



## BOARD OF GOVERNORS

### REGULAR MEETING AGENDA

**MEETING:** Monday, May 9, 2022  
**TIME:** 5:00 pm  
**LOCATION:** Paul 216, Lansdowne Campus  
**ONLINE:** Teams

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**BOARD MEMBERS:**

Monty Bryant, Chair  
Bijan Ahmadi  
Tanya Clarmont, Vice Chair  
Joanne Cumberland  
Amanda Garner  
Puneet Kaur  
Lindsay Kearns  
Richard Margetts  
Brenda McBain  
Brent Palmer  
Ruth Mojeed Ramirez  
Mike Stubbing  
Lane Trotter, President  
Al van Akker

**ADMINISTRATION:**

John Boraas, VP Education  
Heather Cummings, VP Student Experience  
Deborah Huelscher, VP Administration & CFO  
Rodney Porter, Exec. Dir., Communications & Marketing  
Barbara Severyn, Exec. Dir., Human Resources  
Geoff Wilmshurst, VP Partnerships

**GUESTS:** Evan Hilchey, Director, Student Affairs  
Jen Stone, Director, Strategic Initiatives

**REGRETS:** nil

**EXECUTIVE ASSISTANT:** Heather Martin

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Camosun College campuses are located on the Traditional Territories of the Lekwungen and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

	<b>PAGE</b>
<b>I CALL TO ORDER</b>	
<b>II APPROVAL OF THE AGENDA</b>	
<b>III BOARD MEMBER REPORTS</b>	
1. Chair's Report [5 min] (Monty Bryant)	no attachment
2. President's Report [5 min] (Lane Trotter)	attachment 4
3. Foundation [5 min] (Brent Palmer/Geoff Wilmshurst)	no attachment
4. Education Council [5 min] (Bijan Ahmadi/Ruth Mojeed Ramirez)	
i) Minutes of the March 16, 2022, meeting	attachment 6
5. Pacific Institute for Sport Education [nil]	no attachment

	<b>PAGE</b>
<b>IV BOARD COMMITTEE REPORTS</b>	
1. Executive Committee [5 min] (Monty Bryant)	no attachment
2. Finance Committee [5 min] (Mike Stubbing)	no attachment
3. Governance Policy Review Committee [5 min] (Monty Bryant)	
i) Minutes from the March 15, 2022, meeting	attachment 12
ii) Report from the April 19, 2022, meeting	
<b>V APPROVAL OF THE MINUTES</b>	
1. Minutes of the April 11, 2022, meeting [2 min] (Monty Bryant)	attachment 14
<b>VI NEW BUSINESS</b>	
1. Sexual Violence & Misconduct Policy Implementation Report [5 min] (Lane Trotter, Evan Hilchey)	attachment 20
2. Camosun College Student Society (CCSS) Fee Levies [5 mins] (Deborah Huelscher) *	attachment 26
3. CCSS Audited Financial Statements - Year Ending March 31, 2021 [5 min] (Deborah Huelscher)	attachment 28
4. Strategic Plan Development Update [5 min] (Jen Stone, Lane Trotter)	no attachment
5. Government Mandate Letter 2022-2023 [5 min] (Monty Bryant, Lane Trotter) *attachment	44
<b>VII ADJOURNMENT</b>	
* Requires a decision. See Page 3 for the proposed motions.	attachment 3



**BOARD OF GOVERNORS**

**Regular Meeting**

**MOTIONS**

**Monday, May 9, 2022**

**VI NEW BUSINESS**

**2. Camosun College Student Society (CCSS) Fee Levies**

**MOTION**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS DIRECT ADMINISTRATION TO COLLECT THE FOLLOWING FEES FOR THE 2022-2023 ACADEMIC YEAR AND REMIT SAME TO THE CAMOSUN COLLEGE STUDENT SOCIETY:

CCSS	\$12.63/month
BCFS	\$2.48/month
CASA	\$0.46/month
Health	\$143/year
Dental	\$143/year
Student Refugee Program	\$0.50/month

**AND**

DIRECT ADMINISTRATION TO COLLECT THE FOLLOWING LEVIES TO BE COLLECTED AND DISTRIBUTED BY COLLEGE ADMINISTRATION AS PER THE EXISTING ARRANGEMENTS AND UNDERSTANDINGS:

U-Pass	\$20.25/month
Childcare	\$1.21/month
Athletics	\$4.95/month
Recreation	\$3.45/month
Building Fund	\$4.47/month
Recycled Paper	\$0.15/month

**5. Government Mandate Letter 2022-2023**

**MOTION**

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT AND APPROVE THE TERMS OF THE 2022/23 GOVERNMENT MANDATE LETTER.



## Board of Governors

**SUBMITTED BY:** Lane Trotter, President

**DATE:** May 9, 2022

**TOPIC:** President's Report April 12 – May 9, 2022

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### 1. Meetings with External Community

On April 12<sup>th</sup> I attended the Greater Victoria Chamber of Commerce AGM.

On April 20<sup>th</sup> I had the honour of being the Guest Speaker at the Harbourside Rotary Club breakfast meeting. Heather Jones, Advancement Officer with Camosun's Advancement & Alumni Engagement attended with me. My presentation to the group gave them an overview of the college including our mission and values, the many partnerships we have with community, the economic impact that we have on the region, and new and future projects Camosun is undertaking.

On April 21<sup>st</sup> I attended an on-line meeting of the BC Colleges Presidents.

On April 22<sup>nd</sup> Geoff Wilmshurst and I travelled to India for an intense week-long visit to multiple cities. We met with various partner organizations in order to bolster relations to ensure a continued stream of International students coming to study at Camosun.

On May 2<sup>nd</sup>, I participated in a debrief session with the BC College Presidents on the lessons learned about COVID and recommendations for the future.

On May 4<sup>th</sup> I had an on-line meeting with Denise Amyot, CEO of College and Institutes Canada (CICan) to discuss areas of interest that we would like CICan to pursue on our behalf.

On May 5<sup>th</sup> I attended an on-line meeting of the BC Colleges Presidents with Minister Anna Kang.

### 2. Meetings with Senior Leadership Council (SLC) and Internal Meetings

On April 14<sup>th</sup> I met with the Senior Leadership Council.

On April 21<sup>st</sup> I had a "meet and greet" session with the English Department.

### **3. Events and Awards Ceremonies**

#### **Annual Comic Art Festival April 20, 2022**

The Annual Comic Art Festival took place from 4 to 9 pm on Wednesday, April 20, at Lansdowne campus. It featured student artists talking about and showing what they have worked on over the past year. The students sold their comics, showed off their prints, and talked about their careers. There were several panels as well as guest speaker at the festival, which was free to attend. The guest speaker was Michael Nicoll [Yahgulanaas], who is a Haida Gwii artist. He popularized Haida manga, which is a juxtaposition of Haida iconography with the manga style of storytelling.

#### **National Award – Chargers Head Coach**

Following the Camosun Chargers men’s volleyball team gold-medal at nationals, the Canadian Collegiate Athletic Association (CCAA) announced that head coach, Charles Parkinson, received the 2022 CCAA Coaches Excellence Award. The award recognizes coaching contributions to sport and to student-athlete development over a period of at least five years. Congratulations!



# APPROVED Minutes

## REGULAR MEETING

Wednesday, Mar 16, 2022

4:00 – 6:00 pm

P216, LACC 321, MS Teams

### Present

#### Voting Members

- |   |                                    |
|---|------------------------------------|
| 1. Andrea Kucherawy, Support Staff (Vice-Chair) | 11. Kyle Jones, Student            |
| 2. Bijan Ahmadi, Faculty (Chair)                | 12. Lindsay van Gerven, Student    |
| 3. Blair Fisher, Faculty                        | 13. Lois Fernyhough, Faculty       |
| 4. Brian Coey, Faculty                          | 14. Mark Fournier, Faculty         |
| 5. Corrine Michel, Faculty                      | 15. Monika Bhardwaj, Student       |
| 6. Debbie Hlady, Administration                 | 16. Richard Stride, Administration |
| 7. Emily Schudel, Faculty                       | 17. Ruth Lyall, Faculty            |
| 8. John Boraas, Administration                  | 18. Ryan Russell, Faculty          |
| 9. Julia Grav, Faculty                          | 19. Scott Harris, Administration   |
| 10. Karen Young, Student                        | 20. Tia Primrose, Support Staff    |

#### Non-Voting Members

- |  |  |
|--|--|
| Connie Klassen, ICC Chair                  | Lane Trotter, President                      |
| Peter Moroney, Education Policy & Planning | Todd Ormiston, Indigenization Representative |
| Ruth Mojeed Ramirez, Board of Governors    |  |

**Guests:** Alan Duncan, T&T, Electronics & Comp Engineering Chair; Gord Inglis, CSEE, Sport Management Chair; Diane Gilliland, Access, ACF Faculty; Janice Simcoe, Director, IECC

**Regrets/Absent:** Julia Grav,

ITEM	PRESENTER
<p><b>A. CALL TO ORDER AND DECLARATION OF QUORUM</b></p> <p>The regular meeting was called to order at 4:03 pm. Quorum was reached.</p>	<b>Bijan Ahmadi</b>
<p><b>B. ACKNOWLEDGEMENT OF COAST SALISH TERRITORY</b></p> <p><i>Camosun College campuses are located on the traditional territories of the Lkwungen and WSÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. &lt;<a href="http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html">http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html</a>&gt;</i></p>	<b>Bijan Ahmadi</b>

