



Board and Board Committee Meetings
Monday May 27 and Tuesday May 28, 2024

University
of Victoria

Open Session
Tuesday May 28, 2024
11:00 a.m. – 12:00 p.m.
Via Videoconference

DRAFT AGENDA

1. Approval of Agenda

MOTION:

THAT the agenda of the open session of the regular meeting of May 28, 2024 be approved.

2. Approval of Summary Record of the Meeting held March 26, 2024 (attached)

MOTION:

THAT the summary record of the open session of the regular meeting held March 26, 2024 be approved.

3. Business Arising from the Summary Record

4. Chair's Remarks

5. Correspondence

6. President's Report

7. External Relations Update

BOG-May28/24-20

CONSENT

8. Finance Committee (Jyoti Stephens)

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

BOG-May28/24-12

MOTION:

THAT the Board of Governors collect and remit the fees as approved by the UVSS members and as outlined in the letter of April 23, 2024 from the Director of Finance and Operations of the UVSS, to the Associate Vice-President Student Affairs.

9. Operations and Facilities Committee (Brian Cant)

a. New and Revised Awards

BOG-May28/24-19

MOTION:

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

- Association of Former MLAs of BC Student Scholarship* (Revised)
- David Ritchie Business Grant* (Revised)
- Derrick Hirons Graduate Scholarship* (New)
- Dr. Ian Stuart MBA Scholarship in Service Management* (Revised)
- Emma Machado Memorial Scholarship* (Revised)
- Geoff McKay Vikes Men's Basketball Annual Award (New)
- James A. Mossey (SM) Award* (Revised)
- Law Foundation of BC Black Legal Scholar Award (New)
- Law Foundation of BC Black Legal Scholar Entrance Award (New)
- Law Foundation of BC Legal Scholar Award (New)
- MBA Leadership/Citizenship Award* (Revised)
- MBA Pay-it-Forward Award* (Revised)
- Peninsula Co-op Dr. Ian MacPherson Memorial Scholarship* (Revised)
- Peter Gustavson MGB Scholarship (Revised)
- Ritchie Foundation Graduate Entrance Scholarship* (Revised)
- Ritchie Foundation MBA Scholarship* (Revised)
- Ritchie Foundation Travel Award* (Revised)
- Stikeman Elliott Entrance Award (Revised)
- Strathcona Hotel Award* (Revised)
- Wayne and Nancy MacDonald Vikes Athletics Award* (Revised)
- Afghan Women in Engineering and Computer Science Entrance Scholarship (New)
- Cecilia Tatti Tutcho Graduate Scholarship in Indigenous Language Revitalization (Revised)
- Chaney Award* (Revised)
- Christopher E. Wilks Memorial Bursary* (Revised)
- Courage to Persevere Award (New)
- Dianne Bourne Memorial Bursary* (Revised)
- Dr. Elmar B.F. Brosterhus Scholarship* (New)
- Dr. Robert Michael Peet Graduate Scholarship (Revised)
- Faculty of Education Emergency Bursary (Revised)
- Faculty of Humanities Emergency Bursary (New)
- Faculty of Social Sciences Emergency Bursary (New)
- Federation of Asian Canadian Lawyers (British Columbia) Society Award (New)
- Heidi Gowans-Perschau Scholarship* (New)
- Janina Wetselaar Award in Nursing (New)
- Joyce Green and James Johnson Scholarship* (Revised)
- Karen Midori Kobayashi Memorial Scholarship* (New)
- Level Up Award presented by Codename Entertainment* (Revised)
- Thomas Chester Men's and Women's Rowing Award (Revised)
- Thomas Wirral Cup Men's and Women's Rowing Award (New)
- W.E. Cowie Innovation Award* (Revised)
- William C. Mearns Award in Business* (Revised)

- William C. Mearns Award in Engineering* (Revised)
- Women in Economics Graduate Scholarship* (Revised)

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b. Status Report on Capital Projects BOG-May28/24-16a

c. Fighting Against Forced Labour and Child Labour in Supply Chains Act (formerly Bill S-211) BOG-May28/24-15

MOTION:

THAT the Board of Governors approve the University of Victoria Forced Labour and Child Labour Statement for the Fiscal Year ended March 31st, 2024 for submission to the federal government.

Pro Forma Motion:

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

REGULAR

10. Audit Committee (Erinn Pinkerton)

a. 2023/24 Financial Statements BOG-May28/24-04a

MOTION:

THAT the Board of Governors approve the 2023/24 Audited Financial Statements and the appropriations as set out in the attached schedule; and

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

11. Operations and Facilities Committee (Brian Cant)

a. Interim Summary on Non-Academic Misconduct Allegations and Resolutions BOG-May28/24-14

b. Faculty of Health Proposals for Clinical Psychology and Counselling Psychology BOG-May 28/24-26

MOTION:

Clinical Psychology

THAT the Board of Governors approve:

- 1. That the Clinical Psychology graduate program offered by the Department of Psychology become part of the Faculty of Health effective May 1, 2025.*

2. The Department of Psychology will exist as one department with programs in two faculties, the Faculty of Social Sciences and the Faculty of Health.

3. Persons holding academic appointments in the Department of Psychology who are part of the Clinical Psychology graduate program on May 1, 2025 shall hold an appointment in the Faculty of Health.

4. That all courses approved for offering in the Clinical Psychology graduate program continue to be approved for offering in the Faculty of Health.

5. The governance and programmatic oversight of the Clinical Psychology graduate program currently undertaken by the Faculty of Graduate Studies will continue.

MOTION:

Counselling Psychology

THAT the Board of Governors approve:

1. That the Counselling Psychology graduate program become part of the Faculty of Health effective May 1, 2025.

2. Persons holding academic appointments in this program on May 1, 2025 shall hold the same appointment in the Faculty of Health.

3. That all courses (undergraduate and graduate) approved for offering in the Counselling Psychology graduate program continue to be approved for offering in the Faculty of Health.

4. The governance and programmatic oversight of the Counselling Psychology graduate program currently undertaken by the Faculty of Graduate Studies will continue.

c. Rescinding the Off-Campus Graduate Programs Policy (AC1115)

BOG-May 28/24-21

MOTION:

THAT the Board of Governors approve rescinding the Off-Campus Graduate Programs Policy (AC1115) effective immediately.

d. Proposed Update to Policy #HR6420 - Professional Development Expenses and Leave: Professional Employees' Association Staff

BOG-May28/24-23

MOTION:

THAT the Board of Governors approves revisions to the Professional Development Expense Policy for PEA Staff, HR6420, effective July 1, 2024.

AND

THAT the Board of Governors approves the inclusion of the purchase of equipment as an eligible professional development expense under the revised policy until December 31, 2024.

13. Other Business

Adjournment



University
of Victoria

Board and Board Committee Meetings Monday March 25 and Tuesday March 26, 2024

Open Session

Tuesday March 26, 2024 11:00 a.m.

Via Videoconference

DRAFT SUMMARY RECORD

Present: Erinn Pinkerton (Acting Chair), Chekwube Anyaegbunam, Marion Buller, Erin Campbell, Brian Cant, Christina Clarke, Roshan Danesh, Kevin Hall, Jyoti Stephens, Ivan Watson, Carrie Andersen (Secretary)

By Invitation: Elizabeth Croft, Chris Horbachewski, Lisa Kalynchuk, Kristi Simpson, Robina Thomas

Regrets: Val Napoleon, Paul Ramsey, Kyle Risby, Laylee Rohani

1. Approval of Agenda

MOTION: (E. Pinkerton/M. Buller)

THAT the agenda of the open session of the regular meeting of March 26, 2024 be approved.

CARRIED

2. Approval of Summary Record of the Meeting held January 30, 2024

MOTION: (B. Cant/K. Hall)

THAT the summary record of the open session of the regular meeting held January 30, 2024 be approved.

CARRIED

3. Business Arising from the Summary Record

There was none.

4. Chair's Remarks

The Vice-Chair provided a territorial acknowledgement.

5. Correspondence

There was none.

6. President's Report

Kevin Hall, President and Vice-Chancellor noted this was the two-year anniversary of the International Training Centre for Authorities and Leaders (CIFAL Victoria) official launch, with a mandate to deliver training activities and research that build on UVic's commitments to the United Nations Sustainable Development Goals (SDGs) and the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP).

Staff Engagement

K. Hall commented on issues impacting the campus community and said the President's office is working on ways to engage with staff and faculty over the next month or two.

Vikes Update

The women's rugby team returned from Concordia University this week after winning the silver medal at the Canadian University Women's Rugby 7s National Championship.

The men's and women's golf team have also had success recently by taking home first and second place at the Vikes Spring Shootout at Cordova Bay Golf Course March 18-19.

Awards

Dr. Ross Chapman, Professor Emeritus at the School of Earth and Ocean Sciences, has been awarded the biennial Munk Medal from the Oceanography Society.

Dr. Lisa Reynolds, associate professor in the Department of Biochemistry and Microbiology, receives the 2024 CIHR-INMD-Canadian Association of Gastroenterology Early Career Investigator Partnership Prize.

Dr. John Borrows, Canada Research Chair of Indigenous Law, was appointed an Officer of the Order of Canada in 2020 and was formally invested on February 22.

Nicholas J. Roberts, a UVic graduate student, has won the Gilead Early Career Award for excellence in EDI.

Dr. Francis Juanes, Liber Ergo Professor of Fisheries in the Department of Biology, received the Confederation of University Faculty Associations of BC's Paz Buttedahl Career Achievement Award.

There were no questions for K. Hall.

7. External Relations Update

BOG-Mar26/24-23

Chris Horbachewski, Vice-President External Relations had nothing to add to the report that was circulated and invited questions from the members.

There were no questions for C. Horbachewski.

CONSENT

8. Finance Committee (Jyoti Stephens)

a. Collection and Remission of Student Fees for the Graduate Students' Society (GSS) BOG-Mar26/24-07

MOTION:

THAT the Board of Governors collect and remit fees for the GSS in 2024/25 as outlined in the letter of February 12, 2024 from the Executive Director of the GSS to Kristi Simpson, Vice-President Finance and Operations, subject to confirmation of approval of the fees at the GSS Semi-Annual General Meeting on March 19, 2024.

9. Operations and Facilities Committee (Brian Cant)

a. New and Revised Awards BOG-Mar26/24-09

MOTION:

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

- Robyn Kathleen Addison Scholarship in Environmental Studies (Revised)
- Alec Maclean Award in Economics (Revised)
- TANSI Award (Revised)
- Maple Reinders Scholarship (New)
- Carolyn E. & Robert J. McMormick Indigenous Graduate Scholarship (New)
- Peninsula Co-op Dr. Ian MacPherson Memorial Scholarship* (Revised)
- Chaney Award* (Revised)
- Marilyn McCrimmon Scholarship in Education* (Revised)
- Gustavson School of Business Emergency Bursary (New)
- Dr. Charlotte Loppie Award* (Revised)
- Joyce Green and James Johnson Scholarship* (New)
- Harris & Co Black Legal Scholar Award (New)
- Harris & Co Diversity Entrance Award (New)
- Juliana Polstein Memorial Award* (New)
- Alexander, Holburn, Beaudin and Lang Scholarship (Revised)
- Carfra Lawton LLP Scholarship (Revised)
- Cook Roberts Scholarship in Civil Procedure (Revised)
- Cook Roberts Scholarship in Business Associations (Revised)
- Gowling WLG (Canada) LLP Prize in Intellectual Property & Technology Law (Revised)
- Harper Grey Insurance Law Prize (Revised)
- J.S.D. Tory Prize for Advocacy (Revised)
- JFK Law LLP Prize in Indigenous Lands, Rights, and Governance (Revised)
- Lawson Lundell LLP Prize in Administrative Law Process (Revised)
- Lawson Lundell LLP Prize in Business Associations (Revised)

- Lawson Lundell LLP Prize in Secured Transactions (Revised)
- Lawson Lundell LLP Prize in Securities Regulation (Revised)
- Lothar Hermann Redlin Memorial Scholarship* (Revised)
- Oyen, Wiggs, Green & Mutala Prize in Intellectual Property (Revised)
- Nash Johnston LLP Scholarship in Evidence (Revised)
- G. Allan Higenbottam Prize in Legal and Legislative Drafting* (Revised)
- Christopher P. Kehler Memorial Prize in Family Law* (Revised)
- Chris Considine Prize in Evidence* (Revised)
- Professor Jim Ellis Memorial Prize in Advanced Taxation* (Revised)
- Professor Jim Ellis Memorial Prize in International Business* (Revised)
- Professor Jim Ellis Memorial Prize in International Law* (Revised)
- Victoria Estate Planning Council Douglas Gray Book Prize* (Revised)
- HSBC Bank Canada Indigenous Award* (Revised)
- Victoria Canada-China Friendship Association Scholarship* (Revised)
- Joyce Bewley Undergraduate Award (New)
- Ajaib Singh Sangha & Family Memorial Scholarship* (Revised)
- Alan Steven John Awards in Visual Arts (Revised)
- BMO Alliance for Women in Business Award (New)
- Carol Ann Mitchell Graduate Scholarship* (Revised)
- Co-op Changemaker Award (New)
- Dave Ian Dunnet Music Education Scholarship* (Revised)
- David F. Strong Research Scholarship* (Revised)
- Doreen Sutherland Undergraduate Award for Permanent Residents, Protected Persons & Refugee Women in HEIS* (Revised)
- Elaine Gallagher Award* (Revised)
- Faculty of Education Emergency Bursary (Revised)
- Georgi Ignatov MBA in Sustainable Innovation Scholarship (New)
- Iranian Student Graduate Memorial Scholarship* (Revised)
- Gilbert and Marie Alice Peart Award in English Literature* (Revised)
- John Dobereiner Award* (Revised)
- Lloyd Milburn Undergraduate Scholarship (New)
- Lucas Main Elevator Award (Revised)
- Minh Ly Scholarship for International Students (New)
- Mosaic Forest Management Award in Indigenous Language Revitalization (Revised)
- Pooni Family Award in Business (Revised)
- Pooni Family Award in Geography (Revised)
- Reese Daytona McClenahan Graduate Scholarship in Greek & Roman Studies (New)
- Ritchie Foundation MBA Scholarships* (Revised)
- Wendy Diane Esdale Graduate Scholarship* (Revised)
- International School, Manilla, Entrance Scholarship (New)
- Jamnabai Narsee School, Mumbai, Entrance Scholarship (New)
- Le Hong Phong High School for The Gifted, Vietnam, Entrance Scholarship (New)

- Mercer Island High School, USA, Entrance Scholarship (New)

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b. Proposed changes to the University of Victoria and College Partners Bachelor of Science in Nursing Program BOG-Mar26/24-10

MOTION:

THAT the Board of Governors approve the proposed changes to the University of Victoria and College Partners Bachelor of Science in Nursing program in the School of Nursing, as described in the document "BSN University of Victoria and College Partners Program".

c. Proposal for program changes and name changes of the PhD program in the Gustavson School of Business BOG-Mar26/24-11

MOTION:

THAT the Board of Governors approve the proposed changes to the PhD Program in International Management and Organization in the Gustavson School of Business, as described in the document "PhD in International Management and Organization".

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the proposed name change of the PhD Program in International Management and Organization in the Gustavson School of Business, as described in the document "PhD in International Management and Organization".

d. Proposal to establish a Master of Engineering in Building Envelopes and Structures in the Department of Civil Engineering in the Faculty of Engineering and Computer Science BOG-Mar26/24-12

MOTION:

THAT the Board of Governors approve the proposal to establish a Master of Engineering in Building Envelopes and Structures in the Department of Civil Engineering in the Faculty of Engineering and Computer Science as described in the document "MEng in Building Envelopes and Structures" and that this approval be withdrawn should the program not be offered within five years of the granting of approval.

e. Proposal to establish a Computing Gateway Program in the Faculty of Engineering and Computer Science BOG-Mar26/24-13

MOTION:

THAT the Board of Governors approve the proposal to establish the Computing Gateway program for delivery at the West Shore Campus, as described in the document "West Shore Computing Gateway," and that this approval be withdrawn should the program not be offered within five years of the granting of approval.

f. Proposal for changes to the Master of Counselling Psychology Programs in the Department of Educational Psychology and Leadership Studies

BOG-Mar26/24-15

MOTION:

THAT the Board of Governors approve the proposed changes to the Master of Arts in Counselling Psychology Project Program in the Department of Educational Psychology and Leadership Studies, as described in the document "Counselling Psychology MA Programs".

THAT the Board of Governors approve the proposed changes to the Master of Arts in Counselling Psychology Thesis Program in the Department of Educational Psychology and Leadership, as described in the document "Counselling Psychology MA Programs".

g. Proposal for delivery of the UBC Faculty of Medicine distributed programs

BOG-Mar26/24-21

MOTION:

THAT the Board of Governors approve the University of Victoria to sign a memorandum of agreement for delivery of the University of British Columbia Faculty of Medicine Master of Physical Therapy and Master of Science in Speech Language Pathology programs as distributed programs at UVic in accordance with the Memorandum of Agreement.

h. Status Report on Capital Projects

BOG-Mar26/24-19a

i. 2023 Policy Annual Report

BOG-Mar26/24-25

Pro Forma Motion: (B. Cant/J. Stephens)

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

REGULAR

10. Finance Committee (Jyoti Stephens)

a. Planning and Budget Framework 2025-2027

BOG-Mar26/24-03

J. Stephens invited Kristi Simpson, Vice-President Finance and Operations and Elizabeth Croft, Vice-President Academic and Provost to provide a presentation.

K. Simpson provided an overview of consultations with the Senate Committee on University Budget and the Board of Governors throughout the budget process.

K. Simpson provided an overview of the proposed budget framework, including the need to implement budget reductions for the coming year.

E. Croft spoke to the outlook and context and framework highlights. K. Simpson gave an overview of operating revenue and expense by function. Key operating budget assumptions were discussed, and next steps were provided.

A four percent differentiated base budget reduction will be implemented. K. Simpson and E. Croft will report back to the Board on outcomes. Enrolment will be monitored and the process, methodology and timeline for updating international undergraduate tuition fees will be reviewed.

There were no questions for K. Simpson and E. Croft.

MOTION: (B. Cant/M. Buller)

THAT the Board of Governors approve the Planning and Budget Framework 2025–2027, including the tuition and other fee increases contained therein, and authorize the President to develop and implement the detailed operating budget for the 2024/25 fiscal year.

CARRIED

11. Operations and Facilities Committee (Brian Cant)

a. Enrolment Projections for 2024/25

BOG-Mar26/24-16

B. Cant invited E. Croft to present the report. E. Croft noted this is an annual report on expected enrolment that Senate reviewed and approved at their March meeting. She provided an overview of how targets are set by the Ministry of Post Secondary Education and Future Skills and how UVic will exceed those targets in 2024/25.

MOTION: (B. Cant/M. Buller)

THAT the Board of Governors approve a recommended enrolment level of 20,175 FTE for the 2024/25 academic year, subject to revisions in the event of new information regarding mandated growth, funding levels, application rates and world events.

CARRIED

b. Faculty of Health Proposal

BOG-Mar26/24-17

E. Croft noted that the establishing of the Faculty of Health will be transformative for the university. The proposal was reviewed and approved by Senate at their March meeting. She provided background information on the process that was followed.

K. Hall thanked E. Croft and the team for their tremendous effort in following the process through and he thanked faculty, staff and students for their support.

B. Cant expressed his thanks on behalf of the Board of Governors and noted he is looking forward ten years from now to see what this change will bring.

MOTION: (I. Watson/M. Buller)

THAT the Board of Governors approve:

- 1. That UVic establish the Faculty of Health effective May 1, 2024.*
- 2. That UVic establish a School of Medical Sciences in the Faculty of Health effective May 1, 2025 and migrate faculty, staff and students in the Division of Medical Sciences to the new School effective May 1, 2025, and that the Division of Medical Sciences be disestablished effective May 1, 2026.*
- 3. That the School of Exercise Science, Physical and Health Education; School of Health Information Science; School of Medical Sciences; School of Nursing; School of Public Health and Social Policy; and School of Social Work become part of the Faculty of Health effective May 1, 2025, and persons holding academic and staff appointments in these academic units on May 1, 2025 shall hold the same appointment in the Faculty of Health.*
- 4. That all programs and courses approved for offering in the School of Exercise Science, Health and Physical Education; School of Health Information Science; School of Medical Sciences; School of Nursing; School of Public Health and Social Policy; and School of Social Work continue to be approved for offering in the Faculty of Health.*
- 5. That the Faculty of Human and Social Development continue from May 1, 2025 until April 30, 2026 with a faculty comprised solely of the Acting Dean of Human and Social Development. The Faculty of Human and Social Development shall be disestablished effective May 1, 2026.*
- 6. That the Division of Medical Sciences continue from May 1, 2025 until April 30, 2026 with a faculty comprised solely of the Acting Head of the Division of Medical Sciences. The Division of Medical Sciences shall be dissolved effective May 1, 2026.*
- 7. That the School of Child and Youth Care (CYC) become part of the Faculty of Education effective May 1, 2025, and persons holding academic and staff appointments in CYC on May 1, 2025 shall hold the same appointment in the Faculty of Education.*
- 8. That all programs and courses approved for offering in the School of Child and Youth Care be continued in the academic unit and Faculty of Education effective May 1, 2025.*

9. That the School of Indigenous Governance (IGOV) become part of the Faculty of Social Sciences effective May 1, 2025, and persons holding academic and staff appointments in IGOV on May 1, 2025 shall hold the same appointment in the Faculty of Social Sciences.

10. That all programs and courses approved for offering in the School of Indigenous Governance be continued in the academic unit and Faculty of Social Sciences effective May 1, 2025.

11. That the School of Public Administration (PADM) become part of the Faculty of Social Sciences effective May 1, 2025, and persons holding academic and staff appointments in PADM on May 1, 2025 shall hold the same appointment in the Faculty of Social Sciences.

12. That all programs and courses approved for offering in the School of Public Administration be continued in the academic unit and Faculty of Social Sciences effective May 1, 2025.

13. That students in the School of Exercise Science, Physical and Health Education; School of Health Information Science; School of Medical Sciences; School of Nursing; School of Public Health and Social Policy; School of Social Work; School of Child and Youth Care; School of Indigenous Governance; and School of Public Administration who complete their studies in the 202501 term or earlier will graduate from their Faculty at the time they completed their program requirements regardless of when they apply to graduate.

14. The appointment committee composition for the inaugural Dean, Faculty of Health (see attached for committee composition).

15. That the Procedures for the Appointment of the Associate Dean of Human and Social Development (GV0640) be rescinded effective May 1, 2025.

CARRIED

c. Proposal to establish a School of Languages, Linguistics and Cultures in the Faculty of Humanities

BOG-Mar26/24-14

E. Croft provided background on the proposal. The proposal was reviewed and approved by Senate at their March meeting.

MOTION: (K. Hall/J. Stephens)

THAT the Board of Governors approve:

1. Establishment of the School of Languages, Linguistics, and Cultures (SLLC) in the Faculty of Humanities amalgamating the following academic units: Department of French and Francophone Studies, Department of Germanic and Slavic Studies, Department of Hispanic and Italian Studies, and Department Linguistics effective September 1, 2024.

2. That all programs and courses approved for offering in the Departments of French and Francophone Studies, Germanic and Slavic Studies, Hispanic and Italian Studies, and Linguistics continue to be approved for offering in the SLLC effective September 1, 2024.

3. That the Departments of French and Francophone Studies, Germanic and Slavic Studies, Hispanic and Italian Studies, and Linguistics shall be dissolved effective September 1, 2024.

CARRIED

d. Revision to the Procedures for the Appointment and Reappointment of the Vice-President Academic and Provost

BOG-Mar26/24-02

K. Hall provided an explanation of the proposed amendment.

MOTION: (K. Hall/M. Buller)

THAT the Board of Governors approve the attached revised GV0305 – Procedures for the Appointment and Reappointment of the Vice-President Academic and Provost, effective April 1, 2024.

CARRIED

e. Revision to the Procedures for the Appointment and Reappointment of the Deputy Provost and Academic Associate Vice-Presidents

BOG-Mar26/24-01

E. Croft provided an explanation of the proposed amendment.

MOTION: (E. Campbell/C. Anyaegbunam)

THAT the Board of Governors approve the attached revised GV0350 – Procedures for the Appointment and Reappointment of the Deputy Provost and Academic Associate Vice-Presidents, effective April 1, 2024.

CARRIED

12. Other Business

There being no other business, the meeting was adjourned at 11:36 a.m.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

May 13, 2024

A handwritten signature in blue ink that reads "C. Horbachewski".

To: Board of Governors

From: Chris Horbachewski, Vice-President External Relations

cc: President and Vice-Chancellor

Meeting Date: May 28, 2024

Subject: External Relations Update – MAY OPEN

The following report provides an update on our activities in:

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

COMMUNICATING THE UVIC MISSION AND STORY

White Dwarf Stars

UVic published a [news release](#) to coincide with the hype around the eclipse. This story had a total of 1,021 views and 49.5% engagement rate.

- EurekAlert: [New theory explains why white dwarf stars can cheat death](#)
- Top outlets featuring White Dwarf Stars are:
 - [Some 'dead' stars hide celestial fountains of youth beneath their surfaces](#), Yahoo! News
 - [Buoyant crystals halt the cooling of white dwarf stars](#), Nature
 - [Floating crystals slow stellar aging — for some stars, this can delay death by billions of years](#), The Conversation Canada
 - [Newly discovered 'fountain of youth' phenomenon may help stars delay death by billions of years](#), LiveScience
 - [Some 'dead' stars hide celestial fountains of youth beneath their surfaces](#), Space.com
 - [Astrophysicists unveil new phenomenon challenging textbook definition of white dwarf stars](#), Phys.org
 - [Certaines étoiles ne s'éteindront jamais... ou presque](#), ICI Radio Canada
 - [Weird floating crystals can stop stars ageing for billions of years](#), New Scientist
 - [Cheating Death: New Theory Explains White Dwarfs' Cooling Conundrum](#), The SciTechDaily
 - [Eternal Flames: Unraveling the Mystery of Delayed White Dwarfs](#), The SciTechDaily
 - [Scientists uncover new phenomenon of how white dwarf stars cheat death](#), Interesting Engineering
 - ['Dead star' reputation of white dwarfs challenged by UVic astronomer's study](#), Victoria News

Sampling of Other Earned Media Highlights in March/April

- [Complications from alcohol are rising among women](#), New York Times
- [Should alcoholic beverages have cancer warning labels](#), New York Times
- [Mass die-offs among farmed salmon on the rise around the world](#), BBC
- [NASA plan to fight climate change by injecting ice into atmosphere](#), Daily Mail
- [UN weather agency issues 'red alert' about climate change](#), Daily Mail
- [Underwater volcano off northeastern US could erupt soon, experts say](#), Daily Mail
- [The faintest star system orbiting our Milky Way may be dominated by dark matter](#), Yahoo! News
- [Why zero stress shouldn't be your goal](#), Time Magazine

UVic Social-Media Highlights (Mar. 1 – Apr. 22, 2024)

- Instagram: The [Prime Minister's visit on Instagram](#) was the highest viewed and shared post of UVic's entire Instagram history at 189K views
- Instagram: The [students talking about their research](#) was the second-highest performing piece of content.
- Instagram: A [feature on President Kevin Hall and the Order of Pi](#) was our top-performing video until Trudeau's visit
- LinkedIn: [An ode to World Wildlife Day](#) (aimed at telling International students what wildlife we really have on campus) performed well on LinkedIn.
- TikTok: We highlighted what we meant by [UVic is on an island on TikTok](#)

CELEBRATING SUCCESS AND EXCELLENCE

CFI Announcements

From testing environmental stresses on plants to understanding mysteries of the universe, five UVic research projects received infrastructure support from the Canada Foundation for Innovation (CFI). On March 13, the Honourable Pablo Rodriguez, Minister of Transport and Québec Lieutenant, announced \$515 million for 100 projects at 32 post-secondary institutions and research hospitals, funded through the CFI Innovation Fund that will help Canada remain at the forefront of scientific exploration, technology development and knowledge generation. The story was featured at [Education News Canada](#) and [BCIT News Page](#).

REACH Awards



Twenty researchers, teachers and students will be received UVic's 2023 REACH awards at a ceremony on May 2. The awards pay tribute to campus leaders who champion dynamic learning and make a vital impact at UVic in the classroom and beyond. A vibrant [new landing page](#) with images and bios of all recipients was developed.

Top Employers Awards

Best Diversity Employer 2024 – Reducing systemic recruitment barriers at UVic

We took a storytelling approach to this announcement, highlighting the work of Facilities Management to reduce systemic recruitment barriers—in this case language barriers—to hire Ukrainians fleeing war.

Ceremonies and Events

Spring Convocation planning is in full swing. There will be 11 ceremonies to accommodate a significant increase in Continuing Studies students receiving certificates. The tentative schedule is:

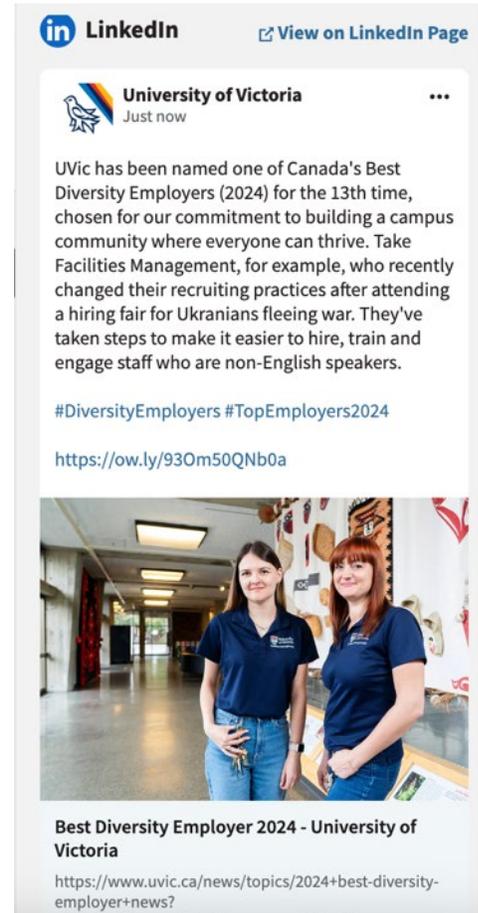
- June 10, 10am – Business, Education, Graduate Studies
- June 10, 2:30pm – Human and Social Development, Graduate Studies
- June 11, 10am – Social Sciences (Environmental Studies & Psychology), Graduate Studies
- June 11, 2:30pm – Social Sciences (Anthropology, Economics, Political Science, Sociology), Graduate Studies
- June 12, 10am – Law, Social Sciences (Geography), Graduate Studies, Continuing Studies
- June 12, 2pm - Continuing Studies
- June 12, 6pm - Continuing Studies
- June 13, 10am – Engineering & Computer Science (Bachelor of Software Engineering & Graduate Studies), Humanities, Graduate Studies
- June 13 at 2:30pm – Engineering & Computer Science (Bachelor of Engineering & Bachelor of Science)
- June 14 at 10am – Fine Arts, Science (Biology), Graduate Studies
- June 14 at 2:30pm – Science (Biochemistry, Chemistry, Earth & Ocean Sciences, Earth Sciences, Mathematics & Statistics, Microbiology, Physics & Astronomy)

Honorary Degree Recipients for Spring Convocation will be:

- Margaret Lidkea
- Eloise Spitzer
- James Carley

FOSTERING A CULTURE OF PHILANTHROPY

The Annual Report to Donors was released in July 2023. The current year report is in production and will be available mid-June.



Alumni Engagement

2024 Distinguished Alumni Awards

- More than 200 guests celebrated the 18 Distinguished Alumni Award recipients at the Celebration Reception held on April 11th at the Hotel Grand Pacific. Nominations for the 2025 Distinguished Alumni Awards are now open and will close on October 18th, 2024.

