francis Dick and friends. Free & open to the public.

Legacy Maltwood Gallery

On campus in the [Mearns Centre – McPherson Library](#)

Exhibition

Shaping Relations, Tethered Together to August 25, 2023

Curated by Mel Granley (UVic BFA 2020) *Shaping Relations, Tethered Together* dives into Legacy's permanent collection to explore ideas of togetherness and that which cultivates relationships. Each work examines a different facet of the relationships people form with one another, the world around us, and our relationships with ourselves. Tenderness and the importance of connection are meditated on throughout the exhibition, through a diverse selection of media and artists.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

June 13, 2023

FOR INFORMATION

To: Finance Committee

From: Kristi Simpson
Vice-President Finance and Operations

A handwritten signature in black ink, appearing to read 'Kristi Simpson'.

cc: President and Vice-Chancellor

Meeting Date: June 26, 2023

Subject: University of Victoria Staff Pension Plan
2022 Report to Members and Financial Statements

Basis for Jurisdiction: Pension Benefits Standards Act (BC) Section 38.1(c)
University of Victoria Staff Pension Plan Governance Policy (Appendix A 7).

Strategic Relevance: *People, place and the planet*

- *Addressing systemic barriers to equity and inclusion and progressively integrating our guiding principles throughout all decisions, processes and outcomes, to transform practices within UVic.*
- *Developing and sharing innovative strategies and solutions that support healthy, sustainable communities, and address global crises and our evolving world.*

Previous Consultation:

Staff Pension Plan Investments & Administration Committee (IAC) and Pension Advisory Committee

Background:

As per the BC *Pension Benefits Standards Act*, the Plan's audited financial statements must be prepared in accordance with generally accepted accounting principles and filed with the Superintendent of Pensions within 180 days after the end of the fiscal year. As responsibility for these statements rests with the employer, as administrator of the Plan, appropriate financial oversight is important.

At its meeting on June 7, 2023, the IAC received the audit results from the Plan's auditor and reviewed and approved the 2022 financial statements, as required under Section 7 of the Staff Pension Plan Governance Policy.

Financial Statement Highlights:

As at December 31, 2022, the net assets available for pension benefits exceeded the obligations for benefits by \$9.18 million (\$69.98 million in 2021).

Item	2022	2021	Comments
Net Assets	\$326.43 million	\$382.43 million	
INVESTMENT PERFORMANCE			
Gross return	-12.44%	13.84%	Fund performance in 2022 was below the benchmark; however, continues to exceed the fund benchmark on a 4 and 10-year basis.
CONTRIBUTIONS			
Total	\$8.71 million	\$8.97 million	
<i>Employees</i>	\$2.56 million	\$2.63 million	Employees contributed 5.11% of earnings up to the YMPE ¹ and 6.86% of earnings above the YMPE.
<i>Employer</i>	\$6.15 million	\$6.34 million	The employer has a single required contribution rate, which was 12.33% of employee earnings ² .
OBLIGATIONS FOR BENEFITS			
Total	\$317.25 million	\$312.45 million	The Statement of Changes in Pension Obligations uses data prepared by the Plan's actuary.
<i>Accrued benefits</i>	\$295.28 million	\$287.25 million	The present value of accrued pension benefits increased in 2022.
<i>Supplementary benefits</i>	\$21.19 million	\$24.05 million	The obligation equals the funds held within the Supplementary Retirement Benefit Account, which decreased in 2022.
<i>Voluntary accounts</i>	\$0.78 million	\$1.15 million	
OPERATING EXPENSES			
Operating expenses	\$767,000	\$505,000	Total operating expenses increased due to the use of an external accounting provider in the preparation of the 2021 financial statements, and preliminary work on the 2022 actuarial valuation.

¹ YMPE: Canada Pension Plan Year's Maximum Pensionable Earnings, \$64,900 in 2022 (2021: \$61,600)

² As required under the BC Pension Standards Regulations, the employer contributed an additional \$940,000 to cover commuted value transfer deficiency payments. In addition, the University secured a Letter of Credit to fund the Plan's solvency deficiency and paid \$64,000 in related expenses; these costs are not reflected in the Staff Pension Plan financial statements.

Planned Further Action:

The financial statements will be filed with the Superintendent of Pensions. The 2022 Annual Report to Members, which was also approved by the IAC and reviewed by the Advisory Committee, will be distributed to Plan members along with their 2022 annual statement. The financial statements and Annual Report to Members will be published on the Staff Pension Plan website in due course.

Appendices:

- Appendix 1: Staff Pension Plan 2022 Financial Statements
- Appendix 2: Staff Pension Plan 2022 Annual Report to Members



2022 STAFF PENSION PLAN **REPORT TO MEMBERS**

PLEASE NOTE:

The description of the University of Victoria Staff Pension Plan included in this report is intended to be a summary. For more information, please refer to the Plan Document, which is available online 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. However, should any discrepancy exist between this report and the Plan Documents or regulations, the latter will apply.

Unless otherwise indicated, all figures and data in this report are as at December 31, 2022.

Some inconsistencies may exist due to rounding.

TABLE OF CONTENTS

Introduction & Plan Governance	4
Strategic Plan & Investment Beliefs	5
Financial Summary	6
Plan Funding	7
Membership Highlights	8
Investment Policy	9
Asset Mix	9
Investment Performance	10
Portfolio Summary	11
Service Providers & Consultants	11
Contacting Pension Services	12

STAY INFORMED!

Please visit **www.uvic.ca/pensions** or contact Pension Services to access more information on the following:

- Early and deferred retirement benefits
- Options at retirement
- Options when leaving UVic
- Survivor Benefits
- History of the Plan

Audited financial statements are also available online: **www.uvic.ca/pensions**.

INTRODUCTION

The 2022 Staff Pension Plan Annual Report to Members provides a summary of the Plan's financial health at the end of the year ending December 31, 2022 — as well as key membership statistics and highlights of the activities that have been undertaken during the year.

Lingering uncertainties of the global pandemic persisted into 2022. This, combined with global market volatility, made it a challenging year for pension plans. The Staff Pension Plan was no exception, with an annual return of -12.6%. Pension plan investment requires a long term view; the four year annualized returns of 5.9% exceed the Plan's benchmark by 0.9%. The Staff Pension Plan is strategically managed to ensure the greatest stability over the long term. Full details on the asset mix, fund performance and the membership of the plan are found in this report.

If you would like to suggest content for future publications, please let us know using the contact information included at the end of this report.

*Investments & Administration Committee
University of Victoria Staff Pension Plan*

PLAN GOVERNANCE

For the purposes of the British Columbia *Pension Benefits Standards Act*, the University of Victoria is the Administrator of the Staff Pension Plan, and has ultimate legal responsibility for the administration of the Plan and the investment of the Trust Fund. To carry out these responsibilities, the Board of Governors created three committees, whose roles and membership (for the year ending December 31, 2022) are described below.

GOVERNANCE COMMITTEE

Kane Kilbey (Chair), Andrew Coward, John Gilfoyle, Kristi Simpson, Christa Taylor

This Committee is tasked with strategic planning. As such, is it responsible for establishing and overseeing the Plan's mission, goals, and policies.

INVESTMENTS & ADMINISTRATION COMMITTEE

Andrew Coward (Chair), Barbara Eccles, Sue Gaudet, Kane Kilbey, Mark Stephenson, Kara White, David Wolowicz

This Committee is responsible for overseeing investments, operations, and benefit administration.

ADVISORY COMMITTEE

Andrew Coward (Chair), Kane Kilbey; Dave Chiddle, Jeff Wood (CUPE 917); Michael Rheault, Kirsten Kopp (CUPE 951); Shari Winter (Exempt); Rayael Michalski (Retiree)

This Committee provides input on member communications and on the administration of the Plan and promotes awareness and understanding of the Plan among members.

MISSION STATEMENT

To provide sound governance and prudent oversight of the management of the Plan assets and administration so that current & retired plan members are assured a secure pension.

STRATEGIC UPDATES & INVESTMENT BELIEFS

STRATEGIC PLAN (2018–2022)

In 2018, the Committees established a list of priorities focusing on five broad strategic goals, which were described in detail in the 2017 Report to Members. Given the focus on the Plan's assets and administration in response to the global pandemic, the Strategic Plan was extended through 2022.

A summary of the Strategic Plan and its guiding principles can be found on the Staff Pension Plan website.

INVESTMENT BELIEFS

The Investments & Administration Committee is guided by the following formal set of investment beliefs as summarized below.

Portfolio management

- Active investment management will add value relative to its benchmark net of fees;
- The number of mandates within an asset class should be dictated by the size of the mandate, the size of the investable universe and the ability to achieve the diversification benefits within an asset class with multiple managers; and,
- Diversification is a core portfolio management strategy.

Responsible investing

- As a long term investor, responsible investing and taking environmental, social and governance (ESG) factors into consideration can have a positive effect on long term performance;
- Measures consistent with the United Nations Principles for Responsible Investing (UNPRI) are applied in the evaluation and monitoring of current and prospective investment managers; and,
- All existing managers provide regular reporting on ESG factors and, if applicable, proxy voting.

The Investments & Administration Committee have actively worked to increase understanding and awareness of ESG. Committee members have had the opportunity to take part in ESG training and education sessions, including a session on ESG and climate change with the Canada Climate Law Initiative early in 2022. Additionally, members of the Investments & Administration Committee have joined an ESG Working Group in collaboration with members of the Pension Board of Trustees (UVic Combination Pension Plan and Money Purchase Pension Plan), in order to further assess and address these issues.

Currency hedging

- Over the long term, investment returns are not materially affected by currency fluctuations; however, short term variability of returns can arise from these positions.

Investment performance is an important mechanism for funding the Plan's benefits. However, as the Staff Pension Plan is a defined benefit plan, investment performance does not directly affect members' monthly pensions.

**DEFINED
BENEFIT
PLAN**

FINANCIAL SUMMARY

		2021	2022
		<i>Expressed in \$000's</i>	
CONTRIBUTIONS			
Members	Current service	2,506	2,435
	Supplementary retirement benefit	128	125
University	Current service	6,211	6,027
	Supplementary retirement benefit	128	125
	CV Transfer Deficiency	430	940
TOTAL CONTRIBUTIONS		9,403	9,652
INVESTMENT RETURN		45,742	-48,354
BENEFIT PAYMENTS			
	Retirement pensions	11,058	11,960
	Disability pensions ¹	47	48
	Withdrawals and transfers on termination & death	2,002	4,524
TOTAL BENEFIT PAYMENTS		13,107	16,532
OPERATING EXPENSES			
	UVic administration	413	609
	Actuarial fees	35	91
	Consulting, Audit & Legal fees	36	45
	Provincial registration fees	21	22
TOTAL OPERATING EXPENSES		505	767
CHANGE IN NET ASSETS		41,533	-56,001
FUND AT BEGINNING OF YEAR		340,895	382,428
FUND AT END OF YEAR		382,428	326,427
FUNDS AVAILABLE FOR BENEFITS			
	Basic Plan	357,230	304,460
	Supplementary Retirement Benefit Account	24,046	21,187
	Additional Voluntary Contribution Accounts ²	1,152	780
TOTAL FUNDS		382,428	326,427

¹ Only members who met the criteria prior to April 1, 2006 are in receipt of this benefit.

² As of December 2015, Voluntary Contributions are no longer allowed, but previous contributions remain in the Plan until paid.

Complete financial statements are available at www.uvic.ca/pensions.

PLAN FUNDING

MEMBER CONTRIBUTION RATES

Contribution rates are dependent on actuarial valuation results. As per collective agreements with CUPE locals, normal cost changes to the Plan as a result of a valuation are shared equally between the University and Plan members.

Results from the actuarial valuation completed in 2020 indicated that a small increase to contribution rates was required for the first time in over a decade. These contribution rate increases took effect on October 1, 2020.

CONTRIBUTIONS		RATE
EMPLOYEE	Below YMPE*	5.11%
	Above YMPE*	6.86%
UNIVERSITY		12.33%

*YMPE: Year's Maximum Pensionable Earnings, which was \$64,900 in 2022

ACTUARIAL VALUATION

Pension plans undergo actuarial valuations at least once every three years. A valuation of the Staff Pension Plan was most recently completed in 2020, for the period ending December 31, 2019. The next actuarial valuation, for the period ending December 31, 2022, has been underway in 2023.

VALUATION RESULTS: FOR THE PERIOD ENDED DECEMBER 31, 2019			
GOING CONCERN VALUATION		SOLVENCY VALUATION	
<ul style="list-style-type: none">Assumes the Plan will continue to existAllows to determine the appropriate contribution rate for the following three yearsContribution rates had been stable since 2011		<ul style="list-style-type: none">Assumes the Plan is terminated on the valuation dateRequired under BC pension legislation	
Actuarial surplus: Assets-liabilities <i>Expressed in \$000's</i>	45,732	Solvency deficiency: Assets-liabilities <i>Expressed in \$000's</i>	(87,417)
Funded ratio: Assets / liabilities	117%	Solvency ratio: Assets / liabilities	78%

On a going concern basis, a 117% funded ratio is considered healthy, and the assumption that the Plan will continue to operate is reasonable. On the other hand, the solvency deficiency tells us that if the Plan had terminated at the end of 2019, the value of the Plan's assets would not have been sufficient to cover the benefits at that time. However unlikely this scenario may be, UVic is required to fund the solvency deficiency, and does so using a Letter of Credit.

In addition to the cost of the Letter of Credit, UVic is also required to fund transfer deficiencies that occur when a member's benefit is transferred out of the Plan. In 2022, UVic paid a total of \$888,179 as a result of the Staff Plan solvency deficiency.

MEMBERSHIP HIGHLIGHTS

The Staff Pension Plan primarily covers regular members of the Canadian Union of Public Employees (CUPE) locals 917, 951 and 4163, and exempt staff.

- ACTIVE MEMBERS:** Are currently employed by the University and actively contributing to the Plan.
- INACTIVE MEMBERS:** Have changed pension plans or left UVic. They are no longer contributing, but are not yet receiving a pension.
- PENSIONERS:** Members and beneficiaries who are receiving a monthly pension from the Plan.

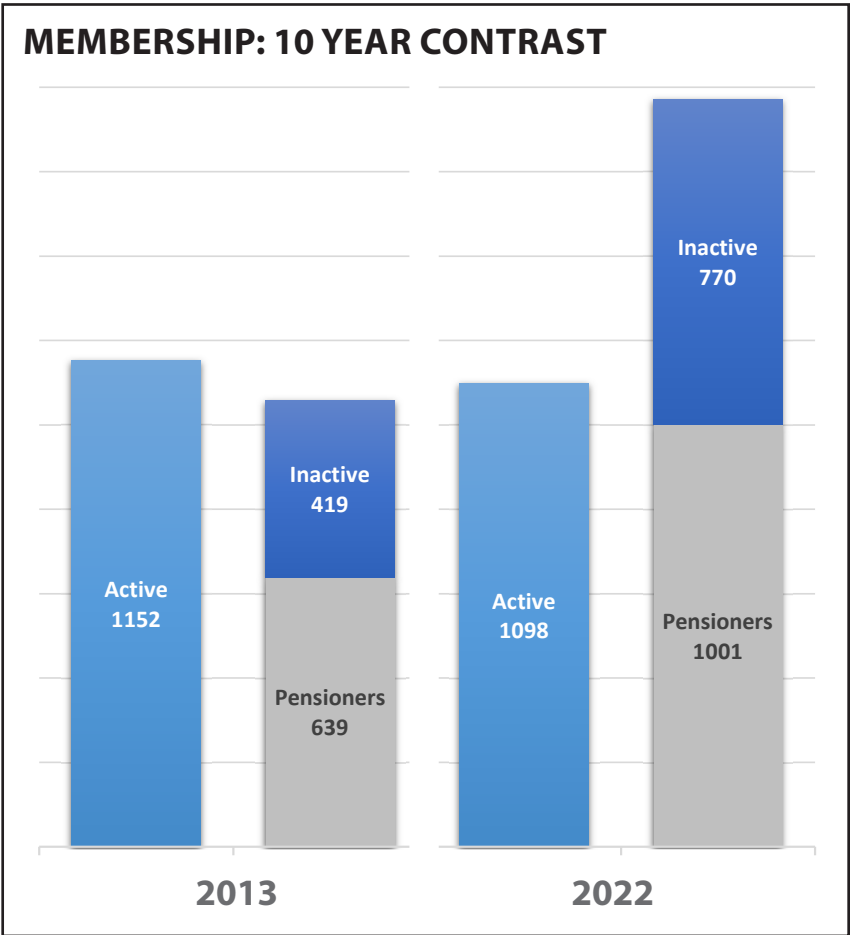
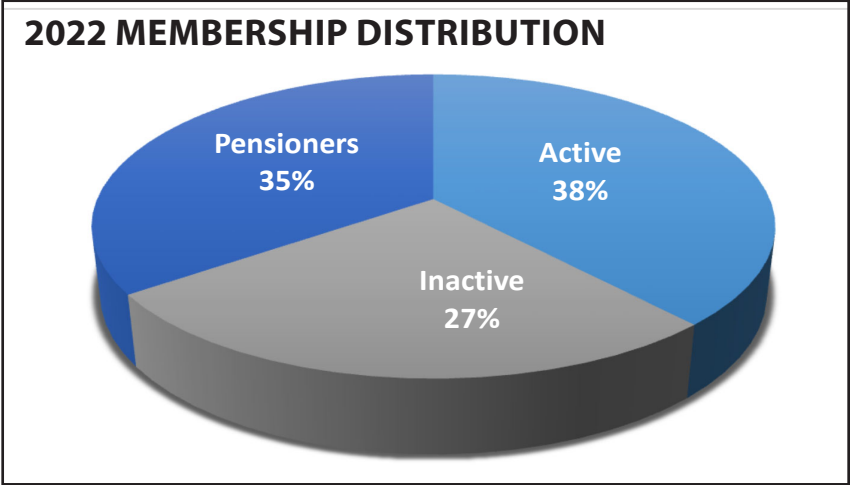
PLAN MEMBERSHIP		
	2013	2022
Active Members	1,152	1,098
Inactive Members	419	770
Pensioners	639	1001
TOTAL	2,210	2,869

Plan membership grew to 2,869 total members in 2022.

The accompanying bar chart illustrates how the number of active members — those who are contributing to the Plan — has remained relatively consistent over the past decade. However, this group’s relative size as a percentage of Plan membership is decreasing. In 2013, active members represented 52% of total Plan membership. In 2022, active members represented only 38% of the Plan — a decrease of 3% from 2021.

By contrast, the pensioners group has seen a significant gain during the same period. The number of non-contributing members (pensioners combined with inactive members), is also growing.

These trends are closely monitored, as they are important factors when the Investments & Administration Committee is determining the appropriate asset mix for the Plan.



INVESTMENT POLICY

The Statement of Investment Policies and Procedures (SIPP) sets out the investment objectives, asset mix, and categories of permitted investments for the Staff Plan. The Plan's investment managers invest in accordance with the requirements of the SIPP and applicable legislation.

Investment Objectives

Pension plans maintain long-term investment horizons. The long-term objective is to achieve a net annualized return of four percentage points in excess of the Consumer Price Index (CPI). This real return objective is consistent with the level of risk assumed to ensure the Plan's obligations can be met. Progress toward this goal is monitored quarterly and assessed over four-year periods.

CPI
+4%

Asset Allocation

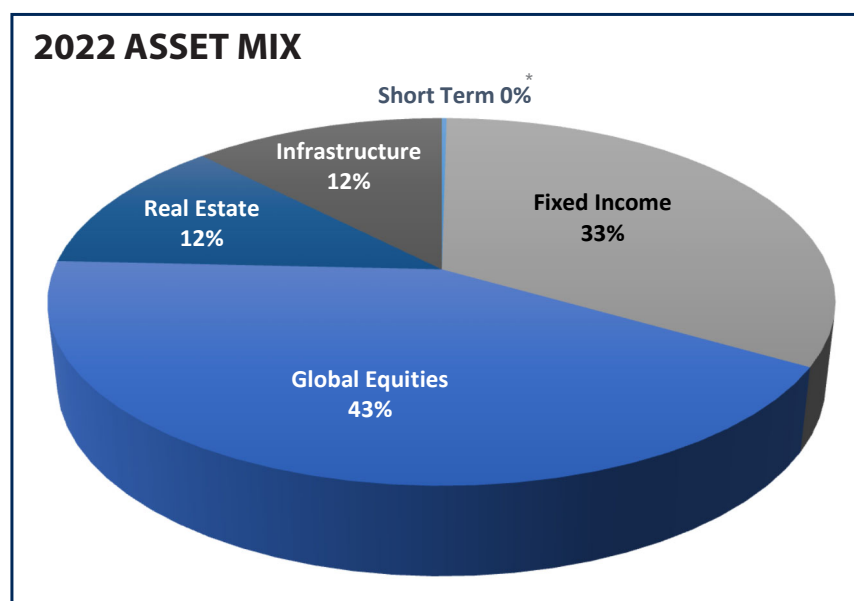
To achieve long-term investment goals and to manage risk, a well-diversified portfolio of asset classes and managers has been established.

As per the requirements of the SIPP, asset allocation is measured against established allowable ranges for each asset class. Investment managers are carefully monitored, and regularly report to the Investments and Administration Committee on investment performance and strategy, responsible investing, and other topics.

ASSET ALLOCATION	ASSET CLASS	APPROVED RANGE %	BENCHMARK %	ACTUAL WEIGHT %
	Global Equities	29-51	40	43
	Fixed Income	28-42	35	33
	Infrastructure	0-20	15	12
	Real Estate	0-15	10	12

INVESTMENTS: ASSET MIX

MARKET VALUE OF INVESTMENTS	
<i>Expressed in \$000's</i>	
	\$
Short term	751
Fixed Income	107,742
Global Equities	137,930
Infrastructure	39,896
Real Estate	39,009
TOTAL	325,328



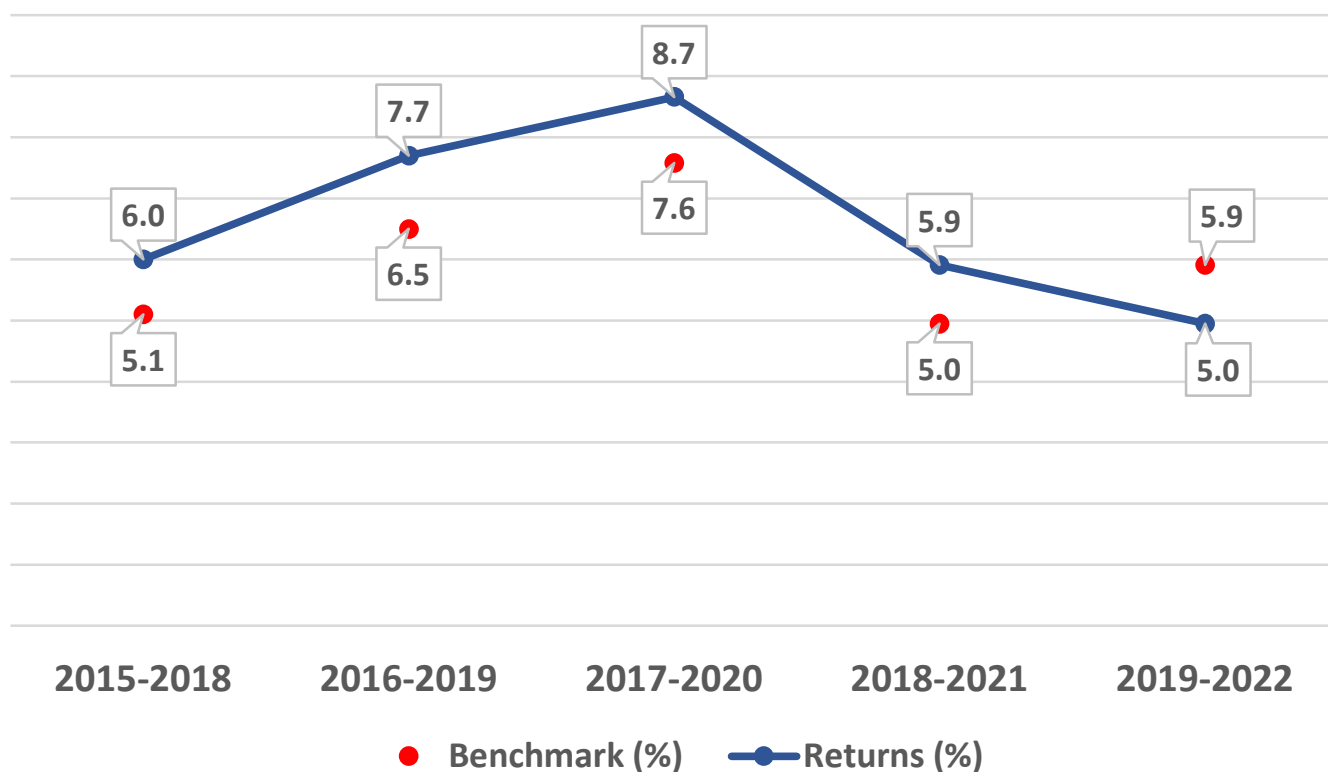
*SHORT TERM INVESTMENTS = 0.23%

INVESTMENT PERFORMANCE: SUMMARY

ANNUALIZED RETURNS BY ASSET CLASS						
%	1 YEAR			4 YEAR		
	RETURNS	BENCHMARK	DIFFERENCE	RETURNS	BENCHMARK	DIFFERENCE
Global Equity	-12.8	-12.4	-0.4	12.6	10.0	2.6
Fixed Income	-24.6	-25.8	1.2	-2.4	-3.5	1.1
Real Estate	7.7	10.6	-2.9	3.8	7.6	-3.8
Infrastructure	10.9	11.6	-0.7	11.9	8.7	3.2
TOTAL FUND¹	-12.6	-11.8	-0.8	5.9	5.0	0.9

¹ The long-term total fund target is CPI +4%. The total fund benchmark for 2022 included: 40% MSCI World ex-Canada Net Index (CAD\$), 15% FTSE Canada Universe Bond Index, 20% FTSE Canada 20+ Strips, 10% CPI +4% per annum, and 15% CPI +5% per annum.

FOUR YEAR PERFORMANCE: TOTAL FUND – 2015 THROUGH 2022



PORTFOLIO SUMMARY

ASSET		MARKET VALUE \$
		<i>Expressed in \$000's</i>
SHORT-TERM INVESTMENTS (0.23%)	POOLED FUNDS	751
FIXED INCOME – LONG-TERM (33.12%)	POOLED FUNDS	107,742
GLOBAL EQUITIES (42.40%)	POOLED FUNDS	137,930
INFRASTRUCTURE (12.26%)	GLOBAL	29,420
	EUROPEAN	2,396
	NORTH AMERICA	8,080
REAL ESTATE (11.99%)	POOLED FUNDS	36,276
	SEGREGATED FUNDS	3,063
	HEDGES	-330
TOTAL FUND PORTFOLIO		325,328

SERVICE PROVIDERS

INVESTMENT MANAGERS

BC Investment Management Corporation	Global equity, Real estate
JP Morgan Asset Management	Infrastructure
Macquarie Infrastructure	Infrastructure
Phillips, Hager & North Investment Management	Fixed Income

TRUSTEE OF FUND

The Northern Trust Company, Canada	Trustee of Plan assets, payment service provider
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INVESTMENT CONSULTANT

PBI Actuarial Consultants Ltd.	Investment consultant, performance measurement
---------------------------------------	--

ACTUARIAL SERVICES

Willis Towers Watson

AUDITORS

Grant Thornton LLP

Additional information about the University of Victoria Staff Pension Plan is available on the Pension Services website: www.uvic.ca/pensions.

Please review your statement and contact Pension Services with any updates to your information.

Current UVic employees, please also ensure your information is up-to-date on your UVic MyPage.

Pension estimates and individual consultations are available to all Plan members. Retiring members are encouraged to contact Pension Services three to six months before their planned retirement date.

Accessibility: *If you require your annual statement in a digital format, please contact Pension Services to request a PDF version.*

UNIVERSITY OF VICTORIA PENSION SERVICES

EMAIL: pensions@uvic.ca

TELEPHONE: (250) 721-7030

OFFICE & COURIER ADDRESS: Pension Services
University of Victoria
Michael Williams Building, 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

www.uvic.ca/pensions



Financial Statements

University of Victoria Staff Pension Plan

December 31, 2022

Contents

	Page
Independent Auditors' Report	1-2
Statement of Financial Position	3
Statement of Changes in Net Assets Available for Benefits	4
Statement of Changes in Obligations for Benefits	5
Notes to the Financial Statements	6-17

Independent Auditors' Report

Grant Thornton LLP

Suite 650
1675 Douglas Street
Victoria, BC
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F +1 250 381 4623

To the Investments and Administration Committee

Opinion

We have audited the financial statements of the University of Victoria Staff Pension Plan, which comprise the statement of financial position as at December 31, 2022, and the statements of changes in net assets available for benefits and changes in pension obligations 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 Staff Pension Plan as at December 31, 2022, 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 Staff 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 Staff 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 Staff 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 Staff 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 Staff 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 Staff 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 Staff 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.

Victoria, Canada
June 7, 2023



Chartered Professional Accountants

University of Victoria Staff Pension Plan

Statement of Financial Position

December 31 (expressed in \$000s)	2022	2021
Assets		
Cash	\$ 1,697	\$ 2,057
Investments (Note 4)		
Short-term	751	1,427
Long-term fixed income	107,742	119,731
Global equities	137,930	189,422
Real estate	39,009	34,096
Infrastructure	39,896	35,417
	325,328	380,093
Receivables		
Members' contributions	213	221
University contributions	569	628
Accrued interest and dividend income	1	-
Transactions to be settled and other	50	69
	833	918
	327,858	383,068
Liabilities		
Accounts payable and accrued liabilities	1,431	640
Net assets available for benefits (Note 8)		
Available for supplementary benefits	21,187	24,046
Available for accrued pension benefits	305,240	358,382
	326,427	382,428
Obligations for benefits		
Voluntary contribution accounts	780	1,153
Supplementary benefits (Notes 8 and 10)	21,187	24,046
Accrued pension benefits (Note 7)	295,278	287,252
	317,245	312,451
Net assets available for benefits less obligations for benefits	\$ 9,182	\$ 69,977

See accompanying notes to the financial statements.

Approved by:



Chair, Staff Pension plan Investments and
Administration Committee, University of Victoria



Vice-President, Finance and Operations
University of Victoria

University of Victoria Staff Pension Plan

Statement of Changes in Net Assets Available for Benefits

Year ended December 31 (expressed in \$000s)	2022	2021
Change in net assets		
Net return on investments (Note 5 and 6)		
Interest and other income	\$ 4,993	\$ 4,145
Dividend income	-	335
Net realized and unrealized gain(loss) on investments	(51,996)	42,531
Investment administration costs	(1,351)	(1,269)
	<u>(48,354)</u>	<u>45,742</u>
Contributions (Note 1(b))		
Members		
Basic	2,435	2,506
Supplementary	125	128
University		
Basic	6,027	6,211
Supplementary	125	128
CV transfer deficiency	940	430
	<u>9,652</u>	<u>9,403</u>
Total increase(decrease) in assets	<u>(38,702)</u>	<u>55,145</u>
Payments to or on behalf of members		
Pensions to retired members		
Basic	11,946	11,043
Supplementary	14	15
Pensions to disabled members	48	47
Termination payments and transfers to other plans	4,524	2,002
	<u>16,532</u>	<u>13,107</u>
Operating expenses		
Actuarial fees	91	35
Office and administrative	609	413
Consulting, audit and legal fees	45	36
Provincial registration fees	22	21
	<u>767</u>	<u>505</u>
Total decrease of assets	<u>17,299</u>	<u>13,612</u>
Increase(decrease) in net assets	<u>(56,001)</u>	<u>41,533</u>
Net assets available for benefits, beginning of year	<u>382,428</u>	<u>340,894</u>
Net assets available for benefits, end of year	\$ <u>326,427</u>	\$ <u>382,428</u>

See accompanying notes to the financial statements.

University of Victoria Staff Pension Plan

Statement of Changes in Obligations for Benefits

Year ended December 31 (expressed in \$000s)	2022	2021
Change in obligations for benefits – accrued pension benefits		
Beginning balance	\$ <u>287,252</u>	\$ <u>276,245</u>
Actual plan experiences and changes in actuarial assumptions	-	-
Interest accrued on benefits	15,849	15,397
Benefits accrued	8,463	8,717
Benefits paid	<u>(16,286)</u>	<u>(13,107)</u>
Change in obligations for benefits	<u>8,026</u>	<u>11,007</u>
Ending balance	\$ <u>295,278</u>	\$ <u>287,252</u>
Change in obligations for benefits – supplementary benefits		
Beginning balance	\$ <u>24,046</u>	\$ <u>20,986</u>
Interest accrued on benefits	(3,095)	2,818
Contributions	250	257
Benefits paid	<u>(14)</u>	<u>(15)</u>
Change in obligations for benefits	<u>(2,859)</u>	<u>3,060</u>
Ending balance	\$ <u>21,187</u>	\$ <u>24,046</u>
Change in obligations for benefits – voluntary contribution accounts		
Beginning balance	\$ <u>1,153</u>	\$ <u>1,084</u>
Interest accrued on benefits	(141)	102
Benefits paid	<u>(232)</u>	<u>(33)</u>
Change in obligations for benefits	<u>(373)</u>	<u>69</u>
Ending balance	\$ <u>780</u>	\$ <u>1,153</u>

See accompanying notes to the financial statements.

University of Victoria Staff Pension Plan

Notes to the Financial Statements

December 31, 2022

1. Description of plan

The following description of the University of Victoria Staff Pension Plan ("the Plan"), established by the University of Victoria ("the University"), is a summary only. For more complete information, reference should be made to the Plan text, which is available from Pension Services.

(a) General

The Plan is primarily a defined benefit pension plan that covers primarily regular members of the Canadian Union of Public Employees (CUPE) locals 917, 951 and 4163 and exempt staff.

(b) Funding

In accordance with the Plan text, members are required to contribute no less than 4.53% of their basic salary up to the Canada Pension Plan Year's Maximum Pensionable Earnings ("YMPE") which was \$64,900 (2021 - \$61,600), and 6.28% of their basic salary in excess of that amount to the Basic Plan to fund basic pension benefits.

If a valuation requires contribution changes (up or down) as a result of normal cost changes, then the increase or decrease will be shared on a one-for-one basis between the University and plan members.

A valuation for the plan was completed for the year ended December 31, 2019. Due to an increase in the plan's normal cost, the University's contribution rate has been increased to 12.08% (from 11.75%), and the member contribution rate has been increased to 4.86% below the YMPE (from 4.54%) and 6.61% above the YMPE (from 6.28%). Members and the University contribute an additional 0.25% of salary to the Supplementary Retirement Benefit Account (Note 9). The new contribution rates are in effect from October 1, 2020 to September 30, 2023.

Minimum contribution rates will be 10.5% for the University and 4.78% for the employee (6.53% on salary above YPME), except at a time when the plan has excess surplus as defined under the Income Tax Act and a further reduction in contributions becomes a requirement. The parties may also negotiate a one-time benefit improvement or a combination of an employee contribution holiday and a one-time benefit improvement to use the employees' share of excess surplus. Notwithstanding the above, should the University be required to make contributions as a result of a solvency and/or going concern deficiency, the University will contribute 100% of the cost and the University will then be entitled to 100% of future surplus until the amount contributed is fully recovered.

Up to December 31, 2015, members could elect to make additional contributions to a voluntary contribution account through payroll deduction or by transfer from other registered vehicles, subject to Income Tax Act maximums. These contributions are invested with the plan's other assets and investment returns match the rates earned by the other assets of the plan.

University of Victoria Staff Pension Plan

Notes to the Financial Statements

December 31, 2022

1. Description of plan (continued)

(c) Normal retirement

All members are eligible for a retirement benefit. Normal retirement is the end of the month in which the member reaches age 65. Pension benefits are calculated using the following formula:

Benefit accrual rate \times highest five year average salary \times years of credited service (full time equivalent).

The benefit accrual rates since the plan's inception in 1972 are as follows:

	On average salary up to the average YMPE	On average salary over the average YMPE
On service up to December 31, 1989	1.65%	2.00%
On service during 1990 and 1991	1.30%	2.00%
On service from 1992 through 1999	1.50%	2.00%
On service from January 1, 2000	1.70%	2.00%

(d) Early retirement

Members may elect early retirement at the end of any month following attainment of age 60 with no reduction provided that the member retired from active status. Members may retire between age 55 and 60 on a reduced pension. The reduction rates for retirement on an immediate pension are 3% for each year that the member is under age 60 when the pension commences. The reduction rates for retirement from inactive status (deferred) are actuarial and are between 5% and 6% for each year that the member is under age 65 when the pension commences.

(e) Disability pensions

Prior to April 1, 2006, members who became totally and permanently disabled and were in receipt of a disability pension from Canada Pension Plan were eligible to receive a disability pension from the plan equal to the pension they would have received had they continued to contribute to the plan to normal retirement. Only those members who met disability criteria prior to April 1, 2006 are in receipt of this benefit.

(f) Adjustments to pensions

Pensions are adjusted each January 1st by reference to the change in the Canadian Consumer Price Index (CPI) to a maximum of +/-3% per year since the member's last contribution date. The change in the CPI effective January 1, 2022 was 2.4%.

When the change in the CPI exceeds 3%, the Investments and Administration Committee may authorize additional indexing from the Supplementary Retirement Benefit Account (Note 9) to pensioners who are at least age 66, provided the actuary certifies

University of Victoria Staff Pension Plan

Notes to the Financial Statements

December 31, 2022

1. Description of plan (continued)

that the increase can be financed by the assets of the Supplementary Retirement Benefit Account on a sound actuarial basis.

(g) Termination and portability benefits

Upon termination of employment, members may leave their contributions on deposit for a deferred pension or elect to transfer the lump sum commuted value of their pension to a locked-in retirement account or another registered pension plan. If the lump sum value is less than 20% of the YMPE, the member may transfer the commuted value on a non-locked-in basis or receive a cash payment, less withholding tax.

(h) Survivor benefits before retirement

If a member has a spouse, their spouse is automatically entitled to the survivor benefit; however, they can designate another beneficiary if their spouse has waived their entitlement. A spouse who has not waived their entitlement has the choice of one of the following survivor benefits:

- i) a lifetime monthly pension but guaranteed for 120 payments in any event which is the actuarial equivalent to the commuted value amount calculated in ii) below, payable the first of the month following the member's death; or
- ii) a lump sum transfer of the full commuted value of the pension accrued to the member's date of death.

A beneficiary who is not a spouse is entitled to a lump sum equal to the full commuted value of the accrued pension.

(i) Survivor benefits after retirement

The survivor benefit after retirement or commencement of a disability pension is determined by the optional form selected by the member when the pension commenced. The normal form for a member who has a spouse is a joint and last survivor pension where 50% of the benefit continues to the surviving spouse. The normal form for a member who does not have a spouse is a single life pension where payments continue for the member's lifetime with a guaranteed minimum of 10 years if the member does not survive for 10 years after retirement.

If the member has a spouse, the member must select a form which provides at least a 60% survivor benefit unless the spouse completes a waiver.

(j) Income taxes

The Plan is a registered pension plan as defined in the Income Tax Act (Canada) and is not subject to income taxes.

University of Victoria Staff Pension Plan

Notes to the Financial Statements

December 31, 2022

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

Basis of presentation

Accounting standards for pension plans require entities to select accounting policies for accounts that do not relate to its investment portfolio or pension obligations. The University has chosen to apply International Financial Reporting Standards ("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.

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 (BCI), are estimated based on preliminary market values supplied by BCI, 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 fixed income, bonds and publicly traded equities held in pooled funds against a secondary source. Real estate investments are valued quarterly by BCI 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 BCI 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. Infrastructure investments are held through limited partnership units investing in infrastructure assets. The fair value of limited partnership units are stated at values reported in their respective audited financial statements. Investments are valued twice annually based on the most recent external managers' valuations of the underlying infrastructure assets.

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.

Contributions

Contributions for current service are recorded in the year in which the related payroll costs incurred.

Contributions for approved leaves of absence without pay are recorded in the year in which the leave without pay occurred. Special payments and transfer deficiency payments are recorded in the year to which they relate.

University of Victoria Staff Pension Plan

Notes to the Financial Statements

December 31, 2022

3. Summary of significant accounting policies (continued)

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 obligations for benefits.

4. Investments

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 unobservable for the asset or liability.

The Plan's proportionate share of investments in each fund, categorized according to the fair value hierarchy, is as follows:

(Expressed in \$000's)		2022		2021	
Short-term	Level 1	\$	751	\$	1,427
Long-term fixed income	Level 1		107,742		119,731
Global equities	Level 2		137,930		189,422
Real estate	Level 3		39,009		34,096
Infrastructure	Level 3		39,896		35,417
		\$	325,328	\$	380,093
Fair value hierarchy					
Level 1		\$	108,493	\$	121,158
Level 2			137,930		189,422
Level 3			78,905		69,513
		\$	325,328	\$	380,093

University of Victoria Staff Pension Plan

Notes to the Financial Statements

December 31, 2022

4. Investments (continued)

The following table summarizes the changes in the fair value of the Plan's financial instruments classified as level 3 investments, this includes the hedges that were entered into within the scope of the real estate program which houses all level 3 investments:

(Expressed in \$000's)	Real Estate		Infrastructure		Total
Beginning balance, January 1, 2022	\$	34,096	\$	35,417	\$ 69,513
Purchases		11,454		6,254	17,708
Sales		(8,388)		(3,020)	(11,408)
Unrealized gains/(losses)		1,847		1,245	3,092
Ending balance, December 31, 2022	\$	39,009	\$	39,896	\$ 78,905
Beginning balance, January 1, 2021	\$	28,494	\$	32,166	\$ 60,660
Purchases		52,368		4,404	56,772
Sales		(50,765)		(4,312)	(55,077)
Unrealized gains/(losses)		3,999		3,159	7,158
Ending balance, December 31, 2021	\$	34,096	\$	35,417	\$ 69,513

Short-term notes consist of Canadian money market securities, such as treasury bills, with terms of 12 months or less.

In 2021, the Staff Pension Plan reallocated funds from Canadian bonds and mortgages into long-term fixed income strategies and global equities.

The equities consist of publicly traded shares. Real estate investments consist of diversified Canadian and Global income-producing properties. Infrastructure investments refer collectively to the roads, bridges, rail lines, and similar public works that are required for an industrial economy, or a portion of it, to function. Investments may be segregated or consist of units of pooled investment portfolios of the investment manager.

Currency contracts may be held individually by BCI. The contracts are used for defensive purposes in order to protect clients' global 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.

Commitments

The Plan has commitments in the amount of \$2.7 million (2021: \$3.8 million) to fund private equity infrastructure investments. It is anticipated that these commitments will be met in the normal course of operations.

University of Victoria Staff Pension Plan

Notes to the Financial Statements

December 31, 2022

5. Net return on investments

The Plan realized a gross loss of 12.4% (2021: return of 13.8%) and a net loss of 13% (2021: return of 13.3%). Net returns are as follows:

(Expressed in \$000's)	2022	2021
Interest and other income		
Cash and short-term notes	\$ 3	\$ 11
Long-term fixed income	2,301	1,642
Infrastructure	2,689	2,492
Dividends from Canadian equities	-	335
Net realized gains(losses)	(849)	48,188
Net unrealized gains (losses)	(51,147)	(5,657)
	<u>(47,003)</u>	<u>47,011</u>
Investment costs		
Manager fees	1,257	1,161
Custodial fees	56	55
Other	38	53
	<u>1,351</u>	<u>1,269</u>
Total net investment return	\$ <u>(48,354)</u>	\$ <u>45,742</u>

6. Investment income by investment type

(Expressed in \$000's)	Income	Net realized/ unrealized gains (losses)	Total
Short-term notes	\$ 3	\$ -	\$ 3
Canadian Bonds	2,301	(32,355)	(30,054)
Foreign equities	-	(24,163)	(24,163)
Real estate	-	2,893	2,893
Infrastructure	2,689	1,629	4,318
Total	\$ <u>4,993</u>	\$ <u>(51,996)</u>	\$ <u>(47,003)</u>

7. Accrued pension benefit

The present value of accrued pension benefits was determined using the projected benefit method prorated on service and administrator's best estimated assumptions. An actuarial valuation was made as of December 31, 2019 by Willis Towers Watson. The calculations to December 31, 2022 are based upon an extrapolation from the December 31, 2019 valuation. The next required valuation will be as at December 31, 2022, which will be completed in the summer of 2023.

University of Victoria Staff Pension Plan

Notes to the Financial Statements

December 31, 2022

7. Accrued pension benefit (continued)

The assumptions used in determining the actuarial value of accrued pension benefits were developed by reference to expected long-term market conditions. Significant long-term actuarial assumptions used in the valuation were:

	December 31, 2022	December 31, 2021
Economic Assumptions:		
Interest - assets	5.70%	5.70%
Interest – liabilities	5.70%	5.70%
Salary escalation		
2019 onwards	2.25%	2.25%
Cost of living increase	2.00% per annum	2.00% per annum
Demographic Assumptions:		
Mortality table	110% of the 2014 Canadian Pensioners Mortality Table (2014CPM) projected generationally using improvement scale CPM-B	110% of the 2014 Canadian Pensioners Mortality Table (2014CPM) projected generationally using improvement scale CPM-B

8. Net assets available for benefits

The net assets available for benefits as at December 31 have been allocated as follows:

(Expressed in \$000's)

	2022	2021
Basic Plan	\$ 304,460	\$ 357,229
Supplementary Retirement Benefit Account	21,187	24,046
Additional Voluntary Contribution Accounts	780	1,153
	\$ 326,427	\$ 382,428

9. Actuarial valuation for funding purposes

The Plan is subject to the Pension Benefits Standard Act (BC) regulations ("PBSA"), which require solvency and going concern actuarial valuations to be performed every three years, at which time the Plan must take measures to eliminate any funding deficiencies that may arise. For this purpose, the plan actuary values both accrued assets and benefit obligations to the financial statement date, as well as contributions and benefits for future service.

University of Victoria Staff Pension Plan

Notes to the Financial Statements

December 31, 2022

9. Actuarial valuation for funding purposes (continued)

The December 31, 2019 valuation on a going concern basis disclosed an actuarial surplus of \$45.7 million (2016: \$46.0 million). The solvency valuation resulted in a solvency deficiency of \$87.4 million (2016: \$64.8 million). The Pension Benefits Standards Regulation was amended effective December 31, 2019; the amendment introduced new going concern and funding methodologies. The solvency funding target is now 85% and any shortfall below that amount must be amortized over a factor of 5; a letter of credit may be secured in lieu of making payments. The University has arranged a letter of credit to secure the solvency deficiency payment.

10. Supplementary retirement benefit account

The Supplementary Retirement Benefit Account is a reserve to provide pensioners who have reached age 66 with increases that are supplemental to the increases provided under the Basic Plan (Note 1(f)). Supplementary increases are authorized by the Staff Pension Plan Investments and Administration Committee in consultation with the plan actuary and are subject to the availability of funds in the Supplementary Retirement Benefit Account. The increases are limited so that the total increase in any one year from the combined basic and supplementary provisions does not exceed the increase in the Canadian CPI.

11. Related party transactions

Administrative costs of \$609,000 (2021 - \$413,000) represent a portion of the general administration costs incurred by the University and charged to the Pension Plan. The costs include salaries for Pension Services and other operating and administrative costs.

12. Risk management

The Plan's investments are recorded at fair value. Other financial instruments consist of cash, receivables, and payables and accruals. The fair value of these financial instruments approximates their carrying values. Fair values of investments are exposed to price 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, 2022 would have decreased (increased) the value of global equities and infrastructure investments by approximately \$8.9 million (2021: \$11.2 million).

University of Victoria Staff Pension Plan

Notes to the Financial Statements

December 31, 2022

12. Risk management (continued)

Market risk (continued)

Currency risk associated with global equities may be hedged at the discretion of the Global Equity Manager, BCI, in order to protect the value of global equity investments from the impact of an appreciating Canadian dollar (relative to the foreign currency).

The Fixed Income Manager, the Global Equity Manager and the Infrastructure Manager will (or may) purchase securities denominated in foreign currencies. The Investments and Administration Committee may give discretion to a manager to hedge some or all of its foreign currency exposures. The Committee will make such direction for either defensive or strategic reasons.

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 and that pension liabilities are exposed to the impact of changes in long term market interest rates. Duration is an appropriate measure of interest rate risk for fixed-income funds as a rise in interest rates will cause a decrease in bond prices – the longer the duration, the greater the effect. At December 31, 2022, the average duration of the bond portfolio was 7.09 years (2021 - 8.14 years). Therefore, if interest rates were to increase by 1%, the value of the bond portfolio would drop by 7.09% (2021 - 8.14%).

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 Governors 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, i.e., the standard deviation of change in the value of a financial instrument within a specific time horizon. Based on volatility of the current asset class holdings outlined above, the Pension Plan has an estimated volatility of 13.5%. The volatility measures are calculated as average annual standard deviations over 20 years.

	<u>Estimated volatility %</u>
Short-term holdings	+/- 1.1
Long-term fixed income (Universe Bonds)	+/- 5.8
Long-term fixed income (Enhanced Strategy)	+/- 11.5
Global equities	+/- 18.0
Real estate	+/- 12.5
Infrastructure	+/- 12.5

University of Victoria Staff Pension Plan

Notes to the Financial Statements

December 31, 2022

12. Risk management (continued)

Market risk (continued)

Benchmark for investments	<u>% change</u>	Net impact on <u>market value</u> (in thousands)
FTSE TMX Canada 91-day Treasury Bill Index	+/- 1.1	+/- 8
FTSE TMX Canada Universe Bond Index	+/- 5.8	+/- 3,814
PH&N Enhanced PRisM Long Fund	+/-11.5	+/- 4,828
MSCI World ex-Canada Net Index	+/- 18.0	+/- 24,827
Canadian Consumer Price Index (real estate)	+/- 12.5	+/- 4,876
Canadian Consumer Price Index (infrastructure)	+/- 12.5	+/- 4,987

Other price risk is managed by diversification of the portfolio, both by investment managers 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 future benefit obligations (Note 6) and operating expenses. Liquidity requirements are managed through income generated by monthly contributions and investing in sufficiently liquid (e.g. publicly traded) equities, pooled funds and other easily marketable instruments.

Credit risk

Credit risk relates to the possibility that a loss may occur from failure of a fixed income security issuer or derivative contract counter-party to meet its debt obligations. At December 31, 2022, the maximum risk exposure for this type of investment is \$108.5 Million (2021: \$121.2 Million).

The Plan limits the risk in the event of non-performance related to derivative financial instruments 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 following shows the percentage of fixed income holdings in the portfolio by credit rating:

<u>Rating</u>	<u>Allocation</u>
Cash and short-term securities	5.1%
AAA	19.7%
AA	28.5%
A	18.5%
BBB	17.1%
BB and below	7.0%
Mortgages	<u>4.1%</u>
Total	100.0%

University of Victoria Staff Pension Plan

Notes to the Financial Statements

December 31, 2022

13. Capital disclosures

The purpose of 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. With the assistance of an outside consultant, the Plan's Investments and Administration Committee and Pension Services regularly monitor the asset mix to ensure compliance with the Statement of Investment Policies and Procedures so that both immediate and long-term obligations can be met within an acceptable level of risk. An Asset-Liability Modeling Study (ALM) was also completed in 2018 for the purpose of determining a strategic asset mix that meets the objectives of the Plan given its underlying liability structure. The results of the study were used in the development of a strategic asset mix that meets the objectives of the Plan.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

June 12, 2023

FOR INFORMATION

To: Finance Committee

From: Kristi Simpson
Vice-President Finance and Operations

A handwritten signature in black ink, appearing to read 'K. Simpson'.

cc: President and Vice-Chancellor

Meeting Date: June 26, 2023

**Subject: University of Victoria Staff Pension Plan
Compliance Report**

Basis for Jurisdiction:

University of Victoria Staff Pension Plan Governance Policy Section I.1.(a)(i)

Strategic Relevance: *People, place and the planet*

- *Addressing systemic barriers to equity and inclusion and progressively integrating our guiding principles throughout all decisions, processes and outcomes, to transform practices within UVic.*
- *Developing and sharing innovative strategies and solutions that support healthy, sustainable communities, and address global crises and our evolving world*

Previous Consultation:

University of Victoria Staff Pension Plan Governance Committee

Background:

Annually, the Staff Pension Plan Governance Committee reports to the Board of Governors regarding compliance with the requirements of applicable legislation during the previous calendar year.

The Compliance Report attached as Appendix 1 outlines the primary requirements of the *Pension Benefits Standards Act* (BC), the *Family Law Act* (BC), and the *Income Tax Act* (Canada).

Compliance has been reviewed based on overall activities of the university as a whole. That is, individual departments provide certain membership-related information to Pension Services through various channels, and these activities have an impact on the ability of Pension Services to meet certain requirements the University of Victoria must achieve.

In 2022, only one area of concern has been noted, in line with previous years. This relates to the requirement for Pension Services to prepare and provide a member/employee a Statement on Termination of Membership within 60 days of their last date of employment.

Termination of employment is reported by a member's department to Payroll, and from there to Pension Services. The member's pensionable service and salary is then verified, and the statement calculated, prepared, and sent to the member. This process must occur entirely within a 60-day window from the last date of employment. Progress has been made on meeting this requirement; in 2022, 87% of statements were issued within this deadline (2021: 80%); work continues to explore opportunities to increase compliance in this area.

There are no further areas of concern.

Appendix:

- University of Victoria Staff Pension Plan Compliance Report for the year ended December 31, 2022

University of Victoria Staff Pension Plan Compliance Report

For the year ended December 31, 2022

The following requirements are substantially fulfilled by UVic Pension Services, partnering with HR Benefits and Payroll as indicated.

Summary of primary requirements	Complies (yes/no)	Comments
Enrollment of New Members <ul style="list-style-type: none"> Enroll all regular continuing employees Provide option to all other eligible employees with earnings, in each of 2 consecutive calendar years, not less than 35% of the Year's Maximum Pensionable Earnings. Provide new members with plan summary within 30 days of employment or, if enrolment is not immediate, at least 30 days before meeting eligibility. 	<p>yes</p> <p>yes</p> <p>yes</p>	<p>Pension Services records employee enrolments after they are processed by HR Benefits. Payroll ensures pension contributions are deducted from pay.</p> <p>There are no eligible employees in this category.</p> <p>Information is provided in the <i>Employee Benefit Handbook</i>.</p>
Remitting of Contributions <ul style="list-style-type: none"> Within 30 days of end of month 	<p>yes</p>	<p>Contributions are remitted directly to the Plan's custodian by Payroll. Pension Services also regularly reviews pension contribution amounts collected and remitted to ensure accurate calculations for member and University contributions. Contribution adjustments are made as needed.</p>
Statement on Retirement <ul style="list-style-type: none"> Content meets regulatory requirements Issue on or before the later of 60 days of receipt of request or 120 days before pension commencement date 	<p>yes</p> <p>yes</p>	
Statement on Termination of Membership <ul style="list-style-type: none"> Content meets regulatory requirements Issue within 60 days after termination of employment Allow a minimum of 90 days for member to exercise option 	<p>yes</p> <p>no</p> <p>yes</p>	<p>Regular audits are performed to flag and follow-up on members who have not made contributions and where notice of termination has not been received.</p> <p>For 2022, 87% of statements were issued within 60 days after termination of employment (2021: 80%). There were 14 members who received their statements outside the 60 day window (2021: 21).</p>

Summary of primary requirements	Complies (yes/no)	Comments
Statement on Death Before Pension Commencement <ul style="list-style-type: none"> Content meets regulatory requirements Issue within 60 days of receipt of proof of death 	yes yes	
Payment of Termination Benefits <ul style="list-style-type: none"> Pay within 60 days of receipt of all required documentation Recalculate commuted value if more than 180 days has elapsed from effective date of calculation 	yes yes	
Spousal waivers <ul style="list-style-type: none"> Ensure waiver is on file for members who have a spouse and who designate someone other than a spouse as the beneficiary Ensure waiver is completed no more than 90 days before retirement for members who select an option that provides less than 60% spousal survivor benefits Ensure waivers note being witnessed outside presence of member 	yes yes yes	
Annual Statement to Members <ul style="list-style-type: none"> Content meets regulatory requirements Issue within 180 days after end of fiscal year 	yes yes	Also provide <i>Report to Members</i> annually Year ending 2021: completed Year ending 2022: in progress; due June 29, 2023
Annual Statement to Retired Members <ul style="list-style-type: none"> Content meets regulatory requirements Issue within 180 days after end of fiscal year 	yes yes	Also provide <i>Annual Report to Members</i> Year ending 2021: completed Year ending 2022: in progress; due June 29, 2023 Also provide <i>Annual Pension Increase and Confirmation of Pension Information Statement</i> each December
Family Law Act <ul style="list-style-type: none"> Acknowledge forms within 30 days of receipt Provide information within 60 days of receipt Provide limited members with 30 days notice of transactions affecting the pension (e.g., retirement of member) Provide annual statements to limited members within 180 days after end of fiscal year 	yes yes yes yes	Also provide <i>Report to Members</i> annually
Pension Adjustments (PAs) <ul style="list-style-type: none"> Reported on employee T4s 	yes	Pension Services provides PA reporting to Payroll to be included on employee T4s

Summary of primary requirements	Complies	Comments
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	(yes/no)	
Pension Adjustment Reversals (PARs) <ul style="list-style-type: none"> Report PARs to CRA within 60 days of quarter end, except for the 4th quarter, which is reported within 30 days of quarter end 	yes	
Past Service Pension Adjustments (PSPAs) <ul style="list-style-type: none"> Report to CRA as they arise 	yes	There are no purchase of service provisions in the Staff Plan
Records Retention <ul style="list-style-type: none"> Retain key documents from a member's file for at least 7 years after the final transaction, and a recorded summary of a member's file permanently thereafter Records retention policy and rules in place 	yes yes	
Annual Returns <ul style="list-style-type: none"> File Pension Standards "Pension Plan Annual Information Return" and CRA "Schedule 1" within 180 days after the end of the fiscal year Pay filing fees of \$8.35 for each active member and \$7.30 for each inactive member File audited financial statements within 270 days after end of fiscal year 	yes yes yes	Year ending 2021: completed Year ending 2022: in progress; due June 29, 2023 Year ending 2021: completed Year ending 2022: in progress; will be sent with Annual Information Return

The following requirements are fulfilled by the Investments & Administration Committee or the Governance Committee

Summary of primary requirements	Complies (yes/no)	Comments
Policies <ul style="list-style-type: none"> A written governance policy that meets the prescribed criteria has been established in respect of the structures and processes for overseeing, managing and administering the plan A written funding policy that meets the prescribed criteria has been established respecting funding objectives and the intended method for achieving those objectives A written Statement of Investment Policies and Procedures that meets the prescribed criteria has been established in respect of the plan's portfolio of investments The plan is administered in accordance with the policies 	yes yes yes yes	

Summary of primary requirements	Complies (yes/no)	Comments
Actuarial Valuation Report <ul style="list-style-type: none"> Prepared at intervals not exceeding 3 years, or upon request File within 270 days of review date 	<p>yes</p> <p>yes</p>	<p>The last actuarial valuation was performed as at December 31, 2019. The actuarial valuation as at December 31, 2022 is currently underway.</p>
Triennial Plan Assessment <ul style="list-style-type: none"> Prepared at intervals not exceeding 3 years 	<p>yes</p>	<p>The most recent Plan Assessment was completed for year ended December 31, 2019. The Plan Assessment for year ended December 31, 2022, will be completed by December 31, 2023.</p>




University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

June 12, 2023

FOR INFORMATION

To: Finance Committee

From: Kristi Simpson
Vice-President Finance and Operations 

cc: President and Vice-Chancellor

Meeting Date: June 26, 2023

Subject: University of Victoria Staff Pension Plan Investment Performance
Report for the Period Ended March 31, 2023

Basis for Jurisdiction: University of Victoria Staff Pension Plan Governance Policy, Appendix A
(Duties of the Investments and Administration Committee, Section 4)

Strategic Relevance: *People, Place and the Planet*

- *Addressing systemic barriers to equity and inclusion and progressively integrating our guiding principles throughout all decisions, processes and outcomes, to transform practices within UVic.*
- *Developing and sharing innovative strategies and solutions that support healthy, sustainable communities, and address global crises and our evolving world.*

Background:

The university contracts with PBI Actuaries and Consultants (PBI) to provide investment consulting services to the Staff Pension Plan Investments and Administration Committee. The consultant measures the investment performance of the Fund and compares that performance against a selection of generally comparable funds. The services of the consultant include measurement of the performance of major asset classes by fund and manager; commentary on manager performance

and issues; and updates on industry trends, investment issues, best practices, and legislative developments and their potential relevance to the Plan.

The Staff Pension Fund's managers invest in a number of different types of assets within the constraints established by the Statement of Investment Policies and Procedures (SIPP). Investment performance is compared against the performance of a theoretical "benchmark" portfolio. Although the managers are measured against a benchmark asset mix, they may vary the asset mix, within established ranges, in order to add value.

The Fund is currently invested as follows:

- Global Equities, managed by BC Investment Management Corporation (BCI);
- Fixed Income, managed by Phillips, Hager and North (PH&N);
- Real Estate, managed by BCI; and
- Infrastructure, managed by Macquarie Infrastructure and JP Morgan Asset Management.

The Fund's asset allocation remains within the established allowable ranges for each asset class. All investment managers are monitored carefully, and they regularly report to the Investments and Administration Committee on investment performance and strategy, responsible investing, and other important topics.

The attached Appendix 1 shows the Fund's market value, current and policy asset allocation, fund performance, and relevant benchmarks for periods ended March 31, 2023. In summary:

	Total Fund performance	Total Fund Benchmark performance
1 year	-0.9%	-0.5%
4 year	5.0%	4.7%
5 year	5.7%	5.1%

The Plan is slightly underperforming its total fund benchmark over the one year, and given the recent spike in inflation, it is also underperforming the long-term risk-adjusted target of CPI+4.0%. This underperformance relative to the total fund benchmark was attributable to the global equity and real estate mandates. On an absolute and relative basis, the long-term performance remains strong for all asset classes. The Plan's infrastructure funds have performed particularly well during 2022, and this strategy has reduced volatility in the Fund, as intended. However, the Plan also saw negative returns from fixed income due to rising interest rates over the past year. As a result, the Staff Plan's total asset mix has led to a slightly negative performance from a risk-adjusted return perspective. From an asset liability standpoint, the increase in interest rates have benefited the Plan by lowering its liabilities. Additionally, the preliminary valuation as at Dec. 31 2022, suggests its financial position has improved since the last valuation at the end of 2019.

The Plan's real estate holdings managed by BCI modestly underperformed over 4 years. BCI has diversified outside Canada and have a slightly higher proportion of international holdings (53%)

versus Canadian (47%). Valuation are being monitored closely especially in office, which represents about 26% of the portfolio.

The university remains in compliance with the provisions of the Plan, *BC Pension Benefits Standards Act*, and the *Income Tax Act* relating to the investment of the Fund.

Appendix 1:

PBI, University of Victoria Staff Pension Plan - Performance Monitoring Report as of March 31, 2023.

Appendix 1
University of Victoria Staff Pension Plan
Performance as of March 31, 2023

PBI

Plan Performance versus Benchmark Net of Fees as of March 31, 2023

Return Summary

	3 Months	1 Year	2 Years	3 Years	5 Years	10 Years
Total Plan Return (Net of Fees)	3.7%	-0.9%	0.9%	6.0%	5.7%	7.0%
Asset Mix Benchmark	5.4%	-0.5%	1.3%	6.1%	5.1%	6.2%
Value Added (Net of fees)	-1.7%	-0.4%	-0.4%	-0.1%	0.6%	0.8%
Traditional Balanced Fund (Net of Fees) ¹	4.7%	-2.5%	1.5%	8.2%	5.2%	6.2%
Going Concern Liability Proxy ²	8.9%	-9.1%	-9.5%	-4.9%	-0.1%	4.4%

PBI

Staff Pension Plan – Manager Value Add (net of fees)

Returns (Net of Fees)	4 Year Period		Comments
	Value Added	Met Target?	
Total Plan	0.3%	Yes	
Asset Mix Benchmark			
BCI Global Equities	-0.4%	No	
MSCI World ex Canada			
PH&N Fixed Income	1.3%	Yes	\$45.2 million is invested in PH&N Enhanced PRISM Long Fund, while \$67.4 million is invested in PH&N Core Plus Bond Fund as at March 31, 2023.
UVic - Fixed Income BM ¹			
BCI Real Estate	-1.7%	No	BCI's 6.6% 4-year performance is lower than peers and underperformed the CPI + 4% benchmark after fees.
CPI + 4.0%			
Infrastructure	5.4%	Yes	
CPI + 5.0%			
JP Morgan Infrastructure ²	-1.7%	No	JP Morgan Infrastructure's 7.0% 4-year performance has underperformed the CPI + 5.0% benchmark. During the first quarter, the fund deployed over US\$5.6 billion through platform investments.
CPI + 5.0%			
Macquarie Infrastructure	13.8%	Yes	IRRs for all funds are in excess of CPI+5% since inception.
CPI + 5.0%			



University
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SUBMISSION TO THE UVIC BOARD OF GOVERNORS

June 12, 2023

FOR DECISION

To: Finance Committee

From: Kristi Simpson
Vice-President Finance and Operations

A handwritten signature in black ink, appearing to read 'K. Simpson'.

cc: President and Vice-Chancellor

Meeting Date: June 26, 2023

Subject: Collection and Remission of Student Fees for the Graduate Students' Society (GSS)

Basis for Jurisdiction: University Act 27.1

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.

Recommendation:

THAT the Finance Committee recommend to the Board of Governors that the Board of Governors collect and remit GSS health and dental fees for the GSS in 2023/24 as outlined in the letter of June 05, 2023 from the Executive Director of the GSS to the Vice-President Finance and Operations.

Background:

As noted in the attached letter, the Graduate Students' Society (GSS) has received the finalized costs for health and dental fees for September 2023 from their insurance provider following insurance renewal negotiations. For the 2023/24 year, no fee increase was required for the GSS

insurance renewal, therefore they will be maintaining the same health and dental fees as in the 2021/22 academic year.

Attachment:

Letter dated June 05, 2023 from Kyla Turner, GSS Executive Director, to Kristi Simpson, Vice-President Finance & Operations.



Graduate Students' Society UNIVERSITY OF VICTORIA

Phone (250) 472-4543
Fax (250) 721-6137
Web <https://gss.uvic.ca>

Box 1700 STN CSC Victoria BC V8W 2Y2 Canada

Kristi Simpson
Vice-President Finance and Operations
Michael Williams Building Room A212
University Of Victoria, Victoria, BC, V8P 5C2

June 5, 2023

Dear Ms. Simpson,

I am writing to offer final notice of changes to the University Of Victoria Graduate Students' Society (GSS) fees for the 2023-24 academic year, and confirm our compliance with the regulations of the *University Act* and *Societies Act*, as they relate to our fees. Please note, no changes to GSS Health and Dental Fees charged with tuition have been made since our June 3, 2022 or June 14, 2021 notices for Health and Dental fees. However, please find below a correction for the GSS fees as previously appeared in our May 11, 2023 fee change notice to be initiated for the 202309 semester. Our May 11 notice erroneously calculated the Co-op total as \$40.62, instead of \$41.91, and had a rounding error of \$0.01 for Regular/Distance students' Operating Fee. These have been corrected here.

The GSS membership fee is made up of core operating fees and several specific purpose fees established by member referenda. Co-op students are charged GSS fees at a 50% rate, and both distance and co-op students are exempted from certain fees related to on-campus services.

2023-24 Fee Schedule

In accordance with the above, the GSS fee schedule is as follows effective September 1, 2023:

	Regular	Co-op	Distance	Co-op&class
Operating*	\$54.17	\$27.09	\$54.17	\$27.09
Capital Fee*	\$11.05	\$5.53	\$11.05	\$5.53
Childcare fee	\$1.02	\$0.51	\$1.02	\$0.51
Anti-Violence Project	\$2.00	\$1.00	\$2.00	\$1.00
Ombudsperson	\$1.50	\$0.75	\$1.50	\$0.75
Constituency Groups	\$1.33	\$0.67	\$1.33	\$0.67
Clubs	\$0.50	\$0.25	\$0.50	\$0.25
WUSC (Student Refugee Program)	\$5.00	\$2.50	\$5.00	\$2.50
Campus food bank*	\$1.97	\$0.00	\$0.00	\$1.97
CFUV*	\$0.60	\$0.00	\$0.00	\$0.60
University 101*	\$0.58	\$0.00	\$0.00	\$0.58
Conference Travel fee*	\$5.02	\$2.51	\$5.02	\$2.51
Distance travel fee*	\$1.17	\$0.60	\$1.17	\$0.60
Student Advocate	\$1.00	\$0.50	\$1.00	\$0.50
Food and Beverage Fee	\$11.00	\$0.00	\$0.00	\$11.00
TOTAL	\$97.91	\$41.91	\$83.76	\$56.06

Health and Dental Plan fees

The GSS Extended Health and Dental Plan fees changes are subject to our insurance renewal negotiations. This year, as with last, no fee increase was required for our insurance renewal. Therefore, we will be maintaining the same Health and Dental Fees as in the 2021-22 Academic Year for an additional year.

2023-24 Health and Dental Fee Schedule

The GSS Health and Dental fee schedule is as follows, effective September 1, 2023:

Full-Time On-Campus Fees	September	January
Health fee (as charged with tuition)	\$409.00	\$272.67
Dental fee (as charged with tuition)	\$284.55	\$189.70
GSS member fee (as charged with tuition)	\$97.91	\$97.91

While not charged directly with tuition, please also find below the opt-in rates for part-time students, family members, visiting graduate research students, students on leave and students with CAL accommodations:

Part-Time and Family Opt-in rates		
	<i>September 2023 (twelve months)</i>	<i>January 2024 (eight months)</i>
Health only	\$414.00	\$276.00
Dental only	\$289.55	\$193.03
Both	\$703.55	\$469.03

Visiting Graduate Research Student and Students On-Leave Opt-in rates		
	<i>September 2023 (twelve months)</i>	<i>January 2024 (eight months)</i>
Health only	\$511.91	\$373.91
Dental only	\$387.46	\$290.94
Both	\$801.46	\$566.94

Accessible learning opt-in		
	<i>September 2023 (twelve months)</i>	<i>January 2024 (eight months)</i>
Health only	\$409.00	\$272.67
Dental only	\$284.55	\$189.70
Both	\$693.55	\$462.37

Please do not hesitate to contact me at gssmgr@uvic.ca if you have any questions.

Sincerely,

Kyla Turner signed electronically on June 9, 2023 at 9:58a.m. at 3800 Finnerty Rd. Victoria, BC

Kyla Turner
Executive Director

cc.

Samuel Fielder, *GSS Director of Finance*

Dr. Robin Hicks, *Dean of Graduate Studies*

Carrie Andersen, *University Secretary*

Jim Dunsdon, *AVP Student Affairs*

Joel Lynn, *Director, Student Services*

Rachel Sandquist, *Director, Graduate Admissions and Records*

Tory Hastings, *Manager, Tuition Fee Assessments*

Janice Johnson, *Executive Director, Financial Services*



University
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SUBMISSION TO THE UVIC BOARD OF GOVERNORS

June 12, 2023

FOR INFORMATION

To: Operations and Facilities Committee

From: Kristi Simpson
Vice-President Finance and Operations

cc: President and Vice-Chancellor

Meeting Date: June 26, 2023

Subject: Status Report on Capital Projects

Basis for Jurisdiction: Committee's Terms of Reference

A handwritten signature in black ink, appearing to read 'Kristi Simpson'.

Strategic Relevance: *Culture of change & transformation*

- *Fostering adaptable, creative policies, governance and uses of space and resources to grow transformative ideas, partnerships, education and communities of practice.*

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: June 01, 2023

1. Student Housing & Dining
2. National Centre for Indigenous Law
3. Engineering Expansion

PROJECT:	STUDENT HOUSING & DINING
-----------------	-------------------------------------

Project No: 16-02265
Project Consultants: Perkins + Will Architects
Construction Manager: EllisDon-Kinetic

BUDGET STATUS:	Approved Budget April 2020 (in millions)	Known Costs May 2023 (in millions)
Consulting – C1	\$21.0	\$22.3
Construction – C2	\$194.4	\$203.0
Completion – C3	\$5.7	\$6.8
Contingency – C4	\$4.0	\$0.0
Sub-Total	\$225.1	\$232.1
GST (1.65%)	<u>\$3.7</u>	<u>\$3.8</u>
TOTAL PROJECT COST	\$228.8	\$235.9

- Total commitments to date are \$234.2M or 99.5% of known costs.

SCHEDULE STATUS:	Original Schedule January 2019	Actual / Forecasted May 2023
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Tender Package 04 – Sngequ House (RSN - 385 Beds, Conference, Classrooms)

Construction – Building Envelope	January 2023	<i>June 2023</i>
Construction – Interiors	October 2022	<i>June 2023</i>
Construction – Commissioning Start	January 2023	<i>May 2023</i>
Construction - Occupancy	January 2023	<i>July 2023</i>
Construction – Operations	February 2023	<i>August 2023</i>

Major Risks:

- Budget – The budget status indicator moving to red indicates a project budget overage of greater than \$7.5M. Areas impacting budget include consultant contracts, change directive pricing, cost plus budgets, owner cash allowances and project management costs. Only essential changes are being considered by the Project Delivery Team (RESS / UNFS / FMGT) to minimize overage.

PROJECT:	NATIONAL CENTRE FOR INDIGENOUS LAWS
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Project No: 19-04343
Project Consultants: Two Row Architect
Construction Manager: Chandos Construction

BUDGET STATUS:	Approved Budget November 2022 (in millions)	Forecasted Costs June 2023 (in millions)
C1 - Consulting	\$3.86	\$3.86
C2 - Construction	\$30.90	\$34.71
C3 - Completion	\$3.37	\$3.00
C4 - Contingency	<u>\$1.87</u>	<u>\$2.03</u>
Sub-Total	\$40.00	\$43.60
GST (1.65%)	<u>\$0.65</u>	<u>\$0.70</u>
TOTAL PROJECT COSTS	\$40.65	\$44.30

- Following the Main Tender (February 2023), select trade packages were awarded in March 2023 for a combined value of \$12.5M. This included scopes of work which were schedule sensitive or within the previous trade budgets.
- The Electrical and Drywall/Framing re-Tender closed on May 24, 2023. Approx. \$500k of savings were initially identified; however, the C2 estimate still exceeds the approved funding.
- Based on current tender results the total NCIL budget variance is forecasted at \$3.65M but could rise to \$5.0M depending on market conditions for the final tender packages.
- The Project Team will continue to look for value engineering opportunities that don't impact project scope in order to ensure the Building provides the appropriate space to support the JID/JD program. Additional funding is being sought from donors and the Provincial and Federal governments.

SCHEDULE STATUS:	Original Schedule February 2020	Actual / Forecasted May 2023
Consultant Selection	May 2020	June 2020
Schematic Design	October 2020	February 2021
Design Development	March 2021	September 2021
Construction Documents	September 2021	June 2022
Tender Complete	November 2021	<i>October 2023</i>
Construction Mobilization	December 2021	November 2022
Construction Complete (Substantial)*	March 2023	<i>November 2024</i>
Commissioning and Warranty	May 2023	<i>November 2024</i>
Fit-up and Move In	July 2023	<i>November 2024</i>
Operation	August 2023	<i>December 2024</i>

NOTE: * Substantial Performance as defined in the BC Builders Lien Act

- In May 2023, Chandos completed the micropile installation. Work continued with civil service connections, encasement, backfill, and concrete placement for foundation walls.
- Civil and Foundation work will continue over the next 2 months in preparation for the erection of the NCIL Superstructure in Fall 2023 (structural steel and CLT Panels).

PROJECT:	ENGINEERING EXPANSION PROJECT
-----------------	--------------------------------------

Project No: 19-04057
Project Consultants: Dialog
Architecture/Engineering
General Contractor: TBD

BUDGET STATUS:	Approved Budget April 2023 (in millions)	Forecasted Costs May 2023 (in millions)
Consulting – C1	\$11.9	\$11.9
Construction – C2	\$106.5	\$106.5
Completion – C3	\$6.4	\$6.4
Contingency – C4	\$6.1	\$6.1
Sub-Total	\$130.9	\$130.9
GST (1.65%)	\$2.1	\$2.1
TOTAL PROJECT COSTS	\$133.0	\$133.0

- The Board of Governors approved a revised project budget of \$133M in March 2023 based on information received in post tender bidder discussions with the three prequalified construction companies.
- The project has changed to Construction Management (CM) project delivery approach and will include the implementation of a design-assist / value-engineering phase implemented as the first phase in the project delivery.
- The change of project delivery to CM resulted in extending the schedule to 2026, which was approved by Ministry.
- An RFP for Construction Management Services was issued to three prequalified bidders and submissions are currently under evaluation.
- The forecast schedule includes at 6-month design-assist phase, prior to construction. The forecast schedule does not account for time associated with additional approvals or fundraising, or any additional redesign processes that may be required.

SCHEDULE STATUS:	Original Schedule November 2019	Actual / Forecasted May 2023
Consultant Selection	October 2019	November 2019
Schematic Design	May 2020	June 2020
Design Development	September 2020	May 2021
Construction Documents	May 2021	March 2022
Tender Complete (not awarded)	July 2021	September 2022
RFP for CM / Design-Assist/VE Phase	N/A	December 2023
Construction Completion (Substantial)	December 2023	May 2026
Commissioning	December 2023	Mar – Apr 2026
Fit-up and Move In	December 2023	Apr – May 2026
Operation	January 2024	May – June 2026

NOTE: * Substantial Performance as defined in the BC Builders Lien Act

Major Risks:

- Construction cost volatility; impact of high construction costs on project delivery is a risk to Engineering program accreditation.
- Current market supply and demand challenges and international events have led to general increased costs in market that may not drop in immediate future - impacts project scope, schedule, budget.



University
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SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

June 12, 2023

To: Operations and Facilities Committee

From: Kristi Simpson
Vice-President Finance & Operations

cc: President and Vice-Chancellor

Meeting Date: June 26, 2023

Subject: Due Diligence Reports 2022
– Financial Services
– Occupational Health, Safety and Environment

A handwritten signature in black ink, appearing to read 'K. Simpson'.

Basis for Jurisdiction: University Act Section 27(2) (y) and Due Diligence Report.

Strategic Relevance:

Innovation and inquiry:

- *Fostering adaptable, creative policies, governance and uses of space and resources to grow transformative ideas, partnerships, education and communities of practice.*

Background:

Attached is the annual reporting to the Board of Governors outlining our compliance with applicable legislation.

Attachments - Statements of Compliance with:

Financial Services -

- Business Practices and Consumer Protection Act
- Employment Standards Act
- Provincial Sales Tax (PST), Goods and Services Tax (GST) and Harmonized Sales Tax (HST)
- Canada Income Tax
- Provincial Sales Tax on Accommodation and Municipal, and Regional District Tax

Occupational Health, Safety and Environment -

- Canadian Environmental Protection Act
- PCB Regulations under CEPA
- Chemical Weapons Convention Implementation Act
- Hazardous Products Act
- Controlled Products Regulations
- Transportation of Dangerous Goods Act and Regulation
- Nuclear Safety and Control Act
- ANSI Z136.1-2007 American National Standard for Safe Use of Laser
- Radiation Emitting Devices Act
- Integrated Pest Management Act and Regulation
- Human Pathogens and Toxins Act
- Environmental Management Act and Hazardous Waste Regulation
- Sewer Use Bylaw
- Workers Compensation Act and Occupational Health and Safety Regulation

DUE DILIGENCE REPORTS – FINANCIAL SERVICES – April 2023

Legislative Requirement	Report
Business Practices and Consumer Protection Act	<p>The University is required to provide an annual report confirming that:</p> <p>Any interest charges levied by the University are in compliance with the Interest Act (Canada) and the Consumer Protection Act; and Tuition refund policies are in compliance with the Consumer Protection Act.</p> <p>The Interest Act (Canada) and the Consumer Protection Act have been reviewed. The University of Victoria is in full compliance in respect of the refund of tuition and the charging of interest.</p>
Employment Standards Act	<p>The Employment Standards Act of BC has been reviewed as it pertains to:</p> <ul style="list-style-type: none"> Deductions from salary and wages Payment of wages Payroll records Remission of statutory deductions <p>To the best of our knowledge the University is in full compliance with this Act.</p>
Social Services Tax Act (PST), Goods And Services (GST) and Employer Health Tax (EHT)	<p>The University collects tax on the sale of certain goods and services. Generally, taxes collected under the Excise Sales Tax Act or the Provincial Social Services Tax Act have been remitted appropriately to the Canada Revenue Agency or the Province of BC.</p> <p>The University is now remitting Employer Health Tax.</p>
Canada Income Tax	<p>The University is required to report to the Board any Notices of Assessment received from the Canada Revenue Agency for taxes that the University is alleged to have failed to withhold and the University's response to these Notices.</p> <p>Notices of assessments received in 2022 are being investigated – CRA delays in processing PIER reports and T4 adjustments since 2019-2021 are being reconciled with CRA.</p>
Hotel Tax	<p>As required by the Province of British Columbia Hotel Tax Act the University collects tax on certain rentals of accommodation in the University's Residence facilities.</p> <p>All taxes collected under this Act have been remitted to the Province of BC.</p>

DUE DILIGENCE REPORTS
OCCUPATIONAL HEALTH, SAFETY and ENVIRONMENT (OHSE)
Calendar Year 2022

Legislative Requirement	Report
Canadian Environmental Protection Act (Federal Act) (CEPA)	<ul style="list-style-type: none"> Environment and Climate Change Canada collects information on select chemical and biological substances through the Domestic Substances List (DSL). As in previous years, UVic did not manufacture or import any reportable quantities of DSL substances, and no reports were submitted in 2022.
PCB Regulations under CEPA (Federal Regulation)	<ul style="list-style-type: none"> The University is required to report any polychlorinated biphenyls (PCB) inventories to ensure compliance with “end-of-use” dates. No PCB-containing liquids or equipment were identified in any of the reporting categories in 2022. Registration with Environment Canada and annual reporting is not required in the absence of PCB inventories.
Products Containing Mercury Regulations (PCMR) under CEPA (Federal Regulation)	<ul style="list-style-type: none"> The University is required to report the import of any products containing mercury under the Products Containing Mercury Regulations (PCMR). There were no mercury-containing products imported in 2022 and no issues of non-compliance.
Prohibition of Certain Toxic Substances Regulation, 2012 under CEPA (Federal Regulation)	<ul style="list-style-type: none"> The University is required to submit a notification to Environment and Climate Change Canada (ECCC) prior to the import and use of certain prohibited toxic substances that are exempted for use other than in a research or analytical lab and exceed the 10 grams per calendar year usage threshold. There were no notifications submitted under this regulation in the 2022 calendar year, and no issues of non-compliance.
Chemical Weapons Convention Implementation Act (Federal Act)	<ul style="list-style-type: none"> The University submitted its annual Declaration of Past Activities to the Canadian National Authority (CNA). Four departments indicated activities with regulated chemicals, but all were below reporting thresholds. UVic has not been involved in any activities with reportable quantities of regulated chemicals since 2003.

<p>Hazardous Products Act (Federal Act)</p> <p>Controlled Products Regulations (Federal Regulation)</p>	<ul style="list-style-type: none"> • Workplace Hazardous Materials Information System (WHMIS) training was provided to 798 individuals through web-based courses. Classroom training was paused due to COVID-19 and will be resuming in 2023. • WHMIS compliance is audited through regular inspections.
<p>Transportation of Dangerous Goods Act and Regulation (Federal Act and Regulation)</p>	<ul style="list-style-type: none"> • Transportation of Dangerous Goods (TDG) training is provided to those individuals involved in shipping and receiving dangerous goods in accordance with Transport Canada (TC) legislation. • TDG training is provided to Science Stores and OHSE staff on a regular basis using both online and classroom courses. Training is also provided to researchers requiring certification due to fieldwork or other off-campus activities. • There were no TC inspections or issues of non-compliance in 2022.
<p>Nuclear Safety and Control Act (Federal Act)</p>	<ul style="list-style-type: none"> • The University holds a consolidated licence for the use of radioactive materials in teaching and research from the Canadian Nuclear Safety Commission (CNSC). The licence is valid from June 1, 2022 to May 31, 2027. • The radiation safety program includes training, inspections, dosimetry, signage and waste management. • A staff member from OHSE acts as the Radiation Safety Officer (RSO) as required by CNSC. Another OHSE staff acts as the Alternate RSO. • There were no reportable incidents involving radioactive materials in 2022.
<p>Radiation Emitting Devices Act (Federal)</p>	<ul style="list-style-type: none"> • All radiation emitting devices imported into Canada must conform to the RED Act, including both x-ray devices and lasers. • There were no issues of non-compliance in 2022.
<p>ANSI Z136.1-2014 American National Standard for Safe Use of Lasers</p>	<ul style="list-style-type: none"> • A staff member from OHSE acts as the Laser Safety Officer (LSO), as required by the ANSI Standard and WorkSafeBC. • The laser safety program includes training, inspections, signage and baseline eye exams for operators of Class 3B and 4 lasers. • No accidents or incidents involving Class 3B or 4 lasers occurred in 2022.

<p>Human Pathogens and Toxins Act and Regulation (Federal Act and Regulation)</p>	<ul style="list-style-type: none"> • The Human Pathogens and Toxins Act and Regulations (HPTA/R) require facilities carrying out work with human pathogens and toxins to obtain a licence. UVic's Pathogen and Toxin License from the Public Health Agency of Canada (PHAC) is valid from December 9, 2021 until December 9, 2026. • Two containment level 2 lab renovations were completed in 2022 and two are in process of being renovated to the new containment level 2 requirements as specified in the Canadian Biosafety Standards. One additional containment level 2 lab is undergoing planning for future renovations. One aquatics containment level 3 renovation is in progress of being renovated to level 3 requirements as specified in the Containment Standards for Facilities Handling Aquatic Animal Pathogens. • In compliance with the HPTA, there were 8 material imports completed, four domestic transfers completed, and 2 materials exports completed in 2022. • A staff member from OHSE acts as the Biosafety Officer (BSO) as required by PHAC. Another OHSE staff acts as the Alternate BSO. • There were no reportable exposure incidents involving biohazardous materials in 2022.
<p>Health of Animal Act (Federal Act and Regulations)</p>	<ul style="list-style-type: none"> • The Health of Animal Act (HAA) requires permits for the importation of foreign animal disease pathogens, animals and animal by-products, and aquatic pathogens. • There were no aquatics pathogen containment level 2 inspections and no animal pathogen containment level 2 inspections conducted by the Canadian Food Inspection Agency (CFIA) in 2022. Four import permits were obtained from CFIA for animal products/by-products and two for aquatic animal pathogens. • There were no issues of non-compliance in 2022.
<p>Plant Protection Act (Federal Act and Regulations)</p>	<ul style="list-style-type: none"> • The Plant Protection Act requires permits for the importation of plant pests into Canada. • There were no plant pest containment level 2 inspections conducted or materials imported under the Plant Protection Act in 2022. • There were no issues of non-compliance in 2022.

<p>Integrated Pest Management Act and Regulation (Provincial Act and Regulation)</p>	<ul style="list-style-type: none"> • Disposal of pesticide wastes is part of the University's hazardous waste management program. No pesticide wastes were generated or disposed of in 2022.
<p>Environmental Management Act (Provincial Act)</p> <p>Hazardous Waste Regulation (Provincial Regulation)</p>	<ul style="list-style-type: none"> • OHSE is responsible for administering the University's Hazardous Waste Management Program. A specialized hazardous waste contractor provides operational services. • A total of 117,832 kg of chemical and biological wastes were disposed in 2022. This was a 43% increase from the previous year which is reflective of pre-pandemic disposal levels and increased on-campus research and teaching activities. • There were no issues of non-compliance in 2022.
<p>CRD Sewer Use Bylaw (Municipal)</p>	<ul style="list-style-type: none"> • The University complies with the CRD Sewer Use Bylaw and Codes of Practice by capturing chemical, biological and radioactive contaminated wastes at source and sending the waste for off-site treatment and disposal. Compliance is also addressed through the use of discharge permits and treatment/discharge practices that are reviewed and approved by CRD. • The Outdoor Aquatics Unit was inspected by the CRD in 2022. There were no issues of non-compliance.
<p>Workers Compensation Act (Provincial Act)</p> <p>Occupational Health & Safety Regulation (Provincial Regulation)</p>	<ul style="list-style-type: none"> • The University has a policy on Environmental Health and Safety, issued under the Board of Governors' authority. The policy recently completed a full scheduled review, update and Board approval in March 2021. • The University Safety Committee meets monthly to discuss and monitor campus health and safety policies and programs in accordance with WorkSafeBC regulations. • There are currently 26 joint local safety committees organized along faculty/departmental reporting lines, which also meet monthly and complete annual self-evaluations in accordance with WSBC requirements. • The University received 4 WSBC inspection reports in 2022. Three reports were requests for copies of incident investigations completed by the university. One report was related to a consultation discussion with a Prevention Officer on asbestos reporting requirements. All action items from the reports were complied with and completed. • No prevention orders, warning letters or administrative penalties were issued by WorkSafeBC.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

June 12, 2023

FOR INFORMATION

To: Finance Committee

**From: Kristi Simpson
Vice-President Finance and Operations**

cc: President and Vice-Chancellor

Meeting Date: June 26, 2023

Subject: 2022/23 Year End Management Statements and Budget Review

Basis for Jurisdiction: University Act 27 (1)

Strategic Relevance: Culture of Change & Transformation

- *Fostering adaptable, creative policies, governance and uses of space and resources to grow transformative ideas, partnerships, education and communities of practice.*

Background:

As required, the university's audited financial statements are prepared in accordance with Public Sector Accounting Standards supplemented with regulations 257/2010 and 198/2011 issued by the Province of BC Treasury Board. The presentation of these statements is similar to those found in

the public sector and therefore focuses on a government's ability to meet financial obligations, maintain the level and quality of services and determine future tax and other revenue

requirements. While this information may be useful for external reporting purposes, it does not reflect well the financial results of the university from a management perspective, as the university manages its operations on a fund accounting basis. This approach is consistent with how other universities manage their resources, as the focus is on the stewardship of resources through ensuring that restricted grants and donations and other contributions are spent only for the purposes intended.

Given the above, the university annually produces fund accounting statements and schedules along with management commentary on the results. The purpose of this report is to provide management and the board information to assess operating results and performance against budget (operating fund and ancillary fund).

Attachments:

- Financial Results and Analysis for the Year Ended March 31, 2023 on a Fund Accounting Basis
- Consolidated Fund Accounting Financial Statements and Schedules for the University of Victoria – Year ended March 31, 2023 with comparative information for the year ended March 31, 2022.



