Welcome

1. Approval of Agenda

2. Summary Record
   a. Regular Meeting of March 28, 2017 [attached]

   MOTION:
   THAT the summary record of the open session of the regular meeting of March 28, 2017 be approved.

3. Business Arising from the Summary Record

4. Remarks from the Chair

5. Correspondence

6. President’s Report

CONSENT

7. Operations and Facilities (Ms. Cathy McIntyre)
   a. New and Revised Awards [BOG-May30/17-03]

   MOTION:
   THAT the Board of Governors approve the new and revised graduate and undergraduate awards set out in the attached documents and listed below:
   
   • Joginder and Amrik Gill Bursary (revised)
   • David & Geoffrey Fox Graduate Fellowship (new)*
   • Hannah Madgen Memorial Scholarship (revised)*
Sellemah Scholarship (new)
Fix Rugby Award (new)*
Theatre Retirees’ Scholarship (revised)
Edna Mary Wootten Scholarship (new)*
W. E. Cowie Innovation Award (new)*
Frances Oldham Kelsey Scholarship (new)*
Faculty of Education Emergency Bursary (new)
Greig Cosier Memorial Scholarship (new)
Ainsworth-Carter Scholarship (new)
David Fate Norton & Mary J. Norton Indigenous Governance Fellowship (revised)
Ken Smythe Cross Country Award (revised)*
Gunner Shaw Memorial Award (revised)*
Evelyn Adu-Febiri International Business Scholarship (new)
Diversity Entrance Scholarship (new)*
Geraldine and Peter Shostak Scholarship in Ukrainian Studies (revised)
IEEE Pacific Rim Vijay Bhargava Scholarships (revised)*
IEEE Victoria Section Gold Medal in Biomedical Engineering (new)
British Columbia Provincial Court Judges’ Association Bursary (revised)
Betty Jamie Chung Scholarship in Psychology (new)*
Betty Jamie Chung Scholarship in Anthropology (new)*
Lois M. Smith Athletes’ Award (revised)*
Howlers Rugby Award (revised)*
Fix Rugby Award (revised)*
Inspiring Historians Legacy Scholarship (new)*
Economics Alumni Undergraduate Scholarship (revised)*
Economics Alumni Scholarship (revised)*
Graduate Scholarship for Research in Environmental and Resource Economics (revised)*
Victoria Chartered Accountants Association Legacy Scholarship (new)*
Nora Lugrin Shaw & Wendell Burill Shaw Memorial Scholarship (revised)*
Saanich Employees Benefit Association Award (new)
Victoria Chinatown Lioness Club Graduate Bursary (revised)*
Canadian Society of Senior Engineers/Engineering Institute of Canada (CSSE/EIC) Vancouver Island Award (revised)
William & Amelia Kushniryk Memorial Award (revised)*
Dennis, Jerome and Peter Zachary Award in Ukrainian Studies (revised)*
Diana and Martin Hocking Graduate Scholarship (new)*
Professional Employees Association Scholarship (revised)*
Certificate of Outstanding Academic Distinction in the Faculty of Human and Social Development (revised)*
Undergraduates of Political Science Community Engagement Award (new)
Pearson Family Africa Award (new)
John and Myrtle Tilley Undergraduate Scholarship (new)*
R.W. "Bob" McQueen Economics Award (new)*
Dr. Peter Montgomery Undergraduate Scholarship (new)*
Dr. Peter Montgomery Graduate Scholarship (new)*
Union Club Scholarship (revised)
• John and Myrtle Tilley Graduate Scholarship (new)*
• Sarah Blackstone Scholarship in Theatre (new)*
  • Victoria Pride Bursary (new)*

* Administered by the University of Victoria Foundation

b. **Proposal to Establish a Minor in Museum Studies**
   BOG-May30/17-35
   (See appendix document for full proposal)

   **MOTION:**
   THAT the Board of Governors approve, subject to funding, the establishment of a Minor in Museum Studies, as described in the document “Proposal for General and Minor in Museum Studies”, and that this approval be withdrawn if the program should not be offered within five years of the granting of approval.

c. **Proposal to Establish a Minor in Theatre**
   BOG-May30/17-36
   (See appendix document for full proposal)

   **MOTION:**
   THAT the Board of Governors approve, subject to funding, the establishment of a Minor in Theatre, as described in the document “Proposal for a Minor in Theatre”, and that this approval be withdrawn if the program should not be offered within five years of the granting of approval.

d. **Proposal to Establish a Bachelor of Science with an Anthropology Major**
   BOG-May30/17-02
   (See appendix document for full proposal)

   **MOTION:**
   THAT the Board of Governors approve, subject to funding, the establishment of a Bachelor of Science with an Anthropology Major, and that this approval be withdrawn if the program should not be offered within five years of the granting of approval.

e. **Proposal to Establish Joint Degrees: Juris Doctor and Juris Indigenarum Doctor**
   BOG-May30/17-34
   (See appendix document for full proposal)

   **MOTION:**
   THAT the Board of Governors approve, subject to funding and approval by the Ministry of Advanced Education, the establishment of Joint Degrees: Juris Doctor and Juris Indigenarum Doctor, as described in the document “Proposed Joint Degrees: Juris Doctor and Juris Indigenarum Doctor, and that this approval be withdrawn if the program should not be offered within five years of the granting of approval.

f. **Proposal to Establish a Department of Indigenous Education within the Faculty of Education**
   BOG-May30/17-32
   (See appendix document for full proposal)

   **MOTION:**
   THAT the Board of Governors approve, subject to funding, the establishment of the Department of Indigenous Education within the Faculty of Education, as described in the document “Department of Indigenous Education within the Faculty of Education, effective immediately.

g. **Discontinuation of the RN to MN Option**
   BOG-May30/17-33
   (See appendix document for full proposal)

   **MOTION:**
   THAT the Board of Governors approve the request for Discontinuation of the Registered Nurse to Master of Nursing option, as described in the document “Discontinuation of the RN to MN Option” effective immediately.
h. **Sexualized Violence Prevention and Response Policy Updates**

**MOTION:**
THAT Board of Governors approved the proposed updates to the Sexualized Violence Prevention and Response Policy.

i. **Sexualized Violence Prevention and Response Policy – Associated Procedures**

**Pro Forma Motion:** That the above motions be approved by the Board of Governors by consent.

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**REGULAR**

8. **Audit Committee (Ms. Beverly Van Ruyven)**

8a. **2016/17 Financial Statements**

**MOTION:**
THAT the Board of Governors approve the 2016/17 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.

9. **Operations and Facilities Committee (Ms. Cathy McIntyre)**

9a. **UVic Child Care Services After School Care Program Update**

9b. **Annual Report on University of Victoria approved Research Centres**

9c. **Renewal of Resolution of University Non-Academic Misconduct Policy**

**MOTION:**
THAT the Board of Governors approve revisions to the Resolution of Non-Academic Misconduct Allegations Policy (AC1300), effective August 19, 2017.

9d. **Annual Report on Non-Academic Misconduct Allegations and Resolutions**

9e. **UVic Privacy and Records Management Policy Review**

**MOTION:**
THAT the Board of Governors approve the proposed amendments to the Protection of Privacy Policy (GV0235) and the Records Management policy (IM770) effective immediately.
g. Status Report on Capital Projects

10. External Relations Update
11. Other Business
12. Adjournment
UNIVERSITY OF VICTORIA
BOARD OF GOVERNORS
Tuesday, March 28, 2017, 11:00 a.m.
Senate and Board Chambers

OPEN SESSION

DRAFT SUMMARY RECORD

Present: Ms. Daphne Corbett (Chair), Mr. Nav Bassi, Ms. Sara Maya Bhandar, Prof. Jamie Cassels, Dr. Hélène Cazes, Ms. Daphne Corbett, Ms. Lindsay LeBlanc, Ms. Cathy McIntyre, Mr. Michael Mitchell, Dr. Ana Maria Peredo, Ms. Shelagh Rogers, Ms. Beverly Van Ruyven, Dr. David Zussman, Dr. Julia Eastman (Secretary)

Regrets: Ms. Ida Chong, Ms. Carmen Charette

Invitation: Dr. David Castle, Mr. Tom Zsolnay, Ms. Gayle Gorrill, Dr. Valerie Kuehne and Ms. Teresa Watson

1. Approval of Agenda

MOTION: (C. McIntyre/S. Rogers)
THAT the agenda of the open session of the regular meeting of March 28, 2017 be approved.

CARRIED

2. Summary Record

MOTION: (L. LeBlanc/N. Bassi)
THAT the summary record of the open session of the regular meeting of January 31, 2017 be approved.

CARRIED

3. Business Arising

There was none.
4. Remarks from the Chair

There were none.

5. Correspondence

- 2017/2018 Government Mandate Letter
- UVic Childcare Services
- International Student Tuition Fees

Ms. Corbett acknowledged receipt of the 2017/2018 Government Mandate letter. She advised that the correspondence regarding UVic Childcare Services and International Student Tuition Fees would be discussed later in the meeting.

CONSENT

6. Finance Committee (Ms. B. Van Ruyven, Acting Chair)

a. Collection and Remission of Student Fees for the Graduate Student Fees (GSS)

MOTION:
THAT the Board of Governors collect and remit fees for the GSS in 2017/18 as outlined in the letter of March 13, 2017 from the Executive Director of the GSS to Gayle Gorrill, Vice-President Finance and Operations, subject to confirmation of approval of the fees at the GSS Semi-Annual General Meeting on March 28, 2017.

b. Collection and Remission of Student Fees for the UVSS

MOTION:
THAT the Board of Governors collect and remit the fees as approved by the UVSS members and as outlined in the letter of March 04, 2017 from the Chairperson of the UVSS to Jim Dunsdon, Associate Vice-President Student Affairs.

7. Operations and Facilities (Ms. Cathy McIntyre)

a. New and Revised Awards

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

- Faculty of Science Undergraduate Entrance Scholarship (new)*
- Joginder and Amrik Gill Bursary (new)
- Royal Jubilee Hospital School of Nursing Alumni Association Student Award (revised)*
- Lisa Fedrigo Bursary (new)
• Donald and Evelyn Munro Scholarship (revised)*
• Elsie G Turnbull Bursary in BC History (revised)*
• Grace and Harry Hickman Scholarship (revised)*
• The Joyce Family Foundation Bursary for Indigenous Students (new)*
• Peter Fothergill-Payne Travelling Scholarship (revised)*
• Louise Fothergill-Payne Memorial Scholarship (revised)*
• Ritchie Foundation Travel Award (revised)*
• Vancouver Island Vikes Men’s Basketball Award (new)*
• Albert Hung Chao Hong Scholarship in International Business and Entrepreneurship (revised)*
• W.D. West Alumni Scholarship (revised)*
• Skeena Scholarship in Creative Writing (new)
• Dax Gibson Memorial Award in Gender Studies (revised)*
• Christine Welsh Scholarship for Indigenous Students in Gender Studies (new)
• University of Victoria Faculty Association Entrance Scholarships (revised)*
• Andrew Rippin Award (new)
• William and Amelia Kushniryk Memorial Award (new)*
• Allison Oslor Entrance Scholarship (new)*
• Stephens Family Graduate Research Scholarships in Organic and Sustainable Food Systems (revised)
• Stephens Family Undergraduate Research Awards in Organic and Sustainable Food Systems (revised)
• E. Croteau and N.L. St. Clair Bursary (new)*
• Dars Albertini Rugby Award (new)*
• Professor Alfred E. Loft Memorial Scholarship (revised)*
• Frank Hobbs Educational Fund Bursary (new)*

* Administered by the University of Victoria Foundation

b. Proposal to Establish an Interdisciplinary Minor in Global Development Studies

**MOTION:**

THAT the Board of Governors approve, subject to funding, the establishment of an Interdisciplinary Minor in Global Development Studies, and that this approval be withdrawn if the program should not be offered within five years of the granting of approval.

c. Discontinuation of the Minor in Economic Policy

**MOTION:**

THAT the Board of Governors approve the request for Discontinuation of the Minor in Economic Policy.

d. Proposal for the Discontinuation of Two Graduate Professional Certificates

**MOTION:**

THAT the Board of Governors approve the request for the discontinuation of two Graduate Professional Certificates in Library Sector Leadership and Cultural Sector Leadership.
e. Proposal for the Reinstatement of the PhD Degree Program in Theatre History

MOTION:
THAT the Board of Governors approve, subject to funding, the reinstatement of the PhD degree program in Theatre History, and that this approval be withdrawn if the program should not be offered within five years of the granting of approval.

f. Proposal to Establish a Minor in Creative Writing

MOTION:
THAT the Board of Governors approve subject to funding, the establishment of a Minor in Creative Writing effective immediately, and that this approval be withdrawn if the program should not be offered within five years of the granting of approval.

g. Proposal for a New Option in the Existing Degree Program in Computer/Electrical Engineering (Quantum Physics Option)

MOTION:
THAT the Board of Governors approve, subject to funding, the establishment of a New Option in the Existing Degree Program in Computer/Electrical Engineering (Quantum Physics Option), and that this approval be withdrawn if the new option should not be offered within five years of the granting of approval.

h. Status Report on Capital Projects

i. 2016 Policy Review Annual Report

Pro Forma Motion: (D. Zussman/B. Lukenchuk)

That the above motions be approved by the Board of Governors by consent.

CARRIED

REGULAR

8. Finance Committee (Ms. B. Van Ruyven, Acting Chair)

a. 2017-18 to 2019-20 Planning and Budget Framework

Ms. Van Ruyven stated that the University of Victoria values its international students who bring diverse perspectives and experiences and enrich our campus community. She noted that the university understands and values the contributions that graduate students make to the research and teaching mission of the university. Ms. Van Ruyven stated that universities have inflation costs higher than the consumer price index due to salary structures and goods and services. She said that the Finance Committee considered a recommended increase of an additional 2% for international tuition beyond the 2% increase allowed for domestic tuition. The 4% total increase in international student fees would represent a pro rata share of inflation costs. She also noted that the Finance Committee has carefully considered the recommendation for a differential fee increase for international students and that in light of the commitment to increase bursary funding in the amount of $50,000, the Finance Committee was recommending a 4% tuition increase for international students, effective May 1, 2017.
President Cassels commented that budgets represent plans and choices that seek to balance many objectives and values. He stated that like other universities, the goal is to make investments to enhance quality, impact and student success. He acknowledged the correspondence received in regard to international tuition fee increases, thanked the writers for their feedback and comments and stated that the university values international students and their contributions.

Vice-President Academic and Provost Dr. Kuehne and Vice-President Finance and Operations Ms. Gorrill then provided a PowerPoint presentation to Board members which provided an overview of the Planning and Budget Framework for 2017/2018 along with the Operating Budget Parameters.

In the course of the presentation, Ms. Gorrill said that it was proposed that bursaries for international students be increased by 10% ($50,000) and that if this was not sufficient to meet the need, additional funds would be allocated.

Ms. Van Ruyven said that the university was required by legislation to maintain a balanced budget and that the cost pressures exceeded projected revenues based on the 2% allowed increase in domestic tuition fees and the level of provincial funding. The planned investments reflected in the budget were critical, hence the need to raise international student fees by 4%.

Ms. Van Ruyven said that Finance Committee members had heard concerns from students and others that any additional increase would be difficult. She believed that the increase in bursary funding would mitigate the challenges and was presenting the recommendation on behalf of the committee. Other committee members were invited to comment. Several expressed concern about the proposed increase and indicated they would vote against the motion on grounds including that the additional bursary funding might not be sufficient to maintain accessibility, that communication with students about the recommendation had not be sufficient, and that the priorities reflected in the budget were inappropriate. It was noted that approval of the budget framework would result in an increase in bursary funding available to international students in need.

**MOTION:** (B. Van Ruyven/H. Cazes)

\[\text{THAT the Board of Governors – taking into account PART I of the 2017-18 to 2019-20 Planning and Budget Framework summarizing the results of the integrated planning process – approve PART II of the 2017-18 to 2019-20 Planning and Budget Framework, including the tuition and fee increases contained therein, and authorize the President to develop and implement the detailed operating budget for the 2017/18 fiscal year.}\]

\[\text{CARRIED}\]

9. **Operations and Facilities Committee (Ms. Cathy McIntyre)**

\[\text{a. Enrolment Projections for 2017-2018}\]

Ms. McIntyre said that the Committee had received the Senate’s annual recommendation regarding enrolment targets for the 2017/2018 academic year. She stated that the Ministry had indicated that there would be no funded increase
in graduate and undergraduate FTEs this year and the enrolment target would remain at 16,023. As international enrolments were not included in the Ministry’s target, the overall enrolment recommendation had been set at 18,073.

**MOTION:** (C. McIntyre/D. Zussman)

*THAT the Board of Governors approve a recommended enrolment level of 18,073 FTE for the 2017/18 academic year, subject to revisions in the event of new information regarding mandated growth, funding levels, and application rates, as approved by Senate at its meeting on February 3, 2017.*

*CARRIED*

b. **Approval of Sexualized Violence Prevention and Response Policy**

Ms. McIntyre stated that the Committee had received and reviewed the final version of the Sexualized Violence Prevention and Response Policy, with which it and the Board had been provided in draft form at their January meetings. She commented that while procedures and an implementation plan were yet to be developed, the Committee acknowledged the tremendous progress that had been made and noted that the policy had been completed well in advance of the May 19th deadline.

Vice-President Academic and Provost Valerie Kuehne provided a brief overview of the policy and development process and the policy. She acknowledged the presence of members of the Working Group at the meeting and invited Dr. Annalee Lepp, Chair of the Working Group that had developed the policy, to speak.

Dr. Lepp thanked all Working Group members and in particular the student members for all they had contributed. She acknowledged Cassbreea Dewis, Policy and Project Manager for the Working Group, Kyle McNeil, Policy Officer, and Nadine Burns, Administrative Support to the Working Group on Sexualized Violence Programs and Policy Development, for their outstanding organizational leadership and policy and administrative support.

Dr. Lepp said that the working group had undertaken and accomplished a very sensitive and difficult task and that the policy would be a strong foundation for the work to come to prevent sexualized violence at UVic. She said that, once the work was complete, members of the working group would continue to watch and expected to see the policy lead to a significant shift in culture and behavior.

**MOTION:** (C. McIntyre/A. Peredo)

*THAT the Board of Governors approve the Sexualized Violence Prevention and Response Policy effective May 19, 2017.*

*CARRIED*

President Cassels said that approval of the policy put the university on a new and more assertive path toward elimination of sexualized violence on campus. He thanked Dr. Lepp and all members of the working group for the excellent policy. He said that the next phase of the process would involve the development of three sets of procedures prior to the province’s May 19th deadline and that a renewed and expanded Equity and Human Rights Office would then lead and coordinate the implementation of the policy.
Board Chair Daphne Corbett echoed on behalf of the Board the President’s thanks to the Working Group. Chancellor Shelagh Rogers expressed particular thanks to survivors for their courage and their contributions to the policy.


Ms. McIntyre acknowledged that the Committee had received a report on the progress made over the past two years in advancing the goals of the Sustainability Action Plan. Ms. Gorrill then invited Mr. Michael Wilson, Director of Campus Planning, to provide to the Board his presentation on the Sustainability Action Plan: Campus Operations 2014-2019 Progress Report. Mr. Wilson highlighted the key topic areas of Planning, Coordination and Administration, Engagement, Operations, Facilities and Services, and Reporting.

Mr. Wilson responded to questions and was thanked.

d. UVic Child Care Services After School Care Program Update

Ms. McIntyre stated that the Committee had received an update on the UVic Child Care Services After School Care Program. She said that the university and the Faculty Association had undertaken a consultative process to reach a solution to the issues raised by the planned closure of Centre #6. Ms. McIntyre noted that the University was in discussions with local child care providers in this regard and hoped to be able to make a public announcement in the next few weeks.

10. President’s Report

a. External Relations Update

Due to the late hour, Prof. Cassels deferred his report.

11. Other Business

There was none.

12. Adjournment

There being no other business the meeting adjourned at 12:10 p.m.
SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 15, 2017

To: Operations and Facilities Committee

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

cc: President and Vice-Chancellor

Meeting Date: May 29, 2017

Subject: New and Revised Awards

Basis for Jurisdiction: - University Act, 27(2)(k)
                     - Senate meeting of April 7 and May 5, 2017

Strategic Relevance: These new and revised awards support our objective of increasing financial support to current and future students. The awards support our student recruitment and retention strategies, provide competitive undergraduate and graduate scholarships and bursaries that enable us to be nationally and internationally competitive in the recruitment and retention of outstanding students (see objectives 2, 4,16 b) and 18 b) of the Strategic Plan).

Previous Consultation: At its meeting on April 7 and May 5, 2017, Senate approved the attached new and revised graduate and undergraduate awards. Senate recommends that the Board of Governors approve these awards.
Background:

Senate Committee on Awards has reviewed and approved the attached awards. At the meeting on April 7 and May 5, 2017, Senate approved the awards and recommends that the Board of Governors approve them. The awards support our student recruitment and retention strategies, provide competitive scholarships and enable the university to continue to recruit and retain outstanding students.

Recommendation:

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

- Joginder and Amrik Gill Bursary (revised)
- David & Geoffrey Fox Graduate Fellowship (new)*
- Hannah Madgen Memorial Scholarship (revised)*
- Sellemah Scholarship (new)
- Fix Rugby Award (new)*
- Theatre Retirees' Scholarship (revised)
- Edna Mary Wooten Scholarship (new)*
- W. E. Cowie Innovation Award (new)*
- Frances Oldham Kelsey Scholarship (new)*
- Faculty of Education Emergency Bursary (new)
- Greig Cosier Memorial Scholarship (new)
- Ainsworth-Carter Scholarship (new)
- David Fate Norton & Mary J. Norton Indigenous Governance Fellowship (revised)
- Ken Smythe Cross Country Award (revised)*
- Gunner Shaw Memorial Award (revised)*
- Evelyn Adu-Febiri International Business Scholarship (new)
- Diversity Entrance Scholarship (new)*
- Geraldine and Peter Shostak Scholarship in Ukrainian Studies (revised)
- IEEE Pacific Rim Vijay Bhargava Scholarships (revised)*
- IEEE Victoria Section Gold Medal in Biomedical Engineering (new)
- British Columbia Provincial Court Judges’ Association Bursary (revised)
- Betty Jamie Chung Scholarship in Psychology (new)*
- Betty Jamie Chung Scholarship in Anthropology (new)*
- Lois M. Smith Athletes’ Award (revised)*
- Howlers Rugby Award (revised)*
- Fix Rugby Award (revised)*
- Inspiring Historians Legacy Scholarship (new)*
• Economics Alumni Undergraduate Scholarship (revised)*
• Economics Alumni Scholarship (revised)*
• Graduate Scholarship for Research in Environmental and Resource Economics (revised)*
• Victoria Chartered Accountants Association Legacy Scholarship (new)*
• Nora Lugrin Shaw & Wendell Burill Shaw Memorial Scholarship (revised)*
• Saanich Employees Benefit Association Award (new)
• Victoria Chinatown Lioness Club Graduate Bursary (revised)*
• Canadian Society of Senior Engineers/Engineering Institute of Canada (CSSE/EIC) Vancouver Island Award (revised)
• William & Amelia Kushniryk Memorial Award (revised)*
• Dennis, Jerome and Peter Zachary Award in Ukrainian Studies (revised)*
• Diana and Martin Hocking Graduate Scholarship (new)*
• Professional Employees Association Scholarship (revised)*
• Certificate of Outstanding Academic Distinction in the Faculty of Human and Social Development (revised)*
• Undergraduates of Political Science Community Engagement Award (new)
• Pearson Family Africa Award (new)
• John and Myrtle Tilley Undergraduate Scholarship (new)*
• R.W. “Bob” McQueen Economics Award (new)*
• Dr. Peter Montgomery Undergraduate Scholarship (new)*
• Dr. Peter Montgomery Graduate Scholarship (new)*
• Union Club Scholarship (revised)
• John and Myrtle Tilley Graduate Scholarship (new)*
• Sarah Blackstone Scholarship in Theatre (new)*
• Victoria Pride Bursary (new)*

* Administered by the University of Victoria Foundation
The Senate Committee on Awards recommends that the Senate approves and recommends to the Board of Governors the following awards:

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

**JOGINDER & AMRIK GILL BURSARY (REVISED-UG)**

A bursary of $2,000 is awarded to a full-time undergraduate student in any faculty at the University of Victoria.

**DAVID & GEOFFREY FOX GRADUATE FELLOWSHIP* (REVISED-GS)**

An award is given to one or more graduate students in either the Department of Greek and Roman Studies or the Faculty of Science. Selection will be made by the Graduate Awards Committee upon the recommendation of the Department of Greek and Roman Studies in even-numbered years, and of the Dean of Science in odd-numbered years.
HANNAH MADGEN MEMORIAL BURSARY SCHOLARSHIP* (REVISED-UG)

A bursary scholarship is awarded to an academically outstanding undergraduate student who is enthusiastically pursuing a Major or Honours program in the Department of Greek and Roman Studies. Preference will be given to a student with financial need.

SELLEMAH SCHOLARSHIP (NEW-UG)

One or more scholarships, totaling not more than $1,000, will be awarded to academically outstanding undergraduate Indigenous (First Nations, Métis, or Inuit) students in the School of Environmental Studies. If no applicants meet this criteria, preference will be given to Indigenous students in the Faculty of Social Sciences.

FIX RUGBY AWARD* (NEW-UG)

One or more awards are given to undergraduate students who compete on the Vikes Men’s Varsity Rugby team at UVic. First preference will be given to students from Saskatchewan and second preference will be given to students from Alberta or Manitoba. Eligible students must meet all U Sports eligibility requirements. Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Director of Athletics and Recreation in consultation with the Varsity Head Coach and the Associate Director, Sport.

THEATRE RETIREES’ SCHOLARSHIP (REVISED-UG/GS)

One or more scholarships are awarded to academically outstanding undergraduate or graduate students in the Department of Theatre, in any specialization. Nominations will be made by the Department of Theatre. The scholarships will be awarded to students from the same specialization as studying with a retiring faculty or staff member to in honour of their contribution to the department. In the case of a graduate nominee, selection of the recipient will be made by the Graduate Awards Committee upon the recommendation of the Department of Theatre.

EDNA MARY WOOTEN SCHOLARSHIP* (NEW-UG)

One or more scholarships are awarded to academically outstanding undergraduate students in the School of Nursing with financial need. Preference will be given to a student who is a parent. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the School of Nursing.

W.E. COWIE INNOVATION AWARD* (NEW-UG)

One or more awards, of at least $5,000 each, are given to a graduating student in the Faculty of Engineering who demonstrates exceptional innovative ability via their graduating project (such as the BME/CENG/ELEC/SENG 499 Design Project) or a student team initiative. In the case where multiple
students work on the same project, the award will be split evenly between all team members. The recipient must have successfully completed all graduation requirements before receiving the award.

FRANCES OLDHAM KELSEY SCHOLARSHIP* (NEW-UG)

One or more scholarships are awarded to academically outstanding undergraduate students in the Department of Biology or the School of Earth and Ocean Sciences.

FACULTY OF EDUCATION EMERGENCY BURSARY (NEW-UG)

One or more bursaries, to a maximum of $250 each, are awarded to undergraduate students in the Faculty of Education. The bursary is intended to offer students one-time financial assistance in the event of an unforeseen emergency or circumstance while attending the University of Victoria.

GREIG COSIER MEMORIAL SCHOLARSHIP (NEW-GS)

One or more scholarships are awarded to academically outstanding graduate students in the Department of Biology or the Department of Biochemistry and Microbiology who are recognized for conscientious effort to their own studies as well as formally or informally mentoring other students. Candidates must be nominated by their academic supervisor, or a current or recent instructor. Nominations must be accompanied by a letter of recommendation citing examples which demonstrate how the student meets the eligibility criteria. The recipients will be selected by the Graduate Awards Committee upon the recommendation of the Department of Biology or the Department of Biochemistry and Microbiology.

AINSWORTH-CARTER SCHOLARSHIP (NEW-UG/GS)

One or more scholarships will be awarded to academically outstanding undergraduate students entering their third or fourth year or graduate students in the School of Music. Preference is given to students studying piano or violin. In the case of a graduate student, the recipient will be selected by the Graduate Awards Committee upon the recommendation of the School of Music.

DAVID FATE NORTON & MARY J. NORTON INDIGENOUS GOVERNANCE FELLOWSHIP (REVISED-GS)

One or more fellowships to be awarded to First Nations or Metis or Inuit students pursuing graduate degrees in the program of Indigenous Governance. Norton Fellowships are to be for one four month term (Sep-Dec, Jan-Apr, May-Aug) with a stipend of at least $5,000 payable in four installments during the course of a term. Norton Fellowships are not divisible. No student is to receive a Norton Fellowship for less than $5,000 a term. The fellowships are intended for students in the latter stages of thesis or dissertation preparation. As a condition of holding the award, the recipient is not to undertake any employment whether paid or unpaid during the tenure of the award. The award is renewable for a second term. Selection of the recipient will be made by the Graduate Awards Committee on the recommendation of the Indigenous Governance Program.
TO: Secretary of Senate
   University Secretary’s Office

DATE: April 26, 2017

FR: Lori Nolt, Director, Student Awards and Financial Aid
   Secretary, Senate Committee on Awards

RE: Awards Recommended to Senate for Approval

_______________________________
Lori Nolt
2016/2017 Senate Committee on Awards
J. Walsh (Chair), C. Schallie, K. Barnes, A. Cirillo,
H. Hallgrimsdottir, J. Wood, S. Timayo, J. Fortin, M. Runtz,
Y. Rondeau, N. Greengoe, L. Nolt, L. Hume

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

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

KEN SMYTHE CROSS COUNTRY BURSARY AWARD* (REVISED-UG)
One or more awards are given to undergraduate students on the Vikes Cross Country and Track Team. Preference will be given to students entering in second year. Eligible students must meet all U Sports eligibility requirements. Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Director of Athletics and Recreation in consultation with the Associate Director, Sport.

GUNNER SHAW MEMORIAL BURSARY AWARD* (REVISED-UG)
One or more awards are given to undergraduate students in the School of Exercise Science, Physical and Health Education who are members of the Vikes Cross Country and Track Team. Preference will be
given to students entering second year. Eligible students must meet all U Sports eligibility requirements. Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Director of Athletics and Recreation in consultation with the Associate Director, Sport. An award is made annually on the basis of financial need and academic performance to a Vancouver Island resident admitted to the School of Physical Education Program (EDPE, KINE, RHED).

EVELYN ADU-FEBIRI INTERNATIONAL BUSINESS SCHOLARSHIP (NEW-UG)

One or more scholarships are awarded to academically outstanding Bachelor of Commerce students entering third or fourth year who are participating in an exchange program with UVic partner schools. Preference will be given to students in descending order of priority:

a) Women students self-identifying as being of Black African ancestry or heritage
b) Men students self-identifying as being of Black African ancestry or heritage

If no students meeting the criteria can be found (students are not participating in an international exchange), the scholarships will go to any year Bachelor of Commerce students self-identifying as being of Black African ancestry or heritage.

DIVERSITY ENTRANCE SCHOLARSHIP* (NEW-UG)

One or more awards will be given to undergraduate students entering the Faculty of Law who have demonstrated academic ability together with determination, resilience, contribution, and compassion in areas of life such as prior work experience, graduate study, community service, family care, or disability. Selection of the recipients will be made by the Senate Committee on Awards upon recommendation of the Faculty of Law.

GERALDINE AND PETER SHOSTAK SCHOLARSHIP IN UKRAINIAN STUDIES (REVISED-UG)

Two scholarships of $1,000 each are awarded to academically outstanding undergraduate students enrolled in courses on Ukrainian language, history or culture who are artistically or musically inclined or who have demonstrable academic interest in Ukrainian art or music. Applicants must submit a statement of 500 words outlining their accomplishments and/or studies in music and/or fine arts. Students must apply to the Department of Germanic and Slavic Studies by May 31. Selection of recipients will be made by the Senate Committee on Awards, based on the recommendation of the Department of Germanic and Slavic Studies.

IEEE PACIFIC RIM VIJAY BHARGAVA SCHOLARSHIPS* (REVISED-UG)

Undergraduate scholarships are awarded to students who have demonstrated excellence and who have completed two years of studies in one of the Electrical, Computer, or Software, or Biomedical Engineering Programs. One scholarship will be awarded in each of the three four disciplines. Award winners must be student members in good standing of the IEEE.
IEEE VICTORIA SECTION GOLD MEDAL IN BIOMEDICAL ENGINEERING (NEW-UG)

A medal is awarded to the undergraduate student with the highest graduating grade point average in Biomedical Engineering.

BRITISH COLUMBIA PROVINCIAL COURT JUDGES’ ASSOCIATION BURSARY (REVISED-UG)

One or more bursaries are awarded to a student entering or continuing in the J.D. program of the Faculty of Law. The British Columbia Provincial Court Judge’s Association wishes to provide an annual contribution of $1,000 for a bursary to a student with financial need.

BETTY JAMIE CHUNG SCHOLARSHIP IN PSYCHOLOGY* (NEW-UG)

One or more scholarships will be awarded to academically outstanding undergraduate students in the Department of Psychology. Preference will be given to students demonstrating financial need.

BETTY JAMIE CHUNG SCHOLARSHIP IN ANTHROPOLOGY* (NEW-UG)

One or more scholarships will be awarded to academically outstanding undergraduate students in the Department of Anthropology. Preference will be given to students demonstrating financial need.

LOIS M. SMITH ATHLETES’ AWARD* (REVISED-UG/GS)

One or more awards are given to undergraduate and graduate full or part-time students who are designated Canadian citizens and have been identified as international calibre athletes by their Carded Athletes by Sport Canada or their national sport governing body organizations. The award is open to student-athletes in any sport but preference will be given to those representing the University and who meet the University’s U Sport eligibility requirements. Award recipients will be selected on the basis of sporting achievement by the Director of Athletics and Recreation in consultation with the Associate Director, Sport. Preference will apply if the recipients are varsity athletes.

HOWLERS RUGBY AWARD* (REVISED-UG/GS)

One or more awards are given to undergraduate and graduate students of Indigenous descent who participate in the Vikes Men's or Women's Varsity Rugby program at the University of Victoria. Eligible students must meet all U Sports eligibility requirements. Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Director of Athletics and Recreation in consultation with the Varsity Head Coaches and the Associate Director, Sport. Preference will be given to students who demonstrate financial need community involvement.
FIX RUGBY AWARD* (REVISED-UG)
One or more awards are given to undergraduate students who participate on the Vikes Men’s or Women’s Varsity Rugby program at UVic. First preference will be given to students from Saskatchewan and second preference will be given to students from Alberta or Manitoba. Eligible students must meet all U Sports eligibility requirements. Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Director of Athletics and Recreation in consultation with the Varsity Head Coaches and the Associate Director, Sport.

INSPIRING HISTORIANS LEGACY SCHOLARSHIP* (NEW-UG)
One or more scholarships, of at least $1,000 each, will be awarded to academically outstanding undergraduate students entering fourth year with a declared Major in History.

ECONOMICS ALUMNI UNDERGRADUATE SCHOLARSHIP* (REVISED-UG)
An annual scholarship of $500 is awarded to an academically outstanding undergraduate student who has completed the degree requirements for a Major or Honours BA or BSc in Economics. Selection is based upon academic performance in fourth year Economics courses.

ECONOMICS ALUMNI SCHOLARSHIP* (REVISED-GS)
A scholarship of $500 is awarded to a promising graduate student in the Department of Economics. Selection of the recipient will be made by the Graduate Awards Committee upon the recommendation of the Department of Economics.

MASTER DEGREE GRADUATE SCHOLARSHIP FOR RESEARCH IN ENVIRONMENTAL AND RESOURCE ECONOMICS* (REVISED-GS)
One or more A scholarships are awarded to outstanding MA Master’s or doctoral students who are pursuing a thesis or extended essay in environmental and resource economics.

VICTORIA CHARTERED ACCOUNTANTS ASSOCIATION LEGACY SCHOLARSHIP* (NEW-UG)
One or more scholarships are awarded to academically outstanding undergraduate students entering the fourth year of the Bachelor of Commerce program who are intending to pursue a Chartered Professional Accountant designation.

NORA LUGRIN SHAW & WENDELL BURILL SHAW MEMORIAL SCHOLARSHIP* (REVISED-UG)
A scholarship is awarded to the student of History who writes the best essay dealing with the Magna Carta, the Petition of Rights and the Bill of Rights as the Fountainhead of Constitutional Liberties. This scholarship can be awarded to a graduating student.
SAANICH EMPLOYEES BENEFIT ASSOCIATION AWARD (NEW-UG/GS)
One or more awards of $1,000 each are given to full or part-time entering or continuing undergraduate or graduate students who are members of the Saanich Employees Benefit Association (SEBA) and have demonstrated financial need. In the case of a graduate nominee, selection of the recipient will be made by the Graduate Awards Committee.

VICTORIA CHINATOWN LIONESS CLUB GRADUATE BURSARY* (REVISED-GS)
A bursary is awarded to a full-time woman student in a Master’s or Ph.D. program in the Departments of Pacific and Asian Studies or Gender Studies whose research is in Asian Studies or gender studies related to Asians.

CANADIAN SOCIETY OF SENIOR ENGINEERS / ENGINEERING INSTITUTE OF CANADA (CSSE/EIC) VANCOUVER ISLAND AWARD (REVISED-UG)
One or more awards of at least $1,000 each are given to in-course undergraduate students entering their second or third academic year in any accredited undergraduate engineering program (registered in 2A or higher) in any accredited undergraduate engineering program who:

a) are Canadian citizens or permanent residents
b) have graduated from a high school on Vancouver Island
c) have completed the previous year with at least a 6.05 or equivalent grade point average.

Preference will be given to students in the with one or more of the following order:

a) demonstrated financial need volunteer and community service
b) demonstrated participation in campus activities or volunteer and community service commitment to the engineering profession through one or more of: relevant work/co-op experience, active membership in an EIC Member Society or APEGBC
c) demonstrated leadership in campus or extracurricular activities
d) 2nd or 3rd year standing.

Students must also Candidates will submit an application to the UVic Engineering Undergraduate Office by April 30th outlining the above including a brief biography including the above criteria, as well as hobbies, career aspirations, and name(s)/contact information of relevant references. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Engineering.

WILLIAM & AMELIA KUSHNIRYK MEMORIAL AWARD* (REVISED-UG)
One or more awards are awarded to undergraduate students of Ukrainian language and/or culture courses who are continuing their studies of Ukrainian language and/or culture in the upcoming summer session through an accredited program in Ukraine. Part-time and graduating students are eligible for this award. Students must apply to the Department of Germanic and Slavic Studies by March 15th.
DENNIS, JEROME AND PETER ZACHARY AWARD IN UKRAINIAN STUDIES* (REVISED-UG)

One or more awards of at least $1,000 each are awarded to undergraduate students of studying Ukrainian language and/or culture courses. Part-time and graduating students are eligible for this award. Students must apply to the Department of Germanic and Slavic Studies by March 15th. Recipients will be nominated by the Department of Germanic and Slavic Studies.

Preference will be given to students who, in descending order of priority:
(a) are continuing their studies of Ukrainian language and/or culture in the summer academic term through an accredited program in Ukraine.
(b) were academically outstanding in a Ukrainian language and/or culture course in the previous term.

DIANA AND MARTIN HOCKING GRADUATE SCHOLARSHIP* (NEW-GS)

One or more scholarships are awarded to Master’s or Doctoral students with an undergraduate degree in the physical or biological sciences or engineering who are pursuing a degree in the Department of Geography in the Faculty of Social Sciences, or the School of Earth and Ocean Sciences (SEOS) in the Faculty of Science and who have been endorsed by their academic supervisor. Students in a combined program or interdisciplinary program with one of the above may be considered. Selection of recipients will be made by the Graduate Awards Committee upon the recommendations of the Department of Geography and/or the School of Earth and Ocean Sciences.