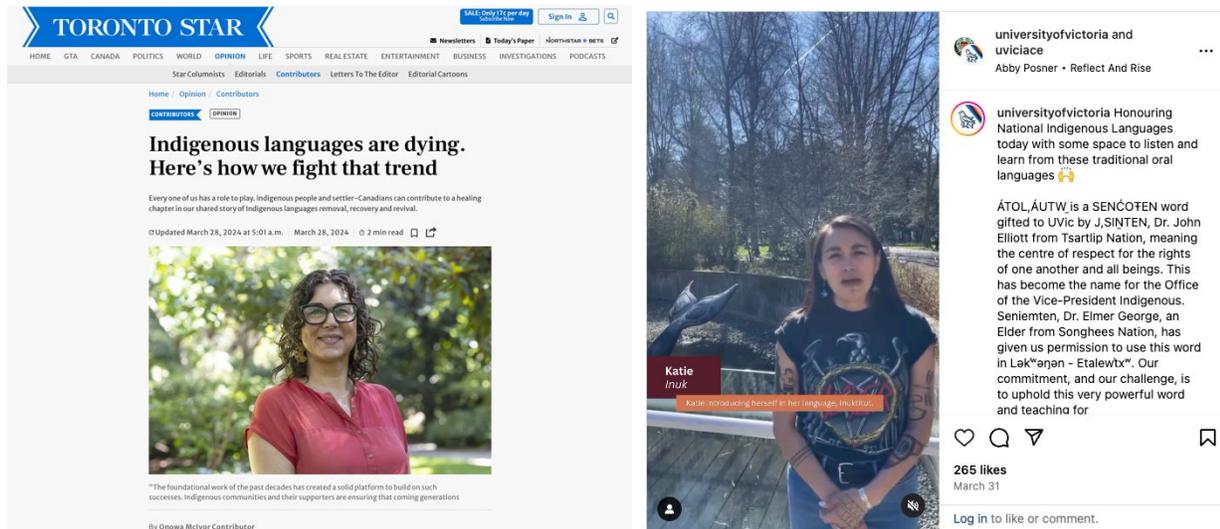
Alumni Events, Across Canada and the US

- A total of 12 learning and networking events were held between March and April. These events were a combination of online, in person, in Victoria, Toronto, Vancouver and New York and organized by faculties, alumni volunteers and Alumni Relations.

The UVic Torch alumni magazine was published in July 2023. The next issue will be printed in late May 2024.

ENHANCING COMMUNITY THROUGH CULTURAL AND OTHER ACTIVITIES

National Indigenous Languages Day



The image shows two side-by-side screenshots. The left screenshot is from the Toronto Star website, featuring an article titled "Indigenous languages are dying. Here's how we fight that trend" by Onowa McIvor. The article includes a photo of a woman and a quote: "The foundational work of the past decades has created a solid platform to build on such successes. Indigenous communities and their supporters are ensuring that coming generations...". The right screenshot is an Instagram post from the account "universityofvictoria and uviciace" by Abby Posner. The post features a video of a woman, Katie Inuk, speaking. The caption reads: "Honouring National Indigenous Languages today with some space to listen and learn from these traditional oral languages 🙌. ÁTOL.ÁUTW is a SENĆOŦEN word gifted to UVic by J.SINTEN, Dr. John Elliott from Tsartlip Nation, meaning the centre of respect for the rights of one another and all beings. This has become the name for the Office of the Vice-President Indigenous. Seniemten, Dr. Elmer George, an Elder from Songhees Nation, has given us permission to use this word in Lak^oerjən - Etalewtx^o. Our commitment, and our challenge, is to uphold this very powerful word and teaching for...". The post has 265 likes and is dated March 31.

For National Indigenous Languages Day, an op-ed by Onowa McIvor was published in the [Toronto Star](#), which showcased the work that all Canadians could do to support Indigenous language revitalization.

Days of Significance

The International Day for the Elimination of Racial Discrimination and International Day to Combat Islamophobia both took place in March.

International Day for the Elimination of Racial Discrimination:

- [LinkedIn post](#)
- [Landing page](#)

International Day to Combat Islamophobia:

- [LinkedIn post](#)
- [Landing page](#)

International Trans Day of Visibility:

- We created a [Landing page](#) for the International Trans Day of Visibility. We shared the page alongside resources, including a [post highlighting the Transgender Archives](#) in a series of posts on social media.

Farquhar Auditorium

The 2023-24 presenting season which includes Voices in Circle, nears its conclusion while planning for the 2024-25 season is proceeding. Upcoming presentations include:

- Mattmac & Guests – a cabaret of local Indigenous Hip Hop artists perform with acclaimed Vancouver-based Indigenous blind rapper Mattmac. June 1 at 7pm. The 24-25 Season will be announced and go on sale at that concert.
- The 2024-25 season will launch with Tanya Tagaq on September 18. Other artists being contracted include Cliff Cardinal's The Land Acknowledgement, Shane Koyczan, Sechle Sedare, V'ni Dansi, International Guitar Night and Vitaly Beckman.



University of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

May 13, 2024

FOR DECISION

To: Finance Committee

From: Kristi Simpson, Vice-President Finance and Operations 

cc: President and Vice-Chancellor

Meeting Date: May 28, 2024

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

Basis for Jurisdiction: University Act 27.1

Related Strategic Principles:

Operating with excellence. We will pursue excellence in the way we teach, research, engage with the community and operate.

Adding value when we join others. We will work to ensure our engagement with every partner is respectful, relevant and responsive through thoughtful dialogue and shared goals.

Recommendation:

THAT the Finance Committee recommend to the Board of Governors that the Board of Governors collect and remit the fees as approved by the UVSS members and as outlined in the letter of April 23, 2024 from the Director of Finance and Operations of the UVSS, to the Associate Vice-President Student Affairs.

Background:

The attached letter confirms provisional fee details for the 2024 fall semester. There are four specific changes to individual UVSS fees from the outlined Fall and Winter terms last fiscal year,

and there is an update to the extended enhanced Health and Dental plans starting in the Fall of 2024, as per the attached letter.

Attachment:

Letter dated April 23, 2024 from Kushi Wadhwa, Director Finance and Operations, to Jim Dunsdon, Associate Vice-President Student Affairs.



April 23rd, 2024

Jim Dunsdon
Associate Vice-President Student Affairs
University of Victoria

Dear Jim Dunsdon,

I am authorized by the Bylaws of the University of Victoria Students' Society (UVSS) to send this notice to the University of Victoria with regard to the collection and remission of student fees in accordance with the University Act and to make the certifications and representations contained in this notice.

This purpose of this letter is to officially confirm the UVSS Fees for the 2024 Fall Semester. There are four specific changes to individual UVSS fees from the outlined Fall and Winter terms last fiscal and there is an update to the extended enhanced Health and Dental plans starting in the Fall of 2024. Any changes to previous letter are highlighted in yellow.

All membership fees are set through a referendum as required by the University Act and the UVSS Bylaws.

As set by a majority of the members of the UVSS who voted in previous referenda over the years, I certify that the **UVSS membership fees for the 2024 Fall semester are as follows:**

Fee	Amount
UVSS Fee Fall 2024	\$81.50 for full-time students and \$40.72 for part-time students each semester
Universal Bus Pass	\$81.00 per semester
Extended Health Plan	\$208.37 per year for students taking at least 3.0 on-campus credit in the fall semester and \$138.91 (2/3) for students taking at least 3.0 on-campus credits in the spring semester but not assessed \$208.37 in the fall semester
Dental Plan	\$208.37 per year for students taking at least 3.0 on-campus credits in the fall semester and \$138.91 (2/3) for students taking at least 3.0 on-campus credits in the spring semester not assessed \$208.37 in fall semester

The basic plan for either dental or extended health is unchanged and will continue to be **\$145** for students taking 3.0 on-campus credits in the fall and **\$96.67** (2/3 cost of full) for basic coverage for students taking 3.0 on-campus credits in the spring semester and not assessed in the fall. The University will assess all students at the enhanced rate and the UVSS/Studentcare will facilitate an opt down to the basic rate or an opt out altogether for either or both the extended Health and Dental plans.

The fees for the Professional Development Unions have been assessed as the following:

Fee	Amount
Commerce Student Society	\$50.00 per semester for Commerce Students
Engineering and Computer Science Student Society	\$30.00 per semester for full-time Engineering students registered in on campus classes
Education Student Association	\$7.50 per semester for students registered in Education
Law Student Society	\$170 per semester for full-time Law students and \$90 per semester for part-time Law students.

All students, including co-op and distance students, in 3.0 credits or more are assessed Health and Dental Plan fees. Distance and co-op students are not automatically enrolled but may choose to opt-in to the U-Pass.

The credit requirement for the assessment of each fee remains the same as in the previous academic year.

I hereby certify that the UVSS has made available to its members annual audited financial statements.

The University Act and the Bylaws of the UVSS require that these fees will be applied to all undergraduate students including distance and co-op students.

We expect no changes to policies or practices in relation to fee collection, including the appearance of the fee statement, the method and timeliness of the collection and the penalties imposed on those students who fail to pay their fees, except as otherwise stated in this letter.

See Appendix 'A' for a specific breakdown of the University of Victoria Student's Society Fee.

Sincerely,



Khushi Wadhwa
Director of Finance and Operations

Copy: Lori Nolt
Director, Student Awards and Financial Aid

Tory Hasting
Manager, Payroll and Tuition Fee Assessments

Rhonda Ljunggren
Office of the Vice-President Finance and Operations

Appendix "A"

Fee Type	2024 Fall Semester (Full-Time)	2024 Fall Semester (Part-Time)
Student Association Fee (Society Operations)	31.6	15.80
Canadian Fed. of Students Fee-BC	N/A	N/A
Student Newspaper Fee	3.75	1.875
Student Union Building Fee	4.25	2.125
Dr Ewing Memorial	4.25	2.125
Medical/Dental Fee	No Fees Assessed in Summer Semester	No Fees Assessed in Summer Semester
Misc. Fees (list each separately)		
- CFUV	5	2.5
- Clubs and Course Unions/Travel Pool	2.5	1.25
- Constituency Organisations	2	1
- Daniel Jacobs Bursary	0.5	0.25
- Day Care Assistance Fund	1	0.5
- Food Bank	2.25	1.12
- International Student Award	0.5	0.25
- Native Students' Union	1	0.5
- Disability Advocacy	3	1.5
- Ombudsperson	1.5	0.75
- Anti-Violence Project	4	2
- UVSP	1.30	0.65
- Gender Empowerment Centre	2.00	1.00
- WUSC	2.5	1.25
- Pride	0.95	0.45
- Community Gardens	3.00	1.50
- Events	0.5	0.25
- Elections	0.4	0.2
- Campaigns	0.5	0.25
- Students of Colour Collective	1.50	.75
- Peer Support Centre	1.00	.50
- Uni 101	.75	.37
	\$81.50	\$40.72



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 16, 2024

To: Operations and Facilities Committee

From: Elizabeth Croft, Vice-President Academic and Provost

A handwritten signature in blue ink that reads "Elizabeth Croft".

cc: Kevin Hall, President and Vice-Chancellor

Meeting Date: May 28, 2024

Subject: New and Revised Awards

Basis for Jurisdiction: University Act, 27 (2)(k)
Strategic Plan
Student Awards Policy AC1130

Strategic Relevance: New and revised awards support the recruitment and retention of talented students, aligned with our Strategic Plan and enrolment goals. Awards, including competitive entrance scholarships and bursaries, enable the university to continue to attract, recruit and retain a diverse community of outstanding students.

Previous Consultation: The Senate Committee on Awards reviewed the proposed awards and recommended their approval by Senate. At their April 5 and May 3, 2024 meetings, Senate approved the awards and recommended their approval by the Board of Governors.

Recommendation:

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

- Association of Former MLAs of BC Student Scholarship* (Revised)
- David Ritchie Business Grant* (Revised)
- Derrick Hirons Graduate Scholarship* (New)
- Dr. Ian Stuart MBA Scholarship in Service Management* (Revised)
- Emma Machado Memorial Scholarship* (Revised)
- Geoff McKay Vikes Men's Basketball Annual Award (New)
- James A. Mossey (SM) Award* (Revised)
- Law Foundation of BC Black Legal Scholar Award (New)
- Law Foundation of BC Black Legal Scholar Entrance Award (New)
- Law Foundation of BC Legal Scholar Award (New)
- MBA Leadership/Citizenship Award* (Revised)
- MBA Pay-it-Forward Award* (Revised)
- Peninsula Co-op Dr. Ian MacPherson Memorial Scholarship* (Revised)
- Peter Gustavson MGB Scholarship (Revised)
- Ritchie Foundation Graduate Entrance Scholarship* (Revised)
- Ritchie Foundation MBA Scholarship* (Revised)
- Ritchie Foundation Travel Award* (Revised)
- Stikeman Elliott Entrance Award (Revised)
- Strathcona Hotel Award* (Revised)
- Wayne and Nancy MacDonald Vikes Athletics Award* (New)
- Afghan Women in Engineering and Computer Science Entrance Scholarship (New)
- Cecilia Tatti Tutcho Graduate Scholarship in Indigenous Language Revitalization (Revised)
- Chaney Award* (Revised)
- Christopher E. Wilks Memorial Bursary* (Revised)
- Courage to Persevere Award (New)
- Dianne Bourne Memorial Bursary* (Revised)
- Dr. Elmar B.F. Brosterhus Scholarship* (New)
- Dr. Robert Michael Peet Graduate Scholarship (Revised)
- Faculty of Education Emergency Bursary (Revised)
- Faculty of Humanities Emergency Bursary (New)
- Faculty of Social Sciences Emergency Bursary (New)
- Federation of Asian Canadian Lawyers (British Columbia) Society Award (New)
- Heidi Gowans-Perschau Scholarship* (New)
- Janina Wetselaar Award in Nursing (New)
- Joyce Green and James Johnson Scholarship* (Revised)
- Karen Midori Kobayashi Memorial Scholarship* (New)
- Level Up Award presented by Codename Entertainment* (Revised)
- Thomas Chester Men's and Women's Rowing Award (New)

- Thomas Wirral Cup Men's and Women's Rowing Award (New)
- W.E. Cowie Innovation Award* (Revised)
- William C. Mearns Award in Business* (Revised)
- William C. Mearns Award in Engineering* (Revised)
- Women in Economics Graduate Scholarship* (Revised)

**Administered by the University of Victoria Foundation*

Planned Further Action: Student Awards and Financial Aid will administer the awards after approval.

Attachment(s): Terms for New and Revised Awards

Appendix 1

Scholarships, medals and prizes

Scholarships, medals and prizes are awarded to students primarily on the basis of academic merit. Other additional eligibility criteria, as specified in the terms of reference, will be considered when selecting recipients. Scholarships, medals and prizes for undergraduate students are administered by Student Awards and Financial Aid (SAFA). Detailed information about the terms of reference and application process (if applicable) for undergraduate scholarships, medals and prizes is available on the SAFA [website](#).

Awards

UVic also offers non-repayable funding referred to as awards. Recipients are selected on the basis of the eligibility criteria specified in the terms of reference for each award. Eligibility criteria may include, but are not limited to, a minimum academic achievement, financial need, identifying with a group with historical and/or current barriers to equity, program of study or participation in a varsity sport.

Recipients of athletic awards are selected on the basis of the eligibility criteria specified in the terms of reference for the award and the requirements stipulated by U SPORTS; an organization external to UVic that establishes the funding rules for student athletes in varsity sport at participating universities in Canada. Entering student athletes must have a minimum admission average of 80% to receive an athletic award in their first year of post-secondary study.

Returning student athletes must have passed a minimum of 9.0 units for credit, with a minimum sessional GPA of 3.0, in the preceding academic year. The total combined value of athletic awards cannot exceed the student's assessed tuition and mandatory fees for the academic year in which they receive the funding.

Bursaries

Bursaries are non-repayable financial assistance awarded on the basis of financial need and satisfactory academic standing. There may be additional selection criteria specified in the terms of reference, but financial need is the primary selection criteria.

Detailed information about the online bursary application process is available on the SAFA [website](#).

Appendix 2

Terms for New and Revised Awards

Additions are underlined

Deletions are ~~struck through~~

Association of Former MLAs of BC Student Scholarship* (Revised)

Two scholarships are given to undergraduate students who are majors in Political Science and:

- have demonstrated financial need and
- have an interest in future public service, either elected or appointed, and
- have graduated from a secondary school in British Columbia.

Preference is for the scholarships to be given to two students of different gender identities. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Political Science.

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

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

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

~~Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the School of Public Administration.~~

David Ritchie Business Grant* (Revised)

One or more grants will be awarded annually to either undergraduate students in the Peter B. Gustavson School of Business who are enrolled in a minimum of 1.5 units in one or two semesters term or graduate students enrolled in the MBA or MGB program. Scholarships Grants will be valued in the amount equaling a student's tuition and fees. Additional funds may be awarded to support living costs and/or expenses over and above a student's tuition and fees. Grant applicants must be recipients of the Horatio Alger Scholarship and in good standing with the committee and approved by the UVic Peter B. Gustavson School of Business. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Peter B. Gustavson School of Business.

Derrick Hiron Graduate Scholarship* (New)

One or more scholarships are awarded to academically outstanding graduate students in Astronomy. Approval of the recipients is made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Physics and Astronomy.

Dr. Ian Stuart MBA Scholarship in Service Management* (Revised)

One or more scholarships of at least \$1,350 each are awarded to academically outstanding students in the Sustainable Innovation program at the Sardul S. Gill Graduate School, Peter B. Gustavson School of Business, who have a degree in Engineering or Applied Math and have an interest in sustainable operations management. Preference will be given to students who demonstrate financial need with an additional preference for students who are Canadian citizens. Applications must be submitted by ~~March 31~~ April 30 to the Dean's Office of the Peter B. Gustavson School of Business. Approval of the recipient(s) will be made by the Faculty of Graduate Studies, Graduate Awards Committee upon the recommendation of the Peter B. Gustavson School of Business.

Emma Machado Memorial Scholarship* (Revised)

A scholarship is awarded to an academically outstanding student continuing or transferring into ~~entering~~ the School of Earth and Ocean Sciences in the Faculty of Science.

Geoff McKay Vikes Men's Basketball Annual Award Scholarship (New)

One or more awards are given to undergraduate or graduate students who compete on the Vikes Men's Basketball teams at the University of Victoria. Eligible students must meet all U SPORTS eligibility requirements. Award recipients will be selected on the basis of work ethic, commitment and performance criteria by the Director, Varsity Performance Sport in consultation with the Varsity Head Coach. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Wellness, Recreation and Athletics.

James A. Mossey (SM) Award* (Revised)

One ~~or more scholarships awards are will be~~ given to a graduate students who are is in good academic standing and entering their final year of the MBA program (either full-time or part-time) in the Sardul S. Gill Graduate School at the Peter B. Gustavson School of Business. Students may be nominated by other students, faculty or staff, or may apply for this award on their own behalf. Applications must be submitted by ~~March 31~~ April 30 to the Dean's Office of the Peter B. Gustavson School of Business. Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Peter B. Gustavson School of Business.

Law Foundation of BC Black Legal Scholar Award (New)

Two awards are given to undergraduate students continuing in the Faculty of Law who self-identify as Black. Preference will be given to students who demonstrate academic ability together with determination, resilience, contribution and compassion in areas of life such as prior work experience, graduate study, community service, family care or disability. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

Law Foundation of BC Black Legal Scholar Entrance Award (New)

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

Law Foundation of BC Legal Scholar Award (New)

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

MBA Leadership/Citizenship Award* (Revised)

One or more awards of at least \$1,500 each will be awarded to graduate students who have made exceptional contributions to the educational experience of their classmates and/or to the Gustavson School of Business and the MBA program through outstanding, beyond-the-call-of-duty activities, involvement or leadership. Recipients must have completed the foundation module and be in good academic standing. Graduating students are eligible.

Students may self-nominate, or be nominated by other students, faculty and staff.

Applications must be submitted to the Sardul S. Gill Graduate School by July 31 for Weekend MBA students and by October 31 for MBA students enrolled in the daytime program. ~~Applications must be accepted by the Sardul S. Gill Graduate School by October 31st.~~ Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the MBA Awards Committee Sardul S. Gill Graduate School, Peter B. Gustavson School of Business. ~~The awards can be given to students who have recently completed their degree.~~

MBA Pay-it-Forward Award* (Revised)

One or more awards of at least \$1,200 each are awarded to students who are in good academic standing in their final year of the MBA program in the Sardul S. Gill Graduate School in the Peter B. Gustavson School of Business. This award is to recognize students who facilitate and promote a welcoming and positive learning environment for all MBA students. Graduating students are eligible. Students may self-nominate, or be nominated by other students, faculty and staff. Applications for Weekend MBA students must be accepted by the Sardul S. Gill Graduate School by July 31st. Applications for MBA students enrolled in the daytime MBA is October 31st. Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the MBA Awards Committee, Sardul S. Gill Graduate School, Peter B. Gustavson School of Business. ~~The awards can be given to students who have recently completed their degree.~~

Peninsula Co-op Dr. Ian MacPherson Memorial Scholarship* (Revised)

One or more scholarships are awarded to academically outstanding graduate students participating in a co-op work program. Preference will be given to a member or the child of a member of the Peninsula Co-op. ~~Applications can be found on the Faculty of Graduate Studies website and must be submitted by July 31 to the Faculty of Graduate Studies.~~ Students may apply via the online graduate scholarship application between July 1st and September 15th. Approval of the recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee.

Peter Gustavson MGB Scholarship (Revised)

One or more scholarships are awarded to academically outstanding graduate students in the Sardul S. Gill Graduate School, Peter B. Gustavson School of Business Master of Global Business (MGB) Program who have ~~has~~ completed the first module (10 weeks) in the program and who facilitates and promotes a positive learning environment. Students enrolled in any of the program paths (September or January start) are eligible. Approval of the

recipient(s) will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the MBA Awards Committee Sardul S. Gill Graduate School, Peter B. Gustavson School of Business. Graduating students are eligible. The scholarships awards can be given to students who have recently completed their degree.

Ritchie Foundation MBA Graduate Entrance Scholarship* (Revised)

One or more scholarships are awarded to academically outstanding graduate students entering a Masters level the MBA program in the Sardul S. Gill Graduate School, Peter B. Gustavson School of Business. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Faculty of Business Sardul S. Gill Graduate School, Peter B. Gustavson School of Business.

Ritchie Foundation MBA Scholarship* (Revised)

One or more scholarships are awarded to academically outstanding graduate students in the MBA a Masters level program in the Sardul S. Gill Graduate School, Peter B. Gustavson School of Business. Graduating students are eligible. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Faculty of Business Sardul S. Gill Graduate School, Peter B. Gustavson School of Business.

Ritchie Foundation Travel Award* (Revised)

One or more ~~travel awards~~ are will be given to graduate students in the Sardul S. Gill Graduate School, Gustavson School of Business to travel on exchange or participate in an international integrated management or applied learning exercise as part of their Master level degrees. MBA program for exchanges, international integrated management exercises or additional academic activities through the MBA Program (e.g. MBA Games, Rock the Case Competition Circuit, etc.). Approval of recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Faculty School of Business Sardul S. Gill Graduate School, Peter B. Gustavson School of Business.

Stikeman Elliot Entrance Award (New)

One award of at least \$5,000 will be given to an entering undergraduate student in the Faculty of Law who has an undergraduate or graduate degree in Business and/or a background or work experience in a business field. Strong preference will be given to a student who has an interest in litigation. Approval of the recipient will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

Strathcona Hotel Award* (Revised)

One or more awards are given to undergraduate and graduate ~~available to continuing~~ students who compete on the Vikes Men's or Women's Varsity Soccer team at the University of Victoria. Award recipients must meet all U SPORTS eligibility requirements and will be selected on the basis of work ethic, commitment and performance criteria by the Director, Varsity Performance Sport in consultation with the Varsity Head Coaches. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Wellness, Recreation and Athletics. ~~Successfully at level one Vikes Varsity Competition. The student(s) must have successfully completed nine units the previous academic year and must be registered in nine units the year in which they receive the award.~~

Wayne and Nancy MacDonald Vikes Athletics Award* (New)

One or more awards are given to undergraduate and graduate students who compete on a Vikes Varsity team at the University of Victoria. Award recipients must meet all U

SPORTS eligibility requirements and will be selected on the basis of work ethic, commitment and performance criteria by the Director, Varsity Performance Sport in consultation with the Varsity Head Coaches. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Wellness, Recreation and Athletics.

Additions are underlined

Deletions are ~~struck through~~

Afghan Women in Engineering and Computer Science Entrance Scholarship (New)

An entrance scholarship is awarded to an academically outstanding undergraduate woman student entering the Faculty of Engineering and Computer Science who is from Afghanistan. Approval of the recipient is made by the Senate Committee on Awards upon the recommendation of the Faculty of Engineering and Computer Science.

Cecilia Tatti Tutcho Graduate Scholarship in Indigenous Language Revitalization (Revised)

One or more scholarships are awarded to Indigenous graduate students in the Faculty of Education enrolled in a PhD program or the Masters in Indigenous Language Revitalization, who are developing their own language proficiency and have a strong record of contributing to their/a language community through their work. Preference will be given to students from Northwest Territories.

Part-time students (minimum 1.50 units per term) are eligible for this scholarship.

~~Applications must be submitted to the Faculty of Education by October 31.~~

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

Chaney Award* (Revised)

One or more awards are given to continuing or transferring undergraduate ~~or graduate~~ students in the Department of Chemistry. Preference is given to students with demonstrated financial need.

Christopher E. Wilks Memorial Bursary* (Revised)

One or more bursaries are awarded to undergraduate students, with preference for students in the Faculty of Humanities. ~~This fund was established by Mr. Harry Wilks in memory of his beloved son, Christopher, who died accidentally in December 1974. The purpose of the fund is to financially assist deserving students to pursue an academic career who otherwise may be forced to postpone or discontinue their studies. All undergraduate students attending the University of Victoria who can demonstrate need may apply for assistance. Should circumstances arise where more students apply for assistance than available funds will cover, the decision as to which students will receive assistance will be governed by the areas of study, with preference given to studies in the Humanities. If their financial circumstances continue to warrant such assistance, bursaries may be granted to the same students in subsequent years while attending the University of Victoria. Every applicant must be interviewed by an officer of the Financial Aid Office.~~

Courage to Persevere Award (New)

One award of at least \$1,000 is given to an academically outstanding Indigenous graduate student who submits a one-page statement outlining a time where they were required to persevere. The essay may include what they learned/are learning through the experience or

activities that the student has participated in such as: leadership, tutoring, peer mentoring, advocacy or self-care and how they have contributed/are contributing toward the student's personal growth. Part-time students are eligible (minimum 1.5 units per term). Students must apply via the online graduate scholarship application between July 1st and September 15th. Approval of the recipient is made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Office of Indigenous Academic and Community Engagement.

Dianne Bourne Memorial Bursary* (Revised)

One or more bursaries are awarded ~~offered~~ to undergraduate or graduate ~~full or part-time~~ students in ~~admitted to~~ the School of Social Work, who are in or are planning a career in child welfare practice, with preference for those who want to work in northern British Columbia. Part-time students are eligible (undergraduate students registered in a minimum of 6.0 units for credit in two terms and graduate students registered in a minimum of 1.5 units per term).

Dr. Elmar B.F. Brosterhus Scholarship* (New)

One or more scholarships are awarded to academically outstanding graduate students entering the Department of Physics and Astronomy. Preference is for international students or students who are members of groups with historical and/or current barriers to equity including, but not limited, to:

- First Nations, Inuit and Métis peoples and all other Indigenous peoples;
- members of groups that commonly experience discrimination due to race, ancestry, colour, religion and/or spiritual beliefs, or place of origin;
- persons with visible and/or invisible (physical and/or mental) disabilities;
- persons who identify as women; and
- persons of marginalized sexual orientations, gender identities and gender expressions.

Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Physics and Astronomy.

Dr. Robert Michael Peet Graduate Scholarship (Revised)

A scholarship of ~~no more than \$3,000~~ \$2,500 is awarded to a graduate student in the Department of Psychology, whose focus of study is in the area of clinical neuropsychology. Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee based upon the recommendation of the Department of Psychology.

Faculty of Education Emergency Bursary (Revised)

One or more bursaries, to a maximum of ~~\$1,500~~ \$750 each, are awarded to undergraduate or graduate students in the Faculty of Education. Part time students are eligible (undergraduate students registered in a minimum of 6.0 units for credit in two terms and graduate students registered in a minimum of 1.5 units per term ~~minimum 3.0 units~~). The bursary is intended to offer students one-time financial assistance per term in the event of an unforeseen emergency or circumstance while attending the University of Victoria.

Faculty of Humanities Emergency Bursary (New)

One or more bursaries, to a maximum of \$1,500 each, are awarded to undergraduate or graduate students in the Faculty of Humanities. Part-time students are eligible (undergraduate students registered in a minimum of 6.0 units for credit in two terms and graduate students registered in a minimum of 1.5 units per term). The bursary is intended to offer students one-time financial assistance in the event of an unforeseen emergency or circumstance while attending the University of Victoria. International students are eligible for this emergency bursary.

Faculty of Social Sciences Emergency Bursary (New)

One or more bursaries, to a maximum of \$1,000 each, are awarded to undergraduate or graduate students in the Faculty of Social Sciences. Part-time students are eligible (undergraduate students registered in a minimum of 6.0 units for credit in two terms and graduate students registered in a minimum of 1.5 units per term). The bursary is intended to offer students one-time financial assistance per term in the event of an unforeseen emergency or circumstance while attending the University of Victoria. International students are eligible for this emergency bursary.

Federation of Asian Canadian Lawyers (British Columbia) Society Award (New)

One or more awards are given to undergraduate students entering or continuing in the Faculty of Law who are Asian Canadian. Preference will be given to students who demonstrate financial need and further preference is for students who are the first in their immediate family to attend a law school. Approval of the recipients is made by the Senate Committee on Awards upon the recommendation of the Faculty of Law.

Asian Canadian is defined as a Canadian student of some Asian descent.

Heidi Gowans-Perschau Scholarship* (New)

One scholarship, of at least \$1,500, will be awarded to an academically outstanding undergraduate student transferring or continuing in either the School of Environmental Studies or the Faculty of Fine Arts who has demonstrated financial need. Part time students (registered in a minimum of 6.0 units for credit in two terms) are eligible. Selection of the recipient is made by the Senate Committee on Awards upon the recommendation of either the School of Environmental Studies or the Faculty of Fine Arts. The scholarship is given on a rotating basis, beginning with the Faculty of Fine Arts.

Janina Wetselaar Award in Nursing (New)

One award is given to an academically outstanding undergraduate student in the School of Nursing who is in fourth year and over the age of 35. Students registered in at least 4.5 academic units per term are eligible for this award. Approval of the recipient is made by the Senate Committee on Awards upon the recommendation of the School of Nursing.

Joyce Green and James Johnson Scholarship* (Revised)

One or more scholarships are awarded to:

- Indigenous graduate students who are Canadian citizens, or
- Non-Indigenous graduate students who are Canadian citizens and who demonstrate significant Indigenous allyship (defined below).

Eligible applicants will be pursuing studies and research with an emphasis on any of the following subjects: Indigenous politics, law or theory; feminist, anti-colonial, critical race or ecological and environmental matters.

All applicants must submit:

- a description (max 500 words) of their research demonstrating which subject area it falls under, and
- a letter from their supervisor confirming that the research relates to the applicant's thesis topic.

Non-Indigenous applicants must also submit a description (maximum 500 words) demonstrating their Indigenous allyship

First preference will be given to Indigenous students who are single custodial parents; second preference is for Indigenous students who demonstrate financial need. ~~Students apply via the online graduate scholarship application between July 1st and September 15th.~~ Approval of the recipients will be made by the Faculty of Graduate Studies Graduate Awards Committee Admission upon the recommendation of departments.

Allyship is understood to be a verifiable durable demonstration over a significant period of time, of knowledge of, commitment to and solidarity with Indigenous people or to a cause or movement initiated by and for Indigenous people. It must be more than a mere profession of solidarity: it must be demonstrated with actions.