Financial Results and Analysis on a Fund Accounting Basis For the Year Ended March 31, 2023

PRESENTATION OF MANAGEMENT INFORMATION.....	2
FINANCIAL OVERVIEW AND INTRODUCTION	2
BALANCE SHEET – STATEMENT 1.....	3
STATEMENT OF APPROPRIATED EXPENDABLE BALANCES – STATEMENT 2	3
UNAPPROPRIATED EXPENDABLE FUNDS – STATEMENT 3	5
GENERAL OPERATING FUND – SCHEDULE A	6
ANCILLARY ENTERPRISES FUND – SCHEDULE B	7
SPONSORED RESEARCH FUND – SCHEDULE C.....	8
SPECIFIC PURPOSES FUND – SCHEDULE D	9
CAPITAL FUND – SCHEDULE E.....	10
OPERATING BUDGET SCHEDULES	10
SCHEDULE F – CHANGES IN GENERAL OPERATING	11
SCHEDULE G – DEPARTMENTAL REVENUE BY FUNCTION.....	13
SCHEDULE H - ACADEMIC AND OTHER ACADEMIC EXPENDITURES	14
SCHEDULE I – NON-ACADEMIC EXPENDITURES	14
SCHEDULE J – REVENUE AND EXPENDITURES BY ALL FUNCTIONS	15
ANCILLARY SCHEDULES.....	15
SCHEDULE K - BOOKSTORE.....	15
SCHEDULE L – FOOD SERVICES.....	16
SCHEDULE M – RESIDENCE SERVICES	17
SCHEDULE N – PARKING SERVICES.....	18
SCHEDULE O - CHILD CARE	20
APPENDIX A – CONSOLIDATED ENTITIES.....	22

Presentation of Management Information

To enhance accountability, budgetary control and stewardship of resources, the university maintains separate funds of assets, liabilities, revenues, and expenditures for its many activities. The university uses fund accounting to allocate the operating budget and to ensure that restricted grants, donations, and other contributions are spent only for the purposes intended. These funds are grouped as General Operating, Ancillary Enterprises, Sponsored Research, Specific Purposes, Capital, and Endowment funds and are defined as follows:

- The General Operating Fund reports revenue and expense related to the general operations of the university.
- The Ancillary Enterprises Fund reports revenue and expense related to service operations that are expected to be self-sufficient. These operations comprise the bookstore, food services, student residences, parking services, childcare services, rental of donated properties, hotel and brew-pub operations, and the Vancouver Island Technology Park.
- The Specific Purposes Fund accounts for revenue and expense relating to contract services, special projects, and endowment funds.
- The Sponsored Research Fund accounts for monies designated for the support of research.
- The Capital Fund accounts for monies designated for the acquisition of capital assets and major renovations. Where monies designated for capital use are received as part of the resources for general operations, ancillary enterprises, specific purposes, and sponsored research activities - usually for equipment, furnishings, computer equipment and library holdings - the revenue and expense related to those assets are generally accounted for in those respective funds.
- The Endowment assets, held as invested principal, comprise the accumulation of endowment contributions and the portion of investment income required to be added to the fund to offset the eroding effect of inflation.

The university conducts certain activities through related entities. These financial statements consolidate financial information of the entities described in [Appendix A](#).

Financial Overview and Introduction

Along with many other post-secondary institutions in B.C. and Canada, the effects of the recent pandemic and other national and global factors continued to impact our enrolment levels and budget outlook. A potential **shortfall** of revenue over expenditures was initially projected in summer 2022, due to lower than budgeted tuition revenue. A shortfall was mitigated by implementing cost containment measures such as the temporary hiring hold and review process implemented in fall 2022 and subsequently lifted in January of 2023. As well as cost containment measures there was a redistribution of funds from departments to central budgets to address the tuition shortfall.

While there were lower overall enrolment levels than anticipated, the return to more normal levels of campus activity this year resulted in increased revenue from sales and services for the period ended March 31, 2023, compared to the prior year. While overall credit tuition revenue decreased as international enrolment was lower than anticipated, non-credit tuition increased due to strong enrolment. Overall expenses increased year over year mostly due to salaries and associated benefits but also reflecting a return to pre-pandemic activity levels for certain expenses such as travel, supplies, utilities, and cost of goods sold. Through this challenging financial year, we are grateful for work undertaken by our campus leaders to respond to the enrolment challenge and to the dedication, creativity, and resilience of our faculty, staff, and students.

Balance Sheet – Statement 1

A key feature of fund accounting is that capital assets are recorded at cost on the balance sheet without amortization, unlike the accounting treatment within the external audited financial statements. Buildings, land and site development remain on the balance sheet until disposal, and equipment and furnishings are written off after 8 years. Key balance sheet highlights are as follows:

- Total assets increased by \$59.6 mainly as a result of an increase of \$70.4M in capital assets, \$49.8M of which was related to the Student Housing and Dining (SH&D) Project.
- Cash and temporary investments and long-term investments make up our working capital investments, combined they decreased by \$52.6M reflecting the internal loan for the SH&D project.
- Endowment investments, which are recorded at fair value, increased \$5.5M to \$524.1M. The increase is a result of:

<i>(in millions of dollars)</i>	2023	2022
Donations	\$5.5	\$ 12.1
Investment Income (Loss)	19.1	7.0
Disbursements (fees and awards)	(22.3)	(21.2)
Changes in receivables/payables	3.2	(4.1)
Total	\$ 5.5	\$(6.2)

- Liabilities decreased by \$27.8M mainly as a result of a \$31.4M decrease in debt. Debt decreased due to converting the SH&D Project loan to a 30-year bond with a face value of \$104M when the Cheko'nien House opened in the fall of 2022. This resulted in a debt discount of \$28.5M which will be amortized over the life of the bond. Accounts payable and accrued liabilities increased by \$4.7M. Funds held for employee future benefits decreased by \$0.7M. These funds, excluding any unfunded portion, total \$12.0M and are made up as follows:

<i>(in millions of dollars)</i>	2023	2022
Vested sick leave benefits	\$ 3.2	\$ 3.5
Supplemental pension obligations	7.9	8.3
Group life insurance	0.9	0.9
Total	\$ 12.0	\$ 12.7

- Fund balances decreased by \$40.1M, mainly due to a decrease in the capital fund of \$47.3M and a decrease in the UVic Foundation expendable funds of \$15.9M; the capital fund balance decreased because the expenditures during the year exceeded the new borrowing related to the SH&D. The decrease in the UVic Foundation expendable fund is due to a decrease in the market values of endowment investments reflecting the net result of investment income of \$19.1M combined with \$22.3M of Foundation expenditures and a \$12.8M transfer to the endowment principal fund to protect the purchasing power of the principal donations.
- Equity in plant assets increased by \$109.3M due to capital additions of \$110.4M and debt repayment of \$36.3M. This was offset by new borrowing of \$5.5M, building disposals of \$5.5M and \$26.4M equipment, furnishings and library holdings written off.

Statement of Appropriated Expendable Balances – Statement 2

Departments are required to save (appropriate) from their annual operating budgets sufficient funds to invest in equipment such as computers, vehicles, scientific and other equipment. In a typical year, interest is earned and paid on these equipment reserves to encourage savings. The university policy allows

departments to retain 100% of their carry forward up to the prior year level and 75% of anything above (with some exceptions). Equipment reserves and carry forward funds are appropriated at the faculty or administrative department level for spending in future years. These two policies permit departments to plan for new projects, restructuring, and equipment needs over a longer timeframe than an annual cycle. Should a department incur a deficit in a fiscal year, that deficit becomes a first charge on its operating budget for the following year.

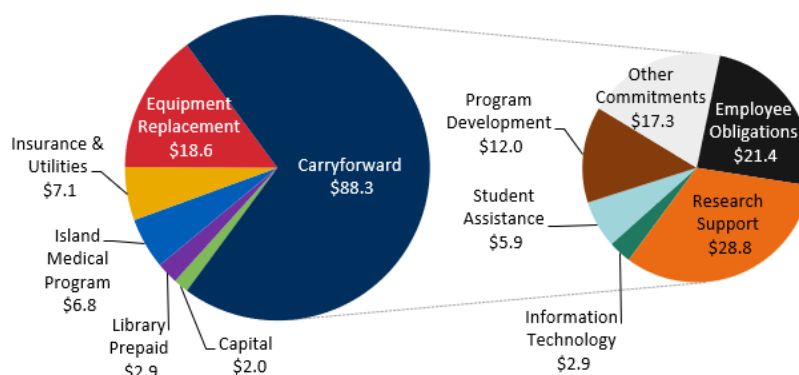
In 2022/23 UVic had lower than anticipated enrolment levels. Reduced income from tuition was partially offset by positive budget variance in investment income and other revenue resulted in a year-end central budget **shortfall of \$8.5M**. To cover this shortfall, the university drew on institutional reserves, including units' carry forward and equipment reserve funds and our carry over policy was deferred. Every academic and non-academic unit, except Vice-President Indigenous, contributed 6.1% of total eligible balances towards the central budget shortfall. Balances that were excluded from this contribution included faculty research accounts, student financial aid accounts, library acquisitions, Island Medical program, university insurance, utilities, and software/hardware maintenance, and Vice-President Indigenous.

Statement 2 summarizes equipment appropriations as well as appropriations to fund carry forward. Total appropriated expendable funds were as follows:

<i>(in millions of dollars)</i>	2022/23	2021/22	change
General operating	\$ 125.7	\$ 119.8	\$ 5.9
Ancillary enterprises	22.0	17.4	4.6
Less internal loans for Capital	(68.8)	(21.5)	(47.3)
Total	\$ 78.9	\$ 115.7	\$ 36.8

The chart to the right shows the distribution of the 2023 reserve balance of \$125.7M within the major categories of: carryforward, equipment replacement, insurance and utilities, Island Medical program, library prepaid and capital. Island Medical Program funds are not available for reallocation as it represents funding from government for a specific purpose. The carryforward balance of \$88.3M is broken out to

2023 General Operating Reserve Balance - \$125.7M



show the intended use to support future planned expenditures. The largest allocation is for research support, which is generally made up of commitments to individual faculty for research start-up, travel grants, research centres, and overhead. Program development is a broad category and includes funds set aside for academic courses or program development and administrative and academic projects. Employee obligations includes accrued leave, professional development, and other contractual commitments. Student Assistance sets aside funds for scholarships, bursaries, and financial aid, while the information technology category earmarks funds for future spend on items such as networks, system upgrades and software purchases. Other commitments include miscellaneous commitments not falling into any of the other categories. The table below shows a five-year history of operating fund appropriations.

Operating Fund Appropriations - 2019 to 2023 (in millions)

Fiscal Year	Capital	Library Prepaid	Island Medical Program	Insurance & Utilities	Equipment Replacement	Carry forward	Total
2023	\$2.0	\$2.9	\$6.8	\$7.1	\$18.6	\$88.3	\$125.7
2022	\$1.9	\$3.0	\$6.3	\$6.3	\$21.2	\$81.0	\$119.8
2021	\$1.7	\$3.5	\$6.1	\$6.8	\$20.8	\$85.4	\$124.3
2020	\$1.7	\$3.3	\$5.0	\$6.4	\$20.9	\$74.4	\$111.7
2019	\$1.3	\$3.2	\$4.2	\$6.5	\$18.6	\$69.1	\$102.9

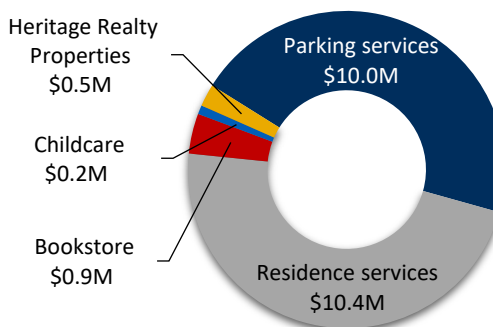
Since 2019, overall reserve balances have grown by \$22.8M. In 2023, the balance increased by \$5.9M, with increases in capital (\$0.1M), Island Medical program (\$0.5M), insurance and utilities (\$0.8M) and carryforward (\$7.3M) and decreases in library prepaid (\$0.1M) and equipment replacement (\$2.7).

Ancillary operations are normally expected to be self-sustaining with each ancillary enterprise typically budgeting to fund operations and provide for periodic renovation, replacement, and expansion of its facilities. This approach means that an ancillary will often plan to have an annual surplus to build sufficient reserves for large capital expenditures. Due to restrictions in the ability of the university to borrow externally and to make use of cash reserves available, appropriated fund balances are used on a temporary basis to fund capital projects. These projects must be able to generate future revenues from which to repay

the internal loan (e.g., student housing and dining). In 2022/23, Residence services, parking services and childcare realized surpluses while the bookstore and food services realized small deficits. As a result, residence services, parking services, and childcare were able to make reserve contributions, while the bookstore needed to draw on reserves to cover expenditures. Overall, the ancillary reserve balance grew by \$4.6M to \$22.0M. The distribution of this balance is shown in the chart above. Results of 2022/23 ancillary operations is shown in the attached schedule B and discussed in the [Ancillary Enterprises Fund](#) section of the document.

2023 Ancillary Reserve Balance

\$22.0M



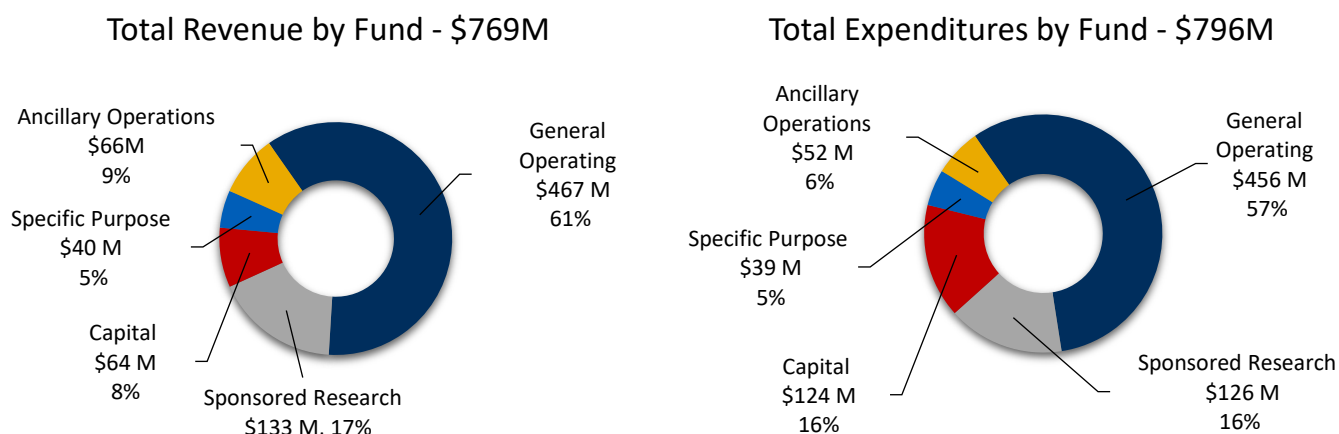
Unappropriated Expendable Funds – Statement 3

Total revenue across all five funds increased by \$62.3M, or 8.8% to \$769.1M. This is the result of increases in: government grants and contracts by \$13.5M mainly due to additional funding for collective agreement costs (excluding progression through the ranks or ranges) and funding for new/growth in engineering and computer science expansion and nurse practitioner; sales of services and products by \$15.7M mainly due to ancillary operations recovering to pre-pandemic levels; investment income by \$53.3M of which \$34.7M was a gain due to the university settling an interest rate swap on debt related to the student housing and dining project; and increases in other revenue by \$11.0M mainly in ancillary operations. The increase was offset by decreases in student fees by \$1.3M due to lower international undergraduate enrolment and decrease in capital borrowing (which under fund accounting is reported as revenue) of \$29.9M.

Total expenditures increased by \$56.1M or 7.6% to \$795.8M resulting in total expenditures exceeding revenue by \$26.7M. After transferring \$13.4M to endowment principal and releasing \$36.8M (net) from appropriated reserves, total unappropriated expendable fund balances decreased by \$3.3M. This represents

a \$12.6M decrease in the Specific Purpose fund and a \$4.9M decrease in the Capital fund, offset by a \$8.5M increase in the Ancillary fund and a \$5.7M increase in the Sponsored Research fund. There was no change in the unappropriated Operating Fund. Each of the fund balances will be discussed subsequently in this report.

Total revenue and expenditures are broken down by fund as follows:



General Operating Fund – Schedule A

On a revenue basis the general operating fund represents 61% of the university's activities. In 2022/23, total general operating fund revenue increased by \$24.8M to \$466.7M, 5.6% over the prior year. Increases in government grants and contracts (\$14.3M) investment income (\$6.2M), sales of services and products (\$3.9M), and other revenue (\$1.6M) were offset by a decrease of \$1.2M in student fees. Government grants and contracts and student fees accounted for 94.8% of total operating revenue compared to 97.2% in the prior year. The decrease in student fees is due to lower international enrolment mentioned earlier.

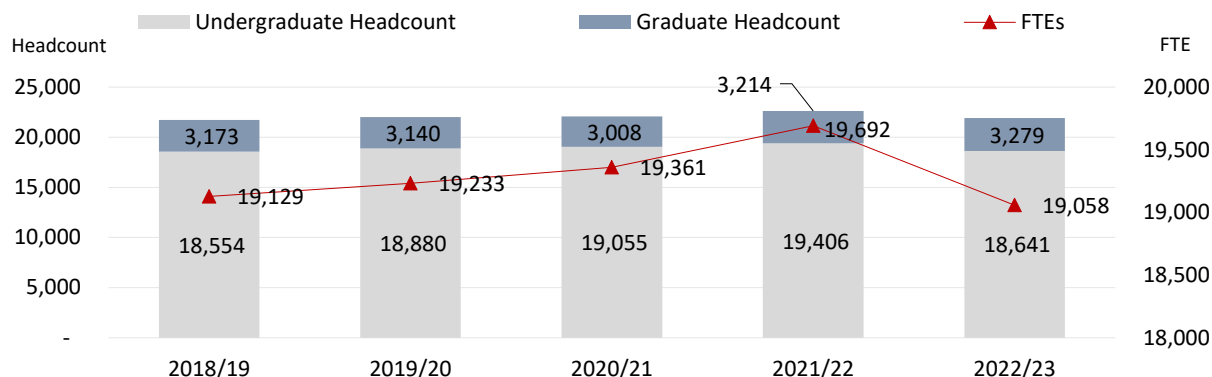
Provincial government grants totaled \$241.9M, while federal government grants totaled \$7.4M, mainly representing the research support fund grant that is provided to partially support the indirect costs of research. The other government grants amount of \$8.5M represents funding from the University of BC designated for the Island Medical Program. The increase in the provincial grant funding for collective agreement costs and for new and expanding programs mentioned earlier.

Overall **credit tuition** decreased by \$6.8M, which represents an increase in domestic tuition (\$0.4M) and a decrease in international tuition (\$7.2M). The change in domestic tuition is attributable to a 2.0% rate increase for graduate and undergraduate tuition and a 1.9%¹ increase in graduate enrolment, which was slightly offset by a 2.3%¹ decrease in undergraduate enrolment.

The change in international credit tuition is mainly attributable to a 14.3%¹ **decrease in undergraduate enrolment**, which is slightly offset by a 3.75% undergraduate rate increase, a 2.0% graduate rate increase, and a 6.2%¹ graduate enrolment increase.

Noted in the chart below, total FTE decreased by 634 while total headcount decreased by 700 in 2022/23.

¹ Enrolment % changes are based on EETs



Total general operating expenditures increased by \$16.6M, representing a 3.8% increase over the prior year. This increase is largely due to compensation costs (salary and benefits) which represents 82% of total expenses. Other notable expenditure increases include supplies (\$4.4M) and travel (\$3.4M), which is mainly due to an increase in post-pandemic spending capacity and the resumption of travel. Salary costs increased by \$16.0M, which reflects progression through the ranks, negotiated settlements with the university's faculty, professional and support staff, and increased faculty and staff to support growth. The increase is slightly offset by lower salary costs in some areas due to the temporary hold and review the university implemented to reduce the risk of running an institutional [shortfall](#), as noted earlier. Benefits increased by \$2.4M, partially due to higher costs commensurate with increased salaries and the Canada pension plan enhancement. Revenue exceeded expenditures by \$11.1M, or 2.4% of total revenue of \$466.7M. Of this difference in revenue over expenditures, \$5.9M are net new appropriations, as detailed in the operating fund [appropriations section](#) above, and \$5.2M represents net interfund transfers for the year. Transfers out to other funds includes \$7.6M to the capital fund to support capital priorities and \$2.4M transferred in from other funds to support operating expenses throughout the year.

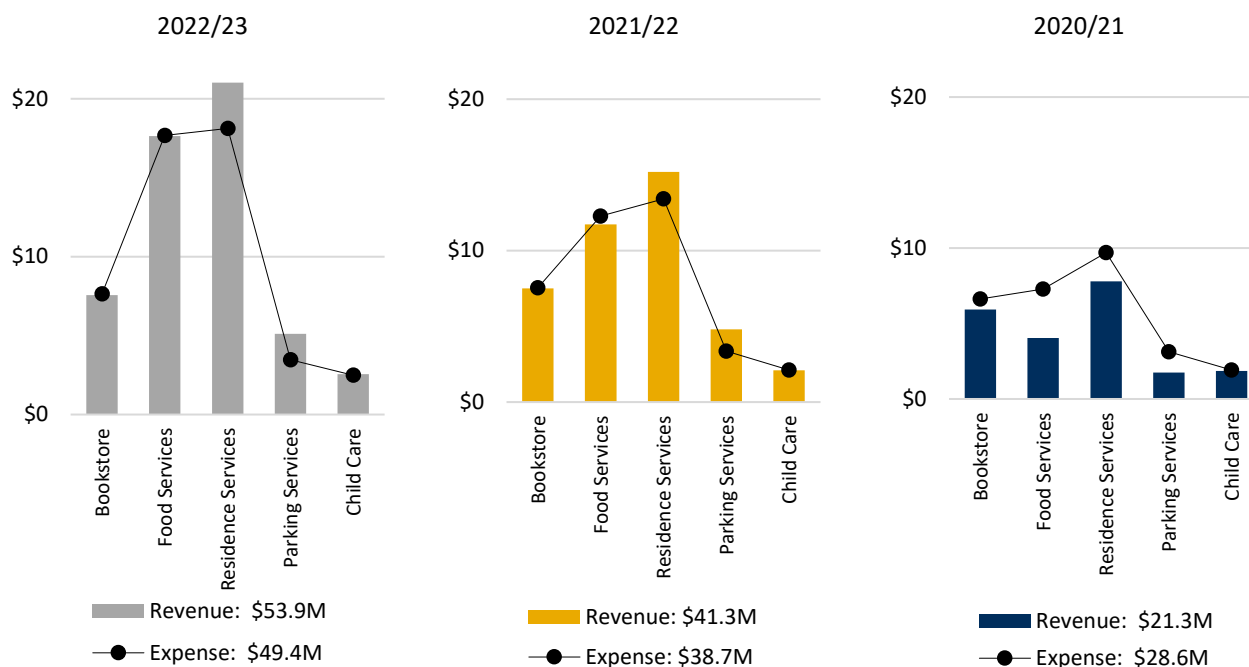
Ancillary Enterprises Fund – Schedule B

An ancillary operation is a department that is generally required to be financially self-sufficient. That is, each operation must generate sufficient revenue to not only cover its annual operating costs, including any compensation changes, but also provide adequate funding to address building maintenance, renovation requirements and major capital projects. **Schedule B** of the attached fund accounting schedules show the financial results of university ancillary operations both on and off campus.

Off-campus Business Enterprises include the operations of the Broad Street commercial/residential rental properties owned by the university and the property rental and hotel operations owned by Heritage Realty Properties Ltd., both accounted for using the equity method of accounting. The hotel operations and rental properties, received as part of the Michael C. Williams' estate, provide a large and sustainable cash flow to the university. Heritage Realty Properties provided \$0.6M to support initiatives consistent with the wishes of the donor. Off-campus Business Enterprises also include the Vancouver Island Technology Park Trust (VITP) and the operations of the University of Victoria Properties Investments Inc. (UVPI). UVPI acts as trustee for the Trust and manages the Marine Technology Centre and the Queenswood campus on behalf of the university. VITP provides a range of commercial space for external companies and some UVic research and teaching activities. The Trust is intended to be self-funding with a return on investment provided to the university. During the year as planned, \$808K was provided by VITP Trust to support university programs and the Broad Street properties were transferred from UVic to VITP as part of the downtown hotel project for \$8.8M.

Most ancillary operations rely heavily on on-campus activity for the majority of their income which comes from the sale of services or products. The charts below compare ancillary revenue and expense over the last three years. In 2020/21, all on-campus ancillary operations lost revenue due to reduced on-campus activity caused by the pandemic, with an overall deficit of \$7.3M. Since then, these operations have slowly recovered to pre-pandemic levels. As the charts below indicate, financial results for all on campus ancillary operations have improved over the last two years, with overall net revenue of \$4.5M in 2022/23:

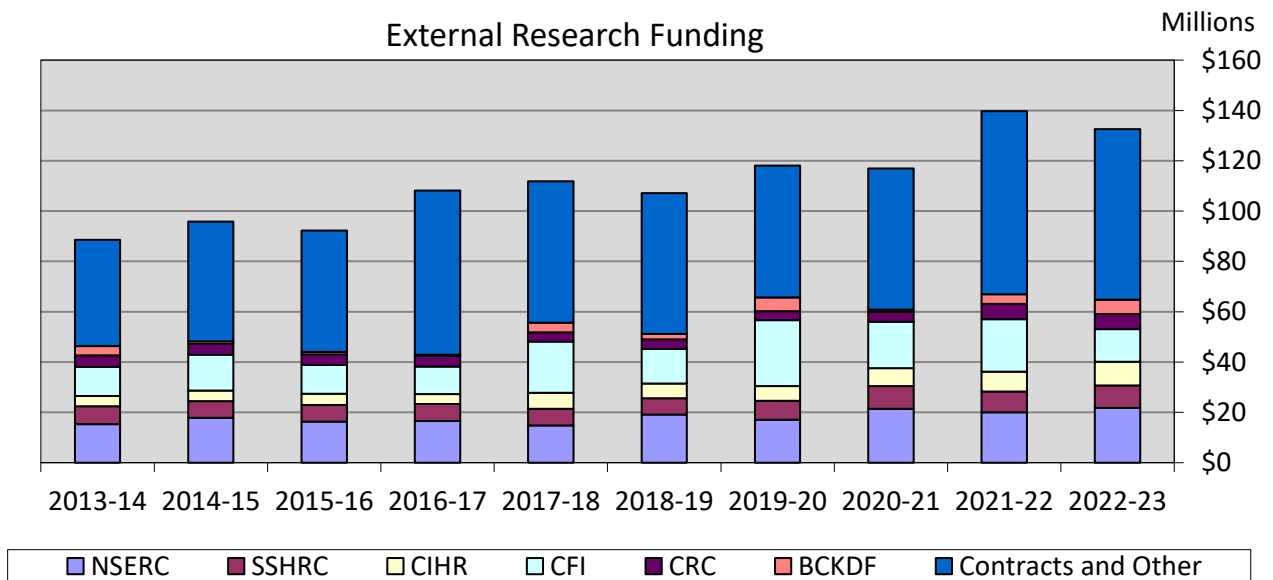
On-Campus Ancillary Operations – Three Years (in millions):



In 2022/23, residence services, parking service and childcare realized surpluses while the bookstore and food services realized small deficits. More details on these operations as well as a discussion on key performance indicators (KPIs) specific to each operation is provided under the [ancillary schedules](#) section of this document.

Sponsored Research Fund – Schedule C

The Sponsored Research fund includes the revenues and expenses of the related entities including Oceans Networks Canada, Pacific Climate Impacts Consortium, and Western Canadian Universities Marine Sciences Society (WCUMSS).

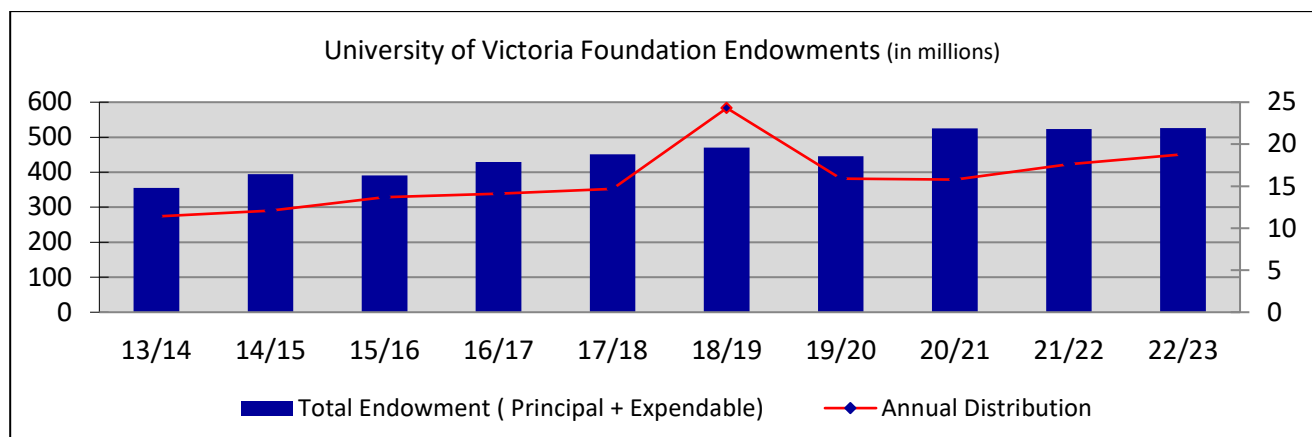


Sponsored Research revenue exceeded expenditures by \$6.8M. A net amount of \$1.0M was transferred to other funds resulting in a net increase in the fund balance of \$5.7M bringing the fund balance to \$110.7M. This balance represents external grant funding that has been received but not yet spent. Revenues decreased by \$7.1M (5.1%) to \$132.6M while expenditures increased by \$8.9M (7.6%). The university's faculty continued their high level of success in attracting research grants and contracts. The university ranks third amongst Canadian comprehensive research-intensive universities overall and ranks first in NSERC/CIHR grants. The external research funding charts shows the trend of sponsored research funding over the last 10 years.

Specific Purposes Fund – Schedule D

The specific purposes fund includes the expendable funds of the University of Victoria Foundation, the Foundation for the University of Victoria, and the U.S. Foundation for the University of Victoria. It also includes the revenues and expenses of UVic Industry Partnerships.

Overall, revenues exceeded expenses by \$0.9M. After interfund transfers of \$13.6M, \$12.8M of which was capitalized to endowment principal, the Specific Purpose fund balance decreased by \$12.7M to \$127.8M. The portion of specific purpose funds held within the UVic Foundation is \$78.5M, referred to as the expendable fund. This is the amount available to be expended in accordance with the terms of individual endowments.



Endowment funds, held for the benefit of the university and its students, are within the University of Victoria Foundation. The Foundation's investments experienced a positive return with investment income of \$19.1M, representing a 3.8% net return for the year ended March 31 (compared to investment income of \$7.0M and a 1.1% net return for the prior year). With the receipt of \$5.5M of endowment contributions less disbursements of \$22.3M, the total market value of the UVic Foundation endowment fund increased from \$523M to \$525M, comprised of \$446.9M of principal and \$78.5M of expendable funds.

The Foundation budget is approved by the UVic Foundation Board in March and the annual distribution for 2022/23 was \$18.8M, which is an increase of 1.2M (or 7%) from the previous year.

The Foundation's endowment management policy follows a "total return" approach with awards based on 4.0% of the December 31 inflation adjusted balance of the funds principal, with an additional 0.5% available for funds with a market value in excess of 108% of inflation adjusted principal. In November 2022, the Foundation Board approved a new endowment spending policy to respond to high inflation and to preserve the intergenerational equity of endowed gifts. The new policy caps the annual inflation adjustment to endowment principal at 3% (inflation based on CPI for 2022 was 6.8%) and introduces a new spending distribution rate of 3% for endowments with a market value of less than 100% of inflation adjusted principal. Inflation based on the new cap of 3% for 2022 was \$13.8M and was capitalized to the principal of each endowment to protect against the eroding effects of inflation. Investment performance over the last four years of 4.7% annualized return has led to:

- 28% of the endowments will maintain a 4.5% spending rate;
- 16% of the endowments will have 4% spending rate; and
- 55% of the endowments will move to a 3% rate.

Capital Fund – Schedule E

The capital fund includes monies designated for the acquisition of major capital assets and renovations, although capital assets such as equipment, furnishings, computer equipment and library holdings are recorded as expenditures in other funds to match the funding source. Revenues in the capital fund increased by \$8.2M this year due primarily to the \$34.7M gain from the university settling an interest rate swap on debt related to the student housing and dining project noted above.

Expenditures increased by \$11.5M to \$123.5M due mainly to construction additions from major construction projects including the Student Housing and Dining project, the Engineering Expansion and the National Centre for Indigenous Law.

Operating Budget Schedules

Each year the budget office prepares operating fund budget schedules in order to provide management and the Board of Governors with information to assess financial performance for the fiscal year. These schedules differ from the fund accounting statements (statements 1 to 3 and schedules A through E) in that they compare actual results, both revenue and expense, for the fiscal year against the budget plan, whereas the fund accounting statements provide a comparison of actual results with those of the previous year. These budget schedules provide useful information to determine whether changes to the budget or changes in activity should be made for the current or future fiscal years.

Another difference between the budget schedules and the fund accounting statements is that they are prepared on a function basis, as compared to an object basis (i.e., type of expense), which better reflects university budgetary responsibility, accountability, and control.

The detailed budget versus actual schedules for the year ended March 31, 2023 can be found on schedules F through J. These schedules compare actual operating results for fiscal 2022/23 with the total budget for the year. The total budget column includes not only the base budget for each functional area or revenue item but also any non-recurring / one-time entries for that year. These entries include one-time items such as a drawdown of carry forward or equipment reserves, budget reallocations between different functional areas or an allocation from a central budget (e.g., project funding, enrolment management funds or salary increase budget) to a department.

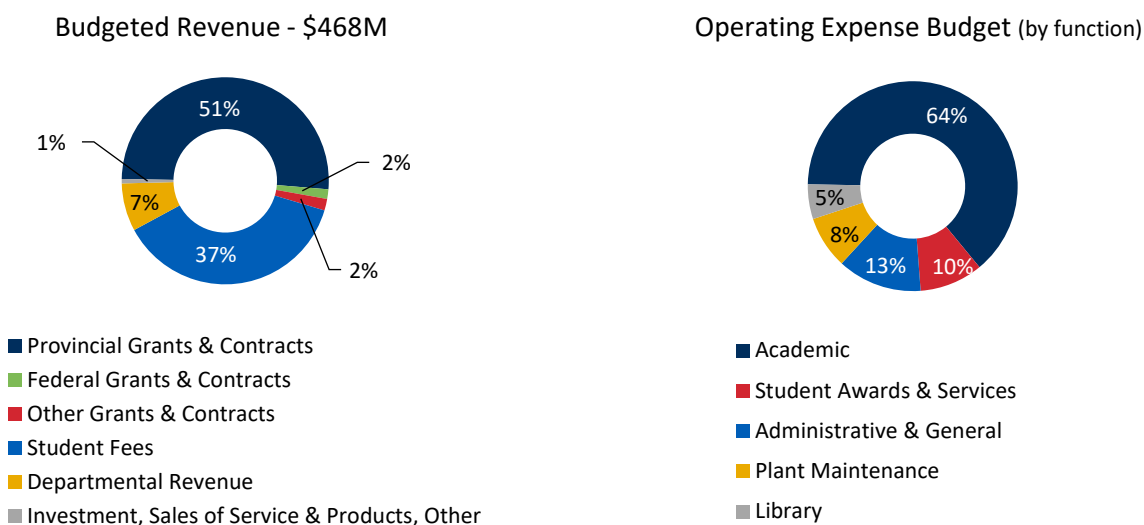
The following points should be kept in mind when reviewing these schedules:

- Unfavorable budget variances (e.g., revenues less than budget, or expenditures greater than budget) are shown in brackets.
- Benefits are budgeted and accounted for centrally; therefore, costs within each function do not include benefits whereas the external statements prepared in accordance with Public Sector Accounting Standards have benefits allocated to functions.
- Revenue amounts per schedule F will not align with the revenue on Statement 3 or Schedule A of the fund accounting statements as statement F shows department revenue separately. Department revenue will include revenue from sources such as provincial and federal grants, student fees, etc.
- Variations from budget are sometimes offset by variations in related revenues or expenditures. For example, an apparent shortfall in revenues may be offset by reduced expenditures or alternatively, an expenditure more than budget may be compensated for by increased revenues or cost recovery.

Schedule F – Changes in general operating

Revenue and Expenditure Overview:

Budgeted revenue in 2022/23 was \$468M, comprised of revenue sources as shown below on the left. The distribution of this funding is shown in the chart below on the right, with 64% allocated to the academic and other academic function:



Year End Results

In comparing actual results to total budget there was an overall positive variance of \$11.6M across all functions. The positive budget variance is due to underspending expenditure budgets by \$13.2M, mainly within faculties and departments, offset by \$1.6M in less revenue. Noted earlier under the statement 2 discussion, UVic had a [central budget shortfall](#) of \$8.5M in 2022/23. This was primarily

			Variation from budget
(millions)	Budget	Actuals	
Domestic	\$102.1	\$102.2	\$0.1
International	73.5	59.4	(14.1)
	\$175.6	\$161.6	(\$14.0)

because of lower tuition revenue due to reduced undergraduate international enrolment, as explained earlier in the [credit tuition](#) section. As compared to budget, overall tuition revenue was \$14.0M less than budget, as shown above. The tuition shortfall was offset by investment revenue exceeding budget by \$3.8M, and positive variances totaling \$1.7M in other central accounts, as shown in the table below:

(millions)	
Tuition revenue	(\$14.0)
Investment revenue	3.8
Other central accounts	1.7
Variance from central accounts	(\$ 8.5)

Other central accounts include other revenue, overhead recoveries, and compensation (benefits, salary, position turnover, etc.).

The central variation from budget was fully offset by departmental revenue exceeding budget by \$9.1M, and by departments underspending expenditures by \$11.0M. The positive net variance from budget across all functions is shown as follows:

(millions)	
Variance from central accounts	(\$8.5)
Departmental accounts	
Revenue	9.1
Expense	11.0
Net variance	11.6
Total transfers and appropriations	(11.6)
Fund balance at end of year	\$0.0

Impact on Future Budgets from Central Revenue Variances

Each year in developing the overall university budget, tuition revenue is modeled for the coming 3-year cycle. In assessing revenue, we look at what the base budget should be as well as any potential incremental funding above base that won't necessarily persist year-to-year but should be allocated to one-time priorities. Our approach to managing potential future enrolment declines is an enrolment contingency budget of \$7.2M. In 2022/23, this was not enough to absorb the 14.3% [international undergraduate enrolment decline](#), resulting in the central budget shortfall. In response to the 2022/23 enrolment decline, various tuition levels were modeled with the 2023/24 budget based on pragmatic enrolment targets, which provides for modest growth over 2022/23 enrolment levels.

With respect to investment income, the current budget is considered conservative based on levels of cash and current interest rates that have over doubled in the last 12 months resulting in a portfolio yield of ~5%.

This is assessed yearly based on interest rates, internal loans (i.e., Student Housing and Dining Project) and investment return expectations on the working capital investments. Higher starting yields for 2023/24 increase the likelihood that interest income will exceed the budget.

Departmental Accounts

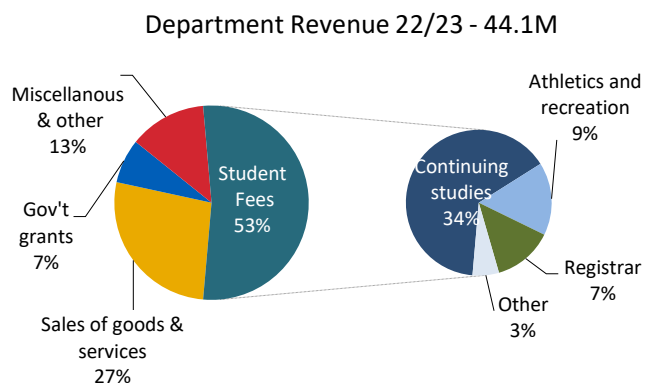
Overall department budgets had a year-end positive variance of \$20.1M. For the most part, departments are expected to have favourable year-end balances, in order to put aside funds to address future equipment replacement and capital needs. The main reason for the positive budget variance is departmental underspending budgets by \$11.0M, and revenue exceeding budget by \$9.1M. The \$11.0M represents a net underspend, where expenses exceeded budget by \$6.3M in some areas (equipment additions, travel), and where budget exceeded expenses by \$17.3M. Of the latter, \$5.8M of this represents underspending on salaries and wages, mainly due to the hold and review, and \$11.5M represents planned transfers to reserves. Details on departmental accounts is provided in the schedules G through J discussions below.

Schedule G – Departmental revenue by function

This schedule provides a breakdown of **departmental revenue** by functional area, showing the variation from budget based on actual revenue received. In 2022/23, actual revenue received was \$9.1M greater than budget:

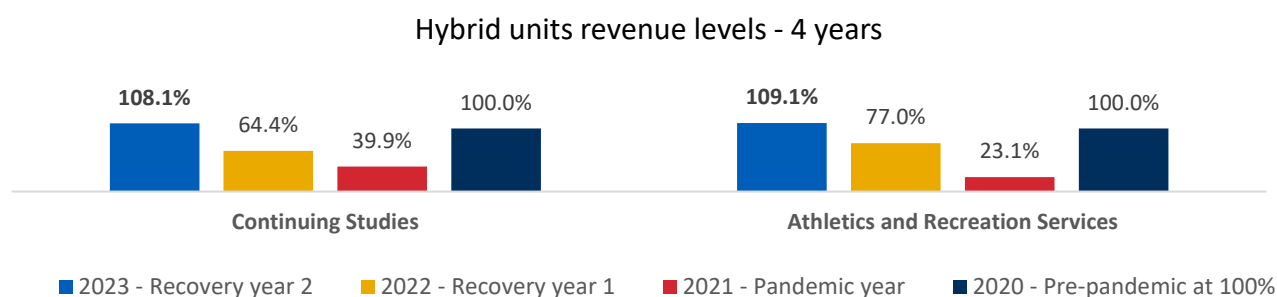


Over half of department revenue (53%) is from student fees, which is primarily from non-credit course revenue, athletics and recreation fees, and application fees. The source of the remaining 47% of department revenue is shown in the chart to the right. Department revenue grew by 28% or \$9.7M over 2021/22, which is partially due to abnormally lower revenue last year due to lingering pandemic effects. Within the academic function, total departmental 2022/23 revenue was consistent with 2021/22 revenue at \$5.4M. In the other academic function, revenue exceeded budget by \$2M. Of this, \$1.1M is attributable to continuing studies, mainly within the community and professional programs. Revenue in student awards and services function grew by 33% or \$3.0M over 2021/22, with the majority of this revenue in athletics and recreation services and student services. The main reason for the growth in revenue is a return to pre-pandemic activity levels in CARSA memberships and recreation fees.



The departments that typically generate most of the departmental revenue are **continuing studies** and **athletics and recreation services** (ATRS). These areas are considered hybrid operations, where most of the revenue earned is needed to cover expenses incurred to generate those revenues. These areas normally plan to end the year with a surplus to fund future one-time costs, such as equipment and computer replacements, renovations, field renewals and other contingencies. The pandemic disproportionately impacted these operations due to their reliance on on-campus activity to generate revenue. However, 2022/23 financial results show that both continuing studies and ATRS have recovered to pre-pandemic levels. The chart below

shows revenue for the last three years as a percentage of the last pre-pandemic year (2020 baseline = 100%), with 2023 revenue now surpassing 2020 levels in both areas:



In continuing studies, revenue exceeded the budget by \$1.1M. The positive results reflect growth in professional programs, revenue diversification (almost \$1M in government funds for new programs such as micro-credentials), and scaling programs and services, notably online programs with a vision for long-term viability and growth.

ATRS receives most of its revenue from the athletics and recreation fee collected from students, Vikes recreation memberships and fees for activities such as fitness and weight centre and CARSA climbing wall. For the year ended 2023, revenue exceeded budget by \$1.7M. As noted above, this is mainly due to an increase in memberships and recreation fees.

Schedule H - Academic and other academic expenditures

This schedule summarizes the total budget, actual results, and a comparison to the prior year of expenditure budgets by function. This schedule provides information on relative sizes of academic and other academic functions, with the largest expenditure budgets held by the tri-faculties - science at \$31M, social sciences at \$28M and humanities at \$27M. With the exception of medical sciences, expenses in all academic areas increased in 2022/23 as compared to the prior year, largely a result of compensation.

The other academic projects category includes areas that support academic functions, such as research centres, services and awards, academic information technology, and learning and teaching support and innovation. For the 2023 fiscal year, expenses were underspent by \$5.7M. The majority of this underspend is in research awards and grants (\$3.4M),

Schedule I – Non-academic expenditures

This schedule shows the same information as schedule H, but for non-academic functions. A summary of expenses for the non-academic functions in relation to budget and 2022 are shown in the table below:

	2023			2022 Actual
	Budget	Actual	Variation from budget	
Library	\$ 21.9	\$ 21.6	\$ 0.4	\$ 21.0
Student Awards & Services	40.1	40.9	(0.8)	43.7
Plant Maintenance	33.2	33.1	0.01	29.4
Administrative and General	53.5	52.9	0.6	48.4
Total	\$ 148.7	\$ 148.5	\$ 0.2	\$ 142.5

As the table above shows, total overall expenses increased 4.2% or \$6.0M over 2021/22. This is mainly due to increases in salaries and wages (\$8M), which was offset by a net \$2M decrease in non-salary costs. This decrease is primarily in student awards and services, as scholarships and bursaries costs were \$4.6M higher last year compared to 2023 due to additional support provided to students in 2022 to recognize the difficult employment environment over the last two years. This decrease was offset by a \$2.6M increase in other costs, including travel (\$1.2M), debt service costs (\$0.6M), equipment and renovations (\$0.5M), and other non-salary expenses (\$0.3M).

Schedule J – Revenue and expenditures by all functions

This schedule compares departmental revenue against expenditures to illustrate additional expenses offset by the departmental revenue. For example, actual revenue in fine arts is \$0.26M greater than the budget. This offsets the overspent expenditure budget of \$0.21M, leaving a net positive variance of \$0.05M. All units at the individual faculty and department level were on or under budget when available carry forward is considered. Some units within a faculty or department, however, were over budget by small amounts. These deficits will be the first charge against the unit's budget in 2023/24, will offset the deficit with carryover, or will have the deficit covered at the faculty level.

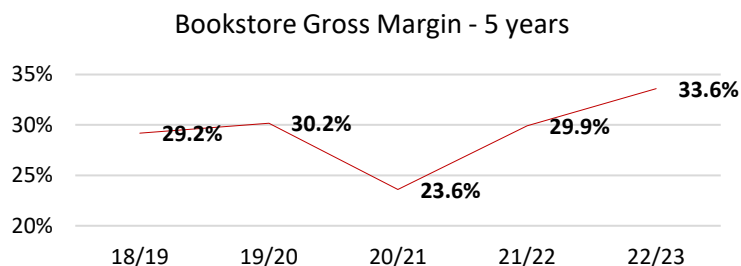
Schedule J shows that revenue exceeded budget by \$9.1M, and expenses were underspent by \$11M, resulting in an overall surplus of just over \$20.1M. The areas with the largest revenue variation (greater than budget) are within academic, other academic, and student awards and services. The academic and other academic areas also have the largest underspend in expenses at \$10.8M, or 98% of the total underspend.

Ancillary Schedules

Schedule K - Bookstore

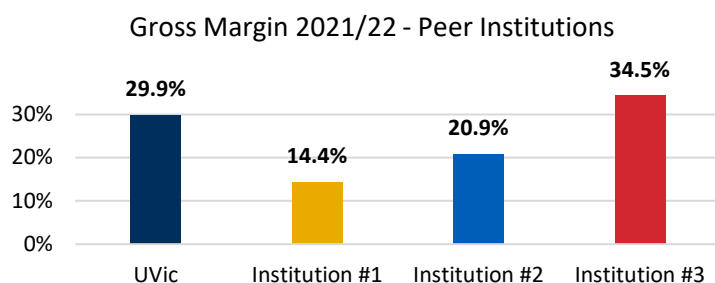
This schedule shows financial results of the bookstore operations, which include the computer store, compared to budget as well as the results of the prior year. The bookstore receives revenue through the sale of textbooks, books, computers, supplies, and services. Over the past few years, the sale of new and used physical textbooks decreased with the shift to open educational resources (OER) and digital formats (eBooks, bundled with eBooks, and digital access) in support of a hybrid delivery of courses and due to less on-campus customers because of the pandemic. Merchandise and textbook sales however were still expected to increase in 2022/23 as customers physically returned to campus, and the budget reflected this shift. The financial results show that the anticipated return to pre-pandemic sales levels did not materialize, with the revenue falling short of budget by \$1.9M. This was almost completely offset by reduced expenses, mainly cost of goods sold, and the bookstore ended 2022/23 with a small deficit which is fully covered by the reserve. Starbucks, however, had its best year ever, with a 55% increase (\$0.5M) in sales over 2021/22.

The following KPIs provide useful information against which to assess the operations of the bookstore. While the bookstore was challenged during the height of the pandemic, gross margin has continued to grow post-pandemic, now surpassing pre-pandemic levels.

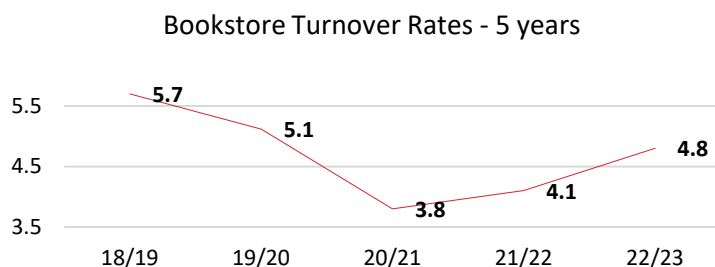


This positive KPI increased because Starbucks sales carry a higher margin than course materials and merchandise, which safeguarded overall profitability.

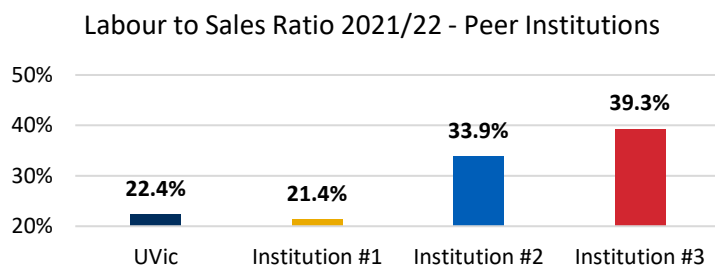
The bookstore performs relatively well in relation to peer institutions, as shown in the 2021/22 comparative chart below:



As shown in the chart below, the bookstore turnover rates have been steadily increasing since the height of the pandemic, reflecting the gradual return to higher sales volumes post-pandemic. In 2020/21 turnover was low due to lower sales volumes and slowing the purchase of new goods to keep pace with reduced customer purchases. Apparel, gifts, and stationery purchases declined significantly during this time, and the priority of the bookstore was to reduce in stock merchandise, and only purchase required goods, primarily course materials.



Labour costs in relation to total sales continue to be low for the post-secondary sector. Although Starbucks staffing levels grew more than sales on a relative basis in 2022/23 and as a result, the labour to sales ratio is up 3.0% to 25.4% (22.4% in 2021/22). In relation to peer institutions, UVic is able to keep labour costs low through attrition and continued oversight and control, as shown in the 2021/22 comparative chart below:



The above comparison data is from the National Association of College Stores – Large Stores Group and has been shared on a confidential basis therefore the names have not been included.

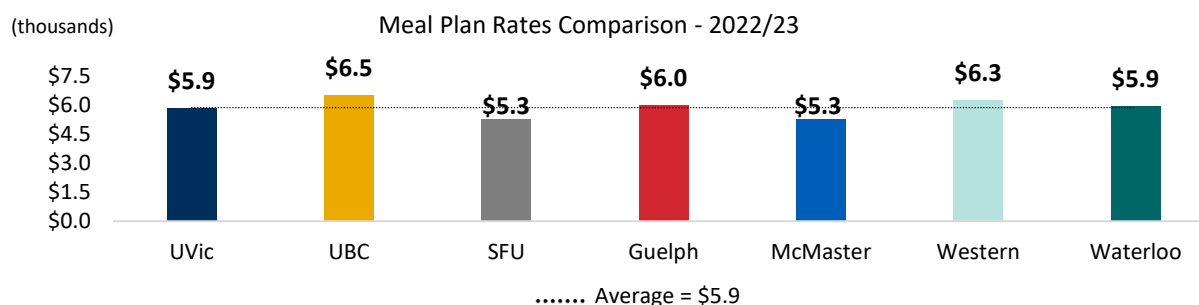
Schedule L – Food Services

Approximately 50% of food service revenue comes from on-campus housing through the student residence dining program, with the remaining revenue from retail sales and catering. The majority of expenses are for

compensation and the cost of goods sold. In 2022/23, total revenue grew by 50.3%, or \$5.9M. This is partially due to the lower-than-normal sales level in 2021/22, but also because of additional meal plan and retail sales generated from increased occupancy provided by the new SH&D project in 2022/23. Total expenses increased by 43.9%, or \$5.4M, with the increase in the cost of goods sold proportionate to the increase in food sales. The 2022/23 budget was based on an overall 95% housing occupancy rate, and included meal plan revenue of \$10M, retail sales of \$5.5M, miscellaneous revenue of \$1.4M, and catering revenue of \$0.6M. UNFS year-end financial results were slightly better than budget with expenses exceeding revenues by \$30k, as compared to a budgeted operating loss of \$250k. Below is a summary of UNFS 2022/23 financial results as compared to budget and prior year actuals:

(millions)	2023			2022 Actual
	Budget	Actual	Variation from budget	
Revenue	\$ 17.47	\$ 17.65	\$ 0.17	\$ 11.74
Expenses	\$ 17.72	\$ 17.68	\$ 0.05	\$ 12.29
Net revenue	(\$ 0.25)	(\$ 0.03)	\$ 0.22	(\$ 0.54)

The following KPIs provide useful information against which to assess the operations of the UNFS. With regard to pricing, food services monitors both the mandatory meal program and specific product pricing. For the meal program, UVic pricing is comparable to peer institutions as follows:



A cost analysis and a comparative analysis of peer institutions with self-operated residential dining programs indicated that UVic's standard meal plan is at the average meal-plan-rate. On food product pricing, the university's food service department is a self-operation whereas most campuses across Canada contract out their food operations. This fact makes comparing information nationally difficult, as, unlike bookstores, information on operations is not readily available. Normally product pricing is available through the Canadian College and University Food Service Association (CCUFSA) to compare UVic's retail pricing against the national average, however at the time of printing this information was not available.

Schedule M – Residence Services

Residence Services provides accommodation to students and visitors in on-campus dormitory buildings, single student cluster units and self-contained units (apartments/town houses) for students with families. The majority of revenue generated by Residence Services is from students (90%). Residence revenue has typically been based on a 97.5% occupancy rate in single student housing during the academic year (September to April), with minimal student revenue during the summer session. Remaining revenue is generated from conferences (7%), and other revenues (3%) such as application fees and coin laundry. For 2022/23, schedule M shows that total revenue for residence services grew by 38.3%, or \$5.8M. This is mainly because of the opening of the first building, Cheko'nien House, which opened in fall 2022 and added almost 400 beds to inventory, which contributed to the \$16M in total student housing revenue for the year. Although expenses exceeded budget and grew by 35.1% over the prior year, the growth is proportional to revenues and net revenue was slightly less than budget by \$0.2M.

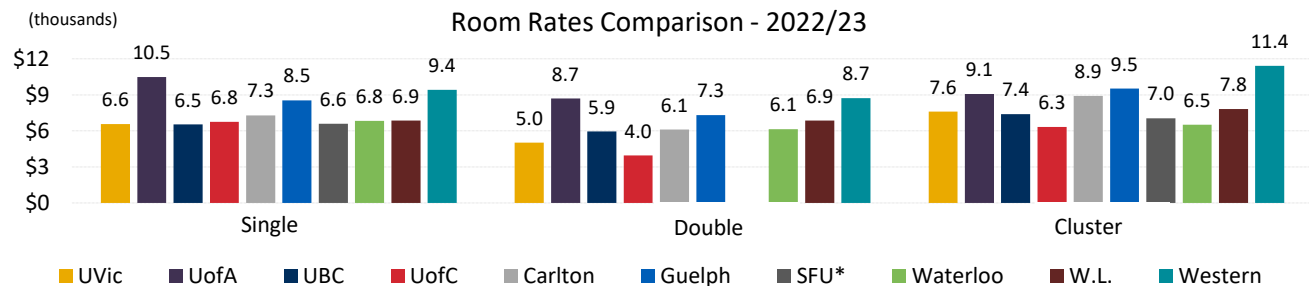
The year-end financial results compared to 2022 are shown below:

(millions)	2023			2022 Actual
	Budget	Actual	Variation from budget	
Revenue	\$ 20.2	\$ 21.0	\$ 0.8	\$ 15.2
Expenses	\$ 17.1	\$ 18.1	(\$ 1.1)	\$ 13.4
Net revenue	\$ 3.1	\$ 2.9	(\$ 0.2)	\$ 1.8

The \$2.9M surplus was transferred to the equipment and capital replacement reserve, with the expectation of continued investments in deferred maintenance at ~\$3M or more per year over the next three years. The current budget for deferred maintenance has not increased in some time and with construction costs soaring and aging, and 30+ buildings to maintain, we anticipate it is no longer sufficient. A detailed study will be undertaken to assess deferred maintenance costs and determine the contribution needed each year to ensure our housing accommodation remains at the standard students expect.

Residence services had unpredicted success with the summer 2022 conference season. Although the budget was conservative at ~\$0.5M in revenues, post-pandemic travel and events resulted in conference revenue exceeding budget by more than 100%.

UVic's residence rates for dorm and apartment style rooms remain considerably below the rates of peer institutions. As shown in the following graph UVic's rate for a dorm single was \$6,555 or 14% less than the \$7,585 average of comparable institutions:



*SFU does not offer double occupancy

While living in residence is not directly comparable to off campus living, the average rate for a single room in residence was \$819.38 per month, whereas, according to 2023 CMHC data, the average rental rates in Victoria ranged from \$1,138 (bachelor); to \$1,341 (one bedroom), to \$1,699 (two bedroom).

Schedule N – Parking Services

The parking services budget includes revenue and expenses associated with the management of parking on campus as well as the university's travel choices program, which includes, among other things, the student, and staff bus-pass programs.

2022/23 was a transition year for parking services, shifting from an annual permit model to a monthly model. As expected, there was a change in revenue patterns as the historical permit renewal cycle of August and September flattened out to a smaller but more regular monthly revenue flow. This will continue to occur in 2023/24 and as new trends evolve, a baseline trend for revenue will be established. As a result of this pattern change, permit sales are approximately 15% lower than under the annual permit model.

Below is a summary of parking services year-end financial results, as shown in schedule N:

(millions)	2023			2022 Actual
	Budget	Actual	Variation from budget	
Revenue	\$ 5.1	\$ 5.1	\$ 0.0	\$ 4.8
Expenses	\$ 3.7	\$ 3.5	\$ 0.3	\$ 3.4
Net revenue	\$ 1.3	\$ 1.6	\$ 0.3	\$ 1.4

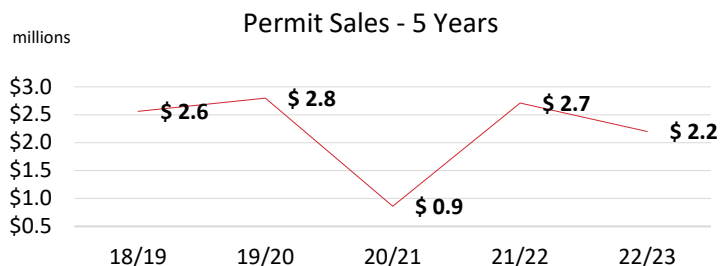
The table above shows that 2022/23 expenses are \$0.1M or 2.8% greater than last year, and total revenue is \$0.3M, or 6.5% greater. The revenue growth is mainly due to the pay-per-visit for employees attending campus that do not purchase the monthly pass. The return of more employees to campus has also led to an increase in bus pass sales. However, this is still less than pre-pandemic years because transit ridership has decreased by 20% since many employees continue to work from home.

Expenses reflect an increase to salary and benefits in line with the provincial wage mandate, while some major capital repairs and maintenance projects were delayed, and major purchases were limited to the License Plate Recognition system in a new electric vehicle for parking enforcement.

The 2022/23 year-end results are favourable compared to budget, with net revenues of \$1.6M transferred to the reserve at year-end.

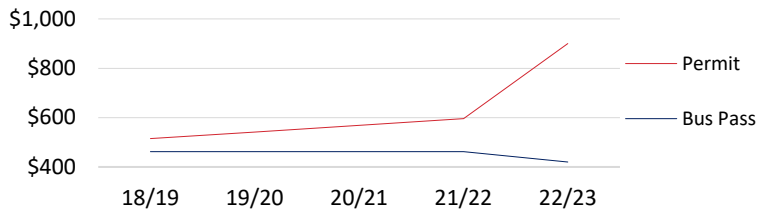
In support of UVic's Transportation Demand Management (TDM) initiative, parking services maintains KPIs to help inform TDM strategies. These include tracking: annual permit sales, the cost of permits in relation to the cost of a subsidized bus pass, and rate comparisons for employees and students at peer institutions.

The first chart below provides a five-year trend of annual permit sales and shows that sales were lower in 2022/23 as compared to 2021/22. This is due to the change in revenue patterns caused by the shift from an annual permit model to a monthly model mentioned earlier. As a result of this pattern change, permit sales are approximately 15% lower than under the annual permit model.



Although a typical goal for a parking operation would be to grow permit sales, the university is committed to minimizing vehicle traffic to campus and promoting sustainable transportation options. One strategy to change behavior was to eliminate the annual permit which subsidized volume parking in favour of the monthly model and decreased the cost of a bus pass through subsidization. The following chart outlines the cost of a parking permit as compared to the bus pass over the last five years:

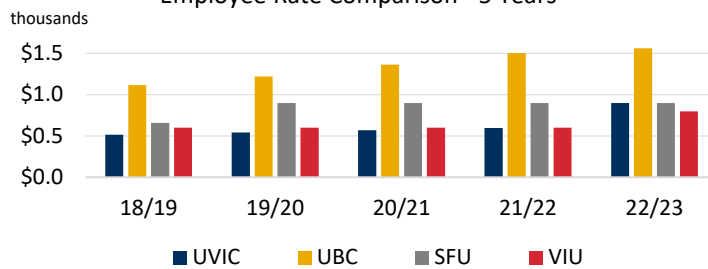
Annual Cost of Permit vs. Bus Pass



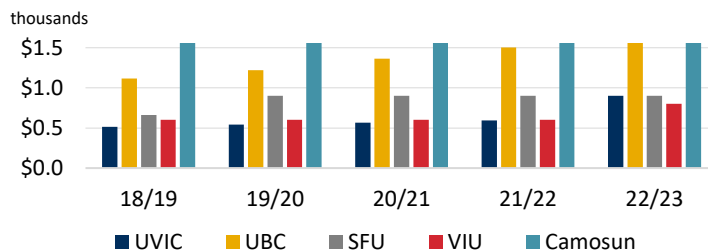
The chart above shows that the annual permit cost increased from \$596 in 2021/22 to \$900 in 2022/23 (if you bought 12 monthly passes), reflecting the shift to the monthly permit model. The bus pass decrease reflects the increased subsidy, bringing the annual cost down from \$462 to \$420.

The next two charts show employee and student annual permit rates in relation to peer institutions, and how this has changes over the last five years:

Employee Rate Comparison - 5 Years



Student Rate Comparison - 5 Years



As these charts demonstrate, employee and student parking rates for an annual parking pass are either less than or comparable to peer institutions.

Schedule O - Child Care

Child care services operates seven child care centres and a family centre at UVic. Child care services operates within small margins, as most of the revenue comes from the provincial child care grant and from parent fees. The operation also receives annual funding from the university to support the director, one staff person, some building operational costs and a portion of the salary costs of the child care workers. The total current subsidy is about \$0.8M per year.

Effective December 1, 2022, child care services was accepted into the Province of BC's \$10 a Day Child Care Program. Under the two-year agreement, parent fees are \$200 per month for all current spaces (116). The centres in complex a, b and Lou-Poy are included in UVic's \$10 a Day Child Care agreement with the BC Government. The Queenswood programs, scheduled to opening in late 2023/early 2024, will not be included.

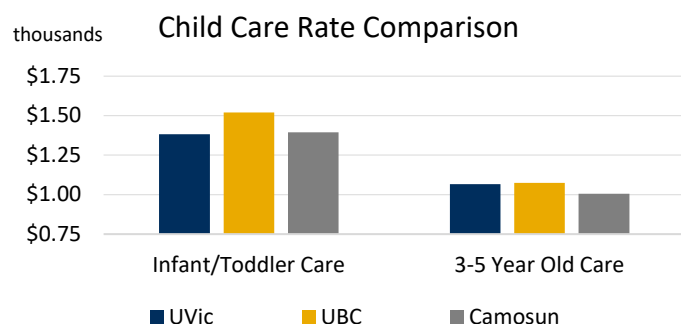
Below is a summary of childcare services financial results for 2022/23 as compared to budget and 2021/22 actuals as shown in schedule O:

(millions)	2023			2022 Actual
	Budget	Actual	Variation from budget	
Revenue	2.14	2.55	0.41	2.10
Expenses	2.18	2.49	(0.31)	2.12
Net revenue	(0.04)	0.06	0.10	(0.02)

The table above shows that total revenue grew by 21.5%, or \$0.5M in 2022/23 over the prior year, while total expenses increased by 17.6%, or \$0.4M over the same period. The growth in revenue is primarily due to the \$10 a day agreement with the Province of B.C., which provides a subsidy of approximately \$0.7M/year, while the growth in expenses is mainly salaries and benefits costs. The 2022/23 year-end results are favourable compared to budget, with net revenues of \$0.06M transferred to the reserve at year-end.

Child care services monitor the rates of other comparable institutions to ensure parent fees are reasonable. Peer institutions include UBC, Camosun, Capilano and SFU. Both Capilano and SFU have signed agreements with the BC Government for all of their current child care programs as \$10 a day child care sites. Under this agreement, parent's fees at UVic's child care sites participating in this program are equal to those at Capilano and SFU.

In relation to peer institutions with centres not included in the \$10 a day agreement, UVic's rates will be lower than both UBC and Camosun when the Queenswood centres open in late 2023/early 2024, as shown in the chart below:



Gross fees are shown before applying the BC Provincial Government's universal Child Care Fee Reduction (CCFRI). The CCFRI reduces childcare fees by \$900 per space for infant and toddler care and \$545 per space for 3 to 5 year old child care programs.

Attachments: Appendix A – Consolidated Entities
Consolidated Fund Accounting Financial Statements and Schedules
(Statements 1 through 3 and schedules A through O)

Appendix A – Consolidated Entities

Entity	Description	Entity Type	Consolidated Method	Schedule
UVic Industry Partnerships	Assists with intellectual property management and commercialization of research discoveries	Wholly Owned By UVic	Fully consolidated	Specific Purpose
UVic Properties Investments Inc.	Manages the university's real estate holdings including the Vancouver Island Technology Park Trust.	Wholly Owned By UVic	Fully consolidated	Ancillary
Ocean Networks Canada Society	Manages the university's VENUS and NEPTUNE ocean observatories	Wholly Owned By UVic	Fully consolidated	Sponsored Research
Pacific Climate Impacts Consortium	Stimulates collaboration to produce climate information for education, policy and decision-making.	Wholly Owned By UVic	Fully consolidated	Sponsored Research
Byron Price & Associates Ltd.	Holds land in North Saanich that was donated to the University	Wholly Owned By UVic	Fully consolidated	Ancillary
University of Victoria Foundation	Encourage financial support of the University and administer the University's endowment funds	Wholly Owned By UVic	Fully consolidated	Specific Purpose
Foundation for the University of Victoria		Wholly Owned By UVic	Fully consolidated	Specific Purpose
U.S. Foundation for the University of Victoria		Wholly Owned By UVic	Fully consolidated	Specific Purpose
WCUMSS	Operates a marine research facility at Bamfield on the west coast of Vancouver Island	20% owned by UVic	Proportionate consolidation	Sponsored Research
Heritage Realty Properties Ltd.	Manages the property rental and downtown hotel and brew-pub operation donated by the late Michael C. Williams	Profit-oriented subsidiaries	Modified Equity	Ancillary
VITP	Provides leased space to technology companies on Vancouver Island	Profit-oriented subsidiaries	Modified Equity	Ancillary
GSB Executive Education Inc.	Provides executive education and other non-credit education	Profit-oriented subsidiaries	Modified Equity	Specific Purpose



**University
of Victoria**

Consolidated Fund Accounting Financial Statements and Schedules

for the

UNIVERSITY OF VICTORIA

Years ended March 31, 2023 and 2022

UNIVERSITY OF VICTORIA
BALANCE SHEET
As at March 31, 2023 (in thousands of dollars)

(Prepared without audit)

	2023	2022
ASSETS		
Cash and temporary investments	146,757	162,900
Accounts receivable	89,576	66,225
Prepaid expenses	21,848	17,226
Inventories	4,426	4,173
Long-term investments	122,823	159,285
Endowment investments	524,098	518,591
(2023 cost \$459,668, 2022 cost \$461,321)		
PLANT ASSETS		
Land and site improvements	79,283	74,273
Buildings	1,131,614	1,061,196
Equipment and furnishings	229,543	225,373
Library holdings	31,019	32,151
	<u>2,380,987</u>	<u>2,321,393</u>
LIABILITIES		
Accounts payable and accrued liabilities	53,962	49,274
Deferred revenue	18,281	18,717
Long-term debt	132,914	164,272
Employee future benefits	12,013	12,746
FUND BALANCES		
Expendable funds		
Appropriated (Schedule 2)		
General Operating	125,703	119,793
Ancillary Enterprises	21,956	17,402
Capital Fund	(68,808)	(21,554)
Unappropriated (Schedule 3)		
General Operating	-	-
Ancillary Enterprises	22,358	13,837
Sponsored Research	110,675	104,956
Specific Purposes	127,849	140,508
Capital	19,578	24,478
Non-expendable funds		
Endowment Principal	446,929	428,736
EQUITY IN PLANT ASSETS	<u>1,357,577</u>	<u>1,248,228</u>
	<u>2,380,987</u>	<u>2,321,393</u>

FUND ACCOUNTING -STATEMENT 2

UNIVERSITY OF VICTORIA
 STATEMENT OF CHANGES IN APPROPRIATED EXPENDABLE FUNDS
 Year ended March 31, 2023 (in thousands of dollars)

(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	492		9	501
Network services	3,393	1,801	1,934	3,526
Other departments	17,353	4,528	1,720	14,546
Capital and renovation projects	1,912	0	71	1,983
Academic and administrative program development and operation support	12,571	5,866	5,258	11,963
Research support	28,135	6,623	7,337	28,849
Student assistance and financial aid	5,532	801	1,190	5,921
Employee obligations, training and support	17,694	2,734	6,473	21,433
Information technology and technical support	2,767	1,041	1,179	2,905
Other commitments	7,247	4,015	1,527	4,759
Contingency	7,099	1,903	7,289	12,485
Externally funded Island Medical Program	6,269	27	540	6,782
Insurance and utilities	6,315	0	814	7,129
Library prepaid expenses	3,014	3,357	3,264	2,921
	119,793	32,696	38,605	125,703
ANCILLARY ENTERPRISES FUND				
Equipment replacement and capital improvements				
Bookstore	935	90	0	845
Food services	0	0	0	0
Residence services	7,506	0	2,905	10,411
Parking services	8,357	0	1,649	10,006
Childcare	74	0	90	164
Heritage Realty Properties	530	0	0	530
	17,402	90	4,644	21,956
CAPITAL FUND				
Plant Assets funded to/from Appropriations				
Capital reserve	37,422	0	7,328	44,750
Student Housing and Dining	(26,125)	51,821	0	(77,946)
Centre for Athletic Recreation and Special Abilities	(17,770)	0	588	(17,182)
Others	(15,081)	4,588	1,239	(18,430)
	(21,554)	56,409	9,155	(68,808)
TOTAL APPROPRIATED EXPENDABLE FUNDS	115,641	89,195	52,404	78,851
2022 COMPARATIVE	139,741	66,820	42,720	115,641

FUND ACCOUNTING -STATEMENT 3

UNIVERSITY OF VICTORIA
STATEMENT OF CHANGES IN UNAPPROPRIATED EXPENDABLE FUNDS
Year ended March 31, 2023 (in thousands of dollars)

(Prepared without audit)

	General Operating	Ancillary Operations	Sponsored Research	Specific Purpose	Capital	Total 2023	Total 2022
REVENUE AND OTHER ADDITIONS							
Government grants and contracts - provincial	241,924	2,625	15,432	1,995	20,308	282,284	265,417
- federal	7,376	6	87,215	2,896	1,515	99,008	99,949
- other	8,458	-	10,766	14	-	19,238	21,701
Student fees - credit courses	162,450	-	-	506	-	162,956	169,875
- non credit courses	13,112	-	-	4	-	13,116	8,037
- other	9,264	-	-	229	-	9,493	8,948
Gifts, grants and bequests	2,061	52	15,178	11,123	631	29,045	28,422
Sales of services and products	11,737	52,996	2,381	2,285	1,037	70,436	54,775
Investment income	5,519	975	7	19,208	33,901	59,610	6,343
Equity in earnings of long term investments	-	289	-	(71)	-	218	525
Other revenue	4,791	8,920	1,651	1,904	925	18,191	7,394
Capital borrowing	-	-	-	-	5,484	5,484	35,355
	466,692	65,863	132,630	40,093	63,801	769,079	706,741
EXPENDITURE AND OTHER DEDUCTIONS							
Salaries - academic	141,754	-	5,038	2,390	-	149,182	142,081
- other instruction and research	20,822	-	30,660	3,789	-	55,271	51,157
- support staff	149,097	20,536	15,041	1,510	-	186,184	169,962
Total salaries	311,673	20,536	50,739	7,689	-	390,637	363,200
Employee benefits	59,818	4,865	7,006	993	-	72,682	68,416
Travel	6,064	19	5,755	1,438	-	13,276	4,134
Library acquisitions	9,694	-	-	676	-	10,370	10,148
Supplies and expenses	36,773	5,182	28,207	10,483	7,700	88,345	85,304
Equipment additions and replacements	6,311	1,261	12,088	842	9,438	29,940	25,823
Equipment rental and maintenance	6,596	328	1,659	56	130	8,769	10,730
Utilities	6,135	1,959	257	7	173	8,531	8,353
Scholarships, fellowships and bursaries	20,755	20	19,409	10,886	-	51,070	50,953
Cost of goods sold	-	10,615	-	-	-	10,615	8,581
Debt service	1,706	2,531	-	-	36,653	40,890	3,446
Construction and renovation contracts	245	676	143	36	69,600	70,700	100,665
Internal cost allocations	(10,150)	3,681	599	6,054	(184)	-	-
	455,620	51,673	125,862	39,160	123,510	795,825	739,753
TRANSFERS AND APPROPRIATIONS							
Inter-fund transfers	(5,163)	(1,115)	(1,049)	(13,592)	7,555	(13,364)	(15,242)
Appropriations released to meet expenditures	32,696	90	-	-	56,409	89,195	65,058
New appropriations	(38,605)	(4,644)	-	-	(9,155)	(52,404)	(40,958)
	(11,072)	(5,669)	(1,049)	(13,592)	54,809	23,427	8,858
NET INCREASE (DECREASE) DURING YEAR	-	8,521	5,719	(12,659)	(4,900)	(3,319)	(24,154)
FUND BALANCE AT BEGINNING OF YEAR	-	13,837	104,956	140,508	24,478	283,779	307,933
FUND BALANCE AT END OF YEAR	-	22,358	110,675	127,849	19,578	280,460	283,779

FUND ACCOUNTING -SCHEDULE A

(Prepared without audit)

UNIVERSITY OF VICTORIA
 CHANGES IN GENERAL OPERATING FUND
 Year ended March 31, 2023 (in thousands of dollars)

	2023	2022
REVENUE		
Government grants and contracts - provincial	241,924	226,526
- federal	7,376	8,160
- other	8,458	8,730
Student fees - credit courses	162,450	169,207
- non credit courses	13,112	8,011
- other	9,264	8,796
Gifts, grants and bequests	2,061	1,319
Sales of services and products	11,737	7,878
Investment income	5,519	(696)
Other revenue	4,791	3,938
	<u>466,692</u>	<u>441,869</u>
EXPENDITURE		
Salaries - academic	141,754	135,111
- other instruction and research	20,822	21,608
- support staff	149,097	138,929
Total salaries	311,673	295,648
Employee benefits	59,818	57,370
Travel	6,064	2,653
Library acquisitions	9,694	9,896
Supplies and expenses	36,773	32,391
Equipment additions and replacements	6,311	8,958
Equipment rental and maintenance	6,596	6,176
Utilities	6,135	6,318
Scholarships, fellowships and bursaries	20,755	25,335
Debt service	1,706	1,725
Construction and renovation contracts	245	569
Internal cost allocations	(10,150)	(8,046)
	<u>455,620</u>	<u>438,993</u>
TRANSFERS AND APPROPRIATIONS		
Inter-fund transfers	(5,163)	(7,387)
Appropriations released to meet expenditures	32,696	37,819
New appropriations	(38,605)	(33,308)
	<u>(11,072)</u>	<u>(2,876)</u>
 NET INCREASE (DECREASE) DURING YEAR	 -	 -
FUND BALANCE AT BEGINNING OF YEAR	-	-
FUND BALANCE AT END OF YEAR	-	-

FUND ACCOUNTING -SCHEDULE B

(Prepared without audit)

UNIVERSITY OF VICTORIA
CHANGES IN ANCILLARY ENTERPRISES FUND
Year ended March 31, 2023 (in thousands of dollars)

Off-Campus Business
Enterprises

	(1) Bookstore & Shop	Food Services	Residence Services	Parking Services	Child Care	UVic Broad Street Properties	UVic Properties	Heritage Realty Properties	Van. Island Technology Park Trust	Byron Price & Associates	Total 2023	Total 2022
REVENUE												
Sales of services and products	7,367	17,002	20,871	4,976	707	230	1,843	-	-	-	52,996	41,313
Government grants - provincial	167	580	50	-	1,828	-	-	-	-	-	2,625	2,053
Gifts, grants and bequests	-	-	1	40	11	-	-	-	-	-	52	16
Investment income	9	-	75	83	1	484	-	-	323	-	975	669
Equity in earnings of long term investments	-	-	-	-	-	-	-	(150)	439	-	289	404
Other revenue	15	64	22	10	4	8,811	-	-	-	-	8,926	123
	7,558	17,646	21,019	5,109	2,551	9,525	1,843	(150)	762	-	65,863	44,578
EXPENDITURE												
Salaries-support staff	1,865	7,200	6,349	1,626	1,918	-	1,578	-	-	-	20,536	16,522
Employee benefits	383	1,989	1,305	404	427	-	357	-	-	-	4,865	4,079
Travel	5	3	7	3	1	-	-	-	-	-	19	10
Supplies and expenses	432	1,085	2,190	1,064	89	70	243	-	-	9	5,182	4,146
Equipment additions and replacements	-	15	1,178	54	14	-	-	-	-	-	1,261	135
Equipment rental and maintenance	20	64	97	141	6	-	-	-	-	-	328	264
Utilities	59	397	1,432	16	31	24	-	-	-	-	1,959	1,789
Scholarships, fellowships and bursaries	-	-	20	-	-	-	-	-	-	-	20	-
Cost of goods sold	4,566	6,049	-	-	-	-	-	-	-	-	10,615	8,581
Debt service	-	312	2,219	-	-	-	-	-	-	-	2,531	1,227
Renovation contracts	-	-	675	1	-	-	-	-	-	-	676	684
Internal cost allocations	317	561	2,650	151	2	-	-	-	-	-	3,681	3,732
	7,647	17,675	18,122	3,460	2,488	94	2,178	-	-	9	51,673	41,169
TRANSFERS AND APPROPRIATIONS												
Inter-fund transfers	(6)	6	-	-	-	(871)	356	-	(600)	-	(1,115)	(1,126)
Appropriations released to meet expenditures	90	-	-	-	-	-	-	-	-	-	90	302
New appropriations	-	-	(2,905)	(1,649)	(90)	-	-	-	-	-	(4,644)	(2,850)
	84	6	(2,905)	(1,649)	(90)	(871)	356	-	(600)	-	(5,669)	(3,674)
NET INCREASE (DECREASE) DURING YEAR	(5)	(23)	(8)	-	(27)	8,560	21	(150)	162	(9)	8,521	(265)
FUND BALANCE AT BEGINNING OF YEAR	6	(236)	308	49	28	3,419	(68)	74	10,793	(536)	13,837	14,102
FUND BALANCE AT END OF YEAR	1	(259)	300	49	1	11,979	(47)	(76)	10,955	(545)	22,358	13,837

(1) Revenues are for external sales to faculty, staff and students and do not include \$40,000 (2022 - \$50,000) of internal sales through the Computer Store to University departments. Of the internal cost recovery net of expenses, \$8,000 (2022 - \$11,000) represents the margin on those sales.

FUND ACCOUNTING -SCHEDULE C

(Prepared without audit)

UNIVERSITY OF VICTORIA
 CHANGES IN SPONSORED RESEARCH FUND
 Year ended March 31, 2023 (in thousands of dollars)

	2023	2022
REVENUE		
Government grants and contracts - provincial	15,432	16,265
- federal	87,215	90,800
- other	10,766	12,900
Student fees - credit courses	-	-
- non credit courses	-	(1)
Gifts, grants and bequests	15,178	13,930
Sales of services and products	2,381	3,849
Investment income	7	5
Other revenue	1,651	1,965
	<u>132,630</u>	<u>139,713</u>
EXPENDITURE		
Salaries - academic	5,038	4,690
- other instruction and research	30,660	26,133
- support staff	15,041	13,213
Total salaries	50,739	44,036
Employee benefits	7,006	6,039
Travel	5,755	1,209
Supplies and expenses	28,207	29,912
Equipment additions and replacements	12,088	13,795
Equipment rental and maintenance	1,659	4,147
Utilities	257	236
Scholarships, fellowships and bursaries	19,409	16,812
Construction and renovation contracts	143	350
Internal cost allocations	599	449
	<u>125,862</u>	<u>116,985</u>
TRANSFERS AND APPROPRIATIONS		
Inter-fund transfers	(1,049)	(144)
Appropriations released to meet expenditures	-	-
New appropriations	-	-
	<u>(1,049)</u>	<u>(144)</u>
NET INCREASE (DECREASE) DURING YEAR	<u>5,719</u>	<u>22,584</u>
FUND BALANCE AT BEGINNING OF YEAR	<u>104,956</u>	<u>82,372</u>
FUND BALANCE AT END OF YEAR	<u>110,675</u>	<u>104,956</u>

FUND ACCOUNTING -SCHEDULE D

(Prepared without audit)

UNIVERSITY OF VICTORIA
 CHANGES IN SPECIFIC PURPOSES FUND
 Year ended March 31, 2023 (in thousands of dollars)

	2023	2022
REVENUE		
Government grants and contracts - provincial	1,995	2,592
- federal	2,896	369
- other	14	71
Student fees - credit courses	506	668
- non credit courses	4	27
- other	229	152
Gifts, grants and bequests	11,123	11,551
Sales of services and products	2,285	1,347
Investment income	19,208	7,408
Equity in earnings of long term investments	(71)	121
Other revenue	1,904	688
	<u>40,093</u>	<u>24,994</u>
EXPENDITURE		
Salaries - academic	2,390	2,280
- other instruction and research	3,789	3,416
- support staff	1,510	1,298
Total salaries	<u>7,689</u>	<u>6,994</u>
Employee benefits	993	928
Travel	1,438	262
Library acquisitions	676	252
Supplies and expenses	10,483	8,141
Equipment additions and replacements	842	275
Equipment rental and maintenance	56	34
Utilities	7	7
Scholarships, fellowships and bursaries	10,886	8,806
Construction and renovation contracts	36	10
Internal cost allocations	6,054	4,889
	<u>39,160</u>	<u>30,598</u>
TRANSFERS AND APPROPRIATIONS		
Inter-fund transfers	(13,592)	(15,386)
Appropriations released to meet expenditures	-	-
New appropriations	-	-
	<u>(13,592)</u>	<u>(15,386)</u>
 NET INCREASE (DECREASE) DURING YEAR	 (12,659)	 (20,990)
FUND BALANCE AT BEGINNING OF YEAR	140,508	161,498
FUND BALANCE AT END OF YEAR	<u>127,849</u>	<u>140,508</u>

FUND ACCOUNTING -SCHEDULE E

UNIVERSITY OF VICTORIA
 CHANGES IN CAPITAL FUND
 Year ended March 31, 2023 (in thousands of dollars)

(Prepared without audit)

	2023	2022
REVENUE		
Government grants and contracts - provincial	20,308	17,981
- federal	1,515	612
Gifts, grants and bequests	631	1,606
Sales of services and products	1,037	388
Investment income	33,901	(1,043)
Other revenue	925	688
Capital borrowing	5,484	35,355
	<u>63,801</u>	<u>55,587</u>
EXPENDITURE		
Supplies and expenses	7,700	10,714
Equipment additions and replacements	9,438	2,660
Equipment rental and maintenance	130	109
Utilities	173	3
Debt service	36,653	494
Construction and renovation contracts	69,600	99,052
Internal cost allocations	(184)	(1,024)
	<u>123,510</u>	<u>112,008</u>
TRANSFERS AND APPROPRIATIONS		
Inter-fund transfers	7,555	8,801
Appropriations released to meet expenditures	56,409	26,937
New appropriations	(9,155)	(4,800)
	<u>54,809</u>	<u>30,938</u>
 NET INCREASE (DECREASE) DURING YEAR	 (4,900)	 (25,483)
FUND BALANCE AT BEGINNING OF YEAR	24,478	49,961
FUND BALANCE AT END OF YEAR	<u>19,578</u>	<u>24,478</u>

UNIVERSITY OF VICTORIA
SCHEDULE OF CHANGES IN GENERAL OPERATING
UNAPPROPRIATED EXPENDABLE FUNDS - BY FUNCTION
Year Ended March 31, 2022 (in thousands of dollars)

Schedule F
Budget vs. Actual

	2023 Budget	2023 Actual	Variation from Budget	2022 Actual
General Revenue				
Provincial Grants and Contracts	239,020	239,020	0	224,289
Federal Grants and Contracts	7,039	7,039	0	6,763
Other Grants and Contracts	8,452	8,452	0	8,160
Student Fees Credit Courses & Other	175,569	161,553	(14,016)	168,474
Investment Income	1,692	5,519	3,827	(696)
Sales of Services and Products	23	23	0	83
Other Revenue	1,498	961	(537)	375
Total General Revenue	433,293	422,567	(10,727)	407,449
Departmental Revenue	35,021	44,125	9,104	34,421
Total Revenue	468,314	466,692	(1,623)	441,869
Expenditures				
Academic	207,933	205,518	2,415	199,217
Other Academic	53,547	45,128	8,418	41,720
Library	21,941	21,586	355	20,961
Student Awards & Services	40,063	40,876	(813)	43,664
Plant Maintenance	33,195	33,149	46	29,435
Administrative & General	53,489	52,890	599	48,412
Benefits	59,275	58,160	1,115	56,179
Overhead Recoveries	(667)	(1,269)	602	(1,192)
Centrally Allocated Budgets	53	(417)	469	597
Total Expenditures	468,828	455,620	13,208	438,993
Transfers and Appropriations				
Inter-fund transfers	(5,163)	(5,163)	0	(7,387)
Appropriations released to meet expenditures	32,696	32,696	0	37,819
New appropriations	(27,019)	(38,605)	(11,586)	(33,308)
Total Transfers and Appropriations	514	(11,072)	(11,586)	(2,876)
Fund Balance at End of Year	-	-	-	-

UNIVERSITY OF VICTORIA
DEPARTMENTAL REVENUE BY FUNCTION
Year Ended March 31, 2022 (in thousands of dollars)

Schedule G
Budget vs. Actual

	2023 Budget	2023 Actual	Variation from Budget	2022 Actual
Academic				
Business	844	1,319	475	1,270
Cooperative Education	0	22	22	97
Education	291	604	313	391
Engineering	1	546	545	220
Fine Arts	17	276	259	425
Graduate Studies	9	63	54	29
Human and Social Development	93	157	64	113
Humanities	54	338	285	282
Law	300	320	20	286
Medical Sciences	444	788	344	1,233
Science	122	825	704	926
Social Sciences	10	90	80	97
Total Academic	2,184	5,349	3,165	5,369
Other Academic				
Continuing Studies	16,431	17,533	1,102	10,441
Other Academic	183	1,127	944	1,542
Total Other Academic	16,614	18,660	2,046	11,983
Library	(93)	431	524	276
Student Awards and Services	9,952	11,842	1,889	8,885
Plant Maintenance	2,115	3,216	1,101	3,093
Administrative and General	4,248	4,628	379	4,815

UNIVERSITY OF VICTORIA
GENERAL OPERATING FUND EXPENDITURES
ACADEMIC AND OTHER ACADEMIC
Year Ended March 31, 2022 (in thousands of dollars)

Schedule H
Budget vs. Actual

	2023 Budget	2023 Actual	Variation from Budget	2022 Actual
Academic				
Business	15,664	16,178	(514)	15,627
Cooperative Education	6,220	6,155	65	5,763
Education	15,416	15,351	65	14,977
Engineering	26,848	25,246	1,603	24,282
Fine Arts	12,976	13,187	(211)	13,153
Graduate Studies	1,234	1,158	76	985
Human and Social Developement	24,277	23,301	976	22,857
Humanities	27,348	27,341	7	26,846
Law	8,311	8,129	183	7,643
Medical Sciences	9,413	9,217	196	9,496
Science	31,750	32,181	(430)	30,257
Social Sciences	28,476	28,074	402	27,331
Total Academic	207,933	205,518	2,415	199,217
Other Academic				
Continuing Studies	16,979	14,253	2,725	9,925
Other Academic	36,568	30,875	5,693	31,795
Total Other Academic	53,547	45,128	8,418	41,720

UNIVERSITY OF VICTORIA
GENERAL OPERATING FUND EXPENDITURES
BY FUNCTIONAL AREA
Year Ended March 31, 2022 (in thousands of dollars)

Schedule I
Budget vs. Actual

	2023 Budget	2023 Actual	Variation from Budget	2022 Actual
Library				
Acquisitions	10,350	10,427	(77)	10,604
Operations	11,591	11,159	432	10,357
Total Library	21,941	21,586	355	20,961
Student Awards & Services				
Student Awards	20,315	19,381	933	24,146
Student Services	19,749	21,495	(1,746)	19,518
Total Student Awards & Services	40,063	40,876	(813)	43,664
Plant Maintenance				
Utilities	5,292	5,267	24	5,557
Other	27,903	27,881	22	23,878
Total Plant Maintenance	33,195	33,149	46	29,435
Administrative and General				
Executive Offices	9,235	9,080	155	8,227
Alumni and Development	4,618	4,622	(4)	4,322
Administrative Registrar	7,066	7,243	(176)	6,591
Student Recruitment	3,441	3,314	128	3,003
Budget and Capital Planning	2,559	2,444	115	2,292
Financial Services	4,909	4,930	(20)	4,948
Human Resources	5,250	5,187	63	4,612
Chief Information Officer	3,976	3,905	71	3,893
Internal Financing	(1,959)	(938)	(1,022)	(716)
Other Expenses	14,393	13,105	1,288	11,240
Total Administrative and General	53,489	52,890	599	48,412

UNIVERSITY OF VICTORIA
SCHEDULE OF DEPARTMENTAL REVENUE AND EXPENDITURES - BY FUNCTION
Year Ended March 31, 2022 (in thousands of dollars)

Schedule J
Budget vs. Actual

	2023 Budget	2023 Actual	Variation from Budget	2022 Actual
Academic				
Business				
Revenue	844	1,319	475	1,270
Expense	15,664	16,178	(514)	15,627
Total Business	(14,819)	(14,859)	(40)	(14,357)
Cooperative Education				
Revenue	0	22	22	97
Expense	6,220	6,155	65	5,763
Total Cooperative Education	(6,220)	(6,133)	87	(5,666)
Education				
Revenue	291	604	313	391
Expense	15,416	15,351	65	14,977
Total Education	(15,125)	(14,747)	379	(14,586)
Engineering				
Revenue	1	546	545	220
Expense	26,848	25,246	1,603	24,282
Total Engineering	(26,847)	(24,700)	2,147	(24,062)
Fine Arts				
Revenue	17	276	259	425
Expense	12,976	13,187	(211)	13,153
Total Fine Arts	(12,959)	(12,912)	48	(12,728)
Graduate Studies				
Revenue	9	63	54	29
Expense	1,234	1,158	76	985
Total Graduate Studies	(1,225)	(1,095)	130	(956)

UNIVERSITY OF VICTORIA
SCHEDULE OF DEPARTMENTAL REVENUE AND EXPENDITURES - BY FUNCTION
Year Ended March 31, 2022 (in thousands of dollars)

Schedule J
Budget vs. Actual

	2023 Budget	2023 Actual	Variation from Budget	2022 Actual
Human and Social Development				
Revenue	93	157	64	113
Expense	24,277	23,301	976	22,857
Total Human and Social Development	(24,184)	(23,144)	1,040	(22,744)
Humanities				
Revenue	54	338	285	282
Expense	27,348	27,341	7	26,846
Total Humanities	(27,294)	(27,003)	291	(26,565)
Law				
Revenue	300	320	20	286
Expense	8,311	8,129	183	7,643
Total Law	(8,012)	(7,808)	203	(7,356)
Medical Sciences				
Revenue	444	788	344	1,233
Expense	9,413	9,217	196	9,496
Total Medical Sciences	(8,969)	(8,429)	540	(8,263)
Science				
Revenue	122	825	704	926
Expense	31,750	32,181	(430)	30,257
Total Science	(31,629)	(31,355)	274	(29,331)
Social Sciences				
Revenue	10	90	80	97
Expense	28,476	28,074	402	27,331
Total Social Sciences	(28,466)	(27,984)	482	(27,234)

UNIVERSITY OF VICTORIA
SCHEDULE OF DEPARTMENTAL REVENUE AND EXPENDITURES - BY FUNCTION
Year Ended March 31, 2022 (in thousands of dollars)

Schedule J
Budget vs. Actual

	2023 Budget	2023 Actual	Variation from Budget	2022 Actual
Other Academic				
Continuing Studies				
Revenue	16,431	17,533	1,102	10,441
Expense	16,979	14,253	2,725	9,925
Total Continuing Studies	(548)	3,280	3,828	516
Other Academic				
Revenue	183	1,127	944	1,542
Expense	36,568	30,875	5,693	31,795
Total Other Academic	(36,385)	(29,748)	6,637	(30,253)
Library				
Revenue	(93)	431	524	276
Expense	21,941	21,586	355	20,961
Total Library	(22,034)	(21,155)	879	(20,686)
Student Awards and Services				
Revenue	9,952	11,842	1,889	8,885
Expense	40,063	40,876	(813)	43,664
Total Student Awards and Services	(30,111)	(29,034)	1,077	(34,779)
Plant Maintenance				
Revenue	2,115	3,216	1,101	3,093
Expense	33,195	33,149	46	29,435
Total Plant Maintenance	(31,080)	(29,933)	1,147	(26,343)
Administrative and General				
Revenue	4,248	4,628	379	4,815
Expense	53,489	52,890	599	48,412
Total Administrative and General	(49,240)	(48,262)	978	(43,597)

UNIVERSITY OF VICTORIA
 CHANGES IN ANCILLARY FUND - BOOKSTORE
 Year Ended March 31, 2022 (in thousands of dollars)

Schedule K
 Budget vs. Actual

	2023 Budget	2023 Actual	Variation from Budget	2022 Actual
Revenue				
Sales of services and products	9,511	7,367	(2,144)	7,336
Government grants - provincial	0	167	167	167
Other revenue	0	24	24	10
Total Revenue	9,511	7,558	(1,953)	7,513
Expenditures				
Salaries and benefits	2,038	2,248	(210)	2,100
Operating expenses	7,465	5,399	2,066	5,443
Total Expenditures	9,502	7,647	1,855	7,543
Transfers and Appropriations				
Inter-fund transfers	0	(6)	(6)	0
Appropriations released to meet expenditures	0	90	90	0
New appropriations	(9)	0	9	0
Total Transfers and Appropriations	(9)	84	93	0
NET INCREASE (DECREASE) DURING YEAR	0	(5)	(5)	(30)
FUND BALANCE AT BEGINNING OF YEAR	6	6	0	36
FUND BALANCE AT END OF YEAR	<u>6</u>	<u>1</u>	<u>(5)</u>	<u>6</u>

UNIVERSITY OF VICTORIA
 CHANGES IN ANCILLARY FUND - FOOD SERVICES
 Year Ended March 31, 2022 (in thousands of dollars)

Schedule L
 Budget vs. Actual

	2023 Budget	2023 Actual	Variation from Budget	2022 Actual
Revenue				
Sales of services and products	16,271	17,002	731	11,135
Government grants - provincial	580	580	0	580
Other revenue	623	64	(559)	26
Total Revenue	17,473	17,646	173	11,741
Expenditures				
Salaries and benefits	8,067	9,189	(1,122)	6,526
Operating expenses	9,656	8,486	1,170	5,759
Total Expenditures	17,723	17,675	48	12,285
Transfers and Appropriations				
Inter-fund transfers	0	6	6	0
Appropriations released to meet expenditures	250	0	(250)	302
New appropriations	0	0	0	0
Total Transfers and Appropriations	250	6	(244)	302
NET INCREASE (DECREASE) DURING YEAR	0	(23)	(23)	(242)
FUND BALANCE AT BEGINNING OF YEAR	(236)	(236)	0	6
FUND BALANCE AT END OF YEAR	<u>(236)</u>	<u>(259)</u>	<u>(23)</u>	<u>(236)</u>

UNIVERSITY OF VICTORIA
 CHANGES IN ANCILLARY FUND - RESIDENCE SERVICES
 Year Ended March 31, 2022 (in thousands of dollars)

Schedule M
 Budget vs. Actual

	2023 Budget	2023 Actual	Variation from Budget	2022 Actual
Revenue				
Sales of services and products	20,169	20,871	702	15,132
Government grants - provincial	0	50	50	50
Other revenue	0	98	98	13
Total Revenue	20,169	21,019	850	15,195
Expenditures				
Salaries and benefits	6,699	7,654	(955)	6,294
Operating expenses	10,351	10,468	(117)	7,123
Total Expenditures	17,050	18,122	(1,072)	13,417
Transfers and Appropriations				
Inter-fund transfers	0	0	0	0
Appropriations released to meet expenditures	0	0	0	0
New appropriations	(3,119)	(2,905)	214	(1,470)
Total Transfers and Appropriations	(3,119)	(2,905)	214	(1,470)
NET INCREASE (DECREASE) DURING YEAR	0	(8)	(8)	308
FUND BALANCE AT BEGINNING OF YEAR	308	308	0	0
FUND BALANCE AT END OF YEAR	308	300	(8)	308

UNIVERSITY OF VICTORIA
 CHANGES IN ANCILLARY FUND - PARKING SERVICES
 Year Ended March 31, 2022 (in thousands of dollars)

Schedule N
 Budget vs. Actual

	2023 Budget	2023 Actual	Variation from Budget	2022 Actual
Revenue				
Sales of services and products	5,075	4,976	(99)	4,791
Government grants - provincial	0	0	0	0
Other revenue	0	133	133	4
Total Revenue	5,075	5,109	34	4,795
Expenditures				
Salaries and benefits	1,942	2,030	(88)	1,907
Operating expenses	1,792	1,430	362	1,459
Total Expenditures	3,734	3,460	274	3,366
Transfers and Appropriations				
Inter-fund transfers	0	0	0	0
Appropriations released to meet expenditures	0	0	0	0
New appropriations	(1,341)	(1,649)	(308)	(1,380)
Total Transfers and Appropriations	(1,341)	(1,649)	(308)	(1,380)
NET INCREASE (DECREASE) DURING YEAR	0	0	0	49
FUND BALANCE AT BEGINNING OF YEAR	49	49	0	0
FUND BALANCE AT END OF YEAR	49	49	0	49

UNIVERSITY OF VICTORIA
 CHANGES IN ANCILLARY FUND - CHILD CARE
 Year Ended March 31, 2022 (in thousands of dollars)

Schedule O
 Budget vs. Actual

	2023 Budget	2023 Actual	Variation from Budget	2022 Actual
Revenue				
Sales of services and products	1,009	707	(302)	817
Government grants - provincial	1,129	1,828	699	1,256
Other revenue	3	16	13	27
Total Revenue	2,141	2,551	410	2,100
Expenditures				
Salaries and benefits	1,939	2,345	(406)	1,995
Operating expenses	238	143	95	120
Total Expenditures	2,177	2,488	(311)	2,115
Transfers and Appropriations				
Inter-fund transfers	0	0	0	15
Appropriations released to meet expenditures	36	0	(36)	0
New appropriations	0	(90)	(90)	0
Total Transfers and Appropriations	36	(90)	(126)	15
NET INCREASE (DECREASE) DURING YEAR	0	(27)	(27)	0
FUND BALANCE AT BEGINNING OF YEAR	28	28	0	28
FUND BALANCE AT END OF YEAR	28	1	(27)	28



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

June 13, 2023

FOR DECISION

To: Finance Committee

From: Kristi Simpson
Vice-President Finance and Operations

A handwritten signature in black ink, appearing to read 'K. Simpson'.

cc: President and Vice-Chancellor

Meeting Date: June 26, 2023

Subject: Statement of Financial Information for the year ended March 31, 2023

Basis for Jurisdiction: University Act 27 (1)

Strategic Relevance: *People, place and the planet*

- *Addressing systemic barriers to equity and inclusion and progressively integrating our guiding principles throughout all decisions, processes and outcomes, to transform practices within UVic.*
- *Developing and sharing innovative strategies and solutions that support healthy, sustainable communities, and address global crises and our evolving world.*

Previous consultation: Audit Committee and Open Board meeting May 30, 2023.