ITEM	PRESENTER
<p><b>C. CHECK-IN</b></p> <p>Bijan gave Council members open space for those who had anything they wanted to talk about or to bring to the attention of Council.</p>	Bijan Ahmadi
<p><b>D. ACCEPTANCE OF AGENDA</b></p> <p>The agenda for <a href="#">March 16, 2022</a> was approved by unanimous consent.</p>	Bijan Ahmadi
<p><b>E. MINUTES FOR APPROVAL</b></p> <p>The minutes for the <a href="#">February 16, 2022</a> meeting were approved by unanimous consent.</p>	Bijan Ahmadi
<b>F. REPORTS</b>	
<p><b>1. Education Council Chair</b></p> <p>Bijan had nothing further to report.</p>	Bijan Ahmadi
<p>Excusal of absence on council</p>	
<p><b>Motion:</b> That Education Council excuses the absence of Julia Grav from council for January to April 2022.</p>	<p><b>Moved by: Bijan Ahmadi</b> <b>Seconded by: Blair Fisher</b> <b>Motion Carried</b></p>
<p><b>2. VP Education</b></p> <p>Unfortunately, John was unable to attend this meeting. Normally someone could speak to the VP Education's office on his behalf, however a program cancellation must be brought forward by the VP Education. Will seek a mover to table the motion to the April meeting.</p>	Bijan Ahmadi for John Boraas
<p><b>Program Cancellations</b></p>	
<p><a href="#">Building Employment Success for Tomorrow (BEST)</a></p>	
<p><b>Motion:</b> That Education Council table the motion (approve and recommend to the Board of Governors cancellation of the Building Employment Success for Tomorrow program) to the April Education Council meeting.</p>	<p><b>Moved by: Monika Bhardwaj</b> <b>Seconded by: Lois Fernyhough</b> <b>Motion Carried</b></p>
<p><b>3. Board Member</b></p> <p>Lane reported on behalf of Ruth. The last Board meeting was his second one; he expressed how much he loves it at Camosun. Some of the issues being</p>	Lane Trotter for Ruth

ITEM	PRESENTER
<p>looked at are regarding updates: some policy changes that are underway; an update from Finance that there will be a finance training session for Board members in April. There was a presentation on the new Strategic Planning Process for the development of the new Strategic Plan; expect that to start rolling out in the next while via Thought Exchange. If EdCo is interested in a presentation that can be arranged. Lane reminded Council that the Board approved the current Strategic Plan to stay in place until the new Strategic Plan is developed. The expectation is for the new Strategic Plan to be ready for implementation next September.</p>	<p><b>Mojeed Ramirez</b></p>
<p><b>G. COMMITTEE REPORTS</b></p>	
<p><b>Education Council Policy and Standards Committee</b></p> <p>Peter reported that the Committee met on March 7<sup>th</sup>; there was a good turnout. Puja Gupta has an interest in joining the Committee and attended the meeting as a guest. The first item discussed was the Education Approvals Policy package, with the ICC Terms of Reference being a part of that. There was the suggestion that other elements of the policy needed to be tightened up. The decision was to address those instead of pushing it forward. Feedback was received by the Committee and additional changes will be made before being brought to EdCo. The next policy looked at was a draft of the Final Exam policy. This is the tentative name for it; it has a longer name now due to feedback received from consultations about not making it so specific. There will be continued consultation on this policy before it will be brought to EdCo, hopefully before June.</p>	<p><b>Peter Moroney</b></p>
<p><b>H. INTEGRATED CURRICULUM COMMITTEE REPORT</b></p>	
<p><b>Amendment to motion previously approved</b></p>	
<p>That Education Council approves correction of the Admission Requirements for the Bachelor of Science Dental Hygiene to reflect: GPA from three year dental hygiene program:</p>	
<p><b>Moved by: Monika Bhardwaj</b>  <b>Seconded by: Brian Coey</b>  <b>Motion carried</b></p>	
<p><b>Curriculum for Presentation and Approval</b></p>	
<p>Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:</p>	
<p><b>T&amp;T</b></p> <p><a href="#">Cybersecurity &amp; Networking Technology</a>  <a href="#">Cybersecurity &amp; Network Support Technician</a>  <a href="#">CSNT 104 – Work Term 1</a>  <a href="#">CSNT 110 – Cybersecurity Essentials</a></p>	<p><b>Alan Duncan</b></p>



ITEM	PRESENTER
<p><a href="#">CSNT 111 – Workstation Security Fundamentals</a></p> <p><a href="#">CSNT 120 – Networks 1</a></p> <p><a href="#">CSNT 121 – Networking II</a></p> <p><a href="#">CSNT 130 – IT Essentials</a></p> <p><a href="#">CSNT 131 – Linux Basics</a></p> <p><a href="#">CSNT 132 – Server Fundamentals</a></p> <p><a href="#">CSNT 160 – Internet of Things: Connecting &amp; Securing Devices</a></p> <p><a href="#">CSNT 161 – Programming Essentials in Python</a></p> <p><a href="#">CSNT 204 – Work Term 2</a></p> <p><a href="#">CSNT 210 – Cybersecurity Analysis</a></p> <p><a href="#">CSNT 211 - Cybersecurity Operations Fundamental</a></p> <p><a href="#">CSNT 212 - IT Security Penetration Testing</a></p> <p><a href="#">CSNT 220 - Enterprise Networking, Security, and Automation</a></p> <p><a href="#">CSNT 230 - Linux Systems</a></p> <p><a href="#">CSNT 240 - Cloud Essentials</a></p> <p><a href="#">CSNT 241 - Cloud Administration</a></p> <p><a href="#">CSNT 250 – DevOps</a></p> <p><a href="#">CSNT 251 - Information Technology Services</a></p> <p><a href="#">CSNT 252 – Security Research Project</a></p>	
<p><b>Motion:</b> That Education Council approves the curriculum as submitted:</p> <p style="text-align: right;"><b>Moved by: Emily Schudel</b> <b>Seconded by: Monika Bhardwaj</b> <b>Motion carried</b></p>	
<p><b>CSEE</b></p> <p><a href="#">PDD Sport Management</a></p> <p><a href="#">SPMA 440</a></p>	<b>Gord Inglis</b>
<p>That Education Council approves the curriculum as submitted:</p> <p style="text-align: right;"><b>Moved by: Andrea Kucherawy</b> <b>Seconded by: Richard Stride</b> <b>Motion carried</b></p>	
<p><b>Access - Eyē? Sqā'lewen</b></p> <p><a href="#">Ways of Indigenous Leadership and Learning</a></p> <p><a href="#">IST 300</a></p> <p><a href="#">IST 301</a></p> <p><a href="#">IST 302</a></p>	<b>Todd Ormiston</b>

ITEM	PRESENTER
<p><a href="#">IST 303</a>  <a href="#">IST 304</a>  <a href="#">IST 305</a>  <a href="#">IST 306</a>  <a href="#">IST 307</a></p> <p>That Education Council approves the curriculum as submitted:</p> <p style="text-align: right;"><b>Moved by: Mark Fournier</b>  <b>Seconded by: Monika Bhardwaj</b>  <b>Motion carried</b></p>	
<p><b>Access - ACF</b></p> <p><a href="#">EDCP</a>  <a href="#">EDCP 091</a>  <a href="#">EDCP 092</a>  <a href="#">EDCP 093</a>  <a href="#">EDCP 094</a></p> <p>That Education Council approves the curriculum as submitted:</p> <p style="text-align: right;"><b>Moved by: Emily Schudel</b>  <b>Seconded by: Corrine Michel</b>  <b>Motion carried</b></p>	<b>Diane Gilliland</b>
<p><b>Regular Curriculum for Approval</b></p> <p>Whereas: The Integrated Curriculum Committee has reviewed and had consensus to recommend full approval of the following curriculum:</p> <p>ACCESS: ELD COURSES; ICP PROGRAM</p> <p><a href="#">ELD 062</a>  <a href="#">ELD 064</a>  <a href="#">ELD 074</a>  <a href="#">ELD 097</a>  <a href="#">Indigenous College Prep</a></p> <p>BUSINESS:</p> <p><a href="#">BUS 130</a>  <a href="#">BUS 280</a></p> <p>CSEE: SPORT MANAGEMENT  <a href="#">Bachelor in Sport Management</a></p>	<b>Connie Klassen</b>

ITEM	PRESENTER
<p><a href="#">SPMA 340</a> <a href="#">SPEX 240</a></p> <p>HHS: EACS; CFCS; SONO</p> <p><a href="#">Education Assistant and Community Support (Cert)</a> <a href="#">HLTH 116</a> <a href="#">CSEA 120</a> (course cancellation) <a href="#">Community Family and Child Studies (Dip) program</a> <a href="#">Diagnostic Medical Sonography</a></p>	
<p>A&amp;S: MATH &amp; STATS; SOCIAL SCIENCES; ENGR TRANSFER; VIS ARTS</p> <p><a href="#">STAT 123</a> <a href="#">GEOG 102</a> <a href="#">SOC 104</a> <a href="#">SOC 106</a> <a href="#">SOC 112</a> <a href="#">SOC 162</a> <a href="#">Engineering Transfer (Cert)</a> <a href="#">APSC 110-ENGTR Seminar 1</a> <a href="#">APSC 112-ENGTR Seminar 2</a> <a href="#">ART 144</a></p>	
<p><b>Motion:</b> That Education Council approves changes to the curriculum as submitted:</p> <p style="text-align: right;"><b>Moved by: Debbie Hlady</b> <b>Seconded by: Monika Bhardwaj</b> <b>Motion carried</b></p>	
<b>I. ADJOURNMENT</b>	<b>Bijan Ahmadi</b>
The meeting adjourned at 5:33 pm.	



**BOARD OF GOVERNORS**

**GOVERNANCE POLICY REVIEW COMMITTEE**

**MINUTES**

**MEETING:** Tuesday, March 15, 2022  
**TIME:** 3:00 pm  
**LOCATION:** Paul 216, Lansdowne Campus  
**ONLINE:** Teams

**BOARD MEMBERS:**

Monty Bryant, Chair  
 Joanne Cumberland  
 Brenda McBain  
 Lane Trotter, President (ex-officio)

**REGRETS:** nil

**EXECUTIVE ASSISTANT:** Heather Martin

**C O N F I D E N T I A L**

**1. Review of the February 15, 2022, Meeting Minutes**

The minutes of the February 15, 2022 Board Governance Policy Review Committee meeting were approved as distributed.

