

BOARD OF GOVERNORS

PUBLIC SESSION AGENDA

Friday, March 15, 2019

Senate Chambers

(Room 1079 Charles J McCaffray Hall)

9:45 AM – 12:15 PM

Members - Hon. James Moore (Chancellor), Daniel Weeks (President and Vice-Chancellor), Karin Beeler (Faculty Member – CASHS), Kerry Reimer (Faculty Member – CSAM), Timothy Carmack (Order in Council – Alumni), Aaron Ekman (Order in Council), Olive Godwin (Order in Council), Kapaldev Manhas (Order in Council), C.E. Lee Ongman (Order in Council), Andrew Robinson (Order in Council), Barbara Ward-Burkitt (Order in Council), Tracey Wolsey (Order in Council – Alumni – CHAIR), Michael Maslen (Undergraduate Student), Christina Ingram (Graduate Student), Mark Barnes (Employee)

1. **Chair's Remarks and Declarations of Conflict**

2. **Approval of Agenda**

That, the Agenda for the Public Session of the March 15, 2019 meeting of the Board of Governors be approved as presented.

3. **Approval of Motions on the Consent Agenda**

That the motions on the Consent Agenda, except for those removed for placement on the Regular Agenda, be approved as presented.

4. **Approval of Minutes**

a. **Public Session Minutes of November 23, 2018 – page 4**

That, the Public Session Minutes of the November 23, 2018 meeting of the Board of Governors be approved as presented.

b. **Public Session Minutes of February 1, 2019 – page 10**

That, the Public Session Minutes of the February 1, 2019 meeting of the Board of Governors be approved as presented.

5. **Business Arising from Previous Public Session Minutes**

None

6. **General Operating and Ancillary Budgets – Framework 2019/2020 – Presentation** – D. Ryan

7. **Motions for Approval**

a. **2019/2020 Tuition Fees Addendum** (supplemental to Motion #2019BP02.01.03) – B. Daigle – **page 15**

Whereas s.27(2) of the University Act grants the Board the authority to set, determine and collect fees;

And whereas the Government of British Columbia's Tuition Limit Policy limits domestic tuition and mandatory fee increases to the rate of inflation (2%);

And whereas by Motion 2019BP02.01.03, the UNBC Board of Governors approved the 2019/2020 Tuition Fee Schedule;

And whereas, the University has proposed additional Tuition Fee revisions outlined in the attached 2019/2020 Proposed Tuition Fees Addendum;

Now therefore, on the recommendation of the President, and in compliance with the Government of British Columbia's Tuition Limit Policy, and the recommendation of the Finance and Audit Committee, the Board approves the 2019/2020 Tuition Fee Schedule Addendum for the University of Northern British Columbia as presented.

Effective on approval of the Board.

b. **2019/2020 Fee Schedule** – B. Daigle – **page 17**

Whereas the attached 2019/2020 Fee Schedule forms the basis of the fees estimates in the 2019/2020 Budget;

And whereas the UNBC Fees Committee met in a series of meetings from November 2018 to March 2019 to receive and consider submissions from the University Community and to advise the President on the continuation, revision or addition of fees;

Now therefore, on the recommendation of the President and the Finance and Audit Committee, the Board approves the 2019/2020 Fee Schedule for the University of Northern British Columbia as presented.

Effective on approval of the Board.

c. **2019/2020 General Operating and Ancillary Budgets** – B. Daigle – **page 25**

That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2019/2020 General Operating and Ancillary Budgets as presented in section 3, Table 1, Columns 1 and 2 respectively, of the 2019-2020 Budget Framework.

d. **2018/2019 Consolidated Budget for Financial Statement Presentation** – B. Daigle – **page 40**

That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2018/2019 Consolidated Budget for Financial Statement Presentation for the University of Northern British Columbia, as presented.

e. **Agreements, Scholarships, Bursaries and Awards** – D. Ryan – **page 43**

Consent That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended by the Senate, for February 2019, as presented.

8. Mandatory and Standing Reports - Public Session

a. **Report of the President – D. Weeks**

- Regular Verbal Report
- Senate Update

(i) **Reports of the Vice-Presidents**

- Provost and Vice-President Academic – D. Ryan
 - o Recruitment & Enrolment Report – **page 50**
- Interim Vice-President, Finance, People and Business Operations – B. Daigle
 - o Deficit Mitigation and Financial Accountability (verbal)
 - o Capital Projects Update (verbal)

- Vice-President, Research and Graduate Programs – G. Payne
- Vice-President, University Advancement – T. Tribe

b. **Report of the Chancellor** (verbal)

c. **Reports of Committees:**

- (i) Human Resources Committee – T. Carmack, Chair
- (ii) Governance Committee – O. Godwin, Chair
- (iii) Finance and Audit Committee – A. Robinson, Chair
 - Received Audit Plan & Schedule
 - Finance and Audit Committee received Quarterly Reports, including General Operating Fund Report to December 31, 2018, Consolidated Financial Report to December 31, 2018 and Third Quarter Forecast.

9. **Other Business**

- a. 2019 / 2020 Mandate Letter – H. Sanford – **page 55**
- b. Board of Governors Code of Ethical Conduct – Annual Review and Signing – H. Sanford – **page 65**
- c. FIPPA – Annual Statistical Report – H. Sanford – **page 74**

10. **Adjournment**

BOARD OF GOVERNORS – PUBLIC SESSION
Approved for Submission:



Heather Sanford
University Secretary

Agenda Item:	7.a. 2019/2020 Tuition Fees Addendum (supplemental to Motion #2019BP02.01.03) – B. Daigle
Material:	2019 / 2020 Tuition Fees Addendum
Motion:	<p><i>Whereas s.27(2) of the University Act grants the Board the authority to set, determine and collect fees;</i></p> <p><i>And whereas the Government of British Columbia’s Tuition Limit Policy limits domestic tuition and mandatory fee increases to the rate of inflation (2%);</i></p> <p><i>And whereas by Motion 2019BP02.01.03, the UNBC Board of Governors approved the 2019/2020 Tuition Fee Schedule;</i></p> <p><i>And whereas, the University has proposed additional Tuition Fee revisions outlined in the attached 2019/2020 Proposed Tuition Fees Addendum;</i></p> <p><i>Now therefore, on the recommendation of the President, and in compliance with the Government of British Columbia’s Tuition Limit Policy, and the recommendation of the Finance and Audit Committee, the Board approves the 2019/2020 Tuition Fee Schedule Addendum for the University of Northern British Columbia as presented.</i></p> <p><i>Effective on approval of the Board.</i></p>

UNIVERSITY OF NORTHERN BRITISH COLUMBIA

2019/20 Proposed Tuition fees

(addendum to the schedule approved February 1, 2019)

	2018/19	2019/20	Change (\$)	Change (%)
GRADUATE				
International students				
Unless otherwise noted, the rate for international students is the same as domestic students				
- Master of Engineering in Integrated Wood Design				
▪ Full-time unit	7,301.11	5,101.11	-2,200.00	-30.1%
▪ Part-time unit	n/a	n/a	n/a	n/a
This program is full-time, commencing January each year, with a minimum program fee of 3 (three) full-time units; change is effective January 2020				
- Master of Business Administration				
▪ Full-time unit - Domestic	7,609.46	7,336.65	-272.81	-3.6%
▪ Full-time unit - International	8,750.86	8,500.88	-249.98	-2.9%
▪ Part-time unit	n/a	n/a	n/a	n/a
This program is full-time with a minimum program fee of 5 (five) full-time units				
▪ Time Extension Fee - Domestic	1,243.36	1,268.23	24.87	2.0%
▪ Time Extension Fee - International	1,429.86	1,458.46	28.60	2.0%
Beyond 5 Terms Registration, Per Term				
▪ Pre-MBA Program Course Fee - Domestic (per course)	621.68	634.11	12.43	2.0%
▪ Pre-MBA Program Course Fee - International (per course)	714.93	729.23	14.30	2.0%
▪ MBA Program Fee (all students)	n/a	425.00	425.00	n/a

Agenda Item:	7.b. 2019/2020 Fee Schedule – B. Daigle
Material:	2019/2020 Fee Schedule
Motion:	<p><i>Whereas the attached 2019/2020 Fee Schedule forms the basis of the fees estimates in the 2019/2020 Budget;</i></p> <p><i>And whereas the UNBC Fees Committee met in a series of meetings from November 2018 to March 2019 to receive and consider submissions from the University Community and to advise the President on the continuation, revision or addition of fees;</i></p> <p><i>Now therefore, on the recommendation of the President and the Finance and Audit Committee, the Board approves the 2019/2020 Fee Schedule for the University of Northern British Columbia as presented.</i></p> <p><i>Effective on approval of the Board.</i></p>

**University of Northern British Columbia
2019/20 Proposed Fees**

FEE	Internal Fees 2018/19	Internal Fees 2019/20	Change (\$)	Change (%)	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Course Fees						
EGBC Membership Fee	20.00	20.00	0.00	0.00%	Annual Professional Activity Fee (Fall Only) - no incremental increase	Board
Undergraduate Engineering Professional Fee	0.00	50.00	50.00	n/a	Extra-curricular activities such as travel, conferences, competition fees, PD	Board
ANTH 416	0.00	2,300.00	2,300.00	n/a	Field school fees requested annually (Lake Babine)	Board
ANTH 422/498, POLS 422/498	1,750.00	0.00	n/a	n/a	Field school fees requested annually (Ireland)	Board
BIOL 123-1	21.65	22.08	0.43	2.00%	Per Semester	Board
BIOL 124-1	21.65	22.08	0.43	2.00%	Per Semester	Board
BIOL 202-3	16.56	16.89	0.33	2.00%	Per Semester-Laboratory Specimen Costs	Board
BIOL 203-3	17.22	17.56	0.34	2.00%	Per Semester-Laboratory Supplies	Board
BIOL 204-3	5.41	5.52	0.11	2.00%	Per Semester-Laboratory Supplies	Board
BIOL 301-3 On-Campus Fee	27.06	27.60	0.54	2.00%	Per Semester-Field Trips	Board
BIOL 301-3 Off-Campus Fee	189.42	193.21	3.79	2.00%	Per Semester-Field Trips	Board
BIOL 302-3	27.60	28.15	0.55	2.00%	Per Semester-Field Trips	Board
BIOL 307-3	16.24	16.56	0.32	2.00%	Per Semester-Laboratory Supplies	Board
BIOL 318	270.61	276.02	5.41	2.00%	Per semester-Field Camp (Terrace)	Board
BIOL 321-3	16.24	16.56	0.32	2.00%	Per Semester-Laboratory Supplies	Board
BIOL 333	4,150.00	1,050.00	n/a	n/a	Field school fees requested annually (Mexico)	Board
BIOL 402-3	37.88	38.64	0.76	2.00%	Per Semester-Field Trips	Board
BIOL 404-3	27.60	28.15	0.55	2.00%	Per Semester-Field Trips/Laboratory Supplies	Board
BIOL 406-3/606-3	5.41	5.52	0.11	2.00%	Per Semester-Laboratory Supplies	Board
BIOL 412-3	5.41	5.52	0.11	2.00%	Per Semester-Field Trips/Laboratory Supplies	Board
BIOL 414-3/602-3	5.41	5.52	0.11	2.00%	Per Semester-Field Trips/Laboratory Supplies	Board
BIOL 423-3	5.41	5.52	0.11	2.00%	Per Semester-Laboratory Supplies	Board
BIOL 425-3	38.64	39.41	0.77	2.00%	Per Semester-Laboratory Supplies	Board
BIOL 498	0.00	250.00	250.00	n/a	Field school fees requested annually (North Pacific Cannery)	Board
BCMB 255	38.64	39.41	0.77	2.00%	Per Semester-Laboratory Supplies	Board
BCMB 308-3	38.64	39.41	0.77	2.00%	Per Semester-Laboratory Supplies	Board
CHEM 120	27.60	28.15	0.55	2.00%	Per Semester-Laboratory Supplies	Board
CHEM 121-3	27.60	28.15	0.55	2.00%	Per Semester-Laboratory Supplies	Board
CHEM 210	27.60	28.15	0.55	2.00%	Per Semester-Laboratory Supplies	Board
CHEM 250-1	33.12	33.78	0.66	2.00%	Per Semester-Laboratory Supplies	Board
CHEM 251-1	33.12	33.78	0.66	2.00%	Per Semester-Laboratory Supplies	Board
CHEM 302-4	16.56	16.89	0.33	2.00%	Per Semester-Laboratory Supplies	Board
CHEM 310-3	27.60	28.15	0.55	2.00%	Per Semester-Laboratory Supplies	Board
CHEM 312-3	27.60	28.15	0.55	2.00%	Per Semester-Laboratory Supplies	Board
CHEM 315	27.60	28.15	0.55	2.00%	Per Semester-Laboratory Supplies	Board
CHEM 322-3	27.60	28.15	0.55	2.00%	Per Semester-Laboratory Supplies	Board
CHEM 400	10.82	11.04	0.22	2.00%	Per Semester-Field Trip	Board
CHEM 406-3	33.12	33.78	0.66	2.00%	Per Semester-Laboratory Supplies	Board
CHEM 407-3	33.12	33.78	0.66	2.00%	Per Semester-Laboratory Supplies	Board
CPSC 100	10.82	11.04	0.22	2.00%	Per Semester-Printing Fee	Board
CPSC 101	10.82	11.04	0.22	2.00%	Per Semester-Printing Fee	Board
CPSC 150	32.47	33.12	0.65	2.00%	Per Semester-Upgrades on Course Software	Board
CPSC 200	10.82	11.04	0.22	2.00%	Per Semester-Printing Fee	Board
CPSC 230-4	16.24	16.56	0.32	2.00%	Per Semester-Laboratory Supplies	Board
CPSC 231-4	16.24	16.56	0.32	2.00%	Per Semester-Laboratory Supplies	Board
CPSC 250	32.47	33.12	0.65	2.00%	Per Semester-Course Materials	Board
CPSC 321	10.82	11.04	0.22	2.00%	Per Semester-Printing Fee	Board