Recommendation:

THAT the Finance Committee recommend to the Board of Governors that the Board of Governors approve the Statement of Financial Information for the year ended March 31, 2023 and that the Chair of the Board of Governors and the Vice-President Finance and Operations be authorized to sign on the Board's behalf.

Background:

The Statement of Financial Information for the year ended March 31, 2023 is required by the Provincial Government and is published in accordance with the requirements of the *Financial Information Act*.

The report includes our audited financial statements approved by the Board in May, accompanying schedules such as debt guarantees made, indemnities and severance and includes schedules of remuneration for the Board and employees (over \$75K) and payments to companies for goods and services (over \$25K).

Attachment:

Appendix 1 – Statement of Financial Information for year ended March 31, 2023

UNIVERSITY OF VICTORIA
STATEMENT OF FINANCIAL INFORMATION
MARCH 31, 2023

Published in accordance with the requirements of the *Financial Information Act*

TABLE OF CONTENTS

	Page
Financial Information Approval	
Statement of Administrative Responsibility for Financial Statements	2
Independent Auditors' Report	3
Financial Statements	
Consolidated Statement of Financial Position	6
Consolidated Statement of Operations and Accumulated Surplus	7
Consolidated Statement of Changes in Net Debt	8
Consolidated Statement of Remeasurement Gains and Losses	9
Consolidated Statement of Cash Flows	10
Notes to Consolidated Financial Statements	11
Schedule of Debt	44
Schedule of Guarantee or Indemnity Agreements	45
Statement of Severance Agreements	46
Schedule of Board of Governors Remuneration and Expenses	47
Schedule of Employees' Remuneration and Expenses	48
Schedule of Payments for Goods and Services	68

UNIVERSITY OF VICTORIA
FINANCIAL INFORMATION APPROVAL

The undersigned represents the Board of Governors of the University of Victoria and approves all the statements and schedules included in this Statement of Financial Information, produced in accordance with the *Financial Information Act* of the Province of British Columbia.

Merle Alexander
Chair,
Board of Governors

Kristi Simpson
Vice-President,
Finance and Operations

June 27, 2023

Consolidated Financial Statements of

UNIVERSITY OF VICTORIA

And Independent Auditor's Report Thereon

Year ended March 31, 2023



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 KPMG LLP, an independent firm of Chartered Professional Accountants. The Independent Auditor's Report outlines the nature of the examination and the opinion on the consolidated financial statements of the University for the year ended March 31, 2023.

On behalf of the University:

_____ Chair, Board of Governors

_____ Vice-President Finance and Operations



University
of Victoria



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St. Andrew's Square II
800-730 View Street
Victoria BC V8W 3Y7
Canada
Telephone 250-480-3500
Fax 250-480-3539

INDEPENDENT AUDITOR'S REPORT

To the Board of Governors of the University of Victoria, and
To the Minister of the Ministry of Post-Secondary Education and Future Skills, Province of British Columbia

Opinion

We have audited the consolidated financial statements of the University of Victoria (the "Entity"), which comprise:

- the consolidated statement of financial position as at March 31, 2023
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net debt for the year then ended
- the consolidated statement of remeasurement gains and losses for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

(hereinafter referred to as the "financial statements").

In our opinion, the accompanying financial statements as at and for the year ended March 31, 2023 of the Entity are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

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 auditor's report.

We are independent of the Entity 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.

Emphasis of Matter - Financial Reporting Framework

We draw attention to note 2 to the financial statements which describes the applicable financial reporting framework and the significant differences between that financial reporting framework and Canadian public sector accounting standards.

Our opinion is not modified in respect of this matter.

Emphasis of Matter – Comparative Information

We draw attention to note 3 to the financial statements which explains that certain comparative information presented for the year ended March 31, 2022 has been restated. Note 3 explains the reason for the restatement and also explains the adjustments that were applied to restate certain comparative information. Our opinion is not modified in respect of this matter.

Other Matter – Comparative Information

As part of our audit of the financial statements for the year ended March 31, 2023, we also audited the adjustments that were applied to restate certain comparative information presented for the year ended March 31, 2022. In our opinion, such adjustments are appropriate and have been properly applied.

Other Information

Management is responsible for the other information. Other information comprises:

- Information, other than the financial statements and the auditor's report thereon, included in the Management Discussion and Analysis.

Our opinion on the financial statements does not cover the other information and we do not and will not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information identified above and, in doing so, consider whether the other information is materially inconsistent with the financial statements or our knowledge obtained in the audit, or otherwise appears to be materially misstated.

We obtained the information, other than the financial statements and the auditor's report thereon, included in the Management Discussion and Analysis as at the date of this auditor's report. If, based on the work we have performed on this other information, we conclude that there is a material misstatement of this other information, we are required to report that fact in the auditor's report.

We have nothing to report in this regard.

Responsibilities of Management and Those Charged with Governance for the Financial Statements

Management is responsible for the preparation of the financial statements in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia 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 Entity'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 Entity or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Entity'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 the 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 Entity'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 Entity'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 Entity to cease to continue as a going concern.
- 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.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group Entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants

Victoria, Canada
[DATE]

UNIVERSITY OF VICTORIA

Consolidated Statement of Financial Position

As at March 31, 2023

(in thousands of dollars)

		2023	2022 Restated (Note 3)
Financial Assets			
Cash and cash equivalents	(Note 4)	\$ 146,757	\$ 162,900
Accounts receivable	(Note 5)	15,693	13,918
Due from governments	(Note 6)	32,272	19,284
Inventories for resale		1,275	1,364
Portfolio investments	(Note 7)	209,869	258,551
Derivatives	(Note 7)	4,893	25,808
Loans receivable	(Note 8)	33,594	24,495
Employee future benefits	(Note 9)	32,738	24,303
Investments in government business enterprises	(Note 10)	3,370	8,536
		480,461	539,159
Liabilities			
Accounts payable and accrued liabilities	(Note 12)	58,737	54,744
Due to governments		8,120	7,540
Deferred revenue		22,866	24,571
Deferred contributions	(Note 13)	239,460	256,792
Deferred capital contributions	(Note 14)	494,607	436,373
Debt	(Note 15)	132,914	164,272
Asset retirement obligations	(Note 16)	48,829	47,347
		1,005,533	991,639
Net debt		(525,072)	(452,480)
Non-financial Assets			
Tangible capital assets	(Note 17)	976,296	918,146
Restricted endowment investments	(Note 7)	436,144	418,237
Inventories held for use		3,151	2,809
Prepaid expenses		21,849	17,225
		1,437,440	1,356,417
Accumulated surplus	(Note 19)	\$ 912,368	\$ 903,937
Accumulated surplus is comprised of:			
Endowments	(Note 20)	\$ 436,144	\$ 418,237
Invested in tangible capital assets		318,977	289,661
Internally restricted		111,705	140,897
Unrestricted		39,346	28,964
Accumulated operating surplus		906,172	877,759
Accumulated remeasurement gains		6,196	26,178
Accumulated surplus		\$ 912,368	\$ 903,937

Contractual rights (Note 21) Contractual obligations (Note 22) Contingent liabilities (Note 23)

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, 2023

(in thousands of dollars)

	Budget (Note 2(p))	2023	2022 Restated (Note 3)
Revenue:			
Province of British Columbia grants	\$ 252,032	\$ 215,756	\$ 229,860
Government of Canada grants	75,000	87,877	77,860
Other government grants	19,300	17,715	18,653
Student tuition - credit courses	160,112	164,224	171,021
Student tuition - non-credit courses	13,200	22,610	16,985
Donations, non-government grants and contracts	19,300	26,375	13,590
Sales of services and products	61,747	70,552	54,618
Investment income	26,000	59,969	26,237
Income/(loss) from government business enterprises (Note 10)	-	(48)	524
Other revenue	5,000	9,060	6,571
Revenue recognized from deferred capital contributions (Note 14)	26,776	27,015	27,802
Loss on disposal of capital assets	-	-	(1,003)
	658,467	701,105	642,718
Expenses: (Note 24)			
Instruction and non-sponsored research	275,242	283,714	267,791
Academic and student support	161,053	166,675	156,693
Administrative support and general expenses	28,174	28,801	27,411
Facility operations and maintenance	57,449	63,651	57,648
Sponsored research	120,553	129,051	117,289
External engagement	15,502	18,707	15,082
	657,973	690,599	641,914
Annual operating surplus	494	10,506	804
Restricted endowment contributions			
Endowment principal donations (Note 20)	8,000	5,469	12,056
Donations capitalized (Note 20)	8,000	12,438	13,406
	16,000	17,907	25,462
Annual surplus	16,494	28,413	26,266
Accumulated operating surplus, beginning of year	877,759	877,759	891,082
Adjustment on adoption asset retirement obligations standard (Note 3)	-	-	(39,589)
Accumulated operating surplus, beginning of year, as restated	877,759	877,759	851,493
Accumulated operating surplus, end of year	\$894,253	\$ 906,172	\$ 877,759

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, 2023

(in thousands of dollars)

	Budget (Note 2(p))	2023	2022 Restated (Note 3)
Annual surplus	\$ 16,494	\$ 28,413	\$ 26,266
Acquisition of tangible capital assets	(140,693)	(109,820)	(135,843)
Transfer of tangible capital assets to investment in government business enterprise	-	3,948	-
Amortization of tangible capital assets	47,055	47,722	47,770
Loss on disposal of capital assets	-	-	1,003
	(93,638)	(58,150)	(87,070)
Increase in restricted endowment investments	-	(17,907)	(25,462)
Acquisition of inventories held for use	-	(1,400)	(1,524)
Acquisition of prepaid expense	-	(21,028)	(15,948)
Consumption of inventories held for use	-	1,058	1,099
Use of prepaid expense	-	16,404	18,574
	-	(22,873)	(23,261)
Net remeasurement losses	-	(19,982)	(2,079)
Increase in net debt	(77,144)	(72,592)	(86,144)
Net debt, beginning of year	(452,480)	(452,480)	(320,426)
Adjustment on adoption of asset retirement obligations standard (Note 3)	-	-	(45,910)
Net debt, beginning of year, as restated	(452,480)	(452,480)	(366,336)
Net debt, end of year	\$ (529,624)	\$ (525,072)	\$ (452,480)

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, 2023

(in thousands of dollars)

	2023	2022
Accumulated remeasurement gains, beginning	\$ 26,178	\$ 28,257
Unrealized gains (losses) attributed to:		
Portfolio investments	205	(8,742)
Derivatives	13,747	6,314
Foreign currency translation	728	349
Realized gains reclassified to the Consolidated Statement of Operations, attributed to:		
Derivatives	(34,662)	-
Net remeasurement losses for the year	(19,982)	(2,079)
Accumulated remeasurement gains, end of year	\$ 6,196	\$ 26,178

The accompanying notes are an integral part of these financial statements.



UNIVERSITY OF VICTORIA
Consolidated Statement of Cash Flows
Year ended March 31, 2023
(in thousands of dollars)

	2023	2022 Restated (Note 3)
Cash provided by (used in):		
Operations:		
Annual surplus	\$ 28,413	\$ 26,266
Items not involving cash		
Amortization of tangible capital assets	47,722	47,770
Revenue recognized from deferred capital contributions	(27,015)	(27,802)
Change in employee future benefits	(8,435)	(8,597)
Change in investments in government business enterprises	5,166	85
Unrealized remeasurement gains on foreign exchange	728	349
Loss on disposal of capital assets	-	1,003
Transfer of tangible capital assets to investment in government business enterprises	3,948	-
Accretion expense	1,482	1,437
Changes in non-cash operating working capital:		
(Increase) decrease in accounts receivable	(1,775)	3,209
(Increase) decrease in loans receivable	(9,099)	55
Increase in inventories	(253)	(403)
(Increase) decrease in prepaid expenses	(4,624)	2,626
Increase in accounts payable and accrued liabilities	3,993	7,034
Increase in due to/from government organizations	(12,408)	(6,455)
(Decrease) increase in deferred revenue	(1,705)	5,283
(Decrease) increase in deferred contributions	(17,332)	14,849
Net change from operating activities	8,806	66,709
Capital activities:		
Acquisition of tangible capital assets	(109,820)	(135,843)
Net change from capital activities	(109,820)	(135,843)
Investing activities:		
Net sale of portfolio investments	48,887	24,095
Net acquisition of restricted endowment investments	(17,907)	(25,462)
Net change from investing activities	30,980	(1,367)
Financing activities:		
Proceeds of debt	75,326	35,355
Repayment of debt	(106,684)	(2,266)
Receipt of deferred capital contributions	85,249	33,176
Net change from financing activities	53,891	66,265
Net change in cash and cash equivalents	(16,143)	(4,236)
Cash and cash equivalents, beginning of year	162,900	167,136
Cash and cash equivalents, end of year	\$ 146,757	\$ 162,900



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(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 of 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, 2023

(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 consolidated statement of operations and accumulated surplus and certain related deferred capital contributions would be recorded differently under Canadian public sector accounting standards.

(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, 2023

(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.

(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.

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.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(b) Basis of consolidation (continued)

(iii) Investment in government partnerships (continued)

The following organization is a government partnerships and is proportionately consolidated in these financial statements:

- 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.

(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.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(e) Financial instruments (continued)

(i) Fair value category (continued)

Unrealized gains and losses on financial assets are recognized in the consolidated 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 consolidated statement of operations and accumulated surplus and related balances reversed from the consolidated 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 consolidated 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 consolidated statement of operations and accumulated surplus 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 debt are measured at amortized cost using the effective interest method.

The underwriting discount along with consulting fees relating to the debenture issuances are capitalized and amortized to match the term of the long-term debenture. Amortization is calculated based on the effective interest rate method.

(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.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(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) Asset retirement obligations

An asset retirement obligation (“ARO”) is recognized when, as at the financial reporting date, all of the following criteria are met:

- There is a legal obligation to incur retirement costs in relation to a tangible capital asset
- The past transaction or event giving rise to the liability has occurred
- It is expected that future economic benefits will be given up; and
- A reasonable estimate of the amount can be made

Certain buildings owned by the University contain asbestos and other hazardous materials. The ARO liability for the removal of asbestos and other hazardous materials in buildings owned by the University has been recognized based on the estimated future expenses to remediate the buildings.

Under the modified retrospective method, the assumptions used on initial recognition are those as of the date of adoption of the standard. Assumptions used in the subsequent calculations are revised annually. When the amount and timing of future cash flows of a remediation or demolition of a project are known, the liability is discounted using a present value calculation, and adjusted yearly for accretion expense up to the time the project commences.

The recognition of the ARO liability resulted in an accompanying increase to the respective tangible capital assets. The increase in building assets is being amortized in accordance with the amortization accounting policy outlined in Note 2(i)(i).

(i) 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 capitalized during construction whenever external debt is issued to finance the construction of tangible capital assets.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(i) Non-financial assets (continued)

(i) Tangible capital assets (continued)

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

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.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(i) Non-financial assets (continued)

(iv) Inventories held for use

Inventories held for use are recorded at the lower of cost and replacement cost.

(j) 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 9.

(k) 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.

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.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(l) 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.

(m) 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, asset retirement obligations, 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.

(n) 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 consolidated statement of remeasurement gains and losses. In the period of settlement, any exchange gain or loss is reversed out of the consolidated statement of remeasurement gains and losses, and reflected in the consolidated statement of operations and accumulated surplus.

(o) 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 Innovation and associated research projects; and research centres.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(o) 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 programing; 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 and general expenses - 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; accretion expense on asset retirement obligations; 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 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.

(p) Budget figures

Budget figures have been provided for comparative purposes. The budget was approved by the Board of Governors of the University on October 4, 2022 and 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, 2023

(tabular figures in thousands of dollars)

3. Adoption of new accounting standard

On April 1, 2021, the University adopted Canadian Public Sector Accounting Standard PS 3280, *Asset Retirement Obligations*. The new accounting standard addresses the reporting of legal obligations associated with the retirement of certain tangible capital assets, such as asbestos removal in retired buildings by public sector entities. The standard was adopted on the modified retrospective basis at the date of adoption.

On April 1, 2021, the University recognized asset retirement obligations relating to buildings owned by the University containing asbestos and other hazardous materials. The buildings have been built or acquired over time, dating as far back as 1940. The ARO liabilities have been estimated using the expected date of retirement of each building, discounted back to the date the standard was adopted. Many of the University's buildings are still in productive use despite being past their estimated useful lives for accounting purposes. When the timing of future remediation and associated costs are known, the ARO liability is adjusted accordingly by escalating and discounting the future cost of approved remediation projects.

In accordance with the provisions of the new standard, the University reflected the following adjustments at and for the year ended March 31, 2022 as follows:

	As previously stated	Adjustment	As restated
Consolidated Statement of Financial Position			
Asset retirement obligations	\$ -	\$ 47,347	\$ 47,347
Tangible capital assets	912,142	6,004	918,146
Accumulated surplus - Invested in tangible capital assets	331,004	(41,343)	289,661
Consolidated Statement of Operations and Accumulated Surplus			
Expenses - Facility operations and maintenance	55,894	1,754	57,648
Annual operating surplus	2,558	(1,754)	804
Accumulated operating surplus, beginning of year	891,082	(39,589)	851,493
Accumulated operating surplus, end of year	919,102	(41,343)	877,759
Consolidated Statement of Changes in Net Debt			
Annual surplus	28,020	(1,754)	26,266
Amortization of tangible capital assets	47,453	317	47,770
Net debt, beginning of year	(320,426)	(45,910)	(366,336)
Net debt, end of year	(405,133)	(47,347)	(452,480)
Consolidated Statement of Cash Flows			
Annual surplus	28,020	(1,754)	26,266
Amortization of tangible capital assets	47,453	317	47,770
Accretion expense	-	1,437	1,437



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

3. Adoption of new accounting standard (continued)

	As previously stated	Adjustment	As restated
Note 17 –Tangible Capital Assets			
Cost – Buildings	1,061,195	16,580	1,077,775
Accumulated amortization – Buildings	308,775	10,576	319,351
Net book value – Buildings	752,420	6,004	758,424
Note 19 – Accumulated Surplus			
Invested in tangible capital assets	331,004	(41,343)	289,661
Note 24 – Expenses by object			
Supplies and services	84,024	1,437	85,461
Amortization expense	47,453	317	47,770



UNIVERSITY OF VICTORIA**Notes to Consolidated Financial Statements**

Year ended March 31, 2023

*(tabular figures in thousands of dollars)***4. Cash and cash equivalents**

	2023	2022
Cash	\$ 10,144	\$ 16,736
Short-term investments	136,613	146,164
	\$ 146,757	\$ 162,900

5. Accounts receivable

	2023	2022
Revenues receivable	\$ 19,270	\$ 17,701
Accrued interest receivable	642	665
Less: provision for doubtful accounts	(4,219)	(4,448)
	\$ 15,693	\$ 13,918

6. Due from governments

	2023	2022
Federal government	\$ 17,817	\$ 16,831
Provincial government	14,266	2,186
Other	189	267
	\$ 32,272	\$ 19,284



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

7. Financial instruments

Financial assets and liabilities recorded at fair value are comprised of the following:

(a) Portfolio investments

Fair Value Hierarchy		2023	2022
Portfolio investments carried at fair value:			
Various pooled bond and mortgage funds	Level 1	\$ 131,741	\$ 173,818
Canadian equities	Level 1	1,867	1,982
Global equities	Level 1	51,078	58,160
Bonds	Level 2	-	2,936
Infrastructure, real estate and private equity	Level 3	24,206	20,697
		208,892	257,593
Portfolio investments at cost which approximates fair value:			
Cash		767	581
Other		210	377
Total portfolio investments		\$ 209,869	\$ 258,551

(b) Restricted endowment investments

Fair Value Hierarchy		2023	2022
Restricted endowment investments carried at fair value:			
Various pooled bond and mortgage funds	Level 1	\$ 104,915	\$ 111,706
Global equities	Level 1	235,945	227,172
Infrastructure and real estate	Level 3	91,829	77,173
		432,689	416,051
Restricted endowment investments at cost which approximates fair value:			
Cash		3,455	2,186
Total restricted endowment investments		\$ 436,144	\$ 418,237



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

7. Financial instruments (continued)

(c) Derivatives (See note 15 for breakdown of debt related to derivatives):

	Fair Value Hierarchy	2023	2022
Derivatives - interest rate swaps on debt quoted at fair value:			
Province of BC floating interest rate fixed at 1.86%, settled in 2023, unsecured	Level 2	\$ -	\$ 22,235
Province of BC floating interest rate fixed at 1.90%, commencing 2024 through 2054, unsecured	Level 2	4,960	3,783
Royal Bank of Canada floating interest rate fixed at 5.38%, through an interest rate swap due in 2025, unsecured	Level 2	(15)	(141)
BC Immigrant Investment Fund floating interest rate fixed at 3.56%, commencing 2024 through 2034, unsecured	Level 2	(52)	(69)
Total derivatives		\$ 4,893	\$ 25,808

8. Loans receivable

	2023	2022
Various employees		
Electric bike loans to employees, interest free for 1-2 years, no renewal option, unsecured	\$ 128	\$ -
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	5,745	4,464
Heritage Realty Properties Ltd.		
Promissory note receivable, interest at Royal Bank Prime + 2.0%, due March 31, 2026, secured by an unregistered equitable mortgage	10,634	10,634
Vancouver Island Technology Park Trust loans receivable		
Promissory note, secured by an unregistered equitable mortgage	8,648	-
Interest at 5.13%, due April 2030, unsecured	6,741	7,510
Interest at 6.13%, due April 2030, unsecured	1,698	1,887
	\$ 33,594	\$ 24,495



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

9. Employee future benefits

Employee future benefits arise in connection with the University's group life insurance 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 assets:

		2023	2022
Staff pension plan	(Note 9(a)(ii))	\$ (44,751)	\$ (37,049)
Supplemental pension obligations	(Note 9(a)(i))	8,547	9,043
Special accumulated sick leave	(Note 9(b))	2,565	2,806
Basic group life insurance plan		901	897
		\$ (32,738)	\$ (24,303)

(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 4.00% of salary up to the year's maximum pensionable earnings ("YMPE") plus 6.00% of salary in excess of the YMPE. The University makes contributions equal to 6.37% of salary up to the YMPE plus 8.00% of salary in excess of the YMPE. The university also contributes 4.00% of salary to fund the defined benefit minimum. The latest actuarial valuation for funding purposes as at December 31, 2021 showed that the accrued formula pension benefit liabilities of the Combination Plan were fully funded. The next valuation will be as at December 31, 2024 and is expected to be completed in September 2025. 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 \$26,769,000 (2022 - \$25,885,000) 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 \$8,547,000 as at March 31, 2023 (2022 - \$9,043,000). The University paid supplemental benefits of \$171,000 in the year (2022 - \$397,000) and recorded employee benefit expense of \$406,000 (2022 - \$324,000).



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

9. 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, 2019, the average age of the 1,190 active employees covered by the Plan is 48.1. In addition, there are 618 former employees who are entitled to deferred pension benefits averaging \$279 per month. At December 31, 2019, there were 857 pensioners receiving an average monthly pension of \$1,000. The employees make contributions equal to 4.86% of salary that does not exceed the YMPE plus 6.61% 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 \$6,110,000 (2022 – \$6,350,000). The Plan paid benefits in the year of \$15,776,000 (2022 – \$14,204,000).

The pension asset at March 31 includes the following components:

	2023	2022
Accrued benefit obligation	\$ 273,303	\$ 266,223
Pension fund assets	(315,459)	(324,743)
	(42,156)	(58,520)
Unamortized actuarial (gains)/losses	(2,595)	21,471
Net asset	\$ (44,751)	\$ (37,049)

Actuarial valuations are performed triennially using the projected benefit prorated method. The latest triennial actuarial valuation completed as at December 31, 2019 reported a going concern surplus and a solvency deficiency (i.e. if the plan were to be wound up on that date) of \$87,417,000. The next required valuation will be as at December 31, 2022, which will be completed in the summer of 2023. The *Pension Benefits Standards Act* of British Columbia requires minimum annual contributions or the use of letters of credit to fund a portion of the solvency deficiency. The University has chosen to arrange a letter of credit in the amount of \$30.0 million at March 31, 2023 (2022 – \$29.2 million) to satisfy the contribution requirements through 2023.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

9. Employee future benefits (continued)

(a) Pension benefits (continued)

(ii) Staff plan (continued)

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 2023 is based on an extrapolation of that 2019 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 (9 years).

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 5.7%. Pension fund assets are valued at market value as at March 31, 2023.

The expected rate of return on pension fund assets is 5.7%. The actual rate of return on Plan assets in 2023 was a loss of 0.9%. The total expenses related to pensions for the fiscal year ending, include the following components:

	2023	2022
Current period benefit cost	\$ 8,395	\$ 8,647
Amortization of actuarial gains	(3,572)	(4,838)
	4,823	3,809
Less: Employee contributions	(2,367)	(2,437)
Pension benefit expense	2,456	1,372
Interest cost on the average accrued benefit obligation	15,117	14,642
Expected return on average pension plan assets	(18,308)	(18,233)
Pension interest income	(3,191)	(3,591)
Total pension income	\$ (735)	\$ (2,219)

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 (2022 – \$129,000).



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

9. Employee future benefits (continued)

(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, 2023 the balance of this special accumulated sick leave was \$2,565,000 (2022 – \$2,806,000).

(c) 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, 2023 was \$1,291,000 (2022 – \$1,308,000).

10. 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:

	2023	2022
Equity at beginning of year	\$ 1,087	\$ 1,565
Dividends/distributions paid	(396)	(1,002)
Net earnings (loss)	(48)	524
Equity at end of year	643	1,087
Dividends/distributions payable	7,360	7,449
Eliminate gain on property transfer	(4,633)	-
Investment in government business enterprises	\$ 3,370	\$ 8,536

Condensed financial information of these government business enterprises are as follows:

Consolidated Statement of Financial Position

	2023	2022
Assets	\$ 44,008	\$ 36,298
Liabilities	(43,365)	(35,211)
Equity	\$ 643	\$ 1,087



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

10. Investments in government business enterprises (continued)

Consolidated Statement of Operations

	2023	2022
Revenue	\$ 15,392	\$ 17,833
Expenses	(15,440)	(17,309)
Surplus (deficit) for the year	\$ (48)	\$ 524

11. Investments in government partnerships

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 2023 of \$273,400 (2022 – \$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% (2022 – 20%).

The proportionate amounts included in these consolidated financial statements are as follows:

Consolidated Statement of Financial Position

	2023	2022
Financial assets	\$ 268	\$ 359
Liabilities	(354)	(375)
Net assets	(86)	(16)
Non-financial assets	1,312	1,320
Accumulated surplus	\$ 1,226	\$ 1,304

Consolidated Statement of Operations

	2023	2022
Revenue	\$ 722	\$ 301
Expenses	(867)	(2,002)
Deficit for the year	\$ (145)	\$ (1,701)



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

12. Accounts payable and accrued liabilities

	2023	2022
Accounts payable and accrued liabilities	\$ 28,755	\$ 35,237
Salaries and benefits payable	17,088	6,496
Accrued vacation pay	12,894	13,011
	\$ 58,737	\$ 54,744



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

13. Deferred contributions

Deferred contributions are comprised of funds restricted for the following purposes:

	2023	2022
Specific purpose (including endowment earnings)	\$ 127,868	\$ 140,217
Research	109,241	103,790
Capital	2,351	12,785
	\$ 239,460	\$ 256,792

2023						2022
	Specific Purpose	Research	Capital	Total		
Balance, beginning of year	\$ 140,217	\$ 103,790	\$ 12,785	\$ 256,792	\$ 241,943	
Contributions and endowment investment income	34,567	118,538	884	153,989	156,323	
Revenue recognized from deferred contributions	(46,916)	(113,087)	(702)	(160,705)	(141,474)	
Transfer to deferred capital contributions	-	-	(10,616)	(10,616)	-	
Balance, end of year	\$ 127,868	\$ 109,241	\$ 2,351	\$ 239,460	\$ 256,792	

The balance shown under specific purpose includes accumulated unrealized gains of \$58,633,000 (2022 – \$51,083,000) from endowment investments.

14. Deferred capital contributions

Contributions that are restricted for capital are referred to as deferred capital contributions. Amounts are recognized into revenue at the same rate that amortization of the related tangible capital asset is recorded.

Treasury Board provided direction on accounting treatment as disclosed in Note 2(a). Changes in the deferred capital contributions balance are as follows:

	2023	2022
Balance, beginning of year	\$ 436,373	\$ 430,999
Contributions received during the year	74,633	33,176
Transfers from deferred contributions	10,616	-
Revenue from amortization of deferred capital contributions	(27,015)	(27,802)
Balance, end of year	\$ 494,607	\$ 436,373



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

15. Debt

Debt reported on the consolidated statement of financial position is comprised of the following (see note 7 (c) for related derivative information):

	2023	2022
Province of British Columbia Commercial paper financing for Student Housing and Dining project converted in 2023 and 2024 to term loans due in 2053 and 2054, unsecured (<i>Note 15(c)</i>)	\$ 17,965	\$ 122,470
Province of British Columbia 4.43% bond due 2054, unsecured, with annual sinking fund payments of \$1,565,000 (<i>Note 15(c)</i>)	104,000	-
Royal Bank of Canada 5.38% term loan due 2025, unsecured	2,350	3,443
Province of British Columbia 2.28% bond due 2024, unsecured	3,785	3,822
British Columbia Immigrant Investment Fund 2.48% term loan due 2024, unsecured	5,741	6,227
Province of British Columbia 4.82% bond due 2028, unsecured, with annual sinking fund payments of \$327,000	10,800	10,800
Province of British Columbia 4.74% bond due 2039, 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	6,741	7,510
Total debt issued	\$ 161,382	\$ 164,272
Unamortized debt discounts (<i>Note 15(c)</i>)	(28,468)	-
Debt	\$ 132,914	\$ 164,272



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

15. 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
2024	\$ 2,194	\$ 6,444	\$ 8,638
2025	2,194	2,998	5,192
2026	2,194	1,866	4,060
2027	2,194	1,940	4,134
2028	2,194	2,018	4,212
Thereafter	40,057	21,316	61,373
	\$ 51,027	\$ 36,582	\$ 87,609

(b) Sinking Fund Investments

Sinking fund investments are held and invested by the Province of British Columbia. These funds totaling \$12,290,000 (2022 – \$11,997,000) will provide for the retirement at maturity of \$124,800,000 of debt issued to the Province. The amount forms part of the portfolio investments balance shown on the Consolidated Statement of Financial Position.

(c) Student Housing and Dining project financing

The University is authorized by the Province of British Columbia to borrow \$122,654,000 in order to finance a portion of the construction costs of the Student Housing and Dining (SHD) project. The debt related to the SHD project is \$121,965,000 as at March 31, 2023 (2022 – \$122,470,000). During the year, short term commercial paper loans were converted to a 30 year bond with a face value of \$104,000,000 and an unamortized debt discount of \$28,468,000. The remaining short term commercial paper loan will be converted to a 30 year term loan at completion of the SHD project in 2024. As at March 31, 2023, the University holds a commercial paper loan with a balance of \$17,965,000 and interest rate of 4.33% (2022 – two commercial paper loans with balances of \$65,000,000 and \$57,470,000 and interest rates of 0.14% and 0.79%, respectively).



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

16. Asset Retirement Obligations

The University owns and operates buildings that are known to contain asbestos and other hazardous materials, which represents a health hazard when undergoing certain repairs and maintenance work and upon demolition of the building. As there is a legal obligation to remove hazardous materials, the University has recognized a liability relating to the removal and post-removal care of the asbestos and other hazardous materials in these buildings, as estimated at April 1, 2022. Such estimated costs have been discounted to the present value using a discount rate of 3.13% per annum.

The transition and recognition of asset retirement obligations involved an accompanying increase to the buildings assets and the restatement of prior year figures (see Note 3).

Changes to the asset retirement obligations in the year are as follows:

	2023	2022 Restated (Note 3)
Balance, beginning of year	\$ 47,347	\$ 45,910
Accretion expense	1,482	1,437
Balance, end of year	\$ 48,829	\$ 47,347



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

17. Tangible capital assets

Cost	Balance as at March 31, 2022 Restated (Note 3)	Additions	Disposals	Balance as at March 31, 2023
Land	\$ 22,582	\$ -	\$ (2,218)	\$ 20,364
Site improvements	51,691	7,229		58,920
Buildings	1,077,775	73,744	(3,328)	1,148,191
Equipment and furnishings	199,003	23,976	(18,786)	204,193
Information systems	18,441			18,441
Computer equipment	15,168	2,923	(4,549)	13,542
Library holdings	32,148	1,948	(3,079)	31,017
Total	\$ 1,416,808	\$ 109,820	\$ (31,960)	\$ 1,494,668

Accumulated amortization	Balance as at March 31, 2022 Restated (Note 3)	Disposals	Amortization	Balance as at March 31, 2023
Site improvements	\$ 25,040	\$ -	\$ 1,573	\$ 26,613
Buildings	319,351	(1,598)	20,302	338,055
Equipment and furnishings	105,960	(18,786)	19,634	106,808
Information systems	18,441			18,441
Computer equipment	10,385	(4,549)	3,406	9,242
Library holdings	19,485	(3,079)	2,807	19,213
Total	\$ 498,662	\$ (28,012)	\$ 47,722	\$ 518,372

Net book value	March 31, 2023	March 31, 2022 Restated (Note 3)
Land	\$ 20,364	\$ 22,582
Site improvements	32,307	26,651
Buildings	810,136	758,424
Equipment and furnishings	97,385	93,043
Computer equipment	4,300	4,783
Library holdings	11,804	12,663
Total	\$ 976,296	\$ 918,146



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

17. Tangible capital assets (continued)

(a) Contributed tangible capital assets:

Additions to equipment and furnishings and computers include the following contributed tangible capital assets:

	2023	2022
Equipment and furnishings	\$ 20	\$ 224

(b) Assets under construction

Assets under construction comprised of buildings having a value of \$99,147,000 (2022 – \$163,640,000) and equipment having a value of \$19,738,000 (2022 – \$17,209,000) 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 had an original cost of \$26,414,000 (2022 – \$20,003,000) and related to fully amortized assets with a net book value of \$nil (2022 – \$nil). The de-recognition of capital assets from the transfer of land and existing buildings on the site of Broad Street had an original cost of \$5,546,000 related to assets with a net book value of \$3,948,000.

18. 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, 2023 is \$359,106,000 (2022 – \$419,041,000).



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

18. 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	9.6%
AA	10.5%
A	7.4%
BBB	7.4%
BB and below	2.4%
Mortgages	19.6%
Foreign exchange	0.3%
Cash and short-term	
R1 high	27.5%
R1 mid	1.2%
R1 low	14.1%
	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, 2023

(tabular figures in thousands of dollars)

18. 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)
Bonds	+/-	5.8%
Canadian equities	+/-	20.0%
Global equities	+/-	18.0%
Real estate	+/-	12.5%
Infrastructure	+/-	12.5%
Private equity	+/-	21.0%
Benchmark for Investments		Net Impact on Market Value
FTSE Canada Universe Bond index	+/-	\$ 13,091
S&P/TSX Composite index	+/-	373
MSCI All Country World Index	+/-	51,642
Canadian Consumer Price Index (Real Estate)	+/-	7,443
Canadian Consumer Price Index (Infrastructure)	+/-	6,936
Canadian Consumer Price Index (Private Equity)	+/-	165

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, 2023, the modified duration of all fixed income in aggregate was 3.4 years. Therefore, if interest rates were to increase by 1% across all maturities, the value of the bond portfolio would drop by 3.4%; contrarily, if interest rates were to decrease by 1% across all maturities, the value of the bond portfolio would increase by 3.4%.

The University's debt is fixed rate; accordingly, changes in interest rates do not impact interest payments but may impact the fair value of such debt and the fair value of related derivatives (interest rate swaps on debt). The University uses interest rate swaps to lock in interest rates on future debt issues to protect against rising interest rates.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

18. 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.

19. Accumulated surplus

Accumulated surplus is comprised of the following:

	2023	2022 Restated (Note 3)
Endowments	\$ 436,144	\$ 418,237
Invested in tangible capital assets	318,977	289,661
Internally restricted	111,705	140,897
Unrestricted	39,346	28,964
Accumulated remeasurement gains	6,196	26,178
	\$912,368	\$ 903,937

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, debt repayment, and asset retirement obligations.

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, 2023

(tabular figures in thousands of dollars)

20. Endowments

Changes to the endowment principal balances, not including remeasurement gains/losses, (see note 13 for accumulated unrealized gains/ losses on restricted endowment investments) are as follows:

	2023	2022
Balance, beginning of year	\$ 418,237	\$ 392,775
Contributions received during the year	5,469	12,056
Invested income and donations capitalized	12,438	13,406
Balance, end of year	\$ 436,144	\$ 418,237

The balance shown does not include endowment principal with fair value of \$7,953,000 (2022 – \$8,300,000) and book value of \$4,820,000 (2022 – \$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.

21. 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.

22. 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:

	2024	2025	2026	2027	2028
Construction contracts	\$ 67,319	\$ 19,043	\$ 630	\$ 100	-
Operating leases	347	320	195	109	20
Total	\$ 67,666	\$ 19,363	\$ 825	\$ 209	\$ 20



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

23. 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.

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.

24. Expenses by object

The following is a summary of expenses by object:

	2023	2022 Restated (Note 3)
Salaries and wages	\$ 390,637	\$ 363,199
Employee benefits	64,440	60,399
Travel	13,276	4,134
Supplies and services	92,611	85,461
Equipment rental and maintenance	8,639	10,730
Utilities	8,358	8,353
Scholarships, fellowships and bursaries	51,070	50,953
Cost of goods sold	10,615	8,581
Interest on long-term debt	3,231	2,334
Amortization of tangible capital assets	47,722	47,770
	\$ 690,599	\$ 641,914

25. 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. The long-term disability plan's assets and liabilities have not been included in the consolidated statement of financial position. The plan's operations have not been included in the consolidated statement of operations and accumulated surplus.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2023

(tabular figures in thousands of dollars)

25. Trusts under administration (continued)

(a) University of Victoria Long-Term Disability Trust (continued)

As of March 31, 2023, the balances of the long-term disability plan are as follows:

	2023	2022
Assets	\$21,216	\$ 20,703
Accrued benefit obligation	(27,835)	(28,935)
	\$ (6,619)	\$ (8,232)

(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 (2023 – \$4,113,000; 2022 – \$4,238,000).

26. Supplemental cash flow information

	2023	2022
Cash paid for interest	\$ 2,274	\$ 1,865

27. Related party transactions

The University is related through common control 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, 2023, there have been no material transactions between the university and its key management personnel or their close family members.



UNIVERSITY OF VICTORIA

**SCHEDULE OF DEBT
MARCH 31, 2023**

	PRINCIPAL	INTEREST RATE	DUE	NET LIABILITY
	(in dollars)			(in dollars)
Province of British Columbia commercial paper (to be converted to term loans in 2023 and 2024)	\$ 17,964,980	see note	see note	\$ 17,965,000
Province of British Columbia bond - see note	104,000,000	4.426	2054	75,531,577
Province of British Columbia bond	10,800,000	4.820	2028	10,800,000
Province of British Columbia bond	10,000,000	4.740	2039	10,000,000
Royal Bank of Canada Bankers Acceptances (converted to term loan through interest rate swap)	2,350,541	5.380	2025	2,350,541
Great West Life Assurance Company term loan	6,740,803	5.130	2030	6,740,803
Province of British Columbia bond	3,784,837	2.283	2024	3,784,837
InBC Investment Corp. Fund term loan	5,741,153	2.480	2024	5,741,153
Total long term debt secured by debt instruments				<u>\$ 132,913,911</u>

Note - The University is authorized by the Province of British Columbia to borrow \$122,654,000 in order to finance a portion of the construction costs of the Student Housing and Dining (SHD) project. The debt related to the SHD project is \$121,965,000 as at March 31, 2022 (2022 – \$122,470,000). During the year, short term commercial paper loans were converted to a 30 year bond with a face value of \$104,000,000 and an unamortized debt discount of \$28,468,000. The remaining short term commercial paper loan will be converted to a 30 year term loan at completion of the SHD project in 2024. As at March 31, 2023, the University holds a commercial paper loan with balance of \$17,965,000 and an interest rate of 4.33% (2022 - two commercial paper loans with balances of \$65,000,000 and \$57,470,000 and interest rates of 0.14% and 0.79%, respectively).

UNIVERSITY OF VICTORIA

SCHEDULE OF GUARANTEE OR INDEMNITY AGREEMENTS

This organization has not given any guarantees or indemnities, approved under the Guarantees and Indemnities Regulation during fiscal 2022-23.

This statement is produced under the *Financial Information Regulation*, Schedule 1, subsection 5.

UNIVERSITY OF VICTORIA
STATEMENT OF SEVERANCE AGREEMENTS

There were six severance agreements representing seven to eighteen months of compensation made between the University of Victoria and non-unionized employees during fiscal 2022-2023.

This statement is produced under the *Financial Information Regulation*, Schedule 1, subsection 6 (7).

UNIVERSITY OF VICTORIA

**SCHEDULE OF BOARD OF GOVERNORS REMUNERATION AND EXPENSES
YEAR ENDED MARCH 31, 2023**

No remuneration is paid to any member of the Board of Governors for Board activity.

<u>Chancellor and Order-In-Council Members:</u>		<u>Expenses (\$)</u>
Buller, Marion	Chancellor	21,326
Alexander, Merle	BOG - Chair (from July 1, 2022)	944
	- Member - Order in Council (to June 30, 2022)	
Zussman, David	BOG - Chair (to June 15, 2022)	426
Ramsey, Paul	BOG - Vice-Chair (from July 1, 2022)	626
	- Member - Order in Council (to June 30, 2022)	
Thoms, Carolyn	BOG - Member - Order in Council (from July 1 to to July 31, 2022)	302
	- Vice-Chair (to June 30, 2022)	
Van Ruyven, Beverley	BOG - Member - Order in Council (to July 31, 2022)	3,628
Barbon, Keith	BOG - Member - Order in Council	360
Callahan, Marilyn	BOG - Member - Order in Council (to June 30, 2022)	73
Blair, Josh	BOG - Member - Order in Council	5,882
Cant, Brian	BOG - Member - Order in Council (from July 1, 2022)	437
Clarke, Christina	BOG - Member - Order in Council (from July 1, 2022)	397
Pinkerton, Erinn	BOG - Member - Order in Council (from July 1, 2022)	479
Stephens, Jyoti	BOG - Member - Order in Council (from July 1, 2022)	4,690
<u>Student Members:</u>		
Foster, David	BOG - Student Member (to May 8, 2022)	73
Granirer, Jonathan	BOG - Student Member (to May 8, 2022)	73
Dueck, Rebekah	BOG - Student Member (from July 1, 2022 to January 31, 2023)	103
Anyagbunam, Chekwube	BOG - Student Member (from July 1, 2022)	254
		<u>\$ 40,073</u>

President, Faculty and Staff Members:

Hall, Kevin	President and Vice Chancellor
Monahan, Adam	Faculty Member
Prendergast, Monica	Faculty Member
Bedi, Shaloo	Staff Member

Note: The remuneration and expenses of the President and the Faculty and Staff who are members of the Board are listed in the Schedule of Employees' Remuneration and Expenses.

UNIVERSITY OF VICTORIA
SCHEDULE OF EMPLOYEES' REMUNERATION AND EXPENSES
YEAR ENDED MARCH 31, 2023

Reimbursement of work-related expenses represents payments for costs incurred by employees in connection with their duties. These include travel expenses, memberships, tuition, relocation (**), vehicle expenses, extraordinary hiring expenses, registration fees and similar amounts.

Both remuneration and expenses include amounts provided from grants and contracts administered by the University.

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
Abeyasingunawardena, Dilumie	91,796	-	Ames, Megan	117,050	2,209
Abram, Lisa Robyn	75,799	-	Ami, Nan	82,844	150
Acker, Lori	130,784	4,617	Amouzgar, Reza	75,077	7,647
Adam, Martin	127,641	6,497	Andersen, Carrie	192,164	4,679
Adam, Ruth	111,909	-	Andersen, Leigh	126,927	-
Adams, David	121,880	-	Anderson, Debra	100,972	2,780
Adams, Michael	148,708	6,237	Anderson, Timothy	123,074	-
Adams, Sean	89,340	-	Andrews, Joy	84,100	2,888
Adjin-Tettey, Elizabeth	224,013	1,233	Angus, Miranda	96,216	225
Agathoklis, Panajotis	202,203	2,023	Angus, Vryan	104,110	-
Aghaei, Omid	81,796	-	Antliff, Allan	164,425	1,710
Aguirre, Kelly	97,729	2,066	apGaia, aspen	92,209	-
Ahm, Anne-Sofie	112,760	2,490	Aquart, Catherine	80,055	1,822
Ahmedi, Keivan	116,905	3,433	Archibald, John	191,192	8,399
Ahsani, Vahid	94,157	-	Arneil, Stewart	101,453	-
Aikau, Hokulani	177,734	7,801	Arnold, Devin	100,045	1,000
Aikenhead, Moira	75,237	-	Arnold-Cunningham, Cheyenne	80,391	13,047
Ainsworth, Kimberley	117,707	183	Aro, Cheryl	119,902	60
Akbari, Mohsen	132,821	6,332	Arredondo Sanchez Lira, Jaime	120,472	3,527
Alade, Adebisi	75,558	18,161 **	Arrojado, Mark	109,093	-
Alatorre, Carmen	85,773	-	Asch, Jessica	114,168	13,475
Albert, Jeff	125,615	4,183	Atchison, Trish	103,776	437
Albert, Justin	130,235	7,041	Atkinson, David	163,120	31
Albert, Katelin	95,759	-	Audebert, Audrey	84,384	3,603
Alexandrowicz, Conrad	115,652	4,299	Auld, M.	171,111	-
Alfaro, Claudio	86,780	-	Ausio, Juan	190,601	-
Allan, Billie	126,712	-	Awatramani, Gautam	142,550	8
Allen, Amy	87,578	3,264	Babacimahani, Alireza	79,601	9,295
Allin, Michael	76,973	-	Baboula, Evanthia	134,460	-
Altawy, Riham	132,351	1,035	Babul, Arif	169,363	18,166
Ambroso, Alison	77,051	288	Bacon, Matthew	85,763	-
Amer, Tarek	81,196	-	Baggs, Jen	186,587	2,770

University of Victoria

Schedule of Employees' Remuneration and Expenses Year ended March 31, 2023

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
Bailey, Chris	84,294	-	Bengtson, Susan	122,839	-
Bailey, Kelly	97,511	-	Benner, Judith	95,340	5,881
Baillie, Gregory	83,703	219	Benner, Leah	86,570	-
Bailly, Nicolai	95,521	910	Bennis, Othman	92,712	-
Bain, Jody	100,127	-	Benson, Karla	104,449	675
Baker, Thomas	97,902	-	Benstead, Matthew	105,817	-
Bakken, David	91,887	-	Berg, Celina	127,866	1,013
Balasamy, Margaret	86,477	-	Berg, David	156,109	1,671
Ball, Jessica	154,577	3,063	Bergeron, Crystal	78,585	245
Ban, Natalie	134,235	20,770	Berry, David	100,910	-
Bancroft, Corinne	94,237	2,990	Berry, Raymond Dane	110,753	-
Banerjee, Sikata	192,887	369	Bertoni, Katherine	141,693	2,590
Baniasadi, Amirali	164,512	23,689	Best, Tricia	131,210	22,175
Barath, Annette	87,857	-	Bettaglio, Maria	101,327	12,119
Barkaskas, Patricia	128,495	9,726	Bhiladvala, Rustom	136,891	431
Barlow, Rosemary	75,801	-	Biddiscombe, A	158,574	11,422
Barnhardt, Don	95,644	3,748	Biffard, Benjamin	93,421	668
Barnhardt, Laurie	94,592	7,606	Binges, Bradley	80,055	-
Baron, Andrew	87,956	9,075	Bird, Sonya	131,304	280
Barr, Christopher	96,392	-	Bird, William	115,327	3,420
Bartlett, Kevin	104,289	5,262	Bitschy, Ami	75,075	4,277
Basi-Primeau, Karen	76,260	241	Black, Marianne	79,785	16,303 **
Bassi, Navdeep	80,358	524	Black, Timothy	144,694	-
Bastien, Francois	172,907	14,161	Blackburn, Arthur	112,810	11,059
Batchelor, Karen	89,147	7,102	Blair, William	130,767	-
Bates, Amanda	140,353	7,062	Blake, Katherine	128,233	53
Batur, Levent	101,204	-	Blank, G.	165,696	771
Bauer, Kohen	91,347	8,502	Bligh, Sandra	163,534	3,742
Baum, Julia	167,663	3,396	Blyth, Kristi	83,536	-
Bavin, Marc	122,421	22,982	Bobyn, Christine	80,951	1,880
Bazalova, Magdalena	159,909	5,225	Boehnert, Krista	75,669	180
Bazett, Trefor	116,674	-	Boggs, Linda	92,667	-
Beairsto, Wendy	82,252	123	Bohne, Cornelia	203,396	12,660
Beam, Sara	125,906	2,718	Bomford, Lionel	124,130	84
Beaucamp, Craig	93,955	1,269	Bon, Ray	89,679	-
Beaulieu, Gregory	112,217	409	Bond, Jason	85,222	-
Beaumont, Cheryl	92,067	1,977	Bone, Christopher	136,312	3,511
Beaveridge, Chandra	116,415	2,518	Bonner, Michelle	156,100	1,722
Bebbington, Tina	121,361	-	Book, Shane	122,507	-
Bedard, Jeannette	79,896	-	Booth, Robyn	75,051	-
Bedi, Shailoo	200,319	3,798	Boraston, Alisdair	169,312	2,127
Bednar, Tomas	87,949	-	Boraston, Catherine	116,841	-
Bedward, Raemur	107,082	-	Bornemann, Jens	206,225	548
Beecroft, V. Lynne	82,138	2,648	Borrows, John	79,590	4,765
Belcourt, Tina	86,091	-	Borycki, Elizabeth	159,628	-
Benedik, Stephanie	83,317	-	Bose, Christopher	167,377	-
Beneras Penaherrera, Paola	82,915	18,800 **	Bose, Neilesh	137,794	32,607
Bengtson, Jonathan	216,880	14,821	Boudinot, David	100,435	105

University of Victoria

Schedule of Employees' Remuneration and Expenses Year ended March 31, 2023

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
Boudreault-Fournier, Alexandrine	136,048	22,529	Bunton, Martin	148,658	4,990
Boulanger, Martin	139,266	2,529	Burchill, Timothy	116,285	-
Boulanger-Lapointe, Noemie	92,627	19,573 **	Burdick, Richard	105,630	1,252
Boulet, Nicole	88,543	57	Burford, Neil	230,772	-
Bourguiba, Imen	97,012	250	Burke, John	149,125	6,301
Bourque Bearskin, Lisa	102,344	13,333	Burridge de Moscoso, Ashley	92,974	-
Bowman, Laurel	138,975	3,473	Butler-Palmer, Carolyn	129,093	10,567
Boyarin, Shamma	101,777	3,143	Butterfield, Benjamin	149,214	2,778
Boyle, Patrick	120,303	2,338	Butterfield, Christopher	152,761	3,146
Braam, Nicolas	84,681	-	Butterfield, Jane	114,894	4,941
Bradley, Colin	194,674	941	Button, MacArthur	76,002	-
Bradley, Nicholas	132,212	-	Cacchioni, Thea	120,129	-
Bramadat, Paul	163,118	44,360	Cai, Lin	166,509	5,726
Brandes, Oliver	141,783	13,621	Caine, Vera	162,845	19,081 **
Brandl, Kristin	178,767	15,409	Calder, Gillian	176,193	653
Branzan Albu, Alexandra	167,260	9,791	Callon, Meghan	81,210	9,289
Breau, Susan	218,643	-	Cameron, Caroline	275,304	11,504
Brendle-Moczuk, Daniel	123,467	-	Campbell, Deborah	110,040	5,539
Brewer, Aaron	76,261	6,921	Campbell, Erin	148,373	-
Brewer, Bonny	81,459	-	Campbell, Scott	114,135	-
Briant, Douglas	135,999	7,301	Canil, Dante	170,178	2,129
Bridge, Mark	154,626	-	Canning, Patrick	76,350	2,147
Bridgens, Gary	150,185	745	Capaldo, Steven	133,036	2,480
Bright, Caelen	88,398	59	Capson, David	248,325	761
Bristow, David	130,929	19,413	Carere, Sandrina	176,533	10,648
Brolo, Alexandre	185,399	11,723	Carodenuto, Sophia	107,771	24,303
Brook, Taylor	80,755	1,427	Carriere, Jeannine	174,743	-
Brooks, Christopher	83,734	-	Carroll, Simon	93,284	5,554
Broome, David	92,066	-	Carroll, William	205,863	-
Brophey, Alison	80,055	488	Carson, Luke	158,303	2,049
Brousselle, Astrid	169,520	2,655	Carter, Alexandria	81,829	47
Brown, Craig	152,121	10,472	Carter, Randy	87,857	432
Brown, Graham	210,928	538	Cartwright, Vanessa	170,655	744
Brown, Lucinda	104,076	-	Caruncho, Hector	190,643	10,156
Bruce, Charlotte	109,502	133	Case, Ian	136,916	1,027
Bruce, Winnifred Anne	83,094	83	Casey, Marguerite	89,458	600
Brunet-Jailly, Emmanuel	170,186	38,187	Cassar, Marthese	83,766	-
Brussow, Dirk	110,415	15,642	Cassar, Peter	83,492	-
Bryan, Bradley	137,553	-	Cassels, James	77,087	1,202
Bryan, Selena	81,583	-	Castillo, Melissa	75,543	-
Bryden, Penny	177,903	5,144	Castle, David	210,153	27,050
Brydon, Marni	119,861	6,371	Castleden, Heather	161,656	31,623
Bub, Daniel	180,560	4,448	Castonguay, Annye	82,692	-
Buckham, Bradley	185,155	9,876	Castor, Jes	96,275	-
Buckler, Elizabeth	98,785	3,971	Caws, Catherine	163,059	9,976
Buckley, Heather	125,122	2,117	Cazes, Helene	165,131	5,235
Budney, Ryan	121,041	4,818	Ceroni, Paula	92,204	187
Bui, Alice	87,426	-	Chadda, Neel	98,595	-

University of Victoria

Schedule of Employees' Remuneration and Expenses Year ended March 31, 2023

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
Chan, Kathryn	157,984	2,753	Clover, Darlene	150,287	20,569
Chan, Katy	87,843	-	Coady, Yvonne	136,953	343
Chan, Laura	91,477	-	Cobb, Jennifer	169,173	19,775 **
Chan, Tiffany	78,500	2,661	Cochran, Patricia	143,619	585
Chang, Patrick	96,392	-	Colas Cardona, Silvia	157,211	-
Chapman, Alison	162,014	16,639	Colby, Jason	162,846	37,802
Charlton, Tricia	80,055	-	Colby, Kelly	80,055	-
Chau, Angie	110,101	525	Colgate, Mark	223,483	2,273
Cheema, Kanwaljit	122,688	19,316	Collins, Lenard	87,459	-
Cheema, Manjinder	78,738	-	Colpron, Kristy	89,550	1,234
Chemerika, Kimberly	116,014	-	Comish-Trimble, Brooklynn	78,874	76
Chen, Jacky	83,444	-	Commandeur, Drew	92,248	-
Chen, Yan	96,893	5,097	Con, Adam	127,108	7,099
Chen, Yu-Ting	113,850	6,532	Conley, Patrick	80,012	-
Chen, Zhongping	143,760	247	Constabel, C. Peter	181,726	7,144
Cheney, Kristen	125,149	26,140 **	Constantinescu, Daniela	138,623	1,709
Chester, Sean	123,100	250	Contandriopoulos, Damien	153,810	104
Chestnutt, Heather	75,945	-	Coogan, Laurence	153,325	-
Chetyrin, Igor	105,780	1,211	Cook, Peter	105,810	2,514
Chia, Ai-Lan	114,313	1,715	Cookson, Christopher	82,446	-
Chiang, Lesley	76,183	2,313	Cormie, Matthew	118,624	-
Chiddle, Dave	75,926	-	Corner, Susan	137,484	5,873
Chim, Louise	101,264	571	Cornassel, Jeff	168,874	896
Chithrani, Devika	132,305	2,919	Cornwall, Gillian	76,061	20
Chittoor, Raveendra	188,022	1,070	Corrington, Samantha	110,752	4,579
Choi, Byoung-Chul	157,078	-	Corwin, Vivien	194,656	10,925
Choo, Kelly	83,770	296	Cosentino, Leitha	148,387	2,964
Choo, Raymond	102,262	-	Cossaro, Marilyn	80,935	168
Chou, Fred	102,904	2,081	Costa, Maycira	166,464	25,796
Chouinard, Jill Anne	135,601	2,144	Costigan, Catherine	169,576	2,690
Chow, Lily	76,343	-	Cotton, Richard	189,966	5,811
Chow, Robert	147,459	3,331	Coulter, Tara	80,241	3,396
Chrimes, Dillon	122,153	1,864	Courtney, Karen	134,206	1,092
Christensen, Marc	96,430	68	Courty, Pascal	187,562	221
Christie, Brian	181,997	13,720	Coward, Andrew	181,693	1,160
Christie, Erica	81,043	-	Cowen, Laura	159,682	3,467
Churchill, Gregory	107,856	2,203	Cowern, Oliver	117,332	2,491
Clanton, Wendell	101,877	-	Cox, Benjamin	90,860	-
Clark, Nancy	134,956	5,620	Cox, John	89,053	-
Clarke, Jo-Anne	214,296	5,210	Cozzi, Marco	137,885	-
Clarke, Marlea	124,087	6,556	Crawford, Curran	171,315	4,281
Clarke, Melissa	85,995	-	Cretney, Lori	80,793	-
Clarke, Nick	121,179	7,711	Cretney, Patricia	90,133	-
Clausen, Christopher	109,081	622	Crocker, Gary	80,055	1,183
Claxton, Nicholas	89,186	-	Crocker, Michael	79,095	-
Cleves, Rachel	147,336	20,279	Croft, Elizabeth	255,652	73,331 **
Clewley, Nicholas	96,392	-	Croft, Heather	85,641	-
Cloutier, Denise	161,571	784	Crossley, Byron	80,115	53

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
Crownshaw, Tim	82,403	-	Dewis, Cassbrea	162,532	7,591
Cseke, Kali	90,798	13,980	Dexter, Jeb	91,495	1,035
Cullen, Jay	159,812	2,455	DeYoung, Bradley	79,129	1,768
Cunningham, John Barton	114,555	-	Dhamoon, Rita	121,885	2,043
Curran, Deborah	163,785	8,671	Di, Simon	92,492	263
Currie, Gerald	80,389	223	Dias, Dinuk	77,424	-
Curry, Charles	122,830	159	Diaz-Diaz, Claudia	75,944	3,085
Cutler, A. Claire	163,473	-	Dickie, Megan	111,670	-
Czaykowska-Higgins, Ewa	162,567	1,057	Dietsch, Peter	175,941	5,886
Dallimore, Brent	116,739	-	Dimopoulos, Nikitas	211,149	1,024
Dalrymple, Chad	115,317	331	Dionne, Valerie	76,570	63
Daly, Leslie	117,485	474	Djilali, Nedjib	221,065	11,051
Damian, Daniela	168,798	29,599	Doman, Beth	83,770	141
Daniels, Belinda	107,728	6,391	Donaldson, Melissa	102,912	250
Danis, Wade	182,449	3,368	Dong, Ruobing	106,232	17,180
Danut, Ana	92,066	1,239	Dong, Xiaodai	185,856	-
Darby, Christopher	78,838	-	Dong, Zuomin	205,570	3,257
Darcie, Thomas	212,493	-	Donovan, Kathryn	106,603	3,518
D'Arcy, Alexandra	154,391	3,402	Dopp, James	139,962	-
Darimont, Christopher	171,703	20,645	Dordunoo, Esther	128,092	5,408
Davey, Lauren	81,207	17,892 **	Dorea, Caetano	151,121	10,515
David, Tracy	92,066	31	Dorocicz, John	153,705	-
Davidson, Jaclyn	130,108	2,480	Dosso, Stanley	195,785	18,182
Davies, Chris	78,894	-	Doublet, Laura	99,655	3,493
Davis, Corey	120,193	10,135	Douglas, Christopher	159,723	-
Dawson, Teresa	176,282	-	Dower, John	176,075	2,236
de Alba-Koch, Beatriz	180,020	1,247	Down, Heather	78,160	-
de Jong, Belinda	76,343	296	Downie, Thomas	147,503	-
de Jong, Samuel	79,106	258	Downs, Kirsten	84,293	1,536
De Leo Cabrera, Fabio	107,984	7,761	Doyle, Melissa	78,028	-
de Sousa, Rogerio	135,981	5,258	Driessen, Peter	175,201	-
Dean, Heather	116,961	4,434	Du Wors, Patrick	115,715	3,289
Dean, Misao	178,755	-	Du, QianQian	141,689	24,249 **
DeBortoli, Anselmo	75,503	109	Dubrawski, Kristian	136,143	-
Dechev, Nikolai	156,736	1,420	Duffus, David	111,988	-
Deckha, Maneesha	186,267	5,541	Duke, Amanda	99,255	2,604
Deen, Eugene	108,087	-	Dukes, Peter	168,370	1,598
Degai, Tatiana	101,226	16,815 **	Dulc, Silvia	87,857	-
Delaney, Kerry	177,917	6,322	Duna, Carmencita	93,275	14,256
Delaronde, Lindsay	84,156	3,994	Duncan, Charlotte	75,021	-
Delsey, Michael	78,839	-	Duncan, Gary	96,442	-
Denham, Cameron	76,844	-	Duncan, Susan	107,025	7,364
Denisenkov, Pavel	92,119	5,869	Dungey, Leanne	75,168	4,043
Dennison, Christopher	159,884	2,753	Dunne, David	87,611	1,439
Denniston, Tristan	103,653	6,243	Dunsdon, James	235,415	27,056
Devereaux, Simon	143,145	2,672	Dupre, Lindsay	92,232	5,795
Devor, Aaron	196,348	4,097	Durno, John	147,386	-
Dewey, Richard	145,895	12,891	Dyck, Tim	81,653	-

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
Dyer, Blake	117,991	2,294	Felix de la Rosa, Andrea	75,509	6,177
Dyson, William	119,634	7,481	Felix, James	119,861	8,232
Eagle, Christopher	95,545	6,099	Fennema, Norman	84,171	991
Ebert, Catherine	80,052	-	Ferguson, Eli	80,572	-
Ebert, Marcus	87,662	16,339	Fichtner, Robert	78,838	-
Eccles, Barbara	125,961	32,453 **	Ficke, Kristen	88,971	-
Eddy, Allison	80,949	-	Fiddler, Susan	101,886	-
Eder, Karl	200,443	2,320	Figursky, Mike	87,857	-
Edwards, Roderick	171,957	-	Fila, Robyn	104,735	14,758
Ehrling, Juergen	149,652	3,774	Filmer, Helena	81,489	1,641
Eisenberg, Avigail	198,760	1,669	Finlay, Andrew	115,620	607
Ekelchik, Serguei	176,430	-	Firmani, Flavio	136,343	494
Elamiri, Hicham	83,980	-	Fisher, Jason	156,000	17,196
Elangovan, A	291,359	34,256	Fisher, Lynne	110,219	1,580
Ellerbeck, Erin	114,729	-	Fitzsimmons, Debra	77,092	-
Elliott, Michael	103,713	1,633	Fitzsimmons, Stacey	167,941	13,964
Elliott-Goldschmid, Ann	175,331	3,676	Flagg, Ryan	96,034	25,738
Ellison, Sara	164,894	15,688	Flaherty, Mark	155,667	5,029
Ellsmere, Barry	75,979	-	Fleming, Robert	111,635	-
El-Sabaawi, Rana	127,889	1,838	Floer, Trevor	139,985	808
Elvira, Katherine	117,383	1,590	Flores Pinto, Jorge Fernando	75,191	-
Emerson, Heath	129,298	13,475	Flores, Christopher	98,146	863
Endo, Takahiro	165,416	3,590	Flores, Ricardo	164,865	3,446
Enge, Ryan	125,021	6,375	Fontes, Belinda	84,792	2,966
Erb, Tara	104,000	7,286	Forbes, Jim	168,704	4,597
Ernst, Neil	138,425	9,170	Forst, Terry	100,242	-
Errington, Elizabeth	77,866	-	Forster, Christine	82,747	500
Ersan, Erkan	120,442	510	Fowler, John	83,853	-
Eshuys, Sally	138,134	1,392	Fox, Richard	185,451	4,163
Esmail, Waheeda	115,020	3,955	Foxgord, John	117,280	234
Estey, Anthony	95,239	3,413	Fraass, Andrew	105,552	291
Etwaroo, Jerome	101,827	7,628	Francis Pelton, Leslee	191,389	3,713
Evans, Chelsey	118,811	6,767	Frandsen, Natalie	110,140	-
Evans, Jacqueline	108,890	-	Frechette, Kimberly	87,974	-
Evans, Jessica	102,066	-	Freeman, Melissa	120,467	1,103
Evans, Mark	82,192	-	Frehlick, Lindsay	91,154	653
Evans, Stephen	212,454	1,466	Frisby, Patrick	85,797	1,915
Evans, Teresa	77,059	168	Froese, Thomas	228,402	5,092
Evers-Fahey, Karen	133,919	304	Fromet de Rosnay, Emile	118,737	1,420
Evins, Ralph	135,605	1,566	Frost, Michael	96,571	-
Fair, Lindsey	199,191	28,459 **	Fry, Jessica	92,465	5,411
Fall, Moustapha	107,310	2,343	Futerman, Arkady	76,516	-
Fargey, Shannon	102,426	8,141	Gabriel, Vasco	201,708	14,755
Farnham, Martin	145,682	-	Gagan, Rebecca	105,158	7,424
Fawkes, Kelli	78,389	-	Gagel, Lindsay	118,800	594
Fawthorpe, Kim	110,946	-	Gagnon, Marilou	133,934	7,140
Fedrico, Paolo	80,594	-	Gair, Jane	128,859	-
Feir, Donna	135,628	5,526	Galang, Maria Carmen	174,332	898

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
Gallagher, Nicola	92,687	-	Goldblatt, Colin	117,607	3,391
Gallant, Theresa	93,567	35	Goldsworthy, Rachel	76,146	263
Gan, Jin	75,062	-	Golinsky, LeAnne	80,055	390
Ganley, Dale	141,253	-	Goluskin, David	119,240	7,532
Ganti, Sudhakar	161,233	1,922	Golz, Peter	168,449	-
Gao, Huachao	206,214	8,506	Goodlett, David	306,282	43,549
Garcia-Barrera, Mauricio	134,764	4,240	Gordon, John Alexander	96,392	-
Gardner, Jesse	77,829	-	Gordon, Reuven	184,691	15,943
Gardziejewska, Anna	80,006	-	Gore, Brett T.	76,106	-
Garland, Kathleen	78,064	1,111	Gorham, Kevan	124,655	33
Garlick, Stephen	138,794	243	Gosek, Gwendolyn	112,772	-
Garrett, Arielle	80,506	-	Goto-Jones, Christopher	222,299	-
Garrett, Jamie	86,043	3,220	Goud, Brittany	76,259	4,637
Gaudes, Adam	95,496	-	Goudar, Natasha	109,003	1,972
Gaudet, Loren	95,447	1,943	Gough, Janice	91,904	-
Gaudet, Susan	109,076	1,024	Goundareva, Liubov	76,616	853
Gauthier, Melissa	111,999	11,269	Gounko, Tatiana	116,699	-
Gawryluk, Jodie	114,291	2,112	Gowen, Brent	92,066	135
Gawryluk, Ryan	111,372	-	Graham, Christopher	163,476	5,733
Gebali, Fayez	206,700	550	Granot, Ori	96,392	831
Gebhard, Fran	93,575	-	Grant, Aaron	92,142	1,321
Geditz, Birgit Margaret	119,063	-	Grant, Lance	122,553	-
Geller, Danielle	121,882	2,299	Grant, M. L. Mariel	136,207	-
Gelling, Randy	81,121	719	Graver, Sherry	76,919	-
Gemmrich, Johannes	126,370	14,430	Gray, Garry	125,602	-
Gerber, Paul Adam	112,989	-	Grbavec, Stefan	141,181	-
Gerlach, Alison	109,326	2,714	Greaves, Wilfrid	102,926	-
German, Daniel	168,649	706	Green, Jacquie	165,201	4,683
Gibbings, Corey	122,897	755	Green, Paul	102,695	1,723
Gibbons, Sandra	196,686	105	Greengoe, Nicole	185,689	3,476
Gidney, Holland	80,347	210	Greenshields, Marcus	124,667	324
Giebel, Jennifer	84,955	4,122	Grewall, Mundeep	104,930	998
Giesbrecht, Karina	79,542	525	Griff, Dylan	104,659	4,894
Gifford, Robert	191,794	4,527	Gropp, Dorothy	80,795	-
Giles, Andrea	156,080	1,466	Grossi, Joseph	97,675	-
Giles, Joshua	125,429	14,108	Grouzet, Frederick	132,219	4,488
Gillen, Mark	190,814	-	Groves, Melanie	92,550	625
Gillespie, Melanie	105,796	-	Gruno, Jennifer	90,227	980
Gil-Mohapel, Joana	108,641	-	Guerreiro, Sandra	83,770	-
Girgrah, Reem	79,688	646	Gugl, Elisabeth	148,060	-
Gleeson, Tom	166,898	5,480	Guitouni, Adel	177,322	15,283
Glezos, Simon	120,829	-	Gulamhusein, Shemine	82,711	15,617 **
Glithero, Lisa	120,098	12,964	Guldin, Sean	84,858	944
Glover, Roderick	80,059	-	Gulliver, Thomas	223,484	-
Gnucci, Susan	88,338	564	Gumley, Jane	75,430	487
Goddard, Lisa	172,661	10,875	Gunderson, Ken	83,497	-
Godfrey, Jane	109,099	552	Gunn, Jeanie	83,770	2,411
Goforth, Greg	114,716	-	Gupta, Aditi	111,438	5,571

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
Gupta, Rishi	166,346	3,651	Helbing, Caren	167,483	20,004
Gutberlet, Jutta	157,154	29,046	Helm, Denise	152,038	414
Hackett, V.C. Rhonda	113,826	1,417	Helston, Suzanne	108,129	1,281
Hadwin, Allyson	164,056	5,938	Hembroff, Degnan	83,228	3,946
Haigh, Emily	110,363	19,646 **	Henderson, Lee	122,590	1,292
Hall, Kevin	439,416	70,297	Henderson, Sara	77,098	132
Hall, Lisa	160,192	9,463	Herring, Rodney	166,787	2,132
Hallgrimsdottir, Helga	242,966	22,389	Herwig, Falk	153,067	14,370
Haman, Cliff	80,460	-	Hetherington, Bradley	105,063	-
Hamilton, R. Clinton	88,364	49	Hewson, Hayley	83,152	-
Hamme, Roberta	151,798	-	Hicks, Jason	78,929	-
Han, Jun	106,430	5,548	Hicks, Robin	227,544	2,030
Han, Lily	85,793	14,453	Hiebert, James	126,755	-
Hancock, Robert	123,903	13,647	Hier, Sean	152,463	1,801
Handlovsky, Ingrid	110,779	1,355	Higgins, Iain	184,417	-
Hanna, Alan	144,115	11,663	Higgs, Eric	178,013	10,305
Hansen, Kjalen	80,447	312	Highbaugh Aloni, Pamela	174,888	2,305
Hanson, Amber	105,159	25	Hilchey, Paul	110,586	68
Happynook, Tommy	95,239	-	Hindle, Alyssa	79,190	3,814
Harder, Lois	253,859	14,727	Hinds, Douglas	92,778	7,170
Harding, Catherine	187,493	3,582	Hirasawa, Haruki	78,830	15,826
Harper, Nevin	121,155	1,172	Hochstein, Eric	111,097	1,739
Harrington, David	173,675	1,572	Hoeberechts, Maia	77,620	712
Harris, Christina	104,431	392	Hoey, Shawn	86,584	-
Harris, Clare	81,631	462	Hof, Fraser	212,457	8,420
Harris, Dorothea	113,584	6,333	Hofer, Marlise	77,317	21,531
Harris, Kelci	97,458	2,618	Hofer, Scott	210,184	30,419
Harrison Brooke, Brita	99,868	4,544	Hoffman, Jodi-Ann	81,645	-
Harrison, Gina	144,061	820	Hogg, Daniel	75,676	-
Harrison, Justin	109,411	150	Hogg, Duncan	115,741	4,324
Harte, Kindra	90,874	-	Hoicka, Christina	140,853	14,283
Harvey, Lyndze	82,282	-	Holdaway, Anais	79,757	849
Harvey, Sara	105,994	15,194	Holder, Cindy	155,639	3,036
Hasanen, Troy	106,276	1,113	Hollefreund, Katherine	79,883	17,368
Haskett, Timothy	148,274	2,575	Holman, Sean	142,206	4,953
Hastings, Victoria	100,662	-	Holmberg, Ingrid	172,270	-
Hatakeyama, Mamoru	97,202	649	Holmes, Cindy	117,792	-
Hawkins, Amanda	94,570	-	Holmes, Martin	92,087	2,884
Hawkins, Barbara	183,281	-	Hood, Joanna	174,495	1,050
Haworth, Michael	108,734	10,356 **	Hood, Sarah	123,287	1,641
Hayes, Andrea	82,313	-	Hooper, Marianne	108,800	533
Hayward, Shannon	100,972	1,050	Hoorfar, Mina	302,761	11,978
He, Danying	91,495	2,048	Hopper, Timothy	155,828	3,825
Heesemann, Martin	103,478	-	Horak, Stephen	83,762	-
Heesterman, Anthony	102,134	767	Horbachewski, Christopher	282,892	15,716
Hehr, Rob	76,271	-	Hore, Dennis	148,597	30,394
Heikkila, Kalenne	80,191	418	Hosalli, Shubha	79,472	-
Heilgenberg, Kerstin	134,129	3,048	Houston, Simon	95,381	2,727

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
Howard, Christine	80,801	420	Jiao, Ruohong	108,438	7,634
Howard, Perry	160,964	1,133	Jinnah, Zaheera	76,996	-
Howell, Robert	195,084	1,308	Johannessen, Duncan	81,080	-
Huang, Jing	135,885	9,725	John, Roger	77,549	-
Huang, Li-Shih	144,551	2,244	Johns, Robert	111,250	-
Huber, Sarah	95,837	17,969 **	Johnson, Darryl	124,655	-
Hubner, Iona	80,055	140	Johnson, Janice	171,440	183
Huculak, Darryl	88,563	1,123	Johnson, Orianne	104,001	1,312
Huculak, John	114,433	751	Johnson, Rebecca	180,369	4,997
Hume, Stephen	117,897	-	Johnstone, Lynne	103,943	-
Humphrey, Tamara	102,673	5,956	Jones, Cara	116,911	464
Humphreys, Sara	117,206	3,459	Jones, Kevin	87,857	-
Humphries, Joan	102,335	1,200	Jones, Samuel	92,310	-
Hundza, Sandra	148,355	2,717	Joyce, Melissa	121,903	7,184
Hunt, Sarah	159,147	13,179	Joyce, Wendy	96,392	1,464
Hunter, Lori	105,452	250	Joynt, Chase	106,271	817
Hunting, Carrie	139,626	3,316 **	Juanes, Francis	193,363	12,537
Hurren, Wanda	160,509	819	Juniper, Stanley	219,733	25,949
Husson, Jonathan	114,814	713	Kaiser, Alicia	82,215	789
Huston, Michael	84,216	-	Kakuru, Doris	133,463	3,375
Hutchinson, Emma	150,633	-	Kalan, Aman	95,779	1,588
Huynh, Emily	80,949	2,488	Kaltenberger, Brian	87,877	-
Iankilevitch, Maria	105,703	176	Kalynchuk, Lisa	292,248	47,693
Ibrahim, Slim	166,207	9,837	Kandil, Yassmin	112,816	4,314
Iles, Timothy	143,989	-	Kaneen, Tamsin	103,921	539
Iosub, Violeta	118,197	2,871	Kang, Simrat	103,717	-
Irvine, Valerie	122,309	2,251	Kappmeier, Ryan	75,250	726
Ishaq, Haris	77,430	334	Kapron, Bruce	151,650	7,223
Isted, Edward	88,361	8,367	Karlen, Dean	102,853	5,429
Ivanov, Mario	89,302	106	Karlson, Nicholas	80,055	-
Iyioha, Irehobhude	130,466	-	Karras, Sheryl	138,420	20,903
Jabbari, Hosna	121,569	8,533	Kataoka, Hajime	85,845	1,281
Jackson, Lillanne	176,460	-	Kathrada, Yasmin	103,694	29
Jackson, Sabrina	113,533	639	Katz, Rodney	96,392	-
Jacoby, James	122,794	-	Kay, Magdalena	141,186	472
James, Matt	144,181	3,434	Kearley, Patricia	83,770	-
James-Groom, Benjamin	75,141	-	Keenan, Julia	77,782	1,235
Jardin, Crystal	76,229	136	Keenan, Laurie	133,801	-
Jeans, Jennifer	87,931	3,342	Keenlyside, Stephanie	80,474	-
Jeckway, Mark	123,002	6,085	Kehoe, Inbarani	147,155	2,988
Jeffery, Donna	173,286	2,019	Keil, Melissa	102,091	3,982
Jelinski, Dennis	162,660	-	Keliher, Janice	76,343	-
Jenkins, Craig	76,706	-	Kellar, Scott	110,995	-
Jenkyns, Reyna	99,839	1,240	Kelly, Donna	141,228	4,972
Jensen, Kristan	121,005	5,739	Kelly, Erin	129,778	2,753
Jenstad, Janelle	150,331	312	Kennedy, Christopher	208,233	3,122
Jerke, Lauren	85,160	-	Kennedy, Peter	170,626	-
Jiang, Yongmin	90,479	4,037	Kent, Barry	117,003	4,534

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
Kent, Leanne	86,780	3,028	Krawitz, Adam	112,681	-
Kerr, Kevin	134,953	1,420	Krebs, Harald	179,877	5,141
Kerr, Valerie	76,343	395	Kreimer, Nadia	77,984	-
Kerry, Heather	151,697	4,519	Krezoski, Gillian	83,977	2,086
Kerschtién, Shane	116,892	2,549	Krigolson, Olave	137,501	22,766
Ketsa, Kimball	130,328	3,810	Kron, Geoffrey	133,134	-
Key, Ryan	89,082	12,420	Krull, Catherine	248,468	59,799
Khair, Shahira	107,467	4,379	Krzywonos, Samantha	90,267	1,898
Khan, Zubaida	81,597	-	Kuchar, Gary	145,457	5,363
Khandelwal, Kunal Rajesh	77,159	32	Kuehne, Valerie	331,750	999
Khoudier, Boualem	149,899	8,790	Kulin, Ian	190,841	33,973
Khungay, Ryan	100,057	-	Kulyk, Sharon	85,840	-
Khurana, Meeta	105,924	1,385	Kumar, Alok	174,044	851
Kietzmann, Jan	214,392	9,412	Kunkel, Thomas	85,973	3,999 **
Kilbey, Christopher	233,873	1,146	Kuo, Mu-Hsing	142,159	-
Kilpatrick, Erin	85,311	-	Kuran, Peter	249,924	2,587
Kim, John	119,861	13,508	Kurki, Helen	144,756	13,983
Kimura, Mika	129,618	-	Kurokawa, Yuka	83,829	945
Kines, Lalita	122,258	1,095	Kushniruk, Andre	202,354	-
King, Erin	91,142	219	Kwan, Jennifer	89,096	486
King, Michael	214,270	3,894	Kwok, Cindy	75,608	53
King, Valerie	181,795	11,718	Kwoh, Eva	111,205	5,446
Kiyani, Asad	125,858	474	Kwon, Jae-Yung	111,404	3,540
Klatt, Carrie	115,859	-	Kyffin, Jennifer	97,293	-
Klazeck, Merrie	111,229	3,751	La, Yifang	81,000	835
Klear, Lori	83,770	8,158	Labonte, Louise	106,112	-
Klein, Saul	368,448	37,660	Laca, Marcelo	169,244	17,708
Klimstra, Marc	117,711	3,434	Lachowsky, Nathan	174,854	10,597
Kluge, Eike-Henner	212,396	-	Lacourse, Terri	128,686	2,162
Klymak, Jody	142,746	6,197	Lagaditis, Paraskevi	95,382	1,945
Knodel, Rita	149,676	3,506	Lagan, Peter	84,648	-
Knudson, Samantha	120,182	1,150	Lahey, Stephen	104,342	919
Kobb, Anna	82,486	-	Lai, Claudia	94,827	-
Kodar, Freya	174,473	3,606	Laidlaw, Mark	129,566	198
Kolb, Eric	103,434	-	Lalonde, Christopher	118,693	13,768
Kon, Maciek	94,682	-	Lam, Alex	75,446	-
Konorov, Stanislav	92,763	-	Lam, Eugenie	100,942	-
Koop, Benjamin	215,698	3,561	Lam, Tom	92,565	1,267
Koroll, Michelle	89,404	1,912	Lam, Yin-Man	120,961	-
Korothe, Sajin	112,600	3,706	Lampreau, Jessie	90,862	835
Korpan, Cynthia	95,115	1,247	Land, Thomas	107,711	6,434
Kovacs, Alexandra	107,474	6,301	Landry, Pierre-Luc	101,256	3,252
Kovtun, Pavlo	129,806	13,277	Landy, Rachel	108,433	4,096
Kowalewski, Robert	178,633	14,120	Lane, Kirstin	111,832	3,502
Kozsan, Ronald	159,742	2,743	Lane, Tim	78,200	7,095
Kravec, Michael	122,952	998	Lantz, Trevor	131,923	27,421
Krawchenko, Tamara	131,778	380	Lanusse, Bastien	78,839	260
Krawczyk, Lukasz	110,985	10,403 **	Lapper, Robert	171,929	1,875