Preference will be given to:
  a. Students whose research is of potential application in Africa or South Asia
  b. All other criteria being equal, preference will be given to an applicant in Geography

PROFESSIONAL EMPLOYEES ASSOCIATION SCHOLARSHIP* (REVISED-GS)

One or more scholarships are awarded to academically outstanding full or part-time graduate students entering or continuing at the University of Victoria who are UVic PEA members or their dependents. Completed applications must be submitted to the Faculty of Graduate Studies c/o the Scholarships Officer by September 15th each year. Selection of the recipients will be made by the Graduate Admissions and Awards Committee, upon the recommendation of the PEA ProfD Committee.

CERTIFICATE OF OUTSTANDING ACADEMIC DISTINCTION IN THE FACULTY OF HUMAN AND SOCIAL DEVELOPMENT* (REVISED-UG)

A certificate of distinction and a prize of $300 up to $1,000 is awarded to the student with the highest graduating grade point average in the Faculty of Human and Social Development registered for the BA, BCYC, B-Sc, BSN or BSW degree who stands at the head of the graduating class on the basis of academic graduating average.
UNDERGRADUATES OF POLITICAL SCIENCE COMMUNITY ENGAGEMENT AWARD (NEW-UG)

An award is given to an undergraduate student with a declared Major in Political Science who has demonstrated community involvement. Nomination forms may be obtained from the Department of Political Science and submitted by September 30th. Selection of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Political Science.

PEARSON FAMILY AFRICA AWARD (NEW-UG)

An award is given to an undergraduate student entering the second, third or fourth year of a program related to health, and who is sponsored by the World University Service of Canada (WUSC) Student Refugee Program to attend UVic. Preference for a student in one of: Biochemistry & Microbiology, Health Information Science, Nursing or Public Health and Social Policy.

JOHN AND MYRTLE TILLEY UNDERGRADUATE SCHOLARSHIP* (NEW-UG)

One or more scholarships are awarded to academically outstanding undergraduate students entering or continuing at the University of Victoria.

R.W. “BOB” MCQUEEN ECONOMICS AWARD* (NEW-UG)

Two or more awards of equal value are to be given to third or fourth year undergraduate students of different genders with a declared Major or Honours program in the Department of Economics. Each recipient is to be BC born, be a graduate of a BC public high school and have demonstrated financial need.

If there are no eligible recipients, then the awards are to be given to entering first or second year students from outside the lower mainland and the greater Victoria area who were BC born, graduated from a BC public high school and have demonstrated financial need.

DR. PETER MONTGOMERY UNDERGRADUATE SCHOLARSHIP* (NEW-UG)

One or more scholarships are awarded to academically outstanding undergraduate students entering or continuing at the University of Victoria with demonstrated financial need. Preference will be given to Roman Catholic students.

DR. PETER MONTGOMERY GRADUATE SCHOLARSHIP* (NEW-GS)

One or more scholarships are awarded to academically outstanding graduate students entering or continuing at the University of Victoria with demonstrated financial need. Preference will be given to Roman Catholic students. Selection of the recipient(s) will be made by the Graduate Awards Committee.
UNION CLUB SCHOLARSHIP (REVISED-US)

A scholarship of $5,000 is awarded to an academically outstanding Canadian citizen or permanent resident entering an undergraduate degree program directly from a public or private Greater Victoria secondary school who has demonstrated exceptional leadership and volunteerism with a non-profit organization in Greater Victoria. Preference will be given to students with demonstrated financial need. Applicants must be BC residents (defined as having lived at an address in BC at least one year prior to application deadline.)

Applicants must submit the following:
1. A cover letter (maximum 500 words) describing:
   • What led you to your leadership/volunteer activity?
   • What did you learn from this involvement?
   • How will these skills/experiences benefit you in your chosen career path?
2. Letter of support from a secondary school counsellor
3. Letter of support from a supervisor of the volunteer activity

JOHN AND MYRTLE TILLEY GRADUATE SCHOLARSHIP* (NEW-GS)

One or more scholarships are awarded to academically outstanding graduate students entering or continuing at the University of Victoria. Selection of the recipient(s) will be made by the Graduate Awards Committee.

SARAH BLACKSTONE SCHOLARSHIP IN THEATRE* (NEW-UG/GS)

One or more scholarships are awarded to academically outstanding undergraduate or graduate students in the Department of Theatre. Preference will be given to students with a Theatre History focus. Nomination will be made by the Department of Theatre. In the case of a graduate nominee, selection of the recipient will be made by the Graduate Awards Committee upon the recommendation of the Department of Theatre.

VICTORIA PRIDE BURSARY* (NEW-UG/GS)

One or more bursaries are awarded to undergraduate or graduate students who self-identify as lesbian, gay, bisexual, transgender, two-spirited, queer, questioning, gender non-binary or asexual.
SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 15, 2017

To: Operations and Facilities Committee

From: Valerie Kuehne, Vice-President Academic and Provost

cc: President and Vice-Chancellor

Meeting Date: May 29, 2017

Subject: Proposal to Establish a Minor in Museum Studies

Basis for Jurisdiction: Senate Committee on Planning meeting March 15, 2017
Senate meeting April 7, 2017

Strategic Relevance: The University’s success is dependent on the ability to provide rich, relevant and diverse quality programs that demonstrate societal need and value, meet student demand and build on faculty expertise. The proposed Minor in Museum Studies will help UVic to be nationally and internationally competitive in the recruitment and retention of high calibre students (Objective 4) and to be competitive in the quality of our program offerings (Objective 14).

Previous Consultation: At its meeting on April 7, 2017, Senate approved and recommended that the Board of Governors approve the establishment of a Minor in Museum Studies. This proposal was approved by the Senate Committee on Planning on March 15, 2017.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve, subject to funding, the establishment of a Minor in Museum Studies, as described in the document “Proposal for General and Minor in Museum Studies”, and that this approval be withdrawn if the program should not be offered within five years of the granting of approval.
Overview/nature of the academic program
Presently the Department of Art History and Visual Studies offers a BA Honours program, a BA Major program, and a BA Minor in Art History and Visual Studies. The CRMP currently offers a Diploma in Cultural Resource Management (10 courses) and a Professional Specialization Certificate in Collections Management (4 courses). Both credentials are designed with working professionals in mind. The Diploma provides practical, theoretical, and management-based professional training in the fields of museum studies and heritage conservation. The Certificate provides the skills to develop, manage, and bring meaning to diverse collections.

The Minor in Museum Studies will be offered as a partnership between the Department of AHVS and the CRM Program.

The Minor requires 7.5 units of core courses and 7.5 units of electives. The electives may include up to 3.0 units of designated courses outside AHVS/CRMP (selected from related areas in Anthropology, French, Greek and Roman Studies, History, Medieval Studies). A minimum of 9.0 units must be upper-level courses. Most of the courses counting for the Minor do not have pre-requisites, aiding timely degree completion. Some courses are offered online or in a 6-day intensive format that increases flexibility and accessibility. The Minor program in Museum Studies also satisfies the requirements for a General program towards a General degree currently granted by the Faculties of Humanities or Social Sciences. It will also be possible for students to pursue a Diploma in CRM concurrent with the Minor in Museum Studies. Core courses for the Minor in Museum Studies, also counting for the CRM Diploma, are offered on a regular basis.

The Minor in Museum Studies will be distinct from the existing Minor in AHVS and specifically geared to the theoretical and practical skills most relevant to the museum/gallery world. The Minor in AHVS focuses on providing a broad foundation of knowledge and skills in the discipline; the Minor in Museum Studies prepares students in the principles, theories and practices of the museum sector.

Alignment with the university’s mission and strategic plan
The Minor in Museum Studies furthers the UVic Strategic Plan through: Objectives 12 (teaching and learning quality), 15 (flexible course delivery as a mechanism for increasing access to higher education) and 18 (experiential learning opportunities). The Minor combines the expertise of AHVS faculty with top professionals from the museum and culture sectors in the CRMP, and responds to student demand as well as to the needs of the museum and culture sectors. The program offers a range of delivery methods that increase student access to scheduling and pedagogical flexibility. Museum Studies is necessarily experiential and interdisciplinary, combining the study of principles with courses that offer hands-on learning. By adding the Minor in Museum Studies to one’s Major or Honours program in Fine Arts or elsewhere at UVic, or to another General/Minor program in Humanities or Social Sciences, the credential will offer theoretical knowledge, practical training, and skill sets in museum studies and heritage conservation, preparing students to apply for graduate-level study and, ultimately, careers in the museum and cultural heritage sectors.

The program offers experiential learning opportunities in the form of internships, field schools, and classes in which students work directly with artworks and other objects in a dynamic learning environment.

Senate/academic considerations
The CRMP Academic Advisor, who is a faculty member from AHVS, ensures that program offerings are appropriate, consults on instructor appointments, and supports students in the CRMP with academic matters. The CRMP Steering Committee supports academic matters
related to this program area, including: course development, curriculum, and admission requirements.

**Demand and availability**
Students are increasingly pursuing opportunities to work in museums and galleries through work-study and Co-op placements. The Fine Arts Academic Advising Centre has identified increasing interest in museum studies amongst AHVS students. We also anticipate interest from Visual Arts and students beyond Fine Arts, who may wish to add this program to their degree and increase their employability in the cultural sector. We expect enrolment to be around 25-30 students annually.

The only comparable Minor program in Western Canada is the Minor in Museum and Heritage Studies offered by the University of Calgary. Like the program at U of C., the Minor will thus be an effective stepping stone in gaining more specialized skills through graduate programs offered at the University of Toronto.

**Resource implications**
All the required courses are already offered. There are no additional needs for staff or library resources. Some of the CRM courses have differential fees; this is noted in the UVic calendar. AHVS is currently developing an art-learning lab (FIA 115) that will provide dedicated space for students to work directly with university collections. This will complement the use of the McPherson Library Special Collections classroom, the regular classroom spaces and the Legacy Gallery collections and facilities downtown.

**Other relevant factors**
Learning outcomes include: integration of theory and practice through the combination of historical and theoretical perspectives built on a solid basis of hands-on learning opportunities; understanding of the complex role of museums in society; technical competency in skills relevant to museum work, and mastery of a critical vocabulary to communicate technical and theoretical aspects of museums and other cultural institutions.

A Minor in Museum Studies will make the department of AHVS, the CRM program and their partnership more competitive by attracting and retaining students as well as satisfying the existing demand from Fine Arts students and from across campus. If the Minor in Museum Studies is taken as part of a non-AHVS BA or BFA degree, it will allow students in many disciplines to combine the intensive, subject-specific knowledge that they acquire in Majors and Honours programs with Museum Studies to provide a platform for entry into graduate level museum studies programs or apply their skills in the cultural sector employment field.

Legacy Art Galleries, as the university's art museum, will support the aims of this Minor through collaborations drawing upon the museum expertise and mentorship opportunities of its staff and the enhanced use of the art collections for teaching and research purposes.

Possible career directions include: Archivist, Material Culture Conservationist, Museum Administrator, Museum Services, Museum Marketing and Fundraising, Exhibition Designer, Art Appraiser, Curator, Museum Educator, Heritage Site Interpreter. Finally, a Minor in Museum Studies is consistent with the University of Victoria’s Strategic Plan and is cost neutral.

**Attachment(s):** Proposal to Senate, dated March 22, 2017, for the establishment of a Minor in Museum Studies.
SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 15, 2017

To: Operations and Facilities Committee

From: Valerie Kuehne, Vice-President Academic and Provost

cc: President and Vice-Chancellor

Meeting Date: May 29, 2017

Subject: Proposal to Establish a Minor in Theatre

Basis for Jurisdiction: Senate Committee on Planning meeting on March 15, 2017
Senate meeting on April 7, 2017

Strategic Relevance: The University’s success is dependent on the ability to provide rich, relevant and diverse quality programs that demonstrate societal need and value, meet student demand and build on faculty expertise. The proposed Minor in Theatre will help UVic to be nationally and internationally competitive in the recruitment and retention of high calibre students (Objective 4) and to be competitive in the quality of our program offerings (Objective 14).

Previous Consultation: At its meeting on April 7, 2017, Senate approved and recommended that the Board of Governors approve the establishment of a Minor in Theatre. This proposal was approved by the Senate Committee on Planning on March 15, 2017.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve, subject to funding, the establishment of a Minor in Theatre, as described in the document “Proposal for a Minor in Theatre”, and that this approval be withdrawn if the program should not be offered within five years of the granting of approval.
Overview/nature of the academic program
The Minor will comprise 15 units of Theatre courses. The widest array of courses is available as there are no required courses. In addition, many of the courses offered do not have prerequisites. Of those requiring prerequisites, the majority are either with “permission of the department” or with a specified second- or third-year minimum standing. Information regarding requirements is stated in the course descriptions of the UVic Calendar. From the variety of courses offered, students will have the opportunity to take a comprehensive approach to the Minor in Theatre, or focus on a particular sub-discipline within the program (specifically, Applied Theatre, Performance, or Theatre History).

Alignment with the university’s mission and strategic plan
The Mission Statement of the 2012 Strategic Plan includes the commitment of “integrating teaching, learning, research and civic engagement across the disciplines” (p. 6). To contribute to student success and experience, programs “build on the attributes of a liberal education, which include, most importantly, the capacity for critical thinking, good judgment and effective communication.”(p. 12).

A Minor in Theatre will promote these intentions by engaging students from a multitude of disciplines and providing them with a unique and practicable skill set. Theatre is by nature an interdisciplinary art founded on innovative, creative problem solving, collaboration and effective communication.

Senate/academic considerations
The Department of Theatre is the only unit in the Faculty of Fine Arts presently not offering a minor. With the recent proposal of a General degree in Fine Arts, the introduction of a Theatre Minor will ensure the Fine Arts Faculty will be able to offer courses from all units. The Theatre Department at the University of Victoria is also one of the few theatre programs in Canada not offering a Theatre Minor option.

Demand and availability
The demand for a Theatre Minor is evidenced by the widespread availability of such a program on other Canadian campuses. Introducing an equivalent program will potentially draw more students to our campus who may otherwise choose to pursue a Theatre Minor elsewhere.

Resource implications
No new staff, space or library resources are needed.

Other relevant factors
A Minor in Theatre will make the Department of Theatre more competitive by attracting and retaining students as well as satisfying the existing demand from students within our faculty and from across campus. Immersed in an environment of a fully functioning, purpose-built theatre plant, students will take courses with substantial experiential learning opportunities encompassing a wide-range of theatre disciplines. Students will be instructed by practicing professional artists and exceptional scholars with additional support from dedicated teaching staff. Graduates have a wide range of competencies in theatre and transferable skills that provide them with a competitive edge as they enter the employment market or pursue post-graduate programs. Finally, a Minor in Theatre is consistent with the University of Victoria’s Strategic Plan and is cost neutral.

Attachment(s): Proposal to Senate, dated March 22, 2017, for the establishment of a Minor in Theatre.
SUBMISSION TO THE UVIC BOARD OF GOVERNORS

May 15, 2017

To: Operations and Facilities Committee

From: Valerie Kuehne, Vice-President Academic and Provost

cc: President and Vice-Chancellor

Meeting Date: May 29, 2017

Subject: Proposal to Establish a Bachelor of Science with an Anthropology Major

Basis for Jurisdiction: Senate Committee on Planning meeting March 15, 2017

Strategic Relevance: The University’s success is dependent on the ability to provide rich, relevant and diverse quality programs that demonstrate societal need and value, meet student demand and build on faculty expertise. The proposed program supports UVic’s 2012 Strategic Plan focus on preparing students to contribute to the betterment of a rapidly changing global society through experientially rich and research-informed learning. Through the various complements of courses available, our students will engage in hands-on learning (Objective 12a, 18). Their learning will be enriched through the department’s active research (Objective 22).

The proposal also aligns with the strategic aims of recruiting outstanding students from diverse regions and increasing the number of Indigenous student graduates (Objectives 2, 3).

Previous Consultation: At its meeting on April 7, 2017, Senate approved and recommended that the Board of Governors approve the establishment of a Bachelor of Science with an Anthropology Major. The proposal was approved by the Senate Committee on Planning on March 15, 2017.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve, subject to funding, the establishment of a Bachelor of Science with an Anthropology Major, and that this approval be withdrawn if the program should not be offered within five years of the granting of approval.
Overview/nature of the academic program
The Department of Anthropology at the University of Victoria currently offers several programs: a major program leading to a Bachelor of Arts; a minor that can be combined with other Bachelor of Arts majors; and an honours program that can be pursued as part of an Anthropology BA. These undergraduate programs offer students excellent grounding in three of North American Anthropology’s four traditional subfields – Cultural Anthropology, Archaeology, and Biological Anthropology. Students are also able to gain experience in the fourth subfield, Linguistics, by taking courses towards their degree requirements in the Department of Linguistics.

Our proposed BSc program responds to a niche by enabling students to pursue science-based learning objectives through pathways oriented toward careers ranging from the health sciences to cultural resource and heritage management, conservation and more. This is consistent with the practice in other Faculty of Social Sciences departments that offer both BA and BSc options for their students.

Alignment with the university’s mission and strategic plan
The proposed program supports UVic’s 2012 Strategic Plan (hereafter UVSP) focus on preparing students to contribute to the betterment of a rapidly changing global society through experientially rich and research-informed learning. Through the various complements of courses available, our students will engage in hands-on learning (UVSP Objective 12a, 18) to:

- study long-term trajectories of environmental change and its human connections (historical ecology);
- learn about the intersections between disease, demography and social inequality (medical anthropology);
- master methods and techniques relevant to balancing protection of cultural heritage resources with access (digital methods in archaeology);
- learn the value of big data for tackling complex problems of human and environmental interaction; and
- study how long-term evolutionary processes intersect with the ongoing dynamics of evolutionary processes with implications for health and well-being.

Their learning will be enriched through the department’s active research in these areas (UVSP Objective 22). Consistent with UVic’s Learning Outcomes (http://web.uvic.ca/calendar2016-05/cal/uvic/learning-outcomes.html), BSc program students will develop competencies in problem solving and critical thinking augmented by Anthropology’s two key interventions, asking ‘what else is there?’ and countering ‘commonsensical’ understandings with ‘not so fast!’ Both interventions encourage a breadth of perspective needed to tackle complex problems in a diverse world.

The proposal also aligns with the strategic aims of recruiting outstanding students from diverse regions and increasing the number of Indigenous student graduates (UVSP Objectives 2, 3).

If approved, this will be the only Anthropology program in the province to offer a BSc, and one of the few nationwide, which we anticipate, will enhance student recruitment and retention. For example, we anticipate interest in the program among Aboriginal students looking to acquire scientific training and skills relevant to careers in cultural resource management, land and resource management and public health in a program that foregrounds respectful community engagement and culturally informed solutions to complex problems.
Senate/academic considerations
Proposal passed by Senate on Friday, April 7, 2017.

Demand and availability
The program targets students who have a strong interest in Anthropology’s approaches to understanding the ecological and evolutionary contexts of humans and their ancestors through methods and perspectives from the natural sciences that simultaneously value cultural diversity.

Graduates of the proposed program will achieve learning outcomes identified by the department as crucial to anthropological training: appreciating the diversity of human life in the past and present; challenging assumptions and preconceptions about cultural differences; transcending the boundaries between the sciences and humanities; and understanding the relationships between humans and their environments. The demand for Anthropological Science among current students is evident in the fact that our current Anthropological Science courses are heavily subscribed; these typically large classes often have significant waitlists at the start of term. In addition, these courses tend to attract a large number of students from the Faculty of Science, suggesting that there is interest among science students for Anthropological Science. Finally, current BSc programs in the Faculty of Science attract a substantial portion of students who choose the BSc over the BA options, suggesting that among Social Science students, there is an interest in combining the natural and social sciences. Given that no other B.C. universities currently offer an Anthropology BSc, we envision attracting students to UVic specifically to pursue this degree option.

Resource implications
No additional resources are required to implement this program, though with growth we would anticipate the potential need for increased TA funding in support of lab-based coursework.

Other relevant factors
In addition to providing an effective STEM-focused foundation in Anthropological Sciences for students wishing to pursue graduate training in Anthropology, the proposed program will provide robust training for students to enter careers in health sciences, cultural heritage management, natural resource policy, consulting archaeology, and other fields. Graduates of the program will possess a complement of skills that will be of direct value in the labour market in the province and beyond, including proficiency in laboratory methods, numeracy, quantitative research skills, ethical issues, and project management. They will be ideally positioned to take a culturally oriented approach to health care training programs where they can expand upon the foundational skills provided by the BSc program. Archaeological research in B.C. is a vital point where governments and industry connect with First Nation communities. The particular focus in our Department of Anthropology at UVic on working in collaboration with First Nations communities in the province means that students in our BSc program will be exposed to ethically-informed approaches and efforts to implement the recommendations and calls to action of the Truth and Reconciliation Commission.

The feedback we received during our external consultations has all been highly supportive. Dr. Patricia Janssen, Director of the MSc program at the UBC School of Population and Public Health called the BSc Anthropology program a “new and exciting area from which [they] could recruit graduate students”, and noted that Indigenous and rural health are key areas of their programs and an Anthropology background would be valuable in these contexts. Students from their programs have a close to 100% employment rate at graduation. Both Dr. Bartlett (MScOEH Program Director, School of Population and Public Health, UBC) and Dr. Colquhoun (President of the Canadian Association for Physical Anthropology) noted the strength of the interdisciplinary nature of our proposed program. Dr. Colquhoun stressed the increasing interest among students for undergraduate programs that “cross traditional ‘siloed’ academic disciplines” as we are emphasizing in our BSc program. Dr. P. Sicotte, Head of the Department of Anthropology and
Archaeology at U. Calgary noted that our program proposal is 'well thought out' and that a B.Sc. program could "better prepare your students for a diversity of professional avenues within or outside of academia."

Attachment(s):

1. Proposal to Senate, dated March 22, 2017, for the establishment of a Bachelor of Science with an Anthropology Major.
SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 15, 2017

To: Operations and Facilities Committee

From: Valerie Kuehne, Vice-President Academic and Provost

cc: President and Vice-Chancellor

Meeting Date: May 29, 2017

Subject: Proposal to Establish Joint Degrees: Juris Doctor and Juris Indigenarum Doctor

Basis for Jurisdiction: Senate Committee on Planning meeting March 15, 2017

Strategic Relevance: The University's success is dependent on the ability to provide rich, relevant and diverse quality programs that demonstrate societal need and value, meet student demand and build on faculty expertise. The establishment of Joint Degrees: Juris Doctor and Juris Indigenarum Doctor (JD/JID) will help UVic to be nationally and internationally competitive in the recruitment and retention of high calibre students (Objective 4) and to be competitive in the quality of our program offerings (Objective 14).

Previous Consultation: At its meeting on April 7, 2017, Senate approved and recommended that the Board of Governors approve the establishment of Joint Degrees: Juris Doctor and Juris Indigenarum Doctor.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve, subject to funding and approval by the Ministry of Advanced Education, the establishment of Joint Degrees: Juris Doctor and Juris Indigenarum Doctor, as described in the document "Proposed Joint Degrees: Juris Doctor and Juris Indigenarum Doctor, and that this approval be withdrawn if the program should not be offered within five years of the granting of approval."
Overview/nature of the academic program
The proposed JD/JID joint degree program responds directly to the Truth and Reconciliation Commission’s Call to Action 50: “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 of Canada.” The program directly addresses the expanding need for lawyers with background and experience in working with multiple legal traditions, including Indigenous legal traditions, with respect to negotiating treaties, intergovernmental agreements regarding social services, economic and resource development, cultural enrichment, and environmental protection. Graduates would be sought after by Indigenous governments; non-Indigenous governments and organizations; and lawyers, law firms, and social justice advocates involved in negotiation of agreements, institution building, and social justice initiatives concerning Indigenous peoples.

Alignment with the university’s mission and strategic plan
The JD/JID aligns with UVic’s 2012 strategic plan, in particular, providing a high quality learning and research environment; integrating teaching, learning, research and civic engagement across the disciplines; employing our core strengths to benefit our external communities – locally, regionally, nationally and internationally – and promoting civic engagement and global citizenship; and promoting the development of a just and sustainable society through our programs of education and research and the stewardship of our own financial and physical resources. See also goals #3, #12, #13, #16, #18, #20, #21, #23, #28, #29, #30, and #31. The JD/JID aligns with UVic’s Strategic Research Plan (2016-2021) especially priorities #3 and #4 that single out partnerships with Indigenous communities and Indigenous research as one of eight dynamic areas of research. Finally, the JD/JID strongly aligns with UVic’s Indigenous Plan (2017-2022) in all four of its foci, namely on students, faculty and staff, education, and research.

Senate/academic considerations
The JD/JID proposal has the support of the Law Faculty and letters of support from the Deans of six UVic faculties and seven law faculties from across the country (these seven faculties include the two BC law schools: UBC and TRU; we expect additional letters from other law faculties in the coming weeks). It was unanimously approved by University Senate. The proposal has benefitted from extensive consultations with Indigenous communities and organizations since at least 2009. There have also been discussions with the Business Council of British Columbia, professional bodies including the Law Society of British Columbia, the Federation of Law Societies, and the Indigenous Bar Association, as well as representatives of the provincial and federal judiciary, including several judges of the Supreme Court of Canada and the Federal Court of Canada.

Demand and availability
Robust student demand and availability is evidenced by the following seven factors:

1) UVic Law’s current success in attracting students interested in Indigenous law and legal issues into its current JD and graduate programs;
2) three summer pilot programs that were well subscribed, drawing students from BC, Canada, and internationally;
3) student interest in response to ongoing informal promotion of the proposal during JD recruitment activities;
4) keen interest and support from Indigenous communities and leaders;
5) support by members of the legal profession and justice system actors such as judges and the Federation of Law Societies of Canada;
6) interest and support from provincial and federal government departments that engage directly with Indigenous communities and issues; and
7) increasing attention from Canadian, North American, and international networks of scholars and activists on Indigenous legal issues.

UVic itself has 1262 Indigenous students who (minus the 28 already at the Law Faculty) are part of a potential pool of applicants. UVic Law currently has in place a sophisticated recruitment strategy for its JD, involving site visits to campuses in BC and across Canada, which can serve as a recruitment vehicle for the JD/JID. Similarly, the partnerships UVic Law has in place with Indigenous communities through its research agenda and advance work on the JD/JID serve as a foundation for recruitment efforts in those communities.

Resource implications
UVic Law has developed a detailed budget and financial plan as well as engaged in extensive fundraising activities with both public and private sector representatives, at the provincial and national level to fund the program and capital costs.

1) Program Costs ($1.8 million/year once the program reaches steady-state): Resources will be required for six additional faculty members (an increase of 20% to serve a 25% increase in student load), 3.5 FTE in additional administrative staff, together with additional staff time to support extra load in a number of administrative areas.

2) Capital Costs ($19.2 million): A new wing to the Fraser Building will be needed to accommodate the increased students, faculty and staff when the program is in its steady state. A full study of the space requirements, siting and an estimate of construction cost was completed in 2015-16 and approved by UVic’s Department of Budget and Capital Planning.

3) Library Resources: Additional library resources that are outside the current Library budget will be needed to support the program. These library resources would be supported by the University portion of student fees and provincial funding.

The ability to offer the program is dependent on funding. We expect:
1) the BC government to cover the basic program costs through the funding of student places;
2) the Canadian government to support the capital costs (subject to matching from privately-sourced funds), research funding, and engagement costs; and
3) private funders to provide matching funds for the federal contributions, together with student financial support, program costs, and funding for an expanded Indigenous Law Research Unit.

Other relevant factors
Teaching and Research. The establishment of the JD/JID will ensure that the University of Victoria and UVic Law remain pre-eminent in the fields of Indigenous law and Indigenous community engagement. The JD/JID builds on and will enhance UVic Law’s existing capacity in teaching and research in Indigenous law generally.

UVic Law’s Indigenous Law Research Unit (ILRU) provides a sturdy framework for ongoing community engagement in the activities that support the JD/JID curriculum. ILRU already has a distinguished record of community-engaged research on Indigenous Law. It developed out of a major project funded by the Ontario Law Foundation in partnership with the Truth and Reconciliation Commission and the Indigenous Bar Association. This project had a significant impact on the TRC’s recommendations, especially Recommendation 50. ILRU will serve as the privileged vehicle for the expansion of community-engaged teaching and research associated with the program. Its activities, with communities, will directly support the communities’ own development of their laws and dispute resolution processes. The relationships that ILRU establishes will provide a natural framework for the program’s field placements and other teaching. Its materials will serve as course materials for the JD/JID. Its research contributions will lead the research efforts of those associated with the program.
The JD/JID will also both build upon and extend the very significant interdisciplinary collaboration on Indigenous questions at UVic, including the National Consortium for Indigenous Economic Development (founded jointly by Law and Business) and the Graduate Certificate in Indigenous Nationhood (founded jointly by Law, Political Science, and Indigenous Governance).

**Post Graduate Success.** The JD/JID responds directly to labour market priorities identified in BC’s Labour Market Outlook. It identifies law practice as one of the top 100 opportunity occupations over the next decade. Moreover, in the 2025 Skills for Jobs Blueprint, BC has made it a priority that growth in the Provincial resource sector take place in partnership with Indigenous communities and offer training and employment opportunities for members of Indigenous communities. UVic Law has the institutional structures in place to support JD/JID students in taking advantages of these opportunities. The JD program already has a Careers Office that facilitates a range of articling and employment options for JD graduates. It will be expanded to support the JD/JID graduates’ specialized career paths. Consultations with potential employers both in government and in the private sector indicate that demand for the program’s graduates will be strong.

**Attachment(s):** Proposal to Senate, dated March 22, 2017, for the establishment of joint degrees: Juris Doctor and Juris Indigenarum Doctor.
SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 15, 2017

To: Operations and Facilities Committee

From: Valerie Kuehne, Vice-President Academic and Provost

cc: President and Vice-Chancellor

Meeting Date: May 29, 2017

Subject: Proposal to Establish a Department of Indigenous Education within the Faculty of Education

Basis for Jurisdiction: Senate Committee on Planning meeting March 15, 2017

Strategic Relevance: The University’s success is dependent on the ability to provide rich, relevant and diverse quality programs that demonstrate societal need and value, meet student demand and build on faculty expertise. The establishment of a Department of Indigenous Education within the Faculty of Education will help UVic to be nationally and internationally competitive in the recruitment and retention of high calibre students (Objective 4) and to be competitive in the quality of our program offerings (Objective 14).

Previous Consultation: At its meeting on April 7, 2017, Senate approved and recommended that the Board of Governors approve the establishment of a Department of Indigenous Education with the Faculty of Education. This proposal was approved by the Senate Committee on Planning on March 15, 2017.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve, subject to funding, the establishment of the Department of Indigenous Education within the Faculty of Education, as described in the document “Department of Indigenous Education” effective immediately.
Overview/nature of the academic unit
Since 2010, the Indigenous Language Revitalization (ILR) programs have functioned independently in terms of academic and administration within the Faculty.

In 2014, the Indigenous Education Advisory Board, which has provided guidance and advice to this growing unit since 1999, ratified Indigenous Education’s five-year Strategic Plan, which included a call to consolidate its current administrative structure as a Department of Indigenous Education within the Faculty of Education.

Current Faculty and Staff Complement

Faculty
- Dr. Nick Claxton, Assistant Teaching Professor
- Dr. Onowa McIvor, Assistant Professor (Tenure and Promotion to Associate Professor, effective July 1, 2017)
- Dr. Carmen Rodriguez de France, Assistant Professor with tenure
- Dr. Trish Rosborough, Assistant Professor
- Current hire for Associate Professor (new Chair) underway (2017)
- Request for 2 new faculty hires in the next 5 years

Staff
- IED Assistant to the Director/Chair (1.0 CUPE 951)
- Language Programs Coordinator (1.0 PEA)
- Language Programs Assistant (0.5 CUPE 951)
- Indigenous Advisor/Coordinator (1.0 PEA) – Faculty wide service
- Term position (1 year) Indigenous Resurgence Coordinator (0.5 PEA) – Faculty wide service

Alignment with the university’s mission and strategic plan
The proposed Department of Indigenous Education fulfils the goal of the UVic Strategic Plan 2012 to offer programs in teaching, research and support of such quality as to place us in the upper 20 per cent of a national set of comparable programs as judged by peer evaluation (p. 24).

The existing Indigenous Language Revitalization (ILR) programs that will be housed in the proposed Department have gained recognition as leading programs regionally and nationally. In the 2016/17 academic year, the ILR programs have been taught by our faculty at the University of Saskatchewan (on the basis of an educational service contract for the Masters program) and in our regional communities (the Diploma program funded by the Aboriginal Service Plan). Meetings with our Interim Aboriginal Community Council in the 2016/17 year indicated language revitalization remains a key priority for our community partners, many of whom have less than 10 members fluent in their language.

The proposed Department fulfils the criteria set out in the UVic Strategic Plan 2012 for quality in the selection of areas of focus.

The UVic Strategic Plan states: “Areas of focus in teaching, research and scholarship will be determined by departments, schools and faculties, based on the following criteria:

1) Consideration of intellectual value and societal need
2) Student demand
3) The ability to be a national or regional leader in the area
4) Collegial support among faculty
5) An established or planned ability to attain a critical mass of faculty in the area” (p. 24).
The Faculty of Education voted unanimously to support the formal establishment of a Department of Education to house the Indigenous Language Revitalization programs.

Identification as a distinct department is critical for faculty recruitment and retention needed to remain a national and regional leader in this disciplinary area. The governance structure will enable UVic, in an increasingly competitive environment, to recruit new faculty in order to continue offering quality programing in line with increasing community demand as well as graduate student supervision and curriculum development. In addition, the establishment of a Department of Indigenous Education will strengthen the ability of the university to attract students and faculty.

A Department of Indigenous Education will support the UVic Strategic Plan Objective 3: “To continue to increase the number of Indigenous students graduating from all faculties at UVic, building on our commitment to and our unique relationship with the First Peoples of Canada.”

As well, a new Department in Indigenous Education will support the UVic Strategic Research Plan, and Indigenous Plan by creating increased opportunities for community engaged, dynamic, social-justice research, and Indigenous Scholarship, (Objective 2: UVic's Commitment to the vital impact of research), and offering further academic programming and course delivery possibilities.

**Senate/academic considerations**

Discussion at Senate noted that the establishment of a new Department of Indigenous Education within the Faculty of Education will provide the necessary and appropriate administrative and academic oversight of this component of the Faculty of Education.

**Demand and availability**

Over the past 5 years, ILR programs have attracted 61 new Indigenous Graduate students (34 graduated, 27 in progress) and 80 new Indigenous undergraduate students (50 of which are currently enrolled, and 30 of whom have completed their programs).

**Resource implications**

In the coming two years the faculty complement that supports the Indigenous Language Revitalization programs will be increased. The Spring 2017 budget letter provides for faculty for the proposed Department.

This aligns with:

1) **UVic Indigenous Plan**
   - **Goal Strand 5 - 1f)** Consider establishing one or more academic positions or units to support Indigenous academic programs and provide clear lines of reporting and accountability, and

2) **UVic Strategic Plan 2012**
   - **Faculty Objective - 6a)** focus new resources and faculty renewal on established or emerging areas of research and educational excellence, recognizing the unique requirements of different disciplines.

**Other relevant factors**

The establishment of this governance structure at UVic will respond to the call from our Indigenous Education Advisory Board to provide opportunities for growth, and support our continued responsiveness to the educational needs and requests of our Indigenous community partners and broader society.

**Attachment(s):** Proposal to Senate, dated March 22, 2017, for the establishment of a Department of Indigenous Education within the Faculty of Education.
SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

To: Operations and Facilities Committee

From: Valerie Kuehne, Vice-President Academic and Provost

cc: President and Vice-Chancellor

Meeting Date: May 29, 2017

Subject: Discontinuation of the RN to MN Option

Basis for Jurisdiction: Senate Committee on Planning meeting April 11, 2017
Senate meeting May 5, 2017

Strategic Relevance: The request to discontinue the RN to MN Option is in line with the University’s Strategic Plan. Objective 12a) of the Plan cites the need to continuously evaluate programs to ensure they are of the highest quality, responsive to enrolment trends, and allow for opportunities for reallocation of resources to higher-priority areas.

Previous Consultation: At its meeting on May 5, 2017, Senate approved and recommended that the Board of Governors approve the discontinuation of the RN to MN Option. The Senate Committee on Planning approved the proposal April 11, 2017.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the request for Discontinuation of the Registered Nurse to Master of Nursing option, as described in the document “Discontinuation of the RN to MN Option” effective immediately.
Overview/nature of the academic program
The Registered Nurse (RN) to Masters of Nursing (MN) option first appeared in the 2012-2013 Academic Calendar. Students accepted into the RN-MN option were expected to complete requirements for the post-diploma RN program in one year before being admitted into the MN program.

Alignment with the university’s mission and strategic plan
There was little uptake from potential students for the RN to MN option and this contributed to our decision to discontinue it as an option. As a result, the change aligns with UVIC’s strategic plan: Academic Programs, Teaching and Learning Objective 12a.

Senate/academic considerations
The decision to discontinue the option was based on lack of student enrollment or demand for it.

Demand and availability
The decision for the calendar changes was tied to:

1. no longer accepting students into the post-diploma program. As a result there was no entry point for this option, and
2. after several years of offering the option there was very little uptake from the nursing community (i.e., one applicant and no students currently enrolled).

Resource implications
Discontinuing the RN-MN option had no resource, revenue or expense implications.

Other relevant factors
There are no anticipated impacts on UVIC.

Attachment(s): Proposal to Senate, dated April 19, 2017, for the discontinuation of the RN to MN Option
SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 15, 2017

To: Operations and Facilities Committee

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

cc: President and Vice-Chancellor

Meeting Date: May 29, 2017

Subject: Sexualized Violence Prevention and Response Policy Updates

Basis for Jurisdiction: University Act, section 27
Procedures of the Board of Governors, section 8

Strategic Relevance: The University of Victoria (UVic) is committed to providing our students, faculty and staff with a safe, healthy, supportive, and respectful environment in which to live, work, and learn. Sexualized violence is a significant issue both on our campus and in the wider community and we at UVic have an important role to play as leaders, educators, students, and community partners in addressing issues of sexualized violence.

Objective #1 in the Strategic Plan is "To be a diverse, welcoming learning community, with a demonstrated commitment to equity and fairness" and to "actively promote and communicate coordinated practices of inclusion, respect, wellness, accessibility, safety and accommodation as the foundations of a healthy university community."
Previous Consultation: Previous Board of Governors meetings (the policy has been discussed at the following meetings: May 30, 2016; June 27, 2016; November 27, 2016; January 30, 2017, March 27, 2017).

Recommendation:
THAT Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the proposed updates Sexualized Violence Prevention and Response Policy.

Background:
At the March Board meeting, the Sexualized Violence Prevention and Response Policy (the Policy) was approved effective May 19. Procedures in support of the Policy have been in development since January 2017 and were approved by the President on May 16, 2017. The Procedure drafting process resulted in the recommendation for minor updates to the Policy. A Changelog outlining the proposed changes and an updated Policy are attached.