**2. G-1.1 Board Conduct By-Law Review**

Monty Bryant, Chair, noted the committee will begin at ‘Part Two: Conflict of Interest’, then return to review the definitions at the end. The definitions were moved to the beginning in the new template and the definitions will be reviewed at the end.

In the introduction to Part Two, “the reality or perception that” will be removed. It will be replaced with “actual, potential or perceived conflict of interest that affect”. The definition of each word will be added under the section on definitions.

**Actual**

An “actual conflict of interest” exists where a Board member exercises an official power or performs an official duty or function and at the same time, knows that in the performance of this duty or function or in the exercise of power there is the opportunity to further a private interest.

**Potential**

A “potential conflict of interest” exists where there is some private interest that could influence the performance of a member’s duty or function or in the exercise of power and the member has not yet performed that duty or function or exercised the power.

**Perceived**

A “perceived conflict of interest” exists where informed people might reasonably hold the apprehension that a conflict of interest exists on the part of the member.

Lines 1, 2, 3, 5 and 6 have no changes. The new Line 8 (previous Line 7) has no changes.

In Line 4, ‘or groups’ will be added after “toward individuals”.

A new Line 7 will be added: “Elected members of the Board are not considered to be in conflict of interest when bringing informed perspectives from their constituents to discussions. However, when voting they must represent the best interests of the college as a whole.”

Under the main ‘Purpose and/or Rationale’ section at the beginning of the policy, “including a duty of care and a duty of loyalty” will be added at the end of the paragraph following “provincial legislation”.

The meeting adjourned at 4:10 pm.

CONFIDENTIAL



## BOARD OF GOVERNORS

### REGULAR MEETING MINUTES

**MEETING:** Monday, April 11, 2022  
**TIME:** 5:00 pm  
**LOCATION:** Paul 216, Lansdowne Campus  
**ONLINE:** Teams

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**BOARD MEMBERS:**

Monty Bryant, Chair  
Bijan Ahmadi  
Tanya Clarmont, Vice Chair  
Joanne Cumberland  
Amanda Garner  
Puneet Kaur  
Lindsay Kearns  
Richard Margetts  
Brent Palmer  
Ruth Mojeed Ramirez  
Mike Stubbing  
Lane Trotter, President  
Al van Akker

**ADMINISTRATION:**

John Boraas, VP Education  
Heather Cummings, VP Student Experience  
Deborah Huelscher, VP Administration & CFO  
Rodney Porter, Exec. Director, Communications & Marketing  
Barbara Severyn, Exec. Director, Human Resources  
Geoff Wilmshurst, VP Partnerships

**REGRETS:** Brenda McBain

**EXECUTIVE ASSISTANT:** Heather Martin

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#### I CALL TO ORDER

Monty Bryant, Chair, called the meeting to order at 5:01 pm.

#### II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

#### III BOARD MEMBER REPORTS

##### 1. Chair's Report

Monty Bryant, Chair, noted today we are welcoming five guests on Teams: Lynelle Yutani, CCFA; Keith Todd, CUPE; Michel Turcotte, CCSS; April Atkins, SIP; and Nancy-Ellen Mabey, CAL. Lane Trotter and Monty met several times for planning and updates.

On April 1, Monty joined Camosun International to help celebrate Miki Speirs win of the CIGan Award for Excellence for non-managerial staff for 2021. Miki won the award for her work on the 'Camosun Cares' initiative. Camosun Cares provided hampers of food to students during the pandemic, which were delivered by volunteers. Monty supported it by delivering hampers and found it to be enormously rewarding to see how happy it made the students. Monty congratulated Miki for winning such a well-deserved award.

On April 5, Monty had an introductory phone meeting with Eric Peters, Senior Ministerial Advisor for the Ministry of Advanced Education and Skills Training (AEST) and Desmond Pollard, Ministerial Advisor.

On April 6, Ian Tol, Executive Director, Facilities Services & Campus Development, gave the Board a tour of the site for the proposed film studio at the Interurban campus. The members had the opportunity to have all their questions answered.

The spring 2022 elections for the Board of Governors and Education Council seats are now over. Joanne Cumberland and Al van Akker were acclaimed to the support staff and faculty seats for three-year terms each. Monty and the Board congratulated them both for their re-appointments and commitment to Camosun College.

The Ministry wrote the Board Chairs last week to say that Ukrainian students, through a Government initiative, will have a special class application which is eligible for domestic tuition rates. The new Federal budget will have a significant investment in International student visa processing.

## **2. President's Report**

Lane Trotter, President, and Jody Kitts, Director, Advancement and Alumni Engagement, met with Chief Gordon Planes, T'Sou-Ke First Nation in Sooke on March 31, 2022. It was a chance to get to know each other and discuss how Camosun can work with members of the T'Sou-Ke First Nation. There will be a follow-up meeting on how we can work together on things like pollution clean-up and EV marine vehicles to support eco-tourism.

Lane thanked Rodney Porter, Christiaan Bernard and their teams, and the Nexus for the April Fools jokes. The Chargers were renamed the "Mustangs" as Lane loves his Ford Mustang. Camosun International changed their name to "United Student Services" with a Star Trek theme, and the Nexus ran a story on April 1 changing Camosun's double CC logo to be Lane's smile.

On April 7, Minister Melanie Mark and Alison Noble, President of the BC Games Society, unveiled the torch for the BC Summer and Winter Games. It was designed by one of our Mechanical Engineering students, Lacey Reay, along with Jamin Zuroski as part of a Camosun Innovates project. They designed it, including an Indigenous theme, and manufactured it.

On April 11, Lane hosted Indian Consul General Manish from Vancouver on a tour of the Interurban Campus. This was the first ever visit by Indian Consul staff. Thank you to Heather Gross for her organization, Chef David Lang for the lunch, and to Cynthia Smith for the tour of the Centre for Health and Wellness.

## **3. Foundation**

Geoff Wilmshurst, Vice President Partnerships, noted we received \$1.787M to date this year, including the gift in kind from Seaspan last month. The Advancement team raised \$500K in future pledges from Seaspan. Last month we received a bequest of \$800K. There are ten estates in administration. There are 62 future bequests to the Foundation. The Advancement team is working with donors and get five to ten more each year. On May 16, 2022, the Board and Foundation Board will meet jointly.

**4. Education Council**

Bijan Ahmadi, Education Council Chair, noted the minutes from the February 16, 2022, meeting were included in the agenda package. Bijan went over the highlights of the March 16, 2022, meeting, which included four new programs.

- Cybersecurity & Networking Technology, Cybersecurity & Network Support Technician.
- Post Degree Diploma in Sport Management.
- WIL - Ways of Indigenous Leadership and Learning.
- Education and Career Planning Program.

**5. Pacific Institute for Sport Education (PISE) (nil)****IV BOARD COMMITTEE REPORTS****1. Executive Committee**

Monty Bryant, Chair, noted the Executive Committee met on March 28, 2022. Deborah Huelscher presented the Funding Analysis for Grant & Tuition that was given to the Board at the April 4 Finance Committee meeting. It was very helpful to the Board's understanding of the budget. Lane Trotter provided an update on COVID-19. Lane updated the Board on the development of the Strategic Plan. The Committee reviewed the Board of Governors schedule for 2022/2023. The Executive made a recommendation on the revision to the Respectful Workplace Policy. The motion will come up next on the agenda.

The Board self-evaluation and member interviews for 2021/2022 will take place in May. The electronic self-evaluation survey will be distributed in the beginning of May. The second part of the process will be a one-on-one interview with a member of the Board Executive. The feedback will help the Board's continuous improvement. The questions will be on training needs, the Orientation, succession planning and process.

**i) 0-5.10 Respectful Workplace Policy – Update**

Monty Bryant noted the request is to change the approval body of the 'Respectful Workplace' policy from the College Executive Team to the Board of Governors.

**MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE CHANGE OF THE APPROVAL BODY FOR THE POLICY '0-5.10 RESPECTFUL WORKPLACE' FROM THE COLLEGE EXECUTIVE TEAM TO THE BOARD OF GOVERNORS.**

**CARRIED****2. Finance Committee**

- i) The minutes from the January 31, 2022, meeting were included in the agenda package. The projected deficit for 2021/2022 is likely to be approximately \$5.5M.
- ii) Report from the April 4, 2022, meeting
  - a. **Budget 2022/2023**  
Mike Stubbing, Chair, Finance Committee, noted all Board members were invited to the April 4, 2022, Finance Committee meeting. A detailed walk-through of the budget was provided. The members were able to ask all their questions and had plenty of time to consider the presentation before being asked to vote today.



Deborah Huelscher gave an overview of the key metrics of where Camosun stands compared to other post-secondary institutes in BC and on the island. The presentation helped the Board understand the college's financial position.

The projected deficit is \$7.3M for 2022/2023. It is the third successive deficit budget year. The Finance Committee met with Jason Butler, the ADM responsible for finance at AEST on March 17. The Ministry understands the pressures that have caused 16 of our 25 post-secondary institutes to project a deficit this year. We expect the Ministers of Finance and AEST will approve the deficit budget in writing following the Quarter Two results.

The budget includes a 2% rise in tuition for both domestic and International. There will be no additional Government funding so we must find other revenue sources; or expenditure cuts; or a combination of the two. The administration is working on increasing revenue generation, although it will likely be a combination. There are strategies in place to increase International enrolment.

In the five years pre-pandemic, we accumulated reserves and so are not in debt. The Government has begun a funding review of the BC post-secondary system. The results are expected in about two years.

Mike Stubbing and Lane Trotter acknowledged Deborah Huelscher for the excellent work she did on the budget and for pulling all the data together to help the Board understand it better.

#### **MOTION**

**THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS CONDITIONALLY APPROVE THE COLLEGE'S BUDGET FOR THE FISCAL YEAR 2022/23 WITH TOTAL REVENUE OF \$146,790,200 AND TOTAL EXPENDITURE OF \$154,073,440 RESULTING IN A BUDGETED DEFICIT OF \$7,283,240, SUBJECT TO APPROVAL BY THE MINISTRY OF ADVANCED EDUCATION AND SKILLS TRAINING AND THE MINISTRY OF FINANCE.**

**CARRIED**

### **3. Governance Committee**

- i) The minutes from the February 15, 2022, meeting were included in the agenda package.
- ii) Monty Bryant, Chair, gave a report on the March 15, 2022, Governance Committee meeting. They are making progress and will bring the revisions to the Board when finished.