University of Victoria

Schedule of Employees' Remuneration and Expenses Year ended March 31, 2023

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
Lapprand, Marc	196,147	4,396	Lindgren, Allana	217,456	2,707
Larabi, Samah	88,148	-	Lindquist, Evert	210,212	-
Larkins, Nella	126,647	1,613	Lindsay, Donald	206,995	5,073
LaRussa, Cora	81,237	2,714	Lines, Michael	113,747	60
Laskarin, Daniel	172,289	-	Litchfield, Michael	75,485	-
Last, Suzan	85,548	3,909	Little, Matthew	127,605	29,279
Lathouwers, Tine	125,405	-	Little, Richard	105,368	-
Lau, Francis	149,552	-	Littlewood, Cedric	186,519	2,014
Lauvaas, Kirsten	118,245	814	Liu, Kun	85,641	2,220
Lauzon, Lara	133,573	-	Liu, Sam	132,854	25,566
LaVallee, Amanda	86,471	1,969	Liu, Ying	114,237	727
Lavallee, Timothy	96,893	-	Livermoche, Renée	85,641	15,861
Lavoie, Tracey	115,931	349	Lo, Donald	92,350	790
Lawrence, Michelle	153,087	5,784	Locke, Leona	84,250	-
Lawson, James	120,628	-	Lomas, Heather	76,012	5,649
Lawson, Yvonne	87,857	-	Longphee, Asia	89,233	132
Laxdal, Erik	96,008	-	Look, Daniela	137,042	7,806
Leach, David	148,224	2,293	Look, Hans-Peter	251,005	9,759
Leacock, Brian	211,625	16,245	Loomer, Anne-Lise	99,899	4,562
Leahy, Paula	118,106	516	Loomer, Geoffrey	166,294	4,682
LeBlanc, Natalie	103,621	-	Loppie, Charlotte	109,904	-
Lee, Jung Won	112,699	12,497	Lou, Man Tou	106,767	750
Lee, Robert	83,884	24	Lowenberger, Tristan	89,608	-
Lee, Sujin	102,107	5,117	Lowe, Jolene	87,800	-
Lefebvre, Michel	191,402	6,261	Lu, Lawrence	106,130	-
Leger, Catherine	119,869	2,674	Lu, Tao	125,086	-
Leifso, Justin	97,485	846	Lu, Zhi	157,894	1,064
Leighton, Mary Elizabeth	146,955	2,636	Lucas, Annie	105,326	720
Leitch, David	120,287	2,999	Lueck, Vanessa	100,187	9,711
Leonard, Lucinda	119,520	-	Lukaniec, Megan	116,845	-
Leong, Richard	109,025	-	Luko, Alexis	151,581	1,629
Lepore, Walter	100,252	-	Lum, Wency	221,359	10,099
Lepp, Annalee	207,888	2,374	Lum, Wendy	105,859	-
Les, Curtis	97,699	1,269	Lumley, Rebecca	144,386	3,164
Leske, Andrew	114,634	1,933	Lusznjak, Diane	96,392	-
Lesperance, Mary	181,025	3,388	Lutz, John	181,411	9,968
Lewall, Kim	122,553	-	Luxruel, Melina	99,199	-
Lewallen, Ann-Elise	135,340	1,196	Lynch, Bernadette	91,218	2,334
Lewis, Colleen	92,048	-	Lynch, Sherry	78,208	110
Lewis, Mark	171,477	12,150 **	Lynn, Joel	191,268	3,211
Lewis, Susan	130,016	18,201	Ma, Junling	131,236	-
Li, Kin	194,370	-	Ma, Xiangyu	85,105	-
Li, Ling	83,770	-	MacArthur, Melissa	89,978	1,310
Lin, Cheng	133,284	4,273	Macdonald, Andrew	79,309	-
Lin, Tsung-Cheng	132,909	-	MacDonald, Jennifer	85,127	1,794
Lin, Yingyun	84,271	-	MacDonald, John	111,566	-
Lindberg, Darcy	130,828	2,655	MacDonald, Stuart	149,336	-
Lindberg, Tracey	212,735	7,472	MacDougall, Cindy	81,192	1,841

University of Victoria

Schedule of Employees' Remuneration and Expenses Year ended March 31, 2023

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
MacGillivray, Gary	191,494	-	Matthews, Mary Kathleen	141,283	-
Mack, Lorne	155,893	-	Mauro, Ian	90,479	17,664 **
MacKenzie, Patricia	140,209	1,614	Mavretic, Andy	149,590	-
Mackie, Quentin	133,546	-	Mawani, Farah	90,979	-
MacLaurin, Anne	80,080	-	Mayers, Janine	101,464	4,226
MacLeod, Brock	94,816	-	Mazumder, Asit	77,570	2,329
MacLeod, Colin	197,186	2,652	Mazza, Marianna	80,055	756
MacLeod, Kathryn	153,986	344	McAllister, Benjamin	115,260	3,543
MacMillan, Jennifer	105,651	1,214	McBee, Gabriela	75,172	173
Macoun, Sarah	135,232	9,598	McBurney, W. Kurt	116,831	-
MacRae, Andrew	80,654	-	McCaffrey, Shanne	151,080	2,380
Madan, Athena	75,230	-	McClenachan, Loren Elizabeth	139,811	12,649 **
Maffey, Allison	76,343	-	McConkey, Conner	78,505	-
Maganhotto Coraiola, Diego	162,603	12,609	McCue, Richard	111,631	1,749
Magnuson, Douglas	136,064	4,198	McDonough, Graham	136,010	3,182
Mah, Wendy	83,770	656	McGee, Jessica	82,635	-
Mai, Dan	89,338	-	McGhie-Richmond, Donna	120,374	-
Mainprize, Brent	181,519	879	McGinnis, Martha	156,311	198
Majerbi, Basma	174,961	7,527	McGowan, Patrick	129,219	19,700
Makhakhe, Emma	76,130	-	McGregor, Catherine	155,632	3,475
Maki, Mia	189,552	3,403	McGuire, Erin-Lee	125,816	3,655
Malekmohammadi, Sardar	121,292	4,225	McGuire, Michael	158,656	987
Mallidou, Anastasia	131,015	1,295	McGuire, Peter	111,627	16,364
Manners, Ian	326,881	11,013	McIlldoon, Debra	83,770	-
Manning, Michelle	111,992	23,346 **	McIndoe, J. Scott	172,591	1,815
Manning, Scott	76,278	1,279	McIvor, Onowa	169,306	1,487
Manzer, Jennifer	81,671	-	Mckay, Donald	79,898	-
Mar, Melana	89,440	-	McKechnie, Iain	112,561	3,386
Marcellus, Lenora	157,626	6,062	McKenzie, Andrea	140,053	900
Marcy, Richard	126,912	442	McKenzie, Braeden	80,059	-
Marin, Mara	105,368	9,465	McKenzie, Debra	87,260	-
Marks, Lynne	177,507	198	McKenzie, Douglas	84,250	-
Marshall, Lucianne	78,075	17,657	McLarty, Lianne	155,997	-
Martin, Michele	185,032	4,435	McLean-Fiander, Kimberley	103,944	11
Martin, Steve	85,900	-	McLernon, Marshal	81,075	787
Martin, Travis	91,200	-	McMahon, Martha	111,226	2,492
Marton, Andrew	218,878	-	McMenamie, Kirsten	118,874	11,758
Marton, Wei	75,467	270	McNabb, Shawna	87,857	-
Marx, Roswitha	92,398	-	McNally, Kirk	115,466	11,786
Marziali, Laura	112,989	1,026	McPherson, Madeleine	119,220	20,948
Mascarenhas, Lisette	143,462	-	McPherson, Robert	171,679	1,939
Mason, Emma	105,924	258	McQuillan, Sarah	96,163	16,118
Mason, Maryann	131,598	-	McRae, Justin	100,022	66
Mason, Scott	144,017	2,865	McRonald, Ryan	92,993	4,206
Masoodi, Sepideh (Seppy)	80,814	15,073 **	Medler, David	112,657	1,311
Masuda, Jeffrey	165,416	14,840	Mehrliyeve, Vugar	102,226	-
Mathews, Darcy	115,544	3,852	Mehta, Nishant	131,372	4,958
Matthews, Kody	80,236	-	Meldrum, John	121,193	1,671

University of Victoria

Schedule of Employees' Remuneration and Expenses Year ended March 31, 2023

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
Mellings, Donald	83,705	1,169	Morrison, Jane	113,691	739
Mellon, Stefanie	75,079	5,481	Morrison, Jillian	83,052	-
Mellor, Andrea	79,402	303	Morrison, Marlowe	81,796	1,041
Mendoza, Raul	79,853	-	Morrison, Natasha	105,666	6,170
Menu, Kinga	79,766	-	Motzigkeit, Tanja	77,159	756
Meyer, Robyn	96,008	6,931	Moyer, Elizabeth Jean	118,320	-
Meyers, Lynn	137,429	500	Mucina, Devi	153,263	1,520
Mihaly, Steven	122,393	4,559	Mucina, Mandeep	113,178	5,767
Milam, Sasha	83,331	823	Mueller, Ulrich	171,419	3,657
Miley, Jen	118,520	-	Muench, Amanda	106,670	263
Milford, Todd	140,619	6,216	Mugon, Jhotisha	106,407	964
Miller, Eric	134,265	2,666	Muir, Susana	82,201	-
Miller, Jo	91,677	-	Muir, Tania	101,648	3,608
Miller, Mariel	107,270	-	Mukahanana, Edward	80,055	-
Milligan, Laura	128,276	2,789	Mukasa, Moses	91,134	1,066
Millin, Jamie	96,257	1,653	Mukhopadhyaya, Phalguni	169,496	318
Mills, Michelle	76,524	-	Muller, Hans	224,763	1,284
Milton, Cynthia	241,940	14,477	Mulligan, Greg	109,797	-
Milward, David	168,043	4,108	Munro, Karen	142,720	6,011
Milwright, Marcus	146,924	2,911	Murdock, Trevor	138,246	-
Minch, Melinda	81,164	6,504	Murphy, Brian	164,389	8,316
Minet, Laura	110,277	1,423	Murray, Alison	106,872	3,167
Minshall, Simon	114,870	2,650	Murray, Andrew	108,418	780
Miranda, Jodi	80,570	-	Mussell, Jessica	116,062	743
Miranda, Michelle	110,357	1,103	Muzi, Lanfranco	93,336	1,299
Mirtle, Thomas	75,815	-	Myers, Richard	77,707	542
Miskelly, Kenna	84,039	105	Mynhardt, Christina	191,252	85
Misovic, Jan	87,955	2,363	Nacenta, Miguel	132,022	2,001
Mitchell, Cheryl	195,831	6,840	Nadler, Ben	132,673	10,473
Mitchell, John Allan	141,475	14,321	Nagel, Rhianna	79,697	2,261
Moa, Belaid	108,284	-	Nahachewsky, James	125,925	-
Mochan, Morag	101,776	3,965	Nahirney, Patrick	154,429	-
Mockler, Kathryn	115,704	-	Naimi, Timothy	380,188	7,361
Moen, Terry	87,857	208	Nair, Radhika	78,457	27
Moffitt, Matthew	146,605	1,031	Nair, Sudhir	182,554	3,852
Mojumdar, Aditya	89,380	108	Naismith, Emma	88,393	5,083
Monahan, Adam	172,325	914	Najjaran, Homayoun	260,655	4,850
Monchalin, Renee	117,121	742	Nam, Sanghoon	144,392	-
Monkman, Helen	130,291	3,406	Napoleon, Valerie	275,543	10,852
Monkman, Kim	81,744	-	Nashmi, Raad	147,387	637
Monroe, Jacob	92,599	8,375	Nassaji, Hossein	161,479	6,388
Moosa-Mitha, Mehmoona	164,492	3,074	Nathoo, Farouk	144,882	4,702
Morales, Sarah	196,095	1,727	Navarrete Ayala, Samuel Eduardo	91,874	-
Moran, Kathryn	246,456	11,573	Navarro, Julio	205,510	30,060
Moran, Ry	162,547	5,560	Neal, Benjamin	91,615	500
Morgan, David	118,369	-	Neal, Jessica	84,546	280
Morgan, Jenny	100,262	57	Nelson, Christopher	128,232	1,953
Morrison, Heidi	85,111	88	Neville, Stephen	153,561	6,624

University of Victoria

Schedule of Employees' Remuneration and Expenses Year ended March 31, 2023

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
Newcombe, Andrew	203,520	1,173	Pan, Jianping	160,920	4,352
Newenham-Kahindi, Aloysius	206,821	7,920	Pan, Nicole	87,233	2,226
Newman, Carey	145,866	190	Pang, Patricia	76,589	1,045
Newton, Greg	87,857	-	Pang-McNeill, Kyle	87,287	264
Newton, Lorelei	114,055	1,434	Pantaleo, Sylvia	183,949	1,757
Ney, Tara	118,950	-	Papadopoulos, Christo	135,583	2,672
Ng, Ignace	219,456	37,963	Papera Valente, Karolina	89,080	-
Niang, Sada	176,135	15,218	Parisi, Laura	142,404	1,235
Nichol, Jill	81,371	759	Park, Andrew	144,363	6,984
Nichols, Douglas	119,636	-	Parker, Alison	100,757	748
Nickerson, Emily	99,655	293	Parker, Jacqueline	80,707	441
Nightingale, Catherine	121,903	1,191	Parker, Stephanie	77,681	17,255
Nissen, Edwin	147,151	9,186	Parkhurst, Austin	80,762	-
Noel, Jonathan	105,666	4,636	Parkin, Michele	238,123	4,375
Nordquist, Ward	77,364	151	Parmar, Pooja	148,895	16,573
Norris, Sophie	80,455	21,600 **	Parr, William	106,683	-
Northcote, Logan	98,396	-	Paskevicius, Michael	97,896	2,366
Nowell, April	162,563	29,011	Paterson, Theone	119,172	9,056
Nowlin, Michael	171,884	10,358	Pattison, Holly	80,097	2,509
Nugent, Mark	110,114	1,522	Paulson, Meghan	156,826	28,521
Numanagic, Ibrahim	138,955	2,661	Pauly, Bernie	165,547	12,946
Nutter, Sarah	100,553	9,413	Payne, Karen	131,799	16,568
Nutton, Jennifer	110,728	-	Pearce, Amanda	90,860	-
O'Bonsawin, Christine	130,279	4,474	Pearce, Jeremy	80,440	1,099
O'Brien, David	84,700	1,573	Pearce, Trevar	80,055	336
O'Connell, Ian	149,099	143	Pearson, Cara	85,101	-
Odobas, Lauren	78,730	-	Pek, Simon	187,018	10,795
Ogasawara, Midori	99,216	-	Pelton, Timothy	137,996	1,664
Ogilvie, Ruth	86,548	-	Pepler, Jamie	82,807	90
O'Gorman, Timothy	93,458	485	Pepper, Larissa	84,968	2,734
Ohora, Sara	85,749	-	Perdigao, Shannon	80,052	-
Oka, Tania	77,132	-	Perez Pinan, Astrid	110,147	8,656
O'Keefe, Colleen	180,124	5,120	Perin, Charles	125,682	1,774
Olson, Lori	83,770	-	Perks, Stephen	124,371	4,336
O'Neill, Fergus	119,698	-	Perlman, Steven	151,345	3,328
Ormiston, Ted	95,059	-	Perriccioli, Ethan	79,452	-
Ormond, Patricia	76,918	-	Peterson, Michelle	127,660	-
Oshanek, Jesse	76,207	22,643	Petrachenko, Lisa	166,790	2,058
Oshkai, Peter	156,922	8,180	Petrovskaya, Olga	122,528	4,800
Oshkai, Svetlana	126,362	-	Pfleger, Michael	79,361	-
Ott, Burkhard	114,299	1,633	Phillips, Carly	93,795	8,182
Ou, Christine	105,265	1,705	Phuong, Tri	95,389	2,927 **
Owens, Cameron	132,683	9,257	Pickard, Richard	134,448	974
Owens, Dwight	100,131	10,834	Pierce, Caitlin	81,796	261
Owens, Gregory	108,253	-	Pirani, Sarah	125,815	3,584
Paci, Irina	132,288	7,799	Pirenne, Benoit	181,341	8,357
Palmer, Lynn	84,102	-	Pitton, Viviana	85,119	-
Palmer-Stone, David	105,859	436	Plewes, Perry	84,270	-

University of Victoria

Schedule of Employees' Remuneration and Expenses Year ended March 31, 2023

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
Ployer, Gayle	137,556	-	Rempel, David Robinson	79,523	-
Pnevmonidou, Elena	123,343	608	Rempel, Evan	112,607	-
Poirier-Leroy, Andree-Anne	83,802	1,644	Restoule, Jean-Paul	196,310	87
Politano, Kimberley	88,227	605	Restrepo Gautier, Pablo	165,472	-
Pollard, Matthew	143,499	3,713	Reynolds, Lisa	123,678	3,868
Pomian, Mikko	75,467	500	Rhodes, Ekaterina	117,359	8,538
Popli, Navneet	101,420	1,140	Rhodes, Graham	106,276	-
Potentier, Jane	225,037	9,370	Rhodes, Ryan	167,601	3,966
Premji, Zahra	106,208	2,641	Richards, Pamela	161,803	2,579
Prendergast, Monica	135,518	13,688	Richards, Tim	120,436	-
Prendergast, Susan	125,315	-	Richardson, Joan	85,275	1,784
Prest, Anita	108,427	14,496	Richardson, Kelly	134,488	-
Pretis, Felix	131,997	8,256	Richardson, Riley	80,167	3,533
Price, Diane	76,183	640	Richmond, Brian	167,548	1,752
Price, Emily	79,544	696	Rico Agreda, Sergio	83,161	1,049
Price, Jason	115,483	50	Riddell, David	78,376	-
Price, Shelley	150,492	4,815 **	Ridsdale, Chantel	76,653	1,586
Prince, Michael	221,439	-	Riecken, Sarah	76,509	1,653
Proctor, Francine	96,392	-	Riecken, Ted	192,659	1,509
Promislow, Janna	145,704	145	Riedel, Caroline	95,530	3,419
Protheroe, David	78,593	-	Ripington, Alicia	84,073	84
Prowse, Jacqueline	157,785	-	Ritz, Adam	166,389	1,372
Punzalan, David	111,208	1,175	Riviere, Alexandre	75,388	34,426
Putnam, Ian	211,281	1,615	Rizeanu, Sorin	167,011	-
Qiu, Chuantao	90,860	439	Roberts, Clifford	97,869	-
Quas, Anthony	173,728	284	Roberts, Donja	83,403	200
Rabillard, Sheila	151,270	1,323	Roberts, Jillian	124,249	1,915
Rabourn, Corwin	99,899	525	Robertson, Jason	92,290	38
Rahimpour, Mostafa	81,744	950	Robertson, Kerry	83,425	707
Raisinghani, Monty	94,530	750	Robertson, Peter	97,100	84
Rajagopal, Sheeja	102,313	864	Robinson, Erin	75,466	1,000
Rakhmatov, Daler	125,129	-	Robison, Zane	128,738	639
Ramji, Karima	106,083	18,246	Roche, Patricia	97,269	250
Ramraj, Victor	215,738	9,678	Rochtchina, Ioulia	123,209	-
Ramshaw, Sara	164,000	4,926	Rodriguez de France, Maria	141,175	1,774
Rankin, Sarah	79,346	-	Rohraff, Damian	80,603	-
Ranson, Heather	155,264	715	Roland, Kaitlyn	109,465	403
Ravelli, Bruce	156,222	3,174	Rondeau, Daniel	187,578	8,253
Raven, Michael	131,449	18,198	Rondeau, Yvonne	102,265	200
Ray, Gourab	112,178	1,799	Roney, J. Michael	192,171	13,305
Razzell, Paul	75,520	-	Rosenberg, Lisa	160,280	-
Redivo, Andre	91,564	-	Rose-Redwood, Reuben	166,154	694
Redpath, Stephen	85,275	395	Ross, Emily	77,171	-
Rees, Gordon	155,732	6,803	Ross, Stephen	155,844	4,455
Reid, Natasha	100,752	1,469	Rourke, Jessica	111,958	-
Reimer, Monica	83,615	-	Rowe, Andrew	168,074	1,260
Reiss, Robin	84,108	115	Rowe, Arthur	174,316	2,559
Reitsma, Maxine	76,343	268	Rowe, Gregory	152,329	-

University of Victoria

Schedule of Employees' Remuneration and Expenses Year ended March 31, 2023

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
Rowe, James	119,065	2,071	Schnorbus, Markus	138,508	120
Rowsell, Amos	91,651	-	Schoeneberg, Arelia	85,384	-
Roy, Nilanjana	124,117	-	Schoenrank, C.	83,444	-
Roy, Real	133,936	-	Scholz, Scott	87,940	-
Rudnyckyj, Daromir	147,371	4,540	Schouten, Mami	76,347	210
Ruffolo, Tammy	99,453	-	Schuetze, Herbert	151,462	2,327
Runtz, Marsha	161,119	2,050	Schuetze, Ulf	139,462	1,433
Rush, Jason	85,895	-	Schure, Paul	158,621	3,677
Rush, Jonathan	96,147	-	Scofield, Gregory	136,292	-
Ruskey, Albert	99,311	2,886	Scoones, W David	180,564	3,172
Russek, Dan	129,608	6,285	Scott, David	136,511	556
Russell, Heather	116,843	15,671 **	Scott, Graham	86,201	-
Russell, Pia	119,084	4,600	Scully, Stephen	113,433	-
Ryan, Maureen	172,750	3,917	Seager, Wendy	107,209	-
Rysiew, Patrick	155,133	1,779	Secord, Christopher	84,081	855
Rysstad, Dean	97,170	888	Sedun, Graham	81,564	-
Saab, Ada	124,029	1,947	Seeman, Dean	137,877	2,717
Sadeghi-Yekta, Kirsten	116,924	15,997	Segger, Cara	88,108	-
Sagert, Garry	162,311	880	Seibold, Crystal	87,022	-
Sahu, Saurav	75,354	-	Seitzinger, Sybil	222,688	8,718
Saidaminov, Makhsud	128,538	4,112	Semmens, Kristin	91,869	1,733
Saidaminova, Noza	86,379	1,017	Senini, Ashley	96,910	1,150
Said-Wilson, Tonya	124,802	766	Serpa, Jason	94,357	1,835
Salem, Joseph	111,440	7,485	Serrano, Xavier	150,279	1,303
Salemi, Colette	86,471	18,150 **	Seuster, Rolf	95,641	-
Sanchez, Gaben	82,711	-	Seward, Patrick	115,592	2,599
Sandborn, Calvin	143,099	6,742	Seyedalikhani, Mehraveh	80,934	2,581
Sanderson, Dave	115,875	-	Shackelford, Nancy	103,446	15,877
Sanderson, Trevor	144,724	7,833	Sharma, Kavita	75,913	-
Sandmaier, Jennifer	104,479	2,728	Sharpe, Tara	87,857	341
Sanford, Katherine	176,950	13,092	Shaw, Karena	155,573	3,339
Saracuse, June	105,924	597	Shaw, Lori	76,513	2,066
Sargent, Carol	84,462	454	Shaw, Rowan	95,907	7,431
Sasaki, Keita	85,012	932	Shea, Tusa	76,321	-
Saunders, Thomas	155,582	452	Sheaff, Benjamin	96,475	-
Savage, Robert	120,428	5,131	Sheets, Debra	158,583	3,340
Sayers, Jentery	129,694	2,394	Sheilds, Laurene	193,584	40
Schallie, Charlotte	148,945	16,787	Shelton, Christine	91,608	-
Scharien, Craig	93,823	-	Shen, Yan	175,078	193
Scharien, Michael	78,289	-	Shi, Linda	195,153	-
Scharien, Randall	128,797	9,396	Shi, Yang	177,506	5,959
Schell, Dawn	96,883	237	Shields, Alison	100,639	1,835
Scherwath, Martin	105,856	5,627	Shirley, W. Gordon	96,392	-
Schibli, David	117,266	1,465	Shlensky, Lincoln	113,463	2,679
Schick, Kalen	90,466	112	Shuja, Sana	90,083	963
Schloss, W. Andrew	158,230	-	Shumka, Leah	148,210	4,823
Schmidtke, Oliver	183,614	24,480	Siemens, Lynne	131,795	195
Schneider, Tesco	116,393	4,534	Siemens, Raymond	186,876	5,042

University of Victoria

Schedule of Employees' Remuneration and Expenses Year ended March 31, 2023

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
Silverman, Bryan	80,153	-	Spence, Joseph	82,859	609
Sim, Grant	85,569	-	Spurgeon, Matthew	76,830	458
Sima, Mihai	134,498	2,761	Srinivasan, Venkatesh	162,652	5,097
Simington, Tyler	82,965	844	St Michael, Gavin	99,743	189
Simmons, Jill	147,255	-	St. Clair, William	232,022	20,329
Simms, Heather	99,805	-	Stack, Charmaine	105,924	-
Simpson, Kelly	106,187	-	Stahl, Ann	212,362	17,877
Simpson, Kristi	291,860	4,550	Stajduhar, Kelli	178,000	26,115
Singh, Gerald	83,785	32,499 **	Stanger-Ross, Jordan	152,314	7,529
Singh, Hansi	116,431	8,292	Stanis, Sharon	174,495	-
Sinner, Alejandro	109,438	11,985	Starblanket, Gina	140,953	7,442
Sirna, Brent	78,838	-	Stark, Heidi	171,325	1,552
Sitara, Georgia	101,046	1,044	Starkweather, Orvis	77,999	660
Sivertson, Cheryl	96,392	24	Starzomski, Brian	145,329	8,581
Slater, Michael	105,032	5,515	Starzomski, Rosalie	117,005	5,145
Slavkin, Morgan	76,814	2,448	Steeves, Geoffrey	134,978	3,181
Slawinski, Natalie	205,517	28,097 **	Steeves, Thomas	111,566	-
Slemon, Alice	81,002	1,121	Stefanek, Larry	78,342	239
Sloan, Julie	76,933	-	Stege, Ulrike	182,305	2,190
Smart, Colette	103,084	2,030	Stegman, Kelly	87,138	-
Smiles, Deondre	98,817	3,257 **	Stellingwerff, Hilary	80,603	1,278
Smith, Andre	126,963	-	Stephen, Roger	86,846	1,427
Smith, Christopher	92,066	-	Stephenson, Mark	90,190	1,479
Smith, Claudia	154,428	250	Sternig, Brent	164,970	9,569
Smith, Dawn	110,277	4,957	Stewart, Kenneth	161,423	2,487
Smith, Derek	123,630	924	Stewart, Kristina	78,366	979
Smith, J. Brock	211,929	365	Stewart, Rosa	179,610	2,143
Smith, Kurt	110,315	4,059	Stigant, Jessica	108,285	12,400
Smith, Monika	82,091	-	Stillwell, Jennifer	114,680	2,711
Smith, Robert	118,298	-	Stinson, Danu	128,746	98
Smith, Stephanie	83,310	3,683	Stockdale, Katie	93,579	3,943
Smith, Timothy	82,336	-	Stockwell, Timothy	105,311	9,065
Snaith, Stuart	171,282	-	Storey, Margaret-Anne	224,028	24,757
Snauffer, Andrew	87,793	4,845	Strandquist, Rachel	82,762	400
Snizek, Suzanne	122,307	2,444	Streelasky, Jodi	119,772	5,353
So, Poman	153,843	896	Street, David	131,946	1,040
Soares Traquina Alves Elias, Sara	153,892	514	Stroink, Sophie	78,580	184
Sobie, Kathleen	137,160	-	Struchtrup, Henning	167,164	4,219
Sobie, Randall	180,502	38,123	Stuart, Douglas	135,114	3,685
Sobie, Stephen	77,801	60	Stuart, Elisabeth	102,749	1,770
Sodhi, Asmita	84,054	3,359	Stuart, Emma	92,377	64
Sokalski, Dave	92,066	50	Stuart-Hill, Lynne	120,471	9,931
Solunac, Alex	102,102	-	Su, Lingzhi	77,394	1,017
Somanath, Sowmya	113,850	914	Suddaby, Roy	274,571	43,804
Sousa, Aneesa	99,026	-	Suen, Mandy	85,246	679
Sovdi, Karissa	94,793	6,187	Sukhawathanakul, Paweena	106,517	538
Speers, Kimberly	115,383	1,588	Suleman, Afzal	221,776	30,209
Spence, Dillon	105,607	20,336	Sun, Min	127,317	3,584

University of Victoria

Schedule of Employees' Remuneration and Expenses Year ended March 31, 2023

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
Surridge, Lisa	202,737	268	Thompson, Scott	130,646	217
Sutcliffe, Tracey	79,481	900	Thompson, Sheryl	84,358	2,305
Sutherland, Thomas	96,392	-	Thompson, Vanessa	80,004	-
Svec, Barbara	96,434	250	Thomson, Douglas	76,409	-
Swayne, Leigh Anne	143,550	4,724	Thorne, Michael	95,266	-
Swift, Megan	128,346	3,639	Thornicroft, Kenneth	90,369	888
Sy, Christine	114,219	2,601	Thorpe, Scott	79,665	-
Syme, Robin	147,719	1,519	Thorson, Helga	83,409	2,821
Szakacs, Ajtony Csaba	100,965	-	Threlfall, John	75,215	25
Szpak, Patrick	79,280	-	Tian, Jun	99,289	90
Tagharobi, Kaveh	76,244	-	Tiba, Regina	93,024	4,238
Tan, Anthony	93,782	993	Tierney, John	115,874	-
Tanaka, James	193,644	2,055	Tippett, Sean	82,324	9,449
Tang, Si Heng	95,979	-	Tobin, Ruth Ann	133,266	2,422
Tannas, Maria	78,793	1,834	Todd, Devin	102,563	571
Tapley, Heather	121,780	-	Todd, Patricia	121,115	603
Tarnopolsky, Sarah	83,968	1,156	Tollefson, Christopher	192,438	-
Tasnim, Nishat	81,457	1,577	Tong, Big Wah	160,150	2,168
Taylor, Adam	77,255	54	Toogood, Richard	96,392	-
Taylor, Amanda	96,174	1,138	Torabidavan, Bahareh	75,033	229
Taylor, Christa	144,193	520	Tradewell, Matt	109,342	-
Taylor, Jill	94,736	170	Trajković, Siniša	79,214	767
Taylor, John	133,385	2,295	Traore, Issa	159,085	1,650
Taylor, Robert	106,280	-	Trapero, Joaquin	153,456	25
Taylor, Ryan	97,677	5,107	Trejos Salas, Geovany	80,040	-
Taylor, Wendy	161,886	994	Tremblay, Crystal	111,029	29,791
Temple, Brad	101,318	-	Tremblay, Marie-Eve	151,293	39,755
Temple, Vivienne	177,075	-	Tripp, Calvin	96,610	26
Templeman, Nicole	117,903	3,372	Tripp, Shawn	89,541	719
Teo, Mary-Anne	107,833	-	Troy, Tara	140,083	3,843
Thambirajah, Anita	84,000	428	Truelove, William	76,000	-
Thanjavur, Karunananth	80,220	-	Tsao, Min	156,403	5,211
Thiessen, Susanne	119,121	5,999	Tucker, Brian	79,003	15,489
Thirumarai Chelvan, Ilamparithi	97,140	1,101	Tura, Armando	95,846	290
Thom, Brian	137,227	2,261	Turcotte, Kimberley	120,383	6,911
Thom, Jennifer	124,525	4,313	Turner, Brianna	122,207	4,524
Thom, Kathryn	83,770	-	Tyler, Kari	108,616	1,795
Thom, Norman	96,392	-	Tzanetakis, George	174,801	-
Thoma, Marc	93,918	386	Uganecz, Matthew	102,281	-
Thomas, Alloysius	94,074	2,614	Ulmer, Heather	80,294	295
Thomas, David	232,592	-	Ulysses, Alicia	81,697	-
Thomas, Robina	268,648	11,975	Umeki, Atsuko	88,045	115
Thomas, Sarah	76,005	-	Underwood, Tracy	77,149	68
Thomas, Victoria	90,913	4,150	Unger, Tanya	82,747	309
Thomo, Imir	165,823	8,426	Upright, Christine	126,752	461
Thompson, Ivan	167,000	9,355	Urbanczyk, Suzanne	140,657	-
Thompson, John	138,305	9,152	Urbanoski, Karen	136,711	6,374
Thompson, Margaret	86,147	333	Vahabpour Roudsari, Abdollah	180,280	4,394

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
Vahabzadeh, Peyman	132,483	2,992	Wang, Pin-Yun	95,641	-
Valeo, Caterina	163,656	494	Wang, Xiaodi	79,800	3,955
Vallance, Katherine	75,834	1,687	Warrington, Alexander	77,891	-
Van Buskirk, Christian	127,873	9,433	Waterman, Emily	103,087	2,069
Van Damme, Trevor	86,382	10,804	Waterman, Penny	97,535	606
van Hoek, Mark	103,341	-	Waters, Brittany	82,657	169
van Kooten, Gerrit	248,785	1,651	Watson, Ivan	79,031	-
van Netten, Alexander	101,218	-	Watson, Scott	147,002	8,067
van Oort, Richard	129,072	322	Watts, Carrie	88,353	3,175
van Rooode, Thea	82,135	53	Weaver, Andrew	193,804	1,556
Van Schothorst, Aalbert	86,039	1,826	Webber, Jeremy	210,949	14,361
van Veggel, Franciscus	97,121	-	Weber, Jens-Holger	190,879	6,568
van Wiltenburg, Eric	131,042	6,958	Webster, Christine	101,684	161
Vander Byl, Traci	96,392	3,302	Weiler, Anelyse	95,441	-
Varela, Diana	172,420	-	Welling, Linda	153,020	-
Veldhoen, Kathleen	113,390	-	Welta, Carmen	86,843	-
Venn, Kimberley	165,225	20,517	Wender, Andrew	119,126	1,646
Verdun, Amy	206,338	26,405	Wheatcroft, Gina	131,721	1,169
Versluis, Donald	125,315	1,256	Whitby, Benjamin	75,000	5,256
Vibert, Elizabeth	133,287	18,615	White, Adrienne	86,429	395
Vickery, Anthony	147,385	3,235	White, Jennifer	182,391	2,830
Victorino, Liana	179,302	231	Whitinui, Paul	159,550	4,384
Vizina, Laura	101,583	215	Whittington, Lucas	87,114	-
Vogt, Bruce	168,772	2,121	Wickins, Deborah	96,181	-
Volpe, John	154,465	774	Wiebe, Edward	82,509	105
von Aderkas, Patrick	199,791	2,083	Wiebe, Michelle	146,751	805
Vornbrock, Jennifer	170,593	23,214	Wiebe, Sarah	121,505	5,649
Voss, Graham	186,935	1,284	Wieler, Heiko	118,336	4,228
Vukovic, Rose	168,805	10,354	Wierenga, Shari	80,273	2,100
Wadlow, Tracy	82,413	715	Wigginton, James	85,012	130
Wagner, Seann	116,743	-	Wild, Peter	210,210	4,738
Wakeman, Alissa	89,086	1,500	Wilkinson, Audrey	79,678	48
Walde, Christine	112,278	-	Willerth, Stephanie	181,414	11,649
Walde, Paul	139,751	40	Williams Boyarin, Adrienne	114,327	-
Wall, Erika	76,343	395	Williams, Barney	78,321	-
Wallace, Bruce	153,015	9,947	Williams, David	75,943	-
Wallace, Nadine	77,040	951	Williamson, Tara	103,789	6,598
Wallace, Nicole	88,342	5,590	Willis, Jon	128,569	14,867
Walsh, Andrea	147,500	3,248	Willmore, Christopher	123,943	372
Walsh, Jodie	79,447	-	Wilson, Lara	148,815	4,500
Walsh, John	151,530	-	Wilson, Leah	79,221	1,206
Walshaw, Jillian	128,279	12,029	Wilson, Michael	146,425	3,740
Wan, Peter	176,098	4,905	Wilson, Steven	86,518	-
Wang, Peng	79,623	-	Winchester, Neville	92,009	-

	Remuneration (\$)	Reimbursement of Work Related Expenses (\$)		Remuneration (\$)	Reimbursement of Work Related Expenses (\$)
Wirtanen, Kathleen	76,353	750	Young, Ruth	102,375	8,576
Witcher, Aniko	88,396	4,399	Zastre, Michael	158,682	2,978
Wolf, Mitchell	78,362	-	Zeman, Lee	76,386	-
Wolowicz, David	128,210	-	Zhang, Haiying	96,392	1,050
Wong, Russell	78,238	-	Zhang, Hao	150,487	465
Wood, Jan	93,346	2,677	Zhang, Jie	186,506	3,849
Woodcock, Scott	130,672	1,927	Zhang, Lijun	118,639	1,191
Woodend, Jonathan	99,250	25,862	Zhang, Xuekui	145,350	24,011
Woodin, Erica	138,074	4,237	Zhao, Jinhui	90,525	4,503
Worsley, Jessica	78,497	-	Zheng, Xin	154,919	20,218
Worthington, Catherine	188,016	1,658	Zheng, Yingsong	96,392	-
Wright Cardinal, Sarah	118,715	16,028	Zhou, Julie	155,408	4,094
Wright, Astri	123,852	3,503	Zhou, Lina	122,485	3,076
Wright, Bruce	292,562	19,930	Zhou, Min	136,837	16,446
Wright, Jason	80,442	875	Zimmerman, David	174,651	3,357
Wright, Katharine	127,330	3,097	Zobolotny, Karina	81,768	844
Wright, Nancy	212,079	-	Zwiers, Francis	212,832	1,436
Wu, Kui	165,827	4,353			
Wulff, Jeremy	130,555	6,971	Total, employees with remuneration > \$75,000	224,808,345	<u>\$ 7,086,086</u>
Wynn, Jordana	79,703	18,800			
Xu, Feng	127,755	3,322			
Xu, Ke	117,044	9,283	Total, employees with remuneration < \$75,000	<u>155,587,503</u>	
Yan, Elsa	76,383	18,909			
Yang, Hong-Chuan	166,815	5,908			
Yap, Audrey	132,149	-	Total	<u>\$ 380,395,848</u>	
Ye, Jane	166,183	10,096			
Yi, Jahee	111,284	24,467			
Yodzis, Hans	111,635	-			
Youds, Erica	85,641	-	Total remuneration on the Schedule of Employees' Remuneration and Expenses differs from total salaries and wages on Note 24, of the Notes to Consolidated Financial Statements, due to the inclusion of taxable benefits, deferred income and exclusion of severance payments.		
Young, David	120,869	-			
Young, Heather	93,452	-			
Young, James	215,143	5,045			

UNIVERSITY OF VICTORIA
SCHEDULE OF PAYMENTS FOR GOODS AND SERVICES
YEAR ENDED MARCH 31, 2023

	Amount (\$)		Amount (\$)
0858512 BC Ltd	128,014	Associated Victoria Pest Control	50,630
1192176 BC Ltd	28,612	Association of Canadian Francophonie Colleges and Universi	87,000
3Devo Inc	41,134	AstroTurf West Distributors Ltd	1,076,718
506535 NWT Inc	37,352	Atlas Copco Compressors Canada	56,807
AB Sciex LP	694,164	Atlassian	71,269
Aboriginal Coalition to End Homelessness	375,703	Autoscan Systems Pty Ltd	64,702
Academic Journalism Society	30,000	AVI-SPL Canada Ltd	119,028
Academica Group Canada	59,809	Axoloti Biosciences Inc	40,500
Accent Inns	30,925	AXYS Technologies	1,008,296
Accruent Inc	87,451	Ayva Educational Solutions Limited	33,968
Acklands - Grainger Inc	31,087	B E Beck and Associates	198,576
Acoustic Pianocraft	59,363	B&C Food Distributors Ltd	945,752
ActiGraph	29,008	Baillie Gifford & Co Limited	298,865
Advanced HPC	56,462	Ball State University	78,067
AGI North America Inc	168,295	Bamfield Marine Sciences Centre	34,248
Agilent Technologies	394,738	Bartle & Gibson Co Ltd	242,454
Agility PR Solutions Canada Ltd	50,400	Bartlett Tree Experts	69,594
AIG Insurance Company of Canada	27,925	BC Auction	29,551
Air Canada	381,256	BC Cancer Agency	753,543
Air Tindi	28,000	BC Ferries	36,055
Airbnb	25,301	BC Hydro	3,983,868
Alaska Air	61,221	BC Life & Casualty Co	1,713,360
Alcatel-Lucent Submarine Networks Inc	139,205	BC Moving & Storage Ltd	185,015
Alexandra Gilroy	31,689	BC Transit	589,988
Alpha Lodge	41,703	BCNET	1,539,110
AM Molnar Holdings Ltd	44,100	Beckman Coulter Canada Inc	656,237
Amazon	420,336	Bell Canada	271,170
American Geophysical Union	37,426	Beltgens Law	25,746
AML Oceanographic	88,018	BentallGreenOak	367,878
Angstrom Engineering Inc	321,473	Bert's Enterprises	26,771
Angus Naylor	55,268	Best Buy	81,922
Anixter Canada Inc	302,895	Best Western	28,968
Anna White	27,888	BioMed Central	25,294
Anthology Inc. of NY	32,108	Bio-Rad Laboratories Canada Ltd	157,102
Aon Reed Stenhouse Inc	338,831	Black Press Group Ltd	66,269
Apex Steel and Gas Ltd	340,594	Black Tie Property Services Inc	100,386
AppArmor	28,358	Blackbaud Canada	143,013
Apple Canada	685,107	Blackman Support Services Ltd	74,033
Applyboard Inc	43,875	BlackRock	160,887
APRS World LLC	133,876	Blake Cassels & Graydon LLP	111,105
Aral Construction Ltd	5,811,184	Bola Construction	36,498
Architecture49 Inc	31,175	Bonfire Interactive Ltd	26,118
Arista Networks Inc	236,883	Brad McKell	31,425
Asana Inc	37,787	Brand.Live Management Group	131,250
ASL Environmental Sciences Inc	112,246	Brantner & Associates Inc	62,513
Aspiria Corp	138,600	Brenric Construction	454,180

University of Victoria

Schedule of Payment for Goods and Services Year ended March 31, 2023

	Amount (\$)		Amount (\$)
British Columbia Electronic Library Network	156,619	Cloverdale Paint Inc	28,121
Brookfield Global Transition Fund GP, L.P.	390,711	CMJ Equipment Ltd	34,243
Bruker Canada Ltd	945,517	Coast Wholesale Appliances Inc	432,203
Bunzl Cleaning and Hygiene Canada	97,348	Coastal Environmental Observation Technology & Research	70,091
Bureau van Dijk Electronic Publishing Inc	45,955	Coca-Cola Canada Bottling Limited	772,570
Business In Vancouver	31,454	CODAR Ocean Sensors	357,361
Business Marketing International Limited	29,006	Coherent Canada Inc	143,360
Calista Morrison	27,349	College of the Rockies	261,131
Canada Post Corporation	310,046	Colliers Project Leaders Inc	328,217
Canada West Universities Athletic Association	90,500	Collision Analysis Forensic Consulting	30,800
Canadian Association of Research Libraries	35,233	Columbia Fuels	238,533
Canadian Association of University Business Officers	47,288	Columbia University	39,192
Canadian Linen Supply Co	29,489	Commercial Lighting Products Ltd	104,995
Canadian Research Knowledge Network	1,344,741	Communities Uncomplicated	42,667
Canadian Sport Centre Pacific	76,490	Community-Based Research Centre Society	55,473
Canadian Standards Association	112,808	Compugen Systems Ltd	1,820,397
Canadian Tire	49,926	Concordia University	30,000
Canadian Universities Reciprocal Insurance Exchange	1,428,047	ConnectSeven Group	83,702
Canreal Management Corporation	67,907	Con-Test	26,532
Canterbury Food Service Ltd	333,031	Copyright Clearance Centre	41,996
Capital City Power Vacuum	68,444	Core-Mark Distributors	51,871
Capital Region Emergency Services Telecommunications	30,555	Corporation of the District of Saanich	1,832,969
Capital Regional District	41,946	Council of Prairie and Pacific University Libraries	1,036,112
Captain KJ Brown Marine Services Ltd	120,562	Crowdmark Inc	94,044
Carbon Offset Management Group	25,088	CRS Commercial Carpet Maintenance	74,843
Carl Zeiss Canada	119,766	Currawong Engineering	71,228
Carleton Technologies	41,366	Dafco Filtration Group	43,942
Carleton University	38,576	Dalimar Instruments Inc	67,666
Cascadia Architects Inc	284,120	Dana Baker	30,254
Cascadia West Contracting Ltd	274,728	Dana Wright	46,620
CDW Canada Inc	379,256	Dasco Equipment Inc	26,338
Cedarlane Laboratories	92,205	Day & Ross Inc	48,880
Cengage Canada	199,047	DBM International Education and Immigration	102,057
Centre for Addiction and Mental Health	77,154	De Lage Landen Financial Services Canada Inc	99,779
Centre National de la Recherche Scientifique	147,890	Decision Point Advisors Inc	62,241
Century Group Inc	246,601	Del Mar Oceanographic LLC	237,436
Chandos Construction Ltd	5,507,948	Dell Computer Corporation	487,074
Charles River Canada Corporation	83,158	Deloitte LLP	51,812
Charter Telecom Inc	481,113	Delta Foam Board Insulations Ltd	63,000
Chase Office Interiors Inc	730,305	Delta Hotels	54,572
Chateau Victoria Hotel & Suites	27,925	Delta Photonics	64,809
Christie Lites Ltd	142,146	Devon Properties Ltd	107,209
Chromacity Ltd	54,225	Devon Transport Ltd	33,451
Cine Design Group LLC	76,135	Dialog	1,046,775
Citizenship and Immigration Canada	62,885	Digi-Key	100,019
City of Victoria	28,060	Digital Direct Printing Ltd	54,290
CitySpaces Consulting Ltd	29,963	Digital Science Research & Solutions Inc	27,278
ClearChoice HR Consulting	41,027	Dimitri's Appliance Rescue	39,103

University of Victoria

Schedule of Payment for Goods and Services Year ended March 31, 2023

	Amount (\$)		Amount (\$)
Direct Travel	31,615	Fondazione ISMU	39,544
District of North Saanich	34,644	Foreman CNC Machining Ltd	27,381
District of Oak Bay	310,502	Formulatrix Inc	192,576
DM Cakes Etc Inc	559,725	FortisBC	1,110,185
Douglas Donaldson	63,768	FPP Media Inc	28,120
Downs Construction Ltd	357,693	Francisco Vargas Peralta	43,225
Dr Harold G Hunt Inc	78,750	FroggaBio	82,667
Dr. A. Henri-Bhargava Inc	39,396	Frontiers Media SA	63,441
Dr. Andrew Delaney Inc	30,000	FS Inc	25,369
Dr. Andrew Schissler & Dr. Natasha Rafo Inc	30,000	Gale	120,360
Dr. Paul Terlien Inc	26,353	Galiano Conservancy Association	25,408
Driftpile Cree Nation	55,471	GenScript Corporation	42,410
Drillwell Enterprises	44,259	GEOMAR Helmholtz Centre for Ocean Research Kiel	37,879
Drs Brian D & Laura M Farrell Inc	38,273	Getinge Canada Limited	28,539
DTES SRO Collaborative	63,334	GFL Environmental Inc	260,097
DuBois Chemicals Canada Inc	58,998	GFS British Columbia Inc	2,183,769
Dynamic Ocean Consulting Ltd	28,113	Gilligan-Hackett & Company	50,897
eBay	27,101	Glenn's Upholstery and Blinds	34,883
EBSCO Canada Ltd	33,916	Global Marine Systems Limited	366,189
Echo360 Inc	74,533	Globe & Mail	56,205
Ecolab Ltd	75,865	GoForth Institute	47,382
EcoVadis Inc	28,000	Goldstream Publishing Inc	52,061
Edward Elgar Publishing Inc	59,470	Google	156,001
Eecol Electric	48,336	Graphic Office Interiors Ltd	170,404
Electro Rent LLC	51,101	Grauman Packaging Ltd	28,250
Electronic Health Library of British Columbia	431,992	Great West Life Assurance	335,250
Ellice Recycle Ltd	25,109	Greater Victoria Chamber of Commerce	42,156
EllisDon Kinetic - A Joint Venture	68,136,498	Greaves Moving & Storage	34,614
Ellucian	554,452	Green Horwood & Co LLP	50,400
Elsevier	340,532	Green Teams of Canada	35,325
Encore Global	77,717	Grenzebach Glier & Associates Inc	171,248
Enterprise Rent A Car	48,307	Grimco Canada Inc	49,649
Entremission Inc	179,865	GSB Executive Education Inc	3,020,035
EnviroCentre	28,976	Guralp Systems Ltd	175,011
Esbe Scientific Div of Esbe Scientific Industries Inc	55,646	Hagerman & Company	25,828
ESRI Canada Ltd	28,786	Halton Recycling Ltd. dba Emterra Environmental	75,429
European Foundation for Mgmnt Development	25,855	Harbour West Consulting Inc	155,459
EvolutionAV	30,758	Harris & Company	48,756
Ex Libris	496,532	Harwood Custom Composites	69,063
Facebook	130,795	Hawk Ridge Systems	155,694
Fairmont Hotels	97,707	HeightSafe Fall Protection Systems Ltd	34,094
Falmat Inc	31,965	Heiltsuk Tribal Council	36,000
Farmer Construction Ltd	816,786	Hemlock Printers Ltd	81,653
Federal Express	248,509	HHBG (Surrey) Law Corporation	52,690
First Nations Health Authority	178,745	Hilton Hotels	59,657
Fisher Scientific Co Ltd	1,086,545	Hitachi High-Tech Canada Inc	50,116
Flynn Canada Ltd	127,590	HK SmartMV Ltd	70,132
Foliot Furniture	140,581	HL Demolition & Waste Management Ltd	45,378

University of Victoria

Schedule of Payment for Goods and Services Year ended March 31, 2023

	Amount (\$)		Amount (\$)
Holiday Inn	82,943	Jamieson's Pet Food Distributo	64,285
Home Depot	43,671	Jensen Chernoff Thompson Architects	246,403
Hootsuite	93,582	Joanna Buczkowska-McCumber	26,217
Hoskin Scientific Ltd	26,881	Joel Baum	63,374
Hot House Pizza	165,625	John Wiley & Sons	61,172
Hotel Grand Pacific	78,388	JSA Sport Architecture Inc	50,334
Hotel Halifax	31,274	JSTOR	69,256
Houle Electric Ltd	31,090	Kang-Jae Ryu	26,950
HTX Technologies LLC	108,045	Kanopy LLC	37,373
Hudson Boat Works Inc	65,116	Kan's Gourmet Foods	64,512
Huff N Puff Party Stuff	25,282	Kasian Architecture Interior Design & Planning Ltd	32,125
Hughes Condon Marler Architects	35,429	K'awat'si Construction	26,016
Hyland Software Canada ULC	45,784	K-Bro Linen	81,168
Imaginative Solutions	100,425	KC Overseas Education Private Ltd	37,000
Impact Plus Consulting Canada Corp	67,180	Keeling Associates	63,976
Imperial Dade Canada Inc	73,963	Kesho Trust (Canada)	40,635
InBC Investment Corp	635,705	Key 2 Auto Parts	25,255
Indaba Communications & Training Inc	35,543	Kinetic Construction Ltd	81,196
Indspire	85,000	Kingsview Construction Ltd	238,154
Informa UK Ltd	27,696	Klarquist Sparkman LLP	272,885
Ingenieurburo CAT M Zipperer GmbH	50,810	KLM Royal Dutch Airlines	32,726
Inn at Laurel Point	128,251	KMS Tools & Equipment Ltd	64,711
InnoSoft Canada Inc	31,768	Kongsberg Maritime	86,023
Insite Event Design	37,154	KPMG LLP	390,514
Insurance Corporation of British Columbia	74,888	K'Prime Technologies	54,048
Integra Strategic Solutions Inc	33,574	Kuali	84,559
Integrated DNA Technologies	74,673	Kwench	122,225
Intergalactic Agency Inc	34,855	Kyocera Mita Canada Ltd	66,494
International Education Centre	35,848	Lawson Lundell LLP	55,026
International SOS	46,700	Lawson Products Inc	42,338
Introba Canada LLP	162,992	Learning Metrix Inc	39,251
IR Broadcast Captioning	29,727	Leica Microsystems Canada Inc	731,215
Irene's Bakery	114,070	Lenovo	84,039
is Five Communications	28,131	Les Enluminures Ltd	26,824
Isaac Davies	66,436	LexisNexis	210,118
ISL Engineering and Land Services Ltd	66,568	Liberty Clothing Company Inc	34,190
Island Batteries Inc	32,544	Librairie Droz S.A. Geneve	34,779
Island Business Print Group Ltd	39,785	Li-Cor Inc	99,811
Island Deaf & Hard of Hearing	29,792	Life Technologies Inc	278,534
Island Enviromental Health & Safety Ltd	67,041	LifeWorks (Canada) Ltd	209,496
Island Floor Centre Ltd	173,036	Linde Canada	145,148
Island Key Supplies	37,788	LinkedIn	65,234
Island Temperature Controls Ltd	65,787	Living Lakes Canada	96,320
Island Window Coverings Ltd	59,874	Logistic Support Unit	65,341
Islands West	459,489	Long & McQuade Ltd	25,588
J Watson Roofing Consulting Inc	38,462	Long View Systems	492,376
Jackson Labs	106,236	Lott Physiotherapy Consulting	25,038
JAMF Software LLC	28,420	Lovett & Westmacott	104,054

University of Victoria

Schedule of Payment for Goods and Services Year ended March 31, 2023

	Amount (\$)		Amount (\$)
Low Hammond Rowe Architects Inc	784,929	Native Youth Sexual Health Network	322,453
Lumberworld Operations Ltd	57,047	New England Biolabs Ltd	34,681
Lyrasis	26,787	Newegg	45,386
Macquarie Infrastructure Partners III and Affiliated AIVs	300,075	NewsBank Inc	26,487
Magnolia Hotel and Suite	28,256	Nikon Canada Inc	136,191
Maher Design Studio	40,734	NKE Instrumentation	1,250,342
Malvern Panalytical	35,315	Norman Giesbrecht	30,000
Mandel Scientific Company Inc	67,024	NortekUSA	63,926
Marci Janecek	25,110	North Glass and Aluminum	64,093
Marriott Hotels	38,786	North West Environmental Group Ltd	147,479
Marsh Canada Ltd	81,748	Northwest Hydraulic Consultants Ltd	107,731
Mathews Dinsdale & Clark LLP	72,219	Number TEN Architectural Group	236,094
Matrix Video Communications	44,979	Oak Hall Industries Canada Inc	53,281
Matthew Sorensen	27,708	Ocean Dynamic Inc	82,933
Matthews Store Fixtures & Shelving	105,581	Ocean Sonics Ltd	26,949
Mawson Gage Associates Ltd	60,852	OCLC Inc	87,523
MBF Bioscience	79,513	Olympic International Sales Ltd	614,397
McConnan Bion O'Connor & Peterson Law Corporation	25,805	One Hour Cleaners	25,204
McElhanney Ltd	173,302	One Island Media Inc	63,222
McGill University	317,107	Opti-Tech Scientific Inc	36,310
McGraw-Hill Ryerson Ltd	94,240	Opus 59 Films Inc	32,550
McGregor Hardware Distribution	77,727	Oracle Canada ULC	142,249
McMaster-Carr Supply Co	109,886	Orbis Communications	77,070
MDPI	44,620	Osborne Electro Mechanics Ltd	41,019
Memorial University	211,240	Ottawa Inner City Health Inc	257,857
Memory Express	47,474	Otto Harrassowitz	848,363
Mercer (Canada) Ltd	50,891	Our Community Health Initiative Cooperative	28,500
Merigran Marketing Ltd	96,753	Overstory Media Inc	31,448
Microserve	2,054,411	Oxford University Press	43,117
Microsoft Corporation	36,873	Pacheedaht First Nation	42,275
Millennium Computer Systems Ltd	38,122	Pacific Audio Works	39,471
Ministry of Finance	530,756	Pacific Blue Cross	7,149,700
MITACS Inc	372,485	Pacific Coast Fire Equipment	56,310
Mitchell Press Ltd	131,263	Page One Publishing Inc	31,133
Moby Ventures Ltd	74,609	Paladin Security Systems Ltd	33,449
Modester Michael	76,284	Parkside Hotel & Spa Ltd	118,285
MODUS Planning Design & Engagement Inc	53,979	PBI Actuarial Consultants Ltd	65,942
Momentive Europe Unlimited Company	35,263	Peak Networks	38,848
Monk Office	914,002	Pearlman Lindholm	60,059
Monster Worldwide Canada	30,327	Pearson Education Ltd	372,158
Moore Canada	121,538	Pedersen's Event Rentals	27,434
Morgan Martin	63,070	Pelagic Research Services LLC	1,416,988
MPS Canada	50,883	Pelagic Technologies Inc	30,805
MRV Systems LLC	70,164	Perkins+Will Canada Architects Co	2,596,868
Multivista Construction Documentation ULC	33,207	Perrett Laver Inc	205,332
Mumbian Enterprises Inc	84,133	PH&N Investment Services	487,947
MVCC Video Communications Corp	75,534	Philbrooks Boatyard Ltd	77,718
Nascent Research and Development Organisation	64,911	Phoenix Heli-Flight Inc	28,096

University of Victoria

Schedule of Payment for Goods and Services Year ended March 31, 2023

	Amount (\$)		Amount (\$)
Pier 21 Asset Management Inc	179,213	Rotunda Scientific Technologies LLC	134,905
Pitney-Bowes	39,057	Royal Bank of Canada	227,280
Polar Outfitting	43,926	Royal Military College	25,000
Postage by Phone	157,500	Ruffalo Noel Levitz	26,911
PrairieCoast Equipment	46,566	Saanich Plaza (Hansbraun Investments Ltd)	46,193
Prices Lock & Safe Ltd	34,955	Sage Publications Inc	39,496
Pro-oceanus Systems Inc	54,062	Salesforce.com Canada Corporation	54,782
Proquest Information Access Ltd (CDN)	221,871	Salish Sea Industrial Services	31,500
Province of British Columbia	3,547,130	San Diego Instruments Inc	30,761
Province of British Columbia (EHT)	7,328,175	Sandman Hotels	25,140
Psc Natural Foods	35,391	Saputo Dairy Products Canada GP	287,598
Pulver Crawford Munroe LLP	51,892	SAS Institute Inc	44,029
Purolator Courier Ltd	54,603	Sauve Safety Services Ltd	26,881
QHR Technologies Inc	89,727	Schedule Source	30,934
Qiagen Inc	373,009	Schindler Elevator Corporation	172,229
Queen's University	208,481	Schos Line Painting Ltd.	52,661
R W Gray Consulting Ltd	112,000	Sciencetech Inc	50,900
Radian Machine & Metalworks	38,620	Sea Bird Electronics Inc	111,874
RadioWorks Communications	48,076	Selkirk College	334,561
Rainbow Health Cooperative	28,750	Service First Ltd	47,600
Ratio Architecture Interior Design Planning Inc	36,782	Shareholder Association for Research & Education	71,089
Raven Baran	30,559	Shaw Communications	112,171
Reaction Distributing Inc	57,221	Shell Energy North America (Canada)	1,347,509
Read Jones Christoffersen Consulting Engineers	43,285	Sheraton Wall Centre	25,405
Receiver General for Canada	384,748	Sherwood Marine Centre	107,916
Receiver General for Canada (CPP)	14,445,209	Shining Mountains Living community Services	45,619
Receiver General for Canada (EI)	5,249,777	Shuswap Nation Tribal Council	39,686
Reconyx Inc	89,470	Sigma-Aldrich Canada Ltd	386,583
RedBlue Heating & Refrigeration	63,062	Sii Tech Inc	76,020
Refinitiv Canada Holdings Limited	36,325	Simon Fraser University	820,179
Refrigerative Supply	235,160	SISCAPA Assay Technologies Inc	570,513
reFUSE Resource Recovery	72,155	Slingshot Communications Inc	35,439
Renouf Publishing Company Ltd	45,409	Smart & Biggar	425,741
Restwell Mattress	114,296	Snow Cap Enterprises Ltd	108,165
Rhonda Farnham	40,534	SnowHouse Solutions Inc	60,878
Richard Grounds	137,004	Softchoice Corporation	70,337
Richmond Elevator Maintenance Ltd	156,652	SOLID	120,250
Ricoh Canada	265,183	Songhees Seafood and Steam Ltd	136,079
Robin Ciceri	33,688	Sourinkan Enterprise Inc	26,023
Rocketday Arts	70,420	Sparker Construction Ltd	3,550,278
Rockland Scientific International	30,688	Special Interest Films Ltd	43,488
Rocky Mountain Refrigeration	30,068	Spectra Research Corporation	217,924
Rocky Point Engineering Ltd	214,567	Spectrograph LLC	83,733
Rodney Hayley Barrister & Solicitor Law Corporation	50,680	Spectroswiss Sarl	192,125
Rogers Communication Inc	636,795	Spicers Canada ULC	154,423
Roll.Focus. Productions	38,782	Springer Nature	53,722
Romor Atlantic Ltd	41,575	Sprott Shaw Language College (BC) Corp	57,121
Roper Greyell LLP	125,646	SRD Controls Inc	358,251

University of Victoria

Schedule of Payment for Goods and Services Year ended March 31, 2023

	Amount (\$)		Amount (\$)
Stantec	127,864	Tower Fence Products	27,521
Staples	287,990	Trane Canada ULC	36,027
Staples Professional Inc	549,289	Transact Campus Inc	268,409
Starbucks Coffee Canada	578,813	Transworld Imports Inc	45,472
Starlink Internet	28,991	Trapeze Communications Inc	51,849
StarRez Inc	57,787	Travel Healthcare Insurance Solutions Inc	254,686
Stemcell Technologies Inc	35,184	Triex Contracting Ltd	1,046,000
Stericycle Canada	35,687	TRIUMF	2,280,972
Stevens Company Ltd	31,316	Trotac Marine Ltd	38,568
Stoney Health Services	47,435	Troy Electric	45,075
Strathcona Park Lodge	30,673	Truffles Catering	36,589
Subzero Engineering	63,019	Tsi Tyonnheht	46,712
Summa Strategies Canada Inc	86,625	Tula Foundation	281,618
Sun Shade Film Systems Ltd	41,440	Tutasoma Consulting	35,095
Super Save Group	74,877	Two Row Architect	485,548
Swish Maintenance Limited	25,424	U Sports	45,774
Sysco	94,899	UCA Camps & Competition	26,377
T2 Systems Canada Inc	109,510	Uline Canada Corporation	138,203
Tartanbond Communications Ltd	47,775	United Nations Institute for Training and Research	39,075
Team Sales Vancouver Island Ltd	443,361	United Rentals of Canada	106,659
Technical Safety BC	52,356	Universite de Montreal	25,567
Techtronics Machine Works Ltd	26,759	Universite Laval	103,751
Teledyne ODI	80,209	Universities Canada	155,089
Teledyne Oil & Gas	170,161	University nuhelot'jne thaiyots'j nistameyimakanak BQ	53,217
Teledyne Webb Research	798,298	University of Alberta	155,538
Telus	102,207	University of British Columbia	4,991,052
Testforce Systems Inc	32,811	University of Guelph	38,455
The AME Consulting Group Ltd	158,881	University of Manitoba	51,569
The Discovery Group Advisory Services Inc	156,798	University of Northern British Columbia	211,066
The Feldman Agency Inc	48,230	University of Oregon	40,110
The Hospital for Sick Children	103,484	University of Ottawa	27,055
The MathWorks Inc	60,408	University of Saskatchewan	291,586
The Northern Trust Company, Canada Branch	132,720	University of Toronto	419,367
The Roy Group	71,370	University of Washington	43,422
The Sherwin Williams Co	53,645	University of Waterloo	32,500
The TYF Group Ltd	226,668	University of Winnipeg	120,358
The University Club of Victoria	505,875	UVic Faculty Pension Plan	26,372,601
The University of Western Ontario	45,000	UVic Staff Pension Plan	6,036,943
The World Universities Insights Ltd	27,529	UVic Students' Society	344,498
Thermo Fisher Scientific Inc	353,456	V.F.C. Corporate Wings Ltd	63,013
Thiti Jamkajornkeiat	34,875	Van Isle Ford	84,253
Thompson Ahern & Co Ltd	331,931	Van Isle Water Services Ltd	28,289
Thomson Reuters Canada	267,530	Vancouver Area Network of Drug Users	36,425
Thorlabs Domestic Inc	53,451	Vancouver Island Health Authority	872,741
Thrifty Foods	47,137	Veeco Process Equipment Inc	114,817
Thurber Engineering Ltd	183,093	Versatech Systems	42,081
Times Colonist	70,360	Victoria Box & Paper	398,671
Titanium Tents & Event	40,480	Victoria Conference Centre	201,029

University of Victoria

Schedule of Payment for Goods and Services Year ended March 31, 2023

	Amount (\$)		Amount (\$)
Victoria Hand Project	43,262	Zachary Gould	43,942
Victoria Marine Fuels Ltd	27,080	Zeidler Architecture	148,547
Victoria Native Friendship Centre	30,333	Zero Gravity Marketing Inc	184,892
Victoria Rowing Society	38,523	Zoom Video Communications Inc	120,860
Village of Foremost	37,380		281,392,626
VMock Inc	62,222		
VWR International	332,472	Grants and Contributions	
Wal-Mart	38,581	Bamfield Marine Sciences Centre	280,293
Walter Scott & Partners Limited	552,071	Canadian Museum of Nature	70,000
Waters Corporation	110,463	Canadian Network for Ocean Education	72,250
Wesco Distribution - Canada Inc	105,752	Ducks Unlimited Canada	91,250
Westcoast Helicopters	103,867	En'owkin Centre	37,000
Western Edison Manufacturing Corp	32,970	Ingenium	178,850
Western Equipment Ltd	50,442	Institute of Particle Physics	184,000
Western Interior Design Group Ltd	43,273	National Film Board of Canada	145,950
WestJet	509,046	PISCES Research Project Management	26,250
WestTower Communications Ltd	29,649	Royal Canadian Geographical Society	328,235
Wheaton Motors Ltd	134,573	Royal Roads University	440,474
Wiley	28,940	University of British Columbia	325,112
William S Hein & Co Inc	86,360	UVic Students' Society	244,621
Wilson's Transportation Ltd	110,745	Water Rangers	48,500
Wilton Littlechild	25,000		2,472,785
Winsham Fabrik	35,142		
Wolters Kluwer	25,541	Total < \$25,000	21,117,738
Woodway USA	50,761		
WorkSafeBC	946,348	Grand Total	\$ 304,983,149
Worldwide EduConnect Inc	107,980		
WSANEC School Board	41,683	Note: The total of expenses reported on Note 24, of the Notes to Consolidated Financial Statements differs from the totals on the Schedule of Payments for Goods and Services. Reconciling items which cause this difference include the net effect of changes to balance sheet accounts between fiscal year-ends (such as prepaid expenses, inventories, accounts payable and accrued liabilities), GST rebates, non-cash expenses such as depreciation, amortization of deferred charges, the acquisition of capital assets and exclusion of certain non-goods and services such as investment transactions.	
WSP Canada Inc	53,165		
xByte Technologies	80,465		
Xerox Canada	201,006		
YBP Library Services	657,937		
York University	44,671		
Yorkland Controls Limited	30,897		
YWCA Vancouver	65,512		




University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

June 12, 2023

FOR DECISION

To: Finance Committee

From: Kristi Simpson
Vice-President Finance and Operations 

cc: President and Vice-Chancellor

Meeting Date: June 26, 2023

Subject: University of Victoria Combination Pension Plan, Amendment 37

Basis for Jurisdiction: Section XV(1) of the Trust Agreement for the
University of Victoria Combination Pension Plan

Strategic Relevance: Innovation and inquiry -

- *Fostering adaptable, creative policies, governance and uses of space and resources to grow transformative ideas, partnerships, education and communities of practice.*

Previous Consultation:

Pension Board for the Combination Pension Plan ("Pension Board").

Recommendation:

THAT the Finance Committee recommend to the Board of Governors that the Board of Governors approve the attached Amendment 37, an amended Trust Agreement and Schedule A for the University of Victoria Combination Pension Plan ("Combination Plan") and that amendments to

Clause IV and VI of the Trust Agreement be effective June 27, 2023 and that the amendment to Section 1.01 of Schedule A be effective October 1, 2019.

Background:

- *Term Limits (Trust Agreement Clause IV)*

The Combination Pension Plan and the Money Purchase Pension Plan are each governed by an independent board established under the Plans' Trust Agreements.

The Combination Pension Board consists of eight trustees; four appointed by the University, and four elected by Combination Pension Plan members from the membership. The Money Purchase Pension Board consists of eight trustees who, per the Trust Agreement, are those same persons as the Combination Pension Plan Board.

In 2022, the Pension Boards commissioned an external review of the Plans' governance. The review made recommendations relating to Board composition including:

- the introduction of term limits and eligibility criteria to encourage renewal on the Board; and
- increasing member engagement in trustee elections by removing the requirement for paper voting.

The Pension Board has approved the following amendments regarding trustee eligibility:

- establishing a four-term lifetime maximum for trustees;
- cooling off period of three years for trustees who are not reappointed or reelected after two consecutive terms; and
- cooling off period of three years for those university staff who were involved in the administration of the Plan.

These amendments are intended to provide a balance between renewal and continuity on the Pension Board and are consistent with the how other universities with similar plans are approaching this issue. Amendments are required to the Combination Pension Trust Agreement, noting that these amendments will achieve the same goals regarding the Money Purchase Pension Plan Board's composition. Any existing trustee affected by the above will be able to serve out the remainder of their existing term.

- *Election Process (Trust Agreement, Clause VI)*

The Pension Board has approved the removal of prescriptive language in the Trust Agreement requiring the use of paper ballots for trustee elections. The election process is to be established within a Pension Board Policy, with the intent of providing members with electronic voting in future elections.

- *CANSIM Series (Schedule A, Section 1.01)*

When providing interest on lump-sums or member contributions, the Plan must use the interest rate series that is set out in provincial regulation. The interest rate series CANSIM V122515 previously required by regulation was discontinued as of October 1, 2019; pension plans were directed by BCFSa to use its replacement, and to update the plan text the next time an amendment is filed. This is being included in this package to accompany the amendments to the Trust Agreement.

The amendments to the Trust Agreement and Schedule A (Plan Text) were drafted with the assistance of the Board's legal counsel and are detailed in the attached documents. The Certificate of Associate Vice-President Financial Planning & Operations will be signed following the approval of the Board of Governors.

Planned Further Action:

The amended Plan Documents will be filed with the regulatory authorities having jurisdiction over the pension plans. This includes the Canada Revenue Agency and the BC Financial Services Authority (BCFSa). The amendments will then be reported to members in due course.

Attachments:

- Certificate of Associate Vice-President Financial Planning & Operations Regarding Amendments to the Trust Agreement and Plan Text
- Amendment 37:
 - Combination Pension Plan Trust Agreement (blacklined)
 - Combination Pension Plan Schedule A - Plan text (blacklined)

UNIVERSITY OF VICTORIA COMBINATION PENSION PLAN
CERTIFICATE OF ASSOCIATE VICE-PRESIDENT FINANCIAL PLANNING & OPERATIONS
REGARDING AMENDMENTS TO THE TRUST AGREEMENT AND PLAN TEXT

BACKGROUND:

- A. The University of Victoria Combination Pension Plan (the “**Plan**”) was established pursuant to a Trust Agreement made May 21, 1968 between the University of Victoria and the then trustees of the Pension Board, as amended (the “**Trust Agreement**”) and is administered by the Pension Board.
- B. The terms of the Plan are set out in the Trust Agreement and the amended and restated plan text document dated July 2012, as amended (the “**Plan Text**”).

Trust Agreement Amendments

- C. Pursuant to subclause XV(1) of the Trust Agreement, the Pension Board may, with the written consent of the Board of Governors of the University of Victoria (the “**Board of Governors**”) amend the Trust Agreement, subject to the restrictions set out in that subclause.
- D. On March 21, 2023, the Pension Board approved and recommended to the Board of Governors amendments to the Trust Agreement in order to: (i) provide that the process for electing Member Trustees will be determined by the Pension Board and set out in a separate policy adopted by the Pension Board; and (ii) make certain housekeeping amendments.
- E. On June 6, 2023, the Pension Board approved and recommended to the Board of Governors amendments to the Trust Agreement in order to provide: (i) that individuals who have been employed by the University in a position that involves the administration or investment of the Plan, the Money Purchase Plan or the Staff Plan in the previous three year period are not eligible for appointment or election as a Trustee; (ii) for a maximum of four terms as a Trustee; and (iii) that if an individual previously served as a Trustee for two or more consecutive terms and was not re-appointed or re-elected at the end of their term, a period of three years from the end of the prior term must pass before the individual can be re-elected or re-appointed as a Trustee.

Plan Text Amendments

- F. The Plan Text is set out in Schedule A of the Trust Agreement and pursuant to subclause XV(1) of the Trust Agreement, the Pension Board may, with the written consent of the Board of Governors amend the Plan Text, subject to the restrictions set out in that subclause.
- G. The *Pension Benefits Standards Regulation* and the Plan Text interest provisions make reference to the CANSIM V122515 series that was discontinued as of October 1, 2019.

- H. In Information Bulletin PENS 19-003 dated November 2019, the BC Superintendent of Pensions advised that pension plan administrators are expected to update references to the CANSIM V122515 series in a plan text the next time an amendment is filed.
- I. On March 21, 2023, the Pension Board approved and recommended to the Board of Governors amendments to the Plan Text in order to update the CANSIM rate.

NOW THEREFORE, the undersigned, being the Acting Associate Vice-President Financial Planning and Operations of the University of Victoria hereby certifies that, at a meeting of the Board of Governors held on June ___, 2023, the Board of Governors approved: (i) the amendments to the Trust Agreement set out in Appendix A hereto; and (ii) the amendments to the Plan Text set out in Appendix B hereto.

Dated June ___, 2023

Andrew Coward
Associate Vice-President
Financial Planning and Operations

Appendix A
UNIVERSITY OF VICTORIA COMBINATION PENSION PLAN
TRUST AGREEMENT AMENDMENT 2023-01

Effective the date that the Board of Governors approves these amendments, the Trust Agreement is amended as follows:

1. The title of the Trust Agreement is amended by replacing the date “November 24, 2015” with the date that the Board of Governors approves these amendments to the Trust Agreement.

2. Clause IV is deleted and replaced with the following:

APPOINTMENT, RESIGNATION, REMOVAL AND TERMS OF OFFICE OF TRUSTEES

IV. (1) Pension Board

The Pension Board shall consist of eight Trustees, four of whom shall be appointed by the Board of Governors of the University (hereinafter called "University Trustees") and four of whom shall be elected by and from the Members of the Plan (hereinafter called "Member Trustees").

(2) Trustee Eligibility

- (a) Generally, not more than two of the four University Trustees shall be persons who are Members of the Plan. The Board of Governors of the University may, from time to time if circumstances warrant it, appoint as University Trustees more than two persons who are Members of the Plan.

- (b) Subject to subclause (d), an individual is not eligible for appointment or election as a Trustee if at any time in the three year period immediately prior to the commencement of the term of office as a Trustee for which the individual is being considered, the individual was employed by the University in a position in which the individual was involved in the administration or investment of the Plan, the Money Purchase Plan or the Staff Plan (as determined by the Pension Board).

- (c) Subject to subclause (d), an individual who:

- (i) served as a Trustee for two or more consecutive terms; and
- (ii) was not re-appointed or re-elected as a Trustee at the end of the individual's last term of such consecutive terms,

cannot subsequently be appointed or elected as a Trustee until a period of at least three years has elapsed between the end of the individual's last term of such consecutive terms and the commencement of the term of office as a Trustee for which the individual is being considered for appointment or election.

- (d) The restrictions set out in subclauses (b) and (c) do not apply in respect of an individual who is being appointed as a University Trustee by

virtue of the University office the individual holds (hereinafter called an “Ex-Officio Trustee”), but if an individual who previously served as an Ex-Officio Trustee seeks appointment or election as a Trustee for a reason other than by virtue of the University office the individual holds, such individual shall be subject to subclauses (b) and (c) in respect of such appointment or election.

(3) Terms of Office

- (a) *University Trustees:* University Trustees shall be appointed or reappointed for terms not exceeding three years unless they are Ex-Officio Trustees, in which case they shall hold office as Trustees at the pleasure of the Board of Governors.
- (b) *Member Trustees:* Member Trustees shall be elected for periods of no more than three years from the first day of January, in such a manner that ordinarily the terms of no more than two Member Trustees expire each year. PROVIDED however that in each case the Trusteeship of the Member Trustees may be sooner terminated as hereinafter more particularly set forth.
- (c) Subject to subclause (d), a Trustee may not serve more than four terms as a Trustee, which terms may be consecutive or non-consecutive.
- (d) Despite subclause (c), an Ex-Officio Trustee may serve as a Trustee for a period that exceeds the limit in subclause (c), provided that the Trustee holds office as a Trustee by virtue of the Trustee’s University office for the entirety of such period, and for greater clarity, if during any portion of an Ex-Officio Trustee’s tenure that exceeds the limit in subclause (c), the Ex-Officio Trustee ceases to hold the University office, then the Ex-Officio Trustee’s term will cease concurrently with such cessation of the University office.

(4) Removal of University Trustee and Appointment of Successor Trustee:

The Board of Governors of the University shall at any time by instrument in writing addressed to the particular University Trustee and to the Pension Board, have power to remove such University Trustee and appoint a new Trustee in such Trustee's place and stead. Such new Trustee shall have all the powers, authorities and discretions and may in all respects act as if the Trustee had been originally appointed a Trustee hereunder.

(5) Trustee Vacancy

Anything to the contrary notwithstanding, should one or more vacancies occur in the Pension Board for any reason whatsoever, the remaining members of the Pension Board shall have the full power to act and carry out the duties and obligations of the Trust Agreement.

3. Subclause VI(2) is deleted and replaced with the following:

(2) Member Trustees:

- (a) Any vacancy occurring in the Member Trustees shall be filled at any special or regular election of the Members.

- (b) No person shall be eligible for election as a Member Trustee unless that person is a Member of the Plan.
 - (c) An election of Member Trustees shall be conducted in accordance with the process determined by the Pension Board from time to time, which process shall be set out in a policy or other written instrument adopted by the Pension Board and available to Members upon request. The Pension Board may prescribe such other forms, rules and regulations for the conduct of such election as it deems necessary from time to time.
 - (d) The Pension Board will invite the Faculty Association and the Professional Employees' Association to each appoint a person to scrutinize the voting process in accordance with the process determined by the Pension Board under subclause (c).
 - (e) All costs of holding any election as aforesaid shall be a charge against the Pension Fund.
 - (f) The election of any Member Trustee shall be authenticated, confirmed and certified by the remaining Trustees. The Pension Board may, but shall not be bound to, enquire into or adjudicate upon the propriety or procedure followed in any election. The Pension Board may, in its discretion, refuse to confirm the appointment of a new Member Trustee whose election is in dispute, or who in the opinion of the remaining members of the Pension Board has been improperly elected, and until a new Member Trustee has been confirmed by the remaining members of the Pension Board such person shall not be empowered to act as a member of the Pension Board.
 - (g) Any vacancy occurring during a term of office of a Member Trustee shall be filled within sixty days from the date of such vacancy occurring by the appointment of a Member of the Plan by the Pension Board and such appointee shall hold the position of a Member Trustee until a successor has been confirmed pursuant to subclause (f).
 - (h) Upon simultaneous vacancies occurring during a term of office of all four Member Trustees, then the remaining Trustees shall constitute a quorum to decide only urgent and immediate matters and to call for and have a special election as soon as may be practicable to fill all Member Trustee vacancies.
4. Clause VI is amended by renumbering current subclause VI(2)(f) as subclause VI(3) and current subclause VI(2)(g) as subclause VI(4).
 5. Subclause XVI(1) is amended by replacing the date "September 30, 2015" with the date that the Board of Governors approves these amendments to the Trust Agreement.

Appendix B
UNIVERSITY OF VICTORIA COMBINATION PENSION PLAN
PLAN TEXT AMENDMENT 2023-01

Effective October 1, 2019, the Plan Text is amended by replacing the phrase “CANSIM Series V122515” in the definition of “Interest” in subsection 1.01 with “CANSIM Series V80691336, or its future equivalent,”.

UNIVERSITY OF VICTORIA COMBINATION PENSION PLAN

TRUST AGREEMENT

May 21, 1968

DRAFT UNOFFICIAL CONSOLIDATION

Prepared June 6, 2023

This consolidation was prepared using the Trust Agreement revised and adopted on November 26, 2013 as the base document and incorporates the following subsequent amendments:

- Amendment effective as of September 30, 2015 (approved by the Pension Board on October 27, 2015 and by the Board of Governors on November 24, 2015)
- Proposed Amendment 2023-01 effective as of [date] (approved by the Pension Board on March 21, 2023 and June 6, 2023 and by the Board of Governors on [date])

While care has been taken in the preparation of this consolidation, if there is a discrepancy between this consolidated trust agreement and the trust agreement and amendment documents adopted by the Pension Board and Board of Governors and registered with BC Financial Services Authority and Canada Revenue Agency, the latter documents shall prevail.

THIS IS THE AGREEMENT BETWEEN THE UNIVERSITY OF VICTORIA AND THE
HEREINAFTER NAMED TRUSTEES AS REVISED AND ADOPTED ON
~~NOVEMBER 24, 2015~~ DATE.

THIS AGREEMENT made in duplicate the 21st day of May, A.D. 1968,

BETWEEN:

UNIVERSITY OF VICTORIA, a body corporate, pursuant to the Statutes of British
Columbia, 1963, Chap. 52

(hereinafter called "the University"),

OF THE FIRST PART,

AND:

JEAN K. PETRIE

GEORGE A. BRAND

STEPHEN A. JENNINGS

DONALD E. LOBB

J. TREVOR MATTHEWS

NEIL A. SWAINSON

ROBERT W. MCQUEEN

T. RENNIE WARBURTON

(hereinafter called "the Trustees"),

OF THE SECOND PART.

WHEREAS certain employees of the University have requested the University to establish
a pension plan a true copy of which is attached hereto and marked Schedule "A", including,
but not necessarily limited to, regular full-time members of the academic and
administrative and academic professional staff of the University, which the University has
agreed to do, upon the several terms and conditions hereinafter appearing; and

WHEREAS under such Plan money will be paid to the Trustees (by way of contributions as
in the said Plan more particularly set forth) which monies when received by the Trustees
will constitute a pension trust fund to be held and administered for the benefit of the
Members of the Plan or their properly designated Beneficiaries.

NOW THEREFORE THIS AGREEMENT WITNESSETH that in consideration of the
premises the parties hereto agree as follows:

NAME

- I. This Trust Agreement establishes the Pension Fund and the Plan, which terms are
defined in clause II hereafter.

DEFINITIONS

II. The following words or phrases shall be as defined herein unless the context clearly indicates otherwise.

- (1) "Actuary" - means a person who is a Fellow of the Canadian Institute of Actuaries.
- (2) "Amendment" - means a supplementation, deletion, modification or any other alteration of the Trust Deed or the Plan, as the case may be, other than the termination or the revocation of the said Deed or Plan.
- (3) "Board of Governors" - means the Board of Governors of the University of Victoria.
- (4) "Credited Service" – shall have the meaning set out in Section 1 of the Plan.
- (5) "Income Tax Act" -means the Income Tax Act, Statutes of Canada and the Regulations thereunder, as amended or replaced from time to time.
- (6) "Insurance Company" - means an insurance company licensed to transact business in Canada and authorized to carry on an annuities business in Canada and with which any amount of the Pension Fund may be deposited, or to which any amount of the said Pension Fund may be transferred in order to fund benefits under the Plan.
- (7) "Member" - means a person who is a contributor to the Plan or who has been a contributor to the Plan and has not withdrawn from the Plan or who has been a contributor to the Plan and who is receiving benefits from the Plan.
- (8) "Member Trustee" - bears meaning as defined in subclause IV.(1) of this Trust Deed.
- (9) "Money Purchase Plan" - means the University of Victoria Money Purchase Pension Plan.
- (10) "Pension Benefits Standards Act" - means the Pension Benefits Standards Act, Statutes of British Columbia and the Regulations thereunder, as amended or replaced from time to time.
- (11) "Pension Board" - means the Trustees charged with the general administration and trusteeship of the Plan under the terms of the Trust Deed.
- (12) "Pension Fund" - means the fund established pursuant to the Trust Agreement to which all contributions under the Plan are made and from which benefits and other amounts payable under the Plan are to be paid.

- (13) "Plan" - means the "University of Victoria Combination Pension Plan" established under this Trust Agreement and documented in the Plan text set out in Schedule "A" hereto, as amended from time to time, which provides benefits to certain regular full-time Faculty and Administrative and Academic Professional Staff, Librarians, Management Excluded and Executive Staff, and Physicians appointed by the Board of Governors, but excluding those designated by the Board of Governors as eligible for membership in the Money Purchase or Staff Plans.
- (14) "Spouse" - shall have the meaning set out in Section 1 of the Plan.
- (15) "Staff Plan" - means the University of Victoria Staff Pension Plan.
- (16) "Trust" - means any obligation or duty created by the Trust Agreement and imposed upon the Trustees.
- (17) "Trust Agreement" - means the Trust Deed and the Plan, each as amended from time to time.
- (18) "Trust Company" - means any trust company with which any amount of the Pension Fund may be deposited or to which any amount of the Pension Fund may be transferred under an agency agreement.
- (19) "Trust Deed" - means this trust instrument, as amended from time to time, but not including the Plan or any Amendment thereof.
- (20) "Trustee" - means a member of the Pension Board as such Board is from time to time constituted pursuant to the Trust Deed.
- (21) "University" - means the University of Victoria or the Board of Governors thereof, as the context requires.
- (22) "University Trustee" - bears meaning as defined in subclause IV.(1) of this Trust Deed.

Whenever the singular is used the same shall be construed as meaning the plural whenever the circumstances so require.

The Trust Deed is divided into clauses and subclauses and the Plan into sections and subsections.

References to contributions and contribution limits expressed on a monthly (1/12 of annual) basis shall be construed as meaning the appropriate equivalent amounts in the event that the payroll cycle is changed from monthly to some other period.

FIRST TRUSTEES

III. The University hereby appoints the following eight Trustees:

1. JEAN K. PETRIE - Member of the Board of Governors;
2. STEPHEN A. JENNINGS - Nominee of the Board of Governors;
3. J. TREVOR MATTHEWS - Nominee of the Board of Governors;
4. ROBERT W. MCQUEEN - Nominee of the Board of Governors;
5. GEORGE A. BRAND - Nominee of the Executive of the Faculty Association;
6. DONALD E. LOBB - Nominee of the Executive of the Faculty Association;
7. NEIL A. SWAINSON - Nominee of the Executive of the Faculty Association;
8. T. RENNIE WARBURTON - Nominee of the Executive of the Faculty Association;

all of whom shall constitute the first Trustees of the Trust Agreement until successors to the Trusteeship are appointed in the manner following, and the said Trustees do hereby accept the trusts therein; and do each declare that they jointly and severally will hold, invest and have invested, distribute and administer the Pension Fund and administer the Plan in accordance with the terms of this Trust Deed and of the terms of the Plan; and do agree that they will further have each successor Trustee likewise declare that such Trustee will then hold, invest, and have invested, distribute and administer the Pension Fund and administer the Plan in accordance with the terms of this Trust Deed and the terms of the Plan.

APPOINTMENT, RESIGNATION, REMOVAL AND TERMS OF OFFICE OF TRUSTEES

IV. (1) Pension Board

The Pension Board shall consist of eight Trustees, four of whom shall be appointed by the Board of Governors of the University (hereinafter called "University Trustees") and four of whom shall be elected by and from the Members of the Plan (hereinafter called "Member Trustees").

(2) Trustee Eligibility

(a) Generally, not more than two of the four University Trustees shall be persons who are Members of the Plan. The Board of Governors of the University may, from time to time if circumstances warrant it, appoint as University Trustees more than two persons who are Members of the Plan.

(b) Subject to subclause (d), an individual is not eligible for appointment or election as a Trustee if at any time in the three year period immediately prior to the commencement of the term of office as a Trustee for which the individual is being considered, the individual was employed by the University in a position in which the individual was involved in the administration or investment of the Plan, the Money Purchase Plan or the Staff Plan (as determined by the Pension Board).

(c) Subject to subclause (d), an individual who:

(i) served as a Trustee for two or more consecutive terms; and

(ii) was not re-appointed or re-elected as a Trustee at the end of the individual's last term of such consecutive terms,

cannot subsequently be appointed or elected as a Trustee until a period of at least three years has elapsed between the end of the individual's last term of such consecutive terms and the commencement of the term of office as a Trustee for which the individual is being considered for appointment or election.

(d) The restrictions set out in subclauses (b) and (c) do not apply in respect of an individual who is being appointed as a University Trustee by virtue of the University office the individual holds (hereinafter called an "Ex-Officio Trustee"), but if an individual who previously served as an Ex-Officio Trustee seeks appointment or election as a Trustee for a reason other than by virtue of the University office the individual holds, such individual shall be subject to subclauses (b) and (c) in respect of such appointment or election.

(3) Terms of Office

(a) University Trustees: University Trustees shall be appointed or reappointed for terms not exceeding three years unless they are ~~appointed~~ Ex-Officio Trustees ~~by virtue of the University office they hold~~, in which case they shall hold office as Trustees at the pleasure of the Board of Governors.

~~(3-b)~~ Member Trustees: Member Trustees shall be elected for periods of no more than three years from the first day of January, in such a manner that ordinarily the terms of no more than two Member Trustees expire each year. PROVIDED however that in each case the Trusteeship of the Member Trustees may be sooner terminated as hereinafter more particularly set forth.

(c) Subject to subclause (d), a Trustee may not serve more than four terms as a Trustee, which terms may be consecutive or non-consecutive.

(d) Despite subclause (c), an Ex-Officio Trustee may serve as a Trustee for a period that that exceeds the limit in subclause (c), provided that the Trustee holds office as a Trustee by virtue of the Trustee's University office for the entirety of such period, and for greater clarity, if during any portion of an Ex-Officio Trustee's tenure that exceeds the limit in subclause (c), the Ex-Officio Trustee ceases to hold the University office, then the Ex-Officio Trustee's term will cease concurrently with such cessation of the University office.

(4) Removal of University Trustee and Appointment of Successor Trustee:

The Board of Governors of the University shall at any time by instrument in writing addressed to the particular University Trustee and to the Pension Board, have power to remove such University Trustee and appoint a new Trustee in such Trustee's place and stead. Such new Trustee shall have all the powers, authorities and discretions and may in all respects act as if the Trustee had been originally appointed a Trustee hereunder.

~~(4) — Member Trustees shall be elected for periods of no more than three years from the first day of January, in such a manner that ordinarily the terms of no more than two Member Trustees expire each year. PROVIDED however that in each case the Trusteeship of the Member Trustees may be sooner terminated as hereinafter more particularly set forth.~~

~~(5)~~ 5) Trustee Vacancy

Anything to the contrary notwithstanding, should one or more vacancies occur in the Pension Board for any reason whatsoever, the remaining

members of the Pension Board shall have the full power to act and carry out the duties and obligations of the Trust Agreement.

- V. A Trustee shall cease to act and shall be divested of any and all powers hereunder in the following instances:
- (1) If the Trustee resigns and upon the resignation being accepted by the remaining members of the Pension Board;
 - (2) If the term of office of the Trustee expires, and upon a successor Trustee being appointed;
 - (3) If a Trustee becomes of unsound mind;
 - (4) If by reason of illness or other cause the Trustee is unable properly to carry out the duties of trustee;
 - (5) If the Trustee becomes a bankrupt;
 - (6) If by unanimous vote of the remaining members of the Pension Board it is resolved that the Trustee is a person unfit to hold the office of trustee or that the Trustee has or is likely to bring the Pension Board, the Plan, the Trust Deed or the University into disrepute;
 - (7) If the Trustee fails to attend any meeting of the Pension Board during a period of three consecutive months.

VI. (1) University Trustees:

Any vacancy occurring in the University Trustees shall be filled by the University Board of Governors within sixty days of such vacancy occurring.

(2) Member Trustees:

(a) Any vacancy occurring in the Member Trustees shall be filled at any special or regular election of the Members;.