**University of Northern British Columbia
2019/20 Proposed Fees**

FEE	Internal Fees 2018/19	Internal Fees 2019/20	Change (\$)	Change (%)	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
CPSC 704	10.82	11.04	0.22	2.00%	Per Semester-Printing Fee	Board
ENGL 271-3	43.30	44.17	0.87	2.00%	Per Semester-Visiting Author Reading Fee	Board
ENGL 470-3/670-3	43.30	44.17	0.87	2.00%	Per Semester-Visiting Author Reading Fee	Board
ENGL 471-3/671-3	43.30	44.17	0.87	2.00%	Per Semester-Visiting Author Reading Fee	Board
ENGL 472-3/672-3	43.30	44.17	0.87	2.00%	Per Semester-Visiting Author Reading Fee	Board
ENGR 151	20.81	21.23	0.42	2.00%	Per Semester-Software License	Board
ENGR 152	20.81	21.23	0.42	2.00%	Per Semester-Laboratory Supplies	Board
ENPL 104	11.26	11.49	0.23	2.00%	Per Semester-Field Trip	Board
ENPL 205	11.26	11.49	0.23	2.00%	Per Semester-Field Trip	Board
ENPL 208	27.60	28.15	0.55	2.00%	Per Semester-Field Trip or Guest Speakers	Board
ENPL 303	11.04	11.26	0.22	2.00%	Per Semester-Course Materials	Board
ENPL 319	5.63	5.74	0.11	2.00%	Per Semester-Research Supplies	Board
ENPL 409	11.04	11.26	0.22	2.00%	Per Semester-Field Trip	Board
ENPL 415/619	28.15	28.71	0.56	2.00%	Per Semester-Mapping and Drawing Materials	Board
ENSC 150	5.41	5.52	0.11	2.00%	Per Semester-Field Trip	Board
ENSC 201	11.26	11.49	0.23	2.00%	Per Semester-Lab Equipment and Materials	Board
ENSC 307	21.65	22.08	0.43	2.00%	Per Semester-Lab Equipment and Materials	Board
ENSC 312	21.65	22.08	0.43	2.00%	Per Semester-Lab Equipment and Materials	Board
ENSC 406	21.65	22.08	0.43	2.00%	Per Semester-Software License	Board
ENSC 412	10.82	11.04	0.22	2.00%	Per Semester-Field Trips	Board
ENSC 418	33.12	33.78	0.66	2.00%	Per Semester-Laboratory supplies	Board
ENSC 454/654	43.30	44.17	0.87	2.00%	Per Semester-Field Trip	Board
ENSC 604	27.06	0.00	-27.06	-100.00%	Per Semester-Field Trip (cancelled)	Board
FNST 203	52.02	53.06	1.04	2.00%	Per Semester-Field Trip	Board
FNST 203	85.00	85.00	0.00	0.00%	Field school fees requested annually (JPRF May 2019)	Board
FNST 249	27.06	27.60	0.54	2.00%	Per Semester-Field Trip	Board
FNST 280	108.24	110.40	2.16	2.00%	Per Semester-Laboratory Supplies	Board
FNST 281	27.06	27.60	0.54	2.00%	Per Semester-Laboratory Supplies	Board
FNST 451	52.02	53.06	1.04	2.00%	Per Semester-Field Trip	Board
FSTY 201-3	5.41	5.52	0.11	2.00%	Per Semester-Laboratory Supplies	Board
FSTY 205-3	16.88	17.22	0.34	2.00%	Per Semester-Field Trips/Lab Equip and Materials	Board
FSTY 209-4	5.52	5.63	0.11	2.00%	Per Semester-Laboratory Supplies	Board
FSTY 305-3	27.60	28.15	0.55	2.00%	Per Semester-Field Trip	Board
FSTY 307-4	16.24	16.56	0.32	2.00%	Per Semester-Field Trip	Board
FSTY 403	0.00	50.00	50.00	n/a	Per Semester-Field Trip	Board
FSTY 407-3	27.06	27.60	0.54	2.00%	Per Semester-Field Trip	Board
FSTY 408-3	5.41	5.52	0.11	2.00%	Per Semester-Laboratory Supplies	Board
FSTY 425-3	165.61	168.92	3.31	2.00%	Per Semester-Field Trips Required	Board
FSTY 499	108.24	110.40	2.16	2.00%	Per credit/module. There are 5 modules covering different ecosystems, and students can register for any one or all of them. This is the Field Trip fee for each module (each having a weight of 1 credit hour).	Board
GEOG 111	43.30	44.17	0.87	2.00%	Per Semester-Field Trips Required	Board
GEOG 210-3	16.88	17.22	0.34	2.00%	Per Semester-Laboratory Supplies	Board
GEOG 311-3	16.56	16.89	0.33	2.00%	Per Semester-Field Trips	Board
GEOG 333-3	1,000.00	0.00	n/a	n/a	Field school fees requested annually (Guatemala)	Board
GEOG 333-3	1,100.00	0.00	n/a	n/a	Field school fees requested annually (Death Valley)	Board
GEOG 333	0.00	1,000.00	0.00	n/a	Field school fees requested annually (QRRC)	Board
GEOG 405/605-3	55.20	56.30	1.10	2.00%	Per Semester-Field Trips	Board
GEOG 411/611-3	45.03	45.93	0.90	2.00%	Per Semester-Field Trips	Board
GEOG 414	16.24	16.56	0.32	2.00%	Per Semester-Lab Fees	Board
HHSC 112	22.08	22.52	0.44	2.00%	Per Semester-Laboratory Supplies	Board

**University of Northern British Columbia
2019/20 Proposed Fees**

FEE	Internal Fees 2018/19	Internal Fees 2019/20	Change (\$)	Change (%)	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
HHSC 325-1	26.01	26.53	0.52	2.00%	Per Semester-Laboratory Supplies	Board
HHSC 326-1	26.01	26.53	0.52	2.00%	Per Semester-Laboratory Supplies	Board
IASK 101	21.65	22.08	0.43	2.00%	Per Semester-Field Trip	Board
IASK 103	21.65	22.08	0.43	2.00%	Per Semester-Field Trip	Board
IASK 104	21.65	22.08	0.43	2.00%	Per Semester-Field Trip	Board
IASK 107	20.81	21.23	0.42	2.00%	Per Semester-Field Trip	Board
NREM 100-2	11.26	11.49	0.23	2.00%	Per Semester-Field Trips	Board
NREM 203-3	5.41	5.52	0.11	2.00%	Per Semester-Field Trips	Board
NREM 204-3	16.24	16.56	0.32	2.00%	Per Semester-Field Trips	Board
NREM 210-4	5.41	5.52	0.11	2.00%	Per Semester-Laboratory Supplies	Board
NREM 333-3/NRES 761	730.65	745.26	14.61	2.00%	Per Field Camp	Board
NREM 413	35.70	36.41	0.71	2.00%	Per Semester - Field Trip	Board
NURS 498/680	2,635.00	2,635.00	0.00	0.00%	Field school fees requested annually (Zambia)	Board
ORTM 100	46.85	47.79	0.94	2.00%	Per Semester-Field Trip	Board
ORTM 200	22.52	22.97	0.45	2.00%	Per Semester-Field Trip	Board
ORTM 202	28.70	29.27	0.57	2.00%	Per Semester-Field Trip	Board
ORTM 205	129.90	132.50	2.60	2.00%	Per Semester-Field Trip	Board
ORTM 300	33.78	34.46	0.68	2.00%	Per Semester-Lab Fee	Board
ORTM 305	40.99	41.81	0.82	2.00%	Per Semester-Field Trip	Board
ORTM 332	162.36	165.61	3.25	2.00%	Per Semester-Project Wild Certification Fee and Field Trip	Board
ORTM 333	1,430.00	2,630.83	0.00	0.00%	Field school fees requested annually (Muskwa Kechika/Northern Rockies)	Board
PHYS 100-4	10.82	11.04	0.22	2.00%	Per Semester-Laboratory Supplies	Board
PHYS 110-4	10.82	11.04	0.22	2.00%	Per Semester-Laboratory Supplies	Board
PHYS 111-4	10.82	11.04	0.22	2.00%	Per Semester-Laboratory Supplies	Board
PHYS 115-4	10.82	11.04	0.22	2.00%	Per Semester-Laboratory Supplies	Board
PHYS 202-4	10.82	11.04	0.22	2.00%	Per Semester-Laboratory Supplies	Board
PHYS 206-4	10.82	11.04	0.22	2.00%	Per Semester-Laboratory Supplies	Board
PHYS 305-4	10.82	11.04	0.22	2.00%	Per Semester-Laboratory Supplies	Board
PHYS 402-3	10.82	11.04	0.22	2.00%	Per Semester-Laboratory Supplies	Board
SOCW 401 - PG ONLY	57.43	57.43	0.00	0.00%	Per Semester-Field Trips - no incremental increase	Board
SOCW 422	43.30	44.17	0.87	2.00%	Per Semester-Course Materials	Board

Mandatory Student Fees

****Except Where Otherwise Noted, all Mandatory Fees are Applicable to Exchange Students****

UNDERGRADUATE

Prince George Full Time

Intramural Recreation and Fitness Fee	58.14	59.30	1.16	2.00%	Per Semester	Board
Athletic Intersvarsity and Junior Varsity Program Fee	53.04	54.10	1.06	2.00%	Per Semester	Board
Student ID Card	2.04	2.08	0.04	2.00%	Per Semester	Board
Student Services Fee	5.10	5.20	0.10	2.00%	Per credit hr, to a max. of 15 credit hours	Board
NUGSS Student Society Fee	42.87	44.02	1.15	2.70%	Per Semester	NUGSS
NUGSS Building Fee	39.64	40.71	1.07	2.70%	Per Semester	NUGSS
NUGSS U-Pass	57.50	57.50	0.00	0.00%	Per Semester	NUGSS
World University Services Canada Student Refuge Fee	5.00	5.00	0.00	0.00%	Per Semester	NUGSS
PGPIRG Fee	4.00	4.00	0.00	0.00%	Per Semester	PGPIRG
CFUR Radio Fee	11.33	11.63	0.30	2.60%	Per Semester	CFUR
Over the Edge Newspaper Fee	11.33	11.63	0.30	2.60%	Fall and Winter Semester only	Over the Edge

**University of Northern British Columbia
2019/20 Proposed Fees**

FEE	Internal Fees 2018/19	Internal Fees 2019/20	Change (\$)	Change (%)	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Prince George Part Time						
Intramural Recreation and Fitness Fee	58.14	59.30	1.16	2.00%	Per Semester	Board
Athletic Intersarsity and Junior Varsity Program Fee	53.04	54.10	1.06	2.00%	Per Semester	Board
Student ID Card	2.04	2.08	0.04	2.00%	Per Semester	Board
Student Services Fee	5.10	5.20	0.10	2.00%	Per credit hr, to a max. of 15 credit hours	Board
NUGSS Student Society Fee	42.87	44.02	1.15	2.70%	Per Semester	NUGSS
NUGSS Building Fee	39.64	40.71	1.07	2.70%	Per Semester	NUGSS
NUGSS U-Pass	57.50	57.50	0.00	0.00%	Per Semester	NUGSS
World University Services Canada Student Refugee Fee	5.00	5.00	0.00	0.00%	Per Semester	NUGSS
PGPIRG Fee	2.00	2.00	0.00	0.00%	Per Semester	PGPIRG
CFUR Radio Fee	11.33	11.63	0.30	2.60%	Per Semester	CFUR
Over the Edge Newspaper Fee	11.33	11.63	0.30	2.60%	Fall and Winter Semester only	Over the Edge
Regional Full Time						
Student ID Card	2.04	2.08	0.04	2.00%	Per Semester	Board
Student Services Fee	5.10	5.20	0.10	2.00%	Per credit hr, to a max. of 15 credit hours	Board
NUGSS Student Society Fee	24.92	25.59	0.67	2.70%	Per Semester	NUGSS
PGPIRG Fee	4.00	4.00	0.00	0.00%	Per Semester	PGPIRG
World University Services Canada Student Refugee Fee	5.00	5.00	0.00	0.00%	Per Semester	NUGSS
U-Pass (Quesnel only)	35.00	35.00	0.00	0.00%	Per Semester	NUGSS
Regional Part Time						
Student ID Card	2.04	2.08	0.04	2.00%	Per Semester	Board
Student Services Fee	5.10	5.20	0.10	2.00%	Per credit hr, to a max. of 15 credit hours	Board
NUGSS Student Society Fee	24.92	25.59	0.67	2.70%	Per Semester	NUGSS
PGPIRG Fee	2.00	2.00	0.00	0.00%	Per Semester	PGPIRG
World University Services Canada Student Refugee Fee	5.00	5.00	0.00	0.00%	Per Semester	NUGSS
U-Pass (Quesnel only)	35.00	35.00	0.00	0.00%	Per Semester	NUGSS
Other						
Health and Dental Plan	234.60	234.60	0.00	0.00%	Per year-if no other plan in effect for Full Time PG Campus Students only	NUGSS
International Student-Medical Insurance Coverage	220.00	220.00	0.00	0.00%	Compulsory Medical Insurance for 3 Months	Board
GRADUATE						
PG Campus						
Intramural Recreation and Fitness Fee	58.14	59.30	1.16	2.00%	Per Semester	Board
Student ID Card	2.04	2.08	0.04	2.00%	Per Semester	Board
Student Services Fee	40.80	41.62	0.82	2.00%	Per Semester	Board
GSS Student Society Fee	60.00	60.00	0.00	0.00%	Per Semester	GSS
BC Federation of Students Fee	9.14	9.14	0.00	0.00%	Per Semester	GSS
GSS U-Pass	57.50	57.50	0.00	0.00%	Per Semester	GSS
PGPIRG Fee	4.00	4.00	0.00	0.00%	Per Semester	PGPIRG
Regional						
Student ID Card	2.04	2.08	0.04	2.00%	Per Semester	Board
Student Services Fee	40.80	41.62	0.82	2.00%	Per Semester	Board
GSS Student Society Fee	60.00	60.00	0.00	0.00%	Per Semester	GSS
BC Federation of Students Fee	9.14	9.14	0.00	0.00%	Per Semester	GSS
PGPIRG Fee	4.00	4.00	0.00	0.00%	Per Semester	PGPIRG