## **V APPROVAL OF THE MINUTES**

The minutes of the March 7, 2022, meeting were approved as distributed.

## **VI NEW BUSINESS**

### **1. Strategic Plan Development Update**

Lane Trotter, President, provided an update on the ongoing work on the development of the new Strategic Plan, and thanked Jen Stone and Rashed Al-Haque for their work.

## Completed and Upcoming Engagements:

- Completed presentation and engagement with Camosun Students Union on April 11.
- Attending the Indigenous Advisory Council on May 3; invited by Janice Simcoe.
- Employee World Café and Open House will run on May 25 and 26.
  - May 25 1:00-3:30 at Lansdowne Library 151.
  - May 26 9:30-12:00 at Interurban Helmut Huber.
- Student Engagement Booth at Lansdowne April 12; to encourage participation in the Student Thought Exchange.
- Focus groups planned for May and June.
- Will run Thought Exchanges and Qualtrix surveys with Donors and Alumni in May.
- Jen Stone will work with Geoff Wilmshurst to identify additional external stakeholders to engage with in May.

## Communications:

- Weekly CamNews reminders for employee Thought Exchange.
- Camosun.ca Strategic Planning website updated with new Word Mark: “Create a Stronger Future @ Camosun”.
- April 5-14 Social Media Campaign to encourage student participation in the thought exchange. Facebook, Instagram and TikTok.
- April 5, all students received an email invitation to participate in Thought Exchange.

## Thought Exchange Update:

- As of April 11, the employee Thought Exchange has 197 ideas shared, 6937 ratings with an average rating ratio of 35 per idea. This is 15 higher than the basic recommended amount.
- 41% CCFA, 34% CUPE and 16% Exempt Participation. BCGEU and other make up the remaining participants.
- As of April 11, the Student Thought Exchange has 105 ideas, 2,303 rating with an average rating of 22 per idea, which is very good engagement.
- Both exchanges will be closed on Friday, April 14.

## Major themes emerging on the Student Exchange are:

1. Adding more online and flexible program offerings.
2. Adding Student Housing, Food options and on-campus activities.
3. Two term registration and easier registration processes.

## Major Themes Emerging on the Employee Exchange are:

1. Re-evaluate salary and benefits, including flexible work arrangements to attract and retain employees.
2. Expand course and service hours beyond Monday to Friday / 9am to 5pm.
3. Continue to add to course/program flexible offerings – online, hybrid, blended.
4. Focus on climate and sustainability.
5. Improved processes.
6. Affordable housing.
7. EDI and TR.

Jen Stone and Rashed Al-Haque are working with John Boraas on the Education Planning side to ensure alignment and collaboration. It is on track and going according to the plan as outlined in early March. The Strategic Plan is the Board's plan for the college. Lane will bring more on the Board's role to the next meeting.

**VII ADJOURNMENT**

The meeting was adjourned at 5:51 pm.

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**Monty Bryant, Chair**

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**Date**

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**Heather Martin, Executive Assistant**



## BOARD OF GOVERNORS

**SUBMITTED BY:** Lane Trotter, President  
**TO:** Camosun College Board of Governors  
**DATE:** May 9, 2022  
**TOPIC:** Annual Report - Sexual Violence and Misconduct Policy Implementation Report

For Information: X

For Decision:

For Discussion:

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### BACKGROUND

In May of 2016, the Provincial Legislature passed the British Columbia (B.C.) *Sexual Violence and Misconduct Policy Act* (the "Act"). The Act required public post-secondary institutions in B.C. to establish and implement a sexual misconduct policy by May of 2017.

Policies are required to address sexual misconduct/violence including sexual misconduct prevention and responses to sexual misconduct, and include procedures for reporting and responding to sexual misconduct involving a student.

### CAMOSUN CONTEXT

In May 2017, the Camosun College Board of Governors approved the policy entitled *Sexual Violence and Misconduct* (E-2.9).

The policy included extensive input in the development stage from over 200 members of the Camosun community as well as external support from agencies, other postsecondary institutes and community partners.

Accountability for the policy rests with the College president as per both the provincial legislation and our own policy, and as such, I provide this report on an annual basis to the board. Specifically, the board approved *Sexual Violence and Misconduct* policy (E-2.9) indicates that:

*The President of Camosun College will provide an annual update to the Board of Governors pertaining to the implementation of this policy, including but not limited to:*

- *Student engagement and consultation*
- *Prevention, communication and awareness strategies*
- *Response*

### POLICY IMPLEMENTATION

#### Student Engagement and Consultation

To establish the policy and ensure that the implementation included high levels of awareness, an extensive consultation process was developed that included students. This has continued since board approval in 2017 and has included:

- Ongoing consultation and event/initiative partnership with the Camosun College Student Society.
- A completed review and updates to the *Sexual Violence and Misconduct* policy (E-2.9), in consultation with the Camosun Student Society and a policy working group led by the Vice President Student Experience in 2020. This review and updates follows the requirement by the government for a three year review process for all post-secondary institutions in British Columbia.
- Participation in the Canadian Camosun Wellbeing Survey (February 2020), a national health behaviour common surveillance tool to assess the mental health and wellbeing of students and identifying priorities for intervention at an institutional level.
- Participation in the Ministry of Advanced Education and Skills Training Sexual Violence Survey 2022. The objective of the study is to better understand student perceptions of sexual violence at B.C. post-secondary institutions in order to create a safer and healthier learning environment for students.

### **Prevention, Communication and Awareness Strategies**

Sexual violence prevention and education requires a holistic approach. Camosun's educational approach looks to develop a comprehensive strategy composed of educational and engagement components that equip students, faculty and staff with the awareness, knowledge and skills required to make social change at Camosun and beyond. The end goal is an environment where sexual violence is not tolerated and a culture of consent and respect is expected and demonstrated by all members of the College community.

In-line with the *Sexual Violence and Misconduct* policy (E-2.9), the goal of the education plan is to provide education, training and awareness to the College Community in order to:

- Increase the amount and quality of information and education to prevent sexual violence;
- Reduce trauma for people who have been hurt;
- Improve responsiveness and quality of service for victim/survivors; and
- Strengthen the capacity and support for staff whose positions support prevention or response to sexual violence on our campuses.

Strategies implemented over the last year have included:

- The development of a comprehensive web-landing page within the Office of Student Support (<https://camosun.ca/services/sexual-violence-support-and-education>)
- Ongoing collaboration with various college stakeholders on sexual and gender-based violence prevention planning and initiatives
  - Women's Collective - Camosun College Student Society representatives
  - Camosun Chargers Athletics teams – Sexualized violence prevention tabling at games, supporting student-athlete continued completion of sexualized violence prevention education
  - Camosun International
  - School of Trades and Technology
  - School of Health and Human Services
  - Camosun Learning Services - Planning for future implementation of sexualized violence prevention online training for all students
- Ongoing support and education offered to Camosun staff and faculty on sexual and gender-based violence

- Regular one-to one consultation with faculty and staff to assist with responding to disclosures, appropriate referrals, safety planning, supporting students and fostering a culture of consent and increasing awareness about sexualized and gender-based violence
- Engagement and presentation to schools and administrative units to build partnerships and increase awareness of sexualized violence prevention efforts and student safety
  - Registrar Office, Dean’s, Directors, Chairs, Centre for Accessible Learning, Camosun International and Indigenous Education and Community Connections.
- Presentations aimed at staff and faculty offered on the updated *Sexual Violence and Misconduct* policy (E-2.9)
- Regular delivery of “Effectively Responding to Disclosures” training to support staff and faculty confidence in supporting survivors of sexualized and gender-based violence
- Year-round learning opportunities for students (and supporters) on topic of sexualized violence prevention
  - Inclusion of sexualized violence prevention education embedded in Welcome and Orientation activities
    - Sexualized violence prevention and response information included in orientation and transitions newsletters to students
    - Online student outreach times hosted by Student Workers aimed at connecting with students virtually and referring them to appropriate Student Affairs services and supports including Office of Student Support
    - Office of Student Support sexualized violence prevention Welcome Week tabling
    - Parents and Supporters Orientation presentations
    - Athletics department - Chargers’ student-athlete orientation
  - Various workshops, engagement, and learning opportunities on topic of sexualized violence prevention for students hosted throughout year
    - *Consent and Healthy Boundaries*
    - *Be More Than a Bystander*
    - *Deconstructing Masculinity and Building Consent*
    - Student and employee engagement and learning activities recognizing significant days (International Day for the Elimination of Violence Against Women, International Women’s Day etc.)
    - Sexualized Violence Awareness Week February 14-18 2022:
      - Week-long engagement opportunity amplifying sexual and gender-based violence prevention at Camosun including workshops, tabling, in-person outreach, social media outreach/engagement, amplification of community partner resources (Victoria Sexual Assault Centre, Men’s Therapy Centre, Island Sexual Health and PEERS)
- Engagement with media to amplify sexualized violence prevention efforts
  - Camosun newspaper article in NEXUS outlining the role of Office of Student Support in assisting students impacted by sexualized violence and promoting Sexualized Violence Awareness Week 2022 activities and awareness campaigns

- Promoting student engagement on topic of sexualized violence prevention to better inform and implement sexualized violence education and support efforts
  - Promotion of *BC Post-secondary sexual violence perception survey – help guide future change*
  - Outreach to Camosun College Student Society seeking student voices for feedback and to inform outreach initiatives
- Participation in development of best-practices for sexualized violence reporting for BC post-secondary institutions
  - Provincial working group on a strategy for the collection of statistics on Sexual Violence and Misconduct cases in British Columbia post- secondary institutions headed by representatives from BC PSI's and Ministry of Advanced Education and Skills Training
- Increased capacity and resources for Office of Student Support to support increased sexualized violence prevention efforts
  - Hired new term Student Support Manager
  - Hired term Operations Assistant to coordinate and implement community outreach plan on sexualized and gender-based violence
- Creation and revision of engaging and informative visual materials to assist in sexualized violence education and prevention
  - Rack cards, pamphlets, wallet cards, kiosk banners, bathroom stall posters and promotional pull-up banner created and distributed
- Student Support Managers' engagement in professional development opportunities on promising practices in sexualized violence prevention at Canadian post-secondary institutions
  - Canadian Association of College & University Student Services Conference (June 2021)
    - *Healing Together: A trauma-informed approach to students-as-partners work*
    - *What does it mean to be a student (and woman) of colour on a Canadian university campus today?*
    - *Student sex work in Canadian higher education*
    - *"Little Did we Know...": Collaborative approaches to sexual violence prevention programming*
  - British Columbia Campus: Sexual Misconduct Forum
  - Courage to Act: National Skillshare Series with the International Students Community of Practice

## RESPONSE

Camosun College is committed to creating and maintaining a healthy learning and working environment in which sexual violence and misconduct is not tolerated. The college understands that sexual violence prevention requires creating safe, respectful, and trauma-informed spaces for all students (including both those who have been harmed and those accused of causing harm) to seek support and to understand the options available under the *College's Sexual Violence and Misconduct policy (E.2-9)*.

