BOARD OF GOVERNORS

Inaugural Meeting

MEETING: **Monday, September 18, 2023**
TIME: **5:00 pm**
LOCATION: **Paul 216, Lansdowne Campus**
ONLINE: **Teams**

BOARD MEMBERS:	**ADMINISTRATION:**
Tanya Clarmont, Chair	John Boraas, Provost & VP Education & Innovation
Bijan Ahmadi	Heather Cummings, VP Student Experience
Monty Bryant, Past Chair	John D'Agnolo, Exec. Dir., Human Resources
Joanne Cumberland	Deborah Huelscher, VP Administration & CFO
Logan Hudson	Rodney Porter, Exec. Dir., Communications & Marketing
Lindsay Kearns	Jen Stone, Exec. Dir., Strategy, Planning & Transformation
Brenda McBain	
Ruth Mojeed Ramirez	**GUEST**: Clifton Dildy, Past A/Director, Student Affairs
Jagjeet Singh	Ted Pennell, CIO
Mike Stubbing	
Lane Trotter, President	**REGRETS**: Geoff Wilmshurst, VP Partnerships
Al van Akker	
	EXECUTIVE ASSISTANT: Heather Martin

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.

A G E N D A

I **CALL TO ORDER** (Tanya Clarmont)

II **OATH OF OFFICE** (Tanya Clarmont)
- i) Logan Hudson
- ii) Jagjeet Singh

III **ADJOURNMENT**

BOARD OF GOVERNORS

REGULAR MEETING AGENDA

MEETING: **Monday, September 18, 2023**
TIME: **Immediately following the inaugural meeting**
LOCATION: **Paul 216, Lansdowne Campus**
ONLINE: **Teams**

BOARD MEMBERS:
Tanya Clarmont, Chair
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Rodney Porter, Exec. Dir., Communications & Marketing
Jen Stone, Exec. Dir., Strategy, Planning & Transformation

GUESTS: Clifton Dildy, Past A/Director, Student Affairs
Ted Pennell, Chief Information Officer

REGRETS: Geoff Wilmshurst, VP Partnerships

EXECUTIVE ASSISTANT: Heather Martin

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I	**CALL TO ORDER**		**PAGE**
II	**APPROVAL OF THE AGENDA**		
III	**BOARD MEMBER REPORTS**		
	1. Chair's Report [5 min] (Tanya Clarmont)	no attachment	
	2. President's Report [5 min] (Lane Trotter)	attachment	4
	3. Foundation [5 min] (TBA)	no attachment	
	4. Education Council [5 min] (Bijan Ahmadi/Monty Bryant)		
	i) Minutes of the May 17, 2023, meeting	attachment	6
	5. Pacific Institute for Sport Education [5 min] (Brenda McBain)	no attachment	

PAGE

IV BOARD COMMITTEE REPORTS

1. Executive Committee [3 min] (Tanya Clarmont) — no attachment
   - i) E-2.9 Sexual Violence Policy [5 min] (Heather Cummings, Clifton Dildy) * — attachment 10
   - ii) Five-Year Capital Plan [5 min] (Deborah Huelscher) * — attachment 40
2. Finance Committee [30 min] (Mike Stubbing)
   - i) Report from the September 5, 2023, meeting — no attachment
     - a. 2022/2023 Financial Information Act Report [5 min] (Mike Stubbing) * — attachment 54
     - b. G-1.5 Finance Committee Terms of Reference [2 min] (Mike Stubbing) * — attachment 82

V APPROVAL OF THE MINUTES

1. Minutes of the June 12, 2023, meeting [2 min] (Tanya Clarmont) — attachment 85

VI NEW BUSINESS

1. Board Oversight Cybersecurity Risk Management & Multi-factor Authentication (MFA) [10 min] (Ted Pennell, Deborah Huelscher) — attachment 90
2. Government: 2023/24 Mandate Letter [10 min] (Tanya Clarmont, Lane Trotter) * — attachment 115
3. Government: Future Ready Plan [10 min] (Lane Trotter) — attachment 121
4. Indigenization at the Board Table [10 min] (Tanya Clarmont) — no attachment
5. Election of the Vice Chair [5 min] (Deborah Huelscher) — no attachment

VII ADJOURNMENT

***** Requires a decision. See Page 3 for the proposed motions. attachment 3

BOARD OF GOVERNORS
Regular Meeting

MOTIONS

Monday, September 18, 2023

IV BOARD COMMITTEE REPORTS

1. Executive Committee

i) E-2.9 Sexual Violence Policy Revisions

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE E-2.9 SEXUAL VIOLENCE POLICY AS INDICATED.

ii) Five-Year Capital Plan

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE SUBMISSION OF THE CAMOSUN COLLEGE FIVE-YEAR CAPITAL PLAN (2024/25 TO 2028/29) TO THE MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS.

2. Finance Committee

i) 2022/2023 Financial Information Act Report

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE 2022/2023 FINANCIAL INFORMATION ACT REPORT AND AUTHORIZE ITS SUBMISSION TO THE MINISTER OF FINANCE AND THE MINISTER OF POST-SECONDARY EDUCATION AND FUTURE SKILLS.

ii) Board Finance Committee Terms of Reference Revision

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISION TO THE 'G-1.5 FINANCE COMMITTEE TERMS OF REFERENCE' THAT STATES THE BOARD CHAIR IS A MEMBER OF THE COMMITTEE.

VI NEW BUSINESS

1. Government: 2023/24 Mandate Letter

MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT AND APPROVE THE TERMS OF THE 2023/24 GOVERNMENT MANDATE LETTER AND AUTHORISE THE BOARD CHAIR TANYA CLARMONT TO SIGN IT.

TOP

Board of Governors

SUBMITTED BY: **Lane Trotter, President**
DATE: **September 18, 2023**
TOPIC: **President's Report: June 13-September 18, 2023**

Note: A verbal report will be provided for events from September 7 through 18, due to the publishing timeline of the Board meeting package.

1. Meetings with External Community

I had the honour of attending several meetings and social events with our colleagues visiting from Miriam College in June. The time was extremely productive and benefited both intuitions through a more in-depth understanding of our partnership and the people involved. I also attended a meeting between our Ministry and the Philippines Commission on Higher Education to discuss how BC and the Philippines can collaborate.

On July 21st Geoff Wilmshurst, VP Partnerships and I attended the BC-India Business Network (BC-IBN) Education and Skills Summit in Vancouver. I was on a panel looking at how collaboration can further our partnerships with the India community.

On August 23rd I participated in the External Review Panel Visit for Camosun's proposed BBA in Socially Responsible Management with Dr. Breda Kenny of Munster Technological University, Mr. David Wells of Vancouver Community College and Dr. Robert Mittelman of Royal Roads University.

2. Meetings with Internal Community

On July 7th I thoroughly enjoyed the opportunity to meet with a group of Business 150 students to be interviewed for their class project on leadership styles. After completing the assignment, the student contacted me to share the instructor's comments which included: "Wonderful work! I thoroughly enjoyed reading your paper and reading about your learning of the concepts we discussed in class and within the text. Your team's approach to this assignment was creative, appropriate, thorough, and very informative! Great job, everyone!"

The week of August 28 through 31 was filled with visits to our Schools welcome back events. These various events were a wonderful opportunity to connect with faculty and staff and celebrate the good work which we do together.

TOP

3. Special Events

On June 14th and 15th I attended the college's convocation ceremonies at the PISE gymnasium. As always, these events were a wonderful celebration of our students.

On August 29th I attended the employee BBQ which was held in the Wilna Thomas Building and patio. There was an excellent turnout (despite the weather being the first grey day in weeks!) with food provided by Aramark and music provided by students in the Conservatory of Music. It was a happy, relaxed event and a great opportunity for faculty and staff to connect before the fall term begins.

On September 5th and 6th I spent time at CamFest at both campuses. It was delightful to witness the energy and enthusiasm of our new and returning students.

APPROVED Minutes

REGULAR MEETING
Wednesday, May 17, 2023
4:00 - 6:00 pm
P216, LACC 321, MS Teams

Present

Voting Members

1. Andrea Kucherawy, Support Staff (Vice-Chair)
2. Bijan Ahmadi, Faculty (Chair)
3. Blair Fisher, Faculty
4. Brian Coey, Faculty
5. Debbie Hlady, Administration
6. Edgar Nelson, Faculty
7. Emily Schudel, Faculty
8. Ignacio Dinamarca, Student
9. Ezra Kiedaisch, Student
10. John Boraas, Administration
11. Julia Grav, Faculty
12. Lois Fernyhough, Faculty
13. Mark Fournier, Faculty
14. Richard Stride, Administration
15. Ryan Russell, Faculty
16. Scott Harris, Administration
17. Tia Primrose, Support Staff

Non-Voting Members

Connie Klassen, ICC Chair
Peter Moroney, Education Policy & Planning
Karen Young, Board of Governors
Lane Trotter, President
TBA, Indigenization Coordinator

Guests:

Steven Rumpel, Business, Associate Dean; Stephen Scott, Business, MHRL Chair; Coralee Czinkota, Business, Program Leader MHRL; Jarrad Reddekop, IECC Faculty (for Todd Ormiston)

Regrets/Absent: Connie Klassen, Ezra Kiedaisch

ITEM		PRESENTER
A.	**CALL TO ORDER AND DECLARATION OF QUORUM** The regular meeting was called to order at 4:02 pm. Quorum was reached.	**Bijan Ahmadi**
B.	**ACKNOWLEDGEMENT OF COAST SALISH TERRITORY** *Camosun College campuses are located on the traditional territories of the Lək̓ʷəŋən and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here. <http://camosun.ca/learn/school/indigenous-education-community-connections/about/index.html>*	**Bijan Ahmadi**

TOP

ITEM		PRESENTER
C.	**CHECK-IN** Bijan welcomed the Council and guests and provided members an opportunity to share any School, unit, or personal updates that they had.	**Bijan Ahmadi**
D.	**ACCEPTANCE OF AGENDA** The agenda for May 17, 2023 was approved by unanimous consent.	**Bijan Ahmadi**
E.	**MINUTES FOR APPROVAL** The minutes for the Apr 19, 2023 meeting were approved by unanimous consent.	**Bijan Ahmadi**
F.	**REPORTS**	
	1. Education Council Chair Bijan informed the Council of their thirty-day notice of the Special Election (4:00 - 4:10 pm on June 21st) for the Chair and Vice-Chair of Education Council. Nominations for these positions are taken from the floor and are for a one-year term. Outgoing members are to join the regular EdCo meeting commencing at 4:10 pm. He also reiterated the positive feedback regarding the EdCo Retreat on May 5, highlighting the topics that were covered and sharing his appreciation for the guest presenters.	**Bijan Ahmadi**
	2. VP Education John informed the Council that there are two items he's hoping to bring forward to the next meeting for members to weigh in on: drafts of the Education Plan and the Camosun College Advantage. He added that considerable and exciting work is being done regarding the College's partners in the Philippines and in Ireland to build out opportunities for programs. He also shared his excitement for the BBA-Socially Responsible Management coming forward in the meeting, stating the program covers off all the College's values and creates space for cross-College collaboration among faculty and students.	**John Boraas**
	3. Board Member Karen reported that the Board met on May 15, with the regular committee reports from various members. Indigenous Studies students who recently attended the Ara/New Zealand exchange gave a presentation on their experience there and their plans after graduation. The Board also heard from Student Services about the Sexual Violence and Misconduct Policy and the work that is being done to track incidences and support students across the College. The Board also reviewed the College's taking of fees for the Student Society and how they would help them administer. Lane added that the Board passed five revisions to policy; two more are going forward in June. This will be the last of the regular work that happens every five years. Bijan thanked Rashed for the fulsome review and work that he has done in support of this policy review.	**Karen Young**

ITEM		PRESENTER
G.	**COMMITTEE REPORTS**	
	Education Council Policy and Standards Committee Pete reported that the Committee met on May 8. The Curriculum Development and Program Renewal team presented the updates to the Learning Outcomes Standard. They will be coming back to the P&S Committee with a revised version. Clifton Dildy presented the updates to the Sexualized Violence and Misconduct Policy. There was discussion and suggestions from the Committee that they will be following up on, and they hope to bring this to EdCo soon. The Committee also spent time discussing the differences between a Policy and a Standard. It was noted that there are several Standards that need some attention. Those will be reviewed and prioritized as to what needs revision.	**Peter Moroney**
H.	**INTEGRATED CURRICULUM COMMITTEE REPORT**	**Peter Moroney for Connie Klassen**
	Curriculum for Presentation and Approval Whereas: The Integrated Curriculum Committee has reviewed and had full consensus to recommend approval of the following curriculum: BUS: BBA - SOCIALLY RESPONSIBLE MANAGEMENT BBA Socially Responsible Management BUS 150 BUS 214 BUS 220 BUS 232 BUS 261 BUS 290 BUS 314 BUS 322 BUS 330 BUS 340 BUS 345 BUS 441 BUS 442 BUS 445 BUS 480 BUS 485 ECON 345 **Motion:** That Education Council approves the curriculum as submitted: **Moved by: Andrea Kucherawy** **Seconded by: Richard Stride**	**Stephen Scott** **Coralee Czinkota** **Steven Rumpel**

ITEM		PRESENTER
	Motion Carried	
	Regular Curriculum for Approval	**Connie Klassen**
	Whereas: The Integrated Curriculum Committee has reviewed and had full consensus to recommend approval of the following curriculum: A&S: CRWR COURSES CRWR 159 CRWR 160 CRWR 161	
	Motion: That Education Council approves changes to the curriculum as submitted: **Moved by: Bijan Ahmadi** **Seconded by: Debbie Hlady** **Motion Carried**	
I.	**Item for Consultation and Discussion (30 min)**	
	Project Charter - Camosun Advantage	**John Boraas**
	John presented an overview of the Draft Project Charter - Camosun College Advantage, along with the timelines for further discussions and vetting. Council provided feedback and asked questions.	
J.	**ADJOURNMENT**	**Bijan Ahmadi**
	The meeting adjourned at 5:08 pm.	

Board of Governors
Briefing Note

SUBMITTED BY: **Heather Cummings**
DATE: **September 18, 2023**
TOPIC: **E-2.9 Sexual Violence Policy Update 2023**

For Information: **For Discussion:** **For Decision: X**

BRIEF OVERVIEW

As per British Columbia's Sexual Violence and Misconduct Act, Camosun has conducted a review of its sexual violence policy as required every three years. The review included the formation of a multidisciplinary working group of college administrators as well as a student consultation process that included drop-in sessions and a survey. The focus of these consultations was informed by Camosun's commitment to:

- Fair processes for handling complaints of sexual violence and misconduct
- Providing consistent support for people impacted by sexual violence or misconduct

Based on student and employee feedback, the following updates are being proposed:

- Drop the term "misconduct" from the policy which minimizes the potential impact that all violence has on the survivor. This also is consistent with provincial and national trends.
- Update the definition of student to be at point of admission, not registration which is consistent with other policies.
- Inclusion of reference to anonymous disclosures.
- Added Acceptable Technology Use Policy reference at end.

Further, the policy has received endorsement from the College's Education Council. During these discussions, the following additional amendments were made.

- Additional clarity regarding the limits to confidentiality.
- Additional clarity on reporting process when both students and employees are involved.

RECOMMENDED MOTION:

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO THE E-2.9 SEXUAL VIOLENCE POLICY AS INDICATED.

TOP

CAMOSUN POLICY

POLICY TITLE	Sexual Violence
POLICY NUMBER	E-2.9
APPROVAL DATE	March 6, 2017
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	
LAST UPDATE OR AMENDMENT OR REVIEW DATE	June 8, 2020
NEXT REVIEW DATE	June 2023
HOLDER	Vice President Student Experience
RESPONSIBLE OPERATIONAL LEADER	Director Student Affairs
SUPPORTING DOCUMENTS	Sexual Violence Procedures E-2.9.2

SEXUAL VIOLENCE 1.0 PURPOSE AND/OR RATIONALE

The purpose of the Sexual Violence Policy (the "Policy") is to clearly communicate Camosun College's ("Camosun" or the "College") commitment to prevent and respond to sexual violence through:

a) Establishing an environment where sexual violence is not tolerated
b) Building and nurturing a culture of consent
c) Identifying clear and consistent support for people who have been impacted by sexual violence
d) Using clear, appropriate and fair processes for handling complaints of sexual violence
e) Providing education, training and awareness to the College Community about prevention and response to sexual violence.

2.0 POLICY APPLICATION, SCOPE, AND/OR LIMITS

2.1 For the purposes of this Policy, the term "Sexual Violence" includes both sexual violence and sexual misconduct.

2.2 This Policy applies to Sexual Violence by or against a Student of Camosun. This Policy also applies to reports of Sexual Violence from former Students where the alleged violence occurred when the former Student was enrolled as a Student at the College. This Policy applies to Sexual Violence that is alleged to have occurred at any Camosun location, to have a real or substantial connection to the College, to have occurred during online College activities or at College-related functions, whether or not on College property. The College may accept Reports about sexual violence from individuals who

are applicants for admission to the College, in circumstances where the alleged sexual violence arose directly from the application process.

2.3 This Policy does not apply to employees who have experienced Sexual Violence in the workplace or who require support regarding Sexual Violence not involving Students. Such matters should be reported to the Executive Director of Human Resources. Students who are also employees of the College may make a Report under this Policy. The College may, however, determine that another process is more appropriate in the circumstances.

2.4 This Policy is not intended to supersede or interfere with collective agreements or applicable laws. This Policy is independent of any criminal or civil proceedings involving conduct that is the subject of a Report. The College will make a determination of a violation of this Policy based on the Balance of Probabilities. The processes under this Policy may be suspended in the event of a criminal investigation or proceeding.

DEFINITIONS

Balance of Probabilities: Whether on the available evidence an event is more likely than not to have occurred.

Complainant: An individual who has disclosed Sexual Violence and made a Report to the College.

Consent: An active, direct, voluntary, unimpaired and conscious choice and agreement to engage in sexual activity. Consent requires the willing agreement to engage in specific sexual behaviour, and requires that an individual is able to freely choose whether to engage in such behaviour or not, communicated by affirmative words and/or actions indicating willingness to participate in that activity. In considering whether consent was given, the College recognizes the following statements:

- Silence or non-communication is not consent;
- An individual is incapable of giving consent if they are asleep, unconscious or otherwise unable to communicate;
- An individual who has been threatened or coerced is not consenting to engaging in sexual / sexualized activity;
- An individual who is drugged is unable to consent;
- An individual is unable to give consent if they are impaired by alcohol and/or drugs;
- Consent given in the past does not imply consent for future sexual activity; and

- Consent can be withdrawn at any time.

It is the responsibility of the initiator of sexual activity to obtain consent at all stages of sexual engagement.

Disclosure: For the purposes of this Policy, "Disclosure" means making known information pertaining to sexual violence as defined in this 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.

- Anonymous disclosures are accepted to facilitate access to information and supports. While the College will keep a record of the disclosure, it does not act on the information provided.

Director: Director of Student Affairs

Employee: Any person who works at the College or is contracted to work at/for the College, including, but not limited to: faculty, staff, sessional instructors, and security personnel.

Investigation: An information gathering process in response to a Report, as described in section 4.3 of this Policy. An Investigation is undertaken to determine whether Sexual Violence contrary to this Policy occurred. An Investigation may include, but is not limited to: witness interviews, collection and review of written statements, notes, logs, papers, digital and print records, and any other relevant material.

Investigator: An internal or external person who investigates a report of sexual violence.

Natural Justice: The principles of law that ensure fairness and due process to a Respondent. Natural Justice includes that the Respondent is made aware of the allegations against them and given a fair opportunity to respond, that the decision is based only on the evidence received and that the decisionmaker is unbiased;

No-Contact Undertaking: A promise to the College from a Respondent to refrain from contacting another person or persons.

No Report: When an individual who has experienced Sexual Violence chooses not make a Report to College or Report to Police. An individual who has experienced Sexual Violence and does not choose to make a Report is still able to access supports, including but not limited, to counseling and academic consideration supports.

CAMOSUN POLICY

Outcome: The determination following an Investigation, which may include a consequence. For a list of possible outcomes see E-2.5.

Procedural Fairness: The principles of law concerned with the procedures used by a decision-maker, rather than the actual outcome reached. It includes an absence of bias, providing a Respondent with fair notice of the allegations and an investigation, and giving them a reasonable opportunity to respond.

Report or Report to College: A formal allegation of Sexual Violence 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 this Policy.

Report to Police: A complaint of Sexual Violence made by an individual to the police.

Respondent: An individual against whom a Report has been made.