Karen Midori Kobayashi Memorial Scholarship* (New)

A scholarship is awarded to an academically outstanding graduate student in the Faculty of Social Sciences who is conducting health research on topics that seek to improve the lives of diverse and vulnerable older adults, and/or reduce the negative impacts of inequalities on older persons. Applicants must submit an outline (maximum 500 words) describing their research and how it aligns with the scholarship terms. Preference is given to a student with financial need. Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Associate Dean, Graduate Studies and Research, Faculty of Social Sciences.

Level Up Award presented by Codename Entertainment* (Revised)

One or more awards are given to an undergraduate student continuing in entering fourth year in either the Department of Computer Science or the Department of Software Engineering who has an interest in game development.

Applicants must:

- ~~S~~submit a letter (maximum 500 words) answering the question "what do video games mean to you?",
- have demonstrated a strong aptitude for programming, and
- have demonstrated an interest in game development through:
- previous experience developing games, internships, coops, or work experience in the video game industry
 - o participation in Game Jams
 - o developing personal game projects
 - o membership or participating in groups such as the International Game Developers Association (IGDA) or UVicGameDev

Application forms are available on the Faculty of Engineering and Computer Science website and must be submitted by May 31. Approval of the recipient(s) will be made by the Senate Committee on Awards upon the recommendation of the Faculty of Engineering and Computer Science.

Thomas Chester Men's and Women's Rowing Award (Revised)

One award per team is given to an undergraduate or graduate student who competes on the Vikes Men's or Women's Rowing team at the University of Victoria and who is selected as outstanding coxie of the year. Winners will be announced at the team's year-end celebration and the awards will be disbursed in April.

Award recipients must meet all U SPORTS / CURA eligibility requirements and will be selected on the basis of work ethic, commitment and performance criteria by the Director, Varsity Performance Sport in consultation with the Rowing Head Coaches. Approval of the recipients will

be made by the Senate Committee on Awards upon the recommendation of the Department of Wellness, Recreation and Athletics.

Thomas Wirral Cup Men's and Women's Rowing Award (New)

One award per team is given to an undergraduate or graduate student who competes on the Vikes Men's or Women's Rowing team at the University of Victoria who achieved the highest sessional GPA from the previous academic year and used a year of eligibility. Winners will be announced at the team's year-end celebration and the awards will be disbursed in April.

Award recipients must meet all U SPORTS / CURA eligibility requirements and will be selected on the basis of work ethic, commitment and performance criteria by the Director, Varsity Performance Sport in consultation with the Rowing Head Coaches. Approval of the recipients will be made by the Senate Committee on Awards upon the recommendation of the Department of Wellness, Recreation and Athletics.

W.E. Cowie Innovation Award* (Revised)

One or more awards, of at least \$16,000 each, are is given to a graduating undergraduate student in the Faculty of Engineering and Computer Science or a group of graduating undergraduate students, the majority of whom must
a) be enrolled in the Faculty of Engineering and Computer Science and b) must be in fourth year, who demonstrate exceptional innovative ability via their graduating project or an extracurricular student team. In the case where multiple students work on the same project, the award will be split evenly among all team members. ~~The recipient(s) must have successfully completed all graduation requirements by April 30 of the year in which the award is being given.~~ Part-time students (a minimum of 1.5-6.0 units per term) are eligible for this award. Students may only receive this award once. Approval of the recipients is made by the Senate Committee on Awards upon the recommendation of the Faculty of Engineering and Computer Science.

William C. Mearns Award Bursary in Business* (Revised)

One or more awards are given bursaries are awarded to undergraduate students entering in the Peter B. Gustavson School Faculty of Business who demonstrate financial need.

William C. Mearns Award Bursary in Engineering* (Revised)

One or more awards are given bursaries are awarded to undergraduate students enrolled in entering a BEng Program in the Faculty of Engineering and Computer Science who demonstrate financial need.

Women in Economics Graduate Scholarship* (Revised)

~~One or more scholarships are~~ is awarded to an academically outstanding womean graduate students in the first year of a graduate degree in the Department of Economics. Applications must be submitted by January 31 prior to September entry to the Economics Department and should reference community service and/or demonstrated leadership inside and outside of the classroom. Preference will be given to students who have indicated an intention or interest in the co-operative education program in the first year of their graduate study. Approval of the recipient will be made by the Faculty of Graduate Studies Graduate Awards Committee upon the recommendation of the Department of Economics. Preference will be given to students who have indicated an intention or interest in the co-operative education program in the first year of their graduate study.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

May 13, 2024

FOR INFORMATION

To: Operations and Facilities Committee

From: Kristi Simpson, Vice-President Finance and Operations

cc: President and Vice-Chancellor

Meeting Date: May 28, 2024

Subject: Status Report on Capital Projects

Basis for Jurisdiction: Committee's Terms of Reference

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

Strategic Relevance: *Culture of change & transformation*

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

Previous Consultation:

Report provided to Board of Governors Operations and Facilities Committee at each meeting.

Background:

Attached please find the regular Board reports on the status of capital projects for current approved capital projects.

Attachment(s):

VPFO/FMGT Project Updates: May 01, 2024

1. National Centre for Indigenous Law
2. Engineering Expansion
3. District Energy Plant Electrification Project

PROJECT STATUS REPORT

EXECUTIVE SUMMARY

19-04343 – NATIONAL CENTRE FOR INDIGENOUS LAWS (NCIL)

DATE: April 30, 2024

REPORTING PERIOD: 2024

CURRENT

BUDGET



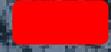
SCHEDULE



SCOPE



PREVIOUS



SCOPE

The National Centre for Indigenous Laws (NCIL) project consists of a 2,440 m2 expansion to the Fraser Building, home of UVic's Faculty of Law. The new space will provide additional teaching classrooms, research and collaboration areas, wellness offices, and study spaces to support the Canadian Common Law and Indigenous Legal Orders Program (JD/JID). This program is the first of its kind in Canada.

SCHEDULE	PRE-DESIGN	DESIGN	CONSTRUCTION*	OPERATION
	Actual / Forecast	April 2020	January 2023	November 2022

BUDGET	APPROVED BUDGET	FORECAST	VARIANCE
	\$45.90	\$45.90	\$0.00

- ### MAJOR RISKS
- **SCOPE** – Construction noise during construction will impact the Fraser Building stakeholder groups. Mitigation strategies are being established for Summer 2024.
 - **SCHEDULE** – Delays to installation of the building envelope or underground mechanical and electrical scope may impact building completion dates. Key timelines continue to be tracked closely.
 - **BUDGET** – The millwork tender results are higher than anticipated. The Project Team is working to identify cost savings within this scope item.

- ### UPDATES
- The installation of the precast concrete wall panels began in April 2024. The panels will be delivered, hoisted, and fastened to the NCIL structure over the next month.
 - Delays to fabrication of the precast concrete wall panels has impacted the critical path. Project completion is anticipated for March 2025.

* Construction site mobilization

** Pre-Design and Design milestone dates are based on milestone completion

*** All costs are in Millions

PROJECT STATUS REPORT

EXECUTIVE SUMMARY

19-04057 – Engineering Expansion (EE)

DATE: April 29, 2024

REPORTING PERIOD: April 2024

	BUDGET	SCHEDULE	SCOPE
CURRENT			
PREVIOUS			

SCOPE

The Engineering Expansion project was created to fill the need for teaching, research and office space for the Faculty of Computer Science and Engineering. In particular, currently, Civil Engineering program spaces are housed in temporary facilities spread around the UVic campus. Accreditation of both Civil and Biomedical Engineering is contingent on program space (teaching, research, support) to be delivered by the Engineering Expansion project's two buildings.

SCHEDULE	PRE-DESIGN	DESIGN	CONSTRUCTION*	OPERATION
	Actual / Forecast	June 2020	March 2022	January 2024

BUDGET	APPROVED BUDGET	FORECAST	VARIANCE
	\$149.76	\$149.76	\$0.00

MAJOR RISKS	SCOPE	SCHEDULE	BUDGET
	<ul style="list-style-type: none"> SCOPE – Risk: Interior scope delayed if cost escalation results in project budget overage. Mitigation: Strategy for delayed completion; Construction Management (CM) dialog with trades ongoing. SCHEDULE – Risk: Schedule delay impacts ability to open ECSE by the Sept 2026 term. Mitigation: Early tender of long lead time items, nighttime work during exam period. BUDGET – Risk: Remaining tender packages come in over CM estimate. Mitigation: additional VE scope list, healthy contingency including funds from 		

UPDATES	Tender Packages (TP)	Site Works
	<ul style="list-style-type: none"> Tender Packages (TP): TP3 and TP4 bids are being reconciled for award. The values remain on budget. All TP1 and TP2 subtrade contracts have been awarded, representing 71.5% of the construction budget. 	<ul style="list-style-type: none"> Site Works underway: underground civil work including new water service and sanitary sewer tie-in; bulk excavation; soil anchor installation for both buildings (through May and June); first construction crane to be installed in May.

* Construction site mobilization
 ** Pre-Design and Design milestone dates are based on milestone completion
 *** All costs are in Millions

PROJECT STATUS REPORT

EXECUTIVE SUMMARY

23-05868 – District Energy Plan (DEP) Electrification Project

DATE: May 6, 2024

REPORTING PERIOD: April 2024

	BUDGET	SCHEDULE	SCOPE
CURRENT	■	■	■
PREVIOUS	■	■	■

SCOPE

The District Energy Plant (DEP) Electrification Project is to help UVic achieve its Climate & Sustainability Action Plan 2030 targets by removing a natural gas boiler and replacing with 2 electric boilers.

	PRE-DESIGN	DESIGN	CONSTRUCTION*	OPERATION
SCHEDULE	Actual / Forecast January 2023	April 2024	July 2024	May 2025
BUDGET	APPROVED BUDGET \$6.4M	FORECAST \$8.02M	VARIANCE \$1.62M	
MAJOR RISKS	<ul style="list-style-type: none"> • SCOPE – Risk: unknown scope. Mitigation: The project is onboarding a commissioning agent to identify this scope in the design phase to ensure it can be addressed by the contractor during construction. • SCHEDULE – Risk: Schedule delay impacting Substantial Completion date. Mitigation: Long lead items to be procured early to ensure schedule is met. Transformer lead time is 65-75 weeks. Rental Transformer being investigated to ensure Substantial Completion by March 31, 2025 • BUDGET – Risk: Currently the project is over budget. Mitigation: All costs will be known in June with possibility of overbudget number to reduce. Potential increase in external funding from BC Hydro or internally from UVic. 			
UPDATES	<ol style="list-style-type: none"> 1. Tender for General Contractor scope to be posted to BC Bid April 29, 2024 2. Tender long lead equipment items in March - May 2024 3. Market cost for Transformer received. \$450K overbudget. 			

* Construction site mobilization
 ** Pre-Design and Design milestone dates are based on milestone completion
 *** All costs are in Millions



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

May 13, 2024

FOR DECISION

To: Operations and Facilities Committee

From: Kristi Simpson, Vice-President Finance and Operations 

cc: President and Vice-Chancellor

Meeting Date: May 28, 2024

Subject: Fighting Against Forced Labour and Child Labour in Supply Chains Act
(formerly Bill C-211)

Basis for Jurisdiction: Committee's Terms of Reference

Strategic Relevance: *Culture of change & transformation*

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

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve the University of Victoria Forced Labour and Child Labour Statement for the Fiscal Year ended March 31st, 2024 for submission to the federal government.

Background:

Attached please find the University of Victoria's first report under the new Fighting Against Forced Labour and Child Labour in Supply Chains Act (formally Bill S-211).

An annual questionnaire and report is required to identify key components of the university's steps, activities, and programs to ensure measures are in place to prevent and reduce the risk that forced labour is used in our supply chains.

The act states that:

“Effective January 1, 2024, entities must, on or before May 31 of each year, submit a report to the Minister of Public Safety on:

- The steps the entity has taken during its previous financial year to prevent and reduce the risk that forced labour or child labour is used at any step of the production of goods in Canada or elsewhere by the entity or of goods imported into Canada by the entity
- Its structure, activities and supply chains
- Its policies and due diligence processes in relation to forced labour and child labour
- The parts of its business and supply chains that carry a risk of forced labour or child labour being used and the steps it has taken to assess and manage that risk
- Any measures taken to remediate any forced labour or child labour
- Any measures taken to remediate the loss of income to the most vulnerable families that results from any measure taken to eliminate the use of forced labour or child labour in its activities and supply chains
- The training provided to employees on forced labour and child labour
- How the entity assesses its effectiveness in ensuring that forced labour and child labour are not being used in its business and supply chains.”

The university has made good progress over the last three years and will continue to engage in assessments with our suppliers, promote and encourage EcoVadis assessments to continue our monitoring of the rankings and integrate awareness and training into the academic, research and administrative faculties and schools.

The legislation requires that these reports be approved by the Board of Governors. For the next reporting cycle we will explore whether this approval can be delegated with significant issues reported to the Board, if there are any. Its submission could then be reported as part of our annual compliance report to the Board (Due Diligence Report – Financial Services).

Attachment:

University of Victoria Forced Labour and Child Labour Statement for the Fiscal Year ended March 31st, 2024.

University of Victoria Forced Labour and Child Labour Statement for the Fiscal Year ended March 31st, 2024.

This statement is made pursuant to Bill S-211, An Act to enact the Fighting Against Forced Labour and Child Labour in Supply Chains Act and to amend the Customs Tariff. This statement outlines the approach and initiatives by the University of Victoria (UVic) to identify and address the risks forced labour and child labour in its business operations and supply chains during the fiscal year commencing April 1st, 2023, and ending March 31st, 2024.

UVic is committed to upholding the values of equity, diversity, inclusion and [human rights](#) in our living, learning and work environments. We are working to create a healthier and more resilient future that upholds the well-being of our region and of all life on our planet. We advance local and global issues like climate action and sustainability, social justice and equity, and health and wellness. We embrace and are guided by the UN Sustainable Development Goals.

UVic structure, activities, and supply chains

UVic is a comprehensive research university located in Victoria, British Columbia. It received degree-granting status in 1963. It was established under the authority of the [University Act](#) and is governed by a [Board of Governors](#) and [Senate](#).

In accordance with the University Act, the Board of Governors is responsible for the management, administration and control of the property, revenue, business, and affairs of the university. This fifteen-member body consists of the chancellor, the president, two elected faculty members, one elected staff member, two students elected from the university's undergraduate or graduate student societies, and eight members appointed by the Lieutenant Governor in Council.

The campus community comprises 22,000 students, 900 faculty and thousands of professional staff. UVic is a hub of academic excellence, research innovation, and community engagement. Its activities span a diverse array of disciplines, from sciences to humanities, attracting students and scholars from around the globe. Academic core values are:

- Academic excellence and quality
- Ethical, intellectual, and scholarly integrity
- Academic freedom and freedom of inquiry
- Equity, diversity, inclusion and belonging

Research at UVic contributes to global knowledge and addresses pressing societal challenges. UVic is uniquely positioned to make a difference in five research impact areas:

- Climate, environmental change, and sustainability
- Health and wellness
- Indigenous-led scholarship
- Social justice and equity
- Technology and the human experience

With a commitment to sustainability and social responsibility, UVic actively participates in community outreach programs, promoting environmental stewardship and cultural understanding.

Our [Strategic Plan](#) outlines UVic's vision, values, and priorities. It inspires our excellence in research, creative activity, teaching, service, commitment to diversity and inclusion, and engagement to serve students, communities, and the world. Our [university plans](#) guide the operational directions for a wide range of UVic activities.

UVic Supply Chain

Procurement at UVic supports academic, research, and administration activities through a centralised Purchasing Services department. Bookstore purchases of materials for resale are managed separately. Supply chains are diverse, from educational materials and laboratory equipment to construction and maintenance services.

Total payments for goods and services, according to UVic's [2022/23 Statement of Financial Information](#), were close to \$305M. In fiscal year 2023/24 we imported approximately \$12.8 M in goods and equipment, mostly for research projects. Key countries of origin are the USA (\$10.3M) and OECD countries (\$1.8M).

Risks of forced labour and child labour in UVic's supply chains

Based on the [Modern Slavery Index](#), most countries of origin for the majority of UVic imports are considered to have the lowest prevalence of modern slavery, with strong governance and strong government responses to modern slavery. Additionally, some UVic suppliers in high-risk categories such as IT hardware, research equipment, and lab consumables have established anti-slavery policies and practices. The bookstore has identified potential risks of forced and child labour in goods manufactured offshore.

Given the complexity of the university's supply chains, and the limited resources available to effectively monitor supplier performance, UVic has engaged [EcoVadis](#), the world's largest provider of business sustainability ratings. EcoVadis conducts individual sustainability performance assessments of our supply chain partners based on relevant supplier policies, practices, and results. The assessment focuses on twenty-one sustainability criteria that are grouped into four themes: Environment, Labor and Human Rights, Ethics and Sustainable Procurement.

EcoVadis' expertise in corporate social responsibility enables them to produce internationally comparable ratings and detailed scorecards that highlight the strengths and improvement areas of supplier performance. In particular, the EcoVadis reports help determine supplier performance in relation to human rights and labour practices, including child labour and modern slavery.

If supplier performance results do not meet the expectations under our supplier code of conduct, the university will invoke the contract terms of the supplier code and/or work with the supplier to understand remediation steps and future actions. If this not forthcoming, we would terminate the agreement. To date, we have not had any such incidents.

Policies and due diligence

Purchasing Policy and Supplier Code of Conduct

UVic is committed to respecting human rights and ensuring that child labour and modern slavery are not present in our supply chain. UVic's Purchasing Policy (FM5105) guiding principles include the application

of triple bottom line considerations that recognize financial, social, and environmental impacts of purchases. To that effect, UVic established a [Supplier Code of Conduct](#) (SCoC) in early 2020. The SCoC applies to all suppliers who provide goods or services to UVic, as well as their subcontractors. It establishes the minimum ethical, social, and environmental standards expected of UVic suppliers. Additional requirements may be described in individual contracts executed with UVic.

This SCoC is intended to support our commitment to environmental, social and institutional sustainability by clearly establishing minimum standards required to do business with UVic, in alignment with triple-bottom-line procurement goals identified in UVic's [Sustainability Action Plan](#).

Modern slavery is a potential issue that the sustainable procurement initiative aims to address. While anti-slavery laws have existed in Canada for centuries, the problem of slavery still exists and is flourishing in the complexities of global supply chains. UVic's Sustainable Procurement Initiative allowed UVic to investigate, report on, and mitigate human rights violations in its supply chain.

UVic's Supplier Code of Conduct prohibits suppliers from using child or forced labour and sets minimum standards for other human rights violations associated with modern slavery, including wages, disciplinary practices, and hours of work.

The SCoC also aligns with the International Labour Organization's Declarations on Fundamental Principles and Rights of Work, the United Nation's Sustainable Development Goals, and the United Nations Convention on the Rights of the Child. While UVic believes in cooperation and is willing to work with suppliers to improve practices, when necessary, a supplier's failure to adhere to the provisions in the SCoC may be a breach of contract and could result in that contract's termination.

Sections 2 and 3 of the UVic Supplier Code of Conduct specifically state:

2. Child Labour

Suppliers will:

- a. not employ people under the age of 15 (or 14 where the International Labour Organization exemption for developing countries applies); and
- b. if a child must be displaced to comply with laws and this Code of Conduct, offer adult family members of that child a position to maintain family earnings.
- c. ensure that employees under the age of eighteen (18) shall not perform hazardous work that may jeopardize their health, safety or morals. Hazardous work includes, but is not limited to, work at dangerous heights or in confined spaces; work with hazardous substances, dangerous machinery, equipment and tools, work that involves the manual handling or transport of heavy loads; night work and long hours of work.

3. Forced Labour

Suppliers will:

- a. not use forced, illegal, or prison labour, including indentured or bonded labour, or any form of compulsory labour to manufacture products.

b. Suppliers and their subcontractors shall ensure that recruitment of employees, whether directly or indirectly, complies with applicable laws and regulations. Employees shall not pay any fees or other payments to the employer or agent for the purpose of being hired or as a condition of employment. No such fees shall be deducted and withheld from wages or otherwise passed on to the employees.

c. Suppliers and their subcontractors shall not retain employees' identity papers or passports

The Supplier Code of Conduct has been incorporated to supply contracts and services agreements using the following language:

UVic is committed to global leadership in environmental, social and institutional sustainability and expects Contractor to integrate a corporate social responsibility approach to their business practices, as reflected in the Supplier Code of Conduct ("SCoC") [available at <https://www.uvic.ca/purchasing/assets/docs/uvicsuppliercodeofconduct.pdf>]. The SCoC is hereby incorporated by reference and forms part of this Agreement.

If you are not in compliance with the SCoC, UVic will inform you in writing, including of the provisions that you have breached. You will have the time specified in the foregoing notice of breach to propose a remediation plan for approval by UVic, which remediation plan will include the time required by you to become compliant with the SCoC. If no remediation plan is submitted as required, if UVic does not approve a remediation plan within 14 days of receipt of your initial proposed remediation plan, or if you fail to achieve your remediation plan, UVic may immediately terminate this Agreement on notice in writing to you.

In cases where the supplier has an existing, equivalent code of conduct, the following language has been used:

*Supplier acknowledges the UVic's Supplier Code of Conduct ("SCoC") found at : <https://www.uvic.ca/purchasing/assets/docs/uvicsuppliercodeofconduct.pdf> and Supplier affirms it abides by its own, similar Code of Conduct found at: https://www.***. Supplier's strict adherence to its parent company, ***, Code of Conduct and policies shall be deemed to be adherence with the UVic's SCoC.*

The bookstore has a trademark licence contract that must be renewed every year with every supplier that uses the university mark. Those suppliers, who are responsible for most of the branded items manufactured offshore, must agree to UVic's Supplier Code of Conduct and carry liability insurance.

Risk assessment and management

Branded merchandise and apparel have been identified as potential higher risk commodities. To ensure UVic branded merchandise is fairly traded and ethically sourced locally, nationally, or internationally, the UVic bookstore considers the Fair Labour Association (FLA) and Workers Rights Consortium (WRC) best practices. As member of National Association of College Stores (NACS), Independent College bookstore Association (ICBA) and Campus Stores Canada (CSC) the UVic bookstore participate in and source clothing and gifts at national tradeshow that have been vetted and approved by these associations in Canada and the US.

The Purchasing Services department has recently hired a Sustainability Scholar for a 3 month research project in 2024 to develop and establish a plan for increased adoption of the business sustainability assessments amongst clients and Eco-Vadis.

Remediation

If forced labour issues in the supply chain are identified with a supplier, UVic may consider a remediation plan presented by the supplier. If no remediation plan is submitted or if UVic does not approve a remediation plan, UVic may terminate the supply agreement.

Loss of income mitigation

Since no specific cases of forced labour or child labour in UVic's supply chains have been identified and measures taken to eliminate such practices, the university has not taken steps to remediate the loss of income to the most vulnerable families.

Training

At UVic, a variety of staff, faculty, and leadership are developing training initiatives which teach and address the United Nations Sustainable Development Goals. CIFAL Victoria has created a [data dashboard on SDGs at UVic](#), showing over one hundred current initiatives. Fifty-four of those initiatives are related to SDG 8 – Decent Work and Economic Growth, which includes Target 8.7: end modern slavery, trafficking, and child labour.

UVic's Purchasing Services staff receive ongoing training on sustainable procurement and have an understanding of modern slavery risks. Internal clients and suppliers are frequently engaged one-on-one by Purchasing Services staff to consider supply chain environmental and social impacts and collaborate to conduct business sustainability assessments. UVic organized a presentation on [Modern Slavery in Supply Chains and the Case for a Supplier Code of Conduct](#) at the 2021 Canadian Association of University Business Officers (CAUBO) conference and has continued to collaborate with stakeholders to raise awareness of the issues and mitigate risks.

The Purchasing Services team, including Purchasing Officers and Buyers, have been trained on Sustainable Procurement. The training includes awareness of the UVic Supplier Code of Conduct, how to incorporate the SCoC in public competitions and university contracts, and an understanding of the EcoVadis business sustainability assessments.

The Financial Services Training Series training material on Purchasing Services, for faculty and staff, includes an overview of the SCoC, as well as the business sustainability assessments, highlighting the labour and human rights theme.

Monitoring

UVic relies on EcoVadis business sustainability ratings to monitor the performance of suppliers enrolled in their assessment program, including on labour practices and human rights. The assessments examine the potential for modern slavery in the upstream supply of raw materials and components, as well as in manufacturing facilities. By March 2024, 55 suppliers have been assessed, and 19 are in progress. Over the course of the next reporting year, UVic intends to continue engaging key suppliers to be assessed by

EcoVadis, setting clear key performance indicators, and monitoring supplier performance on labour and human rights practices.

Sign off

*** The report must be presented to UVic's governing body and approved. ***

This statement is made pursuant to Bill S-211, An Act to enact the Fighting Against Forced Labour and Child Labour in Supply Chains Act for the fiscal year ending March 31, 2024. It has been issued on behalf of the University of Victoria Board of Governors.

Signed,

A handwritten signature in blue ink, appearing to be 'EP', with a long horizontal stroke extending to the right.

Erinn Pinkerton, Acting Chair
Board of Governors
University of Victoria



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

May 17, 2024

FOR DECISION

To: Audit Committee

From: Kristi Simpson, Vice-President Finance and Operations

A handwritten signature in black ink, appearing to read 'Kristi Simpson', located to the right of the 'From:' field.

cc: President and Vice-Chancellor

Board Date: May 28, 2024

Title: 2023/24 Financial Statements

Basis for Jurisdiction:

- University Act 27 (1)

Strategic Relevance: Culture of Change & Transformation

Operating with excellence. We will pursue excellence in the way we teach, research, engage with the community and operate.

Adding value when we join others. We will work to ensure our engagement with every partner is respectful, relevant and responsive through thoughtful dialogue and shared goals.

Recommendation:

THAT the Audit Committee recommend to the Board of Governors that the Board of Governors approve the 2023/24 Audited Financial Statements and the appropriations as set out in the attached schedule; and

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

Attachments:

Appendix 1 – Management Discussion and Analysis

Appendix 2 – Draft Audited Financial Statements 2023-24

Appendix 3 – Appropriated Extendable Funds

Appendix 1

University of Victoria 2024 Management Discussion and Analysis (Unaudited)



University
of Victoria



Introduction to Management Discussion and Analysis

The attached financial statements present the financial results of the university for the year ended March 31, 2024 in accordance with Public Sector Accounting Standards, supplemented by directives set out by the Province of British Columbia and consistent with Section 23.1 of the *Budget Transparency and Accountability Act* (BTAA) of the Province of British Columbia. These statements are the consolidation of all university operations, including the results of general operations, ancillary operations, capital projects, endowment returns and spending, research grants and expenditures, etc. As required by Public Sector Accounting Standards, they also include the financial results of each of the university's 12 external entities as well as the staff pension plan. While these entities are required to be included in the financial statements, their assets are restricted for specific purposes (e.g., pension) and therefore are not available to support general operations of the university.

The objective of this Management Discussion and Analysis (MD&A) document is to assist readers of the university's financial statements to better understand the financial position and operating activities of the university for fiscal year March 31, 2024, as presented in accordance with the above reporting framework. This discussion should be read in conjunction with the annual audited financial statements and accompanying notes.

The operations of the University have been guided by our teaching and research priorities and institutional plans such as Aspiration 2030: Research and Creative Works Plan, Equity Action Plan, Campus Plan and the Climate and Sustainability Action Plan. In 2023 the University launched *Distinctly UVic: A Strategy for the University of Victoria* and a new Indigenous plan—*X̣ẉḳʷənəṇj̣ istəḷ Ẉ ŁENEṆISTEL: Helping to move each other forward*. These plans underpin our approach and priorities as a community and a university and that will guide our decision making in the coming years

The university annually develops a Planning and Budget Framework (P&BF), which is informed by these institutional plans. The P&BF and associated financial models are developed within the context of a three-year planning cycle which provides a more realistic time frame for the development of university initiatives and allows for greater flexibility than permitted within an annual process.

The MD&A provides an overview of the university's

- financial highlights,
- financial information,
- operating environment,
- financial reporting environment,
- risks and uncertainties, and
- related entities.

Along with many other post-secondary institutions in BC and Canada, national and global factors continue to create pressure and uncertainty with our enrolment and budget outlook. Our priority, as we

diversify enrolments and position ourselves for the future with our new strategic plan, is to deliver quality education and innovative research and ensure faculty and staff are well equipped to do so.

Our domestic enrolment has recovered following a decline in 2022/23 and is at its highest level to date. In contrast to the positive domestic outlook, we are graduating more international students than we are able to recruit due to many contributing and ongoing factors including:

- changes to study permit requirements with respect to new financial requirements, limits to hours worked in a week, limits to online studying and a new attestation requirement;
- increased competition globally; and
- geopolitical factors and diplomatic disputes may be impacting international interest.

The notable impacts, from a financial perspective, is overall tuition revenue decreased as international enrolment was lower than anticipated, however, this was partially offset by domestic and non-credit tuition increases due to strong enrolments. Overall expenses increased year over year mostly due to salaries and associated benefits collectively bargained under the shared recovery mandate but also reflecting a return to more normal activity levels for certain expenses such as travel, supplies, utilities and cost of goods sold. Overall, the University ended the year with a modest positive operating result which is slightly lower than the prior year. Through another challenging financial year, we are grateful for work undertaken by our campus leaders to respond to the enrolment challenge and to the dedication, creativity and resilience of our faculty, staff and students.

Financial Highlights

Financial Statement Summary

The university ended the year with a modest consolidated operating surplus before donations and other adjustments related to the endowment of \$8.1 million(M) or 1.1% of total revenues, down from \$10.5 million in the prior year.

Consolidated revenue increased by \$60.6M (9%) to \$761M. This increase reflects a \$74.3M (23%) increase in government grants due to provincial funding related to salary increases, as well as increased federal funding for research. Investment income decreased by \$19.8M (33%) as 2022/23 included \$34.7M of investment income from the settlement of an interest rate swap derivative on debt related to the student housing and dining (SHD) project. This decrease was offset by increases in investment income related to endowments and the university's working capital. Sales, mainly within ancillary operations, increased by \$6.7M (10%).

Consolidated Expenses increased by \$63.0M (9%) to \$754M reflecting increased salaries and benefits, supplies and services, travel and scholarships, fellowships and bursaries expense.

Consolidated assets total \$2.0 billion, an increase of \$125M (7%) from prior year, mainly as a result of \$60.9M (6%) growth in tangible capital assets resulting from investments in new buildings and infrastructure renewal, a \$28.3M (19%) increase in cash and cash equivalents and a \$22.7M (11%) increase in portfolio investments due to strong financial markets.

Debt decreased by \$5.4M as a result of regular debt repayments and a \$3.8M bond which was

repaid in December 2023. During the year, \$18M of short-term commercial paper loans were converted to a 30-year bond.

Each year the university is required to invest in capital expenditures to meet program requirements and/or address deferred maintenance. While these expenditures are made each year, for accounting purposes the expenditures are not shown as an expense in the year made. Instead, the expenditure is expensed, or amortized, over the future life of the asset. The University received approval to restrict \$15M of provincial grants for capital expenditures to provide for better matching of revenues and amortization. This restriction only reflects a portion of total capital spending and therefore the year's operating surplus is higher as capital expenditures are not reflected in the operating surplus.

Government Grants

Revenue from the Government in the form of grants increased by 74.3M (23%) over the previous year. Annual grants received from the Province for capital purposes including routine capital and specific project funding were \$20.8M.

Tuition and Enrolment

Overall, credit tuition decreased by 3.8M (2%) to \$160.4M. This reflects a decrease in undergraduate international enrolment, offset by a 2% increase in domestic fees (Provincial Government policy limits annual domestic increases to 2%) and graduate international fees, and a 6.75% increase in undergraduate international fees. Non-credit tuition increased by \$1.9M (8%) due to increased enrolment.