Under the *Sexual Violence and Misconduct policy (E.2-9)* a student can choose from the following choices, in seeking a resolution to their situation:

- Disclosure
  - For the purposes of the policy, "disclosure" means making known information pertaining to sexual misconduct as defined in the policy. A disclosure will not result in an

investigation by the college, unless there is an immediate or compelling threat to the safety of the individual or other members of the college community.

- Report to the College
  - A formal allegation of sexual misconduct against a person. A report should include all relevant particulars, where available, including a record of times, dates, nature of any incidents, and names of potential witnesses. A report may initiate an investigation under section 4.3 of the policy.
- Report to the police
  - A complaint of sexual misconduct made by an individual to the police. A student choosing to pursue this option may receive assistance from the Office of Student Support, the Counselling Department, or Campus Security.

Regardless of which of the above option, a student chooses, Student Support Managers can and will provide an array of support options in cases when a student has been impacted by sexualized violence including:

- Safe, private trauma-informed support conversations offered to survivors and respondents
- Safety planning support provided to decrease ongoing risk of harm to all parties involved
- Referrals to appropriate community resources such as the Victoria Sexual Assault Centre, Men's Therapy Centre, The Foundry, British Columbia Crime Victim Assistance Program and Mental Health Services
- Referrals to Camosun Human Resources for information and follow-up for staff and faculty
- Guidance and support for staff and faculty through receiving a disclosure and accessing their professional and personal support systems
- Facilitate internal referrals through Student Affairs services and supports.
- Comprehensive case management of internal college referrals, services and supports
- Ensure academic concessions are in place as necessary for all parties involved
- Support survivors with *Sexual Violence and Misconduct* policy (E-2.9) reporting options
- Inform and support survivors with reporting to law enforcement
- Implement behavioral agreements ensuring safety and appropriate conduct is clear and followed
- Security-led discussions with students regarding no-contact requests and communication expectations
- Parental involvement and/or support where appropriate especially for those with significant cognitive barriers
- Mental health referrals including high risk self-harm situations and consultation with Camosun Behavior Intervention Team (BIT) and the Vancouver Island Integrated Mobile Crisis Response Team (IMCRT)
- Addiction counselling referrals and interim harm reduction safety plans

## **NEXT STEPS**

In the upcoming academic year, our focus will be on:

- Identifying appropriate assessment tools to inform educational programming and the impact of that programming including, but not limited to:
  - The Camosun Student Experience Survey
  - Ministry of Advanced Education and Skills Training Sexual Violence Survey
- Continue established "consultative network" including broad representation from faculty, staff and students, to be responsible for informing the implementation of the education plan.



- Research and implement a bystander intervention education program in partnership with the Camosun College Student Society, Campus Security/Safety and external partners (e.g., ITA, UVic Men's Circle)
- Explore and establish external agreements/partnerships to support students in crisis (e.g., Foundry, Integrated Mobile Crisis Response Team, Victoria Sexual Assault Support Centre, and Community Learning Partnerships).
- Continue development and implementation of trauma informed disclosure training for faculty and staff.
- Explore and implement delivery of self-paced online sexualized violence training program that will be accessible to all students



***Standing up for student rights since 1990***

***Local 17 of the British Columbia Federation of Students***

April 28, 2022

Dr. Monty Bryant  
Camosun College Board of Governors  
3100 Foul Bay Rd.  
Victoria, B.C. V8P 5J2

**RE: Student Society Fee Levies 2022-2023**

Dear Dr. Bryant:

As required by the College and Institutes Act, the Camosun College Student Society is informing the Board of Governors that its 2020-2021 audit and more recent current un-audited statements were presented to CCSS members at their Annual General Meeting on April 8th, 2022 which took place via Zoom video conference. The CCSS is required by the College and Institutes Act to request that the Board of Governors direct the collection and remittance of all CCSS related fee levies.

The schedule of proposed CCSS student levies for the 2022-2023 academic year is as follows:

<b>Levy</b>	<b>2022 - 2023</b>	<b>Current 2021 - 2022</b>
CCSS	\$12.63/month	\$12.29/month
BCFS	\$2.48/month	\$2.40/month
CASA	\$0.46/month	\$0.45/month
U-Pass	\$20.25/month	\$20.25/month
Health	\$143/year	\$139/year
Dental	\$143/year	\$139/year
Childcare	\$1.21/month	\$1.18/month
Athletics	\$4.95/month	\$4.82/month
Recreation	\$3.45/month	\$3.36/month
Building Fund	\$4.47/month	\$4.35/month
Recycled Paper	\$0.15/month	\$0.15/month
Student Refugee Program	\$0.50/month	\$0.49/month

Similar to tuition, the CCSS levies have been increased by inflation in accordance with CCSS bylaws. The British Columbia Federation of Students levy is governed by the bylaws of that organization and has increased by the national inflation rate. The U-Pass levy is tied to the cost of the BC Transit adult monthly bus pass and is governed by the joint CCSS/Camosun agreement with the Victoria Regional Transit Commission that was approved by a student referendum in April 2001. The Health/Dental fees

are governed by the terms of a referendum passed in 1999 and have also slightly increased this year due to inflationary pressures.

The Camosun College Student Society requests that the Board of Governors direct the collection and remittance of all proposed CCSS levies for the 2022-2023 academic year. We specifically request that the CCSS, BCFS, CASA, Student Refugee Program, and Health & Dental levies be collected and remitted directly to the student society. We also request that the U-PASS, Child Care, Athletics, Recreation, Building Fund, and Recycled Paper levies be collected and distributed as per the existing arrangements and understandings.

Yours truly,

A handwritten signature in blue ink that reads "Michel Turcotte". The signature is fluid and cursive, with a long horizontal stroke at the end.

Michel Turcotte  
Executive Director

Enclosure: CCSS 2020-2021 Audited Financial Statements

[www.twmca.com](http://www.twmca.com)

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**FINANCIAL STATEMENTS**

**CAMOSUN COLLEGE STUDENT  
SOCIETY**

**March 31, 2021**

Limited Liability Partnership



**Tompkins Wozny**  
Chartered Professional Accountants

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## INDEPENDENT AUDITOR'S REPORT

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To the Members of  
**Camosun College Student Society**

### *Opinion*

We have audited the financial statements of Camosun College Student Society (the Society), which comprise the statement of financial position as at March 31, 2021, and the statements of operations, changes in fund balances and cash flows for the year then ended, and notes to the financial statements, including a summary of significant accounting policies.

In our opinion, the accompanying financial statements present fairly, in all material respects, the financial position of the Society as at March 31, 2021, and the results of its operations and its cash flows for the year then ended in accordance with Canadian accounting standards for not-for-profit organizations.

### *Basis for Opinion*

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the Auditor's Responsibilities for the Audit of the Financial Statements section of our report. We are independent of the Society in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

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

Management is responsible for the preparation and fair presentation of the financial statements in accordance with Canadian accounting standards for not-for-profit organizations, and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, management is responsible for assessing the Society's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless management either intends to liquidate the Society or to cease operations, or has no realistic alternative but to do so.

Those charged with governance are responsible for overseeing the Society's financial reporting process.

### *Auditor's Responsibilities for the Audit of the Financial Statements*

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements. As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit. We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.
- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Society's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.

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## INDEPENDENT AUDITOR'S REPORT

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- Conclude on the appropriateness of management's use of the going concern basis of accounting and based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Society's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Society to cease to continue as a going concern.
- Evaluate the overall presentation, structure and content of the financial statements, including the disclosures, and whether the financial statements represent the underlying transactions and events in a manner that achieves fair presentation.

We communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.

### Report on Other Legal and Regulatory Requirements

As required by the British Columbia Societies Act, we report that the accounting principles used in these financial statements have been applied on a basis consistent with that of the preceding year.