Sexual Violence : A broad term encompassing unwanted or unwelcomed conduct of a sexual nature. This includes sexual violence and any sexual act that is committed, threatened or attempted against an individual without their consent, regardless of whether the act is physical or psychological in nature, including, without limitation: sexual assault, sexual harassment, sexual exploitation, stalking, stealthing, indecent exposure, voyeurism, and non-consensual posting of sexually explicit pictures or video or the threat or attempt to do any such act. Sexual Violence is an act wherein power and control are abused in a sexualized manner. **Sexual Violence is also sometimes referred to as Sexual Misconduct.**

Sexual Violence can include, but is not limited to:

- **Sexual Assault:** any form of sexual contact without consent.
- **Acquaintance sexual assault:** sexual contact without consent that is forced, manipulated, or coerced by a partner, friend or acquaintance.
- **Drug-facilitated sexual assault:** is the intentional use of alcohol and/or drugs by a person to control, over-power or subdue another for the purposes of Sexual Assault
- **Sexual Harassment:** unwanted remarks, behaviours, or communications of a sexual nature and/or a course of unwanted remarks, behaviours or communications based on gender – whether directed towards an individual or group – where an individual responsible for the remarks, behaviours or communications knows, or ought to reasonably know, that these are unwanted. It may include, but is not limited to:
    - Sexual solicitations, advances, remarks, suggestive comments and gestures (including songs and chants);

- the inappropriate display of sexually suggestive or sexualized pictures, posters, objects or graffiti;
- non-consensual posting of explicit, sexual, or sexualized pictures or video on the Internet or otherwise;
- sexual comments and slurs on any form of social media;
- expressions of gender bias which may include remarks that discriminate, denigrate and/or create a poisoned learning environment; and
- sexual or sexualized conduct that interferes with an individual's dignity or privacy such as voyeurism and exhibitionism.

- **Stalking** is a form of criminal harassment involving behaviours that generally occurs on more than one occasion and which collectively instil fear in an individual/group or threaten an individual's/group's safety or mental health. Stalking can also include threats of harm to an individual's/group's friends and/or family. These behaviours include, but are not limited to: non-consensual communications (e.g., face to face, phone, email, social media); threatening or obscene gestures; surveillance; sending unsolicited gifts; "creeping" via social media/cyber stalking; and uttering threats.

- **Stealthing** is a form of sexual assault in which a condom is removed by one partner during a sexual encounter without knowledge or consent of the other partner.

Sexualize: To make sexual; attribute sex or a sex role to.

Student:

An individual for whom the Office of the Registrar maintains an official student record and who: (a) is enrolled in or registered with a developmental, trades, or undergraduate program of the College, or (b) is between academic terms and has completed the immediately preceding term and is eligible for re-enrollment, or (c) is on approved educational leave or other approved leave status.

A person on leave under the Involuntary Health and Safety Leave of Absence Policy is not considered a Student for the purposes of this Policy.

Where a Report is made against a person who was a Student at the time of the alleged Sexual Violence, the College may, in its discretion, conduct an Investigation.

Student Support Manager: A designated College employee, usually within the Office of Student Support, who is responsible for: coordinating immediate supports for the individual making a Disclosure , notifying the individual making a Disclosure of their reporting options, receiving Report(s), and liaising with additional community support services where appropriate.

Support Person: A person who acts as an emotional resource throughout all steps in the process for either the Complainant or Respondent. A Support Person should be someone a student feels comfortable with knowing the details of the incident or situation, as well as someone a student feels comfortable with being present as they recount sometimes explicit details. A Support Person should be someone who can assist a student in understanding the College's policies and procedures and help a student identify questions that they may have throughout institutional processes. The Support Person does not act as an advocate for the student.

Threat Assessment: This Policy does not limit the College's right or obligation to implement threat assessment protocols to assess whether an individual's behaviour poses a risk to self or other members of the College community.

3.0 PRINCIPLES

3.1 Camosun is committed to providing an environment where Sexual Violence is not tolerated and where a culture of consent and respect is expected and demonstrated by all members of the College Community.

3.2 Camosun will continue to build strong, consultative and collaborative relationships with Students in supporting and implementing the College's prevention of and response to Sexual Violence.

3.3 Camosun will provide educational and training opportunities regarding Sexual Violence and will communicate related procedures and supports to build awareness and to encourage the reporting of any Sexual Violence, to prevent the occurrence of Sexual Violence and to build a culture of consent across the College Community.

3.4 Camosun acknowledges that an individual who experiences Sexual Violence is not to blame.

3.5 Camosun will treat those who make a Disclosure with compassion, dignity and respect.

3.6 Camosun will treat all Disclosures and Reports confidentially, and will respect the privacy of both Complainant and Respondent. Please see section 4.6 for additional information.

3.7 Camosun will make available timely supports for those who have been affected by Sexual Violence.

3.8 Camosun will provide individuals making Disclosures with information about reporting options available to them, both within and outside of the College.

TOP

3.9 Camosun will address Reports in a timely and fair way. Camosun will establish clear Procedures for making and responding to Reports. An Investigator appointed by Camosun will endeavor to complete an Investigation within 60 days of receipt of the Report. If during the course of the Investigation the Investigator believes this timeline cannot be met, the Investigator will inform the Complainant, the Respondent, and appropriate College representative as soon as possible.

3.10 Camosun will respond to all Reports in a manner that respects natural justice and procedural fairness and that reflects the Camosun's responsibility for the safety and security of the College Community.

3.11 Camosun supports the right of Complainants and Respondents to be informed of processes and decisions relating to Reports, Investigations and Outcomes, except where precluded by law.

3.12 Camosun acknowledges the systemic, gender-based nature of Sexual Violence. Camosun supports policies and processes that provide support for individuals and groups that are at greater risk for Sexual Violence, such as those that experience historic or ongoing oppression (e.g., colonization, racism, classism, sexism, homophobia, transphobia, ableism, etc.). Camosun commits to ongoing reflection and capacity building to ensure its policies, processes and practices support all students who experience Sexual Violence.

3.13 The Board of Governors will receive an annual report from the President on Camosun's implementation of this Policy.

4.0 POLICY STATEMENTS

4.1 Sexual Violence

- Anyone who has experienced Sexual Violence is encouraged to make a Disclosure, seek support and become informed on reporting options.
- Anyone who has witnessed Sexual Violence is encouraged to report their observations to an appropriate College Official (i.e., a Student Support Manager).
- A Student who has experienced or witnessed Sexual Violence may, but is not limited to some or all of:
    - seeking support and/or academic considerations;
    - making a Report to the College;
    - making a Report to Police.

TOP

- A Student Support Manager will support Students in navigating post-Disclosure options and supports.
- The Department of Student Affairs will maintain up-to-date guidelines for all College employees to ensure this Policy is implemented appropriately.
- If a person experiencing or witnessing Sexual Violencechooses not to make a Disclosure or Report, they may still access support and accommodation services through the College, such as counselling, medical attention, and/or academic considerations, where required and reasonably possible.

4.2 Commitments to Support and Academic Consideration

- Support and/or academic consideration is available to Complainants, Respondents and witnesses involved in sexual violence Reports.
- Those who have experienced Sexual Violence may access supports, and/or academic considerations regardless of when or where Sexual Violence occurred, or by whom, where required and reasonably possible. In general, support and academic considerations will be coordinated by the Student Support Manager.
- The College may require additional information before providing, or in order to provide, consideration of support requests.
- Support and academic considerations may involve interim measures.
- The College may impose a no contact direction or require a No Contact Undertaking to facilitate the provision of interim measures of support.
- A person experiencing Sexual Violence has the right to determine what, when and how much they choose to disclose about an experience of Sexual Violence. If a Report is made, a person alleging Sexual Violence may be required to provide greater information to ensure the Respondent is treated fairly.
- The College will not subject individuals to questions regarding their past sexual history.
- A person experiencing Sexual Violence has the right to decide whether to make a Disclosure or Report to College or Report to Police.
- Any person who makes a Disclosure or Report of Sexual Violence will not subject to disciplinary action for any alcohol or substance use that occurred at or near the time of the incident(s).

4.3 Disclosures and Reports to College

4.3.1 Disclosures of Sexual Violence

A Student who has experienced Sexual Violence may make a Disclosure by confiding in a Student Support Manager from the Office of Student Support or another member of the College Community. A Disclosure is not the same as a Report. A Disclosure does not normally initiate an Investigation unless required by law, or pursuant to a collective agreement or other College Policy. A Student making a

Disclosure will be provided with resolution options and will not be required or pressured to make a Report.

The Office of Student Support will work with individuals who make a Disclosure to determine appropriate support and/or academic considerations. The types and forms of support and accommodation made available will be determined on a case-by-case basis.

The College may be required to take further action on a Disclosure to ensure the safety of the individual and/or the College Community, which may result in the release of information received in the disclosure.

4.3.2 Reporting Sexual Violence to the College

4.3.2.1 Reports

A Student who has experienced Sexual Violence may make a Report by contacting a Student Support Manager in the Office of Student Support, Student Affairs. A Report may be made in writing by e-mail or letter or in-person to the Office of Student Support.

E-mail: oss@camosun.ca

Web: camosun.ca/oss

Phone: 250-370-3311

A Report to the College may be made at any time.

Upon receipt of a Report, the matter will be referred to the Director of Student Affairs to determine whether the subject matter of the Report falls within this Policy, and whether to initiate an Investigation.

The Office of Student Support will provide the Complainant with information about what to expect, possibility of academic considerations, supports available, privacy considerations and anticipated timelines for an Investigation.

4.3.2.2 Management of Sexual Violence Reports

- Sexual Violence towards a Student by a Student
    - Where the Complainant and Respondent are both Students, the Report process will be managed through the Office of Student Support.
- Sexual Violence towards a Student by an Employee
    - Where the Complainant is a Student and the Respondent is an Employee, the Report will be provided both to the Office of Student Support and the Executive Director, Human Resources.

- In these instances, the Student Support Manager will facilitate coordination with Human Resources to ensure adherence to the appropriate procedures and contractual obligations contained in human resource policies and collective agreements, where applicable.

- Sexual Violence towards an Employee by a Student
  - Where the Complainant is an Employee and the Respondent is a Student, the Report will be provided both to the Office of Student Support and to the Executive Director, Human Resources.
  - In these instances, the Report process will be managed through the Office of Student Support.
  - The Office of Student Support will coordinate and provide appropriate supports for involved student(s).

4.3.2.3 Interim Measures

- In some cases it may be necessary to implement Interim Measures prior to the conclusion of an Investigation or determination of an Outcome. Interim Measures are temporary measures put in place to ensure the safety and protection of the parties, the community, and the integrity of the process during the Investigation and decision-making process.
- Interim measures are non-disciplinary and will have no bearing on the consideration of the merits of the Report.

4.3.2.4 Investigation

Timeliness: The College will make every reasonable effort to ensure Reports are dealt with in a timely way without compromising fairness for all parties. The College will endeavor to have Investigations concluded in 60 days from time the investigator receives a Report.

Transparency:

- Parties will be advised of their rights and responsibilities related to the Report and Investigation
- Parties will be advised what to expect from the process
- Parties will be kept informed about the process
- Parties will receive regular updates on the progress of a Report
- Where possible, reasons will be provided for any final decision made with respect to a Report.

Fairness: Any Investigation will be conducted based on the principles of natural justice and procedural fairness. Any determination will be based on the Balance of Probabilities and determined by an impartial decision maker.

Where applicable, the process will be conducted consistent with the terms of any relevant collective agreement.

Trauma Informed Approach: The Investigation and decision-making process will be conducted using a trauma informed approach, recognizing the impact of sexual violence on a person.

Right to Support through the Investigation and Decision Making Process: The Office of Student Support will connect Complainants and Respondents with a Support Person throughout the Investigation and decision-making process. Support for Complainants and Student Respondents will be facilitated by the Office of Student Support. Support for employees who are Respondents will be facilitated by Human Resources, consistent with any relevant collective agreement provisions. Complainants and Respondents have the right to identify an alternate Support Person to accompany them to any meetings or proceedings related to the Report or Investigation.

The College publishes Guidelines with respect to Support Persons. See:
http://camosun.ca/services/student-support/documents/college-supportperson.pdf

4.3.3 Making a Report to Police

- A person may make a Report to Police by contacting the RCMP or local police detachment.
- The Student Support Manager from the Office of Student Support may facilitate such a Report to Police.
- The College will cooperate with any criminal investigation. The College may suspend its Investigation pending the conclusion of a criminal investigation or process.

CAMOSUN POLICY

4.4 Right to Withdraw Report

- A Complainant may withdraw a Report at any time. The College understands that individuals who have experienced or been affected by Sexual Violence may wish to control if and how their experience will be responded to by police and/or the College. A person who has experienced Sexual Violence may choose not to request an Investigation or to request that an Investigation not occur. In certain circumstances however, if the College believes that the safety of other members of the College Community is at risk, the College may initiate or continue an Investigation and/or inform the police of a matter, even when the Complainant has exercised their right to withdraw a Report.

4.5 Management of Information

- Students have the right to access their own personal information pursuant to the Freedom of Information and Protection of Privacy Act (FIPPA). If a Student would like access to their personal information they can request this from the Student Support Manager at any time.
- Student information will be collected, used and disclosed as required or permitted by the Freedom of Information and Protection of Privacy Act.

4.6 Confidentiality

- The privacy and confidentiality of all members of the College Community involved in any Disclosure and/or Report of Sexual Violence, including an Investigation of a Report, will be protected to the fullest extent possible.
- Where required by fairness or other circumstances permitted by law, the College may disclose information provided in confidence. This includes:
    - When an individual is identified as being at imminent risk of harming self and/or others
    - When there are reasonable grounds to believe that members of the College Community or wider community may be at risk of harm
    - When necessary to ensure procedural fairness
    - When a disclosure is required by law and/or other College policies
- Persons will be notified by the Student Support Manager, in accordance with privacy legislation and applicable laws and policies, if their personal information will be disclosed in grievance or arbitration processes.

4.7 Protected Disclosure

- Retaliation, threats of retaliation, or reprisals against a Complainant, witness or other individual for:
    - Having taken action under this Policy;
    - Having participated in or co-operated in a Disclosure, Report or Investigation under this

Policy; or

- Having been associated with someone who has pursued rights under this Policy will not be tolerated.

4.8 Student Consultation

- The College will consult with students every three years regarding the implementation, application and review of this Policy.
- Students will be encouraged to participate in education, training and awareness for this Policy, and will be involved in the development of these opportunities.

4.9 Education, Training and Awareness

- The College will establish education, training and awareness opportunities for the College Community regarding Sexual Violence Policies and Procedures, prevention and response.
- Education will include training on this Policy, the prevention of Sexual Violence and responding to Sexual Violence, with content tailored to the audience and relevant to their roles and responsibilities in relation to this Policy.
- Communication materials will be accessible to the College Community in a variety of formats.

4.10 Annual Reporting

- The President of the 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
- The Office of Student Support will make an annual update available to the College Community.

RELATED LEGISLATED REFERENCES

- Sexual Violence and Misconduct Policy Act
- Criminal Code of Canada
- Freedom of Information and Protection of Privacy Act
- Human Rights Code

CAMOSUN POLICY

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- Student Misconduct Policy http://camosun.ca/about/policies/education-academic/e-2-studentservices-and-support/e-2.5.pdf
- Course Withdrawal http://camosun.ca/about/policies/education-academic/e-2-student-servicesand-support/e-2.2.pdf
- Medical/Compassionate Withdrawals http://camosun.ca/about/policies/education-academic/e-2student-services-and-support/e-2.8.pdf
- Records Management Policy http://camosun.ca/about/policies/operations/o-6-informationmanagement/o-6.2.pdf
- Standard of Conduct http://camosun.ca/about/policies/operations/o-5-human-resources/o-5.11.pdf
- Respectful Workplace http://camosun.ca/about/policies/operations/o-5-human-resources/o5.10.pdf
- Acceptable Technology Use https://camosun.ca/sites/default/files/2021-05/o-1.1.pdf

CAMOSUN POLICY

POLICY TITLE	Sexual Violence ~~and Misconduct~~
POLICY NUMBER	E-2.9
APPROVAL DATE	March 6, 2017
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	
LAST UPDATE OR AMENDMENT OR REVIEW DATE	June 8, 2020
NEXT REVIEW DATE	June 2023
HOLDER	Vice President Student Experience
RESPONSIBLE OPERATIONAL LEADER	Director Student Affairs
SUPPORTING DOCUMENTS	Sexual~~ized~~ Violence Procedures E-2.9.2

SEXUAL VIOLENCE ~~AND MISCONDUCT~~

1.0 PURPOSE AND/OR RATIONALE

The purpose of the Sexual Violence ~~and Misconduct~~ Policy (the "Policy") is to clearly communicate Camosun College's ("Camosun" or the "College") commitment to prevent and respond to sexual violence and sexual misconduct through:

a) Establishing an environment where sexual violence and misconduct are not tolerated
b) Building and nurturing a culture of consent
c) Identifying clear and consistent support for people who have been impacted by sexual violence or misconduct
d) Using clear, appropriate and fair processes for handling complaints of sexual violence and misconduct
e) Providing education, training and awareness to the College Community about prevention and response to sexual violence and misconduct.

2.0 POLICY APPLICATION, SCOPE, AND/OR LIMITS

2.1 For the purposes of this Policy, the term "Sexual ~~Misconduct~~Violence" includes both sexual violence and sexual misconduct.

2.2 This Policy applies to Sexual ~~Misconduct~~Violence by or against a Student of Camosun. This Policy also applies to reports of Sexual ~~Misconduct~~Violence from former Students where the alleged

CAMOSUN POLICY

~~misconduc~~violence~~t~~ occurred when the former Student ~~were~~ was enrolled as a Student at the College. This Policy applies to Sexual ~~Misconduct~~ Violence that is alleged to have occurred at any Camosun location, to have a real or substantial connection to the College, to have occurred during online College activities or at College-related functions, whether or not on College property. The College may accept Reports about sexual ~~misconduct~~v~~V~~iolence from individuals who are applicants for admission to the College, in circumstances where the alleged sexual ~~misconduct~~ violence arose directly from the application process.

~~or not on College property. The College may accept Reports about sexual misconduct from individuals who are applicants for admission to the College, in circumstances where the alleged sexual misconduct arose directly from the application process.~~

2.3 This Policy does not apply to employees who have experienced Sexual ~~Misconduct~~Violence in the workplace or who require support regarding Sexual ~~Misconduct~~Violence not involving Students. Such matters should be reported to the Executive Director of Human Resources. Students who are also employees of the College may make a Report under this Policy. The College may, however, determine that another process is more appropriate in the circumstances.

2.4 This Policy is not intended to supersede or interfere with collective agreements or applicable laws. This Policy is independent of any criminal or civil proceedings involving conduct that is the subject of a Report. The College will make a determination of a violation of this Policy based on the Balance of Probabilities. The processes under this Policy may be suspended in the event of a criminal investigation or proceeding.

DEFINITIONS

Balance of Probabilities: Whether on the available evidence an event is more likely than not to have occurred.

Complainant: An individual who has disclosed Sexual ~~Misconduct~~Violence and made a Report to the College.

Consent: An active, direct, voluntary, unimpaired and conscious choice and agreement to engage in sexual activity. Consent requires the willing agreement to engage in specific sexual behaviour, and requires that an individual is able to freely choose whether to engage in such behaviour or not, communicated by affirmative words and/or actions indicating willingness to participate in that activity. In considering whether consent was given, the College recognizes the following statements:

- Silence or non-communication is not consent;

- An individual is incapable of giving consent if they are asleep, unconscious or otherwise unable to communicate;
- An individual who has been threatened or coerced is not consenting to engaging in sexual / sexualized activity;
- An individual who is drugged is unable to consent;
- An individual is unable to give consent if they are impaired by alcohol and/or drugs;
- Consent given in the past does not imply consent for future sexual activity; and
- Consent can be withdrawn at any time.

It is the responsibility of the initiator of sexual activity to obtain consent at all stages of sexual engagement.

Disclosure: For the purposes of this Policy, "Disclosure" means making known information pertaining to sexual ~~misconduct~~violence as defined in this 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.

- Anonymous disclosures are accepted to facilitate access to information and supports. While the College will keep a record of the disclosure, it does not act on the information provided.

Director: Director of Student Affairs

Employee: Any person who ~~is works~~works at the College or is contracted to work at~~-~~/for the College, including, but not limited to: faculty, staff, sessional instructors, and security personnel.

~~**Interim Measure:** A temporary measure implemented by the Office of Student Support or President~~Protection Services ~~pending an Investigation or Outcome. An Interim Measure except a Suspension is not appealable.~~

Investigation: An information gathering process in response to a Report, as described in section 4.3 of this Policy. An Investigation is undertaken to determine whether Sexual ~~Misconduct~~Violence contrary to this Policy occurred. An Investigation may include, but is not limited to: witness interviews, collection and review of written statements, notes, logs, papers, digital and print records, and any other relevant material.

Investigator: An internal or external person who investigates a report of sexual violence.

Natural Justice: The principles of law that ensure fairness and due process to a Respondent. Natural Justice includes that the Respondent is made aware of the allegations against them and given a fair

opportunity to respond, that the decision is based only on the evidence received and that the decisionmaker is unbiased;

No-Contact Undertaking: A promise to the College from a Respondent to refrain from contacting another person or persons.