Investments

Investment income is comprised of both returns on endowments and returns on short-term investments. The university's endowment investments are held in the University of Victoria Foundation and have a fair value of \$555M. The endowments had a return of 13.4% for the year (2022/23 – return of 3.8%) across its eight investment mandates. Working capital investments held within the university generated a return of 5.4% for the year (2022/23 – return of 2.2%).

Major Capital Activity

The second student housing building, Sngequ House, opened in summer 2023 to complete a 620 bed expansion as part of a student housing and dining project. The first building, Cheko'nien House, opened in fall 2022. Cheko'nien House and Sngequ House are the first passive house buildings on campus, reflecting the university's commitment to sustainability and carbon reduction. They are also the first buildings to be gifted an indigenous name by the Songhees and Esquimalt Nations.

Financial Information

Financial Assets

Financial assets are defined as assets available to discharge existing liabilities or finance future operations. During the year, they increased 9% to \$523M.

<i>In thousands of dollars</i>	2024	2023
Cash and cash equivalents	175,040	146,757
Accounts receivable	19,526	15,693
Due from governments	20,040	32,272
Inventories for resale	1,415	1,275
Portfolio investments	232,564	209,869
Derivatives	88	4,893

Loans receivable	33,321	33,594
Employee future benefits	36,677	32,738
Investments in gov't business enterprises	4,131	3,370
Total Financial Assets	522,802	480,461

Cash and cash equivalents increased by \$28.3M, as a result of optimizing investment income with higher short-term yields. Due from governments decreased by \$12.2M, reflecting timing differences and year end funding. Portfolio investments, which include the university's working capital, investments underlying endowment expendable funds, investments related to sinking funds held for provincial debt, and supplemental pension obligations, increased by \$22.7M due largely to strong performance within the UVic Foundation's endowment investments and the university's working capital. In 2020/21, the university entered into two interest rate swaps for the debt related to the SHD project in order to reduce the risk of higher interest rates and subsequent higher debt payments. Interest rates have risen across 5-, 10- and 30-year terms and the swaps have performed as expected. During 2023/24, the University settled the last interest rate swap derivative which resulted in a \$5.8M gain.

Employee future benefits represent a future asset for the Staff Pension Plan and liabilities for supplemental pension obligations, vested sick leave entitlements, and group life insurance plans. Investments in government business enterprises represent the equity held in controlled business operations of Heritage Realty Properties Ltd, the Vancouver Island Technology Park (VITP) Trust, and GSB Executive Education Inc.

Liabilities

Liabilities increased by 10% to \$1,102M.

<i>In thousands of dollars</i>	2024	2023
Accounts payable	49,733	58,737
Due to governments	8,750	8,120
Deferred revenue	26,991	22,866
Deferred contributions	306,553	239,460
Deferred capital contributions	528,693	494,607
Debt	127,481	132,914
Asset retirement obligations	53,712	48,829
Total Liabilities	1,101,913	1,005,533

Deferred contributions are externally restricted revenue that is not recognized until related expenses are incurred (e.g. research grants). Deferred contributions increased by \$67.1M mainly due to research (increase of \$15.8M) and specific purpose (increase of \$37.6M) from deferred contributions related to endowment investments. Deferred capital contributions are externally restricted contributions for investment in capital assets amortized over the life of the related tangible capital assets. During the year, deferred capital contributions increased by a net \$34.1M resulting from contributions for capital of \$59.5M less amortization. Debt decreased by \$5.4M resulting from regular debt repayments and a \$3.8M bond which was repaid in December 2023. Asset retirement obligations related to buildings containing asbestos and other hazardous materials increased by \$4.8M due to accretion (inflation) expense and revaluing of the asset retirement obligation as at March 31, 2024.

Non-financial Assets

Non-financial assets increased by 6% to \$1,520M.

<i>In thousands of dollars</i>	2024	2023
Tangible capital assets	1,037,200	976,296

Restricted endowment investments	455,457	436,144
Inventories held for use	3,461	3,151
Prepaid expense	23,908	21,849
Total Non-Financial Assets	1,520,026	1,437,440

Tangible capital assets include land, buildings, site improvements, library holdings, computers, equipment and furnishings but excludes \$12.2M of artwork and collections, as these are expensed under PSAS accounting. The net increase in tangible capital assets of \$60.9M is due to additions of \$109.6M less amortization of \$48.7M. The largest single capital asset addition was related to the SHD Project.

Restricted endowment investments represent the portion of endowment investments related to the restricted principal funds (i.e., original donations) plus capitalized inflation. During the year, they increased \$19.3M due to donations of \$6.3M and capitalized investment income of \$13M.

Accumulated surplus

Accumulated surplus represents the university's residual interest in its assets after deducting liabilities (net assets). It increased by \$28.5M to \$941M.

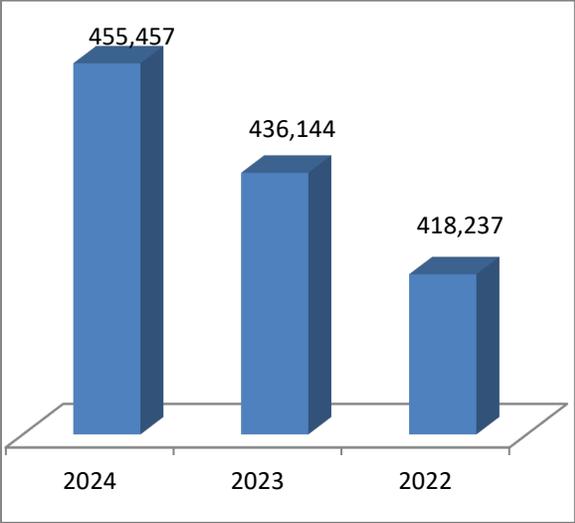
<i>In thousands of dollars</i>	2024	2023
Endowments	455,457	436,144
Invested in capital assets	347,941	318,977
Internally restricted	116,907	111,705
Unrestricted	13,309	39,346
Remeasurement gains	7,301	6,196
Accumulated surplus	940,915	912,368

The majority of accumulated surplus is unavailable to fund operations as it is either restricted or has already been used to invest in buildings, equipment and other capital assets. Endowment, Invested in capital assets, and

internally restricted are described in the following sections. Unrestricted surplus, which consists primarily of balances arising from ancillary operations such as student housing and other entities that are consolidated in the Financial Statements (see related entities below), declined by \$26M. Remeasurement gains represent unrealized gains on university unrestricted or quasi endowment funds and the university’s working capital arising after April 1, 2012 (the effective date of the new Public Sector Accounting Standard financial instrument standard).

Accumulated Surplus – Endowment

Endowments increased by 4.4% to \$455M.



The university’s endowments are held by the UVic Foundation. Accumulated surplus-endowment consists of restricted donations and capitalized investment income, which is required to be maintained intact in perpetuity in order to support donor specified activities. The investment earnings generated from endowments must be used in accordance with the various purposes stipulated by the donors. At March 31, 2024 there were 1,565 individual

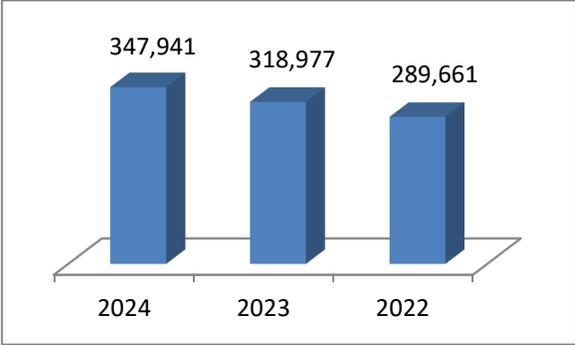
endowment funds providing \$17.3M (2022/23 - \$18.8M) in annual funding.

Per donor wishes and UVic Foundation policies, the economic value of the endowments must be protected by restricting the amounts that can be expended and capitalizing a portion of investment income in order to maintain purchasing power against inflation.

Each endowment has an income stabilization account which is recorded as deferred contributions in order to provide a cushion against market fluctuations. At March 31, 2024 the stabilization account balance is \$114.3M (2022/23 - \$78.5M) or 25% of endowment principal.

Accumulated Surplus – Invested in Capital Assets

Accumulated surplus invested in capital assets increased by 9.1% to \$348M.



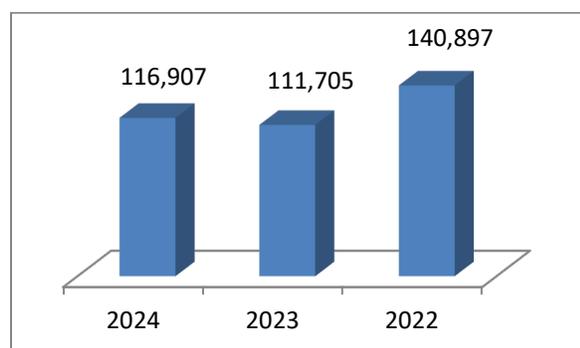
Accumulated surplus invested in capital assets is the amount of internal university funds used for the acquisition of capital assets less amortization of those capital assets and future asset retirement obligations. The following comprises the balance of accumulated surplus invested in capital assets:

<i>(in thousands of dollars)</i>	2024	2023
Land	20,364	20,364
Site development	13,102	12,316
Buildings	438,271	411,610

Equipment	27,057	26,055
Computer equipment	1,556	2,080
Library acquisitions	8,157	9,264
Sinking funds	14,695	12,290
Less debt	(143,919)	(126,173)
Less asset retirement obligations	(53,712)	(48,829)
Invested in capital assets	325,571	318,977

Accumulated Surplus – Internally Restricted

Accumulated surplus – internally restricted increased by 5% to \$117M.



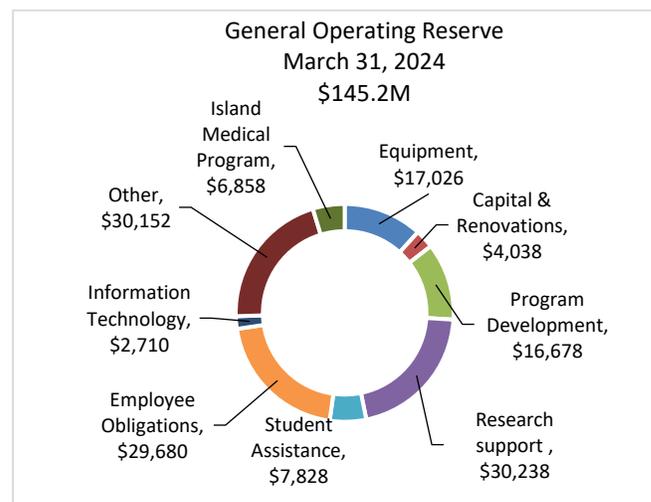
Accumulated surplus – internally restricted consists of balances appropriated by the university Board of Governors for employee commitments, equipment replacement, capital improvements, program development, research support and other non-recurring expenditures. Due to Provincial Government restrictions on external borrowing by the university, these funds are used on a temporary basis to finance capital projects that will generate future revenues. The reserves are also offset by future liabilities for certain employee benefits..

Balances are made up as follows:

<i>(in thousands of dollars)</i>	2024	2023
General operating	145,208	125,703
Ancillary enterprises	23,813	21,956
Capital	(88,841)	(68,808)
Less: Vacation pay	(12,810)	(11,897)
Add: Staff pension	49,537	44,751
Total internally restricted	116,907	111,705

General operating reserves increased by 15.5% to \$145.2M.

General operating funds consist of:



Operating Surplus

The operating surplus was \$8.1M or 1.1% of total revenues (\$10.5M or 1.5% for the prior year). The main reasons for the surplus, with comparison to the prior year, are as follows:

<i>(in thousands of dollars)</i>	2024	2023
Designated Items		
Staff Pension actuarial gain	4,786	7,702
Ancillary fund surplus	6,147	5,332
Invested in tangible capital assets	7,302	8,029
Non-Designated Items		
Operating fund surplus (deficit)	8,711	(1,903)
Gain from settlement of derivative	5,793	34,662
Operating fund restriction for capital	(15,000)	(40,000)
Other	(9,610)	(5,219)
Operating surplus	8,129	10,506

Revenue

Revenue increased by 9% to \$762M.

<i>(in thousands of dollars)</i>	2024	2023
Government grants & contracts	395,664	321,348
Tuition & student fees	184,888	186,834
Donations, non-government grants & contracts	26,285	26,375
Sales of services & products	77,275	70,552
Investment income	40,190	59,959
Income/(loss) from business enterprises	1,081	(48)
Amortization of deferred capital contributions	26,672	27,015
Other revenue	9,697	9,060
Total Revenue	761,752	701,105

Government grants and contracts revenue is received from the Province of B.C. (70%), the Government of Canada (25%), and other governments (5%). Revenue from the Province increased by \$60.2M overall, due mainly to an increase for targeted program growth and funding related to salary increases resulting from collective bargaining. Tuition and student fees decreased by \$1.9M, or 1%. Sales of services & products increased by \$6.7M.

Expenses

Expenses increased by 9% to \$753.6M. Expenses reported by object were as follows:

<i>(in thousands of dollars)</i>	2024	2023
Salaries and benefits	492,485	455,077
Travel	17,306	13,276
Supplies and services	103,388	92,611
Utilities	9,880	8,358
Scholarships and bursaries	56,688	51,070
Cost of goods sold	10,591	10,615
Interest on long term debt	5,574	3,231

Amortization	48,661	47,722
Total Expenses	753,623	690,599

Salaries and benefits represent 65% of total expenses and increased by \$37.4M due to progression through the ranks, negotiated settlements and hiring during the year. Travel, supplies and services, and cost of goods sold all increased as on-campus activities normalized.

Expenses reported by function were as follows:

<i>(in thousands of dollars)</i>	2024	2023
Instruction and non-sponsored research	301,274	283,714
Academic and student support	185,622	166,675
Administrative support and general expenses	31,171	28,801
Facilities operations and maintenance	70,268	63,651
Sponsored Research	146,209	129,051
External engagement	19,079	18,707
Total Expenses	753,623	690,599

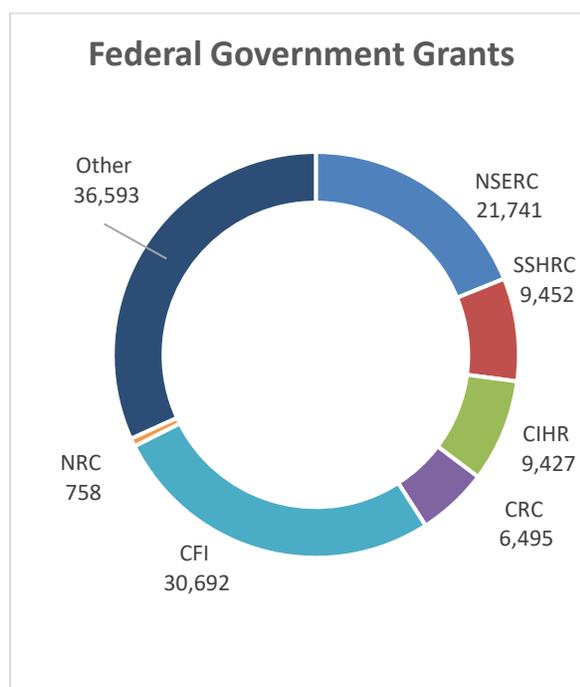
Sponsored Research Contributions

Sponsored research revenue increased by 12% to \$144.5M.

<i>(in thousands of dollars)</i>	2024	2023
Province of B.C.	11,708	15,432
Federal government	115,157	87,215
Other governments	13,042	10,766
Gifts, grants & bequests	17,208	15,178
Sales of services	2,776	2,381
Other revenue	<u>1,054</u>	<u>1,658</u>
Total contributions	160,945	132,630
Transfer to deferred contributions	(16,460)	(4,075)
Sponsored research revenue	144,485	128,555

In addition to the above, the university also received Federal Government research support funds, which is recorded in the general operating fund.

Federal government grants are comprised of the following:



Operating Environment

Tuition revenue for 2024/25 is budgeted to be less than that budgeted in 2023/24. Our domestic enrolment has recovered following a decline in 2022/23 and is at its highest level to date. This is a result of strategic investments in entrance scholarships, earlier admission offers, and significant efforts within the faculties and in the Division of Student Affairs. Graduate enrolment is also tracking well, ahead of previous years, thanks in part to our research reputation and the quality of our faculty and

graduate programs. Domestic applications remain strong for 2024/25, and we continue to prioritize investments in scholarships to attract and support a diverse and talented student population.

While the approach shown above provides for domestic undergraduate enrolment growth, the decrease in undergraduate international tuition more than offsets domestic growth and the total enrolment projections are significantly less than budgeted in 2023/24. Although tuition revenue is down, overall operating revenue is projected to increase. This is due to funding from the provincial government for collectively bargained salary and benefits increases and funded enrolment for the technology expansion in software engineering and computer science programs. Significant work has been put into recruitment for the coming year with a focus on undergraduate international recruitment. While best efforts are being made base budget reductions equal to 4% of the 2024/25 operating budget were required. In order to provide protection in the continued enrolment risk environment, the 2024/25 budget includes a \$7.2M enrolment contingency. We will continue to carefully monitoring student enrolment levels throughout the year so we can respond to enrolment changes and minimize institutional impacts.

Ancillary operations largely returned to pre-pandemic results, with residence services and parking services ending the 2023/24 year with modest surpluses while food services, childcare and the bookstore had small deficits which will be covered by existing reserves or future unappropriated funds.

UVic's physical infrastructure requires further renewal and enhancement. Two significant

capital projects are underway – the National Centre for Indigenous Laws (NCIL) and the Engineering and Computer Science expansion project. Both projects will provide key space to support teaching and research capacity. Future capital priorities have been identified in the Capital Plan and include addressing deferred maintenance, increasing student housing, enhance or repurpose current spaces and increase academic and research space for those areas with the greatest pressures. Government contributes towards these capital costs; however, fundraising and university resources are important funding sources for these infrastructure priorities.

Financial Reporting Environment

The university is part of the Government Reporting Entity (GRE) of the Province of B.C. and, as such, is required to present its financial statements in accordance with Section 23.1 of the Budget Transparency and Accountability Act supplemented by directives set out by the Province. The Province has directed that PSAS be adopted without the PS4200 not-for-profit elections and that all restricted contributions received for acquiring tangible capital assets be deferred as Deferred Capital Contributions and recognized in revenue at the same rate that the amortization of the related tangible capital asset is recorded. Some highlights of the reporting framework presentations are as follows:

The Statement of Financial Position reflects a “Net Debt model” that presents Net Debt as the difference between liabilities and financial assets and is intended to measure the university’s future revenue requirements or its ability to finance its activities. Net debt at March 31, 2024 is \$(579M) but includes \$529M of Deferred Capital Contribution liabilities that would likely

never be repaid, thus bringing into question its relevance. The Statement of Financial Position also presents an Accumulated Surplus of \$941M, representing the university’s net assets. A breakdown of this balance is disclosed on the Statement of Financial Position, and in the notes, to communicate to readers of the financial statements that this figure mostly represents restricted, spent or committed funds.

The Statement of Operations reports revenues, functional expenses and budget figures for the university’s consolidated operations. Endowment donations and investment income capitalized to endowment principal, that used to be recorded as direct increases in net assets, are recorded on the Statement of Operations as Restricted Endowment Contributions and included in Annual Operating Surplus, even though they are not available to fund operational expenses.

Remeasurement gains and losses, representing unrealized gains and losses on unrestricted investments, derivatives and foreign currency, are reported on a separate statement and as a separate category of Accumulated Surplus rather than being included with the other components of investment income on the Statement of Operations. This effectively limits the ability to fund expenses from unrealized gains. Accumulated remeasurement gains commenced as of April 1, 2012 onward reflect the prospective implementation of the PSAS financial instrument standard.

A Statement of Changes in Net Debt summarizes the key changes in Net Debt and provides information on how Net Debt is impacted by expenditures for, and amortization of, capital assets, changes in other non-financial assets, net remeasurement gains/losses and the annual surplus.

Risks and Uncertainties

The university operates in an increasingly more complex environment with many factors that are outside of the control of the university. The university uses an Enterprise Risk Management approach and develops risk mitigation strategies to reduce the impact where possible. The major risks that can affect the university from a financial perspective are as shown below. The university has institutional risk appetite statements that help guide decision making across all areas of campus.

Student recruitment and retention

The top institutional risk continues to be enrolment management. Our priority, for the coming budget year is to attain our budgeted enrolment levels in order to stabilize our financial position. This work has included changing admission processes and making significantly earlier offers to students. hDue to reduced undergraduate international enrolment, to balance the budget for 2024/25, reductions to general operating expenditures are required. To protect against operational impact from the current risky enrolment environment, the budget includes an enrolment contingency of \$7.2M.

Provincial funding

Provincial Government grants are a significant component of revenue in the university's operating budget. Funding for this source is not guaranteed year to year and provincial policy changes can significantly affect institutional budgets. Examples could include limits to tuition increases or unexpected grants reductions. As operating grants are provided and approved for one year only, there is uncertainty year to year

with respect to the university's operating funding.

Inflation

Stressed global supply chains in 2023/24 led to significant inflation globally, including in Canada. This inflation is moderating after being at its highest level in Canada since 1991. This is being closely monitored for institutional impacts and the most significant inflation risk is with respect increasing costs of capital for both the National Centre for Indigenous Laws and the Engineering expansion projects.

Pensions and Employee Future Benefits

The university has two pension plans for its faculty, Professional Employee Association members, management exempt and executive (Combination Plan and Money Purchase Plan) and one plan for members of CUPE and exempt clerical staff (Staff Plan). The actuarial valuation of the Combination Plan, with an effective date of December 31, 2022, shows that the Plan is fully funded. The last valuation for the Staff Pension Plan was December 31, 2022, which resulted in a going concern surplus funded ratio of 114% of liabilities but a solvency funded ratio of 85.1%. The Pension Benefits Standards Regulation was amended effective December 31, 2019, introducing new going concern and funding methodologies. The solvency funding target is now 85%, and a letter of credit may be secured in lieu of making payments in the plan falls below that threshold. As at the latest valuation the plan exceeds the 85% target a letter of credit is no longer required to secure the solvency deficiency payment.

The solvency test requirement for the university resulted in a cost of \$276,000 for the portion of 2023/24 when a letter of credit was required (2022/23 - \$693,000). The next valuation date is

December 31, 2025, with a filing requirement of September 2026.

Deferred Maintenance

As the university ages, the risk related to deferred maintenance increases. Over the last year the age of our infrastructure resulted in a few instances of key building equipment failures. Priority projects to address deferred maintenance include renewal and seismic upgrading of some of our older buildings. Some priority deferred maintenance projects are addressed annually, but these budgets are limited and have not kept up with inflation. Significant major capital renewal funding is needed as outlined in the university's 5-year capital plan.

Related Entities

The university's consolidated financial statements include the following related entities:

University Foundations

The University of Victoria Foundation, Foundation for the University of Victoria and U.S. Foundation for the University of Victoria receive and manage the university's endowment funds. The Foundations are tax exempt as a registered charity, agent of the Crown or charitable organization, respectively. They are consolidated in the university's financial statements.

WCUMSS

The Western Canadian Universities Marine Sciences Society (WCUMSS) operates a marine research facility located at Bamfield, B.C. The university is one of five members. The university's interest in this government partnership is proportionately consolidated in the university's financial statements.

Heritage Realty Properties and VITP Trust

The university controls three taxable business enterprises. Heritage Realty Properties Ltd. manages the rental properties, hotel and brew-pub operation donated by the late Michael C. Williams. The Vancouver Island Technology Park Trust (VITP) provides leased space to high-technology companies on Vancouver Island. Both enterprises are accounted for in the university's financial statements on the modified equity basis.

GSB Executive Education Inc.

This taxable business enterprise was created to deliver executive education services by the UVic Gustavson School of Business. It is accounted for in the university's financial statements on the modified equity basis.

UVic Properties Investments Inc.

University of Victoria Properties Investments Inc. manages the university's real estate holdings including the Marine Technology Centre and the Queenswood Campus and acts as trustee for the Vancouver Island Technology Park Trust. UVic Properties is consolidated in the university's financial statements.

UVic Industry Partnerships

UVic Industry Partnerships is a taxable corporation that facilitates research partnerships between the private sector and the university by assisting with intellectual property management and commercialization of research discoveries. It is consolidated in the university's financial statements.

Oceans Network Canada Society

Oceans Network Canada Society is a non-profit society that manages the university's two ocean observatories VENUS and NEPTUNE. It is consolidated in the university's financial statements.

Pacific Climate Impacts Consortium

The Pacific Climate Impacts Consortium is a non-profit organization that furthers the understanding of the climate system, its variability and potential for change and the application of that understanding to decision making in both the public and private sectors. It is consolidated in the university's financial statements.

Byron Price & Associates Ltd.

Byron Price and Associates Ltd. is a taxable business enterprise donated to the university, which holds land located in North Saanich. It is consolidated in the university's financial statements.

Appendix 2

Consolidated Financial Statements of

UNIVERSITY OF VICTORIA

And Independent Auditor's Report Thereon

Year ended March 31, 2024



University
of Victoria



STATEMENT OF ADMINISTRATIVE RESPONSIBILITY FOR FINANCIAL STATEMENTS

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

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

The consolidated financial statements have been examined by KPMG LLP, an independent firm of Chartered Professional Accountants. The Independent Auditor's Report outlines the nature of the examination and the opinion on the consolidated financial statements of the University for the year ended March 31, 2024.

On behalf of the University:

_____ Chair, Board of Governors

_____ Vice-President Finance and Operations



**University
of Victoria**





KPMG LLP

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

INDEPENDENT AUDITOR'S REPORT

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

Opinion

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

- the consolidated statement of financial position as at March 31, 2024
- the consolidated statement of operations and accumulated surplus for the year then ended
- the consolidated statement of changes in net debt for the year then ended
- the consolidated statement of remeasurement gains and losses for the year then ended
- the consolidated statement of cash flows for the year then ended
- and notes to the consolidated financial statements, including a summary of significant accounting policies

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

In our opinion, the accompanying financial statements as at and for the year ended March 31, 2024 of the Entity are prepared, in all material respects, in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia.

Basis for Opinion

We conducted our audit in accordance with Canadian generally accepted auditing standards. Our responsibilities under those standards are further described in the "***Auditor's Responsibilities for the Audit of the Financial Statements***" section of our auditor's report.

We are independent of the Entity in accordance with the ethical requirements that are relevant to our audit of the financial statements in Canada and we have fulfilled our other ethical responsibilities in accordance with these requirements.

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

Emphasis of Matter - Financial Reporting Framework

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

Our opinion is not modified in respect of this matter.



Other Information

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

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

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

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

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

We have nothing to report in this regard.

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

Management is responsible for the preparation of the financial statements in accordance with the financial reporting provisions of Section 23.1 of the Budget Transparency and Accountability Act of the Province of British Columbia and for such internal control as management determines is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

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

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

Auditor's Responsibilities for the Audit of the Financial Statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion.

Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with Canadian generally accepted auditing standards will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of the financial statements.

As part of an audit in accordance with Canadian generally accepted auditing standards, we exercise professional judgment and maintain professional skepticism throughout the audit.



We also:

- Identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion.

The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

- Obtain an understanding of internal control relevant to the audit in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the Entity's internal control.
- Evaluate the appropriateness of accounting policies used and the reasonableness of accounting estimates and related disclosures made by management.
- Conclude on the appropriateness of management's use of the going concern basis of accounting and, based on the audit evidence obtained, whether a material uncertainty exists related to events or conditions that may cast significant doubt on the Entity's ability to continue as a going concern. If we conclude that a material uncertainty exists, we are required to draw attention in our auditor's report to the related disclosures in the financial statements or, if such disclosures are inadequate, to modify our opinion. Our conclusions are based on the audit evidence obtained up to the date of our auditor's report. However, future events or conditions may cause the Entity to cease to continue as a going concern.
- Communicate with those charged with governance regarding, among other matters, the planned scope and timing of the audit and significant audit findings, including any significant deficiencies in internal control that we identify during our audit.
- Obtain sufficient appropriate audit evidence regarding the financial information of the entities or business activities within the group entity to express an opinion on the financial statements. We are responsible for the direction, supervision and performance of the group audit. We remain solely responsible for our audit opinion.