**University of Northern British Columbia
2019/20 Proposed Fees**

FEE	Internal Fees 2018/19	Internal Fees 2019/20	Change (\$)	Change (%)	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Health and Dental Plan	363.83	363.83	0.00	0.00%	Per year-if no other plan in effect for PG Campus Students only	GSS
International Student-Medical Insurance Coverage	220.00	220.00	0.00	0.00%	compulsory medical insurance for 3 months	Board
Thesis Binding Fee	34.00	34.00	0.00	0.00%	Per copy including taxes	Board
Thesis/Dissertation Registration Fee	48.00	48.00	0.00	0.00%	National Library of Canada Fee for inclusion in NLC Database and Dissertation Abstracts. Taxes included.	Board
Outgoing Exchange Student Fees						
Study Abroad Application Fee	125.00	125.00	0.00	0.00%	National Student Exchange Program application fee in US dollars	Board
Application Fees						
UNDERGRADUATE						
Undergraduate-Application Fee (Domestic)	35.70	35.70	0.00	0.00%	Non-refundable to accompany each application for admission.	Board
Document Evaluation Fee	40.80	40.80	0.00	0.00%	For out-of-province or out-of-country secondary and post-secondary documents.	Board
Admissions Postponement Fee (Domestic)	17.85	17.85	0.00	0.00%		Board
Admissions Postponement Fee (International)	38.25	38.25	0.00	0.00%		Board
GRADUATE						
Graduate-Application Fee (Domestic)	76.50	76.50	0.00	0.00%	Application to a graduate program.	Board
Graduate-Re-Application Fee	100.00	100.00	0.00	0.00%		Board
Graduate-Admission Deferral Deposit	250.00	250.00	0.00	0.00%		Board
INTERNATIONAL						
Undergraduate-International Application Fee	125.00	125.00	0.00	0.00%	The International Application Fee now includes the International Document Fee	Board
International Document Fee	40.80	40.80	0.00	0.00%	Assessed on out of country high school and post-secondary documents received post-admission.	Board
Graduate-International Application Fee	153.00	153.00	0.00	0.00%		Board
EXCHANGE						
International Exchange Application Fee	25.00	25.00	0.00	0.00%		Board
International Exchange Placement Fee	100.00	100.00	0.00	0.00%	Non refundable fee	Board
Housing Fees						
Student Rental Fee-4 Bedroom Unit	2,379.00	2,427.00	48.00	2.00%	Per semester per student-4 bedroom unit. To include telephone services with voice mail and high-speed internet connection.	Board
Student Rental Fee-2 Bedroom Unit	2,716.00	2,770.00	54.00	2.00%	Per semester per student-2 bedroom unit. To include telephone services with voice mail and high-speed internet connection.	Board
Housing Application Fee (Students)	25.00	25.50	0.50	2.00%	Non-refundable	Board
Housing Application Fee (Students) - Late applications	0.00	150.00	150.00	n/a	Non-refundable, applicable for applications received 2 weeks prior to move-in	Board
Residence Life Fees	45.00	45.90	0.90	2.00%	Per Semester	Board
Meal Plan Fee - 7 day plan	2,413.00	2,510.00	97.00	4.00%	per semester	Board
Meal Plan Fee - 5 day plan	2,145.00	2,239.00	94.00	4.00%	per semester	Board

**University of Northern British Columbia
2019/20 Proposed Fees**

FEE	Internal Fees 2018/19	Internal Fees 2019/20	Change (\$)	Change (%)	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Residence Network Infrastructure Fee	25.00	25.00	0.00	0.00%	Per semester per student	Board
Housing Damage Deposit	250.00	250.00	0.00	0.00%	Payable when student confirms the housing assignment. Refundable if no damage.	Board
Residence Parking-Plug In	161.68	194.29	32.61	20.00%	Per Semester (plus taxes)	Board
Lost Key Charge	10.00	10.00	0.00	0.00%	To replace mail box key	Board
Lost Key Charge	65.00	65.00	0.00	0.00%	To replace suite keys	Board
Residence Suite Supplies	Varied	Varied	0.00	0.00%	Bedding, dishes, small kitchen appliances, etc.	Board
Damage, Cleaning Charges	Varied	Varied	0.00	0.00%	A charge plus admin. fee and taxes. Depends on type and degree of damage.	Board
Room Change Fee	75.00	75.00	0.00	0.00%	Per Room Change	Board
Conference Housing Fee	25-40	25-40	0.00	0.00%	Per Night May-August	Board
Off-Campus Housing Registration Fee	10.00	10.00	0.00	0.00%	Per 4 Month Listing	Board
Residence Community Standard Fines-Effective September 1, 2008	5.00 - 150.00	5.00 - 150.00	0.00	0.00%	Fee ranging between \$5.00-\$150.00 depending on behavioral stage level.	Board
Winter Break Accommodation Fee	200.00	200.00	0.00	0.00%	Charged to students who wish to remain in residence over the winter break.	Board
Parking Fees-General or Student						
Metered Parking:	0.75	0.75	0.00	0.00%	Per 1.5 Hours (including taxes)	Board
	1.25	1.25	0.00	0.00%	Per 3.0 Hours (including taxes)	Board
	1.75	1.75	0.00	0.00%	Per 4.5 Hours (including taxes)	Board
	2.75	2.75	0.00	0.00%	Per 12.0 Hours (including taxes)	Board
	3.25	3.25	0.00	0.00%	Per day (including taxes)	Board
Permitted Parking:						
1 Month	47.62	48.57	0.95	2.00%	Plus Taxes	Board
2 Months	95.24	97.14	1.90	2.00%	Plus Taxes	Board
3 Months	142.86	145.71	2.85	2.00%	Plus Taxes	Board
Semester	190.48	194.29	3.81	2.00%	Plus Taxes	Board
2 Semesters	380.96	388.58	7.62	2.00%	Plus Taxes	Board
Annual	571.44	582.84	11.40	2.00%	Plus Taxes	Board
Payroll Deduction-General	21.98	22.42	0.44	2.00%	No expiry plus taxes-bi weekly	Board
Reserved Permit (Plug)	825.37	841.83	16.46	2.00%	Annual Staff/Faculty-subject to availability-plus taxes	Board
Payroll Deduction-Reserved (Plug)	31.75	32.38	0.63	2.00%	No expiry plus taxes-bi weekly	Board
Reserved Permit (No Plug)	698.29	712.23	13.94	2.00%	Annual Staff/Faculty-subject to availability-plus taxes	Board
Payroll Deduction-Reserved (No Plug)	26.86	27.39	0.53	2.00%	No expiry plus taxes- bi weekly	Board
Car Pool	378.06	400.00	21.94	6.00%	No expiry plus taxes- monthly	Board
Motor Cycle	270.06	285.71	15.65	6.00%	No expiry plus taxes- monthly	Board
Parking Violations:					All parking infractions are inclusive of tax	
Parking in a Fire Lane	50.00	50.00	0.00	0.00%	Per infraction, plus towing	Board
Parking Within 5 Metres of a Fire Hydrant or in a Fire Lane	50.00	50.00	0.00	0.00%	Per infraction, plus towing	Board
Unauthorized Handicap Parking	100.00	100.00	0.00	0.00%	Plus towing as set by towing company	Board
Parking Violations	30.00	30.00	0.00	0.00%	This fee will be charged for: parking in a crosswalk, expired permit, expired meter, invalid permit/stub, parking in a loading zone, parking in a "no parking" zone, parking in a "no stopping" zone, stub not clearly visible, parking in a "tow away" zone and parking in an unauthorized area - per infraction.	Board
Parking Violations	50.00	50.00	0.00	0.00%	Permit/stub/cite altered	Board

**University of Northern British Columbia
2019/20 Proposed Fees**

FEE	Internal Fees 2018/19	Internal Fees 2019/20	Change (\$)	Change (%)	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
Parking Violations	25.00	50.00	25.00	100.00%	Boot administration fee	Board
Other Fees						
Calendar Fee	3.00	3.00	0.00	0.00%	Not applicable to new applicants if sent with registration package.	Board
Transcript Fee	10.20	10.20	0.00	0.00%		Board
Transcript Delivery Fee	20.40	20.40	0.00	0.00%		Board
Certified True Copy Fee	30.00	30.00	0.00	0.00%		Board
Confirmation of Enrolment Fee	12.00	12.00	0.00	0.00%		Board
Letter of Permission Fee	12.00	12.00	0.00	0.00%		Board
Records Search Fee	60.00	60.00	0.00	0.00%		Board
International Student Document Courier Fee	100.00	100.00	0.00	0.00%		Board
International Refund Processing	0.00	150.00	150.00	n/a		Board
ELS Bank Processing Fee	25.00	25.00	0.00	0.00%		Board
NSF Charge	15.00	15.00	0.00	0.00%	Per returned cheque	Board
Late Payment Charge	2.00%	2.00%	0.00	0.00%	Per month on outstanding principal	Board
Orientation Fee	40.00	40.80	0.80	2.00%	One time charge for new UNBC students	Board
Winter Orientation Registration Fee	30.00	0.00	-30.00	-100.00%	Annually in January	Board
Student ID Card Lost/Replacement Fee	15.00	15.00	0.00	0.00%	Per lost or damaged card	Board
Graduation Processing Fee	41.63	41.63	0.00	0.00%	Non-refundable, per application for all graduating students	Board
Parchment Courier Charges	20.00	20.00	0.00	0.00%	Per Parchment - BC	Board
	30.00	30.00	0.00	0.00%	Per Parchment - rest of Canada	Board
	55.00	55.00	0.00	0.00%	Per Parchment - International (incl USA)	Board
Courier Charges	20.00	20.00	0.00	0.00%	Per Parchment - BC	Board
	30.00	30.00	0.00	0.00%	Per Parchment - rest of Canada	Board
	55.00	55.00	0.00	0.00%	Per Parchment - International (incl USA)	Board
Key Deposit-Building Keys	30.00	30.00	0.00	0.00%	Refundable upon return of key(s) to Facilities	Board
	5.00	5.00	0.00	0.00%	per additional key	Board
	25.00	25.00	0.00	0.00%	replacement of lost key	Board
Key Deposit-Intellikey Locks-Laboratory	30.00	30.00	0.00	0.00%	Refundable upon return of key(s) to Laboratory	Board
	25.00	25.00	0.00	0.00%	replacement of lost or damaged key	Board
Career Fair Registration Fee	75.00	75.00	0.00	0.00%	Table/booth rental for Career Fair participants.	Board
GRADUATE FEES						
Office of Graduate Programs Administrative Fee	250.00	250.00	0.00	0.00%	Charged to cover retroactive enrolment activities in Graduate Programs	Board
Alumni Charges						
Alumni Parchment Replacement Fee	50.00	50.00	0.00	0.00%	Per Parchment	Board
Regional Fees						
Regional Equipment Rental	10.00	10.00	0.00	0.00%		Board

Agenda Item:	7.c. 2019/2020 General Operating and Ancillary Budgets – B. Daigle
Material:	2019-2020 Budget Framework
Motion:	<i>That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2019/2020 General Operating and Ancillary Budgets as presented in section 3, Table 1, Columns 1 and 2 respectively, of the 2019-2020 Budget Framework.</i>



2019/20 Budget Framework

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1. 2019/20 Planning Context

This document covers the key financial decisions and overall direction for the 2019/20 budget framework and sustainable plan coming out of the integrated planning process. It is being presented to the Board of Governors for consideration, and to facilitate implementation of the University's 2019/20 budget April 1, 2019.

The Integrated Planning Framework links the academic and research aspirations to the financial reality of the University. This process continues to evolve as we implement key strategic priorities. In 2018/19, the University began implementation of the new Academic restructuring culminating from a strong Senate endorsement of the Academic Action Plan, and a unified call for change from the UNBC community. To meet the desires and needs of the community, along with other key initiatives that are advancing the strategic priorities of the University, we are presenting a modified approach to 2019/20 Integrated University Plan. This process supports and aligns with the Strategic Road Map and creates an environment of collaboration, stewardship of resources, and enhanced accountability across the University.

Over the next couple of months, details of the integrated planning components will be incorporated into the 2019/20 Integrated University Plan, and will be presented to the Board of Governors in June.

Although the Academic restructuring, Research and Advancement initiatives have been key priorities, the University has also made significant strides towards achieving the desired outcomes set out in the Strategic Roadmap, and has begun the transformational change that will set the University on its course for innovation, growth and success in the future. The following is a summary of some of the successes achieved over the last year:

- Domestic undergraduate growth has continued to increase in 2018/19, with an additional 2% growth projection in 2019/20.
- The new Director of International Education is creating new opportunities for international student recruitment.
- The first phase of the new four year Civil and Environmental Engineering programs is in the implementation phase and will be ready for its first intake in September 2019.
- The Aboriginal Service Plan continues to be strengthened through collaboration and integration across the University and its campuses. Through this approach, we anticipate additional funding to support key Indigenous initiatives.
- Research at UNBC remains engaged and vibrant with stable funding, increased activity with undergraduate and graduate students and enhanced and renewed partnerships to support the research mission and mandate. We continue to build on the research plan aligned with the strategic priorities to ensure UNBC remains one of Canada's best small intensive research universities.
- The first major capital campaign was successfully completed in 2018/19, and Advancement continues to build on these achievements.
- Several Academic programs have created renewed programming that aligns with the emerging needs and interests of students and communities. In addition to this, exciting academic programming and pathway opportunities are emerging from dialogue with the academic units and their preferred alignments to the new five Faculties.

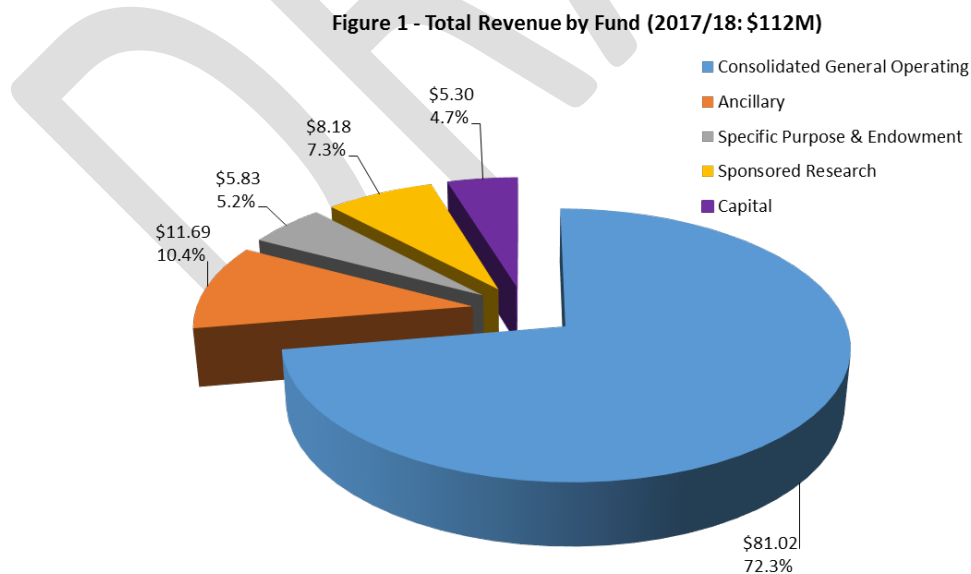
- Through Ministry funding, UNBC has begun to build its Co-operative Education Program and strengthen employer and student relations. There are currently 83 students enrolled in the program, with 13 students successfully placed in Co-op Work Terms since May 2018.