~~(b) All Members are eligible to vote for the election of a Member Trustee and the list of such Members eligible to vote shall be as certified by the Secretary of the Pension Board whose decision shall be final;~~

~~(c) The following provisions shall apply in respect to the election of Member Trustees:~~

~~(i) The Secretary of the Pension Board shall determine the date upon which an election shall be held and give due notice thereof;~~

~~(ii)~~

(b) No person shall be eligible for election as a Member Trustee unless that person is a Member of the Plan ~~and unless a nomination in writing proposed by two Members of the Plan and accompanied by the written consent of the nominee, has been filed with the Secretary at least forty days before such election;.~~

~~(iii) At least thirty-five days prior to an election the Secretary of the Pension Board, in consultation with the University Secretary, shall mail to each Member eligible to vote a ballot paper containing thereon in alphabetical order the names of all Members duly nominated together with a plain envelope;~~

~~(iv) Any Member eligible to vote shall vote by placing the Member's ballot paper, sealed in a plain envelope, and by delivering or posting the same to the University Secretary in an envelope addressed to the University Secretary;~~

~~(v) The ballots shall be counted by at least three members of the Pension Office staff. The Secretary of the Pension Board will normally invite the Faculty Association and/or the Professional Employees' Association to nominate an additional scrutineer.~~

~~(vi)~~ (c) An election of Member Trustees shall be conducted in accordance with the process determined by the Pension Board from time to time, which process shall be set out in a policy or other written instrument adopted by the Pension Board and available to Members upon request. The Pension Board may prescribe such other forms, rules and regulations for the conduct of such election as it deems necessary from time to time.

(d) The Pension Board will invite the Faculty Association and the Professional Employees' Association to each appoint a person to scrutineer the voting process in accordance with the process determined by the Pension Board under subclause (c).

~~(vii)~~ (e) All costs of holding any election as aforesaid shall be a charge against the Pension Fund.

~~(viii)~~ (f) The election of any Member Trustee shall be authenticated, confirmed and certified by the remaining Trustees. The Pension Board may, but shall not be bound to, enquire into or adjudicate upon the propriety or procedure followed in any election. The Pension Board may, in its discretion, refuse to confirm the appointment of a new Member Trustee whose election is in dispute, or who in the opinion of the remaining members of the Pension Board has been improperly elected, and until a new Member Trustee has been confirmed by the remaining members of the Pension Board ~~he or she~~ such person shall not be empowered to act as a member of the Pension Board.

~~(dg)~~ Any vacancy occurring during a term of office of a Member Trustee shall be filled within sixty days from the date of such vacancy occurring by the appointment of a Member of the Plan by the Pension Board and such appointee shall hold the position of a Member Trustee until a successor has been confirmed pursuant to subclause ~~(ef)~~.

~~(vii)~~ ~~herein;~~

~~(eh)~~ Upon simultaneous vacancies occurring during a term of office of all four Member Trustees, then the remaining Trustees shall constitute a quorum to decide only urgent and immediate matters and to call for and have a special election as soon as may be practicable to fill all Member Trustee vacancies.

~~(f3)~~ Upon ceasing to be a Trustee, the Trustee in question shall thereupon be discharged and released of all claims, demands and obligations arising hereunder or under the Plan, save and except for any liability or obligation

for any debt or loss as a consequence of a wrongful act or omission, or negligence, on the part of the Trustee;

- ~~(g)~~ (4) Each new Trustee, before assuming any duties or being vested with any rights or powers of Trusteeship hereunder, shall by instrument in writing confirm and declare that the Trustee accepts the Trusteeship and all obligations of the Trust Agreement, as if the Trustee had been an original appointee hereunder. All Insurance Companies, agencies and institutions and all persons connected with the administration of the Pension Fund and Plan shall be if necessary immediately notified.

MEETINGS AND PROCEDURES OF THE PENSION BOARD

- VII. (1) The first Trustees shall hold a meeting of the Pension Board upon their appointment and shall elect a Trustee as Chair. Subsequently and prior in each year to the mailing of annual statements to Members the Trustees shall hold an annual general meeting of the Pension Board and at such meeting they shall elect a Trustee who shall hold the office of Chair until the next annual general meeting.
- (2) Meetings of the Pension Board shall be held at regular intervals as determined from time to time by the Pension Board. A meeting of the Pension Board may be summoned by the Chair or by any two Trustees acting jointly upon seven days' notice to the Trustees. Notices may be effectively given if delivered to any Trustee or mailed by regular prepaid post to the Trustee at the Trustee's usual mailing address. The Trustees may waive regular notice of any meeting and convene at any time by unanimous consent.
- (3) At any duly constituted meeting of the Pension Board a quorum shall consist of four Trustees, of whom at least one shall be a University Trustee and at least one shall be a Member Trustee, all of whom shall be in office at the time such meeting is held. Any motion, moved at any duly constituted meeting of the Pension Board, at which a quorum is present, shall be decided by a majority vote. In the event of a tie vote occurring in the course of a meeting of the Pension Board, the motion before the Pension Board shall fail. A resolution signed by all Trustees shall be as effective and binding as if passed at a duly convened meeting of the Trustees.
- (4) The Trustees shall appoint a Secretary who shall keep minutes or records of all meetings, proceedings and acts of the Pension Board and such minutes need not be verbatim.
- (5) Without limiting the generality of the foregoing, and subject to the limitations of the terms of the Plan, the Pension Board shall from time to time establish rules for the conduct of its meetings, the performance of its functions and the administration of the Plan, and control the Plan's operations according to its terms and the terms of this Trust Deed, including the power:
- (a) to apply the provisions of the Plan in respect to policy as it relates to an individual according to the true intent and meaning of the Plan and to determine any questions arising in connection with the administration or operation thereof;
 - (b) to determine the Credited Service of any Member and to compute the amount of retirement benefit or other sum payable under the Plan to any person;

- (c) to authorize and direct the disbursement of retirement benefits or other sums under the Plan;
 - (d) to employ such counsel and agents and to obtain such clerical and medical and legal and actuarial services it may deem necessary or appropriate in carrying out the provisions of the Trust Deed and the Plan;
 - (e) to adopt from time to time for the purposes of the Plan and after consultation with its Actuary, such mortality and other tables as it may deem necessary or appropriate for the operation of the Plan;
 - (f) to make valuations and appraisals of the assets held under the Pension Fund and, with the advice of its Actuary, to determine the liabilities of the Plan;
 - (g) to create and disburse reserves from such assets for any purpose, consistent with the Plan.
- (6) The Pension Board shall arrange for an actuarial valuation to be made at periods not to exceed three year intervals. The valuation shall be conducted under the supervision of an Actuary and shall cover the mortality, Credited Service and compensation experience of the Members, joint annuitants and all other Beneficiaries, and shall evaluate the assets and liabilities of the Pension Fund. Upon the basis of the investigation, valuation and recommendations of the Actuary, the Pension Board shall determine such changes in the rate of contributions, or allocation of contributions, or both, to accounts as are necessary.
- (7) Decisions and determinations of the Pension Board, within its powers and not inconsistent with the provisions of the Trust Agreement, shall be binding and conclusive in relation to all interested persons.

ANNUAL MEETING OF MEMBERS

- VIII. The Trustees shall call and convene annually a general meeting of the Members of the Plan at least fifteen, but no more than sixty, days from the distribution of annual statements to Members. The Chair shall act as the chair of the said meeting. In the absence of the Chair a Trustee selected by the Trustees present shall act as chair of the meeting.

POWERS OF THE PENSION BOARD

- IX. (1) The Pension Board shall cause to be invested and re-invested all the principal and income of the Pension Fund without distinction between principal and income in such investments as the Pension Board shall from time to time in its discretion decide and which at the time of investment are not inconsistent with the investment requirements of the Income Tax Act and the Pension Benefits Standards Act.
- (2) The Pension Board shall have and is hereby vested with all and every power, right and authority to enable it to administer and invest the Pension Fund and carry out its obligations and rights under the Trust Agreement, including but without restricting the generality of the foregoing, full power to use and apply the Pension Fund for the following purposes:
- (a) To pay or provide for the payment of all reasonable and necessary expenses, costs and fees incurred by the Trustees in connection with the maintenance and administration of the Pension Fund, and the Plan, including the employment of such legal, actuarial and other expert assistance as the Pension Board in its discretion deems necessary or appropriate in the performance of its duties. PROVIDED however that no part of the Pension Fund shall be used for the personal expenses or compensation of the Trustees except when such expenses are incurred by a Trustee on the business of and approved by the Pension Board.
 - (b) To pay or provide for the payment of all real and personal property taxes, income taxes and other taxes and assessments of any and all kinds, levied or assessed under existing or future laws upon or in respect of the Pension Fund or any money or property forming a part thereof, and to withhold from payments out of the Pension Fund all taxes required by any law to be so withheld.
 - (c) To maintain a reserve for expected administration expenses reasonably anticipated to be incurred.
 - (d) To demand, collect and receive contributions for the purposes of the Plan, including the right to sue in any court of competent jurisdiction and to impose a reasonable penalty upon delinquency in payment of contributions, limited however to such sum as shall reimburse the Pension Fund for the amount of loss incurred by reason of such delinquency together with interest, costs and expenses.

RIGHTS TO THE PENSION FUND

X. The following provisions shall apply to the rights or interests of any natural person, corporation, or other association in or to the use of the Pension Fund:

- (1) Neither the University, the Members, nor any other persons, any associations or corporations, shall have any right or interest in or to the Pension Fund or any part thereof, save as by this instrument and by the Plan expressly provided, nor shall any persons, associations or corporations have any right to demand payment of any portion of the Pension Fund, save as by the Trust Deed and by the Plan provided. PROVIDED however that nothing herein contained shall impair or derogate from the right of any Member or any person properly claiming by, through or under such Member, to the benefits or rights, specifically provided in the Trust Agreement.
- (2) Notwithstanding anything contained in the Trust Agreement to the contrary, no part of the corpus or income of the Pension Fund shall be used or diverted to purposes other than for the exclusive benefit of the Members, joint annuitants and other Beneficiaries, except as follows:
 - (a) costs and expenses directly attributable to the administration of the Plan and the Pension Board; or
 - (b) a contribution returned to the contributor where such return is required to avoid the revocation of the Plan under the Income Tax Act; or
 - (c) the execution of a matrimonial property order under the applicable provincial property law to settle the entitlements of a Member's Spouse or former Spouse.

ADMINISTRATION OF THE PENSION FUND

- XI. (1) The administration of the Pension Fund shall be vested wholly in the Pension Board, and for such administration the Pension Board shall, consistent with the purpose of the Pension Fund, have the power to make such arrangements and agreements with persons or corporations as the Pension Board in its sole and complete discretion deems most advantageous.
- (2) The Pension Board is to administer the Plan and in so doing is authorized to appoint from time to time such agents, or such employees of the Plan, as the Pension Board deems necessary to assist in the day-to-day handling of the management of the Pension Fund and administration of the Plan. The Pension Board may appoint or employ any such persons to carry out clerical or administration functions, but always under the direction of the Pension Board.
- (3) In addition to such other powers as are set forth herein or confirmed by law:
- (a) To sell, exchange, lease, convey, grant options or dispose of any property at any time forming a part of the Pension Fund, or the whole thereof, upon such terms as it may deem proper, and to effectuate and deliver any and all instruments of conveyance and transfer in connection therewith;
 - (b) To enter into any and all contracts and agreements, including insurance contracts with Insurance Companies, and trust or agency agreements with Trust Companies, for carrying out the terms of the Trust Agreement and for the administration of the Pension Fund, and to do all acts as it in its discretion may deem necessary or advisable, and such contracts, agreements and acts shall be conclusively binding upon the Members, joint annuitants and all other Beneficiaries;
 - (c) To do all acts according to the true intent and purpose of the Trust Agreement whether or not expressly authorized herein which the Pension Board may deem necessary or proper for the protection of the Pension Fund, and thereto its judgment shall be final;
 - (d) To promulgate such rules and regulations as may in its discretion be deemed proper and necessary for the sound and efficient administration of the Pension Fund and the Plan, provided that such rules and regulations shall not be inconsistent with this Trust Deed or the Plan and which effectuate the provisions of the Plan;
 - (e) To keep true and accurate books of account and records of all transactions of the Pension Board; thereto, transactions involving

the Pension Fund shall be open for the inspection of any Trustee at any time, and the said Pension Fund shall be audited at least annually by a qualified member in good standing of a recognized professional accounting association selected by the Pension Board;

- (f) To administer the Pension Fund and the Plan in conformity with the Trust Agreement, as from time to time amended, and in conformity with the Income Tax Act and the Pension Benefits Standards Act.
- (4) The Pension Fund shall be administered and pooled for investment purposes with the Pension Fund of the Money Purchase Plan.

EXECUTION OF INSTRUMENTS

- XII. All cheques, drafts, vouchers or other withdrawals of money from the Pension Fund, and the transfer of any property or security of the Pension Fund, shall be executed or signed by such persons as the Pension Board may by general or specific resolution decide, and failing a resolution specifying the signatories, shall be signed by the Chair and the Secretary, or any two Trustees.

LIMITATION OF LIABILITY

- XIII. The Trustees shall not be liable for any loss arising out of any error of judgment or any act or omission in the administration of the Pension Fund; nor shall they be personally liable for any liability or debt of the Pension Fund contracted by them in pursuance of the powers contained in the Trust Agreement, or for the non-fulfillment of any contract; nor shall they be liable for any application of any part of the Pension Fund, or for any liability arising in connection with the administration or the existence of the Pension Fund. PROVIDED however that nothing herein contained shall exempt the Trustees or any Trustee for any liability that would otherwise have been incurred by the Trustees or Trustee consequent upon a wrongful or negligent act or omission on the part of the Trustees or any Trustee.

The University shall not be liable for the failure of the Trustees to secure the benefits contemplated herein for any Member, joint annuitant or any other beneficiary or for any default or neglect of the Trustees.

MISCELLANEOUS

- XIV. (1) No person, partnership, corporation or association dealing with the Trustees shall be obligated to see to the application of any funds or property of the Pension Fund or to see that the terms of the Trust Agreement have been complied with or be obliged to enquire into the necessity or expedience of any act of the Trustees.
- (2) The Trustees may seek judicial protection by any action or proceeding they may deem necessary to settle their accounts, and may obtain a judicial determination or declaratory judgment as to any question of construction of the Trust Agreement or direction as to any matter thereunder. Any such determination, declaration or direction shall be binding upon all parties to or claiming under the Trust Agreement.
- (3) The costs and expenses of any action, suit or proceeding brought by or against the Trustees or any of them (including counsel fees) shall be paid from the Pension Fund, except in relation to matters as to which it may be adjudged in such action, suit or proceeding that a Trustee or the Trustees were liable for a wrongful act or omission, or negligence in the performance of their duties hereunder.
- (4) Each person employed by the Trustees, as well as the Trustees themselves, who may be engaged from time to time in handling the monies of the Pension Fund shall be bonded by a duly authorized surety company for such sum as the Trustees from time to time shall determine. The cost of premiums for such bonds shall be paid out of the Pension Fund.
- (5) The Trustees may purchase for and on behalf of each Trustee liability insurance so as to provide a reasonable and adequate coverage in respect of the duties and obligations imposed upon the Trustee by the Trust Agreement. The cost of such premiums shall be paid out of the Pension Fund.
- (6) The fiscal year of the Pension Fund shall end on the 31st day of December in each year.
- (7) The Trustees, within one hundred and fifty days following the end of the fiscal year, shall account and issue a statement of the Pension Fund, a copy of which shall be sent to the Board of Governors.
- ~~(8)~~ (8) As and when required by the Pension Benefits Standards Act, the Trustees shall send out statements to Members and any other individuals who are entitled to such information under the Pension Benefits Standards Act.

AMENDMENT AND TERMINATION

XV. (1) Amendment:

The Pension Board may, with the written consent of the Board of Governors, at any time and from time to time amend the Trust Agreement or either part thereof, PROVIDED that no such Amendment of the Trust Agreement or part thereof shall result in any part of the assets of the Pension Fund being paid to the University, or otherwise used or diverted, for purposes other than the exclusive benefit of Members, joint annuitants and other Beneficiaries under the Plan. And PROVIDED further that no Amendment shall be made to increase a Member's contribution rates over those provided for in subsection 4.01 of the Plan without an affirmative vote of a majority of Members voting, upon thirty days' notice given for such purpose by mail, together with the specific consent of the University.

(2) Termination:

The Board of Governors, together with the affirmative vote of the majority of Members who vote, upon thirty days' notice first given by mail to each Member, may thereupon terminate the Trust Agreement or either part thereof in such manner as may have been set forth in the thirty days' notice and such termination shall take effect upon written notice of the resolution of the Board of Governors and the said affirmative vote being given by the University to the Pension Board, PROVIDED that no such termination of the Trust Agreement or part thereof shall result in any part of the assets of the Pension Fund being paid to the University, or otherwise used or diverted, for purposes other than the exclusive benefit of Members, joint annuitants and other Beneficiaries under the Trust Agreement. In the event of termination the Trustees shall:

- (a) Make provision out of the Pension Fund for the payment of expenses incurred up to the date of termination of the Trust Agreement and the expenses incident to such termination;
- (b) Pay to any Insurance Company or Trust Company the balance, if any, of the assets of the Pension Fund remaining in the hands of the Trustees, which assets are due to said Insurance or Trust Company under the provisions of the Trust Agreement;
- (c) Arrange for a final audit and report of their transactions and accounts for the purpose of terminating their trusteeship;
- (b) Make final determinations as to the amounts owing to the Members, joint annuitants and all other Beneficiaries as required under the Plan that is in existence at the date of termination of the Trust Agreement; and

- (e) Pay and distribute according to the provisions of the Plan.
- (3) Upon termination of the Trust Agreement, the Board of Governors being fully satisfied that all matters relevant to the termination of the Plan have been done shall grant to the Trustees a release and discharge which shall be binding upon all or any person or persons having any interest under the Trust Agreement.

EFFECTIVE DATE AND COUNTERPARTS

XVI. This instrument, being the Trust Agreement, and an Amendment to the agreement and Schedule A thereto (the Plan) dated the twenty-first day of May, 1968, between the University and the Trustees,

- (1) shall have effect as of ~~September 30, 2015~~ [date]; and
- (2) may be executed in one or more counterparts, each of which upon execution is to be deemed an original, and all such counterparts together with the true original shall constitute one and the same instrument.

IN WITNESS WHEREOF the University of Victoria has caused this instrument to be executed by its officers thereunto duly authorized and its seal to be hereunto affixed, and the Trustees have hereunto set their hands and seals, as of the day and year first above written.

Document comparison by Workshare 10.0 on Tuesday, June 6, 2023 1:51:02 PM

Input:	
Document 1 ID	iManage://DMS/Lawson/11676368/4
Description	#11676368v4<Lawson> - UVic Combination Plan - Trust Agreement (PBSA Amendments - Final)
Document 2 ID	iManage://DMS/Lawson/11676368/9
Description	#11676368v9<Lawson> - UVic Combination Plan - Trust Agreement - Unofficial Consolidation (inc proposed May 2023 amendment rev2)
Rendering set	Standard

Legend:	
<u>Insertion</u>	
Deletion	
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Deleted cell	
Moved cell	
Split/Merged cell	
Padding cell	

Statistics:	
	Count
Insertions	61
Deletions	39
Moved from	4
Moved to	4
Style change	0
Format changed	0
Total changes	108

UNIVERSITY OF VICTORIA COMBINATION PENSION PLAN

PLAN TEXT

DRAFT UNOFFICIAL CONSOLIDATION

~~Includes amendments up to and including November 26, 2019~~

Prepared June 5, 2023

This consolidation was prepared using the Plan Text amended and restated as at July 2012 as the base document and incorporates the following subsequent amendments:

- Amendment effective as of September 30, 2015 (approved by the Pension Board on October 27, 2015 and by the Board of Governors on November 24, 2015)

- Amendment effective as of September 30, 2015 and November 26, 2019 (approved by the Pension Board on October 22, 2019 and by the Board of Governors on November 26, 2019)
- Proposed Amendment 2023-01 effective as of October 1, 2019 (approved by the Pension Board on March 21, 2023 and by the Board of Governors on [date])

While care has been taken in the preparation of this consolidation, if there is a discrepancy between this consolidated plan text and the plan text and amendment documents adopted by the Pension Board and Board of Governors and registered with the BC Financial Services Authority and Canada Revenue Agency, the ~~registered~~latter documents shall prevail.

TABLE OF CONTENTS

SECTION 1 - DEFINITIONS	1
SECTION 2 - PENSION FUND: CREATION AND PURPOSE	6
SECTION 3 - ELIGIBILITY FOR MEMBERSHIP	7
SECTION 4 - MEMBER CONTRIBUTIONS	8
SECTION 5 - UNIVERSITY CONTRIBUTIONS	10
SECTION 6 - WRITTEN NOTICE	12
SECTION 7 - RETIREMENT AND BENEFIT COMMENCEMENT DATES	13
SECTION 8 - RETIREMENT BENEFITS	14
SECTION 9 - FORMS OF RETIREMENT BENEFIT	21
SECTION 10 - FUND ALLOCATION & ADMINISTRATION	24
SECTION 11 - DEATH BENEFITS	28
SECTION 12 - TERMINATION OF COVERED EMPLOYMENT	30
SECTION 13 - PLAN AMENDMENT AND TERMINATION	31
SECTION 14 - MISCELLANEOUS	33
SECTION 15 - TRANSFERS	38

SECTION 1 - DEFINITIONS

1.01 In this Plan text, the following words shall have the following meanings unless the context otherwise requires:

“**Actuary**” has the meaning set out in clause II of the Trust Agreement.

"Actuarial Equivalent" means a benefit of equivalent value when computed at the rate of interest and on the basis of the mortality or other tables which may from time to time be adopted by the Pension Board.

"Approved Leave of Absence" means a leave of absence, other than a Sabbatical or Study Leave or Statutory Leave, that is permitted under the Income Tax Act, with or without pay, that is approved as such by the University.

"Average YMPE" means, in respect of a year, the arithmetical average of the YMPE for the year and for the two immediately preceding years.

"Beneficiary" means, in respect of a Member, the person designated or deemed to be designated as the Member's beneficiary in accordance with subsection 14.05 of the Plan.

"Benefit Commencement Date" has the meaning set out in subsection 7.03.

"Board of Governors" has the meaning set out in clause II of the Trust Agreement.

"Combined Contribution Account" means the account that is maintained for the Member to which is credited the Member's required contributions to the Plan together with the University's contributions made on behalf of the Member. Within such account there is a "Post-1992 Contribution Sub-Account" maintained for the Member to which is credited the Member's required contributions to the Plan made in respect of Earnings on and after January 1, 1993 together with the University's regular contributions under subsection 5.01 of the Plan and any amount that may be contributed under subsection 5.02 of the Plan on and after January 1, 1993.

"Commuted Value" means, in relation to benefits that a person has a present or future entitlement to receive, a lump sum amount which is the actuarial present value of those benefits computed at the rate of interest and using the actuarial tables adopted by the Pension Board on the recommendation of the Actuary and in accordance with the Income Tax Act and the PBSA.

"Consumer Price Index" means the Canada all-items Consumer Price Index as published by Statistics Canada.

"Continuous Service" means a Member's uninterrupted period of employment with Victoria College or the University as a member of an employee group eligible for membership in the Combination Plan since his or her last date of hire, including any Period of Leave or Reduced Appointment, provided that an Approved Leave of Absence or Statutory Leave does not exceed 2 years at any one time.

“Covered Employment” means, in respect of a Member, employment for which contributions are being made to the Pension Fund on the Member’s behalf.

"Credited Service" means:

- (a) the years and completed months of Continuous Service as a Member of the Plan (and any Prior Plan) during which required contributions were made to the Plan in accordance with Sections 4 and 5 or in accordance with the provisions of any Prior Pension Plan;
- (b) a Period of Leave or Reduced Appointment or long-term disability that is covered under the University-sponsored long term disability plan during which required contributions were made to the Plan in accordance with Sections 4 and 5; and
- (c) any additional credited service under the Staff Plan or a former employer’s pension plan transferred by a Member prior to 2002 in accordance with the Plan text in force at the time of the transfer;

provided that in respect of periods of absence after December 31, 1990, the aggregate of Credited Service granted for an Approved Leave of Absence and Statutory Leave is limited to a maximum full-time equivalent of 5 years, plus an additional 3 years credited in respect of absences that occur within the 12 month period which commences at the time of the birth or adoption of a child of the Member.

Credited Service does not include service covered by the Money Purchase Plan.

"Earnings" means:

- (a) the amount of regular compensation received by an employee from the University as defined by the Income Tax Act; or
- (b) the amount deemed to be Earnings for a Member
 - (i) on an Approved Leave of Absence who makes contributions pursuant to subparagraph 4.01(b)(i), shall be the amount set out in paragraph (a) that the Member earned immediately prior to his or her Approved Leave of Absence;
 - (ii) on a Sabbatical or Study Leave or Special Reduction of Appointment who makes contributions pursuant to subparagraph 4.01(b)(ii), shall be the amount set out in paragraph (a) that the Member would have earned if he or she did not have a Sabbatical or Study Leave or Special Reduction of Appointment;
 - (iii) on a Statutory Leave who makes contribution pursuant to subparagraph 4.01(b)(iii), shall be the amount set out in paragraph

(a) that the Member earned immediately prior to his or her Approved Leave of Absence; or

- (iv) on long-term disability who is covered under the University-sponsored long term disability plan and on whose behalf contributions are made to the Plan pursuant to paragraph 4.01(a), shall be the amount determined pursuant to the terms of the University sponsored long term disability plan,

provided that such deemed Earnings shall not exceed the amount of compensation that is prescribed for this purpose by the Income Tax Act.

“Family Law Act” means the *Family Law Act* (British Columbia) and the regulations prescribed thereunder, as amended or replaced from time to time.

“Final Average Earnings” means the average of a Member's Earnings during the 60 consecutive months of Credited Service preceding the Member's retirement, death or termination of employment in which the highest average is attained, or, in the case of a Period of Leave or Reduced Appointment, the Earnings which the Member is deemed to have received.

In the case of Members who have not completed 60 months of Credited Service, their Final Average Earnings shall be based on the average of their Earnings during the months of their Credited Service.

“Income Tax Act” means the *Income Tax Act* (Canada) and the regulations prescribed thereunder, as amended or replaced from time to time.

“Interest” means the rate of interest calculated on the basis of the average of the yields of 5-year personal fixed term chartered bank deposit rates, determined by reference to the CANSIM Series V~~422515~~[80691336](#), or its future equivalent, compiled by Statistics Canada and available on the website maintained by the Bank of Canada, which average is determined in relation to the most recent period of that length for which the rates are available.

“Investment Earnings” mean net gains or losses attributable to the market performance of the assets of the relevant fund or account during the relevant period less any investment and administration expenses payable from such fund or account pursuant to subsection 10.06.

“Member” has the meaning set out in clause II of the Trust Agreement.

“Money Purchase Plan” means the University of Victoria Money Purchase Pension Plan.

“PBSA” means the *Pension Benefits Standards Act* (British Columbia) and the regulations prescribed thereunder, as amended or replaced from time to time.

“Pension Board” has the meaning set out in clause II of the Trust Agreement.

“Pension Fund” has the meaning set out in clause II of the Trust Agreement.

“Period of Leave or Reduced Appointment” means an Approved Leave of Absence, Sabbatical or Study Leave, Statutory Leave, Special Reduction of Appointment or Temporary Reduction of Appointment.

“Plan” means the University of Victoria Combination Pension Plan, as constituted under the Trust Agreement and this plan text.

“Prescribed Form” means the form prescribed from time to time by the Pension Board.

“Prior Pension Plans” means all pension plans in effect at the University of Victoria on June 30, 1968.

“Retired Member” means a Member of the Plan who has retired and who is receiving benefits directly from the Plan.

“Retirement Date” means the day the Member elects to retire pursuant to Section 7 of the Plan.

“Sabbatical or Study Leave” means a period of absence from the University approved as such by the University.

“Special Reduction of Appointment” means a reduction in the number of hours worked in Covered Employment by a Member, other than a Temporary Reduction of Appointment, that is approved as such by the University.

“Specified Beneficiary” means an individual who meets the definition of a specified beneficiary for a particular year in relation to a money purchase provision of a registered pension plan as set out in the Income Tax Act.

“Spouse” means, in relation to another person, a person who at the relevant time:

- (a) is married to that other person and has not been living separate and apart from that other person for a continuous period longer than two years; or
- (b) has been living with that other person in a marriage-like relationship for a period of at least two years immediately preceding the relevant time,

but does not include a person who has been allocated a share of the Member’s benefit under the Family Law Act unless a subsequent spousal relationship has been established.

“Staff Plan” means the University of Victoria Staff Pension Plan.

“Statutory Leave” means a leave of absence for which the *Employment Standards Act* (British Columbia) requires the University to continue to make contributions in

respect of Member on such a leave, if the Member elects to continue to make his required contributions under the Plan.

“Temporary Reduction of Appointment” means a temporary reduction in the number of hours worked in Covered Employment by a Member that is approved as such by the University.

“Trust Agreement” has the meaning set out in clause II of the Trust Agreement.

“Trustee” has the meaning set out in clause II of the Trust Agreement.

"University" means the University of Victoria or the Board of Governors thereof, as the context requires.

"Voluntary Contribution Account" means the account that is maintained for each Member who is making or who has made additional voluntary contributions.

"YMPE" means, in respect of a calendar year, the “year’s maximum pensionable earnings” as defined under the Canada Pension Plan.

SECTION 2 - PENSION FUND: CREATION AND PURPOSE

- 2.01 The Pension Fund shall be established and maintained pursuant to the provisions of this Plan and of the Trust Agreement for the purpose of providing retirement, death and termination benefits for the Members and their Beneficiaries, and for no other purpose whatsoever, save and except administration and investment costs.
- 2.02 All contributions made to or under the provisions of this Plan shall be paid into the Pension Fund, and all disbursements with respect to benefits payable under the provisions of the Plan shall be made from the Pension Fund.
- 2.03 The Pension Fund shall comprise the entire assets of the Plan including those assets derived from contributions, together with all contracts (including dividends, interest, refunds or other sums payable to the Trustees on account of such contracts), all investments made and held by the Trustees, all income therefrom and any other property received and held by the Trustees.
- 2.04 The Trustees are hereby designated as the only persons to receive contributions to the Pension Fund, and the Trustees are vested with all legal right, title and interest in and to the Plan in order that the Trustees may discharge on behalf of the Members under the terms of the Trust Agreement any and all of the uses, purposes and duties set forth in the Trust Agreement.
- 2.05 The Plan was established effective July 1, 1968.

SECTION 3 - ELIGIBILITY FOR MEMBERSHIP

- 3.01 Each regular (continuing) full-time member of an employee group eligible for membership in the Plan shall, as a term of employment, be a Member of this Plan, effective from the first day of employment. Assistant Teaching Professors are not eligible for membership in this Plan.
- 3.02 An individual who holds a full-time appointment equivalent to those appointments described in subsection 3.01 and whose salary is paid through the University Payroll from a research grant or a trust fund or other special fund or source of revenue and not from the general funds of the University, even though such grant, fund, or source of revenue may be administered by the University, shall be eligible to become a Member of this Plan, if the grant, fund, or source of revenue pays the University's contribution to the Plan, or, in special circumstances, with the permission of the University.
- 3.03 If a Member who joins the Plan on the basis of the eligibility requirements in subsection 3.01 or 3.02 subsequently reduces his or her appointment in the same appointment pursuant to which he or she became eligible for membership in the Plan to less than full-time, such Member shall remain eligible for membership in the Plan.
- 3.04 Notwithstanding anything to the contrary the Board of Governors has the right to make exceptions to the eligibility requirements specified above after consultation with the Pension Board, and shall supply the Pension Board from time to time, or as may be reasonably requested by the Pension Board, with a list of eligible Members.
- 3.05 Notwithstanding any other provision of this Section 3, if a Retired Member is re-employed by the University and would otherwise be eligible for membership in the Plan, he or she will continue to receive the pension benefits elected under Section 8 and will not be eligible to become a Member of the Plan.

SECTION 4 - MEMBER CONTRIBUTIONS

4.01 Required Contributions by Members

(a) Required Contributions

Subject to paragraph (b), each Member shall make required contributions to the Pension Fund, by means of payroll deductions, equal to the sum of:

- (i) 3.0% of the Member's Earnings that do not exceed the YMPE, pro-rated for the length of the Member's pay period; and
- (ii) 5.0% of the Member's Earnings which are in excess of the YMPE, pro-rated for the length of the Member's pay period; and
- (iii) that percentage of the Member's Earnings which percentage is equal to one-third of the Additional Defined Retirement Benefit Contribution described in subsection 5.04, when the University's contribution is reduced as specified in paragraph 5.01(c).

The University shall remit the contributions to the Pension Fund at least monthly and the remitted contributions shall be credited to the Member's Combined Contribution Account.

(b) Contributions During Period of Leave or Reduced Appointment

- (i) A Member on an Approved Leave of Absence may elect in the Prescribed Form to make the Member required contributions under paragraph (a) and the University contributions under Section 5, including without limitation subsections 5.01, 5.02 and 5.04, in respect of his or her deemed Earnings during the leave.
- (ii) While a Member is on a Sabbatical or Study Leave or Special Reduction of Appointment, the Member will make the Member required contributions under paragraph (a) in respect of his or her deemed Earnings during the leave or reduction of appointment and the University will make contributions under Section 5, including without limitation subsections 5.01, 5.02 and 5.04, in respect of his or her deemed Earnings during the leave or reduction of appointment.
- (iii) A Member on a Statutory Leave may elect in the Prescribed Form to make the Member required contributions under paragraph (a) in respect of his or her deemed Earnings during the leave, in which case the University must make the contributions under Section 5, including without limitation subsections 5.01, 5.02 and 5.04, in respect of his or her deemed Earnings during the leave.

- (iv) While a Member is on a Temporary Reduction of Appointment, the Member will make the Member required contributions under paragraph (a) in respect of his or her actual Earnings during the Temporary Reduction of Appointment and the University will make contributions under Section 5, including without limitation subsections 5.01, 5.02 and 5.04, in respect of his or her actual Earnings during the Temporary Reduction of Appointment.

(c) Member Contribution Limit

Notwithstanding paragraphs (a) and (b), a Member's contributions to the Member's Combined Contribution Account shall not exceed the maximum amount permitted for the year under the Income Tax Act.

(d) Reduction of a Member's Contributions

If a Member's contributions for a year under paragraphs (a) and (b) will exceed the limit described in paragraph (c), the amount of the Member's contributions will be reduced to the extent required to ensure that such Member's contributions do not exceed the limit set out in paragraph (c).

4.02 Additional Voluntary Contributions by Members

(a) Voluntary Contributions

- (i) Subject to subparagraph (ii), a Member may make additional voluntary contributions to the Pension Fund, which contributions shall be credited to the Member's Voluntary Contribution Account in accordance with the provisions of Section 10.
- (ii) If a Member had deemed Earnings in a calendar year in respect of a Period of Leave or Reduced Appointment, he or she cannot make any additional voluntary contributions in that calendar year.

(b) Voluntary Contribution Limit

Notwithstanding paragraph (a), a Member's voluntary contributions shall not exceed in any one year the maximum amount permitted under the Income Tax Act.

4.03 Member Receiving a Benefit

Contributions shall not be made by or on behalf of a Member while that Member is receiving a benefit from this Plan.

SECTION 5 - UNIVERSITY CONTRIBUTIONS

5.01 Contributions to Members' Combined Contribution Accounts

Subject to paragraph 4.01(b), for each pay period and in respect of each contributing Member, the University shall contribute an amount that is equal to:

- (a) 7.37% of the Member's Earnings that do not exceed the YMPE, pro-rated for the length of the Member's pay period; plus
- (b) 9.0% of the Member's Earnings which are in excess of the YMPE, pro-rated for the length of the Member's pay period; less, at the election of the University,
- (c) that percentage of the Member's Earnings which percentage is equal to one-third of the Additional Defined Retirement Benefit Contribution described in subsection 5.04.

The University shall remit the contributions to the Pension Fund at least monthly and the remitted contributions shall be credited to the Member's Combined Contribution Account.

5.02 Contributions to the Defined Retirement Benefit Account

In addition to the amount contributed under subsection 5.01 and subject to paragraph 4.01(b), the University shall contribute in respect of all Members an amount that is equal to 1% of the Members' Earnings to the Defined Retirement Benefit Account. At the discretion of the Pension Board acting on the advice of its Actuary, this 1% of Members' Earnings University contribution may, from time to time and in whole or in part, be contributed as an identical percentage of each Member's Earnings to each Member's Combined Contribution Account and/or to the Supplemental Defined Retirement Benefit Account, instead of to the Defined Retirement Benefit Account.

5.03 Contribution Limit

The University's contributions to the Combined Contribution Account in respect of a Member shall not exceed the maximum amount permitted for the year under the Income Tax Act, less the Member's contributions in accordance with subsection 4.01.

On and after January 1, 1994 any reduction in the University's contribution to a Member's Combined Contribution Account from that specified in subsections 5.01 and 5.02 in order to comply with the foregoing limit, shall be contributed to a supplemental benefit arrangement for the benefit of the Member.

No contribution shall be made by the University pursuant to subsections 5.01 and 5.02, unless it is an eligible contribution as defined by the Income Tax Act.

On and after January 1, 2000, if any portion of the contribution under subsection 5.02 is not an eligible contribution to the Defined Retirement Benefit Account as defined by the Income Tax Act, and the Trustees choose not to allocate it to the Members' Combined Contribution Accounts, the University will contribute such ineligible amounts to a supplemental benefit arrangement for the benefit of Members.

5.04 Additional Contributions to the Defined Retirement Benefit Account

At any time while the Plan continues in existence the Actuary may advise that additional contributions beyond the 1% of Members' Earnings specified in subsection 5.02 are required to maintain the Defined Retirement Benefit Account in accordance with the funding policy adopted by the Pension Board. Subject to paragraph 4.01(b), such additional contributions shall be made by the University in the form of an additional percentage of Members' Earnings and designated as the Additional Defined Retirement Benefit Contribution. Notwithstanding the foregoing, the total contributions made by the University must meet the funding requirements of the PBSA and the Income Tax Act as determined in the most recently filed actuarial valuation report and cost certificate.

5.05 Pension Adjustment Limit

In no event shall the contributions paid in a year to the Member's Combined Contribution Account and Voluntary Contribution Account, under subsections 4.01, 4.02, 5.01 and 5.02, result in a Member's pension adjustment as defined by the Income Tax Act in excess of the limit for the year prescribed by the Income Tax Act.

5.06 Member Receiving a Benefit

The University shall not make contributions in respect of a Member who is receiving a benefit from this Plan.

SECTION 6 - WRITTEN NOTICE

- 6.01 Whenever a Member or the Member's surviving Spouse is required to make a choice or election under any section of this Plan, the Member or surviving Spouse must provide at least one full calendar month written notice to the Pension Board. This requirement will be waived if the PBSA specifies a shorter period of notice or if the Pension Board determines that special circumstances exist.

SECTION 7 - RETIREMENT AND BENEFIT COMMENCEMENT DATES

7.01 Normal Retirement Date

Normal Retirement Date means the last day of the month in which the Member's 65th birthday occurs, which is also the Plan's "pension eligibility date" for the purposes of the PBSA.

7.02 Eligibility for Retirement Benefits

To be eligible for retirement benefits, a Member must be at least 55 years of age and have retired from or terminated his or her Covered Employment.

With the permission of the University and subject to the PBSA, retirement benefits may be available to a Member who has attained age 55 and who has resigned from Covered Employment but is a part-time employee of the University in a category which provides membership in another University pension plan.

7.03 Benefit Commencement Date

A Member may elect to commence benefits on the first day of any month after the Member becomes eligible for benefits according to subsection 7.02. The date of commencement of retirement benefits is the Member's "Benefit Commencement Date".

7.04 Mandatory Commencement of Benefits

Notwithstanding any other provision of the Plan, the pension benefits to which an individual is entitled under the Plan will commence no later than the latest date allowed by the Income Tax Act.

7.05 Employment Past Normal Retirement Date

If a Member continues his or her Covered Employment after his or her Normal Retirement Date, required contributions shall continue to be made by the Member and the University until the earlier of the date Member retires and November 30th of the year in which the Member reaches the maximum age for which contributions are permitted under the Income Tax Act.

SECTION 8 - RETIREMENT BENEFITS

8.01 Balances Available for Retirement Benefits

The balances in a Member's Combined Contribution Account, Voluntary Contribution Account, and Variable Benefit Account are available to provide a retirement benefit, provided that the Member is eligible under the provisions of subsection 7.02.

8.02 Retirement Benefits Options

A Member may elect to apply the available balance described in subsection 8.01 to a combination of the options listed in paragraphs (a) and (b) below, subject to the approval of the Pension Board:

(a) Options within the Plan:

- (i) Internal Variable Annuity Option to have the amount applied to provide the Retired Member with an annual annuity payable monthly from the Pension Fund. The first monthly annuity payment shall be payable as soon as Investment Earnings are known for the Pension Fund for the month preceding the Member's Benefit Commencement Date, and in any event not later than 30 days following the Member's Benefit Commencement Date. The initial amount of such payment shall be determined by the Pension Board on the basis of the actuarial assumptions as to interest and mortality last adopted by the Pension Board for this purpose at the Member's Benefit Commencement Date. The amount payable will fluctuate annually as determined by the Pension Board, in consultation with the Actuary, due to changes in the values of the assets of the Pension Fund and to the mortality assumptions and experience;
- (ii) Variable Benefit Option to have the amount applied to provide the Member with a variable benefit, payable monthly from the Pension Fund, according to the requirements set out in the Income Tax Act and the PBSA. The total annual payment shall not be less than the minimum specified in the Income Tax Act nor greater than the maximum specified in the PBSA, and payments will begin not later than the latest date allowed by the Income Tax Act. With the approval of the Pension Board, a Member may elect to apply a portion of the balance remaining in the Member's Variable Benefit Account to another option, at which time the variable benefit payments will be recalculated. Payments will cease upon the effective date of the transfer of the entire remaining balance to another option, or upon the later of the end of the month in which the Member dies, or, if there is a Specified Beneficiary, the end of the month in which the Specified Beneficiary dies. Any balance remaining in the Member's account after the death of the Member

and the death of the Specified Beneficiary, if any, will be paid as described in Section 11.

If required under the PBSA, a Member who has a Spouse on his or her Benefit Commencement Date and elects this option must provide the Pension Board with:

- (A) a consent in the Prescribed Form by the Member's Spouse that was signed by the Spouse, not more than 90 days before the Member's Benefit Commencement Date, in the presence of a witness and outside the presence of the Member; or
 - (B) confirmation, in a form and manner satisfactory to the Pension Board, that section 145 of the Family Law Act applies.
- (b) Options external to the Plan include transfer of the amount to another registered pension plan, a registered retirement savings plan, a registered retirement income fund, or an insurance company to purchase an annuity, in accordance with the requirements of the PBSA. Such transfers must be on a locked-in basis for that portion of the Member's account contributed after December 31, 1992 plus the Investment Earnings on those contributions, but there is no lock-in requirement for the balance in a Member's account at December 31, 1992 plus the Investment Earnings on that amount after that date.

8.03 Voluntary Contribution Account Benefit

If a Member becomes eligible for benefits under subsection 7.02, he or she may elect to apply the balance of his or her Voluntary Contribution Account as follows:

- (a) to be refunded to the Member as a lump sum, unless such payment is precluded by restrictions attached to the voluntary contributions;
- (b) to be transferred in accordance with any of the options available under paragraph 8.02(b);
- (c) if the Member elects to use his or her Combined Contribution Account to provide a variable benefit under subparagraph 8.02(a)(ii), to have the balance of his or her Voluntary Contribution Account transferred to the Member's Variable Benefit Account;
- (d) if the Member does not elect to use his or her Combined Contribution Account to provide a variable benefit under subparagraph 8.02(a)(ii), but the balance of his or her Voluntary Contribution Account is not less than twice the YMPE, to have the balance of his or her Voluntary Contribution Account used to establish a Variable Benefit Account to provide variable benefits; or

(e) to a combination of the above options as approved by the Pension Board.

8.04 Minimum Balances

Under the terms of subsection 8.02, a Member may use all or part of their account balances to establish a Variable Benefit Account. If only part of an account balance is used, the initial amount applied to this option must not be less than twice the YMPE and, if the Member subsequently elects to apply part of the balance in the Variable Benefit Account to another option, the remaining balance must not be less than twice the YMPE.

8.05 Default Option

A retiring Member, who fails to make an election under subsections 8.02 or 8.03 prior to, or within 90 days following, the date of eligibility for a retirement benefit and who has not advised the Pension Board of a deferred Benefit Commencement Date, will be deemed to have elected to retain the Member's Combined Contribution Account and the Member's Voluntary Contribution Account, if any.

A Member who has not made the required election before December 1st of the last calendar year that the Member is eligible to hold a retirement savings plan registered under the Income Tax Act will be deemed to have elected an option selected by the Pension Board from those options in subsections 8.02 and 8.03 that the Member would be eligible to elect under the Income Tax Act and PBSA. In such a case, effective December 1st of said year, payment(s) under the option will be made as appropriate to the Member, or to an account in trust for the Member with a financial institution selected by the Pension Board.

8.06 Internal Variable Annuity

The Internal Variable Annuity is the annuity, calculated annually and payable monthly, commencing on the Member's Benefit Commencement Date, as elected under subparagraph 8.02(a)(i), calculated on the basis of a single life annuity with payments commencing on the Member's Benefit Commencement Date.

8.07 Prior Pension Benefit

The Prior Pension Benefit is the annual retirement benefit, payable monthly, commencing on the Member's Benefit Commencement Date under any Prior Pension Plan calculated on the basis of a single life annuity with payments commencing on the Member's Benefit Commencement Date, to which the Member may be entitled.

8.08 Supplementary Benefit

(a) Under the provisions of subparagraph 8.02(a)(i), the Pension Board will prescribe an annuity option (the Qualifying Option) which qualifies for a Supplementary Benefit payable from the Defined Retirement Benefit Account.

- (b) The Supplementary Benefit is an annual amount, payable monthly, commencing on the Member's Benefit Commencement Date, and is equal to the amount, if any, by which the Formula Benefit, as defined in the appropriate paragraph 8.09(a), (b) or (c), exceeds the sum of the Internal Variable Annuity as defined in subsection 8.06, and the Prior Pension Benefit, as defined in subsection 8.07.
- (c) A Member who has made an election under subparagraph 8.02(a)(ii) and, with the approval of the Pension Board, subsequently elects a benefit under subparagraph 8.02(a)(i) is not eligible for the Supplementary Benefit.
- (d) Members other than those excluded by paragraph (c), are eligible for a Supplementary Benefit as follows. They may qualify for the full Supplementary Benefit defined in paragraph (b) by applying the entire balance of their Combined Contribution Account to the Qualifying Option. Alternatively, they may apply a fraction of the balance, provided that such fraction is not less than three times the YMPE. If the amount applied is a fraction of the entire amount, then the Member qualifies for a reduced Supplementary Benefit equal to the same fraction of the Supplementary Benefit defined in paragraph (b).
- (e) Despite the foregoing, if a Spouse elects an Internal Variable Annuity as described in subparagraph 8.02(a)(i) pursuant to paragraph 11.01(b), he or she is eligible for a Supplementary Benefit on the same terms as set out in this subsection 8.08 in respect of a Member.

8.09 Formula Benefit

- (a) At or following Normal Retirement Date

The Formula Benefit for a Member whose Benefit Commencement Date is at or following their Normal Retirement Date shall be an annual amount equal to the following but not greater than the Maximum Formula Benefit as specified in subsection 8.10:

- (i) For Credited Service on and after January 1, 1966

1.3% of the Member's Final Average Earnings up to the Average YMPE, plus 2.0% of the Member's Final Average Earnings in excess of the Average YMPE;

multiplied by the Member's years of Credited Service on and after January 1, 1966; plus

- (ii) For Credited Service before January 1, 1966

2.0% of the Member's Final Average Earnings multiplied by the Member's years of Credited Service before January 1, 1966.

(b) For Benefits Commencing Before Normal Retirement Date

The Formula Benefit for a Member whose Benefit Commencement Date is prior to their Normal Retirement Date shall be the Actuarial Equivalent of the Formula Benefit as calculated under paragraph (a).

(c) For Benefits Payable to a Surviving Spouse

The Formula Benefit for a Spouse who elects an Internal Variable Annuity as described in subparagraph 8.02(a)(i) pursuant to paragraph 11.01(b) shall be the Actuarial Equivalent of the Formula Benefit to which the Member was entitled as of the Member's date of death as calculated under paragraph (a).

8.10 Maximum Formula Benefit(a) At or following Normal Retirement Date

The Maximum Formula Benefit at or following Normal Retirement Date shall be the annual normal form of lifetime Formula Benefit calculated under paragraph 8.09(a), and shall not exceed the sum of:

- (i) the Member's years of Credited Service on and after January 1, 1991 plus the years of Credited Service prior to January 1, 1991, granted after July 1, 1992, multiplied by the lesser of:
 - (A) \$2,494.44 or such greater amount permitted under the Income Tax Act; and
 - (B) 2% of the average of the Member's best 3 consecutive years' remuneration from the University;

and

- (ii) the Member's Formula Benefit in respect of years of Credited Service earned prior to January 1, 1991 and granted prior to July 1, 1992, to a maximum of 35 years.

(b) For Benefits Commencing Before Normal Retirement Date

If the Member's Benefit Commencement Date precedes the earliest of the day on which:

- (i) the Member will attain age 60;
- (ii) the Member's age plus Continuous Service would have equalled 80; and
- (iii) the Member would have completed 30 years of Continuous Service,

the Maximum Formula Benefit shall be the amount determined in paragraph (a) reduced by 0.25% for each month by which the Member's Benefit Commencement Date precedes that day.

8.11 Annual Adjustment of Formula Benefit and Supplementary Benefit

(a) Annual Adjustment of Formula Benefit

- (i) The Formula Benefit, as described in the appropriate paragraph 8.09(a), (b) or (c), shall be adjusted as at July 1 next following the Member's Benefit Commencement Date and at each succeeding July 1 until benefits cease to be payable.
- (ii) The minimum adjustment in a particular year is zero and the maximum adjustment is 3% of the amount paid immediately prior to the adjustment. If less than 12 months have elapsed since the Member's Benefit Commencement Date, the maximum adjustment is $\frac{1}{4}\%$ for each month that has elapsed from the Member's Benefit Commencement Date to the adjustment date.
- (iii) The adjustment in a particular year shall be calculated as the Formula Benefit including all previous adjustments, adjusted by the percentage change in the value of the Consumer Price Index over the 12 months ending on the immediately preceding March 31, plus or minus any Carry Forward addition or deduction from the immediately preceding year as described in (iv) below and, subject to the limits described in (ii). If less than 12 months have elapsed since the Member's Benefit Commencement Date the change in the value of the Consumer Price Index will be reduced to the amount obtained by multiplying the percentage change by $\frac{1}{12}$ for each month that has elapsed from the Member's Benefit Commencement Date to the adjustment date.
- (iv) If the unlimited adjustment calculated in (iii) exceeds the maximum adjustment described in (ii), the amount by which the unlimited adjustment exceeds the maximum shall be a Carry Forward addition in the subsequent year's adjustment calculation. If the unlimited adjustment calculated in (iii) is negative, this negative amount shall be a Carry Forward deduction in the subsequent year's adjustment calculation.

(b) Annual Adjustment of Supplementary Benefit

The Supplementary Benefit, as described in subsection 8.08, shall be recalculated and, if payable, adjusted as at July 1 next following the Member's Benefit Commencement Date and at each succeeding July 1 during the Retired Member's lifetime so as to reflect adjustments to the

Formula Benefit, the Prior Pension Benefit and the Internal Variable Annuity.

(c) Additional Adjustments

A Retired Member will continue to receive the retirement benefit that the Member elected and as was specified in the Plan at the Member's Benefit Commencement Date.

Notwithstanding the foregoing, ad hoc adjustments to compensate in whole or in part for the effect of inflation, as measured by the Consumer Price Index, in reducing the purchasing power of the retirement benefits of a Retired Member in receipt of the Defined Retirement Benefit or a Supplementary Benefit, as it was defined at the Member's Benefit Commencement Date, may be recommended by the Pension Board and approved by the Board of Governors. Such ad hoc adjustments are subject to the limits prescribed by the Income Tax Act.

8.12 Termination of Membership

The payment of the entire amount of the balance of the Member's Combined Contribution Account, Voluntary Contribution Account, and Variable Benefit Account to the company or companies selected by the Member for the purposes of paragraph 8.02(b) shall constitute a complete, final and binding discharge by the Pension Board of all obligations owed by the Plan to the Member. From the date of the payment of the amount(s), the Member shall for all purposes cease to be a Member of the Plan, and shall thereafter have no right or claim of any kind whatsoever against the Plan.

SECTION 9 - FORMS OF RETIREMENT BENEFIT

9.01 Normal Form

The normal form of retirement benefit under subsections 8.06 and 8.09 shall be equal monthly payments commencing on the Member's Benefit Commencement Date and terminating with the payment made on the first day of the month in which the death of the Retired Member occurs.

9.02 Automatic Form for a Member with a Spouse

For a Member who has a Spouse on the Member's Benefit Commencement Date, the retirement benefit must, except as set out in subsection 9.03, be paid as a joint and survivor annuity which is:

- (a) payable in monthly instalments of a reduced amount for the life of the Member and payable after the Member's death to the Member's Spouse for the life of the Spouse in monthly instalments equal to 60% of the amount that would have been paid if such death had not occurred; and
- (b) the Actuarial Equivalent of the normal form of benefit.

9.03 Waiver of Automatic Form of Retirement Benefit

- (a) A Member may elect to receive a form of retirement benefit that does not comply with subsection 9.02 by providing to the Pension Board:
 - (i) a statement in Prescribed Form by the Member's Spouse that states that the Spouse is aware of his or his entitlement to a joint and survivor pension under subsection 9.02, waives that entitlement and was signed by the Spouse, not more than 90 days before the Member's Benefit Commencement Date, in the presence of a witness and outside the presence of the Member, or
 - (ii) confirmation, in a form and manner satisfactory to the Pension Board, that section 145 of the Family Law Act applies.
- (b) A Spouse who has validly signed a statement under subparagraph (a)(i) is deemed to be the sole Beneficiary of the Member despite any actual designation of Beneficiary pursuant to subsection 14.05 and any other law relating to such an actual designation.
- (c) Paragraph (b) does not apply if the Pension Board receives:
 - (i) a statement in Prescribed Form by the Member's Spouse that states that the Spouse is aware of his or her entitlement under paragraph (b), waives that entitlement and was signed by the Spouse, before the Member's death, in the presence of a witness and outside the presence of the Member, or

- (ii) confirmation, in a form and manner satisfactory to the Pension Board, that section 145 of the Family Law Act applies.
- (d) If a Spouse who is deemed to be the Beneficiary by virtue of paragraph (b) does not survive the Member, another person who has actually been designated as the Beneficiary pursuant to subsection 14.05 is the Member's Beneficiary.
- (e) A waiver under subparagraph (a)(i) or (c)(i) of an entitlement to a benefit is void if the Member dies before his or her Benefit Commencement Date.
- (f) Where a Member has elected an optional form of pension that has commenced to be paid, such election shall be final, and in the case of a joint and last survivor form of pension, the joint annuitant may not be changed.

9.04 Election of Optional Forms

In lieu of the normal form of retirement benefit payable according to subsection 9.01 or the automatic form of retirement benefit payable according to subsection 9.02, and subject to the restriction under subsection 9.03, a Member may elect by a proper written request of the Member to the Pension Board, before the Member's Benefit Commencement Date, to receive a retirement benefit in one of the optional forms of retirement benefit provided under the Plan, and the amount of the optional form of the benefit shall be the Actuarial Equivalent of the normal form of benefit described in subsection 9.01.

9.05 Optional Forms of Retirement Benefit

(a) Joint and Survivor Option

A Member may, prior to the Member's Benefit Commencement Date, elect an optional form of retirement benefit that provides a smaller monthly benefit with the provision that upon the Member's death after monthly payments begin there shall be payable a retirement benefit for life to the Member's Spouse as at the Member's Benefit Commencement Date, if living at the time of the Member's death, of 66.7%, 75% or 100% of the benefit payable had such death not occurred.

Further, a Member may, prior to the Member's Benefit Commencement Date, elect an optional form of retirement benefit that provides a smaller monthly benefit with the provision that upon the first death of either the Member or the Member's Spouse as at the Member's Benefit Commencement Date, the amount payable to the survivor shall be 66.7% of the benefit that the Member was receiving just prior to such death.

(b) Life Guaranteed 5, 10 or 15 Years

A Member may, prior to the Member's Benefit Commencement Date, elect an optional form of retirement benefit that provides a smaller monthly

benefit with the provision that if, at the death of the Retired Member, payments have not been made for a guaranteed period of 60, 120 or 180 months, as that Member may elect, which nevertheless shall not exceed 15 years, the monthly retirement benefit payments will continue during the remainder of the guaranteed period so elected, or, if the Beneficiary is the Member's estate rather than an individual, the present value of such remaining monthly retirement benefit payments, as determined by the Pension Board, shall be paid in one sum to the executors or administrators of the Retired Member.

(c) Other Optional Forms

A Member may, prior to the Member's Benefit Commencement Date, elect to receive the Actuarial Equivalent of the Member's retirement benefit in any other optional form acceptable to the Pension Board and in accordance with the requirements of the Income Tax Act.

SECTION 10 - FUND ALLOCATION & ADMINISTRATION

10.01 Records

The Pension Board shall establish and maintain or cause to be established and maintained a record for each Member up to the Member's Benefit Commencement Date and for each of the special funds or accounts hereinafter defined of:

- (a) amounts paid to the Pension Board and reported by the University, when so paid, as having been contributed by the Member (such amounts being herein referred to as Member required contributions or Member additional voluntary contributions, as the case may be), and
- (b) amounts paid to the Pension Board and reported by the University, when so paid, as having been contributed pursuant to Section 5 (such amounts being referred to herein as University contributions).

10.02 Accounts

The Pension Board shall establish and maintain or cause to be established and maintained the following accounts in the Pension Fund:

- (a) A Defined Retirement Benefit Account to which shall be credited:
 - (i) the University contributions of up to 1% of Members' Earnings as described in subsection 5.02 hereof, and
 - (ii) the University contributions, if any, as described in subsection 5.04, and
 - (iii) Investment Earnings,
 and to which shall be debited
 - (iv) the monthly retirement benefits paid to each Retired Member and joint annuitant who receives benefits under the defined retirement benefit provisions of the Plan as was specified at the Member's Benefit Commencement Date, when this was prior to the first day of January, 1992, and
 - (v) the monthly Supplementary Benefits paid to each Retired Member and joint annuitant who receives benefits under the Supplementary Benefit provisions of subsections 8.08 and 8.11(b), and
 - (vi) ad hoc adjustments paid to Retired Members under the provisions of paragraph 8.11(c).

- (b) A Combined Contribution Account for each Member who has not elected a benefit under subsection 8.02 and which is the sum of the separately maintained sub-accounts:
 - (i) Pre-1993 Contribution Sub-Account to which shall be credited the Member's Combined Contribution Account balance as at December 31, 1992 plus Investment Earnings thereafter; and
 - (ii) Post-1992 Contribution Sub-Account to which shall be credited the Member's required contributions and the University contributions made to the Member's Combined Contribution Account for service after December 31, 1992, plus Investment Earnings.
- (c) A Voluntary Contribution Account for each Member who has not elected a benefit under subsection 8.03 and who is making or has made additional voluntary contributions or transferred in funds under subsection 15.04, to which shall be credited the Member's additional voluntary contributions, transfers, and Investment Earnings and to which shall be debited lump sum payments and any transfers to another registered pension plan, a registered retirement savings plan, a registered retirement income fund, or an insurance company or other financial institution.
- (d) A Variable Benefit Account for each Member who has elected a benefit under subparagraph 8.02(a)(ii) to which shall be credited
 - (i) that proportion of the Member's Combined Contribution Account balance on the Member's Benefit Commencement Date that the Member elected to be applied to benefits under subparagraph 8.02(a)(ii), and
 - (ii) that proportion of the Member's Voluntary Contribution Account balance on the Member's Benefit Commencement Date that the Member elected under subsection 8.03 to be applied to benefits under subparagraph 8.02(a)(ii), and
 - (iii) Investment Earnings,
 and to which shall be debited
 - (iv) the benefits paid under subparagraph 8.02(a)(ii) including the portion provided from the Member's former Voluntary Contribution Account.

Separate sub-accounts will be maintained for amounts that are subject to lock-in restrictions.

- (e) An Internal Variable Annuity Account to which shall be credited:

- (i) those proportions of the Combined Contribution Account balances on the respective Benefit Commencement Dates of each Member as those Members elected to have applied to an annuity under subparagraph 8.02(a)(i), and
 - (ii) those proportions of the Voluntary Contribution Account balances on the respective Benefit Commencement Dates of each Member, as those Members elected under subsection 8.03 to have applied to an annuity under subparagraph 8.02(a)(i), and
 - (iii) those proportions of the Variable Benefit Account balances of each Member that those Members elected to have applied to an annuity under subparagraph 8.02(a)(i),
- and to which shall be debited
- (iv) the annuities paid under subparagraph 8.02(a)(i), including the portions provided from Members' former Voluntary Contribution Accounts and Variable Benefit Accounts.

10.03 Investment

- (a) The Pension Board shall hold and direct the investment of the Pension Fund in accordance with the requirements of the Income Tax Act and the PBSA.
- (b) The Pension Board shall have the power to invest funds from different classes of accounts in different investment vehicles as it deems appropriate.
- (c) The Pension Fund shall be administered and pooled for investment purposes with the Pension Fund of the Money Purchase Plan.

10.04 Investment Earnings

- (a) The Pension Board shall arrange for a valuation of the assets of the Pension Fund to determine Investment Earnings at the end of each month.
- (b) In determining the Investment Earnings, the Pension Board shall have the power to allocate in an equitable and non-discriminatory manner between the foregoing accounts described in subsection 10.02:
 - (i) the net investment income.
 - (ii) the administrative and investment expenses incurred in the period since the previous allocation. With the approval of the Board of Governors, the Pension Board may allocate a proportionally greater share of the administrative expenses to the Defined Retirement Benefit Account.
 - (iii) the net increase or decrease in the value of the assets.

- (c) Investment Earnings shall be credited to each Member's Combined Contribution Account, Variable Benefit Account, and Voluntary Contribution Account based on the balance in each such account at the end of the previous month.

10.05 Valuation of Annuities

The Pension Board shall determine the value of an annuity unit annually and may arrange for more frequent valuations as it deems necessary or desirable. The right of the Pension Board to arrange more frequent determinations of unit values shall be exercised in a non-discriminatory manner.

10.06 Interim Account Values

If a transfer or payment of a Member's Combined Contribution Account, Variable Benefit Account or Voluntary Contribution Account must be made under the terms of the Plan due to the Member's retirement, termination of Covered Employment or death, the amount of such account shall be:

- (a) the amount of such account on the end of the month prior to the month in which the transfer or payment is made,
- (b) Interest on the amount under paragraph (a) for the period between the end of the month prior to the month in which the transfer or payment is made to the actual date of the transfer or payment; and
- (c) the sum of the Member's contributions and the University contributions on the Member's behalf credited to such account since the end of the month prior to the month in which the transfer or payment is made with Interest thereon from the date the contributions were credited to the account to the date of transfer or payment.

10.07 Administration of the Plan

For the purposes of the PBSA, the Pension Board is the Plan's "administrator" and "fundholder" and the University is an "employer".

SECTION 11 - DEATH BENEFITS

11.01 Death Before Member's Benefit Commencement Date

Subject to any rights that a person may have under Part 5 or Part 6 of the Family Law Act:

(a) Death Benefit Amount

In the event of the death of a Member prior to the Member's Benefit Commencement Date, a death benefit is payable to the Member's Beneficiary equal to the sum of the amount of the Member's Combined Contribution Account and Voluntary Contribution Account at the date of death, in such proportions as had been designated by the Member.

(b) Death Benefit Payable to Spouse

If the Member had a Spouse at the time of his or her death, the death benefit payable under paragraph (a) must be paid to the Member's Spouse. The Spouse may elect to apply the death benefit to any of the options available to a retiring Member under subsection 8.02 as if references to the Member were replaced with Spouse, but without regard for the Spouse's age.

If a Spouse fails to make the election described in the above paragraph within 90 days of receiving the statement required by the PBSA, he or she will be deemed to have elected to retain the Member's Combined Contribution Account and Voluntary Contribution Account, if any.

A Spouse who has not made the required election by the later of (i) December 1st of the last calendar year that the Spouse is eligible to hold a retirement savings plan registered under the Income Tax Act, and (ii) one year following the Member's date of death, will be deemed to have elected an option selected by the Pension Board from those options in subsections 8.02 and 8.03 that the Spouse would be eligible to elect under the Income Tax Act and PBSA. In such a case, effective December 1st of said year, payment(s) under the option will be made as appropriate to the Spouse, or to an account in trust for the Spouse with a financial institution selected by the Pension Board.

(c) Spousal Waiver of Death Benefit

(i) A Member's Spouse may waive his or her entitlement pursuant to this subsection 11.01 at any time prior to the Member's death by delivering a signed waiver in the Prescribed Form to the Pension Board.

(ii) If a waiver pursuant to subparagraph (i) is in effect, the benefits payable under the Plan as a consequence of the death must be paid as if the deceased Member died leaving no surviving Spouse.

- (iii) Despite any other provision of this Plan, if a Spouse waives his or her entitlement under this subsection 11.01, the Spouse is not entitled to receive any benefit by way of a lump sum payment as the Member's Beneficiary.

(d) Death Benefit Payable to Non-Spouse Beneficiary

If the Member does not have a Spouse at the date of death, or, if the Pension Board receives from the surviving Spouse a waiver pursuant to subparagraph 11.01(c)(i), the death benefit payable under paragraph (a) is payable in a lump sum to the Member's Beneficiary.

(e) Refund of Voluntary Contributions

If the person entitled to the death benefit is the Member's Spouse, the portion of the death benefit that is attributable to the Member's Voluntary Contribution Account is not subject to lock-in restrictions and may be paid in a lump sum unless such payment is precluded by restrictions attached to the voluntary contributions or transferred to another registered pension plan, a registered retirement savings plan, a registered retirement income fund, or an insurance company or other financial institution .

11.02 Death After Member's Benefit Commencement Date

In the event of the death of a Retired Member who had elected an annuity under subparagraph 8.02(a)(i) the sums payable, if any, shall be in accordance with the form of benefit elected by such Retired Member under Section 9.

In the event of the death of a Retired Member who had elected a benefit under subparagraph 8.02(a)(ii), a death benefit is payable as described in subsection 11.01 as if references to the Combined Contribution Account and Voluntary Contribution Account were replaced with the Variable Benefit Account. Upon the death of a surviving Spouse who is in receipt of benefits under subparagraph 8.02(a)(ii), the balance remaining in the Variable Benefit Account is payable to the Spouse's designated beneficiary or if none to the estate of the Spouse.

11.03 Proof of Death

Payment arising or conditional upon the death of any Member, joint annuitant or any other Beneficiary or upon the continued life of a Member, joint annuitant or any other Beneficiary or upon the happening of any other event or contingency upon which a payment becomes payable shall be made only after receipt by the Pension Board of satisfactory proof of such death or from time to time of such continued life or the happening of such event or contingency, as the case may be.

SECTION 12 - TERMINATION OF COVERED EMPLOYMENT

12.01 A Member whose Covered Employment is terminated for reasons other than death or retirement shall immediately cease to be eligible to make Member contributions under Section 4 and to receive University contributions under Section 5, and may elect at termination or subsequently with respect to the balances in the Member's Combined Contribution Account and Voluntary Contribution Account a combination of the following options, subject to the approval of the Pension Board:

- (a) to retain the Member's Combined Contribution Account and Voluntary Contribution Account until the Member's Benefit Commencement Date, and on this election being made the Member may further elect to have the amount of the Member's Combined Contribution Account and Voluntary Contribution Account at the date of termination plus Investment Earnings on those amounts applied to provide a benefit as described in subsection 8.02;
- (b) subject to paragraph 15.01(a), to transfer the amount(s) to another registered pension plan, a registered retirement savings plan, a registered retirement income fund, or an insurance company to purchase an annuity, in accordance with the requirements of the PBSA. Such transfers must be on a locked-in basis for that portion of the Member's Combined Contribution Account contributed after December 31, 1992 plus the Investment Earnings on those contributions, but there is no lock-in requirement for the balance in a Member's Combined Contribution Account at December 31, 1992 plus the Investment Earnings on that amount after that date nor on the balance in a Member's Voluntary Contribution Account unless the funds were originally transferred in on a locked-in basis; or
- (c) in respect of the balance in the Member's Voluntary Contribution Account only, as a lump sum payment.

A Member who elects an option other than one including paragraph (a) above will cease to be a Member and have no further entitlement under the Plan upon such transfer. A Member who fails to make an election of one of the above options within 90 days of receiving the statement required by the PBSA will be deemed to have elected the option in paragraph (a).

12.02 A Member whose Covered Employment is terminated and who elects the option described in paragraph 12.01(a) retains eligibility for a Supplementary Benefit as described in subsection 8.08.

12.03 A transfer under paragraph 12.01(b) or (c) shall be in accordance with the requirements of the Income Tax Act and the PBSA.

SECTION 13 - PLAN AMENDMENT AND TERMINATION

13.01 Amendment

Further to subclause XV.(1) of the Trust Agreement, the Members may, by resolution passed at a properly convened meeting of the Members, make proposals for the amendment of the Plan and upon receipt thereof by the Pension Board it shall within a reasonable time report to the membership its decision in respect to such resolution.

13.02 Termination

- (a) Further to subclause XV.(2) of the Trust Agreement, and in the event of the termination of the Plan, the Pension Board shall allocate the balances of the various accounts described in subsection 10.02 to Members and Beneficiaries according to the following entitlements:
 - (i) Members and Beneficiaries holding Voluntary Contribution Accounts or Variable Benefit Accounts shall be entitled to receive their respective account balances.
 - (ii) Members who have not made an election under subsection 8.02, and their Beneficiaries, shall be entitled, except as provided by subparagraph (v) below, to receive their respective Combined Contribution Account balances as of the date of termination. Each such Member or surviving spouse of the Member may elect, within 90 days of receiving the statement required by the PBSA, a transfer of the Member's Combined Contribution Account balance in accordance with paragraph 12.01(b). If the Member or surviving Spouse does not make the election in the time limit specified, payment(s) will be made as appropriate to the Member or the surviving Spouse or to an account in trust for the Member or the surviving Spouse with a financial institution selected by the Pension Board. A Beneficiary who is not the Spouse of a Member will be paid the entitlement as a lump sum.
 - (iii) Recipients of defined benefit pensions that are payable under the provisions of the Plan as was specified prior to the first day of January 1992 shall be entitled to a retirement benefit equal in value to the actuarial value of the defined benefit pension payable as of the date of termination. This entitlement shall be funded from the Defined Retirement Benefit Account.
 - (iv) Recipients of Internal Variable Annuities shall be entitled to a total retirement benefit equal in value to the annuity payable under subparagraph 8.02(a)(i) as of the date of termination plus the actuarial value of any Supplementary Benefit payable under subsection 8.08 as of the date of termination. This entitlement shall

be funded by a pro-rata share of the Internal Variable Annuity Account based on the number of units held by the annuitant plus supplementary funds drawn as required from the Defined Retirement Benefit Account.

- (v) Members who have attained the age of 65 at the date of termination but have not made an election under subsection 8.02 shall be entitled to a money purchase benefit equal to their Combined Contribution Account balance under subparagraph (ii), or at the Member's option a retirement benefit equal in value to the actuarial value of the Formula Benefit determined under subsection 8.09 as of the date of termination. This entitlement shall be funded by the Member's Combined Contribution Account plus supplementary funds drawn as required from the Defined Retirement Benefit Account.
- (b) If any surplus remains in the Defined Retirement Benefit Account after it has been allocated in accordance with paragraph (a), the available funds shall be distributed according to a non-discriminatory formula adopted by the Pension Board and in accordance with the PBSA.
- (c) If, at the Plan termination date, the Defined Retirement Benefit Account is insufficient to provide for all of the defined benefits payable out of that account as determined under subparagraphs (a)(iii), (a)(iv) and (a)(v), the University shall contribute the amounts required to fund those benefits in accordance with the PBSA. If despite the preceding sentence, the assets in Defined Retirement Benefit Account remain insufficient to provide for all of the defined benefits payable out of that account as determined under subparagraphs (a)(iii), (a)(iv) and (a)(v), the assets in the Defined Retirement Benefit Account must be allocated and distributed pursuant to section 135 of the regulations under the PBSA, as amended or replaced from time to time.

SECTION 14 - MISCELLANEOUS

14.01 Non Alienation

Subject to the PBSA, any benefits which are provided under this Plan shall not be subject in any manner to anticipation, surrender, alienation, sale, transfer, assignment, pledge, encumbrance, charge or given as security and any attempt to anticipate, surrender, alienate, sell, transfer, assign, pledge, encumber, charge or give as security the same shall be void and non-enforceable against the Plan; and, subject to applicable laws, any such benefits shall not in any manner be liable for or subject to the debts, contracts, liabilities, engagements, or torts of the person who shall be entitled to such benefits, nor shall they be subject to attachment, seizure, execution or legal process for or against such person.

14.02 Information Disclosure

Each Member and Beneficiary of a deceased Member entitled to benefits under the Plan shall be entitled to receive or request the statements, Plan documents and other information required to be provided or disclosed by the Pension Board in accordance with the PBSA.

14.03 Payments

- (a) If a person elects a lump sum payment or transfer from the Plan, the payment or transfer shall be made within 60 days after the person completes and files with the Secretary to the Pension Board, all documents required to authorize the payment or transfer, including evidence of entitlement. The payment of the entire amount of an individual's entitlement from the Plan shall constitute a complete, final and binding discharge by the Pension Board of all obligations owed by the Plan to an individual and the individual shall thereafter have no right of claim whatsoever against the Plan and, if the individual was a Member, the Member shall for all purposes cease to be a Member of the Plan.

If a payment is in excess of the maximum limit that can be transferred to another plan or to a retirement savings plan registered under the Income Tax Act, then the amount of that payment that is in excess of that maximum limit is exempt from any lock-in restrictions and must be paid in a lump sum.

- (b) Despite any other provision of this Plan, if under the Plan a lump sum cash payment may be payable to a person, and the Income Tax Act permits the entire amount of that cash lump sum to be transferred directly to a registered retirement savings plan, that lump sum payment may be transferred to a registered retirement savings plan at the option of the person to whom the lump sum is payable.

14.04 Permitted Unlocking

(a) Small Benefit

- (i) If the total payable from a Member's Combined Contribution Account is less than 20% of the YMPE for the calendar year in which the Member terminated his or her Covered Employment, retired or died, or any subsequent year in which the value of the Combined Contribution Account is determined prior to the Member or Spouse's Benefit Commencement Date,
 - (A) the Member or surviving Spouse of the Member may elect to receive the value of the Combined Contribution Account in a lump sum; and
 - (B) notwithstanding subparagraph (A), the Pension Board reserves the right to compel a Member or surviving Spouse of the Member to take the value of the Combined Contribution Account in a lump sum.
- (ii) If the value of a Retired Member's Variable Benefit Account is less than 20% of the YMPE for the calendar year in which the value of his or her Variable Benefit Account is determined, the Retired Member or surviving Spouse may elect to receive the value of his or her Variable Benefit Account in a lump sum.

(b) Non-Resident

- (i) A Member whose Covered Employment has terminated pursuant to Section 12 or a Spouse entitled to a benefit under subsection 11.01 may elect to withdraw as a lump sum an amount equal to the value of his or her Combined Contribution Account on providing to the Pension Board a statement signed by the Member or Spouse that he or she has been absent from Canada for more than two years and written evidence that the Canada Revenue Agency has confirmed the person's status as a "non-resident" of Canada for the purposes of the Income Tax Act.
- (ii) If a Member who wishes to make an election in accordance with subparagraph (i) has a Spouse at the date of such an election, no payments will be made unless the Pension Board has received:
 - (A) a statement in Prescribed Form by the Spouse that states that the Spouse is aware of his or her entitlement under the Plan, waives that entitlement and was signed by the Spouse, not more than 90 days before the election is made, in the presence of a witness and outside the presence of the Member; or

- (B) confirmation, in a form and manner satisfactory to the Pension Board, that section 145 of the Family Law Act applies.

(c) Shortened Life Expectancy

- (i) Despite any other provision of this Plan, if a person who has a current entitlement to receive a benefit under the Plan, other than a Retired Member or a surviving Spouse of a Member currently in receipt of any form of lifetime pension under the Plan, has an illness or disability that is certified by a medical practitioner to be terminal or likely to shorten the person's life considerably, that person may elect to:
 - (A) convert all or part of the balance of his or her Combined Contribution Account or Variable Benefit Account, as the case may be, on the basis prescribed in the PBSA to a series of payments for a fixed term; or
 - (B) withdraw as a lump sum an amount equal to the balance of his or her Combined Contribution Account or Variable Benefit Account, as the case may be, or any lesser amount that the person may select.
- (ii) If a Member who wishes to make an election in accordance with subparagraph (i) has a Spouse at the date of such an election, no payments will be made unless the Pension Board has received:
 - (A) a statement in Prescribed Form by the Spouse that states that the Spouse is aware of his or her entitlement under the Plan, waives that entitlement, and was signed by the Spouse, not more than 90 days before the election is made, in the presence of a witness and outside the presence of the Member; or
 - (B) confirmation, in a form and manner satisfactory to the Pension Board, that section 145 of the Family Law Act applies.
- (iii) After any payment pursuant to this paragraph (c), the Member will continue to participate in the Plan. On the Member's subsequent termination of Covered Employment, retirement or death, any payments made with respect to such Member will be reduced to reflect any payments made under this paragraph (c).

14.05 Designation of Beneficiary

- (a) A Member's Beneficiary is:

- (i) if he or she has a Spouse who has not waived his or her entitlement in accordance with this Plan text and the PBSA, the Spouse;
 - (ii) if he or she has no Spouse, or the Spouse has waived his or her entitlement in accordance with this Plan text and the PBSA, the person(s) designated by the Member or Retired Member; or
 - (iii) if he or she has no Spouse, or the Spouse has waived his or her entitlement in accordance with this Plan text and the PBSA and the Member has not designed a beneficiary pursuant to subparagraph (a)(ii), or no beneficiary designated pursuant to subparagraph (a)(ii) survives the Member, the Member's estate.
- (b) A Beneficiary designation must be filed with the Pension Board in the Prescribed Form.
- (c) A Member who has made a designation in accordance with paragraph (a) may alter or revoke the designation by filing with the Pension Board such alteration or revocation in the Prescribed Form, subject to the *Wills, Estates and Succession Act* (British Columbia) in respect of any irrevocable designation.

14.06 Marriage Breakdown

- (a) The entitlement of any person to receive a benefit under the Plan is subject to the following:
- (i) entitlements arising under a written separation agreement or an order made under Part 5 of the Family Law Act, or a similar order of a court outside British Columbia enforceable in British Columbia, that affects the payment or distribution of a person's benefits, and
 - (ii) entitlements arising under a division of pension under Part 6 of the Family Law Act.
- (b) For greater certainty, a Spouse or former Spouse who is entitled to a division of a Member's benefit under the Plan shall be subject to the same locking-in rules as the Member.
- (c) For greater certainty, once a separated Spouse receives a share of a Member's benefit in accordance with this subsection 14.06, such Spouse shall no longer have any other entitlements under this Plan.
- (d) If a Member's benefits are divided as a result of a marriage breakdown, the Member's Credited Service will be reduced by the amount of Credited Service reflected in the Spouse's proportionate share of the benefits in accordance with the requirements of the Family Law Act.

14.07 Ancillary Benefits

The basis upon which ancillary benefits, as defined in the PBSA, will be paid from the Plan is established pursuant to this subsection 14.06 as follows:

- (a) supplementary benefits payable for a temporary period of time are provided in accordance with subsection 8.08 if:
 - (i) the Member has attained age 55 and retired from or terminated his or her Covered Employment such that the Member eligible for retirement benefits under subsection 7.02, has made an election under subparagraph 8.02(a)(i) and is alive on the date as of when the supplementary benefit is calculated under subsection 8.08; or
 - (ii) the surviving Spouse of a Member has made an election under paragraphs 11.01(b) and 8.02(a)(i) and is alive on the date as of when the supplementary benefit is calculated under subsection 8.08; and
- (b) cost of living adjustments are provided in accordance with paragraph 8.11(a) if
 - (i) the Member has attained age 55 and retired from or terminated his or her Covered Employment such that the Member eligible for retirement benefits under subsection 7.02, is in receipt of a Supplementary Benefit in accordance with subsection 8.08 and is alive on the date as of when a cost of living adjustment is made; or
 - (ii) the surviving Spouse of a Member is in receipt of a Supplementary Benefit in accordance with subsection 8.08 and is alive on the date as of when a cost of living adjustment is made; and
- (c) cost of living adjustments are provided in accordance with paragraph 8.11(c) if:
 - (i) the Member has attained age 55 and retired from or terminated his or her Covered Employment such that the Member eligible for retirement benefits under subsection 7.02, is in receipt of a Supplementary Benefit in accordance with subsection 8.08 or a Defined Retirement Benefit and is alive on the date as of when a cost of living adjustment is made; or
 - (ii) the surviving Spouse of a Member is in receipt of a Supplementary Benefit in accordance with subsection 8.08 and is alive on the date as of when a cost of living adjustment is made;

and the Pension Board recommends and the Board of Governors approves an ad hoc adjustment.

SECTION 15 - TRANSFERS

15.01 Transfer To and From the Money Purchase Plan

- (a) A Member of this Plan whose appointment is changed to an appointment which makes the Member eligible for membership in the Money Purchase Plan shall be required to cease contributions to this Plan and to commence contributions to the Money Purchase Plan on the date that the change in appointment is effective. Credited Service is not accrued within the Money Purchase Plan and no service is transferable from this Plan to that plan. While such person is a member of the Money Purchase Plan, he or she is restricted from making a transfer under paragraph 12.01(b).
- (b) A member of the Money Purchase Plan whose appointment is changed to an appointment which makes the member eligible for membership in this Plan shall be required to cease contributions to the Money Purchase Plan and to commence contributions to this Plan on the date that the change in appointment is effective. Credited Service is not accrued within the Money Purchase Plan and no service is transferable from that plan to this Plan.

15.02 Transfer To and From the Staff Plan

A Member of this Plan whose appointment is changed to an appointment which makes the Member eligible for membership in the Staff Plan shall be required to cease contributions to this Plan and to commence contributions to the Staff Plan on the date that the change in appointment is effective. While such person is a member of the Staff Plan, he or she is restricted from making a transfer under paragraph 12.01(b).

15.03 Transfers into Variable Benefit Accounts

- (a) Subject to the conditions set out in paragraph (b) below, the Pension Board may establish a policy whereby a Member or former Member may transfer funds from another registered pension plan, a registered retirement savings plan or a registered retirement income fund into a Variable Benefit Account to create or augment a Variable Benefit from the Plan.
- (b) Any such transfer must be permitted under the Income Tax Act and the PBSA and the funds must originate from an account registered in the name of the Member or former Member.

15.04 Transfers to or from Voluntary Contribution Accounts

- (a) Subject to the conditions set out in paragraph (b) below, the Pension Board may establish a policy whereby a Member may transfer funds from another registered pension plan, a registered retirement savings plan or a registered retirement income fund into a Voluntary Contribution Account.

- (b) Any such transfer must be permitted under the Income Tax Act and the PBSA and the funds must originate from an account registered in the name of the Member or former Member.
- (c) A Member may, at any time, elect on an irrevocable basis, by means of a written request to the Pension Board, a lump sum payment or a transfer to another registered pension plan, a registered retirement savings plan, a registered retirement income fund, or an insurance company or other financial institution, of all or part of the funds in the Member's Voluntary Contribution Account. Transfers and payments made under this subsection shall take place at the end of the month next following the month of the Member's election.

Document comparison by Workshare 10.0 on Tuesday, June 6, 2023 1:59:52 PM

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Description	#11530788v8<Lawson> - UVic Combination Pension Plan - Plan Text (Unofficial Consolidation Jan 2020)
Document 2 ID	iManage://DMS/Lawson/11530788/9
Description	#11530788v9<Lawson> - UVic Combination Pension Plan - Plan Text (Draft Unofficial Consolidation Jun 2023)
Rendering set	Standard

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Padding cell	

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Moved to	0
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University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

June 12, 2023

FOR DECISION

To: Finance Committee

From: Kristi Simpson
Vice-President Finance and Operations 

cc: President and Vice-Chancellor

Meeting Date: June 26, 2023

Subject: University of Victoria Money Purchase Pension Plan,
Amendment 16

Basis for Jurisdiction: Section XV(1) of the Trust Agreement for the
University of Victoria Combination Pension Plan

Strategic Relevance: Innovation and inquiry

- *Fostering adaptable, creative policies, governance and uses of space and resources to grow transformative ideas, partnerships, education and communities of practice.*

Previous Consultation:

Pension Board for the Money Purchase Pension Plan ("Pension Board").

Recommendation:

THAT the Finance Committee recommend to the Board of Governors that the Board of Governors approve the attached Amendment 16, an amended Schedule A to the Trust Agreement for the University of Victoria Money Purchase Pension Plan ("Money Purchase Plan"), and that the addition of Appendix A be effective September 16, 2013, and that the amendment to Section 1.01 be effective October 1, 2019.

Background:

- *Participating employers (Schedule A, Appendix A)*
Per section 3.10 of the Plan Text, the Board of Governors may make exceptions to the eligibility requirements specified in the Plan text after consultation with the Pension Board. At its November 26, 2013 meeting, the Board of Governors approved eligibility for membership in the Plan for the individual holding the position of Chief Executive Officer of University of Victoria Properties Investments Inc. ("UVic Properties").

At its March 30, 2022 meeting, the Board of Governors approved eligibility for membership in the Plan for executive employees of UVic Properties.

It is best practice to reference participating employers in the Plan Text; this is an item that the Pension Board has had under consideration for some time. As such, amendments have been approved to add UVic Properties as a participating employer under the Plan.

- *CANSIM series (Schedule A, Section 1.01)*
When providing interest on lump-sums or member contributions, the Plan must use the interest rate series that is set out in provincial regulation. The interest rate series CANSIM V122515 previously required by regulation was discontinued as of October 1, 2019; pension plans were directed by BCFSa to use its replacement, and to update the plan text the next time an amendment is filed. This is being included in this package to accompany the above amendment.

The amendments to the Plan Text were drafted with the assistance of the Board's legal counsel and are detailed in the attached documents. The Certificate of Associate Vice-President Financial Planning & Operations will be signed following the approval of the Board of Governors.

Planned Further Action:

The amended Plan Documents will be filed with the regulatory authorities having jurisdiction over the pension plans. This includes the Canada Revenue Agency and the BC Financial Services Authority (BCFSa). The amendments will then be reported to members in due course.

Attachments:

- Certificate of Associate Vice-President Financial Planning & Operations Regarding Amendments to the Plan Text
- Amendment 16 - Money Purchase Pension Plan Schedule A - PlanText (blacklined)

UNIVERSITY OF VICTORIA MONEY PURCHASE PENSION PLAN
CERTIFICATE OF ASSOCIATE VICE-PRESIDENT FINANCIAL PLANNING & OPERATIONS
REGARDING AMENDMENTS TO THE PLAN TEXT

BACKGROUND:

- A. The University of Victoria Money Purchase Pension Plan (the “**Plan**”) was established pursuant to a Trust Agreement made March 2, 1992 between the University of Victoria and the then trustees of the Pension Board, as amended (the “**Trust Agreement**”) and is administered by the Pension Board.
- B. The terms of the Plan are set out in the Trust Agreement and the plan text document amended and restated effective March 30, 2016, as amended (the “**Plan Text**”).
- C. The Plan Text is set out in Schedule A of the Trust Agreement and pursuant to subclause XV(1) of the Trust Agreement, the Pension Board may, with the written consent of the Board of Governors of the University of Victoria (the “**Board of Governors**”) amend the Plan Text, subject to the restrictions set out in that subclause.
- D. Pursuant to section 3.10 of the Plan Text, the Board of Governors may make exceptions to the eligibility requirements specified in the Plan Text after consultation with the Pension Board and shall supply the Pension Board with a list of eligible members.
- E. At its November 26, 2013 meeting, the Board of Governors approved eligibility for membership in the Plan for the individual holding the position of Chief Executive Officer of University of Victoria Properties Investments Inc. (“**UVic Properties**”), a wholly owned subsidiary of the University of Victoria, and, effective September 16, 2013, such individual began participating in the Plan.
- F. At its March 30, 2020 meeting, the Board of Governors approved eligibility for membership in the Plan for executive employees of UVic Properties.
- G. The *Pension Benefits Standards Regulation* and the Plan Text interest provisions make reference to the CANSIM V122515 series that was discontinued as of October 1, 2019.
- H. In Information Bulletin PENS 19-003 dated November 2019, the BC Superintendent of Pensions advised that pension plan administrators are expected to update references to the CANSIM V122515 series in a plan text the next time an amendment is filed.
- I. On March 21, 2023, the Pension Board approved and recommended to the Board of Governors amendments to the Plan Text in order to (i) document the participation of UVic Properties in the Plan and (ii) update the CANSIM rate.

NOW THEREFORE, the undersigned, being the Acting Associate Vice-President Financial Planning and Operations of the University of Victoria hereby certifies that, at a meeting of the Board of Governors held on June __, 2023, the Board of Governors approved the amendments to the Plan Text set out in Appendix A hereto.

Dated June __, 2023

Andrew Coward
Associate Vice-President
Financial Planning and Operations

Appendix A
UNIVERSITY OF VICTORIA MONEY PURCHASE PENSION PLAN
PLAN TEXT AMENDMENT 2023-01

The Plan Text is amended as follows:

1. Effective October 1, 2019, the Plan Text is amended by replacing the phrase “CANSIM Series V122515” in the definition of “Interest” in subsection 1.01 with “CANSIM Series V80691336, or its future equivalent,”.
2. Effective September 16, 2013, the Plan Text is amended by adding a new Appendix A to the Plan Text as follows:

APPENDIX A:
PARTICIPATING EMPLOYERS

SECTION 1 - APPLICATION

- 1.01 Except as otherwise specified in this Appendix, the terms of the Plan shall apply to employees of Participating Employers as though they were employees of the University.
- 1.02 For greater certainty, the references to the “University”
 - (a) as an employer of a Member or other individual in the Plan in the following sections of the Plan shall be deemed to be a reference to the Participating Employer that employs the relevant individual: the definitions of “Approved Leave of Absence”, “Earnings”, “Sabbatical or Study Leave”, “Special Reduction of Appointment”, “Statutory Leave” and “Temporary Reduction of Appointment” in subsection 1.01 of the Plan and subsections 3.11, 4.01(a), 9.01 and 9.06 of the Plan; and
 - (b) in respect of the contributions required to be made by the University as an employer of a Member or other individual in the Plan shall be applicable to Participating Employers as set out in Section 4 of this Appendix below.

SECTION 2 - DEFINITIONS

- 2.01 For the purposes of this Appendix, “Participating Employer” means:
 - (a) University of Victoria Properties Investments Inc.; or
 - (b) any other employer acceptable to the University after consultation with the Pension Board, provided such employer is an “affiliate” of the University within the meaning of the *Business Corporations Act* (British Columbia).

SECTION 3 - ELIGIBILITY AND MEMBERSHIP

- 3.01 The University may designate, from time to time and after consultation with the Pension Board, any employee of such Participating Employer as:

- (a) a Member, as a term of employment, effective the date determined by the University; or
- (b) eligible to participate in the Plan on a voluntary basis, effective the date determined by the University.

3.02 The University shall at all times have the right to decide which of a Participating Employer's employees are eligible for the Plan or have ceased to be eligible, provided it has consulted with the Pension Board in accordance with subsection 3.10 of the Plan, and shall supply the Pension Board from time to time, or upon request by the Pension Board, with a list of the eligible employees of Participating Employers.

SECTION 4 - PARTICIPATING EMPLOYER CONTRIBUTIONS

- 4.01 Participating Employers shall make contributions on the same basis as the University as set out in subsections 4.01(b)(ii), 4.01(b)(iii), 4.01(b)(iv), 5.01, 5.02, 5.03 and 5.04 of the Plan.
- 4.02 References to the University's contributions in the following sections of the Plan shall be deemed to be a reference to contributions made or required to be made by the applicable Participating Employer pursuant to subsection 4.01 of this Appendix: "Money Purchase Contribution Account" in subsection 1.01 of the Plan and subsections 4.01(b), 5.01, 5.02, 5.04, 7.05, 9.01, 9.02, 9.05 and 11.01 of the Plan.
- 4.03 Notwithstanding subsection 5.01 of the Plan, if the University remits to the Pension Fund amounts that a Participating Employer is required to remit to the Pension Fund pursuant to this Section and subsection 4.01(b) and Section 5 of the Plan in respect of that Participating Employer's present or former employees, that Participating Employer must promptly reimburse the University for all such amounts.