Chartered Professional Accountants

Victoria, Canada
[DATE]

UNIVERSITY OF VICTORIA
Consolidated Statement of Financial Position

As at March 31, 2024
(in thousands of dollars)

		2024	2023
Financial Assets			
Cash and cash equivalents	<i>(Note 3)</i>	\$ 175,040	\$ 146,757
Accounts receivable	<i>(Note 4)</i>	19,526	15,693
Due from governments	<i>(Note 5)</i>	20,040	32,272
Inventories for resale		1,415	1,275
Portfolio investments	<i>(Note 6)</i>	232,564	209,869
Derivatives	<i>(Note 6)</i>	88	4,893
Loans receivable	<i>(Note 7)</i>	33,321	33,594
Employee future benefits	<i>(Note 8)</i>	36,677	32,738
Investments in government business enterprises	<i>(Note 9)</i>	4,131	3,370
		522,802	480,461
Liabilities			
Accounts payable and accrued liabilities	<i>(Note 11)</i>	49,733	58,737
Due to governments		8,750	8,120
Deferred revenue		26,991	22,866
Deferred contributions	<i>(Note 12)</i>	306,553	239,460
Deferred capital contributions	<i>(Note 13)</i>	528,693	494,607
Debt	<i>(Note 14)</i>	127,481	132,914
Asset retirement obligations	<i>(Note 15)</i>	53,712	48,829
		1,101,913	1,005,533
Net debt		(579,111)	(525,072)
Non-financial Assets			
Tangible capital assets	<i>(Note 16)</i>	1,037,200	976,296
Restricted endowment investments	<i>(Note 6)</i>	455,457	436,144
Inventories held for use		3,461	3,151
Prepaid expenses		23,908	21,849
		1,520,026	1,437,440
Accumulated surplus	<i>(Note 18)</i>	\$ 940,915	\$ 912,368
Accumulated surplus is comprised of:			
Endowments	<i>(Note 19)</i>	\$ 455,457	\$ 436,144
Invested in tangible capital assets		347,941	318,977
Internally restricted		116,907	111,705
Unrestricted		13,309	39,346
Accumulated operating surplus		933,614	906,172
Accumulated remeasurement gains		7,301	6,196
Accumulated surplus		\$ 940,915	\$ 912,368

Contractual rights *(Note 20)* Contractual obligations *(Note 21)* Contingent liabilities *(Note 22)*

On behalf of the Board:

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

UNIVERSITY OF VICTORIA

Consolidated Statement of Operations and Accumulated Surplus

Year ended March 31, 2024

(in thousands of dollars)

	Budget	2024	2023
	<i>(Note 2(p))</i>		
Revenue:			
Province of British Columbia grants	\$ 277,839	\$ 275,974	\$ 215,756
Government of Canada grants	90,000	101,116	87,877
Other government grants	21,100	18,574	17,715
Student tuition - credit courses	164,672	160,362	164,224
Student tuition - non-credit courses	21,800	24,526	22,610
Donations, non-government grants and contracts	21,100	26,285	26,375
Sales of services and products	72,808	77,275	70,552
Investment income	36,800	40,190	59,969
Income/(loss) from government business enterprises	<i>(Note 9)</i> -	1,081	(48)
Other revenue	5,000	9,697	9,060
Revenue recognized from deferred capital contributions	<i>(Note 13)</i> 27,050	26,672	27,015
	738,169	761,752	701,105
Expenses: <i>(Note 23)</i>			
Instruction and non-sponsored research	302,259	301,274	283,714
Academic and student support	177,569	185,622	166,675
Administrative support and general expenses	30,684	31,171	28,801
Facility operations and maintenance	67,811	70,268	63,651
Sponsored research	137,486	146,209	129,051
External engagement	19,930	19,079	18,707
	735,739	753,623	690,599
Annual operating surplus	2,430	8,129	10,506
Restricted endowment contributions			
Endowment principal donations	<i>(Note 19)</i> 8,000	6,288	5,469
Donations capitalized	<i>(Note 19)</i> 8,000	13,025	12,438
	16,000	19,313	17,907
Annual surplus	18,430	27,442	28,413
Accumulated operating surplus, beginning of year	906,172	906,172	877,759
Accumulated operating surplus, end of year	\$ 924,602	\$ 933,614	\$ 906,172



UNIVERSITY OF VICTORIA

Consolidated Statement of Changes in Net Debt

Year ended March 31, 2024

(in thousands of dollars)

	Budget (Note 2(p))	2024	2023
Annual surplus	\$ 18,430	\$ 27,442	\$ 28,413
Acquisition of tangible capital assets	(108,960)	(106,210)	(109,820)
Increase in tangible capital assets related to asset retirement obligations		(3,355)	-
Transfer of tangible capital assets to investment in government business enterprise	-	-	3,948
Amortization of tangible capital assets	49,985	48,661	47,722
	(58,975)	(60,904)	(58,150)
Increase in restricted endowment investments	-	(19,313)	(17,907)
Acquisition of inventories held for use	-	(1,588)	(1,400)
Acquisition of prepaid expense	-	(22,580)	(21,028)
Consumption of inventories held for use	-	1,278	1,058
Use of prepaid expense	-	20,521	16,404
	-	(21,682)	(22,873)
Net remeasurement gains (losses)	-	1,105	(19,982)
Increase in net debt	(40,545)	(54,039)	(72,592)
Net debt, beginning of year	(525,072)	(525,072)	(452,480)
Net debt, end of year	\$ (565,617)	\$ (579,111)	\$ (525,072)



UNIVERSITY OF VICTORIA

Consolidated Statement of Remeasurement Gains and Losses

Year ended March 31, 2024

(in thousands of dollars)

	2024	2023
Accumulated remeasurement gains, beginning	\$ 6,196	\$ 26,178
Unrealized gains attributed to:		
Portfolio investments	5,418	205
Derivatives	988	13,747
Foreign currency translation	492	728
Realized gains reclassified to the Consolidated Statement of Operations, attributed to:		
Derivatives	(5,793)	(34,662)
Net remeasurement gains (losses) for the year	1,105	(19,982)
Accumulated remeasurement gains, end of year	\$ 7,301	\$ 6,196



UNIVERSITY OF VICTORIA
Consolidated Statement of Cash Flows

Year ended March 31, 2024

(in thousands of dollars)

	2024	2023
Cash provided by (used in):		
Operations:		
Annual surplus	\$ 27,442	\$ 28,413
Items not involving cash		
Amortization of tangible capital assets	48,661	47,722
Revenue recognized from deferred capital contributions	(26,672)	(27,015)
Change in employee future benefits	(3,939)	(8,435)
Change in investments in government business enterprises	(761)	5,166
Unrealized remeasurement gains on foreign exchange	492	728
Transfer of tangible capital assets to investment in government business enterprises	-	3,948
Accretion expense	1,528	1,482
Changes in non-cash operating working capital:		
Increase in accounts receivable	(3,833)	(1,775)
Decrease (increase) decrease in loans receivable	273	(9,099)
Increase in inventories	(450)	(253)
Increase in prepaid expenses	(2,059)	(4,624)
(Decrease) increase in accounts payable and accrued liabilities	(9,004)	3,993
Increase (decrease) in due to/from government organizations	12,862	(12,408)
Increase (decrease) in deferred revenue	4,125	(1,705)
Increase (decrease) in deferred contributions	67,093	(17,332)
Net change from operating activities	115,758	8,806
Capital activities:		
Acquisition of tangible capital assets	(106,210)	(109,820)
Net change from capital activities	(106,210)	(109,820)
Investing activities:		
Net sale of portfolio investments	(17,277)	48,887
Net acquisition of restricted endowment investments	(19,313)	(17,907)
Net change from investing activities	(36,590)	30,980
Financing activities:		
Proceeds of debt	23,876	75,326
Repayment of debt	(29,309)	(106,684)
Receipt of deferred capital contributions	60,758	85,249
Net change from financing activities	55,325	53,891
Net change in cash and cash equivalents	28,283	(16,143)
Cash and cash equivalents, beginning of year	146,757	162,900
Cash and cash equivalents, end of year	\$ 175,040	\$ 146,757

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



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

1. Authority and purpose

The University of Victoria (the “University”) operates under the authority of the *University Act* of British Columbia. The University is a not-for-profit entity governed by a 15 member Board of Governors, eight of whom are appointed by the government of British Columbia including two on the recommendation of the Alumni Association. The University is a registered charity and is exempt from income taxes under section 149 of the *Income Tax Act*.

2. Summary of significant accounting policies

The consolidated financial statements of the University are prepared by management in accordance with the basis of accounting described below. Significant accounting policies of the University are as follows:

(a) Basis of accounting

The consolidated financial statements have been prepared in accordance with Section 23.1 of the *Budget Transparency and Accountability Act* of the Province of British Columbia supplemented by Regulations 257/2010 and 198/2011 issued by the Province of British Columbia Treasury Board.

The *Budget Transparency and Accountability Act* requires that the consolidated financial statements be prepared in accordance with the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada, or if the Treasury Board makes a regulation, the set of standards and guidelines that comprise generally accepted accounting principles for senior governments in Canada as modified by the alternate standard or guideline or part thereof adopted in the regulation.

Regulation 257/2010 requires all taxpayer supported organizations in the Schools, Universities, Colleges and Hospitals sectors to adopt Canadian public sector accounting standards without any PS4200 elections related to not-for-profit accounting standards.

Regulation 198/2011 requires that restricted contributions received or receivable are to be reported as revenue depending on the nature of the restrictions on the use of the funds as follows:

- Contributions for the purposes of acquiring or developing a depreciable tangible capital asset or contributions in the form of a depreciable tangible capital asset are to be deferred and recognized in revenue at the same rate that amortization of the related tangible capital asset is recorded.
- Contributions restricted for specific purposes other than those for the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the period in which the stipulation or restriction on the contributions have been met.

For British Columbia taxpayer supported organizations, these contributions include government transfers and externally restricted contributions.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(a) Basis of accounting (continued)

The accounting policy requirements under Regulation 198/2011 are significantly different from the requirements of Canadian public sector accounting standards which requires that:

- government transfers, which do not contain a stipulation that creates a liability, be recognized as revenue by the recipient when approved by the transferor and the eligibility criteria have been met in accordance with public sector accounting standard PS3410; and
- externally restricted contributions be recognized as revenue in the period in which the resources are used for the purpose or purposes specified in accordance with public sector accounting standard PS3100.

As a result, revenue recognized in the consolidated statement of operations and accumulated surplus and certain related deferred capital contributions would be recorded differently under Canadian public sector accounting standards.

(b) Basis of consolidation

(i) Consolidated entities

The consolidated financial statements reflect the assets, liabilities, revenues, and expenses of organizations which are controlled by the University. Controlled organizations are consolidated except for government business enterprises which are accounted for by the modified equity method. Inter-organizational transactions, balances, and activities have been eliminated on consolidation.

The following organizations are controlled by the University and fully consolidated in these financial statements:

- UVic Industry Partnerships (formerly University of Victoria Innovation and Development Corporation) which facilitates research partnerships between the private sector and the University.
- University of Victoria Properties Investments Inc. which manages the University's real estate holdings including the Vancouver Island Technology Park Trust.
- Ocean Networks Canada Society which manages the University's VENUS and NEPTUNE ocean observatories.
- Pacific Climate Impacts Consortium which stimulates collaboration to produce climate information for education, policy and decision making.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(b) Basis of consolidation (continued)

(i) Consolidated entities (continued)

- University of Victoria Foundation, the Foundation for the University of Victoria, and the U.S. Foundation for the University of Victoria which encourage the financial support of the University and administer the University's endowment funds.
- Byron Price & Associates Ltd. which holds land in North Saanich.

(ii) Investment in government business enterprises

Government business enterprises are accounted for by the modified equity method. Under this method, the University's investment in the business enterprise and its net income and other changes in equity are recorded. No adjustment is made to conform the accounting policies of the government business enterprise to those of the University other than if other comprehensive income exists, it is accounted for as an adjustment to accumulated surplus (deficit). Inter-organizational transactions and balances have not been eliminated, except for any profit or loss on transactions between entities of assets that remain within the entities controlled by the University.

The following organizations are controlled by the University and consolidated in these financial statements using the modified equity basis:

- Heritage Realty Properties Ltd. which manages the property rental and downtown hotel and brew-pub operation donated by the late Michael C. Williams.
- Vancouver Island Technology Park Trust which provides leased space to high-technology companies on Vancouver Island.
- GSB Executive Education Inc. provides executive training and other non-credit education.

(iii) Investment in government partnerships

Government partnerships that are business partnerships are accounted for by the modified equity method. Accounting policies of the business partnership are not conformed to those of the partners before the equity pick-up. The University is not party to any government business partnerships.

Government partnerships that are not wholly controlled business partnerships are accounted for under the proportionate consolidation method. The University accounts for its share of the partnership on a line by line basis on the financial statements and eliminates any inter-organizational transactions and balances. Accounting policies of the partnership, which is not a business partnership, are conformed to those of the University before it is proportionately consolidated.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(b) Basis of consolidation (continued)

(iii) Investment in government partnerships (continued)

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

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

(iv) Trusts under administration

Trusts administered by the University are not consolidated in the financial statements as the assets are not held for the benefit of the University.

(v) Funds held in trust

Funds held in trust by the University as directed by agreement or statute for certain beneficiaries are not included in the University's consolidated financial statements.

(c) Cash and cash equivalents

Cash and cash equivalents include highly liquid investments readily convertible to known amounts of cash and subject to insignificant risk of changes in value. They are held for the purpose of meeting short-term cash commitments rather than investing.

(d) Loans receivable

Loans receivable are recorded at amortized cost. Interest is accrued on loans receivable to the extent it is deemed collectable.

(e) Financial instruments

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

(i) Fair value category

Portfolio instruments that are quoted in an active market and derivative instruments are reflected at fair value as at the reporting date. Other financial instruments designated to be recorded at fair value are endowment and portfolio investments. Transaction costs related to the acquisition of investments are recorded as an expense. Sales and purchases of investments are recorded at trade date.



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(e) Financial instruments (continued)

(i) Fair value category (continued)

Unrealized gains and losses on financial assets are recognized in the consolidated statement of remeasurement gains and losses until such time that the financial asset is derecognized due to disposal or impairment. At the time of derecognition, the related realized gains and losses are recognized in the consolidated statement of operations and accumulated surplus and related balances reversed from the consolidated statement of remeasurement gains and losses. Unrealized gains and losses in endowment investments, where earnings are restricted as to use, are recorded as deferred contributions and recognized in revenue when disposed and when related expenses are incurred. Restricted unrealized gains spent to meet current year endowment expenses or capitalization transfers are recorded in the consolidated statement of remeasurement gains and losses. Canadian public sector accounting standards require an organization to classify fair value measurements using a fair value hierarchy, which includes three levels of information that may be used to measure fair value:

- Level 1 – Unadjusted quoted market prices in an active market for identical assets or liabilities;
- Level 2 – Observable or corroborated inputs, other than level 1, such as quoted prices for similar assets or liabilities in active markets or market data for substantially the full term of the assets or liabilities; and
- Level 3 – Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets and liabilities.

(ii) Cost category

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

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

(f) Short-term investments

Short-term investments are comprised of money market securities and other investments with maturities that are capable of prompt liquidation. Short-term investments are cashable on demand and are recorded at cost based on the transaction price on the trade date. All interest income, gains and losses are recognized in the period in which they arise.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(g) Inventories for resale

Inventories held for resale, including books, merchandise and food are recorded at the lower of cost or net realizable value. Cost includes the original purchase cost, plus shipping and applicable duties. Net realizable value is the estimated selling price less any costs to sell.

(h) Asset retirement obligations

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

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

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

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

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

(i) Non-financial assets

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

(i) Tangible capital assets

Tangible capital assets are recorded at cost, which includes amounts that are directly attributable to acquisition, construction, development or betterment of the asset. Interest is capitalized during construction whenever external debt is issued to finance the construction of tangible capital assets.



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(i) Non-financial assets (continued)

(i) Tangible capital assets (continued)

The cost, less residual value of the tangible capital assets, are amortized on a straight line basis over their estimated useful lives. Land is not amortized as it is deemed to have a permanent value.

Asset	Straight line Rate
Buildings - Concrete	50 years
Buildings - Woodframe	30 years
Buildings - Heritage	35 years
Site Improvements	30 years
Equipment - Computing	3 years
Equipment - Other	8 years
Information Systems	8 years
Furnishings	8 years
Library Holdings	10 years
Ships/Vessels	25 years

Donated assets are recorded at fair value at the date of donation. In unusual circumstances where fair value cannot be reasonably determined, the tangible capital asset would be recorded at a nominal value.

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

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

(ii) Works of art and historic assets

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

(iii) Leased capital assets

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



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(i) Non-financial assets (continued)

(iv) Inventories held for use

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

(j) Employee future benefits

The costs of pension and other future employee benefits are recognized on an accrual basis over the working lives of employees as detailed in Note 8.

(k) Revenue recognition

Tuition and student fees and sales of goods and services are reported as revenue at the time the services are provided or the products are delivered, and collection is reasonably assured.

Unrestricted donations and grants are recorded as revenue when receivable if the amounts can be estimated and collection is reasonably assured.

Restricted donations and grants are reported as revenue depending on the nature of the restrictions on the use of the funds by the contributors as follows:

(i) Contributions for the purpose of acquiring or developing a depreciable tangible capital asset or in the form of a depreciable tangible capital asset, in each case for use in providing services are recorded and referred to as deferred capital contributions and recognized in revenue at the same rate that amortization of the tangible capital asset is recorded. The reduction of the deferred capital contributions and the recognition of the revenue are accounted for in the fiscal period during which the tangible capital asset is used to provide services.

(ii) Contributions restricted for specific purposes other than for those to be held in perpetuity or the acquisition or development of a depreciable tangible capital asset are recorded as deferred contributions and recognized in revenue in the year in which the stipulation or restriction on the contribution have been met.

(iii) Contributions restricted to be retained in perpetuity, allowing only the investment income earned thereon to be spent are recorded as restricted endowment contributions in the statement of operations and accumulated surplus for the portion to be held in perpetuity and as deferred contributions for any restricted investment income earned thereon.

Investment income includes interest recorded on an accrual basis and dividends recorded as declared, realized gains and losses on the sale of investments, and write-downs on investments where the loss in value is determined to be other-than-temporary.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(l) Pledges, gifts-in-kind and contributed services

Pledges from donors are recorded when payment is received by the University or the transfer of property is completed since their ultimate collection cannot be reasonably assured until that time. Gifts-in-kind include securities and equipment which are recorded in the financial statements at their fair market value at the time of donation. The value of contributed services is not determinable and is not recorded in the financial statements.

(m) Use of estimates

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

(n) Foreign currency translation

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

(o) Functional classification of expenses

Expenses on the consolidated statement of operations and accumulated surplus have been classified based on functional lines of service provided by the University. The outline of services provided by each function is as follows:

- (i) Instruction and non-sponsored research - This function includes expenses related to all direct educational delivery within the institution. This would include credit and non-credit courses, diploma, certificate and degree granting programs; continuing education; developmental education and on-line delivery. Costs associated with this function include the Deans, Directors and Chairs; instructional administration; and support staff and support costs related to these activities. Non-sponsored research is research activity funded by the university and includes faculty research start-ups; the Office of the Vice President of Research and Innovation and associated research projects; and research centres.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

- (o) Functional classification of expenses (continued)
 - (ii) Academic and student support - This function includes activities that directly support the academic functions of the University as well as centralized functions that support individual students or groups of students. These include: libraries; records and admissions; scheduling; student service administration; student recruitment; co-op programming; counseling and career services; financial aid administration; scholarships and bursaries; student social development and recreation; Office of Indigenous Affairs; student computer labs. Also included are costs associated with Ancillary Operations (including interest and amortization) such as the bookstore and regalia; residence housing, food, conference and child care services.
 - (iii) Administrative support and general expenses - This function includes activities that support the institution as a whole such as the Office of the President; the University Secretary and the Board of Governors; finance and financial operations; internal audit; budget and planning; human resources; general counsel; institutional research; and a portion of informational technology and telecommunications.
 - (iv) Facility operations and maintenance - This function includes the operations and maintenance of the physical plant and plant equipment for all institutional activities; capital asset amortization expense for building, site and plant equipment; accretion expense on asset retirement obligations; utilities; facilities administration; custodial services; landscaping and grounds keeping; major repairs and renovations; security services and capital-related interest. This function also includes the ancillary operations of parking services and the University of Victoria Broad St. properties; Heritage Realty Properties Ltd.; and University of Victoria Properties Investments Inc.
 - (v) Sponsored research - This function includes research activities specifically funded by contracts with and/or grants from external organizations and undertaken within the institution to produce research outcomes. Also included are joint ventures such as WCUMSS and subsidiaries such as the Pacific Climate Impacts Consortium and Ocean Networks Canada Society, solely incorporated for sponsored research.
 - (vi) External engagement - This function includes all activities provided in support of ongoing external relations. These activities include advancement and development (fundraising); alumni relations; community and government relations; corporate relations; marketing and communications; ceremonies; and art galleries.



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

2. Summary of significant accounting policies (continued)

(p) Budget figures

Budget figures have been provided for comparative purposes. The budget was approved by the Board of Governors of the University on September 27, 2023 and provided to the Province. The budget is reflected in the consolidated statement of operations and accumulated surplus and the consolidated statement of changes in net debt.

(q) Adoption of new accounting standards

- (i) On April 1, 2023, the University adopted Canadian Public Sector Accounting Standard PS 3160, Public Private Partnerships (“PS 3160”). The new accounting standard addresses the recognition, measurement, presentation, and disclosure of infrastructure procured by public sector entities through certain types of public private partnership arrangements. Management has assessed the impact of adopting PS 3160 and found that at present no such items meet the criteria to be recognized as a public private partnership.
- (ii) On April 1, 2023, the University adopted Canadian Public Sector Accounting Standard PS 3400, Revenue (“PS 3400”). Under the new accounting standard, there are two categories of revenue – exchange and non-exchange. If the transaction gives rise to one or more performance obligations, it is an exchange transaction. If no performance obligations are present, it is a non-exchange transaction. Management has assessed the impact of adopting PS 3400 on the consolidated financial statements of the University and has found that there is no resulting impact to the consolidated financial statements.
- (iii) On April 1, 2023, the University adopted Public Sector Guideline PSG-8, Purchased Intangibles. PSG-8 defines purchased intangibles as identifiable nonmonetary economic resources without physical substance acquired through an arm’s length exchange transaction between knowledgeable, willing parties who are under no compulsion to act. Intangibles acquired through a transfer, contribution, or inter-entity transaction, are not purchased intangibles. Management has assessed the impact of adopting PSG-8 and found that at present no such items meet the criteria to be recognized as a purchased intangible.



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

3. Cash and cash equivalents

	2024	2023
Cash	\$ 40,665	\$ 10,144
Short-term investments	134,375	136,613
	\$ 175,040	\$ 146,757

4. Accounts receivable

	2024	2023
Revenues receivable	\$ 23,339	\$ 19,270
Accrued interest receivable	737	642
Less: provision for doubtful accounts	(4,550)	(4,219)
	\$ 19,526	\$ 15,693

5. Due from governments

	2024	2023
Federal government	\$ 14,076	\$ 17,817
Provincial government	5,492	14,266
Other	472	189
	\$ 20,040	\$ 32,272



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

6. Financial instruments

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

(a) Portfolio investments

	Fair Value Hierarchy	2024	2023
Portfolio investments carried at fair value:			
Various pooled bond and mortgage funds	Level 1	\$ 133,088	\$ 131,741
Canadian equities	Level 1	2,085	1,867
Global equities	Level 1	63,048	51,078
Infrastructure, real estate and private equity	Level 3	32,320	24,206
		230,541	208,892
Portfolio investments at cost which approximates fair value:			
Short-term investments		1,276	-
Cash		662	767
Other		85	210
Total portfolio investments		\$ 232,564	\$ 209,869

(b) Restricted endowment investments

	Fair Value Hierarchy	2024	2023
Restricted endowment investments carried at fair value:			
Various pooled bond and mortgage funds	Level 1	\$ 67,273	\$ 104,915
Global equities	Level 1	270,979	235,945
Infrastructure and real estate	Level 3	108,640	91,829
		446,892	432,689
Restricted endowment investments at cost which approximates fair value:			
Short-term investments		5,859	-
Cash		2,706	3,455
Total restricted endowment investments		\$ 455,457	\$ 436,144



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

6. Financial instruments (continued)

(c) Derivatives (See note 14 for breakdown of debt related to derivatives):

	Fair Value Hierarchy	2024	2023
Derivatives - interest rate swaps on debt quoted at fair value:			
Province of BC floating interest rate fixed at 1.90%, commencing 2024 through 2054, unsecured	Level 2	\$ -	\$ 4,960
Royal Bank of Canada floating interest rate fixed at 5.38%, through an interest rate swap due in 2025, unsecured	Level 2	-	(15)
BC Immigrant Investment Fund floating interest rate fixed at 3.56%, commencing 2024 through 2034, unsecured	Level 2	88	(52)
Total derivatives		\$ 88	\$ 4,893

7. Loans receivable

	2024	2023
Various employees		
Electric bike loans to employees, interest free for 1-2 years, no renewal option, unsecured	\$ 96	\$ 128
Various faculty and senior administrators		
Home relocation loans, interest free for 5 years with option for further renewal unless employment ceases, secured by second mortgages	6,511	5,745
Heritage Realty Properties Ltd.		
Promissory note receivable, interest at Royal Bank Prime + 2.0%, due March 31, 2026, secured by an unregistered equitable mortgage	10,634	10,634
Vancouver Island Technology Park Trust loans receivable		
Promissory note, secured by an unregistered equitable mortgage	8,648	8,648
Interest at 5.13%, due April 2030, unsecured	5,931	6,741
Interest at 6.13%, due April 2030, unsecured	1,501	1,698
	\$ 33,321	\$ 33,594



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

8. Employee future benefits

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

Summary of employee future benefit assets:

		2024	2023
Staff pension plan	(Note 8(a)(ii))	\$ (49,538)	\$ (44,751)
Supplemental pension obligations	(Note 8(a)(i))	9,751	8,547
Special accumulated sick leave	(Note 8(b))	2,541	2,565
Basic group life insurance plan		569	901
		\$ (36,677)	\$ (32,738)

(a) Pension benefits

(i) Combination plan

The pension fund for full-time continuing faculty and administrative and academic professional staff is referred to as the Combination Plan. The plan's benefits are derived primarily from defined contributions with a defined benefit minimum. The plan has been accounted for as a defined contribution plan. The employees make contributions equal to 4.00% of salary up to the year's maximum pensionable earnings ("YMPE") plus 6.00% of salary in excess of the YMPE. The University makes contributions equal to 6.37% of salary up to the YMPE plus 8.00% of salary in excess of the YMPE. The university also contributes 4.00% of salary to fund the defined benefit minimum. The latest actuarial valuation for funding purposes as at December 31, 2021 showed that the accrued formula pension benefit liabilities of the Combination Plan were fully funded. The next valuation will be as at December 31, 2024 and is expected to be completed in September 2025. A solely defined contribution plan is available for part-time faculty and administrative and academic professional staff who meet certain eligibility criteria. The University has made contributions to these two plans during the year of \$30,408,000 (2023 - \$26,769,000) and recorded them as a pension expense.

The University provides supplemental pensions in excess of those provided under registered plans. They are fully funded out of the general assets of the University. The accrued liabilities of these arrangements total \$9,751,000 as at March 31, 2024 (2023 - \$8,547,000). The University paid supplemental benefits of \$611,000 in the year (2023 - \$171,000) and recorded employee benefit expense of \$1,045,000 (2023 - \$406,000).



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

8. Employee future benefits (continued)

(a) Pension benefits (continued)

(ii) Staff plan

The Staff Pension Plan (the "Plan") is a contributory defined benefit pension plan made available to regular staff employees that are eligible to join the Plan. The Plan provides pensions based on credited service and final average salary. Based on membership data as at the last actuarial valuation as at December 31, 2022, the average age of the 1,132 active employees covered by the Plan is 48.3. In addition, there are 745 former employees who are entitled to deferred pension benefits averaging \$298 per month. At December 31, 2022, there were 986 pensioners receiving an average monthly pension of \$1,089. The employees make contributions equal to 4.53% of salary that does not exceed the YMPE plus 6.28% of salary in excess of the YMPE. A separate pension fund is maintained. The University makes contributions to the plan in line with recommendations contained in the actuarial valuation. Though the University and the employees both contribute to the pension fund, the University retains the full risk of the accrued benefit obligation. The pension fund assets are invested primarily in Universe bonds and equities.

The University has made contributions to the Plan during the year of \$6,526,000 (2023 – \$6,110,000). The Plan paid benefits in the year of \$15,670,000 (2023 – \$15,776,000).

The net pension asset at March 31 includes the following components:

	2024	2023
Accrued benefit obligation	\$ 274,396	\$ 273,303
Pension fund assets	(340,147)	(315,459)
	(65,751)	(42,156)
Unamortized actuarial gains (losses)	16,213	(2,595)
Net asset	\$ (49,538)	\$ (44,751)

Actuarial valuations are performed triennially using the projected benefit prorated method. The latest triennial actuarial valuation completed as at December 31, 2022 reported a going concern surplus and a solvency deficiency (i.e. if the plan were to be wound up on that date) of \$57,243,000. The next required valuation will be as at December 31, 2025, which will be completed in the summer of 2026. As of March 31, 2024, The *Pension Benefits Standards Act* of British Columbia requires minimum annual contributions or the use of letters of credit to fund a portion of the solvency deficiency if the plan's solvency ratio is below 85%. The University no longer has a letter of credit at March 31, 2024 (2023 – \$30.0 million line of credit) as a result of this change.



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

8. Employee future benefits (continued)

(a) Pension benefits (continued)

(ii) Staff plan (continued)

This requirement for a letter of credit will be reassessed in conjunction with the next plan valuation and updated solvency funding level. The accrued benefit obligation shown for 2024 is based on an extrapolation of that 2022 valuation. There is an unamortized gain to be amortized on a straight-line basis over the expected average remaining service life of the related employee group (9 years).

The actuarial valuation was based on a number of assumptions about future events, such as inflation rates, interest rates, wage and salary increases and employee turnover and mortality. The assumptions used reflect the University's best estimates. The expected inflation rate is 2%. The discount rate used to determine the accrued benefit obligation is 6.6%. Pension fund assets are valued at market value as at March 31, 2024.

The expected rate of return on pension fund assets is 5.7%. The actual rate of return on Plan assets in 2024 was 10.0%. The total expenses related to pensions for the fiscal year ending, include the following components:

	2024	2023
Current period benefit cost	\$ 8,923	\$ 8,395
Amortization of actuarial gains	(1,295)	(3,572)
	7,628	4,823
Less: Employee contributions	(2,564)	(2,367)
Pension benefit expense	5,064	2,456
Interest cost on the average accrued benefit obligation	17,243	15,117
Expected return on average pension plan assets	(20,479)	(18,308)
Pension interest income	(3,236)	(3,191)
Total pension expense (income)	\$ 1,828	\$ (735)

The Supplementary Retirement Benefit Account is a separate fund available to provide pensioners over the age of 65 with supplemental indexing against inflation beyond that provided by the basic plan above. It is accounted for as a defined contribution plan, with University contributions during the year of \$142,000 (2023 – \$124,000).



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

8. Employee future benefits (continued)

(b) Special accumulated sick leave benefit liability

Certain unionized employees of the University are entitled to a special vested sick leave benefit in accordance with the terms and conditions of their collective agreements. Employees who accumulate and maintain a minimum balance of regular sick leave may opt to transfer sick days into this special accumulating and vested benefit. The University recognizes a liability and an expense as days are transferred into this benefit. At March 31, 2024 the balance of this special accumulated sick leave was \$2,541,000 (2023 – \$2,565,000).

(c) Other long-term disability plan

An insured long-term disability plan funded entirely by the University was commenced for other staff on July 1, 2000. The University's contribution for the year ending March 31, 2024 was \$1,407,000 (2023 – \$1,291,000).

9. Investments in government business enterprises

The University controls three profit-oriented subsidiaries which are recorded using the modified equity method of accounting. The three entities are Heritage Realty Properties Ltd., Vancouver Island Technology Park Trust and GSB Executive Education Inc.

Change in equity in government business enterprises:

	2024	2023
Equity at beginning of year	\$ 643	\$ 1,087
Dividends/distributions paid	-	(396)
Surplus (deficit) for the year	1,081	(48)
Equity at end of year	1,724	643
Dividends/distributions payable	7,040	7,360
Eliminate gain on property transfer	(4,633)	(4,633)
Investment in government business enterprises	\$ 4,131	\$ 3,370

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

Consolidated Statement of Financial Position

	2024	2023
Assets	\$ 43,301	\$ 44,008
Liabilities	(41,577)	(43,365)
Equity	\$ 1,724	\$ 643



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

9. Investments in government business enterprises (continued)

Consolidated Statement of Operations

	2024	2023
Revenue	\$ 16,464	\$ 15,392
Expenses	(15,383)	(15,440)
Surplus (deficit) for the year	\$ 1,081	\$ (48)

10. Investments in government partnerships

The University is one of five university members of the Western Canadian Universities Marine Sciences Society (WCUMSS) for marine field research. The University provided a grant to the Society in 2024 of \$273,400 (2023 – \$273,400). WCUMSS financial results are proportionately consolidated with those of the University based upon the University's share of its total contributions of 20% (2023 – 20%).

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

Consolidated Statement of Financial Position

	2024	2023
Financial assets	\$ 309	\$ 268
Liabilities	(371)	(354)
Net debt	(62)	(86)
Non-financial assets	1,209	1,312
Accumulated surplus	\$ 1,147	\$ 1,226

Consolidated Statement of Operations

	2024	2023
Revenue	\$ 696	\$ 722
Expenses	(860)	(867)
Deficit for the year	\$ (164)	\$ (145)



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

11. Accounts payable and accrued liabilities

	2024	2023
Accounts payable and accrued liabilities	\$ 30,608	\$ 28,755
Salaries and benefits payable	5,337	17,088
Accrued vacation pay	13,788	12,894
	\$ 49,733	\$ 58,737



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

12. Deferred contributions

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

	2024	2023
Specific purpose (including endowment earnings)	\$ 165,486	\$ 127,868
Research	125,045	109,241
Capital	16,022	2,351
	\$ 306,553	\$ 239,460

	2024			Total	2023
	Specific Purpose	Research	Capital		
Balance, beginning of year	\$ 127,868	\$ 109,241	\$ 2,351	\$ 239,460	\$ 256,792
Contributions and endowment investment income	90,507	146,790	15,675	252,972	153,989
Revenue recognized from deferred contributions	(52,889)	(130,986)	(714)	(184,589)	(160,705)
Transfer to deferred capital contributions	-	-	(1,290)	(1,290)	(10,616)
Balance, end of year	\$ 165,486	\$ 125,045	\$ 16,022	\$ 306,553	\$ 239,460

The balance shown under specific purpose includes accumulated unrealized gains of \$101,011,000 (2023 – \$58,633,000) from endowment investments.