2. Comprehensive Financial Operations

UNBC is responsible for the financial stewardship of over \$100 million in total annual revenue. To enhance accountability, budgetary control and stewardship of resources, UNBC maintains separate funds for its many diverse activities:

- Consolidated General Operating Fund – includes the general operations of the University, Routine Capital funding and the Northern Medical Program.
- Ancillary Services Fund – includes the operation of service areas that are considered self-funding such as: Retail Services, Continuing Studies, Conference and Events, Residence, Parking and Security, and English Language Studies.
- Specific Purpose & Endowment Funds – includes conferences, special projects, Aboriginal Service Plan allocations, endowed chairs, student awards and the Northern Medical Programs Trust.
- Sponsored Research Fund – includes external grants provided specifically for research.
- Capital Fund – includes all minor and major capital projects funded by both internal and external sources, and the cost of depreciation of capital assets.

For 2017/18, the total actual revenue for UNBC covering this comprehensive picture was \$112 million, distributed across the funds shown in Figure 1 below:



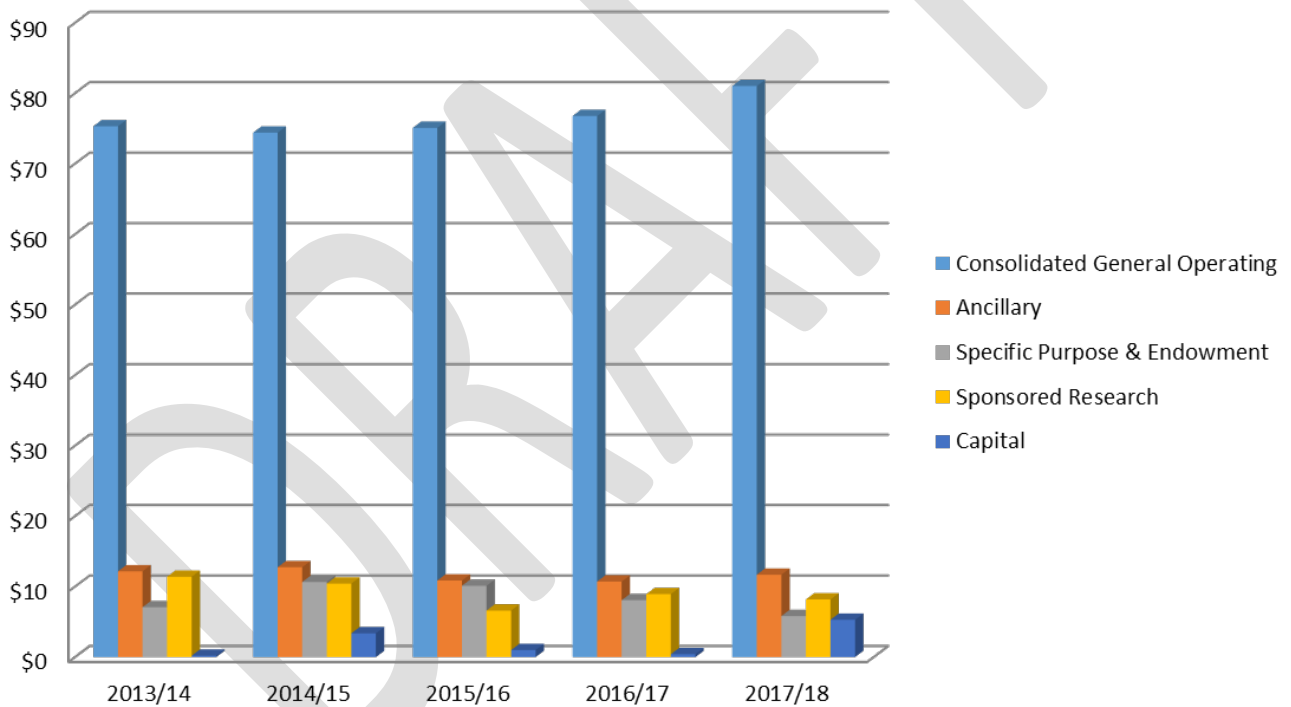
Note: For the purpose of financial statement reporting, revenue that is restricted for specific purposes other than those for the acquisition or development of depreciable tangible capital assets are recorded as deferred contributions and recognized as revenue in the year in which the stipulation or restriction on the contributions have been met. Due to application of this accounting principle, the revenue reported for the fiscal 2018 financial statements was \$109.3 million.

In 2017/18, revenue across all funds increased by 6.8% or \$7.1 million from the prior year. This was the net result of an increase of \$4.3 million in general operating revenues, an increase of \$4.6 million Capital funding revenue, and a decrease of \$1.7 million in revenues across all other funds.

The Consolidated General Operating Fund increase was primarily due to targeted funding for mandated employee salary increases, tuition increases and a one-time tax recovery. The Capital fund increase was due to federal and provincial grants for Strategic Infrastructure Fund projects. Ancillary, Research, Specific Purpose and Endowment funds revenues remained relatively even compared with the previous year.

Figure 2 summarizes revenue by fund over the past five years:

Figure 2 - Total Revenue by Year (2013/14 - 2017/18)



3. Resource Allocation Recommendation

For the Consolidated General Operating and Ancillary funds, detailed budgets are prepared based on annual operating requirements and planning activities for approval by the Board of Governors. All other funds (Capital, externally funded Specific Purpose and Sponsored Research) are managed on a project-by-project or as individual funds in accordance with funding agreements or contracts.

The activity in all funds must be included in audited financial statements on a consolidated basis each year. The University's financial statements are prepared using Public Sector Accounting Standards (PSAS) on a compliance basis that require approved budgets to be included in the statement of operations and statement of changes in net debt. In 2016/17, the University began a completely consolidated budgeting process. As a transition to the full process, UNBC has developed a template, noted in Table 1 below, to approximate a fully consolidated budget. For funds other than the Consolidated General Operating and Ancillary funds, estimated results are based on four-year trends adjusted for potential results that could affect those trends.

Budgets for Sponsored Research Funds are approved individually by external organizations, such as federal and provincial granting agencies. Budgets for Specific Purpose Funds are either approved by external agencies (when funded externally) and/or by individual programs and internal committees (when funded internally). Budgets for Endowment funds are based on projected investment income. The Board of Governors, prior to project commitment, approves each major capital project. The potential accumulated results from all these areas are included in the total budget below.

Table 1: Draft 2019/20 Consolidated Budget

	<i>(for approval March 15, 2019)</i>		<i>(adjustments required for PSAS reporting)</i>		<i>(projected based on previous 4 year actual)</i>				
	(1)	(2)	(3)	(4)	(5)	(6)	(7)	(8)	(9)
	Consolidated General Operating	Ancillary	Proposed Total	Eliminate Internal Cost Recovery, Transfers & Capital	Adjusted Total	Capital	Specific Purpose & Expendable*	Sponsored Research	Total Budget
Revenue	88,244	11,494	99,738	(3,120)	96,618	6,900	4,150	8,500	116,168
Labour	62,318	4,136	66,454		66,454	50	1,050	4,700	72,254
Expense	22,548	6,880	29,428	(3,120)	26,308	10,150	3,456	4,000	43,914
	84,866	11,016	95,882	(3,120)	92,762	10,200	4,506	8,700	116,168
Capital Transfers	186	-	186	(186)	-				
	3,192	478	3,670	(3,670)	-	-	-	-	-
Total surplus/(deficit)	-	-	-	3,856	3,856	(3,300)	(356)	(200)	-

*Includes endowment

Notes:

1. Columns 1 and 2 show the proposed budget framework for the Consolidated General Operating and Ancillary funds presented in more detail in this document. It is expected that the budget in these areas must be balanced from an internal perspective.
2. Columns 4 and 5 show adjustments required for PSAS reporting – eliminating internal cost recoveries, capital and transfers.
3. Columns 6, 7 and 8 show the potential results for the other funds of the University, projected based on a review of the past 4 years of actual performance.

This document outlines the high-level financial plans for a three-year planning cycle. The focus, however, is on resource allocations for 2019/20 in columns 1 and 2 of the table above, and request for Board of Governors' approval of:

- 2019/20 Consolidated General Operating budget framework (Column 1)
- 2019/20 Ancillary budgets (Column 2)

Note: The tuition and fees revenue included in the above are based on tuition approved by the Board of Governors on February 1, 2019 and other fees to be approved separately on March 15, 2019.

A more detailed, updated consolidated budget, prepared on the same basis as the financial statements, will be presented to the Board for approval prior to March 31, 2020.

4. Consolidated General Operating Budget

4.1. Planning Assumptions

The 2019/20 unadjusted budget projections (Table 2) were developed in September 2018, based on the following assumptions:

- UNBC's Consolidated General Operating total budget must balance.
- Budget allocations will allow units to maintain existing service levels to the extent possible while they continue to develop and implement action plans for establishing future priorities.
- Undergraduate and graduate tuition rates will increase by 2%, per the Letter of Expectation from the Ministry of Advanced Education, Skills and Training and approval of Board of Governors.
- The provincial operating grant will increase by the amounts targeted for compensation increases.
- The Federal Research Support Fund will remain at the previous year's budgeted level.
- Routine Capital Maintenance funding will be approximately \$1.2 million.
- Salary savings from recruitment lag, unplanned leaves and absences, etc. will continue to be used to assist in balancing the budget.
- Undergraduate Domestic and Graduate Enrolment levels will remain at the level projected for 2018/19 over three-years. At this point in time, international undergraduate levels are expected to grow by 5% per year.

4.2. Unadjusted Three-Year Budget Projections

Table 2 provides a financial summary of the projected operating revenues and expenses for 2018/19 and the following two years based on the assumptions above and prior to incorporating adjustments required to balance the budget.

The projections indicate that, unless the University makes significant ongoing budget adjustments, flat tuition revenue and provincial grants, combined with increasing costs, will produce the following results:

- 2019/20: deficit of \$1.4 million
- 2020/21: deficit of \$1.6 million, assuming no adjustments are made to permanently reduce the 2019/20 deficit
- 2021/22: deficit of \$1.7 million, assuming no adjustments are made to permanently reduce the 2020/20 deficit

Table 2: Unadjusted Budget Projections (Revenue and Expenditures for 2018/19 to 2021/22)

Consolidated General Operating Fund*	2018/19 Approved Operating Budget (000's)	2019/20 Preliminary Operating Budget (000's)	2020/21 Projected Operating Budget (000's)	2021/22 Projected Operating Budget (000's)
Revenues				
Provincial Base Operating Grant	50,045	50,569	50,679	50,679
Provincial Grants - Capital, One-time & Other	1,484	1,484	1,484	1,484
Federal Grant - Research Support Fund	1,041	1,041	1,041	1,041
Grants from other universities	6,984	7,123	7,135	7,280
Interest	355	355	355	355
Tuition & Student Fees	19,393	19,915	20,457	21,022
Sales & Service	456	456	456	456
Miscellaneous	113	113	113	113
ICR - Administrative Overhead	1,716	1,716	1,716	1,716
Other Cost Recovery	281	281	281	281
Total Revenues	81,868	83,053	83,717	84,427
Expenditures				
Labour (Salaries, Wages & Benefits)	58,413	59,979	60,512	60,911
Operating Expenditures	18,805	19,514	19,879	20,252
New allocations:				
Instruction & support for new programs	-	-	-	-
Strategic Priorities	-	-	-	-
Minor Capital	184	155	155	155
Transfers	4,466	4,766	4,766	4,766
Total Expenditures	81,868	84,414	85,312	86,084
Budget Shortfall before adjustments	-	(1,361)	(1,595)	(1,657)

4.3. Operating and Revenue Adjustment Plan

The University has developed a plan to address the projected deficit for 2019/20. Table 3 below outlines the adjustments proposed to balance the consolidated general operating budget (netting to \$1.36 million in total):

Table 3: Budget adjustments

	(000's)
2019/20 Consolidated general operating shortfall prior to following adjustments:	(1,361)
Ongoing adjustments	
• Increase tuition and fees	918
• Increase estimate for increase to RSF and research overhead	406
• Increase estimate for new endowment administration recovery	125
• Increase estimated ICR - administrative overhead	47
• Estimate provincial grant for Employer Health Tax (EHT) impact	300
• Estimate provincial grant for new undergraduate Engineering programs	1,015
• Estimated cost increase for EHT	(850)
• Estimated 2019/20 allocation for new undergraduate Engineering programs	(900)
• Increase fundraising to offset general operating fund contributions to scholarships and awards	275
• Reduce allocations for:	
- operating expenses	
- changes in program and service delivery	
- eliminate vacant positions	
- eliminate salary residuals and adjust allocations for progression and other salary changes	947
Total ongoing adjustments	2,283
One-time (non-recurring) adjustments	
• Reduce general operating fund contributions to scholarship and awards reserves and offset with alternate funding sources	140
• Increase allocation for estimated salary savings due to recruitment lag, unplanned leaves, etc.	300
• Eliminate contribution to Capital Equipment Replacement & Renewal reserves	800
• Reduce unallocated Wood Engineering academic program funding (Note)	129
• Increase allocations for salary and operating costs in areas of critical need	(2,291)
Total one-time adjustments	(922)
2019/20 budget shortfall after adjustments	-

Note:

Programs still in "start-up" so do not yet require full funding allocation.

4.4. 2019/20 Proposed Budget and Two-Year Projections

Based on the initial budget in Table 2, combined with the adjustments in Table 3, the following Table 4 represents the Consolidated Operating Budget for 2019/20 and projections for 2020/21 and 2021/22.