No Report: When an individual who has experienced Sexual ~~Misconduct~~ Violence chooses not make a Report to College or Report to Police. An individual who has experienced Sexual ~~Misconduct~~Violence and does not choose to make a Report is still able to access supports, including but not limited, to counseling and academic consideration supports.

Outcome: The determination following an Investigation, which may include a consequence. For a list of possible outcomes see E-2.5.

Procedural Fairness: The principles of law concerned with the procedures used by a decision-maker, rather than the actual outcome reached. It includes an absence of bias, providing a Respondent with fair notice of the allegations and an investigation, and giving them a reasonable opportunity to respond.

Report or Report to College: A formal allegation of Sexual ~~Misconduct~~ Violence 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 this Policy.

Report to Police: A complaint of Sexual ~~Misconduct~~ Violence made by an individual to the police.

Respondent: An individual against whom a Report has been made.

Sexual ~~Misconduct~~Violence : A broad term encompassing unwanted or unwelcomed conduct of a sexual nature. This includes sexual violence and any sexual act that is committed, threatened or attempted against an individual without their consent, regardless of whether the act is physical or psychological in nature, including, without limitation: sexual assault, sexual harassment, sexual exploitation, stalking, stealthing, indecent exposure, voyeurism, and non-consensual posting of sexually explicit pictures or video or the threat or attempt to do any such act. Sexual ~~Misconduct~~Violence is an act ~~of violence~~ wherein power and control are abused in a sexualized manner. **Sexual Violence is also sometimes referred to as Sexual Misconduct.**

Sexual ~~Misconduct~~ Violence can include, but is not limited to:

- **Sexual Assault:** any form of sexual contact without consent.

- **Acquaintance sexual assault:** sexual contact without consent that is forced, manipulated, or coerced by a partner, friend or acquaintance.
- **Drug-facilitated sexual assault:** is the intentional use of alcohol and/or drugs by a person to control, over-power or subdue another for the purposes of Sexual Assault
- **Sexual Harassment:** unwanted remarks, behaviours, or communications of a sexual nature and/or a course of unwanted remarks, behaviours or communications based on gender – whether directed towards an individual or group – where an individual responsible for the remarks, behaviours or communications knows, or ought to reasonably know, that these are unwanted. It may include, but is not limited to:
    - Sexual solicitations, advances, remarks, suggestive comments and gestures (including songs and chants);
    - the inappropriate display of sexually suggestive or sexualized pictures, posters, objects or graffiti;
    - non-consensual posting of explicit, sexual, or sexualized pictures or video on the Internet or otherwise;
    - sexual comments and slurs on any form of social media;
    - expressions of gender bias which may include remarks that discriminate, denigrate and/or create a poisoned learning environment; and
    - sexual or sexualized conduct that interferes with an individual's dignity or privacy such as voyeurism and exhibitionism.
- **Stalking** is a form of criminal harassment involving behaviours that generally occurs on more than one occasion and which collectively instil fear in an individual/group or threaten an individual's/group's safety or mental health. Stalking can also include threats of harm to an individual's/group's friends and/or family. These behaviours include, but are not limited to: non-consensual communications (e.g., face to face, phone, email, social media); threatening or obscene gestures; surveillance; sending unsolicited gifts; "creeping" via social media/cyber stalking; and uttering threats-.
- **Stealthing** is a form of sexual assault in which a condom is removed by one partner during a sexual encounter without knowledge or consent of the other partner.

Sexualize: To make sexual; attribute sex or a sex role to.

Student:

An individual for whom the Office of the Registrar maintains an official student record and who: (a) is enrolled in or registered with a developmental, trades, or undergraduate program of the College, or (b)

CAMOSUN POLICY

is between academic terms and has completed the immediately preceding term and is eligible for re-enrollment, or (c) is on approved educational leave or other approved leave status. ~~A "Student" is a person who has been accepted to and has registered for a course or program offered by the College. A person is considered a Student under this Policy from the time of registration until that person has completed the~~a course ~~without registering for another course, or until that person has graduated from a program, including the period while actually engaged in the course or program, the period between registration and the commencement of the academic term, and the period between terms (including summer).~~

A person on leave under the Involuntary Health and Safety Leave of Absence Policy is not considered a Student for the purposes of this Policy.

Where a Report is made against a person who was a Student at the time of the alleged Sexual ~~Misconduct~~Violence, the College may, in its discretion, conduct an Investigation.

Student Support Manager: A designated College employee, usually within the Office of Student Support, who is responsible for: coordinating immediate supports for the individual making a Disclosure ~~whether or not a Report is made~~, notifying the individual making a Disclosure of their reporting options, receiving Report(s), and liaising with additional community support services where appropriate.

Support Person: A person who acts as an emotional resource throughout all steps in the process for either the Complainant or Respondent. A Support Person should be someone a student feels comfortable with knowing the details of the incident or situation, as well as someone a student feels comfortable with being present as they recount sometimes explicit details. A Support Person should be someone who can assist a student in understanding the College's policies and procedures and help a student identify questions that they may have throughout institutional processes. The Support Person does not act as an advocate for the student.

Threat Assessment: This Policy does not limit the College's right or obligation to implement threat assessment protocols to assess whether an individual's behaviour poses a risk to self or other members of the College community.

3.0 PRINCIPLES

3.1 Camosun is committed to providing an environment where Sexual ~~Misconduct~~Violence is not tolerated and where a culture of consent and respect is expected and demonstrated by all members of the College Community.

CAMOSUN POLICY

3.2 Camosun will continue to build strong, consultative and collaborative relationships with Students in supporting and implementing the College's prevention of and response to Sexual ~~Misconduct~~Violence.

3.3 Camosun will provide educational and training opportunities regarding Sexual ~~Misconduct~~Violence and will communicate related procedures and supports to build awareness and to encourage the reporting of any Sexual ~~Misconduct~~Violence, to prevent the occurrence of Sexual ~~Misconduct~~Violence and to build a culture of consent across the College Community.

3.4 Camosun acknowledges that an individual who experiences Sexual ~~Misconduct~~Violence is not to blame.

3.5 Camosun will treat those ~~making~~ who make a Disclosure~~s~~ with compassion, dignity and respect.

3.6 Camosun will treat all Disclosures and Reports confidentially, and will respect the privacy of both Complainant and Respondent. Please see section 4.6 for additional information.

3.7 Camosun will make available timely supports for those who have been affected by Sexual ~~Misconduct~~Violence.

3.8 Camosun will provide individuals making Disclosures with information about reporting options available to them, both within and outside of the College.

3.9 Camosun will address Reports in a timely and fair way. Camosun will establish clear Procedures for making and responding to Reports. An Investigator appointed by Camosun will endeavor to complete an Investigation within 60 days of receipt of the Report. If during the course of the Investigation the Investigator believes this timeline cannot be met, the Investigator will inform the Complainant, the Respondent, and appropriate College representative as soon as possible.

3.10 Camosun will respond to all Reports in a manner that respects natural justice and procedural fairness and that reflects the Camosun's responsibility for the safety and security of the College Community.

3.11 Camosun supports the right of Complainants and Respondents to be informed of processes and decisions relating to Reports, Investigations and Outcomes, except where precluded by law.

CAMOSUN POLICY

3.12 Camosun acknowledges the systemic, gender-based nature of Sexual ~~Misconduct.~~Violence. Camosun supports policies and processes that provide support for individuals and groups that are at greater risk for Sexual ~~Misconduct~~Violence, such as those that experience historic or ongoing oppression (e.g., colonization, racism, classism, sexism, homophobia, transphobia, ableism, etc.). Camosun commits to ongoing reflection and capacity building to ensure its policies, processes and practices support all students who experience Sexual ~~Misconduct.~~Violence.

3.13 The Board of Governors will receive an annual report from the President on Camosun's implementation of this Policy.

4.0 Policy Statements

4.1 Sexual ~~Misconduct~~Violence

- Anyone who has experienced Sexual ~~Misconduct~~Violence is encouraged to make a Disclosure, seek support and become informed on reporting options.
- Anyone who has witnessed Sexual ~~Misconduct~~Violence is encouraged to report their observations to an appropriate College Official (i.e., a~~A~~ Student Support Manager).
- A Student who has experienced or witnessed Sexual ~~Misconduct~~ Violence may, but is not limited to some or all of:
  - seeking support and/or academic considerations;
  - making a Report to the College;
  - making a Report to Police.
- A~~-~~ Student Support Manager will support Students in navigating post-Disclosure options and supports.
- The Department of Student Affairs will maintain up-to-date guidelines for all College employees to ensure this Policy is implemented appropriately.
- If a person experiencing or witnessing Sexual ~~Misconduct~~ Violencechooses not to make a Disclosure or Report, they may still access support and accommodation services through the College, such as counselling, medical attention, and/or academic considerations, where required and reasonably possible.

4.2 Commitments to Support and Academic Consideration

- Support and/or academic consideration is available to Complainants, Respondents and witnesses involved in sexual ~~misconduct~~ violence Reports.
- Those who have experienced Sexual ~~Misconduct~~Violence may access supports, and/or academic considerations regardless of when or where Sexual ~~Misconduct~~Violence occurred, or by whom,

where required and reasonably possible. ~~-~~In general, support and academic considerations will be coordinated by the Student Support Manager.

- The College may require additional information before providing, or in order to provide, consideration of support requests.
- Support and academic considerations may involve interim measures.
- The College may impose a no contact direction or require a No Contact Undertaking to facilitate the provision of interim measures of support.
- A person experiencing Sexual ~~Misconduct~~Violence has the right to determine what, when and how much they choose to disclose about an experience of Sexual ~~Misconduct~~Violence. ~~-~~If a Report is made, a person alleging Sexual ~~Misconduct~~ Violence may be required to provide greater information to ensure the Respondent is treated fairly.
- The College will not subject individuals to questions regarding their past sexual history.
- A person experiencing Sexual ~~Misconduct~~ Violence has the right to decide whether to make a Disclosure or Report to College or Report to Police.
- Any person who makes a Disclosure or Report of Sexual ~~Misconduct~~Violence will not subject to disciplinary action for any alcohol or substance use that occurred at or near the time of the incident(s).

4.3 Disclosures and Reports to College

4.3.1 Disclosures of Sexual ~~Misconduct~~Violence

A Student who has experienced Sexual ~~Misconduct~~Violence may make a Disclosure by confiding in a Student
Support Manager from the Office of Student Support or another member of the College Community. A Disclosure is not the same as a Report. A Disclosure does not normally initiate an Investigation unless required by law, or pursuant to a collective agreement or other College Policy. A Student making a Disclosure will be provided with resolution options and will not be required or pressured to make a Report.

The Office of Student Support will work with individuals ~~making~~ who make a Disclosure~~s~~ to determine appropriate support and/or academic considerations. The types and forms of support and accommodation made available will be determined on a case-by-case basis.

The College may be required to take further action on a Disclosure~~s~~ to ensure the safety of the individual and/or the College Community, which may result in the release of information received in the disclosure.

4.3.2 Reporting Sexual ~~Misconduct~~Violence to the College

CAMOSUN POLICY

4.3.2.1 Reports

A Student who has experienced Sexual ~~Misconduct~~Violence may make a Report by contacting a Student Support Manager in the Office of Student Support, Student Affairs. A Report may be made in writing by e-mail or letter or ~~inperson~~ in-person to the Office of Student Support.

E-mail: oss@camosun.ca

Web: camosun.ca/oss

Phone: ~~250-370-3841 or 250-270-3046~~ 250-370-3311

A Report to the College may be made at any time.

Upon receipt of a Report, the matter will be referred to the Director of Student Affairs to determine whether the subject matter of the Report falls within this Policy, and whether to initiate an Investigation.

The Office of Student Support will provide the Complainant with information about what to expect, possibility of academic considerations, supports available, privacy considerations and anticipated timelines for an Investigation.

4.3.2.2 Management of Sexual ~~Misconduct~~Violence Reports

- Sexual ~~Misconduct~~Violence towards a Student by a Student
  - ~~o~~ Where the Complainant and Respondent are both Students, the Report process will be managed through the Office of Student Support.
- Sexual ~~Misconduct~~Violence towards a Student by an Employee
  - ~~o~~ Where the Complainant is a Student and the Respondent is an Employee, the Report will be provided both to the Office of Student Support and ~~with~~ the Executive Director, Human Resources.
  - In these instances, the Student Support Manager will facilitate coordination with Human Resources to ensure adherence to the appropriate procedures and contractual obligations contained in human resource policies and collective agreements, where applicable.
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  - Where the Complainant is an Employee and the Respondent is a Student, the Report will be provided both to the Office of Student Support and to the Executive Director, Human Resources.
  - In these instances, the Report process will be managed through the Office of Student Support.

- The Office of Student Support will coordinate and provide appropriate supports for involved student(s).
- ~~In these instances, the Student Support Manager will facilitate coordination with Human Resources to ensure adherence to the appropriate procedures and contractual obligations contained in human resource policies and collective agreements, where applicable.~~

4.3.2.3 Interim Measures

- In some cases it may be necessary to implement Interim Measures prior to the conclusion of an Investigation or determination of an Outcome. Interim Measures are temporary measures put in place to ensure the safety and protection of the parties, the community, and the integrity of the process during the Investigation and decision-making process.
- Interim measures are non-~~-~~disciplinary and will have no bearing on the consideration of the merits of the Report.

4.3.2.4 Investigation

Timeliness: The College will make every reasonable effort to ensure Reports are dealt with in a timely way without compromising fairness for all parties. The College will endeavor to have Investigations concluded in 60 days from time the investigator receives a Report.

Transparency:

- Parties will be advised of their rights and responsibilities related to the Report and Investigation
- Parties will be advised what to expect from the process
- Parties will be kept informed about the process
- Parties will receive regular updates on the progress of a Report
- Where possible, reasons will be provided for any final decision made with respect to a Report.

Fairness: Any Investigation will be conducted based on the principles of natural justice and procedural fairness. Any determination will be based on the Balance of Probabilities and determined by an impartial decision maker.

Where applicable, the process will be conducted consistent with the terms of any relevant collective agreement.

Trauma Informed Approach: The Investigation and ~~/~~decision~~ -~~making process will be conducted using a trauma informed approach, recognizing the impact of sexual violence on a person.

Right to Support through the Investigation and Decision Making Process: The Office of Student Support will connect Complainants and Respondents with a Support Person throughout the Investigation and decision-making process. Support for Complainants and Student Respondents will be facilitated by the Office of Student Support. Support for employees who are Respondents will be facilitated by Human Resources, consistent with any relevant collective agreement provisions. Complainants and Respondents have the right to identify an alternate Support Person to accompany them to any meetings or proceedings related to the Report or Investigation.

The College publishes Guidelines with respect to Support Persons. See: http://camosun.ca/services/student-support/documents/college-supportperson.pdf

4.3.3 Making a Report to Police

- A person may make a Report to Police by contacting the RCMP or local police detachment.
- The Student Support Manager from the Office of Student Support may facilitate such a Report to Police.
- The College will cooperate with any criminal investigation. The College may suspend its Investigation pending the conclusion of a criminal investigation or process.

CAMOSUN POLICY

4.4 Right to Withdraw Report

- A Complainant may withdraw a Report at any time. The College understands that individuals who have experienced or been affected by Sexual ~~Misconduct~~ Violence may wish to control if and how their experience will be responded to by police and/or the College. A person who has experienced Sexual ~~Misconduct~~ Violence may choose not to request an Investigation or to request that an Investigation not occur. In certain circumstances however, if the College believes that the safety of other members of the College Community is at risk, the College may initiate or continue an Investigation and/or inform the police of a matter, even when the Complainant has exercised their right to withdraw a Report.

4.5 Management of Information

- Students have the right to access their own personal information pursuant to the Freedom of Information and Protection of Privacy Act (FIPPA). If a Student would like access to their personal information they can request this from the Student Support Manager at any time.
- Student information will be collected, used and disclosed as required or permitted by the Freedom of Information and Protection of Privacy Act.

4.6 Confidentiality

- The privacy and confidentiality of all members of the College Community involved in any Disclosure and/or Report of Sexual ~~Misconduct~~Violence, including an Investigation of a Report, will be protected to the fullest extent possible.
- Where required by fairness or other circumstances permitted by law, the College may disclose information provided in confidence. This includes:
    - When an individual is identified as being at imminent risk of harming self and/or others
    - ~~o~~ When there are reasonable grounds to believe that members of the College Community or wider community may be at risk of harm
    - When necessary to ensure procedural fairness
    - ~~o~~ When a disclosure is required by law and/or other College policies
- Persons will be notified by the Student Support Manager, in accordance with privacy legislation and applicable laws and policies, if their personal information will be disclosed in grievance or arbitration processes.

4.7 Protected Disclosure

- Retaliation, threats of retaliation, or reprisals against a Complainant, witness or other individual for:
    - Having taken action under this Policy;

- Having participated in or co-operated in a Disclosure, Report or Investigation under this Policy; or
- Having been associated with someone who has pursued rights under this

Policy will not be tolerated.

4.8 Student Consultation

- The College will consult with students every three years regarding the implementation, application and review of this Policy.
- Students will be encouraged to participate in education, training and awareness for this Policy, and will be involved in the development of these opportunities.

4.9 Education, Training and Awareness

- The College will establish education, training and awareness opportunities for the College Community regarding Sexual ~~Misconduct~~Violence Policies and Procedures, prevention and response.
- Education will include training on this Policy, the prevention of Sexual ~~Misconduct~~Violence and responding to Sexual ~~Misconduct~~Violence, with content tailored to the audience and relevant to their roles and responsibilities in relation to this Policy.
- Communication materials will be accessible to the College Community in a variety of formats.

4.10 Annual Reporting

- The President of the College will provide an annual update to the Board of Governors pertaining to the implementation of this Policy, including but not limited to:
  - ~~o~~ Student engagement and consultation
  - ~~o~~ Prevention, communication and awareness strategies
- ~~o~~ Response
- The Office of Student Support will make an annual update available to the College Community.

RELATED LEGISLATED REFERENCES

- Sexual Violence and Misconduct Policy Act
- Criminal Code of Canada
- Freedom of Information and Protection of Privacy Act

CAMOSUN POLICY

- Human Rights Code

LINKS TO RELATED CAMOSUN POLICIES, DOCUMENTS, AND/OR WEBSITES

- Student Mis~~C~~conduct Policy http://camosun.ca/about/policies/education-academic/e-2-studentservices-and-support/e-2.5.pdf
- Course Withdrawal http://camosun.ca/about/policies/education-academic/e-2-student-servicesand-support/e-2.2.pdf
- Medical/Compassionate Withdrawals http://camosun.ca/about/policies/education-academic/e-2student-services-and-support/e-2.8.pdf
- Records Management Policy http://camosun.ca/about/policies/operations/o-6-informationmanagement/o-6.2.pdf
- Standard of Conduct http://camosun.ca/about/policies/operations/o-5-human-resources/o-5.11.pdf
- Respectful Workplace http://camosun.ca/about/policies/operations/o-5-human-resources/o5.10.pdf
- Acceptable Technology Use https://camosun.ca/sites/default/files/2021-05/o-1.1.pdf
-

BRIEFING NOTE
Board of Governors

SUBMITTED BY: Deborah Huelscher, VP Administration & CFO
DATE: September 18, 2023
TOPIC: FIVE-YEAR CAPITAL PLAN

For Information: For Decision: **X** For Discussion:

1. OVERVIEW

Each year, the Ministry of Post-Secondary Education and Future Skills (PSFS) requires post-secondary institutions to prepare a list of major capital projects anticipated for the upcoming five-year period (from 2024/25 to 2028/29). The annual five-year plan requires Board approval prior to submission to government. Where government deadlines and Board meeting schedules do not coincide, institutions are able to submit plans ahead of Board approval. All projects within the plan must comply with government requirements, policies and procedures, including strategic alignment with:

a) CleanBC Targets
b) DRIPA Response
c) Mass Timber Eligibility
d) Community Benefits

Based upon previous Five-Year Capital Plans and assessing emerging needs at the College, the following priority projects (in order) are being put forward for consideration by PSFS:

Project	Current Project Costs	Prior Year Project Costs
1 Lansdowne Student Housing	$218.9M	$145.3M
2. Technology/Computer Expansion	$ 21.4M	$ 13.2M
3. Young Building Revitalization	$180.0M	$ 130.0M
4. CBA & Tech Roof & Envelope	$ 15.3M	-
5. Liz Ashton Curtain Wall/Envelope	$ 8.5M	-
6. Paved Linear Infrastructure	$ 8.5M	-
7a. Interurban Student Housing	$234.0M	$ 150.0M
7b. Culinary Arts Centre/Campus Dining	$ 36.2M	$ 25.0M

Projects 4, 5, and 6 are new additions to the list while 1 (last year 1a & 1b) 2, 3 and 7a & 7b were included in the previous year's Five-Year Capital plan; no projects were removed from the list.

Prior year proposals have been updated to include changes identified throughout the year and reflect current cost estimates.

TOP

2. OPTIONS

- Approve motion as written or as modified.