13. Deferred capital contributions

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

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

	2024	2023
Balance, beginning of year	\$ 494,607	\$ 436,373
Contributions received during the year	59,468	74,633
Transfers from deferred contributions	1,290	10,616
Revenue from amortization of deferred capital contributions	(26,672)	(27,015)
Balance, end of year	\$ 528,693	\$ 494,607



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

14. Debt

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

	2024	2023
Province of British Columbia Commercial paper financing for Student Housing and Dining project converted in 2023 and 2024 to term loans due in 2053 and 2054, unsecured (<i>Note 14(c)</i>)	\$ -	\$ 17,965
Province of British Columbia 4.43% bond due 2053, unsecured, with annual sinking fund payments of \$1,565,000 (<i>Note 14(c)</i>)	104,000	104,000
Province of British Columbia 4.17% bond due 2054, unsecured (<i>Note 14(c)</i>)	18,000	-
Royal Bank of Canada 5.38% term loan due 2025, unsecured	1,209	2,350
Province of British Columbia 2.28% bond due 2024, unsecured	-	3,785
British Columbia Immigrant Investment Fund 2.48% term loan due 2024, unsecured	-	5,741
Province of British Columbia 3.56% term loan due 2034, unsecured	5,259	-
Province of British Columbia 4.82% bond due 2028, unsecured, with annual sinking fund payments of \$327,000	10,800	10,800
Province of British Columbia 4.74% bond due 2039, unsecured, with annual sinking fund payments of \$302,000	10,000	10,000
Great West Life Insurance Company 5.13% term loan due 2030, unsecured	5,931	6,741
Total debt issued	\$ 155,199	\$ 161,382
Unamortized debt discounts (<i>Note 14(c)</i>)	(27,718)	(28,468)
Debt	\$ 127,481	\$ 132,914



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

14. Debt (continued)

(a) Principal repayments

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

	Sinking Fund	Other	Total
2025	\$ 2,194	\$ 2,550	\$ 4,744
2026	2,194	1,404	3,598
2027	2,194	1,470	3,664
2028	2,194	1,538	3,732
2029	2,194	1,610	3,804
Thereafter	37,862	21,827	59,689
	\$ 48,832	\$ 30,399	\$ 79,231

(b) Sinking Fund Investments

Sinking fund investments are held and invested by the Province of British Columbia. These funds totaling \$14,696,000 (2023 – \$12,290,000) will provide for the retirement at maturity of \$124,800,000 of debt issued to the Province. The amount forms part of the portfolio investments balance shown on the Consolidated Statement of Financial Position.

(c) Student Housing and Dining project financing

The University is authorized by the Province of British Columbia to borrow \$122,654,000 in order to finance a portion of the construction costs of the Student Housing and Dining (SHD) project. The debt related to the SHD project is \$122,000,000 as at March 31, 2024 (2023 – \$121,965,000). During the year, short term commercial paper loans were converted to a 30 year bond with a face value of \$18,000,000 (2023 – \$104,000,000 of short term commercial paper loans were converted with and an unamortized debt discount of \$28,468,000)



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

15. Asset Retirement Obligations

The University owns and operates buildings that are known to contain asbestos and other hazardous materials, which represents a health hazard when undergoing certain repairs and maintenance work and upon demolition of the building. As there is a legal obligation to remove hazardous materials, the University has recognized a liability relating to the removal and post-removal care of the asbestos and other hazardous materials in these buildings. Such estimated costs have been discounted to the present value using a discount rate of 3.49% per annum (2023 - 3.13%).

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

	2024	2023
Balance, beginning of year	\$ 48,829	\$ 47,347
Accretion expense	1,528	1,482
Changes in assumptions	3,355	-
Balance, end of year	\$ 53,712	\$ 48,829



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

16. Tangible capital assets

	Balance as at March 31, 2023	Additions	Disposals	Balance as at March 31, 2024
Cost				
Land	\$ 20,364	\$ -	\$ -	\$ 20,364
Site improvements	58,920	3,120	-	62,040
Buildings	1,148,191	82,687	-	1,230,878
Equipment and furnishings	204,193	20,524	(33,311)	191,406
Information systems	18,441	-	-	18,441
Computer equipment	13,542	1,812	(3,722)	11,632
Library holdings	31,017	1,422	(3,945)	28,494
Total	\$ 1,494,668	\$ 109,565	\$ (40,978)	\$ 1,563,255

	Balance as at March 31, 2023	Disposals	Amortization	Balance as at March 31, 2024
Accumulated amortization				
Site improvements	\$ 26,613	\$ -	\$ 1,697	\$ 28,310
Buildings	338,055	-	22,932	360,987
Equipment and furnishings	106,808	(33,311)	18,637	92,134
Information systems	18,441	-	-	18,441
Computer equipment	9,242	(3,722)	2,783	8,303
Library holdings	19,213	(3,945)	2,612	17,880
Total	\$ 518,372	\$ (40,978)	\$ 48,661	\$ 526,055

	March 31, 2023	March 31, 2023
Net book value		
Land	\$ 20,364	\$ 20,364
Site improvements	33,730	32,307
Buildings	869,891	810,136
Equipment and furnishings	99,272	97,385
Computer equipment	3,329	4,300
Library holdings	10,614	11,804
Total	\$ 1,037,200	\$ 976,296



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

16. Tangible capital assets (continued)

- (a) Contributed tangible capital assets:

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

	2024	2023
Equipment and furnishings	\$ 250	\$ 20

- (b) Assets under construction

Assets under construction comprised of buildings having a value of \$38,711,000 (2023 – \$99,1470,000), leasehold improvement having a value of \$3,014,000 (2023 – \$nil) and equipment having a value of \$26,362,000 (2023 – \$19,738,000) have not been amortized. Amortization of these assets will commence when the asset is available for productive use.

- (c) De-recognition of tangible capital assets

The de-recognition of tangible capital assets during the year had an original cost of \$40,978,000 (2023 – \$26,414,000) and related to fully amortized assets with a net book value of \$nil (2023 – \$nil).

- (d) Interest capitalized during construction

The University capitalized interest during the year of \$190,000 (2023 - \$1,293,000) related to the construction of the Student Housing and Dining (SHD) project.

17. Financial risk management

The University has exposure to the following risks from its use of financial instruments: credit risk, price risk and liquidity risk. The Board of Governors ensures that the University has identified major risks and management monitors and controls them.

- (a) Credit risk

Credit risk is the risk of financial loss to the University if a customer or counterparty to a financial instrument fails to meet its contractual obligations. Such risks arise principally from the amounts receivable and from fixed income assets held by the University.

The University manages amounts receivable by using a specific bad debt provision when management considers that the expected recovery is less than the account receivable.

The entity is exposed to credit risk through its accounts receivable from students. This risk is managed by limiting the extent of credit granted to students and by monitoring the collection of receivables.



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

17. Financial risk management (continued)

(a) Credit risk (continued)

The University limits the risk in the event of non-performance related to fixed income holdings by dealing principally with counter-parties that have a credit rating of A or higher as rated by the Dominion Bond Rating Service or equivalent. The credit risk of the University investments at March 31, 2024 is \$349,005,000 (2023 – \$359,106,000).

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

Credit Rating	%
AAA	9.5%
AA	6.6%
A	6.7%
BBB	9.0%
BB and below	2.0%
Mortgages	14.3%
Foreign exchange	0.2%
Cash and short-term	
R1 high	39.2%
R1 mid	1.0%
R1 low	11.5%
	100.0%

(b) Price risk

Price risk includes market risk and interest rate risk.

Market risk relates to the possibility that the investments will change in value due to fluctuations in market prices. The objective of market risk management is to mitigate market risk exposures within acceptable parameters while optimizing the return on risk. This risk is mitigated by the investment policies for the respective asset mixes to be followed by the investment managers, the requirements for diversification of investments within each asset class and credit quality constraints on fixed income investments. Market risk can be measured in terms of volatility, i.e., the standard deviation of change in the value of a financial instrument within a specific time horizon.



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

17. Financial risk management (continued)

(b) Price risk (continued)

Based on the volatility of the University's current asset class holdings, the net impact on market value of each asset class is shown below.

Asset Class		Estimated Volatility (% change)
Bonds	+/-	5.8%
Canadian equities	+/-	20.0%
Global equities	+/-	18.0%
Real estate	+/-	12.5%
Infrastructure	+/-	12.5%
Private equity	+/-	21.0%
Benchmark for Investments		Net Impact on Market Value
FTSE Canada Universe Bond index	+/-	\$ 10,748
S&P/TSX Composite index	+/-	417
MSCI All Country World Index	+/-	60,837
MSCI/REALPAC Canada Quarterly Property Fund Index	+/-	7,237
Canadian Consumer Price Index (Infrastructure)	+/-	2,136
Canadian Consumer Price Index (Private Equity)	+/-	185

Interest rate risk is the risk that the fair value of future cash flows of a financial instrument will fluctuate because of changes in the market interest rates. The value of fixed-income and debt securities, such as bonds, debentures, mortgages or other income-producing securities is affected by interest rates. Generally, the value of these securities increases if interest rates fall and decreases if interest rates rise.

It is management's opinion that the University is exposed to market or interest rate risk arising from its financial instruments. Duration is an appropriate measure of interest rate risk for fixed income funds as a rise (fall) in interest rates will cause a decrease (increase) in bond prices; the longer the duration, the greater the effect. Duration is managed by the investment manager at the fund level. At March 31, 2024, the modified duration of all fixed income in aggregate was 2.5 years. Therefore, if interest rates were to increase by 1% across all maturities, the value of the bond portfolio would drop by 2.5%; contrarily, if interest rates were to decrease by 1% across all maturities, the value of the bond portfolio would increase by 2.5%.

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



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

17. Financial risk management (continued)

(c) Liquidity risk

Liquidity risk is the risk that the University will not be able to meet its financial obligations as they become due. The University manages liquidity risk by continually monitoring actual and forecasted cash flows from operations and anticipated investing and financing activities to ensure, as far as possible, that it will always have sufficient liquidity to meet its liabilities when due, under both normal and stressed conditions, without incurring unacceptable losses or risking damage to the University's reputation.

18. Accumulated surplus

Accumulated surplus is comprised of the following:

	2024	2023
Endowments	\$ 455,457	\$ 436,144
Invested in tangible capital assets	347,941	318,977
Internally restricted	116,907	111,705
Unrestricted	13,309	39,346
Accumulated remeasurement gains	7,301	6,196
	\$ 940,915	\$ 912,368

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

Invested in tangible capital assets consist of unrestricted funds previously spent on capital assets, debt repayment, and asset retirement obligations.

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

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



UNIVERSITY OF VICTORIA

Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

19. Endowments

Changes to the endowment principal balances, not including remeasurement gains/losses, (see note 12 for accumulated unrealized gains/ losses on restricted endowment investments) are as follows:

	2024	2023
Balance, beginning of year	\$ 436,144	\$ 418,237
Contributions received during the year	6,288	5,469
Invested income and donations capitalized	13,025	12,438
Balance, end of year	\$ 455,457	\$ 436,144

The balance shown does not include endowment principal with fair value of \$8,413,000 (2023 – \$7,953,000) and book value of \$4,820,000 (2023 – \$4,820,000) held by the Vancouver Foundation. The excluded principal is not owned or controlled by the University, but income from it is paid to the University to be used for specific purposes.

20. Contractual rights

The University may, from time to time, enter into contracts or agreements in the normal course of operations that result in future assets or revenue. One example of such agreements is multi-year research funding agreements, whereby the University has the opportunity to earn revenue in future years by incurring qualified expenditures. These funding agreements do not abnormally impact the University's financial position and do not guarantee the university the right to future funding.

21. Contractual obligations

The nature of the University's activities can result in multiyear contracts and obligations whereby the University will be committed to make future payments. Significant contractual obligations related to operations that can be reasonably estimated are as follows:

	2025	2026	2027	2028	2029
Construction contracts	\$ 87,267	\$ 52,135	\$ 12,258	\$ -	\$ -
Operating leases	1,351	1,321	1,182	1,091	81
Total	\$ 88,618	\$ 53,456	\$ 13,440	\$ 1,091	\$ 81



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

22. Contingent liabilities

The University may, from time to time, be involved in legal proceedings, claims, and litigation that arise in the normal course of business. It is management's opinion that the aggregate amount of any potential liability is not expected to have a material adverse effect on the University's financial position or results.

The University is one of 58 Canadian university subscribers to CURIE, which has provided property and liability insurance coverage to most campuses other than Quebec and Prince Edward Island since 1988. The anticipated cost of claims based on actuarial projections is funded through member premiums. Subscribers to CURIE have exposure to premium retro-assessments should the premiums be insufficient to cover losses and expenses.

23. Expenses by object

The following is a summary of expenses by object:

	2024	2023
Salaries and wages	\$ 416,797	\$ 390,637
Employee benefits	75,688	64,440
Travel	17,306	13,276
Supplies and services	103,388	92,611
Equipment rental and maintenance	9,880	8,639
Utilities	9,050	8,358
Scholarships, fellowships and bursaries	56,688	51,070
Cost of goods sold	10,591	10,615
Interest on long-term debt	5,574	3,231
Amortization of tangible capital assets	48,661	47,722
	\$ 753,623	\$ 690,599

24. Trusts under administration

(a) University of Victoria Long-Term Disability Trust

The University administers an employee-funded long-term disability plan for faculty and administrative and academic professional staff. The University does not contribute to or control the plan. The long-term disability plan's assets and liabilities have not been included in the consolidated statement of financial position. The plan's operations have not been included in the consolidated statement of operations and accumulated surplus



UNIVERSITY OF VICTORIA
Notes to Consolidated Financial Statements

Year ended March 31, 2024

(tabular figures in thousands of dollars)

24. Trusts under administration (continued)

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

As of March 31, 2024, the balances of the long-term disability plan are as follows:

	2024	2023
Assets	\$ 23,260	\$ 21,216
Accrued benefit obligation	(33,467)	(27,835)
	\$ (10,207)	\$ (6,619)

- (b) Funds held in trust

Funds held in trust are funds held on behalf of autonomous organizations, agencies, and student societies having a close relationship with the University. These funds are not reported on the University's consolidated statement of financial position (2024 – \$2,236,000; 2023 – \$4,113,000).

25. Supplemental cash flow information

	2024	2023
Cash paid for interest	\$ 4,919	\$ 2,274

26. Related party transactions

The University is related through common control to all Province of British Columbia ministries, agencies, school districts, health authorities, colleges, universities, and crown corporations. Transactions with these entities, unless disclosed separately, are considered to be in the normal course of operations and are recorded at the exchange amount. The university accounts for its controlled entities, government business enterprises and government partnerships as outlined in Note 2(b). During the year ended March 31, 2024, there have been no material transactions between the University and its key management personnel or their close family members.



Appendix 3

UNIVERSITY OF VICTORIA SCHEDULE OF CHANGES IN APPROPRIATED EXPENDABLE FUNDS

FUND ACCOUNTING -STATEMENT 2
(Prepared without audit)

Year ended March 31, 2024 (in thousands of dollars)

	Balance at beginning of year	Released to meet expenditures	Additions and/ or transfers during year	Balance at end of year
GENERAL OPERATING FUND				
Equipment				
Printing and duplicating	501	-	(136)	365
Network services	3,526	1,777	1,474	3,223
Other departments	14,546	1,395	287	13,438
Capital and renovation projects	1,983	177	2,232	4,038
Academic and administrative program development and operation support	11,963	1,844	6,559	16,678
Research support	28,849	6,218	7,607	30,238
Student assistance and financial aid	5,921	698	2,605	7,828
Employee obligations, training and support	21,433	1,739	9,986	29,680
Information technology and technical support	2,905	248	53	2,710
Other commitments	4,759	748	142	4,153
Contingency	12,485	792	3,107	14,800
Externally funded Island Medical Program	6,782	627	703	6,858
Insurance and utilities	7,129	59	829	7,899
Library prepaid expenses	2,921	3,335	3,714	3,300
	<u>125,703</u>	<u>19,657</u>	<u>39,162</u>	<u>145,208</u>
ANCILLARY ENTERPRISES FUND				
Equipment replacement and capital improvements				
Bookstore	845	82	-	763
Food services	-	-	-	-
Residence services	10,411	-	928	11,339
Parking services	10,006	-	1,062	11,068
Childcare	164	51	-	113
Heritage Realty Properties	530	-	-	530
	<u>21,956</u>	<u>133</u>	<u>1,990</u>	<u>23,813</u>
CAPITAL FUND				
Plant Assets funded to/from Appropriations				
Capital reserve	44,750	-	1,699	46,449
Student Housing and Dining	(77,946)	3,672		(81,618)
Centre for Athletic Recreation and Special Abilities	(17,182)		615	(16,567)
Others	(18,430)	1,838	5,533	(14,735)
	<u>(68,808)</u>	<u>5,510</u>	<u>7,847</u>	<u>(66,471)</u>
TOTAL APPROPRIATED EXPENDABLE FUNDS	<u>78,851</u>	<u>25,300</u>	<u>48,999</u>	<u>102,550</u>
2023 COMPARATIVE	<u>115,641</u>	<u>93,510</u>	<u>56,720</u>	<u>78,851</u>



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR INFORMATION

May 16, 2024

To: Operations and Facilities Committee

From: Elizabeth Croft, Vice-President Academic and Provost 

cc: President and Vice-Chancellor

Meeting Date: May 28, 2023

Subject: Interim Summary on Non-Academic Misconduct Allegations and Resolutions

Basis for Jurisdiction: University Act (s.27)
Procedures of the Board of Governors (Section 8.1)
Resolution of Non-Academic Misconduct Allegations (Policy AC1300)

Strategic Relevance: As articulated in the Equity Action Plan, UVic is committed to advancing equity, diversity and inclusion, and to creating the conditions in which everyone feels a sense of belonging as connected and respected parts of the university community. Through Policy AC1300, we foster a campus community characterized by accountability, respect, fairness and safety, including by identifying what constitutes as non-academic student misconduct and articulating the rights and responsibilities of students. The policy also sets out transparent processes for submitting, investigating and resolving allegations.

Previous Consultation: May 3, 2024 meeting of Senate.

Background: Section 40 of the Resolution of Non-Academic Misconduct Allegations (Policy AC1300) requires the Office of the Associate Vice-President Student Affairs to provide an annual report to Senate and the Board of Governors. While there is no date specified in the policy for the report, we have historically submitted it in May. Beginning this year, in order to better report on and analyze a full academic year, we will be submitting the annual report to Senate and Board in fall 2024. An interim summary is provided to Senate and Board this spring for information, as part of the bridging process as we move to the new timeline.

Summary: The interim summary provides a brief snapshot of the processes applied this year including the number of cases addressed directly under the policy and the outcomes applied. This report also includes a summary of trends seen so far and priorities for the Office of Student Life for the upcoming academic year.

Planned Further Action: In the fall report, Senate and the Board can expect a robust outline of the nature of the allegations reviewed by the Office of Student Life and the processes used to address them, as well as a full overview of outcomes applied. This data will be compared year over year. We will also include statistics on Interim Measures applied under the Response to At-Risk Behaviour Policy (SS9125), student trends, and factors influencing the complexity of conduct files.

Attachment(s): Interim Summary on Non-Academic Misconduct Allegations and Resolutions 2023/24



2023-2024

INTERIM SUMMARY ON NON-ACADEMIC MISCONDUCT
ALLEGATIONS AND RESOLUTIONS

Introduction

The university's Resolution of Non-Academic Misconduct Allegations Policy (hereinafter referred to as 'Policy AC1300') was approved by the Senate and the Board of Governors in May 2011. Policy AC1300 came into effect in August 2011, and was renewed and updated in August 2017.

Policy AC1300 requires annual reporting to Senate and the Board of Governors detailing the nature of non-academic misconduct allegations, types of policy violations and sanctions assigned to students found responsible for violating the policy and appeals.

The Office of Student Life (OSL), the office responsible for the administration of policy AC1300, will be moving the reporting for AC1300 to reflect a September-September reporting period. The purpose of this shift is to provide more meaningful statistics and reporting of trends on a year-over-year basis to align with the academic calendar.

In the fall report, you can expect a robust outline of the nature of the allegations reviewed by the OSL and the processes used to address them, as well as a full overview of outcomes applied. This data will be compared year over year. We will also include statistics on Interim Measures applied under the Response to At-Risk Behaviour Policy (SS9125), student trends, and factors influencing the complexity of conduct files.

This interim summary provides a brief snapshot of the processes applied this year including the number of cases addressed directly under the policy and the outcomes applied. This report also includes a summary of trends seen so far and priorities for the OSL for the upcoming academic year.

Background

Purpose and Scope of Policy AC1300

Policy AC1300 was designed to broadly address student conduct incidents that arise from time to time such as:

- disruptive or dangerous behaviours to self or others; including violence directed towards self or others;
- theft, damage or destruction of property;
- unauthorized entry or presence on university property;
- fraud or impersonation;
- unlawful or high-risk alcohol and/or drug use;
- assisting in non-academic misconduct;
- failure to follow previous sanctions;

Policy AC1300 and its associated procedures include processes that are intended to facilitate fair and consistent outcomes to resolve student misconduct allegations while supporting individual and community safety, accountability, and student development. Further, the policy and associated procedures:

- encourage the informal resolution of issues whenever appropriate;
- describe how a member of the university community can submit an allegation;
- set out investigative processes for formal allegations;
- describe possible sanctions for confirmed misconduct;
- provide criteria for determining any sanction(s) for confirmed misconduct (after investigation);

- provide protocols for communicating decisions to the respondent and complainant; and
- provide processes to appeal decisions and sanctions.

2023-2024 Trends Identified in Student Non-Academic Misconduct

Notable conduct trends observed by the Office of Student Life from April 2023-present are described below:

- There continues to be a marked shift towards the application of Informal/Voluntary Resolution processes to address non-academic misconduct concerns. This process includes engaging students in dialogue related to their behaviour, support needs, and expectations for participation in university life, to arrive at mutually agreed-upon outcomes. This typically includes a combination of outcomes aligned with what would be considered minor sanctions under policy AC1300. This approach allows for a more student-centred process and outcome that promotes meaningful engagement and accountability from the student wherever possible.
- The Office of Student Life has seen a significant increase in case files involving students with complex support needs requiring intervention, intensive support, and inter-office collaboration. Students demonstrating behaviours driven by underlying support needs, such as complex mental health issues, require processes and response models that are accessible, supportive, and interdisciplinary while also considering, at times, significant impact to community and academic spaces.
- The majority of referrals related to student conduct originate from Residence Services, academic departments, and Campus Security Services.

A key area of focus in the 2023-2024 academic year has been on the development of collaboration across campus units for early resolution and intervention into conduct concerns. This involves comprehensive collaboration across campus units to address areas of risk, ensure access to wellness supports and responses, and implement de-escalatory approaches as much as possible.

- The Office of Student Life has experienced an increase in the number of consultation inquiries and requests from faculties and departments across campus to assist with emerging student conduct concerns at the early stages of concern. The Office of Student Life works closely with academic units to resolve these issues informally.
- The Office of Student Life continues to build and maintain collaborative relationships with units on campus such as the Student Wellness Centre to support opportunities for referrals and support where conduct concerns and health support needs intersect. This includes the consideration of wellness and health-based processes to support a resolution under relevant policy.
- The Office of Student Life continues to focus internal efforts on the development of process, learning outcomes, and approaches to support complex student and community needs. The Office of Student Life prioritized ensuring process and outcomes are accessible, equitable, and considerate of unique identities, while balancing the need for procedural fairness, meaningful outcomes, and community safety and wellbeing.

Allegations Submitted and Reviewed Under the Policy

Table 1 - Summary of Non-Academic Misconduct Allegations Response Processes: April 2023- April 2024

Table 1 contains information on the processes used to respond to allegations under Policy AC1300. It is important to note that a student may be investigated under Policy AC1300 for multiple allegations.

Resolution Process	Number of Allegations Addressed
Formal Investigation	12
Voluntary Resolution Process	10
Advisement of Conduct and Support	30
Interim Measures (high risk)	10
Total	62

This number compares to 49 allegations reviewed during the April 2022- April 2023 reporting period.

Notes regarding allegations and resolution processes:

- Both formal investigations and voluntary resolution processes largely involved allegations of dangerous and disruptive behaviour. This behaviour predominantly included concerns related to threats of harm to self and others, possession of weapons, theft, and unauthorized access.
- Approximately one third of all reported cases involve students requiring complex support and intervention. As a result, many of these cases require significant resourcing, collaboration across campus partners, and time to reach a resolution.
- The currently reported number does not adequately reflect the progressive disciplinary nature of some of these files, whereby a student may interact with multiple processes under the policy.

How Sanctions are Determined when Misconduct is Confirmed

Decisions on appropriate sanctions for confirmed misconduct are made based on numerous considerations including:

- (a) the seriousness and impact of the Respondent's conduct on the University Community, a University Activity or the university's reputation or property;
- (b) whether the incident is isolated;
- (c) whether the incident was inadvertent or deliberate;
- (d) whether other university policies were violated;
- (e) related financial costs; and
- (f) other mitigating factors.

In acknowledgement of emerging trends, the OSL has applied Behavioural Expectations in many cases. This approach allows for dialogue, coaching, and clear instruction related to appropriate

behaviour on campus in a manner that can respond to specific circumstances and the different stages of student development.

Outcome/Sanctions	Number of Files	Previous Year
Behavioural Agreement or Expectations	12	8
Reflection Assignment	3	1
Apology	3	3
Restricted Access or Curfew	8	7
Expectation of No Contact	4	3
Behavioural Advisement and Warning	37	-
Major Sanctions	1	0

Please note that, based on the timing of when this report was prepared, not all cases included in this report have reached a resolution and, as such, no information on the outcome is available.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 13, 2024

To: Operations and Facilities Committee

From: Helga Hallgrímsdóttir, Deputy Provost

A handwritten signature in black ink, appearing to read 'Helga Hallgrímsdóttir'.

cc: President and Vice-Chancellor

Meeting Date: May 28, 2024

Subject: Faculty of Health proposals for Clinical Psychology and Counselling
Psychology

Basis for Jurisdiction: University Act 27 (2i)(2j)
Ad hoc Senate Committee on Academic Health Programming Terms
of Reference
Strategic Plan

Strategic Relevance: Raising the profile of health-related programs aligns with the university's Strategic Plan, including by supporting the well-being of the community and enhancing collaborations towards healthier and more resilient futures. New structures for health programming would also advance and mobilize UVic's Aspiration 2030 impact areas while supporting a diverse community of health researchers to address critical societal challenges.

Previous Consultation: On May 3, 2024, Senate voted unanimously to move the ad-hoc Senate Committee on Academic Health Programming's two omnibus motions to move the Clinical Psychology and Counselling Psychology programs into the Faculty of Health.

As noted in the attached materials, both programs support the Committee's recommendation, and the Committee wishes to acknowledge and commend units on their thoughtful deliberations and collegial consultations with each other and Committee members.

Recommendation – Clinical Psychology

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve:

1. That the Clinical Psychology graduate program offered by the Department of Psychology become part of the Faculty of Health effective May 1, 2025.
2. The Department of Psychology will exist as one department with programs in two faculties, the Faculty of Social Sciences and the Faculty of Health.
3. Persons holding academic appointments in the Department of Psychology who are part of the Clinical Psychology graduate program on May 1, 2025 shall hold an appointment in the Faculty of Health.
4. That all courses approved for offering in the Clinical Psychology graduate program continue to be approved for offering in the Faculty of Health.
5. The governance and programmatic oversight of the Clinical Psychology graduate program currently undertaken by the Faculty of Graduate Studies will continue.

Recommendation – Counselling Psychology

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve:

1. That the Counselling Psychology graduate program become part of the Faculty of Health effective May 1, 2025.
2. Persons holding academic appointments in this program on May 1, 2025 shall hold the same appointment in the Faculty of Health.
3. That all courses (undergraduate and graduate) approved for offering in the Counselling Psychology graduate program continue to be approved for offering in the Faculty of Health.
4. The governance and programmatic oversight of the Counselling Psychology graduate program currently undertaken by the Faculty of Graduate Studies will continue.

Background: As per the University Act, the establishment of academic facilities and departments is the responsibility of the Board of Governors, on the recommendation of Senate. The proposal is presented as an omnibus motion, which ensures that all the proposed and connected motions are voted on together—as they are parts of a whole—similar to the Senate process undertaken to establish the tri-faculties in the 1990s.

The public web page (uvic.ca/health-faculty) includes background information, committee membership, project phases, milestones, communications and Senate materials.

Planned Further Action: Once appointed, the Dean, Faculty of Health will work with faculty to develop the mission and mandate for the faculty, informed by the ongoing work of the Indigenous Wellness Working Group, and build culture and cohesion among units. The Dean can also review and adjust the structure of the Faculty of Health as it continues to refine its mandate.

Attachment(s):

- Proposal for Clinical Psychology and Counselling Psychology
- Memo to Senate on Psychology proposal
- Memo to Psychology
- Memo from Psychology



Date: April 22, 2024
To: Senate
From: Ad hoc Senate Committee on Academic Health Programming
Re: **Faculty of Health proposals for Psychology and Counselling Psychology**

The Senate Committee on Academic Health Programming is pleased to put forward two proposals to Senate – one for the Department of Psychology and one for the Counselling Psychology graduate program, a small standalone program currently located in the School of Educational Psychology and Leadership Studies within the Faculty of Education.

The proposals are presented as two separate omnibus motions to ensure that the appropriate motions are voted on together while also recognizing that each proposal should be considered individually. The Senate Committee on Academic Health Programming voted unanimously in favour of these motions at their April 19, 2024 meeting.

The process to develop these proposals was highly collaborative and both the Department of Psychology and the Counselling Psychology graduate program are supportive of their respective recommendations. The Committee wishes to acknowledge and commend them on their thoughtful deliberations and collegial consultations with each other and Committee members.

Regarding the Department of Psychology, the Committee recommends a single department structure with programs located in two faculties: the Faculty of Social Sciences and the Faculty of Health. This proposal recognizes the aspirations of the department to have engagement with the Faculty of Health while remaining a singular unit and minimizing disruption for faculty, staff and students. Although this is a new structure for UVic, similar hybrid arrangements have been implemented at other universities. The department, including the new structure, will undergo an external review in 2028.

A memo to Senate is attached to provide additional context as well as a memo developed in partnership with the Department of Psychology. The memo to the department references some processes outside of Senate's scope, including a Memorandum of Agreement that will be addressed once approvals are received.

Psychology proposal:

That Senate approve and recommend to the Board of Governors that it also approve:

1. That the Clinical Psychology graduate program offered by the Department of Psychology become part of the Faculty of Health effective May 1, 2025.
2. The Department of Psychology will exist as one department with programs in two faculties, the Faculty of Social Sciences and the Faculty of Health.
3. Persons holding academic appointments in the Department of Psychology who are part of the Clinical Psychology graduate program on May 1, 2025 shall hold an appointment in the Faculty of Health.



4. That all courses approved for offering in the Clinical Psychology graduate program continue to be approved for offering in the Faculty of Health.
5. The governance and programmatic oversight of the Clinical Psychology graduate program currently undertaken by the Faculty of Graduate Studies will continue.

The Counselling Psychology graduate program has expressed their interest in being part of the Faculty of Health. This is a small standalone program currently located in the School of Educational Psychology and Leadership Studies. Although the program aligns with the Faculty of Health's rationale, it does not currently fit within existing schools in the faculty.

The Committee recommends that the program sit at the faculty level (likely reporting to an Associate Dean) rather than join an existing unit in the faculty. There are similar arrangements for existing programs at UVic and the Dean, Health, can review and adjust the structure as the Faculty of Health continues to refine its mandate.

Counselling Psychology proposal:

That Senate approve and recommend to the Board of Governors that it also approve:

1. That the Counselling Psychology graduate program become part of the Faculty of Health effective May 1, 2025.
2. Persons holding academic appointments in this program on May 1, 2025 shall hold the same appointment in the Faculty of Health.
3. That all courses (undergraduate and graduate) approved for offering in the Counselling Psychology graduate program continue to be approved for offering in the Faculty of Health.
4. The governance and programmatic oversight of the Counselling Psychology graduate program currently undertaken by the Faculty of Graduate Studies will continue.

Next steps

The Board of Governors, following approval of Senate, establishes faculties and departments. Assuming a positive vote at the May 3 Senate, the motions will proceed to the Board of Governors for the May 28 meeting.