Table 4: 2019/20 Proposed Budget and Two-Year Projection

Consolidated General Operating Fund*	2018/19 Approved Operating Budget (000's)	2019/20 Proposed Operating Budget (000's)	2020/21 Projected Operating Budget (000's)	2021/22 Projected Operating Budget (000's)
Revenues				
Provincial Base Operating Grant	50,045	52,257	53,272	54,287
Provincial Grants - Capital, One-time & Other	1,484	1,484	1,484	1,484
Federal Grant - Research Support Fund	1,041	2,978	2,978	2,978
Grants from other universities	6,984	6,699	6,713	6,857
Interest	355	355	355	355
Tuition & Student Fees	19,393	21,511	22,930	24,325
Sales & Service	456	1,020	1,020	1,020
Miscellaneous	113	104	104	104
ICR - Administrative Overhead	1,716	1,557	1,557	1,557
Other Cost Recovery	281	279	279	279
Total Revenues	81,868	88,244	90,692	93,246
Expenditures				
Labour (Salaries, Wages & Benefits)	58,413	61,509	61,343	61,860
Operating Expenditures	18,805	22,457	24,237	25,713
New allocations:				
Instruction & support for new programs	-	900	1,915	3,034
Minor Capital	184	186	186	186
Transfers	4,466	3,192	4,126	4,126
Total Expenditures	81,868	88,244	91,807	94,919
TOTAL REVENUE LESS EXPENDITURES AND REDUCTIONS	-	-	(1,115)	(1,673)

*Comprises General Operating, Northern Medical Program, Routine Capital, Carryforward and Professional Development Funds

The following sections provide details on revenue and expenditure changes in the above projection.

4.5. Revenue projections (as per Table 4)

The Consolidated General Operating Fund is supported by revenues from three main sources in 2019/20:

- federal and provincial government grants
- grants from other universities
- student tuition and fees

The total Consolidated General Operating Fund revenue for 2019/20 is projected to be \$88.2 million. Below is a summary of major changes by area.

Provincial Base Operating Grant (\$52.3 million) increased from the 2018/19 approved budget to reflect final confirmation of the 2018/19 amount, estimated funding for salary increases included within the provincial mandate and anticipated amount for first year of the new Civil and Environmental Engineering programs.

Tuition and Student Fees (\$21.5 million) represent fees paid by students (undergraduate and graduate, domestic and international) including tuition, application fees, course fees, student service fees, and other mandatory fees. The total budget for tuition fees in 2019/20 includes the following assumptions:

- tuition rate increase of 2%, as approved by the Board February 1, 2019
- enrolment at the 2018/19 level, plus 2% growth in domestic undergraduate enrolment, an estimate for the new Engineering programs and the estimated amount developed under the new plan for international recruitment

Table 5: Changes to Tuition and Fees Budget

Adjustments	(000's)
2018/19 approved amount	\$ 19,393
2% increase on tuition and other fees	252
Enrolment growth - Domestic undergraduate, including new Engineering program	439
Enrolment growth - International undergraduate	1,271
MBA projected changes	156
2019/20 budgeted amount	<u>\$ 21,511</u>

Provincial Grants: Capital, One-time and Other (\$1.5 million) are grants received for specific items such as a province-wide computer network infrastructure (ORAN), a portion of the annual program delivery costs for Wilp Wilxo'oskwhl Nisga'a, the University's grant-in-lieu of taxes, and routine capital.

Other Revenue (\$12.9 million) from a variety of different sources.

- Interest is from University cash balances invested in short-term investments such as money market and bond funds.
- Sales and Service includes items such as administrative fees, rent charged to external groups, and sales of a variety of goods and services.
- Miscellaneous includes non-research grants and donations.
- Internal Cost Recovery – Administrative Overhead represents a percentage of gross sales charged to Ancillary operations and the MBA program for administrative and operational services, plus other contributions from Ancillary operations. While 2019/20 shows a decrease from 2018/19, this decrease is offset by the shift of expenses for Residence Life from the General Operating Fund to Business Services; the net positive increase to the overall General Operating fund is about \$0.05 million.
- Other Cost Recovery includes inter-departmental chargebacks for items such as postage, long distance, lab supplies, and personnel services.
- Grants from Other Universities is the portion of funding for the Northern Medical Program that is flowed to the University via the University of British Columbia.

Revenue Change Summary – Table 6 below summarizes all of the above changes to revenue in this budget framework.

Table 6: 2019/20 Revenue Plan Changes

Adjustments	(000's)
Adjustment re confirmed 2018/19 grant	\$ 4
Mandate funding	893
Estimated amount for EHT	300
New funding for Engineering	1,015
Provincial grants - Capital, one-time & other	-
Research Support Fund adjustment	1,937
Grants from other universities (NMP funding from UBC)	(285)
Interest	-
Tuition & student fee increases	2,118
ICR - Administrative overhead	(159)
Other	553
Total revenue increase 2019/20	\$ 6,376

4.6. Expenditure Projections (details of Table 4)

The expenditures of the Consolidated General Operating Fund fall into four main categories:

- Labour
- Operating and Minor Capital Expenditures
- Instruction and Support
- Transfers

The total Consolidated General Operating Fund expenditures are projected at \$88.2 million as summarized below.

Labour (\$61.5 million) has increased by \$3.1 million to reflect changes resulting from current collective agreements, collective bargaining or statutory obligations and increases in areas of critical need, as well as other adjustments noted in Table 3.

Operating Expenditures (\$22.5 million) are comprised of all non-salary expenses required to support programs and services including supplies, utilities, travel and maintenance. The total has increased \$3.6 million from 2018/19, after incorporating the increased costs in areas of critical need and making the other adjustments noted in Table 3.

Instruction and Support (\$0.9 million) is the estimated amount funded in 2019/20 for the new Civil and Environmental Engineering programs. It has been partially allocated to labour and operating expenditures, but shown as the gross amount in Table 4 to illustrate the total expenses maintained in the budget.

Transfers (\$3.2 million) represent the exchange of funds to and from other areas of the comprehensive financial operation such as transfers to scholarships and bursaries, and transfers from Endowments for program support. The decrease in total net transfers of \$1.3 million is due primarily to the one-time elimination of the transfer to the Capital Equipment Replacement and Renewal reserve (\$0.8 million) and other adjustments noted in Table 3.

Expenditure Change Summary – The following table summarizes all of the above changes to expenditures in this budget framework.

Table 7: 2019/20 Expenditure Plan Changes

Adjustments	(000's)
Labour (salaries, wages & benefits)	\$ 3,096
Operating expenditures	3,652
Instruction & support for new programs	900
Minor Capital	2
Transfers	(1,274)
Total	<u><u>\$ 6,376</u></u>

5. Ancillary Operations Budgets

This section outlines the budget framework for three ancillary areas:

- Business Services and Continuing Studies, which is comprised of:
 - Business Services Central
 - Student Housing
 - Food Services
 - Continuing Studies
 - Conference and Events Services
 - Retail Services (Bookstore & Copy Services)
 - Northern Sport Centre
- English Language Studies
- Parking and Security

An ancillary operation is a unit or department within the University required to be financially self-sufficient. That is, each operation must generate sufficient revenue to not only cover its annual operating costs, including utilities and maintenance, but also provide for the renovation and replacement of its physical assets, including any required debt servicing costs.

Total revenue from all three areas of ancillary operations in 2019/20 is projected to total over \$11.4 million. Table 8 below shows the combined proposed budgets for all ancillary areas.

Table 8 – 2019/20 Consolidated Proposed Ancillary Operations Budgets

	Approved Budget 2018/19	Proposed Budget 2019/20
	(\$000's)	(\$000's)
Total Revenue	11,447	11,494
Expenditures:		
Salaries and Benefits	4,244	4,136
Operating Expenses	7,003	6,880
Transfers	200	478
Total Expenditures & Transfers	11,447	11,494

For information, English Language Studies (ELS) and Parking/Security (PS), report through International Education and Safety & Security, respectively, while all other units report through the Director of Business Services and Continuing Studies.

AGENDA ITEM BRIEFING NOTE

Date:	March 15, 2018			
Agenda Item:	7.d. 2018/19 Consolidated Budget for Financial Statement Presentation			
Prepared For:	<input type="checkbox"/> Closed Session		<input checked="" type="checkbox"/> Public Session	
Purpose:	<input type="checkbox"/> Information	<input type="checkbox"/> Discussion	<input type="checkbox"/> Seeking Direction	<input checked="" type="checkbox"/> Approval
Prepared By:	Colleen Smith, Associate Vice President, Financial Services			
Reviewed By:	Barb Daigle, Vice President, Finance, People & Business Operations			

Material: Attached.

Issue: The Board of Governors has traditionally approved a budget for the Consolidated General Operating Fund (Operating, Northern Medical Program, and Routine Capital) and Ancillary funds. Public Sector Accounting Standards (PSAS) used in financial statement preparation since March 31, 2013, require presentation of approved budget information in the Statement of Operations. Since the financial statements are prepared on a consolidated basis that includes the funds previously noted as well as Capital, Specific Purpose and Expendable, and Sponsored Research funds, the approved budget has been missing a significant portion of revenue and expense, resulting in information presented in the financial statements that is difficult to interpret and potentially misleading. To improve understanding of the University's financial position, work is ongoing to develop and present a budget that is comprised of all areas of the University's operations.

Background: The attached information shows:

1. Summary of 2018/19 Consolidated Budget Information
2. Details of 2018/19 Consolidated Budget Information for Financial Statement presentation

Additional details regarding the above information will be provided at the meeting.

Motion: *That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the 2018/2019 Consolidated Budget for Financial Statement Presentation for the University of Northern British Columbia, as presented.*

Recommendation Approved: **Not Approved:** **Date:**

Remarks/Next Steps:

**Consolidated Budget for audited Statement of Operations
For the year ending March 31, 2019**

SUMMARY

	<i>(approved March 23, 2018)</i>			<i>(adj required for PSAS reporting)</i>		<i>(projected based on review of 4 year actual)</i>			To Financial Statements
	Consolidated General Operating	Ancillary	Approved Total	Eliminate Internal Cost Recoveries	Adjusted total	Capital	Specific Purpose & Expendable	Sponsored Research	
Revenue	81,868	11,447	93,315	(3,359)	89,956	6,700	4,100	8,000	108,756
Labour	58,448	4,244	62,692		62,692	100	1,120	4,000	67,912
Expense	18,817	6,951	25,768	(3,359)	22,409	10,560	3,600	4,275	40,844
	77,265	11,195	88,460	(3,359)	85,101	10,660	4,720	8,275	108,756
Capital	148	52	200	(200)	-				-
Transfers	4,455	200	4,655	(4,655)	-				-
Total	-	-	-	4,855	4,855	(3,960)	(620)	(275)	-

**Consolidated Budget for audited Statement of Operations
For the year ending March 31, 2019**

DETAILED BUDGET BY FINANCIAL STATEMENT CATEGORY

Revenue by financial statement category category	<i>(approved March 23, 2018)</i>		<i>(adj required for PSAS reporting)</i>		<i>(projected based on review of 4 year actual)</i>			To Financial Statements	
	Consolidated General Operating	Ancillary	Approved Total	Eliminate Internal Cost Recoveries	Adjusted total	Capital	Specific Purpose & Expendable		Sponsored Research
Provincial government	51,529	-	51,529		51,529	125	500	900	53,054
Federal government	1,041	-	1,041		1,041		-	3,800	4,841
Tuition fees	17,901	2,563	20,464		20,464		-	-	20,464
Other fees	1,492	45	1,537		1,537		60	-	1,597
Sales of goods and services	456	7,175	7,631		7,631	25	600	250	8,506
Gifts, bequests, non-government grants and contracts	6,984	300	7,284		7,284		1,290	3,000	11,574
Investment income	355	-	355		355	50	1,500	-	1,905
External cost recovery and other income	113	2	115		115		150	50	315
ICR	1,997	1,362	3,359	(3,359)	-				-
Revenue recognized from deferred capital contributions	-	-	-		-	6,500			6,500
	81,868	11,447	93,315	(3,359)	89,956	6,700	4,100	8,000	108,756
Expenses by financial statement function									
Ancillary		8,910	8,910	(1,362)	7,548				7,548
Facilities Management	7,241		7,241	(111)	7,130	9,060			16,190
Instruction	41,122	2,285	43,407	(34)	43,373				43,373
Institutional Support	28,902		28,902	(1,852)	27,050	1,600			28,650
Sponsored research			-		-			8,275	8,275
Specific Purpose			-		-		4,720		4,720
	77,265	11,195	88,460	(3,359)	85,101	10,660	4,720	8,275	108,756
Annual operating surplus/(deficit) before restricted contributions	4,603	252	4,855	-	4,855	(3,960)	(620)	(275)	-
Net restricted endowment contributions									1,500
Annual surplus/(deficit)									1,500
Accumulated surplus, beginning of year									143,993
Accumulated surplus, end of year									145,493

Agenda Item:	7.e. Agreements, Scholarships, Bursaries and Awards – D. Ryan
Material:	Agreements, Scholarships, Bursaries and Awards as recommended by the Senate for February 2019.
Motion:	<i>That, on the recommendation of the Finance and Audit Committee, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended by the Senate, for February 2019, as presented.</i>



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Elan Travel Bursary be approved.

Effective Date: 2018-2019 Academic Year

Rationale: To revise the Elan Travel Bursary commencing the 2018-2019 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

External Relations Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: January 4, 2019

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion.

Motion No.: SCSB20190123.03

Moved by: Mayes

Seconded by: Massingham

Committee Decision: CARRIED.

Attachments: 1 Page

Approved by SCSB: January 23, 2019
Date


Acting Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Elan Travel Bursary

Awards Guide Description/Intent: Elan Travel, formerly Terrace Travel Ltd, was founded in 1975 by George Clark with one office in Terrace, British Columbia. Today, they have grown to be Northern BC's largest travel agency with three offices: Head office in Terrace and branch offices in Kitimat and Prince Rupert. Elan Travel services the travel requirements of many First Nations organisations and governments located from Haida Gwaii to the Bulkley Valley and from Kitimat to the Yukon border. To express their gratitude, Elan Travel is pleased to offer bursaries to individuals from communities they serve.