*Tompkins Wozny LLP*

Vancouver, Canada  
September 27, 2021

Chartered Professional Accountants



**Camosun College Student Society**  
 Incorporated under the Society Act of B.C.

**STATEMENT OF FINANCIAL POSITION**

As at March 31

	2021					2020	
	Operating Fund	Capital Asset Fund	Building Fund	Health & Dental Fund	Student Refugee Fund	Other Funds	Total
	\$	\$	\$	\$	\$	\$	\$
<b>ASSETS</b>							
<b>Current assets</b>							
Cash and cash equivalents [note 3]	771,988	—	—	2,730,326	11,022	449,734	3,963,070
Accounts receivable [note 4]	210,189	—	3,435	540,065	—	—	753,689
Prepaid expenses	3,780	—	—	—	—	—	3,780
Interfund receivable (payable)	310,162	—	(20,000)	(290,162)	—	—	—
<b>Total current assets</b>	<b>1,296,119</b>	<b>—</b>	<b>(16,565)</b>	<b>2,980,229</b>	<b>11,022</b>	<b>449,734</b>	<b>4,720,539</b>
Funds held by Camosun College [note 5]	—	—	5,339,682	—	—	—	5,339,682
Capital assets [note 6]	—	51,038	—	—	—	—	51,038
	<b>1,296,119</b>	<b>51,038</b>	<b>5,323,117</b>	<b>2,980,229</b>	<b>11,022</b>	<b>449,734</b>	<b>10,111,259</b>
<b>LIABILITIES AND FUND BALANCES</b>							
<b>Current liabilities</b>							
Accounts payable and accruals [note 7]	171,722	—	—	—	—	16,002	187,724
Deferred revenue	—	—	—	820,394	—	—	820,394
	<b>171,722</b>	<b>—</b>	<b>—</b>	<b>820,394</b>	<b>—</b>	<b>16,002</b>	<b>1,008,118</b>
<b>Fund balances</b>							
Invested in capital assets	—	51,038	—	—	—	—	51,038
Internally restricted	—	—	5,323,117	2,159,835	11,022	433,732	7,927,706
Unrestricted	1,124,397	—	—	—	—	—	1,124,397
<b>Total fund balances</b>	<b>1,124,397</b>	<b>51,038</b>	<b>5,323,117</b>	<b>2,159,835</b>	<b>11,022</b>	<b>433,732</b>	<b>9,103,141</b>
	<b>1,296,119</b>	<b>51,038</b>	<b>5,323,117</b>	<b>2,980,229</b>	<b>11,022</b>	<b>449,734</b>	<b>10,111,259</b>

See accompanying notes to the financial statements

On behalf of the Board:



**RICHARD DOUCET**  
**FINANCE EXECUTIVE**







**Camosen College Student Society**  
Incorporated under the Society Act of B.C.

Year ended March 31

**STATEMENT OF CASH FLOWS**

	2021						2020	
	Operating Fund	Capital Asset Fund	Building Fund	Health & Dental Fund	Student Refugee Fund	Other Funds	Total	Total
	\$	\$	\$	\$	\$	\$	\$	\$
<b>OPERATING ACTIVITIES</b>								
Excess of revenue (expense) for the year	(12,906)	(16,417)	1,017,826	285,896	2,127	104,406	1,380,932	410,077
Add items not affecting cash								
Amortization of capital assets	—	16,417	—	—	—	—	16,417	12,938
Loss of disposal of asset	—	—	—	—	—	—	—	269
Changes in non-cash working capital items								
Accounts receivable	17,787	—	57,538	55,621	—	—	130,946	103,643
Prepaid expenses	901	—	—	—	—	—	901	4,585
Accounts payable and accruals	(103,749)	—	—	—	—	(7,534)	(111,283)	114,169
Interfund receivable (payable), no specific terms	(300,162)	—	10,000	290,162	—	—	—	—
Deferred revenue	—	—	—	(10,372)	—	—	(10,372)	(115,926)
<b>Cash provided (used) by operating activities</b>	<b>(398,129)</b>	<b>—</b>	<b>1,085,364</b>	<b>621,307</b>	<b>2,127</b>	<b>96,872</b>	<b>1,407,541</b>	<b>529,755</b>
<b>INVESTING ACTIVITIES</b>								
Purchase of capital assets	(9,773)	—	—	—	—	—	(9,773)	(25,728)
Disposal of capital assets	—	—	—	—	—	—	—	625
Inter-fund transfer	23,945	—	—	—	—	(23,945)	—	—
<b>Cash provided (used) in investing activities</b>	<b>14,172</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>(23,945)</b>	<b>(9,773)</b>	<b>(25,103)</b>
<b>Increase (decrease) in cash during the year</b>	<b>(383,957)</b>	<b>—</b>	<b>1,085,364</b>	<b>621,307</b>	<b>2,127</b>	<b>72,927</b>	<b>1,397,768</b>	<b>504,652</b>
Cash, beginning of year	1,155,945	—	4,254,318	2,109,019	8,895	376,807	7,904,984	7,400,332
<b>Cash, end of year</b>	<b>771,988</b>	<b>—</b>	<b>5,339,682</b>	<b>2,730,326</b>	<b>11,022</b>	<b>449,734</b>	<b>9,302,752</b>	<b>7,904,984</b>
<b>Cash is represented as follows:</b>								
Cash and cash equivalents	771,988	—	—	2,730,326	11,022	449,734	3,963,070	3,650,666
Funds held by Camosun College	—	—	5,339,682	—	—	—	5,339,682	4,254,318
	<b>771,988</b>	<b>—</b>	<b>5,339,682</b>	<b>2,730,326</b>	<b>11,022</b>	<b>449,734</b>	<b>9,302,752</b>	<b>7,904,984</b>

See accompanying notes to the financial statements



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**Camosun College Student Society**  
Incorporated under the Society Act of B.C.

## NOTES TO FINANCIAL STATEMENTS

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March 31, 2021

### 1. PURPOSE OF THE ORGANIZATION

Camosun College Student Society (the "Society") is a not-for-profit organization incorporated pursuant to the Society Act of British Columbia that provides support services and advocacy representation to the student membership. The Society is exempt from income taxes.

The purposes of the Society is to organize students on a democratic basis for the advancement of students' interests; to develop a sense of community among students and other constituent groups of Camosun College; to promote and represent students' interests in relation to Camosun College; to create, organize and promote services or programs which enrich the educational, social, cultural and recreational environment at Camosun College; and, to seek to ensure that Camosun College programs are accessible to everyone.

### 2. SIGNIFICANT ACCOUNTING POLICIES

These financial statements were prepared in accordance with Canadian accounting standards for not-for-profit organizations and include the following significant accounting policies:

#### **Use of Estimates**

The preparation of financial statements in conformity with Canadian accounting standards for not-for-profit organizations requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements and the amounts of revenues and expenses reported during the year. Significant areas requiring the use of management estimates relate to the determination of net recoverable value of assets, in particular as it relates to the useful lives of capital assets, accrued liabilities and deferred revenue. Actual results could differ from these estimates.

#### **Fund Accounting**

The Society follows fund accounting using the deferral method of accounting for contributions. The major funds are described below.

##### *Operating Fund*

Revenues and expenses related to program delivery and administrative activities are reported in the general fund. This fund represents unrestricted resources.

The following funds are all internally restricted for the following purposes:

##### *Capital Asset Fund*

The Capital Asset Fund reports the assets, liabilities, revenues and expenses related to the Society's capital assets.



**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**NOTES TO FINANCIAL STATEMENTS**

March 31, 2021

**2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)****Fund Accounting (Cont'd)***Building Fund*

The Building Fund was established in 1992 with the goal of creating the capital necessary to fund the construction of its own space. In 2005, the construction of student space became a priority and members voted to establish a building fund levy in April 2006.

The College collects funds through a student levy on behalf of the Society and remits the collected funds directly to the Camosun College Foundation where they are held in trust until such time as they are required for building development.

*Health & Dental Fund*

The members of the Society have agreed to contribute up to \$272 per year for the purpose of offering both a health plan and dental plan for undergraduate students.

*Student Refugee Fund*

The Society's Student Refugee program is run in collaboration with the Camosun WUSC (World University of Canada) Committee and the Camosun College. Its purpose is to sponsor one student refugee per academic year and help with pursuing their educational goals.

*Internally Restricted Net Assets in the Operating Fund*

The Society has several internally restricted funds as outlined in the Statements of Operations and Changes in Funds Balances. These funds include Nexus, Clubs, Events, Walk Safer, Contingencies in Future Benefits, First Nations Student Association, Pride, Students with Disabilities, Women's Centre, Sustainability, and the International Students Fund.

In accordance with the operating reserve policy, each of the groups carry forward up to \$1,000 of their budget surplus per year, except Events, Clubs, Walk Safer and the Fund for Contingencies in Future Employee Benefits.

*i) Nexus Fund*

The Nexus is the student newspaper. The purpose of the Nexus Publishing Society is to publish informative, analytical, and entertaining materials with focus on issues affecting students. Students paid \$114,644 [2020: \$125,312] towards publication of the Nexus.



**Camosun College Student Society**  
Incorporated under the Society Act of B.C.

## NOTES TO FINANCIAL STATEMENTS

March 31, 2021

### 2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

#### Fund Accounting (Cont'd)

##### *ii) Clubs Fund*

Club funding is provided by a student levy so that students can start a club. The board passed a motion that all funds received would be spent on clubs; therefore the Clubs' surplus is carried forward without restriction. Examples of clubs include Japanese Conversation, Psychology, and Toastmasters.

##### *iii) Events Fund*

The Events fund is primarily used for funding CamFest, but includes other Society special events. CamFest is an event to welcome students to the campuses and have handbooks, hot beverages, and information to help orient students.

##### *iv) Walk Safer Fund*

Walk Safer is a student run safety service that is available on both Lansdowne and Interurban Campuses, where students can be walked or transported by golf cart to their classes, vehicles or other locations at night. The capital fund was established to purchase and maintain golf carts when needed. Walk Safer can carry-over up to \$5,000 to top up the program's capital fund.

##### *v) Contingencies for Future Employment Benefits Fund*

The Fund for Contingencies in Future Employee Benefits have been set aside to cover seldom used but obligatory employee contingencies such as employee childcare, non-continual expenses would otherwise cause an adverse impact on the Society's annual budget.

##### *vi) First Nations Student Association Fund*

The First Nations Student Association (FNSA) is run by and for Aboriginal students at Camosun College. FNSA was formed to address the specific concerns of Aboriginal students, and to provide a comfortable place for students to go. FNSA's mandate is to meet the social, cultural, and recreational needs of Aboriginal students.

##### *vii) Pride Fund*

The Pride Centre is dedicated to providing and creating a safe and supportive environment for members of the Gay, Lesbian, Bisexual, Transgendered, Two-Spirited and Queer (GLBT2Q) community and their allies on campus. The Pride Centre offers individuals an opportunity to take an active role in creating a healthy, involved, and fun community on campus.