3. FINANCIAL IMPLICATIONS

- Major capital projects are typically funded by Government with a potential co-contribution requirement (e.g., Camosun, Foundation, Federal Government).

4. COMMUNICATION

- Camosun submits the list to Government and notification of approved projects flows from Government.
- Campus Planning teams and Camosun Communications group work together and with Ministry Communications staff to message out information regarding capital project approvals.

5. RECOMMENDATION AND OR MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE SUBMISSION OF THE CAMOSUN COLLEGE FIVE-YEAR CAPITAL PLAN (2024/25 TO 2028/29) TO THE MINISTRY OF POST-SECONDARY EDUCATION AND FUTURE SKILLS.

6. SUPPORTING INFORMATION:

Project summaries for the 2024/25 – 2028/29 Five-Year Capital Plan Submissions

TOP

Camosun College

5-Year Major Capital Plan: 2024/25 – 2028/29

5-Year Major Capital Plan

2024/25 – 2028/29

EXECUTIVE SUMMARY:

Camosun College is located in beautiful Victoria, British Columbia, with campuses on the Traditional Territories of the Lekwungen and W̱SÁNEĆ peoples. We acknowledge their welcome and graciousness to the students who seek knowledge here.

Guided by an inspiring strategic plan and administered by a professional community of talented faculty, staff and senior executives, Camosun enrolls over 14,000 learners each year, including over 1,200 Indigenous students and 2,100 International students.

Camosun College has two campuses; Lansdowne Campus is located at 3100 Foul Bay Road, and Interurban Campus is located at 4461 Interurban Road, together with our five satellite partnership centres. Between the two campuses, Camosun provides programs in the following areas: Centre for Indigenous Education and Community Connections (Eyēʔ Sqâ'lewen), Centre for Sport and Exercise Education, School of Access, School of Arts and Science, School of Business, School of Health and Human Services, the School of Trades and Technology and Continuing Education and Contract Training.

For the 2024/25 — 2028/29 period, Camosun College has identified seven major capital projects. The seven projects are pivotal to the growth of the college, and to support the institution's ability to continue to provide an outstanding educational experience for all students and faculty.

All seven projects identified align with Camosun College 2019 Campus Master Plan, which can be provided upon request.

1	**Lansdowne Student Housing**		
Construction Start	Anticipated Occupancy	Current Budget Estimate	Previous Yr Budget Estimate
MAR-2025	SEP-2027	$218,936,000	$149,290,250
2	**Mechanical Engineering & Computer Technologies Expansion**		
Construction Start	Anticipated Occupancy	Current Budget Estimate	Previous Yr Budget Estimate
JAN-2025	SEP-2025	$21,441,355	$13,200,000
3	**Young Building Remediation & Expansion**		
Construction Start	Anticipated Occupancy	Current Budget Estimate	Previous Yr Budget Estimate
JAN-2026	SEP-2029	$180,059,435	$130,000,000
4	**CBA & Tech Roof Replacement & Envelope Repairs**		
Construction Start	Anticipated Occupancy	Current Budget Estimate	Previous Yr Budget Estimate
JAN-2025	SEP-2025	15,360,210	N/A
5	**Liz Ashton Campus Centre Curtain Wall & Envelope Replacement**		
Construction Start	Anticipated Occupancy	Current Budget Estimate	Previous Yr Budget Estimate
JAN-2026	SEP-2026	$8,506,260	N/A

5-Year Major Capital Plan

2024/25 – 2028/29

6	Paved Linear Infrastructure Accessibility Improvements & Repairs		
Construction Start	Anticipated Occupancy	Current Budget Estimate	Previous Yr Budget Estimate
SEP-2025	SEP-2026	$8,470,355	N/A
7a	**Interurban Student Housing**		
Construction Start	Anticipated Occupancy	Current Budget Estimate	Previous Yr Budget Estimate
MAR-2027	SEP-2029	$233,588,265	$150,000,000
7b	**Centre for Culinary Arts & Campus Dining Hall**		
Construction Start	Anticipated Occupancy	Current Budget Estimate	Previous Yr Budget Estimate
MAR-2027	SEP-2029	$36,271,285	$25,000,000

LANSDOWNE STUDENT HOUSING:

Camosun College is a comprehensive institution serving more than 14,000 students at two campuses. The college offers certificate, diploma and degree programs preparing students for careers in business, technologies, health, human services, the arts, human services, trades and sport. The student body is diverse, with more than 1,700 international students, 1,500 Indigenous students from nations across Canada and one of the largest student cohorts of former youth-in-care.

The college is located in a challenging housing market. In January 2023, the Canadian Mortgage and Housing (CHMC) reported that the Greater Victoria region has one of lowest vacancy rates (1.5%) and highest average rental rates ($1,699/month) in the country.

The region continues to experience rapid population growth. Population growth in the region is at 8%, with Langford the third-fastest-growing city in Canada. It's expected Camosun will continue to attract students to its career-focused programs.

A demand analysis for student housing, annual student-experience surveys and anecdotal evidence suggests student housing at Camosun will be welcomed by students, resulting in near-full occupancy. Students housing will be key in reducing barriers for marginalized students who are often most impacted by the lack of affordable housing in the region.

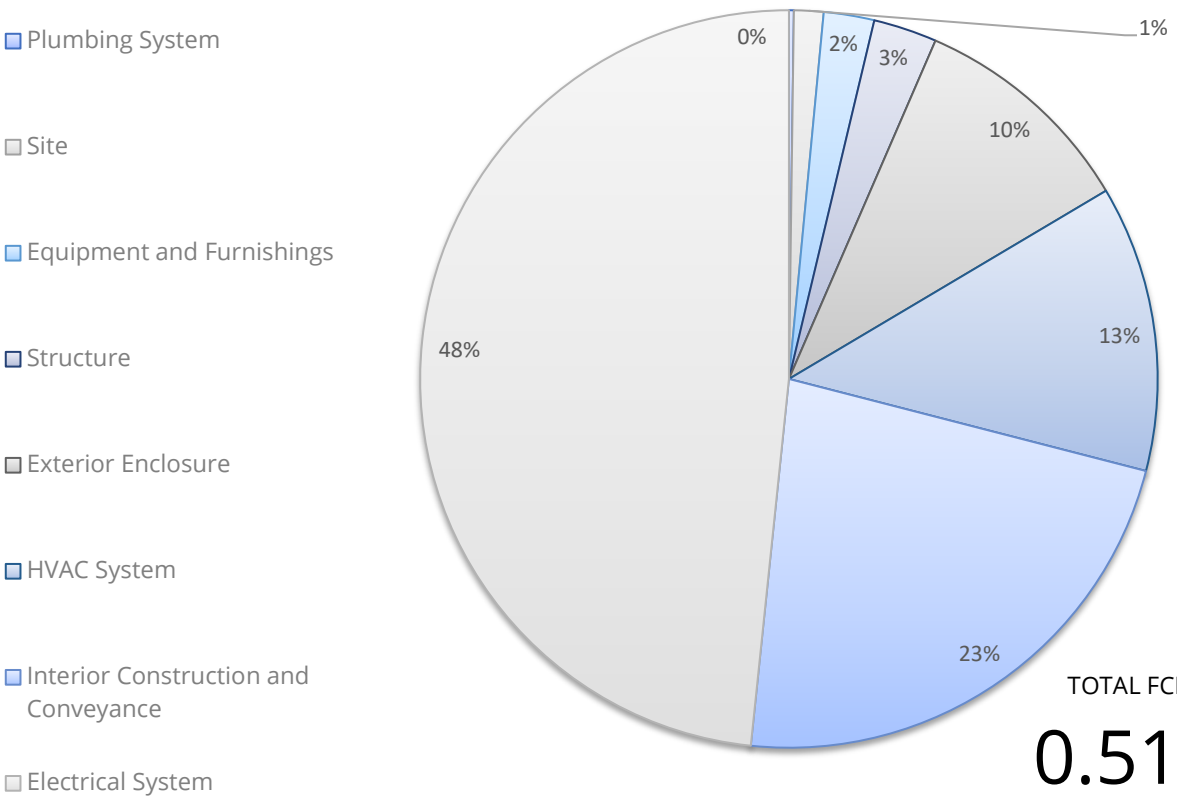
The lack of on-campus student housing is a barrier to Camosun achieving its strategic vision and educational goals. Without access to adequate housing, students will continue to face financial, travel and lifestyle burdens which could impede their chances of success. Student housing will contribute to vibrancy on campus, enlivening the campus is a benefit to all students.

This business case outlines Camosun's plan to construct an eight-storey building, accommodating 425 beds, at the Lansdowne campus. The first two floors will feature amenity and service spaces, including a wellness and counselling centre; a retail space with food services; an event space; and student housing administration. The housing towers will sit above the service and amenity floors.

5-Year Major Capital Plan

2024/25 – 2028/29

The new student housing building will be located centrally on the Lansdowne campus where the Isabel Dawson building currently sits. The Isabel Dawson building was completed in 1961 and has a Facility Condition Index (FCI) of 0.51. The building has a relatively small footprint with limited accessibility. For these reasons, it's recommended the building be demolished instead of attempting to expand and build above it.



TOTAL FCI

0.51

DEFERRED MAINTENANCE

$3.98M

The current occupants of the Isabel Dawson building (Registrar's Office, Facilities Services, Student Affairs, Camosun International, and Assessment Centre) will be relocated at the Lansdowne and Interurban campuses before the existing building is demolished.

MECHANICAL ENGINEERING & COMPUTER TECHNOLOGIES EXPANSION:

The Technologies building at Interurban Campus currently houses all of the college's engineering & computer technology programs. The available lab space is not able to meet the requirements for this rapidly growing program area. The construction of the Centre for Trades Education & Innovation (CTEI) in 2016 relocated a number of trades programs from the Jack White building to CTEI. The currently underutilized Trades bay in the Jack White building presents an opportunity to relocate the engineering technology lab spaces to a much larger and more appropriate space for students. The relocation of engineering technology labs to the Jack White building in turn presents an opportunity to repurpose vacated lab spaces in the Technologies building into much needed classroom and computer lab spaces in support of growing computer technologies and other programs.

YOUNG BUILDING REMEDIATION & EXPANSION:

The Young Building has been in continuous use for the past 105 years. During this time, mostly superficial renovations have taken place and building floorplans remain as they were at the turn of the century. Similarly, building envelope and infrastructure are well beyond their useful life, as validated by a Facility Condition Assessment conducted in December 2019.

Efforts were made in 2000 to address major structural and envelope issues; however, the repair work was not well executed – resulting in legal action by the College against the contractor. Engineering assessments in 2014 and 2016 subsequently confirmed complete building envelope failure has already taken place. As a result, envelope masonry is falling off the building, posing a serious risk to anyone entering and exiting the building. To protect staff and students, protective hoarding was erected around the Young Building in 2013 and remains in place today.

The Young Building Condition Assessment Report, completed by external consultants in 2020, paints a daunting picture of much needed structural, mechanical, electrical, architectural, and accessibility upgrades totaling more than $70 million. Without immediate intervention, the building is at risk of being uninhabitable within the next decade.

Although the Young Building was not used by the Indian Residential School (IRS) system, it was designed as a proud symbol of colonialism. As a result, Indigenous Elders and students do not feel comfortable entering the Young Building, inhibiting one of the Province's and College's most important mandates: Supporting lasting reconciliation with Indigenous peoples. Camosun College serves the communities of southern Vancouver Island and the south Gulf Islands that are located in the traditional territories of the Lekwungen (Esquimalt and Songhees), Malahat, Pacheedaht, Scia'new, T'Sou-ke and W̱SÁNEĆ (Pauquachin, Tsartlip, Tsawout, Tseycum) peoples. The Indigenization of the Young Building is essential to reconciliation efforts.

CBA & TECH ROOF REPLACEMENT & ENVELOPE REPAIRS:

A Building Envelope Condition Assessment (BECA) for the CBA and Tech buildings has indicated several issues with the roof and skylight assemblies resulting in water ingress and associated damages. As a result, a full replacement of the aluminum roof assembly and skylights for both buildings is required.

LIZ ASHTON CAMPUS CENTRE CURTAIN WALL & ENVELOPE REPLACEMENT:

A Building Envelope Condition Assessment (BECA) for the Liz Ashton Campus Centre building has indicated several issues with the curtain wall, envelope, and dome skylight assemblies resulting in water ingress and associated damages. As a result, a full replacement of the is required.

Paved Linear Infrastructure Accessibility Improvements & Repairs:

An engineering consultant has completed an asset condition assessment of Camosun's paved linear infrastructure and identified $6 million in deferred maintenance (poor condition) and in need of remediation. Numerous areas identified align with opportunities identified in Camosun's 2019 Campus Master Plan to improve both campuses accessibility and pedestrian connection. In addition, Markham St is also in need of repaving and presents an opportunity to widen and include bike lanes.

INTERURBAN STUDENT HOUSING:

Studies over the last decade have confirmed there is a significant demand for student housing at the College, and this demand persists today. In 2017/18, Camosun engaged the Scion Group to perform a market demand analysis. The analysis concluded that the College could accommodate from 335 to 504 beds at on each campus, or, if building at only one campus, from 637 to 956 beds. The College has determined that 350+/- beds is a practical estimate of what can reasonably and optimally fit on the recommended site and offer sufficient economies of scale, both from capital and operational perspectives, to make the project viable.

This project will provide 350+ beds for student housing at the Interurban campus with dedicated units for Trades' students. Like the Lansdowne Student Housing project, it will be the first on this campus and will require additional amenities to adequately support students living on Campus. As the Interurban campus is more rurally located than Lansdowne, additional considerations will need to be made for retail/ food services/ meal plans for students in residence.

The IU Student Housing project is planned for the Huber Hall site, which is currently home to the Culinary Program. Camosun requires funding to relocate the program or build around/ over the building. Camosun has identified the Huber Hall project as a 'part b' to this priority project and seeks to secure additional funding from the Province to complete the work.

CENTRE FOR CULINARY ARTS & CAMPUS DINING HALL:

The Huber Hall building on Interurban Campus was built in 1970 and functions primarily as a Culinary Arts training facility, campus main cafeteria and student space. It is 1894 gsm in size and also houses the Classroom Restaurant which operates as a fine dining restaurant for limited hours as part of the culinary arts training program. It consists of classrooms, labs, offices, kitchen, cafeteria, restaurant, student space and meeting/event space.

It is now over 50 years old and suffers from multiple deferred maintenance deficiencies with most building components having met or exceeded their life expectancy. In 2006 the cafeteria interior was renovated to improve the layout and upgrade interior finishes, however, the major building systems have never been upgraded. The kitchen and teaching lab areas are old-fashioned and functionally inefficient; equipment is outdated, worn and in need of replacement.

The IU Student Housing project is planned for the Huber Hall site, which is currently home to the Culinary Program. Camosun requires funding to relocate the program or build around/ over the building. Camosun has identified the Huber Hall project as a ‘part b’ to this priority project and seeks to secure additional funding from the Province to complete the work. The Renewed and expanded Huber Hall project will also address food services needs for the IU Student Housing project.

2022/2023 FINANCIAL INFORMATION ACT REPORT

(Published in accordance with the Public Bodies Information Act of British Columbia, 1987, Chapter 8, and the Financial Information Act.)

2022/2023 FINANCIAL INFORMATION ACT REPORT

STATEMENT OF FINANCIAL INFORMATION APPROVAL

The undersigned represents the Board of Governors of Camosun College and approves all the statements and schedules included in this Statement of Financial Information, produced under the ***Financial Information Act***.

Chair, Board of Governors
September 18, 2023

Prepared pursuant to the Financial Information Regulation, Schedule 1, Section 9

TOP

2022/2023 FINANCIAL INFORMATION ACT REPORT

MANAGEMENT REPORT

The Financial Statements contained in this Statement of Financial Information under the *Financial Information Act,* have been prepared by management in accordance with section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia, in particular, the financial statements are presented in accordance therewith.

Management is also responsible for implementing and maintaining a system of internal controls to provide reasonable assurance that reliable financial information is produced.

The College's Board of Governors is responsible for ensuring that management fulfils its responsibilities for financial reporting and internal control and exercises this responsibility through the Finance and Audit Committees of the Board. The Finance Committee reviews proposed budgets, monitors financial results and reports on any significant financial matters. It meets with management 4 times a year. In addition, the Audit Committee, composed of independent Governors, appoints the external auditors, reviews the audit plan and meets with the external auditors to receive their reports prior to making recommendations to the Board of Governors. It meets 2 times a year.

The external auditors, KPMG LLP, conduct an independent examination, in accordance with generally accepted auditing standards, and expresses an opinion on the financial statements. This examination does not relate to the other schedules and statements required by the Act. This examination includes a review and evaluation of the College's system of internal control and appropriate tests and procedures to provide reasonable assurance that the financial statements are presented fairly. The external auditors have full and free access to the Audit Committee of the Board.

On behalf of Camosun College:

Deborah Huelscher, VP Administration & CFO
September 18, 2023

TOP

2022/2023 FINANCIAL INFORMATION ACT REPORT

SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS

The financial guarantees and indemnities agreements in force during the 2022/2023 fiscal year, that required government approval prior to being given under the ***Guarantees and Indemnities Regulation*** (B.C. Reg. 258/87), are listed below:

Bloom Limited Partnership, by its Managing GP AgeCare Management Ltd.

Meazure Learning

Vancouver Career College (Burnaby) Inc. (CDI)

Vancouver Career College (Burnaby) Inc.

Education Management Solutions, LLC

Chair, Board of Governors
September 18, 2023

VP Administration & CFO
September 18, 2023

TOP

2022/2023 FINANCIAL INFORMATION ACT REPORT

SCHEDULE OF DEBT

The College reports no long-term debt secured by debt instruments such as debentures, mortgages and bonds for the 2022/2023 fiscal year (B.C. Reg. 371/93).

Chair, Board of Governors
September 18, 2023

VP Administration & CFO
September 18, 2023

TOP

STATEMENT OF REMUNERATION AND EXPENSES FOR THE BOARD OF GOVERNORS

FOR THE YEAR ENDED MARCH 31, 2023

TOP

Total amount of remuneration for each board member and the total amount of expenses paid to or on behalf of that board member.

Prepared under the Financial Information Regulation, Schedule 1, section 6(2), (3) , (4), (5) and (6)

Name	Position	Full or Partial Year	Remuneration	Expenses	Retainers	Total	Number of meetings attended***
Ahmadi, Bijan*	Education Council Ex-Officio	Full	106,586	-	-	106,586	25
Atkins, Greg**	Appointed Member	Partial		240	-	240	10
Bryant, Monty	Appointed Member	Full		4,601	2,500	7,101	35
Clarmont, Tanya	Appointed Member	Full		72	2,000	2,072	26
Cumberland, Joanne*	Elected Employee	Full	60,021	228	-	60,248	22
Garner, Amanda	Elected Student	Partial		-	666	666	7
Jones, Kyle	Elected Student	Partial		-	1,333	1,333	7
Kaur, Puneet	Elected Student	Partial		-	666	666	5
Kearns, Lindsay	Appointed Member	Full		-	2,000	2,000	14
Margetts, Richard	Appointed Member	Partial		-	666	666	2
McBain, Brenda	Appointed Member	Full		-	2,000	2,000	22
Mojeed Ramirez, Ruth	Appointed Member	Full		-	2,000	2,000	13
Palmer, Brent	Appointed Member	Full		-	2,000	2,000	12
Stubbing, Mike**	Appointed Member	Full		17	-	17	28
Trotter, Lane*	President Ex-officio	Full	245,907	27,645	-	273,551	46
Van Akker, Albert*	Elected Employee	Full	106,247	3,244	-	109,491	15
Young, Karen	Elected Student	Partial		69	1,333	1,402	14
			$ 518,760	**$ 36,116**	**$ 17,164**	**$ 572,039**	**303**

* Remuneration and expenses reported for elected and ex-officio board members who are employees of the College is in respect of their duties as employees.

** Greg Atkins and Mike Stubbing declined remuneration.

***Only board regular and board committee meetings are included under the number of meetings attended.

STATEMENT OF EMPLOYEE'S REMUNERATION AND EXPENSES

FOR THE YEAR ENDED MARCH 31, 2023

TOP

April 1 2022 - March 31 2023

Total amount of remuneration for each employee that exceeds $75,000 and the total amount of expenses paid to or on behalf of that employee, excluding employees who are members of the Board of Governors and excluding any amounts paid under a severance agreement.

Prepared under the Financial Information Regulation, Schedule 1, section 6 and the Financial Information Act, Section 2(3)(b)(i).