Donor: Terrace Travel Ltd. DBA Elan Travel

Value: \$1,500

Number: Two

Award Type: Bursary

Eligibility: ~~One award is available to a full or part time undergraduate student who is enrolled in the Wilp-Wilxo'oskwhl Nisga'a Institute (WWNI).~~

~~Another award is available to a full or part time undergraduate student who is a resident of one of the following First Nations in Northwest British Columbia: Nisga'a, Tahltan, Gitksan, Gitwangak, Kitselas (Tsimshian), Kitsumkalum (Tsimshian), Haisla, Lak Kw'alaams, Metlakatla, Kitkatla, Hartley Bay, Haida. First preference for this award will be given to a student who has completed 30 to 60 credit hours at any UNBC campus within the health sciences. Available to a full or part time undergraduate student who has completed 30 to 60 credit hours at any UNBC campus and who is a member of a First Nations community located between the Smithers and Haida Gwaii regions. First preference will be given to a student within health sciences.~~

Criteria: Demonstrated financial need and satisfactory academic standing.

Effective Date: Established 2018

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Nechako Chapter No. 40 - Order of the Eastern Star Bursary be approved.

Effective Date: 2019-2020 Academic Year

Rationale: To revise the Nechako Chapter No. 40 - Order of the Eastern Star Bursary commencing the 2019-2020 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: December 21, 2018

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion.

Motion No.: SCSB20190123.04

Moved by: Massingham

Seconded by: Chowdhury

Committee Decision: CARRIED.

Attachments: 1 Page

Approved by SCSB: January 23, 2019
Date


Acting Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: In-course

Award Name: Nechako Chapter No. 40 - Order of the Eastern Star Bursary

Awards Guide Description/Intent: The Order of the Eastern Star is the largest fraternal organization for men and women in the world. Started in the mid-1800s, there are well over two million members worldwide today, with approximately 9,500 members in British Columbia and the Yukon. The moral and social purposes of the Order are to build character, to promote friendship and harmony among members, and to practice charity.

Donor: Nechako Chapter No. 40 - Order of the Eastern Star

Value: \$900 **Number:** One **Award Type:** Bursary

Eligibility: Available to a full-time student who has completed at least 30 credit hours. First preference will be given to who is either a member in good standing of the Order of the Eastern Star, or a person who is directly related to a member in good standing. Second preference will be given to a Master Mason in good standing or person related to a Master Mason in good standing. Third preference will be given an active member of Jobs Daughter International (JDI) or a majority member of JDI. Fourth preference will be given to a resident of Northern British Columbia.

Criteria: Demonstrated financial need and satisfactory academic standing.

Application Instructions: All students must include~~Submit~~ a letter outlining why you should receive this bursary. If you meet one of the first three preferences you must ~~Submit~~include a membership confirmation letter bearing the seal of an Eastern Star chapter from the Eastern Star Chapter, Masonic Lodge, or JDI Guardian Council to the Awards Office.

Effective Date: Endowed 1994

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Awards Office.



Motion Number (assigned by SCS): _____

SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)

PROPOSED MOTION

Motion: That the revised Terms and Conditions for the Rising Star Health Service Award be approved.

Effective Date: 2018-2019 Academic Year

Rationale: To revise the Rising Star Health Service Award commencing the 2018-2019 Academic Year.

Proposed By: Tara Mayes, Development Officer – Donor Relations

Advancement Contact: Tara Mayes, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: January 3, 2019

TO BE COMPLETED AFTER SCSB MEETING

Brief Summary of Committee Debate: The Committee endorsed the motion. It was noted that Tara Mayes will review with the donor if the Social Work Program/students are to be included within the Eligibility area.

Motion No.: SCSB20190123.05

Moved by: Chowdhury

Seconded by: Mayes

Committee Decision: CARRIED.

Attachments: 1 Page

Approved by SCSB: January 23, 2019
Date

ART Dal
Acting Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Graduate and NMP

Award Name: Rising Star Health Service Award

Awards Guide Description/Intent: This award has been created by the Northern Medical Programs Trust (NMPT) to identify and reward a top student who represents the future promise of health care professionals who are educated in the North. ~~The award is announced and the recipient gives remarks at the annual Dr. Bob Ewert Memorial Lecture, which is presented by the Northern Medical Society and serves as an annual fundraiser for the NMPT.~~

Donor: Northern Medical Programs Trust

Value: \$5,000

Number: One

Award Type: Award

Eligibility: Available to a Northern Medical Program student or graduate student enrolled in Nursing, Psychology or Health Sciences in good/satisfactory academic standing who is making an outstanding contribution to health care in the North through research and/or volunteerism.

Conditions: ~~Student must be willing and available to speak at the annual Dr. Bob Ewert Memorial Lecture. By accepting the award, the student is agreeing to speak at the next scheduled lecture. For information on upcoming dates, please visit: <http://www.unbc.ca/giving/events.html> or call the UNBC Office of University Advancement at 250.960.5750. By accepting the award, the student recipient agrees to give public remarks. The timing of the remarks will be at the discretion of the selection committee.~~

Note: The successful candidate will have demonstrated leadership and excellence in conceiving of improved health services in the region, exemplary character as a future Northern health care provider, and be a role model to students. Application Deadline: March 1st

Effective Date: Established 2011

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by a selection committee comprised of the Dean of the College of Arts, Social and Health Sciences or designate; the Regional Associate Dean or Assistant Dean of the Northern Medical Program, or designate; and a Northern Medical Program Course Director, and a representative of the Northern Medical Society may be included in the selection committee.

Application Instructions: Students must obtain a separate application form from the UNBC Awards Office. All candidates must provide: two letters of reference attesting to the student's abilities as a future northern health care provider and a role model for other students; and one endorsement of academic success and suitability from their Program Chair or Associate Dean. Applicants must also submit a copy of their most recent transcript.

Agenda Item:	8.a.(i) Reports of the Vice-Presidents – Provost & Vice-President Academic
Material:	Recruitment & Enrolment Report

March 6, 2019

Winter Semester FTE and Head Count 2017-2019 and Fall 2019 Applications

The following summary compares Winter 2017 to 2019 Full Time Equivalents (FTE) and headcounts as of March 1, 2019. Fall 2019 application numbers are also compared to Fall 2018 numbers as of the March 1st snapshot.

Executive Summary:

Winter 2019 FTE summary:

FTE change from last year

- Total domestic tuition FTE up 1.8% (45.3)
 - At 79.6% of UNBC target (3186.0)
- Total international tuition FTE up 8.5% (11.3)
 - At 30.6% of UNBC target (468.4)

Head Count change from last year

- Total domestic tuition h.c. up 3.5% (117)
 - At 90.1% of UNBC target (3834)
- Total international tuition h.c. up 10.7% (18)
 - At 30.6% of UNBC target (610)

Fall 2019 Applications Summary:

Total applications up 13.0% (394 h.c.) from Fall 2018.

Total admissions down -1.8% (-23 h.c.) from Fall 2018.

Total registrations flat n/a (0 h.c.) from Fall 2018.

Winter 2019 More Detailed:

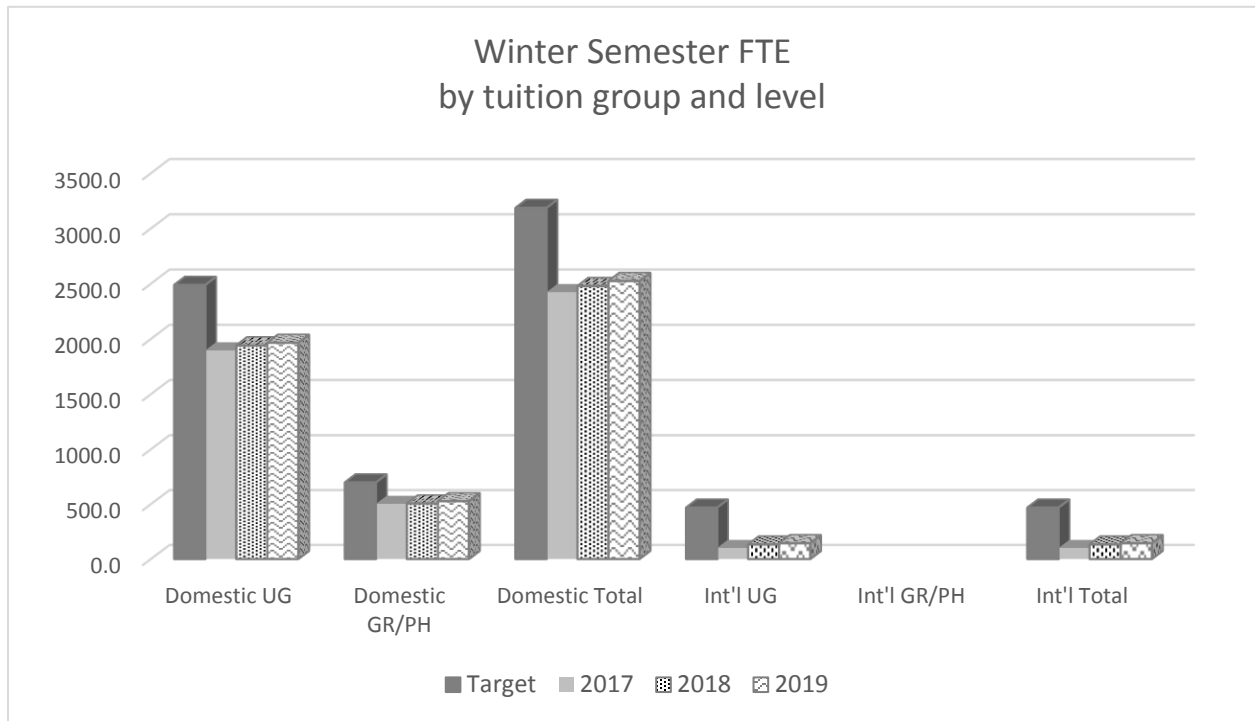
Domestic Tuition FTE

- Undergraduate FTE up 1.2% (23.8)
 - At 79.0% of UNBC target (2488.3)
- Graduate FTE up 4.2% (21.0)
 - At 75.4% of UNBC target (697.6)
- Continuing Studies FTE up 1.6% (0.5)

International Tuition FTE

- Undergraduate FTE up 8.5% (11.3)
 - At 30.6% of UNBC target (468.4)

College breakdown (FTE)	
CASHS	<ul style="list-style-type: none"> • Overall FTE down -1.7% (-21.3) • Undergraduate down -2.8% (-28) • Graduate up 2.3% (6.7)
CSAM	<ul style="list-style-type: none"> • Overall FTE up 6.0% (75.3) • Undergraduate up 6.0% (62.3) • Graduate up 6.0% (13.0)
Cross College	<ul style="list-style-type: none"> • Overall FTE up 4.4% (2.1) • Undergraduate up 1.7% (0.8) • Graduate up 57.1% (1.3)
Continuing Studies	<ul style="list-style-type: none"> • Overall FTE up 1.6% (0.5)



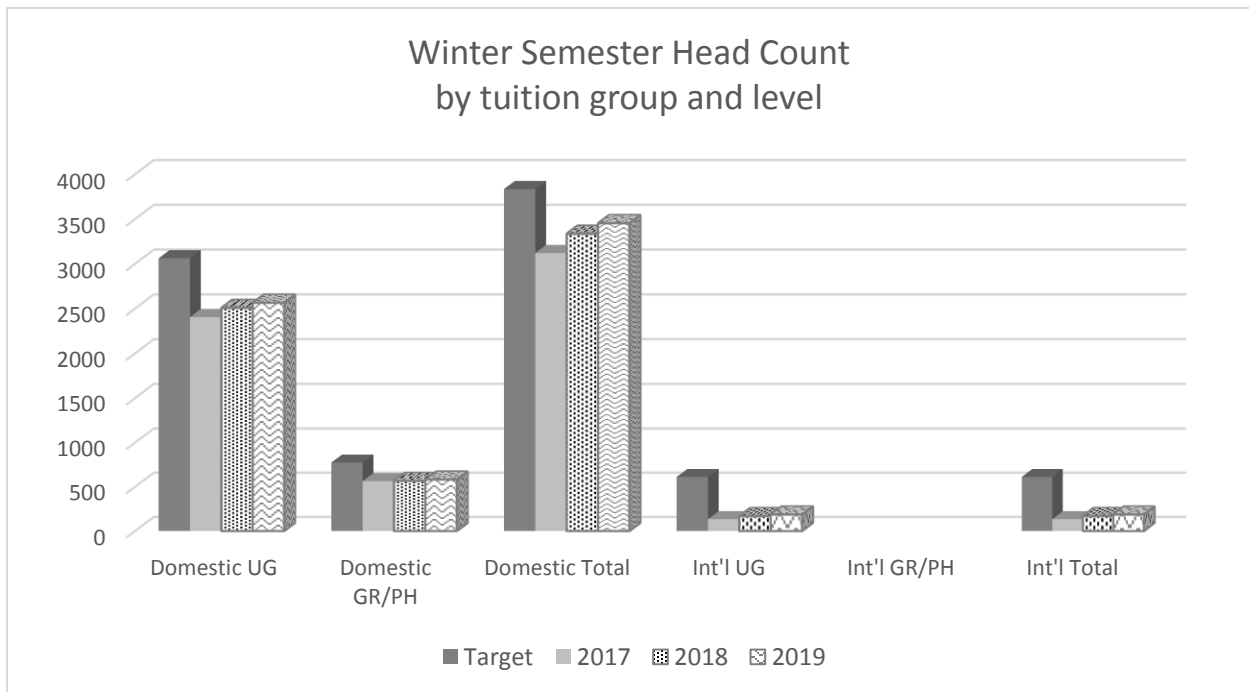
Domestic Tuition Head Count

- Undergraduate h.c. up 2.3% (57)
 - At 83.7% of UNBC target (3062)
- Graduate h.c. up 2.7% (15)
 - At 75.2% of UNBC target (773)
- Continuing Studies h.c. up 17.1% (45)

International Tuition Head Count

- Undergraduate h.c. up 10.7% (18)
 - At 30.6% of UNBC target (610)

College Breakdown (h.c.)	
CASHS	<ul style="list-style-type: none"> • Overall h.c. down -0.6% (-9) • Undergraduate down -0.7% (-9) • Graduate no change 0.0% (0)
CSAM	<ul style="list-style-type: none"> • Overall h.c. up 6.1% (92) • Undergraduate up 6.4% (81) • Graduate up 5.0% (11)
Cross College	<ul style="list-style-type: none"> • Overall h.c. up 6.4% (7) • Undergraduate up 2.9% (3) • Graduate up 80.0% (4)
Continuing Studies	<ul style="list-style-type: none"> • Overall h.c. up 17.1% (45)



NOTES:

The UNBC semester targets seen in this report are derived from targets set by the institution on a fiscal year bases. Ratios were calculated to determine what portion of a yearly FTE/head count total come from each semester in the year (based on a 3-year average). These ratios were then applied to the fiscal targets to generate the semester targets.