Attachments:
- Sexualized Violence Prevention and Response Policy Changelog
- Sexualized Violence Prevention and Response Policy
<table>
<thead>
<tr>
<th>Rationale</th>
<th>Changes Made (by section #)</th>
</tr>
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<tbody>
<tr>
<td>Change “anonymous report” to “anonymous statement”, and “third party report” to “third party statement” to match the terminology used in the Procedures</td>
<td>Definitions – changed definition of “third party reporting” to read: “third party statement” means when someone (e.g. friend, staff, faculty, colleague) shares information with the university about sexualized violence on behalf of the person who experienced sexualized violence.”</td>
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<td></td>
<td>10.3(c) – changed “a report” to “a statement”</td>
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<td>10.4 – changed “anonymously disclose their experiences” to “make anonymous statements” and changed all instances of “disclosure” to “statement”</td>
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<td>12.8 – changed “Reports” to “Statements”</td>
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<td>12.8.1 – changed “report” to “statement”</td>
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<td>12.8.3 – changed “report” to “statement”</td>
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<td>12.8.4 – changed “report” to “statement”</td>
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<td>17.11 – changed “reports” to “statements”</td>
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<td>17.11 – changed “Information” to “Statements”</td>
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<tr>
<td>Change the definition of “report” to include the possibility of Community Accountability Agreements</td>
<td>Definitions – changed “…initiating an investigation process” to read “…initiating an investigation or community accountability process”.</td>
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<tr>
<td>Change the Interim Measures section to align with the Response to At-Risk Behaviour policy (in development)</td>
<td>13.1 – changed “Interim Measures Policy” to “Response to At-Risk Behaviour Policy”</td>
</tr>
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<td>13.2 – deleted “the nature of the allegations and”, so the sentence now reads: “The need for interim measures, and which measures are imposed, will be determined on a case by case basis, taking into account the circumstances of each situation.”</td>
</tr>
<tr>
<td>Editorial</td>
<td>Changed Effective Date, Supersedes, and Mandated Review dates</td>
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<td>Deleted extra spaces and lines</td>
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Sexualized Violence Prevention and Response Policy

DEFINITIONS

For the purposes of this policy, the following definitions apply.

“complainant” means a person who makes a report alleging a violation of this policy.

“consent” means the voluntary agreement to engage in physical contact or sexual activity and to continue to engage in the contact or activity. Consent means that all persons involved demonstrate, through words or actions, that they freely and mutually agree to participate in a contact or activity. More specifically:

(a) consent must be given at the outset and at all stages of physical contact or sexual activity;
(b) it is the responsibility of the initiator to obtain ongoing consent;
(c) consent can be withdrawn at any time by any participant;
(d) someone who is incapacitated cannot consent;
(e) there is no consent where one person abuses a position of trust, power, or authority over another person;
(f) past consent does not imply future consent;
(g) a person cannot give consent on behalf of another person;
(h) silence or the absence of “no” is not consent;
(i) the absence of perceived resistance is not consent; and
(j) there is no consent when there is coercion, force, threats, or intimidation towards any person, or where there is fraud or withholding of critical information that could affect a person’s decision to consent.

“disclosure” means telling someone about an instance of sexualized violence. A disclosure does not initiate an investigation unless a report is made (see section 12 for how to do this).

1 For the purposes of this policy, we define consent within the framework of sexual consent. The university, however, recognizes that consent is an important everyday interpersonal practice beyond this framework.
“incapacitated” means a person does not have the capacity to give consent because, for instance, the person is impaired by alcohol or drugs, or is asleep or unconscious, or is experiencing a traumatic response. A person does not have the capacity to give consent when the person cannot appreciate the who, what, when, where, why, or how of a physical contact or sexual activity.

“intake office” means the central intake office that will provide a specific location where all members of the university community, visitors, and others can seek advice and direct referrals and/or disclose or make a report of sexualized violence.

“intersectional” means the ways in which a person’s experiences are shaped by the interaction of different social positions (e.g. sex, sexual identity, gender identity or expression, Indigeneity, racial and ethnic background, ability, faith, migration status, etc.). These interactions are rooted in interconnecting systems and structures of power and produce intersecting forms of privilege and oppression shaped by colonialism, racism, homophobia, ableism, patriarchy, transphobia, queer antagonism, trans antagonism, bi antagonism, and/or any other form of discrimination.

“respondent” means a person who is alleged to have violated this policy.

to “report sexualized violence means making a formal report to the university with the intention of initiating an investigation or community accountability process.

“retaliation” means any adverse action or threatened action, taken or made through any means, including through social or other electronic media, against a person who engages with this policy or is associated with anyone who engages with this policy.

Retaliation includes but is not limited to threatening, intimidating, or harassing conduct that could discourage a person from seeking support or other services, disclosing or reporting sexualized violence, participating in an investigation, or otherwise engaging with this policy.

“sexual misconduct” means, for the purposes of this policy, any of the acts and behaviours identified in the definition of sexualized violence.

“sexualized violence” means any non-consensual, unwanted actual, attempted, or threatened act or behaviour, that is carried out through sexual means or by targeting a person’s sex, sexual identity, or gender identity or expression. This act or behaviour may or may not involve physical contact. Sexualized violence includes all forms of sexual misconduct as set out in the Sexual Violence and Misconduct Policy Act, including but not limited to:

(a) sexual assault;
(b) sexual exploitation;
(c) sexual harassment;
(d) stalking;
(e) indecent exposure;
(f) voyeurism;

(g) the distribution of a sexually explicit photograph or video of a person to one or more persons other than the person in the photograph or video without the consent of the person in the photograph or video.

Sexualized violence can take place through any form or means of communication (e.g., online, social media, verbal, written, visual, through a third party, etc.).

“student” includes any of the following:

(a) a person who is registered, enrolled, or participating in any course or program (credit or non-credit) offered by the university;

(b) an undergraduate who has been enrolled at the university for one or more of the last three terms and is eligible to continue in a program of study;

(c) a graduate student who is enrolled at the university in the current term and is eligible to continue in a program of study;

(d) a graduate student who is on an approved or personal leave and is eligible to enroll at the university when the leave ends; or

(e) a visiting or exchange or audit student who has been formally admitted to the university for the purposes of taking courses or to take part in an approved research term.

“survivors and those impacted by sexualized violence” means survivors and those who have experienced sexualized violence, witnesses, family and friends of survivors and those who have experienced sexualized violence, and those who have received disclosures. It does not mean the respondent or those who are found responsible for causing harm to a university community member. The university recognizes that some people impacted by sexualized violence may not identify with this terminology, and have the right to determine how they will be referred to.

“survivor-centred” means prioritizing the safety and choices of survivors and those impacted by sexualized violence.

“third party statement” means when someone (e.g. friend, staff, faculty, colleague) shares information with the university about sexualized violence on behalf of the person who experienced sexualized violence.

“trauma-informed” means incorporating an understanding of the impact that sexualized violence has on a person’s life, to minimize re-victimization, and facilitate recovery and empowerment.

“university activity” means any activity that is directly related to or arising out of the operations of the university at any location, or any activity where a university community member is formally representing the university.
“university community” means:

(a) credit and non-credit students, including distance students and continuing studies students;
(b) employees (faculty, librarians, and staff);
(c) anyone holding a university appointment;
(d) post-doctoral fellows;
(e) all persons who are employed under contracts with university faculty members as the employer and who provide research or administrative services directly supporting faculty members’ research activities;
(f) visiting researchers;
(g) anyone contractually required to abide by university policies;
(h) anyone volunteering with a university program or activity;
(i) members of the Board of Governors and Senate; and
(j) anyone who ordinarily resides on campus because of their relationship with the university.
FOUNDATIONAL STATEMENTS

1. Preamble

1.1 Sexualized violence is unacceptable and prohibited conduct at the University of Victoria (the university).

1.2 The university recognizes that sexualized violence is a significant and systemic social and campus issue that can affect anyone at the university. This policy sets out the university’s framework and strategy to address sexualized violence.

1.3 The university recognizes its responsibility to increase awareness of sexualized violence, prevent its occurrence within the university community, support survivors and those impacted by sexualized violence, diligently investigate reports of sexualized violence, deal fairly with those accused of sexualized violence, and deal fairly and firmly with those who have been found responsible for violating this policy.

2. Purpose

2.1 The purpose of this policy is to instill and cultivate institutional, collective, and individual responsibility to create an environment in which consent and respect are foundational principles and practices at the university.

2.2 This university is committed to addressing sexualized violence by:

(a) implementing and actively promoting education, awareness, prevention, and training programs, in multiple formats and tailored to multiple audiences, that support survivors and those impacted by sexualized violence in a trauma-informed manner;

(b) responding to disclosures and reports of sexualized violence;

(c) communicating the support services and the resources available to all members of the university community who may be directly or indirectly impacted by sexualized violence;

(d) supporting survivors and those impacted by sexualized violence, through academic, non-academic, and other supports as required; and

(e) coordinating consistent, fair, and transparent responses to sexualized violence disclosures and reports.

3. Principles of the Policy

The following principles are intended to assist in the interpretation of this policy.

3.1 Because anyone can experience sexualized violence, this policy applies to all university community members regardless of a person’s social position or position within the university structures, hierarchies, and power relations.
Some individuals or groups experience sexualized violence at higher rates. Every effort to address sexualized violence should be grounded in an intersectional understanding that each person’s experience will be affected by many factors, including but not limited to their sex; gender identity and expression; sexual identity; family status; Indigenous, racial, or ethnic background; language barrier; ability; faith; age; socioeconomic status; academic standing; as well as their position within university structures, hierarchies, and power relations.

Sexualized violence does not exist or operate in isolation. Acts of sexual violence can also be acts of colonial violence, racism, sexism, ableism, ageism, classism, religious intolerance, homophobia, transphobia, queer antagonism, trans antagonism, bi antagonism, and/or any other form of discrimination. Hence, university strategies to address sexualized violence must be linked to broader equity and anti-discrimination initiatives and goals.

Every individual should expect to be able to learn, work, and live in a university environment that is free from all forms of sexualized violence. The university expects every member of the university community to practise consent and respect for the dignity and diversity of all community members, and to foster an environment in which these are fundamental principles. All university academic and non-academic administrators are expected to take active steps to incorporate the principles of this policy into their units.

The university is committed to transparency and accountability with respect to the implementation of this policy and its related procedures.

4. Expectations for Those Who May Engage With the Policy

The university is committed to supporting all survivors and those impacted by sexualized violence while instituting fair and unbiased response processes.

The university recognizes the serious impacts of sexualized violence and trauma on survivors and those impacted by sexualized violence, the university community, and others, and is committed to responding in a manner that promotes empowerment and recovery and minimizes re-traumatization.

The university is committed to trauma-informed practices and responses. This includes providing options to survivors and those impacted by sexualized violence on how to access supports, and whether or not to proceed with reporting processes.

Survivors and those impacted by sexualized violence have the right to choose how and when they engage with the university and the university’s reporting processes (see section 10.5 on delayed reporting).

Individuals will not be blamed for experiencing sexualized violence.

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2 This is not an exhaustive list. Since language is fluid, these terms may change over time.
4.6 All persons who disclose or report an experience of sexualized violence to the university should expect from the university:

(a) to be treated with compassion, dignity, and respect;
(b) to be respected in their choice as to whether and to whom they wish to disclose or report their experience;
(c) timely assistance with safety planning;
(d) timely information about and referrals to available on- and off-campus support services and resources;
(e) non-judgmental and empathetic support; and
(f) if they do decide to report their experience, a clear explanation of the investigation and adjudication process, regular updates on the status of the process, and ongoing support.

4.7 All those who are accused of causing harm, and those who are found responsible under this policy can expect from the university:

(a) to be treated with compassion, dignity, and respect, and provided with support and resources throughout the process;
(b) a fair and unbiased process (in accordance with collective agreement provisions, where applicable);
(c) a clear explanation of the process, options available to them, and potential outcomes; and
(d) opportunities to engage in community accountability processes where appropriate and permissible under collective agreements.

(e) Where suitable, trauma-informed support will be available throughout the process.

SCOPE

5. Prohibited Conduct

5.1 All acts of sexualized violence are prohibited under this policy.

5.2 Retaliation of any kind is prohibited. This includes retaliation against any member of the university community who reports sexualized violence in person or as a third party, witnesses, and others involved. Any member of the university community found to have engaged in retaliation may be sanctioned under this policy or other university policies or the applicable collective agreements.

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3 A voluntary process to help participants recognize and take responsibility for behaviour or acts that have caused harm. This could include facilitated discussion, education, training, counselling, and/or a recognition of impact statement or letter.
5.3 A person may also be sanctioned for retaliation if that person breaches, subject to the requirements in section 11.2, the confidentiality of a disclosure or report from a survivor or person impacted by sexualized violence.

6. Jurisdiction of the Policy

6.1 This policy and its associated procedures apply to all members of the university community.

6.2 All members of the university community who are survivors or those impacted by sexualized violence may access support under this policy. However, the university only has jurisdiction to investigate reports of actions, interactions, and behaviours that are alleged to have occurred in one or more of the following circumstances:

(a) on any property that is controlled by the university and used for university purposes;

(b) when the respondent is or was in a position of power or influence over the survivor’s academic or employment status at the university;

(c) at an event or during an activity sponsored or under the auspices of the university, including but not limited to:

(i) athletic events;
(ii) field schools;
(iii) study abroad or student exchange;
(iv) distance and online courses;
(v) placements (including co-op and practica);
(vi) academic or professional conferences;
(vii) volunteer activities; and
(viii) academic or research field work.

6.3 If an incident does not meet one or more of the above criteria, the university may still take actions to mitigate the impact of the incident on the learning, living, or working environment. If an individual is unsure about whether an incident meets the above criteria, then that individual is encouraged to contact the intake office.

6.4 The university does not have jurisdiction to investigate allegations against a person who is not a member of the university community or who is not currently affiliated with the university. However, under certain circumstances, the university can revoke visitors’ access to university property.

6.5 The university may accept disclosures or reports from persons seeking to become members of the university community in circumstances directly affecting their application to become a
member, and from former members of the university community in circumstances directly affecting their departure from the university.

6.6 The university may accept disclosures and reports from individuals who are not members of the university community if the respondent is a member of the university community, or if the incident occurred on university property or in connection with a university activity.

6.7 This policy and its associated procedures are separate from any criminal or civil proceedings. The university is responsible for determining whether a university community member has violated this policy, and is not responsible for determining violations of criminal or civil law.

6.8 University processes under this policy or associated procedures may be suspended when criminal proceedings are underway; the university will continue to provide support to members of the university community as described in this policy.

7. Employees of the University Covered by a Collective Agreement

7.1 This policy and its associated procedures are designed to complement and not conflict with the university collective agreements. Where a university collective agreement applies, such as in a disciplinary process, the processes in the collective agreement will be followed. For those who engage with this policy, the specifics of any collective agreement processes will be identified and explained.

EDUCATION AND TRAINING

8. Commitment to Education and Training

8.1 The overall goal of sexualized violence education is to build a working, learning, living, and social environment at the university based on the principles and practices of consent and respect through the awareness and prevention of sexualized violence.

8.2 The university is committed to providing access to coordinated education and training programs pertaining to preventing, and responding to, incidents of sexualized violence to all university community members.

8.3 The education and training will:

(a) be proactive, sustained, and prevention-focused with consent and respect as core elements;
(b) take into account intersectional identities and barriers, power relationships, and other relevant factors;
(c) be grounded in an anti-oppressive understanding;
(d) facilitate the dissemination of common definitions, principles, and shared values across the university community;
(e) be specific, tailored, and accessible to diverse campus populations; and
(f) be regularly reviewed and assessed.
In addition, the university is committed to education, which may include but is not limited to:

(a) implementing a comprehensive education program for faculty, librarians, staff, and students (pre-arrival, on-site orientation, and ongoing education materials, workshops, and on-line training);

(b) ensuring that all members of units and offices most likely to receive sexualized violence disclosures undergo training with a curriculum based on consistent foundational principles;

(c) making information on trauma-informed responses to disclosure available to all faculty, librarians, staff, and students;

(d) addressing harmful attitudes and behaviours that reinforce beliefs about sexualized violence such as rape myths and victim blaming that perpetuate an environment where violence is normalized; and

(e) implementing harm reduction education in relation to alcohol and other substance use.

DISCLOSURES AND REPORTS

9. Immediate Assistance

9.1 The university encourages, but does not require, survivors and those impacted by sexualized violence to seek immediate assistance. Seeking assistance promptly may be important to ensure physical safety, to obtain medical care or emotional support, or to preserve evidence. Full information on accessing immediate assistance and external and internal resources will be made available.

10. Process Options

10.1 Survivors or those impacted by sexualized violence are entitled to receive all information about their options and the processes available to them.

10.2 Employees in the intake office are available to assist survivors and those impacted by sexualized violence in understanding their options. Individuals are encouraged to contact the intake office for advice and referrals.

10.3 Options for survivors and those impacted by sexualized violence may include:

(a) a disclosure to a member of the university community;
(b) a report to the university;
(c) a statement to the university through a third party;
(d) a grievance through their union;
(e) a third party report to the police;
(f) a report of a crime directly to the police;
(g) a human rights complaint with the BC Human Rights Tribunal;
(h) a civil suit.

10.4 The university will make a mechanism available to survivors and those impacted by sexualized violence to make anonymous statements to the university, so that the university has a record of what happened but not the identity of the person making the statement. The university’s response to an anonymous statement may be limited if the university cannot follow up with the person making the disclosure.

10.5 Disclosures or reports of sexualized violence can occur immediately after the incident or several months or years later. In the latter case, they might be triggered by another experience. University support systems will be designed to be flexible and open to a diversity of experiences and needs.

10.6 The university recognizes that survivors and those impacted by sexualized violence may not be ready to disclose or report immediately after an incident of sexualized violence. There is no time limit to an individual disclosing or reporting their experiences and accessing support under this policy.

10.7 The university may not have jurisdiction to investigate an incident if parties involved are no longer affiliated with the university. Due to a significant lapse of time, there may be cases where the university is not able to investigate.

10.8 While evidentiary and procedural challenges may arise if a report is significantly delayed, the delay in and of itself will not be considered as an indication that the incident did not occur.

10.9 The procedures associated with this policy describe the processes that the university will follow. Detailed information about options and what to expect for survivors and those impacted by sexualized violence, complainants, respondents, and all parties involved will be provided in multiple formats.

11. Disclosures

11.1 Survivors and those impacted by sexualized violence may disclose their experiences to any member of the university community. Individuals may disclose for a variety of reasons, including to access support. It is the university’s expectation that individuals who disclose are taken seriously, and are treated according to the values listed in section 4.6. A disclosure is not a report and will not initiate an investigation.

11.2 A university community member may be required to disclose information they receive if any of the following circumstances apply:

   (a) a person is at risk of self-harm or of harming others;

   (b) there is an imminent risk of harm to the university community and/or the broader community;
(c) the disclosure involves sexual harassment in their place of employment;\(^4\)
(d) a person under the age of 19 is endangered; or
(e) disclosure is otherwise required by law.

In these instances, the minimum amount of information needed to meet legal or other obligations will be disclosed, and every effort will be made to involve the survivor in decision-making and to mitigate any associated risks. Any university community member who is unsure about their responsibility to disclose should seek advice from the intake office.

11.3 Faculty, librarians, and staff who receive a disclosure should ensure that the individual disclosing to them is aware of this policy and of the option to seek further assistance from the intake office.

11.4 Members of the university community who receive a disclosure may contact the intake office, or the appropriate person in their unit, for advice personal support. Unless one of the exceptions in section 11.2 applies, members of the university community who receive disclosures must obtain the consent of the person who disclosed to them before sharing any information about the person who disclosed.

12. Reports

12.1 University community members who wish to make a sexualized violence report should contact the intake office. A report may be made at any time – see section 10.6.

12.2 Individuals who seek to become members of the university community, such as prospective students or prospective faculty, librarians, or staff, may make a report to the intake office.

12.3 The head of the intake office may make a report on their own initiative when required to comply with the university's legal obligations and/or its policies, or when presented with an allegation that may put the university or its community members at risk.

12.4 Employees (faculty, librarians, and staff) may choose to report sexualized violence to their supervisor who will take appropriate actions under university policies.

12.5 University reporting options for all members of the university community also include:

(a) making a report under this policy and its associated procedures; or
(b) making a complaint of sexual harassment under the Discrimination and Harassment Policy; or
(c) for unionized faculty, librarians, and staff, filing a grievance through their union.

12.6 The university will promptly respond to reports of sexualized violence made to it under this or any other university policy. All university investigations and adjudicative processes will follow

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\(^4\) As required under the Workers Compensation Act.
principles of fairness and natural justice,\(^5\) and will protect the rights of the complainant, the respondent, and witnesses.

12.7 Investigators will apply the balance of probabilities standard of proof (i.e., whether the information shows that it is more likely than not that a violation of this policy occurred).

12.8 Statements may be made anonymously or through third parties.

12.8.1 The university may be unable to investigate an anonymous or third party statement due to a lack of information.

12.8.2 Where other sufficient information exists, the head of the intake office may decide to proceed with an investigation. In such cases, the survivor or person impacted by sexualized violence has the right to choose not to participate in the investigation. The university will act in a survivor-centred manner.

12.8.3 If the university does not investigate, a record of the anonymous or third party statement will be retained under restricted access.

12.8.4 The university may engage the response coordination team (see section 16) and consider whether any other steps can and should be taken, which may include increased Campus Security presence at certain times or in certain places and/or, in appropriate cases, contacting the third party who submitted a third party statement to find out if the survivor or person impacted by sexualized violence would consider submitting a report or participating in an investigation.

12.9 Individuals have the right to and are welcome to involve a support person of their choice at any point in the process, and they may also engage a union representative and/or legal counsel in any meetings or processes related to a report of sexualized violence.

12.10 If, after reviewing a report of sexualized violence, the university decides not to investigate, this should not be seen as a judgment against any person or a denial that the incident occurred. There are many reasons why the university may not investigate – see the Disclosure and Reporting Procedures for more information. In all cases, supports will be available.

12.11 The complainant has the right to withdraw their report at any stage in the process. However, there are circumstances when the university will be compelled to proceed without the complainant’s involvement, for reasons which may include but are not limited to those listed in section 11.2 and where required by law.

12.12 The complainant has the right to choose how they participate in the investigation, including the right not to participate; however, if the complainant decides not to participate, the university’s

\(^5\) These principles include the right to be heard and to be judged impartially, and the decision maker’s duty to be fair and to be free from bias.
investigation may be limited. Complainants may choose to be kept informed about the investigation whether or not they participate.

12.13 The university recognizes that being involved in an investigation process can be difficult. The university is committed to treating all individuals involved in a manner that is respectful, trauma-informed, and procedurally fair. All participants have the right to:

(a) have the complaint process explained to them;
(b) ask questions about the process;
(c) receive information about available supports and accountability options; and
(d) communicate their own experiences.6

13. Interim Measures

13.1 When requested by the complainant for safety reasons or where the university receives information that requires it to act to protect university community members’ health or safety, or university property, the university may impose interim measures before an investigation is concluded. Interim measures will be imposed in accordance with the Response to At-Risk Behaviour Policy and any applicable collective agreement.

13.2 Interim measures seek to protect the safety of all parties involved and to protect the integrity of the ongoing investigation or disciplinary process. The need for interim measures, and which measures are imposed, will be determined on a case by case basis, taking into account the circumstances of each situation.

13.3 Any decision to impose interim measures will not be construed as a decision or discipline against the complainant or respondent and will not be weighed against the respondent in a discipline process. Interim measures will remain in effect for as long as is reasonably required pending the outcome of an investigation. Individuals affected by interim measures may request, in writing, a review of such measures.

14. Statement on Concurrent Process

14.1 The university may proceed with an investigation into a report of sexualized violence while the incident is also being investigated by the police. The investigation process under this policy may occur simultaneously to, prior to, or following any criminal, employment, or other proceeding. The university may suspend its investigation pending the outcome of another process, or based on a participant’s health or ability to participate.

15. Amnesty

15.1 The university recognizes that some survivors and those impacted by sexualized violence may be reluctant to come forward. One of these factors may be a fear of being sanctioned for alcohol or other substance use. The university seeks to create an environment where individuals feel

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6 See sections 17 (Confidentiality and Privacy) and 5.3 (Retaliation) for further guidance.
comfortable disclosing and reporting incidents of sexualized violence. Hence, the university will not subject any individual who discloses or reports sexualized violence to disciplinary action for alcohol or substance use occurring at or near the time of the incident(s).

16. Response Coordination

16.1 The university may form an on-campus response coordination team to review risk, coordinate support and services, and consider recommendations for interim measures. The response coordination team will include appropriate individuals based on the nature of the disclosure or report.

17. Confidentiality and Privacy

For the purposes of this section (section 17) and in accordance with British Columbia’s Freedom of Information and Protection of Privacy Act (FIPPA), 7 “disclose” means to transmit or provide personal information to someone other than employees (faculty, librarian, staff) who require the information in the performance of their duties.

17.1 Confidentiality is an important part of fostering an environment where individuals feel safe disclosing incidents of sexualized violence and seeking support. The university respects the privacy of all members of the university community. Personal information received by the university will be kept confidential subject to limitations outlined in this section.

17.2 The information and records created and received to administer this policy are subject to the access to information and protection of privacy provisions of British Columbia’s FIPPA legislation, and the university’s Protection of Privacy Policy (GV0235). The information and records will be treated as highly confidential, in compliance with FIPPA, with applicable university policies and with the applicable collective agreement.

17.3 Subject to the requirements of section 11.2, university faculty, librarians, or staff who receive a disclosure or a report of sexualized violence or who are involved in addressing or investigating it must:

(a) make every reasonable effort to protect personal information and maintain confidentiality;
(b) collect the minimum information about individuals that relates directly to and is necessary to respond to a disclosure or report, which is considered to be supplied in confidence;
(c) use the information about individuals only for the purposes of, or those consistent with, addressing the situation, investigating, or taking disciplinary action;
(d) limit use of information about individuals to those within the university who need to know to perform their duties as a faculty member, librarian, or staff member; and
(e) disclose personal information in all other circumstances only as permitted under FIPPA.

17.4 The university may use or disclose personal information, including where:

(a) it is authorized by the affected individual;

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7 Legislation that regulates the collection, use, disclosure, storage and retention of personal information.
(b) the university determines compelling circumstances exist that affect any university community member’s health or safety as authorized by the university’s General Counsel (or delegate);
(c) it is authorized or required by a law or university policy; for example, an incident involving a minor, occupational health and safety legislation, and human rights legislation;
(d) it is for the purpose of preparing or obtaining legal advice for the university;
(e) it complies with a subpoena, a warrant, or an order issued by a court, person, or body in Canada with jurisdiction to compel the production of information;
(f) the university uses or discloses the information for the purpose for which the information was obtained or compiled, or a consistent purpose (for example, where it is necessary to fulfill the university’s duty of procedural fairness or where necessary for the conduct of the investigation);
(g) a faculty member, librarian, or staff member needs the information to perform their employment duties;
(h) the information is disclosed to a law enforcement agency in Canada to assist in a specific investigation;
(i) the information is being disclosed to the complainant, the respondent, or another person, under conditions consistent with section 17.8; or
(j) for public comment under section 17.15.

17.5 Should the university be compelled to disclose confidential information, survivors and those impacted by sexualized violence will be informed to the extent permitted or compatible with the purpose of the demand for information, and can choose to be supported at every step.

17.6 Should the university be compelled to disclose confidential information, respondents may be informed to the extent permitted or compatible with the purpose of the demand for information, and can choose to be supported.

17.7 Information may be used among university faculty, librarians, and staff only if necessary for the performance of their duties, such as to facilitate support or interim measures, to respond to a report, implement this policy, or take corrective action resulting from these processes.

17.8 The university may disclose information in order to ensure that reporting processes are fairly conducted, in accordance with the following principles:

(a) the respondent has the right to know the identity of the person who made the report (unless the university is acting as the complainant) and the material details of the allegations being made;
(b) the complainant has the right to know the outcome of the investigation, but not the details of any disciplinary actions that may have been taken against the respondent unless disclosing that information is necessary for health or safety reasons or because it affects the survivor or person impacted by sexualized violence; and
other persons normally do not have the right to know any confidential information except to 
the extent required to give effect to this policy or where it is necessary for health or safety 
reasons.

17.9 Witnesses must keep in confidence any information that they learn solely as a result of the 
reporting or investigation process.

17.10 Where interim measures impose restrictions on the respondent’s movement or activities, if for 
health or safety reasons, or where restrictions otherwise affect the complainant or others (e.g. 
witnesses), the university will inform them of the relevant restrictions.

Third Party Statements

17.11 Statements received anonymously or through a third party will be retained for the limited 
purposes of assessing whether the university should take action, and for compiling statistics. 
Personal information contained in anonymous or third party statements that are not subject to 
an investigation will not be retained for longer than necessary to accomplish the above 
purposes.

Public Statements

17.12 Subject to section 17.14, survivors and those impacted by sexualized violence are free to tell the 
story of their own experiences.

17.13 University community members must not disclose information that they learn solely as a result 
of an investigation or reporting process because under BC privacy law, this is personal 
information that must be kept confidential. See the procedures for more detailed information, 
and contact the intake office for guidance about confidentiality and privacy.

17.14 Individuals are advised that, should they choose to make public statements about the 
investigation (including on social or other electronic media), they may compromise the 
investigation or be putting themselves at risk of civil lawsuits by those who believe they have 
been defamed or have had their privacy rights violated. Individuals should exercise care and 
judgment when deciding to make public statements, and should seek legal or other advice if 
unsure.

17.15 Any public statements made by the university about a disclosure or report, including campus 
safety bulletins and statements to the media, will be trauma-informed, survivor centred, and 
otherwise consistent with the principles of this policy, and will not disclose the personal 
information of the survivor or person impacted by sexualized violence without consent of the 
person impacted by sexualized violence. The university reserves the right to correct misleading 
or inaccurate public information.
SUPPORT

18. Commitment to Support Survivors and Those Impacted by Sexualized Violence

18.1 The university is committed to supporting all members of the university community who experience or are impacted by sexualized violence, regardless of who they are or where and when the incident occurred.

18.2 The university is committed to maintaining a comprehensive and up-to-date list of on- and off-campus support resources, and making them accessible to all university community members.

18.3 The immediate and longer-term needs of every survivor or person impacted by sexualized violence are unique and hence the pathway through their support options will also be personalized.

18.4 The university acknowledges that every survivor or person who is impacted by sexualized violence will engage with the university and this policy from their unique situation or position. Given existing hierarchies and power dynamics at the university, they may enter the policy at a disadvantage. The university is committed to:

(a) recognizing the specific barriers and power relationships that impact a survivor in making a disclosure or report, and devising strategies that take such barriers and power relationships into account;

(b) providing supports based on the unique needs of the survivor or person impacted by sexualized violence; and

(c) offering consistent, fair, and supportive referrals to on- and off-campus services.

18.5 Support provisions to survivors and those impacted by sexualized violence will operate based on the following principles:

(a) all university community members impacted by sexualized violence can receive support;

(b) survivors and those impacted by sexualized violence will be able to access support regardless of when, where, or by whom they experienced sexual violence;

(c) the intake office will work with individual survivors and those impacted by sexualized violence to determine their support needs and assist them in accessing these;

(d) survivors and those impacted by sexualized violence who disclose may seek support, but will not be required or pressured to make a report. In some limited cases, the university may be required to take action without the survivor’s permission (see section 17). If this is necessary, the individuals affected would be informed in an accessible manner and may choose to be supported at every step of any process;

(e) survivors and those impacted by sexualized violence have the right to determine what and how much they choose to disclose or report about their experience, and to decide whether and how they would like to make a report with the university and/or the police;
(f) every reasonable effort will be made to provide survivors and those impacted by sexualized violence who are students with the opportunity to retain their status as students and continue with their studies at the university if they wish to do so; and

(g) faculty, librarians, and staff who are covered by a collective agreement are able to access support under this policy and through their unions.

18.6 The intake office is dedicated to supporting individuals in determining their pathways through support options on- and off-campus. Employees in the intake office will be trained in survivor-focused and trauma-informed responses to sexualized violence disclosures. The intake office, in coordination with other offices, will work with individuals to develop safety plans, access services and supports, and help them navigate any subsequent process in which the individual chooses to participate.

18.7 The university acknowledges that a survivor or person impacted by sexualized violence may find it easier to disclose to a member of the university community who they trust or with whom they feel safe. Therefore, the university will provide clear information on trauma-informed practices and support options to all members of the university community.

18.8 Respondents may access support based on their individual circumstances. The university will take an intersectional and harm reduction approach to supporting respondents, and acknowledges that some respondents may have experienced sexualized violence themselves. Respondents will be treated fairly and given clear explanations of the processes they are involved in, including options for resolution through a community accountability agreement. Respondents may request support, and may access the resources of the intake office, Student Life case managers, union representatives, and the Office of the Ombudsperson at any time.

18.9 The intake office, in coordination with other offices, will work with those impacted by sexualized violence to promote their safety and well-being as members of the university community. This may involve supporting survivors and those impacted by sexualized violence in obtaining academic, non-academic supports, or, including where the options exist, resolution through a community accountability agreement.

GENERAL

19. Annual Report

19.1 The President will provide information to the Board of Governors each year on the implementation of this policy. The university will provide an annual update to members of the university community.

20. Review of Policy

20.1 The university will continue to monitor best practices and research, and will review and update this policy and its associated procedures whenever it is reasonable to do so. In any event, the university will review this policy at least once every three years, and when directed to do so by the Minister of Advanced Education. This should include consultation with students, staff, faculty, and librarians.
21. Retention and Disposal of Records

21.1 Information and records must be retained and disposed of in accordance with the records retention schedule in the directory of records.

22. Authorities and Officers

22.1 The following is a list of authorities and officers for this policy:
   (a) Approving Authority: Board of Governors
   (b) Designated Executive Officer: President
   (c) Procedural Authority: President
   (d) Procedural Officer: President

RELEVANT LEGISLATION

Sexual Violence and Misconduct Policy Act, SBC 2016, c 23

Freedom of Information and Protection of Privacy Act, RSBC 1996, c 165

Human Rights Code, RSBC 1996, c 210

Workers Compensation Act, RSBC 1996, c 492

RELATED POLICIES AND DOCUMENTS

Acceptable Use of Electronic Information Resources (IM7200)
Discrimination and Harassment Policy (GV0205)
Employment Accommodation Policy (HR6115)
Policy on Human Rights, Equity and Fairness (GV0200)
Prevention of Violence in the Workplace (SS9120)
Protection of Privacy Policy (GV0235)
Records Management Policy (IM7700)
Resolution of Non-Academic Misconduct Allegations (AC1300)
Violence and Threatening Behaviour (SS9105)

Residence Community Living Standards
Residence Contract
Family Housing Agreement
FOR INFORMATION

May 18, 2017

To: Operations and Facilities Committee

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

cc: President and Vice- Chancellor

Meeting Date: May 29, 2017

Subject: Sexualized Violence Prevention and Response Policy--Associated Procedures

Basis for Jurisdiction: University Act, section 27
Procedures of the Board of Governors, section 8

Strategic Relevance: The University of Victoria (UVic) is committed to providing our students, faculty and staff with a safe, healthy, supportive, and respectful environment in which to live, work, and learn. Sexualized violence is a significant issue both on our campus and in the wider community and we at UVic have an important role to play as leaders, educators, students, and community partners in addressing issues of sexualized violence.

Objective #1 in the Strategic Plan is "To be a diverse, welcoming learning community, with a demonstrated commitment to equity and fairness" and to "actively promote and communicate coordinated practices of inclusion, respect, wellness, accessibility, safety and accommodation as the foundations of a healthy university community."
Previous Consultation: Previous Board of Governors meetings (the Policy has been discussed at the following meetings: May 30, 2016; June 27, 2016; November 27, 2016; January 30, 2017, March 27, 2017).

Background:

At the March Board meeting, the Sexualized Violence Prevention and Response Policy (the Policy) was approved effective May 19. Procedures in support of the Policy have been in development since January 2017. As per the UVic Policy on Policies, the President as the Procedural Authority is responsible for approval of the Procedures associated to the Policy. He approved the Procedures on May 17, 2017.

Final Procedures:

The attached Procedures represent the culmination of several months’ work by both members of the Technical Policy Subcommittee and members of the Working Group on Sexualized Violence Programs and Policy Development. The Procedures support the policy’s commitment to meaningful long term environmental change, ongoing support for survivors and those who have experienced sexualized violence, education and training to raise awareness across the university and establish a trauma informed campus. The Procedures establish a centralized yet coordinated process built on the foundation of a survivor-centered approach to support, including appropriate training for those providing support and fair and unbiased investigation and adjudication of reports.

A draft of the Procedures was made available to the university community on April 6th. As with the draft Policy, public consultation was promoted through an email notification to the community that the procedures are available, several Facebook notifications, and notifications in the Campus Checklist. The Working Group received 10 responses to requests for feedback. Further, members of the Working Group met with key stakeholder groups responsible for implementing the procedures and with the Faculty Association. In each case the feedback received was positive with key questions focusing on implementation. To address the implementation issues an Organizing Committee has been established. The Organizing Committee will meet regularly through the implementation period.

Next Steps

With the approval of the Policy on Sexualized Violence Prevention and Response and its associated procedures, the Working Group’s final task is to prepare a final report to the President and Vice-President Academic and Provost. The final report will include recommendations on implementation in the areas of education, support, and adjudication and investigation and will focus on UVic’s collective responsibility to uphold the principles of the Policy.

Attachments: Sexualized Violence Prevention and Response Policy—Associated Procedures
Sexualized Violence – Support Procedures

Procedural Authority: President
Procedural Officer: University Secretary
Parent Policy: Sexualized Violence Prevention and Response Policy (GV0245)

Purpose
A1.00 These procedures give effect to the university’s commitment to provide support to all members of the university community who experience or are impacted by sexualized violence (Section 18 of the Sexualized Violence Prevention and Response Policy (“the Policy”)).

Definitions
A2.00 The definitions in the Policy apply to these procedures.
A3.00 In these procedures “the Director” means the Director of Equity and Human Rights (or their delegate).

Confidentiality
A4.00 Section 17 of the Policy (Confidentiality and Privacy) applies to these procedures.

Immediate Support
A5.00 Emergency support is available 24/7 by dialling 911 or contacting Campus Security at 250-721-7599. Immediate assistance may also be obtained through the Victoria Sexual Assault Centre (VSAC) by calling their 24-hour crisis line at 250-383-3232.
A6.00 The Sexualized Violence Prevention and Response website has detailed information on immediate assistance available on and off campus, including current contact information.
A7.00 The university may establish a Response Coordination team to assist with:
   (a) providing coordinated support; and/or
   (b) protecting the safety of individuals and the university community.

Intake Office
A8.00 The Equity and Human Rights office is the central resource at the university for information on support options and referrals to on and off campus services.

Information and Support – General
A9.00 Information and support will be provided to survivors and those impacted by sexualized violence, as well as to respondents, as appropriate.
A10.00 Support will be coordinated by the Equity and Human Rights office (for all university community members) and/or units in Student Affairs (e.g. the Office of Student Life) (for students). University community members may access information and support through these offices if and when they feel ready to do so.

A11.00 The Equity and Human Rights office and/or departments and units in Student Affairs will provide information and support so that survivors and those impacted by sexualized violence can make informed decisions at all stages of a process, including during a disclosure or after a report has been made and during investigations and appeals. This information and support will also be made available to respondents, as appropriate. These may include but are not limited to:

(a) accessible information, resources, and planning for personal safety and immediate safety needs (e.g., emergency medical attention, housing, etc.);
(b) accessible information about medical services used in sexualized violence incidents to assess injuries and/or gather information, and about specialized community support services;
(c) accessible information about reporting options available, and what to expect when making a report to the university or police;
(d) assistance accessing information and completing administrative forms;
(e) information on how to access union or legal representation;
(f) working with Campus Security and others to assist with ongoing safety planning;
(g) assistance with making connections to campus safety programs (e.g., Personal Safety Coordinators, Safewalk);
(h) referral to other campus or community services and/or resources that can provide support for the emotional, spiritual, and physical impacts of sexualized violence; and/or
(i) referrals to off-campus health and/or counselling support.