Employee Name	Remuneration	Expenses
Abbott, Marie	75,887	3,424
Adu-Febiri, Francis	99,760	6,942
Agbay, Matthew	94,385	-
Alexander, Julie	100,069	4,778
Al-Haque, Mohd Rashed	100,731	2,391
Ali, Nancy	103,674	3,917
Allen, Glen	100,156	3,684
Amiraslany, Afshin	99,243	2,000
Anders, Benjamin	90,800	247
Anderson, Kristal	102,331	4,000
Anderson, Ruthie	81,916	2,329
Andrew, Kristina	93,958	362
Armstrong, David	100,069	-
Ashwood-Smith, Hannah	100,819	614
Atkinson, Gillian	100,069	793
Atkinson, Tracy	98,228	635
Aveyard, Denise	95,290	189
Avis, Christopher	102,711	1,400
Bai, Bao-Qin	99,583	-
Bain, John	101,980	2,500
Baird, Alanna	94,085	550
Ballinger, George	100,069	-
Bambi, Jonas	99,237	4,382
Bannikoff, Sandra	99,583	-
Barbas, Efthimios	90,055	5,380
Barclay, Gulcan	101,749	3,899
Baskerville-Bridges, Robert	87,965	3,106
Bass, Michelle	97,026	1,146
Bazner-Downarowicz, Jadwiga	87,810	-
Beach, Nicole	113,203	-
Behfarshad, Ghasem	110,544	610
Belanger, Kevin	93,313	-
Bell, Sherri	139,569	-
Benecke, Stephen	100,069	-

TOP

Bennett, Jennifer	99,583	3,694
Bergeron, Dominic	97,300	-
Bergerud, Daniel	99,786	-
Bernard, Christiaan	141,671	53,707
Betton, Allison	88,707	3,196
Biggs, Laura	100,538	-
Birch, Benjamin	127,147	-
Bocsik, Miklos	123,858	2,339
Boraas, John	204,950	33,924
Brewer, Monique	99,999	2,903
Brix, Ann	99,999	3,320
Broad, Kyle	106,271	-
Broom, Gordon	88,710	624
Broom, Zoe	111,683	494
Brown, Michelle	134,034	1,351
Brown, Tika	99,999	959
Browning, Ian	101,848	3,928
Bruce, Robert	98,201	2,557
Bryan, Gwenda	99,955	925
Budlong, Robert	103,962	2,835
Bunton, Kirsten	84,446	-
Burak, Arloene	101,135	2,581
Burgaretta, Mary	101,090	509
Burman, Richard	99,999	82
Burrage, Peter	99,999	494
Butcher, Anastasia	87,995	642
Caldwell, Judy	100,826	650
Callin, Timothy	99,237	-
Cameron, Brooke	85,160	219
Cameron, Ian	102,159	-
Carr, Sandra	103,434	1,289
Cazelais, Gilles	99,237	-
Champoux, Lynda	93,280	1,224
Chamut, Amber	100,293	4,959
Chan, Arnold	93,202	-
Chen, Susan	101,953	1,357
Chercover, Alena	81,224	-
Chia, Pei Mei	101,895	65
Chisholm, Sarah	101,665	635
Christensen, Sandra	114,726	4,000
Christiansen, Melanie	102,603	100
Clarke, Margie	88,822	-
Clement, Michelle	108,750	3,867
Coccola, Odette	97,395	-
Cockburn, Sarah	83,296	-
Coey, Brian	104,320	2,499
Corwin, Todd	81,596	-

TOP

Cowden, Stephen	93,202	-
Craig, Shannon	90,703	2,363
Cuachon, Scot	92,404	4,432
Cuizon, Gemma	94,206	-
Cumiskey, Jason	99,930	-
Cummings, Heather	193,592	2,804
Curran, Justin	111,652	-
Curtis, Miriam	81,884	1,803
Curtis, Trevor	99,999	2,961
Czinkota, Coralee	82,074	6,552
Dahl, Alyson	92,507	10,870
Dahl, Madeleine	80,794	84
Davies, Alan	89,513	313
Dean, Andrew	118,216	998
deGoey, Carmen	106,177	-
del Villano, Heather	123,828	3,820
Denchev, Yolina	106,090	5,999
Devnich, Brandon	90,996	-
Dhade, Gurbinder	109,434	2,935
Dhari, Shivinder	82,379	2,142
Dhillon, Jasdeep	93,272	-
Dickson, Jennifer	76,517	26
Dildy, Clifton	104,108	-
Doherty, Janet	98,092	3,152
Dolgopol, Dallas	88,767	-
Dompierre, Kerry-Ann	100,097	1,259
Doner, Susan	101,781	1,778
Donnecke, Daniel	99,237	-
Downie, Robert	99,347	660
Drover-Davidson, Cindy	85,871	512
Dumaisnil, Aidan	88,527	2,958
Duncan, Alan	85,479	-
Dundas, Melvyn	110,215	-
Dunning, Troy	106,159	-
Durdle, Andrea	82,560	3,054
Elfurjani, Salah	96,494	-
Elliot, Enid	89,053	564
Elliott, Hayley	76,573	844
Evangelou, Teresa	103,360	614
Evans, Mark	86,102	-
Everitt, Carl	105,933	3,158
Fast, Robin	97,917	321
Fayowski, Vivian	99,999	1,332
Fell, Peter	101,895	494
Feltham, Brian	99,930	-
Ferguson, Donna	99,930	1,044
Ferguson, Stephen	131,073	698

TOP

Fernyhough, Lois	104,800	-
Fertile, Candace	100,280	-
Fire, Artemis	90,082	3,405
Fisher, Blair	101,613	3,641
Flowers, Avery	99,637	163
Flynn, Alexandrea	99,237	31
Fournier, Mark	104,030	-
Fradette, Ryan	99,996	2,068
Frame, Heather	103,364	-
Frost, Graham	94,767	171
Fyfe, Maria	95,233	614
Gagnon, Yannick	85,860	-
Gale, Richard	142,235	6,245
Garland, Evan	108,166	999
Gau, Caitlan	77,902	-
Gaudreault, Patricia	101,130	-
Giles-Pereira, Rosalind	106,226	721
Gilliland, Diane	75,551	-
Giuliani, Jennifer	99,930	2,300
Glover, Robert	101,908	217
Godwin, Leah	94,927	614
Gonzalez-Harney, Dalia	117,833	8,198
Gorrie, Darryl	103,933	-
Gough, James	102,685	-
Gover-Basar, Laura	99,999	3,339
Gow, Jennifer	101,945	561
Grav, Julia	103,789	7,440
Greening, Doug	92,925	-
Grier, Tanya	96,127	425
Grigoryan, Narine	99,999	4,000
Grondin, Isabel	103,771	2,394
Guenther, Jennifer	99,015	-
Gupta, Pooja	101,488	930
Gusevskiy, Nikolay	80,755	841
Haber, Benjamin	86,287	400
Haden, Gillyan	109,631	273
Hadian, Shohreh	88,508	-
Hadwin, Laura	86,545	3,683
Hagreen, Vara	104,827	4,413
Hall, Darren	88,548	-
Halsall, Susan	114,184	-
Harris, Donavan	95,538	953
Harris, Scott	145,448	744
Hayashi, Akiko	100,024	30
Haynes, Sheryl	99,953	3,285
Hayre, Mandeep	104,815	6,090
Heagy, Robin	101,401	-

TOP

Hebig, Selena	89,890	593
Heerah, Imtehaze	106,584	58
Hickey, Llan	99,473	1,077
Hilchey, Evan	130,109	2,956
Hlady, Deborah	154,675	3,851
Hoggard, Amy	104,572	998
Hoh, Joseph	101,133	-
Holder, Jenny	99,632	706
Hood, Christine	99,347	1,077
Hook, Nancy	94,736	-
Horie, Michael	99,999	-
Hotchkiss, Chrisa	99,930	188
Howard, Leah	99,237	-
Huelscher, Deborah	221,500	1,598
Huffman, Shauna	101,895	614
Humble, Robin	88,917	4,614
Humphries, Robert	159,824	1,214
Hunt, Judith	82,250	3,348
Hunter, Peggy	99,271	157
Hutmacher, Melodie	87,152	2,448
Iacobucci, Denise	100,895	-
Ingraham, Stephanie	83,821	-
Ipe, Alex	99,237	-
Iribarne, Jeanne	99,468	-
Irvine, Joanne	100,156	1,022
Ivanov, Katrina	95,052	-
Jackson, Janet	93,133	-
Jackson, Lynnea	93,202	201
Jaffey, Marina	78,921	6,992
Jankunis, Frank	101,514	1,425
Janzen, Dean	94,375	2,700
Jarrett, Patricia	93,257	-
Jaworsky, Michelle	83,782	537
Jeffery, Roz	93,123	427
Johnson, Jamie	94,231	617
Johnson, Jason	93,116	-
Jones, Christopher	148,000	4,338
Jones, Heather	82,952	10,498
Jones, Kari	83,717	6,181
Jones, Patrick	105,919	4,848
Jung, Stan	84,658	998
Kallos, Sarah-Joy	89,778	285
Kellman, Chris	114,488	998
Kemna, Angela	93,232	118
Kemp, Nicole	130,323	11,054
Kemp, Timothy	101,007	2,940
Kennedy, Janet	95,228	-

TOP

Kennedy, Sonja	101,611	839
Kerins, Kristine	103,267	4,698
Kerrigan, Neil	95,344	753
Keyser, Shannon	99,368	1,724
Khalifa, Nasr	126,658	153
Khimji, Zahra	100,027	-
Kiechle, Guenter	80,212	-
Kilburn, Nicole	101,189	3,255
Kitts, Jody	142,796	3,602
Klassen, Constance	100,396	592
Klok, Janet	86,406	593
Kobrc, Helen	100,382	1,500
Kohl, Diana	93,133	3,306
Konomoto, Elizabeth	103,960	16,551
Kosik, Ken	126,894	1,603
Ku, Tennyson	91,844	-
Kumar, Mahesh	125,339	4,798
Lacerte, Genevieve	110,534	-
Lai, Raymond	99,237	-
Lambert, Denelle	99,927	341
Lang, David	106,177	3,362
Lang, Stephen	99,999	-
Langeland, Marius	100,368	33,384
Langlois, Chelsea	90,592	863
Lanning, Robbyn	99,999	1,561
Larkin, Kara	106,299	-
Larose, Patricia	99,237	3,632
Leather, Benjamin	78,180	391
Lee, John	105,163	-
Lee, Lawrence	102,246	540
Lemieux, Kimberly	101,965	-
Lenihan, Beverley	99,430	-
Ley, David	76,038	-
Ley, Robin	109,055	-
Li, Diana	99,930	-
Li, Scott	102,923	546
Lichty, Lindsay	75,141	2,257
Lidstone, Rodney	102,333	-
Lidstone, Ryan	126,579	412
Lieb, Christian	99,653	-
Lightbody, Karen	100,094	1,143
Lindsay, Maureen	100,069	593
Littlejohn, Paula	91,402	1,192
Liu, Michael	100,069	-
Liu, Niya	78,769	5,262
Lomas, Crystal	99,391	-
Lu, Ocean	96,128	-

TOP

Lucato, Susan	118,137	4,216
Lyall, Dorothy	86,404	4,028
Lysak, Michelle	108,806	1,042
MacDonald, Shane	83,720	4,358
MacIntosh, Laurel	76,030	500
MacPherson, Elizabeth	90,422	5,426
Maftei, Micaela	91,891	1,000
Malloch, Amanda	94,331	-
Mao, Wendong	76,256	-
Mar, Len	99,999	288
Marr, Cheryl	99,930	709
Martfeld, Alexis	99,999	-
Martin, Heather	77,908	1,278
Martin, James	99,983	381
Marziali, Louisa	93,390	-
Maurer, Adam	94,856	6,387
Mavety, Bridget	76,051	3,022
Mayes, Wayne	102,021	-
McAlister, Martha	102,829	1,442
McCagherty, Sarah	92,954	1,511
McConkey, Sean	96,215	2,181
McCreight, Laura	93,804	712
McFarlan, Jacqueline	102,771	433
McIntosh, Ann	95,217	1,086
McKinnon, Stephen	102,450	261
McLaughlin, Kirstin	80,109	8,944
McLean, Melissa	106,909	941
McMillen, Brent	115,155	2,063
Meadows, Derek	94,670	7,440
Meanwell, Neil	99,999	-
Meek, David	101,957	5,000
Mehta, Rajesh	99,237	-
Mekelburg, Brent	103,961	1,310
Meunier, Michelle	99,999	2,808
Michaud, Francis	105,327	-
Mitchell, Sandee	101,421	8,503
Monaghan, Holly	91,179	1,127
Montgomery, Patrick	98,261	-
Morier, Christopher	99,930	7,319
Moroney, Peter	137,712	2,054
Morris, Dennis	102,027	7,298
Morris, Geoffrey	86,905	495
Muir, David	103,960	160
Murphy, Deidre	99,583	346
Murray, Derek	96,481	5,234
Murray, Geoff	102,027	2,600
Nadeau, Diane	102,654	1,323

TOP

Nantes, Pauline	101,005	25
Nash, Amber	85,909	4,455
Nash, Michael	102,096	2,500
Nelson, Edgar	99,871	-
Nemec, James	99,680	941
Nevado, Thuy	87,306	-
Newstead, Christopher	99,791	1,339
Nienhuis, Thomas	86,541	-
Niwa, Maureen	100,000	6,464
Nixon, Steven	92,895	3,457
Nolin, Christine	100,395	58
Norrie, Keri	111,686	5,243
North, Jasmine	99,930	-
Oakley, Julieanne	107,495	343
O'Connor, Alyssa	86,221	9,267
Oickle, Mark	95,020	-
Olson, Kathleen	76,464	1,077
Ormiston, Todd	145,000	19,764
Ortilla, Noreen	105,124	5,000
Osias, Dwight	95,728	-
Ove, Peter	104,055	528
Paetkau, Laura	102,201	3,578
Panton, Douglas	99,537	-
Parkinson, Charles	103,455	8,219
Parks, Scott	85,348	3,054
Parrish, Natasha	84,819	5,109
Paterson, Allan	101,264	-
Paul, Melissa	93,777	593
Payne, Alayna	80,770	4,593
Pedneault, Stephanie	96,097	450
Peivast, Morteza	106,230	4,714
Pelling, Cate	85,046	6,488
Pendergast, Dustin	94,443	281
Pennell, Edward	153,734	3,327
Pereira, Liberty-Dawn	97,685	2,307
Perkin, Ronald	106,298	243
Peterson, Perry	107,219	-
Petherbridge, Nyle	83,905	46
Pettem, Katherine	103,985	4,606
Pettyjohn, Dwayne	116,942	1,174
Pewarchuk, Dailene	95,600	4,497
Phillips, Jennifer	99,237	79
Pimlott, Godfried	104,874	-
Pitman, Kelly	99,237	-
Plant, Nannette	100,702	2,631
Ploughman, Elizabeth	102,227	-
Pluta, Jennifer	86,633	5,442

TOP

Poag, Elizabeth	99,883	1,139
Poljak, Nina	79,467	8,521
Pollock, Michael	101,626	-
Popple, Steven	97,724	-
Porter, Rodney	167,185	707
Postings, Shelaina	112,525	2,306
Pozney, Tania	87,998	4,114
Price, Mark	92,900	-
Pritchard, David	84,628	-
Prussin, Emrys	80,326	-
Prytherch, Sian	99,999	128
Purdy, Alexandra	102,640	3,847
Puritch, Jeanne	103,614	3,850
Puszczalowski, Philip	85,412	-
Quinless, Jacqueline	93,725	4,000
Raju, David	97,655	-
Rao, Asha	100,539	25,368
Rayson, Todd	103,450	-
Read, Nicholas	107,509	-
Reeve, Daniel	99,237	-
Reid, Alasdair	100,236	139
Riecken, Theodore	102,027	-
Rintoul, David	99,530	351
Rivadeneira Astudillo, Jorge	81,000	29,780
Robb, Leanne	104,623	635
Robbins, Lynda	104,585	-
Robertson, Lisa	104,617	263
Robinson, Liisa	105,934	501
Rodrigues Junior Russi, Jaime	77,057	1,276
Roe, Sarah-Jayne	110,076	13,132
Rook, Rusty	99,999	494
Ross, Kristin	99,999	356
Roumanis, Melissa	78,857	3,158
Rumpel, Steven	129,904	16,394
Rusekampunzi, Augustin	99,999	-
Russell, Robert	101,598	3,154
Sacilotto, Laura	98,692	593
Samsonoff, Dale	94,157	1,875
Sandford, Hilary	101,133	-
Schaerer, Saryta	108,615	1,141
Schmidt, Mercedes	103,962	4,167
Schroeder, Michael	97,832	-
Schudel, Emily	99,970	3,893
Scott, Patricia	101,299	-
Scott, Ramona	79,414	591
Scott, Stephen	104,070	11,708
Sehn, Eric	156,790	800

TOP

Severyn, Barbara	174,839	939
Shaik, Ajijoon	87,221	1,105
Sheardown, Erynn	76,072	-
Sheldrake, Charlotte	90,465	1,800
Shepherd, Laura	99,999	-
Shewaga, Silvija	76,312	4,620
Shewey, Janice	104,299	4,015
Shoaib, Abdoladel	94,261	494
Shpak, Dale	98,815	494
Silden, Eva	101,826	4,711
Sillem, Nikolaas	97,263	341
Smedley, Rosemary	80,930	276
Smith, Derek	84,140	-
Smith, Mavis	101,260	17,021
Smyth, James	86,278	-
Solomonson, Heather	82,290	3,467
Sondheim, Amie	113,845	239
Sorensen, Robert	99,394	1,354
Southern, Dawn	116,228	606
Spearman, Richard	84,639	-
Sperling, Claudia	121,211	2,205
St Pierre, Michelle	81,589	-
Stask, Christopher	101,307	-
Stephens, Jacqueline	100,126	-
Stewart, Michael	99,237	2,300
Stickney, Gordon	113,420	1,135
Stone, Jennifer	137,232	1,169
Stonehouse, Kim	87,653	2,427
Stretch, Lindsay	116,488	-
Stride, Richard	156,790	13,876
Strobl, Margit	101,895	4,959
Stubbs, Neil	99,237	-
Stull, Joshua	101,264	250
Sturgill, Sean	93,202	824
Stuss, David	100,069	-
Sunderland, Andree	99,999	213
Suraci, Jana	101,255	5,308
Surridge, Blair	99,583	3,924
Swanwick, Mark	102,027	-
Sykes, Ryan	81,708	998
Tamosiunas, Joel	110,237	-
Tanigawa, Katie	91,985	-
Tateham, Bonnie	94,608	-
Tavares, Cecilia	100,244	803
Taylor, Wendy	105,926	4,000
Telford, John	99,640	79
Ter Kuile, Julie	80,431	500

TOP

Thomas, Martha	99,713	1,733
Thompson Wagner, Christiani	87,665	1,154
Thompson, Rob	82,082	1,480
Thomson, Daryl	112,324	2,057
Tol, Ian	154,238	9,135
Tomines, Jose	94,951	-
Tonks, Randal	99,271	3,877
Towne, Scott	95,612	578
Travers, Nicholas	99,722	-
Underwood, Larry	79,374	4,369
Van Alderwegen, Anneke	100,024	156
Van de Vegte, Joyce	117,742	939
Van Oort, James	154,155	-
Van Schubert, Steven	99,861	4,914
Van Stone, Erin	87,290	100
Vaux, Darren	113,925	3,833
Verjinschi, Bogdan	98,971	-
Vernon, Anthony	99,262	6,254
Vis, Alfred	103,660	922
Voros, Ria	110,779	658
Vos, Peter	95,089	517
Vreugdenhil, Philip	118,612	-
Wadsworth, Kerry	100,221	378
Waldman, Brianna	87,184	3,727
Walker, Ross	97,838	-
Wassermann, Brent	99,750	-
Waterhouse, Kathryn	99,618	2,808
Weaver, Michael	104,554	4,800
Webster, Anthony	95,760	2,593
Weimer, Melody	104,405	4,263
Wells, Aaron	86,203	5,015
West, Elizabeth	99,802	-
Wieler, Susana	100,024	-
Wiewiorowski, Jayna	78,566	1,456
Willbond, Mary	99,583	824
Wilmshurst, Geoffrey	188,456	40,781
Wilson, Andrew	95,089	260
Wilson, Susan	78,888	9,311
Wilton, Bree	99,930	-
Won, Stephanie	102,104	1,129
Wong, Bill	105,107	151
Wong, Regina	115,193	4,849
Wonsiak, Tessa	76,804	614
Wood Meszaros, Aileen	99,422	593
Woodrow, Sandra	101,957	1,906
Worrall, Richard	101,376	2,663
Wrate, Cynthia	119,827	-

TOP

Wrean, Patricia	96,965	-
Wu, Fan	93,357	114
Yacucha, Keith	113,282	565
Yakimoski, Nancy	100,816	257
Yang, John	102,158	90
Yilmaz, Cuma	101,957	-
Yutani, Lynelle	99,262	1,621
Zamluk, Corrine	76,307	-
Zapp, Dawn	105,287	1,167
Zehr, Lori	140,322	2,999
Zeldin, Daniel	101,054	36,089
Total over $75,000	**$ 51,855,868**	**$ 1,157,705**
Total for employees earning less than $75,000	**$ 39,771,370**	**$ 464,373**
Total All Employees	**$ 91,627,238**	**$ 1,622,078**

Severance Information:

Number of agreements	1
Number of equivalent month's gross salary	3

Prepared under the Financial Information Regulation, Schedule 1, section 6(7)

TOP

April 1 2022 - March 31 2023

Reconciliation

Total remuneration for Members of the Board of Governors	$ 535,924
Total remuneration for other employees	$ 91,627,238
Subtotal	$ 92,163,161
Total per Note 14. Expenses by object:	$ 118,055,014
Variance	(25,891,853)

Explanation of variance:

Prepared under the *Financial Information Regulation* , Schedule 1, section 6 and the *Financial Information Act* , Section 2(3)(b)(i).