UNIVERSITY OF VICTORIA MONEY PURCHASE PENSION PLAN

PLAN TEXT

DRAFT UNOFFICIAL CONSOLIDATION

~~Includes amendments up to and including November 26, 2019~~

Prepared June 5, 2023

This consolidation was prepared using the Plan Text amended and restated effective March 30, 2016 as the base document and incorporates the following subsequent amendments:

- Amendment effective as of November 26, 2019 (approved by the Pension Board on October 22, 2019 and by the Board of Governors on November 26, 2019)
- Proposed Amendment 2023-01 effective as of September 16, 2023 and October 1, 2023 (approved by the Pension Board on March 21, 2023 and by the Board of Governors on [date])

While care has been taken in the preparation of this consolidation, if there is a discrepancy between this consolidated plan text and the plan text and amendment documents adopted by the Pension Board and Board of Governors and registered with BC Financial Services Authority and Canada Revenue Agency, the latter documents shall prevail.

~~While care has been taken in the preparation of this consolidation, if there is a discrepancy between this consolidated plan text and the plan text and amendment documents registered with the BC Financial Services Authority and Canada Revenue Agency, the registered documents shall prevail.~~

TABLE OF CONTENTS

SECTION 1 - DEFINITIONS	1
SECTION 2 - PENSION FUND: CREATION AND PURPOSE.....	4
SECTION 3 - ELIGIBILITY FOR MEMBERSHIP	5
SECTION 4 - MEMBER CONTRIBUTIONS	7
SECTION 5 - UNIVERSITY CONTRIBUTIONS	9
SECTION 6 - WRITTEN NOTICE	10
SECTION 7 - RETIREMENT AND BENEFIT COMMENCEMENT DATES	11
SECTION 8 - RETIREMENT BENEFITS	12
SECTION 9 - FUND ALLOCATION AND ADMINISTRATION	15
SECTION 10 - DEATH BENEFITS.....	18
SECTION 11 - TERMINATION OF COVERED EMPLOYMENT.....	20
SECTION 12 - PLAN AMENDMENT AND TERMINATION	21
SECTION 13 - MISCELLANEOUS.....	22
SECTION 14 - TRANSFERS	26
<u>APPENDIX A: PARTICIPATING EMPLOYERS.....</u>	<u>i</u>

SECTION 1 - DEFINITIONS

1.01 In this Plan text, the following words shall have the following meanings unless the context otherwise requires:

“Approved Leave of Absence” means a leave of absence, other than a Sabbatical or Study Leave or Statutory Leave, that is permitted under the Income Tax Act, with or without pay, that is approved as such by the University.

“Beneficiary” means, in respect of a Member, the person designated or deemed to be designated as the Member’s beneficiary in accordance with subsection 13.05 of the Plan.

“Benefit Commencement Date” has the meaning set out in subsection 7.03.

“Board of Governors” has the meaning set out in clause II of the Trust Agreement.

"Combination Plan" means the University of Victoria Combination Pension Plan.

“Covered Employment” means, in respect of a Member, employment for which contributions are being made to the Pension Fund on the Member’s behalf.

"Earnings" means:

- (a) the amount of regular compensation received by an employee from the University as defined by the Income Tax Act; and
- (b) the amount deemed to be Earnings for a Member
 - (i) on an Approved Leave of Absence who makes contributions pursuant to subparagraph 4.01(b)(i), shall be the amount set out in paragraph (a) that the Member earned immediately prior to his or her Approved Leave of Absence;
 - (ii) on a Sabbatical or Study Leave or Special Reduction of Appointment who makes contributions pursuant to subparagraph 4.01(b)(ii), shall be the amount set out in paragraph (a) that the Member would have earned if he or she did not have a Sabbatical or Study Leave or Special Reduction of Appointment;
 - (iii) on a Statutory Leave who makes contribution pursuant to subparagraph 4.01(b)(iii), shall be the amount set out in paragraph (a) that the Member earned immediately prior to his or her Approved Leave of Absence; or
 - (iv) on long-term disability who is covered under the University-sponsored long term disability plan and on whose behalf contributions are made to the Plan pursuant to paragraph 4.01(a), shall be the amount determined pursuant to the terms of the University sponsored long term disability plan,

provided that such deemed Earnings shall not exceed the amount of compensation that is prescribed for this purpose by the Income Tax Act.

“**Family Law Act**” means the *Family Law Act* (British Columbia) and the regulations prescribed thereunder, as amended or replaced from time to time.

“**Income Tax Act**” means the *Income Tax Act* (Canada) and the regulations prescribed thereunder, as amended or replaced from time to time.

“**Interest**” means the rate of interest calculated on the basis of the average of the yields of 5-year personal fixed term chartered bank deposit rates, determined by reference to the CANSIM Series V~~122515~~[80691336](#), or its future equivalent, compiled by Statistics Canada and available on the website maintained by the Bank of Canada, which average is determined in relation to the most recent period of that length for which the rates are available.

“**Investment Earnings**” mean net gains or losses attributable to the market performance of the assets of the relevant fund or account, during the relevant period less any investment and administration expenses payable from such fund or account pursuant to subsection 10.06.

“**Member**” has the meaning set out in clause II of the Trust Agreement.

“**Money Purchase Contribution Account**” means the account that is maintained for the Member to which is credited the Member's required contributions to the Plan together with the University's regular contributions made on behalf of the Member.

“**PBSA**” means the *Pension Benefits Standards Act* (British Columbia) and the regulations prescribed thereunder, as amended or replaced from time to time.

“**Pension Board**” has the meaning set out in clause II of the Trust Agreement.

“**Pension Fund**” has the meaning set out in clause II of the Trust Agreement.

“**Plan**” means the University of Victoria Money Purchase Pension Plan, as constituted under the Trust Agreement and this plan text.

“**Prescribed Form**” means the form prescribed from time to time by the Pension Board.

“**Sabbatical or Study Leave**” means a period of absence from the University approved as such by the University.

“**Sessional Lecturer**” means an individual appointed by the University to a sessional lecturer or music performance instructor appointment pursuant to an appointment notice and who is designated as a "Sessional Lecturer" or "Music Performance Instructor" in such appointment notice.

“**Special Reduction of Appointment**” means a reduction in the number of hours worked in Covered Employment by a Member, other than a Temporary Reduction of Appointment, that is approved as such by the University.

“**Specified Beneficiary**” means an individual who meets the definition of a specified beneficiary for a particular year in relation to a money purchase provision of a registered pension plan as set out in the Income Tax Act.

"**Spouse**" means, in relation to another person, a person who at the relevant time:

- (a) is married to that other person and has not been living separate and apart from that other person for a continuous period longer than two years; or
- (b) has been living with that other person in a marriage-like relationship for a period of at least two years immediately preceding the relevant time,

but does not include a person who has been allocated a share of the Member's benefit under the Family Law Act unless a subsequent spousal relationship has been established.

"**Staff Plan**" means the University of Victoria Staff Pension Plan.

"**Statutory Leave**" means a leave of absence for which the *Employment Standards Act* (British Columbia) requires the University to continue to make contributions in respect of Member on such a leave, if the Member elects to continue to make his required contributions under the Plan.

"**Temporary Reduction of Appointment**" means a temporary reduction in the number of hours worked in Covered Employment by a Member that is approved as such by the University.

"**Trust Agreement**" has the meaning set out in clause II of the Trust Agreement.

"**Trustee**" has the meaning set out in clause II of the Trust Agreement.

"**University**" means the University of Victoria or the Board of Governors thereof, as the context requires.

"**Voluntary Contribution Account**" means the account that is maintained for each Member who is making or who has made additional voluntary contributions.

"**YMPE**" means, in respect of a calendar year, the "year's maximum pensionable earnings" as defined under the Canada Pension Plan.

SECTION 2 - PENSION FUND: CREATION AND PURPOSE

- 2.01 The Pension Fund shall be established and maintained pursuant to the provisions of this Plan and of the Trust Agreement for the purpose of providing retirement, death and termination benefits for the Members and their Beneficiaries, and for no other purpose whatsoever, save and except administration and investment costs.
- 2.02 All contributions made to or under the provisions of this Plan shall be paid into the Pension Fund, and all disbursements with respect to benefits payable under the provisions of the Plan shall be made from the Pension Fund.
- 2.03 The Pension Fund shall comprise the entire assets of the Plan including those assets derived from contributions, together with all contracts (including dividends, interest, refunds or other sums payable to the Trustees on account of such contracts), all investments made and held by the Trustees, all income therefrom and any other property received and held by the Trustees.
- 2.04 The Trustees are hereby designated as the only persons to receive contributions to the Pension Fund, and the Trustees are vested with all legal right, title and interest in and to the Plan in order that the Trustees may discharge on behalf of the Members under the terms of the Trust Agreement any and all of the uses, purposes and duties set forth in the Trust Agreement.
- 2.05 The Plan was established effective January 1, 1991.

SECTION 3 - ELIGIBILITY FOR MEMBERSHIP

- 3.01 Each member of the Faculty holding a regular appointment as an Assistant Teaching Professor shall, as a term of employment, be a Member of this Plan, effective from the first day of employment.
- 3.02 Each regular (continuing) employee who is a member of an employee group eligible for membership in this Plan and who is appointed at 50% or more of full-time but less than full-time (including less than full-time on an annual basis), shall, as a term of employment, be a Member of this Plan, effective from the first day of employment.
- 3.03 Each term employee who is a member of an employee group eligible for membership in this Plan and who is appointed at 50% or more of full-time is eligible, on a voluntary basis, to become a Member of this Plan on the first day of the month coincident with or next following the completion of twelve contiguous months of employment, following receipt of a written application for membership to the Plan, on the form provided by the University.
- 3.04 A Sessional Lecturer who is eligible to participate in the University pension and benefits plans, will be eligible for membership in this Plan. Each Continuing Sessional Lecturer will be required to participate in this Plan for all units taught, effective from the first appointment following confirmation of status as a Continuing Sessional Lecturer. An eligible term Sessional Lecturer may, on a voluntary basis, become a Member of this Plan, provided they meet the unit requirements and have completed the teaching requirements in the previous three years.
- 3.05 Notwithstanding the foregoing, a member of an employee group eligible for membership in this Plan may, on a voluntary basis, become a Member of this Plan on the first day of a month if, as of that date, the employee:
 - (a) has completed two years of continuous employment with the University without a termination of Covered Employment;
 - (b) has Earnings in at least two consecutive calendar years in such period that are at least 35% of the YMPE; and
 - (c) has completed a written application for membership to the Plan in the Prescribed Form.
- 3.06 An individual whose salary is paid through the University Payroll from a research grant or a trust fund or other special fund or source of revenue and not from the general funds of the University, shall be eligible to become a Member of this Plan, if the grant, fund or source of revenue pays the University's contribution to the Plan, or, in special circumstances with the permission of the University.
- 3.07 A member of the Combination Plan whose appointment is changed to an appointment which makes the member eligible for membership in this Plan shall be required to suspend membership in the Combination Plan and to become a Member of this Plan on the date that the change in appointment is effective.

- 3.08 Notwithstanding any other provision of this Section 3 and as specified in the Combination Plan, a member of the Combination Plan whose appointment is reduced to less than full-time in the same appointment remains eligible for membership in the Combination Plan and shall not be required to suspend membership in the Combination Plan and become a Member of this Plan.
- 3.09 A Member of this Plan whose appointment is changed to an appointment which makes the Member eligible for membership in the Combination Plan or the Staff Plan shall be required to suspend membership in this Plan and to become a member of the Combination Plan or the Staff Plan, as applicable, on the date that the change in appointment is effective.
- 3.10 Notwithstanding anything to the contrary, the Board of Governors has the right to make exceptions to the eligibility requirements specified above after consultation with the Pension Board, and shall supply the Pension Board from time to time, or as may be reasonably requested by the Pension Board, with a list of eligible Members.
- 3.11 Notwithstanding any other provision of this Section 3, if a Member who has commenced receipt of pension benefits under paragraph 8.02(a) is re-employed by the University and would otherwise be eligible for membership in the Plan, he or she will continue to receive the pension benefits elected under paragraph 8.02(a) and will not be eligible to become a Member of the Plan.

SECTION 4 - MEMBER CONTRIBUTIONS

4.01 Required Contributions by Members

(a) Required Contributions

Subject to paragraph (b), each Member shall make required contributions to the Pension Fund, by means of payroll deductions, equal to the sum of:

- (i) 3.0% of the Member's Earnings that do not exceed the YMPE, pro-rated for the length of the Member's pay period; and
- (ii) 5.0% of the Member's Earnings which are in excess of the YMPE, pro-rated for the length of the Member's pay period.

The University shall remit the contributions to the Pension Fund at least monthly and the remitted contributions shall be credited to the Member's Money Purchase Contribution Account.

(b) Contributions During Periods of Leave or Reduced Appointment

- (i) A Member on an Approved Leave of Absence may elect in the Prescribed Form to make the Member required contributions under paragraph (a) and the University contributions under subsection 5.01 in respect of his or her deemed Earnings during the leave.
- (ii) While a Member is on a Sabbatical or Study Leave or Special Reduction of Appointment, the Member will make the Member required contributions under paragraph (a) in respect of his or her deemed Earnings during the leave or reduction of appointment and the University will make contributions under subsection 5.01 in respect of his or her deemed Earnings during the leave or reduction of appointment.
- (iii) A Member on a Statutory Leave may elect in the Prescribed Form to make the Member required contributions under paragraph (a) in respect of his or her deemed Earnings during the leave, in which case the University must make the contributions under subsection 5.01 in respect of his or her deemed Earnings during the leave.
- (iv) While a Member is on a Temporary Reduction of Appointment, the Member will make the Member required contributions under paragraph (a) in respect of his or her actual Earnings during the Temporary Reduction of Appointment and the University will make contributions under subsection 5.01 in respect of his or her actual Earnings during the Temporary Reduction of Appointment.

(c) Member Contribution Limit

Notwithstanding paragraphs (a) and (b), a Member's contributions to the Member's Money Purchase Contribution Account shall not exceed the maximum amount permitted for the year under the Income Tax Act.

(d) Reduction of a Member's Contributions

If a Member's contributions for a year under paragraphs (a) and (b) will exceed the limit described in paragraph (c), the amount of the Member's contributions will be reduced to the extent required to ensure that such Member's contributions do not exceed the limit set out in paragraph (c).

4.02 Additional Voluntary Contributions by Members

(a) Voluntary Contributions

(i) Subject to subparagraph (ii), a Member may make additional voluntary contributions to the Pension Fund, which contributions shall be credited to the Member's Voluntary Contribution Account in accordance with the provisions of Section 9.

(ii) If a Member had deemed Earnings in a calendar year in respect of an Approved Leave of Absence, Sabbatical or Study Leave, Statutory Leave, Special Reduction of Appointment or Temporary Reduction of Appointment, he or she cannot make any additional voluntary contributions in that calendar year.

(b) Voluntary Contribution Limit

Notwithstanding paragraph (a), a Member's voluntary contributions shall not exceed in any one year the maximum amount permitted under the Income Tax Act.

4.03 Member Receiving a Benefit

Contributions shall not be made by or on behalf of a Member while that Member is receiving a benefit from this Plan.

SECTION 5 - UNIVERSITY CONTRIBUTIONS

5.01 Contributions to Members' Money Purchase Contribution Accounts

Subject to paragraph 4.01(b), for each pay period and in respect of each contributing Member, the University shall contribute an amount that is equal to:

- (a) 8.37% of the Member's Earnings that do not exceed the YMPE, pro-rated for the length of the Member's pay period; plus
- (b) 10.0% of the Member's Earnings which are in excess of the YMPE, pro-rated for the length of the Member's pay period.

The University shall remit the contributions to the Pension Fund at least monthly and the remitted contributions shall be credited to the Member's Money Purchase Contribution Account.

5.02 Contribution Limit

The University's contributions to the Money Purchase Contribution Account in respect of a Member shall not exceed the maximum amount permitted for the year under the Income Tax Act, less the Member's contributions in accordance with subsection 4.01.

On and after January 1, 1994 any reduction in the University's contribution to a Member's Money Purchase Contribution Account from that specified in subsection 5.01, in order to comply with the foregoing limit, shall be contributed to a supplemental benefit arrangement for the benefit of the Member.

No contribution shall be made by the University pursuant to subsection 5.01 unless it is an eligible contribution as defined by the Income Tax Act.

5.03 Pension Adjustment Limit

In no event shall the contributions paid in a year to the Member's Money Purchase Contribution Account and Voluntary Contribution Account, under subsections 4.01, 4.02 and 5.01, result in a Member's pension adjustment as defined by the Income Tax Act in excess of the limit for the year prescribed by the Income Tax Act.

5.04 Member Receiving a Benefit

The University shall not make contributions in respect of a Member who is receiving a benefit from this Plan.

SECTION 6 - WRITTEN NOTICE

- 6.01 Whenever a Member or the Member's surviving Spouse is required to make a choice or election under any section of this Plan, the Member or surviving Spouse must provide at least one full calendar month written notice to the Pension Board. This requirement will be waived if the PBSA specifies a shorter period of notice or if the Pension Board determines that special circumstances exist.

SECTION 7 - RETIREMENT AND BENEFIT COMMENCEMENT DATES

7.01 Normal Retirement Date

Normal Retirement Date means the last day of the month in which the Member's 65th birthday occurs, which is also the Plan's "pension eligibility date" for the purposes of the PBSA.

7.02 Eligibility for Retirement Benefits

To be eligible for retirement benefits, a Member must be at least 55 years of age and have retired from or terminated his or her Covered Employment.

7.03 Benefit Commencement Date

A Member may elect to commence benefits on the first day of any month after the Member becomes eligible for benefits according to subsection 7.02. The date of commencement of retirement benefits is the Member's "Benefit Commencement Date".

7.04 Mandatory Commencement of Benefits

Notwithstanding any other provision of the Plan, the pension benefits to which an individual is entitled under the Plan will commence no later than the latest date allowed by the Income Tax Act.

7.05 Employment Past Normal Retirement Date

If a Member continues his or her Covered Employment after his or her Normal Retirement Date, required contributions shall continue to be made by the Member and the University until the earlier of the date Member retires and November 30th of the year in which the Member reaches the maximum age for which contributions are permitted under the Income Tax Act.

SECTION 8 - RETIREMENT BENEFITS

8.01 Balances Available for Retirement Benefits

The balances in a Member's Money Purchase Contribution Account, Voluntary Contribution Account, and Variable Benefit Account are available to provide a retirement benefit, provided that the Member is eligible under the terms of subsection 7.02.

8.02 Retirement Benefits Options

A Member may elect to apply the available balance described in subsection 8.01 to a combination of the options listed in paragraphs (a) and (b) below, subject to the approval of the Pension Board:

- (a) Options within the Plan - Variable Benefit Option for any Member whose balance is not less than twice the YMPE. This option allows the Member to retain the amount within the Plan. The amount is applied to provide the Member with a variable benefit, payable monthly from the Pension Fund, according to the requirements set out in the Income Tax Act and the PBSA. The total annual payment shall not be less than the minimum specified in the Income Tax Act nor greater than the maximum specified in the PBSA, and payments will begin not later than the latest date allowed by the Income Tax Act. With the approval of the Pension Board, a Member may elect to apply a portion of the balance remaining in the Member's Variable Benefit Account to another option, at which time the variable benefit payments will be recalculated. Payments will cease upon the effective date of the transfer of the entire remaining balance to another option, or upon the later of the end of the month in which the Member dies, or, if there is a Specified Beneficiary, the end of the month in which the Specified Beneficiary dies. Any balance remaining in the Member's account after the death of the Member and the death of the Specified Beneficiary, if any, will be paid as described in Section 10.

If required under the PBSA, a Member who has a Spouse on his or her Benefit Commencement Date and elects this option must provide the Pension Board with:

- (i) a consent in the Prescribed Form by the Member's Spouse that was signed by the Spouse, not more than 90 days before the Member's Benefit Commencement Date, in the presence of a witness and outside the presence of the Member; or
 - (ii) confirmation, in a form and manner satisfactory to the Pension Board, that section 145 of the Family Law Act applies.
- (b) Options external to the Plan include transfer of the amount to another registered pension plan, a registered retirement savings plan, a registered retirement income fund, or an insurance company to purchase an annuity, in accordance with the requirements of the PBSA. Such transfer must be on a locked-in basis for that portion of the Member's account contributed after December 31, 1992 plus the Investment Earnings on those contributions, but there is no lock-in requirement for the balance in a

Member's account at December 31, 1992 plus the Investment Earnings on that amount after that date.

8.03 Voluntary Contribution Account Benefit

If a Member becomes eligible for benefits under subsection 7.02, he or she may elect to apply the balance of his or her Voluntary Contribution Account as follows:

- (a) to be refunded to the Member as a lump sum, unless such payment is precluded by restrictions attached to the voluntary contributions;
- (b) to be transferred in accordance with any of the options available under paragraph 8.02(b);
- (c) if the Member elects to use his or her Money Purchase Contribution Account to provide a variable benefit under paragraph 8.02(a), to have the balance of his or her Voluntary Contribution Account transferred to the Member's Variable Benefit Account, provided that the combined balance of the Money Purchase Contribution Account and the Voluntary Contribution Account is not less than twice the YMPE;
- (d) if the Member does not elect to use his or her Money Purchase Contribution Account to provide a variable benefit under paragraph 8.02(a), but the balance of his or her Voluntary Contribution Account is not less than twice the YMPE, to have the balance of his or her Voluntary Contribution Account used to establish a Variable Benefit Account to provide variable benefits; or
- (e) to a combination of the above options as approved by the Pension Board.

8.04 Minimum Balances

Under the terms of subsection 8.02, a Member may use all or part of their account balances to establish a Variable Benefit Account, provided that the initial amount applied to this option is not less than twice the YMPE. If the Member subsequently elects to apply part of the balance in the Variable Benefit Account to another option, the remaining balance must not be less than twice the YMPE.

8.05 Default Option

A retiring Member, who fails to make an election under subsections 8.02 or 8.03 prior to, or within 90 days following, the Member's date of eligibility for a retirement benefit and who has not advised the Pension Board of a deferred Benefit Commencement Date, will be deemed to have elected to retain the Member's Money Purchase Contribution Account and the Member's Voluntary Contribution Account, if any.

A Member who has not made the required election before December 1st of the last calendar year that the Member is eligible to hold a retirement savings plan registered under the Income Tax Act will be deemed to have elected an option selected by the Pension Board from those options in subsections 8.02 and 8.03 that the Member would be eligible to elect under the Income Tax Act and PBSA. In such a case, effective December 1st of said year, payment(s)

under the option will be made as appropriate to the Member, or to an account in trust for the Member with a financial institution selected by the Pension Board.

8.06 Termination of Membership

The payment of the entire amount of the balance of the Member's Money Purchase Contribution Account, Voluntary Contribution Account, and Variable Benefit Account to the company or companies selected by the Member for the purposes of paragraph 8.02(b), shall constitute a complete, final and binding discharge by the Pension Board of all obligations owed by the Plan to the Member. From the date of the payment of the amount(s), the Member shall for all purposes cease to be a Member of the Plan, and shall thereafter have no right or claim of any kind whatsoever against the Plan.

SECTION 9 - FUND ALLOCATION AND ADMINISTRATION

9.01 Records

The Pension Board shall establish and maintain or cause to be established and maintained a record for each Member up to the Member's Benefit Commencement Date and for each of the special funds or accounts hereinafter defined of:

- (a) amounts paid to the Pension Board and reported by the University, when so paid, as having been contributed by the Member (such amounts being herein referred to as Member required contributions or Member additional voluntary contributions, as the case may be), and
- (b) amounts paid to the Pension Board and reported by the University, when so paid, as having been contributed pursuant to Section 5 (such amounts being referred to herein as University contributions).

9.02 Accounts

The Pension Board shall establish and maintain or cause to be established and maintained the following accounts in the Pension Fund:

- (a) A Money Purchase Contribution Account for each Member who has not elected a benefit under subsection 8.02 and which is the sum of the separately maintained sub-accounts:
 - (i) Pre-1993 Contribution Sub-Account to which shall be credited the Member's Money Purchase Contribution Account balance as at December 31, 1992 plus Investment Earnings thereafter; and
 - (ii) Post-1992 Contribution Sub-Account to which shall be credited the Member's required contributions and the University contributions made to the Member's Money Purchase Contribution Account after December 31, 1992, plus Investment Earnings.
- (b) A Voluntary Contribution Account for each Member who has not elected a benefit under subsection 8.03 and who is making or has made additional voluntary contributions or transferred in funds under subsection 14.03, to which shall be credited the Member's additional voluntary contributions, transfers, and Investment Earnings and to which shall be debited lump sum payments and any transfers to another registered pension plan, a registered retirement savings plan, a registered retirement income fund, or an insurance company or other financial institution.
- (c) A Variable Benefit Account for each Member who has elected a benefit under paragraph 8.02(a) to which shall be credited
 - (i) that proportion of the Member's Money Purchase Contribution Account balance on the Member's Benefit Commencement Date that the Member elected to be applied to benefits under paragraph 8.02(a), and

- (ii) that proportion of the Member's Voluntary Contribution Account balance on the Member's Benefit Commencement Date that the Member elected under subsection 8.03 to be applied to benefits under paragraph 8.02(a), and
 - (iii) Investment Earnings,
- and to which shall be debited
- (iv) the benefits paid under paragraph 8.02(a) including the portion provided from the Member's former Voluntary Contribution Account.

Separate sub-accounts will be maintained for amounts that are subject to lock-in restrictions.

9.03 Investment

- (a) The Pension Board shall hold and direct the investment of the Pension Fund in accordance with the requirements of the Income Tax Act and the PBSA.
- (b) The Pension Board shall have the power to invest funds from different classes of accounts in different investment vehicles as it deems appropriate.
- (c) The Pension Fund shall be administered and pooled for investment purposes with the Pension Fund of the Combination Plan.

9.04 Investment Earnings

- (a) The Pension Board shall arrange for a valuation of the assets of the Pension Fund to determine Investment Earnings at the end of each month.
- (b) In determining the Investment Earnings, the Pension Board shall have the power to allocate in an equitable and non-discriminatory manner between the foregoing accounts described in subsection 9.02:
 - (i) the net investment income;
 - (ii) the administrative and investment expenses incurred in the period since the previous allocation; and
 - (iii) the net increase or decrease in the value of the assets.
- (c) Investment Earnings shall be credited to each Member's Money Purchase Contribution Account, Voluntary Contribution Account and Variable Benefit Account based on the balance in each such account at the end of the previous month.

9.05 Interim Account Values

If a transfer or payment of a Member's Money Purchase Contribution Account, Voluntary Contribution Account and Variable Benefit Account must be made under the terms of the Plan

due to the Member's retirement, termination of Covered Employment or death, the amount of such account shall be:

- (a) the amount of such account on the end of the month prior to the month in which the transfer or payment is made,
- (b) Interest on the amount under paragraph (a) for the period between the end of the month prior to the month in which the transfer or payment is made to the actual date of the transfer or payment; and
- (c) the sum of the Member's contributions and the University contributions on the Member's behalf credited to such account since the end of the month prior to the month in which the transfer or payment is made with Interest thereon from the date the contributions were credited to the account to the date of transfer or payment.

9.06 Administration of the Plan

For the purposes of the PBSA, the Pension Board is the Plan's "administrator" and "fundholder" and the University is an "employer".

SECTION 10 - **DEATH BENEFITS**

10.01 Death Before Member's Benefit Commencement Date

Subject to any rights that a person may have under Part 5 or Part 6 of the Family Law Act:

(a) Death Benefit Amount

In the event of the death of a Member prior to the Member's Benefit Commencement Date, a death benefit is payable to the Member's Beneficiary equal to the sum of the amount of the Member's Money Purchase Contribution Account and Voluntary Contribution Account at the date of death, in such proportions as had been designated by the Member.

(b) Death Benefit Payable to Spouse

If a Member had a Spouse at the time of his or her death, the death benefit payable under paragraph (a) must be paid to the Member's Spouse. The Spouse may elect to apply the death benefit to any of the options available to a retiring Member under subsection 8.02, as if the Spouse were the Member and regardless of the Spouse's age.

If a Spouse fails to make the election described in the above paragraph within 90 days of receiving the statement required by the PBSA, he or she will be deemed to have elected to retain the Member's Money Purchase Contribution Account and Voluntary Contribution Account, if any.

A Spouse who has not made the required election by the later of (i) December 1st of the last calendar year that the Spouse is eligible to hold a retirement savings plan registered under the Income Tax Act, and (ii) one year following the Member's date of death, will be deemed to have elected an option selected by the Pension Board from those options in subsections 8.02 and 8.03 that the Spouse would be eligible to elect under the Income Tax Act and PBSA. In such a case, effective December 1st of said year, payment(s) under the option will be made as appropriate to the Spouse, or to an account in trust for the Spouse with a financial institution selected by the Pension Board.

(c) Spousal Waiver of Death Benefit

- (i) A Member's Spouse may waive his or her entitlement pursuant to this subsection 10.01 at any time prior to the Member's death by delivering a signed waiver in the Prescribed Form to the Pension Board.
- (ii) If a waiver pursuant to subparagraph (i) is in effect, the benefits payable under the Plan as a consequence of the death must be paid as if the deceased Member died leaving no surviving Spouse.
- (iii) Despite any other provision of the Plan, if a Spouse waives his or her entitlement under this subsection 10.01, the Spouse is not entitled to receive any benefit by way of a lump sum payment as the Member's Beneficiary.

(d) Death Benefit Payable to Non-Spouse Beneficiary

If the Member does not have a Spouse at the date of death, or, if the Pension Board receives from the surviving Spouse a waiver pursuant to subparagraph 10.01(c)(i), the death benefit payable under paragraph (a) is payable in a lump sum to the Member's Beneficiary.

(e) Refund of Voluntary Contributions

If the person entitled to the death benefit is the Member's Spouse, the portion of the death benefit that is attributable to the Member's Voluntary Contribution Account is not subject to lock-in restrictions and may be paid in a lump sum unless such payment is precluded by restrictions attached to the voluntary contributions or transferred to another registered pension plan, a registered retirement savings plan, a registered retirement income fund, or an insurance company or other financial institution.

10.02 Death After Member's Benefit Commencement Date

In the event of the death of a retired Member who had elected a benefit under paragraph 8.02(a), a death benefit is payable as described in subsection 10.01 as if references to the Money Purchase Contribution Account and Voluntary Contribution Account were replaced with the Variable Benefit Account. Upon the death of a surviving Spouse who is in receipt of benefits under paragraph 8.02(a), the balance remaining in the Variable Benefit Account is payable to the Spouse's designated beneficiary or if none to the estate of the Spouse.

10.03 Proof of Death

Payment arising or conditional upon the death of any Member or any other Beneficiary or upon the continued life of a Member or any other Beneficiary or upon the happening of any other event or contingency upon which a payment becomes payable shall be made only after receipt by the Pension Board of satisfactory proof of such death or from time to time of such continued life or the happening of such event or contingency, as the case may be.

SECTION 11 - TERMINATION OF COVERED EMPLOYMENT

11.01 A Member whose Covered Employment is terminated for reasons other than death or retirement shall immediately cease to be eligible to make Member contributions under Section 4 and to receive University contributions under Section 5, and may elect at termination or subsequently with respect to the balances in the Member's Money Purchase Account and Voluntary Contribution Account a combination of the following options, subject to the approval of the Pension Board:

- (a) to retain the Member's Money Purchase Contribution Account and Voluntary Contribution Account until the Member's Benefit Commencement Date, and on this election being made the Member may further elect to have the amount of the Member's Money Purchase Contribution Account and Voluntary Contribution Account at the date of termination plus Investment Earnings on those amounts applied to provide a benefit as described in subsection 8.02;
- (b) subject to paragraph 14.01(b), to transfer the amount(s) to another registered pension plan, a registered retirement savings plan, a registered retirement income fund, or an insurance company to purchase an annuity, in accordance with the requirements of the PBSA. Such transfers must be on a locked-in basis for that portion of the Member's Money Purchase Contribution Account contributed after December 31, 1992 plus Investment Earnings on those contributions, but there is no lock-in requirement for the balance in a Member's Money Purchase Contribution Account at December 31, 1992 plus Investment Earnings on that amount after that date nor on the balance in a Member's Voluntary Contribution Account unless the funds were originally transferred in on a locked-in basis; or
- (c) in respect of the balance in the Member's Voluntary Contribution Account only, as a lump sum payment.

A Member who elects an option other than one including paragraph (a) above will cease to be a Member and have no further entitlement under the Plan upon such transfer. A Member who fails to make an election of one of the above options within 90 days of receiving the statement required by the PBSA will be deemed to have elected the option in paragraph (a).

11.02 A transfer under paragraph 11.01(b) or (c) shall be in accordance with the requirements of the Income Tax Act and the PBSA.

SECTION 12 - PLAN AMENDMENT AND TERMINATION

12.01 Amendment

Further to subclause XV.(1) of the Trust Agreement, the Members may, by resolution passed at a properly convened meeting of the Members, make proposals for the amendment of the Plan and upon receipt thereof by the Pension Board it shall within a reasonable time report to the membership its decision in respect to such resolution.

12.02 Termination

- (a) Further to subclause XV.(2) of the Trust Agreement, and in the event of the termination of the Plan, a Member or such Member's Beneficiaries, shall be entitled to the value of the Member's Money Purchase Contribution Account, Voluntary Contribution Account and Variable Benefit Account.
- (b) A Member or a surviving Spouse of a Member may elect, within 90 days of receiving the statement required by the PBSA, a transfer of the value of the Member's Money Purchase Contribution Account and Voluntary Contribution Account in accordance with paragraphs 11.01(b) and (c). If the Member or surviving Spouse does not make the election in the time limit specified, payment(s) will be made as appropriate to the Member or surviving Spouse or to an account in trust for the Member or surviving Spouse with a financial institution selected by the Pension Board.
- (c) A Beneficiary who is not the Spouse of a Member will be paid the entitlement as a lump sum.

SECTION 13 - MISCELLANEOUS

13.01 Non-Alienation

Subject to the PBSA, any benefits which are provided under this Plan shall not be subject in any manner to anticipation, surrender, alienation, sale, transfer, assignment, pledge, encumbrance, charge or given as security and any attempt to anticipate, surrender, alienate, sell, transfer, assign, pledge, encumber, charge or give as security the same shall be void and non-enforceable against the Plan; and, subject to applicable laws, any such benefits shall not in any manner be liable for or subject to the debts, contracts, liabilities, engagements, or torts of the person who shall be entitled to such benefits, nor shall they be subject to attachment, seizure, execution or legal process for or against such person.

13.02 Information Disclosure

Each Member and Beneficiary of a deceased Member entitled to benefits under the Plan shall be entitled to receive or request the statements, Plan documents and other information required to be provided or disclosed by the Pension Board in accordance with the PBSA.

13.03 Payments

- (a) If a person elects a lump sum payment or transfer from the Plan, the payment or transfer shall be made within 60 days after the person completes and files with the Secretary to the Pension Board, all documents required to authorize the payment or transfer, including evidence of entitlement. The payment of the entire amount of an individual's entitlement from the Plan shall constitute a complete, final and binding discharge by the Pension Board of all obligations owed by the Plan to an individual and the individual shall thereafter have no right of claim whatsoever against the Plan and, if the individual was a Member, the Member shall for all purposes cease to be a Member of the Plan.

If a payment is in excess of the maximum limit that can be transferred to another plan or to a retirement savings plan registered under the Income Tax Act, then the amount of that payment that is in excess of that maximum limit is exempt from any lock-in restrictions and must be paid in a lump sum.

- (b) Despite any other provision of this Plan, if under the Plan a lump sum cash payment may be payable to a person, and the Income Tax Act permits the entire amount of that cash lump sum to be transferred directly to a registered retirement savings plan, that lump sum payment may be transferred to a registered retirement savings plan at the option of the person to whom the lump sum is payable.

13.04 Permitted Unlocking

(a) Small Benefit

- (i) If the total payable from a Member's Money Purchase Contribution Account is less than 20% of the YMPE for the calendar year in which the Member terminated his or her Covered Employment, retired or died, or any subsequent

year in which the value of the Money Purchase Contribution Account is determined prior to the Member or Spouse's Benefit Commencement Date,

- (A) the Member or surviving Spouse of the Member may elect to receive the value of the Money Purchase Contribution Account in a lump sum; and
- (B) notwithstanding subparagraph (A), the Pension Board reserves the right to compel a Member or surviving Spouse of the Member to take the value of the Money Purchase Contribution Account in a lump sum.

- (ii) If the value of a Member's Variable Benefit Account is less than 20% of the YMPE for the calendar year in which the value of his or her Variable Benefit Account is determined, the Member or surviving Spouse may elect to receive the value of his or her Variable Benefit Account in a lump sum.

(b) Non-Resident

- (i) A Member whose Covered Employment has terminated pursuant to Section 11 or a Spouse entitled to a benefit under subsection 10.01 may elect to withdraw as a lump sum an amount equal to the balance of his or her Money Purchase Contribution Account on providing to the Pension Board a statement signed by the Member or Spouse that he or she has been absent from Canada for more than two years and written evidence that the Canada Revenue Agency has confirmed the person's status as a "non-resident" of Canada for the purposes of the Income Tax Act.
- (ii) If a Member who wishes to make an election in accordance with subparagraph (i) has a Spouse at the date of such an election, no payments will be made unless the Pension Board has received:
 - (A) a statement in Prescribed Form by the Spouse that states that the Spouse is aware of his or her entitlement under the Plan, waives that entitlement and was signed by the Spouse, not more than 90 days before the election is made, in the presence of a witness and outside the presence of the Member; or
 - (B) confirmation, in a form and manner satisfactory to the Pension Board, that section 145 of the Family Law Act applies.

(c) Shortened Life Expectancy

- (i) Despite any other provision of this Plan, if a person who has a current entitlement to receive a benefit under the Plan, has an illness or disability that is certified by a medical practitioner to be terminal or likely to shorten the person's life considerably, that person may elect to:
 - (A) convert all or part of the balance of his or her Money Purchase Contribution Account or Variable Benefit Account, as the case may be,

on the basis prescribed in the PBSA to a series of payments for a fixed term; or

- (B) withdraw as a lump sum an amount equal to the balance of his or her Money Purchase Contribution Account or Variable Benefit Account, as the case may be, or any lesser amount that the person may select.
- (ii) If a Member who wishes to make an election in accordance with subparagraph (i) has a Spouse at the date of such an election, no payments will be made unless the Pension Board has received:
 - (A) a statement in Prescribed Form by the Spouse that states that the Spouse is aware of his or her entitlement under the Plan, waives that entitlement, and was signed by the Spouse, not more than 90 days before the election is made, in the presence of a witness and outside the presence of the Member; or
 - (B) confirmation, in a form and manner satisfactory to the Pension Board, that section 145 of the Family Law Act applies.
- (iii) After any payment pursuant to this paragraph (c), the Member will continue to participate in the Plan. On the Member's subsequent termination of Covered Employment, retirement or death, any payments made with respect to such Member will be reduced to reflect any payments made under this paragraph (c).

13.05 Designation of Beneficiary

- (a) A Member's Beneficiary is:
 - (i) if he or she has a Spouse who has not waived his or her entitlement in accordance with this Plan text and the PBSA, the Spouse;
 - (ii) if he or she has no Spouse, or the Spouse has waived his or her entitlement in accordance with this Plan text and the PBSA, the person(s) designated by the Member or Retired Member; or
 - (iii) if he or she has no Spouse, or the Spouse has waived his or her entitlement in accordance with this Plan text and the PBSA and the Member has not designed a beneficiary pursuant to subparagraph (a)(ii), or no beneficiary designated pursuant to subparagraph (a)(ii) survives the Member, the Member's estate.
- (b) A Beneficiary designation must be filed with the Pension Board in the Prescribed Form.
- (c) A Member who has made a designation in accordance with paragraph (a) may alter or revoke the designation by filing with the Pension Board such alteration or revocation in the Prescribed Form, subject to the *Wills, Estates and Succession Act* (British Columbia) in respect of any irrevocable designation.

13.06 Marriage Breakdown

- (a) The entitlement of any person to receive a benefit under the Plan is subject to the following:
 - (i) entitlements arising under a written separation agreement or an order made under Part 5 of the Family Law Act, or a similar order of a court outside British Columbia enforceable in British Columbia, that affects the payment or distribution of a person's benefits, and
 - (ii) entitlements arising under a division of pension under Part 6 of the Family Law Act.
- (b) For greater certainty, a Spouse or former Spouse who is entitled to a division of a Member's benefit under the Plan shall be subject to the same locking-in rules as the Member.
- (c) For greater certainty, once a separated Spouse receives a share of a Member's benefit in accordance with this subsection 13.06, such Spouse shall no longer have any other entitlements under this Plan.

SECTION 14 - TRANSFERS

14.01 Transfer of Funds To and From Other University of Victoria Pension Plans

- (a) Members of this Plan who joined the Combination Plan on or after July 1st 1990 and who would have been eligible to join this Plan had this Plan been in effect at that date will have their Combined Contribution Account balances as at December 31st 1990 transferred to their Money Purchase Contribution Accounts in this Plan and their membership and entitlements under the Combination Plan revoked.
- (b) If a Member of this Plan ceases contributions to this Plan and commences contributions to the Combination Plan or the Staff Plan in accordance with subsection 3.09, he or she is restricted from making a transfer under paragraph 11.01(b) while he or she is a member of the Combination Plan or the Staff Plan.

14.02 Transfers into Variable Benefit Accounts

- (a) Subject to the conditions set out in paragraph (b) below, the Pension Board may establish a policy whereby a Member or former Member may transfer funds from another registered pension plan, a registered retirement savings plan or a registered retirement income fund into a Variable Benefit Account to create or augment a Variable Benefit from the Plan.
- (b) Any such transfer must be permitted under the Income Tax Act and the PBSA and the funds must originate from an account registered in the name of the Member or former Member.

14.03 Transfers to or from Voluntary Contribution Accounts

- (a) Subject to the conditions set out in paragraph (b) below, the Pension Board may establish a policy whereby a Member may transfer funds from another registered pension plan, a registered retirement savings plan or a registered retirement income fund into a Voluntary Contribution Account.
- (b) Any such transfer must be permitted under the Income Tax Act and the PBSA and the funds must originate from an account registered in the name of the Member or former Member.
- (c) A Member may, at any time, elect on an irrevocable basis, by means of a written request to the Pension Board, a lump sum payment or a transfer to another registered pension plan, a registered retirement savings plan, a registered retirement income fund, or an insurance company or other financial institution, of all or part of the funds in the Member's Voluntary Contribution Account. Transfers and payments made under this subsection shall take place at the end of the month next following the month of the Member's election.

14.04 Transfer from a Former Employer's Plan

A Member who was formerly a member of the registered pension plan of another employer may elect to have a lump sum contribution transferred from that other plan to the credit of the Member's Voluntary Contribution Account.

APPENDIX A:
PARTICIPATING EMPLOYERS

SECTION 1 - APPLICATION

1.01 Except as otherwise specified in this Appendix, the terms of the Plan shall apply to employees of Participating Employers as though they were employees of the University.

1.02 For greater certainty, the references to the “University”

(a) as an employer of a Member or other individual in the Plan in the following sections of the Plan shall be deemed to be a reference to the Participating Employer that employs the relevant individual: the definitions of “Approved Leave of Absence”, “Earnings”, “Sabbatical or Study Leave”, “Special Reduction of Appointment”, “Statutory Leave” and “Temporary Reduction of Appointment” in subsection 1.01 of the Plan and subsections 3.11, 4.01(a), 9.01 and 9.06 of the Plan; and

(b) in respect of the contributions required to be made by the University as an employer of a Member or other individual in the Plan shall be applicable to Participating Employers as set out in Section 4 of this Appendix below.

SECTION 2 - DEFINITIONS

2.01 For the purposes of this Appendix, “Participating Employer” means:

(a) University of Victoria Properties Investments Inc.; or

(b) any other employer acceptable to the University after consultation with the Pension Board, provided such employer is an “affiliate” of the University within the meaning of the *Business Corporations Act* (British Columbia).

SECTION 3 - ELIGIBILITY AND MEMBERSHIP

3.01 The University may designate, from time to time and after consultation with the Pension Board, any employee of such Participating Employer as:

(a) a Member, as a term of employment, effective the date determined by the University;
or

(b) eligible to participate in the Plan on a voluntary basis, effective the date determined by the University.

3.02 The University shall at all times have the right to decide which of a Participating Employer’s employees are eligible for the Plan or have ceased to be eligible, provided it has consulted with the Pension Board in accordance with subsection 3.10 of the Plan, and shall supply the Pension Board from time to time, or upon request by the Pension Board, with a list of the eligible employees of Participating Employers.

SECTION 4 - PARTICIPATING EMPLOYER CONTRIBUTIONS

- 4.01 Participating Employers shall make contributions on the same basis as the University as set out in subsections 4.01(b)(ii), 4.01(b)(iii), 4.01(b)(iv), 5.01, 5.02, 5.03 and 5.04 of the Plan.
- 4.02 References to the University's contributions in the following sections of the Plan shall be deemed to be a reference to contributions made or required to be made by the applicable Participating Employer pursuant to subsection 4.01 of this Appendix: "Money Purchase Contribution Account" in subsection 1.01 of the Plan and subsections 4.01(b), 5.01, 5.02, 5.04, 7.05, 9.01, 9.02, 9.05 and 11.01 of the Plan.
- 4.03 Notwithstanding subsection 5.01 of the Plan, if the University remits to the Pension Fund amounts that a Participating Employer is required to remit to the Pension Fund pursuant to this Section and subsection 4.01(b) and Section 5 of the Plan in respect of that Participating Employer's present or former employees, that Participating Employer must promptly reimburse the University for all such amounts.

Document comparison by Workshare 10.0 on Monday, June 5, 2023 5:05:32 PM

Input:	
Document 1 ID	iManage://DMS/Lawson/11530173/8
Description	#11530173v8<Lawson> - UVic Money Purchase Plan - Plan Text (Unofficial Consolidation Jan 2020)
Document 2 ID	iManage://DMS/Lawson/11530173/10
Description	#11530173v10<Lawson> - UVic Money Purchase Plan - Plan Text (Unofficial Consolidation) (up to proposed Amendment 2023-01)
Rendering set	Standard

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Deletions	7
Moved from	0
Moved to	0
Style change	0
Format changed	0
Total changes	60



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

June 15, 2023

To: Operations and Facilities Committee

From: Elizabeth Croft, Vice-President Academic and Provost

A handwritten signature in black ink, appearing to read 'Elizabeth Croft'.

cc: President and Vice-Chancellor

Meeting Date: June 26, 2023

Subject: University of Victoria Institutional Accountability Plan and Report

Basis for Jurisdiction: University Act (27)(49)
Strategic Plan

Strategic Relevance: The annual Institutional Accountability Plan and Report (IAPR) highlights UVic's achievements and key performance measures from the past year as well as high-profile initiatives for the coming year. Together, these make a strong statement about our university's trajectory and alignment with our mandate and service plan dictated by the Ministry of Post-Secondary Education and Future Skills. The IAPR emphasizes our values and what sets UVic apart while reinforcing our leadership in vital areas, as articulated in our new Strategic Plan. The plan demonstrates how, inspired by and honouring place, we are a community-minded, globally engaged university where we transform ideas into meaningful impact.

Previous Consultation: The IAPR represents the efforts of all portfolios across campus. In developing the document, we consult various units and leaders to accurately report on items relevant to their purview as required by the Ministry, including Equity and Human Rights, Co-op and Career Services, and the Office of the Vice-President Indigenous. The initiatives are intended to be illustrative of the diversity of our comprehensive university.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the 2022/23 University of Victoria Institutional Accountability Plan and Report.

and

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors authorize the Board Chair and the President to make additional edits to the 2022/23 University of Victoria Institutional Accountability Plan and Report prior to its submission to the Ministry on July 14, 2023.

Background: Annually, as per the University Act, every public post-secondary institution in British Columbia must submit an IAPR to the Minister of Post-Secondary Education and Skills Training. The Ministry provides guidelines on requirements for the report including alignment with Ministry priorities and measures related to institutional performance. The Ministry requires a response on priorities articulated in last year's mandate letter and directions for the coming year outlined in the letter of direction.

Consistent with previous years, institutions are asked to complete a section (Appendix B) illustrating progress towards implementing the Calls to Action of the Truth and Reconciliation Commission and the United Nations Declaration of the Rights of Indigenous Peoples.

Planned Further Action: Following approval by the Board of Governors, we will submit UVic's IAPR to the Ministry by their July 14, 2023 deadline, after any necessary adjustments. A cover letter signed by the Board Chair and the President will accompany the report, indicating accountability and responsibility. Following Ministry's review and approval, the report is posted on the websites of both the Ministry and the university.

Attachment(s): UVic's 2022/23 Institutional Accountability Plan and Report

Institutional Accountability Plan and Report 2022/23

University of Victoria

Prepared for the Ministry of
Post-Secondary Education and Future Skills

July 15, 2023



University
of Victoria



June 30, 2023

Honourable Selina Robinson
Minister of Post-Secondary Education and Future Skills

Dear Minister Robinson,

As Board Chair and President, we are pleased to submit and accept responsibility for the University of Victoria's annual Institutional Accountability Plan and Report.

Sincerely,

Mr. Merle Alexander
Chair, Board of Governors

Dr. Kevin Hall
President and Vice-Chancellor



Table of contents

Territorial acknowledgement.....	2
University overview	2
Strategic direction.....	2
Our principles.....	3
Rankings and reputation	4
Budget and enrolment context.....	5
Major accomplishments of 2022/23	7
ʔetal nəwəl ÁTOL,NEUEL	7
People, place and the planet	8
Culture of change and transformation.....	9
Partnering for a shared future	11
Major priorities for 2023/24	13
Economic and social impact.....	14
Sound financing for our university.....	15
Building skills and careers	15
A final thought	16
Alignment with Ministry's strategic objectives	17
2021/22 Mandate Letter Indicators.....	17
2022/23 Minister's Letter of Direction Priorities	21
Appendix A: Performance measures.....	24
Appendix B: Lasting and meaningful reconciliation.....	27

Territorial acknowledgement

We acknowledge and respect the ləkʷəŋən peoples on whose traditional territory the university stands, and the Songhees, Esquimalt and WSÁNEĆ peoples whose historical relationships with the land continue to this day.

We pledge to hold ourselves accountable to ʔetal nəwəl | ÁTOL,NEUEL by respecting the rights of one another, being in right relationship with all things, and by upholding the rights of Indigenous Peoples.

This Pledge, along with the Declaration on the Rights of Indigenous Peoples Act and the new Indigenous Plan for the university launching in fall 2023, will guide our future actions. It is our commitment and hope that these actions will create a better future for Indigenous Peoples, communities and our institution.

University overview

Since establishment in 1963, the University of Victoria (UVic) has become a top comprehensive university and destination of choice for students, faculty and staff. For over 60 years, UVic has been committed to providing an excellent student experience in a supportive teaching and learning environment, to partnering with communities, and to pursuing research and creative activities that make an impact, both locally and globally. We are grateful for and deeply honour our place on Coast Salish territory along with the responsibilities that come with living and working here.

UVic offers over 120 undergraduate and 160 graduate programs to approximately 22,000 students on our West Coast campus. Degree programs are offered in the Faculties of Education, Engineering and Computer Science, Fine Arts, Human and Social Development, Humanities, Law, Science, and Social Sciences, as well as the Gustavson School of Business and the Division of Medical Sciences. Through our Division of Continuing Studies, we offer a comprehensive portfolio of programs in numerous academic disciplines, using diploma, certificate, degree and other programming models to serve adult, part-time, international and geographically dispersed students. To date, we have conferred over 150,000 degrees, certificates and diplomas, and our alumni continue to have an impact as engaged and thoughtful citizens of the world.

Our commitment to experiential learning ensures that all students have opportunities to gain valuable skills and competencies that, together with high-quality academic programming, lead to meaningful careers. Through research-enriched and innovative teaching, our undergraduate and graduate students benefit by learning from leading scholars and artists. Our commitment to providing meaningful hands-on learning opportunities to all students, across all disciplines, is one of our defining features. In addition to learning in the classroom, lab and studio, we provide co-operative education, practicums, field schools and international exchanges. We have the largest co-op program in Western Canada as well as exchange partnership agreements with over 300 post-secondary institutions worldwide.

Our over 900 faculty work with post-secondary, business, industry and community partners to conduct vital research that tackles social, economic and environmental issues that matter to British Columbians and the world. Our impact areas are climate, environmental change and sustainability; health and wellness; Indigenous-led scholarship; social justice and equity; and technology and the human experience. UVic has an allocation of 37 Canada Research Chairs, and 80 faculty members have been elected to fellows of the Royal Society of Canada—the nation's highest academic honour for career achievement. UVic instructors are also well-represented among the winners of acclaimed national 3M Teaching Awards.

Strategic direction

Since 2018, our vision as defined in the [University of Victoria's Strategic Framework 2018-2023](#) has been 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. Over the past five years, guided by our

Strategic Framework, we have advanced our university in significant and important ways to achieve this vision—setting out high-reaching goals and articulating strategies to realize those goals. The Strategic Framework introduced and advanced many goals and initiatives, but its five-year horizon has come to a close.

Under the leadership of President Kevin Hall, who joined UVic in November 2020, we set out to create a new vision for the university. This was an exciting opportunity for our community to discuss what the future might hold and how UVic can position itself well for that future. Following a thorough consultation process, the UVic Board of Governors approved the Strategic Plan: Distinctly UVic in May 2023. Throughout the year, we have been transitioning from the Strategic Framework to the new Strategic Plan, which we will launch publicly in September 2023.

Our new plan is built on a strong foundation of excellence in teaching, research and creative works, and dedication to positive student outcomes. Students, teaching and research are our foundation. Like all universities, at our core we are an institution defined by our commitment to education, discovery and the development and mobilization of knowledge, and to providing a supportive working and learning environment for our students, staff and faculty. Our areas of study and our strengths in research in scholarly activity are vast and contribute to a better world. UVic is distinct from other universities because we prioritize:

- **ʔetal nāwəl | ÁTOLNEUEL.** We want to be a community that is open to learning, prioritizes being in right relationship with and respecting the rights of all people and things, and deconstructs systemic barriers to the full participation of First Peoples in the university's life and work.
- **People, place and the planet.** From the campus to the global community, we support people's wellness and ability to thrive, and are addressing sustainability, climate action and the systemic barriers affecting equity, diversity and inclusion in multiple ways.
- **Culture of change and transformation.** We want to continuously re-imagine what we do, how we do it and why.
- **Partnering for a shared future.** We support collaboration among faculties, disciplines and divisions; between academic and administrative units; between the campus and our community; and between UVic and our international partners, alumni, research institutions, industry and governments.

Our principles

Our principles reflect our identity and character, guiding how we function as an organization.

- **Operating with excellence.** We will pursue excellence in the way we teach, research, engage with the community and operate.
- **Contributing to change.** We will make meaningful contributions to social, cultural, economic and environmental progress.
- **Upholding Indigenous ways of knowing.** We will embrace and continuously promote Indigenous ways of knowing and being, with good hearts and minds.
- **Create a welcoming space.** We will cultivate an environment that is inclusive, equitable and supportive. UVic will be a place where each person feels like they belong.
- **Making room for risk-taking.** We will nurture a culture that fosters trust, respect and accountability—where curiosity, courageous action and an openness to challenge are valued and encouraged.
- **Honouring lifelong learning.** We will support learners through their lifelong educational journey, providing the skills and knowledge needed to reach their goals.
- **Lifting each other up.** We will commit to helping people succeed in their endeavours, because we know that purpose and fulfillment are foundational to the fullest expression of human well-being.
- **Adding value when we join others.** We will work to ensure our engagement with every partner is respectful, relevant and responsive through thoughtful dialogue and shared goals.

Rankings and reputation

We rank as one of Canada's leading universities, consistently outperforming our peers—especially for our size. Our national and international rankings highlights include:

- #1 university in Canada for climate action (THE Impact Rankings)
- #1 among Canadian comprehensive universities for preparing career-ready students (THE Global University Employability Ranking)
- #1 in North America for international research collaborations (Leiden)
- #1 university in Canada for promoting Indigenous visibility (Maclean's)
- #1 among comprehensive universities in medical/science grants per faculty (Maclean's)
- #1 in Canada for Open Access publications (Leiden)
- #2 in Canadian comprehensive universities (Maclean's)
- #3 among all Canadian universities in citation impact per faculty member (QS rankings)

The 2022 QS World University Rankings by Subject recognize UVic's leadership in a broad range of academic fields. The QS rankings also suggest that UVic's rising international reputation stems from extraordinary programs across the institution. The 2022 Academic Ranking of World Universities, created by Shanghai Jiao Tong University, also ranks UVic as one of Canada's leaders in research intensity across many fields.

In 2023, UVic was again named one of Canada's Greenest Employers. The national awards, organized by the Canada's Top 100 Employers project, recognize Canadian employers that lead the nation in creating a culture of sustainability and climate action. Since the awards were established in 2007, UVic has been honoured nine times and is one of only three BC universities—out of more than 20—to be recognized for their environmental efforts.

UVic was also recognized as one of BC's Top Employers and as a Best Diversity Employer in 2023, and was 25th on Forbes' 2022 Canada's Best Employers list.

UVic in global top 10 for impact

The 2023 Times Higher Education (THE) Impact Rankings placed UVic ninth in the world and third overall in Canada for how universities scored across all 17 of the United Nations Sustainable Development Goals (SDGs), which are universal calls to action to end poverty, protect the planet, and ensure peace and prosperity. This annual analysis accentuates UVic's commitment to climate action through our research, stewardship, outreach, teaching and partnerships.

UVic ranks first in Canada and third globally for climate action (SDG 13). Among notable UVic commitments are our climate-specific programs and degrees taught by internationally renowned faculty on a campus where sustainability practices are well established, in a part of the world where dedication to a healthy environment underpins partnerships. UVic ranks fourth in the world for sustainable cities and communities (SDG 11).

Through CIFAL Victoria, UVic offers specialized training and connects the global community through knowledge sharing and partnerships that address the UN SDGs.



Figure 1: UVic is ranked 9th overall in the world for our impact across all 17 of the United Nations SDGs.

Budget and enrolment context

In 2022/23, UVic experienced a decline in international enrolments, primarily due to pandemic-related factors that continued to persist despite the resumption of in-person teaching, learning and research. Unlike previous years, this decrease was not offset by higher domestic enrolments, although we once again saw a modest increase in graduate enrolment, which continues to support our research mission and is an area of focus aligned with our strategic enrolment goals.

Firstly, for international students, Immigration, Refugees and Citizenship Canada experienced a backlog in 2022, leaving many students without study permits before the start of the fall term. As a result, some prospective international students deferred while others chose post-secondary institutions outside of Canada. As well, some countries—particularly China, which has been our biggest overseas recruitment country for several years—continued to experience lockdowns that restricted travel.

Secondly, a recovering provincial and Canadian economy provided new opportunities in the labour market for prospective domestic students. During times of economic contraction, we tend to see an increased interest in post-secondary education, as few jobs are available. Conversely, when there is a strong labour market, students may defer or interrupt their studies to take advantage of increased employment income opportunities. Fall 2021, during a disrupted labour market, saw our largest entering class to-date, and we allocated a record-number of scholarships as a result. To course correct for 2022 and avoid over-spending, we adjusted our scholarship criteria to pre-pandemic levels, which resulted in a decline in new domestic enrolments that was slightly larger than intended.

Finally, as pandemic restrictions continued to ease, more people chose to travel and/or explore overseas opportunities.

All of these factors, and potentially more, contributed to enrolment shortfalls across the sector in BC and Canada in 2022/23, including at UVic. Enrolment declines directly impact tuition revenues and thus our operating budget. To avoid a budget deficit—something not permitted by the provincial government—UVic implemented a temporary hiring pause and review in fall 2022, as well as one-time contributions from units across campus (e.g., from reserves).

In planning the university's 2023/24 budget, we take into account lower enrolments from 2022/23 and an expectation that international enrolments will not fully recover in 2023/24. All of our anticipated enrolment scenarios indicate that we will need to reduce our operating budget to make up the associated tuition shortfall. In consultation with the Board of Governors, we implemented a four per cent base budget reduction for 2023/24.

Given the challenges with enrolment and associated tuition shortfall, UVic's 2023/24 budget focuses on rebuilding enrolment, with a limited number of strategic investments to support that priority. To support student recruitment and retention, we are investing in and/or protecting a few areas from the base budget reduction, including scholarships and bursaries, some clinical health and wellness supports, and central supports specific for Indigenous students and initiatives.

The provincial government continues to limit domestic tuition fee increases to two per cent, and so UVic must look elsewhere if we are to increase revenues to support priority investments and enhance the student experience going forward. International tuition rates, for example, are set by individual institutions rather than the provincial government. Consistent with last year, UVic will increase international fees this year based on a three-year average inflation rate. Necessitated by the steep rise in inflation across the country, we reviewed and adjusted inflation rate changes for 2023 to ensure financial sustainability in the coming years. We will continue to offer bursaries and programs like work study to support international and domestic students who demonstrate financial need, which may be increasingly in demand in the context of inflation and affordability more generally.

Inflation and rising costs associated with library acquisitions, software licenses, and the impact of the lower value of the Canadian dollar relative to the US dollar are examples of ongoing pressures that constrain financial planning. At UVic, these pressures have negatively impacted our budget in a number of areas, including information technology, research infrastructure, facilities management, and the University Libraries' collections and acquisitions budget.

As well, UVic, like other post-secondary institutions, continues to face potential cybersecurity threats, both in frequency and impact. As we adopt and increase use of new technologies to support our academic and research missions, especially in the context of increased access to education, it is critical that we invest in people and technology to protect our information systems and data. Many of these technologies are increasing in cost, in part due to high rates of inflation.

The rising cost of construction and insurance is also an area of concern going forward, and we have several capital projects underway to support our education and research mandate.

In mid 2023, UVic concluded bargaining with all its employee unions, including the Faculty Association, and has benefited from a historic mandate through BC's Public-Sector Employers' Council to offer competitive salaries and retain talent in a constrained and challenging labour market. UVic is a people-focused organization and recognizes the importance of supporting and retaining a diverse community of faculty and staff especially through challenging fiscal and enrolment environments.

Major accomplishments of 2022/23

The following initiatives, organized by the priorities of our new Strategic Plan, demonstrate our commitment to community as well as our alignment with the Ministry of Post-Secondary Education and Future Skills' service plan and mandate letter. Our priorities reflect our values and why students, faculty and staff choose UVic, while also reinforcing our leadership in areas that are vital to creating innovative, vibrant and healthy societies for all. Inspired by and honouring place, we are a community-minded, globally engaged university where we transform ideas into meaningful impact.

ʔetal nəwəl | ÁTOL,NEUEL

Respecting the rights of one another and being in right relationship with all things

Improving clean-energy systems in communities

Accelerating Community Energy Transformation (ACET) is a multi-partner research initiative, led by UVic, which helps small- to mid-sized communities achieve their clean-energy systems goals. Funding recently announced from the Canada First Research Excellence Fund for ACET will support the work of more than 40 partners from First Nations, academia, private, public and philanthropic organizations. From harvesting offshore wind, tidal and solar energy, to innovative low-carbon financing and governance models, ACET is integrating breakthrough renewable energy technologies and solutions that will help Canada get to net-zero emissions—one community at a time.

Commitment to Indigenous scholarship

We embrace and support Indigenous-led scholarship, with eminent Indigenous scholars who lead us and the world in Indigenous law and governance, Indigenous health and well-being, language revitalization, art and reconciliation. We are honoured that over 100 Indigenous faculty and staff choose to work here, including three Canada Research Chairs in Indigenous Laws, Water Sustainability for Indigenous and Rural Communities, and Indigenous Political Ecology. Building on the success of a previous program that recruited 15 Indigenous scholars to UVic, our recently ratified Collective Agreement with the Faculty Association includes a commitment to increasing and supporting Indigenous faculty and librarians through an Indigenous Recruitment Support Fund.

Inaugural graduates of joint Indigenous law program

Four years ago, UVic launched the world's first law degree to combine the study of Indigenous and non-Indigenous laws. The joint program in Canadian common law and Indigenous legal orders equips students with the knowledge that allows them to draw from, engage with, and work across multiple legal systems. In 2022, the 23 students of the inaugural class crossed the stage to receive their JD/JID degrees. As well, a special recognition event was held at the Songhees Wellness Centre for students to celebrate their accomplishments with their families and communities.

Creating a more vibrant campus environment

Indigenous design elements and art, including banners, have been included throughout the UVic campus as part of the Campus Greenway project to create a more vibrant hub connecting buildings and public spaces. In honour of Orange Shirt Day and the National Day for Truth and Reconciliation, a window installation in the UVic McPherson Library shares learnings about the impact of residential schools within Canada, and specifically those on what we now call Vancouver Island.

Reclaiming Indigenous place names

UVic recently held a celebration and naming ceremony for our new student housing and dining buildings. The first of the new student housing and dining buildings, which opened for fall 2022, is called Čeqʷəŋjín ʔéʔlən (Cheko'nien House), the name given to the territory that is now Oak Bay, and the peoples who lived there. The

second building, which will be completed for fall 2023, is called Snjéqə ʔéʔlən (Sngequ House), after a village in what is now known as Cadboro Bay. By reclaiming these place names, we honour the history of the lands that the university stands on, helping to revitalize the language and paying respect to the original caretakers.

Pathways for Indigenous youth

UVic has created or expanded several pathway opportunities in recent years, including the Indigenous Youth 3C Challenge—a non-credit entrepreneurship program to encourage Indigenous youth to engage in the economy in their own terms—and Indigenous Student Mini-University—a week-long summer camp that gives BC youth a taste of university life. Other immersive and Indigenous-focused programs include the Opening My World of Learning Program and the Living Lab Project. Through initiatives like these, Indigenous student applications and new admissions have increased over the years, with applications up 5%, and new student admissions up 17% this past year.

Growth in Indigenous student enrolment

Our strategic enrolment goals continue to include increasing our number of Indigenous students. Over the past 10 years we have seen a dramatic growth in Indigenous enrolment, from 1,086 to 1,495 students—a 38% increase. Currently, Indigenous students comprise over 6% of the overall student population and are enrolled in every faculty. Importantly for a research university, Indigenous enrolment in graduate programs has increased by 41% over the last 10 years, and there are now 73 Indigenous PhD students at UVic—a 170% increase.

Language revitalization through immersion programs

In September 2022, UVic collaborated with the Hul'q'umi'num' Language and Culture Society, Hul'q'umi'num' Language Academy and other post-secondary partners to host the Indigenous Theatre Festival *Reawakening Language on Stage*. The festival offered a weekend of performances, workshops and discussions aimed at exchanging research-based knowledge on using theatre as a tool for language learning and revitalization. The festival combined theatre-based techniques with community-inspired storytelling to help participants increase their fluency, focusing on nourishing a sense of excitement in speaking and performing only in Hul'q'umi'num'.

People, place and the planet

Sʔəʔenxʷ | S,ÁĒĒA'NW | When things are in harmony

Equity Action Plan

Equity, diversity and inclusion are core values at UVic and form the foundation on which we do our work and interact with others. In 2022, UVic launched the Equity Action Plan, intended to create the conditions in which everyone feels a sense of belonging as connected and respected parts of the university community. In developing the plan, we worked with leaders, faculty, staff and students using equity-centred design principles and processes to co-create goals and targeted actions to address identified barriers to achieving equity.

Improving accessibility for all

In fall 2022, in response to the new *Accessible British Columbia Act*, UVic formed an Accessibility Committee to begin consulting on a first-ever Accessibility Plan for the university. The Accessibility Plan will be a framework for units across campus to create more inclusive and accessible environments for all people, of all abilities. We shared a draft of the Accessibility Plan with our campus community on June 2 during National AccessAbility Week, as an accessible website, for a final round of consultations ahead of the Sept. 1, 2023 launch.

Student supports and financial aid

Attracting and supporting a diverse community of talented students will always require investments in scholarships and bursaries. In the past 10 years, from 2012/13 to 2021/22, our most recent data show that the

annual total value of all forms of student financial aid received by students has increased by more than \$9.6 million or 92%. The university's gross expenditures (including expenditures from the specific purpose and sponsored research funds) for scholarships and bursaries for all students has increased by more than \$17.4 million or 52%—from \$33.5 million in 2012/13 to almost \$51 million in 2021/22, our most recent reporting year.

Engineering and computer science expansion

In 2022/23, UVic completed its final year of province-supported expansion in engineering and computer science programs, which began in 2018/19 and included 500 new student spaces, new faculty and staff positions and student supports. UVic met or exceeded our enrolment targets every year of this expansion including through enhanced pathways with our post-secondary partners. We have plans in place for future growth as well, including building expansions. Our recruitment and retention efforts in engineering and computer science include pathway programs and new scholarships and awards to help us achieve our targets, including diversity targets for under-represented groups, and address key labour market needs in high-opportunity occupations.

Supporting the health care needs of our community

UVic is proud to partner with the province and other post-secondary institutions in BC to help meet the growing health care needs of our community. This past year UVic expanded its Master of Social Work program, completed an early phase of expansions of our Nurse Practitioner program, including planning for more. There are also plans underway to expand graduate health information sciences. We continue to work with the province and UBC on other areas of strategic growth to meet demand and labour-force needs, including spaces in medicine, physical therapy and speech-language pathology programs.

Climate and Sustainability Action Plan

UVic's Climate and Sustainability Action Plan 2030, which launched in fall 2022, is the first sustainability plan to reach every corner of campus. The plan provides an integrated approach to respond to the challenges of climate change and embrace the many opportunities for positive action by guiding the university's approach to sustainability in every domain. It includes an associated action plan, which guide the university's contributions to sustainability and planetary health and encourage all community members to work together towards positive change. Targets include reducing campus operations greenhouse gas emissions by 50% below our 2010 baseline by 2030 and Net Zero by 2040; achieving Sustainability Tracking Assessment and Rating System Platinum rating certification by 2026; and advancing our annual UN 2030 SDGs.

One of Canada's best diversity employers

In March 2023, UVic was recognized as one of Canada's Best Diversity Employers for the 12th consecutive year—one of two BC post-secondary institutions to be honoured. The national competition, which has been running for 16 years, recognized 75 employers that are leading the way in creating inclusive workplaces. UVic was selected for a leading range of diversity initiatives, such as establishing the role of Vice-President Indigenous; hosting the fifth annual Five Days of Action: 365 Days of Commitment that includes events and workshops; and our Centre for Athletics, Recreation and Special Abilities that includes space for CanAssist and accessible community programming.

Culture of change and transformation

Xəciŋəł nəwəl | XECÍNEŁNEUEL | Actively planning and problem solving

Accelerating the global shift to clean energy

UVic will lead a national, multi-partner research initiative that will help get Canada to net zero through an \$83.6-million investment from the Canada First Research Excellence Fund. Accelerating Community Energy Transformation (ACET) is a collaborative initiative that will bring together diverse partners, including Indigenous,

rural and remote communities, to create innovative place-based solutions for energy system transformation. The initiative will help transform regional economies, inform inclusive national policies, and integrate breakthrough renewable energy technologies that will position UVic and Canada as a world leader in reducing greenhouse gas emissions and achieving net zero goals.

Turning climate science into climate action

UVic is home to one of the largest concentrations of ocean-climate researchers in Canada. We host three research and knowledge-sharing institutes focused on ocean and climate: Ocean Networks Canada, Pacific Climate Impacts Consortium and the Institute for Integrated Energy Systems. We also host and lead the Pacific Institute for Climate Solutions, a collaboration with BC's three other research-intensive universities. Our newly launched Bachelor of Science in Climate Science is unique in North America, drawing together multiple areas of expertise to create an interdisciplinary program to prepare students to face the future with influence and skills that turn climate science into real action.

Creating climate solutions leaders

UVic is launching a first-of-its-kind Canadian graduate training program that will capitalize on UVic's climate research excellence to prepare the next generation of graduate students with the transdisciplinary skills and experience they will need to tackle the climate crisis head on. Coastal Climate Solutions Leaders, which will launch this September, will contribute to skilled climate action workforces that can accelerate actions to meet climate change mitigation targets and adaptation measures. More than 40 UVic climate change researchers will supervise masters and PhD students working on aspects of coastal climate solutions—from marine renewables to green financing and policy through to coastal adaptation strategies.

Canada Research Chairs

UVic has an allocation of 37 Canada Research Chairs (CRCs) in the areas of health sciences, engineering, natural sciences, social sciences, law and humanities. Notably, we are one of Canada's most successful universities in recruiting a diverse group of CRCs. In the last CRC assessment of equity, diversity and inclusion, UVic continued to meet and exceed the equity targets for chair holder representation from women, visible minorities, persons with disabilities and Indigenous peoples and was recognized as a leader in the integration of best practices related to equity, diversity and inclusion. UVic is also home to a Canada 150 Research Chair in Materials Science, who is leading the development of advanced materials for health and clean energy applications.

Graduate student fellowships and scholarships

We invest annually in graduate fellowship programs, including for Indigenous students and through the President's Research Scholarships for students who hold prestigious fellowships from granting councils. Graduate students also received funds as part of sponsored research funding obtained by our faculty members, as well as through teaching assistant and research assistant placements. We would like to thank the Ministry for continuing to offer the BC Graduate Scholarship program and for its support to MITACS—these investments help to ensure that top innovators come to BC and contribute to a recovering and vibrant economy.

Research internships for undergraduate students

In 2022, we launched a new research-enriched and applied learning program for undergraduate students. Through a 12-week paid internship model, 50 first- and second-year students from various disciplines engaged in hands-on research under the supervision of a UVic researcher, potentially leading to future careers in government, industry, community and education. A total of 20% of internships are reserved for students from under-represented groups annually. This award program complements our research-enriched program for third- and fourth-year students that encourages undergraduates to pursue innovative and original research under the mentorship of a faculty supervisor.

Students help launch UVic into space

On November 26, 2022 NASA SpaceX's 26th commercial resupply services mission blasted off from Kennedy Space Center. Included in the launch was ORCASat—a miniature satellite built by a diverse team of UVic engineering students and researchers. The satellite won a national Canadian Space Agency competition and, as a result, is one of the first two Canadian universities to launch satellites with the NASA missions. ORCASat rendezvoused with the International Space Station and then deployed into Low Earth Orbit to collect data and to provide a reference light source that can be viewed by a telescope on Earth.

Partnering for a shared future

ʔəy nəwəl ʔist | ÍY,NEUELIST | Moving forward together for the good of all

Upskilling and reskilling through micro-credentials

UVic is expanding micro-credential offerings in strategic areas of growth that align with our research strengths, build on industry partnerships, and create new opportunities for learners. Several sought-after micro-credentials are already on offer at UVic, including through our Division of Continuing Studies, and we are working with government and industry partners such as Microsoft, Telus and the Canada Border Services Agency to help professionals and employers with upskilling and reskilling. Continuing Studies and the Faculty of Engineering and Computer Science are proud to support the StrongerBC Future Ready Action Plan and empower British Columbians through short-term training opportunities and access to up-skilling and re-skilling for in-demand jobs over the next three years. UVic will offer 29 micro-credentials through the future skills grant program, including Climate Action Planning, Business Intelligence and Data Analytics, Palliative Care Pharmacy, and more.

Preparing students for great careers through co-op

UVic has the largest co-op program in Western Canada and one of the largest in Canada. Over 65% of our undergraduate and graduate students participate in the program. In a typical year we place approximately 4,400 students, and 60% of UVic co-op students receive an offer of employment before they even graduate. The private sector makes up 70% of our employers, including not-for-profit organizations, and the public sector makes up 30%. We recently expanded our supports and staffing complement to ensure Indigenous students and students with disabilities at UVic can access co-op offerings in an equitable way. In our latest reporting year, there were 62 placements by Indigenous students and 176 placements by students who self-identify as having a disability or mental challenge.

Cultivating a culture of philanthropy

We continue to advance a culture of philanthropy on campus and in the community, establishing and fostering valuable relationships with donors to help ensure a sustainable financial future. In 2022/23, we achieved our annual fundraising goal and raised a total of nearly \$33 million. Our community of about 5,000 donors includes alumni, faculty, staff and community donors. Funds support our academic and research mission, contributing to student awards, research chairs and professorships, and facilities, in accordance with the wishes of the donor. Over \$11 million of donor funds raised are in support of the Faculty of Law, including the National Centre for Indigenous Laws currently under construction.

UN leadership training centre at UVic

In 2022, UVic and the United Nations Institute of Training and Research established the first accredited International Training Centre for Authorities and Leaders (known by the French acronym CIFAL) on North America's west coast. CIFAL Victoria—based at UVic and one of 10 university-based UN-accredited training centres in the world—joins a global network of 31 training centres. The main purpose of these centres is to develop and strengthen our ability to better respond to challenges and facilitate city-to-city partnerships. CIFAL

Victoria builds off UVic's areas of expertise around climate, oceans and sustainability; global health and well-being; Indigenous knowledge and decolonization; and entrepreneurship and innovation.

Distributed medical education

The Island Medical Program (IMP) at UVic is a unique model of distributed medical education. The IMP and associated Division of Medical Science was established in 2004 in partnership with the University of British Columbia, Island Health and the Province of BC. We have more than 500 IMP alumni, with about 20% of graduates actively practicing on Vancouver Island and 70% in BC. In 2024 we will celebrate the 20th anniversary and 20th student cohort. We are also actively advocating to grow our health care programming, including nursing and physical therapy, through collaborations with other post-secondary institutions.

Language revitalization through immersion programs

Recognizing the need for a new generation of fluent speakers, Stz'uminus Education Society approached UVic with a community vision for delivering Hul'q'umi'num' immersion programs. As part of the 2022 cohort, 13 women completed the Stz'uminus Certificate in Indigenous Language Revitalization (ILR) program and are now laddering into UVic's program for the Diploma in ILR. The end goal is the Bachelor of Education in ILR, and to be certified Hul'q'umi'num' teachers. This is one example of the strong community partnerships created through UVic's award-winning Certificate in ILR program, where classes have taken place on campus and in communities across Canada for two decades in partnership with the En'owkin Centre.

Connecting experts with communities

The UVic Speakers Bureau reflects our commitment to community engagement and to lifelong learning for everyone. The program—established in 1980 and the only university-wide bureau of its kind in Canada—connects expert faculty, staff, graduate students and retirees to audiences across southern Vancouver Island. In the 2022/23 season, volunteers gave 400 presentations to schools, seniors groups, service clubs, business associations and community centres, reaching more than 12,000 community members across southern Vancouver Island.

Bridging divides through dialogue

Co-hosted by UVic and the Senate of Canada, the 2022 Victoria Forum brought together international delegates for public dialogue aimed at finding solutions for some of the world's most divisive challenges. Topics included social exclusion in the COVID-era; pathways to bridging economic and environmental divides in an age of misinformation; the role of sport in bridging divides; and advancing truth, respect and reconciliation for Indigenous Peoples. The forum's broad goals were modelled on the UN SDGs and included several high-profile speakers, including the Deputy Secretary General of the United Nations and Ambassador and Permanent Representative of Canada to the United Nations in New York.

Partnering for more affordable child care

All UVic child care centres were recently approved by the Province of British Columbia to become \$10 a Day ChildCareBC Centres. With the new fee structure, UVic families have seen their monthly child care fees reduced to no more than \$200. Spaces at UVic Child Care are focused on meeting the needs of UVic undergraduate and graduate students, faculty, librarians and staff, with students making up the largest contingent. Demand for child care spaces currently exceeds supply—both in Victoria and throughout the province—and UVic continues to expand programs and services, with new spaces opening on the Queenswood Campus in fall 2023.

Major priorities for 2023/24

Several initiatives are underway or planned for 2023/24, in support of our strategic priorities and goals. Together, we are driving innovation and preparing the next generation of leaders, thinkers and citizens to succeed and co-create a better world.

A new Indigenous Plan for UVic in 2023

The Vice-President Indigenous is in the process of renewing the Indigenous Plan for the university. The renewed plan will build off the commitments to the TRC Calls to Action as reflected in the first Indigenous Plan (2017–2022) while also representing the university's response to the Declaration on the Rights of Indigenous Peoples Act and Action Plan (DRIPA) and other relevant provincial, national and international documents and commitments. The process is guided by the Indigenous Plan Steering Circle and will incorporate the needs, interests, values, aspirations and knowledge of Indigenous students, staff, faculty, Elders and local community leaders.

Health structures and supports

UVic has a compelling and timely opportunity to strengthen our health profile—delivering essential programs, training professionals and conducting community-relevant research on Vancouver Island. Through a Senate-led process, UVic is exploring new structures for health programming to highlight our strengths in health education, training and research and provide a stronger external profile to attract students, faculty, research chairs and partners. The intention is to reinvigorate existing health-related Faculties and units across the university while also ensuring that we are well positioned to serve vital community needs, including through Indigenous-led scholarship and addressing systemic barriers to healthcare.

Continuing Studies' expansion and focus

The interest and growth in short-term and highly targeted training opportunities for adults and mid-career professionals has accelerated rapidly. To complement the work of government-supported programs such as the StrongerBC future skills grant, UVic's Division of Continuing Studies, in partnership with our academic faculties, is exploring a range of new micro-credentials and training opportunities. These will help with upskilling and reskilling for professionals to take the next steps in their careers and to help position them for the labour market demands of the future. Aligned with this, we are developing a new strategic plan for the Division that includes rebranding efforts.

Indigenous law and research

A vision already more than 10 years in the making, the National Centre for Indigenous Laws is getting closer to becoming a publicly accessible national and international forum for dialogue, gathering, teaching and furthering the resurgence of Indigenous laws. The centre's physical home will be at UVic, an addition to the Fraser law building, set to complete construction in 2024. The building, funded by the BC and federal governments, the Law Foundation of BC and other supporters, will house the joint degree program in Canadian Common law and Indigenous legal orders (JD/JID), the Indigenous Law Research Unit, as well as ceremonial and community spaces.

Additional housing for our community

Construction remains on track for our second of two new sustainably and accessibility designed on-campus student housing and dining facilities, scheduled to open for fall 2024. The building will house 385 students. To continue to support the increasing housing demands of our campus and region, we are planning for the development of a new mixed-use university district including housing and supporting commercial uses at the Ian Stewart Complex and Campus Storage Facility.

A new campus in the West Shore

In partnership with Royal Roads University and Camosun College, UVic is planning to offer programming at a new post-secondary site in Langford currently referred to as the West Shore Campus. The three institutions are collaborating to establish a dynamic community-based education hub, offering a rich array of learning

opportunities and life experiences to fuel a thriving future for learning from the West Shore area and elsewhere. Construction has begun, with an anticipated opening of September 2024.

Digital learning strategies

We continue to review and enhance our teaching and learning technologies as well as our educational strategies in an increasingly digital environment. We offer training to instructors on best practices, including a pedagogy-first approach, universal design principles, digital tools, and inclusive spaces. Our goal for the coming year is to develop a digital learning plan for the university that is adaptive to changing student needs and technology, including artificial intelligence tools and considers the implications for academic integrity. UVic regularly engages on the Ministry's digital initiatives through BCNET and the EducationPlannerBC Provincial Steering Committee.

Integrate equity, diversity and inclusion into decision making

Better data helps support strategic decision making. As UVic further incorporates and promotes equity, diversity and inclusivity, we are improving our data collection, reporting and analytical capabilities. These enhancements will ensure our equity, diversity and inclusion targets cascade to all units on campus, identifying gaps and providing resources to improve recruitment and retention for those who have historically experienced barriers. Our strategic enrolment targets includes strategies and tactics to improve access for students who have experienced barriers, including first-generation students, and we are further exploring diversity admissions.

Ensure financial sustainability

The global COVID-19 pandemic underscored the importance of diversifying revenue streams. An unexpected decline in international enrolment, for example, impacts our ability to fund new strategic priorities and initiatives. Working across the university, we are exploring new funding sources, including through new micro-credentials, professional programs, and transnational education opportunities. We are also preparing for a comprehensive donor campaign, with ambitious goals and strategies to engage meaningfully with donors and partners.

Economic and social impact

UVic is committed to helping build a future economy that is clean, innovative and people-focused, where all British Columbians can access high-quality education, knowledge and skills that lead to career-building jobs.

Every day in communities around the world, UVic alumni are making a difference—starting right here. One in eight adults in Greater Victoria are UVic alumni and they are key contributors to the thriving knowledge economy, wellbeing and vibrant cultural life of our region. Over 90,000 of our alumni reside in BC and contribute to the provincial economy as teachers, health care practitioners, entrepreneurs, high-tech professionals, government employees, and many more essential jobs. We are preparing students with the essential skills needed for thriving businesses, government and industry, and to meet the most pressing needs of the province and its people.

An independent study and analysis in 2022 determined that UVic's activities, students and alumni help generate \$3.3 billion to BC's economy and overall prosperity. Our [Economic Impact](#) confirms that UVic's total impact in BC supported 40,595 jobs. The economic impact for Greater Victoria is \$1.8 billion, or one out of every nine jobs.

Our operations generate billions of dollars in annual economic impact in the province, including through salaries and benefits, spin-off companies, patents and licenses, student and visitor spending, taxes, and the effects of an educated workforce. Our research, technology and innovation accounts for a substantial portion of our economic and social impact. UVic has an approximately \$140 million a year research enterprise, and we are consistently selected by ReSearch Infosource as one of Canada's Research Universities of the Year.

Globally, UVic has nearly 150,000 UVic alumni, with 62 alumni regions, chapters and networks worldwide.

Sound financing for our university

Annually, the university develops a balanced budget that provides for financial flexibility in order to mitigate potential financial challenges, including those caused by the COVID-19 pandemic. In recent years—and following a comprehensive review and update—our planning and budgeting processes have become more transparent and data-informed, better aligning our resources with our priorities.

As a people-focused institution, about 78% of our general operating budget goes towards salary and benefits. By area of function, 64% of expenses go towards academics and research, including all our faculty and staff who work in the academic faculties and all direct costs associated with our programs. Combined with student awards and services, as well as the library and its collections, about 80% of our budget is allocated to support academic and research functions. The balance of approximately 20% supports our physical plant, facilities and administration.

Notably, for the past two years we have met 100% of student financial needs through our bursary program, and have awarded a record number of scholarships every year for the past six years.

For detailed financial information, see our [Audited Financial Statements](#).

Building skills and careers

Through our comprehensive work-integrated learning opportunities, we are equipping students for personal success and fulfilling careers. Times Higher Education ranks UVic #1 among Canadian comprehensive universities for preparing career-ready students.

UVic has one of Canada's largest and oldest co-op programs in Canada, which creates 4,300 job placements in a typical year. Since launching in 1976, we have made approximately 105,000 placements. Co-op provides students with an average monthly salary of over \$3,150, and 65% of our eligible students take part. Over half of placements are in the private sector, and we also have a number of placements in government and non-profit sectors. Our location in the capital of British Columbia helps to support placements with provincial government and agencies, helping to meet their workplace needs. About half of co-op placements are on Vancouver Island. In our most recent year of reporting, UVic placed students in 243 international work terms in a total of 31 countries.

Annually, about 60% of graduating co-op UVic students received offers of employment before they graduate. Over 5,200 UVic students access career supports through our Career Services, including workshops and mock interview clinics. We also host major career fairs, networking nights, career panels and employer information sessions. For the past ten years, we have partnered with Camosun to promote co-operative education to employers across the Greater Victoria region. Through sponsorship agreements, we collaborate with the Victoria Chamber, Westshore Chamber of Commerce and Saanich Peninsula Chamber to engage with current and prospective employers.

In part because of our work-integrated learning programming, student-focused services, and employer outreach, graduates from all of our programs achieve excellent labour market outcomes.

Faculty	% satisfied with program	% in the labour force	Average salary
Business	92%	94%	\$76,936
Education	89%	92%	\$50,038
Engineering and Computer Science	85%	96%	\$81,325
Fine Arts	88%	93%	\$45,363
Human and Social Development	90%	97%	\$73,196
Humanities	93%	89%	\$49,722
Law	93%	98%	\$88,118
Science	89%	68%	\$57,524
Social Sciences	92%	92%	\$59,444
UVic overall	89%	90%	\$66,211

Figure 2: Student satisfaction and labour outcomes. Graduates report being 89% satisfied or very satisfied with their program of study at UVic. Of UVic graduates in the labour force and not enrolled in further education, 90% are employed. Source: 2022 Survey of 2020 UVic Baccalaureate Graduates.

We have worked hard to grow Indigenous student participation in co-op, including through our award-winning International Indigenous Co-operative Education Program, and have the highest percentage of Indigenous students enrolled in co-op of any Canadian institution. Our dedicated Indigenous co-op coordinator helps tailor career development opportunities and reduce financial barriers. Further, the Aboriginal Canadian Entrepreneurs Program at UVic assists prospective Aboriginal entrepreneurs through an innovative and culturally-relevant curriculum that includes workshops, coaching and mentorship designed to empower students with the tools and expertise needed to run a business.

Our Division of Continuing Studies offers diploma and certificate programs, upskilling and reskilling courses, and micro-credentials that lead to job placements. We are building on the success of our existing micro-credentialing programs with community and industry partners to explore micro-credentialing opportunities with Canadian Forces Base Esquimalt and Canada Border Services Agency. We also continue to partner with other post-secondary institutions to make education more accessible for learners in BC's West Shore region.

Partnerships with other post-secondary institutions, all levels of government, industry, business and the community are essential as we ensure BC has the talent, skills and training needed for economic recovery and growth.

A final thought

UVic will continue to work with our government, business and community partners to deliver on our commitments to people and the planet. Our strength lies in the integration of research, teaching and learning; the quality and accessibility of faculty and staff; and the excellence of our research programs and creative activities with their local and global focus.

As this report demonstrates, we have achieved much and advanced as an institution in recent years, but we recognize that we still have a lot of work to do. This is especially true in the areas of truth, respect and reconciliation, as well as equity, diversity and inclusion more broadly. We are committed to creating a better and more just world through education, research and action. Together, we are working to build a better BC.

Alignment with Ministry's strategic objectives

In addition to the above highlights, we are further aligning with the Ministry's strategic objectives (from the 2021/22 and 2022/23 mandate letters) through the following achievements, efforts and initiatives.