As with Schools that have already been confirmed for the Faculty of Health, there will be separate processes to support individuals and units moving to a different faculty, updating student registration processes, further communicating with stakeholders, moving budgets and creating a space plan.

Recognizing that much of this work is outside of the scope of Senate, the Senate Committee on Academic Health Programming will consider their role moving forward and provide an update at the June Senate meeting.

Attached:

- Memo to Senate on Psychology proposal
- Memo to Psychology
- Memo from Psychology

Respectfully submitted,

Ad hoc Senate Committee on Academic Health Programming

Helga Hallgrímsdóttir, Deputy Provost* (Chair)

Elizabeth Adjin-Tettey, Associate Vice-President Academic Programs*

Carrie Andersen, University Secretary

Vanessa Andreotti, Dean, Faculty of Education*

Lisa Bourque Bearskin, Faculty of Human and Social Development*

Tony Eder, Associate Vice-President Academic Resource Planning

Lindsay Gagel, Director, Academic Communications and Projects

Lois Harder, Dean, Faculty of Social Sciences*

Robin Hicks, Dean, Faculty of Graduate Studies*

Fraser Hof, Associate Vice-President Research*

Sandra Hundza, Faculty of Education*

Cole Kennedy, Graduate student representative*

Darryl Knight, Providence Health Care*

Nathan Lachowsky, Associate Dean Research, Faculty of Human and Social Development*

Peter Loock, Dean, Faculty of Science*

Simon Minshall, Faculty of Human and Social Development*

Nathaniel Sukhdeo, Undergraduate student representative*

Wendy Taylor, Acting Registrar

Bruce Wright, Head, Division of Medical Sciences*

Ashley Fitterer, Senior Project Officer (support)

**Voting*

memo

To: Senate

From: Helga Hallgrímsdóttir, Deputy Provost and Chair, ad-hoc Senate Committee on Academic Health Programming

CC: Elizabeth Adjin-Tettey, Associate Vice-President Academic Programs
Carrie Andersen, University Secretary
Tony Eder, Associate Vice-President, Academic Resource Planning
Lois Harder, Dean, Faculty of Social Sciences
Wendy Taylor, A/ Registrar
Department of Psychology Working Group on the Faculty of Health

Date: April 17, 2024

Re: **Proposing a hybrid (two Faculty) structure for the Department of Psychology**

Context

The ad-hoc Senate Committee on Academic Health Programming (“the Committee”) recently put forward a proposal to Senate for the establishment of the Faculty of Health at the University of Victoria.

Recognizing the complexities of how the Department of Psychology wishes to participate in the new Faculty, the Committee has worked closely with the department to develop a proposal and bring forward a second motion for the May meeting of Senate.

This proposal is being put forward with support from the Department of Psychology and the development process has been very collaborative with much consideration given to possible options for the department’s participation in the Faculty of Health, including with respect to operational matters outside of Senate’s scope.

Following consultations with the Department of Psychology Working Group, faculty, staff and students, **the Committee proposes a single Department of Psychology with programs located in two Faculties: the Faculty of Social Sciences and the Faculty of Health.**

Considerations

The Committee wishes to recognize the aspirations of the department to have critical engagement, involvement, and leadership in advancing health programming and scholarship at the University of Victoria. As well, given the likely emphasis of the Faculty of Health on interprofessional health programming, research and education, the co-location of clinical psychology with similar units is seen as an asset.

This recommendation supports the Department's primary goal of remaining a singular unit while recognizing its aspirations to be part of the Faculty of Health. The approach also acknowledges Psychology as a diverse discipline that employs a variety of scholarly methods to a range of basic and applied research questions, only some of which focus on health. A hybrid model would entail minimal disruption for faculty, staff and students as most changes would be administrative or occur in the background.

Governance and unit organization

Psychology will continue to exist as a unitary whole with a single department chair and the duties and responsibilities as outlined in the Collective Agreement.

Faculty members will all be appointed to the Department of Psychology; however, based on research and teaching interests, lines will be identified as belonging in either the Faculty of Health or the Faculty of Social Sciences. As is the current practice, teaching allocations may span health and social science programming within the unit.

It is anticipated that beginning in 2025 only faculty members involved in the Clinical Psychology graduate program will have lines in the Faculty of Health, but the Department can explore possibilities for other faculty members as appropriate and as programming in the Department may evolve.

This represents a new approach to unit organization and governance for the university, necessitating careful planning and the establishment of mechanisms to navigate unanticipated outcomes or events arising from this new structure.

Ensuring the success of this proposed structure will require the creation of explicit processes for cooperation amongst the Deans of Health and Social Sciences and the Chair of Psychology. This can be achieved through a variety of methods and mechanisms which fall outside of Senate's scope and would be arranged through parallel processes.

Programming

Under the proposed hybrid solution, the undergraduate program remains in the Faculty of Social Sciences while the Clinical graduate programs are located in the Faculty of Health. All graduate programs will remain in the Faculty of Graduate Studies. From an EETs perspective, credit for undergraduate enrolments in classes taught by each faculty member in Psychology will be based on the location of their faculty line.

It's worth noting the significant resource supports that Psychology's undergraduate program receives through the Tri-Faculties and the intensive administrative protocols that would be involved in moving these programs to a new Faculty.

Processes

Resource allocation requests

New appointments centered on clinical psychology, including teaching-stream clinical psychologists, would normally be appointed to the Faculty of Health.

Review process

As this is a new structure for UVic, a formal review of the hybrid arrangement will occur in 2028 (4 years after establishment). To allow for a thorough review, this process would be combined with Psychology's next external program review and include reviewers with relevant knowledge and skills.

Prior to the formal review, the Associate Vice-President Academic Programs, Dean of Health, Dean of Social Sciences and Chair of Psychology would meet annually to review the hybrid arrangement. These annual reviews should include feedback from faculty members and students. The results of these reviews will feed into policy suggestions and will be recorded for the external review. The on-going viability of the hybrid arrangement as well as alternative arrangements, including moving fully to the Faculty of Health or returning fully to the Faculty of Social Sciences, will be considered as part of this review.

Next steps

Subject to approval from Senate, the department will work to resolve governance, labour relations and operational matters through parallel processes by December 31, 2024.

memo

To: Department of Psychology Working Group on the Faculty of Health

From: Helga Hallgrímsdóttir, Deputy Provost and Chair, ad-hoc Senate Committee on Academic Health Programming

CC: Elizabeth Adjin-Tettey, Associate Vice-President Academic Programs
Carrie Andersen, University Secretary
Tony Eder, Associate Vice-President, Academic Resource Planning
Lois Harder, Dean, Faculty of Social Sciences
Wendy Taylor, A/ Registrar

Date: March 28, 2024

Re: **Proposing a hybrid (two Faculty) structure for the Department of Psychology**

Context

The ad-hoc Senate Committee on Academic Health Programming (“the Committee”) recently put forward a proposal to Senate for the establishment of the Faculty of Health at the University of Victoria.

The Committee recommends that departments and schools generally move as a whole in the initial phase, although the final structure of the new Faculty of Health will be considered in consultation with the new Dean.

Recognizing the complexities of how the Department of Psychology may wish to participate in the new Faculty, the Committee has elected to bring forward a second motion following the initial Senate vote. Given turnover of Senators, and the desire to have the same academic body make a recommendation, our goal is to bring a second motion prior to the last regular meeting of Senate in the 2023-24 session on May 3, 2024. If needed, a special meeting can be requested in June.

Following consultations with the Department of Psychology Working Group, faculty, staff and students, **the Committee proposes a single Department of Psychology with programs located in two Faculties: the Faculty of Social Sciences and the Faculty of Health.**

Considerations

The Committee wishes to recognize the aspirations of the department to have critical engagement, involvement, and leadership in advancing health programming and scholarship at the University of Victoria. As well, given the likely emphasis of the Faculty of Health on interprofessional health programming, research and education, the co-location of clinical psychology with similar units is seen as an asset.

This recommendation supports the Department's primary goal of remaining a singular unit while recognizing its aspirations to be part of the Faculty of Health. The approach also acknowledges Psychology as a diverse discipline that employs a variety of scholarly methods to a range of basic and applied research questions, only some of which focus on health per se. A hybrid model would entail minimal disruption for faculty, staff and students as most changes would be administrative or occur in the background.

Governance and unit organization

Psychology will continue to exist as a unitary whole with a single department chair and the duties and responsibilities as outlined in the Collective Agreement. An additional Associate Chair would be appointed as per CA 54.24 with appropriate, negotiated support. If the Chair has an underlying appointment in the Faculty of Social Science, where possible, the Associate Chair would be drawn from the list of colleagues with appointments in the Faculty of Health, and vice versa, recognizing this may fall out of sync with off-cycle appointment terms. The Chair would dually report to the Deans of Health and Social Sciences but would delegate attendance to chairs and directors' meetings in the Faculty of Health to the Associate Chair, if that is where the underlying appointment of the Associate Chair is located, and vice versa.

Faculty members will all be appointed to the Department of Psychology; however, based on research and teaching interests, lines will be identified as belonging in either the Faculty of Health or the Faculty of Social Sciences. As is the current practice, teaching allocations may span health and social science programming within the unit.

It is anticipated that beginning in 2025 only faculty members involved in the Clinical Psychology graduate program will have lines in the Faculty of Health, but the Department can explore possibilities for other faculty members as appropriate and as programming in the Department may evolve.

This represents a new approach to unit organization and governance for the university, necessitating careful planning and the establishment of mechanisms to navigate unanticipated outcomes or events arising from this new structure.

To ensure success, these academic leadership positions will require the creation of explicit processes for cooperation amongst the Deans of Health and Social Sciences and the Chair of Psychology. This can be achieved through a variety of methods. We recommend explicit reference to cooperation in the performance expectations for both deans, requirements in the

job description for the inaugural Dean of Health, and Psychology (drawn through the usual departmental process) representation on both decanal appointment committees.

Administrative responsibilities, including staff lines, that currently support the Clinical Psychology Graduate program will move to the Faculty of Health. Additional administrative capacity may be added to the Department to address pressing existing demands (e.g., a practicum coordinator) and should the need be demonstrated, manage the hybrid arrangement.

Programming

Under the proposed hybrid solution, the undergraduate program remains in the Faculty of Social Sciences while the Clinical graduate programs are located in the Faculty of Health. All graduate programs will remain in the Faculty of Graduate Studies. From an EETs perspective, credit for undergraduate enrolments in classes taught by each faculty member in Psychology will be based on the location of their faculty line.

It's worth noting the significant resource supports that Psychology's undergraduate program receives through the Tri-Faculties and the intensive administrative protocols that would be involved in moving these programs to a new Faculty.

Funding from the Faculty of Graduate Studies to Psychology graduate programs will remain the same regardless of those programs' location (i.e., in the Faculty of Social Sciences or Faculty of Health). Additional graduate funding for the Clinical graduate program could be received as a result of emphasis on practitioner training, but this funding would be program-based and not directly tied to Faculty location.

Processes

Resource allocation requests

We suggest that the unit develop a departmental process where the Chair evaluates whether resource requests relate to health or social sciences, and then sends resource allocation requests to the relevant dean. The other dean will be copied on the request for the purposes of transparency. In instances where a resource request involves both health and social sciences (e.g., appointing a teaching faculty member in clinical psychology that would also provide capacity in the undergraduate program) requests would be submitted to both deans. This is in line with established processes that involve collaboration across decanal portfolios (such as joint appointments, interdisciplinary programs).

New appointments centered on clinical psychology, including teaching-stream clinical psychologists, would normally be appointed to the Faculty of Health.

RPT and Salary Evaluation

By remaining a singular unit, the Department of Psychology would continue to have one Unit Standard that would need to be compliant with two Faculty Evaluation Policies (FEP).

A two-Faculty model would require the FEP to be relatively aligned across both Faculties and deans will need to engage carefully with Psychology when FEPs are revised in future.

Collective agreement provisions

This model would lead to some variance in language from the existing Collective Agreement. In response to these differences, we would need to negotiate a Memorandum of Understanding with the Faculty Association that would be in effect until 2028 (the end of the review period). Once the department indicates its interest in this model, the Faculty Association will be approached for its agreement.

Review process

As this is a new structure for UVic, a formal review of the hybrid arrangement will occur in 2028 (4 years after establishment). To allow for a thorough review, this process would be combined with Psychology's next external program review and include reviewers with relevant knowledge and skills.

Prior to the formal review, the Vice-President Academic and Provost, Associate Vice-President Academic Programs, Dean of Health, Dean of Social Sciences and Chair of Psychology would meet annually to review the hybrid arrangement. These annual reviews should include feedback from faculty members and students. The results of these reviews will feed into policy suggestions and will be recorded for the external review. The on-going viability of the hybrid arrangement as well as alternative arrangements, including moving fully to the Faculty of Health or returning fully to the Faculty of Social Sciences, will be considered as part of this review.

Next steps

Following the Department of Psychology's meeting on March 19, we request that the department consider the proposal and respond with written feedback by April 5.

If the Department of Psychology wants to proceed with this hybrid proposal, then the Faculty Association will be approached to negotiate a Memorandum of Agreement.

This written feedback will then be presented to the ad-hoc Senate Committee on Academic Health Programming for discussion on April 19, subject to the negotiation of a Memorandum of Agreement with the Faculty Association. Following this discussion, the Committee will vote on a motion to bring forward to Senate.

A verbal update on the direction of travel will be provided to Senators at the April 5 meeting of Senate before potentially bringing a second motion to Senate for a vote in May or June.



Memo

To: Helga Hallgrímsdóttir, Deputy Provost and Chair, ad-hoc Senate Committee on Academic Health Programming

CC: Lois Harder, Dean, Faculty of Social Sciences
Ashley Fitterer, VPAC Senior Project Officer

From: Steve Lindsay, Chair, Department of Psychology

A handwritten signature in black ink, appearing to read "S. Lindsay".

RE: Proposed hybrid (two-Faculty) structure of the Department of Psychology

Date: 18 April 2024

Faculty in the Department of Psychology thoroughly discussed the hybrid (two-Faculty) structure proposed in Helga Hallgrímsdóttir's memo of 28 March 2024 and voted resoundingly in favour of accepting that proposal. We are excited about the prospect of moving forward to contribute to the new Faculty of Health while continuing to contribute to the Faculty of Social Sciences.



University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

FOR DECISION

May 13, 2024

To: Operations and Facilities Committee

From: Elizabeth Croft, Vice-President Academic and Provost 

cc: President and Vice-Chancellor

Meeting Date: May 28, 2024

Subject: Rescinding Off-Campus Graduate Programs Policy (AC1115)

Basis for Jurisdiction: University Act
Policy AC1115

Strategic Relevance: The University of Victoria is committed to maintaining the integrity and excellence of existing graduate programs and to enhancing their quality, including through experiential learning opportunities. The Off-Campus Graduate Programs Policy (AC1115) no longer reflects the current realities of graduate programming at UVic.

Previous Consultation: At their April 5, 2024 meeting, Senate approved the rescinding of policy AC1115 and recommended to the Board of Governors that it also approve rescinding the policy. Prior to Senate's review, the Vice-President Finance and Operations, Associate Vice-President Academic Programs and Dean, Faculty of Graduate Studies were consulted and supportive of rescinding the policy for the reasons outlined in the attached memo to Senate.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approve rescinding the Off-Campus Graduate Programs Policy (AC1115) effective immediately.

Background: UVic's Off-Campus Graduate Programs policy (AC1115) was approved in June 1997 by the Board of Governors. This appears to be an original policy (i.e., it does not supersede another policy document of the same name) and has not been updated since approved. Policy AC1115 was developed at a time when the infrastructure necessary to offer distance programming was just coming into use and did not anticipate the integrated online experience that UVic is now capable of offering. At the time of the original approval, both the VP Academic and Provost and VP Finance and Operations were listed as executive officers.

Planned Further Action: Following the Board's approval, the University Secretary will archive and remove the policy from the university's policies web page.

Attachment(s): Memo to Senate dated March 20, 2024 & the Off-Campus Graduate Programs Policy (AC1115)



Date: March 20, 2024

To: Senate

From: Elizabeth Croft, Vice-President Academic and Provost

CC: Kristi Simpson, Vice-President Finance and Operations
Elizabeth Adjin-Tettey, Associate Vice-President Academic Programs
Robin Hicks, Dean, Faculty of Graduate Studies

Re: **Recommendation to rescind Off-Campus Graduate Programs policy (AC1115)**

Background

UVic's Off-Campus Graduate Programs policy (AC1115) was approved in June 1997 by the Board of Governors. This appears to be an original policy (i.e., it does not supersede another policy document of the same name) and has not been updated since approved. Policy AC1115 was developed at a time when the infrastructure necessary to offer distance programming was just coming into use and did not anticipate the integrated online experience that UVic is now capable of offering. At the time of the original approval, both the VP Academic and Provost and VP Finance and Operations were listed as executive officers.

Summary

In consultation with the Dean, Faculty of Graduate Studies and the Associate Vice-President Academic Programs (AVPAP), and with agreement from the Vice-President Finance and Operations, we are recommending that Senate and the Board of Governors rescind AC1115 based on the following rationale:

- AC1115 is outdated and does not reflect the current realities of offering distance or online graduate programming.
- AC1115 refers to a Strategic Plan that is decades out of date, with objectives and aspirations that have largely been met (e.g., a desire of academic units to offer distributed programming).
- AC1115 contains several statements that are either contained in other policy documents or are no longer relevant. For example:
 - subsection 1.2.1 (Entrance Standards) is a restatement of the requirements given in the current Graduate Calendar for admission to graduate school, which currently apply to all UVic graduate programs—distance or on-campus;
 - subsection 1.3 (Departmental Resources) as well as section 2 (Budgetary Implications) are covered in the general template for new programming offered by the AVPAP; and
 - subsection 1.41 under section 1.4 (Standards) defines the minimum proportion of course units (50%) required for the credential to be awarded to UVic, which is already defined in the Graduate Calendar.

- The structure does not conform to UVic’s current template and is missing mandatory sections (*Purpose, Definitions, Jurisdiction, or Authorities and Officers*).
- AC1115 contains a few unique elements that are either redundant or undesirable. One example is in subsections 1.42 and 1.43, granting UVic the authority to examine and approve any instructors at participating institutions contributing to online programming taken by UVic students, which would be cumbersome and intrusive to administer.

New multi-institutional graduate programs can be fully served by other existing policies, agreements, regulations and procedures separate from AC1115. Of note, access to graduate programming offered at other institutions is available under the *Western Deans of Graduate Studies Agreement* (WDA), which has been updated several times since AC1115 was approved.

Distance programming is now well integrated into the repertoire of UVic graduate offerings, and the processes and standards set forth in AC1115 have either been superseded by other UVic policies or rendered obsolete by technological and pedagogical advancements of the last 27 years.

Recommended Motion:

THAT the Senate approve, and recommend to the Board of Governors that it also approve, rescinding the Off-Campus Graduate Programs policy (AC1115) effective immediately.

Attached: Off-Campus Graduate Programs policy (AC1115)



OFF-CAMPUS GRADUATE PROGRAMS

University Policy No.: AC1115

Classification: Academic and Students

Approving Authority: Board of Governors

Effective Date: June/97

Supersedes:

Last Editorial Change:

Mandated Review:

Principles for Off-Campus Graduate Programs Based on Alternative Fee Structures

- 1. Academic Implications**
- 2. Budgetary Implications**
- 3. Approval Process**
- 4. Contingency Planning**

- 1. Academic Implications**

- 1.1 Rationale**

The University of Victoria is committed to maintaining the integrity and excellence of existing graduate programs and, in keeping with the Strategic Plan, to enhancing their quality. However, the Strategic Plan also addresses the necessity to encourage new graduate initiatives in both on and off-campus programs. New initiatives necessitate the formulation of new guidelines and principles. Hence the creation of the current document.

The Office of the Dean of Graduate Studies recognizes the demand for, and desire of, academic units to mount new programs at a time when new internal resources are not forthcoming. Such programs will, therefore, be dependent on a variety of alternative fee structures. Many will be delivered at a distance, both in Canada and internationally, and can represent unique opportunities for both the University and the group of learners requesting specific program delivery.

The Faculty of Graduate Studies recognizes the potential benefit to existing graduate programs from the new educational and teaching modalities practiced by the faculty involved with off-campus, distributed learning models. Programs delivered by distributed learning methods to off-campus learners will adhere to the same principles of high academic standards and integrity as is required of on-campus graduate degree programs.

1.2. Comparability

Students admitted to off-campus programs will be University of Victoria graduate students and will have the rights and privileges of any such student. Moreover, the University has a responsibility both to these "off-campus" students and to the on-campus University of Victoria students, that their programs be comparable.

1.2.1 Entrance Standards

The minimum entrance standards which apply to any student seeking admission, must be maintained. These include the possession of a baccalaureate degree from an accredited institution, a GPA of 5.00 (University of Victoria) on the last 30 units of academic work, and a minimum TOEFL score of 550 in the case of an international student for whom English is a second language. It is possible that the range of acceptable standardized language tests could be broadened and more flexible timing of language skills measurement considered. It is also possible that a flexible definition of the mature student category could be applied where appropriate.

1.2.2 Program Content

Many of the off-campus graduate programs based on alternative fee structures are targeting specific audiences with special requirements. It is only natural that while retaining academic standards comparable to on-campus programs, the course content of an off-campus program will be sensitive to these requirements.

1.3. Departmental Resources

As a first step in considering the introduction of a new graduate program, the host academic unit should consider whether internal budgetary re-focusing is possible in order to give the new program first priority as a replacement of an existing one. It is likely, however, that most new programs will be proposed as additional to existing programs.

1.4 Standards

1.4.1 At least 50% of the graduate courses in a new program should normally be taught by UVic faculty who are members of the Faculty of Graduate Studies at the University of Victoria. (This includes Adjunct Faculty members as defined in the document **Membership in the Faculty of Graduate Studies** approved by Senate in April, 1991.) UVic faculty will function in a supervisory capacity for graduate theses and projects. A UVic faculty member should also assume the role of program coordinator or director.

In keeping with the principle of extending the pool of expertise through adjunct appointment to the Faculty of Graduate Studies, individuals from outside the University of Victoria contracted to teach graduate courses must meet the academic standards and have a knowledge of UVic policies expected of those who are members of the Faculty of Graduate Studies.

According to a motion passed recently at a Faculty meeting: "Any sessional appointment of a person who is not a member of the Faculty of Graduate Studies in good standing to teach a course at the 500 level or greater, must be approved by the Dean of Graduate Studies...[and] referred to the Dean by the Chair of the department concerned."

- 1.4.2** Normally, in a program leading to a UVic degree which is taught by a consortium of post-secondary institutions, at least 50% of the courses constituting the program will be taught by faculty at the participating universities who have qualifications equivalent to Members of the Faculty of Graduate Studies at UVic.
- 1.4.3** The University of Victoria reserves the right to final approval of new courses and instructors from participating universities offering courses for a University of Victoria graduate degree.
- 1.4.4** Where a proposal includes release time for a UVic faculty member from teaching in order to deliver these graduate courses, the Chair/Director and Dean of the discipline Faculty should consider and address the potential impact of the faculty member's release time on the quality of the existing on-campus undergraduate and graduate programs. Inordinate dependence on sessional faculty to teach regular undergraduate and graduate programs is inappropriate.
- 1.4.5** The Chair/Director, and Dean of the Faculty should consider and address the effect of any extra-to-load expectation on the concerned faculty member's research and supervisory programs.
- 1.4.6** Normally, no new graduate program will be considered if based solely on extra-to-load teaching.
- 1.4.7** A program review process should be built into any off-campus graduate program proposal. This is particularly relevant to proposals based on a cohort principle or to those serving as pilot for other similar proposals.

1.5. Transportability

It is expected that courses taught through off-campus programs would be eligible for consideration for inclusion in on-campus programs, and vice versa.

In cases where an on-campus learner wishes to take a new course offered in an off-campus program, the on-campus learner should have the opportunity to take such a UVic course. The on-campus learner will pay the standard graduate tuition and may be required to pay any surcharges appropriate to individual courses. This model is currently in existence for a number of undergraduate courses, specifically in the Fine Arts.

It is anticipated that very few students would be interested in transferring between off-campus and on-campus programs. However, consideration should be given for the cases where such transfers might occur. A decision on the appropriateness of the course for any given program would be made by the student's supervisory committee. As is the case with all graduate students, transfers from one program to another would occur only with permission of the academic unit offering the program.

2. Budgetary Implications

- 2.1 The plan for any such new program should deal specifically with the form of cost recovery or alternative fee structure that is being proposed.

The proposed approach would depend on the expense to the academic unit of delivering an off-campus program by distributed learning methods in order to meet the demands of a specific group of learners. The proposal will analyze and include such factors as locale of the learners (Canadian vs. Off-shore), the fee structure of similar programs offered by other institutions, and the learners' economic status as driven by the circumstances of their occupational or professional fields.

- 2.2 The budget analysis should include all additional costs associated with the delivery of the program, including, but not limited to, the costs of the academic unit, Student Support Services, Graduate Studies, Graduate Admissions and Records, and Library Services. The budget analysis should also include reasonable additional funding for fellowships.
- 2.3 The budget analysis should also incorporate an infrastructure charge in accordance with the (draft) **Policy on Overheads for Contracts, Agreements, and Off-Campus Programs**.
- 2.4 Where a new program carries an extra-to-load teaching honorarium, the amount of this honorarium must conform with the University's official salary policy for extra-to-load appointment.

As a consequence of these factors, the approved alternative fee structures may vary from one off-campus program to another. As well, the amount of internal or external subsidy may vary from program to program.

- 2.5 Since the fees collected through alternative fee structures for off-campus graduate programs are specifically required to meet the costs of the program, students transferring from such off-campus delivery to on-campus delivery of their graduate program will not have their off-campus

fees (based on higher fee structures) counted toward the minimum fee for all graduate degree programs.

Similarly, the fees paid for an on-campus graduate program, cannot be used to defray the costs of the off-campus program.

3. Approval Process

The approval process for each new graduate program proposal will conform with the V-P's document describing the tracking process. Although the proposed fee structure and budget submission will be scrutinized during this process, the final approval will rest with the Board of Governors.

4. Contingency Planning

There are two categories of contingencies that may arise:

4.1 "Normal" contingencies which arise in on-campus programs

These generally can be dealt with in a reasonably simple fashion locally, but may cause major difficulties at distance. The fact that programs by distributed learning and based on alternative fee structures are generally highly structured and "packaged" will restrict flexibility in dealing with problems. When the program is given to a cohort, options should be planned for a student who fails a required course or is not able to complete due to illness. The proposal should indicate if there will be opportunities to complete course requirements, to take additional courses, or if the student will be required to withdraw from the program.

4.2 Contingencies unique to programs based on alternative fee structures

Some programs will require a minimum enrollment in order to make it financially viable. Others will rely on external agency grants. Prior to approval of a program, the obligation which the University will have to students in a program mounted on a cost-recovery basis which ceases to exist, must be established and clearly communicated.

Contingency planning must occur at the program planning stage.

Related Documents Available in the Office of Graduate Studies

- 1. Guidelines for the Development of a New Graduate Program Proposal.**
 - 2. Revised Guidelines for Submission of New Degree Proposals to the Ministry's Degree Program Review Committee (DPRC).** (Also available in the Office of the Vice-President Academic.)
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University
of Victoria

SUBMISSION TO THE UVIC BOARD OF GOVERNORS

May 13, 2024

FOR DECISION

To: Operations and Facilities Committee

From: Kristi Simpson, Vice-President Finance and Operations 

cc: President and Vice-Chancellor

Meeting Date: May 28, 2024

Subject: Proposed Update to Policy #HR6420 - Professional Development Expenses and Leave: Professional Employees' Association Staff

Basis for Jurisdiction:

- Public Sector Employers' Act
- University Act, Section 27(2)(g)

Strategic Relevance:

S7eəłenx^w | S,ÁEŁA'NW | When things are in harmony

Including and supporting diverse and talented students, staff and faculty who want to make a difference in communities and have a positive impact on people, places and the planet.

Previous Consultation:

Consultation with the PEA and a range of leaders of PEA staff has occurred throughout the past year.

Recommendation:

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approves revisions to the Professional Development Expense Policy for PEA Staff, HR6420, effective July 1, 2024.

AND

THAT the Operations and Facilities Committee recommend to the Board of Governors that the Board of Governors approves the inclusion of the purchase of equipment as an eligible professional development expense under the revised policy until December 31, 2024.

Background:

- The PEA Pro-D policy (HR6420) aims to support individual professional development through the funding of activities and the provision of leave that enhances knowledge, performance, and career progression at UVic, while contributing to the achievement of the university's mission.
- Professional development expense accounts are established for each eligible employee. PEA members can also apply to a central fund for supplementary assistance. Staff also rely on departmental funds, if any, to supplement the expense accounts.
- Eligible expenses typically include registration fees for workshops, tuition, travel, accommodation, and materials.
- Eligible staff may also use Pro-D funds to be reimbursed for one membership of a professional organization.
- The policy currently permits staff to use their Pro-D expense account to purchase equipment/technology including laptops, tablets, smartphones directly related to their current duties and/or approved learning plan. Equipment purchased, in full or in part, using the Pro-D expense account is considered the property of the university and must be returned to the department at the conclusion of the employee's employment.
- All requests for reimbursement using Pro-D expense accounts must be reviewed and approved by the employee's supervisor prior to purchase. [Guidelines](#) have been published to assist staff and supervisors with eligible requests.

Discussion:

The PEA Pro-D policy has been in place in its current form for 10 years. PEA members receive \$250/year in their Pro-D expense accounts each year and additionally have access to a central Pro-D fund and unit-based professional development budgets.

The updated policy aims to reduce barriers to access to professional development and simplify the administration of the policy and funds. This will be accomplished by simplifying the eligibility

requirements by eliminating the pro-rating of expense account deposits for part-time staff and those who have worked a partial year. The updated policy will reduce the wait for access to professional development funds for employees in term appointments from 3 years to one year.

The other key goal was to focus professional development leave and university funds on professional development activities. This goal is accomplished by discontinuing the ability to use Pro-D funds to purchase equipment including computers, laptops, keyboards, headphones, tablets, storage devices, smartphones, watches, and more.

The management of devices purchased with Pro-D funds has become problematic for those administering the policy, including department managers who are expected to track and manage the assets, and University Systems staff who are expected to secure and support the proliferation of non-standard devices while attempting to secure university information systems and data that these devices interact with. Further, given that these devices are purchased with university funds and are technically university assets, there have been disputes with employees about the return of devices upon resignation or termination. One such case recently involving a refusal to return a storage device resulted in an investigation and series of recommendations from Internal Audit.

PEA members direct about \$40,000 of Pro-D funds each year towards equipment purchases. In principle, there is very little connection between a new laptop, tablet, or storage device (let alone keyboards and headphones) to professional development. If the new devices are required to do the job, the department should be providing these using department operating funds or equipment reserves. Pro-D funds should not be seen by department heads or staff as a means of providing employees with the tools to do their job. Further, if the devices are not necessary to do an employee's job, then they are just "nice to have" and such purchases fulfil neither a job requirement nor a Pro-D purpose.

University staff acknowledge that this change may affect some staff who have been saving their Pro-D funds for just such a purchase. For this reason, it is additionally recommended that staff be permitted to use their Pro-D expense account to purchase equipment for six months after the updated policy.

Finally, the same principled-based changes are being proposed to policy #HR6400, Professional Development Expenses and Leave: Management Excluded Staff. The President is the approving authority of policy #HR6400 and is prepared to authorize the changes to that policy, pending the Board's approval of policy #HR6420.

Next Steps (if approved):

1. Communicate policy changes to affected staff, leaders and union, including transition period for equipment.
2. Update associated Guidelines and websites with policy instructions.