Information and Support – Credit Students*

A12.00 In addition, for credit students, possible non-academic supports may include but are not limited to:

(a) accessing on-campus health and/or counselling support;
(b) reviewing options related to on-campus housing;
(c) adjusting a student’s work schedule when the student is also an employee of the university;
(d) assistance with connecting to resources to understand the implications and options regarding student visas;
(e) assistance with making connections to other campus and community resources including faith-based and cultural specific supports; and/or
(f) support in engaging with university units and external institutions when a student’s post-secondary funding arrangements such as grants, scholarships, bursaries, band funding, student loans, teaching assistance or other employment income, and research/teaching grants are impacted.

A13.00 Information and support can include helping students to access academic support options. Possible academic support options may include but are not limited to:

(a) adjusting a student’s academic schedule, course, exam dates, academic supervisor, or instructor;
(b) withdrawal from a course without penalty;
(c) academic concession requests (e.g., deferring a final exam, assignment, or other course work; backdated course drops or withdrawals; alternative form of assessment; etc.);
(d) applications for leaves of absence; and/or
(e) referral to other academic resources and available supports.

13.01 Information and support can be provided to help students understand the implications of relevant timelines for academic concessions. Additional Information on academic concessions are contained in the Undergraduate and Graduate Academic Calendars.

Information and Support – Faculty, Librarians, and Staff*
A14.00 The process for evaluating faculty, librarian, and staff requests for supports will differ depending on the type of support requested. Faculty, librarians, and staff are encouraged to work with the Equity and Human Rights office, their supervisor, and/or their union representative to learn about the available support options and how to access them. Supports that may be requested include but are not limited to:

- adjusting a work schedule for university employment;
- having work performance supervised and assessed by an alternative supervisor;
- recommending that the Director initiate an Environmental Assessment under the Discrimination & Harassment Policy;
- applying for a leave of absence or an extension of leave from university employment;
- moving to a different work location; and/or
- transferring to a different position within the university.

A15.00 Faculty, librarians, and staff may also access support through the employee assistance program.

*If you are unsure of your relationship to or position in the university and have questions about the potential support options available to you, contact the Equity and Human Rights office.
Sexualized Violence – Disclosure and Reporting Procedures

Procedural Authority: President
Procedural Officer: University Secretary
Parent Policy: Sexualized Violence Prevention and Response Policy (GV0245)

Effective Date: May 19, 2017
Supersedes: New
Last Editorial Change: New

Purpose
B1.00 The Disclosure and Reporting Procedures describe the processes that will be followed to uphold the university’s commitments expressed in the Sexualized Violence Prevention and Response Policy (“the Policy”) to provide survivors and those impacted by sexualized violence with access to immediate assistance (section 9), information about process options (section 10), and trauma-informed opportunities for disclosure (section 11) and reporting (section 12).

Definitions
B2.00 The definitions in the Policy apply to these procedures.

B3.00 In these procedures “the Director” means the Director of Equity and Human Rights (or their delegate).

Immediate Support
B4.00 Emergency support is available 24/7 by dialling 911, and by contacting Campus Security at 250-721-7599. Immediate assistance may also be obtained through the Victoria Sexual Assault Centre (VSAC) by calling their 24-hour crisis line at 250-383-3232.

B5.00 The Sexualized Violence Prevention and Response website has detailed information on immediate assistance available on and off campus, including current contact information.

B6.00 The university may establish a Response Coordination team to assist with:

   (a) providing coordinated support; and/or
   (b) protecting the safety of individuals and the university community.

Process Options
B7.00 The Equity and Human Rights office is available to explain the process options available to survivors and those impacted by sexualized violence (see section 10 of the Policy).

Disclosures
B8.00 Survivors and those impacted by sexualized violence may make a disclosure to any member of the university community (see section 11 of the Policy).
B9.00 All members of the university community who receive a disclosure may contact the Equity and Human Rights office for information and support as described in the Sexualized Violence Support Procedures.

B10.00 No university employee is obligated to report any disclosures of sexualized violence that they receive, unless one of the exceptions in section 11.2 of the Policy applies.

10.01 Notwithstanding section B10.00 above, a disclosure to Residence Life staff may be forwarded to that staff person's manager when required under Residence Life processes.

B11.00 Unless one of the exceptions in section 11.2 of the Policy applies, individuals who receive disclosures should obtain the consent of the person who disclosed to them before sharing any information about the person who disclosed.

Reports

B12.00 Any member of the university community may report sexualized violence to the university. An individual may begin the reporting process by contacting the Equity and Human Rights office or Campus Security, either in person or by phone, email, letter, or other reporting options as the university may develop. A form will be made available to assist complainants in making a report.

B13.00 If a report is made to Campus Security, then Campus Security:

(a) will take immediate action necessary to protect the safety and security of any person;
(b) may apply interim measures according to a Response to At-Risk Behaviour Policy;
(c) once any emergencies have been resolved, may engage a Response Coordination team, and;
(d) will refer the report and the complainant to the Equity and Human Rights office for further action.

B14.00 If a report is made directly to the Equity and Human Rights office or received through Campus Security:

(a) will take immediate action necessary to protect the safety and security of any person;
(b) the Director may contact the complainant to ask if the complainant is able to provide additional information, and will do so in a trauma-informed and survivor-centred manner;
(c) the Director may engage a Response Coordination team, and;
(d) the Director, in consultation with others as appropriate, will determine the next steps in the reporting process.

B15.00 Staff with training in the reporting process will be available to assist complainants in making their report.

B16.00 Reports will include the name and contact information of the person making the report. Reports should also include as much information about the incident(s) as the complainant can provide, such as:
(a) a description of what happened;
(b) information about the complainant and respondent;
(c) the time(s), date(s), and location(s) of the incident(s); and
(d) potential witnesses.

**Retaliation**

B17.00 Allegations of retaliation (see section 5.2 of the Policy) can be made to the Equity and Human Rights office or Campus Security at any time when engaging with the policy or procedures, or to an investigator during an investigation. Allegations of retaliation may be investigated and sanctioned under this policy or another university policy.

**Anonymous Statement**

B18.00 The university will develop mechanisms for the provision of anonymous statements.

B19.00 The university will accept anonymous statements for the purposes of:

(a) determining whether there is a safety concern for the university community;
(b) identifying whether it is appropriate for the university to investigate; and
(c) compiling sexualized violence statistics wherever possible.

B20.00 The university’s ability to investigate anonymous statements may be limited if the university cannot follow up with survivors or those impacted by sexualized violence.

B21.00 Anonymous statements are highly confidential. Access will be restricted to university staff who require it to perform their duties, subject to section 11.2 of the Policy.

B22.00 Anonymous statements will be reviewed regularly in order to assess whether the university needs to take any action. A person making an anonymous statement may ask for a particular action or result; however, the university cannot guarantee any outcomes based on anonymous statements.

**Third Party Statements**

B23.00 The university will develop mechanisms for the provision of third party statements.

B24.00 A third party is a person other than a survivor, someone impacted by sexualized violence, or a respondent; a third party can be a witness, a friend, a colleague, a person who receives a disclosure, or any other person. A third party must have the consent of the survivor or person impacted by sexualized violence to share information about an incident that the third party was not involved in.

B25.00 The university will accept third party statements for the purposes of:

(a) determining whether there is evidence of a safety concern for the university community;
(b) identifying whether it is appropriate for the university to investigate; and
(c) compiling sexualized violence statistics wherever possible.
B26.00 Third party statements do not need to contain identifying information, such as names or physical descriptions of those involved.

B27.00 The university encourages third parties to include their own contact information with their statement so that the university can follow up with them.

B28.00 The university’s ability to investigate a third party statement may be limited if the university cannot follow up with survivors or those impacted by sexualized violence.

**University May Act as Complainant**

B29.00 The Director, in consultation with a Response Coordination Team, may initiate an investigation under the Policy with the university acting as the complainant where:

(a) there is a significant risk to the health or safety of the university community; or
(b) an investigation is required by law or university policy.

B30.00 The university may act as the complainant whether or not a report has been made.

B31.00 Survivors or those impacted by sexualized violence will not be compelled to participate in an investigation where the university is the complainant. If they choose not to participate their identity will not be disclosed to the respondent. However, there may be circumstances where the university is legally required to disclose information about survivors or those impacted by sexualized violence.

**Interim Measures**

B32.00 The university may apply interim measures in accordance with the [Response to At-Risk Behaviour Policy](#).

B33.00 Interim measures may be required for reasons including but not limited to the following:

(a) there are reasonable grounds to believe that a person’s continued presence on all or part of campus poses a significant threat and/or risk to the safety or security of themselves, of others, or to property;
(b) it is practical or appropriate to separate the complainant and respondent for a period of time;
(c) the individual’s continued presence on all or part of campus could lead to a breach of court-imposed restrictions (such as release or probation conditions, or a peace bond), or where the university is unable to reasonably accommodate those conditions;
(d) there are reasonable grounds to believe that an individual poses a threat of disruption or interference with university operations; or
(e) there are reasonable grounds to believe that a person’s health and safety are significantly impacting their academic studies.

**Personal Information**

B34.00 The university collects personal information under these procedures for the purposes of:
(a) ensuring the safety of individuals and the university community;
(b) ensuring the integrity and fairness of the process;
(c) providing appropriate information to the complainant and the respondent; and,
(d) conducting a proceeding or investigation that could lead to a sanction.
Appendix to Disclosure and Reporting Procedures

Statement of Rights of Complainant and Respondent

Purpose
1.00 The purpose of this document is to list the rights that the complainant and respondent can expect to have under this procedure, in order to preserve the fairness and impartiality of the process.

Complainant’s Rights
2.00 A complainant has the following rights:

(a) to be treated with fairness, dignity, and respect;
(b) to be given access to available support and resources throughout the process;
(c) to timely assistance with safety planning;
(d) to timely information about referrals to available on- and off-campus support services and resources;
(e) to seek independent consultation at any point from the university Ombudsperson;
(f) to have the process explained to them in an accessible manner, including the possible outcomes;
(g) to have their personal information kept confidential (except when disclosure is required by law or university policy);
(h) to be informed that any information collected may be disclosed in criminal or civil proceedings;
(i) to present their side of the story, and to respond to other participants’ information;
(j) to be accompanied by a support person;
(k) to legal representation (at the complainant’s cost);
(l) if the complainant is a unionized employee and the investigation or outcome may have employment implications, to representation by their union;
(m) to decline to participate in aspects of the investigation;
(n) to appeal a decision by the university not to investigate;
(o) to regular updates on the status of the process;
(p) to opportunities to engage in community accountability processes where appropriate;
(q) to written notice of any resolution that affects the complainant; and
(r) to written notice of the outcome of any appeal.
Respondent’s Rights

3.00 A respondent has the following rights:

(a) to be treated with fairness, dignity, and respect;
(b) to be given access to available support and resources in alignment with the Policy;
(c) to receive timely notice and information about the allegations against them;
(d) to seek independent consultation at any point from the university Ombudsperson;
(e) to be presumed to have not violated this policy until a fair investigation is completed;
(f) to have the process explained to them in an accessible manner, including the possible outcomes and consequences;
(g) to have their personal information kept confidential (except when disclosure is required by law or university policy);
(h) to be informed that any information collected may be disclosed in criminal or civil proceedings;
(i) to present their side of the story, and to respond to other participants’ information;
(j) to be accompanied by a support person;
(k) to legal representation (at the respondent’s cost);
(l) if the respondent is a unionized employee and the investigation or outcome may have employment implications, to representation by their union;
(m) to decline to participate (however, the process may still proceed in the absence of the respondent);
(n) to opportunities to engage in community accountability processes where appropriate;
(o) to notice about the outcome of an investigation and any sanctions; and
(p) to appeal or grieve the decision (within the appropriate time frame) and to receive written notice of the outcome of any appeal.
Sexualized Violence – Investigation, Adjudication, and Appeal Procedures for Students

Procedural Authority: President
Procedural Officer: University Secretary
Parent Policy: Sexualized Violence Prevention and Response Policy (GV0245)

Effective Date: May 19, 2017
Supersedes: New
Last Editorial Change: New

Purpose
C1.00 These procedures describe the process that the university will follow to investigate and adjudicate allegations that a student has violated the Sexualized Violence Prevention and Response Policy (“the Policy”). These procedures also describes how the university will impose sanctions in such cases, and the appeal process.

Definitions
C2.00 The definitions in the Policy apply to these procedures. In addition, the following definitions apply:

“administrative authority” means the senior individual identified at the outset of a process to have administrative responsibility for the respondent, or decision making authority. Administrative authorities may include but are not limited to: Vice-Presidents, Deans, Chairs, Executive Directors, Directors or, other senior positions at the university.

“the Associate Vice-President Student Affairs” also includes their delegate.

“the Director” means the Director of Equity and Human Rights (or their delegate).

Scope
C3.00 These procedures apply to investigations, decisions, and appeals where the respondent is a student. If a student respondent has multiple roles at the university, then these procedures will apply with such changes as a Response Coordination team determines are appropriate under the circumstances.

Review of Report
C4.00 When the Equity and Human Rights office receives a report, the Director will determine whether or not to initiate an investigation.

C5.00 In determining whether or not to initiate an investigation, the Director is guided by the understanding that the university will usually investigate if the university has jurisdiction to do so, and if there is sufficient information (from the report and other sources) in order to proceed.

C6.00 The Director may decline to initiate an investigation in cases where the Director reasonably believes that:
(a) there is insufficient information to proceed with an investigation;
(b) it would be more appropriate to proceed under another university policy, process, or collective agreement;
(c) the allegation has already been adequately addressed by another process;
(d) the allegation should be put in abeyance pending the resolution of another process (including but not limited to a criminal investigation); or
(e) the allegation is not consistent with the principles and intent of the Policy.

**Director’s Decision to Investigate**

**C7.00** If the Director decides to initiate an investigation into a report, the Director will select one or more investigators. The Director will notify the complainant and respondent in writing.

**C8.00** Investigators must undergo a conflict of interest check before beginning an investigation. Investigators will conduct an investigation according to these procedures. If the university appoints multiple investigators, the investigators must assign responsibility for fact-finding to one investigator, or else agree to conduct fact-finding by consensus.

**C9.00** Complainants or respondents may raise reasonable allegations that investigators are biased or subject to a conflict of interest. Such allegations must be made in a timely manner and no later than five (5) business days following the date that the complainant or respondent knew, or ought to have known, of the basis for alleging bias or conflict of interest.

**Notification of Decision Not to Investigate**

**C10.00** If the Director decides not to proceed, they will notify the complainant in writing within five (5) business days of receiving the complainant’s report, unless the Director considers it reasonable to extend that time limit. The Director will include reasons for making the decision not to investigate.

**C11.00** The complainant may seek a review of the Director’s decision not to investigate only where:

(a) relevant information emerges that was not available at the time of the decision; or
(b) the complainant reasonably believes that the decision to not investigate was biased.

**C12.00** The complainant should submit their request for review to the Equity and Human Rights office. A review of the Director’s decision not to initiate an investigation is conducted by a committee of not fewer than three (3) administrative authorities appointed by the University Secretary. If the committee decides that one of the conditions in section C11.00 above may exist, the committee will review the Director’s decision and issue a ruling.

**C13.00** The review must be requested within five (5) business days of receiving the Director’s written reasons, unless the committee considers it reasonable to extend that time limit.

**Community Accountability Process**

**C14.00** After the Equity and Human Rights office has received a report of sexualized violence, the university may, on its own initiative or at the request of the complainant and/or the respondent, explore resolution through a community accountability agreement process. This process may occur before, during, or after an investigation.
C15.00 At any time during an investigation, the complainant or the respondent may also request a community accountability agreement process.

C16.00 The Director will work alongside the administrative authority throughout the community accountability agreement process.

C17.00 To apply a community accountability agreement process, the complainant(s), respondent(s), and the university must all voluntarily agree to the process. Complainants may choose to participate, but will not be required to do so. Informed consent is collected from all participants.

C18.00 The Director retains the right to conduct a full investigation even if the complainant and/or respondent requests a community accountability agreement process.

C19.00 A community accountability agreement process may include but is not limited to: restorative justice, mediation or facilitated conversation between the parties, conflict coaching, community service, counselling, a recognition of impact statement or letter, or an expectation letter or agreement. Where appropriate, sanctions as outlined in section C58.00 below (but not including suspension) may be applied to any student participant in a community accountability agreement process.

C20.00 A community accountability agreement process is kept confidential, and information disclosed by anyone during the process will not be made available to investigators.

C21.00 If a community accountability agreement process results in a resolution that the respondent, the university, and the complainant (if participating) agree to, the resolution will be put in writing and signed. A copy of the terms of resolution shall be confidentially retained by the university and shall not be placed in official student or employment files.

C22.00 Where a community accountability agreement process is conducted, but does not result in a resolution, the university may revert to a formal investigation process under these procedures.

C23.00 A community accountability agreement process may also be pursued after a respondent has been disciplined under the Policy, in order to formalize conditions for the respondent remaining at or returning to the university.

Investigation

C24.00 A respondent’s conduct may be investigated under other university policies and/or collective agreements. Investigations under the Policy will respect a respondent’s rights under other policies or collective agreements. In cases where more than one policy or process may apply, the Director will consult with General Counsel, and others as appropriate, to determine jurisdiction, and will work with appropriate offices to co-investigate if appropriate.

C25.00 The university recognizes that participating in an investigation process may be difficult, and encourages complainants, respondents, and others involved in the investigation to work with on- and off-campus supports to address plans for health and safety.

Privacy and Confidentiality

C26.00 Complainants should be aware that initiating an investigation has implications for their privacy and confidentiality; for example:
(a) information sufficient to identify the complainant may be disclosed to the respondent, under conditions as described in section C28.00 below if appropriate;
(b) information sufficient to allow the respondent to understand the details of the report, and any statements that the complainant or a witness makes to the investigator, will be disclosed to the respondent (subject to any redactions made in response to health or safety concerns); and
(c) participants must keep confidential any information they receive during the investigation.

C27.00 The university collects personal information under these procedures for the purposes of:

(a) ensuring the safety of individuals and the university community;
(b) ensuring the integrity and fairness of the process;
(c) providing appropriate information to the complainant and the respondent; and
(d) conducting a proceeding or investigation that could lead to a sanction.

Notice to Respondent
C28.00 After the decision to investigate a report has been made, the respondent will receive written notice sufficient to allow the respondent to understand the details of the report. Under certain circumstances, the university may redact information in response to health or safety concerns expressed by complainants or witnesses. Redaction may have implications for the investigation process.

Process Explained to Participants
C29.00 The implications of initiating, and participating in, an investigation will be explained to complainants and witnesses so that they may make informed decisions.

C30.00 The complainant and the respondent will be given an opportunity to be informed about the investigation and resolution process and potential outcomes, and to have any procedural questions answered. The complainant and respondent will each be asked to sign a written acknowledgement that their rights have been explained to them and that they understand the process.

Choice to Participate
C31.00 The complainant may choose whether or not to participate in these processes, though a decision not to participate may impact the investigation, interim measures, and final resolution.

C32.00 The respondent may choose how they participate in the investigation, but is encouraged to provide all relevant information and materials that will support their position.

C33.00 Anyone, including the respondent, has the right to decline to participate in the investigation; however, the investigator may proceed to complete the investigation without that individual’s participation.

Right to Support and Representation
C34.00 At any proceeding conducted under these procedures, any individual may bring a support person of their choice, who may be internal or external to the university.
C35.00 A support person’s role is to provide emotional support. They may accompany the complainant, respondent, or witness to interviews, meetings, or other proceedings.

C36.00 A support person may not act instead of a complainant, respondent, or witness. Information must come directly from the complainant, respondent, or witness (unless the investigator decides otherwise).

C37.00 A support person must agree in writing to maintain confidentiality in accordance with these procedures.

C38.00 To ensure equitable access to the investigation process, individuals who require additional accommodation in order to fully participate in the investigation may bring a person to meet those specific needs.

C39.00 If an individual intends to be represented by legal counsel, they must provide the investigator with a minimum of three university business days’ notice in advance of any interview or meeting.

Information Gathering

C40.00 The investigator will give all involved parties the opportunity to provide information relating to the report.

C41.00 The investigator may interview witnesses at the investigator’s discretion, including witnesses suggested by a complainant or respondent.

Opportunity to Test Information

C42.00 There is no general right to cross-examination. However, respondents will be given an appropriate opportunity to test the relevant information (see section C46.00 below), keeping in mind the nature of the allegations, any conflicts in the information, and the importance of ensuring the safety and security of the complainant and witnesses.

C43.00 An investigation under these procedures is not an adversarial process and the investigator must ensure that it is conducted in a manner that is not aggressive or confrontational. The investigator may disallow any question that is not necessary to ensure a fair process.

Interim Summary of Information

C44.00 Once the investigator has concluded the initial information collection stage of the investigation, and has considered all statements and documents provided, the investigator will create an interim summary of information collected. This will include:

(a) summaries of interview statements from parties and witnesses;
(b) other information gathered during the investigation; and
(c) the status of the investigation.

The interim summary of information will be provided to the complainant and the respondent.
C45.00 Upon receiving the interim summary, the complainant may submit written comments to the investigator regarding the interim summary of information. The complainant may also provide comments that address the impact of the harm of the sexualized violence incident.

C46.00 Upon receiving the interim summary, the respondent may provide submissions to the investigator, or seek an opportunity to test the information contained in the interim summary.

C47.00 If the respondent does not respond within five (5) business days of receiving the interim summary then, unless the investigator decides that it is reasonable to extend this timeline, the investigator may proceed to complete the investigation without the respondent’s response.

**Decision and Investigator’s Findings**

C48.00 After concluding their investigation, the investigator will determine whether the Sexualized Violence Prevention and Response Policy has been violated.

C49.00 The investigator will make their findings using the balance of probabilities standard of proof. This means that the information must show that it is more likely than not that the respondent violated the Policy in order for the investigator to find that a respondent is responsible.

C50.00 Where it is the opinion of the Director that a respondent may also have engaged in behaviour that violates another university policy, the investigator may be asked to reach findings under that policy.

C51.00 In making a finding, it is expected that the investigator will review and consider all relevant facts and information including but not limited to the complainant’s report and any response to it, written submissions or information provided by a party, and notes from a meeting with a party.

C52.00 The investigator will prepare the investigation findings, which will include:

- (a) the information that the investigator considered;
- (b) any findings of credibility;
- (c) any findings of fact;
- (d) the investigator’s findings as to any policy violations, responding to each element of the complainant’s report; and
- (e) reasons for the investigator’s findings.

C53.00 The investigator may conclude that:

- (a) the information does not show, on a balance of probabilities, that the respondent violated the Policy;
- (b) the information shows, on a balance of probabilities, that the respondent’s conduct constituted sexualized violence, sexual misconduct, and/or retaliation, and the respondent thereby violated the Policy; or
- (c) based on the information assessed, a determination that the Policy was violated could not be reached.

The investigator may make findings under other university policies as identified by the Director at the outset of the investigation.
C54.00 If the investigation finds one or more policy violations, the administrative authority will determine sanctions.

**Sanctions**

C55.00 The administrative authority may impose sanctions up to, but not including, temporary or permanent suspension from the university. If the administrative authority determines that suspension may be an appropriate sanction, the administrative authority will refer the matter to the President to decide sanctions. If the President subsequently decides that a lesser sanction is appropriate, the President may refer the matter back to the administrative authority with direction.

C56.00 No aspect of these procedures can limit the President’s authority to deal summarily with any matter of student discipline, or to suspend a student, a member of the teaching or administrative staff, or any officer or employee of the university.

C57.00 The President or administrative authority who makes the sanctioning decision (the “decision maker”) will consider all relevant factors including but not limited to the nature of the harm; the complainant’s statement regarding the impact of the harm; and the interests of the university community. A respondent’s willingness to participate and take responsibility for their actions may have a mitigating effect on the sanction imposed.

C58.00 Sanctions may include but are not limited to one or more of the following:

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<tr>
<th>Sanction Examples</th>
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<tr>
<td><strong>Type</strong></td>
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<tr>
<td>Written Warning or Reprimand</td>
</tr>
<tr>
<td>No-Contact Directive</td>
</tr>
<tr>
<td>Behavioural Contract</td>
</tr>
<tr>
<td>Written Apology or Participation in an Alternative Dispute Resolution Process</td>
</tr>
<tr>
<td>Education/Training or Project</td>
</tr>
<tr>
<td>-----------------------------</td>
</tr>
<tr>
<td>Referral</td>
</tr>
<tr>
<td>Community Service</td>
</tr>
<tr>
<td>Suspension or Denial of Specified University Privileges</td>
</tr>
<tr>
<td>Residence Relocation</td>
</tr>
<tr>
<td>Eviction from Residence</td>
</tr>
<tr>
<td>Time-Limited Suspension</td>
</tr>
<tr>
<td>Permanent Suspension</td>
</tr>
</tbody>
</table>

C59.00 Suspensions (permanent or time-limited) will be documented on a student’s transcript for the duration of the suspension.

C60.00 The decision maker will set out their decision, and the reasons for it, in writing. The written reasons will include a summary of the information relied upon in making the decision.

C61.00 If the decision maker imposes a sanction that does not include suspension from the university, the respondent will be given a decision notice and sanction, which will include the investigator’s findings and the decision maker’s sanctioning decision and reasons.

C62.00 If the President decides that an appropriate sanction may include suspension, the President will provide the respondent with the investigator’s findings, and will give the respondent an opportunity to make submissions on the appropriate sanction, before the President makes the sanctioning decision. After deciding sanctions, the President will provide the respondent with the sanctioning decision and reasons.

C63.00 In all cases, after the sanctioning decision has been made, the complainant will receive the investigator’s findings and will be informed about sanctions that affect the complainant’s health or safety (see Confidentiality and Privacy sections 68.00-76.00 below).

C64.00 If the President decides to suspend a student, the President (or designate) will inform:
(a) Campus Security;
(b) the Associate Vice-President Student Affairs;
(c) the Office of the Registrar;
(d) the Dean of the student’s faculty; and
(e) the Senate Committee on Appeals.

C65.00 If a sanction includes temporary suspension or withdrawal from the university, the university may request additional information from the respondent prior to permitting a respondent to return. This information will help the university to foster a safe learning, living, and working environment, and to determine whether the university can uphold conditions from any applicable criminal or civil proceedings.

C66.00 If a sanction includes restricting or revoking a respondent’s access to the university, the university may impose re-entry conditions as appropriate prior to restoring the respondent’s access.

C67.00 Failure to comply with a sanction may result in the imposition of further sanctions, which may include restricting a student’s access to programs, services, or locations on campus, and/or placing an administrative hold on a student’s account.

Confidentiality and Privacy
C68.00 The university will act in compliance with the Freedom of Information and Protection of Privacy Act (FIPPA) and with university privacy, records management, and information security policies.

C69.00 Everyone participating in an investigation, including complainants, respondents, witnesses, support persons, and others, must keep any information they learn through the investigation confidential, both during and after the investigation.

C70.00 FIPPA restricts the kinds of information that the university is permitted to share with the complainant, the respondent, and the public.

C71.00 During the investigation, the complainant and the respondent will receive a summary of information collected. Witnesses will receive their own statements only.

C72.00 The university will disclose the investigator’s findings to the complainant and the respondent. This is consistent with the purposes for collecting information leading to, or during, an investigation under these procedures, which includes ensuring the integrity and fairness of the process and ensuring the safety of individuals. The university reserves the right to withhold third party personal information if disclosing it would threaten anyone’s safety or mental or physical health or interfere with public safety. Witnesses will not receive the investigator’s findings.

C73.00 The complainant will be informed of any restrictions that the university imposes on the respondent if there is a health or safety issue. However, complainants do not have a general right to know whether the university has disciplined the respondent, or which sanctions are imposed. This is the respondent’s personal information, according to FIPPA, and only the respondent may decide to release it. A decision regarding discipline, including any applicable sanctions, will be provided to the respondent in full.
C74.00 The written reasons for decision in any appeal will be provided in full to the appellant. The original complainant will be informed of the outcome of the appeal and any changes to the sanction that affect the complainant’s health and/or safety.

C75.00 Throughout an investigation, adjudication, or appeal process, university employees will only be given the information that is necessary to perform their duties, and must treat such information as highly confidential.

C76.00 Complainants, respondents, and witnesses are free to speak about their own experiences. However, individuals are not permitted to divulge information that they learned solely as a result of the investigation process, which they did not know beforehand.

**Appeals**

C77.00 A respondent who wishes to appeal their sanction, or a decision that led to their sanction, must submit their appeal to the Equity and Human Rights office, who will direct it to the appropriate appeal body.

C78.00 Appeals of the President’s decision to suspend a student from the university are heard by a Senate committee.

C79.00 Appeals of an administrative authority’s decision under these procedures are heard by the Associate Vice-President Student Affairs (for credit students) or Dean of Continuing Studies (for non-credit students) (“Appellate Authority”).

C80.00 Any sanctions will remain in force until the appeal is decided.

C81.00 An appeal under these procedures is a pure appeal only, not a re-hearing. The appeal body will review the information available to the decision maker, but will not hear new information (e.g. new witness statements).

**Grounds for Appeal**

C82.00 A respondent may appeal a sanction or the university’s handling of an investigation when (a) and/or (b) of the following applies:

- (a) there was a serious procedural error, which prejudiced one of the parties or may have substantially affected the final decision; or
- (b) the sanction was unreasonable or unsupportable and will have the effect of deregistration, removal or restriction from campus, or suspension.

C83.00 The Senate Committee or the Appellate Authority may summarily dismiss an appeal that, in their judgment, does not raise a valid ground for an appeal.

**Participation in a Student Appeal**

C84.00 Participation in an appeal process is voluntary; however, the choice not to participate may impact the process and the outcome of the appeal.

C85.00 No individual who has a direct interest or prior involvement in the report, investigation, decision, or conduct under appeal will hear an appeal of a sexualized violence decision.
Individuals must disclose any actual or perceived conflicts of interest as soon as possible before the start of the appeal process.

C86.00 The university will provide training on myths and stereotypes about sexualized violence (such as myths about relationship status, dress, prior sexual history, lack of resistance, delayed disclosure, demeanor while giving testimony, or participation in counselling or therapy), and on trauma-informed responses, to all individuals who will hear appeals under these procedures. No individual who has not received this training will hear an appeal.

Appeal Procedures Where a Suspension was not Imposed
C87.00 A student who wishes to appeal a decision where suspension was not imposed must first file a written statement of appeal with the Equity and Human Rights office that includes:

(a) a statement of the grounds for appeal;
(b) a statement of facts relevant to the grounds for appeal;
(c) a statement of the remedy or relief sought;
(d) copies of relevant documents that support the student’s appeal; and
(e) statements from any witnesses relevant to the appeal.

C88.00 The Appellate Authority will review the written statement of appeal and all other material submitted, and will determine if there are sufficient grounds to hear the appeal.

C89.00 The Appellate Authority will normally decide an appeal on the basis of written materials only. However, the Appellate Authority may exercise their discretion to convene a meeting with the student and the administrative authority, if either of them requests it.

C90.00 If the Appellate Authority decides to convene a meeting, they shall provide the student with at least five (5) university business days notice of the time of the meeting. The student may request that the meeting be rescheduled within reasonable timeframes and under reasonable circumstances.

C91.00 The student may be accompanied by a support person. Where the student intends to be represented by legal counsel, the student must provide the Appellate Authority with a minimum of three (3) university business days notice in advance of the meeting. The Appellate Authority may request that university legal counsel be present to observe or provide advice as required.

C92.00 The Appellate Authority may request that other individuals attend the meeting as required.

C93.00 The Appellate Authority will review relevant information and decide an appeal normally within fifteen (15) university business days after receiving all written submissions or the date of a meeting convened under section C89.00, whichever is later.

C94.00 The Appellate Authority may, after reviewing the relevant information:

(a) uphold the original decision and/or sanction(s);
(b) reverse the decision and/or sanction(s);
(c) modify the sanction(s); or
(d) determine that a procedural error occurred and refer the matter back to the intake office for re-investigation or referral to a separate investigative process (e.g. under a collective agreement).

C95.00 The Appellate Authority’s decision is final. The Equity and Human Rights office will communicate this decision to the appellant in writing within five (5) university business days of the decision being made. The Equity and Human Rights office will also notify the complainant of the outcome of the appeal, and any changes in sanctions that affect the complainant’s health and/or safety.

Senate Appeal Procedures
C96.00 Except where these procedures state otherwise, appeal hearings will follow the relevant Senate committee hearing procedures.

C97.00 The appellant, the university, and any other parties involved in an appeal have the right to retain counsel or other advisors to represent them, at their own expense. The Senate committee may also retain counsel. Notice of counsel’s or advisor’s names will be provided to all other parties and to the Senate committee at least three (3) business days before the hearing date, unless the Senate committee allows otherwise.

C98.00 The Senate committee is not bound by strict legal procedures nor strict rules of evidence. It will proceed fairly in the disposition of the appeal, ensuring that all parties are:

(a) aware of the information to be considered;
(b) provided copies of all relevant documents to be considered by the Senate committee;
and
(c) given an opportunity to be heard during the process.

The Senate committee will consider all relevant information and will apply the balance of probabilities standard of proof.

Senate Appeal Decision
C99.00 After an appeal hearing concludes, the Senate committee will render a decision. Their decision will be in writing, and will include written reasons setting out the basis for their decision. The Equity and Human Rights office will provide the Senate committee’s reasons in full to the appellant. The Equity and Human Rights office will also notify the complainant of the outcome of the appeal, and any changes in sanctions that affect the complainant’s health and/or safety. The Senate committee’s decision is final.

C100.00 The Senate committee does not have the authority to make any order for payment of costs.
SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

To: AUDIT COMMITTEE

From: VICE-PRESIDENT FINANCE AND OPERATIONS

cc: President and Vice-Chancellor

Board Date: May 30, 2017

Title: 2016/17 FINANCIAL STATEMENTS

Basis for Jurisdiction:

- University Act 27 (1)

Recommendation:

THAT the Audit Committee recommend to the Board of Governors that the Board of Governors approve the 2016/2017 Audited Financial Statements and the appropriations as set out in the attached schedule; and

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

Attachment:
Appendix 1 – Draft Audited Financial Statements 2016 - 2017
Consolidated Financial Statements of

UNIVERSITY OF VICTORIA

Year ended March 31, 2017
STATEMENT OF ADMINISTRATIVE RESPONSIBILITY FOR FINANCIAL STATEMENTS

The University is responsible for the preparation and presentation of the accompanying consolidated financial statements, including responsibility for significant accounting judgments and estimates in accordance with Canadian public sector accounting standards and Treasury Board direction outlined in note 2 (a). This responsibility includes selecting appropriate accounting principles and methods and making decisions affecting measurement of transactions in which objective judgment is required. In fulfilling its responsibilities and recognizing the limits inherent in all systems, the University's management has developed and maintains a system of internal controls designed to provide reasonable assurance that the University assets are safeguarded from loss and that the accounting records are a reliable basis for the preparation of financial statements. The system of internal controls is monitored by the University's management.

The Board of Governors carries out its responsibility for review of the financial statements principally through its audit committee. The members of the Audit Committee are not officers or employees of the University. The Audit Committee meets with management and with the internal and external auditors to discuss the results of audit examinations and financial reporting matters. The auditors have full access to the Audit Committee, with and without the presence of management.

The consolidated financial statements have been examined by the Office of the Auditor General of British Columbia. The Independent Auditors’ Report outlines the nature of the examination and the opinion on the consolidated financial statements of the University for the year ended March 31, 2017.