2021/22 Mandate Letter Indicators	
#1: Work with the Ministry to resume full on-campus learning and services for students, faculty and staff, following the direction and guidance of the Provincial Health Officer and the COVID-19 Go-Forward Guidelines for B.C.'s Post-Secondary Sector, and support your academic communities as you respond to COVID-19 impacts and recovery.	
Full on-campus learning and services for students, faculty and staff	<p>Throughout the pandemic, we continued to deliver high-quality academic programming and experiential learning opportunities while prioritizing the safety and well-being of our campus community. In 2020/21, we offered more in-person teaching and learning than any other post-secondary institution in BC. By September 2021, all campus services were available and we were offering nearly all of our 3,000 undergraduate classes in person. To increase access for international students, we added about 100 new online offerings for the fall term, prioritizing popular first- and second-year courses with large international enrolments.</p> <p>As a research-intensive university, we also worked quickly to safely re-open our research labs following the initial shutdown. Our prompt research resumption was a model for institutions across BC, with a significant number of research labs re-opened before September 2020 supported by safety plans, with full resumption in 2021/22.</p> <p>In August 2022, to help new students prepare for university, UVic ran over 40 virtual orientation events. Students connected with their peers; participated in workshops related to academics, wellness and social justice; and learned about campus and the services and resources available to students. We also returned to in-person orientation and welcome events in September 2022, including our well-attended and celebratory Thunderfest festival.</p> <p>Recognizing the hardships placed upon students as a result of unexpected illness or life events, UVic offers 13 emergency and crisis bursaries, which assist with emergent and unexpected needs to help students continue their studies.</p> <p>We have also revised our requirement for students to provide medical notes for absences—one of several lessons learned from the pandemic that will continue. As well, in 2021/22, nearly all of our classrooms were equipped with lecture capture technology so that instructors can record and post lectures to support short-term absences and encourage students to stay home when ill, while also enhancing learning outcomes in various disciplines.</p>
#2: Work with the Ministry and your communities, employers and industry to implement post-secondary education and skills training for British Columbians, particularly those impacted by COVID-19 and vulnerable and underrepresented groups, to participate fully in economic recovery and growing career opportunities.	
Micro-credentials	<p>Micro-credentialing is an exciting area of growth for UVic, and we continue to explore strategic partnerships designed to benefit a range of learners and professionals at every stage of their lives. UVic is developing and delivering micro-credentials that respond to changing labour market needs and help people reskill, upskill and advance their professional careers. Here are some examples from our Division of Continuing Studies:</p> <ul style="list-style-type: none"> • In 2021, almost 700 BC residents completed training in two UVic micro-credentials funded by the Ministry in areas of data literacy and homecare assistance. • In 2022, UVic received funding to develop five additional micro-credentials. The creation of these short, stackable, and relevant micro-credentials relies on solid research, market scans and viable partnerships. • In 2021, we began collaborating with Microsoft Canada to integrate Microsoft curriculum and certification into business and technology micro-credentials. By the end of the program,

	<p>learners are equipped with relevant employment skills and prepared to take exams to become Microsoft certified.</p> <ul style="list-style-type: none"> • Thanks to our relationship with CCI Learning Solutions, we are a certified Certiport testing centre—the only one on Vancouver Island. This means we can facilitate certification exams for Microsoft and other technical programs from Adobe, Apple, Autodesk, Quickbooks and Unity. • We offer 27 programs in support of the StrongerBC Future Skills Grant to help fill the skills gap, and give learners access to skills in in-demand jobs. <p>In collaboration with DigiBC, UVic's Faculty of Engineering and Computer Science developed micro-credential programming to address needs within the workforce, including in biomedical device development, and graphics and processing for video game development.</p> <p>UVic recently collaborated with the South Island Prosperity Partnership's Rising Economy Taskforce and the Microstart program as part of their economic recovery work in exiting the pandemic. The successful and now provincially supported program has spun off to a digital marketing boot camp.</p> <p>UVic continues to look for opportunities to encourage lifelong learning and remove barriers to education wherever possible. We are also committed to continued collaborations with industry and local employers to ensure that our programming is responsive to emerging labour market trends and needs.</p>
Co-op, work-integrated learning and career planning	<p>As demonstrated throughout this report, experiential learning is an integral part of the university's mission—and we do it well. We equip students for personal success and to contribute effectively as global citizens. In 2021/22, UVic surpassed 101,000 co-op placements since the program's inception in 1976, which has enabled students to put their knowledge into practical usage, and make critical labour market connections. In recent years, UVic has placed special emphasis on:</p> <ul style="list-style-type: none"> • Expanding hands-on learning opportunities within STEM fields. All UVic engineering students are required to take a minimum of four co-op terms as part of their degree requirements. • Our Health Information Science programs, which train undergraduate and graduate students at the nexus of healthcare and technology including through co-op requirements. The program has an almost 100% rate of employment for graduates. • Providing co-op opportunities for graduate students. UVic has one of the highest proportions of graduate students in Canada participating in co-op as part of their degrees. • Increasing community-based and international learning opportunities, including through our Experiential Learning Fund, scholarships and other funds for students. Grants support student mobility as well as wage subsidies for community, non-profit and NGO employers. • Preparing students for meaningful employment through our Career Services' Gear Up to Graduate program, which includes a resource hub for graduates to refine skills and find jobs in a related field of study, as well as through workshops and career fairs. <p>Our co-op program is one of the largest in Canada, and strong foundations ensured the continuation of placements better than the national rate throughout the COVID-19 pandemic. Post pandemic, UVic remains above the national average with co-op placements.</p>
Vulnerable and underrepresented groups	<p>We continue to increase supports and put emphasis on the importance of engaging vulnerable and underrepresented groups in co-op and other training programs. UVic has the highest amount of Indigenous co-op placements in Canada. This is, in part, a result of the following initiatives:</p> <ul style="list-style-type: none"> • A dedicated Indigenous co-op and career coordinator. • A bi-annual Career Fair and Mock Interview Clinic for Indigenous Students.

	<ul style="list-style-type: none"> • Our award-winning Indigenous International Work-Integrated Learning Exchange Program—the first of its kind in the world—which connects Indigenous students attending UVic with co-op opportunities at partner institutions in Australia. • The Indigenous Co-operative Education Wage Subsidy Program, which provides funding to Indigenous community organizations to cover a portion of the cost of hiring a co-op student. • The LE,NONET Community Internship, which provides 120 hours of work experience with an Indigenous community or organization of a student's choice. <p>Through a dedicated accessibility and inclusion co-op coordinator, we help students that identify as having a disability and/or mental health challenges find meaningful and paid work experience while earning their degree. As well, CanWork is a work-integrated learning program designed to support UVic students with disabilities or mental health challenges gain degree-relevant work experience. Over the course of the pilot and first two years, there were 226 accessibility placements, and the program was oversubscribed. CanWork is supported by a \$1.8 million grant from the Ministry.</p> <p>Our co-operative education team also includes an equity, diversity and inclusion employment development officer, and an equity, diversity and inclusions career educator. These roles support UVic students and alumni who self-identify as members of one or more marginalized groups (e.g., 2SLGBTQIA+, BIPOC, persons with disabilities, people with international pathways etc.) during their career development journey.</p>
High-demand occupations	<p>As part of BC's commitment to add 3,000 additional tech seats province-wide by 2022/23, UVic added 500 seats to our engineering and computer science programs. Intake for the 500 new seats began in 2018/19 and was completed by the 2022/23 academic year. This is part of BC's economic recovery plan by creating jobs and advancing CleanBC's clean economy goals, while ensuring British Columbians have access to training for high opportunity jobs in the fastest growing tech fields across all sectors of the economy.</p> <p>Building on the success of our government-funded expansion from 2018/19 to 2022/23, UVic is uniquely positioned to expand several popular programs in high labour market demand, such as computer science and software engineering. Aligned with this expansion, we are exploring opportunities at both our main campus as well as the anticipated West Shore campus to improve access to education for residents of one of the fast-growing communities in Canada. UVic welcomes the Ministry's recent announcement of 3,000 new technology-relevant spaces available at post-secondary institutions across BC, and we will continue to work with the Ministry to help implement allocations within our institution once they are finalized.</p> <p>Our new Bachelor of Science in Climate Science is unique in North America, drawing together multiple areas of expertise to create an interdisciplinary program that prepares students to face the future with influence and skills that turn climate science into real action. This is the first degree program on North America's West Coast to receive accreditation for delivering on the UN SDGs. UVic, as a world leader in research on climate action and the home of the first UN International Training Centre for Authorities and Leaders (CIFAL) on this coast, is ideally suited for the new program.</p>
Health-seat expansion	<p>UVic offers undergraduate and graduate health programs in the Faculties of Science, Social Sciences, Education, Human and Social Development and the Division of Medical Sciences that provide pathways to post-graduate studies, medical education, professional education and post-graduate employment in the health fields.</p> <p>Our institution is proud to work in partnership with Camosun College, Aurora College (NWT), College of the Rockies and Selkirk College to help deliver our Bachelor of Science in Nursing across the province and beyond, to help train much-needed nurses equipped to work in all healthcare settings.</p>

	<p>We continue to work with our institutional partners to increase our enrolment and retention in our nursing programs to meet the needs of the province, including through partnership opportunities with UBC on physical therapy and with Camosun College on nursing. We are also exploring opportunities with the Ministry on further expansions of the Nurse Practitioner program.</p> <p>UVic is proud to lead the launch of a Master of Indigenous Nursing program in collaboration with Thompson Rivers University, the University of British Columbia, Trinity Western University, and the University of Northern British Columbia. This program will train and empower Indigenous nurses with a high-level of expertise to work in their own communities and knowledge systems by equipping them with relational practices to aid with spiritual, mental and physical wellness.</p> <p>UVic's School of Health Information Science is the oldest, largest and most comprehensive health information science program in Canada. As the leading program in the country, we have been providing students with skills in health informatics, digital health and information technology for over 35 years. Upon graduation, our students secure a near 100% employment rate in their field and work throughout the public and private sectors. UVic anticipates demand for this internationally renowned program will continue to grow, including to help meet anticipated labour market demands in both health care and technology, which are anticipated to lead in job growth over the next decade—especially in high-demand fields where they overlap.</p> <p>Since 2012, UVic has offered a degree in Biomedical Engineering, the first of its kind west of Ontario. The program provides students with specialization in medical device design, biomechanics, prosthetics, medical imaging and 3D tissue printing. Since its launch, the program has provided necessary talent to local firms such as Starfish Biomedical, which was critical in developing much needed devices during the COVID-19 pandemic. We are excited to also now offer a micro-credential program, as well as a Master of Engineering Biomedical Systems program.</p> <p>UVic is committed to working with the province to ensure the success of the BC Health Human Resources Strategy, released in 2022. We look forward to contributing to provincial efforts to retain healthcare workers; modernize the system through innovation, research, and technology; reduce barriers to help recruit workers; and train the next generation of healthcare professionals.</p>
<p>#3: Fully engage with government in implementing mandate commitments to support a future-ready workforce and post-secondary system, increasing access to post-secondary education and skills training and high opportunity jobs for British Columbians. This includes cross-government, community, sector and stakeholder collaboration to support mandate commitments where education, innovation and equity play a role, and that builds upon government's CleanBC strategy and supports a clean economic future.</p>	
Cross-government and stakeholder collaboration	<p>UVic collaborates with government, post-secondary and community partners to expand and inform our approach to engaged research, creative activity, learning and knowledge mobilization to foster connections and co-create positive change.</p> <p>In partnership with Royal Roads University and Camosun College, UVic announced in 2022 that it will offer programming at a new post-secondary site in Greater Victoria's West Shore region. The three institutions are collaborating to establish a dynamic community-based education hub, offering a rich array of learning opportunities and life experiences to fuel a thriving future for learning from the West Shore area and elsewhere. The campus will also include space for the Justice Institute of BC and School District 62. Construction has begun on the new building, with an anticipated opening of September 2024 for up to 500 students.</p> <p>The partnership between UVic, Royal Roads University and Camosun College aims to improve transition rates from K-12 to post-secondary, with programs and courses designed to meet student demand and the economic and labour market needs of communities in the West Shore and the province.</p>

	<p>UVic is committed to supporting people and communities now and into the future, and we are working to align education and skills training to the goals of the BC Economic Plan. With the launch of the “Future Ready: Skills for the Jobs of Tomorrow” plan, we will continue to work with the Ministry to build a stronger, more inclusive workforce, and to prepare British Columbians to compete on a global stage, narrow the skills gap, and ensure we have the expertise for the one-million job openings expected by 2032.</p>
Climate and sustainability	<p>UVic has a deep commitment to climate and sustainability in all aspects of our operations, academic and research programming. Our new Climate and Sustainability Action Plan (CSAP) articulates and guides sustainability practices across campus.</p> <p>Climate and sustainability are integrated into UVic’s academic curriculum in nearly every major field, and we are developing new academic programs, courses, and experiential learning opportunities to educate and inspire the next climate and sustainability leaders. UVic has a range of CleanBC-related programming that demonstrates our commitment to leadership in environmental sustainability and climate change. We offer degree programs and specializations in biology, Earth and ocean sciences, chemistry, environmental studies, geography, geomatics, coastal studies, environmental law and sustainability, civil engineering, geophysics, and ocean-atmosphere sciences. In 2022, the Ministry approved our new Bachelor of Science in Climate Science—a program that brings together multiple areas of expertise to equip students with the skills to face a changing world and turn climate science into action. Our Restoration of Natural Systems interdisciplinary certificate and diploma programs support careers in environmental conservation and restoration.</p> <p>UVic is undertaking a seven-year, Canada First Research Excellence Fund project, Accelerating Community Energy Transformations (ACET), securing over \$80 million of federal funds for the province of BC. Through this project, UVic has over 40 partnerships with a wide variety of groups in industry, governments and Indigenous communities. The project will bring together nine areas of academic study to inform transformational changes and drive unique community-led initiatives to develop a bottom-up approach to net-zero, which will foster place-based social, policy and economic development while ushering in community-led energy systems.</p> <p>UVic’s Coastal Climate Solutions Leaders, a first-of-its-kind Canadian graduate training program, capitalizes on our climate research leadership to prepare the next generation of graduate students with the skills and experience they need to address climate change. This program will help fill a critical workforce need, positioning tomorrow’s climate leaders to understand and tackle challenges and opportunities for accelerating solutions.</p> <p>University operations support climate mitigation, adaptation and sustainability practices across campus operations and planning. This includes reducing greenhouse gas emissions associated with campus buildings, energy, food and dining, grounds, purchasing, transportation, waste, water, investments and internal communications and engagement. We continue to prioritize sustainability and low-carbon resilience across campus.</p>

2022/23 Minister’s Letter of Direction Priorities

Demonstrate your commitment to collaborating within your sector on new and priority initiatives, including: working to align education and skills training to the goals of the BC Economic Plan; and supporting the implementation of Skilled Trades Certification.

- UVic maintains partnerships and agreements with institutions across British Columbia to facilitate transfers and delivery of programs in all regions of the province. This includes British Columbia’s single largest post-secondary

pathway, which is UVic's long-standing and important relationship with Camosun College. Pathways between UVic and Camosun include university-transfer programs, nursing, and Engineering Bridge programming. Through the Island Medical Program, UVic works in partnership with the University of British Columbia to deliver UBC's MD undergraduate program to communities on Vancouver Island. This program is part of a long-term strategy to address physician shortages in rural, remote, coastal and Indigenous communities within the province.

- UVic leads the CIHR-funded BC Network Environment for Indigenous Health Research ([BCNEIHR](#)), which supports capacity development, research and knowledge translation. BCNEIHR also supports Indigenous student research as well as facilitates community-led research partnerships. The partnership has researchers from UBC, SFU, UNBC, Emily Carr University, Royal Roads University, North Island College, Vancouver Island University, Thompson Rivers University, Capilano University, and Vancouver Community College. BCNEIHR also has partnerships with Island Health, First Nations Health Authority, and a number of Indigenous nations and communities across the province.
- UVic is an active partner in the West Shore campus project, in partnership with Royal Roads University and Camosun College.
- UVic is committed to playing a positive role in the success of StrongerBC, and supports training programs related to the pillars of the plan, such as life science, technology, health programs, and more. We look forward to working with the government to continue this work, and to ensure that our programming is responsive and aligned with the province's labour market outlook and *Future Ready* plan.
- We are leaders in scholarship and practice related to oceans, climate, life sciences and health, as well as reconciliation, social services, green buildings and mass timber, and energy transitions and clean technology development. Our civil engineering program aims to be the [greenest in Canada](#).
- We work collaboratively with Indigenous communities, partners and organizations to help develop and adapt programming to meet the diverse needs of each group to enhance education, Indigenous language revitalization, law and economic reconciliation.
- UVic maintains close ties with our local municipalities through liaison committees and with local industry groups and employers to ensure that we are meeting the needs of our region and being a good partner and community member.

Contribute to Ministry engagement on upcoming initiatives, including: the *Future Ready: Skills for the Jobs of Tomorrow* plan; the Ministry's sexualized violence policy review; further tech-relevant seat expansions; and the funding formula review of provincial operating grants.

- As noted above, UVic has been actively engaged with the Ministry of Post-Secondary Education and Future Skills to help inform the development of the *Future Ready* plan alongside our other post-secondary partners.
- UVic is well positioned to participate in the Ministry's sexualized violence policy review process and inform any potential future legislative change. Our Equity and Human Rights office consulted campus-wide on the creation and implementation of the original 2017 Sexualized Violence Prevention and Response Policy and again during the three-year review of the policy. UVic has an informed and engaged student population who will similarly be eager to engage in consultation.
- In June 2022, we presented our feedback and ideas on post-secondary funding to the Ministry, as requested, and remain ready to engage in the review. In our document, we suggest preserving well-functioning aspects of the current model, including in support of students and the student experience. We also suggest opportunities for institutional differentiation, excellence, performance, meeting demand and supporting the province's economic agenda. A transparent model with incentives to improve will ensure that BC's public post-secondary system, already highly regarded by institutions in other Canadian provinces, will continue to support the economic and social needs of British Columbians and help us address the important challenges facing society today. We welcome the opportunity for further dialogue with the Ministry and our post-secondary colleagues on how to further improve one of the best educational systems in the world, including through a funding formula review.
- We are eager to continue our work with the Ministry to see the successful expansion and implementation of tech-relevant seats in the near future.

Long-term strategic initiative: Sexual Violence and Misconduct prevention and response.

UVic's Sexualized Violence Resource Office, located within Equity and Human Rights (EQHR), aims to create ongoing, tailored training for student, staff and faculty on sexualized violence prevention and response. The office leads an institutional team to collaborate on the creation and implementation of an evolving three-year strategic education plan to continually respond to trends in reporting and identified needs.

Programming across UVic, offered through EQHR and/or the Office of Student Life, includes:

- [Tools for Change](#) is a peer-delivered program, offered in-person and online, aimed at increasing awareness among undergraduates about what sexualized violence is, where to get support, how to receive a disclosure, and how to practice consent and prevent sexualized violence.
- Preventing and Responding to Sexualized Violence is a similar program but designed for staff and faculty. This workshop is delivered in-person and includes a focus on workplace sexualized violence and responsibilities around receiving disclosures and referring impacted parties to appropriate supports.
- Social and Professional Competency Training for Graduate Students combines education on equity, diversity and inclusion with how to prevent discrimination, harassment and sexualized violence.
- We have multiple student-focused awareness-raising campaigns on how to receive a disclosure, what consent is, how to practice consent in the context of substance use, and more.
- Power, Privilege, and Accountability is a workshop designed for faculty members and senior leaders that outlines their responsibilities in terms of preventing discrimination, harassment and sexualized violence.
- A new Engaging Men program is being piloted in September 2023 with male student-athletes. We plan to make the program more broadly available in January 2024. The program seeks to support male-identifying students in unlearning harmful gender norms and scripts while learning important new skills around communication, consent, boundaries and accountability.
- [Bringing in the Bystander](#) and [Step In, Speak Up](#) are workshops that teach students how to overcome resistance to checking-in and intervening when they observe the potential for sexualized violence to occur. By empowering students to become active bystanders, we hope to create a compassionate community response to preventing sexualized violence and foster a safer environment on campus.

Between May 2022 and April 2023, EQHR delivered 38 different sexualized violence prevention programs, reaching 910 participants. The bulk of training was done with student-staff, student-athletes, graduate students, and staff and faculty. This number does not include the workshops offered through the Office of Student Life (Bringing in the Bystander, Step In, Speak Up or Tools for Change) nor our self-guided online versions available to new students through onboarding efforts.

Sexualized Violence Awareness Week is an annual occurrence in September, timed to coincide with new student welcome and orientation. The week is coordinated by UVic's Sexualized Violence Prevention Coalition, which works collaboratively across campus to prevent sexualized violence at the University of Victoria. It is comprised of the Office of Student Life, EQHR, the University of Victoria Students' Society (UVSS), and the student-led Anti-Violence Project. The coalition works in partnership with multiple student-facing units on campus, including athletics and recreation, student housing, the International Centre for Students, and the Student Wellness Centre. The coalition raises awareness among the student population by providing information and tools to support students in preventing the occurrence of sexualized violence and to know what to do, and where to go, when it does occur.

UVic's Sexualized Violence Prevention and Response Policy was reviewed in 2020 through a thorough consultation process with UVic students, staff and faculty and approved in January 2021. The 2024 policy review process is currently being designed.

Long-term strategic initiative: Former Youth in Care – Supports for students who are former youth in care, including participation in the provincial tuition waiver program.

In 2014/15, we created the University of Victoria Youth in Care Award. Originally, the award covered up to eight terms of funding or completion of a first degree, whichever came first, of actual tuition costs excluding mandatory fees. Entering,

in-course and transfer students who met the eligibility criteria and who were registered in their first undergraduate degree were eligible to apply.

In 2017/18, we amended the terms of reference for the award to complement the new BC Provincial Tuition Waiver Program announced by the Ministry in September of that year. The UVic award now covers the actual tuition costs and mandatory fees for all terms of study required for completion of a first undergraduate degree for students previously in care in BC for at least one year but who do not meet the Provincial Tuition Waiver Program age or number of years in care criterion. In addition, donor-provided funds support book costs and living expenses.

Additional information about supports for students with lived experience in care in BC:

- UVic's Youth in Care Award has no age limit and the minimum amount of time in care to qualify for the award is 12 months. Time in care must have been in the province of BC. Academic merit is not a basis for the award.
- The BC Provincial Tuition Waiver Program is available to students 19–26 years of age and who have been in care in BC for a minimum of 24 months.
- In our most recent year of reporting (2021/22), 44 students received the UVic award, compared to 48 recipients in the previous year (2020/21), totaling \$259,775. Of these students, 26 also qualified for the BC waiver.
- In 2021/22, 13 students with lived experience in care graduated from UVic.

UVic is committed to helping ensure that all former youth-in-care who wish to attend to post-secondary have the opportunity. We look forward to working with the Ministry to ensure the success of the province's recent announcement that all former youth-in-care will have access to the tuition waiver program.

Appendix A: Performance measures

This Institutional Accountability Plan and Report forms part of the accountability framework for BC's public post-secondary institutions. That framework ensures students receive quality educational opportunities relevant to their needs and the needs of the labour market as well as ensuring the post secondary education system contributes to the province's social and economic development. Performance measures (which appear on the following three pages in the template provided by the Ministry) ensures a direct linkage between activities at the institutions and the strategic objectives of the post-secondary system: capacity, access, efficiency, quality, and relevance.

2022/23 Accountability Framework Performance Measure Results Round 2

University of Victoria



Ministry of
Post-Secondary Education
and Future Skills

		2020/21	Actual 2021/22	2022/23	Target 2022/23	Assessment 2022/23
Credentials Awarded	Credentials	4,321	4,382	4,399	≥4,424	Substantially Achieved
Indigenous student spaces	Total Indigenous student spaces	976	1,033	1,055	≥1,000	Achieved
	Ministry (PSFS)	976	1,033	1,055		
Student satisfaction with education	Bachelor degree graduates	91.7% +/- 1.1%	92.4% +/- 1.2%	88.9% +/- 1.5%	≥90%	Achieved
Student assessment of the quality of instruction	Bachelor degree graduates	92.3% +/- 1.1%	93.2% +/- 1.1%	90.1% +/- 1.4%	≥90%	Achieved
Student assessment of skill development	Bachelor degree graduates	84.0% +/- 1.2%	84.4% +/- 1.2%	82.8% +/- 1.3%	≥85%	Substantially Achieved
Student assessment of usefulness of knowledge and skills in performing job	Bachelor degree graduates	87.7% +/- 1.6%	84.7% +/- 1.9%	83.4% +/- 2.0%	≥90%	Substantially Achieved
Unemployment Rate	Bachelor degree graduates	9.0% +/- 1.3%	8.0% +/- 1.3%	7.5% +/- 1.3%	≤8.7%	Achieved
Sponsored Research Funding	Sponsored research funding from all sources (million \$)	125.0	123.7	139.7	≥123.7	Achieved
	Federal sources (million \$)	86.8	89.3	90.8		
	Provincial sources (million \$)	11.7	9.3	16.3		
	Other sources (million \$)	26.5	25.2	32.6		

		2020/21	Actual 2021/22	2022/23	Target 2022/23	Assessment 2022/23
Bachelor degree graduates	Skill development	84.0% +/- 1.2%	84.4% +/- 1.2%	82.8% +/- 1.3%	≥85%	Substantially Achieved
	Written Communication	83.1% +/- 1.5%	84.7% +/- 1.7%	85.1% +/- 1.7%		
	Oral Communication	79.9% +/- 1.7%	78.1% +/- 1.9%	78.1% +/- 2.0%		
	Group collaboration	79.4% +/- 1.7%	78.6% +/- 1.9%	77.4% +/- 2.0%		
	Critical Analysis	91.9% +/- 1.1%	91.0% +/- 1.3%	90.4% +/- 1.4%		
	Problem resolution	79.3% +/- 1.7%	80.2% +/- 1.9%	76.9% +/- 2.0%		
	Learn on your own	88.1% +/- 1.3%	89.7% +/- 1.4%	86.8% +/- 1.6%		
	Reading and comprehension	86.9% +/- 1.4%	88.0% +/- 1.5%	85.8% +/- 1.6%		

Please consult the 2021/22 Standards Manual at <https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/accountability-framework> for a current description of each measure.

Institutional Accountability Plans and Reports, which report on and provide context on these performance measures, are also published at <https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/accountability-framework>

Student Spaces

Results from the 2022/23 reporting year are based on data from the 2022/23 fiscal year; results from the 2021/22 reporting year are based on data from the 2021/22 fiscal year. Only Ministry funded Full-Time Equivalents are included.

Indigenous Student Spaces

For Indigenous Student Spaces, results for the previous fiscal year are reported. Results from the 2022/23 reporting year are based on data from the 2021/22 fiscal year; results from the 2021/22 reporting year are based on data from the 2020/21 fiscal year. Both Ministry and SkilledTradesBC (formerly the Industry Training Authority) funded Full-Time Equivalents are included. Institutions provide their own target and assessment for Indigenous Student Spaces.

Credentials Awarded

Annual performance is measured using a rolling three-year average of the most recent fiscal years; e.g. results for the 2022/23 reporting year are a three-year average of the 2019/20, 2020/21, and 2021/22 fiscal years.

Student Outcomes Measures

Results from the 2022/23 reporting year are based on 2022 survey data; results from the 2021/22 reporting year are based on 2021 survey data.

For all survey results, if the result plus or minus the margin of error includes the target, the measure is assessed as achieved. In all cases, the survey result and the margin of error are used to determine the target assessment. Survey results are not assessed if the number of respondents is less than 20 or the margin of error is greater than 10%.

Credentials Awarded to Indigenous Students

The target for this measure is currently under review. Assessment will show as "Increased" or "Decreased" over the previous year.

Assessment Scale

Performance measure results are assessed on a three-category scale: Achieved, Substantially Achieved, or Not Achieved .

N/A = not assessed

Target Assessment Scale	Description
Achieved	100% or more of the target
Substantially achieved	90% to <100% of the target
Not achieved	<90% of the target

Appendix B: Lasting and meaningful reconciliation

Progress on implementation of Truth and Reconciliation Commission's Calls to Action and articles of the United Nations Declaration (UN Declaration) on the Rights of Indigenous Peoples at Public Post Secondary Institutions in B.C. (Mandate Priority #1)

Using the template provided by the Ministry, the University of Victoria has summarized our progress toward lasting and meaningful reconciliation, which has been guided by our [Indigenous Plan 2017–2022](#) and consultations with faculty, staff, students, alumni, community and partners. They represent the wisdom, service and efforts of many and position us as we develop and implement a new Indigenous Plan for UVic in 2023.

TRC CALL TO ACTION ¹ and UN DECLARATION on the RIGHTS OF INDIGENOUS PEOPLES ARTICLE	
PROGRESS Identify whether the initiative is: <ul style="list-style-type: none"> • New² • Planned / In progress / Implemented or Ongoing 	INITIATIVES AND PARTNERSHIPS Provide key details initiatives relating to each Call to Action and UN Declaration on the Rights of Indigenous Peoples article and how your institution's relations and collaborative partnerships with local First Nations and Métis communities are contributing to implementation. Include links where relevant. Add rows to report on additional initiatives as required.
1: SOCIAL WORK	
We call upon the federal, provincial, territorial, and Aboriginal governments to commit to reducing the number of Aboriginal children in care by ... Ensuring that social workers and others who conduct child-welfare investigations are properly educated and trained about the history and impacts of residential schools. ... Ensuring that social workers and others who conduct child-welfare investigations are properly educated and trained about the potential for Aboriginal communities and families to provide more appropriate solutions to family healing.	
PROGRESS	NEW AND/OR CONTINUING INITIATIVES AND PARTNERSHIPS
Ongoing	<ul style="list-style-type: none"> • We are actively engaged in preferential hiring of Indigenous faculty members in both the teaching and research streams. • An Indigenous Liaison is assigned to every Indigenous student completing a field course to ensure strong support for students in their practicum assignments.
Implemented	<ul style="list-style-type: none"> • Since 2000/01, we have offered a Bachelor of Social Work (BSW) - Indigenous Specialization and a Bachelor of Social Work - Indigenous Child Welfare Specialization. • We launched a Master of Social Work (MSW) Indigenous Specialization for Indigenous students in 2009. Similar to the standard BSW and MSW programs, each specialization interrogates historically oppressive practices within a specific context and considers alternative methods of engagement that are centered in the values of decolonialization, equity, anti-racism and social justice. • The School of Social Work has one Field Placement Coordinator dedicated to supporting Indigenous students and fostering relationships with Indigenous agencies across Canada. All UVic BSW students complete two required Indigenous content-centered courses. Within the master's program, students are required to complete one Indigenous content-focused course, and additional relevant content is incorporated throughout the curriculum. • In 2019/20, two courses were added to the Master of Social Work Foundation program that explore historical and contemporary processes and the impact of these policies and processes on Indigenous people and introduces anticolonial policy analysis and the implications of decolonizing social work.

¹ "..." represents omitted text not related to post-secondary education from the original Call to Action.

² New initiatives start in the current reporting year and have not been previously reported on.

12: EARLY CHILDHOOD EDUCATION

We call upon the federal, provincial, territorial, and Aboriginal governments to develop culturally appropriate early childhood education programs for Aboriginal families.

PROGRESS	NEW AND/OR CONTINUING INITIATIVES AND PARTNERSHIPS
Implemented	<ul style="list-style-type: none"> UVic's School of Child and Youth Care (CYC) continues to deliver land-based learning in conjunction with local community members. The undergraduate curriculum was renewed in 2020. The master's program curriculum was renewed in 2022. Two courses were added for Indigenous students in fall 2019 (at the 100 and 300 levels). CYC strives to ensure appropriate, meaningful education—including land-based learning opportunities—that is culturally appropriate for CYC Indigenous students to prepare them to work with and support children, youth and families. The School mission states that “we place a strong emphasis on supporting Indigenous student success through culturally responsive teaching and support.” The Indigenous-led Kinship Rising project focuses on healing from colonial, gender-based violence by restoring sacred teachings of gender well-being. Kinship Rising promotes gender resurgence through art, land-water relations, and reconnection with all our relations. It also involves community-based programs, partnerships, and collaborative projects with students in faculty research and Indigenous based-community practicums.
Ongoing	<ul style="list-style-type: none"> CYC has an Indigenous specialization stream that introduces students to critical theory and necessary protocols for respectful entry into child and youth care practice in Indigenous contexts. Undergraduate and graduate curriculum development addresses themes such as Indigenous early years/early childhood; Indigenous child and youth development; Indigenous family systems; Indigenous research; land-based pedagogies/working with Elders and knowledge keepers; using Indigenous models in frontline practice with children, youth, families and communities; and promoting Indigenous scholarship related to law in child and family services, mental and holistic health, counselling and child welfare. This specialization is intended for both Indigenous and non-Indigenous students. Students' final practicum must be in an Indigenous setting. The Early Childhood Education Years specialization consists of four courses that address the impacts of colonization on early childhood.
New	<ul style="list-style-type: none"> CYC aims to recruit an Indigenous limited hire in 2024, with expertise in early childhood, to bolster our existing Indigenous faculty complement and provide additional supports to Indigenous students.

16: INDIGENOUS LANGUAGE DEGREE AND DIPLOMA PROGRAMS

We call upon post-secondary institutions to create university and college degree and diploma programs in Aboriginal Languages.

PROGRESS	NEW AND/OR CONTINUING INITIATIVES AND PARTNERSHIPS
Implemented	<ul style="list-style-type: none"> IED 159 “Introduction to SENĆOŦEN” was offered and ran with two sections. Lieutenant Governor Janet Austin invited the instructor to teach her SENĆOŦEN. A Stz'uminus cohort completed the Certificate in Indigenous Language Revitalization and are now transitioning to the diploma program through Indigenous Education.
Ongoing	<ul style="list-style-type: none"> Indigenous language teaching at UVic is informed by more than 40 years of experience offering Indigenous language programming in-community in order to empower adult language learners to increase language proficiency and support language revitalization in their communities. UVic offers the following undergraduate Indigenous language programs: <ul style="list-style-type: none"> Certificate in Indigenous Language Revitalization Certificate in Indigenous Language Proficiency Diploma in Indigenous Language Revitalization Bachelor of Arts in Indigenous Studies Bachelor of Education in Indigenous Language Revitalization UVic offers the following graduate non-degree and degree programs: <ul style="list-style-type: none"> Certificate in Indigenous Nationhood Graduate Certificate in Indigenous Language Revitalization

	<ul style="list-style-type: none"> ○ Master of Arts in Indigenous Language Revitalization ○ Master of Education in Indigenous Language Revitalization • In partnership with the En-owkin International School of Writing and Visual Arts, UVic offers a Foundations in Fine Arts certificate for mature Indigenous learners who want to develop specialized skills in creative writing and/or visual arts in an Indigenous context.
New	<ul style="list-style-type: none"> • We launched the first national online cohort of the Certificate in Indigenous Language Revitalization (CILR) to provide opportunities for individual Indigenous learners who may not have the capacity (funding, volume of learners, etc.) to offer the cohort-based program in their own communities. Moving this program required hiring experts in Indigenous language to redevelop eight online courses.
23: HEALTH-CARE PROFESSIONALS	
We call upon all levels of government to increase the number of Aboriginal professionals working in the health-care field, ensure the retention of Aboriginal health-care providers in Aboriginal communities, and provide cultural competency training for all healthcare professionals.	
PROGRESS	NEW AND/OR CONTINUING INITIATIVES AND PARTNERSHIPS
Ongoing	<ul style="list-style-type: none"> • Students in our Master of Public Health and Social Policy program can focus on Indigenous Peoples' Health. The program requires three courses on Indigenous community engagement and leadership, Indigenous public health and social policy, and Indigenous health research methodologies. Students with sufficient background have the opportunity to develop a practicum in an Indigenous community or organization. We prioritize applications from Indigenous students. • Students in our Bachelor of Arts in Health and Community Services can focus on Indigenous Peoples' Health. The program requires three courses on traditional healing in Indigenous communities, wise practices in Indigenous community health, and Indigenous global health. Students with sufficient background have the opportunity to develop a practicum in an Indigenous community or organization. We prioritize applications from Indigenous students. • Our School of Public Health and Social Policy (PHSP) continues to develop relationship with local community, in community, through artwork by a local Indigenous woman. The work embodies our aspirations and practice, and the ways in which we hope to move forward. Through invitation from the artist, we have started to go to community to remove invasive species, working on the land with those whose historical relationships with the land continue to this day. Through this work, and these relationships, we aim to grow, learn and offer a healthy and safer space for sharing ways of knowing and being.
New	<ul style="list-style-type: none"> • All students in our Bachelor of Arts in Public Health will be required to take a course on the Introduction to Indigenous Health in Canada. Students in the program can further focus on Indigenous Peoples' Health and, as part of the program requirements, take three courses on traditional healing in Indigenous communities, wise practices in Indigenous community health, and Indigenous global health. Students with sufficient background have the opportunity to develop a practicum in an Indigenous community or organization. We prioritize applications from Indigenous students. • Through the Indigenous Recruitment Support Fund (as part of an agreement with the UVic Faculty Association), PHSP recruited two Indigenous faculty members in 2021/22. • PHSP held its first class on Introduction to Indigenous Health in fall 2022. Registration was strong and 45 students completed the class. • PHSP raised the student capacity for the Indigenous Healing and Wellness class for the spring 2023 term, increasing the number of students able to take the class to 50. • In 2022/23, PHSP completed the preferential hire of a three-year, Limited Term Assistant Teaching Professor, offering the position to a self-identified Indigenous woman who brings exemplary pedagogical, curricular, and administrative knowledge to the School. Additionally, we completed hire for two Indigenous, tenure track Assistant Professors.

24: MEDICAL AND NURSING SCHOOLS

We call upon medical and nursing schools in Canada to require all students to take a course dealing with Aboriginal health issues, including the history and legacy of residential schools, the United Nations Declaration (UN Declaration) on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, and Indigenous teachings and practices. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

PROGRESS	NEW AND/OR CONTINUING INITIATIVES AND PARTNERSHIPS
Ongoing	<ul style="list-style-type: none"> To date, UVic's Island Medical Program (IMP), delivered in partnership with UBC and Island Health, has graduated 29 students who self-identify as Indigenous, with 12 currently enrolled. IMP admissions includes an Indigenous pathway that aims to fill as many seats as possible with qualified Indigenous applicants. IMP students are trained to work with Indigenous communities through meetings with key health contacts and leaders. They explore systemic practices, learn Indigenous perspectives on wellness, cultural humility, cultural safety approaches in health care practice, and celebration of diversity, enabling them to better address the needs of Indigenous individuals and communities. UVic's School of Nursing offers an Indigenous-focused required course in the fourth year that develops students' understandings of socio-cultural history as well as current contexts that shape the lives of Indigenous people and their communities' health in Canada. Concepts of cultural safety, humility and racism are explored through a variety of lenses and learning activities. The school also initiated a community-based collaborative learning unit with the Tsartlip and Tsawout First Nations, as a senior level nursing practice experience, led by Indigenous faculty. UVic student admissions through Camosun College have doubled the dedicated seats for Indigenous nursing students (from eight to 16), now at 10% of total admissions to the bachelor program. Additionally, we now have two dedicated seats for Indigenous students in each of our program streams for our graduate Master of Nursing program (a total of eight seats). The Indigenous Initiatives Committee, led by Indigenous faculty and composed of faculty and students at UVic and Camosun College, has implemented anti-Indigenous-racism initiatives with a focus on healing and health.
New	<ul style="list-style-type: none"> In partnership with other BC nursing schools, we are developing an Indigenous Wellness MN/MSN educational stream. We are integrating new practice standard on Indigenous cultural safety, cultural humility, and anti-racism across our programs—approved by the British Columbia College of Nurses and Midwives Board. We are currently engaged in preferential hiring of Indigenous faculty in nursing.

28: LAW SCHOOLS

We call upon law schools in Canada to require all law students to take a course in Aboriginal people and the law, which includes the history and legacy of residential schools, the UN Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and antiracism.

PROGRESS	NEW AND/OR CONTINUING INITIATIVES AND PARTNERSHIPS
Implemented	<ul style="list-style-type: none"> In 2018, UVic launched a four-year joint degree program in Canadian Common Law (JD) and Indigenous Legal Orders (JID), with the first cohort graduating in spring 2022. Elements of the program are taught through intensive, mutually-illuminating comparison in courses that deal with Canadian law and one or more Indigenous legal traditions. In January 2021, a field school was offered in partnership with Cowichan Tribes where students worked on community-identified and -led projects supporting their priorities in the areas of education, land, child and family services, language and heritage. In January 2022, a field school was offered in partnership with the Shuswap Nation Tribal Council where students worked on community-identified and -led projects focusing on child and family service. In January 2022, a field school was offered in the North Island communities where students worked on projects that incorporated Kwakwaka'wakw legal orders and supported community

	<p>priorities.</p> <ul style="list-style-type: none"> • UVic Law has a new Inuit Women Legal Scholar Award. One or more awards of at least \$5,000 each are given to entering or continuing undergraduate women Inuit students in the Faculty of Law who have demonstrated leadership experience in their school or community. • An option has been added for Indigenous applicants to the JD and JD/JID program to submit a video in lieu of a written reference letter. This is being done in recognition and honour of the oral traditions of many Indigenous peoples.
Ongoing	<ul style="list-style-type: none"> • The compulsory Coast Salish Legal Studies course introduces the legal tradition of this region, using legal categories drawn from that tradition and exploring how those categories relate to concepts within Coast Salish languages. • A crucial dimension of the program is its community-based field schools. Students learn from community-based experts on a particular Indigenous Peoples' legal order, observe the ways in which Indigenous legal processes are being employed today, and work with the community on law-related projects. • UVic's first-year law students are invited to participate in an Indigenous Perspectives Camp, a student-led initiative that provides an opportunity for first-year law students to learn about Indigenous cultures, experiences, traditions, history, and perspectives on law and society, generally held in partnership with a local or Island Nation. It attracts a large number of student participants and has been offered for over 25 years. • Substantial Indigenous content is incorporated into compulsory courses in Constitutional Law; Criminal Law; Legislation and Policy; Legal Research and Writing; Property; Torts; Administrative Law; and Legal Ethics and Professionalism, as well as into elective courses such as Family Law; Intellectual Property; International Human Rights and Dispute Resolution; and Taxation. • The Faculty of Law offers an intensive summer course in Indigenous Legal Methodologies. • The compulsory, full-time, two-week introductory Legal Process class includes a half-day introduction to Indigenous legal traditions as well as other instruction designed to prepare students to engage with law and reconciliation, including introductions to land-based learning, theories of legal pluralism and research on cultural competency. Legal Process also includes an introduction to the Indian Residential Schools Settlement Agreement and the TRC.
New	<ul style="list-style-type: none"> • In 2022, the Faculty of Law hired an Indigenous Law Librarian to build the collection of materials that support the study of Indigenous laws. They also hired a Strategic Advisor to the Dean on the National Centre for Indigenous Laws (NCIL), bringing the overall number of Indigenous faculty in UVic Law to eight. • In September 2022 the North Island field school was expanded from working with Kwakiutl hereditary leadership to include Mamalilikulla First Nation and the Ma'amtigila. Students worked on projects that incorporated Kwakwaka'wakw legal orders and supported community priorities. • In January 2023, a field school was offered in partnership with the Pedzeh Ki First Nation in the Northwest Territories. Students worked on community-identified and -led projects grounded in Dene law. • In December 2022, the Indigenous Law Research Unit (ILRU) received a \$1.2M grant (\$400K annually for three years) from the Law Foundation of British Columbia to stabilize and enhance staffing and operations as well as to explore dynamic new relationships with community partners, legal professionals, scholars, practitioners and organizations in the service of their mission of rebuilding Indigenous laws and governance systems. • Construction for the NCIL is on track for completion in 2024. Both the building and function of the NCIL has been developed over 10 years through extensive engagement with local and national Indigenous communities and stakeholders. Its roots are a direct response to the fulfillment of Calls to Action 27, 28, and especially 50 of the TRC: "In keeping with the United Nations Declaration on the Rights of Indigenous Peoples, we call upon the federal government, in collaboration with Aboriginal organizations to fund the establishment of Indigenous law institutes for the development, use, and understanding of Indigenous laws and access to justice in accordance with the unique cultures of Aboriginal peoples in Canada."

57: PUBLIC SERVANTS	
We call upon federal, provincial, territorial, and municipal governments to provide education to public servants on the history of Aboriginal peoples, including the history and legacy of residential schools, the UN Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.	
PROGRESS	NEW AND/OR CONTINUING INITIATIVES AND PARTNERSHIPS
Ongoing	<ul style="list-style-type: none"> The Master of Arts of Indigenous Governance (IGOV) relaunched in September 2021 and continues to build on traditional strengths, dedicated to Indigenous ways of knowing and being, innovative scholarship and teaching methods. IGOV ran the program's first formal course offering in Local Indigenous Lands, Waters and Languages course. This course centres Coast Salish knowledge, languages and governance on their territories to educate students about local territorial laws and protocols as a way of supporting students' abilities to build reciprocal relationships. UVic's School of Public Administration has developed a competency framework around Indigenous history, traditions, knowledge bases and governance structures. The objective is that all Community Development master students graduate with these competencies. The Graduate Evaluation Certificate now includes a required course on culturally responsive evaluation. Two new courses have been introduced on Understanding Indigenous Governance in Canada and Governance for Planetary Health. Students enrolled in our diplomas and minor are required to take one of these two courses.
New	<ul style="list-style-type: none"> As a formal Indigenous PhD program proposal is being developed, IGOV opened admissions for students to enroll in a PhD by special arrangement, addressing the demand for Indigenous scholars. The Indigenous Leadership Forum (ILF) relaunched in 2022, bringing together faculty from across post-secondary institutions, students, staff, grassroots leaders and activists and Indigenous community members. This year the ILF was offered as an Indigenous Feminisms Symposium in collaboration with UVic's Centre for Indigenous Research and Community-Led Engagement, UVic's Faculty of Social Sciences, the Yellowhead Institute, and Fernwood Publishing. The Diploma in Indigenous Community Development and Governance has been redesigned and existing courses will be used to offer more options to students. A new undergraduate course is being created and will be offered on campus: ADMN 201 "Social-Ecological Justice and Action for Planetary Health." In 2021, the School of Public Administration launched the Impact Chair in Transformative Governance for Planetary Health, which will further research and engagement work with Indigenous groups. UVic's School of Public Administration has recruited an Indigenous Assistant Professor.
62: TEACHER EDUCATION	
We call upon the federal, provincial, and territorial governments, in consultation and collaboration with Survivors, Aboriginal peoples, and educators, to: ... Provide the necessary funding to post-secondary institutions to educate teachers on how to integrate Indigenous knowledge and teaching methods into classrooms.	
PROGRESS	NEW AND/OR CONTINUING INITIATIVES AND PARTNERSHIPS
Ongoing	<ul style="list-style-type: none"> Indigenous education has been growing in the Faculty of Education since 1999; in 2017, we created a Department of Indigenous Education. The research project—NEZOLNEW—was funded through a SSHRC Partnership Grant and is entering its fourth year. Every student teacher requires one mandatory course on Indigenous Education in their program of study. By addressing changes in history, education, and policies as well as the contributions to the Canadian landscape by Aboriginal people in the preparation of future teachers, we hope to contribute to the inclusion and expansion of relevant content in the K-12 curriculum and programs.

	<ul style="list-style-type: none"> As well, Indigenous Education offers courses in Indigenous pedagogies and the history of Indigenous education in Canada. As of June 2022, teacher education students may enroll in an intensive four-course Summer Institute in Indigenous Education that provides experiential learning opportunities to deepen knowledge of Indigenous worldviews, histories, knowledge and perspectives to better prepare them to understand and explain the rights and responsibilities of Indigenous people and settlers living in Canada. Indigenous Education offered an integrated 10-course set for working teachers in Teaching and Learning Indigenous Perspectives from summer 2020 to summer 2021 and has accepted a new cohort of 20 people for 2022/23. Teachers develop skills and confidence to integrate Indigenous perspectives into their teacher identities and practices, and will be eligible for pay upgrades upon completion. We expanded application of the Mentor-Apprentice Program (MAP) in our Indigenous Language Revitalization (ILR) programming. The Bachelor of Education in ILR will graduate a dozen Indigenous teachers in 2023.
New	<ul style="list-style-type: none"> Indigenous Education Post-Degree Professional Program (elementary focused) is a new program at UVic. The post-degree professional program will provide aspiring teachers, both Indigenous and non-Indigenous, with a relevant, relational and transformative education designed to foster a deeper understanding of First Nations, Inuit and Métis histories, cultures and ways of knowing and being. The program is designed to enhance relational accountabilities with local indigenous people and communities. Graduates of the 24-month program will receive a Bachelor of Education degree and are eligible to apply for a BC Teaching Certificate. We are recruiting for a fall 2023 start. The Division of Continuing Studies developed a French Immersion Teacher Mentorship professional development micro-credential to serve the needs of BC teachers. The program includes workshops on Indigenization of curriculum and anti-oppressive practices in the classroom.

86: JOURNALISM AND MEDIA SCHOOLS

We call upon Canadian journalism programs and media schools to require education for all students on the history of Aboriginal peoples, including the history and legacy of residential schools, the UN Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations.

PROGRESS	NEW AND/OR CONTINUING INITIATIVES AND PARTNERSHIPS
N/A	N/A

92: BUSINESS SCHOOLS

We call upon the corporate sector in Canada to ... Provide education for management and staff on the history of Aboriginal peoples, including the history and legacy of residential schools, the UN Declaration on the Rights of Indigenous Peoples, Treaties and Aboriginal rights, Indigenous law, and Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights, and anti-racism.

PROGRESS	NEW AND/OR CONTINUING INITIATIVES AND PARTNERSHIPS
Implemented	<ul style="list-style-type: none"> Executive Programs have expanded Indigenous entrepreneurship training to other parts of Canada (Ontario, Saskatchewan) and Indigenous management training (Alberta).
Ongoing	<ul style="list-style-type: none"> UVic's Indigenous Cultural Acumen Training (ICAT) or other learning workshops are now part of all faculty, staff and student orientation activities. Our Master of Business Administration (MBA), Master of Management (MM) and Bachelor of Commerce (BCOM) students are introduced to human rights in general and the UNDRIP, including the rights to development and self-determination. Students also learn about a range of issues that have been endured by Indigenous peoples, with particular attention given to the context related to extractive industry projects and Indigenous communities. Within the context of Indigenous community relations with extractive industries, students are trained to use a framework for stakeholder Aboriginal–Crown relations. This will require skills-based training in intercultural competency, conflict resolution, human rights and anti-racism. BCOM students take part in an ICAT session as part of their orientation programming and also take part in a self-location assignment, allowing them to reflect on the land they are from, the

	<p>land they live on, stewardship, etc. They also do a Truth and Reconciliation reflection and action plan assignment. Other Indigenous content, such as case studies, is encouraged in all programs.</p> <ul style="list-style-type: none"> • MBA, MM and Master of Global Business (MGB) students are given a broad introduction to the history of Indigenous peoples in Canada by a visiting First Nations Elder, including the effects of the Residential School system as well as an introduction to cultural values that guide many Indigenous communities in terms of development. • MBA students watch a video titled “Indigenous and Canadian Histories 101: What you didn’t learn in high school” and follow up with a historical exploration, research and report assignment. This piece then provides input to a facilitated discussion of “Indigenous Histories” co-facilitated by a visiting Elder and the instructor. • In the MBA Business and Sustainability course, students are introduced to specific human rights instruments relevant to the rights of Indigenous People and learn about how the national and provincial governments are working to implement UNDRIP. • The MBA Foundations of Stability course introduces the business case for sustainability, sustainability reporting, socially responsible investing, First Nations/Indigenous approaches to economic development, ethics, gender equity and human rights. • PhD students are introduced to the unique challenges facing Indigenous people through doctoral-level core courses and workshops. Students are encouraged to conduct research that tackles important global societal issues, including those that affect Indigenous communities and stakeholders. Activities include ICAT session(s), conducting research with indigenous communities, and discussions on decolonizing business schools.
New	<ul style="list-style-type: none"> • A new MBA in Advancing Reconciliation program launched in May 2023. This second custom MBA program at Gustavson focuses on Indigenous reconciliation and works in partnership with the BC Association of Aboriginal Friendship Centers.

UNITED NATIONS DECLARATION ON THE RIGHTS OF INDIGENOUS PEOPLES IMPLEMENTATION

How is your institution working with Indigenous peoples and communities to implement the United Nations Declaration on the Rights of Indigenous Peoples, and in particular the articles related to education, which include the following:

Article 14

1. Indigenous peoples have the right to establish and control their educational systems and institutions providing education in their own languages, in a manner appropriate to their cultural methods of teaching and learning.
2. Indigenous individuals, particularly children, have the right to all levels and forms of education

*Article 15*1. Indigenous peoples have the right to the dignity and diversity of their cultures, traditions, histories and aspirations which shall be appropriately reflected in education and public information.

Article 21

Indigenous peoples have the right, without discrimination, to the improvement of their economic and social conditions, including, inter alia, in the areas of education, employment, vocational training and retraining, housing, sanitation, health and social security.

NEW AND/OR CONTINUING INITIATIVES AND PARTNERSHIPS

UVic supports these articles in five key areas, as outlined below. These initiatives and programs have been developed in consultation with Indigenous students and/or local Indigenous nations, communities and organizations, and are designed to meet the educational needs of these groups. Our ongoing institutional goals include increasing Indigenous student enrolment, retention and success. Additional initiatives and programs are highlighted throughout UVic’s Institutional Accountability Plan and Report and are intended to be illustrative rather than comprehensive.

Governance and Community Collaboration

- In support of UVic's strategic plans and commitments toward truth, respect and reconciliation with Indigenous Peoples, and in particular, the Indigenous students, staff, faculty at UVic and the communities and Nations we live and work alongside, the [Vice-President Indigenous \(VPI\)](#) position has been established, reporting to the President. The VPI continues to structure and resource the office to determine, respond to, and align with institutional priorities. The VPI expects to release a revised Indigenous Plan for the university in 2023.
- UVic has an Indigenous Community Engagement Council which is co-chaired by an Indigenous Community representative and the VPI.
- The university follows Coast Salish protocols for ceremonies and day-to-day activities (e.g. Territorial welcomes, hand-delivering invitations, calling witnesses, honouring relationships, etc.).
- Based on extensive consultation with Elders and Knowledge Holders, the university developed and implemented a comprehensive [smudging policy](#) (covering residences, classrooms and offices).
- The university updated policies and practices related to building naming and renaming, making it possible to give new and existing buildings names from local Indigenous languages. Our two new housing and dining buildings were gifted Indigenous names in 2023.
- The [Office of Indigenous Academic and Community Engagement \(IACE\)](#) has consulted with local language champions to request Indigenous language use for campus signage.
- Planning and construction processes for new building construction have been revised to ensure community consultation regarding respect for the land (use of trees) and inclusion of Coast Salish design elements.
- The Reconciling Ways of Knowing Forum joined UVic's Victoria Forum to present [Millennia of Experience, Drawing on Indigenous Knowledge in Responding to COVID-19](#). The dialogue explored how collaboration between Indigenous knowledge and science can improve public health outcomes. The [National Consortium for Indigenous Economic Development \(NCIED\)](#), an initiative of the Gustavson School of Business and Faculty of Law, are partners in the Reconciling Ways of Knowing Forum.
- UVic is in the beginning stages of developing guidelines on how care for its Indigenous art collection more respectfully, which may include repatriation/repatriation, and is developing guidelines for the commission and presentation of Indigenous art on campus.
- The Legacy Gallery has hired a full time Curator, Indigenous Art and Engagement to work with the gallery to honour Article 31 (1) and will lead in the repatriation work as per Articles 11 and 12.
- In March 2022, NĪ TU,O Child and Family Services, in partnership with the Faculty of Law's Indigenous Law Research Unit (ILRU), launched a new [toolkit](#) on Child and Caregiver Nurturance and Safety centered on Coast Salish knowledge and law.
- In March 2022, the Niiikiwendidaa Anishnaabekwegaw Services Circle released a [report](#) that shines light on Anishinaabeg kinship-centered governance and family law. The report is the result of two years of research undertaken in partnership with ILRU.
- The new Seedling Project seeks to reshape relationships with the land and honour intergenerational responsibilities to the land through art, governance, law and technology. The project is caring for a cedar tree sapling that will be carved into a totem pole once it reaches full maturity several centuries from now.

Community Youth Outreach Programming

- [Indigenous Mini-University Summer Camp](#) is a week-long program for Indigenous youth entering grades 9–12 filled with academic, physical, creative, cultural and social activities. Students explore on-campus life and experience the opportunities and Indigenous supports at UVic and the surrounding communities.
- The [Living Lab Project](#), a community land- and water-based eco-restoration program, provides four weeks of land-based summer programming for local youth from several Nations, including Songhees, Esquimalt and Tseycum First Nations, as well as supporting K-12 Indigenous-led land- and water-based curriculum development.
- The [BC Indigenous Youth 3C Challenge](#) is a non-credit entrepreneurship program that encourages Indigenous youth to engage in the economy on their own terms.
- The [Opening My World of Learning Program](#), offered in partnership with TRICORP, is an immersive program that explores university education, campus life and Indigenous cultural experiences.
- UVic's [Science Venture](#) and [HighTechU](#) reach many Indigenous youths in BC and provide STEM-related outreach activities to various Indigenous communities. We also partner with the [Verna J. Kirkness Science Foundation](#) to provide Indigenous high school students the opportunity to spend a week in May conducting research in STEM fields.
- In 2022/23, IACE offered an online Indigenous Student Education Fair in partnership with Camosun College that reached 193 Indigenous students from grades 10–12 in school districts 61, 62, 63, 68, 79, Stz'uminus and [WSÁNEĆ](#).

Current Student Supports

- Every September and January, IACE holds a series of events and activities to orient and support self-identified Indigenous students.
- [LE,NONET](#) provides a suite of programs and courses designed to welcome and support Indigenous students (status, non-status, Inuit, Métis) throughout their university journeys.
- The [Elders-in-Residence Program](#) continues to serve students and classroom teaching. Throughout the pandemic, connections were made via Zoom meetings enabled by iPads purchased for the Elders. The Elders will offer virtual meetings to increase inclusion for distance students, in addition to resuming in-person opportunities.
- Cultural activities (e.g., beading, drum making, traditional teachings, Circles) were offered throughout the pandemic through hybrid programming, providing some in-person and online offerings, improving safety for all students and access for distance students. This model will continue as it benefits on- and off-campus students.
- Various food security programs are being provided to Indigenous students. For example, lunch in the First Peoples House twice weekly, Good Food Bags weekly, gift cards for lunch (when not on campus) and food in the First Peoples House.
- Indigenous-specific supports (e.g., counsellors, nurses, tutors, advisors, co-op coordinators, advocates, emergency bursaries, housing priority, etc.) are provided through IACE and the Office of Student Life, including new student support positions.
- The [Native Students' Union](#) organizes a number of activities to help build a sense of community among Indigenous UVic students. Regular events include meetings and feast nights.

Pre-Employment Programming

- Through funding provided by the Ministry, and in partnership with the BC WIL Council and six BC post-secondary institutions, UVic led a provincial initiative to develop a [WIL Resource Hub](#) with the Association for Co-operative Education and Work-Integrated Learning BC/Yukon to support Indigenous student access, retention, and success in WIL programs.
- The [Pathways and Opportunities program](#) introduces adult learners to the possibilities of a post-secondary education through education fairs, campus tours, and outreach in partnership with the Indigenous recruiter at UVic.
- UVic offers 50% subsidies to Indigenous communities to hire Indigenous co-op students (to a maximum of \$5,000) and has an Indigenous Co-op Coordinator to support placements.
- The Indigenous Co-op Coordinator hosts Indigenous Career Fairs twice yearly as well as [mock interview clinics for Indigenous students](#) with prospective employers.
- Indigenous students can complete the [LE,NONET Community Internship](#) to gain 120 hours of work experience with an Indigenous community or organization of their choice.

Academic Programming

- Beginning in the 1970s, UVic has been a leader in post-secondary Indigenous language revitalization in Canada. Our [Indigenous language revitalization programs](#) seek to support Indigenous communities to retain and revive their language. The Department of Linguistics, Indigenous Education and the Faculty of Education offers a graduate certificate and master's degree (MA or MEd) in Indigenous Language Revitalization, the first program of its kind in Canada. Programs are also offered in collaboration with Continuing Studies.
- In fall 2022, 12 students in the third-year cohort of the JD/JID program in the Faculty of Law participated in a student-led course focused on UNDRIP. Under faculty supervision, students selected specific topics regarding the opportunities and challenges created by the implementation of UNDRIP and how UNDRIP relates to Indigenous legal orders. Students presented their final projects in a public forum at the end of the term.
- UVic offers a Foundations in Indigenous Fine Arts certificate program run in co-operation with the En'owkin International School of Writing and Visual Arts in Penticton, BC. Courses are community-based and have an emphasis on Indigenous peoples' perspectives and cultural content.
- The [Associate University Librarian–Reconciliation \(AUL-R\)](#), established in 2020 and the first such position in Canada, enables a stronger connection with internal and external stakeholders in deepening truth and reconciliation efforts across the university. The AUL-R advances implementation of UNDRIP; ensures implementation of TRC Call to Action 57; ensures implementation of the Principles of Reconciliation as expressed in the TRC's reports; provides advice, guidance and direction to a broad range of internal and external stakeholders; and assists in advancing a broad range Calls to Action including, but not limited to, calls on Indigenous law, research, commemoration, health, memorialization, responsibilities of businesses and more.
- The [Master of Arts in Indigenous Governance](#) program was revitalized to build on traditional strengths, dedicated to Indigenous ways of knowing and being, innovative scholarship and teaching methods. Students can combine the master's program with the [Indigenous Nationhood certificate](#) for an even more well-rounded examination into the intersections of law, politics and governance.

- A local Indigenous faculty member developed a new land, water and language course centering on Coast Salish knowledge, languages and governance on their territories to educate students about local territorial laws and protocols as a way of supporting students' ability to build reciprocal relationships.
- Led by the Tsawout First Nation and in collaboration with lək'wəŋən and W̱SÁNEĆ First Nations, UVic's 2023 archaeology summer field school will dig into the past of an ancient village site in Cordova Bay and the cultural landscapes that surround it.
- The Department of Geography offers several Indigenous-focused [field schools](#). For example, the 2023 Indigenous Knowledge, Science and Resource Management Field School is an intensive, experiential, field-based, and culturally-grounded field school based at the remote Koeve River Lodge, Heiltsuk Territory, offered in partnership with the QQS Projects Society.
- UVic's Gustavson School of Business partners with NCIED and Tribal Resources Investment Corporation (TRICORP) to provide a range of relevant and responsive educational programs to support capacity building for Indigenous Nations, organizations and communities. All programs are customized for each community and provided in a supportive environment.
- [Gustavson Executive Programs](#), in partnerships with TRICORP, Coast Mountain College, First Nations Technology Council, BC Provincial Government and Service Canada, is responsible for the in-community and online delivery of current Gustavson Indigenous programs, including the provision of Indigenous and non-Indigenous instructors and facilitators.
- NCIED supports wellness and economic development in Indigenous Nations and communities through community-led research and culturally appropriate educational programs delivered in community. Work reflects a commitment to education that redresses the historical and continued barriers that Indigenous peoples have faced in accessing and participating in postsecondary education. The [Visiting Indigenous Leaders Program](#) contributes to the development of the next generation of Indigenous and non-Indigenous leaders. There are also [Indigenous Management and Leadership Programs](#) that build on participants' training, experience and management skill set to support taking on senior management positions, increasing their organization's impact in their community, or facilitating succession planning.
- [Indigenous Advancement of Cultural Entrepreneurship \(I-ACE\)](#) is a rebranding of the ACE program that includes a new logo and online learning platform, while maintaining the same award-winning entrepreneurial training. At the invitation of TRICORP, the program was co-developed in 2013 with Gustavson School of Business to meet labour market demands in northwestern BC. The program recently celebrated the graduation of its 50th cohort. In 2022, I-ACE received an Economic Reconciliation Award from the BC Economic Development Association.
- The [Canadian Aboriginal Management Program](#), offered in partnership with TRICORP, provides band managers and employees of an Aboriginal Financial Institution with tools to enhance their organization's impact in community and on the lives of Aboriginal entrepreneurs.
- The [Empowering Aboriginal Generation of Leaders and Entrepreneurs \(EAGLE\)](#) program provides a culturally appropriate and engaging environment that supports Indigenous women and men (age 18+) to explore leadership and entrepreneurship opportunities to realize the dreams they have for themselves and their community.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

June 14, 2023

To: Operations and Facilities Committee
From: Lisa Kalynchuk, Vice-President Research and Innovation
cc: President and Vice-Chancellor

A handwritten signature in blue ink, likely belonging to Lisa Kalynchuk.

Meeting Date: June 27, 2023
Subject: Annual Report on Research Centres

Basis for Jurisdiction: Establishment and Review of Research Centres RH8300

Strategic Relevance: The requirement for reporting to Senate and Board of Governors on research centre activity is articulated in the *Establishment and Review of Research Centres* RH8300 policy and the accompanying *Guidelines for the Review of Research Centres*.

Previous Consultation:

Senate – May 5, 2023

Background: An annual report of the establishment, renewal and closure of UVic-approved research centres is provided to Senate and Board members for their information in accordance with governance requirements.

Summary: The 2022 – 2023 annual report is appended for the information of Board members

(Attachment A), along with the approval authorities (Attachment B), and list and description of current UVic research centres (Attachment C).

Review of Existing Centres

This year marked a strong return to normal for onsite activity within many of our research centres after a lengthy COVID-related period of remote work. In the past year, one intra-faculty centre and one multi-faculty centre underwent external reviews. No new centres were formed.

Funding and Recognition

A key value proposition for our research centres is that they provide space and opportunity for our students and faculty to engage in interdisciplinary research and creativity. They are also heavily involved in external outreach through public seminars, partnerships with community organizations, and linkages with government.

Our research centres attract significant external funding and this year they instigated a number of new projects. Some of these newly funded projects include researchers at the following centres:

- The Institute for Integrated Energy Systems (IESVic) led and helped incubate the \$83.6M Canada First Excellence Research Fund (CFREF) in collaboration with Centre for Indigenous Research and Community-Led Engagement (CIRCLE)
- IESVic also received:
 - \$3M for PRIMED
 - \$1.4M for the Energy Modeling Hub
 - \$2.1M for the NSERC Alliance ReBuild Initiative
- The Canadian Institute for Substance Use Research (CISUR) received:
 - \$693K from two Health Canada awards
 - \$1.2M from the Canadian Alcohol Policy Evaluation grant
 - \$1.4M from a Cannabis and Managed Alcohol Grant
 - \$2M to fund an evaluation of safer supply initiatives to reduce illicit drug overdose in BC
- The Centre for Global Global Studies (CFGs) received:
 - \$1.6M for the POLIS project that focuses on wildfire resistance

UVic Research Centres were central to the latest round of applications to the CFI Innovation Fund competition. Five UVic-led proposals are requesting \$22.8M, with total budgets of \$61.8M after matching funds from the Province and other sources. If successful, these projects would bring significant resources to UVic research centres and their partner institutions.

Several key UVic research chairs work within our research centres. UNESCO Co-Chair Budd Hall, who works within the Centre for Global Studies, was appointed an Officer of the Order of Canada. The Centre for Asia Pacific Studies (CASI) added two new chairs to their cohort, the ECS-CASI Chair in Inclusive Science, Technology and Engineering (Dr. Daniela Damien) and a President's Chair in Law & Indigeneity in a Global Context (Dr. Pooja Parma).

Leadership Updates

Dr. Ian Mauro was recruited as the new Executive Director of the Pacific Institute for Climate Solutions (PICS), which is an inter-institutional centre hosted by UVic. Dr. Rishi Gupta, Civil Engineering, has been appointed Director of the Centre for Advanced Materials and Related Technologies beginning 1 July 2023. Dr. Fred Grouzet's directorship of the Centre for Youth and Society has been extended for one year until December 31, 2023. Four centres have had Acting Directors: CAMTEC (Dr. Rishi Gupta), CAPI (Dr. Pooja Parma), Centre for Religion and Society (Dr. Kathryn Chan), and the Institute on Aging and Lifelong Health (Dr. Nathan Lachowsky).

There are a few changes in leadership in the research centres for this upcoming year. Dr. Curran Crawford has been appointed Executive Director for the CFREF-funded Accelerating Community Energy Transformation (ACET) initiative and will be stepping down from his role as Director of IESVic. We are currently looking for a new director to take his place.

Drs. Victor Ramraj (CAPI) and Paul Bramadat (Centre for Studies in Religion and Society) will be returning from academic leave. Thank you to Dr. Pooja Parma (CAPI) and Dr. Kathryn Chan (CSRS) for their leadership as acting directors over the last year.

Planned Further Action:

We will continue to report on an annual basis on UVic's research centres to the June Board of Governors meeting.

The [UVic Health Initiative](#) began in 2019 and continues to progress in several different ways. In the coming year, we plan to establish a new Health Futures Institute in alignment with work underway to support new academic health programming. The Health Futures Institute will provide an umbrella over existing research centres that align with and support health research within our signature areas; examples include the [Canadian Institute for Substance Use Research \(CISUR\)](#); [Centre for Advanced Materials and Related Technology](#) (CAMTEC); [Institute on Aging and Lifelong Health](#) (IALH); and the [Centre for Indigenous Research and Community-Led Engagement](#) (CIRCLE). A consultation plan, including an open town hall, and a report with recommendations will be forthcoming in 2023-24.

The Associate Vice-President Research struck a task force in 2022 to consider updates to the University policy for the [Establishment, Review, and Closure of Research Centres \(RH8300\)](#). Consultations on the proposed changes are ongoing with the research community. Policy updates will be brought to the Faculty Association and Senate in the Fall 2023 for feedback and recommendation before going to the Board of Governors for final approval.

Attachment(s): A – Annual Report to Board 2022 – 2023
B – Approval Authorities for Research Centre
C – Background Information on Research Centres

ANNUAL REPORT TO BOARD 2022/23

Establishment, renewal and closure of UVic-approved research centres

The purpose of this annual report is to provide Senate with information about the establishment, renewal and closure of UVic-approved centres.

ESTABLISHMENT OF NEW RESEARCH CENTRES

There were no new research centres established in the 2022-23 academic year.

REVIEW OF EXISTING CENTRES

Inter-institutional

No inter-institutional research centres were reviewed in the 2022-23 academic year.

Multi-faculty

Centre for Youth and Society (CFYS)

An external review of the CFYS was conducted on campus during January 25rd to 26th, 2023. On April 5th, 2023, the Senate Committee on Planning recommended extending the approved centre status of CFYS for six months (until December 31, 2023) to allow adequate time to address the external review report. This extension request was approved by Senate on April 14, 2023.

Centre for Indigenous Research and Community-Led Engagement (CIRCLE)

CIRCLE is presently under a reorganization as to align better with the new VP Indigenous portfolio. On September 7, 2022, the Senate Committee on Planning recommended extending the approved centre status of CIRCLE until November 30, 2024. This extension request was approved by Senate on October 7, 2022.

Inter-faculty

No inter-faculty research centres were reviewed in the 2022-23 academic year.

Intra-faculty
Victoria Subatomic Physics & Accelerator Research Centre (VISPA)
VISPA conducted an external evaluation on November 17 and 24, 2022. On the recommendation of the Dean of Science, the Vice-President Research and Innovation has approved the renewal of the centre-status of VISPA for a further five-year term to June 30, 2027.

MAJOR CHANGES TO EXISTING RESEARCH CENTRES
No major changes to existing research centres occurred in the 2022-23 academic year.

DISESTABLISHMENT / CLOSURE OF EXISTING RESEARCH CENTRES
No centres were closed in the 2022-23 academic year.

UVIC-APPROVED RESEARCH CENTRES

Approval levels for establishment, renewal and closure (as required by policy/procedures RH8300)

ACTIONS					
Establishment of new centres	Dean(s)	VPR	SCP	Senate	BOG
Inter-institutional	consult	recommend	recommend	recommend	approve
Multi-faculty	consult	recommend	recommend	approve	information
Inter-faculty	recommend	approve	information	information	information
Intra-faculty	approve	information		information	information
Renewal/closure/disestablishment of existing centres					
Inter-institutional	consult	recommend	recommend	recommend	approve
Pacific Institute for Climate Solutions (PICS)					
Multi-faculty	consult	recommend	recommend	approve	information
Canadian Institute for Substance Use Research (CISUR) Centre for Advanced Materials and Related Technology (CAMTEC) Centre for Asia Pacific Initiatives (CAPI) Centre for Global Studies (CFGS) Centre for Indigenous Research and Community-Led Engagement (CIRCLE) Centre for Studies in Religion and Society (CSRS) Centre for Youth and Society (CFYS) Institute for Integrated Energy Systems (IESVic) Institute on Aging and Lifelong Health (IALH)					
Inter-faculty	recommend	approve	information	information	information
None at present					
Intra-faculty	approve	information		information	information
Astronomy Research Centre (ARC) Institute for Applied Data Analytics (Matrix Institute) Centre for Forest Biology (FORB) Centre for Social and Sustainable Innovation (CSSI) Victoria Subatomic Physics and Accelerator research Centre (VISPA)					

BACKGROUND INFORMATION ON UVIC-APPROVED RESEARCH CENTRES

UVic Research centres are entities made up of **a group of faculty members who collaborate on shared areas of research**. Their work provides added value over and above individual research programs. UVic encourages the establishment of research centres that will enhance and facilitate disciplinary and interdisciplinary research collaboration, knowledge transfer and training. UVic's institutional research centres are central to our efforts to raise the profile of our research enterprise and assert our strengths within a global arena. At UVic, the guidelines for establishing a Research Centre are listed in the policy on [Establishment and Review of Research Centres \(and Associated Procedures\)](#) RH8300, and include:

- a) Promote and facilitate collaborative and/or interdisciplinary research and enhancement of research networking capacity and infrastructure.
- b) Increase and effectively manage the resources and research support for its members and the wider university community.
- c) Provide education and training in research and related skills, especially for graduate and undergraduate students and thereby enhance the academic programs of their constituent academic units.
- d) Contribute to the university's strategic educational and research missions and to support synergies between research, teaching and learning.
- e) Transfer and mobilize knowledge gained through research for the benefit of society, via a variety of mechanisms as appropriate.
- f) Enhance the reputation of its members, the constituent academic units, and the university through the quality of its work.

UVic currently has 15 research centres, 10 of which report to the Vice-President Research (currently delegated to the Associate Vice-President Research) and the rest reporting to a Dean or Deans.

The administrative requirements, approval and renewal processes, breadth of activities, and other aspects of research centres occur along a continuum that is proportionate to the breadth of their academic constituencies. This proportionality is primarily based on the location of the majority of the membership and activities of the centre and approximately parallels a department-faculty-university structure. Information about the UVic-approved research centres is listed under their categories below. More information can be found on the Research website:

<https://www.uvic.ca/research/learnabout/home/centres/index.php>

INTER-INSTITUTIONAL - membership and activities between multiple universities

Pacific Institute for Climate Solutions (PICS)

Date of establishment: 11 March 2008

Name of Director: Dr. Ian Mauro

The mission of PICS is to partner with governments, the private sector, other researchers and civil society in order to undertake research on, monitor and assess the potential impacts of climate change and to develop and promote viable mitigation and adaptation options to better inform climate change policies and actions. The new PICS Executive Director began on 1 November 2022.

MULTI-FACULTY - membership and activities normally between 3 or more faculties

Canadian Institute for Substance Use Research (CISUR) (formerly CARBC)

Date of establishment: 1 April 2003

Director: Dr. Tim Naimi

CISUR's mandate involves the study of psychoactive substance use, with particular attention to the exploration of ways to minimize negative impacts on individuals and society. Substance use, like other human behaviours, is influenced by multiple factors: personal, social and environmental. Effectively addressing the negative impacts requires understanding the various factors that influence substance use and that contribute to the differential impact of that use (positive or negative).

Centre for Advanced Materials and Related Technology (CAMTEC)

Date of establishment: 1 November 1992

Director: Dr. Rishi Gupta (Acting)

CAMTEC is a research centre committed to interdisciplinary work on advanced materials and technology. CAMTEC's objectives are to carry out fundamental and applied research in advanced materials, to train technical and academic personnel in these areas, and to disseminate the knowledge gained from the research through scientific publications, conferences, workshops and seminars. The search is underway to appoint the next CAMTEC Director.

Centre for Asia Pacific Initiatives (CAPI)

Date of establishment: 1 April 1989

Director: Dr. Pooja Parma (Acting)

The Centre's primary mandate is to conduct and facilitate research on policy issues related to the Asia-Pacific region. In addition, the Centre serves as a regional research facility to UVic and to the larger community.

Centre for Global Studies (CFGS)

Date of establishment: 1 July 2000

Director: Dr. Oliver Schmidtke

CFGS is committed to fostering reflection on the complex array of social forces associated with an increasingly interconnected world characterized by new forms of economic activity, artistic production, politics, media, nationalism, ethnicity, spirituality and community that increasingly transcend local, national and regional boundaries.

Centre for Indigenous Research and Community-Led Engagement (CIRCLE)

Date of establishment: 1 June 2008

Director: Dr. Heidi Stark

The mandate of CIRCLE involves providing opportunities for collaborative Indigenous research development and implementation as well as capacity development and support for diverse Indigenous and allied research partners. The Centre also facilitates and supports the development, implementation and utilization of Indigenous research that is interdisciplinary, inter-institutional and community-led.

Centre for Studies in Religion and Society (CSRS)

Date of establishment: 1 April 1991

Director: Dr. Kathryn Chan (Acting)

CSRS is a leading centre in Canada for scholarly interdisciplinary research on the intersection of religion and public life. The Centre hosts several national public policy research networks, sponsors visiting fellowships for senior and junior scholars and members of the community, and produces a dynamic annual program of public lectures and seminars.

Centre for Youth and Society (CFYS)

Date of establishment: 1 April 2002

Director: Dr. Fred Grouzet

CFYS aims to promote the well-being of youth from diverse social, economic and ethnic backgrounds across developmental transitions and in evolving societal circumstances. The core mandate of the Centre is to promote research and action that contribute to the well-being of youth, while offering the larger community a hub for dialogue in the form of seminars and workshops. Upon the recommendation of the Office of Vice-President Research & Innovation, Dr. Grouzet's directorship of CFYS has been extended for to December 31, 2023.

Institute on Aging and Lifelong Health (IALH)

Date of establishment: 1 May 1993

Director: Dr. Nathan Lachowsky (acting)

IALH's mandate is to promote and conduct basic and applied research throughout the lifespan. Research is conducted in partnership with seniors, their families, organizations, health care providers and the government. The research conducted includes needs assessments and social surveys, experimental research, program evaluations, development of clinical diagnostic tools and social policy research, some of which is conducted using the Survey Research Centre.

Institute for Integrated Energy Systems (IESVic)

Date of establishment: 1 February 1994

Director: Dr. Curran Crawford

IESVic is unique in wide-ranging approach to sustainable energy research. The Institute's work involves strategic clean technologies, electrification and system integration, built environment, energy-economy-policy modeling and integrated planning for water-energy-land systems. IESVic provides leadership at the University of Victoria in the study of critical energy issues, human dimensions of energy, education and training, and works closely with industry, not-for-profits and government.

INTER-FACULTY - membership and activities normally between 2 faculties

None at present.

INTRA-FACULTY - membership and activities normally within a single department, a non-departmentalized Faculty, or between departments in a single faculty

Astronomy Research Centre (ARC)

Date of establishment: 1 April 2015

Faculty: Science

Director: Dr. Kim Venn

ARC brings together world-renowned researchers with the expertise to answer many basic questions about our universe. UVic scientists work closely with colleagues at the nearby [NRC Herzberg Astronomy and Astrophysics Centre](#) and at the [TRIUMF Laboratory](#) to form one of the largest concentrations of astronomy talent in Canada. Members are engaged in research ranging from observational planetary and stellar astrophysics, to computational astrophysics and cosmology, and observational galactic and extra-galactic astronomy. ARC is also involved in the development of some of the next-generation astronomical facilities, including the Thirty Meter Telescope, and leading-edge technologies such as high contrast imaging and adaptive optics.

[Centre for Forest Biology \(FORB\)](#)

Date of establishment: 10 December 1990

Faculty: Science

Director: Dr. Patrick von Anderkas (Acting)

FORB carries out fundamental and applied research in forest biology as well as trains graduate students and postdoctoral fellows. Research projects emphasize the adaptations of trees and their interactions with the environment, forming an integral part of climate solutions and mitigation.

[Centre for Social and Sustainable Innovation \(CSSI\)](#)

Date of establishment: January 2011

Faculty: Business

Director: Dr. Natalie Slawinski

CSSI is powered by the constantly charging battery of action, ideas and research housed at the Peter B. Gustavson School of Business. The Centre's goal is to open a door to the array of resources that help students, faculty and staff incorporate all kinds of sustainability into their studies, careers and lives. Business leaders can learn how research affects their industries, enlist students for creative sustainability solutions and speak in UVic classes about their field experiences.

[Institute for Applied Data Analytics \(Matrix Institute\)](#)

Date of establishment: April 2018

Faculty: Engineering

Name of Director: Dr. Neil Ernst

The Institute for Applied Data Analytics (known as the Matrix Institute) looks to coordinate, expand research capacity and enhance the UVic brand as a world-class destination for research and teaching in leading-edge Data Science. The Institute engages a broad spectrum of experts from diverse disciplines, including law, business, science, healthcare and social sciences to address vital social and public policy issues related to security, privacy, economics, environment and the impact of data-driven technology on society.

[Victoria Subatomic Physics and Accelerator Research Centre \(VISPA\)](#)

Date of establishment: January 2011

Faculty: Science

Name of Director: Dr. Randall Sobie

VISPA brings together people with the skills and expertise to investigate the fundamental constituents of the universe. VISPA members collaborate on leading international particle physics experiments, share computing and laboratory resources, jointly support and manage technical staff, provide a natural home for adjunct faculty from other institutions, and support high quality graduate and post-doctoral training.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

June 12, 2023

To: Operations and Facilities

From: Elizabeth Croft, Vice-President Academic and Provost
Kristi Simpson, Vice-President Finance and Operations

cc: President and Vice-Chancellor

Handwritten signatures of Elizabeth Croft and Kristi Simpson.

Meeting Date: June 26, 2023

Subject: Update on Accessible BC Act

Basis for Jurisdiction: University Act (27)
Accessible British Columbia Act
Strategic Plan

Strategic Relevance: UVic's effort towards creating a more accessible and inclusive environment for people with disabilities align with the values, principles and aspirations outlined in our new Strategic Plan, Equity Action Plan, Campus Plan and the forthcoming Indigenous Plan. New BC legislation has provided a timely opportunity to advance our Strategic Plan goal of addressing systemic barriers to equity and inclusion and progressively integrating our guiding principles throughout all decisions, processes and outcomes to transform practices within UVic.

Previous Consultation: Consultations on UVic’s Accessibility Plan were conducted from November 2022 to May 2023 through a combination of meetings, emails and online surveys with leaders, experts, staff and students. Specific units and groups engaged include:

- Associate Deans, Chairs and Directors
- Centre for Accessible Students
- Co-op and Career Services
- Deans’ Council and Academic Leadership
- Division of Learning and Teaching Support and Innovation
- Equity and Human Rights
- Executive Council
- Faculty Association, PEA and CUPE unions
- Graduate Students’ Society (GSS)
- International Centre for Students
- Office of Indigenous Academic and Community Engagement
- Senate
- Society for Students with a Disability
- University of Victoria Students’ Society (UVSS)

Background: As per the BC Government’s *Accessible British Columbia Act*, all publicly funded universities are legally required to develop, by September 1, 2023, an Accessibility Committee, an Accessibility Plan, and a public tool to receive feedback on accessibility. Organizations are required to make their plan available to the public but are not required to submit their plan to government.

To lead the development and oversight of the Accessibility Plan, the government recommends a project sponsor from senior leadership who understands the sense of urgency and gravity required. The Vice-President Academic and Provost and Vice-President Finance and Operations are co-sponsors of UVic’s Accessibility Plan, reflecting the importance of accessibility in the academic and built environments, respectively.

While organizations are encouraged to make upgrades that will enhance accessibility, physical upgrades are not required under the *Act* and there is no additional funding provided at this time.

Summary: UVic has met its legislated requirement for an Accessibility Committee. More than half of UVic’s committee members are people with disabilities or representatives of disability-serving organizations, which includes faculty, staff and student representatives. Co-chaired by the Deputy Provost and Executive Director, Facilities Management, the committee met several times during the Winter Session 2022/23 to discuss barriers to access, priorities to address those barriers, consultations, and the development of the Accessibility Plan.

UVic chose to maximize the involvement of the Accessibility Committee early in the Accessibility Plan’s development and to align this work as a positive and meaningful complement to our existing plans and values, particularly our Equity Action Plan. We are well-positioned to meet our legislated requirements for an Accessibility Plan and tool to receive feedback. With the guidance of the Accessibility Committee, we developed and launched UVic’s draft Accessibility Plan on June

2, 2023—during National AccessAbility Week—for public feedback. The draft plan is available as an accessible website, with a feedback form, at uvic.ca/accessibility-plan.

The draft plan describes UVic’s efforts to identify barriers to accessibility and how we plan to reduce and remove those barriers. As per the *Accessible BC Act*, the plan incorporates principles of inclusion, adaptability, diversity, collaboration, self-determination, and universal design.

Planned Further Action: Members of the UVic community are invited to provide feedback on the draft Accessibility Plan by July 16 to allow time for updates ahead of the Sept. 1, 2023 deadline set by the BC Government. Relevant and ongoing feedback will be shared with the Accessibility Committee on an annual basis, at a minimum, to inform future iterations of the plan.

In the coming months, we will revise and finalize the Terms of Reference for the Accessibility Committee to ensure it remains effective, relevant and sustainable following the launch of the inaugural Accessibility Plan. Related, we will also review our existing reporting requirements, plans and policies to provide accountability to our governing bodies as appropriate.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

June 14, 2023

To: Executive and Governance Committee

From: Elizabeth Croft, Vice-President Academic and Provost

A handwritten signature in black ink, appearing to read 'Elizabeth Croft'.

cc: President and Vice-Chancellor

Meeting Date: June 26, 2023

Subject: Approval of Revisions to Policy on Scholarly Integrity (AC1105-A and AC1105-B)

Basis for Jurisdiction: University Act, s. 27(1)
Strategic Plan
Faculty and Librarian Collective Agreement, s. 8.4

Strategic Relevance: The Scholarly Integrity policies address the conditions under which activity might be considered misconduct in Scholarly Activity and provides for a fair process for adjudication of allegations, in a way that aligns with the requirements of our partners, the Tri-Agencies, through the *Tri-Agency Framework on Responsible Conduct of Research (Framework)*.

An accessible and fair process for consideration of allegations of scholarly misconduct that complies with the *Framework* ensures our researchers are accountable for their work in a way that supports our partnerships with the Tri-Agencies and our international reputation for research excellence.

The policies align with our Strategic Plan principle of operating with excellence and our priority of partnering for a shared future.

Previous Consultation: The University of Victoria Faculty Association and the Office of the Vice-President Research and Innovation.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the changes to the Policy on Scholarly Integrity (AC1105-A and AC1105-B) effective immediately.

Background: The Policies on Scholarly Integrity (AC1105-A and AC1105-B) outline principles of Scholarly Integrity at the University of Victoria and procedures associated with allegations of scholarly misconduct. The Policy applies to all matters of scholarly integrity concerning persons conducting research at the University of Victoria. AC1105-B applies specifically to members of the Faculty Association and is appended to the Collective Agreement as Appendix D. In accordance with section 8.4 of the Collective Agreement, AC1105-B cannot be amended without consent from the Faculty Association. Changes to this policy were made as part of the collective bargaining process between the university and the Faculty Association, and were ratified by regular faculty and librarians (to whom the policy applies) and the Board of Governors as part of the collective agreement ratification in February 2023.

AC1105-A and AC1105-B are parallel policies in that they do not differ much in substance, but do differ in scope of application. Specifically, AC1105-A applies to all researchers (as defined) except those covered by AC1105-B. Because of the principle of equal treatment of those groups has been the university's practice, it is important to keep those policies closely aligned, except where it does not make sense (i.e. in referencing the different groups to which the policy applies, and in referencing the specifics of their conditions of appointment under applicable collective agreements).

AC1105-A was approved in December 2012. The most recent editorial changes to AC1105-A were made in April 2021.

The proposed revisions to AC1105-A and AC1105-B were made to bring these policies into better alignment with each other, and in-line with 2020 changes to the *Framework*.

These changes include:

- a) greater specification of the Administrative Authority who is responsible for carrying out inquiries that fall within the scope of the Policy;
- b) updates to process, definitions and language required by the *Framework*;
- c) specifying that intent is not relevant in determining whether a breach occurred in relation to misconduct involving Tri-Agency funding;
- d) outlining process when allegations involve another institution;
- e) providing authority to freeze grant funds as appropriate;

- f) defining what constitutes a responsible complaint and a serious breach of scholarly integrity as required by the Framework; and
- g) outlining an appeal mechanism.

The majority of revisions to these policies are required in order to ensure that the university's scholarly integrity policies are in compliance with the *Framework* and, in the case of AC1105-B, have been negotiated with the Faculty Association and ratified by their membership.

Planned Further Action: Following approval, the policies will be posted in updated form as part of the new Collective Agreement and on the University Secretary website. The revised policies will be disseminated to the University of Victoria Senate as well as to Deans' Council and Academic Leadership.

Attachment(s):

- Scholarly Integrity Policy AC1105-A
- Scholarly Integrity Policy AC1105-B

University Policy No.: AC1105 (A)
Classification: Academic and Students
Approving Authority: Board of Governors
Effective Date: ~~December/12~~TBD
Supersedes: ~~September/96~~December/12
Last Editorial Change: April 2021
Mandated Review: December/19

POLICY ON SCHOLARLY INTEGRITY

(Researchers not subject to the

~~Framework-Faculty and Librarian Collective~~ Agreement)

1.0 ~~PURPOSE~~Purpose

1.1 ~~1.00~~—The university is a place of education and scholarly enquiry. Our professional ethics require us as individuals and as an institution to adhere to principles of scholarly integrity and of respect for our students, staff and colleagues. The university undertakes to review and inquire into allegations of ~~Scholarly-scholarly Misconduct-misconduct~~ in a timely, impartial, and accountable manner and take appropriate action when it finds that ~~Scholarly-scholarly Misconduct-misconduct~~ has occurred.

2.0 ~~Scope~~

2.1 ~~This policy applies to all matters of scholarly integrity conducted by Researchers in their university-related work and/or their use of University resources. Researchers include:~~

~~7.00 Researcher means all:~~

- ~~(a) faculty members and librarians not represented by the Faculty Association;~~
- ~~(b) adjunct, affiliate, professors and honorary (including emeritus) professors;~~
- ~~(c) graduate and undergraduate students;~~
- ~~(d) visiting scholars and visiting scientists;~~
- ~~(e) post-doctoral fellows and grant-funded research personnel; and~~
- ~~(f) other employees of the University when engaged in S~~Scholarly AActivity.

2.2 ~~This policy also applies to the scholarly integrity of individuals providing services to the University under a contract for services or a written agreement.~~

2.3 ~~The requirements of the Tri-Agency Framework on Responsible Conduct of Research prevail over the provisions of this Policy or any UVic Collective Agreement, where the Scholarly Activity in question is funded by a Tri-Agency.~~

3.0

~~DEFINITION~~Sdefinitions

For the purposes of this Policy:

3.1 ~~“Administrative Authority means the person designated by the Vice-President Research and Innovation to carry out the inquiry process under this policy.~~

~~2.00~~ **~~Committee of Inquiry~~** means a committee established in section 40.00.

~~3.00~~ **~~Complaint~~** means a written allegation of ~~Scholarly Misconduct~~ in a ~~Scholarly Activity~~ that complies with the requirements in ~~section 25.00 paragraph 7.1~~ that has been forwarded to the Dean.

~~4.00~~ **~~3~~** **~~Days~~** mean calendar days unless otherwise stated.

~~5.00~~ **~~3.4~~** **~~Dean~~** includes Head of the Division of Medical Sciences or the means University Librarian if the Respondent is a librarian.

~~6.00~~ **~~3.5~~** **~~Inquiry~~** means the process described in ~~s. 9 sections 39.00 through 54.00~~.

~~7.00~~ **~~Researcher~~** means all:

- ~~(a) faculty members and librarians not represented by the Faculty Association;~~
- ~~(b) adjunct professors and honorary (including emeritus) professors;~~
- ~~(c) graduate and undergraduate students;~~
- ~~(d) visiting scholars and visiting scientists;~~
- ~~(e) post doctoral fellows and grant funded research personnel; and~~
- ~~(f) other employees of the University when engaged in Scholarly Activity.~~

~~8.00~~ **~~3.6~~** **~~Respondent~~** means a person in respect of whom an allegation of ~~Scholarly Misconduct~~ in a Scholarly Activity has been made.

~~9.00~~ **~~3.7~~** **~~Review~~** means the process described in ~~sections 35.00 through 38.00 s. 8~~.

~~10.00~~ **~~3.8~~** **~~Reviewer~~** means a person appointed to conduct the Review ~~described in s. 8~~.

~~11.00~~ **~~3.9~~** **~~Scholarly Activity~~** includes all activities by Researchers that ~~is are~~ appropriate for inclusion in a curriculum vitae as scholarship, research (including graduate student supervision), or other creative activity.

~~12.00~~ **~~3.10~~** **~~Tri-Agency~~** means the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC) and the Social Sciences and Humanities Research Council (SSHRC), sponsors of the Tri-Agency Framework: Responsible Conduct of Research which informs this policy.

~~3.11~~ **~~Working day(s)~~** means Monday to Friday, except statutory holidays and University-wide closures.