Amounts disclosed in these schedules differ from total expenses disclosed in the Statement of Operations due to adjustments required in the Statement to comply with Generally Accepted Accounting Principles.

TOP

PAYMENTS TO CORPORATIONS, FIRMS AND INDIVIDUALS FOR SUPPLIES OR SERVICES RENDERED

FOR THE YEAR ENDED MARCH 31, 2023

TOP

April 1 2022 - March 31 2023

Prepared under the Financial Information Regulation, Schedule 1, section 7 and the Financial Information Act, Section 2.

Vendor	Amount
3D Systems Inc	25,303
4Imprint Canada	29,451
Acklands - Grainger Inc	29,577
Acteon	92,552
Aditya Bhati	118,837
Agile Manufacturing Inc	38,249
Air Liquide Canada Inc	85,606
Air New Zealand	29,365
Amethyst Education Services	36,742
Andrew Sheret Ltd	28,410
Applied Engineering Solutions Ltd.	62,432
Applied Management Centre	26,775
Applyboard	27,047
Aral Construction	372,164
Aramark	51,879
Associated Engineering	38,168
Association For Materials Protection	87,107
B&C Food Distributors	27,258
Barry-Hamel Equipment Ltd	51,302
Bartle & Gibson Co Ltd	68,041
BC Electrical Association	67,051
BC Hydro & Power Authority	878,226
BC Net	821,504
BC Pension Corp	8,255,427
BC Transit	71,031
Blackbaud Inc	31,832
Blackboard Canada Inc.	38,126
Brooks Corning Company Ltd	25,411
Bunzl Cleaning & Hygiene	215,914
Camfil Canada Inc.	43,243
Canadian Edge International Corp	60,185
Canadian Education Link	39,459
Canadian Linen And Uniform Service Corp.	73,501
Canam Consultants	89,807
Canem Systems	314,776
Capital Decisions Inc.	234,632
Cardinal Health Canada Inc	85,692
Cengage Canada	244,003
Charter Telecom Inc	190,138
Chetanya Career Consultants Pvt Ltd	101,731

TOP

Christie Innomed Inc.	145,600
Clark Wilson Llp	28,361
Class Technologies	79,583
Climate Action Secretariat	57,934
Coca-Cola Refreshments Canada Co.	38,257
Colleges And Institutes Canada	74,772
Compugen	312,197
Computrain IT Pvt Ltd	28,735
Cordance Operations LLC	26,673
Core-Mark	42,578
Corp Of The Dist Of Saanich	185,133
Creative Embroidery	25,211
CSA Canadian Standards Association	50,196
Decoda Literacy Solutions Society	185,000
Dentsply Sirona Canada Ltd	44,506
Dialog BC Architecture Engineering	427,069
Diamond Athletic Medical Supplies Inc.	34,794
Digi-Key Corporation	28,797
Digital Architecture	46,388
E.S. Williams & Associates	25,848
Ebsco Canada Ltd	81,973
ECS Electrical Cable Supplies	35,329
Education Management Solutions, Llc	49,386
Ellucian Technologies Canada	404,065
Emond Montgomery Publications	43,324
Fisher Scientific Company	33,104
Flynn Canada Ltd.	365,117
Footprints Security Patrol Inc	56,438
Fortis BC	647,819
Francisco Vargas Peralta	106,928
Fulcrum Management Solutions Ltd	28,224
Garda Canada Security Corp	330,367
GE Healthcare	143,692
GFS British Columbia Inc	71,936
Gilda M. Torres Rojas	52,640
Global Convention Services	36,215
Global Opportunities Pvt. Ltd.	36,919
Global Payments	566,345
Goodwin Studio Ltd	36,642
Graphic Office Interiors Ltd	556,780
Greater Victoria Adult Literacy Program	34,452
Greater Victoria School Board	205,865
Gregg Distributors BC Ltd.	73,326
Guard. Me International Insurance	172,352
H2 Accelerator	25,253
Harris & Company LLP	160,625
Heatherbrae Builders Co Ltd	4,286,022

TOP

Henry Schein Canada, Inc.	209,037
Home Lumber & Building Supplies	81,296
Homewood Health Inc	55,850
Hooper Access And Privacy Consulting Ltd	37,170
Hotline Apparel Systems Inc	27,934
Houle Electric Ltd.	305,579
Hub Office Furniture	36,251
Hu-Friedy Mfg. Co., LLC.	48,397
ICBC	26,268
IDP Education	127,046
Infosilem Inc	48,152
Island Temperature Controls Ltd	231,884
JB Sheetmetal Ltd	25,448
Jenner Chevrolet Buick GMC Ltd.	45,562
Jennifer D. Montero	33,258
John Wiley & Sons Canada Ltd	67,056
Jones & Bartlett Learning	55,624
Justin Thiessen	25,100
K-Bro Linen Systems Inc	51,715
Kelvin Ma	40,046
Kings/Queens Printer	214,909
KMS Tools	64,306
KPMG LLP	56,808
Laerdal Medical Canada Ltd	34,346
Leaders International Executive Search	45,056
Living Stones Inc	26,498
Login Canada	255,640
Long View Systems Corporation	25,029
Lumberworld Ltd	45,694
Manulife Financial	8,019,342
Mark's Commercial	30,200
Mcgraw-Hill Global Education LLC	107,496
Medline Canada Corp.	35,752
Messer Canada Inc.	30,755
Microserve Business Computers	947,816
Minister Of Finance	1,926,521
Modern Campus	45,669
Moneris	97,021
Monk Office	266,522
Morgan Electrical Group Ltd.	46,521
Mother Computers	30,145
MPS Macmillan Publishing Services	42,938
MVCC Video Communications Corp	80,396
NATG Integrated Systems	81,540
Orbis Communications Inc	62,538
Oxford Travel & Education Services Regd	31,506
Oxford Univ Press	85,181

TOP

Pacific Coast Fire Equipment	38,175
Pacific Institute For Sport	711,663
Parker Johnston Industries Ltd	233,631
Passion Sports	37,872
Pearson Canada Inc.	286,558
Polaris Leadership Inc.	65,953
Powerschool Canada ULC	31,327
Prime Engineering	28,601
Prism RBS	74,346
Proquest LLC	50,966
Quadrant Marine Institute Inc	29,453
RBC	31,765
Read Jones Christoffersen Ltd	33,774
Receiver General For Canada	5,447,309
RFS Canada	79,956
Ricoh Canada Inc	109,126
Robbins Parking Service Ltd	99,953
Rogers	95,184
Sage Publications Inc	31,585
Salt Spring Literacy Society	35,139
Samuel, Son & Co Ltd	39,177
Sandman Hotels	78,053
Santa Monica Study Abroad Pvt Ltd	115,416
School District 62	132,123
Scott Architecture	82,758
Service First Ltd	37,305
Shop3D Canada Printing Supplies Ltd	40,949
Simon Fraser University	191,732
Skillsource	60,122
Softdocs Inc	102,404
Southern Butler Price LLP	63,419
Spicers Canada ULC	117,422
Steris Canada Inc	90,442
Summit Mechanical Systems	44,229
Sunrise International Legal Services	29,623
Super Save Group	144,519
Superior Steam & Vac Ltd	26,358
Syntellis Performance Solutions LLC	46,135
Sysco Victoria	285,614
Telus	101,841
Thinkspace Architecture Planning Interior	146,912
Top Quality Coatings Ltd	39,012
Tophat	49,971
Uline Canada Corp	41,153
Universal Sheet Metal Ltd	311,069
University Of Victoria	58,187
Vancouver Island University	832,772

TOP

Vancouver Island Varsteel	93,973
Victoria Conservatory Of Music	185,000
Wesco Distribution Canada LP	26,398
West Coast Expeditions	52,076
Westburne West	42,242
Wilson'S Transportation Ltd	80,737
Worksafe BC	226,881
Yellow Pencil Inc	144,398
Zhihui J. Wang	28,977
Total over $25,000	**$ 49,793,278**
Total less than $25,000	**$ 5,764,838**
Grand total	**$ 55,558,116**

TOP

April 1 2022 - March 31 2023

Reconciliation

Total of aggregate payments exceeding $25,000 paid to suppliers	$	49,793,278
Consolidated total of payments of $25,000 or less paid to suppliers	$	5,764,838
Consolidated total of all grants and contributions exceeding $25,000	$	-
Subtotal	$	55,558,116
Total per Note 14. Expenses by object	$	36,238,838
Variance		19,319,278

Explanation of variance:

Prepared under the *Financial Information Regulation* , Schedule 1, section 7 and the *Financial Information Act* , Section 2.

Amounts disclosed in these schedules differ from total expenses disclosed in the Statement of Operations due to adjustments required in the Statement to comply with Generally Accepted Accounting Principles.

TOP

BRIEFING NOTE
Board of Governors

SUBMITTED BY: **Tanya Clarmont, Chair, Board of Governors**
DATE: **September 18, 2023**
TOPIC: **Board Finance Committee Terms of Reference - Revision**

For Information: For Decision: X For Discussion:

1. OVERVIEW

The Board Finance Committee Terms of Reference section on 'Membership' indicates that Board Chair appoints all members of the Finance Committee. In the past the Board Chair has attended all the Board Finance Committee meetings. However, it is not specified in the Terms of Reference that the Board Chair is a member of the Committee. The proposed revision to the Terms of Reference states that the Board Chair is a member.

2. OPTIONS

- Approve the revised Terms of Reference with the statement that the Board Chair is a member of the Finance Committee.
- Do not approve the revised Terms of Reference with the statement that the Board Chair is a member of the Finance Committee.

3. RECOMMENDATION AND OR MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISION TO THE 'G-1.5 FINANCE COMMITTEE TERMS OF REFERENCE' THAT STATES THE BOARD CHAIR IS A MEMBER OF THE COMMITTEE.

4. SUPPORTING DOCUMENTATION:

G-1.5 Finance Committee Terms of Reference

TOP

CAMOSUN POLICY COLLEGE

POLICY TITLE	Finance Committee Terms of Reference
POLICY NUMBER	Number: G-1.5
APPROVAL DATE	December 6, 2001
APPROVAL BODY	Board of Governors
REPLACES (IF APPLICABLE)	N/A
LAST UPDATE OR AMENDMENT OR REVIEW DATE	May 15, 2023
NEXT REVIEW DATE	2028
HOLDER	President
RESPONSIBLE OPERATIONAL LEADER	Board Chair
SUPPORTING DOCUMENTS	N/A

FINANCE COMMITTEE TERMS OF REFERENCE

TERMS OF REFERENCE

A standing committee of the Board of Governors, the Board Finance Committee is responsible for assisting the Board in fulfilling its obligations and oversight responsibilities in relation to financial planning and reporting by monitoring development of financial plans and financial performance, managing and reporting on financial matters relating to the operation of the College, and making recommendations to the Board of Governors regarding financial matters.

ROLE

The Finance Committee monitors and delivers reports, provides strategic advice and information, and makes recommendations to the Board of Governors in the following areas

1. Monitoring
    a. Financial results
    b. Enrollment
    c. Investments

    On an at least quarterly basis, and more frequently as needed.

2. Making recommendations to the Board for Approval on:
    a. Annual operating and capital budgets;
    b. Information/documents required to be submitted under the *Financial Information Act,* and any other statute;
    c. Tuition fee increases
    d. The College's investment policy

CAMOSUN POLICY
COLLEGE

3. Provision of strategic advice and information to Board of Governors on:
    a. Significant financial planning, management and reporting issues;
    b. Regular interim financial reports;
    c. The performance of the College's investments;
    d. Additional financial information when requested by the Board;
    e. Resources and training on budgetary literacy; and
    f. All other financial matters that the Committee is aware of and that might affect, in a material way, the existing or future situation of the College.

MEMBERSHIP

1. The Committee consists of no fewer than five (5) members of the Board all of whom will be appointed by the Chair of the Board. The Chair of the Board will be a member of the committee. The President will be a non-voting member of the Committee. The membership may be increased at the discretion of the Board Chair. The Board Chair will also appoint the Committee Chair. At least one member of the Committee must have a strong financial background, preferably a designation as a Chartered Public Accountant (CPA). Finance Committee members must be financially literate (i.e. have the ability to read and understand a set of financial statements).
2. All membership appointments will be for one year. Re-appointments are permitted.

COMMITTEE OPERATION

1. The Committee will normally meet a minimum of four times a year. Additional meetings will be scheduled during annual budget deliberations. An annual schedule will be drawn up at the commencement of each academic year (September).
2. Extraordinary meetings may be held at the discretion of the Chair following consultation with the Board Chair.
3. Members are required to advise the Committee of their inability to attend a meeting by contacting the Executive Assistant to the Board.
4. The majority of the voting members of the Committee will constitute a quorum.
5. The Chief Financial Officer (CFO) will be a resource to the Committee and will attend all meetings or arrange to have a delegate attend. Other College staff may also be included as resources if required. Resource personnel provide advice and support but are not members of the Committee.
6. The Committee has the authority to engage external resources if necessary, on approval of the Finance Committee Chair.
7. The Committee cannot make commitments on behalf of the Board unless it is specifically authorized by the Board to do so.
8. Administrative support will be provided by the Executive Assistant to the Board.
9. Committee members will be expected to attend all meetings, including extraordinary meetings.

BOARD OF GOVERNORS

REGULAR MEETING MINUTES

MEETING: **Monday, June 12, 2023**
TIME: **5:00 pm**
LOCATION: **Paul 216, Lansdowne Campus**
ONLINE: **Teams**

BOARD MEMBERS:	**ADMINISTRATION:**
Monty Bryant, Chair	John Boraas, VP Education
Bijan Ahmadi	Heather Cummings, VP Student Experience
Greg Atkins	Evan Hilchey, A/Interim Exec. Dir., Human Resources
Tanya Clarmont, Vice Chair	Deborah Huelscher, VP Administration & CFO
Joanne Cumberland	Rodney Porter, Exec. Dir., Communications & Marketing
Kyle Jones	Jen Stone, Exec. Dir., Strategy, Planning & Transformation
Lindsay Kearns	
Brenda McBain	**REGRETS**:
Mike Stubbing	Ruth Mojeed Ramirez
Lane Trotter, President	Brent Palmer
Al van Akker	Geoff Wilmshurst, VP Partnerships
Karen Young	
	EXECUTIVE ASSISTANT: Heather Martin

I CALL TO ORDER

Monty Bryant, Chair, called the meeting to order at 5:00 pm. Jen Stone, Executive Director, Strategy, Planning & Transformation, provided the acknowledgement of the territory.

II APPROVAL OF THE AGENDA

The agenda was approved as distributed.

III BOARD MEMBER REPORTS

1. Chair's Report

Monty Bryant, Chair, welcomed two guests on Teams: April Atkins, SIP; and Lynelle Yutani, CCFA. Lane Trotter, President, and Monty met several times for planning and updates. Monty distributed the annual Chair evaluation survey and encouraged members to respond. In May and June Monty brought a welcome to four student awards ceremonies: Technology; Trades: Electrical, Motor Vehicle and Metal; the Centre for Sport & Exercise Education; and the School of Arts & Science. Mike Stubbing brought a welcome to the Trades: Architectural, Culinary and Plumbing awards. Monty provided a speech on behalf of the Board at the four 2023 Convocation ceremonies on June 14 and 15. Lindsay Kearns will attend the Arts & Science and Trades & Technology ceremony. Greg Atkins, Brent Palmer, and Ruth Mojeed Ramirez received re-appointments of their terms to July 31, 2025.

2. President's Report

Lane Trotter, President, noted his report is in the package. Lane will attend the four Convocation ceremonies this Wednesday and Thursday. Lane acknowledged the organizing

TOP

team for the enormous amount of work that went into planning Convocation. Lane attended the student awards ceremonies in May and June. It was wonderful to hear about the students' achievements, and to meet them and their families. The team from Miriam College will be arriving this Friday from the Philippines.

3. Foundation

Joanne Cumberland, Foundation Liaison, noted they met on May 25, 2023. They gave out 322 awards, with a value of $315K. They received the audit report from KPMG. Donations are up, awards are up, and investment income is down. KPMG has been approved as the auditor. There were no changes to the Board. Jeety Bhalla is the Chair, Bob Noble is the Vice Chair, and Russ Lazaruk is the Treasurer. The Terms of Reference were updated to give Board members a three-year term which can be extended. They will stagger the terms.

4. Education Council

Bijan Ahmadi, Education Council Chair, noted the minutes from the April 19, 2023, meeting were in the agenda. Bijan went over the highlights of the May 17, 2023, meeting, which included the approval of the Bachelor of Business Administration in Socially Responsible Management (SRM). The next step is to seek DQAB certification in order to deliver the program in September 2024.

5. Pacific Institute for Sport Education (PISE)

Lindsay Kearns, PISE Board of Directors, noted they met May 18, 2023. The Family Day in May was attended by many families. In the past there have not been time limits on PISE packages, so they will be introduced. They discussed heating the dome to make it useful year-round. They are seeking new Board members. The budget was balanced.

IV BOARD COMMITTEE REPORTS

1. Audit Committee

i) The minutes from the November 1, 2022, meeting were included in the agenda package.

ii) Tanya Clarmont, Chair, Audit Committee, gave a report on the June 5, 2023, Audit Committee meeting. The Auditors gave a presentation on the 2022/2023 audit. The Committee made recommendations for Board approval of the audited financial statements and for the renewal of KPMG as the auditor.

a. Audited Financial Statements for the Year Ending March 31, 2023
MOTION:
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDED MARCH 31, 2023, AS PRESENTED.
CARRIED

b. Reappointment of the Auditor
MOTION
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS REAPPOINT KPMG TO PERFORM THE AUDIT OF THE COLLEGE'S FINANCIAL STATEMENTS FOR THE REPORTING YEAR ENDING MARCH 31, 2024.
CARRIED

2. Executive Committee

Monty Bryant, Chair, Executive Committee, noted they met on May 29, 2023. The Committee made a recommendation to approve the District of Saanich's request for a right of way for the traffic lights at Interurban and Markham Road. They had a preview of the Institutional Accountability Plan and Report for 2022/23. They reviewed the Out-of-Pocket Expenses policy;

the rescindment of the Board Decision Making policy; the new Board Operations By-Law; and additions to the 'Process for Appeal of Suspension from College'. They explored sources for 'Indigenization at the Board Table' learning opportunities. The results of the 2022/23 online self-evaluation will help build the fall Training and Orientation session and the committee membership. Work has begun on the fall Training and Orientation. It will be in-person, and will have sessions on Governance, Indigenization, and student achievement.

i) Right of Way

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE RESOLUTION:

WHEREAS THE CORPORATION OF THE DISTRICT OF SAANICH ("SAANICH") HAS REQUESTED THAT CAMOSUN COLLEGE (THE "COLLEGE") GRANT TO SAANICH A STATUTORY RIGHT OF WAY PERMITTING SAANICH TO INSTALL A TRAFFIC SENDING DEVICE ON COLLEGE LANDS WITHIN 73.0 M2 AREA IMMEDIATELY ADJACENT TO INTERURBAN ROAD FOR USE AS PART OF THE TRAFFIC INTERSECTION CONTROL SYSTEM;

AND WHEREAS THE DISPOSITION OF AN INTEREST IN LANDS AS PART OF THE PROPOSED STATUTORY RIGHT OF WAY WILL NOT AFFECT THE FUTURE DELIVERY OF EDUCATION PROGRAMS.

THE COLLEGE IS HEREBY AUTHORIZED BY THE BOARD TO GRANT TO SAANICH A STATUTORY RIGHT OF WAY SUBJECT TO THE TERMS AND CONDITIONS CONTAINED IN THE CHARGE DOCUMENT NOW PRESENTED TO THE BOARD AND

ATTACHED TO THIS RESOLUTION OVER THAT AREA LOCATED WITHIN LOT 2, SECTION 96, LAKE DISTRICT, PLAN VIP68477 IDENTIFIED IN SCHEDULE A TO THE CHARGE DOCUMENT, AND FOR THESE PURPOSES, IAN TOL, EXECUTIVE DIRECTOR OF FACILITIES SERVICES & CAMPUS DEVELOPMENT IS AUTHORIZED TO EXECUTE AND DELIVERY THE STATUTORY RIGHT OF WAY TO SAANICH ON BEHALF OF THE COLLEGE.

CARRIED

3. Finance Committee

i) The minutes from the April 3, 2023, meeting were included in the agenda package.