On behalf of the University:

___________________________ Chair, Board of Governors

___________________________ Vice-President Finance and Operations
**UNIVERSITY OF VICTORIA**

Consolidated Statement of Financial Position

As at March 31, 2017

*(in thousands of dollars)*

### Financial Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash and cash equivalents</td>
<td>$91,913</td>
<td>$87,422</td>
</tr>
<tr>
<td>Accounts receivable</td>
<td>20,106</td>
<td>15,740</td>
</tr>
<tr>
<td>Due from governments</td>
<td>5,921</td>
<td>1,420</td>
</tr>
<tr>
<td>Inventories for resale</td>
<td>1,678</td>
<td>1,444</td>
</tr>
<tr>
<td>Portfolio investments</td>
<td>197,905</td>
<td>160,771</td>
</tr>
<tr>
<td>Loans receivable</td>
<td>26,610</td>
<td>27,793</td>
</tr>
<tr>
<td>Investments in government business enterprises</td>
<td>6,295</td>
<td>6,536</td>
</tr>
</tbody>
</table>

**Total Financial Assets**  
350,428  
301,126

### Liabilities

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable and accrued liabilities</td>
<td>31,625</td>
<td>28,860</td>
</tr>
<tr>
<td>Derivatives</td>
<td>1,913</td>
<td>2,444</td>
</tr>
<tr>
<td>Due to governments</td>
<td>4,871</td>
<td>4,566</td>
</tr>
<tr>
<td>Employee future benefits</td>
<td>18,333</td>
<td>18,431</td>
</tr>
<tr>
<td>Deferred revenue</td>
<td>14,673</td>
<td>13,351</td>
</tr>
<tr>
<td>Deferred contributions</td>
<td>167,023</td>
<td>129,100</td>
</tr>
<tr>
<td>Deferred capital contributions</td>
<td>384,497</td>
<td>371,232</td>
</tr>
<tr>
<td>Long-term debt</td>
<td>50,799</td>
<td>52,829</td>
</tr>
</tbody>
</table>

**Total Liabilities**  
673,734  
620,813

**Net debt**  
(323,306)  
(319,687)

### Non-financial Assets

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tangible capital assets</td>
<td>710,970</td>
<td>700,295</td>
</tr>
<tr>
<td>Restricted endowment investments</td>
<td>329,614</td>
<td>319,353</td>
</tr>
<tr>
<td>Inventories held for use</td>
<td>1,806</td>
<td>1,078</td>
</tr>
<tr>
<td>Prepaid expense</td>
<td>16,991</td>
<td>15,325</td>
</tr>
</tbody>
</table>

**Non-financial Assets**  
1,059,381  
1,036,051

**Accumulated surplus**  
$736,075  
$716,364

Accumulated surplus is comprised of:

<table>
<thead>
<tr>
<th>Description</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endowments</td>
<td>$316,621</td>
<td>$306,472</td>
</tr>
<tr>
<td>Invested in capital assets</td>
<td>292,622</td>
<td>293,119</td>
</tr>
<tr>
<td>Internally restricted</td>
<td>88,598</td>
<td>81,984</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>21,913</td>
<td>20,627</td>
</tr>
</tbody>
</table>

**Accumulated operating surplus**  
719,754  
702,202

**Accumulated revaluation gains**  
16,321  
14,162

**Accumulated surplus**  
$736,075  
$716,364

### Contractual Obligations *(Note 18)*

### Contingent Liabilities *(Note 19)*

On behalf of the Board:

Chair, Board of Governors  
Vice President, Finance and Operations

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, 2017

(*in thousands of dollars*)

<table>
<thead>
<tr>
<th></th>
<th>Budget (Note 2(m))</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Revenue:</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Province of British Columbia grants</td>
<td>$ 184,700</td>
<td>$ 178,174</td>
<td>$ 184,604</td>
</tr>
<tr>
<td>Government of Canada grants</td>
<td>58,000</td>
<td>58,755</td>
<td>61,606</td>
</tr>
<tr>
<td>Other government grants</td>
<td>19,000</td>
<td>20,921</td>
<td>18,414</td>
</tr>
<tr>
<td>Student tuition - credit courses</td>
<td>132,747</td>
<td>136,369</td>
<td>130,935</td>
</tr>
<tr>
<td>Student tuition - non-credit courses</td>
<td>19,253</td>
<td>19,052</td>
<td>19,821</td>
</tr>
<tr>
<td>Donations, non-government grants and contracts</td>
<td>19,000</td>
<td>18,670</td>
<td>15,371</td>
</tr>
<tr>
<td>Sales of services and products</td>
<td>68,161</td>
<td>70,527</td>
<td>66,661</td>
</tr>
<tr>
<td>Investment income</td>
<td>19,400</td>
<td>19,846</td>
<td>21,717</td>
</tr>
<tr>
<td>Income from business enterprises</td>
<td>600</td>
<td>486</td>
<td>958</td>
</tr>
<tr>
<td>Other revenue</td>
<td>6,000</td>
<td>7,953</td>
<td>5,917</td>
</tr>
<tr>
<td>Revenue recognized from deferred capital contributions</td>
<td>26,556</td>
<td>26,473</td>
<td>31,299</td>
</tr>
<tr>
<td><strong>Total Revenue:</strong></td>
<td>$ 553,417</td>
<td>$ 557,226</td>
<td>$ 557,303</td>
</tr>
<tr>
<td><strong>Expenses: (Note 20)</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Instruction and non-sponsored research</td>
<td>213,911</td>
<td>223,785</td>
<td>212,017</td>
</tr>
<tr>
<td>Academic and student support</td>
<td>135,418</td>
<td>139,453</td>
<td>134,219</td>
</tr>
<tr>
<td>Administrative support</td>
<td>18,225</td>
<td>19,139</td>
<td>18,064</td>
</tr>
<tr>
<td>Facility operations and maintenance</td>
<td>50,679</td>
<td>47,139</td>
<td>50,230</td>
</tr>
<tr>
<td>Sponsored research</td>
<td>113,947</td>
<td>107,104</td>
<td>112,938</td>
</tr>
<tr>
<td>External engagement</td>
<td>11,048</td>
<td>13,203</td>
<td>10,950</td>
</tr>
<tr>
<td><strong>Total Expenses:</strong></td>
<td>$ 543,228</td>
<td>$ 549,823</td>
<td>$ 538,418</td>
</tr>
<tr>
<td>Operating surplus before restricted funding</td>
<td>10,189</td>
<td>7,403</td>
<td>18,885</td>
</tr>
<tr>
<td><strong>Restricted endowment contributions</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Endowment principal donations</td>
<td>4,000</td>
<td>5,285</td>
<td>6,708</td>
</tr>
<tr>
<td><strong>Net investment income &amp; donations capitalized</strong></td>
<td>4,864</td>
<td>4,232</td>
<td></td>
</tr>
<tr>
<td><strong>Net restricted endowment contributions</strong></td>
<td>4,000</td>
<td>10,149</td>
<td>10,940</td>
</tr>
<tr>
<td><strong>Annual operating surplus</strong></td>
<td>14,189</td>
<td>17,552</td>
<td>29,825</td>
</tr>
<tr>
<td><strong>Accumulated operating surplus, beginning of year</strong></td>
<td>702,202</td>
<td>702,202</td>
<td>672,377</td>
</tr>
<tr>
<td><strong>Accumulated operating surplus, end of year</strong></td>
<td>$ 716,391</td>
<td>$ 719,754</td>
<td>$ 702,202</td>
</tr>
</tbody>
</table>

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, 2017 (in thousands of dollars)*

<table>
<thead>
<tr>
<th></th>
<th>Budget (Note 2(m))</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual surplus</td>
<td>$14,189</td>
<td>$17,552</td>
<td>$29,825</td>
</tr>
<tr>
<td>Acquisition of tangible capital assets</td>
<td>(52,436)</td>
<td>(56,164)</td>
<td>(56,994)</td>
</tr>
<tr>
<td>Amortization of tangible capital assets</td>
<td>46,058</td>
<td>45,536</td>
<td>51,378</td>
</tr>
<tr>
<td></td>
<td>(6,378)</td>
<td>(10,628)</td>
<td>(5,616)</td>
</tr>
<tr>
<td>Restricted endowment investments</td>
<td>(10,261)</td>
<td>(10,822)</td>
<td></td>
</tr>
<tr>
<td>Acquisition of inventories held for use</td>
<td>(2,578)</td>
<td>(2,528)</td>
<td></td>
</tr>
<tr>
<td>Acquisition of prepaid expense</td>
<td>(16,826)</td>
<td>(11,568)</td>
<td></td>
</tr>
<tr>
<td>Consumption of inventories held for use</td>
<td>1,850</td>
<td>3,144</td>
<td></td>
</tr>
<tr>
<td>Use of prepaid expense</td>
<td>15,113</td>
<td>11,614</td>
<td></td>
</tr>
<tr>
<td></td>
<td>(12,702)</td>
<td>(10,160)</td>
<td></td>
</tr>
<tr>
<td>Net remeasurement gains (losses)</td>
<td>2,159</td>
<td>(3,162)</td>
<td></td>
</tr>
<tr>
<td>Decrease (increase) in net debt</td>
<td>7,811</td>
<td>(3,619)</td>
<td>10,887</td>
</tr>
<tr>
<td>Net debt, beginning of year</td>
<td>(319,687)</td>
<td>(319,687)</td>
<td>(330,574)</td>
</tr>
<tr>
<td>Net debt, end of year</td>
<td>$ (311,876)</td>
<td>$ (323,306)</td>
<td>$ (319,687)</td>
</tr>
</tbody>
</table>

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, 2017*  
* (in thousands of dollars)*

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accumulated remeasurement gains, beginning</td>
<td>$14,162</td>
<td>$17,324</td>
</tr>
<tr>
<td>Unrealized gains (losses) attributed to:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Portfolio investments</td>
<td>1,134</td>
<td>(3,332)</td>
</tr>
<tr>
<td>Derivatives</td>
<td>531</td>
<td>(34)</td>
</tr>
<tr>
<td>Foreign currency translation</td>
<td>494</td>
<td>204</td>
</tr>
<tr>
<td>Net remeasurement gains (losses) for the year</td>
<td>2,159</td>
<td>(3,162)</td>
</tr>
<tr>
<td>Accumulated remeasurement gains, end of year</td>
<td>$16,321</td>
<td>$14,162</td>
</tr>
</tbody>
</table>

The accompanying notes are an integral part of these financial statements.
UNIVERSITY OF VICTORIA
Consolidated Statement of Cash Flows
Year ended March 31, 2017
(in thousands of dollars)

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Annual surplus</td>
<td>$ 17,552</td>
<td>$ 29,825</td>
</tr>
<tr>
<td>Amortization of tangible capital assets</td>
<td>45,536</td>
<td>51,378</td>
</tr>
<tr>
<td>Revenue recognized from deferred capital contributions</td>
<td>(26,473)</td>
<td>(31,299)</td>
</tr>
<tr>
<td>Change in deferred contributions</td>
<td>37,923</td>
<td>(17,062)</td>
</tr>
<tr>
<td>Change in employee future benefits</td>
<td>(98)</td>
<td>(1,815)</td>
</tr>
<tr>
<td>Equity in (income) losses of government business enterprises</td>
<td>241</td>
<td>(246)</td>
</tr>
<tr>
<td>Unrealized foreign exchange gain</td>
<td>494</td>
<td>204</td>
</tr>
<tr>
<td>Net change from operating activities</td>
<td>69,255</td>
<td>26,520</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Capital activities:</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash used to acquire tangible capital assets</td>
<td>(56,211)</td>
<td>(56,995)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Investing activities:</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Purchase of portfolio investments</td>
<td>(10,467)</td>
<td>(5,223)</td>
</tr>
<tr>
<td>Disposal (acquisition) of endowment investments</td>
<td>(35,794)</td>
<td>1,200</td>
</tr>
<tr>
<td>Net change from investing activities</td>
<td>(46,261)</td>
<td>(4,023)</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Financing activities:</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Repayment of long-term debt</td>
<td>(2,030)</td>
<td>(1,910)</td>
</tr>
<tr>
<td>Cash proceeds from deferred capital contributions</td>
<td>39,738</td>
<td>23,105</td>
</tr>
<tr>
<td>Net change from financing activities</td>
<td>37,708</td>
<td>21,195</td>
</tr>
</tbody>
</table>

| Net change in cash and cash equivalents | 4,491     | (13,303) |
| Cash and cash equivalents, beginning of year | 87,422    | 100,725  |
| Cash and cash equivalents, end of year  | $ 91,913  | $ 87,422 |

The accompanying notes are an integral part of these financial statements.
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 tax-payer 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 for 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.

For British Columbia tax-payer supported organizations, these contributions include government transfers and externally restricted contributions.

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
2. Summary of significant accounting policies (continued)

(a) Basis of accounting (continued)

- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100.

As a result, revenue recognized in the statement of operations and certain related deferred capital contributions would be recorded differently under Canadian public sector accounting standards. (See note 23)

(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 Long-Term Disability Trust which administers an employee benefit plan on behalf of the University’s faculty and administrative professional staff.

- 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.

- GSB Executive Education Inc. provides executive training and other non-credit education.

- Byron Price & Associates Ltd. which holds land in North Saanich.
2. Summary of significant accounting policies (continued)

(b) Basis of consolidation (continued)

(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.

(iii) Investment in government 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.

The following organizations are government partnerships and are proportionately consolidated in these financial statements:

- Tri-Universities Meson Facility (TRIUMF) which operates a research facility for sub-atomic physics located at the University of British Columbia. These financial statements include the University’s 8.33% interest.

- Western Canadian Universities Marine Sciences Society (WCUMSS) which operates a marine research facility at Bamfield on the west coast of Vancouver Island. These financial statements include the University’s 20% interest.
2. Summary of significant accounting policies (continued)

(b) Basis of consolidation (continued)

(iv) 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) Financial instruments

Financial instruments are classified into two categories: fair value or cost.

(i) Fair value category

Portfolio instruments that are quoted in an active market and derivative instruments are reflected at fair value as at the reporting date. Other financial instruments designated to be recorded at fair value are endowment and portfolio investments. Transaction costs related to the acquisition of investments are recorded as an expense. Sales and purchases of investments are recorded at trade date. Unrealized gains and losses on financial assets are recognized in the statement of remeasurement gains and losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the statement of operations and accumulated surplus and related balances reversed from the statement of remeasurement gains and losses. Unrealized gains and losses in endowment investments, where earnings are restricted as to use, are recorded as deferred contributions and recognized in revenue when disposed and when related expenses are incurred. Restricted unrealized gains spent to meet current year endowment expenses or capitalization transfers are recorded in the statement of remeasurement gains and losses.

The 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 inactive 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.
2. Summary of significant accounting policies (continued)

(d) Financial instruments (continued)

(ii) Cost category

Gains and losses are recognized in the statement of operations when the financial asset is derecognized due to disposal or impairment and the gains and losses are recognized at amortized cost using the effective interest method; accounts payable and accrued liabilities and long-term debt are measured at amortized cost using the effective interest method.

(e) 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.

(f) 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.

(g) Non-financial assets

Non-financial assets are not available to discharge existing liabilities and are held for use in the provision of services. They have useful lives extending beyond the current year and are not intended for sale in the ordinary course of operations.

(i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Interest is not capitalized whenever external debt is issued to finance the construction of tangible capital assets. The cost, less residual value of the tangible capital assets, are amortized on a straight line basis over their estimated useful lives. Land is not amortized as it is deemed to have a permanent value.

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.
UNIVERSITY OF VICTORIA  
Notes to Consolidated Financial Statements  
Year ended March 31, 2017  
(tabular figures in thousands of dollars)  

2. Summary of significant accounting policies (continued)  

(g) Non-financial assets (continued)  

(i) Tangible capital assets (continued)  

<table>
<thead>
<tr>
<th>Asset</th>
<th>Straight line Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>Buildings - Concrete</td>
<td>50 years</td>
</tr>
<tr>
<td>Buildings - Woodframe</td>
<td>30 years</td>
</tr>
<tr>
<td>Buildings - Heritage</td>
<td>35 years</td>
</tr>
<tr>
<td>Site Improvements</td>
<td>30 years</td>
</tr>
<tr>
<td>Equipment - Computing</td>
<td>3 years</td>
</tr>
<tr>
<td>Equipment - Other</td>
<td>8 years</td>
</tr>
<tr>
<td>Information Systems</td>
<td>8 years</td>
</tr>
<tr>
<td>Furnishings</td>
<td>8 years</td>
</tr>
<tr>
<td>Library Holdings</td>
<td>10 years</td>
</tr>
<tr>
<td>Ships/Vessels</td>
<td>25 years</td>
</tr>
</tbody>
</table>

Assets under construction are not amortized until the asset is available for productive use. 

Tangible capital assets are written down when conditions indicate that they no longer contribute to the University’s ability to provide goods and services, or when the value of future economic benefits associated with the tangible capital assets are less than their net book value. 

(ii) Works of art and historic assets  

Works of art and historic assets are not recorded as assets in these financial statements.  

(iii) Leased capital assets  

Leases which transfer substantially all of the benefits and risks incidental to ownership of property are accounted for as leased tangible capital assets. All other leases are accounted for as operating leases and the related payments are charged to expenses as incurred.  

(iv) Inventories held for use  

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

(h) 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 10.
2. Summary of significant accounting policies (continued)

(i) 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.

(j) 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.
2. Summary of significant accounting policies (continued)

(k) Use of estimates

Preparation of the financial statements in accordance with Canadian public sector accounting standards requires management to make estimates and assumptions. These estimates and assumptions affect the reported amounts of assets, liabilities, and related disclosures. Key areas where management has made estimates and assumptions include those related to the amortization period of tangible capital assets, valuation allowances for receivables and inventories, the valuation of financial instruments and assets and obligations related to employee future benefits. Where actual results differ from these estimates and assumptions, the impact will be recorded in future periods when the difference becomes known.

(l) Foreign currency translation

Transactions in foreign currencies are translated into Canadian dollars at the exchange rate in effect on the transaction date. Monetary assets and liabilities denominated in foreign currencies and non-monetary assets and liabilities which were designated in the fair value category under the financial instrument standard are reflected in the financial statements in equivalent Canadian dollars at the exchange rate in effect on the statement of financial position date. Any gain or loss resulting from a change in rates between the transaction date and the settlement date or statement of financial position date is recognized in the statement of remeasurement gains and losses. In the period of settlement, any exchange gain or loss is reversed out of the statement of remeasurement gains and losses, and reflected in the statement of operations and accumulated surplus.

(m) Budget figures

Budget figures have been provided for comparative purposes and have been derived from the 2016/2017 to 2018/2019 Planning and Budget Framework approved by the Board of Governors of the University on March 30, 2016 and the University’s first quarter forecast provided to the Province. The budget is reflected in the statement of operations and accumulated surplus and the statement of changes in net debt.
### 3. Cash and cash equivalents

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash</td>
<td>$14,273</td>
<td>$8,562</td>
</tr>
<tr>
<td>Short term investments</td>
<td>76,723</td>
<td>77,956</td>
</tr>
<tr>
<td>Restricted cash</td>
<td>917</td>
<td>904</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$91,913</strong></td>
<td><strong>$87,422</strong></td>
</tr>
</tbody>
</table>

Restricted cash is comprised of an escrow account balance related to TRIUMF’s asset retirement obligations.

### 4. Due from governments

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Federal government</td>
<td>$3,466</td>
<td>$640</td>
</tr>
<tr>
<td>Provincial government</td>
<td>2,368</td>
<td>743</td>
</tr>
<tr>
<td>Other</td>
<td>87</td>
<td>37</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,921</strong></td>
<td><strong>$1,420</strong></td>
</tr>
</tbody>
</table>

### 5. Loans receivable

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>BCNET</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest at 4.5%, due April 2019, unsecured</td>
<td>$237</td>
<td>$348</td>
</tr>
<tr>
<td>Various faculty and senior administrators</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Home relocation loans, interest free for 5 years with option for further renewal unless employment ceases, secured by second mortgages</td>
<td>3,285</td>
<td>3,662</td>
</tr>
<tr>
<td>Heritage Realty Properties Ltd.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Promissory note receivable, interest at Royal Bank Prime + 5.0%, due May 31, 2021, secured by an unregistered equitable mortgage</td>
<td>9,608</td>
<td>9,608</td>
</tr>
<tr>
<td>Vancouver Island Technology Park Trust loans receivable</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Interest at 5.13%, due April 2030, unsecured</td>
<td>10,819</td>
<td>11,386</td>
</tr>
<tr>
<td>Interest at 6.13%, due April 2030, unsecured</td>
<td>2,661</td>
<td>2,789</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$26,610</strong></td>
<td><strong>$27,793</strong></td>
</tr>
</tbody>
</table>
6. **Financial instruments**

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

(a) **Portfolio investments**

<table>
<thead>
<tr>
<th>Fair Value Hierarchy</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonds</td>
<td>Level 2</td>
<td>$12,351</td>
</tr>
<tr>
<td>Various pooled bond and mortgage funds</td>
<td>Level 1</td>
<td>102,349</td>
</tr>
<tr>
<td>Canadian equities</td>
<td>Level 1</td>
<td>28,196</td>
</tr>
<tr>
<td>Global equities</td>
<td>Level 1</td>
<td>33,896</td>
</tr>
<tr>
<td>Infrastructure and real estate</td>
<td>Level 3</td>
<td>19,022</td>
</tr>
<tr>
<td><strong>Total portfolio investments carried at fair value</strong></td>
<td><strong>195,814</strong></td>
<td><strong>158,726</strong></td>
</tr>
<tr>
<td>Short-term investments</td>
<td></td>
<td>1,659</td>
</tr>
<tr>
<td>Cash</td>
<td></td>
<td>343</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td>89</td>
</tr>
<tr>
<td><strong>Total portfolio investments at cost</strong></td>
<td><strong>$197,905</strong></td>
<td><strong>$160,771</strong></td>
</tr>
</tbody>
</table>

(b) **Restricted endowment investments**

<table>
<thead>
<tr>
<th>Fair Value Hierarchy</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bonds</td>
<td>Level 2</td>
<td>$40,398</td>
</tr>
<tr>
<td>Various pooled bond and mortgage funds</td>
<td>Level 1</td>
<td>30,042</td>
</tr>
<tr>
<td>Canadian equities</td>
<td>Level 1</td>
<td>88,107</td>
</tr>
<tr>
<td>Global equities</td>
<td>Level 1</td>
<td>102,361</td>
</tr>
<tr>
<td>Infrastructure and real estate</td>
<td>Level 3</td>
<td>62,157</td>
</tr>
<tr>
<td><strong>Total restricted endowment investments carried at fair value</strong></td>
<td><strong>323,065</strong></td>
<td><strong>310,972</strong></td>
</tr>
<tr>
<td>Short-term investments</td>
<td></td>
<td>5,427</td>
</tr>
<tr>
<td>Cash</td>
<td></td>
<td>1,122</td>
</tr>
<tr>
<td>Other</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Total restricted endowment investments at cost</strong></td>
<td><strong>$329,614</strong></td>
<td><strong>$319,352</strong></td>
</tr>
</tbody>
</table>
### Financial instruments (continued)

Financial assets and liabilities recorded at fair value are comprised of the following (See note 13 for breakdown of debt related to derivatives):

**c) Derivatives**

<table>
<thead>
<tr>
<th>Fair Value Hierarchy</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Derivatives - interest rate swaps on long-term debt quoted at fair value:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BC Immigrant Investment Fund interest rate swap fixed at 5.14% commencing in 2017</td>
<td>Level 1</td>
<td>$</td>
</tr>
<tr>
<td>Province of BC interest rate swap fixed at 5.14% commencing in 2017 through 2027</td>
<td>Level 1</td>
<td>(573)</td>
</tr>
<tr>
<td>Royal Bank of Canada floating interest rate fixed at 5.38%, through an interest rate swap due in 2024, unsecured</td>
<td>Level 1</td>
<td>(1,108)</td>
</tr>
<tr>
<td>BC Immigrant Investment Fund floating interest rate fixed at 3.56%, commencing 2023 through 2033, unsecured</td>
<td>Level 1</td>
<td>(232)</td>
</tr>
<tr>
<td><strong>Total derivatives</strong></td>
<td>$</td>
<td>(1,913)</td>
</tr>
</tbody>
</table>

### Investments in government business enterprises

The University controls two profit oriented subsidiaries which are recorded using the modified equity method of accounting. The two entities are Heritage Realty Properties and Vancouver Island Technology Park.

Change in equity in government business enterprises:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equity at beginning of year</td>
<td>$ 4,385</td>
<td>$ 4,458</td>
</tr>
<tr>
<td>Dividends/distributions paid</td>
<td>(1,226)</td>
<td>(1,031)</td>
</tr>
<tr>
<td>Net earnings</td>
<td>486</td>
<td>958</td>
</tr>
<tr>
<td><strong>Equity at end of year</strong></td>
<td>$ 3,645</td>
<td>4,385</td>
</tr>
<tr>
<td>Dividends/distributions payable</td>
<td>$ 2,650</td>
<td>2,151</td>
</tr>
<tr>
<td><strong>Investment in government business enterprises</strong></td>
<td>$ 6,295</td>
<td>$ 6,536</td>
</tr>
</tbody>
</table>
7. Investments in government business enterprises (continued)

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

Consolidated Statement of Financial Position

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Assets</td>
<td>$35,378</td>
<td>$36,447</td>
</tr>
<tr>
<td>Liabilities</td>
<td>(31,733)</td>
<td>(32,062)</td>
</tr>
<tr>
<td>Equity</td>
<td>$3,645</td>
<td>$4,385</td>
</tr>
</tbody>
</table>

Consolidated Statement of Operations

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$12,778</td>
<td>$12,838</td>
</tr>
<tr>
<td>Expenses</td>
<td>(12,292)</td>
<td>(11,880)</td>
</tr>
<tr>
<td>Surplus for the year</td>
<td>$486</td>
<td>$958</td>
</tr>
</tbody>
</table>

8. Investments in government partnerships

The University is one of twelve university members of a consortium which manages the Tri-Universities Meson Facility (TRIUMF) for research in sub-atomic physics. The facility is funded by federal government grants and the University makes no direct financial contribution. TRIUMF’s financial results are proportionately consolidated with those of the University based upon the University’s share of its total ownership of 8.33% (2016 – 8.33%).

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 2017 of $273,400 (2016 – $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% (2016 – 20%).

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

Consolidated Statement of Financial Position

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Financial assets</td>
<td>$4,406</td>
<td>$2,837</td>
</tr>
<tr>
<td>Liabilities</td>
<td>2,023</td>
<td>1,098</td>
</tr>
<tr>
<td><strong>Net assets</strong></td>
<td>2,383</td>
<td>1,739</td>
</tr>
<tr>
<td>Non-financial assets</td>
<td>1,172</td>
<td>1,103</td>
</tr>
<tr>
<td><strong>Accumulated surplus</strong></td>
<td>$3,555</td>
<td>$2,842</td>
</tr>
</tbody>
</table>
8. Investments in government partnerships (continued)

Consolidated Statement of Operations

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenue</td>
<td>$7,360</td>
<td>$6,724</td>
</tr>
<tr>
<td>Expenses</td>
<td>6,647</td>
<td>6,383</td>
</tr>
<tr>
<td>Surplus for the year</td>
<td>$713</td>
<td>$341</td>
</tr>
</tbody>
</table>

9. Accounts payable and accrued liabilities

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounts payable and accrued liabilities</td>
<td>$18,371</td>
<td>$17,021</td>
</tr>
<tr>
<td>Salaries and benefits payable</td>
<td>3,905</td>
<td>4,242</td>
</tr>
<tr>
<td>Accrued vacation pay</td>
<td>9,349</td>
<td>7,597</td>
</tr>
<tr>
<td></td>
<td>$31,625</td>
<td>$28,860</td>
</tr>
</tbody>
</table>

10. Employee future benefits

Employee future benefit liabilities arise in connection with the University’s group life insurance, long-term disability plans and accumulated sick leave plans. The University also maintains pension plans, and other retirement and supplementary benefit arrangements for substantially all of its continuing employees.

Summary of employee future benefit obligations:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Staff pension plan</td>
<td>$(13,700)</td>
<td>$(9,333)</td>
</tr>
<tr>
<td>Supplemental pension obligations</td>
<td>6,829</td>
<td>6,145</td>
</tr>
<tr>
<td>Special accumulated sick leave</td>
<td>3,164</td>
<td>3,149</td>
</tr>
<tr>
<td>Long term disability benefits</td>
<td>20,480</td>
<td>16,936</td>
</tr>
<tr>
<td>Basic group life insurance plan</td>
<td>1,560</td>
<td>1,534</td>
</tr>
<tr>
<td></td>
<td>$18,333</td>
<td>$18,431</td>
</tr>
</tbody>
</table>
10. Employee future benefits (continued)

(a) Pension benefits

(i) Combination plan

The pension fund for full-time continuing faculty and administrative and academic professional staff is referred to as the Combination Plan. The plan’s benefits are derived primarily from defined contributions with a defined benefit minimum. The plan has been accounted for as a defined contribution plan. The employees make contributions equal to 4.35% of salary up to the year’s maximum pensionable earnings (“YMPE”) plus 6.35% of salary in excess of the YMPE. The university makes contributions equal to 6.02% of salary up to the YMPE plus 7.65% of salary in excess of the YMPE. The university also contributes 5.05% of salary to fund the defined benefit minimum. The latest actuarial valuation for funding purposes as at December 31, 2015 showed that the accrued formula pension benefit liabilities of the Combination Plan were fully funded. The next valuation will be as at December 31, 2018. 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 $21,195,000 (2016 – $20,486,000) 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 $6,829,000 as at March 31, 2017 (2016 – $6,145,000). The University paid supplemental benefits of $89,000 in the year (2016 – $105,000) and recorded employee benefit expense of $102,000 (2016 – $115,000).

(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, 2013, the average age of the 1,152 active employees covered by the Plan is 47.8. In addition, there are 419 former employees who are entitled to deferred pension benefits averaging $289 per month. At December 31, 2013, there were 639 pensioners receiving an average monthly pension of $826. The employees make contributions equal to 4.53% of salary that does not exceed the YMPE plus 6.28% of salary in excess of the YMPE. A separate pension fund is maintained. The University makes contributions to the plan in line with recommendations contained in the actuarial valuation. Though the University and the employees both contribute to the pension fund, the University retains the full risk of the accrued benefit obligation. The pension fund assets are invested primarily in Universe bonds and equities.

The University has made contributions to the Plan during the year of $5,739,000 (2016 – $5,668,000). The Plan paid benefits in the year of $10,130,000 (2016 – $8,700,000).
10. Employee future benefits (continued)

(a) Pension benefits (continued)

(ii) Staff plan (continued)

The pension asset at March 31 includes the following components:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accrued benefit obligation</td>
<td>$210,816</td>
<td>$201,388</td>
</tr>
<tr>
<td>Pension fund assets</td>
<td>(244,027)</td>
<td>(231,799)</td>
</tr>
<tr>
<td>Unamortized actuarial gains</td>
<td>(33,211)</td>
<td>(30,411)</td>
</tr>
<tr>
<td><strong>Net asset</strong></td>
<td>$19,511</td>
<td>21,078</td>
</tr>
</tbody>
</table>

Actuarial valuations are performed triennially using the projected benefit prorate method. The latest triennial actuarial valuation completed as at December 31, 2013 reported a going concern surplus and a solvency deficiency (i.e. if the plan were to be wound up on that date) of $41,866,000. The B.C. Pension Benefits Standards Act requires minimum annual contributions or the use of letters of credit to fund a solvency deficiency. The University has chosen to arrange a letter of credit in the amount of $43.8 million at March 31, 2017 (2016 - $40.8 million) to satisfy the contribution requirements through 2017. This letter of credit will be reassessed in conjunction with the December 31, 2016 plan valuation and updated solvency funding level. The accrued benefit obligation shown for 2017 is based on an extrapolation of that 2013 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 (12 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 6%. Pension fund assets are valued at market value.
10. Employee future benefits (continued)

(a) Pension benefits (continued)

(ii) Staff plan (continued)

The expected rate of return on pension fund assets is 6%. The actual rate of return on Plan assets in 2016 was 6%. The total expenses related to pensions for the fiscal year ending, include the following components:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current period benefit cost</td>
<td>$7,365</td>
<td>$7,042</td>
</tr>
<tr>
<td>Amortization of actuarial gains (losses)</td>
<td>(1,987)</td>
<td>(1,785)</td>
</tr>
<tr>
<td></td>
<td>5,378</td>
<td>5,257</td>
</tr>
<tr>
<td>Less: Employee contributions</td>
<td>(2,117)</td>
<td>(2,086)</td>
</tr>
<tr>
<td><strong>Pension benefit expense</strong></td>
<td>3,261</td>
<td>3,171</td>
</tr>
<tr>
<td>Interest cost on the average accrued benefit obligation</td>
<td>11,962</td>
<td>11,391</td>
</tr>
<tr>
<td>Expected return on average pension plan assets</td>
<td>(13,623)</td>
<td>(12,792)</td>
</tr>
<tr>
<td><strong>Pension interest income</strong></td>
<td>(1,661)</td>
<td>(1,401)</td>
</tr>
<tr>
<td><strong>Total pension expense</strong></td>
<td>$1,600</td>
<td>$1,770</td>
</tr>
</tbody>
</table>

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 $120,000 (2016 – $118,000).

(b) Special accumulated sick leave benefit liability

Certain unionized employees of the University are entitled to a special vested sick leave benefit in accordance with the terms and conditions of their collective agreements. Employees who accumulate and maintain a minimum balance of regular sick leave may opt to transfer sick days into this special accumulating and vested benefit. The University recognizes a liability and an expense as days are transferred into this benefit. At March 31, 2017 the balance of this special accumulated sick leave was $3,164,000 (2016 – $3,149,000).
10. Employee future benefits (continued)

(c) Long-term disability benefits

The University administers an employee-funded long-term disability plan for faculty and administrative and academic professional staff. It is self-insured and the liability for the discounted present value of estimated future payments to current claimants is recorded.

Information about liabilities for the University's long-term disability plan includes:

<table>
<thead>
<tr>
<th>Components of net benefit expense:</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Service cost</td>
<td>$ 7,433</td>
<td>$ 7,637</td>
</tr>
<tr>
<td>Interest cost</td>
<td>318</td>
<td>252</td>
</tr>
<tr>
<td>Expected return on assets</td>
<td>(248)</td>
<td>(211)</td>
</tr>
<tr>
<td>Amortization of net actuarial gain</td>
<td>(1,507)</td>
<td>(3,110)</td>
</tr>
<tr>
<td>Net benefit expense</td>
<td>$ 5,996</td>
<td>$ 4,568</td>
</tr>
</tbody>
</table>
10. Employee future benefits (continued)

(c) Long-term disability benefits (continued)

The significant actuarial assumptions adopted in measuring the University’s accrued benefit obligation are as follows:

<table>
<thead>
<tr>
<th>Assumes</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discount rates</td>
<td>1.9%</td>
<td>1.9%</td>
</tr>
<tr>
<td>Expected future inflation rates</td>
<td>2.0%</td>
<td>2.0%</td>
</tr>
<tr>
<td>Salary increase assumption</td>
<td>2.0%</td>
<td>2.0%</td>
</tr>
<tr>
<td>Retirement age assumption</td>
<td>65</td>
<td>65</td>
</tr>
</tbody>
</table>

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, 2017 was $1,153,000 (2016 - $1,138,000).

11. Deferred contributions

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

<table>
<thead>
<tr>
<th>Specific purpose: (including endowment earnings)</th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific purpose: (including endowment earnings)</td>
<td>$108,233</td>
<td>$80,896</td>
</tr>
<tr>
<td>Research</td>
<td>56,170</td>
<td>46,402</td>
</tr>
<tr>
<td>Capital</td>
<td>2,620</td>
<td>1,802</td>
</tr>
<tr>
<td>Total</td>
<td>$167,023</td>
<td>$129,100</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2016</th>
<th>2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Specific purpose: (including endowment earnings)</td>
<td>$108,233</td>
</tr>
<tr>
<td>Research</td>
<td>56,170</td>
</tr>
<tr>
<td>Capital</td>
<td>2,620</td>
</tr>
<tr>
<td>Total</td>
<td>$167,023</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance, beginning of year</td>
<td>$80,896</td>
</tr>
<tr>
<td>Contributions and endowment investment income</td>
<td>59,678</td>
</tr>
<tr>
<td>Revenue recognized from deferred contributions</td>
<td>(32,341)</td>
</tr>
<tr>
<td>Balance, end of year</td>
<td>$108,233</td>
</tr>
<tr>
<td>Total</td>
<td>$167,023</td>
</tr>
</tbody>
</table>
12. Deferred capital contributions

Contributions that are restricted for capital are referred to as deferred capital contributions. Amounts are recognized into revenue as the liability is extinguished over the useful life of the asset. Treasury Board provided direction on accounting treatment as disclosed in Note 2 (a). Changes in the deferred capital contributions balance are as follows:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance, beginning of year</td>
<td>$371,231</td>
<td>$379,426</td>
</tr>
<tr>
<td>Contributions received during the year</td>
<td>39,739</td>
<td>23,105</td>
</tr>
<tr>
<td>Revenue from amortization of deferred capital contributions</td>
<td>(26,473)</td>
<td>(31,300)</td>
</tr>
<tr>
<td>Balance, end of year</td>
<td>$384,497</td>
<td>$371,231</td>
</tr>
</tbody>
</table>

13. Long-term debt

Long-term debt reported on the consolidated statement of financial position is comprised of the following (see note 6(c) for related derivative information):

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Royal Bank of Canada</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.38% term loan due 2024, unsecured</td>
<td>$7,630</td>
<td>$8,428</td>
</tr>
<tr>
<td>Province of British Columbia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.14% term loan due 2027, unsecured</td>
<td>3,066</td>
<td>-</td>
</tr>
<tr>
<td>British Columbia Immigrant Investment Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.75% term loan due 2017, unsecured</td>
<td>-</td>
<td>3,315</td>
</tr>
<tr>
<td>British Columbia Immigrant Investment Fund</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2.48% term loan due 2023, unsecured</td>
<td>8,483</td>
<td>8,902</td>
</tr>
<tr>
<td>Province of British Columbia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.82% bond due 2027, unsecured, with annual sinking fund payments of $327,000</td>
<td>10,800</td>
<td>10,800</td>
</tr>
<tr>
<td>Province of British Columbia</td>
<td></td>
<td></td>
</tr>
<tr>
<td>4.74% bond due 2038, unsecured, with annual sinking fund payments of $302,000</td>
<td>10,000</td>
<td>10,000</td>
</tr>
<tr>
<td>Great West Life Insurance Company</td>
<td></td>
<td></td>
</tr>
<tr>
<td>5.13% term loan due 2030, unsecured</td>
<td>10,820</td>
<td>11,386</td>
</tr>
<tr>
<td>Long-term debt</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>$50,799</td>
<td>$52,829</td>
</tr>
<tr>
<td>Accumulated sinking fund payments</td>
<td>(6,125)</td>
<td>(5,496)</td>
</tr>
<tr>
<td>Remaining long-term debt principal repayments</td>
<td>$44,674</td>
<td>$47,333</td>
</tr>
</tbody>
</table>
13. Long-term debt (continued)

(a) Principal repayments

Anticipated annual principal repayments, including sinking fund instalments and maturities, due over the next five years and thereafter are as follows:

<table>
<thead>
<tr>
<th>Year</th>
<th>Sinking Fund</th>
<th>Other</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>2018</td>
<td>$629</td>
<td>$2,106</td>
<td>$2,735</td>
</tr>
<tr>
<td>2019</td>
<td>629</td>
<td>2,208</td>
<td>2,837</td>
</tr>
<tr>
<td>2020</td>
<td>629</td>
<td>2,314</td>
<td>2,943</td>
</tr>
<tr>
<td>2021</td>
<td>629</td>
<td>2,425</td>
<td>3,054</td>
</tr>
<tr>
<td>2022</td>
<td>629</td>
<td>2,542</td>
<td>3,171</td>
</tr>
<tr>
<td>Thereafter</td>
<td>11,530</td>
<td>18,404</td>
<td>29,934</td>
</tr>
<tr>
<td></td>
<td>$14,675</td>
<td>$29,999</td>
<td>$44,674</td>
</tr>
</tbody>
</table>
## 14. Tangible capital assets

<table>
<thead>
<tr>
<th>Cost</th>
<th>Balance at March 31, 2016</th>
<th>Additions</th>
<th>Disposals</th>
<th>Balance as at March 31, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>$23,134</td>
<td></td>
<td></td>
<td>$23,134</td>
</tr>
<tr>
<td>Site Improvements</td>
<td>34,402</td>
<td>5,774</td>
<td></td>
<td>40,176</td>
</tr>
<tr>
<td>Buildings</td>
<td>763,378</td>
<td>24,934</td>
<td></td>
<td>788,312</td>
</tr>
<tr>
<td>Equipment and furnishings</td>
<td>209,206</td>
<td>19,413</td>
<td>(38,581)</td>
<td>190,038</td>
</tr>
<tr>
<td>Information systems</td>
<td>18,441</td>
<td></td>
<td></td>
<td>18,441</td>
</tr>
<tr>
<td>Computer equipment</td>
<td>16,982</td>
<td>3,431</td>
<td>(3,895)</td>
<td>16,518</td>
</tr>
<tr>
<td>Library holdings</td>
<td>40,384</td>
<td>2,659</td>
<td>(4,621)</td>
<td>38,422</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$1,105,927</strong></td>
<td><strong>56,211</strong></td>
<td><strong>(47,097)</strong></td>
<td><strong>$1,115,041</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Accumulated amortization</th>
<th>Balance at March 31, 2016</th>
<th>Disposals</th>
<th>Amortization</th>
<th>Balance as at March 31, 2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>$0</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>Site Improvements</td>
<td>17,942</td>
<td></td>
<td>943</td>
<td>18,885</td>
</tr>
<tr>
<td>Buildings</td>
<td>210,207</td>
<td>15,909</td>
<td>226,116</td>
<td></td>
</tr>
<tr>
<td>Equipment and furnishings</td>
<td>126,487</td>
<td>(38,581)</td>
<td>108,518</td>
<td></td>
</tr>
<tr>
<td>Information systems</td>
<td>18,168</td>
<td></td>
<td>18,360</td>
<td></td>
</tr>
<tr>
<td>Computer equipment</td>
<td>10,578</td>
<td>(3,895)</td>
<td>10,853</td>
<td></td>
</tr>
<tr>
<td>Library holdings</td>
<td>40,384</td>
<td>(4,621)</td>
<td>21,339</td>
<td></td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$405,632</strong></td>
<td><strong>(47,097)</strong></td>
<td><strong>$404,071</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Land</td>
<td>$23,134</td>
<td>$23,134</td>
</tr>
<tr>
<td>Site improvements</td>
<td>21,291</td>
<td>16,460</td>
</tr>
<tr>
<td>Buildings</td>
<td>562,196</td>
<td>553,171</td>
</tr>
<tr>
<td>Equipment and furnishings</td>
<td>81,520</td>
<td>82,719</td>
</tr>
<tr>
<td>Information systems</td>
<td>81</td>
<td>273</td>
</tr>
<tr>
<td>Computer equipment</td>
<td>5,665</td>
<td>6,404</td>
</tr>
<tr>
<td>Library holdings</td>
<td>17,083</td>
<td>18,134</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$710,970</strong></td>
<td><strong>$700,295</strong></td>
</tr>
</tbody>
</table>
14. Tangible capital assets (continued)

Contributed tangible capital assets:

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

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Equipment and furnishings</td>
<td>$104</td>
<td>$23</td>
</tr>
</tbody>
</table>

(a) Assets under construction

Assets under construction having a value of $5,187,000 (2016 – $ nil) comprised of buildings have not been amortized. Amortization of these assets will commence when the asset is available for productive use.