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**Camosun College Student Society**

Incorporated under the Society Act of B.C.

## NOTES TO FINANCIAL STATEMENTS

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March 31, 2021

### 2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

#### **Fund Accounting (Cont'd)**

##### *viii) Students' with Disabilities Fund*

The Student's with Disabilities director acts as an advocate for those affected by both physical and mental health concerns. The director provides a listening ear and acts as a confidant for discussion of personal issues.

##### *ix) Women's Centre Fund*

The Women's Centre exists at both Lansdowne and Interurban campus and provides a safe space, resources, and activities specifically to enhance the lives of women on campus.

##### *x) Sustainability Fund*

Camosun Students for Sustainability exists to foster awareness of environmental issues and is an advocate for implementing change to improve the environment.

##### *xi) International Fund*

International Student Director is an advocate, provided by the Society, to voice and act on the issues of international students. The International Student Director's mission is to help enable International students understand Canadian culture as well as help promote cultural awareness.

##### *xii) Food Bank Fund*

The Society maintains a food bank as an emergency resource for food and some basic necessities, for students at both Lansdowne and Interurban campuses.

##### *xiii) Human Resources Fund*

The Human Resources Fund provides for external consultancy, advisory and record keeping services.

#### **Revenue Recognition**

The Society follows the deferral method of accounting for contributions. Unrestricted contributions are recognized as revenue of the appropriate fund when received or receivable if the amount to be received can be reasonably estimated and the collection is reasonably assured. Contributions for externally restricted purposes are recognized as revenue in the year in which the related expenses are incurred.

Student activity fees are recognized as revenue according to the academic terms and funds they relate to.



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**Camosun College Student Society**  
Incorporated under the Society Act of B.C.

## NOTES TO FINANCIAL STATEMENTS

---

March 31, 2021

### 2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)

#### Revenue Recognition (Cont'd)

The Health Plan levies are recognized as revenue over the term of the plan coverage.

Revenue from all other sources is recognized when the service is provided or when the respective goods are sold to the customer.

Interest income is recognized in accordance with the terms of the underlying investment which is generally with the passage of time.

#### Contributed Services

Volunteers contribute their time to assist the Society in carrying out its activities. Due to the difficulty in determining the fair value of such services, the value of the donated services is not recognized in these financial statements.

#### Measurement of Financial Instruments

The Society initially measures its financial assets and financial liabilities at fair value. The Society subsequently measures all its financial assets and financial liabilities at amortized cost.

Financial assets measured at amortized cost include cash, term deposits, and accounts receivable. Financial liabilities measured at amortized cost include accounts payable and accruals.

Financial assets measured at amortized cost are tested for impairment when there are indicators of impairment. The amount of the write-down is recognized in net income. The previously recognized impairment loss may be reversed to the extent of the improvement, directly or by adjusting the allowance account, provided it is no greater than the amount that would have been reported at the date of the reversal had the impairment not been recognized previously. The amount of the reversal is recognized in net income.

#### Cash and Cash Equivalents

Cash is defined as cash on hand and cash on deposit, net of cheques issued and outstanding at the year-end and highly liquid term deposits.

The Society's statement of cash flows is prepared on a net cash basis and cash flows from operating activities are reported using the indirect method.



**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**NOTES TO FINANCIAL STATEMENTS**

March 31, 2021

**2. SIGNIFICANT ACCOUNTING POLICIES (CONT'D)****Capital Assets**

Purchased capital assets are recorded at cost and amortization expense is recorded in the Capital Asset Fund.

Amortization is provided over the assets' estimated useful lives as follows:

- Computers 3 years straight-line
- Office equipment 20% per year, declining basis
- Other equipment 20% per year, declining basis

Amortization for equipment acquired during the year is recorded at one-half of the indicated rates.

**Use of Premises**

The use of the Society's current office space is provided, at no cost, by way of agreement with Camosun College.

**3. CASH AND CASH EQUIVALENTS**

	2021	2020
	\$	\$
Cash	315,591	653,325
Term deposits	3,647,169	2,997,031
Credit Union shares	10	10
Floats	300	300
	<b>3,963,070</b>	<b>3,650,666</b>

The term deposits are readily convertible into cash and have interest rates between 3.10% to 3.30%.



**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**NOTES TO FINANCIAL STATEMENTS**

March 31, 2021

**4. ACCOUNTS RECEIVABLE**

	2021 \$	2020 \$
<b>Operating Fund</b>		
Camosun College	204,414	219,876
Interest	3,818	3,752
Other	1,957	4,348
	<b>210,189</b>	<b>227,976</b>
<b>Building Fund</b>		
Camosun College	3,435	60,973
<b>Health &amp; Dental Fund</b>		
Camosun College	533,311	589,055
Interest	6,754	6,631
	<b>540,065</b>	<b>595,686</b>
Allowance for doubtful account	—	—
	<b>753,689</b>	<b>884,635</b>

**5. FUNDS HELD BY CAMOSUN COLLEGE**

The Camosun College Student Union Society Building Fund was established in 1992 with the goal of creating the capital necessary to fund the construction of its own space. The College collects funds through a student levy on behalf of the Society. The College remits the collected funds directly to the Camosun College Foundation, where they are held in trust until such time as they are required for building development.

**6. CAPITAL ASSETS**

	Cost \$	Accumulated Amortization \$	Net Book Value \$
<b>2021</b>			
Computers	37,022	27,924	9,098
Office equipment	87,250	59,737	27,513
Other equipment	48,100	33,673	14,427
	<b>172,372</b>	<b>121,334</b>	<b>51,038</b>
<b>2020</b>			
Computers	38,712	26,966	11,746
Office equipment	81,482	53,580	27,902
Other equipment	48,100	30,066	18,034
	<b>168,294</b>	<b>110,612</b>	<b>57,682</b>





**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**NOTES TO FINANCIAL STATEMENTS**

March 31, 2021

**7. ACCOUNTS PAYABLE AND ACCRUALS**

	2021	2020
	\$	\$
<b>Operating Fund</b>		
Operations	85,547	158,960
Camosun College	1,500	22,247
Wages and vacation	84,675	94,264
	<b>171,722</b>	<b>275,471</b>
<b>Nexus Fund</b>		
Operations	16,002	23,536
	<b>16,002</b>	<b>23,536</b>
	<b>187,724</b>	<b>299,007</b>

**8. RELATED PARTY TRANSACTIONS**

For the year ending March 31, 2021, the Society paid stipends and honorariums to executive board members and other elected personnel in the amount of \$117,631 [2020 - \$79,068].

The amount above includes payments made to the following elected directors during the year:

	2021	2020
	\$	\$
External Executives	26,011	24,032
Student Wellness & Accessibility	3,707	17,810
Pride Directors	12,809	11,490
Lansdowne Executives	25,255	1,929
Interurban Executives	14,864	1,482
Finance Executives	1,390	9,249
Woman's Directors	11,148	6,872
International Directors	7,492	392
Sustainability Directors	8,358	2,736
FNSA Directors	6,597	2,911
Off Campus Directors	—	165
	<b>117,631</b>	<b>79,068</b>

**9. FINANCIAL INSTRUMENTS**

The Society is exposed to various risks through its financial instruments. The following analysis presents the Society's exposures to significant risk as at March 31, 2021.

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**Camosun College Student Society**

Incorporated under the Society Act of B.C.

**NOTES TO FINANCIAL STATEMENTS**

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March 31, 2021

**9. FINANCIAL INSTRUMENTS (CONT'D)**

**Credit Risk**

Credit risk is the risk that one party to a financial instrument will cause a financial loss for the other party by failing to discharge an obligation.

The Society is exposed to credit risk with respect to its cash, term deposits and accounts receivable. The Society assesses, on a continuous basis, accounts receivable on the basis of amounts it is virtually certain to receive. The Society's cash and investments are invested with a large financial institution.

**Liquidity Risk**

Liquidity risk is the risk of being unable to meet cash requirements or fund obligations as they become due. It stems from the possibility of a delay in realizing the fair value of financial instruments.

The Society manages its liquidity risk by constantly monitoring forecasted and actual cash flows and financial liability maturities, and by holding assets that can be readily converted into cash.

**Interest Rate Risk**

Interest rate risk is the risk that the fair value or future cash flows of a financial instrument will fluctuate because of changes in market interest rates. The Society is exposed to interest rate risk on its cash and term deposits.