This new version of the FTE bi-weekly shows three years (up from two in the previous version) of a given term as of a given snapshot date. For example on November 15th 2017 the winter FTE report shows data for winter 2018 as of Nov 15th 2017, winter 2017 as of Nov 15th 2016 and winter 2016 as of Nov 15th 2015.

More emphasis has been placed on clearly differentiating the numbers based on a “tuition group” breakdown. This concept is important in understanding which numbers are part of the Ministry targets and which are not. When yearly FTE numbers are reported to the ministry, they only included those related to domestic tuition paying students. Numbers generated from international tuition paying students are not included.

A distinction related to the above International tuition concept is that of international residency. Numbers are provided in the report for both international tuition and international residency and it is important to understand that they are not the same thing. A student can be of international residency (not Canadian, Permanent, Landed) and still be paying domestic tuition rates, for example most GR and PH level students currently at UNBC. In these cases the FTE and headcounts of these international students would be included in total reported to the Ministry.

Agenda Item:	9.a. 2019/2020 Mandate Letter – H. Sanford
Material:	2019/2020 Mandate Letter dated February 28, 2019



February 28, 2019

Our Ref. 115122

Ms. Tracey M. Wolsey
Chair of the Board
University of Northern British Columbia
3333 University Way
Prince George, BC V2N 4Z9

Dear Ms. Wolsey:

I would like to extend appreciation on behalf of Premier Horgan and the Executive Council for your dedication, and that of your board members, in serving the public interest. Public post-secondary institutions play a key role in delivering important services that benefit British Columbians in every region of our province.

Government's three priorities remain unchanged: make life more affordable, deliver the services people count on, and build a strong and sustainable economy that supports jobs throughout the province. Across government ministries and in strong partnership with public post-secondary institutions, our emphasis is on raising the standard of living for all British Columbians, delivering quality programs and services that are practical and realistic in a B.C. context and in our fiscal environment, and judiciously managing affordability pressures – both for citizens and for our business community.

Our government has also made important commitments to reconciliation with Indigenous Peoples, taking action against climate change, and working to ensure that our public service and public sector institutions are representative and inclusive of our diverse society:

- Government is adopting and implementing the United Nations Declaration of the Rights of Indigenous Peoples and the Calls to Action of the Truth and Reconciliation Commission (TRC), demonstrating our support for true and lasting reconciliation with Indigenous Peoples. All public sector organizations are asked to incorporate the UN Declaration and TRC within their specific mandate and context. Additionally, in May 2018, government released 10 Draft Principles to Guide the Province's Relationship with Indigenous Peoples, which serves as a

**Ministry of
Advanced Education,
Skills and Training**

Office of the
Minister

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PO Box 9080 Stn Prov Govt
Victoria BC V8W 9E2

Location:
Parliament Buildings
Victoria

guide for all public sector organizations as we continue to build relationships with Indigenous communities based on respect and recognition of inherent rights.

- While government has already taken steps towards achieving our legislated carbon reduction targets, much remains to be done. Our new climate strategy will outline significant GHG reduction measures in 2019/20 while supporting our program and service objectives through economic growth powered by clean, renewable energy, supported by technological innovation. I ask that your organization's operations align with government's new climate plan.
- Over the coming fiscal year, I look forward to working with your leadership team to provide effective, citizen-centred governance, through strong public sector boards that represent the diversity of British Columbia. The Crown Agencies and Board Resourcing Office (CABRO) at the Ministry of Finance provides leadership for the appointment process to fill positions on the boards of public post-secondary institutions. As your board is renewed over time, I encourage you to work with CABRO to actively seek out women, visible minorities, Indigenous Peoples, persons with disabilities, LGBTQ2S+ individuals, and others who may contribute to diversity to add to the CABRO candidate pool to fill open positions. My expectation is that candidates from all regions of our province will be invited to apply to help renew B.C.'s public sector boards, including individuals with a broad range of backgrounds in community, labour and business environments.

Having Canada's Digital Supercluster located in British Columbia creates an opportunity for industries, government ministries, Crown agencies, public institutions and non-governmental organizations to collaborate in digital research and development projects. Should your institution intend to participate in or be a funding partner for Digital Supercluster projects, I encourage you to engage with the Ministry of Advanced Education, Skills and Training staff to identify opportunities for collaboration and partnership with government ministries and organizations. The Ministry of Advanced Education, Skills and Training will work with the recently-established Deputy Minister's Committee on the Digital Supercluster to ensure that projects involving provincial funding are coordinated effectively across government.

This Mandate Letter confirms your institution's mandate under the *University Act*, and sets out key performance expectations for the 2019/20 fiscal year.

As the Minister responsible for public post-secondary institutions, I ask that you also make substantive progress on the following priorities and incorporate them in the goals, objectives and performance measures included in your Institutional Accountability Plan and Report:

1. Implement the education-related TRC Calls to Action relevant to your institution and actively participate in an engagement process with the Ministry and local, regional and other Indigenous partners to develop and implement a comprehensive strategy that increases student success and responds to the TRC Calls to Action and UN Declaration.
2. Work closely with government to support implementation of priority initiatives, including those outlined in my mandate letter (attached). Specific actions include, but are not limited to:

- a. Improving access to post-secondary education with a focus on vulnerable and under-represented students.
 - b. Expanding programming aligned with high demand occupations and priority sectors (such as trades, technology and health).
 - c. Expanding co-op and work-integrated learning opportunities for all students.
3. Improve student safety and overall well-being in the areas of mental health and the prevention of sexual violence and misconduct, including creating greater awareness of available supports.
 4. Ensure that students are able to seamlessly transition into post-secondary education with the implementation of the new B.C. Graduation Program.
 5. Continue to actively participate in the implementation of the EducationPlannerBC common application system for all undergraduate applicants.
 6. Work closely with the Ministry to develop a balanced approach to international education, participating in the development and implementation of a provincial framework for international education.
 7. Meet or exceed the financial targets identified in the Ministry's three-year Service Plan tabled under Budget 2018, including maintaining balanced or surplus financial results.
 8. Comply with the Tuition Limit Policy, which sets a two percent cap on tuition and mandatory fee increases for domestic students to ensure courses and programs are affordable.

On behalf of the Province of British Columbia, thank you for your institution's contributions over the past year, including support for: the UN Declaration and TRC Calls to Action; Tuition-free Adult Basic Education and English Language Learning; and the tuition-waiver program for former youth in care. Collaboration on these strategic actions will continue to be priorities in 2019/20.

In addition to the strategic priorities outlined above, I also recognize progress made in other key areas such as increasing student housing; expanding the use of open education resources including open textbooks; increasing technology program spaces, and developing more degree and certificate programs to increase skilled workers in the forestry sector. These initiatives contribute significantly to our province's social and economic future. I look forward to continued work in these key areas over the next year.

Post-secondary institutions together form an ecosystem with a shared responsibility for ensuring that British Columbians have a clear pathway to high quality education and training programs needed to fully participate in society. This involves being responsive to student and labour market demands, and ensuring that post-secondary education is affordable and accessible across all regions of the

province. Together, our work to enhance post-secondary affordability and accessibility ultimately contributes to helping reduce poverty and inequality, and improving the social and economic success for British Columbians.

The Ministry posts the annual reporting requirements for public post-secondary institutions on its website at <https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/mandate-letters>. This document outlines the statistical, financial and performance reports for the fiscal year. The 2019/20 list will be posted on the Ministry website in spring 2019. Your institution is expected to meet these requirements by providing the reports and high quality data necessary for Government to carry out its responsibilities. In the coming months, we will be inviting you to join in a conversation about how we collectively support accountability for the post-secondary system.

Each board member is required to sign the Mandate Letter to acknowledge government's direction to your organization. The Mandate Letter is to be posted publicly on your organization's website by April 1, 2019.

I have appreciated your support for our shared priorities, and look forward to ongoing collaboration with your Board as we work together to deliver improved service and better outcomes for British Columbians.

Once again, thanks to you and your Board of Governors for your commitment to public service. Together, we will work to build a better B.C.

Sincerely,



Minister

Enclosures: Signature page template
Minister's Mandate Letter

cc: Honourable John Horgan
Premier

Don Wright
Deputy Minister to the Premier and Cabinet Secretary

Lori Wanamaker, Deputy Minister
Ministry of Finance

Heather Wood, Associate Deputy Minister and Secretary to Treasury Board
Ministry of Finance

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

Daniel Weeks, President and Vice-Chancellor
University of Northern British Columbia

For Signature by all University of Northern British Columbia Board Members:

Board Member	Signature
Appointed:	
Tracey M. Wolsey, Chair	
Timothy E.M. Carmack	
Aaron James Ekman	
Andrew Dean Robinson	
Olive Godwin	
Barbara Margaret Ward Burkitt	
C.E. Lee Ongman	
Kapaldev Singh Manhas	
Elected:	
Kerry Reimer	
Karin Beeler	
Michael Maslen	
Christina Ingram	
Mark Barnes	
Ex-Officio:	
James Moore, Chancellor	
Daniel Weeks, President & Vice-Chancellor	



July 18, 2017

Honourable Melanie Mark
Minister of Advanced Education, Skills and Training
Parliament Buildings
Victoria, British Columbia V8V 1X4

Dear Minister Mark:

Congratulations on your new appointment as Minister of Advanced Education, Skills and Training.

It has never been more important for new leadership that works for ordinary people, not just those at the top.

It is your job to deliver that leadership in your ministry.

Our government made three key commitments to British Columbians.

Our first commitment is to make life more affordable. Too many families were left behind for too long by the previous government. They are counting on you to do your part to make their lives easier.

Our second commitment is to deliver the services that people count on. Together, we can ensure that children get access to the quality public education they need to succeed, that families can get timely medical attention, and that our senior citizens are able to live their final years with dignity.

These and other government services touch the lives of British Columbians every day. It is your job as minister to work within your budget to deliver quality services that are available and effective.

Our third key commitment is to build a strong, sustainable, innovative economy that works for everyone, not just the wealthy and the well-connected. Together, we are going to tackle poverty and inequality, create good-paying jobs in every corner of the province, and ensure people from every background have the opportunity to reach their full potential.

These three commitments along with your specific ministerial objectives should guide your work and shape your priorities from day to day. I expect you to work with the skilled professionals in the public service to deliver on this mandate.

As you are aware, we have set up a Confidence and Supply Agreement with the B.C. Green caucus. This agreement is critical to the success of our government. Accordingly, the principles of “good faith and no surprises” set out in that document should also guide your work going forward.

**Office of the
Premier**

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Location:
Parliament Buildings
Victoria

As minister, you are responsible for ensuring members of the B.C. Green caucus are appropriately consulted on major policy issues, budgets, legislation and other matters as outlined in our agreement. This consultation should be coordinated through the Confidence and Supply Agreement Secretariat in the Premier's Office. The secretariat is charged with ensuring that members of the B.C. Green caucus are provided access to key documents and officials as set out in the agreement. This consultation and information sharing will occur in accordance with protocols established jointly by government and the B.C. Green caucus, and in accordance with relevant legislation.

British Columbians expect our government to work together to advance the public good. That means seeking out, fostering, and advancing good ideas regardless of which side of the house they come from.

Our government put forward a progressive vision for a Better B.C. that has won broad support with all members of the legislature. There is consensus on the need to address many pressing issues such as reducing health-care wait times, addressing overcrowded and under-supported classrooms, taking action on climate change, tackling the opioid crisis, and delivering safe, quality, affordable child care for all. As one of my ministers, I expect you to build on and expand that consensus to help us better deliver new leadership for British Columbians.

As part of our commitment to true, lasting reconciliation with First Nations in British Columbia our government will be fully adopting and implementing the United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP), and the Calls to Action of the Truth and Reconciliation Commission. As minister, you are responsible for moving forward on the calls to action and reviewing policies, programs, and legislation to determine how to bring the principles of the declaration into action in British Columbia.

In your role as Minister of Advanced Education, Skills and Training I expect that you will make substantive progress on the following priorities:

- Provide greater access to adult basic education and English-language learning programs by eliminating fees.
- Reduce the financial burden on students by eliminating interest on B.C. government student loans and establish a \$1,000 completion grant program to provide debt relief to B.C. graduates.
- Encourage excellence in B.C.'s graduate school programs by introducing a new graduate student scholarship fund.
- Work with the Minister of Education to support co-op, apprenticeship and work-experience programs for high school and undergraduate students.
- Work with the Minister of Transportation and Infrastructure to implement effective apprenticeship ratios on government-funded infrastructure projects, and increase participation of equity-seeking groups in the skilled workforce.
- Work with the Minister of Children and Family Development to improve the education success of former youth in care by expanding the tuition fee waiver program.
- Expand B.C.'s technology-related post-secondary programs, co-op programs, and work to establish technology and innovation centres in key areas of the economy.
- Develop more degree and certificate programs to increase the number of skilled workers in B.C.'s forestry sector, focusing on growing innovation and the manufactured wood products sector.

All members of Cabinet are expected to review, understand and act according to the *Members Conflict of Interest Act* and to conduct themselves with the highest level of integrity. Remember, as a minister of the Crown, the way you conduct yourself will reflect not only on yourself, but on your Cabinet colleagues and our government as a whole.

I look forward to working with you in the coming weeks and months ahead.

It will take dedication, hard work, and a real commitment to working for people to make it happen, but I know you're up to the challenge.

Sincerely,

A handwritten signature in black ink that reads "John Horgan". The signature is written in a cursive, flowing style.