(b) De-recognition of tangible capital assets

The de-recognition of tangible capital assets during the year was $47,097,000 (2016 – $31,851,000) related to fully amortized assets with a net book value of $ nil (2016 – $ nil) related to asset disposals.

15. 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 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, 2017 is $262,137,000 (2016 – $261,323,000).
15. Financial risk management (continued)

The following shows the percentage of fixed income holdings in the portfolio by credit rating:

<table>
<thead>
<tr>
<th>Credit Rating</th>
<th>%</th>
</tr>
</thead>
<tbody>
<tr>
<td>AAA</td>
<td>16.5%</td>
</tr>
<tr>
<td>AA</td>
<td>16.3%</td>
</tr>
<tr>
<td>A</td>
<td>7.8%</td>
</tr>
<tr>
<td>BBB</td>
<td>8.1%</td>
</tr>
<tr>
<td>BB and below</td>
<td>0.9%</td>
</tr>
<tr>
<td>Mortgages</td>
<td>14.8%</td>
</tr>
<tr>
<td>Cash and short term</td>
<td></td>
</tr>
<tr>
<td>R1 high</td>
<td>33.8%</td>
</tr>
<tr>
<td>R1 mid</td>
<td>0.7%</td>
</tr>
<tr>
<td>R1 low</td>
<td>1.2%</td>
</tr>
<tr>
<td></td>
<td>100.0%</td>
</tr>
</tbody>
</table>

(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. 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.

<table>
<thead>
<tr>
<th>Asset Class</th>
<th>Estimated Volatility (% change)</th>
<th>Net Impact on Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canadian equities</td>
<td>+/-</td>
<td>$ 9,226</td>
</tr>
<tr>
<td>Foreign equities</td>
<td>+/-</td>
<td>$ 24,159</td>
</tr>
<tr>
<td>Real estate</td>
<td>+/-</td>
<td>$ 23,389</td>
</tr>
<tr>
<td>Bonds</td>
<td>+/-</td>
<td>$ 3,760</td>
</tr>
<tr>
<td>Infrastructure</td>
<td>+/-</td>
<td>$ 7,770</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Benchmark for Investments</th>
<th>Net Impact on Market Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEX Universe Bond index</td>
<td>+/- $</td>
</tr>
<tr>
<td>S&amp;P/TSX Composite index</td>
<td>+/- $</td>
</tr>
<tr>
<td>MSCI World Index</td>
<td>+/- $</td>
</tr>
<tr>
<td>Canadian Consumer Price Index (Real Estate)</td>
<td>+/- $</td>
</tr>
<tr>
<td>Canadian Consumer Price Index (Infrastructure)</td>
<td>+/- $</td>
</tr>
</tbody>
</table>
15. Financial risk management (continued)

(b) Price risk (continued)

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, 2017, the modified duration of all fixed income in aggregate was 3.8 years. Therefore, if interest rates were to increase by 1% across all maturities, the value of the bond portfolio would drop by 3.8%; contrarily, if interest rates were to decrease by 1% across all maturities, the value of the bond portfolio would increase by 3.8%.

(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.

16. Accumulated surplus

Accumulated surplus is comprised of the following:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Endowments</td>
<td>$316,621</td>
<td>$306,472</td>
</tr>
<tr>
<td>Invested in capital assets</td>
<td>292,622</td>
<td>293,119</td>
</tr>
<tr>
<td>Internally restricted</td>
<td>88,598</td>
<td>81,984</td>
</tr>
<tr>
<td>Unrestricted</td>
<td>21,913</td>
<td>20,627</td>
</tr>
<tr>
<td>Accumulated remeasurement gains</td>
<td>16,321</td>
<td>14,162</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$736,075</strong></td>
<td><strong>$716,364</strong></td>
</tr>
</tbody>
</table>
16. Accumulated surplus (continued)

Endowments consist of restricted donations and capitalized investment income to be held in perpetuity.

Invested in capital assets consist of unrestricted funds previously spent on capital assets and debt repayment.

Internally restricted funds consist of balances set aside or appropriated by the Board of Governors for equipment replacement, capital improvements and other non-recurring expenditures.

Unrestricted funds consist primarily of balances arising from the University’s ancillary and specific purpose funds, and consolidated entities.

17. Endowments

Changes to the endowment principal balances, not including remeasurement gains/losses, are as follows:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Balance, beginning of year</td>
<td>$ 306,472</td>
<td>$ 295,532</td>
</tr>
<tr>
<td>Contributions received during the year</td>
<td>5,285</td>
<td>6,708</td>
</tr>
<tr>
<td>Invested income and donations capitalized</td>
<td>4,864</td>
<td>4,232</td>
</tr>
<tr>
<td><strong>Balance, end of year</strong></td>
<td><strong>$ 316,621</strong></td>
<td><strong>$ 306,472</strong></td>
</tr>
</tbody>
</table>

The balance shown does not include endowment principal with fair value of $7,459,000 (2016 – $6,914,000) and book value of $4,820,000 (2016 – $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.
18. 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:

<table>
<thead>
<tr>
<th></th>
<th>2018</th>
<th>2019</th>
<th>2020</th>
<th>2021</th>
<th>2022</th>
</tr>
</thead>
<tbody>
<tr>
<td>Construction contracts</td>
<td>$2,321</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
<tr>
<td>Operating leases</td>
<td>276</td>
<td>66</td>
<td>60</td>
<td>30</td>
<td>-</td>
</tr>
<tr>
<td>Total</td>
<td>$2,597</td>
<td>66</td>
<td>60</td>
<td>30</td>
<td>-</td>
</tr>
</tbody>
</table>

19. 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.

20. Expenses by object

The following is a summary of expenses by object:

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Salaries and wages</td>
<td>$292,277</td>
<td>$282,257</td>
</tr>
<tr>
<td>Employee benefits</td>
<td>53,919</td>
<td>49,689</td>
</tr>
<tr>
<td>Travel</td>
<td>13,393</td>
<td>14,396</td>
</tr>
<tr>
<td>Supplies and services</td>
<td>78,084</td>
<td>68,743</td>
</tr>
<tr>
<td>Equipment rental and maintenance</td>
<td>6,642</td>
<td>9,688</td>
</tr>
<tr>
<td>Utilities</td>
<td>8,711</td>
<td>8,905</td>
</tr>
<tr>
<td>Scholarships, fellowships and bursaries</td>
<td>35,873</td>
<td>37,157</td>
</tr>
<tr>
<td>Cost of goods sold</td>
<td>13,017</td>
<td>13,938</td>
</tr>
<tr>
<td>Interest on long-term debt</td>
<td>2,371</td>
<td>2,267</td>
</tr>
<tr>
<td>Amortization of tangible capital assets</td>
<td>45,536</td>
<td>51,378</td>
</tr>
</tbody>
</table>

$549,823 $538,418
21. 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 (2017 – $2,019,000; 2016 – $1,092,000).

22. Supplemental cash flow information

<table>
<thead>
<tr>
<th></th>
<th>2017</th>
<th>2016</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash paid for interest</td>
<td>$2,371</td>
<td>$2,466</td>
</tr>
</tbody>
</table>

23. Differences between Financial Reporting Framework (FRF) and PSAS

As noted in the significant accounting policies, per the Budget Transparency and Accountability Act of the Province of British Columbia and the Restricted Contribution Regulation 198/2011 issued pursuant to it, the university is required to account for government funding of tangible capital assets by deferring and amortizing deferred capital contributions to income on the same basis as the related amortization expense. If restricted government funding for tangible capital assets does not contain stipulations that create a liability, then PSAS requires it to be reported as income immediately. The impact of this difference on the consolidated financial statements of the university would be as follows:

<table>
<thead>
<tr>
<th></th>
<th>FRF</th>
<th>PSAS</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liabilities</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred capital contributions</td>
<td>$384,497</td>
<td>$ -</td>
<td>$384,497</td>
</tr>
<tr>
<td>Accumulated surplus</td>
<td>736,075</td>
<td>1,120,572</td>
<td>(384,497)</td>
</tr>
<tr>
<td>Revenue</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government grants and contracts</td>
<td>257,850</td>
<td>296,810</td>
<td>(38,960)</td>
</tr>
<tr>
<td>Donations, non-government grants and contracts</td>
<td>18,670</td>
<td>20,266</td>
<td>(1,596)</td>
</tr>
<tr>
<td>Amortization of deferred capital contributions</td>
<td>26,473</td>
<td>$ -</td>
<td>26,473</td>
</tr>
<tr>
<td>Annual operating surplus</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual operating surplus (after restricted endowment contributions)</td>
<td>$17,552</td>
<td>$31,635</td>
<td>$(14,083)</td>
</tr>
</tbody>
</table>
### Differences between Financial Reporting Framework (FRF) and PSAS (continued)

<table>
<thead>
<tr>
<th></th>
<th>FRF</th>
<th>PSAS</th>
<th>Difference</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Liabilities</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Deferred capital contributions</td>
<td>$371,232</td>
<td>$-</td>
<td>$371,232</td>
</tr>
<tr>
<td>Accumulated surplus</td>
<td>716,364</td>
<td>1,087,596</td>
<td>(371,232)</td>
</tr>
<tr>
<td><strong>Revenue</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Government grants and contracts</td>
<td>264,623</td>
<td>284,391</td>
<td>(19,768)</td>
</tr>
<tr>
<td>Donations, non-government grants and contracts</td>
<td>15,369</td>
<td>18,429</td>
<td>(3,060)</td>
</tr>
<tr>
<td>Amortization of deferred capital contributions</td>
<td>31,299</td>
<td>$-</td>
<td>31,299</td>
</tr>
<tr>
<td><strong>Annual operating surplus</strong></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Annual operating surplus (after restricted endowment contributions)</td>
<td>$29,825</td>
<td>$21,354</td>
<td>$8,471</td>
</tr>
</tbody>
</table>
SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

May 15, 2017

To: Operations and Facilities Committee

From: David Castle, Vice-President Research

cc: President and Vice-Chancellor

Meeting Date: May 30, 2017

Subject: Annual Report on University of Victoria approved Research Centres

Basis for Jurisdiction: Establishment and Review of Research Centres RH8300

Previous Consultation:
Board of Governors - BOG-May27/14-22
Executive Council – July 9, 2014
Board of Governors - BOG-Sept30/14-28
Senate – May 1, 2015
Board of Governors – BOG-June29/15-01
Senate – May 6, 2016
Board of Governors – BOG-May31/16-24
Senate – May 5, 2017

Background:
As per the decision at the September 29-30, 2014 meeting of the Board of Governors, reporting for UVic-approved research centre establishment, renewal and closure is on an annual basis. The Vice-President Research reports annually to the Senate (in May) and the Board of Governors (in May/June) on the establishment, renewal and closure of UVic-approved research centres, rather
than doing so on an ad-hoc basis. The reporting process realigns practices with procedure, and gives Board members an annual overview of research centre activity.

**Planned Further Action:**
Continue to report on an annual basis to the May or June BOG meeting.

**Attachment(s):**
- 2016/17 Annual Report on the establishment and renewal of UVic-approved research centres
- Approval levels for the establishment, renewal and closure of UVic-approved research centres
- Background information on UVic-approved research centres
The purpose of this annual report is to provide the Senate with information about the establishment, renewal and closure of UVic-approved centres.

### ESTABLISHMENT OF NEW RESEARCH CENTRES

<table>
<thead>
<tr>
<th>Centre Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No new research centres were established in the 2016-17 academic year</td>
</tr>
</tbody>
</table>

### REVIEW OF EXISTING CENTRES

#### Inter-institutional

<table>
<thead>
<tr>
<th>Centre Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No inter-institutional research centres were reviewed in the 2016-17 academic year</td>
</tr>
</tbody>
</table>

#### Multi-faculty

<table>
<thead>
<tr>
<th>Centre Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Centre for Advanced Material and Related Technologies (CAMTEC)</td>
<td>On the recommendation of the Senate Committee on Planning from the May 11, 2016 meeting, Senate approved the renewal of CAMTEC at the October 7, 2016 meeting</td>
</tr>
</tbody>
</table>

| Centre for Youth and Society (CFYS) | Senate approved the recommendation from the Senate Committee on Planning to extend CFYS until June 2017 at the November 4, 2016 meeting. The review and recommendation to renew CFYS was approved by Senate at the May 5, 2017 meeting |

#### Inter-faculty

<table>
<thead>
<tr>
<th>Centre Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No inter-faculty research centres were reviewed in the 2016-17 academic year</td>
</tr>
</tbody>
</table>

#### Intra-faculty

<table>
<thead>
<tr>
<th>Centre Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Victoria Subatomic Physics and Accelerator research centre (VISPA)</td>
<td>The review and recommendation to renew VISPA for 5 years effective July 1, 2017 has been approved by the Vice-President Research</td>
</tr>
</tbody>
</table>

### MAJOR CHANGES TO EXISTING RESEARCH CENTRES

<table>
<thead>
<tr>
<th>Centre Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No major changes to existing research centres occurred in the 2016-17 academic year</td>
</tr>
</tbody>
</table>

### DISESTABLISHMENT / CLOSURE OF EXISTING RESEARCH CENTRES

<table>
<thead>
<tr>
<th>Centre Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>No closures of existing research centres occurred in the 2016-17 academic year</td>
</tr>
</tbody>
</table>
# UVIC-APPROVED RESEARCH CENTRES
Approval levels for establishment, renewal and closure (as per policy/procedures RH8300)

<table>
<thead>
<tr>
<th>Establishment of new centres</th>
<th>ACTIONS</th>
<th>Inter-institutional</th>
<th>Renovation/closure/deseestablishment of existing centres</th>
<th>Multi-faculty</th>
<th>Intra-faculty</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inter-institutional</td>
<td></td>
<td>consult</td>
<td>recommend recommend recommend recommend approve</td>
<td>consult</td>
<td>recommend</td>
</tr>
<tr>
<td>Multi-faculty</td>
<td></td>
<td>consult</td>
<td>recommend recommend approve information</td>
<td>consult</td>
<td>approve</td>
</tr>
<tr>
<td>Inter-faculty</td>
<td></td>
<td>recommend approve</td>
<td>information information information information</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Intra-faculty</td>
<td></td>
<td>approve</td>
<td>information information information information</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Inter-institutional
- Pacific Institute for Climate Solutions (PICS)

## Multi-faculty
- Centre for Addictions Research BC (CARBC)
- Centre for Advanced Materials and Related Technology (CAMTEC)
- Centre for Asia Pacific Initiatives (CAPI)
- Centre for Biomedical Research (CFBR)
- 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
- Astronomy Research Centre (ARC)
- 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 organizations made up of a group of faculty members who collaborate on an area of research. Their work provides added value over and above their individual research programs. UVic encourages the establishment of research centres that will enhance and facilitate disciplinary and interdisciplinary research collaboration, knowledge transfer and training. At UVic, the purposes of 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, 11 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. [http://www.uvic.ca/research/learnabout/home/centres/index.php](http://www.uvic.ca/research/learnabout/home/centres/index.php)

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:

---

INTER-INSTITUTIONAL - membership and activities between multiple universities

Pacific Institute for Climate Solutions (PICS)
Date of establishment: 11 March 2008
Name of Director: Dr. Sybil Seitzinger
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 assess, develop and promote viable mitigation and adaptation options to better inform climate change policies and actions.
MULTI-FACULTY - membership and activities normally between 3 or more faculties

Centre for Addictions Research BC (CARBC)
Date of establishment: 1 April 2003
Name of Director: Dr. Tim Stockwell
CARBC’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
Name of Director: Dr. Alexandre Brolo
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.

Centre for Asia Pacific Initiatives (CAPI)
Date of establishment: 1 April 1989
Name of Director: Dr. Andrew Marton (interim)
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 the University and to the larger community.

Centre for Biomedical Research (CFBR)
Date of establishment: 1 January 2002
Name of Director: Dr. Paul Zehr (on leave); Dr. Stephanie Willerth (interim)
The Centre for Biomedical Research (CBR) is a collaborative group of scientists and clinicians who are investigating a number of important biomedical problems. The CBR is a multidisciplinary unit with an emphasis on genetics, molecular biology, and biotechnology. The centre was created to promote interdisciplinary basic and translational biomedical research.

Centre for Global Studies (CFGS)
Date of establishment: 1 July 2000
Name of Director: Dr. Oliver Schmidtke (on leave); Dr. Martin Bunton (interim)
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
Name of Director: Dr. Charlotte Loppie
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
Name of Director: Dr. Paul Bramadat
The Centre for Studies in Religion and Society (CSRS) is a leading centre in Canada for scholarly interdisciplinary research on topics at the intersection of religion and public life. We host several national public policy research networks, sponsor visiting fellowships for senior and junior scholars and members of the community, and produce a dynamic annual program of public lectures and seminars.

Centre for Youth and Society (CFYS)
Date of establishment: 1 April 2002
Name of Director: Dr. Anne Marshall
Youth & Society 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.

Institute on Aging and Lifelong Health (IALH)
Date of establishment: 1 May 1993
Name of Director: Dr. Scott Hofer
The Centre'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
Name of Director: Dr. Peter Wild
The Institute for Integrated Energy Systems at the University of Victoria (IESVic) is unique in its big picture approach to sustainable energy research. Collaboration between mechanical engineers, economists and environmental scientists is the norm rather than the exception. Students get hands-on experience, examining entire sustainable energy systems – from harnessing, storing and converting energy sources to delivering end-user services.

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  
*Name of 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 in Vancouver 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  
*Name of Director:* Dr. Peter Constabel  

The Centre for Forest Biology carries out fundamental and applied research in forest biology, and trains graduate students and postdoctoral fellows. Research projects emphasize the adaptations of trees and their interactions with the environment. The Centre is now embarking on a major research and training initiative, the NSERC CREATE Program in Forests and Climate Change, which supports graduate students for research on the interaction of trees and forests with climate change, including carbon sequestration.

**Centre for Social and Sustainable Innovation (CSSI)**

*Date of establishment:* January 2011  
*Faculty:* Business  
*Name of Director:* Dr. Monika Winn  

The Centre for Social and Sustainable Innovation (CSSI) is powered by the constantly charging battery of action, ideas and research housed at the Peter B. Gustavson School of Business. Our 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 our research affects their industries, enlist students for creative sustainability solutions, and speak to our classes about their field experiences.

**Victoria Subatomic Physics and Accelerator research centre (VISPA)**

*Date of establishment:* January 2011  
*Faculty:* Science  
*Name of Director:* Dr. Dean Karlen  

The Victoria Subatomic Physics and Accelerator (VISPA) Research Centre brings together people with the skills and expertise to investigate the fundamental constituents of the Universe. VISPA members work together 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.
SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 15, 2017

To: Operations and Facilities Committee

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

cc: President and Vice-Chancellor

Meeting Date: May 29, 2017

Subject: Renewal of Resolution of University Non-Academic Misconduct Policy

Basis for Jurisdiction: University Act, s. 27
Procedures of the Board of Governors, Section (8.1)

Strategic Relevance: The Resolution of Non-Academic Misconduct Policy has not be reviewed since 2011 and the revisions to the policy provide process clarifications and reflect enhanced practices related to how the university responds to non-academic student misconduct issues and how students are supported throughout the conduct process. The updated policy supports Objective 1 of the Strategic Plan “to be a diverse, welcoming learning community, with a demonstrated commitment to equity and fairness” and to “actively promote and communicate coordinated practices of inclusion, respect, wellness, accessibility, safety and accommodation as the foundations of a healthy university community.”

Previous Consultation: Senate; May 5, 2017 (see below for list of groups broadly consulted on proposed policy change)
Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve revisions to the Resolution of Non-Academic Misconduct Allegations Policy (AC1300), effective August 19, 2017.

Background:

The university Resolution of Non-Academic Misconduct Allegations Policy (‘Policy AC1300’) came into effect in August, 2011. Prior to implementation, the University did not have a dedicated policy to address non-academic student misconduct matters.

Generally, Policy AC1300 applies to non-academic student conduct issues that occur on university property and off-campus matters when the conduct is directly connected to university operations or where students are formally representing the university (e.g., conferences, field schools, course-based events, etc.). Policy AC1300 does not apply to issues of academic integrity or to academic appeals.

Since 2011, Policy AC1300 has been used to investigate and respond to allegations such as: theft; vandalism; dangerous conduct; physical and sexualized violence; high-risk alcohol and/or drug use; threatening behavior; and other conduct issues that impact the health or safety of the campus community. Senate and the Board of Governors receive annual reports on the implementation of the policy including the number of investigations and sanctions administered. Senate and the Board of Governors also received a comprehensive implementation report in 2012 one year after Policy AC1300 was implemented.

This is the first time Policy AC1300 has been updated since it came into effect in 2011. The creation of a new dedicated university Sexualized Violence Prevention and Response Policy (GV0245) has resulted in the need to update policy AC1300 to ensure policy/procedure alignment and consistency. The Board of Governors previously approved Policy GV0245 to take effect on May 19, 2017. As a result, Policy AC1300 will no longer be used for investigating and adjudicating sexualized violence allegations involving students once Policy GV0245 takes effect for sexualized violence allegations occurring after May 19, 2017.

Policy AC1300 has also been updated to provide process clarifications and to reflect enhanced practices related to how the university responds to non-academic student misconduct issues and how students are supported throughout the conduct process. The updated policy and associated procedures include a new appendix (appendix ‘B’) that outline the rights of participants who engage in the process.

Other major proposed updates to the draft policy include: updated and expanded definitions; enhanced confidentiality provisions, clarification on policy scope and application; clarification on documentation that can be released to complainants/respondents; provisions for equitable access in the conduct process for participants with accessibility or other needs.

A detailed list of proposed changes to the non-academic misconduct policy is set out in the attached appendix - Summary of Proposed Changes to Policy AC1300.

Consultation on the updated draft policy and procedures has occurred with the UVSS executive, the GSS executive, the Ombudsperson, Campus Security, Residence Services, General Counsel, the Privacy Office, and the Equity and Human Rights Office. An open house was held in the Student Union Building in March, 2017. The policy development team also held an open meeting for student senators to receive input and advice on the draft policy/procedures. Additionally, the
draft policy and procedures were posted online for four weeks in March - April, 2017. Feedback received during the Policy AC1300 consultation as well as the extensive consultation process on the Sexualized Violence Prevention and Response policy has been incorporated into the policy and procedure revisions as appropriate.

**Planned Further Action:**

As part of its responsibilities around student conduct, the Office of Student Life is responsible for the administration of Policy AC1300. The Office of Student Life has established a comprehensive orientation to the non-academic misconduct policy and investigation/resolutions processes for students and students are provided with dedicated support throughout the process. The Office of Student Life is also in the process of assessing its current practices from a trauma informed perspective and identifying improvements to implement.

If the revisions to the draft policy are approved by the Board of Governors, the associated procedures will be submitted to the President for approval in June, 2017. If approved, the revised policy is scheduled to take effect in August, 2017 upon the completion of the summer session.

**Attachment(s):**

- Appendix - Summary of proposed changes to Policy AC1300
- Revised Resolution of Non-Academic Misconduct Allegations Policy (AC1300)
### Summary of Proposed Amendments

<table>
<thead>
<tr>
<th>New Section #</th>
<th>Summary of Proposed Amendments</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Policy</strong></td>
<td></td>
</tr>
<tr>
<td>General</td>
<td>Updated references to criminal law language (e.g. “evidence”, “judicial affairs”) to use administrative law terms instead.</td>
</tr>
<tr>
<td>General</td>
<td>Changed Procedural Authority to President (formerly this was VPAC).</td>
</tr>
<tr>
<td>General</td>
<td>Replaced some references to “student” with “complainant”, “respondent”, or “participant”, for greater clarity.</td>
</tr>
<tr>
<td>3.00 &amp; 6.00</td>
<td>Added definitions of “complainant” and “respondent”.</td>
</tr>
<tr>
<td>5.00</td>
<td>Added definition of “participant”.</td>
</tr>
<tr>
<td>7.00</td>
<td>Revised definition of “student”.</td>
</tr>
<tr>
<td>11.00</td>
<td>Revised definition of “university community” to align with Sexualized Violence Prevention and Response Policy.</td>
</tr>
<tr>
<td>12.02</td>
<td>Included that visitors may make allegations of Non-Ac Misconduct to CSEC or using the online form.</td>
</tr>
<tr>
<td>13.00</td>
<td>Updated Scope section to include jurisdiction over students who withdraw during the investigation/resolution process.</td>
</tr>
<tr>
<td>14.02</td>
<td>Added a reference to collective agreements.</td>
</tr>
<tr>
<td>14.02 to 14.04</td>
<td>Clarified that there can be an investigation under Non-Ac and under a collective agreement or other university policy/process, and the student’s rights under these other policies will be upheld.</td>
</tr>
<tr>
<td>14.03</td>
<td>Added language to connect with the Student Athlete Code of Conduct.</td>
</tr>
<tr>
<td>14.04</td>
<td>Added language to connect with the residence conduct system and residence contract.</td>
</tr>
<tr>
<td>15.00</td>
<td>Added language about interim measures, and referred to the Response to At-Risk Behaviour Policy [in development].</td>
</tr>
<tr>
<td>20.01</td>
<td>Added statement of expectations that students have when engaging with the policy.</td>
</tr>
<tr>
<td>20.01(i)</td>
<td>Included provision for equitable access in the conduct process for participants with accessibility or other needs.</td>
</tr>
<tr>
<td>23.00</td>
<td>Added statement that Office of Student Life may provide neutral support persons to participants.</td>
</tr>
<tr>
<td>Time</td>
<td>Change Description</td>
</tr>
<tr>
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<tr>
<td>24.00</td>
<td>Updated the responsibilities of the Office of Student Life to align with current practice.</td>
</tr>
<tr>
<td>28.00 &amp; 29.00</td>
<td>New section on interim measures, including the ability to issue interim restrictions to respondents when required.</td>
</tr>
<tr>
<td>30.00</td>
<td>Included reference to the balance of probabilities standard of proof used in administrative law.</td>
</tr>
<tr>
<td>31.02</td>
<td>Stated that failure to comply with sanctions may result in imposition of further sanctions.</td>
</tr>
<tr>
<td>32.01</td>
<td>Stated that suspensions will be documented on student transcripts.</td>
</tr>
<tr>
<td>34.00-39.00</td>
<td>Incorporated the confidentiality and privacy statements from the Sexualized Violence Prevention and Response Policy.</td>
</tr>
<tr>
<td>37.00</td>
<td>Included guidance on the complainant’s right to information collected during the investigation and outcome of process.</td>
</tr>
<tr>
<td>Appendix A, 2.06</td>
<td>Added non-compliance with university policy as an example of non-academic misconduct.</td>
</tr>
<tr>
<td>Appendix B</td>
<td>Inclusion of new appendix detailing statements on participants’ rights.</td>
</tr>
</tbody>
</table>
RESOLUTION OF NON-ACADEMIC MISCONDUCT ALLEGATIONS

University Policy No: AC1300
Classification: Academic and Students
Approving authority: Senate and Board of Governors
Effective date: August 2017
Supersedes: August 17, 2011
Last Editorial Change: August 2024

Associated Procedures and Appendices:
Appendix “A” – Examples of Non-Academic Student Misconduct
Appendix “B” – Statement of Rights of Complainant and Respondent
Procedures for the Submission of and Response to an Allegation of Non-Academic Misconduct
Non-Academic Misconduct Appeal Procedures

PURPOSE
1.00 The university’s goal is to be a diverse, dynamic and welcoming learning community. The purpose of this policy is to:

(a) help foster a campus community characterized by accountability, respect, fairness, and safety;
(b) identify what constitutes Non-Academic Student Misconduct;
(c) set out transparent processes for submitting, investigating and resolving allegations of Non-Academic Misconduct; and
(d) articulate the rights and responsibilities of Students involved in Non-Academic Misconduct proceedings.

DEFINITIONS
For the purposes of this policy:

2.00 Administrative Authority means individuals with administrative responsibility for Units including but not limited to: Vice-Presidents, Deans, Chairs, Executive Directors, Directors or other senior positions at the university.

3.00 Complainant means an individual who makes an allegation of Non-Academic Misconduct.

4.00 Non-Academic Misconduct includes but is not limited to where a Student engages in any of the following types of conduct on university property or in connection with a University Activity:

(a) theft, damage or destruction of property;
(b) unauthorized entry or presence on university property;
(c) fraud or impersonation;
(d) disruptive or dangerous behaviours to self or others;
(e) unlawful possession or use of alcohol that violates the university liquor policy;
(f) use or possession of illicit drugs; or
(g) other activities that result in criminal charges or conviction or a court judgment.

Note: The university will respond to allegations of sexualized violence involving students in accordance with the university Sexualized Violence Prevention and Response policy (under development).

Appendix “A” provides detailed examples of Non-Academic Misconduct which may engage the processes and sanctions outlined in this policy and its associated procedures.

5.00 Participant means an individual who participates in a proceeding connected to a Student Non-Academic Misconduct allegation.

6.00 Respondent means a Student who is alleged to have violated this policy.

7.00 Student includes all of the following:
   (a) a person who is registered, enrolled, or participating in any credit course or program offered by the university;
   (b) an undergraduate who has been enrolled at the university for one or more of the last three terms and is eligible to continue in a program of study;
   (c) a graduate student who is enrolled at the university in the current term and is eligible to continue;
   (d) a graduate student who is on an approved or personal leave and is eligible to enroll at the university when the leave ends; or
   (e) a visiting or exchange or audit student who has been formally admitted to the university for the purposes of taking courses or to take part in an approved research term.

8.00 Support Person means someone who provides support or advice to a Complainant, Respondent, or witness during a Non-Academic Misconduct proceeding.

9.00 Unit means academic or administrative areas at the university, including but not limited to: faculties, divisions, departments, schools, offices and centres.

10.00 University Activity includes any activity that is directly connected to the operations of the university at any location, or any activity where a Student or Student group is formally representing the university.

11.00 University Community means:
   (a) credit and non-credit students, including distance students and continuing studies students;
   (b) employees (faculty, librarians, and staff);
   (c) anyone holding a university appointment;
   (d) post-doctoral fellows;
(e) all persons who are employed under contracts with university faculty members as the employer and who provide research or administrative services directly supporting faculty members’ research activities;
(f) visiting researchers;
(g) anyone contractually required to abide by university policies;
(h) anyone volunteering with a university program or activity;
(i) members of the Board of Governors and Senate; and
(j) anyone who ordinarily resides on campus because of their relationship with the university.

SCOPE/JURISDICTION

12.00 This policy applies to the conduct of Students on university property and/or when participating in a University Activity.

12.01 This policy does not address academic appeals or matters related to academic integrity as set out in the university’s Graduate and Undergraduate Academic Calendars.

12.02 Visitors or other individuals who are not University Community members may submit allegations of Non-Academic Misconduct against Students, where an allegation occurs on campus or in connection with a University Activity.

13.00 This policy continues to apply to a Student who withdraws from the university or takes a leave of absence, if the Student was registered, enrolled, or participating in a course or program at the time that Non-Academic Misconduct was alleged to have occurred.

14.00 This policy is designed to be used in conjunction with other university policies and documents that set out conduct expectations, including but not limited to those listed in the Related Policies and Documents section of this policy.

14.01 When circumstances arise that are specifically addressed under other university policies, procedures, or regulations, the processes and response mechanisms contained within those documents will normally be followed unless the Associate Director, Student Life (or designate), in consultation with the appropriate Administrative Authority for the other policy or process, deems that it is appropriate to proceed under this policy.

14.02 A Student’s conduct may be investigated under other university policies or processes, and/or collective agreements (when a Student is also a university employee), in addition to this policy. Proceedings under this policy will respect a Student’s rights under other policies, processes, or collective agreements. In cases where more than one policy or process may apply, the Office of Student Life will consult with the General Counsel to determine jurisdiction, and will work with appropriate offices to co-investigate as required.

14.03 A Student athlete’s conduct may be addressed under the Student Athlete Code of Conduct. Athletics and Recreation may refer student athlete conduct allegations
under this policy instead of, or in addition to, any actions taken by Athletics and Recreation.

14.04 A Student’s conduct in university residences may be addressed by Residence Services under Residence policies, contracts, and Community Living standards. Residence Services may refer Student conduct issues to be reviewed or investigated under this policy instead of, or in addition to, any action taken by Residence Services.

14.05 In cases where the application of this policy conflicts with another university policy, the Office of Student Life, in consultation with the appropriate Administrative Authority, will determine an appropriate course of action consistent with the pertinent policies.

15.00 The university may take action beyond the scope of this policy where it is reasonably believed that immediate action is required to:

(a) protect the health or safety of any individual or the University Community;
(b) prevent damage or destruction of the university’s property, infrastructure or assets; or
(c) remove a Student from university property, limit a Student’s use of the property, or impose other interim measures where there is a high potential of risk to themselves or others posed by the Student’s continued presence.

In such cases, the university will follow the Response to At-Risk Behaviour policy and other applicable university policies and practices.

16.00 The university may undertake proceedings under this policy where the matter is also being investigated or reviewed by a law enforcement agency or authority external to the university. If the university’s investigation determines that the Non-Academic Misconduct Policy has been violated, the university may apply sanctions against a Student, regardless of any other discipline applied externally.

16.01 No aspect of this policy will prevent the university from referring a matter to an appropriate law enforcement agency as required.

POLICY

Appendix “A” provides detailed examples of Non-Academic Misconduct which may engage the processes and sanctions outlined in this policy and its associated procedures.

Interpretation

17.00 This policy and its associated procedures will not be interpreted in a manner that:

(a) limits the President’s authority to deal summarily with any matter of Student discipline in accordance with the University Act;
(b) unreasonably limits demonstrations or assemblies that are safe, non-violent and non-destructive;
(c) unreasonably limits the free expression of ideas; or
(d) prevents any member of the University Community or member of the public from proceeding with criminal or civil actions independent of any action(s) taken by the university.

General Principles

18.00 The university is committed to promoting a safe, respectful and supportive learning, living, and working environment. As part of the University Community, each Student is responsible for their personal conduct as it affects the University Community, University Activities and the university's property.

19.00 Students who are on university property and/or participating in a University Activity are expected to assume responsibility for their actions, ensure lawful personal conduct, and respect the rights, privileges and safety of others.

20.00 The university recognizes its responsibility to take measures to prevent Non-Academic Misconduct within the University Community and to diligently investigate allegations of Non-Academic Misconduct.

20.01 Participants who engage with this policy can expect the university to:

(a) treat them with fairness, dignity, and respect;
(b) provide timely access to support, resources, and referrals;
(c) provide access to dedicated neutral support for Participants;
(d) have an opportunity to have any investigation and adjudication process explained to them, including available options and potential outcomes;
(e) provide opportunities to engage in community accountability processes where appropriate;
(f) provide a fair and unbiased process;
(g) keep their information confidential (except when disclosure is required by law or university policy – see section 35.00);
(h) provide access to regular updates on ongoing proceedings; and
(i) take steps to provide equitable access to the non-academic misconduct process as required for Participants with accessibility or other needs (e.g., language interpretation, Participants with disabilities, international Students, etc).

An overview of the rights of Complainants and Respondents who engage in the non-academic misconduct process is set out in Appendix ‘B’.

21.00 The university is committed to providing clear and transparent processes in all proceedings involving allegations of Non-Academic Misconduct and is committed to implementing the principles of natural justice and procedural fairness in the resolution of allegations under this policy.

22.00 The university views allegations of Non-Academic Misconduct seriously and may pursue disciplinary action against a member of the University Community who is found to have made a false, frivolous or vexatious allegation against a Student.
23.00 A Participant may, at their discretion, have a Support Person attend at any proceeding related to an allegation of Non-Academic Misconduct to provide support and advice. The Office of Student Life can provide a neutral support person when a Participant has not identified one.

Management of Allegations of Non-Academic Misconduct

24.00 For the purposes of managing Student conduct, the Office of Student Life is responsible for:

(a) providing guidance to the University Community for informally resolving incidents of Non-Academic Misconduct and the process for doing so;
(b) performing administrative processes to implement this policy and its associated procedures;
(c) conducting preliminary reviews of allegations of Non-Academic Misconduct;
(d) providing support and guidance to Students engaged in the Non-Academic Misconduct resolution process;
(e) investigating or coordinating investigations of allegations of Non-Academic Misconduct where warranted;
(f) determining or recommending a reasonable course of action upon the completion of an investigation; and
(g) monitoring compliance with sanctions under this policy.

Informal Resolution

25.00 The university recognizes that many disputes or incidents can be resolved informally by mutual agreement without submitting an allegation under this policy. Wherever possible, members of the University Community are encouraged to use respectful and direct communication to resolve such disputes or incidents informally by way of apology, conciliation, education, consultation, or mediation. University Community members may seek advice from the Office of Student Life for matters involving Students.

Submission of an Allegation of Non-Academic Misconduct

26.00 A University Community member who wishes to make an allegation of Non-Academic Misconduct must submit a signed written allegation in accordance with the Procedures for the Submission of and Response to an Allegation of Non-Academic Misconduct.

26.01 Written allegations must include a description of the alleged incident with sufficient details.

27.00 The university may take steps under this policy as the Complainant.

Interim Measures

28.00 The university may impose interim measures before an investigation is concluded where immediate action is required to protect university community members' health or safety, or university property. Interim measures will be determined on a case-by-case basis and imposed in accordance with the Response to At-Risk Behaviour Policy.

29.00 When the health or safety of Complainants or others is at issue, the university will inform them of relevant restrictions imposed on the Respondent.
Review and Investigation of an Allegation of Non-Academic Misconduct

30.00 Allegations of Non-Academic Misconduct will be reviewed and where appropriate investigated by the Office of Student Life to determine whether or not this policy has been violated. Decisions are made using the balance of probabilities standard of proof. This means that the information collected during the investigation must show that it is more likely than not that a policy violation occurred in order for the investigator to find that a Student is responsible for Non-Academic Misconduct.

30.01 The review and investigation of allegations will be in accordance with the Procedures for the Submission of and Response to an Allegation of Non-Academic Misconduct.

Determination and Imposition of Sanctions

31.00 After investigation, the university may impose sanctions where Non-Academic Misconduct is found to have occurred. Sanctions may be applied independently or in combination for any violation of this policy. All efforts will be made to communicate decisions in a timely manner.

31.01 Sanctions for confirmed Non-Academic Misconduct and factors in determining appropriate sanctions are established in the Procedures for the Submission of and Response to an Allegation of Non-Academic Misconduct.

31.02 Failure to comply with a sanction may result in the imposition of further sanctions, which may include restricting a Student’s access to programs, services, or locations on campus, and/or placing an administrative hold on a Student’s account.

Notice of Decision

32.00 Where a decision on an allegation of Non-Academic Misconduct has been made, the Respondent will be provided with written notice of the rationale for any decision made and of any sanction(s) to be applied. The Respondent will be provided with an opportunity to have the decision explained to them.

32.01 If a suspension is imposed (permanent or time-limited), this will be documented on a Student’s transcript for the duration of the suspension.

Appealing a Non-Academic Student Decision or Sanction

33.00 A Respondent may appeal a decision or action taken by the university under this policy provided that sufficient grounds exist in accordance with the Procedures for Appealing a Decision Made Under a Non-Academic Misconduct Proceeding.