Attachments:

- Professional Development Expense Account (PDEA): Guidelines for Professional Employees' Association (PEA) Staff
- HR6420 Professional Development Expenses and Leave: PEA Staff (Clean and TC versions)

Professional Development Expense Account (PDEA): Guidelines for Professional Employees' Association (PEA) Staff

See Policy: [HR6420](#)

Overview:

The University recognizes the value of a professional staff group that is fully engaged, current in their field of expertise, curious to learn, and committed to sharing and applying their knowledge within the UVic community. Therefore, the University has established this funded program and [Policy](#) to support individual professional development for the eligible Professional Employees' Association staff. For purposes of this Policy, professional development includes those activities which enhance the knowledge, performance, or career progression of an employee's work at the University and contributes to the successful achievement of the University's mission.

Who Is Eligible?

Effective July 1st of each year, regular continuing PEA employees and qualifying employees in a term appointment will receive a \$250 entitlement in a Professional Development Expense Account (PDEA) for this purpose.

Employees appointed to a term position for longer than 1 year are eligible to receive the allowance after their first year of service.

The university will temporarily suspend annual contributions to professional development expense accounts for individuals in receipt of long-term disability benefits or a long-term leave of absence, other than maternity and parental leave. Annual contributions will be recontinued in the year the individual on long-term leave returns to work.

Eligible Expenses:

Eligible Expenses are expenses eligible for reimbursement, as follows:

- a) travel (including accommodation), tuition, course or registration fees and other expenses for conferences, workshops, seminars, professional organizations and other similar activities;
- b) membership fees in learned societies and professional organizations;
- c) expenses (e.g., books, journals, materials, page charges, reprints, interlibrary loan charges) directly associated with professional responsibilities

As of January 1, 2025, equipment (e.g. computer equipment, including but not limited to laptops, tablets, printers, smart phones, smart watches, accessories and peripherals, and audio-visual equipment) and other items are not eligible for reimbursement.

Other Ineligible Expenses:

Travel-Related

- Air travel cancellation insurance
- Briefcases or luggage
- Business or first class travel
- Travel costs of another individual
- Travel guide books

Personal

- Childcare expenses
- Entertainment expenses and gifts
- Medical costs or prescriptions
- Office furniture and furnishings
- Office supplies for home use
- Passports and renewal fees
- Personal clothing other than safety gear or regalia
- Personal living expenses while on leave
- Recreational or lifetime membership fees

Other

- Data and voice plans
- Home internet fees
- Fines, late or change fees
- Recruitment expenses
- Salaries or honorariums
- Third party work, services or expenses

Additional Requirements:

Airfare: Economy class only.

Prior Approval and Original Receipts:

Employees are required to review potential professional development expenses with their immediate supervisor prior to the purchase. The immediate supervisor will assess whether the expense qualifies as an Eligible Expense in accordance with the Policy and these Guidelines.

Requests for expenses that are not covered by the Guidelines must be pre-approved by the requesting employees' Vice-President and in consultation with the Associate Vice-President, Human Resources.

Pre-approved Eligible Expenses must be submitted to the immediate supervisor for approval before submission to Financial Services for payment. Reimbursement claims and commercial card reconciliation reports must be supported by original receipts or electronic images.

If a dispute arises between a staff member and supervisor concerning the eligibility of a claim, the staff member may request, in writing, that the Association/University Committee established under the PEA Collective Agreement conduct a review of the application and the decision and, if

appropriate, make a recommendation to the Vice President Finance and Operations, or designate. The VPFO's decision will not be subject to the grievance and arbitration procedures.

Tuition Reimbursements:

In circumstances where professional development funds were used for employment-related training and / or course fees, the Canada Revenue Agency advises that these amounts shouldn't be claimed on income taxes as a personal tuition credit or education amount. For more information, consult the CRA webpage.

Membership Fees:

PDEA funds may be used to reimburse membership fees in learned organizations and professional organizations. Eligible employees may also apply to the Central Professional Development Fund for reimbursement of up to one (1) membership fee in a professional association or learned society where membership in a professional association or learned society is a condition of employment and therefore stated as a required qualification in the job description.

Central Professional Development Fund:

PEA staff eligible for a PDEA under Policy [HR6420](#) may also apply to the [Central Professional Development Fund](#) for funding assistance for specific professional development opportunities that cannot otherwise be funded.

Applications made to the Central Development Fund will be considered on a first-come, first served basis providing:

- The applicant's PDEA is already depleted; or
- The applicant's PDEA will become depleted as a result of this application and requires top-up from the Central Fund; or
- The applicant has not been granted funding from the Central Fund during the 12 month period preceding the current application.

Assistance:

For assistance with the application of this policy, please contact [Accounts Payable](#).

**Professional Development
Expenses and Leave: Professional
Employees' Association Staff**

University Policy No.: HR6420
Classification: Human Resources
Approving Authority: Board of Governors
Effective Date: TBD
Supersedes: June 2021
Last Editorial Change:
Mandated Review: TBD

Associated Procedures:

[Procedures for Claiming Professional Development Expense Account Expenses – Professional Employees' Association Staff](#)

[Procedures for Claiming Central Professional Development Fund Expenses – Professional Employees' Association Staff](#)

PURPOSE

- 1.00 The purpose of this policy is to outline the eligibility and approval process for support for employees to engage in professional development activities.

DEFINITIONS

- 2.00 For the purposes of this policy, the following definitions apply:

“Eligible Expenses” are expenses eligible for reimbursement in accordance with the procedures and guidelines established for the separate administration of the Professional Development Expense Account and the Central Fund. Expenses eligible for reimbursement, are as follows:

- (a) travel including accommodation, tuition, course or registration fees and other expenses for conferences, workshops, seminars, meetings of professional and business organizations and other similar activities;
- (b) membership fees in learned societies and professional organizations;
- (c) expenses (e.g., books, journals, course materials, page charges, reprints, interlibrary loan charges) directly associated with professional development activities; and

“Professional Development” means those activities that enhance the knowledge, performance, or career progression of an employee’s work at the university and contribute to the successful achievement of the university’s mission.

“Professional Development Expense Account” (the PDEA) means the account established, for each eligible employee, by the university to track the allocation of the annual professional development entitlement less claims of Eligible Expenses. Funds in the Professional Development Expenses Account are university funds and therefore subject to the eligibility requirements and procedures associated with this policy.

“Central Professional Development Fund” (the Central Fund) means the fund established by the university to which eligible employees may apply for funding assistance for specific professional development opportunities that cannot otherwise be funded.

Scope

- 3.00 This policy applies to PEA staff members holding a regular appointment and PEA staff members who have completed 1 continuous year of service, within the academic year, of a term appointment.

Policy

- 4.00 The university recognizes the value of a professional staff group that is fully engaged, current in their field of expertise, curious to learn, and committed to sharing and applying their knowledge within the UVic community. Therefore, the university has established a funded program to support individual professional development for the Professional Employees' Association (PEA) employee group.
- 5.00 Effective July 1st of each year, full-time continuing PEA employees will receive a \$250 entitlement in a Professional Development Expense Account (PDEA) for this purpose. Employees appointed to a term position for longer than 1 year are eligible to receive the allowance after their first year of service.
- 6.00 Eligible PEA staff members who qualify for a PDEA may also apply to the Central Fund for professional development expense assistance. Employees must pass probation before applying.
- 7.00 The university will temporarily suspend annual contributions to professional development expense accounts for individuals in receipt of long-term disability benefits or a long-term leave of absence, other than maternity and parental leave. Annual contributions will be recontinued in the year the individual on long-term leave returns to work.
- 8.00 PEA employees may claim Eligible Expenses by following the steps in the Procedures and in conformity with the Guidelines.
- 8.01 The Vice-President Finance and Operations will approve the Guidelines, as developed and revised from time to time, in consultation with the Professional Employees' Association.

Professional Development Leave

- 9.00 Professional Development Leave is encouraged and supported through the annual performance planning cycle.
- 10.00 Full or partial financial support for Professional Development Leave and expenses not fully covered by the PDEA account is at the discretion of the university, subject to operational requirements and financial limitations and must be approved in advance of the professional development activity.
- 11.00 When deciding how to support individual professional development supervisors will also need to take into account factors such as the individual's time and nature of job; the department's need for training in a specific skill or content area; the relationship of the professional development activity to other colleagues; and the benefit of the professional development proposal to the university.

12.00 If an application for Professional Development Leave is received that requires an employee to be absent from the university for a period longer than 2 weeks, the supervisor of the employee applying for Professional Development Leave will consult with their Human Resources Consultant before giving final approval to ensure that practices are consistent where appropriate.

Authorities and Officers

- (i) Approving Authority: Board of Governors
- (ii) Designated Executive Officer: Vice-President Finance and Operations
- (iii) Procedural Authority: Vice-President Finance and Operations
- (iv) Procedural Officer: Associate Vice President, Human Resources and Executive Director, Financial Services

RELATED POLICIES AND DOCUMENTS

[Records Management Policy \(IM7700\)](#)

[Information Security Policy \(IM7800\)](#)

[Travel and Business Expense Policy \(HR6500\)](#)

[Professional Development Expenses: Guidelines for PEA Staff](#)

[Canada Revenue Agency](#)

PROCEDURES FOR CLAIMING PROFESSIONAL DEVELOPMENT EXPENSE ACCOUNT EXPENSES – PROFESSIONAL EMPLOYEES’ ASSOCIATION STAFF

Procedural Authority: Vice-President Finance and Operations

Procedural Officer: Associate Vice President, Human Resources and Executive Director, Financial Services

Effective Date: TBD

Supersedes: 2015

Last Editorial Change:

Parent Policy: [Professional Development Expenses and Leave: Professional Employees’ Association Staff \(HR6420\)](#)

PURPOSE

- 1.00 The purpose of this document is to set out procedures for administering the Professional Development Expense Account and procedures to be followed when eligible PEA staff members are requesting approval for eligible professional development expenses.

DEFINITIONS

- 2.00 The definitions contained within the [Professional Development Expenses and Leave – Professional Employees’ Association Staff Policy](#) apply to these procedures.

PROCEDURES

- 3.00 Employees are required to review potential professional development expenses with their immediate supervisor prior to the purchase. The immediate supervisor shall assess whether the expense qualifies as an Eligible Expense in accordance with the [Policy](#) and Guidelines.
- 4.00 Requests for expenses that are not covered by the Guidelines must be pre-approved by the requesting employees’ Vice-President and in consultation with the Associate Vice-President, Human Resources.
- 5.00 Pre-approved Eligible Expenses must be submitted to the immediate supervisor for approval before submission to Financial Services for payment. Reimbursement claims and commercial card reconciliation reports must be supported by original receipts or electronic images.
- 6.00 In circumstances where professional development funds were used for employment-related training and / or course fees, the Canada Revenue Agency advises that these amounts shouldn’t be claimed on income taxes as a personal tuition credit or education amount. For more information, consult the CRA webpage.
- 7.00 If a dispute arises concerning the eligibility of a claim, the staff member may request, in writing, that the Association/University Committee established under the PEA Collective Agreement conduct a review of the claim and the decision and, if appropriate, make a recommendation to the Vice President Finance and Operations, or designate. The VPFO’s decision will not be subject to the grievance and arbitration procedures.
- 8.00 Any unused balance in an employee’s Professional Development Expense Account at end of the allocation year (July to June) will be automatically carried forward to the succeeding year. Transactions for purchases using professional development funds made

prior to retirement or termination will be accepted up to 60 days after termination.

- 9.00 Any unused balance in an employee's Professional Development Expense Account at the time of retirement or termination shall be reallocated to the Central Professional Development Fund after the 60 day period after termination.

PROCEDURES FOR CLAIMING CENTRAL PROFESSIONAL DEVELOPMENT FUND EXPENSES – PROFESSIONAL EMPLOYEES’ ASSOCIATION STAFF

Procedural Authority: Vice-President Finance and Operations

Procedural Officer: Associate Vice President, Human Resources and Executive Director, Financial Services

Effective Date: TBD

Supersedes: 2015

Last Editorial Change:

Parent Policy: [Professional Development Expenses and Leave: Professional Employees’ Association Staff \(HR6420\)](#)

PURPOSE

- 1.00 The purpose of this document is to set out procedures for administering the Central Professional Development Fund (the Central Fund) and procedures to be followed when eligible PEA staff members are requesting approval for professional development expenses from this fund.

DEFINITIONS

- 2.00 **Eligible Expenses are** expenses eligible for reimbursement, as follows:
- 2.01 Travel including accommodation, tuition, course or registration fees and other expenses for conferences, workshops, seminars, meetings of professional and business organizations and other similar activities;
 - 2.02 Up to one (1) membership fee in a learned society or professional organization where membership is a requirement of employment by the University; and
 - 2.03 Expenses (e.g., books, journals, materials, page charges, reprints, interlibrary loan charges) directly associated with professional responsibilities.

Note, as non-taxable benefits, items reimbursed from the Central Fund through section 2.03 will remain the property of the University.

ADMINISTRATION OF THE CENTRAL FUND

- 3.00 A standing Joint Committee will be established comprising of two (2) representatives designated by the University and two (2) representatives designated by the PEA. In accordance with the criteria and procedures set out below, this committee will:
- 3.01 Receive, review and adjudicate applications to the Central Fund; and
 - 3.02 Allocate funds from the Central Fund.

APPLICATION PROCEDURES

- 4.00 Eligible PEA staff members may apply to the Central Fund as follows:
- (a) Complete the [application form](#) demonstrating that the expenditure will benefit the university which ensures non-taxable status consistent with Canada Revenue Agency’s guidelines;
 - (b) Submit the application form to the immediate supervisor for evaluation and confirmation of the benefit to the university; and
 - (c) Submit the completed application form with Supervisor-approval to the Joint Committee c/o Human Resources, as per the posted submission date.

CRITERIA AND PROCEDURES FOR DISTRIBUTION OF FUNDING

- 5.00 An application for funding from the Central Fund may not be less than \$250 and may not normally exceed \$2000. In exceptional circumstances, the Joint Committee may approve applications up to a maximum of \$3000. The Central Fund can typically reimburse up to \$2000 for Eligible Expenses incurred for UVic activities (UVic coursework, UVic conference), and up to \$1500 for Eligible Expenses incurred elsewhere.
- 6.00 The Joint Committee will operate as follows:
- (a) The Joint Committee will review applications as per the posted schedule in each academic year (July to June).
 - (b) The Joint Committee will publish application deadlines at the beginning of each academic year.
 - (c) Applications will be considered on a first-come, first served basis providing:
 - The applicant's PDEA is already depleted; or
 - The applicant's PDEA will become depleted as a result of this application and requires top-up from the Central Fund; or
 - The applicant has not been granted funding from the Central Fund during the 12 month period preceding the current application.
 - (d) The Joint Committee will consider group applications for those members attending the same event, workshop or conference, although claims are administered individually.
 - (e) The joint Committee will consider costs associated with approved job swaps or secondments.
 - (f) The Joint Committee will acknowledge all applications to the Central Fund in writing.
 - (g) The Joint Committee will approve eligible applications until Central Funds are depleted.
 - (h) The Joint Committee will provide written notification of their decision to each applicant.
- 7.00 Any available funds not allocated within a given application period will be carried forward to the next period. Any available funds that have not been allocated by the end of the academic year will be carried forward to the next year.

APPROVED EXPENDITURE PROCEDURES

- 8.00 Approved funding from the Central Fund must be accessed from the Central Fund and claimed for reimbursement within six (6) months of the application deadline date as follows:
- (a) The successful applicant may proceed to purchase and pay for the approved Eligible Expense.
 - (b) The successful applicant must complete and submit a reimbursement claim, original receipts or electronic receipts, and a copy of the Joint Committee's approval letter to Financial Services.
 - (c) Eligible expenses will first be applied as outlined in the joint committee approval letter
- 9.00 An application for an Eligible Expense that is accepted but only partially funded, may not be re-submitted for consideration in a future period by the applicant.

REVIEW OF APPLICATION DECISION

- 10.00 Applicants whose application to the Central Fund is not approved may request in writing, that the Association/University Committee established under the PEA Collective Agreement conduct a review of the application and the decision and, if appropriate, make a recommendation to the Vice President Finance and Operations, or designate. The VPFO's decision will not be subject to the grievance and arbitration procedures.



**Professional Development
Expenses and Leave: Professional
Employees' Association Staff
ASSOCIATION STAFF**

University Policy No.: HR6420
Classification: Human Resources
Approving Authority: Board of Governors
Effective Date: TBD
Supersedes: ~~June/00~~ June 2021
Last Editorial Change:
Mandated Review: ~~June, 2024~~ TBD

Associated Procedures:

[Procedures for Claiming Professional Development Expense Account Expenses – Professional Employees' Association Staff](#)
[Procedures for Claiming Central Professional Development Fund Expenses – Professional Employees' Association Staff](#)

-PURPOSE

~~1.00~~ 4.00 —The purpose of this policy is to outline the eligibility and approval process for support for employees to engage in professional development activities. The uUniversity recognizes the value of a professional staff group that is fully engaged, current in their field of expertise, curious to learn, and committed to sharing and applying their knowledge within the UVic community. Therefore, the uUniversity has established this funded program and Policy to support individual professional development for the Professional Employees' Association (PEA) employee group. For purposes of this Policy, professional development includes those activities which enhance the knowledge, performance, or career progression of an employee's work at the uUniversity and contributes to the successful achievement of the uUniversity's mission.

DEFINITIONS

2.00 For the purposes of this policy, the following definitions apply:

2.00 **"Eligible Expenses"** are expenses eligible for reimbursement in accordance with the procedures and guidelines established for the separate administration of the Professional Development Expense Account and the Central Fund. Expenses eligible for reimbursement, are as follows:

- (a) travel including accommodation, tuition, course or registration fees and other expenses for conferences, workshops, seminars, meetings of professional and business organizations and other similar activities;
- (b) membership fees in learned societies and professional organizations;
- (c) expenses (e.g., books, journals, course materials, page charges, reprints, interlibrary loan charges) directly associated with professional development activities; and
~~Equipment (e.g. computer equipment, including but not limited to laptops, tablets, printers, smart phones, smart watches, accessories and peripherals, and audio-visual equipment) and other items are not eligible for reimbursement.~~

"Professional Development" means those activities that enhance the knowledge, performance, or career progression of an employee's work at the university and contribute to

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the successful achievement of the university's mission.

“Professional Development Expense Account” (the PDEA) means the account established, for each eligible employee, by the university to track the allocation of the annual professional development entitlement less claims of Eligible Expenses. Funds in the Professional Development Expenses Account are university funds and therefore subject to the eligibility requirements and procedures associated with this policy.

~~3.00~~ **“Central Professional Development Fund”** (the Central Fund) means the fund established by the university to which eligible employees may apply for funding assistance for specific professional development opportunities that cannot otherwise be funded.

~~4.00~~ **“Eligible Expenses are** expenses eligible for reimbursement in accordance with the procedures and guidelines established for the separate administration of the Professional Development Expense Account and the Central Fund. **Professional Development Expenses Account”** (the PDEA) means the account established, for each eligible employee, by the university to track the allocation of the annual professional development entitlement allowance less claims of Eligible Expenses. Funds in the Professional Development Expenses Account are university funds and therefore subject to the eligibility requirements and procedures associated with this policy.

Eligibility Scope

~~3.45~~ 00 This policy applies to PEA staff members holding a regular appointment and PEA staff members who have completed ~~three continuous years~~ 1 continuous year of service, within the academic year, of a term appointment. Eligible PEA staff members who qualify for a PDEA may also apply to the Central Fund for professional development expense assistance. Employees must pass probation before applying.

Policy

4.00 The university recognizes the value of a professional staff group that is fully engaged, current in their field of expertise, curious to learn, and committed to sharing and applying their knowledge within the UVic community. Therefore, the university has established a funded program to support individual professional development for the Professional Employees' Association (PEA) employee group.

5.00 Effective July 1st of each year, full-time continuing PEA employees will receive a \$250 entitlement in a Professional Development Expense Account (PDEA) for this purpose. Employees appointed to a term position for longer than 1 year are eligible to receive the allowance after their first year of service.

6.00 Eligible PEA staff members who qualify for a PDEA may also apply to the Central Fund for professional development expense assistance. Employees must pass probation before applying.

~~6.01 Items reimbursed from the Central Fund will remain the property of the University.~~

~~4.04~~ 7.00 —————The university will temporarily suspend annual contributions to professional development expense accounts for individuals in receipt of long-term disability benefits or a long-term leave of absence, other than maternity and parental leave. Annual contributions will be recontinued in the year the individual on long-term leave returns to work.

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~~6.01~~ — To be eligible to receive the PDEA entitlement term PEA employees must have completed three continuous years of service.

~~6.02~~ — The annual entitlement is calculated according to employment status in the academic year (July 1 June 30).

~~6.03~~ — This amount is prorated for:

- ~~a)~~ individuals who have part time positions in proportion to their appointment at July 1;
- ~~b)~~ individuals employed for less than a full year, including individuals who declare their intention to retire or resign during the course of the academic year and those who take up appointments after July 1;
- ~~c)~~ individuals on unpaid leave, other than maternity or parental leave, during the academic year; or
- ~~d)~~ Individuals who have a sessional¹ appointment.
- ~~e)~~ Individuals who have completed three continuous years of a term appointment after July 1.

~~Consequently, for example, employees retiring on June 30 receive no professional development while those who have declared their intention to retire on December 31 receive 50% of the current entitlement.~~

~~6.04~~ — Items and equipment purchased through the Professional Development Expense Account are the property of the University. Upon retirement or termination of employment assets acquired through the Professional Development Expense Account must be returned to the department. If the University is unable to re-allocate the assets the employee may purchase the assets at its current fair market value by contacting Purchasing Services for an evaluation.

~~7.00~~8.00 PEA employees may claim Eligible Expenses by following the steps in the Procedures and in conformity with the Guidelines.

8.01 — The Vice-President Finance and Operations will approve the Guidelines, as developed and revised from time to time, in consultation with the Professional Employees' Association.

~~8.00~~ — Professional Development Leave

9.00 ~~6.00~~8.01 Professional Development Leave is encouraged and supported through the annual performance planning cycle.

10.00 ~~8.02~~ — Full or partial financial support for Professional Development Leave and expenses not fully covered by the PDEA account is at the discretion of the uUniversity, subject to operational requirements and financial limitations and must be approved in advance of the professional development activity.

¹Regular sessional appointments are defined as appointments with a predetermined layoff period in each year of the continuing appointment.

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11.00 ~~8.03~~—When deciding how to support individual professional development supervisors will also need to take into account factors such as the individual's time and nature of job; the department's need for training in a specific skill or content area; the relationship of the professional development activity to other colleagues; and the benefit of the professional development proposal to the uUniversity.

12.00 ~~8.04~~—If an application for Professional Development Leave is received that requires an employee to be absent from the university for a period longer than 2 weeks, the supervisor of the employee applying for Professional Development Leave will consult with ~~their~~ Human Resources Consultant before giving final approval to ensure that practices are consistent where appropriate.

Authorities and Officers

- (i) Approving Authority: Board of Governors
- (ii) Designated Executive Officer: Vice-President Finance and Operations
- (iii) Procedural Authority: Vice-President Finance and Operations
- (iv) Procedural Officer: Associate Vice President, Human Resources and Executive Director, Financial Services

RELATED POLICIES AND DOCUMENTS

[Records Management Policy \(IM7700\)](#)

[Information Security Policy \(IM7800\)](#)

[Travel and Business Expense Policy \(HR6500\)](#)

[Professional Development Expenses: Guidelines for PEA Staff](#)

[Canada Revenue Agency](#)

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PROCEDURES FOR CLAIMING PROFESSIONAL DEVELOPMENT EXPENSE ACCOUNT EXPENSES – PROFESSIONAL EMPLOYEES’ ASSOCIATION STAFF

Procedural Authority: Vice-President Finance and Operations

Procedural Officer: Associate Vice President, Human Resources and Executive Director, Financial Services

Effective Date: _____, 2015 TBD

Supersedes: New 2015

Last Editorial Change:

Parent Policy: [Professional Development Expenses and Leave: Professional Employees’ Association Staff \(HR6420\)](#)

PURPOSE

- 1.00 The purpose of this document is to set out procedures for administering the Professional Development Expense Account and procedures to be followed when eligible PEA staff members are requesting approval for eligible professional development expenses.

DEFINITIONS

- 2.00 ~~The definitions contained within the Professional Development Expenses and Leave – Professional Employees’ Association Staff Policy apply to these procedures. Eligible Expenses are expenses eligible for reimbursement, as follows:~~
~~travel (including accommodation), tuition, course or registration fees and other expenses for conferences, workshops, seminars, meetings of professional and business organizations and other similar activities;~~
~~membership fees in learned societies and professional organizations;~~
~~expenses (e.g., books, journals, software, materials, page charges, reprints, interlibrary loan charges) directly associated with professional responsibilities; and~~
~~equipment (e.g. computer equipment, including laptops, tablets, smartphones and audio-visual equipment) directly related to current duties and/or an approved learning/career development plan.~~

PROCEDURES

- 3.00 ~~Claimants-Employees~~ are required to review potential professional development expenses with their immediate supervisor prior to the purchase. The immediate supervisor shall assess whether the expense qualifies as an Eligible Expense in accordance with the [Policy](#) and Guidelines.
- 4.00 Requests for expenses that are not covered by the Guidelines must be pre-approved by the requesting employees’ Vice-President and in consultation with the Associate Vice-President, Human Resources.
- 5.00 Pre-approved Eligible Expenses must be submitted to the immediate supervisor for approval before submission to Financial Services for payment. Reimbursement claims and commercial card reconciliation reports must be supported by original receipts or electronic images.
- 65.00 ~~In circumstances where professional development funds were used for employment-related training and / or course fees, the Canada Revenue Agency advises that these amounts~~

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shouldn't be claimed on income taxes as a personal tuition credit or education amount. For more information, consult the CRA webpage.

- 7.00 If a dispute arises concerning the eligibility of a claim, the staff member may request, in writing, that the Association/University Committee established under the PEA Collective Agreement conduct a review of the claim and the decision and, if appropriate, make a recommendation to the Vice President Finance and Operations, or designate. The VPFO's decision will not be subject to the grievance and arbitration procedures.
- 8.00 Any unused balance in an employee's Professional Development Expense Account at end of the allocation year (July to June) will be automatically carried forward to the succeeding year. Transactions for purchases using professional development funds made prior to retirement or termination will be accepted up to 60 days after termination.
- 9.00 Any unused balance in an employee's Professional Development Expense Account at the time of retirement or termination shall be reallocated to the Central Professional Development Fund after the 60 day period after termination.

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PROCEDURES FOR CLAIMING CENTRAL PROFESSIONAL DEVELOPMENT FUND EXPENSES – PROFESSIONAL EMPLOYEES’ ASSOCIATION STAFF

Procedural Authority: Vice-President Finance and Operations

Effective Date: TBD

Supersedes: 2015

Procedural Officer: Associate Vice President, Human Resources and Executive Director, Financial Services

Last Editorial Change:

Parent Policy: [Professional Development Expenses and Leave: Professional Employees’ Association Staff \(HR6420\)](#)

PURPOSE

- 1.00 The purpose of this document is to set out procedures for administering the Central Professional Development Fund (the Central Fund) and procedures to be followed when eligible PEA staff members are requesting approval for professional development expenses from this fund.

DEFINITIONS

- 2.00 **Eligible Expenses are** expenses eligible for reimbursement, as follows:
- 2.01 Travel including accommodation, tuition, course or registration fees and other expenses for conferences, workshops, seminars, meetings of professional and business organizations and other similar activities;
 - 2.02 Up to one (1) membership fee in a learned society or professional organization where membership is a requirement of employment by the University; and
 - 2.03 Expenses (e.g., books, journals, materials, page charges, reprints, interlibrary loan charges) directly associated with professional responsibilities.

Note, as non-taxable benefits, items reimbursed from the Central Fund through section 2.03 will remain the property of the University.

ADMINISTRATION OF THE CENTRAL FUND

- 3.00 A standing Joint Committee will be established comprising of two (2) representatives designated by the University and two (2) representatives designated by the PEA. In accordance with the criteria and procedures set out below, this committee will:
- 3.01 Receive, review and adjudicate applications to the Central Fund; and
 - 3.02 Allocate funds from the Central Fund.

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APPLICATION PROCEDURES

4.00 Eligible PEA staff members may apply to the Central Fund as follows:

- (a) Complete the [application form](#) demonstrating that the expenditure will benefit the university which ensures non-taxable status consistent with Canada Revenue Agency's guidelines;
- (b) Submit the application form to the immediate supervisor for evaluation and confirmation of the benefit to the university; and
- (c) Submit the completed application form with Supervisor-approval to the Joint Committee c/o Human Resources, as per the posted submission date.

~~An application for funding from the Central Fund may not be less than \$250 and may not normally exceed \$2000. In exceptional circumstances, the Joint Committee may approve applications up to a maximum of \$3000. The Central Fund can typically reimburse up to \$2000 for Eligible Expenses incurred for UVic activities (UVic coursework, UVic conference), and up to \$1500 for Eligible Expenses incurred elsewhere.~~

~~4.05 — An application for an Eligible Expense that is accepted but only partially funded, may not be re-submitted for consideration in a future period by the applicant.~~

CRITERIA AND PROCEDURES FOR DISTRIBUTION OF FUNDING

~~5.00 An application for funding from the Central Fund may not be less than \$250 and may not normally exceed \$2000. In exceptional circumstances, the Joint Committee may approve applications up to a maximum of \$3000. The Central Fund can typically reimburse up to \$2000 for Eligible Expenses incurred for UVic activities (UVic coursework, UVic conference), and up to \$1500 for Eligible Expenses incurred elsewhere.~~

~~6.00 — The Joint Committee will operate as follows:~~

- (a) ~~5.01~~ — The Joint Committee will review applications as per the posted schedule in each academic year (July to June).
- (b) ~~5.02~~ — The Joint Committee will publish application deadlines at the beginning of each academic year.
- (c) ~~5.03~~ — Applications will be considered on a first-come, first served basis providing:
 - The applicant's PDEA is already depleted; or
 - The applicant's PDEA will become depleted as a result of this application and requires top-up from the Central Fund; [and/or](#)
 - The applicant has not been granted funding from the Central Fund during the 12 month period preceding the current application.
- (d) ~~5.04~~ — The Joint Committee will consider group applications for those members attending the same event, workshop or conference, although claims are administered individually.
- (e) ~~5.05~~ — The joint Committee will consider costs associated with approved job swaps or secondments.
- (f) ~~5.06~~ — The Joint Committee will acknowledge all applications to the Central Fund in writing.
- (g) ~~5.07~~ — The Joint Committee will approve eligible applications until Central Funds are depleted.

~~(h)~~

~~(h) 5.08 — The Joint Committee will provide written notification of their decision to each applicant.~~

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7.00 Any available funds not allocated within a given application period will be carried forward to the next period. Any available funds that have not been allocated by the end of the academic year will be carried forward to the next year.

APPROVED EXPENDITURE PROCEDURES

8.00 Approved funding from the Central Fund must be accessed from the Central Fund and claimed for reimbursement within six (6) months of the application deadline date as follows:

- (a) The successful applicant may proceed to purchase and pay for the approved Eligible Expense.
- (b) The successful applicant must complete and submit a reimbursement claim, original receipts or electronic receipts, and a copy of ~~and the written notice of~~ the Joint Committee's approval ~~to the Accounting Services~~ letter to Financial Services.
- ~~(c) 6.03~~ Eligible expenses will first be applied as outlined in the joint committee approval letter against an individual's PDEA and secondly from the Central Fund.

9.00 An application for an Eligible Expense that is accepted but only partially funded, may not be re-submitted for consideration in a future period by the applicant.

REVIEW OF APPLICATION DECISION

~~7.10~~.00 Applicants whose application to the Central Fund is not approved may request in writing, that the Association/University Committee established under the PEA Collective Agreement conduct a review of the application and the decision and, if appropriate, make a recommendation to the Vice President Finance and Operations, or designate. The VPFO's decision will not be subject to the grievance and arbitration procedures.

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