JURISDICTION/SCOPE

~~13.00~~ This policy applies to the scholarly integrity of all individuals at the university in their university-related work and/or their use of university resources with the exception of faculty members and librarians represented by the Faculty Association and who are subject to the Framework Agreement.

~~14.00~~ This policy also applies to the scholarly integrity of individuals providing services to the University under a contract for services or a written agreement.

4.0 Scholarly Activity Scholarly Integrity

~~15.004.1~~ Researchers engaged in Scholarly Activity shall exhibit honest and thoughtful inquiry, rigorous analysis, commitment to the dissemination of research results, and adherence to the use of professional standards, intellectual honesty and integrity in all their Scholarly Activities.

~~16.004.2~~ Researchers engaged in Scholarly Activity shall be sensitive to the objectives of scholarship that include:

- (a) the pursuit of knowledge and understanding;
- (b) the communication and application of knowledge within the University and the broader community;
- (c) the communication to students of the specialized skills and knowledge of the academic discipline in which the research is conducted;
- (d) the improvement of the quality of instruction.

~~17.004.3~~ Researchers are also responsible for scholarly rigour and integrity in teaching including evaluating the work of students in a fair manner.

~~18.004.4~~ Researchers shall strive to follow best practices honestly, accountably, openly and fairly in their research, scholarship and creative endeavours, and in the dissemination of knowledge. At a minimum, Researchers are responsible for the following:

- (a) ~~18.01—Scholarly and scientific rigour in proposing and performing research; in recording, analyzing, and interpreting data; and in reporting and publishing data and findings. Using a high level of rigour in proposing and performing research; in recording, analyzing, and interpreting data; and in reporting and publishing data, findings and results.~~

~~18.02(b)~~ Keeping complete and accurate records of data, methodologies and findings, including graphs and images, in accordance with the applicable funding agency or agreement, institutional policies, ~~and/or~~ laws, regulations, and professional or disciplinary standards in a manner that will allow verification or replication of the work by others.

~~18.03(c)~~ Referencing and, where applicable, obtaining permission for the use of all published and unpublished work, including theories, concepts, data, source material, methodologies, findings, graphs and images.

~~18.04(d)~~ Including as authors, with their consent, all those and only those who have made a substantial contribution to, and who accept responsibility for, materially or conceptually contributed to, and share responsibility for, the contents of the publication or document. The substantial contribution may be conceptual or material, in a manner consistent with their respective contributions, and authorship policies of relevant publications.

~~18.05(e)~~ Acknowledging appropriately all those and only those who have

~~contributed, in addition to authors, all contributors and contributions~~ to research, including ~~writers,~~ funders and sponsors.

~~18.06(f)~~ Appropriately identifying and addressing ~~managing~~ any real, potential or perceived conflict of interest in accordance with the relevant institutional policy on conflict of interest in research.

~~(g)~~ familiarizing themselves with principles of responsible conduct of research and for the application of these principles to foster a positive and constructive research-working environment. Researchers with oversight roles shall provide appropriate supervision of, and training to, their trainees and research personnel in responsible conduct of research.

~~19.004.5~~ Because Researchers have to be free to engage in Scholarly Activity, they shall not enter into any agreement that infringes on that freedom or that compromises their scholarly integrity.

5.0 SCHOLARLY MISCONDUCT~~Scholarly Misconduct~~

~~20.005.1~~ **Scholarly Misconduct** includes, but is not limited to:

- (a) plagiarism;
- (b) fabrication or falsification of research data;
- (c) opposing the ~~publication of~~ the work ~~of another scholar or~~ criticizing a research grant application for the purposes of benefiting oneself directly or indirectly;
- (d) failure to comply with the university's policies with respect to research;
- (e) failure to comply with the university's policies on conflict of interest and intellectual property, or mismanagement of a conflict of interest in a Scholarly Activity;
- (f) financial misconduct ~~or fraud in the administration or use of research accounts;~~
- (g) failure to give appropriate recognition to those who have made an intellectual contribution to the contents of the publication, and only those people;
- (h) using unpublished work of other scholars and researchers without permission and without due acknowledgment;
- (i) claiming or implying redundant publications to be original work, where "redundant publications" are, as defined in the Tri-Agency Framework on Responsible Conduct of Research, "the re-publication of one's own previously published work or part thereof, or data, in the same or another language, without adequate acknowledgment of the source, or justification";
- (j) failure to maintain guarantees of confidentiality to research subjects;
- (k) using research funds in a manner that is not in accordance with the terms and conditions under which those funds were received;
- (l) providing negligently incomplete, inaccurate or false information in a grant or award application or related document, such as a letter of support or a progress report, or listing co-applicants, collaborators or partners without their agreement;
- (m) failing to meet funding agency policy requirements, or to comply with relevant policies, laws or regulations, for the conduct of research; or failing to obtain appropriate approvals, permits or certifications before conducting these activities, or participating in an Agency review process while under investigation;

- (n) destruction of research data or records in contravention of the applicable funding agreement, institution policy, and/or laws, regulations or disciplinary standards, including to avoid detection of wrongdoing;
- (o) any other breach of a requirement of the Tri-Agency Framework on Responsible Conduct of Research, in the case of research done under Tri-Agency funding.

21.005.2 Scholarly ~~Misconduct~~ misconduct shall not include any matter involving only an honest difference of opinion or an honest error of judgment.

22.005.3 Notwithstanding s. 5.2, where the research is done with Tri-Agency funds, or the investigation is done at the request of the Secretariat on Responsible Conduct of Research, in determining whether an individual has breached an Agency policy, it is not relevant to consider whether a breach was intentional or a result of honest error. However, intent is a consideration in deciding on the severity of the recourse that may be imposed.

Serious Scholarly Misconduct means ~~misconduct judged to be deliberate or reckless, going beyond negligence, and of sufficient gravity to justify initiation of disciplinary or dismissal proceedings.~~

6.0 DATA AND MATERIAL PRODUCTSData and Material Products

23.006.1 Researchers are required to retain all original data and material products related to Scholarly Activity for a reasonable period which shall normally be at least seven years unless the terms of a grant or contract supporting the Scholarly Activity or applicable regulatory requirements including ethics approval stipulations require destruction of the data at an earlier time.

24.006.2 In the event that an allegation of ~~Scholarly m~~ Misconduct proceeds to a ~~Review~~ Review, a Researcher shall co-operate in providing access to data and material products to the Reviewer and a subsequent Committee of Inquiry within the limitations of relevant disciplinary ethical concerns, restrictions imposed by agreements under which data were collected, or by law.

7.0 ALLEGATIONSAllegations

25.007.1 An allegation of ~~Scholarly-scholarly Misconduct-misconduct~~ must be in writing and shall contain sufficient detail to enable the Respondent to understand and respond to the matter. In particular, it must include a precise statement of the alleged ~~s~~ Scholarly ~~m~~ Misconduct and be supported by all available documentation and refer to any evidence that may support the allegation. The person ~~(s)~~ making the allegation must identify ~~themselves~~ themselves. Anonymous allegations ~~will not be investigated~~ will be considered if accompanied by sufficient information to enable the assessment of the allegation and the credibility of the facts and evidence on which the allegation is made, without the need for further information from the complainant.

26.007.2 Anyone who makes an allegation of ~~Scholarly-scholarly Misconduct-~~ misconduct should recognize the seriousness of making such an allegation. Where an allegation made by a ~~university~~ University employee or student is found to be trivial,

vexatious or frivolous, the ~~university~~ University will take disciplinary action within existing policies and procedures against the individual who made the allegation. A complainant who is known to the University and is making the Complaint in good faith or a person providing information related to a Complaint shall be protected, to the extent possible, from reprisals in a manner consistent with relevant legislation.

~~27.007.3~~ A Complaint containing allegations of ~~Scholarly~~ scholarly Misconduct ~~misconduct~~ shall be forwarded to the Office of the Vice-President Research and Innovation. Where the allegation is related to conduct that occurred at another institution, the Vice-President Research and Innovation (or designate) will contact the other institution and determine with that institution's designated point of contact which institution is best placed to conduct the inquiry, if warranted. The receiving institution must communicate to the Complainant which institution will be the point of contact for the allegation.

~~Dean of the unit in which the Respondent holds an appointment or is registered as a student.~~

~~28.00 In the event a Dean is a Respondent, the Complaint shall be forwarded to the Vice-President Academic and Provost who shall act in place of the Dean in the procedures described below.~~

~~29.00 In the event a vice-president is a Respondent, the President shall act in place of that vice-president in the procedures described below.~~

~~30.00 In the event the Respondent is not a student and does not hold an appointment in a Faculty, the Complaint shall be forwarded to the Vice-President Research and Innovation who shall act in place of the Dean in the procedures described below.~~

~~31.007.4~~ If the Respondent and the matter complained of fall within the scope of this policy, the Vice-President Research and Innovation shall designate the Administrative Authority in respect of the Complaint, who shall normally be the Respondent's Home Unit Dean. Where the Respondent holds appointments in more than one Faculty, the Complaint may be forwarded to the Dean of any Faculty in which the Respondent holds an appointment. If the complainant is a graduate student, the Complaint shall also be forwarded by the Administrative Authority to the Dean of Graduate Studies. Upon the receipt of a Complaint, the Deans shall determine which Dean is the most appropriate Dean to ensure the procedures of this Policy are followed.

~~32.007.5~~ Where there is more than one Respondent and not all are from the same unit, the Deans in question shall agree which Dean shall be responsible for ensuring that these procedures are followed appropriately Vice-President Research and Innovation shall designate the Administrative Authority from among the Deans of the Respondents' Home Units with such variations as are necessary.

~~33.007.6~~ On receipt of a Complaint containing an allegation of ~~Scholarly~~ scholarly Misconduct ~~misconduct~~, the ~~Dean~~ Administrative Authority shall determine whether the allegations fall within the definition of ~~Scholarly~~ scholarly Misconduct ~~misconduct~~ in sections. 20.005 and the form of the Complaint complies with sections. 25.007.1. Where the Complaint does not fall within the definition of ~~Scholarly~~ scholarly Misconduct ~~misconduct~~ in sections. 20.005 or does not comply with sections. 25.007.1 or, - in the opinion of the ~~Dean~~ Administrative Authority, the allegation is trivial, frivolous or

vexatious, the Dean-Administrative Authority shall notify the complainant as soon as possible.

~~34.007.7~~ If the ~~Dean determines that a Complaint falls within the definition of Scholarly Misconduct in section 20.00, complies with section 25.00 and is not trivial, frivolous or vexatious, and the allegation alleges Scholarly Misconduct in research, the Dean shall notify the Vice-President Research and Innovation of the allegation.~~ In the case of an allegation of ~~Scholarly~~ scholarly mMisconduct involving Tri-Agency funding ~~that may involve significant financial, health and safety, or other risks,~~ the Vice-President Research and Innovation shall, subject to any applicable laws, including privacy laws, forward a copy of the allegation to the Tri-Agency Secretariat on Responsible Conduct of Research. The University may independently, or at the Agency's request in exceptional circumstances, take immediate action to protect the administration of Agency funds including, but not limited to, freezing grant accounts, requiring a second authorized signature from an institutional representative on all expenses, or other measures, as appropriate.

7.8 Where the Complaint falls within the definition of scholarly misconduct in s. 5.1 f), the allegations will be considered under the Discipline Article of the Collective Agreement for Faculty and Librarians. The matter will be investigated by the Office of Internal Audit (or agent).

8.0 REVIEWS

~~35.008.1~~ Where a Complaint falls within the definition of sScholarly mMisconduct in sections. 20.005 (except as in 7.8) and the form of the Complaint complies with sections. 25.007.1, the Dean-Administrative Authority shall:

- (a) ~~i~~within five (5) Working days of receiving the Complaint, mmediately notify the Respondent that a Complaint has been received and send a copy of the Complaint and any documentation provided with the Complaint to the Respondent-complainant.
- (b) not ~~later than ten (10) working~~ Working days after receiving a Complaint, appoint a Reviewer who shall be a senior faculty or academic staff member in a unit other than that (those) of the Respondent(s) and complainant(s) to conduct a Review. Where the Faculty is not divided into units, the Dean-Administrative Authority shall appoint a senior faculty or academic staff member from another Faculty. The purpose of the Review is to determine whether the Complaint is a responsible complaint under s. 8.5.1 and therefore warrants an Inquiry.
- (c) advise ~~the~~ Respondent and complainant of the name of the person appointed to conduct the Review.

~~36.008.2~~ Any objection to the person appointed to conduct the Review shall be made to the Dean-Administrative Authority within seven (7) Working Daysdays. The only grounds for objection are alleged bias or conflict of interest. The Dean's-Administrative Authority's disposition of any such objection shall be final.

~~37.008.3~~ The Reviewer shall proceed informally and in complete confidentiality, except as required under s. 8.4. The Respondent shall be invited to make a written submission that responds to the Complaint and to submit any documents that may be relevant to

the Complaint. Prior to submitting their report, the Reviewer may request the complainant and the Respondent to comment on all or portions of a draft report.

~~38.008.4~~ The Reviewer shall consult with the Respondent's supervisor to understand relevant standards in the Respondent's field. The supervisor may seek the advice of other scholars in the Respondent's field, without disclosing the presence of the Complaint.

~~8.5~~ Normally, w~~Within thirty (30) Days of being appointed, the Reviewer shall report in writing to the Dean~~Administrative Authority, with copies to the Respondent, the complainant, and the Vice-President Academic and Provost.

~~38.018.5.1~~ A report~~Review shall may~~ conclude that the Complaint ~~does not~~ warrants an Inquiry only ~~on one or more of the following grounds~~where the allegation:

~~(a) is based on facts which have not been the subject of a previous investigation;~~

~~(b) falls within s. 4.4, s. 4.5 and s. 5.1 of this policy; and~~

~~(c) if proven, would constitute a breach at the time the alleged breach occurred.~~

~~(a) the Complaint does not pertain to a Scholarly Activity as defined in the Policy;~~

~~(b) the Complaint is trivial, frivolous, or vexatious;~~

~~(c) there is insufficient evidence for an Inquiry to consider;~~

~~(d) the Complaint is made in bad faith; or~~

~~(e) the lapse of time since the conduct in question has been such that the matter cannot be properly investigated because of the unavailability of witnesses, the absence or loss of records, or similar reasons.~~

~~38.028.5.2~~ Where the report~~Review~~ concludes that the Complaint warrants an Inquiry, the Review report shall:

(a) specify the allegations of ~~Scholarly m~~Misconduct in Scholarly Activities that require an Inquiry;

(b) include particulars of the evidence considered by the Reviewer that may be relevant to each allegation of ~~Scholarly M~~Misconduct;

(c) list ~~of~~ any documents considered by the Reviewer; and

(d) attach copies of all documents provided to the Reviewer by either the complainant or the Respondent or the supervisor under s. 8.4.

9.0 INQUIRIES~~Inquiries~~

~~39.009.1~~ Within five (5) Working days following receipt of the Review report, Where the report of the Reviewer concludes that the Complaint does not warrant an Inquiry, the Dean~~Administrative Authority~~ shall so advise the Respondent and the complainant of the outcome of the Review and shall forward a copy of the Review to the Vice-President- Research and Innovation~~Academic and Provost~~ a copy of the written Complaint and the Review report.

~~40.009.2~~ Where the report of the Reviewer concludes that the Complaint does warrant an Inquiry, the Dean Administrative Authority shall, within ten ~~(10) working~~Working days of receiving the ~~report~~Review,

(a) request the Vice-President ~~Academic and Provost~~Research and Innovation to appoint

a Committee of Inquiry to conduct an Inquiry into the Complaint; and
~~(b) — appoint a person, who may be the complainant, to present the evidence in support of the Complaint to the Committee of Inquiry.~~

41.009.3 The Committee of Inquiry shall consist of three (3) members who are not members of either the Respondent's or the complainant's departments. One of the members should be chosen from outside the Faculty of either the Respondent or the complainant and may be from outside the University. That member must be from outside the University if the allegation relates to Tri-Agency funding. One of the members shall be appointed as the Chair. The ~~Vice-President Academic and Provost~~Administrative Authority shall advise the Respondent and the complainant of the composition of the Committee of Inquiry.

42.009.4 Any objection to the composition of the Committee of Inquiry shall be made to the ~~Vice-President Academic and Provost~~Administrative Authority within ~~seven~~ five (5) Working d Days. The only grounds for objection are alleged bias or conflict of interest. The ~~Vice-President Academic and Provost's~~Administrative Authority's disposition of any such objection shall be final.

43.009.5 The terms of reference of the Committee of Inquiry are:
(a) to determine in accordance with sections. 49.009.11 (a) and (b) whether the Respondent has committed ~~Scholarly Misconduct~~ in relation to a Scholarly Activity; and
(b) to make recommendations in accordance with either ~~section-s.~~ 51.009.13 or sections. 52.009.14.

44.009.6 The Committee of Inquiry has the right to see any relevant documents in the possession of the ~~university~~ University or a Researcher subject to the limitations specified in sections. 246.2.00, to call witnesses, and to request written submissions. It may seek impartial expert opinions to ensure that its work is thorough and informed. It acts as a quasi-judicial body, and therefore its activities are privileged under the *Freedom of Information and Protection of Privacy Act*.

45.009.7 The Committee of Inquiry shall either hold a hearing on the matter or (with the consent of the Respondent) conduct its Inquiry solely on the basis of written submissions. In either case, when determining its procedures, the Committee ~~of Inquiry~~ shall ensure that the rules of natural justice and administrative fairness are observed.

46.009.8 The Committee of Inquiry shall invite the Respondent to make a submission in writing prior to its seeking or obtaining any further information or submissions. All documentation submitted to the Committee ~~of Inquiry~~ shall be made available to the Respondent. The Respondent shall be given the opportunity to respond fully to the evidence presented in writing. Ethical or research guidelines of a professional organization of which the Respondent is a member and which are applicable to the subject matter of the Complaint are admissible as evidence before the Committee of Inquiry and may be considered by the Committee ~~of Inquiry~~ in making any decision or recommendation.

47.009.9 In the case of a hearing, the Respondent may be accompanied by an advisor if the Respondent so desires. The Respondent shall have the opportunity to question

witnesses presented to the Committee of Inquiry and the opportunity to call witnesses on behalf of the Respondent.

~~48.009.10~~ Within sixty ~~(60)~~ Days of being appointed, the Committee of Inquiry shall complete its Inquiry and shall report in writing its decision with reasons to the Vice-President Academic ~~and Provost~~. The Committee's report is considered a private, not a public, document.

~~49.009.11~~ The Committee of Inquiry shall determine whether clear, cogent and convincing proof establishes a preponderance of evidence that:

- ~~(a) the Respondent has committed mScholarly Misconduct in a Scholarly Activity; and~~
- ~~(b) where the Committee of Inquiry finds mScholarly Misconduct, whether the mScholarly Misconduct constitutes sSerious Scholarly Misconductbreach as defined in this Policy s. 9.11.1.~~

9.11.1 In determining whether a breach is serious, the Panel of Inquiry will consider the extent to which the breach jeopardizes the safety of the public or brings the conduct of research into disrepute. This determination will be based on an assessment of the nature of the breach, the level of experience of the researcher, whether there is a pattern of breaches by the researcher, and other factors as appropriate. Examples of serious breaches may include, but are not limited to:

- Recruiting human participants into a study with significant risks or harms without Research Ethics Board approval, or not following approved protocols
- Using animals in a research study with significant risks or harms without Animal Care Committee approval, or not following approved protocols
- Deliberate misuse of research grant funds for personal benefit not related to research
- Knowingly publishing research results based on fabricated data
- Obtaining grant/award funds from the Agencies by misrepresenting one's credentials, qualifications and/or research contributions in an application

~~50.009.12~~ The Committee of Inquiry shall prepare a written Investigation Report setting out the evidence considered, their findings of fact, any determinations of credibility, and their determinations under s. 9.11. The Investigative Report shall be provided to the Administrative Authority.

~~The Committee of Inquiry's finding under section 48.00 shall be final.~~

~~51.00 Where the Committee of Inquiry finds either Scholarly Misconduct or Serious Scholarly Misconduct in a Scholarly Activity, the Committee of Inquiry shall make recommendations with respect to any appropriate disciplinary action that should be instituted against the Respondent.~~

~~52.009.13~~ Where the Committee of Inquiry finds that there has not been any ~~mScholarly Misconduct~~ in a Scholarly Activity that is the subject of the Complaint, the Committee of Inquiry shall make recommendations with respect to ~~:-~~

- ~~(a) steps that should be taken by the person who made the initial allegation of Scholarly Misconduct; and complainant or the University~~
- ~~(b) steps that could be taken by the university to help overcome any damage that to the~~

Respondent's reputation ~~caused for scholarly integrity may have suffered by virtue of~~by the Complaint.

9.14 The Committee's finding under s. 9.11 may be appealed by the Respondent in accordance with the following requirements and procedures:

- a. The Respondent will advise the Vice-President Research and Innovation of the appeal and the basis for the appeal in writing no later than ten (10) Working days from the Respondent receiving the Committee's findings.
- b. The Respondent may only appeal on the following grounds, or a combination thereof:
 - i. that the Committee's process failed to follow the principles of natural justice or procedural fairness;
 - ii. that the Committee failed to materially address one or more of the Respondent's statements of defence;
 - iii. that the Committee's decision shows evidence of bias; or
 - iv. that new information, not previously available to the Respondent, has been discovered, which addresses one or more of the reasons for the Committee's finding.
- c. Failure by the Respondent to identify one or more grounds of appeal as outlined in (b) above will result in summary dismissal of the appeal by the Vice-President Research and Innovation.
- d. The appeal will be heard by a new Committee of Inquiry appointed by the Vice-President Research and Innovation in accordance with 9.3.

9.15 The appeal will be determined on the basis of written submissions alone and in accordance with the principles of natural justice and procedural fairness.

9.16 Denial of an appeal under c) above, and any decision by the appeal committee, is final and is not subject to grievance.

~~53.009.17~~ Within five (5) Working days of receipt of the Investigative Report, the Vice-President Academic and Provost/Administrative Authority shall immediately provide copies of the Investigation Report to the Respondent, the complainant and the Dean/Vice-President Research and Innovation and Vice-President Academic and Provost and, as appropriate, shall promptly:

- ~~(a) — advise with notice to the Respondent and the Dean and complainant as to whether that the Complaint is dismissed/was substantiated.;~~
- ~~(b) — advise the Respondent and the Dean that the Complaint is substantiated as Scholarly Misconduct, which can appropriately be dealt with by the Dean; Where the Complaint is substantiated, the Administrative Authority shall also~~
- ~~(c) — advise the Respondent whether discipline will be initiated, and the Dean that the Complaint is substantiated as Serious Scholarly Misconduct in Scholarly Activity and refer the matter to the President for appropriate disciplinary action in accordance with applicable university policies or agreements.~~

~~54.00~~9.18 Where the Complaint is not substantiated, the ~~Dean-Administrative Authority~~ in consultation with the Respondent and in light of any recommendations made by the Committee of Inquiry shall take all reasonable steps to repair any damage that the Respondent's reputation for scholarly integrity may have suffered by virtue of the Complaint including notification of all parties who have been advised of the allegation during the course of a Review or ~~I~~inquiry.

10.0 NOTIFICATION OF FUNDING AGENCIESNotification to Funding Agencies

~~55.00~~10.1 When a Committee of Inquiry has found Scholarly Misconduct and made its report to the Vice-President Academic and Provost, the Vice-President Academic and Provost shall request ~~t~~The Vice-President Research and Innovation (or designate) shall undertake the necessary reporting to the Tri-Agency Secretariat on Responsible Conduct of Research, and to ~~to~~ report those conclusions to any granting agency or sponsor of the Scholarly Activity in question. Further, where the finding is that Serious Scholarly Misconduct is substantiated, the Vice-President Research and Innovation shall report that finding to any granting agency or sponsor ~~known to have provided support for~~of the Scholarly Activity in question, and may inform other relevant persons or ~~agencies-entities~~ in the interests of protecting the integrity of Scholarly Activity.

~~56.00~~ In the case of an allegation of Scholarly Misconduct involving Tri-Agency funding, the Vice-President Research and Innovation shall submit a report of the Review and Inquiry conducted to the Tri-Agency Secretariat on Responsible Conduct of Research.

11.0 INSTITUTIONAL RESPONSIBILITYInstitutional Responsibility

~~57.00~~11.1 Whenever an Inquiry concludes that a Serious-serious Scholarly Misconduct is substantiated, breach has occurred, the Vice-President ~~Academic and Provost~~Research and Innovation may appoint a Reviewer to evaluate the integrity of all other Scholarly Activity previously undertaken by that Respondent at this ~~university~~University.

12.0 TIME LIMITSTime Limits

~~58.00~~12.1 All time limits in these procedures may be extended in writing by the Vice-President Research and Innovation. ~~for compelling reason of which a formal record is kept~~. The Respondent, complainant and Administrative Authority shall be advised of both the extension of time and the reasons for the extension.

AUTHORITIES AND OFFICERS

- i) Approving Authority: Board of Governors
- ii) Designated Executive Officer: Vice-President Academic & Provost
- iii) Procedural Authority: Vice-President Academic & Provost
- iv) Procedural Officer: Vice-President Academic & Provost

RELATED POLICIES AND DOCUMENTS

- Conflict of Interest and Confidentiality Policy (GV0210)
- *Freedom of Information and Protection of Privacy Act*

University Policy No.: AC1105 (A)
Classification: Academic and Students
Approving Authority: Board of Governors
Effective Date: TBD
Supersedes: December/12
Last Editorial Change: April 2021
Mandated Review: December/19

POLICY ON SCHOLARLY INTEGRITY

(Researchers not subject to the
Faculty and Librarian Collective Agreement)

1 Purpose

- 1.1 The university is a place of education and scholarly enquiry. Our professional ethics require us as individuals and as an institution to adhere to principles of scholarly integrity and of respect for our students, staff and colleagues. The university undertakes to review and inquire into allegations of scholarly misconduct in a timely, impartial, and accountable manner and take appropriate action when it finds that scholarly misconduct has occurred.

2 Scope

- 2.1 This policy applies to all matters of scholarly integrity conducted by Researchers in their university-related work and/or their use of University resources. Researchers include:
- (a) faculty members and librarians not represented by the Faculty Association;
 - (b) adjunct , affiliate, and honorary (including emeritus) professors;
 - (c) graduate and undergraduate students;
 - (d) visiting scholars and visiting scientists;
 - (e) post-doctoral fellows and grant-funded research personnel; and
 - (f) other employees of the University when engaged in Scholarly Activity.
- 2.2 This policy also applies to the scholarly integrity of individuals providing services to the University under a contract for services or a written agreement.
- 2.3 The requirements of the Tri-Agency Framework on Responsible Conduct of Research prevail over the provisions of this Policy or any UVic Collective Agreement, where the Scholarly Activity in question is funded by a Tri-Agency.

3 Definitions

For the purposes of this Policy:

- 3.1 “**Administrative Authority**” means the person designated by the Vice-President Research and Innovation to carry out the inquiry process under this policy.
- 3.2 “**Complaint**” means a written allegation of misconduct in a Scholarly Activity that complies with the requirements paragraph 7.1 that has been forwarded to the Dean.
- 3.3 “**Days**” mean calendar days unless otherwise stated.

- 3.4 **“Dean”** includes Head of the Division of Medical Sciences or the University Librarian if the Respondent is a librarian.
- 3.5 **“Inquiry”** means the process described in s. 9.
- 3.6 **“Respondent”** means a person in respect of whom an allegation of misconduct in a Scholarly Activity has been made.
- 3.7 **“Review”** means the process described in s. 8.
- 3.8 **“Reviewer”** means a person appointed to conduct the Review described in s. 8.
- 3.9 **“Scholarly Activity”** includes all activities by Researchers that are appropriate for inclusion in a curriculum vitae as scholarship, research (including graduate student supervision), or other creative activity.
- 3.10 **“Tri-Agency”** means the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC) and the Social Sciences and Humanities Research Council (SSHRC), sponsors of the *Tri-Agency Framework: Responsible Conduct of Research* which informs this policy.
- 3.11 **“Working day(s)”** means Monday to Friday, except statutory holidays and University-wide closures.

4 Scholarly Activity

- 4.1 Researchers engaged in Scholarly Activity shall exhibit honest and thoughtful inquiry, rigorous analysis, commitment to the dissemination of research results, and adherence to the use of professional standards, intellectual honesty and integrity in all their Scholarly Activities.
- 4.2 Researchers engaged in Scholarly Activity shall be sensitive to the objectives of scholarship that include:
- (a) the pursuit of knowledge and understanding;
 - (b) the communication and application of knowledge within the University and the broader community;
 - (c) the communication to students of the specialized skills and knowledge of the academic discipline in which the research is conducted;
 - (d) the improvement of the quality of instruction.
- 4.3 Researchers are also responsible for scholarly rigour and integrity in teaching including evaluating the work of students in a fair manner.
- 4.4 Researchers shall strive to follow best practices honestly, accountably, openly and fairly in their research, scholarship and creative endeavours, and in the dissemination of knowledge. At a minimum, Researchers are responsible for the following:

- (a) Scholarly and scientific rigour in proposing and performing research; in recording, analyzing, and interpreting data; and in reporting and publishing data and findings.
- (b) Keeping complete and accurate records of data, methodologies and findings, including graphs and images, in accordance with the applicable funding agency or agreement, institutional policies, laws, regulations, and professional or disciplinary standards in a manner that will allow verification or replication of the work by others.
- (c) Referencing and, where applicable, obtaining permission for the use of all published and unpublished work, including theories, concepts, data, source material, methodologies, findings, graphs and images.
- (d) Including as authors, with their consent, all those and only those who have made a substantial contribution to, and who accept responsibility for, the contents of the publication or document. The substantial contribution may be conceptual or material.
- (e) Acknowledging appropriately all those and only those who have contributed to research, including funders and sponsors.
- (f) Appropriately identifying and addressing any real, potential or perceived conflict of interest in accordance with the relevant institutional policy on conflict of interest in research.
- (g) familiarizing themselves with principles of responsible conduct of research and for the application of these principles to foster a positive and constructive research-working environment. Researchers with oversight roles shall provide appropriate supervision of, and training to, their trainees and research personnel in responsible conduct of research.

4.5 Because Researchers have to be free to engage in Scholarly Activity, they shall not enter into any agreement that infringes on that freedom or that compromises their scholarly integrity.

5 Scholarly Misconduct

5.1 Scholarly Misconduct includes, but is not limited to:

- (a) plagiarism;
- (b) fabrication or falsification of research data;
- (c) opposing the publication of the work of another scholar or criticizing a research grant application for the purposes of benefiting oneself directly or indirectly;
- (d) failure to comply with the university's policies with respect to research;
- (e) failure to comply with the university's policies on conflict of interest and intellectual property, or mismanagement of a conflict of interest in a Scholarly Activity;
- (f) financial misconduct or fraud in the administration or use of research accounts;
- (g) failure to give appropriate recognition to those who have made an intellectual contribution to the contents of the publication, and only those people;
- (h) using unpublished work of other scholars and researchers without permission and without due acknowledgment;
- (i) claiming or implying redundant publications to be original work, where "redundant publications" are, as defined in the Tri-Agency Framework on Responsible Conduct of Research, "the re-publication of one's own previously published work or part thereof, or data, in the same or another language, without adequate

- acknowledgment of the source, or justification”;
- (j) failure to maintain guarantees of confidentiality to research subjects;
- (k) using research funds in a manner that is not in accordance with the terms and conditions under which those funds were received;
- (l) providing negligently incomplete, inaccurate or false information in a grant or award application or related document, such as a letter of support or a progress report, or listing co-applicants, collaborators or partners without their agreement;
- (m) failing to meet funding agency policy requirements, or to comply with relevant policies, laws or regulations, for the conduct of research; or failing to obtain appropriate approvals, permits or certifications before conducting these activities, or participating in an Agency review process while under investigation;
- (n) destruction of research data or records in contravention of the applicable funding agreement, institution policy, and/or laws, regulations or disciplinary standards, including to avoid detection of wrongdoing;
- (o) any other breach of a requirement of the Tri-Agency Framework on Responsible Conduct of Research, in the case of research done under Tri-Agency funding.

5.2 Scholarly misconduct shall not include any matter involving only an honest difference of opinion or an honest error of judgment.

5.3 Notwithstanding s. 5.2, where the research is done with Tri-Agency funds, or the investigation is done at the request of the Secretariat on Responsible Conduct of Research, in determining whether an individual has breached an Agency policy, it is not relevant to consider whether a breach was intentional or a result of honest error. However, intent is a consideration in deciding on the severity of the recourse that may be imposed.

6 Data and Material Products

6.1 Researchers are required to retain all original data and material products related to Scholarly Activity for a reasonable period which shall normally be at least seven years unless the terms of a grant or contract supporting the Scholarly Activity or applicable regulatory requirements including ethics approval stipulations require destruction of the data at an earlier time.

6.2 In the event that an allegation of misconduct proceeds to a Review, a Researcher shall co-operate in providing access to data and material products to the Reviewer and a subsequent Committee of Inquiry within the limitations of relevant disciplinary ethical concerns, restrictions imposed by agreements under which data were collected, or by law.

7 Allegations

7.1 An allegation of scholarly misconduct must be in writing and shall contain sufficient detail to enable the Respondent to understand and respond to the matter. In particular, it must include a precise statement of the alleged scholarly misconduct and be supported by all available documentation and refer to any evidence that may support the allegation. The person(s) making the allegation must identify themselves. Anonymous allegations will be considered if accompanied by sufficient information to enable the assessment of the allegation and the credibility of the facts and evidence on which the allegation is made, without the need for further information from the complainant.

- 7.2 Anyone who makes an allegation of scholarly misconduct should recognize the seriousness of making such an allegation. Where an allegation made by a University employee or student is found to be trivial, vexatious or frivolous, the University will take disciplinary action within existing policies and procedures against the individual who made the allegation. A complainant who is known to the University and is making the Complaint in good faith or a person providing information related to a Complaint shall be protected, to the extent possible, from reprisals in a manner consistent with relevant legislation.
- 7.3 A Complaint containing allegations of scholarly misconduct shall be forwarded to the Office of the Vice-President Research and Innovation. Where the allegation is related to conduct that occurred at another institution, the Vice-President Research and Innovation (or designate) will contact the other institution and determine with that institution's designated point of contact which institution is best placed to conduct the inquiry, if warranted. The receiving institution must communicate to the Complainant which institution will be the point of contact for the allegation.
- 7.4 If the Respondent and the matter complained of fall within the scope of this policy, the Vice-President Research and Innovation shall designate the Administrative Authority in respect of the Complaint, who shall normally be the Respondent's Home Unit Dean. If the complainant is a graduate student, the Complaint shall also be forwarded by the Administrative Authority to the Dean of Graduate Studies.
- 7.5 Where there is more than one Respondent and not all are from the same unit, Vice-President Research and Innovation shall designate the Administrative Authority from among the Deans of the Respondents' Home Units with such variations as are necessary.
- 7.6 On receipt of a Complaint containing an allegation of scholarly misconduct, the Administrative Authority shall determine whether the allegations fall within the definition of scholarly misconduct in s. 5 and the form of the Complaint complies with s. 7.1. Where the Complaint does not fall within the definition of scholarly misconduct in s. 5 or does not comply with s. 7.1 or, in the opinion of the Administrative Authority, the allegation is trivial, frivolous or vexatious, the Administrative Authority shall notify the complainant as soon as possible.
- 7.7 In the case of an allegation of scholarly misconduct involving Tri-Agency funding, the Vice-President Research and Innovation shall, subject to any applicable laws, including privacy laws, forward a copy of the allegation to the Tri-Agency Secretariat on Responsible Conduct of Research. The University may independently, or at the Agency's request in exceptional circumstances, take immediate action to protect the administration of Agency funds including, but not limited to, freezing grant accounts, requiring a second authorized signature from an institutional representative on all expenses, or other measures, as appropriate.
- 7.8 Where the Complaint falls within the definition of scholarly misconduct in s. 5.1 f), the allegations will be considered under the Discipline Article of the Collective Agreement for Faculty and Librarians. The matter will be investigated by the Office of Internal Audit (or agent).

8 Reviews

- 8.1 Where a Complaint falls within the definition of scholarly misconduct in s. 5 (except as in 7.8) and the form of the Complaint complies with s. 7.1, the Administrative Authority shall:
- (a) within five (5) Working days of receiving the Complaint, notify the Respondent that a Complaint has been received and send a copy of the Complaint and any documentation provided with the Complaint to the Respondent.
 - (b) not later than ten (10) Working days after receiving a Complaint, appoint a Reviewer who shall be a senior faculty or academic staff member in a unit other than that (those) of the Respondent(s) and complainant(s) to conduct a Review. Where the Faculty is not divided into units, the Administrative Authority shall appoint a senior faculty or academic staff member from another Faculty. The purpose of the Review is to determine whether the Complaint is a responsible complaint under s. 8.5.1 and therefore warrants an Inquiry.
 - (c) advise the Respondent and complainant of the name of the person appointed to conduct the Review.
- 8.2 Any objection to the person appointed to conduct the Review shall be made to the Administrative Authority within seven (7) Working days. The only grounds for objection are alleged bias or conflict of interest. The Administrative Authority's disposition of any such objection shall be final.
- 8.3 The Reviewer shall proceed informally and in complete confidentiality, except as required under s. 8.4. The Respondent shall be invited to make a written submission that responds to the Complaint and to submit any documents that may be relevant to the Complaint. Prior to submitting their report, the Reviewer may request the complainant and the Respondent to comment on all or portions of a draft report.
- 8.4 The Reviewer shall consult with the Respondent's supervisor to understand relevant standards in the Respondent's field. The supervisor may seek the advice of other scholars in the Respondent's field, without disclosing the presence of the Complaint.
- 8.5 Normally, within thirty (30) Days of being appointed, the Reviewer shall report in writing to the Administrative Authority, with copies to the Respondent, the complainant, and the Vice-President Academic and Provost.
- 8.5.1 A Review shall conclude that the Complaint warrants an Inquiry only where the allegation:
- (a) is based on facts which have not been the subject of a previous investigation;
 - (b) falls within s. 4.4, s. 4.5 and s. 5.1 of this policy; and
 - (c) if proven, would constitute a breach at the time the alleged breach occurred.
- 8.5.2 Where the Review concludes that the Complaint warrants an Inquiry, the Review report shall:
- (a) specify the allegations of misconduct in Scholarly Activities that require an Inquiry;
 - (b) include particulars of the evidence considered by the Reviewer that may

- be relevant to each allegation of misconduct;
- (c) list any documents considered by the Reviewer; and
- (d) attach copies of all documents provided to the Reviewer by either the complainant or the Respondent or the supervisor under s. 8.4.

9 Inquiries

- 9.1 Within five (5) Working days following receipt of the Review report, the Administrative Authority shall advise the Respondent and the complainant of the outcome of the Review and shall forward a copy of the Review to the Vice-President Research and Innovation.
- 9.2 Where the Review concludes that the Complaint does warrant an Inquiry, the Administrative Authority shall, within ten (10) Working days of receiving the Review, request the Vice-President Research and Innovation to appoint a Committee of Inquiry to conduct an Inquiry into the Complaint.
- 9.3 The Committee of Inquiry shall consist of three (3) members who are not members of either the Respondent's or the complainant's departments. One of the members should be chosen from outside the Faculty of either the Respondent or the complainant and may be from outside the University. That member must be from outside the University if the allegation relates to Tri-Agency funding. One of the members shall be appointed as the Chair. The Administrative Authority shall advise the Respondent and the complainant of the composition of the Committee of Inquiry.
- 9.4 Any objection to the composition of the Committee of Inquiry shall be made to the Administrative Authority within five (5) Working days. The only grounds for objection are alleged bias or conflict of interest. The Administrative Authority's disposition of any such objection shall be final.
- 9.5 The terms of reference of the Committee of Inquiry are:
 - (a) to determine in accordance with s. 9.11 (a) and (b) whether the Respondent has committed misconduct in relation to a Scholarly Activity; and
 - (b) to make recommendations in accordance with either s. 9.13 or s. 9.14.
- 9.6 The Committee of Inquiry has the right to see any relevant documents in the possession of the University or a Researcher subject to the limitations specified in s. 6.2.00, to call witnesses, and to request written submissions. It may seek impartial expert opinions to ensure that its work is thorough and informed. It acts as a quasi-judicial body, and therefore its activities are privileged under the *Freedom of Information and Protection of Privacy Act*.
- 9.7 The Committee of Inquiry shall either hold a hearing on the matter or (with the consent of the Respondent) conduct its Inquiry solely on the basis of written submissions. In either case, when determining its procedures, the Committee shall ensure that the rules of natural justice and administrative fairness are observed.
- 9.8 The Committee of Inquiry shall invite the Respondent to make a submission in writing prior to its seeking or obtaining any further information or submissions. All documentation submitted to the Committee shall be made available to the Respondent. The Respondent shall be given the opportunity to respond fully to the evidence presented in writing. Ethical or research guidelines of a professional organization of which the Respondent is a

member and which are applicable to the subject matter of the Complaint are admissible as evidence before the Committee of Inquiry and may be considered by the Committee in making any decision or recommendation.

- 9.9 In the case of a hearing, the Respondent may be accompanied by an advisor if the Respondent so desires. The Respondent shall have the opportunity to question witnesses presented to the Committee of Inquiry and the opportunity to call witnesses on behalf of the Respondent.
- 9.10 Within sixty (60) Days of being appointed, the Committee of Inquiry shall complete its Inquiry and shall report in writing its decision with reasons to the Vice-President Academic. The Committee's report is considered a private, not a public, document.
- 9.11 The Committee of Inquiry shall determine whether clear, cogent and convincing proof establishes a preponderance of evidence that:
- (a) the Respondent has committed misconduct in a Scholarly Activity; and
 - (b) where the Committee of Inquiry finds misconduct, whether the misconduct constitutes serious breach as defined in s. 9.11.1.
- 9.11.1 In determining whether a breach is serious, the Panel of Inquiry will consider the extent to which the breach jeopardizes the safety of the public or brings the conduct of research into disrepute. This determination will be based on an assessment of the nature of the breach, the level of experience of the researcher, whether there is a pattern of breaches by the researcher, and other factors as appropriate. Examples of serious breaches may include, but are not limited to:
- Recruiting human participants into a study with significant risks or harms without Research Ethics Board approval, or not following approved protocols
 - Using animals in a research study with significant risks or harms without Animal Care Committee approval, or not following approved protocols
 - Deliberate misuse of research grant funds for personal benefit not related to research
 - Knowingly publishing research results based on fabricated data
 - Obtaining grant/award funds from the Agencies by misrepresenting one's credentials, qualifications and/or research contributions in an application
- 9.12 The Committee of Inquiry shall prepare a written Investigation Report setting out the evidence considered, their findings of fact, any determinations of credibility, and their determinations under s. 9.11. The Investigative Report shall be provided to the Administrative Authority.
- 9.13 Where the Committee of Inquiry finds that there has not been any misconduct in a Scholarly Activity that is the subject of the Complaint, the Committee of Inquiry shall make recommendations with respect to steps that should be taken by the complainant or the University to help overcome any damage to the Respondent's reputation caused by the Complaint.
- 9.14 The Committee's finding under s. 9.11 may be appealed by the Respondent in accordance with the following requirements and procedures:

- a. The Respondent will advise the Vice-President Research and Innovation of the appeal and the basis for the appeal in writing no later than ten (10) Working days from the Respondent receiving the Committee's findings.
 - b. The Respondent may only appeal on the following grounds, or a combination thereof:
 - i. that the Committee's process failed to follow the principles of natural justice or procedural fairness;
 - ii. that the Committee failed to materially address one or more of the Respondent's statements of defence;
 - iii. that the Committee's decision shows evidence of bias; or
 - iv. that new information, not previously available to the Respondent, has been discovered, which addresses one or more of the reasons for the Committee's finding.
 - c. Failure by the Respondent to identify one or more grounds of appeal as outlined in (b) above will result in summary dismissal of the appeal by the Vice-President Research and Innovation.
 - d. The appeal will be heard by a new Committee of Inquiry appointed by the Vice-President Research and Innovation in accordance with 9.3.
- 9.15 The appeal will be determined on the basis of written submissions alone and in accordance with the principles of natural justice and procedural fairness.
- 9.16 Denial of an appeal under c) above, and any decision by the appeal committee, is final and is not subject to grievance.
- 9.17 Within five (5) Working days of receipt of the Investigative Report, the Administrative Authority shall provide copies of the Investigation Report to the Respondent, the complainant and the Vice-President Research and Innovation and Vice-President Academic and Provost with notice to the Respondent and the Dean and complainant as to whether the Complaint was substantiated. Where the Complaint is substantiated, the Administrative Authority shall also advise the Respondent whether discipline will be initiated.
- 9.18 Where the Complaint is not substantiated, the Administrative Authority in consultation with the Respondent and in light of any recommendations made by the Committee of Inquiry shall take all reasonable steps to repair any damage that the Respondent's reputation for scholarly integrity may have suffered by virtue of the Complaint including notification of all parties who have been advised of the allegation during the course of a Review or Inquiry.

10 Notification to Funding Agencies

- 10.1 The Vice-President Research and Innovation (or designate) shall undertake the necessary reporting to the Tri-Agency Secretariat on Responsible Conduct of Research, and to any granting agency or sponsor of the Scholarly Activity in question and may inform other relevant persons or entities in the interests of protecting the integrity of Scholarly Activity.

11 Institutional Responsibility

- 11.1 Whenever an Inquiry concludes that a serious breach has occurred, the Vice-President Research and Innovation may appoint a Reviewer to evaluate the integrity of all other Scholarly Activity previously undertaken by that Respondent at this University.

12 Time Limits

- 12.1 All time limits in these procedures may be extended in writing by the Vice-President Research and Innovation. The Respondent, complainant and Administrative Authority shall be advised of both the extension of time and the reasons for the extension.

AUTHORITIES AND OFFICERS

- i) Approving Authority: Board of Governors
- ii) Designated Executive Officer: Vice-President Academic & Provost
- iii) Procedural Authority: Vice-President Academic & Provost
- iv) Procedural Officer: Vice-President Academic & Provost

RELATED POLICIES AND DOCUMENTS

- Conflict of Interest and Confidentiality Policy (GV0210)
- *Freedom of Information and Protection of Privacy Act*

Policy on Scholarly Integrity (AC1105-B)



POLICY ON SCHOLARLY INTEGRITY

(Pursuant to the ~~Framework~~ Agreement)
Collective

University Policy No.: AC1105 (B)

Classification: Academic and Students

Approving Authority: Board of Governors

Effective Date: ~~December/12~~ TBD

Supersedes: ~~September/96~~ December/12

Last Editorial Change:

1 Preamble

- 1.1 The University of Victoria is a place of education and scholarly enquiry. Our professional ethics require us as individuals and as an institution to adhere to principles of scholarly integrity and of respect for our students, staff and colleagues. The University of Victoria undertakes to review and inquire into allegations of scholarly misconduct in a timely, impartial, and accountable manner and take appropriate action when it finds that scholarly misconduct has occurred.

2 Scope

- 2.1 This policy applies to all matters of scholarly integrity conducted by persons represented by the Faculty Association. This policy supercedes provisions of the Collective Agreement between the University and the Faculty Association, except where specifically referenced herein.
- 2.2 The Parties agree that the requirements of the Tri-Agency Framework on Responsible Conduct of Research prevail over the provisions of this Policy or the Collective Agreement, where the scholarly activity in question is funded by a Tri-Agency.

~~23~~ Definitions

For the purposes of this Appendix:

- 3.1 "Administrative Authority" means the person designated by the Vice-President Research and Innovation to carry out the inquiry process under this policy.
- ~~23.12~~ "Complaint" means a written allegation of misconduct in a scholarly activity that complies with the requirements of Paragraph 5.67.1 that has been forwarded to the Dean Vice-President Research and Innovation.
- ~~23.23~~ "Days" means calendar days unless otherwise stated.
- ~~23.34~~ "Dean" means includes Head of the Division of Medical Sciences or the University Librarian if

the Respondent is a Librarian.

~~23.45~~ **“Inquiry”** means the process described in Section ~~89~~.

~~23.56~~ **“Respondent”** means a person in respect of whom an allegation of misconduct in a ~~s~~Scholarly ~~a~~Activity has been made.

~~23.67~~ **“Review”** means the process described in Section ~~78~~.

~~23.78~~ **“Reviewer”** means a person appointed to conduct the review described in Section ~~78~~.

~~23.89~~ For the purposes of this policy, **“Scholarly Activity”** includes all activities by Members that ~~is~~ are appropriate for inclusion in a curriculum vitae as scholarship, research (including graduate student supervision), or other creative activity.

~~23.910~~ **“Tri-Agency”** means the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC) and the Social Sciences and Humanities Research Council (SSHRC); sponsors of the Tri-Agency Framework: Responsible Conduct of Research which informs this policy.

~~3.11~~ **“Working day(s)”** means Monday to Friday, except statutory holidays and University-wide closures.

~~34~~ **Scholarly Integrity**

~~34.1~~ Members engaged in ~~s~~Scholarly ~~a~~Activity shall exhibit honest and thoughtful inquiry, rigorous analysis, commitment to the dissemination of research results, and adherence to the use of professional standards, intellectual honesty and integrity in all their scholarly activities.

~~34.2~~ Members engaged in ~~s~~Scholarly ~~a~~Activity shall be sensitive to the objectives of scholarship that include:

- (a) the pursuit of knowledge and understanding;
- (b) the communication and application of knowledge within the University and the broader community;
- (c) the communication to students of the specialized skills and knowledge of the academic discipline in which the research is conducted;
- (d) the improvement of the quality of instruction.

~~34.3~~ Members are also responsible for scholarly rigour and integrity in teaching including evaluating the work of students in a fair manner.

~~34.4~~ Members shall strive to follow best practices honestly, accountably, openly and fairly in their research, scholarship and creative endeavours, and in the dissemination of knowledge. At a minimum, Members are responsible for the following:

- (a) ~~Using a high level of rigour in proposing and performing research; in recording, analyzing, and interpreting data; and in reporting and publishing data, findings and results. Scholarly and scientific rigour in proposing and performing research; in recording, analyzing, and interpreting data; and in reporting and publishing data and findings;~~
- (b) Keeping complete and accurate records of data, methodologies and findings, including

graphs and images, in accordance with the applicable funding agency or agreement, institutional policies, ~~and/or~~ laws, regulations, and professional or disciplinary standards in a manner that will allow verification or replication of the work by others.

- (c) Referencing and, where applicable, obtaining permission for the use of all published and unpublished work, including theories, concepts, data, source material, methodologies, findings, graphs and images.
- (d) Including as authors, with their consent, all those and only those who have made a substantial contribution to, and who accept responsibility for, materially or conceptually contributed to, and share responsibility for, the contents of the publication or document. The substantial contribution may be conceptual or material, in a manner consistent with their respective contributions, and authorship policies of relevant publications.
- (e) Acknowledging appropriately all those and only those who have contributed ~~addition to authors, all contributors and contributions~~ to research, including ~~writers,~~ funders and sponsors.
- (f) Appropriately ~~identifying and addressing managing~~ any real, potential or perceived conflict of interest in accordance with the relevant institutional policy on conflict of interest in research. Article 69 of the Framework Agreement.
- (g) familiarizing themselves with principles of responsible conduct of research and for the application of these principles to foster a positive and constructive research-working environment. Researchers with oversight roles shall provide appropriate supervision of, and training to, their trainees and research personnel in responsible conduct of research.

~~34.5~~ Because Members have to be free to engage in ~~Scholarly a~~Activity, they shall not enter into any agreement that infringes on that freedom or that compromises their scholarly integrity.

45 SCHOLARLY MISCONDUCT

~~45.1~~ Scholarly misconduct includes, but is not limited to:

- (a) plagiarism;
- (b) fabrication or falsification of research data;
- (c) opposing the publication of the work of another scholar or criticizing a research grant application for the purposes of benefiting oneself directly or indirectly;
- (d) failure to comply with the University's policies with respect to research;
- (e) failure to comply with the University's policies on conflict of interest and intellectual property, or mismanagement of a conflict of interest in Scholarly Activity;
- (f) financial misconduct or fraud in the administration or use of research accounts;
- (g) failure to give appropriate recognition to those who have made an intellectual contribution to the contents of the publication, and only those people;
- (h) using unpublished work of other scholars and researchers without permission and

without due acknowledgment;

- (i) claiming or implying redundant publications to be original work, where “redundant publications” are, as defined in the Tri-Agency Framework on Responsible Conduct of Research, “the re-publication of one’s own previously published work or part thereof, or data, in the same or another language, without adequate acknowledgment of the source, or justification”;
- (j) failure to maintain guarantees of confidentiality to research subjects;
- (k) using research funds in a manner that is not in accordance with the terms and conditions under which those funds were received;
- (l) providing negligently incomplete, inaccurate or false information in a grant or award application or related document, such as a letter of support or a progress report, or listing co-applicants, collaborators or partners without their agreement;
- (m) failing to meet funding agency policy requirements, or to comply with relevant policies, laws or regulations, for the conduct of research; or failing to obtain appropriate approvals, permits or certifications- before conducting these activities, or participating in an Agency review process while under investigation;
- (n) destruction of research data or records in contravention of the applicable funding agreement, institutional policy and/or laws, regulations or disciplinary standards, including to avoid detection of wrongdoing;
- (o) Any other breach of a requirement of the Tri-Agency Framework on Responsible Conduct of Research, in the case of research done under Tri-Agency funding.

45.2 Scholarly misconduct shall not include any matter involving only an honest difference of opinion or an honest error of judgment.

45.3 Notwithstanding s. 5.2, where the research is done with Tri-Agency funds, or the investigation is done at the request of the Secretariat on Responsible Conduct of Research, in determining whether an individual has breached an Agency policy, it is not relevant to consider whether a breach was intentional or a result of honest error. However, intent is a consideration in deciding on the severity of the recourse that may be imposed.

~~4.3 Serious scholarly misconduct means misconduct judged to be deliberate or reckless, going beyond negligence, and of sufficient gravity to justify initiation of dismissal proceedings.~~

56 DATA AND MATERIAL PRODUCTS

- 56.1 Members are required to retain all original data and material products related to sScholarly aActivity for a reasonable period which shall normally be at least seven years unless the terms of a grant or contract supporting the sScholarly aActivity or applicable regulatory requirements including ethics approval stipulations require destruction of the data at an earlier time.
- 56.2 In the event that an allegation of misconduct proceeds to a rReview, a Member shall co-operate in providing access to data and material products to the Reviewer and a subsequent Committee of Inquiry within the limitations of relevant disciplinary ethical concerns, restrictions imposed by agreements under which data were collected, or by law.

67 ALLEGATIONS

- 67.1 An allegation of scholarly misconduct must be in writing and shall contain sufficient detail to enable the Respondent to understand and respond to the matter. In particular, it must include a precise statement of the alleged scholarly misconduct and be supported by all available documentation and refer to any evidence that may support the allegation. The person(s) making the allegation must identify themselves. ~~herself or himself. Anonymous allegations will not be investigated. Anonymous allegations will be considered if accompanied by sufficient information to enable the assessment of the allegation and the credibility of the facts and evidence on which the allegation is made, without the need for further information from the complainant.~~
- 67.2 Anyone who makes an allegation of scholarly misconduct should recognize the seriousness of making such an allegation. Where an allegation made by a University employee or student is found to be trivial, vexatious or frivolous, the University will take disciplinary action within existing policies and procedures against the individual who made the allegation. A complainant who is known to the University and is making the Complaint in good faith or a person providing information related to a Complaint shall be protected, to the extent possible, from reprisals in a manner consistent with relevant legislation.
- 67.3 A Complaint containing allegations of scholarly misconduct shall be forwarded to the Office of the Vice-President Research and Innovation. Dean of the unit in which the Respondent holds an appointment. Where the allegation is related to conduct that occurred at another institution, the Vice-President Research and Innovation (or designate) will contact the other institution and determine with that institution's designated point of contact which institution is best placed to conduct the inquiry, if warranted. The receiving institution must communicate to the Complainant which institution will be the point of contact for the allegation.
- 67.4 ~~Where the Respondent holds appointments in more than one Faculty, the Complaint may be forwarded to the Dean of any Faculty in which the Respondent holds an appointment. If the Respondent and the matter complained of fall within the scope of this policy, the Vice-President Research and Innovation shall designate the Administrative Authority in respect of the Complaint, who shall normally be the Respondent's Home Unit Dean. If the Complainant is a graduate student, the Complaint shall also be forwarded by the Administrative Authority to the Dean of Graduate Studies. Upon the receipt of a Complaint, the Deans shall determine which Dean is the most appropriate Dean to ensure the procedures of this Policy are followed.~~
- 67.5 Where there is more than one Respondent and not all are from the same unit, the ~~Deans in~~

~~question shall agree which Dean shall be responsible for ensuring that these procedures are followed appropriately~~ Vice-President Research and Innovation shall designate the Administrative Authority from among the Deans of the Respondents' Home Units, with such variations as are necessary.

- ~~67.6~~ On receipt of a Complaint containing an allegation of scholarly misconduct, the ~~Dean~~ Administrative Authority shall determine whether the allegations fall within the definition of scholarly misconduct in Section 45 and the form of the Complaint complies with ~~Paragraph s. 67.1~~. Where the Complaint does not fall within the definition of scholarly misconduct in Section 45 or does not comply with ~~Paragraph s. 67.1~~ or, in the opinion of the ~~Dean~~ Administrative Authority, the allegation is trivial, frivolous or vexatious, the ~~Dean~~ Administrative Authority shall notify the ~~Complainant~~ as soon as possible.
- ~~67.7~~ If the ~~Dean~~ determines that a Complaint falls within the definition of scholarly misconduct in Section 4, complies with Paragraph 6.1 and is not trivial, frivolous or vexatious, and the allegation alleges misconduct in research, the ~~Dean~~ shall notify the ~~Vice President Research~~ of the allegation. In the case of an allegation of misconduct involving Tri-Agency funding that may involve significant financial, health and safety, or other risks, the ~~Vice-President Research~~ and Innovation shall, subject to any applicable laws, including privacy laws, forward a copy of the allegation to the Tri-Agency Secretariat on Responsible Conduct of Research. The University may independently, or at the Agency's request in exceptional circumstances, take immediate action to protect the administration of Agency funds including, but not limited to, freezing grant accounts, requiring a second authorized signature from an institutional representative on all expenses, or other measures, as appropriate.
- ~~7.8~~ Where the Complaint falls within the definition of scholarly misconduct in section 5.1 f), the allegations will be considered under the Discipline Article of the Collective Agreement for Faculty and Librarians. The matter will be investigated by the Office of Internal Audit (or agent).

~~78~~ REVIEWS

- ~~78.1~~ Where a Complaint falls within the definition of scholarly misconduct in Section 45 (except as in 7.8) and the form of the Complaint complies with ~~Paragraph s. 7.1~~, the ~~Dean~~ Administrative Authority shall:
- (a) ~~immediately~~ within five (5) Working days of receiving the Complaint, notify the Respondent that a Complaint has been received and send a copy of the Complaint and any documentation provided with the Complaint to the ~~Complainant~~ Respondent. The notice shall advise the Respondent that they may, within five (5) Working days of the notice, request a meeting with the Administrative Authority to discuss the Complaint.
 - (b) not later than ten ~~(10) wWorking Ddays days~~ after receiving a Complaint, appoint a Reviewer who shall be a senior faculty or academic staff member in a unit other than that (those) of the Respondent(s) and ~~Complainant(s)~~ to conduct a Review. Where the Faculty is not divided into units, the ~~Dean~~ Administrative Authority shall appoint a senior faculty or academic staff member from another Faculty. The purpose of the Review is to determine whether the Complaint is a responsible complaint under s. 8.5.1 and therefore warrants an Inquiry.
 - (c) advise the Respondent and ~~Complainant~~ of the name of the person appointed to

conduct the Review.

~~78.2~~ Any objection to the person appointed to conduct the Review shall be made to the ~~Dean~~ Administrative Authority within seven (7) Working days. The only grounds for objection are alleged bias or conflict of interest. The ~~Dean's~~ Administrative Authority's disposition of any such objection shall be final.

~~78.3~~ The Reviewer shall proceed informally and in complete confidentiality, except as required under 8.4. The Respondent shall be invited to make a written submission that responds to the Complaint and to submit any documents that may be relevant to the Complaint. Prior to submitting ~~her or his~~ their Report, the Reviewer may request the ~~Complainant~~ and the Respondent to comment on all or portions of a draft report.

8.4 The Reviewer shall consult with the Respondent's Chair to understand relevant standards in the Respondent's field. The Chair may seek the advice of other scholars in the Respondent's field, without disclosing the presence of the Complaint.

~~7.48.5~~ Normally, wWithin thirty (30) Days of being appointed, the Reviewer shall report in writing to the ~~Dean~~ Administrative Authority, with copies to the Respondent, the ~~Complainant~~, and the Vice-President Academic.

~~7.48.5.1~~ A Review Report may shall conclude that the Complaint ~~does not~~ warrants an Inquiry only where the allegation on one or more of the following grounds:

- ~~(a) the Complaint does not pertain to a scholarly activity as defined in the Policy;~~
- ~~(b) the Complaint is trivial, frivolous, or vexatious;~~
- ~~(c) there is insufficient evidence for an Inquiry to consider;~~
- ~~(d) the Complaint is made in bad faith; or~~
- ~~(e) the lapse of time since the conduct in question has been such that the matter cannot be properly investigated because of the unavailability of witnesses, the absence or loss of records, or similar reasons.~~
- a) is based on facts which have not been the subject of a previous investigation;
- b) falls within s. 4. 4, s. 4.5 and s. 5.1 of this policy; and
- c) if proven, would constitute a breach at the time the alleged breach occurred.

~~7.48.5.2~~ Where the Review Report concludes that the Complaint warrants an Inquiry, the Review Report Report shall:

- (a) specify the allegations of misconduct in sScholarly aActivities that require an Inquiry;
- (b) include particulars of the evidence considered by the Reviewer that may be relevant to each allegation of misconduct;
- (c) list of any documents considered by the Reviewer; and

- (d) attach copies of all documents provided to the Reviewer by either the Complainant or the Respondent or the Chair under s. 8.4.

89 INQUIRIES

- ~~89.1 Where the Report of the Reviewer concludes that the Complaint does not warrant an Inquiry, Within five (5) Working Days following receipt of the Review report, the Dean Administrative Authority shall so advise the Respondent and the Complainant of the outcome of the Review and shall forward a copy of the Review to the Vice-President Research and Innovation Academic a copy of the written Complaint and the Review Report.~~
- 89.2 Where the Report of the Reviewer concludes that the Complaint does warrant an Inquiry, the Dean Administrative Authority shall, within ten ~~(10) Working Days~~ of receiving the Review Report,
- (a) request the Vice-President Research and Innovation Academic to appoint a Committee of Inquiry to conduct an Inquiry into the Complaint; ~~and~~
- (b) ~~appoint a person, who may be the Complainant, to present the evidence in support of the Complaint to the Committee of Inquiry.~~
- 89.3 The Committee of Inquiry shall consist of three ~~(3)~~ members who are not members of either the Respondent's or the Complainant's departments. One of the members should be chosen from outside the Faculty of either the Respondent or the Complainant and may be from outside the University. That member must be from outside the University if the allegation relates to Tri-Agency funding. One of the members shall be appointed as the Chair. The Administrative Authority Vice-President Academic shall advise the Respondent and the Complainant of the composition of the Committee of Inquiry.
- 89.4 Any objection to the composition of the Committee of Inquiry shall be made to the ~~Vice-President Academic~~ Administrative Authority within five (5) Working days ~~seven days~~. The only grounds for objection are alleged bias or conflict of interest. The ~~Vice-President Academic~~ Administrative Authority's disposition of any such objection shall be final.
- 89.5 The terms of reference of the Committee of Inquiry are:
- (a) to determine in accordance with ~~Paragraph s. 89.11~~ (a) and (b) whether the Respondent has committed misconduct in relation to a ~~Scholarly Activity~~; and
- (b) to make recommendations in accordance with either ~~Paragraph s. 89.13~~ or ~~Paragraph s. 89.14~~.
- 89.6 The Committee of Inquiry has the right to see any relevant documents in the possession of the University or a Member subject to the limitations specified in ~~Paragraph s. 56.2~~, to call witnesses, and to request written submissions. It may seek impartial expert opinions to ensure that its work is thorough and informed. It acts as a quasi-judicial body, and therefore its activities are privileged under the Freedom of Information and Protection of Privacy legislation.
- 89.7 The Committee of Inquiry shall either hold a hearing on the matter or (with the consent of the Respondent) conduct its Inquiry solely on the basis of written submissions. In either case, when determining its procedures, the Committee shall ensure that the rules of natural

justice and administrative fairness are observed.

~~89.8~~ The Committee of Inquiry shall invite the Respondent to make a submission in writing prior to its seeking or obtaining any further information or submissions. All documentation submitted to the Committee shall be made available to the Respondent. The Respondent shall be given the opportunity to respond fully to the evidence presented in writing. Ethical or research guidelines of a professional organization of which the Respondent is a member and which are applicable to the subject matter of the Complaint are admissible as evidence before the Committee of Inquiry and may be considered by the Committee in making any decision or recommendation.

~~89.9~~ In the case of a hearing, the Respondent may be accompanied by an advisor if the Respondent so desires. The Respondent shall have the opportunity to question witnesses presented to the Committee of Inquiry and the opportunity to call witnesses on behalf of the Respondent.

~~89.10~~ Within sixty (60) ~~d~~Days of being appointed, the Committee of Inquiry shall complete its Inquiry and shall report in writing its decision with reasons to the Vice-President Academic. The Committee's Report is considered a private, not a public, document.

~~89.11~~ The Committee of Inquiry shall determine whether clear, cogent and convincing proof establishes a preponderance of evidence that:

- (a) the Respondent has committed misconduct in a ~~s~~Scholarly ~~a~~Activity; and
- (b) where the Committee finds misconduct, whether the misconduct constitutes a serious ~~misconduct~~ breach as defined in s. 9.11.1 this Policy.

9.11.1 In determining whether a breach is serious, the Panel of Inquiry will consider the extent to which the breach jeopardizes the safety of the public or brings the conduct of research into disrepute. This determination will be based on an assessment of the nature of the breach, the level of experience of the researcher, whether there is a pattern of breaches by the researcher, and other factors as appropriate. Examples of serious breaches may include, but are not limited to:

- Recruiting human participants into a study with significant risks or harms without Research Ethics Board approval, or not following approved protocols
- Using animals in a research study with significant risks or harms without Animal Care Committee approval, or not following approved protocols
- Deliberate misuse of research grant funds for personal benefit not related to research
- Knowingly publishing research results based on fabricated data
- Obtaining grant/award funds from the Agencies by misrepresenting one's credentials, qualifications and/or research contributions in an application

9.12 The Committee of Inquiry shall prepare a written Investigation Report setting out the evidence considered, their findings of fact, any determinations of credibility, and their determinations under s. 9.11. The Investigative Report shall be provided to the Administrative Authority.

~~8.12 The Committee's finding under Paragraph 8.11 shall be final.~~

~~8.13 Where the Committee of Inquiry finds either misconduct or serious misconduct in a scholarly activity, the Committee shall make recommendations with respect to any appropriate~~

~~disciplinary remedial action that should be instituted against the Respondent.~~

~~8.14~~9.13 Where the Committee of Inquiry finds that there has not been any misconduct in a ~~S~~Scholarly ~~a~~Activity that is the subject of the Complaint, the Committee shall make recommendations with respect to:

- ~~(a)~~—steps that should be taken by the ~~C~~Complainant or the University ~~person who made the initial allegation of misconduct; and~~
- ~~(b)~~—steps that could be taken by the University to help overcome any damage ~~that to the Respondent's reputation caused for scholarly integrity may have suffered by virtue of the Complaint.~~

9.14 The Committee's finding under s. 9.11 may be appealed by the Respondent in accordance with the following requirements and procedures:

- a. The Respondent will advise the Vice-President Research and Innovation of the appeal and the basis for the appeal in writing no later than ten (10) Working days from the Respondent receiving the Committee's findings.
- b. The Respondent may only appeal on the following grounds, or a combination thereof:
 - i. that the Committee's process failed to follow the principles of natural justice or procedural fairness;
 - ii. that the Committee failed to materially address one or more of the Respondent's statements of defence;
 - iii. that the Committee's decision shows evidence of bias; or
 - iv. that new information, not previously available to the Respondent, has been discovered, which addresses one or more of the reasons for the Committee's finding.
- c. Failure by the Respondent to identify one or more grounds of appeal as outlined in (b) above will result in summary dismissal of the appeal by the Vice-President Research and Innovation.
- d. The appeal will be heard by a new Committee of Inquiry appointed by the Vice-President Research and Innovation in accordance with 9.3.

9.15 The appeal will be determined on the basis of written submissions alone and in accordance with the principles of natural justice and procedural fairness.

9.16 Denial of an appeal under c) above , and any decision by the appeal committee, is final and is not subject to grievance.

~~8.15~~ 9.17 Within five (5) Working days of receipt of the Investigative Report, tThe Vice-President Academic Administrative Authority shall immediately provide copies of the Investigation Report to the Respondent, the Ccomplainant and the Dean Vice-President Research and Innovation and Vice-President Academic and Provost and, as appropriate, shall promptly:

- ~~(a)~~—advise with notice to the Respondent and the Dean and complainant as to whether the Complaint was substantiated that the Complaint is dismissed;

- ~~(b) advise the Respondent and the Dean that the Complaint is substantiated as misconduct, which can appropriately be dealt with by the Dean;~~
- ~~(c) Where the Complaint is substantiated, the Administrative Authority shall also advise the Respondent whether discipline will be initiated under the collective agreement. and the Dean that the Complaint is substantiated as serious misconduct in scholarly activity and refer the matter as outlined in Article 59 for appropriate disciplinary action.~~

~~8.16-9.18~~ Where the Complaint is not substantiated, the ~~Dean~~Administrative Authority in consultation with the Respondent and in light of any recommendations made by the Committee of Inquiry shall take all reasonable steps to repair any damage that the Respondent's reputation for scholarly integrity may have suffered by virtue of the Complaint including notification of all parties who have been advised of the allegation during the course of a ~~Review~~ or inquiry.

910 NOTIFICATION OF FUNDING AGENCIES

~~910.1~~ When a Committee of Inquiry has found misconduct and made its Report to the Vice-President Academic, ~~†~~The Vice-President Academic Research and Innovation (or designate) shall ~~request the Vice-President, Research to undertake the necessary reporting those conclusions to the Tri-Agency Secretariate on Responsible Conduct of Research, and to any granting agency or sponsor of the sScholarly aActivity in question. Further, where the finding is that serious misconduct is substantiated, the Vice-President, Research shall report that finding to any granting agency or sponsor known to have provided support for the scholarly activity, and may inform other relevant persons or entities agencies in the interests of protecting the integrity of sScholarly aActivity.~~

~~9.2~~ In the case of an allegation of misconduct involving Tri-Agency funding, the Vice-President ~~Research shall submit a report of the review and inquiry conducted to the Tri-Agency Secretariat on Responsible Conduct of Research.~~

1011 INSTITUTIONAL RESPONSIBILITY

Whenever an Inquiry concludes that a serious breach has occurred ~~misconduct is substantiated~~, the Vice-President Academic Research and Innovation may appoint a Reviewer to evaluate the integrity of all other ~~sScholarly aActivity~~ previously undertaken by that Respondent at this University.

1112 TIME LIMITS

~~Time limits specified in Article 59 of the Framework Agreement shall normally apply to any review or inquiry.~~ All time limits in these procedures may be extended in writing by agreement of a designated representative of the Faculty Association and Faculty Relations. ~~, but only for compelling reasons of which a formal record is kept.~~ The Respondent, complainant and Administrative Authority shall be advised of both the extension of time and the reasons for the extension.

POLICY ON SCHOLARLY INTEGRITY
(Pursuant to the Collective Agreement)

University Policy No.: AC1105 (B)
Classification: Academic and Students
Approving Authority: Board of Governors
Effective Date: TBD
Supersedes: December/12
Last Editorial Change:

1 PREAMBLE

- 1.1 The University of Victoria is a place of education and scholarly enquiry. Our professional ethics require us as individuals and as an institution to adhere to principles of scholarly integrity and of respect for our students, staff and colleagues. The University of Victoria undertakes to review and inquire into allegations of scholarly misconduct in a timely, impartial, and accountable manner and take appropriate action when it finds that scholarly misconduct has occurred.

2 SCOPE

- 2.1 This policy applies to all matters of scholarly integrity conducted by persons represented by the Faculty Association. This policy supersedes provisions of the Collective Agreement between the University and the Faculty Association, except where specifically referenced herein.
- 2.2 The Parties agree that the requirements of the Tri-Agency Framework on Responsible Conduct of Research prevail over the provisions of this Policy or the Collective Agreement, where the scholarly activity in question is funded by a Tri-Agency.

3 DEFINITIONS

For the purposes of this Appendix:

- 3.1 **“Administrative Authority”** means the person designated by the Vice-President Research and Innovation to carry out the inquiry process under this policy.
- 3.2 **“Complaint”** means a written allegation of misconduct in a scholarly activity that complies with the requirements of s.1 that has been forwarded to the Vice- President Research and Innovation.
- 3.3 **“Days”** means calendar days unless otherwise stated.
- 3.4 **“Dean”** includes Head of the Division of Medical Sciences or the University Librarian if the Respondent is a Librarian.
- 3.5 **“Inquiry”** means the process described in Section 9.
- 3.6 **“Respondent”** means a person in respect of whom an allegation of misconduct in a Scholarly Activity has been made.

- 3.7 **“Review”** means the process described in Section 8.
- 3.8 **“Reviewer”** means a person appointed to conduct the review described in Section 8.
- 3.9 For the purposes of this policy, **“Scholarly Activity”** includes all activities by Members that are appropriate for inclusion in a curriculum vitae as scholarship, research (including graduate student supervision), or other creative activity.
- 3.10 **“Tri-Agency”** means the Canadian Institutes of Health Research (CIHR), the Natural Sciences and Engineering Research Council (NSERC) and the Social Sciences and Humanities Research Council (SSHRC), sponsors of the Tri-Agency Framework: Responsible Conduct of Research which informs this policy.
- 3.11 **“Working day(s)”** means Monday to Friday, except statutory holidays and University-wide closures.

4 SCHOLARLY INTEGRITY

- 4.1 Members engaged in Scholarly Activity shall exhibit honest and thoughtful inquiry, rigorous analysis, commitment to the dissemination of research results, and adherence to the use of professional standards, intellectual honesty and integrity in all their scholarly activities.
- 4.2 Members engaged in Scholarly Activity shall be sensitive to the objectives of scholarship that include:
- (a) the pursuit of knowledge and understanding;
 - (b) the communication and application of knowledge within the University and the broader community;
 - (c) the communication to students of the specialized skills and knowledge of the academic discipline in which the research is conducted;
 - (d) the improvement of the quality of instruction.
- 4.3 Members are also responsible for scholarly rigour and integrity in teaching including evaluating the work of students in a fair manner.
- 4.4 Members shall strive to follow best practices honestly, accountably, openly and fairly in their research, scholarship and creative endeavours, and in the dissemination of knowledge. At a minimum, Members are responsible for the following:
- (a) Scholarly and scientific rigour in proposing and performing research; in recording, analyzing, and interpreting data; and in reporting and publishing data and findings.
 - (b) Keeping complete and accurate records of data, methodologies and findings, including graphs and images, in accordance with the applicable funding agency or agreement, institutional policies, laws, regulations, and professional or disciplinary standards in a manner that will allow verification or replication of the work by others.
 - (c) Referencing and, where applicable, obtaining permission for the use of all published and unpublished work, including theories, concepts, data, source material, methodologies, findings, graphs and images.
 - (d) Including as authors, with their consent, all those and only those who have made a

substantial contribution to, and who accept responsibility for the publication or document. The substantial contribution may be conceptual or material.

- (e) Acknowledging appropriately all those and only those who have contributed to research, including funders and sponsors.
 - (f) Appropriately identifying and addressing any real, potential or perceived conflict of interest in accordance with the relevant institutional policy on conflict of interest in research.
 - (g) familiarizing themselves with principles of responsible conduct of research and for the application of these principles to foster a positive and constructive research-working environment. Researchers with oversight roles shall provide appropriate supervision of, and training to, their trainees and research personnel in responsible conduct of research.
- 4.5 Because Members have to be free to engage in Scholarly Activity, they shall not enter into any agreement that infringes on that freedom or that compromises their scholarly integrity.

5 SCHOLARLY MISCONDUCT

5.1 Scholarly misconduct includes, but is not limited to:

- (a) plagiarism;
- (b) fabrication or falsification of research data;
- (c) opposing the publication of the work of another scholar or criticizing a research grant application for the purposes of benefiting oneself directly or indirectly;
- (d) failure to comply with the University's policies with respect to research;
- (e) failure to comply with the University's policies on conflict of interest and intellectual property, or mismanagement of a conflict of interest in Scholarly Activity;
- (f) financial misconduct or fraud in the administration or use of research accounts;
- (g) failure to give appropriate recognition to those who have made an intellectual contribution to the contents of the publication, and only those people;
- (h) using unpublished work of other scholars and researchers without permission and without due acknowledgment;
- (i) claiming or implying redundant publications to be original work, where "redundant publications" are, as defined in the Tri-Agency Framework on Responsible Conduct of Research, "the re-publication of one's own previously published work or part thereof, or data, in the same or another language, without adequate acknowledgment of the source, or justification";
- (j) failure to maintain guarantees of confidentiality to research subjects;
- (k) using research funds in a manner that is not in accordance with the terms and conditions under which those funds were received;
- (l) providing negligently incomplete, inaccurate or false information in a grant or award application or related document, such as a letter of support or a progress report, or listing

co-applicants, collaborators or partners without their agreement;

- (m) failing to meet funding agency policy requirements, or to comply with relevant policies, laws or regulations, for the conduct of research; or failing to obtain appropriate approvals, permits or certifications before conducting these activities, or participating in an Agency review process while under investigation;
- (n) destruction of research data or records in contravention of the applicable funding agreement, institutional policy and/or laws, regulations or disciplinary standards, including to avoid detection of wrongdoing;
- (o) Any other breach of a requirement of the Tri-Agency Framework on Responsible Conduct of Research, in the case of research done under Tri-Agency funding.

5.2 Scholarly misconduct shall not include any matter involving only an honest difference of opinion or an honest error of judgment.

5.3 Notwithstanding s. 5.2, where the research is done with Tri-Agency funds, or the investigation is done at the request of the Secretariat on Responsible Conduct of Research, in determining whether an individual has breached an Agency policy, it is not relevant to consider whether a breach was intentional or a result of honest error. However, intent is a consideration in deciding on the severity of the recourse that may be imposed.

6 DATA AND MATERIAL PRODUCTS

6.1 Members are required to retain all original data and material products related to Scholarly Activity for a reasonable period which shall normally be at least seven years unless the terms of a grant or contract supporting the Scholarly Activity or applicable regulatory requirements including ethics approval stipulations require destruction of the data at an earlier time.

6.2 In the event that an allegation of misconduct proceeds to a Review, a Member shall co-operate in providing access to data and material products to the Reviewer and a subsequent Committee of Inquiry within the limitations of relevant disciplinary ethical concerns, restrictions imposed by agreements under which data were collected, or by law.

7 ALLEGATIONS

7.1 An allegation of scholarly misconduct must be in writing and shall contain sufficient detail to enable the Respondent to understand and respond to the matter. In particular, it must include a precise statement of the alleged scholarly misconduct and be supported by all available documentation and refer to any evidence that may support the allegation. The person(s) making the allegation must identify themselves. Anonymous allegations will be considered if accompanied by sufficient information to enable the assessment of the allegation and the credibility of the facts and evidence on which the allegation is made, without the need for further information from the complainant.

7.2 Anyone who makes an allegation of scholarly misconduct should recognize the seriousness of making such an allegation. Where an allegation made by a University employee or student is found to be trivial, vexatious or frivolous, the University will take disciplinary action within existing policies and procedures against the individual who made the allegation. A complainant who is known to the University and is making the Complaint in good faith or a person providing information related to a Complaint shall be protected, to the extent possible, from reprisals in a

manner consistent with relevant legislation.

- 7.3 A Complaint containing allegations of scholarly misconduct shall be forwarded to the Office of the Vice-President Research and Innovation. Where the allegation is related to conduct that occurred at another institution, the Vice-President Research and Innovation (or designate) will contact the other institution and determine with that institution's designated point of contact which institution is best placed to conduct the inquiry, if warranted. The receiving institution must communicate to the complainant which institution will be the point of contact for the allegation.
- 7.4 If the Respondent and the matter complained of fall within the scope of this policy, the Vice-President Research and Innovation shall designate the Administrative Authority in respect of the Complaint, who shall normally be the Respondent's Home Unit Dean. If the complainant is a graduate student, the Complaint shall also be forwarded by the Administrative Authority to the Dean of Graduate Studies.
- 7.5 Where there is more than one Respondent and not all are from the same unit, the Vice-President Research and Innovation shall designate the Administrative Authority from among the Deans of the Respondents' Home Units, with such variations as are necessary.
- 7.6 On receipt of a Complaint containing an allegation of scholarly misconduct, the Administrative Authority shall determine whether the allegations fall within the definition of scholarly misconduct in Section 5 and the form of the Complaint complies with s. 7.1. Where the Complaint does not fall within the definition of scholarly misconduct in Section 5 or does not comply with s.7.1 or, in the opinion of the Administrative Authority, the allegation is trivial, frivolous or vexatious, the Administrative Authority shall notify the complainant as soon as possible.
- 7.7 In the case of an allegation of misconduct involving Tri-Agency funding, the Vice-President Research and Innovation shall, subject to any applicable laws, including privacy laws, forward a copy of the allegation to the Tri-Agency Secretariat on Responsible Conduct of Research. The University may independently, or at the Agency's request in exceptional circumstances, take immediate action to protect the administration of Agency funds including, but not limited to, freezing grant accounts, requiring a second authorized signature from an institutional representative on all expenses, or other measures, as appropriate.
- 7.8 Where the Complaint falls within the definition of scholarly misconduct in section 5.1 f), the allegations will be considered under the Discipline Article of the Collective Agreement for Faculty and Librarians. The matter will be investigated by the Office of Internal Audit (or agent).

8 REVIEWS

- 8.1 Where a Complaint falls within the definition of scholarly misconduct in Section 5 (except as in 7.8) and the form of the Complaint complies with s. 7.1, the Administrative Authority shall:
 - (a) within five (5) Working days of receiving the Complaint, notify the Respondent that a Complaint has been received and send a copy of the Complaint and any documentation provided with the Complaint to the Respondent. The notice shall advise the Respondent that they may, within five (5) Working days of the notice, request a meeting with the Administrative Authority to discuss the Complaint.
 - (b) not later than ten (10) Working days after receiving a Complaint, appoint a Reviewer who shall be a senior faculty or academic staff member in a unit other than that (those) of

the Respondent(s) and complainant(s) to conduct a Review. Where the Faculty is not divided into units, the Administrative Authority shall appoint a senior faculty or academic staff member from another Faculty. The purpose of the Review is to determine whether the Complaint is a responsible complaint under s. 8.5.1 and therefore warrants an Inquiry.

- (c) advise the Respondent and complainant of the name of the person appointed to conduct the Review.
- 8.2 Any objection to the person appointed to conduct the Review shall be made to the Administrative Authority within seven (7) Working days. The only grounds for objection are alleged bias or conflict of interest. The Administrative Authority's disposition of any such objection shall be final.
- 8.3 The Reviewer shall proceed informally and in complete confidentiality, except as required under 8.4. The Respondent shall be invited to make a written submission that responds to the Complaint and to submit any documents that may be relevant to the Complaint. Prior to submitting their Report, the Reviewer may request the complainant and the Respondent to comment on all or portions of a draft report.
- 8.4 The Reviewer shall consult with the Respondent's Chair to understand relevant standards in the Respondent's field. The Chair may seek the advice of other scholars in the Respondent's field, without disclosing the presence of the Complaint.
- 8.5 Normally, within thirty (30) Days of being appointed, the Reviewer shall report in writing to the Administrative Authority, with copies to the Respondent, the complainant, and the Vice-President Academic.
 - 8.5.1 A Review shall conclude that the Complaint warrants an Inquiry only where the allegation:
 - (a) is based on facts which have not been the subject of a previous investigation;
 - (b) falls within s. 4. 4, s. 4.5 and s. 5.1 of this policy; and
 - (c) if proven, would constitute a breach at the time the alleged breach occurred.
 - 8.5.2 Where the Review concludes that the Complaint warrants an Inquiry, the Review report shall:
 - (a) specify the allegations of misconduct in Scholarly Activities that require an Inquiry;
 - (b) include particulars of the evidence considered by the Reviewer that may be relevant to each allegation of misconduct;
 - (c) list any documents considered by the Reviewer; and
 - (d) attach copies of all documents provided to the Reviewer by either the complainant or the Respondent or the Chair under s. 8.4.

9 INQUIRIES

- 9.1 Within five (5) Working days following receipt of the Review report, the Administrative Authority shall advise the Respondent and the complainant of the outcome of the Review and shall forward a copy of the Review to the Vice-President Research and Innovation.
- 9.2 Where the Review concludes that the Complaint does warrant an Inquiry, the Administrative

Authority shall, within ten (10) Working days of receiving the Review, request the Vice-President Research and Innovation to appoint a Committee of Inquiry to conduct an Inquiry into the Complaint.

- 9.3 The Committee of Inquiry shall consist of three (3) members who are not members of either the Respondent's or the complainant's departments. One of the members should be chosen from outside the Faculty of either the Respondent or the complainant and may be from outside the University. That member must be from outside the University if the allegation relates to Tri-Agency funding. One of the members shall be appointed as the Chair. The Administrative Authority shall advise the Respondent and the complainant of the composition of the Committee of Inquiry.
- 9.4 Any objection to the composition of the Committee of Inquiry shall be made to the Administrative Authority within five (5) Working days. The only grounds for objection are alleged bias or conflict of interest. The Administrative Authority's disposition of any such objection shall be final.
- 9.5 The terms of reference of the Committee of Inquiry are:
 - (a) to determine in accordance with s.9.11 (a) and (b) whether the Respondent has committed misconduct in relation to a Scholarly Activity; and
 - (b) to make recommendations in accordance with either s. 9.13 or s. 9.14.
- 9.6 The Committee of Inquiry has the right to see any relevant documents in the possession of the University or a Member subject to the limitations specified in s. 6.2, to call witnesses, and to request written submissions. It may seek impartial expert opinions to ensure that its work is thorough and informed. It acts as a quasi-judicial body, and therefore its activities are privileged under the Freedom of Information and Protection of Privacy legislation.
- 9.7 The Committee of Inquiry shall either hold a hearing on the matter or (with the consent of the Respondent) conduct its Inquiry solely on the basis of written submissions. In either case, when determining its procedures, the Committee shall ensure that the rules of natural justice and administrative fairness are observed.
- 9.8 The Committee of Inquiry shall invite the Respondent to make a submission in writing prior to its seeking or obtaining any further information or submissions. All documentation submitted to the Committee shall be made available to the Respondent. The Respondent shall be given the opportunity to respond fully to the evidence presented in writing. Ethical or research guidelines of a professional organization of which the Respondent is a member and which are applicable to the subject matter of the Complaint are admissible as evidence before the Committee of Inquiry and may be considered by the Committee in making any decision or recommendation.
- 9.9 In the case of a hearing, the Respondent may be accompanied by an advisor if the Respondent so desires. The Respondent shall have the opportunity to question witnesses presented to the Committee of Inquiry and the opportunity to call witnesses on behalf of the Respondent.
- 9.10 Within sixty (60) Days of being appointed, the Committee of Inquiry shall complete its Inquiry and shall report in writing its decision with reasons to the Vice-President Academic. The Committee's Report is considered a private, not a public, document.
- 9.11 The Committee of Inquiry shall determine whether clear, cogent and convincing proof

establishes a preponderance of evidence that:

- (a) the Respondent has committed misconduct in a Scholarly Activity; and
- (b) where the Committee finds misconduct, whether the misconduct constitutes a serious breach as defined in s. 9.11.1.

9.11.1 In determining whether a breach is serious, the Panel of Inquiry will consider the extent to which the breach jeopardizes the safety of the public or brings the conduct of research into disrepute. This determination will be based on an assessment of the nature of the breach, the level of experience of the researcher, whether there is a pattern of breaches by the researcher, and other factors as appropriate. Examples of serious breaches may include, but are not limited to:

- Recruiting human participants into a study with significant risks or harms without Research Ethics Board approval, or not following approved protocols
- Using animals in a research study with significant risks or harms without Animal Care Committee approval, or not following approved protocols
- Deliberate misuse of research grant funds for personal benefit not related to research
- Knowingly publishing research results based on fabricated data
- Obtaining grant/award funds from the Agencies by misrepresenting one's credentials, qualifications and/or research contributions in an application

9.12 The Committee of Inquiry shall prepare a written Investigation Report setting out the evidence considered, their findings of fact, any determinations of credibility, and their determinations under s. 9.11. The Investigative Report shall be provided to the Administrative Authority.

9.13 Where the Committee of Inquiry finds that there has not been any misconduct in a Scholarly Activity that is the subject of the Complaint, the Committee shall make recommendations with respect to steps that should be taken by the complainant or the University to help overcome any damage to the Respondent's reputation caused by the Complaint.

9.14 The Committee's finding under s. 9.11 may be appealed by the Respondent in accordance with the following requirements and procedures:

- a. The Respondent will advise the Vice-President Research and Innovation of the appeal and the basis for the appeal in writing no later than ten (10) Working days from the Respondent receiving the Committee's findings.
- b. The Respondent may only appeal on the following grounds, or a combination thereof:
 - i. that the Committee's process failed to follow the principles of natural justice or procedural fairness;
 - ii. that the Committee failed to materially address one or more of the Respondent's statements of defence;
 - iii. that the Committee's decision shows evidence of bias; or
 - iv. that new information, not previously available to the Respondent, has been discovered, which addresses one or more of the reasons for the Committee's finding.

- c. Failure by the Respondent to identify one or more grounds of appeal as outlined in (b) above will result in summary dismissal of the appeal by the Vice-President Research and Innovation.
 - d. The appeal will be heard by a new Committee of Inquiry appointed by the Vice-President Research and Innovation in accordance with 9.3.
- 9.15 The appeal will be determined on the basis of written submissions alone and in accordance with the principles of natural justice and procedural fairness.
- 9.16 Denial of an appeal under c) above, and any decision by the appeal committee, is final and is not subject to grievance.
- 9.17 Within five (5) Working days of receipt of the Investigative Report, the Administrative Authority shall provide copies of the Investigation Report to the Respondent, the complainant and the Vice-President Research and Innovation and Vice-President Academic and Provost with notice to the Respondent and the Dean and complainant as to whether the Complaint was substantiated. Where the Complaint is substantiated, the Administrative Authority shall also advise the Respondent whether discipline will be initiated under the Collective Agreement.
- 9.18 Where the Complaint is not substantiated, the Administrative Authority in consultation with the Respondent and in light of any recommendations made by the Committee of Inquiry shall take all reasonable steps to repair any damage that the Respondent's reputation for scholarly integrity may have suffered by virtue of the Complaint including notification of all parties who have been advised of the allegation during the course of a Review or inquiry.

10 NOTIFICATION OF FUNDING AGENCIES

- 10.1 The Vice-President Research and Innovation (or designate) shall undertake the necessary reporting to the Tri-Agency Secretariate on Responsible Conduct of Research, and to any granting agency or sponsor of the in question and may inform other relevant persons or entities in the interests of protecting the integrity of Scholarly Activity.

11 INSTITUTIONAL RESPONSIBILITY

Whenever an Inquiry concludes that a serious breach has occurred, the Vice-President Research and Innovation may appoint a Reviewer to evaluate the integrity of all other Scholarly Activity previously undertaken by that Respondent at this University.

12 TIME LIMITS

All time limits in these procedures may be extended in writing by agreement of a designated representative of the Faculty Association and Faculty Relations. The Respondent, complainant and Administrative Authority shall be advised of both the extension of time and the reasons for the extension.