Confidentiality and Management of Records

34.00 The information and records created and received to administer this policy are subject to the access to information and protection of privacy provisions of British Columbia’s Freedom of Information and Protection of Privacy Act (FIPPA), and the university Protection of Privacy Policy (GV0235). The information and records will be treated as highly confidential, in compliance with FIPPA and with applicable university policies and collective agreements.
35.00 The university may use or disclose personal information, including where:

(a) it is authorized by the affected individual;
(b) the university determines compelling circumstances exist that affect anyone’s health or safety in accordance with the Procedures for the Disclosure of Student Personal Information in Emergency or Compelling Circumstances;
(c) it is authorized or required by law, for example, an incident involving a minor, occupational health and safety legislation, and human rights legislation;
(d) it is for the purpose of preparing or obtaining legal advice for the university;
(e) it complies with a subpoena, a warrant or an order issued by a court, person, or body in Canada with jurisdiction to compel the production of information;
(f) the university uses or discloses the information for the purpose for which the information was obtained or compiled or a consistent purpose (for example, where it is necessary to fulfill the university’s duty of procedural fairness or where necessary for the conduct of the investigation);
(g) an employee needs the information to perform their employment duties (such as to: facilitate support or interim measures; respond to an allegation; implement this policy; or take corrective action resulting from these processes);
(h) the information is disclosed to a law enforcement agency in Canada to assist in a specific investigation; or
(i) the information is being disclosed to the Complainant, the Respondent, or another person, under conditions consistent with section 37.00.

36.00 Should the university be compelled to disclose Participants’ confidential information, Participants will be informed to the extent permitted or compatible with the purpose of the demand for information.

37.00 The university may disclose information in order to ensure that reporting processes are fairly conducted, in accordance with the following principles:

(a) the Respondent has the right to notice of the allegation sufficient to allow the Respondent to understand the nature of the allegation (subject to any redactions made in response to health or safety concerns), including the material details of the allegations being made;
(b) the Complainant has the right to know the outcome of the investigation, but not the details of any disciplinary actions that may have been taken against the Respondent unless disclosing that information is necessary for health or safety reasons or because it affects the Complainant; and
(c) other persons normally do not have the right to know any confidential information except to the extent required to give effect to this policy or where it is necessary for health or safety reasons.

38.00 Witnesses must keep in confidence any information that they learn solely as a result of the reporting or investigation process. Allegations of witnesses intentionally breaching confidentiality may be reviewed under applicable university policies or collective agreements.
39.00 Records created under this policy and its associated procedures will be retained for five years after the Respondent’s last date of registration. After five years, the records will be securely destroyed or deleted.

Annual Report
40.00 An annual report detailing the nature of Non-Academic Misconduct allegations, types of offenses, investigation outcomes and actions taken under this policy will be completed by the Office of the Associate Vice-President Student Affairs and provided to the Senate and the Board of Governors. The annual report must not contain personal information about Students.

AUTHORITIES AND OFFICERS
i) Approving Authority: Senate and the Board of Governors
ii) Designated Executive Officer: President
iii) Procedural Authority: President
iv) Procedural Officer: Associate Vice-President Student Affairs

RELEVANT LEGISLATION
University Act
Freedom of Information and Protection of Privacy Act

RELATED POLICIES AND DOCUMENTS
University of Victoria Calendar
Human Rights, Equity and Fairness policy (GV0200)
Sexualized Violence Prevention and Response Policy (GV0245)
Discrimination and Harassment policy (GV0205)
Violence and Threatening Behaviour policy (SS9105)
Acceptable Use of Electronic Information Resources policy (IM7200)
Liquor policy (AD2400)
Residence Contract
Residence Community Living Handbook
Family Housing Agreement
Protection of Privacy policy (GV0235)
Records Management Policy (IM7700)
Student-Athlete Code of Conduct

Forms
Non-Academic Student Misconduct Incident Report Form
APPENDIX “A” – EXAMPLES OF NON-ACADEMIC STUDENT MISCONDUCT

PURPOSE

1.00 The purpose of this document is to provide examples of the types of activities that may be considered Non-Academic Misconduct under this policy and subject to discipline by the university.

Examples of Non-Academic Misconduct

Note: the following section provides examples of Non-Academic Student Misconduct and is intended to help clarify the type of conduct that may be subject to discipline by the university. The following section is not intended to provide an exhaustive list; conduct may still be considered as Non-Academic Misconduct if it does not appear below.

2.00 Non-Academic Misconduct may include but is not limited to when one or more of the following occurs on university property or in connection with a University Activity:

2.01 Theft, Damage and Destruction

Examples include instances such as a Student:

(a) possessing or using property owned by the university, a member of the University Community, or that of a third-party that is acquired without appropriate consent or authority;

(b) misappropriating, destroying, defacing, vandalizing or otherwise damaging university property, equipment or other assets or the property, equipment or assets of other members of the University Community or a third-party; or

(c) tampering with fire or emergency equipment.

2.02 Unauthorized Entry or Presence

Examples include instances such as a Student:

(a) entering or remaining in a university property, or facility or providing unauthorized access to another individual to university property or facilities without proper authority or contrary to express instructions by a university staff member;

(b) entering or remaining in any university property, or facility for the purpose of damage, destruction, alteration or theft.
2.03 Fraud, Misuse or Impersonation

Examples include instances such as a Student:

(a) forging, altering or misusing a university document, OneCard, record or piece of identification;

(b) submitting a forged, or altered document to university staff for the purpose of deception;

(c) fraudulently obtaining any property or equipment; or

(d) impersonating a member of the University Community.

2.04 Disruptive or Dangerous Behaviours

Examples include instances such as a Student:

(a) obstructing University Activities or engaging in or demonstrating disruptive behaviour;

(b) creating a situation that endangers the health, safety or well-being of any member of the University Community or public;

(c) possessing or using a weapon;

(d) possessing or using an object resembling a weapon that reasonably could be viewed as a threat to a member of the University Community or public;

(e) harming or threatening any member of the University Community or public;

(f) engaging in harassing behaviour against a member of the University Community or public not covered under the university's Discrimination and Harassment policy (GV0205); or

(g) engaging in hazing activities.

2.05 Alcohol and Drugs

Examples include instances such as a Student:

(a) contravening liquor laws or the university's Liquor policy (AD2400);

(b) manufacturing, possessing, using, or trafficking illicit drugs; or

(c) trafficking prescription drugs or medications.
2.06 Non-Compliance with University Policy
Failure to comply with a university policy, including this policy.

2.07 Illegal Activities
Any other Student activity occurring on university property or in connection with a University Activity that results in criminal charges or conviction, or a court judgment, may be deemed as Non-Academic Misconduct under this policy.

2.08 Failure to Follow Previous Sanctions
Failure to follow a mandated sanction from a previous violation of this policy or unwillingness to participate in resolution of an allegation may lead to the application of additional sanctions.

2.09 Assisting in Non-Academic Misconduct
A Student who assists any of the above listed activities, or other activity deemed to be Non-Academic Misconduct, may be investigated and sanctioned for Non-Academic Misconduct.

2.10 Submission of False, Frivolous or Vexatious Allegations
Any allegation of Non-Academic Misconduct that is found to be trivial, false, frivolous or vexatious may also be investigated and considered Misconduct under this or other university policies.
APPENDIX “B” – STATEMENT OF RIGHTS OF COMPLAINANT AND RESPONDENT

PURPOSE
1.00 The purpose of this document is to list the rights that the Complainant and Respondent can expect to have when they engage with this policy, in order to preserve the fairness and impartiality of the process.

COMPLAINANT’S RIGHTS
2.00 A Complainant has the following rights:

(a) to be treated with fairness, dignity, and respect, and given access to support and resources throughout the process;
(b) to appeal a decision by the university not to investigate a non-academic misconduct allegation;
(c) timely assistance with safety planning;
(d) timely information about referrals to available on- and off-campus support services and resources;
(e) to have the process explained to them, including the possible outcomes;
(f) to have their personal information kept confidential (except when disclosure is required by law or university policy);
(g) to present their side of the story, and to respond to other Participants’ information;
(h) to be accompanied by a support person;
(i) to legal representation;
(j) if the Complainant is a unionized employee and the investigation or outcome may have employment implications, to representation by their union;
(k) to decline to participate in aspects of the investigation;
(l) regular updates on the status of the process;
(m) opportunities to engage in community accountability processes where appropriate;
(n) to written notice of any resolution that affects the Complainant; and
(o) to be informed that any information collected may be disclosed in criminal or civil proceedings.

RESPONDENT’S RIGHTS
3.00 A Respondent has the following rights:

(a) to be treated with fairness, dignity, and respect, and given access to support and resources throughout the process;
(b) to receive timely notice and information about the allegations against them;
(c) to seek independent consultation at any point in the non-academic misconduct process from the university Ombudsperson;
(d) to be presumed to have not committed misconduct until a fair investigation is completed;
(e) to have the process explained to them, including the possible outcomes and consequences;
(f) to have their personal information kept confidential (except when disclosure is required by law or university policy);
(g) to present their side of the story, and to respond to other Participants' information;
(h) to be accompanied by a support person;
(i) to legal representation;
(j) if the Respondent is a unionized employee and the investigation or outcome may have employment implications, to representation by their union;
(k) to decline to participate (however, the process may still proceed in the absence of the Respondent);
(l) opportunities to engage in community accountability processes where appropriate;
(m) to notice about the outcome of an investigation and any applicable sanctions;
(n) to appeal the decision (within the appropriate time frame) and receive notice of the outcome of any appeal; and
(o) to be informed that any information collected may be disclosed in criminal or civil proceedings.
SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

May 15, 2017

To: Operations and Facilities Committee

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

cc: President and Vice-Chancellor

Meeting Date: May 29, 2017

Subject: Annual Report on Non-Academic Misconduct Allegations and Resolutions

Basis for Jurisdiction: University Act, s. 27
Procedures of the Board of Governors, Section (8.1)
Resolution of Non-Academic Misconduct Allegations policy (AC1300)

Strategic Relevance:

UVic’s goal is to be a diverse, welcoming learning community and actively promote safety as a foundation of a healthy university community (Objective 1 of the Strategic Plan). The attached report details non-academic misconduct allegations over the past four years and outcomes.

Previous Consultation: Senate, May 5, 2017

Background: Annually, the policy on Resolution of Non-Academic Misconduct Allegations (Policy AC1300) requires that a report detailing the nature of formal non-academic misconduct
allegations, types of offenses, investigation outcomes and actions taken be provided to both Senate and the Board of Governors.

Policy AC1300 is designed to address student conduct incidents that arise from time to time such as:
- violence
- intentionally dangerous behaviours
- theft
- vandalism/property damage
- significant alcohol/drug related incidents
- harmful behaviour due to extreme intoxication
- impersonation / unauthorized access

Generally, the policy applies to student conduct issues that occur on university property and off-campus conduct when the behaviour is directly connected to university operations or where students are formally representing the university. The policy does not govern issues of academic integrity (e.g., plagiarism, cheating on an exam) or academic appeals, or issues that are governed by previously existing university policies.

The attached report is provided for your information and provides a listing of the types of allegations investigated and summary outcomes or resolutions between April 2013 and March 2017.

Attachment(s):

Annual Report on Non-Academic Misconduct Allegations and Resolutions
Annual Report to the Board of Governors on Non-Academic Misconduct Allegations and Resolutions

May, 2017
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INTRODUCTION
The university Resolution of Non-Academic Misconduct Allegations Policy (hereinafter referred to as ‘Policy AC1300’) was approved by the Senate and the Board of Governors in May, 2011 and came into effect in August, 2011.

Policy AC1300 requires annual reporting to Senate and the Board of Governors detailing the nature of non-academic misconduct allegations, types of offenses, sanctions assigned to students found responsible for violating the policy, and appeals.

(I) BACKGROUND

Purpose and Scope of Policy AC1300
Policy AC1300 was designed to broadly address student conduct incidents that arise from time to time such as:

- theft, vandalism, or tampering with emergency equipment;
- unauthorized entry or presence in a university building;
- obstruction or disruption of a university activity;
- high-risk alcohol and/or drug use; and
- violence or other conduct issues that impact the health or safety of the campus community.

Policy AC1300 was created to help the university respond to challenging student conduct in a clear, predictable, and transparent manner with consistent response mechanisms. Generally, the policy applies to student conduct issues that occur on university property and off-campus conduct only when the behaviour is directly connected to university operations or where students are formally representing the university. The policy does not govern issues of academic integrity or academic appeals or issues that are governed by previously existing university policies.

The policy and its associated procedures include processes that are intended to help ensure fair and consistent decisions when resolving student misconduct allegations while helping to clarify what constitutes non-academic student misconduct at the university. Further, the policy and associated procedures:

- encourage the informal resolution of issues whenever appropriate;
- set out investigative processes for formal allegations;
- describe possible sanctions for confirmed misconduct;
- provide criteria for determining any sanction(s) for confirmed misconduct (after an investigation); and
- provide processes to appeal decisions and sanctions.

Policy Renewal
Policy AC1300 is in the process of being updated for the first time since it came into effect in 2011. The creation of a new dedicated university Sexualized Violence Prevention and Response Policy (GV0245) has resulted in the need to update policy AC1300 to ensure policy/procedure alignment and consistency. The Board of Governors has approved Policy GV0245 to take effect on May 19, 2017. As a result, Policy AC1300 will no longer be used for investigating and adjudicating sexualized violence allegations involving students once Policy GV0245 takes effect.
Policy AC1300 has also been updated to provide process clarifications and to reflect enhanced practices related to how the university responds to non-academic student misconduct issues and how students are supported throughout the conduct process. The revised policy and associated procedures include a new appendix that outline the rights of participants who engage in the processes. Senators are being asked to approve the updated revisions to the Policy at the May 5, 2017 meeting.

(II) ALLEGATIONS SUBMITTED AND REVIEWED UNDER POLICY AC1300

How Sanctions are Determined when Misconduct is Confirmed
Where misconduct has been confirmed after an investigation, whenever possible, the sanctions applied are not intended to be punitive. Rather, whenever possible, the misconduct resolution process primarily focuses on assigning sanctions with educational outcomes that are designed to help support student’s personal growth and development and to help the student understand the impact of his or her actions.

Decisions on appropriate sanctions for confirmed misconduct are made based on numerous considerations including:
(a) the nature of the incident and the student’s role in the incident;
(b) whether the incident was deliberate;
(c) whether the incident was isolated;
(d) the impact of the incident;
(e) the student’s needs;
(f) financial or other costs related to the incident;
(g) the student’s cooperation and willingness to attempt to repair any harm caused; and
(h) any mitigating circumstances.

When sanctions are applied against students found responsible for misconduct, the goal is to help the respondent student to understand the full impact of his or her actions while helping the student to take steps to repair the harm done, implement positive change, and restore relationships and community whenever possible.

Sanctions are not predetermined, but rather are reflective of the individual circumstances of the respondent student and the specifics of a given case.

It is important to note that in some circumstances it is appropriate for the university to impose punitive sanctions up to and including suspension or expulsion from the university.

Table 1 - Summary of Non-Academic Misconduct Allegations
Table 1 contains information on the types of allegations submitted, investigated and resolved under Policy AC1300 since April, 2013. It is important to note that a student may be investigated under Policy AC1300 for multiple allegations.
**Categories of Non-Academic Misconduct Allegations**

<table>
<thead>
<tr>
<th>Allegations</th>
<th>April 2013 – March 14</th>
<th>April 2014 – March 15</th>
<th>April 2015 – March 16</th>
<th>April 2016 – March 17</th>
</tr>
</thead>
<tbody>
<tr>
<td>Threatening written material or online messaging</td>
<td>4</td>
<td>4</td>
<td>0</td>
<td>3</td>
</tr>
<tr>
<td>High-risk alcohol or drug use</td>
<td>1</td>
<td>3</td>
<td>2</td>
<td>2</td>
</tr>
<tr>
<td>Disruptive or dangerous behaviour (includes verbal threats and physical assaults)</td>
<td>7</td>
<td>8</td>
<td>5</td>
<td>12</td>
</tr>
<tr>
<td>Sexualized Violence (any unwanted act of a sexual nature)</td>
<td>4</td>
<td>3</td>
<td>11</td>
<td>5</td>
</tr>
<tr>
<td>Theft, damage, or destruction to university property</td>
<td>3</td>
<td>2</td>
<td>1</td>
<td>3</td>
</tr>
<tr>
<td>Violation of previously imposed sanction or restriction</td>
<td>2</td>
<td>0</td>
<td>0</td>
<td>2</td>
</tr>
<tr>
<td><strong>Total Allegations:</strong></td>
<td><strong>21</strong></td>
<td><strong>20</strong></td>
<td><strong>19</strong></td>
<td><strong>27</strong></td>
</tr>
</tbody>
</table>

**Table 2 - Summary of Non-Academic Misconduct Outcomes**

Table 2 contains summary information on the outcomes or resolutions reached under Policy AC1300.  

<table>
<thead>
<tr>
<th>Outcome/Resolution</th>
<th>Number of Sanctions Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>Written Warning</td>
<td>9</td>
</tr>
<tr>
<td>Apology</td>
<td>7</td>
</tr>
<tr>
<td>Participation in an Alternative Dispute Resolution Process (e.g., restorative justice, mediation, facilitated dialogue, etc)</td>
<td>3</td>
</tr>
<tr>
<td>Limitation of Specified University Privileges</td>
<td>2</td>
</tr>
<tr>
<td>Restitution:</td>
<td></td>
</tr>
<tr>
<td>(a) Reflection Paper</td>
<td>6</td>
</tr>
<tr>
<td>(b) Community Service Hours</td>
<td>7</td>
</tr>
<tr>
<td>(c) Financial Re-payment</td>
<td>1</td>
</tr>
<tr>
<td>Participation in Training/Workshops</td>
<td>2</td>
</tr>
<tr>
<td>Restricted Access (e.g., evicted from Residence, restricted access to Residence Complex, restricted access for certain buildings)</td>
<td>1</td>
</tr>
<tr>
<td>Notice of Trespass</td>
<td>0</td>
</tr>
</tbody>
</table>

1 In accordance with Policy AC1300, sanctions may be applied independently or in combination for any confirmed violation of the policy.
<table>
<thead>
<tr>
<th>Outcome/Resolution</th>
<th>Number of Sanctions Assigned</th>
</tr>
</thead>
<tbody>
<tr>
<td>No contact</td>
<td>0</td>
</tr>
<tr>
<td>On-going meetings with Office of Student Life</td>
<td>0</td>
</tr>
<tr>
<td>Suspension from University</td>
<td>1</td>
</tr>
<tr>
<td>Expulsion from University</td>
<td>0</td>
</tr>
<tr>
<td>Allegation Dismissed <em>(due to Insufficient Information)</em></td>
<td>1</td>
</tr>
<tr>
<td>Student found not responsible for non-academic misconduct</td>
<td>3</td>
</tr>
<tr>
<td>Allegation(s) still under investigation</td>
<td>0</td>
</tr>
<tr>
<td>Student withdrew from university prior to conclusion of investigation</td>
<td>0</td>
</tr>
<tr>
<td><strong>Total Sanctions</strong></td>
<td><strong>39</strong></td>
</tr>
</tbody>
</table>

*Table 3: Appeals under Policy AC1300*

Under Policy AC1300, the following appeal options are available:

<table>
<thead>
<tr>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Appeal by complainant of Judicial Affairs’ decision to not investigate a non-academic misconduct allegation</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Appeal submitted deemed not to meet appeal grounds established in policy</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td>Appeal of minor sanctions imposed for confirmed non-academic misconduct</td>
<td>0</td>
<td>0</td>
<td>2</td>
<td>0</td>
</tr>
<tr>
<td>Appeal of major sanction imposed by the President to the Senate Committee on Appeals</td>
<td>0</td>
<td>0</td>
<td>0</td>
<td>1</td>
</tr>
<tr>
<td><strong>Total appeals</strong></td>
<td><strong>0</strong></td>
<td><strong>0</strong></td>
<td><strong>2</strong></td>
<td><strong>2</strong></td>
</tr>
</tbody>
</table>
SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 30, 2017

To: Operations and Facilities Committee

From: Julia Eastman, University Secretary

cc: President and Vice-Chancellor

Meeting Date: May 30, 2017

Subject: UVic Privacy and Records Management Policy Review

Basis for Jurisdiction: Policy on University Policies and Procedures (GV0100)

Strategic Relevance:

Objective 36: To manage and protect our human, financial, physical and information resources in a responsible and sustainable fashion; and
Objective 36(d): continue to implement privacy protection strategies

Previous Consultation: As part of the review process, consultations were conducted with offices and groups including:

- University Systems
- Campus Security
- Legal Counsel
- Internal Audit
- Human Resources
- Financial Services
- Office of the Registrar
- Student Affairs and Student Affairs Student Council
• VP Finance & Operations (Direct Reports)
• VP External Relations (Direct Reports)
• VP Academic & Provost (Direct Reports)
• VP Research (Direct Reports)
• Administrative and Academic Administrative Officers

The draft revised policies and procedures were posted for campus-wide consultation from May 2 to May 9, 2017 and further feedback was received.

Throughout the process, regular updates were provided to Executive Council, the Coordinating Committee on Privacy, Records Management and Information Security; and the Advisory Committee on Privacy, Records Management and Information Security.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the proposed amendments to the Protection of Privacy policy (GV0235) and the Records Management policy (IM770) effective immediately.

Background:

In 2012, as part of the Office of the Information Privacy Commissioner for B.C. (OIPC) review of a privacy breach at UVic, the university committed to review the university’s privacy, records management, and information security policy and procedures on a cyclical basis (every three years).

In 2015, consultants were engaged to carry out the review. A report was received which detailed a list of recommended changes as well as two main areas that required attention:

1. The development of an internal guide for the use of cloud-based technology; and
2. The provision of information about the privacy complaint process.

This material has been drafted and will be disseminated shortly.

The consultants’ report also pointed out the need to embed privacy impact assessments (PIAs) into university policies and procedures, as well as the need for a guide to completing PIAs. This material will be prepared over the summer.

Suggested amendments recommended by the consultants to the attached Protection of Privacy and Records Management policies included the following high priority suggestions:

• That section 15.00 of the Protection of Privacy Policy refer to the use of confidentiality undertakings for service providers.
• That section 23.00 of the Protection of Privacy Policy, which currently provides for the disclosure of personal information, include direction if an employee is unsure if disclosure is permissible or not, and direction with regards to disclosure outside of Canada.
• With regards to the Procedures for the Management of Personal Information, the consultants recommend changes to update this procedure in accordance with the new consent requirements contained in the regulations to the FOIPPA.
• Changes to the procedures dealing with surveillance systems.
The above recommendations and other feedback are addressed in the revised Protection of Privacy policy and Records Management policy, which are attached. The associated procedures have also been revised accordingly and will be approved at the administrative level by the appropriate Procedural Authority, along with new Procedures for the Imaging of University Records. (The procedures are available from the University Secretary’s office for any who wish to review them).

The Information Security policy and procedures (IM7800) which were part of the review by the consultants are currently undergoing a review by University Systems on behalf of the Vice-President Finance and Operations, the Designated Executive Officer. The policy will be brought to the Board for approval at a later date.

**Planned Further Action:**
- Approval and posting of associated procedures
- Incorporation of the above into future educational resources

**Attachment(s):**
Draft Protection of Privacy policy (GV0235) (tracked changes version)
Draft Protection of Privacy policy (GV0235) (clean version)
Draft Records Management policy (IM7700) (tracked changes version)
Draft Records Management policy (IM7700) (clean version)
PURPOSE

1.00 This policy articulates how the university complies with the privacy components of the Freedom of Information and Protection of Privacy Act (FIPPA).

DEFINITIONS

2.00 Administrative Authority means individuals with administrative responsibility for Units including but not limited to: Vice-Presidents, Associate Vice-Presidents, Deans, Chairs, Directors, Executive Directors, the Chief Information Officer, and other Unit Heads.

3.00 Consistent Purpose means a use or disclosure of Personal Information which is consistent with the purposes for which the information was obtained or compiled if the use or disclosure:
   (a) has a reasonable and direct connection to that purpose, and
   (b) is necessary for performing the statutory duties of, or for operating a legally authorized program of, the Unit that uses or discloses the information or causes the information to be used or disclosed.

4.00 Contact Information means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual.

5.00 Disclose means to transmit or provide, intentionally or unintentionally, Personal Information by any means to someone other than an Employee.
5.006.00 **Employee** in relation to the university, includes a volunteer and a service provider.

7.00 **Monitor/ Monitored** (verb) means a Surveillance System is used to view live footage of an area without creating a record of that observation.

6.008.00 **Personal Information** means recorded information about an identifiable individual other than Contact Information.

9.00 **Privacy Impact Assessment** means an assessment that the university conducts to determine if a current or proposed system, project, program or activity meets or will meet FIPPA's privacy protection requirements.

10.00 **Record** (noun) includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

7.0011.00 **Record/ Recorded** (verb) means a Surveillance System is used to convert images and/or sound into a record that can be reproduced.

8.0012.00 **Surveillance Systems** means an analog or digital video recording system (with or without audio) authorized and used by the university intended to monitor or record the activities of people or monitor or record an area that is accessible to the university community or public. For the purposes of this policy and its associated procedures, surveillance does not include the use of personal video equipment or the recording or broadcasting of public events, or educational activities, or recordings done through UVic Audiovisual and Multimedia Services.

13.00 **Unit** means academic or administrative areas at the university, including but not limited to: faculties, departments, divisions, offices, schools and centres.

14.00 **Use of Personal Information** means employing or handling Personal Information by Employees to accomplish the university's objectives; for example, to:
- administer a program or activity;
- provide a service; or
- determine someone's eligibility for a benefit or suitability for a job.

**JURISDICTION/ SCOPE**

9.0015.00 This policy applies to all Employees, (including faculty), students and Units. It applies to all Personal Information in the custody or under the control of the university.

**POLICY**

10.0016.00 The university will manage all Personal Information in accordance with the FIPPA, the *University Act*, collective agreements, the Framework Agreement, contracts, and this and other applicable university policies and associated procedures.
Accountability for Personal Information

11.0017.00 The President will designate an executive officer to act as head under the FIPPA who will be responsible for the administration of the FIPPA and this policy.

11.0117.01 The University Secretary has been designated by the President as the head.

University Secretary

12.0018.00 As the head, the University Secretary is responsible for the overall co-ordination of privacy functions and for request records management.

18.01 The University Secretary will carry out his or her duties in collaboration with the University Archivist, who is responsible for the maintenance of the university’s Records management program.

Chief Privacy Officer

13.0019.00 In collaboration with the University Archivist and the Chief Information Officer, the Chief Privacy Officer is responsible for promoting, monitoring, and reporting on compliance with the FIPPA and with university privacy, records management, and information security policies. The Chief Privacy Officer’s responsibilities include:
- Providing privacy advice and training;
- Providing ongoing assessment of privacy risks; and
- Responding to privacy complaints and investigating concerns about privacy issues.

19.01 Where the Chief Privacy Officer establishes that there is a significant privacy risk, the Chief Privacy Officer may investigate and/or recommend to the appropriate Administrative Authority corrective action, suspension, or termination of a project or activity.

Administrators

14.0020.00 Administrative Authorities and managers are responsible for:
- making a reasonable efforts to familiarize themselves with the requirements in the FIPPA, this policy and its associated procedures, and for making a reasonable efforts to communicate these requirements to the Employees in their Units;
- making a reasonable efforts to ensure that the management of Personal Information in their custody or under their control of their units meets the requirements of the FIPPA, this policy and its associated procedures; and
- reporting any privacy incidents or breaches of the FIPPA, this policy or its associated procedures in accordance with the university’s Procedures for Responding to a Privacy Incident or Breach; and;
- Conducting risk-based privacy impact assessments under s. 42.00.

Employees

15.0021.00 All Employees who collect, access, use, disclose, maintain and dispose of Personal Information are in a position of trust.

15.0121.01 Employees are responsible for:
• treating all Personal Information to which they receive access in accordance with the FIPPA and this policy;
• making a reasonable efforts to familiarize themselves and to comply with the requirements in the FIPPA, this policy, and its associated procedures;
• consulting as necessary with the appropriate authority regarding the requirements in the FIPPA, this policy, and its associated procedures; and
• reporting any privacy incidents or breaches of the FIPPA, this policy, or its associated procedures in accordance with the university’s Procedures for Responding to a Privacy Incident or Breach.

Third Parties
22.00 The university will require a third party service provider whose work on behalf of the university involves the collection, use or Disclosure of Personal Information to abide by this policy, the Privacy Protection Schedule, and FIPPA in its handling of personal information on behalf of the university, and may require the service provider to sign a confidentiality agreement.

Openness about Personal Information Policies and Practices — Collection Notice
16.0023.00 The university will make the following information available to an individual from whom Personal Information is being collected:

(a) the purpose for which the Personal Information is being collected;
(b) the legal authority to collect the Personal Information; and
(c) the Contact Information of someone who can provide details about the collection.

Identifying Purposes for Personal Information
24.00 This policy will be made available on the university website.

17.0025.00 The university collects Personal Information from students, Employees and others in order to fulfill its mandate under the University Act.

17.0125.01 The university collects Personal Information as authorized by the FIPPA and the University Act, including collecting Personal Information that relates directly to and is necessary for an operating program or activity of the university.

The university collects Personal Information that relates directly to and is necessary for an operating program or activity of the university.

Consent for Collection of Personal Information
18.0026.00 The university will normally obtain either express or implied consent from an individual before collecting Personal Information, but may collect, use or disclose Personal Information without consent in limited circumstances where the FIPPA authorizes such activity.
Limiting Collection of Personal Information

19.0027.00 The university will normally collect Personal Information directly from the individual whom the Personal Information is about, but may collect Personal Information indirectly in limited situations where such collection is authorized by the FIPPA, another enactment, or the individual.

19.0127.01 The university may also collect Personal Information indirectly for purposes of:
(a) determining suitability for an honour or award, including an honorary degree, scholarship, prize or bursary;
(b) a proceeding before a court or a judicial or quasi-judicial tribunal;
(c) collecting a debt or fine or making a payment;
(d) law enforcement; or
(e) any other purposes permitted by law.

Use, Disclosure, and Retention of Personal Information

20.0028.00 The university uses and discloses the Personal Information in its custody or under its control:
(a) for the purpose for which that information was obtained or compiled or for a Consistent Purpose;
(b) in a manner to which an individual has consented;
(c) as permitted or required by the FIPPA or as authorized or required by other law;
(d) for research and statistical purposes; or
(e) for archival or historical purposes.

21.0029.00 Employees must only seek to access and use Personal Information necessary for the performance of their duties.

22.0030.00 Employees may allow other Employees to use Personal Information needed for the performance of their duties. Employees may also allow other Employees to use Personal Information if the FIPPA authorizes the use of that Personal Information.

22.0130.01 If an Employee is in doubt whether to allow another Employee to use Personal Information, the Employee may consult with their Administrative Authority or manager as necessary.

31.00 The university will disclose Personal Information to students and individuals or organizations outside the university as permitted by the FIPPA, as authorized or required by an enactment, as permitted by this policy and its associated procedures.

31.01 Personal Information shall only be disclosed in compliance with the Procedures for the Management of Personal Information.

22.0231.02 If an Employee is in doubt whether to disclose Personal Information, the Employee will consult with their Administrative Authority as necessary.

23.0032.00 Disclosure of the following information without consent is permitted:
(a) an Employee's Contact Information;
(b) information about an individual’s position, functions, or remuneration as an officer, Employee, or member of the university;
(c) names of individuals who have received degrees, the names of degrees those individuals received and the years in which the degrees were awarded; and
(d) Personal Information about an individual in an emergency situation or where the University Secretary (or designate) determines that compelling circumstances exist that affect anyone’s health or safety, or as permitted by the Procedures for Disclosure of Student Information in Emergency or Compelling Circumstances.

33.00 Disclosing Personal Information outside Canada must be done in compliance with FIPPA and the Procedures for the Management of Personal Information.

24.0034.00 The university will retain Personal Information collected from individuals in accordance with the FIPPA and the university-wide records classification, retention and disposition plan.

24.0134.01 The university will retain Personal Information used to make a decision about an individual for a minimum of one year.

25.0035.00 The university may use Surveillance Systems to:
(a) improve personal safety on university property by acting as a deterrent or increasing the likelihood of identifying individuals who may commit criminal activity;
(b) assist law enforcement agencies with the investigation of any suspected criminal activity;
(c) assist with the protection of university assets and infrastructure; or
(d) assist with the application of university policies.

25.01 Surveillance Systems shall not be used to monitor or record areas where the university community or public have a reasonable expectation of privacy.

35.01 Surveillance Systems shall not be used to monitor or record areas where the university community or public have a reasonable expectation of privacy.

25.0235.02 The university will deploy Surveillance Systems only as an exceptional step to address real, pressing and substantial problems or risks and only where a less privacy-invasive alternative is not available. Surveillance Systems will be designed to minimize the impact on privacy. The privacy impact of the proposed Surveillance System will be assessed and documented in the Privacy Review Form.

25.0335.03 Approval is required prior to installation of a Surveillance System. The University Secretary is responsible for approval of the installation, subject to the recommendation of the Vice-President Finance and Operations that the installation is necessary to address real, pressing and substantial problems or risks and that a less privacy-invasive alternative is not available.
25.0435.04 The requisite Vice-President may delegate the day-to-day operations and administration of the Surveillance System in accordance with the Procedures for the Management of University Surveillance Systems.

26.0036.00 In accordance with the Procedures for the Management of University Surveillance Systems, the university will provide notice of the use of Surveillance Systems by posting prominently displaying signage either at the perimeter or entrance to the area being monitored or recorded to alert individuals that such systems are or may be in use before they enter any area under surveillance in accordance with the Procedures for the Management of University Surveillance Systems.

27.0037.00 Sections 25.00 and 35.00 apply only to Surveillance Systems installed with notice, under-section 27.00, i.e., overt surveillance.

Ensuring Accuracy of Personal Information

28.0038.00 The university will make a reasonable effort to ensure that the Personal Information in its custody or control is accurate and complete and will allow Employees and students to confirm the accuracy of this information.

28.0138.01 Procedures for the correction of Personal Information are contained within the university’s Procedures for the Access to and Correction of Information.

Safeguards for Personal Information

29.0039.00 The university will take reasonable steps to ensure that Personal Information in its custody or control is protected by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposition.

30.00 When the university retains an external organization to undertake work on its behalf that involves the collection, use, disclosure or disposition of Personal Information, the university will enter into an agreement with that organization that requires the organization to protect Personal Information in accordance with the FIPPA.

31.01 The University Secretary (or designate) may waive the requirement in section 30.00 in exceptional circumstances.

Individual Access to Personal Information

31.0040.00 Individuals have a right to access Personal Information about themselves, subject to exceptions under the FIPPA. Access to Personal Information is provided in accordance with the university’s Access to and Correction of Information procedure.

32.0041.00 Individuals have a right to request corrections to Personal Information about themselves, subject to exceptions under the FIPPA. Corrections to Personal Information are provided in accordance with the university’s Access to and Correction of Information procedure.
**Privacy Impact Assessments**

42.00 The Administrative Authority must conduct a risk-based Privacy Impact Assessment for all new systems, projects, programs or activities and substantially modified systems or activities. The nature and extent of the assessment will be based upon the risk.

42.01 Before committing the university to a project or initiative or before procurement that may entail privacy risks, the Administrative Authority will assess the project or initiative for potential privacy risks.

42.02 Upon completion of the PIA, where privacy risks have been identified, the appropriate Administrative Authority, which may be the same Administrative Authority that completed the PIA, will determine whether the project’s risk after mitigation shall be accepted, or whether the project should not proceed. They will be informed of the risks and will decide whether the risks are such that the project should not proceed or whether to mitigate or accept the risks.

42.03 In 42.02 the appropriate Administrative Authority will be determined under the Procedures for the Management of Personal Information. This determination will be based on the magnitude of the risk which is determined by impact and likelihood of the risk.

**Challenging Compliance with the Privacy Policy**

33.0043.00 Individuals are entitled to challenge the university’s compliance with this policy.

33.0143.01 Employees who receive a complaint or inquiry about compliance with the policy should attempt to resolve the issue with the assistance of a supervisor.

43.02 Individuals may make a formal complaint or inquiry about compliance with this policy by contacting the University Secretary’s Office.

**General**

34.0044.00 The University Secretary may waive the requirements in sections 22.00 and 42.00 in exceptional circumstances.

**AUTHORITIES AND OFFICERS**

I. Approving Authority: Board of Governors
II. Designated Executive Officer: President
III. Procedural Authority: President
IV. Procedural Officer: University Secretary

**RELEVANT LEGISLATION**

- University Act
- Freedom of Information and Protection of Privacy Act

**RELATED POLICIES AND DOCUMENTS**

Associated Procedures
• Procedures for Responding to a Privacy Incident or Privacy Breach
• Procedures for the Management of University Surveillance Systems
• Procedures for the Disclosure of Student Personal Information in Emergency or Compelling Circumstances
• Procedures for the Management of Personal Information
• University Information Security Classification Procedures
• Procedures for Responding to the Loss or Theft of a Mobile Computing Device

Records Management Policy (IM7700)
• Procedures for the Access to and Correction of Information
• Procedures for the Management of University Records
• Guidelines for the Secure Destruction and Deletion of University Records and Information
  Procedures for the Secure Destruction of University Information (forthcoming)

Information Security Policy (IM7800)
• Procedures for Responding to an Information Security Incident

Directory of Records

EXTERNAL RESOURCES
Canadian Standards Association Privacy Code
Purpose of Privacy Policy

University Policy No: GV0235
Classification: Governance
Approving Authority: Board of Governors
Effective Date: June 2017
Supersedes: January 2010
Last Editorial Change: April 2012
Mandated Review: June 2020

Associated Procedures:
- Procedures for Responding to a Privacy Incident or Privacy Breach
- Procedures for the Management of University Surveillance Systems
- Procedures for the Disclosure of Student Personal Information in Emergency or Compelling Circumstances
- Procedures for the Management of Personal Information
- University Information Security Classification Procedures
- Procedures for Responding to the Loss or Theft of a Mobile Computing Device

Purpose

1.00 This policy articulates how the university complies with the privacy components of the Freedom of Information and Protection of Privacy Act (FIPPA).

Definitions

2.00 Administrative Authority means individuals with administrative responsibility for Units including but not limited to: Vice-Presidents, Associate Vice-Presidents, Deans, Chairs, Directors, Executive Directors, the Chief Information Officer, and other Unit Heads.

3.00 Consistent Purpose means a use or disclosure of Personal Information which is consistent with the purposes for which the information was obtained or compiled if the use or disclosure:
   (a) has a reasonable and direct connection to that purpose, and
   (b) is necessary for performing the statutory duties of, or for operating a legally authorized program of, the Unit that uses or discloses the information or causes the information to be used or disclosed.

4.00 Contact Information means information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email or business fax number of the individual.

5.00 Disclose means to transmit or provide, intentionally or unintentionally, Personal Information by any means to someone other than an Employee.
6.00 **Employee** in relation to the university, includes a volunteer and a service provider.

7.00 **Monitor/ Monitored** *(verb)* means a Surveillance System is used to view live footage of an area without creating a record of that observation.

8.00 **Personal Information** means recorded information about an identifiable individual other than Contact Information.

9.00 **Privacy Impact Assessment** means an assessment that the university conducts to determine if a current or proposed system, project, program or activity meets or will meet FIPPA’s privacy protection requirements.

10.00 **Record** *(noun)* includes books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

11.00 **Record/ Recorded** *(verb)* means a Surveillance System is used to convert images and/or sound into a record that can be reproduced.

12.00 **Surveillance System** means an analog or digital video recording system (with or without audio) authorized and used by the university intended to monitor or record the activities of people or monitor or record an area that is accessible to the university community or public. For the purposes of this policy and its associated procedures, surveillance does not include the use of personal video equipment or the recording or broadcasting of public events, educational activities, or recordings done through UVic Audiovisual and Multimedia Services.