4. Governance Policy Review Committee

i) The minutes from the April 18, 2023, meeting were included in the agenda package.

ii) Monty Bryant, Chair, Governance Policy Review Committee, gave a report on the May 10, 2023, meeting. A lot of time went into developing the Board Operations By-Law. It has gone through a legal review and a review by the Education Policy department.

a.) New: G-1.3 Board Operations By-Law; and Rescind G-1.3 Board Decision Making Policy

MOTION

THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE NEW 'G-1.3 BOARD OPERATIONS BY-LAW', AND RESCIND THE 'G-1.3 BOARD DECISION MAKING POLICY' WHICH IT IS REPLACING.

CARRIED

b.) Revision: G-1.8 Board Out-Of-Pocket Expenses
MOTION
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE REVISIONS TO 'G-1.8 BOARD OUT-OF-POCKET EXPENSES' AS INDICATED.
CARRIED

c.) Revision: G-1.7.1 Process for Appeal of Suspension from College
MOTION
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT THE REVISION TO 'G-1.7.1 PROCESS FOR APPEAL OF SUSPENSION FROM COLLEGE' AS INDICATED.
CARRIED

d.) Sunset Ad Hoc Governance Policy Review Committee
MOTION
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE DISSOLUTION OF THE AD HOC GOVERNANCE POLICY REVIEW COMMITTEE AS THE REVIEW IS COMPLETE.
CARRIED

V APPROVAL OF THE MINUTES

The minutes of the May 15, 2023, meeting were approved as distributed.

VI NEW BUSINESS

1. Institutional Accountability Plan & Report 2022/23

Rodney Porter, Executive Director, Communications and Marketing, reported that every year, each of the 25 public post-secondary institutions in B.C. are required to submit Institutional Accountability Plans and Reports to the Ministry of Post-Secondary Education and Future Skills. It is due on July 14, 2023. The report includes the college's goals, objectives and performance measure results preceded by contextual information to showcase the service we are providing to students and communities. The benchmarks are predetermined by the province. There is some missing data which the Ministry will give us. It will be included once it arrives. The theme is doing good work together which is part of our Strategic Plan. The student satisfaction with education results dropped since 2020/21, which is a Province-wide trend. The report covers April 1, 2022, to March 31, 2023.

MOTION
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS APPROVE THE DRAFT 2022/2023 INSTITUTIONAL ACCOUNTABILITY PLAN AND REPORT AND AUTHORISE THE BOARD EXECUTIVE COMMITTEE TO APPROVE THE FINAL VERSION ONCE THE DATA IS COMPLETE.
CARRIED

2. Indigenization at the Board Table

Tanya Clarmont, Vice Chair, noted that Urban Indigenous populations do not live on their ancestorial homelands. Urban Indigenous communities are a rich multicultural landscape. There are First Nations, Métis Nation and the Inuit. Reserves are surrounded by urban space. In Victoria, 85% of the Indigenous population are urban, so do not get support from their own nation's services. Nationally, the urban population is 65% and in BC 80% are urban. They left their territories for different reasons: empowered choice; circumstances of force; escape; and multigenerational colonial impacts.

The Friendship Centres are the largest network of urban Indigenous service providing agencies in Canada. They began in the 1950s. There are 120 in Canada and 25 in BC. Each is autonomous and responds to their own community's needs. Indigenous peoples are subdivided by false external jurisdictions: on and off reserve; status or non-status; and the four levels of government. Many from the 60s scoop do not know where they are from. First Nations and Métis Nation are resourced by government to participate in ongoing engagement and have dedicated people to liaise. There is no functioning urban Indigenous group. A network of urban voices at the grassroots, regional, provincial and national levels is needed.

3. Election of the Chair August 1, 2023, to July 31, 2024

Deborah Huelscher, VP Administration and CFO, declared the election for the Chair of the Board of Governors open and called for nominations. At the May Board meeting Monty Bryant nominated Tanya Clarmont. No other nominations were put forward and Tanya Clarmont was acclaimed Chair for the period of August 1, 2023, to July 31, 2024.

4. Farewell to Departing Board Members

Monty Bryant noted that Greg Atkins, Kyle Jones, and Karen Young will finish their terms on July 31, 2023. Greg Atkins did not accept the renewal of his appointment. Monty thanked Greg for his work on the Finance Committee, and thanked Kyle and Karen for their time and insights. Lane Trotter thanked Monty Bryant for all he did during his three years as Chair.

VII ADJOURNMENT

The meeting was adjourned at 6:15 pm.

Monty Bryant, Chair **Date**

Heather Martin, Executive Assistant

Office of the
Auditor General
of British Columbia

News Release
For immediate release
August 1, 2023

VIU's board of governors falls short in oversight of cybersecurity risk management

VICTORIA – The Vancouver Island University Board of Governors needs to improve its oversight of the university's cybersecurity risk management practices, says a new independent audit report. The audit found deficiencies in the board's training, and their oversight of policy and strategies that are critical to protecting VIU's information systems and data.

"Cyber attacks are common and they're evolving," Auditor General Michael Pickup said. "B.C. university boards, including the VIU board, play a critical role in ensuring management is protecting their institutions from the rise of ransomware and other cyber threats."

University boards oversee cybersecurity risk management by holding university management accountable for identifying and mitigating risks.

The Office of the Auditor General found the VIU board has defined roles and responsibilities for risk management, and it sets expectations of VIU's management. However, the audit found three areas where the board hasn't provided oversight of VIU's cybersecurity risk management practices.

- First, the board hasn't adequately overseen the university's risk mitigation strategies. "Last year the VIU board only did a review at the end of the year. It should be done throughout the year – especially in a field that changes as quickly as IT," Pickup said.
- Second, the VIU board lacks training in cybersecurity risk management. VIU board members should receive cybersecurity risk management training when they join the board, and then annually.
- Third, the VIU board hadn't approved an updated risk management policy in over 10 years. "Outdated policies become ineffective, and weaken accountability, " Pickup said.

The VIU board has accepted the report's four recommendations focused on cybersecurity risk mitigation and responses, board training and development, and keeping policies updated. "I'm pleased that the VIU board has committed to acting on our recommendations and I hope other university boards can learn from our report," Pickup said.

VIU stores the personal information of 12,000 students and 1,500 faculty and staff who are located at its campuses in Nanaimo, Duncan, Parksville, and Powell River. The 15-member board includes: eight members appointed by government; five members elected by faculty, staff and students; the university chancellor; and the university president.

The National Cyber Threat Assessment, issued by the Canadian Centre for Cyber Security, says ransomware is a persistent threat and Canada's critical infrastructure is increasingly at risk from cyber threats.

Office of the
Auditor General
of British Columbia

Related links

Board Oversight of Cybersecurity Risk Management at Vancouver Island University
Audit at a glance
Video

For general questions and interview requests:
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Manager, Communications
njohnson@bcauditor.com
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Subscribe to receive report eAlerts.

Office of the Auditor General of British Columbia

Audit at a glance

Why we did this audit

- Information technology is critical to post-secondary programs and the storage of the personal records of faculty, staff, and students. Cybersecurity attacks can lead to unauthorized access to sensitive information and damage to an institution's reputation.
- The Vancouver Island University (VIU) Board of Governors, like other university boards, is responsible for overseeing cybersecurity risk management and holding management accountable for its delivery.
- We selected VIU because it is a similar size to many other universities in British Columbia.

Objective

To determine whether VIU's Board of Governors provided oversight of the university's cybersecurity risk management practices.

Audit period

April 1, 2022, to March 31, 2023

Conclusion

We concluded that VIU's Board of Governors has not provided oversight of the university's cybersecurity risk management practices.

VIU has accepted our four recommendations on updating policies, board training and development, and cybersecurity risk mitigation and responses.

What we found

The board established oversight roles and responsibilities, but policies are out of date

- VIU policies and terms of reference define cybersecurity risk management roles and responsibilities.
- The university hasn't updated its risk management policy and it's not in compliance with its own timeline for review.
- The board of governors approved the president's goals for managing cybersecurity risk and receives the president's assessment of management's progress.

Recommendation 1

Board training on how to oversee cybersecurity risk management isn't adequate

- An orientation program provided to all new board members includes general information about enterprise risk management, but not oversight responsibilities for cybersecurity risk management.
- The board of governors doesn't have an annual development (training) program which would provide updates on areas of significant risk, such as cybersecurity, or any changes to its role in providing oversight of cybersecurity risk management.

Recommendations 2 and 3

Audit at a glance *(continued)*

A risk management framework was developed, but the board did not review the mitigation strategies until the end of the last fiscal year

- The university has developed an enterprise risk management framework, including processes to identify and rank cybersecurity risks and provide mitigation strategies.
- Using this framework, the university has identified cybersecurity risk as a top priority.
- For most of the 2022/23 fiscal year, the board of governors had not reviewed management's evaluation and response to cybersecurity risks, including its compliance with legal and regulatory requirements.

Recommendation 4

After reading the report, you may wish to ask the following questions of government:

1. What are government's expectations regarding board oversight of cybersecurity risk management at post-secondary institutions?
2. What are post-secondary boards doing to ensure they effectively oversee cybersecurity risk management?
3. How are post-secondary boards evaluating whether cybersecurity risk is adequately managed?

Office of the
Auditor General
of British Columbia

July 2023

Board Oversight of Cybersecurity Risk Management at Vancouver Island University

An independent audit report

TOP

Office of the
Auditor General
of British Columbia

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oag.bc.ca

The Honourable Raj Chouhan
Speaker of the Legislative Assembly
Province of British Columbia
Parliament Buildings
Victoria, British Columbia
V8V 1X4

Dear Mr. Speaker:

I have the honour to transmit to the Speaker of the Legislative Assembly of British Columbia the report, *Board Oversight of Cybersecurity Risk Management at Vancouver Island University*.

We conducted this audit under the authority of section 11(8) of the *Auditor General Act*. All work in this audit was performed to a reasonable level of assurance in accordance with the Canadian Standard on Assurance Engagements (CSAE) 3001 – Direct Engagements, set out by the Chartered Professional Accountants of Canada (CPA Canada) in the *CPA Canada Handbook – Assurance*.

Michael A. Pickup, FCPA, FCA
Auditor General of British Columbia
Victoria, B.C.

July 2023

Contents

Audit at a glance 4

Background 6

Objective 8

Conclusion 9

Findings and recommendations 10

- Cybersecurity risk management roles and responsibilities 10
- Training 12
- Cybersecurity risk management framework 14
- Risk management processes 15

About the audit 17

Appendix A: Recommendations and auditee response 18

Appendix B: Audit criteria 19

Vancouver Island University, Cowichan Campus
Source: Vancouver Island University

The Office of the Auditor General of British Columbia acknowledges with respect that we conduct our work on Coast Salish territories, primarily on the traditional lands of the Lekwungen people (Esquimalt and Songhees Nations).

TOP

Audit at a glance

Why we did this audit

- Information technology is critical to post-secondary programs and the storage of the personal records of faculty, staff, and students. Cybersecurity attacks can lead to unauthorized access to sensitive information and damage to an institution's reputation.
- The Vancouver Island University (VIU) Board of Governors, like other university boards, is responsible for overseeing cybersecurity risk management and holding management accountable for its delivery.
- We selected VIU because it is a similar size to many other universities in British Columbia.

Objective

To determine whether VIU's Board of Governors provided oversight of the university's cybersecurity risk management practices.

Audit period

April 1, 2022, to March 31, 2023

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We concluded that VIU's Board of Governors has not provided oversight of the university's cybersecurity risk management practices.

VIU has accepted our four recommendations on updating policies, board training and development, and cybersecurity risk mitigation and responses.

What we found

The board established oversight roles and responsibilities, but policies are out of date

- VIU policies and terms of reference define cybersecurity risk management roles and responsibilities.
- The university hasn't updated its risk management policy and it's not in compliance with its own timeline for review.
- The board of governors approved the president's goals for managing cybersecurity risk and receives the president's assessment of management's progress.

Recommendation 1

Board training on how to oversee cybersecurity risk management isn't adequate

- An orientation program provided to all new board members includes general information about enterprise risk management, but not oversight responsibilities for cybersecurity risk management.
- The board of governors doesn't have an annual development (training) program which would provide updates on areas of significant risk, such as cybersecurity, or any changes to its role in providing oversight of cybersecurity risk management.

Recommendations 2 and 3

Audit at a glance *(continued)*

A risk management framework was developed, but the board did not review the mitigation strategies until the end of the last fiscal year

- The university has developed an enterprise risk management framework, including processes to identify and rank cybersecurity risks and provide mitigation strategies.
- Using this framework, the university has identified cybersecurity risk as a top priority.
- For most of the 2022/23 fiscal year, the board of governors had not reviewed management's evaluation and response to cybersecurity risks, including its compliance with legal and regulatory requirements.

Recommendation 4

After reading the report, you may wish to ask the following questions of government:

1. What are government's expectations regarding board oversight of cybersecurity risk management at post-secondary institutions?
2. What are post-secondary boards doing to ensure they effectively oversee cybersecurity risk management?
3. How are post-secondary boards evaluating whether cybersecurity risk is adequately managed?

Background

Post-secondary institutions increasingly rely on information technology (IT) for their operations and to protect the sensitive information of faculty, staff and students. They depend on IT for educational programs, student registration, enrollment, assignments, and grading. Students expect technology-enabled learning and universities must be able to provide it securely and reliably.

Protecting IT from cyberattacks, ransomware and other threats is a critical business issue. Vancouver Island University (VIU) ranks cybersecurity among its highest risks.

Management at VIU is responsible for conducting risk assessments and implementing and operating processes to mitigate risk. It is expected to report the status of risk management programs to the board of governors, which oversees management activities.

VIU's board of governors is expected to oversee cybersecurity risk management by evaluating whether the institution:

- Has current cybersecurity policies and procedures.
- Regularly assesses and monitors cybersecurity risks.
- Receives regular reports on the institution's cybersecurity posture.

What's ERM?

Enterprise risk management (including cybersecurity risk management) protects systems and data. ERM uses technology, processes, and practices to:

- Identify assets and threats.
- Determine the likelihood of threats materializing.
- Determine the potential impacts.
- Document current mitigation strategies.
- Identify and implement mitigation strategies to manage residual risk (risk that remains after measures are in place).
- Monitor risk and mitigation strategies.

The board of governors is a line of defence to protect the university and improve its response to cyber threats. For example, the board of governors can evaluate whether management has implemented strategies to mitigate risks to its technology infrastructure.

The Crown Agencies and Board Resourcing Office recruits candidates for government appointments to public boards, including university boards of governors. The office recommends candidates to cabinet for approval prior to their formal appointment by the lieutenant governor. Board members, other than the president, receive no remuneration for being on the board of governors.

The *University Act* defines the membership of a university's board of governors. VIU has a 15-person board of governors:

- Eight members appointed by government (including two nominees from the institution's alumni association).
- Two elected by faculty.
- Two elected by members of student societies.
- One elected by staff.
- University chancellor.
- University president.

Board powers

"The management, administration and control of the property, revenue, business and affairs of the university are vested in the board." – Section 27 (1), *University Act*

Source: Getty Images

Objective

The audit objective was to determine whether Vancouver Island University's Board of Governors provided oversight of the university's cybersecurity risk management practices.

Scope

We looked to determine if the board of governors provided oversight of the university's cybersecurity risk management practices, including:

- Defining roles and responsibilities for cybersecurity risk management.
- Training on oversight of cybersecurity risk management.
- Evaluating if a risk management framework and processes are in place and functioning.
- Evaluating if management assessed the university's legal and regulatory requirements regarding cybersecurity.

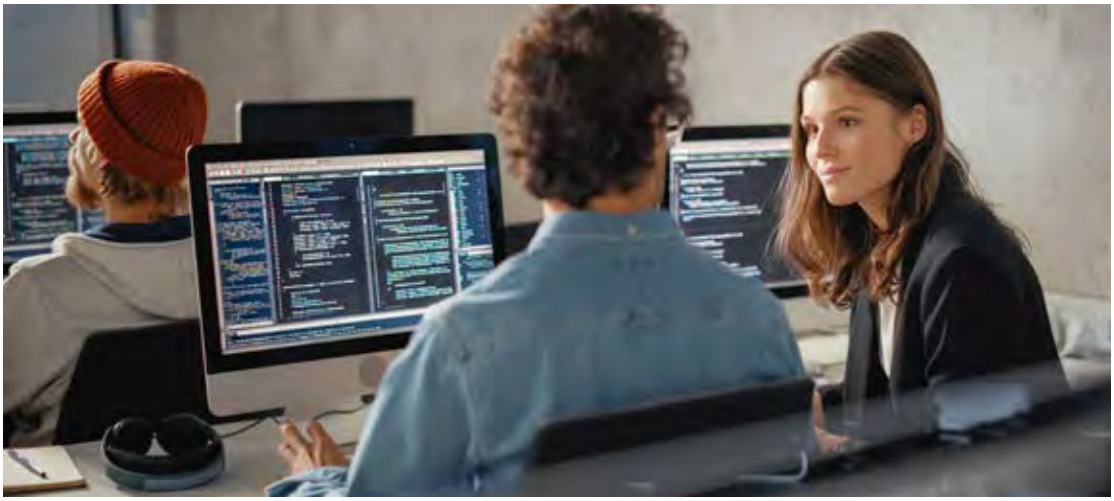
We audited the board of governors' oversight practices from April 1, 2022, to March 31, 2023.

This was not an audit of management's processes. We did not audit:

- The effectiveness of operational cybersecurity controls.
- Management's process for conducting risk assessments.

Learn more about the audit criteria on page 19.

Learn more about how we did this audit on page 17.



Source: Getty Images

Conclusion

Vancouver Island University's Board of Governors has defined roles and responsibilities for overseeing risk management. It sets expectations for management to improve their enterprise risk management, which includes cybersecurity.

However, we concluded they haven't provided oversight of the university's cybersecurity risk management practices because:

- The board doesn't have a development (training) program to increase their subject matter knowledge in areas of risk, including cybersecurity risk, to assist them in their oversight responsibilities.
- The current risk management policy hasn't been updated since it was last approved by the board of governors in 2012. During the audit period, the board of governors reviewed, but didn't approve, an updated risk management policy.
- For most of the last fiscal year, the board of governors had not reviewed cybersecurity risk mitigation strategies which include compliance with legal and regulatory requirements.

Vancouver Island University, Parksville Qualicum Centre
Source: Vancouver Island University

Findings and recommendations

Cybersecurity risk management roles and responsibilities

In cybersecurity risk management, the different roles and responsibilities of the board of governors and management need to be defined and documented. Clearly documented roles and responsibilities establish:

- Clarity and consistency of expectations to prevent misunderstandings, conflicts and other issues between management and the board of governors and among board members.
- Clear accountability for board members and university management to meet expectations.

The board established oversight roles and responsibilities, but there is a gap

What we looked for

We examined whether the board of governors:

- Documented roles and responsibilities for overseeing cybersecurity risk management through governance and risk management policies.
- Established and evaluated whether the president met the expectations for managing cybersecurity risk.

Learn more about the audit criteria on page 19.

What we found

Policy

The board of governors has documented its responsibilities for overseeing cybersecurity risk management, but the risk management policy is out of date.

They have approved policies and terms of reference that define their responsibilities for overseeing cybersecurity risk management. However, the risk management policy is past its last review date and is not current.

The Risk Management Policy was last reviewed and approved in 2012 (a scheduled 2017 review didn't occur). The board reviewed an updated risk management policy in March 2023, but it wasn't approved because the board didn't have a quorum to vote. The board of governors plans to conduct the vote at a future meeting.

Why this matters

Not reviewing and updating risk management policies in a timely manner can lead to outdated and ineffective policies, resulting in confusion in roles and responsibilities and weakened accountability.

Recommendation

We recommend that the Vancouver Island University's Board of Governors:

1. Ensure that governance and policy documents defining roles and responsibilities for cybersecurity risk management are reviewed and approved as scheduled.

See the response from the auditee on page 18.

Board of governors' expectations of the president

The board of governors set expectations and reviewed the progress of the president in meeting goals for managing cybersecurity risk. Quarterly, the president updated the board on progress toward her goals. The board of governors discussed the president's assessment at the quarterly board meetings. However, the feedback wasn't documented.

Why this matters

Setting expectations and reviewing progress are important because the president is the person responsible for directing the university's management. Management is responsible for completing the cybersecurity risk assessment and it operates processes for defending the university against cybersecurity threats. Therefore, the board's ability to oversee the implementation of cybersecurity risk management requires the evaluation of the president's progress in meeting expectations.

Training

An individual appointed or elected to the university board of governors brings diverse and valuable experience. They will generally have areas where additional training would improve their ability to provide oversight of the university, for example cybersecurity risk management.

An orientation program for new board members that covers the governor's responsibilities for providing oversight of cybersecurity risk management is essential for board members to understand their responsibilities. An annual development program that includes training updates on areas of significant risk is important for board members to stay up to date on the latest trends and provide effective oversight by making informed decisions.