**STATEMENT OF OPERATIONS - OTHER FUNDS**

Year ended March 31

	2021										2020									
	Nexus	Clubs	Events	Walk Safer	Contingencies in Future	First Nations Student Association	Pride	Student Wellness & Access	Women's Centre	Sustain-ability	International Students	Food Bank	Human Resources	Campaigns Trust	Advocacy & Campaigns	Total	Total			
	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$	\$			
<b>REVENUES</b>																				
Student levy	114,644	88,589	45,906	45,906	—	10,640	1,425	1,663	13,300	1,500	1,000	10,640	—	—	—	335,213	360,986			
Fundraising and other	—	—	1,782	11,335	—	—	—	—	—	—	—	—	—	33,774	—	46,891	126,417			
	<b>114,644</b>	<b>88,589</b>	<b>47,688</b>	<b>57,241</b>	<b>—</b>	<b>10,640</b>	<b>1,425</b>	<b>1,663</b>	<b>13,300</b>	<b>1,500</b>	<b>1,000</b>	<b>10,640</b>	<b>—</b>	<b>33,774</b>	<b>—</b>	<b>382,104</b>	<b>487,403</b>			
<b>EXPENSES</b>																				
Office, postage, supplies and other	114,644	1,320	14,770	27,138	8,091	5,300	84	—	—	—	—	246	—	29,841	—	161,560	197,960			
Wages and benefits	—	56,725	624	26,483	8,091	—	—	—	—	—	—	—	—	—	—	91,923	115,718			
Donations - Other	—	7,443	—	—	—	2,500	—	—	—	—	—	9,031	—	—	—	18,974	36,744			
Special events	—	—	1,577	—	—	2,800	—	—	—	—	—	—	—	—	—	4,377	24,258			
Travel and conferences	—	90	196	—	—	—	—	—	—	—	—	50	—	55	—	391	32,159			
Handbook and printing	—	—	473	—	—	—	—	—	—	—	—	—	—	—	—	473	1,858			
	<b>114,644</b>	<b>65,578</b>	<b>17,640</b>	<b>27,138</b>	<b>8,091</b>	<b>5,300</b>	<b>84</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>—</b>	<b>9,327</b>	<b>—</b>	<b>29,896</b>	<b>277,698</b>	<b>408,697</b>	<b>408,697</b>			
<b>Excess revenue (expenses) for the year</b>	<b>—</b>	<b>23,011</b>	<b>30,048</b>	<b>30,103</b>	<b>(8,091)</b>	<b>5,340</b>	<b>1,341</b>	<b>1,663</b>	<b>13,300</b>	<b>1,500</b>	<b>1,000</b>	<b>1,313</b>	<b>—</b>	<b>3,878</b>	<b>104,406</b>	<b>78,706</b>	<b>78,706</b>			
Fund balances, beginning of year	—	104,157	74,757	5,283	33,418	1,000	801	1,000	1,000	1,000	1,000	2,129	50,000	77,726	353,271	263,754	263,754			
	—	127,168	104,805	35,386	25,327	6,340	2,142	2,663	14,300	2,500	2,000	3,442	50,000	81,604	457,677	342,460	342,460			
Transfer from operations	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	—	30,000			
Transfer of excess surplus to operations	—	—	—	—	—	(5,340)	(1,142)	(1,663)	(13,300)	(1,500)	(1,000)	—	—	—	(23,945)	(19,189)	(19,189)			
<b>Fund balances, end of year</b>	<b>—</b>	<b>127,168</b>	<b>104,805</b>	<b>35,386</b>	<b>25,327</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>1,000</b>	<b>3,442</b>	<b>50,000</b>	<b>81,604</b>	<b>433,732</b>	<b>353,271</b>	<b>353,271</b>			

See accompanying notes to the financial statements





**BRIEFING NOTE**  
**Board of Governors**

**SUBMITTED BY:** Lane Trotter, President  
**DATE:** May 9, 2022  
**TOPIC:** Government Mandate Letter for 2022/2023

For Information:

For Decision: X

For Discussion:

**1. OVERVIEW**

Each year the Provincial Government gives Camosun College a mandate letter for the upcoming year. The letter confirms our institution's mandate under the College and Institute Act, and sets out key performance expectations for the upcoming fiscal year. The letter is based on a template for all public sector organizations and outlines Government priorities for the public post-secondary system. The results are incorporated into our annual Institutional Accountability Plan and Report.

The Government asked the board to show their support and approval of the letter with a motion. It will then be posted on Camosun's and the Government's websites. This is a requirement that demonstrates that board members understand and acknowledge their commitment to the Government's direction. Please note that the second line that refers to 'Lasting and meaningful reconciliation' probably includes Indigenization.

Past letters can be viewed on the college's website under [Plans and Reports](#) in the box 'Plans'.

Comparison summary of key points between 2021/22 and 2022/23:

<b>2021/2022</b>	<b>2022/2023</b>
Putting people first: make life more affordable	Putting people first: make life more affordable
Lasting and meaningful reconciliation	Lasting and meaningful reconciliation
Equity and anti-racism, ensure vulnerable and underrepresented groups get skills training	Equity and anti-racism, ensure vulnerable and underrepresented groups get skills training
A better future through fighting climate change	A better future through fighting climate change
A strong, sustainable economy that works for everyone	A strong, sustainable economy that works for everyone
Engage with Government to support a future-ready workforce and post-secondary system, increase access to training and jobs, building on Government's CleanBC strategy.	Fully engage with government to support a future-ready workforce and post-secondary system, increasing access to high opportunity jobs, building on Government's CleanBC strategy.
Ensure full on-campus learning and services by fall 2021	Continue to work with Ministry to resume full on-campus learning and services.

2021/2022	2022/2023
	Work with the Ministry and our communities to implement skills training, particularly for those impacted by COVID-19, and the vulnerable and underrepresented.
	Collaborate within the sector on new and priority initiatives: <ul style="list-style-type: none"> <li>• Work to align education and skills training to goals of the BC Economic plan</li> <li>• Support the implementation of Skilled Trades Certification</li> </ul>
	Contribute to Ministry engagement on upcoming initiatives: <ul style="list-style-type: none"> <li>• Future Ready: Skills for the Jobs of Tomorrow plan</li> <li>• The Ministry’s sexualized violence policy review</li> <li>• Further tech-relevant seat expansions</li> <li>• The funding formula review of provincial operating grants.</li> </ul>
Comply with the Tuition Limit Policy	
Board Training	
Meet or exceed Ministry’s financial targets	
Appropriate compensation decisions and cost-conscious culture	
Annual performance reviews for senior executives	
Focus on learner success	

## 2. RECOMMENDATION AND OR MOTION

### MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT AND APPROVE THE TERMS OF THE 2022/23 GOVERNMENT MANDATE LETTER.

## 3. SUPPORTING DOCUMENTATION:

Government Mandate Letter for 2022/2023.



April 19, 2022  
Our Ref. 124921

Dr. Monty Bryant, Board Chair  
Camosun College  
4461 Interurban Road  
Victoria, BC V9E 2C1

Email Address:        [montybryant@outlook.com](mailto:montybryant@outlook.com)

Dear Dr. Monty Bryant:

I would like to extend my thanks to you and your board members for the dedication, expertise and skills with which you serve the people of British Columbia.

As the Minister responsible for the Ministry of Advanced Education and Skills Training, I'm providing this letter of direction which builds upon Executive Council's expectations, outlined in the [2021/22 Mandate Letter](#) sent June 1, 2021. I expect that these two letters provide public post-secondary institutions with specific direction on the priorities and expectations for the coming fiscal year and will be incorporated into goals, objectives and performance measures in your upcoming Institutional Accountability Plan and Report for the 2021/22 reporting cycle, and until the end of the Government's current term.

I expect the five foundational principles included in your 2021/22 Mandate Letter (putting people first, lasting and meaningful reconciliation, equity and anti-racism, a better future through fighting climate change and a strong sustainable economy that works for everyone) will continue to inform your institution's policies and programs. I also expect your institution will continue to make substantive progress on the following priorities:

- Continue to work with the Ministry to resume full on-campus learning and services for students, faculty and staff, following the direction and guidance of the Provincial Health Officer and the COVID-19 Go-Forward Guidelines for B.C.'s Post-Secondary Sector, and support your academic communities as you respond to COVID-19 impacts and recovery.
- Work with the Ministry and your communities, employers and industry to implement post-secondary education and skills training for British Columbians, particularly those impacted by COVID-19 and vulnerable and underrepresented groups, to participate fully in economic recovery and growing career opportunities.

... /2

**Ministry of  
Advanced Education  
and Skills Training**

Office of the  
Minister

Mailing Address:  
PO Box 9080 Stn Prov Govt  
Victoria BC V8W 9E2

Location:  
Parliament Buildings  
Victoria

- 2 -

- Fully engage with government in implementing mandate commitments to support a future-ready workforce and post-secondary system, increasing access to post-secondary education and skills training and high opportunity jobs for British Columbians. This includes cross-government, community, sector and stakeholder collaboration to support mandate commitments where education, innovation and equity play a role, and that builds upon government's CleanBC strategy and supports a clean economic future.

Government's recently released [Labour Market Outlook](#) highlights that B.C. will need to fill over 1 million job openings over the next ten years, almost 80 percent of which will require some form of post-secondary credential. Additionally, [Stronger B.C.](#), Government's new Economic Plan, identifies that the skills of our people will be the key driver of our economy, for which our post-secondary system is critical for supporting British Columbians and the overall economic vitality of our province.

As a result, I am providing further detail on the areas where we will be seeking your engagement and prioritization in your planning over the coming year. Please reflect the following additional actions in your upcoming Institutional Accountability Plan and Report:

- Demonstrate your commitment to collaborating within your sector on new and priority initiatives, including:
  - Working to align education and skills training to goals of the B.C. Economic Plan; and
  - Supporting the implementation of Skilled Trades Certification
- Contribute to Ministry engagement on upcoming initiatives, including:
  - The *Future Ready: Skills for the Jobs of Tomorrow* plan;
  - The Ministry's sexualized violence policy review;
  - Further tech-relevant seat expansions; and
  - The funding formula review of provincial operating grants

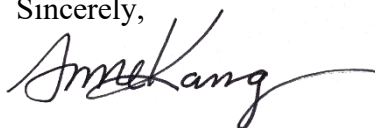
I look forward to holding regular meetings between our executive teams to discuss your institution's progress in implementing the direction and priorities set out in your Mandate Letter. These meetings will be an opportunity to clarify Government expectations and enhance engagement as we collaborate to achieve priority initiatives.

Continuing our best practice to publicly post Crown Agency mandate letters and letters of direction, you are asked to sign this letter upon approval of your board, to acknowledge Government's direction to your institution. The signed letter is to be posted publicly on your institution website.

On behalf of the Province, I would like to recognize the significant efforts post-secondary institutions have made to sustain in-person learning and services, while keeping students, faculty, staff and the broader community safe. I also want to thank you, your board, senior administration, faculty and staff for your continued leadership as we navigate through this challenging time. I look forward to continuing to work with you and your board colleagues as we continue to serve the people of British Columbia.

... /3

Sincerely,



Honourable Anne Kang  
Minister

For Board Chair signature:

X \_\_\_\_\_

Dr. Monty Bryant  
Board Chair

Date Signed: \_\_\_\_\_

pc: Shannon Baskerville, Deputy Minister  
Ministry of Advanced Education and Skills Training

[Shannon.Baskerville@gov.bc.ca](mailto:Shannon.Baskerville@gov.bc.ca)

Dr. Lane Trotter, President  
Camosun College

[trotterl@camosun.ca](mailto:trotterl@camosun.ca)

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