13.00 **Unit** means academic or administrative areas at the university, including but not limited to: faculties, departments, divisions, offices, schools and centres.

14.00 **Use of Personal Information** means employing or handling Personal Information by Employees to accomplish the university’s objectives; for example, to:
   - administer a program or activity;
   - provide a service; or
   - determine someone's eligibility for a benefit or suitability for a job.

**JURISDICTION/ SCOPE**

15.00 This policy applies to all Employees (including faculty), students and Units. It applies to all Personal Information in the custody or under the control of the university.

**POLICY**

16.00 The university will manage all Personal Information in accordance with the FIPPA, the University Act, collective agreements, contracts, and this and other applicable university policies and associated procedures.
Accountability for Personal Information

17.00 The President will designate an executive officer to act as head under the FIPPA who will be responsible for the administration of the FIPPA and this policy.

17.01 The University Secretary has been designated by the President as the head.

University Secretary

18.00 As the head, the University Secretary is responsible for the overall co-ordination of privacy functions and for records management.

18.01 The University Secretary will carry out his or her duties in collaboration with the University Archivist, who is responsible for the maintenance of the university’s Records management program.

Chief Privacy Officer

19.00 In collaboration with the University Archivist and the Chief Information Officer, the Chief Privacy Officer is responsible for promoting, monitoring, and reporting on compliance with the FIPPA and with university privacy, records management, and information security policies. The Chief Privacy Officer’s responsibilities include:

- Providing privacy advice and training;
- Providing ongoing assessment of privacy risks; and
- Responding to privacy complaints and investigating concerns about privacy issues.

19.01 Where the Chief Privacy Officer establishes that there is a significant privacy risk, the Chief Privacy Officer may investigate and/or recommend to the appropriate Administrative Authority corrective action, suspension, or termination of a project or activity.

Administrators

20.00 Administrative Authorities and managers are responsible for:

- making reasonable efforts to familiarize themselves with the requirements in the FIPPA, this policy and its associated procedures, and for making reasonable efforts to communicate these requirements to the Employees in their Units;
- making reasonable efforts to ensure that the management of Personal Information in the custody or under the control of their units meets the requirements of the FIPPA, this policy and its associated procedures;
- reporting any privacy incidents or breaches of the FIPPA, this policy or its associated procedures in accordance with the university’s Procedures for Responding to a Privacy Incident or Breach; and
- Conducting risk-based privacy impact assessments under s. 42.00.

Employees

21.00 All Employees who collect, access, use, disclose, maintain and dispose of Personal Information are in a position of trust.

21.01 Employees are responsible for:

- treating all Personal Information to which they receive access in accordance with the FIPPA and this policy;
• making reasonable efforts to familiarize themselves and to comply with the requirements in the FIPPA, this policy, and its associated procedures;
• consulting as necessary with the appropriate authority regarding the requirements in the FIPPA, this policy, and its associated procedures; and
• reporting any privacy incidents or breaches of the FIPPA, this policy, or its associated procedures in accordance with the university’s Procedures for Responding to a Privacy Incident or Breach.

Third Parties
22.00 The university will require a third party service provider whose work on behalf of the university involves the collection, use or Disclosure of Personal Information to abide by this policy, the Privacy Protection Schedule, and FIPPA in its handling of personal information on behalf of the university, and may require the service provider to sign a confidentiality agreement.

Openness about Personal Information Policies and Practices – Collection Notice
23.00 The university will make the following information available to an individual from whom Personal Information is being collected:

(a) the purpose for which the Personal Information is being collected;
(b) the legal authority to collect the Personal Information; and
(c) the Contact Information of someone who can provide details about the collection.

24.00 This policy will be made available on the university website.

Identifying Purposes for Personal Information
25.00 The university collects Personal Information from students, Employees and others in order to fulfill its mandate under the University Act.

25.01 The university collects Personal Information as authorized by the FIPPA and the University Act, including collecting Personal Information that relates directly to and is necessary for an operating program or activity of the university.

Consent for Collection of Personal Information
26.00 The university will normally obtain either express or implied consent from an individual before collecting Personal Information, but may collect, use or disclose Personal Information without consent in limited circumstances where the FIPPA authorizes such activity.

Limiting Collection of Personal Information
27.00 The university will normally collect Personal Information directly from the individual whom the Personal Information is about, but may collect Personal Information indirectly in limited situations where such collection is authorized by the FIPPA, another enactment, or the individual.

27.01 The university may also collect Personal Information indirectly for purposes of:
(a) determining suitability for an honour or award, including an honorary degree, scholarship, prize or bursary; 
(b) a proceeding before a court or a judicial or quasi-judicial tribunal; 
(c) collecting a debt or fine or making a payment; 
(d) law enforcement; or 
(e) any other purposes permitted by law.

Use, Disclosure, and Retention of Personal Information

28.00 The university uses and discloses the Personal Information in its custody or under its control:
(a) for the purpose for which that information was obtained or compiled or for a Consistent Purpose; 
(b) in a manner to which an individual has consented; 
(c) as permitted or required by the FIPPA or as authorized or required by other law; 
(d) for research and statistical purposes; or 
(e) for archival or historical purposes.

29.00 Employees must only seek to access and use Personal Information necessary for the performance of their duties.

30.00 Employees may allow other Employees to use Personal Information needed for the performance of their duties. Employees may also allow other Employees to use Personal Information if the FIPPA authorizes the use of that Personal Information.

30.01 If an Employee is in doubt whether to allow another Employee to use Personal Information, the Employee will consult with their Administrative Authority or manager as necessary.

31.00 The university will disclose Personal Information to students and individuals or organizations outside the university as permitted by the FIPPA, as authorized or required by an enactment, as permitted by this policy and its associated procedures.

31.01 Personal Information shall only be disclosed in compliance with the Procedures for the Management of Personal Information.

31.02 If an Employee is in doubt whether to disclose Personal Information, the Employee will consult with their Administrative Authority as necessary.

32.00 Disclosure of the following information without consent is permitted:

(a) an Employee’s Contact Information; 
(b) information about an individual’s position, functions, or remuneration as an officer, Employee, or member of the university; 
(c) names of individuals who have received degrees, the names of degrees those individuals received and the years in which the degrees were awarded; and 
(d) Personal Information about an individual in an emergency situation or where the University Secretary (or designate) determines that compelling circumstances exist
that affect anyone’s health or safety, or as permitted by the Procedures for Disclosure of Student Information in Emergency or Compelling Circumstances.

33.00 Disclosing Personal Information outside Canada must be done in compliance with FIPPA and the Procedures for the Management of Personal Information.

34.00 The university will retain Personal Information collected from individuals in accordance with the FIPPA and the university-wide records classification, retention and disposition plan.

34.01 The university will retain Personal Information used to make a decision about an individual for a minimum of one year.

35.00 The university may use Surveillance Systems to:
   (a) improve personal safety on university property by acting as a deterrent or increasing the likelihood of identifying individuals who may commit criminal activity;
   (b) assist law enforcement agencies with the investigation of any suspected criminal activity;
   (c) assist with the protection of university assets and infrastructure; or
   (d) assist with the application of university policies.

35.01 Surveillance Systems shall not be used to monitor or record areas where the university community or public have a reasonable expectation of privacy.

35.02 The university will deploy Surveillance Systems only as an exceptional step to address real, pressing and substantial problems or risks and only where a less privacy-invasive alternative is not available. Surveillance Systems will be designed to minimize the impact on privacy. The privacy impact of the proposed Surveillance System will be assessed and documented in the Privacy Review Form.

35.03 Approval is required prior to installation of a Surveillance System. The University Secretary is responsible for approval of the installation, subject to the recommendation of the Vice-President Finance and Operations that the installation is necessary to address real, pressing and substantial problems or risks and that a less privacy-invasive alternative is not available.

35.04 The requisite Vice-President may delegate the day-to-day operations and administration of the Surveillance System in accordance with the Procedures for the Management of University Surveillance Systems.

36.00 In accordance with the Procedures for the Management of University Surveillance Systems, the university will provide notice of the use of Surveillance Systems by prominently displaying signage at the perimeter or entrance to the area being monitored or recorded to alert individuals that such systems are or may be in use before they enter any area under surveillance.
37.00 Sections 35.00 and 36.00 apply only to Surveillance Systems installed with notice, i.e., overt surveillance.

**Ensuring Accuracy of Personal Information**

38.00 The university will make every reasonable effort to ensure that the Personal Information in its custody or under its control is accurate and complete and will allow Employees and students to confirm the accuracy of this information.

38.01 Procedures for the correction of Personal Information are contained within the university’s Procedures for the Access to and Correction of Information.

**Safeguards for Personal Information**

39.00 The university will protect Personal Information in its custody or control by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposition.

**Individual Access to Personal Information**

40.00 Individuals have a right to access Personal Information about themselves, subject to exceptions under the FIPPA. Access to Personal Information is provided in accordance with the university’s Access to and Correction of Information procedure.

41.00 Individuals have a right to request corrections to Personal Information about themselves, subject to exceptions under the FIPPA. Corrections to Personal Information are provided in accordance with the university’s Access to and Correction of Information procedure.

**Privacy Impact Assessments**

42.00 The Administrative Authority must conduct a risk-based Privacy Impact Assessment for all new systems, projects, programs or activities and substantially modified systems or activities. The nature and extent of the assessment will be based upon the risk.

42.01 Before committing the university to a project or initiative or before procurement that may entail privacy risks, the Administrative Authority will assess the project or initiative for potential privacy risks.

42.02 Upon completion of the PIA, an appropriate Administrative Authority, which may be the same Administrative Authority that completed the PIA, will determine whether the project’s risk after mitigation shall be accepted, or whether the project should not proceed.

42.03 In 42.02 the appropriate Administrative Authority will be determined under the Procedures for the Management of Personal Information. This determination will be based on the magnitude of the risk which is determined by impact and likelihood of the risk.

**Challenging Compliance with the Privacy Policy**

43.00 Individuals are entitled to challenge the university’s compliance with this policy.
43.01 Employees who receive a complaint or inquiry about compliance with the policy should attempt to resolve the issue with the assistance of a supervisor.

43.02 Individuals may make a formal complaint or inquiry about compliance with this policy by contacting the University Secretary’s Office.

General
44.00 The University Secretary may waive the requirements in sections 22.00 and 42.00 in exceptional circumstances.

AUTHORITIES AND OFFICERS
I. Approving Authority: Board of Governors
II. Designated Executive Officer: President
III. Procedural Authority: President
IV. Procedural Officer: University Secretary

RELEVANT LEGISLATION
University Act
Freedom of Information and Protection of Privacy Act

RELATED POLICIES AND DOCUMENTS
Associated Procedures
• Procedures for Responding to a Privacy Incident or Privacy Breach
• Procedures for the Management of University Surveillance Systems
• Procedures for the Disclosure of Student Personal Information in Emergency or Compelling Circumstances
• Procedures for the Management of Personal Information
• University Information Security Classification Procedures
• Procedures for Responding to the Loss or Theft of a Mobile Computing Device

Records Management Policy (IM7700)
• Procedures for the Access to and Correction of Information
• Procedures for the Management of University Records
• Guidelines for the Secure Destruction and Deletion of University Records and Information

Information Security Policy (IM7800)
• Procedures for Responding to an Information Security Incident

Directory of Records

EXTERNAL RESOURCES
Canadian Standards Association Privacy Code
PURPOSE

1.00 The purpose of this policy is to:
   • ensure that university Records are created, used, disposed of and preserved in a
     systematic manner, compliant with relevant legislation;
   • ensure that Access is provided to Records in compliance with the Freedom of
     Information and Protection of Privacy Act (FIPPA); and
   • define authorities, responsibilities, and accountabilities for Records Management.

DEFINITIONS

2.00 Access includes both disclosure of Records under FIPPA as a result of a request, and
   routine release of Records that contain information that is available to the public or to
   an individual.

3.00 Administrative Authority means individuals with administrative responsibility for
   Units including but not limited to: Vice-Presidents, Associate Vice-Presidents, Deans,
   Chairs, Directors, Executive Directors, Chief Information Officer, and other Unit heads.

4.00 Disposition means disposal of Records no longer needed for day-to-day operations by
   a Unit, through destruction, secure destruction, or transfer to the university archives.

5.00 Records means documents created or received, and retained in the day-to-day
   operations of business. These include, but are not limited to, documents, maps,
   drawings, photographs, letters, vouchers, papers and any other thing on which
   information is recorded or stored by graphic, electronic, mechanical or other means, but
   does not include a computer program or any other mechanism that produces records.
6.00 **Records Management** means the application of systematic control to the creation, use, maintenance, storage, retrieval, Disposition, and preservation of all forms of recorded information produced by the university in the conduct of its operations.

7.00 **Unit** means academic or administrative areas at the university, including but not limited to: faculties, departments, divisions, offices, schools and centres.

**JURISDICTION/SCOPE**

8.00 This policy applies to all Records in the custody or under the control of the university and to the management of Records by all Units.

**POLICY**

9.00 The university will manage Records in order to meet its business, fiscal, and legal requirements.

**Roles and Responsibilities**

10.00 Consistent with section 64(1) of the *University Act*, the University Secretary is responsible for the oversight of records management at the university.

10.01 The University Archivist is responsible for:
- maintenance of the university’s Records Management program, including the university-wide Records classification, retention and Disposition plan;
- developing Records Management policy and procedures, and providing standards and guidelines to assist Units in the implementation of Records Management;
- providing Records Management training and advisory services to Units; and
- providing Access to university Records selected for permanent retention.

10.02 University Archives staff will assist Units with Records Management.

11.00 Administrative Authorities are responsible for making a reasonable efforts to ensure that:
- Records in their Unit are managed according to this policy and related procedures;
- employees in their Unit manage Records according to this policy and related procedures;
- Records containing personal or confidential information are protected from unauthorized Access and disclosure, in accordance with the *Protection of Privacy Policy* (GV0235) and the *Information Security Policy* (IM7800) and related procedures.

12.00 When leaving a position, a university employee must ensure that university Records are left in the custody or under the control of the university.

13.00 The University Records Management Coordinating Committee for Privacy, Records Management, and Personal Information Security advises the President has oversight on policies, procedures, strategies and guidelines needed to:
- establish and maintain a university-wide framework to manage university Records;
- meet the university’s business, legal and fiscal requirements; and
- ensure preservation of the university’s corporate memory through selecting Records for permanent retention.
14.0015.00 Any Records that are under in the custody or under in the control of the university as a result of the terms of a contract must be managed according to this policy, the Protection of Privacy Policy (GV0235), and the Information Security Policy (IM7800).

Creation
15.0016.00 Records are created by Units in order to carry out the university's business and perform necessary transactions. Units are expected to use the university-wide classification plan to classify Records, thereby enabling effective retention and Disposition.

Access
16.0017.00 The university is committed to providing Access through routine release of Records where possible.

17.0018.00 Access to Records not covered by routine release is governed by the university's Procedures for the Access to and Correction of Information procedure.

Disposition
18.0019.00 Records scheduled for Disposition containing personal or confidential information and identified as having no long-term value must be destroyed in a secure and permanent manner.

19.0020.00 Records that will be kept permanently by the university will be held by and preserved for Access as determined by the University Archivist.

20.0021.00 When the university retains an external organization to undertake work on its behalf, and that work involves the Disposition of Records, including those containing Personal Information, the university will enter into an agreement with that organization that requires the organization to return or destroy those Records in a secure and permanent manner.

21.0022.00 Records scheduled for Disposition must not be Disposed of when such Records are:
- identified in current or pending litigation;
- responsive to a current request made under FIPPA;
- the subject of an audit; or
- identified in quasi-judicial and legal proceedings.

Authorities and Officers
i) Approving Authority: Board of Governors
ii) Designated Executive Officer: President
iii) Procedural Authorities: Refer to individual procedures
iv) Procedural Officers: Refer to individual procedures

Relevant Legislation

*Freedom of Information and Protection of Privacy Act*
*University Act*
*Limitations Act*

Related Policies and Documents

Associated Records Management Procedures
- Procedures for the Management of University Records
- Procedures for the Access to and Correction of Information
- Fair Dealing Guidelines
- Guidelines for the Secure Destruction and Deletion of University Records and Information Procedures for the Imaging of University Records

Protection of Privacy Policy (GV0235) and associated Procedures
- Procedures for the Disclosure of Personal Information in Emergency or Compelling Circumstances
- Procedures for the Management of University Surveillance Systems
- Procedures for Responding to a Privacy Incident or Privacy Breach
- Privacy Protection Schedule

Information Security Policy (IM7800)
University of Victoria

Records Management Policy

University Policy No: IM7700
Classification: Information Management
Approving Authority: Board of Governors
Effective date: June 2017
Supersedes: January, 2010
Last editorial change: Mandated review: June 2020

Associated Procedures:
Procedures for the Management of University Records
Procedures for the Access to and Correction of Information
Fair Dealing Guidelines
Guidelines for the Secure Destruction and Deletion of University Records and Information
Procedures for the Imaging of University Records

PURPOSE

1.00 The purpose of this policy is to:
- ensure that university Records are created, used, disposed of and preserved in a systematic manner, compliant with relevant legislation;
- ensure that Access is provided to Records in compliance with the Freedom of Information and Protection of Privacy Act (FIPPA); and
- define authorities, responsibilities, and accountabilities for Records Management.

DEFINITIONS

2.00 Access includes both disclosure of Records under FIPPA as a result of a request, and routine release of Records that contain information that is available to the public or to an individual.

3.00 Administrative Authority means individuals with administrative responsibility for Units including but not limited to: Vice-Presidents, Associate Vice-Presidents, Deans, Chairs, Directors, Executive Directors, Chief Information Officer, and other Unit heads.

4.00 Disposition means disposal of Records no longer needed for day-to-day operations by a Unit, through destruction, secure destruction, or transfer to the university archives.

5.00 Records means documents created or received, and retained in the day-to-day operations of business. These include, but are not limited to, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records.

6.00 Records Management means the application of systematic control to the creation, use, maintenance, storage, retrieval, Disposition, and preservation of all forms of recorded information produced by the university in the conduct of its operations.
7.00 **Unit** means academic or administrative areas at the university, including but not limited to: faculties, departments, divisions, offices, schools and centres.

**JURISDICTION/SCOPE**

8.00 This policy applies to all Records in the custody or under the control of the university and to the management of Records by all Units.

**POLICY**

9.00 The university will manage Records in order to meet its business, fiscal, and legal requirements.

**Roles and Responsibilities**

10.00 Consistent with section 64(1) of the *University Act*, the University Secretary is responsible for the oversight of records management at the university.

11.00 The University Archivist is responsible for:
- maintenance of the university’s Records Management program, including the university-wide Records classification, retention and Disposition plan;
- developing Records Management policy and procedures, and providing standards and guidelines to assist Units in the implementation of Records Management;
- providing Records Management training and advisory services to Units; and
- providing Access to university Records selected for permanent retention.

11.01 University Archives staff will assist Units with Records Management.

12.00 Administrative Authorities are responsible for making reasonable efforts to ensure that:
- Records in their Unit are managed according to this policy and related procedures;
- employees in their Unit manage Records according to this policy and related procedures;
- Records containing personal or confidential information are protected from unauthorized Access and disclosure, in accordance with the *Protection of Privacy Policy (GV0235)* and the *Information Security Policy (IM7800)* and related procedures.

13.00 When leaving a position, a university employee must ensure that university Records are left in the custody or under the control of the university.

14.00 The Coordinating Committee for Privacy, Records Management, and Personal Information Security has oversight on policies, procedures, strategies and guidelines needed to:
- establish and maintain a university-wide framework to manage university Records;
- meet the university’s business, legal and fiscal requirements; and
- ensure preservation of the university’s corporate memory through selecting Records for permanent retention.

15.00 Any Records that are in the custody or under the control of the university as a result of the terms of a contract must be managed according to this policy, the *Protection of Privacy Policy (GV0235)*, and the *Information Security Policy (IM7800).*
Creation
16.00 Records are created by Units in order to carry out the university’s business and perform necessary transactions. Units are expected to use the university-wide classification plan to classify Records, thereby enabling effective retention and Disposition.

Access
17.00 The university is committed to providing Access through routine release of Records where possible.

18.00 Access to Records not covered by routine release is governed by the university’s Procedures for the Access to and Correction of Information.

Disposition
19.00 Records scheduled for Disposition containing personal or confidential information and identified as having no long-term value must be destroyed in a secure and permanent manner.

20.00 Records that will be kept permanently by the university will be held by and preserved for Access as determined by the University Archivist.

21.00 When the university retains an external organization to undertake work on its behalf, and that work involves the Disposition of Records, including those containing Personal Information, the university will enter into an agreement with that organization that requires the organization to return or destroy those Records in a secure and permanent manner.

22.00 Records scheduled for Disposition must not be Disposed of when such Records are:
- identified in current or pending litigation;
- responsive to a current request made under FIPPA;
- the subject of an audit; or
- identified in quasi-judicial and legal proceedings.

Authorities and Officers
i) Approving Authority: Board of Governors
ii) Designated Executive Officer: President
iii) Procedural Authorities: Refer to individual procedures
iv) Procedural Officers: Refer to individual procedures

Relevant Legislation
Freedom of Information and Protection of Privacy Act
University Act
Limitations Act

Related Policies and Documents
Associated Records Management Procedures
- Procedures for the Management of University Records
- Procedures for the Access to and Correction of Information
- Fair Dealing Guidelines
• Guidelines for the Secure Destruction and Deletion of University Records and Information Procedures for the Imaging of University Records

Protection of Privacy Policy (GV0235) and associated Procedures
• Procedures for the Disclosure of Personal Information in Emergency or Compelling Circumstances
• Procedures for the Management of University Surveillance Systems
• Procedures for Responding to a Privacy Incident or Privacy Breach
• Privacy Protection Schedule

Information Security Policy (IM7800)
SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

To: OPERATIONS AND FACILITIES COMMITTEE

From: VICE-PRESIDENT FINANCE AND OPERATIONS

cc: President and Vice-Chancellor

Meeting Date: May 30, 2017

Subject: STATUS REPORT ON CAPITAL PROJECTS

Basis for Jurisdiction: Committee’s Terms of Reference

Strategic Relevance:

Objective 36: To manage and protect our human, financial, physical and information resources in a responsible and sustainable fashion.

Previous Consultation:
Report provided to Board of Governors Operations and Facilities Committee at each meeting.

Background:
Attached please find the regular Board reports on the status of capital projects for current approved capital projects.

Attachment(s):

VPFO/FMGT Project Updates: May 01, 2017

1. District Energy Plant
2. Queenswood
PROJECT: DISTRICT ENERGY PLANT

Project No: 16-02534
Project Consultants: FVB Energy Inc.
Construction Manager: B. Cusano Contracting Inc.

<table>
<thead>
<tr>
<th>BUDGET STATUS:</th>
<th>APPROVED BUDGET 01-Sept-16</th>
<th>FMGT Forecast Costs 01-May-2017</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consulting</td>
<td>$2,888,770</td>
<td>$2,888,770</td>
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<tr>
<td>Construction</td>
<td>$13,900,000</td>
<td>$13,900,000</td>
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<tr>
<td>Completion</td>
<td>$1,900,000</td>
<td>$1,900,000</td>
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<tr>
<td>Contingency</td>
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<tr>
<td><strong>Sub-Total</strong></td>
<td>$19,468,770</td>
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<tr>
<td>GST (1.65%)</td>
<td>$321,230</td>
<td>$321,230</td>
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<tr>
<td><strong>TOTAL PROJECT COSTS</strong></td>
<td>$19,790,000</td>
<td>$19,790,000</td>
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</tbody>
</table>

- Total commitments to date are approximately $5,225,000, representing 26.5% of the approved Budget of $19,790,000.

<table>
<thead>
<tr>
<th>SCHEDULE STATUS:</th>
<th>Target Date 01-Apr-18</th>
<th>Actual / Forecasted Date 01-May-17</th>
</tr>
</thead>
<tbody>
<tr>
<td>PHASE 1 - New Building w/ 3 Boilers, Underground Services (April 2016 to August 2018)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Documents</td>
<td>Mar 2017</td>
<td>Mar 2017</td>
</tr>
<tr>
<td>Tender</td>
<td>Apr 2017</td>
<td>May 2017</td>
</tr>
<tr>
<td>Construction Stage</td>
<td>Feb 2018</td>
<td>May 2018</td>
</tr>
<tr>
<td>Commissioning</td>
<td>Mar 2018</td>
<td>Jul 2018</td>
</tr>
<tr>
<td>Fit-up and Move In</td>
<td>Apr 2018</td>
<td>Aug 2018</td>
</tr>
<tr>
<td>PHASE 2 - Energy Transfer Station Renovations (Apr 2017 to Aug 2018)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Construction Documents</td>
<td>Apr 2018</td>
<td>Dec 2017</td>
</tr>
<tr>
<td>Tender</td>
<td>Jun 2018</td>
<td>Jan 2018</td>
</tr>
<tr>
<td>Construction Stage</td>
<td>Feb 2019</td>
<td>Jul 2018</td>
</tr>
<tr>
<td>Commissioning</td>
<td>Mar 2019</td>
<td>Aug 2018</td>
</tr>
</tbody>
</table>

Major Risks:
- Ministry funding provided on a fiscal year basis results in spending pressures.
- Ministry confirmation of funding to be received.
## PROJECT: QUEENSWOOD - OCEANS & CLIMATE CAMPUS

<table>
<thead>
<tr>
<th>Project No:</th>
<th>SIF 35338/QW-01</th>
</tr>
</thead>
<tbody>
<tr>
<td>Project Consultants:</td>
<td>KPL James Architects</td>
</tr>
<tr>
<td>Construction Manager:</td>
<td>Kinetic Construction</td>
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### BUDGET STATUS:

<table>
<thead>
<tr>
<th>Description</th>
<th>Approved Budget 1-August-2016</th>
<th>Forecast Costs 30-April-2017</th>
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<tbody>
<tr>
<td>Consulting</td>
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<tr>
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<tr>
<td><strong>TOTAL PROJECT COSTS</strong></td>
<td><strong>$7,000,000</strong></td>
<td><strong>$7,000,000</strong></td>
</tr>
</tbody>
</table>

- Total expenditures to date are approximately $709,104 representing 10.1% of the approved budget of $7,000,000.

### SCHEDULE STATUS:

<table>
<thead>
<tr>
<th>Phase</th>
<th>Target Date</th>
<th>Actual / Forecasted Date</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PHASE 1 - Base Building Demolition &amp; Hazmat</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Preliminary Investigation &amp; Design</td>
<td>Nov 2016</td>
<td>Dec 2016</td>
</tr>
<tr>
<td>Contract Documentation</td>
<td>Dec 2016</td>
<td>Mar 2017</td>
</tr>
<tr>
<td>Issue for BP, Tender &amp; Award</td>
<td>Jan 2017</td>
<td>Mar 2017</td>
</tr>
<tr>
<td>Hazmat Remediation &amp; Demolition</td>
<td>Apr 2017</td>
<td>May 2017</td>
</tr>
<tr>
<td>Substantial Completion</td>
<td>May 2017</td>
<td>May 2017</td>
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<tr>
<td><strong>PHASE 2 - Base Building Upgrades</strong></td>
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</tr>
<tr>
<td>Concept Development &amp; Design</td>
<td>Dec 2017</td>
<td>Jun 2017</td>
</tr>
<tr>
<td>Contract Documentation</td>
<td>Mar 2017</td>
<td>Jun 2017</td>
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<tr>
<td>Issue for BP, Tender &amp; Award</td>
<td>Apr 2017</td>
<td>Jun 2017</td>
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<tr>
<td>Mechanical, Electrical, Structural Upgrades</td>
<td>Nov 2017</td>
<td>Nov 2017</td>
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<tr>
<td>Substantial Completion</td>
<td>Dec 2017</td>
<td>Nov 2017</td>
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<tr>
<td><strong>PHASE 3 - Interior and Tenant Improvements</strong></td>
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<tr>
<td>Programming and Space Planning</td>
<td>Jan 2017</td>
<td>Mar 2017</td>
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<tr>
<td>Interior Design Development</td>
<td>May 2017</td>
<td>Jul 2017</td>
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<tr>
<td>Issue for BP, Tender &amp; Award</td>
<td>Aug 2017</td>
<td>Jul 2017</td>
</tr>
<tr>
<td>Interior Improvements</td>
<td>Dec 2017</td>
<td>Apr 2018</td>
</tr>
</tbody>
</table>

### Major Risks:
- Approval of rezoning of building
EXTERNAL RELATIONS UPDATE

External Relations connects UVic and the world around it by building relationships, resources and community to enhance the UVic Edge and our university’s reputation. The following report provides an update of our activities and strategic leadership in the following areas:

- 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

Planning for the 2017-18 Edge campaign is underway and the advertising portion is set to launch in September. The scope of this year’s campaign will broaden beyond advertising to include an enhanced web presence, social media plan and media relations plans.

Student experience videos are being completed and posted to UVic social media as part of the Edge department and unit implementation roll-out. The videos are drawing high levels of engagement, and updates to unit websites are resulting in measurable and positive changes in website analytics.

UVic featured prominently in media coverage during March, April and May including:


2. **Elizabeth Zarpa, law alumna**, on the occasion of being called to the bar in Labrador, and the first in that province to wear a traditional Inuit silapak to do so, was featured in *CBC News* and spoke about the importance of more Indigenous people pursuing the legal profession.

3. **Onowa McIvor, Indigenous Education**, spoke to syndicated columnists Craig and Marc Kielburger about Indigenous languages in Canada. The column appeared in the *Vancouver Sun, Calgary Herald, Montreal Gazette, Edmonton Journal, Ottawa Citizen* and *Times Colonist*.
4. **Bryson Robertson, Engineering / Institute for Integrated Energy Systems**, spoke to *Metro News* and the *Times Colonist* about a new report produced by the UVic-led Pacific Institute for Climate Solutions and co-authored by researchers at UVic’s West Coast Wave Initiative about wave energy testing and development in BC.


6. **David Dunne, Gustavson School of Business**, wrote an op-ed for the *Vancouver Sun* about the Gustavson Brand Trust Index. The school was also featured in a special “Report on Business Education” in the *Globe and Mail* as one of three Canadian schools to make a global list of 35 institutions that are reimagining business education.

7. **ONC’s Kate Moran** wrote an opinion piece for the *The Hill Times* calling for urgent action to monitor and protect our melting Arctic.

8. **Audra Roemer, Psychology**, received extensive coverage on her CARBC study on the risks of mixing alcohol and energy drinks, including in UPI, the *Chicago Tribune*, CTV Vancouver Island, *Vancouver Sun*, *Metro News*, the *Times Colonist* and UK outlets the *Daily Mail* and *BBC News*.

9. **Julia Baum, Biology**, was interviewed with Associated Press on dying coral reefs, featured in the *Smithsonian*, the *Washington Post*, *Globe and Mail*, CBC News, NBC News and *Toronto Sun*.

10. The **Victoria Hand Project**—a non-profit of UVic's Biomedical Design and Systems Laboratory—was one of 10 finalists for the Google Impact Challenge Canada. Coverage included the *Vancouver Sun*, CHEK News, Global News, CBC Radio and *Times Colonist*.

11. **Dennis Hore, Chemistry**, was quoted on the front page of the *Globe and Mail’s BC section* about a new project to develop a device to detect the presence and quantities of adulterants such as fentanyl in street drugs.

12. **CARBC director Tim Stockwell’s** opinion piece in *The Hill Times*, took issue with the free market regulation of alcohol and other legalized drugs that pose health and safety risks for Canadians.

13. **Researchers and students from UVic's top tech labs** showcased their innovative projects at the BC Tech Summit in Vancouver. Engineering student Annalise Meyer, payload science lead with the UVic Rocketry club; Nikolai Dechev, executive director of the Victoria Hand Project; and Brad Buckham, engineer and director with the West Coast Wave Initiative, were all interviewed for the *Vancouver Sun*’s video coverage of the event.

14. **President Jamie Cassels** was interviewed in the *Globe and Mail* on the BC government announcement about tech-grads at the BC Tech Summit.


**BUILDING MEANINGFUL PARTNERSHIPS**

**Provincial Government activities**

- **Funding announcement**: On April 5, UVic welcomed Minster of Social Development and Social Innovation Michelle Stilwell who announced $4.5 million in funding for two different CanAssist initiatives ($3 million from the Ministry of Health to extend CanStayHome, an ongoing CanAssist initiative that helps seniors improve their independence, and $1.5 million from the Ministry of Children and Family Development to enable CanAssist to produce and supply existing assistive technologies to service providers across BC).

- **Provincial election**: Community and Government Relations will lay out next steps in our provincial government engagement strategy based on final outcomes of the elections.
• **Intergovernmental relations**: In April, Community and Government Relations met with the ADM and Executive Director of the Intergovernmental Relations Secretariat, who expressed support for the upcoming Victoria Forum. UVic also provided an update on the federal funding requests for Ocean Networks Canada and the Indigenous Law Program.

• Also in April, UVic hosted **Lieutenant Governor Guichon** at the annual Vancouver Island Regional Science Fair, and VP Charette and Dean Lipson hosted a lunch for the LG at the University Club.

**Federal Government activities**

• **Indigenous Law Program**: UVic continues to work closely with senior officials in Ottawa regarding funding options for the program. Dean Jeremy Webber, Professor John Borrows, and Jennifer Vornbrock went to Ottawa on May 8 and 9 to present to the Indigenous Liberal Caucus and met with the Minister of Justice, Parliamentary Secretary to the Minister of Justice, and officials at the Department of Infrastructure and in the Office of the Minister of Infrastructure at that time.

• **Federal budget**: Highlights of the budget released on March 22 included a Skills and Innovation Plan, infrastructure and education programs for Indigenous peoples, clean technology investments, and a Canada Infrastructure Bank. Funds were also directed to expanding the eligibility for the Canada Student Grants program, increasing work-integrated placements through Mitacs, and a Canada 150 Research Chair competition. A summary of the budget is available from Community and Government Relations.

• **Innovation Clusters**: The federal budget announced $950 million to support a small number of business-led innovation ‘superclusters’ that have the greatest potential to accelerate economic growth (advanced manufacturing, agri-food, clean technology, digital technology, health/bio-sciences and clean resources, and infrastructure and transportation). The private sector, post-secondary institutions, governments and other stakeholders are working together strategically in preparation for the launch of the funding competition (expected May 24). The BC Tech Association is undertaking work with key industry players including Microsoft, Sierra, and DWave. A proposal is being developed by Deloitte, with support from the BC government and UBC, for a BC digital platform to advance key sectors. UVic and other post-secondary institutions are also providing support.

• **Fundamental Science Review**: The Fundamental Science Review was released on April 10 by a panel chaired by Dr. David Naylor. The Report was well received by the university community and it made recommendations regarding future research spending, including increased match funding for Ocean Networks Canada and TRIUMF through the Canada Foundation for Innovation. Universities Canada is taking the lead on a national advocacy strategy in response to the report.

• **Smart Cities**: In their 2017 budget, the federal government announced the Canada Impact Fund, with a Smart Cities Stream. UVic is working with industry, the public sector and other post-secondary institutions to explore a Clean, Connected and Competitive Cities (C4) proposal.

• **Public Policy Forum dinner**: Several members of the UVic executive along with Board member David Zussman attended the annual Public Policy Forum awards in Toronto on April 20. Hosted by Prime Minister Trudeau, UVic was well represented and made a number of important contacts.

• **Victoria Forum Ottawa Outreach**: CGR partnered with members of the Victoria Forum Steering Community travelled to Ottawa on May 17-18 to speak to senior officials at the departments of Global Affairs, Heritage, and Immigration, Refugees and Citizenship. They sought input on the Forum’s themes and guest speakers and invited senior officials to participate in the event.

• **Universities Canada**: At the April 26th board meeting in Ottawa, President Cassels joined the Honourable Kirsty Duncan, Minister of Innovation, Science and Economic Development Canada, in a Q&A session on the federal government’s response to Canada’s Fundamental Science Review.
FOSTERING A CULTURE OF PHILANTHROPY

The fundraising goal of $14 million set for 2016-17 has been surpassed with a year-end total of $16.16 million. A detailed report of last year’s alumni and development activities will be presented at the June Board meeting.

As recommended in the Fund Development Review report, a five-year plan is being finalized that includes metrics and milestones to grow our program to a more aspirational target of $20 million, with a stretch goal to $25 million in five years. A presentation session with the Review consultants has been scheduled for the June Board meeting to explore and discuss the findings of the review.

CELEBRATING SUCCESS AND EXCELLENCE

The May 3rd presentation of the President’s Extraordinary Service Awards celebrated more than 50 nominees. One of the five award winners was Speakers Bureau coordinator Mandy Crocker, in recognition of the vital connections the Bureau makes with business and community organizations (last year, a record-breaking 540 speaking engagements reached an estimated audience of 18,000 in southern Vancouver Island).

Chancellor Shelagh Rogers will preside over UVic’s spring convocation June 12-16, when close to 3,000 students will cross the stage and celebrate their achievements before proud audiences of family and friends. The exceptional honorary degree recipients being recognized in June are Murray Farmer, Joy Kogawa, Brian Lo, Christina Munck, Paul Nicklen and Timothy Vernon.

The high school graduation season will also see 24,000 audience members attending ceremonies at the Farquhar Auditorium, many of whom are being newly introduced to the UVic campus.

ENHANCING COMMUNITY THROUGH CULTURAL AND OTHER ACTIVITIES

Canada 150

- Two Canada 150 signature events took place in April and May:
  - Envision 2017: Decarbonizing Energy and the Environment - brought together academic, industry and government experts to discuss key issues related to climate change
  - Indigenous Peoples’ Land Rights and the Roles of Ethnoecology and Ethnobotany - examined the trends and potential for recognizing land use and occupancy as reflections of Indigenous peoples’ traditional ecological knowledge. Chancellor Rogers was MC at an afternoon session and John Ralston Saul gave the keynote address at an evening session.

- A Canada 150 video has been produced featuring UVic students expressing their hopes for Canada over the next 50 years and what their role in that vision will be.

- Legacy Galleries opened two new exhibitions as part of its Canada 150 programming that focus on Indigenous culture: ‘Origin Stories’ curated by student Jackson McDermott (Dene/Cree) challenges us to think of Canadian history in broader terms; and in ‘There is Blood in the Rocks’, Kwakwaka’wakw artist Marianne Nicolson has created a powerful video installation which affirms the endurance and resurgence of First Nations peoples over time.

Art Galleries exhibitions and activities

Staff from the Legacy Galleries will attend the American Academic Art Museum and Gallery conference in Eugene, Oregon in June, making a presentation on how UVic’s Legacy Galleries are contributing to dialogues of reconciliation through our extensive Indigenous exhibition programming.

Legacy Art Galleries partnered with the Victoria Visual Arts Legacy Society to provide the downtown gallery for the Society’s annual Bursary Award Ceremony in April. Legacy Galleries Director Mary Jo Hughes provided the keynote address and two UVic students (Visual Arts and Art Education) won awards.
The Legacy downtown gallery and the Legacy Maltwood on campus are featuring ‘Survival by Design’, guest curated by former Director and UVic alumnus Martin Segger. It examines the modernist architecture of Victoria and the UVic campus and how it has been transformed over the years.

Free public programs in June that will engage the community with the UVic art collections and exhibitions include:

- June 1, UVic Law professors will lecture on “Engaging with Indigenous Legal Traditions through Stories and Art”, using Legacy’s exhibition Origin Stories for source material
- June 18, Car Free Day – Legacy will open its gallery and host a booth on Douglas Street which allows audiences to take part in an art activity related to the exhibition Origin Stories.