Board training on how to oversee cybersecurity risk management isn't adequate

What we looked for

VIU's governance policy states that the university should have an annual development program and orientation for board members. We looked to see if there is an orientation program for new board members that covers the board's responsibilities for oversight of cybersecurity risk management. We also examined whether the board of governors has an annual development program that includes training and updates on cybersecurity risk management.

Learn more about the audit criteria on page 19.

What we found

An orientation program provided to all new board members includes general information about enterprise risk management, but not oversight responsibilities for cybersecurity risk management.

The orientation program for new board members provides a general overview of the university and its structure. However, a section on roles and responsibilities doesn't cover cybersecurity risk management oversight. It mentions cybersecurity (as an item in enterprise risk management reporting) but doesn't provide guidance on how the board of governors should provide oversight.

The board of governors doesn't have an annual development program to update areas of significant risk, such as cybersecurity, or on any changes to the board's role in providing oversight of cybersecurity risk management.

The university's governance policy states the board must have an annual development program that includes updates on areas of significant risk, such as cybersecurity risk management.

Because the university lists cybersecurity as one of their most significant risks, we inquired if any of the board members have a background in information technology. The board members' self-assessments showed they lack backgrounds in this area.

Why this matters

Board members need to have up-to-date knowledge of cybersecurity risk management to be effective in their oversight role.

Robust orientation and board development programs can help board members to be effective in their oversight and decision making.

Recommendations

We recommend that the Vancouver Island University's Board of Governors:

2. Create an annual development program and ensure board members receive annual training on cybersecurity risk management to support them in their oversight role.
3. Update the board orientation program to include information on the roles and responsibilities for oversight of cybersecurity risk management.

See the response from the auditee on page 18.

Vancouver Island University, Nanaimo Campus
Source: Vancouver Island University

Cybersecurity risk management framework

An organization should have a documented cybersecurity risk management framework to evaluate risk in a structured way and provide:

- Clarity and consistency in assessing risk by providing clear procedures and guidelines.
- A way to identify risks by systematically assessing threat likelihood and impact.
- An approach to implementing appropriate measures to reduce the likelihood and impact of identified risks.
- A basis for continual improvement and identifying opportunities to enhance risk management practices.

The board of governors can provide oversight of the risk management framework by ensuring the framework and mitigation strategies are documented and communicated.

The board reviewed the cybersecurity risk management framework and confirmed it was communicated to the university community

What we looked for

We looked to see if the VIU Board of Governors reviewed the university's cybersecurity risk management framework and if they confirmed management communicated the risk management framework and policies to staff, students, and other key groups.

Learn more about the audit criteria on page 19.

What we found

The board reviewed the cybersecurity risk management framework (a component of the enterprise risk management framework) and confirmed that the framework and policies were communicated to staff, students and other key groups.

Prior to fiscal year 2022, the board identified enterprise risk management as an area that needed improvement at VIU and the university created a staff position dedicated to the task. The university has now documented its risk management framework, which includes identifying and ranking risks and implementing mitigation measures.

In June 2022, the board of governors reviewed the enterprise risk management framework.

The board of governors has delegated communication of the risk management framework and policies to VIU management. They confirmed the risk management framework and policies were communicated to key parties by the university's management. The description of the integrated risk management framework and the policy documents relating to risk management are on the university's internal website.

Why this matters

A documented risk management framework provides clarity and consistency for an organization's approach to risk management. By exercising its oversight, the board of governors helps ensure the risk management framework is documented and communicated, and that the university has processes to reduce unnecessary risk.

Risk management processes

The board of governors' review of the university's cybersecurity risk assessment is important in fulfilling its responsibility to evaluate the university's cybersecurity management. The documented risk assessment and mitigation strategies help the board evaluate if the university is making informed decisions about cybersecurity investments and strategic priorities.

For most of the fiscal year, the board had not reviewed cybersecurity risk mitigation strategies

What we looked for

We examined if the board of governors regularly reviews the university's cybersecurity risk assessment and, if so, whether it looks at how management evaluates and mitigates cybersecurity risk, prioritizes risk areas, and documents its responses. We also looked to see if the board of governors confirmed that management had assessed its compliance with legal and regulatory requirements.

Learn more about the audit criteria on page 19.

What we found

The board had not fulfilled its oversight responsibilities for confirming management had implemented mitigation strategies, including compliance with key requirements, until the end of the 2022/23 fiscal year.

The university has improved its risk management processes by hiring full-time staff to develop its enterprise risk management framework. VIU developed processes to identify and rank risks, including cybersecurity risks, and to provide mitigation strategies.

The board of governors reviewed the university's cybersecurity risk assessment to confirm management is evaluating and mitigating cybersecurity risk by prioritizing risk areas and documenting responses.

In June 2022, the board reviewed the framework VIU had implemented for identifying and rating risks. At that time, management placed cybersecurity risk as the third-highest risk to university operations. However, the risk assessment didn't include strategies for mitigating risk.

In March 2023, the board received a documented risk assessment from management that included mitigation strategies. The board of governors did not complete its oversight of the risk assessment process until March 30, 2023, when it reviewed the completed risk assessment that included the strategies to mitigate identified risks.

On that same date, the board of governors also confirmed management assessed the university's legal and regulatory requirements for cybersecurity risk management.

Why this matters

Without documented risk mitigation strategies to review, the board can't fulfil its oversight responsibilities. It's unable to evaluate if management is adequately prepared to manage cybersecurity risks or if they are making informed decisions on investments and priorities, such as possible legal and regulatory requirements. The board has a responsibility to request management to provide this information throughout the year to help ensure an ongoing evaluation of management's response to cybersecurity risk.

Recommendation

We recommend that the Vancouver Island University's Board of Governors:

4. Review cybersecurity risk mitigation strategies throughout the year.

See the response from the auditee on page 18.

About the audit

We conducted this audit under the authority of section 11(8) of the *Auditor General Act* and in accordance with the Canadian Standard on Assurance Engagements (CSAE) 3001—Direct Engagements, set out by the Chartered Professional Accountants of Canada (CPA Canada) in the *CPA Canada Handbook – Assurance*. These standards require that we comply with ethical requirements and conduct the audit to independently express a conclusion against the objective of the audit.

A direct audit involves understanding the subject matter to identify areas of significance and risk, and to identify relevant controls. This understanding is used as the basis for designing and performing audit procedures to obtain evidence on which to base the audit conclusion.

The audit procedures we conducted included document review, inquiries with management, and corroboration and confirmation of evidence and findings with the board, primarily the board chair.

We believe the audit evidence we have obtained is sufficient and appropriate to provide a basis for our conclusion.

Our office applies the Canadian Standard on Quality Management (CSQM 1), and we have complied with the independence and other requirements of the code of ethics issued by the Chartered Professional Accountants of British Columbia that are relevant to this audit.

Audit report date: July 13, 2023

Michael A. Pickup, FCPA, FCA
Auditor General of British Columbia
Victoria, B.C.

Appendix A: Recommendations and auditee response

Recommendation 1: Ensure that governance and policy documents defining roles and responsibilities for cybersecurity risk management are reviewed and approved as scheduled.

Recommendation 1 response: VIU accepts this recommendation and notes that updates to its Enterprise Risk Management Policy were approved by VIU's Board of Governors and is now in force. That policy can be found at: https://gov.viu.ca/policies-and-procedures/policy-index

Recommendation 2: Create an annual development program and ensure board members receive annual training on cybersecurity risk management to support them in their oversight role.

Recommendation 2 response: VIU accepts this recommendation. At the request of the Board Chair, the President has directed the University Secretary to develop and implement an annual development and training program for all VIU governors that includes risk management – with a specific focus on oversight of cybersecurity risk. This work has already commenced and will be in place for the 2023-24 Board year (September 2023-July 2024).

Recommendation 3: Update the board orientation program to include information on the roles and responsibilities for oversight of cybersecurity risk management.

Recommendation 3 response: VIU accepts this recommendation and will be updating its orientation for governors to include information on the roles and responsibilities for oversight of cybersecurity risk management. VIU anticipates having these updates in place for September 2023.

Recommendation 4: Review cybersecurity risk mitigation strategies annually.

Recommendation 4 response: VIU accepts this recommendation and will be adding regular updates on how VIU is managing and mitigating the risk of cybersecurity to its work plan for the 2023 (and all subsequent) Board year.

Appendix B: Audit criteria

Lines of Enquiry and Criteria:

LOE 1: Cybersecurity Risk Management Roles and Responsibilities.

Criteria:

1.1. The board has documented terms of reference that define its responsibilities for overseeing cybersecurity risk management.

1.2. The board sets expectations for the president for managing cybersecurity risk.

1.3. The board assesses if the president is meeting stated expectations for managing cybersecurity risk.

LOE 2: Training.

Criteria:

2.1. There is an orientation program provided to all new board members, covering the governors' responsibilities for providing oversight of cybersecurity risk management.

2.2. The board has an annual development program that includes updates on cybersecurity risk management.

LOE 3: Cybersecurity Risk Management Framework.

Criteria:

3.1. The board reviews and approves the university's cybersecurity risk management framework.

3.2. The board confirms the cybersecurity risk management framework, and resulting policies, are communicated to applicable parties (staff, students, and third parties).

LOE 4: Governance and Risk Management Processes.

Criteria:

4.1. The board reviews the university's cybersecurity risk assessment to confirm management is evaluating and mitigating cybersecurity risk by prioritizing risk areas and documenting responses.

LOE 5: Legal and Regulatory Requirements.

Criteria:

5.1. The board confirms management has assessed the university's legal and regulatory requirements regarding cybersecurity risk management.

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Auditor General
of British Columbia

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This report and others are available on our website, which also contains further information about the office.

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Cover: Vancouver Island University, Powell River Campus
Source: Vancouver Island University

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BRIEFING NOTE
Board of Governors

SUBMITTED BY: **Lane Trotter, President**
DATE: **September 18, 2023**
TOPIC: **Government Mandate Letter for 2023/2024**

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 2022/23 and 2023/24:

2022/2023	2023/2024
Putting people first: make life more affordable	Comply with the Tuition Limit Policy, which sets a two percent cap on tuition and mandatory fee increases for domestic students to ensure affordability.
Lasting and meaningful reconciliation	Working with SkilledTradesBC, Indigenous leadership, and partners to ensure Indigenous voices are reflected in trades training decision-making that impacts Indigenous workers, businesses and communities. Continue to provide culturally sensitive and safe learning environments for Indigenous learners.
Equity and anti-racism, ensure vulnerable and underrepresented groups get skills training	Develop and implement protections for international students that support their fair treatment. Adopt the Gender Based Analysis Plus (GBA+) lens to ensure gender equity is reflected in operations and programs.
A better future through fighting climate change	Ensure the institution implements targets and strategies for minimizing greenhouse gas emissions.
A strong, sustainable economy that works for everyone	Meet or exceed the financial targets identified in the Ministry's Service Plan tabled under budget 2023.

TOP

2022/2023	2023/2024
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.	Deliver educational and training programming as described in the StrongerBC Future Ready Action Plan to equip BC to capitalize on new opportunities and remain resilient, including continued expansion of access to affordable, accessible and relevant training, such as through micro-credentials and expanded health seats.
	Cybersecurity: maintain up-to-date systems and effective cybersecurity practices.
Continue to work with Ministry to resume full on-campus learning and services.	
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: • Work to align education and skills training to goals of the BC Economic plan Support the implementation of Skilled Trades Certification	
Contribute to Ministry engagement on upcoming initiatives: • Future Ready: Skills for the Jobs of Tomorrow plan • The Ministry's sexualized violence policy review • Further tech-relevant seat expansions The funding formula review of provincial operating grants.	

2. RECOMMENDATION AND OR MOTION

MOTION
THAT THE CAMOSUN COLLEGE BOARD OF GOVERNORS ACCEPT AND APPROVE THE TERMS OF THE 2023/24 GOVERNMENT MANDATE LETTER AND AUTHORISE THE BOARD CHAIR TANYA CLARMONT TO SIGN IT.

3. SUPPORTING DOCUMENTATION:

Government Mandate Letter for 2023/2024.

TOP

BRITISH COLUMBIA

June 21, 2023
Our Ref. 129479

Dr. Monty Bryant
Board Chair
Camosun College
3100 Foul Bay Rd
Victoria, BC V8P 5J2

Email Address: montybryant@outlook.com

Dear Dr. Monty Bryant:

On behalf of Premier Eby and the Executive Council, I would like to extend my thanks to you, your board members and your organization's leadership for your dedication, expertise and service to the people of British Columbia.

Public sector organizations—including Crowns, health authorities and post-secondary institution boards—support British Columbians by delivering vital public services and are accountable to the public through their responsible Minister. Your leadership in advancing and protecting the public interest strengthens trust in public institutions.

You are serving British Columbians at a time when people in our province continue to recover from and respond to the upheaval caused by the COVID-19 pandemic, an ongoing toxic drug crisis, climate-related natural disasters and while global inflation is driving up costs. Now more than ever, we need to focus on building a prosperous, low-carbon, sustainable economy, and a province where everyone can find a good home—in rural areas, in cities and in Indigenous communities.

This mandate letter, which I am sending in my capacity as Minister responsible for post-secondary institutions, sets out overarching principles relevant to the entire public sector and specific direction on priorities and expectations for your institution for the remainder of government's term.

Government and public sector organizations must continue to advance results that people can see and feel in these key areas: strengthened health care, safer communities, attainable and secure housing and a clean and fair economy that delivers affordability and prosperity.

In doing so, you will continue working towards lasting and meaningful Reconciliation by supporting opportunities for Indigenous Peoples to be full partners in the province we are building together and delivering on specific commitments as outlined in the *Declaration on the Rights of Indigenous Peoples Act* action plan.

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Ministry of Post-Secondary Education and Future Skills

Office of the Minister

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

Location:
Parliament Buildings
Victoria

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As required by the *Climate Change Accountability Act*, please ensure your institution implements targets and strategies for minimizing greenhouse gas emissions and managing climate risk, including achieving carbon neutrality each year and aligning with the CleanBC target of a 50 per cent reduction in public sector building emissions and a 40 per cent reduction in public sector fleet emissions by 2030. Your institution is expected to work with government to report out on these plans and activities as required by legislation.
Our province's history, identity and strength are rooted in its diverse population. Yet racialized and marginalized people face historic and present-day barriers that limit their full participation in their communities, workplaces, government and their lives. The public sector has a moral and ethical responsibility to tackle systemic discrimination in all its forms—and every public sector organization has a role in this work. As part of this work, your organization is expected to adopt the Gender-Based Analysis Plus (GBA+) lens to ensure gender equity is reflected in your operations and programs.

British Columbians expect that public sector organizations operate in a responsible manner to deliver quality services equitably in all regions of the province. This requires strategic stewardship of planning, operations and policies in the areas of financial, risk and human resource management including information security and privacy protection.

The protection of government data and networks is a priority, especially where it concerns personal information of British Columbians. Public sector organizations must maintain up to date systems and effective cybersecurity practices, including maintaining current information management and cybersecurity policies, guidelines and standards; evaluating your organization against industry standards and maintaining appropriate security and privacy practices. The Office of the Chief Information Officer within the Ministry of Citizens' Services is available to support and offer guidance to your organization in any of these areas.

Public sector organizations must also implement and maintain an effective fraud risk management strategy. The Office of the Comptroller General and the Risk Management Branch in the Ministry of Finance are available for consultation.

The Crown Agencies Secretariat (CAS) in the Ministry of Finance supports public sector organizations to operate effectively, in the public interest and aligned with government's strategic direction and priorities. Within CAS, the Crown Agencies and Board Resourcing Office (CABRO) will continue to support you and your board on recruitment, appointments and professional development, as well as ensuring board composition and governance reflects the diversity of our province. CAS can support you in public sector governance best practices, policy and planning.

I expect you to ensure the important priorities and areas of focus listed in this letter are incorporated into the practices of your institution and develop plans to address the following new priorities within your approved budget and within the following context.

Post-secondary education and training are fundamental for anyone who wishes to access and succeed in most careers in our province. We know that 80 per cent of the 1 million new job openings in BC over the next decade will require post-secondary education and training. The StrongerBC Future Ready Action Plan aims to make education and training more accessible, affordable and relevant to prepare British Columbians for the jobs of tomorrow. Achieving the objectives of the Action Plan will require collaboration across many sectors, driven by the post-secondary sector.

.../3

TOP

I ask you to rise to the challenge and work across the post-secondary system, as well as with businesses, unions, tradespeople and community leaders, to build a province of opportunity and equity, where everyone can succeed and prosper by focusing on the following priorities:

- Delivering educational and training programming as described in the StrongerBC Future Ready Action Plan to equip British Columbians to capitalize on new opportunities and remain resilient in the face of unprecedented change, including the continued expansion of access to affordable, accessible and relevant training, such as through micro-credentials and expanded health seats.
- Working with SkilledTradesBC, Indigenous leadership and partners to ensure Indigenous voices are reflected in trades training decision-making that impacts Indigenous workers, businesses and communities.
- Continuing to provide culturally sensitive and safe learning environments for Indigenous learners to maximize their participation and success in post-secondary education.
- Developing and implementing protections for international students that support their fair treatment.
- Meeting or exceeding the financial targets identified in the Ministry's Service Plan tabled under Budget 2023.
- Complying with the Tuition Limit Policy, which sets a two percent cap on tuition and mandatory fee increases for domestic students to ensure programs are affordable.

The Ministry posts the annual reporting requirements for public post-secondary institutions on its website. This document outlines the statistical, financial and performance reports for the fiscal year. Your institution is expected to meet these requirements by providing the data and reports necessary for government to carry out its responsibilities.

As Board Chair, you are required, upon resolution of your board, to sign this letter to acknowledge this direction from government to your institution. The signed letter is to be posted publicly on your institution's website by September 21, 2023.

I look forward to continuing to work with you and your board colleagues to meet the high standards set for us by all British Columbians.

Sincerely,

Honourable Selina Robinson
Minister

Date: June 21, 2023

pc: Honourable David Eby, KC
Premier
Premier@gov.bc.ca

Shannon Salter
Deputy Minister to the Premier, Cabinet Secretary and Head of the BC Public Service
OOP.DMO@gov.bc.ca

.../4

TOP

Heather Wood, Deputy Minister and Secretary to Treasury Board
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Dr. Monty Bryant,
Board Chair, Camosun College
Date:

TOP

PROFESSIONAL STUDIES & INDUSTRY TRAINING | CAMOSUN COLLEGE

StrongerBC

Future skills grant

PROFESSIONAL STUDIES & INDUSTRY TRAINING

About FSG

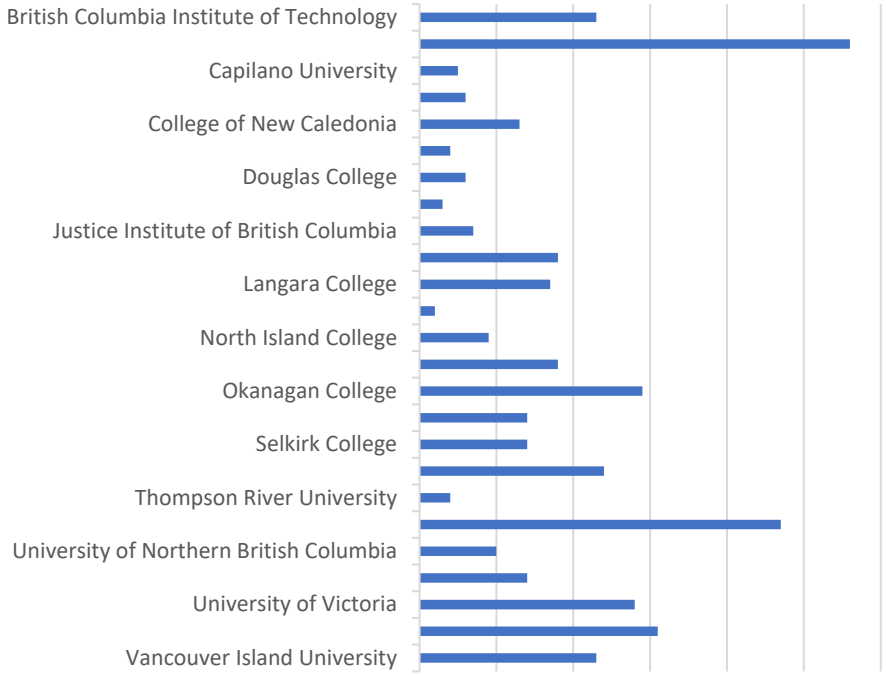
The StrongerBC future skills grant (FSG) is available to individuals aged 19 and above living in British Columbia. The grant provides funding of up to $3,500 per person for qualified short-term skills training offered by public post-secondary institutions.

To view a full list of courses, programs, and Micro-Credentials please visit: prosit.camosun.ca/strongerbc/

This grant is designed to enable learners to improve their skill sets and advance their careers, providing them with entry to well-paid, high-growth jobs.

PROFESSIONAL STUDIES & INDUSTRY TRAINING

FSG in BC



https://www.educationplannerbc.ca/plan/finance/future-skills-grant