John Horgan
Premier

Agenda Item:	9.b. Board of Governors Code of Ethical Conduct – Discussion and Annual Signing – H Sanford
Material:	Board of Governors Code of Ethical Conduct



UNIVERSITY OF NORTHERN BRITISH COLUMBIA

BOARD OF GOVERNORS

CODE OF ETHICAL CONDUCT

“The members of the board of a university must act in the best interests of the university”.

[s. 19.1 University Act (RSBC1996, c. 468)]

This Code of Ethical Conduct is reviewed annually by the UNBC Board of Governors, and is to be signed by each Board Member on an annual basis.

The Government of British Columbia, through its Taxpayer Accountability Principles, established Standards of Conduct Guidelines for the BC public sector which set out key principles that organizations must incorporate into their respective codes of conduct.

All organizations must endeavor to strengthen accountability, promote cost control, and ensure their organization operates in the best interests of its stakeholders in keeping with the Taxpayer Accountability Principles. Codes of conduct for public sector organizations must be approved by the Minister of Finance and include conflict of interest provisions and post-employment provisions.

Guidance on minimum standards of ethical conduct for Board Members in a public sector organization are provided by the B.C. Board Resourcing and Development Office, and are adopted here, in their entirety, without amendment, by the UNBC Board of Governors.

For UNBC’s purposes, references to “directors *appointed by the Province of British Columbia*, is interpreted to *include* “the Chancellor and directors *elected to the Board of Governors*,” and “director” as interpreted to mean “Board Member”.

The Standards of Ethical Conduct for Directors of Public Sector Organizations

The fundamental relationship between a director and the public sector organization on which the director serves should be one of trust; essential to trust is a commitment to honesty and integrity. Ethical conduct within this relationship imposes certain obligations.

The purpose of this document is to set out minimum standards of ethical conduct expected of all directors appointed by the Province of British Columbia to public sector organizations.

1. COMPLIANCE WITH THE LAW

- 1.1 Directors should act at all times in full compliance with both the letter and the spirit of all applicable laws.
- 1.2 In his/her relationship with the organization, no director should commit or condone an unethical or illegal act or instruct another director, employee, or supplier to do so.
- 1.3 Directors are expected to be sufficiently familiar with any legislation that applies to their work to recognize potential liabilities and to know when to seek legal advice. If in doubt, directors are expected to ask for clarification.
- 1.4 Falsifying any record of transactions is unacceptable.
- 1.5 Directors should not only comply fully with the law, but should also avoid any situation which could be perceived as improper or indicate a casual attitude towards compliance.

2. CONFLICTS OF INTEREST

- 2.1 In general, a conflict of interest exists for directors who use their position at the organization to benefit themselves, friends or families.
- 2.2 A director should not use his or her position with the organization to pursue or advance the director's personal interests, the interests of a related person¹, the director's business associate, corporation, union or partnership, or the interests of a person to whom the director owes an obligation.
- 2.3 A director should not directly or indirectly benefit from a transaction with the organization over which a director can influence decisions made by the organization.
- 2.4 A director should not take personal advantage of an opportunity available to the organization unless the organization has clearly and irrevocably decided against pursuing the opportunity, and the opportunity is also available to the public.

¹ "related" person means a spouse, child, parent or sibling of a director who resides with that director.

- 2.5 A director should not use his or her position with the organization to solicit clients for the director's business, or a business operated by a close friend, family director, business associate, corporation, union or partnership of the director, or a person to whom the director owes an obligation.
- 2.6 Every director should avoid any situation in which there is, or may appear to be, potential conflict² which could appear³ to interfere with the director's judgment in making decisions in the organization's best interest.
- 2.7 There are several situations that could give rise to a conflict of interest. The most common are accepting gifts, favours or kickbacks from suppliers, close or family relationships with outside suppliers, passing confidential information to competitors or other interested parties or using privileged information inappropriately. The following are examples of the types of conduct and situations that can lead to a conflict of interest:
- (i) influencing the organization to lease equipment from a business owned by the director's spouse;
 - (ii) influencing the organization to allocate funds to an institution where the director or his or her relative works or is involved;
 - (iii) participating in a decision by the organization to hire or promote a relative of the director;
 - (iv) influencing the organization to make all its travel arrangements through a travel agency owned by a relative of the director;
 - (v) influencing or participating in a decision of the organization that will directly or indirectly result in the director's own financial gain.
- 2.8 A director should fully disclose all circumstances that could conceivably be construed as conflict of interest.

² "conflict" means a conflict of interest or apparent conflict of interest

³ "apparent" conflict of interest means any situation where it would appear to a reasonable person that the director is in a conflict of interest situation.

3. DISCLOSURE

- 3.1 Full disclosure enables directors to resolve unclear situations and gives an opportunity to dispose of conflicting interests before any difficulty can arise.
- 3.2 A director should, immediately upon becoming aware of a potential conflict of interest situation, disclose the conflict (preferably in writing) to the board chair. This requirement exists even if the director does not become aware of the conflict until after a transaction is complete.
- 3.3 If a director is in doubt whether a situation involves a conflict, the director should immediately seek the advice of the board chair. If appropriate, the board may wish to seek advice from the organization's ethics advisor or legal advice.
- 3.4 Unless a director is otherwise directed, a director should immediately take steps to resolve the conflict or remove the suspicion that it exists.
- 3.5 If a director is concerned that another director is in a conflict of interest situation, the director should immediately bring his or her concern to the other director's attention and request that the conflict be declared. If the other director refuses to declare the conflict, the director should immediately bring his or her concern to the attention of the board chair. If there is a concern with the board chair, the issue should be referred to the governance committee or equivalent committee of the board that deals with board governance issues.
- 3.6 A director should disclose the nature and extent of any conflict at the first meeting of the board after which the facts leading to the conflict have come to that director's attention. After disclosing the conflict, the director:
- (i) should not take part in the discussion of the matter or vote on any questions in respect of the matter (although the director may be counted in the quorum present at the board meeting);
 - (ii) if the meeting is open to the public, may remain in the room, but shall not take part in that portion of the meeting during which the matter giving rise to the conflict is under discussion, and shall leave the room prior to any vote on the matter giving rise to the conflict;
 - (iii) should, if the meeting is not open to the public, immediately leave the meeting and not return until all discussion and voting with respect to the matter giving rise to the conflict is completed; and
 - (iv) should not attempt, in any way or at any time, to influence the discussion or the voting of the Board on any question relating to the matter giving rise to the conflict.

4. OUTSIDE BUSINESS INTERESTS

- 4.1 Directors should declare possible conflicting outside business activities at the time of appointment. Notwithstanding any outside activities, directors are required to act in the best interest of the organization.
- 4.2 No director should hold a significant financial interest, either directly or through a relative or associate, or hold or accept a position as an officer or director in an organization in a material relationship with the organization, where by virtue of his or her position in the organization, the director could in any way benefit the other organization by influencing the purchasing, selling or other decisions of the organization, unless that interest has been fully disclosed in writing to the organization.
- 4.3 A “significant financial interest” in this context is any interest substantial enough that decisions of the organization could result in a personal gain for the director.
- 4.4 These restrictions apply equally to interests in companies that may compete with the organization in all of its areas of activity.
- 4.5 Directors who have been selected to the board as a representative of a stakeholder group or region owe the same duties and loyalty to the organization and when their duties conflict with the wishes of the stakeholder or constituent, their primary duty remains to act in the best interests of the organization.

5. CONFIDENTIAL INFORMATION

- 5.1 Confidential information includes proprietary technical, business, financial, legal, or any other information which the organization treats as confidential.
- 5.2 Directors should not, either during or following the termination of an appointment, disclose such information to any outside person unless authorized.
- 5.3 Similarly, directors should never disclose or use confidential information gained by virtue of their association with the organization for personal gain, or to benefit friends, relatives or associates.
- 5.4 If in doubt about what is considered confidential, a director should seek guidance from the board chair or the CEO.

6. INVESTMENT ACTIVITY

- 6.1 Directors should not, either directly or through relatives or associates, acquire or dispose of any interest, including publicly traded shares, in any company while having undisclosed confidential information obtained in the course of work at the organization which could reasonably affect the value of such securities.

7. OUTSIDE EMPLOYMENT OR ASSOCIATION

- 7.1 A director who accepts a position with any organization that could lead to a conflict of interest or situation prejudicial to the organization interests, should discuss the implications of accepting such a position with the board chair recognizing that acceptance of such a position might require the director's resignation from the organization's board.

8. ENTERTAINMENT, GIFTS AND FAVOURS

- 8.1 It is essential to fair business practices that all those who associate with the organization, as suppliers, contractors or directors, have access to the organization on equal terms.
- 8.2 Directors and members of their immediate families should not accept entertainment, gifts or favours that create or appear to create a favoured position for doing business with the organization. Any firm offering such inducement should be asked to cease.
- 8.3 Similarly, no director should offer or solicit gifts or favours in order to secure preferential treatment for themselves or the organization.
- 8.4 Under no circumstances should directors offer or receive cash, preferred loans, securities, or secret commissions in exchange for preferential treatment. Any director experiencing or witnessing such an offer should report the incident to the board chair immediately.
- 8.5 Gifts and entertainment should only be accepted or offered by a director in the normal exchanges common to established business relationships for the organization. An exchange of such gifts should create no sense of obligation on the part of the director.
- 8.6 Inappropriate gifts received by a director should be returned to the donor.
- 8.7 Full and immediate disclosure to the board chair of borderline cases will always be taken as good-faith compliance with these standards.

9. USE OF THE ORGANIZATION'S PROPERTY

- 9.1 A director should require the organization's approval to use property owned by the organization for personal purposes, or to purchase property from the organization unless the purchase is made through the usual channels also available to the public.
- 9.2 Even then, a director should not purchase property owned by the organization if that director is involved in an official capacity in some aspect of the sale or purchase.

10. RESPONSIBILITY

- 10.1 The organization should behave, and be perceived, as an ethical organization.
- 10.2 Each director should adhere to the minimum standards described herein and in the organization's code of conduct, and to the standards set out in applicable policies, guidelines or legislation.
- 10.3 Integrity, honesty, and trust are essential elements of the organization's success. Any director who knows or suspects a breach of the organization's code of conduct and ethics has a responsibility to report it to the board chair.
- 10.4 To demonstrate determination and commitment, each director should review and declare compliance with the organization's code of conduct and ethics annually.

11. BREACH

- 11.1 A director found to have breached his/her duty by violating the minimum standards set out in this document may be liable to censure or a recommendation for dismissal to the Government.

12. WHERE TO SEEK CLARIFICATION

- 12.1 Normally, the board chair or the governance committee chair should be responsible to provide guidance on any item concerning standards of ethical behaviour.

I ACKNOWLEDGE that I have read and considered the Code of Ethical Conduct for Members of the Board of the University of Northern British Columbia and agree to conduct myself in accordance with the Code of Ethical Conduct for Board Members.

Dated: _____

Signature

Print Name

Witness Signature

Print Name

Agenda Item:	9.c. FIPPA Annual Statistical Report – H Sanford
Material:	Freedom of Information Request Statistics – 2013 – 2018

Freedom of Information Request Statistics 2013-2018

Updated March 2019

Year	Total FOI Requests	*Type of FOI Request	Total for Type of FOI Request	Total FOI 3rd Party Consults
2013	4	Employment Related Records	1	3
		Public Interest Records	1	
		Student Records	2	
2014	13	Academic Governance Records	2	4
		Access to Restricted Archival Records	1	
		Employment Related Records	5	
		Public Interest Records	3	
		Student Records	2	
2015	20	Academic Governance Records	1	2
		Employment Related Records	5	
		Law Enforcement/Government Case Records	5	
		Public Interest Records	3	
		Student Records	6	
2016	14	Access to Restricted Archival Records	1	3
		Employee Related Records	3	
		Law Enforcement/Government Case Records	1	
		Public Interest Records	7	
		Student Records	2	
2017	34	Academic Governance Records	2	3
		Access to Restricted Archival Records	1	
		Employment Related Records	9	
		Law Enforcement/Government Case Records	3	
		Public Interest Records	17	
		Student Records	2	
2018	21	Access to Restricted Archival Records	1	0
		Employment Related Records	1	
		Law Enforcement/Government Case Records	5	
		Public Interest Records	11	
		Student Records	3	

Types of FOI Requests:

Academic Governance Records: external program reviews, academic planning documents, and documents supporting decisions that impact academic units or planning.

Access to Restricted Archival Records: Archival records that have been donated or received with restrictions.

Employment Related Records: Records that relate to employment history, investigations, complaints or terminations.

Law Enforcement/Government Case Records: Records that respond to requests from the Integrity Services Branch of Service Canada, Canadian Border Service Agency or other law enforcement agency.

Public Interest Records: Contracts, financial reports, statistical information or documents related to an institutional decision or report.

Student Records: Official student files and supporting documentation.

3rd Party FOI Consults: When a third party receives an FOI request and the information they are asked to release contains information about UNBC, the third party will formally *consult* with UNBC prior to release to allow UNBC to object or request redactions.

Notes: When an individual requests a copy of their *own* records, or a properly authorized lawyer or other representative makes a request on an individual's behalf, this is considered a "*routine*" request for information. The majority of routine requests can be handled directly by the Office holding the records. With a few exceptions b/w 2013-2016, *routine* requests are not reflected in the Statistics provided.

The routine release of records is not without risk. The Privacy Officer, and the responsible Directors and Managers, have worked closely with the units most likely to receive routine requests and most likely to hold sensitive personal information (Human Resources, the Office of the Registrar and the Wellness Centre), to ensure that processes are in place to validate the identity of requestors or the authenticity of the legal authorization, and to review and redact any third party personal information from the files before release.

Training and work with these and other departments to mitigate the risk of an inappropriate release or privacy breach is ongoing and should be built into onboarding and training for all staff, and in particular front-line staff who are most likely to receive a request for records.

Release of information to the public through internal and external media is also a regular and routine function of the Office of Communications. This however is a

relatively low risk area as personnel in the Communications field are trained and accustomed to thinking critically about information being released. Communications will seek the support of the Privacy Officer when appropriate.

Requests for general financial, statistical and other readily available information about UNBC, such as copies of reports that UNBC is required to submit to the Ministry of Advanced Education or under Financial Accountability legislation, etc., are also considered routine requests. These generally do not need to be treated or counted as formal FOI requests unless they contain identifying or personal information and require review and redaction.

Building institutional awareness of best practices in a Public Institution for the creation of “release ready” reports is an ongoing process.