

## **BOARD OF GOVERNORS**

### **PUBLIC SESSION AGENDA**

Thursday, September 19, 2019

Senate Chambers

(Room 1079 Charles J McCaffray Hall)

12:30 PM – 2:00 PM

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**Members** – Joseph Gosnell, Sr. (Chancellor), Daniel Weeks (President and Vice-Chancellor), Karin Beeler (Faculty Member – CASHS), Kerry Reimer (Faculty Member – CSAM), Allison Beswick (Order in Council – Alumni), Aaron Ekman (Order in Council), Kapaldev Manhas (Order in Council), C.E. Lee Ongman (Order in Council – CHAIR), Michael Reed (Order in Council – Alumni), Andrew Robinson (Order in Council – VICE-CHAIR), Barbara Ward-Burkitt (Order in Council), Garfield Staats (Undergraduate Student), Furqana Khan (Graduate Student), Mark Barnes (Employee)

1. **Chair's Remarks**

- Declarations of Conflict

2. **Approval of Agenda**

*That, the Agenda for the Public Session of the September 19, 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**

- Public Session Minutes of July 11, 2019 – page 4**  
*That, the Public Session Minutes of the July 11, 2019 special meeting of the Board of Governors be approved as presented.*
- Public Session Minutes of July 15, 2019 – page 8**  
*That, the Public Session Minutes of the July 15, 2019 electronic meeting of the Board of Governors be approved as presented.*
- Public Session Minutes of July 30, 2019 – page 10**  
*That, the Public Session Minutes of the July 30, 2019 electronic meeting of the Board of Governors be approved as presented.*

5. **Integrated Planning and Academic Restructuring Update** – D. Ryan (verbal)

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

None

## 7. Motions for Approval

### a. **Financial Information Act Report** – B. Daigle – **page 12**

*That, the Board of Governors approves the Financial Information Act Report to March 31, 2019, as presented.*

### b. **Five Year Capital Plan** – B. Daigle – **page 31**

*That, the Board of Governors approves the 2020/21 to 2024/25 Five Year Capital Plan for the University of Northern British Columbia, as presented.*

### c. **Agreements, Scholarships, Bursaries and Awards** – D. Ryan – **page 49**

*Consent That, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended by the Senate, for August 2019, as presented.*

### d. **Delegation of Authority to the President to Approve Fees** – D. Ryan / C. Smith – **page 54**

Whereas 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;

The UNBC Fees Committee reviews all fees and applications related to fees, considers submissions from interested and impacted parties, and provides advice and recommendations to the President with respect to fees, and;

Institutional process efficiency on the setting of fees supports ongoing and up-to-date certainty in integrated University planning;

*Now therefore the Board delegates the authority to approve all fees, with the exception of tuition fees, to the President, acting with the advice of the UNBC Fees Committee and in compliance with the Province of British Columbia's Tuition Limit Policy, effective on approval of the Board.*

## 8. Mandatory and Standing Reports - Public Session

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

- Regular Verbal Report
- 5<sup>th</sup> Annual Building Reconciliation Forum Algoma University – **page 70**
- Ministry of Advanced Education, Skills and Training Indigenous Post-Secondary Board Member Gathering – **page 76**
- Senate Update

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

- Provost and Vice-President Academic – D. Ryan
  - o Recruitment & Enrolment Report – **page 79**
  - o Regional Programs Annual Report – **page 84**
- Vice-President, Finance, People and Business Operations – B. Daigle
- Vice-President, Research and Graduate Programs – G. Payne
- Vice-President, University Advancement – T. Tribe

### b. Routine Capital Year End Report (for information) – B. Daigle – **page 89**

### c. Northern Sport Centre Ltd. Financials and Annual Report (for information) – B. Daigle – **page 94**

- d. Endowment Investment Portfolio Update (for information) – B. Daigle – **page 111**
- e. FTE Audit Report to March 31, 2019 (for information) – D. Ryan – **page 116**
- f. Quarterly Reporting (for information) – B. Daigle
  - (i) General Operating Fund Report to June 30, 2019 – **page 121**
  - (ii) Consolidated Financial Report to June 30, 2019 – **page 128**
  - (iii) First Quarter Forecast (for reference) – **page 132**
- g. Carbon Neutral Action Report (for information) – B. Daigle – **page 141**

**9. Other Business**

**10. Adjournment**

BOARD OF GOVERNORS – PUBLIC SESSION  
Approved for Submission:



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Heather Sanford  
University Secretary

<b>Agenda Item:</b>	7.a. Financial Information Act Report – B. Daigle
<b>Material:</b>	1. <i>Financial Information Act Report</i>
<b>Motion:</b>	<i>That, the Board of Governors approves the Financial Information Act Report to March 31, 2019 as presented.</i>

# UNIVERSITY OF NORTHERN BRITISH COLUMBIA

## *Financial Information Act*

### **Financial Information Regulation, Schedule 1**

### **Statement of Financial Information**

The following information is prepared for the year ending March 31, 2019 as required under the provincial *Financial Information Act* and related *Financial Information Regulation*

The attached schedules are an excerpt from the complete report so pages are numbered 24 through 40. Pages 1 – 23 are reserved for the audited financial statements approved at the May 30, 2019 meeting of the Board of Governors

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
SCHEDULE OF CAPITAL DEBT OUTSTANDING  
AS AT MARCH 31, 2019**

DEBENTURE ISSUE	MATURITY DATE	INTEREST RATE	AMOUNT OUTSTANDING
UNBC-MTN-26	June 17, 2019	9.000%	3,000,000.00
<b>Total Debentures</b>			3,000,000.00
<b>Sinking Fund Balances</b>			3,130,146.05
<b>Total Debt Outstanding</b>			(130,146.05)

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS  
AS AT MARCH 31, 2019**

List of Financial guarantee and indemnity agreements in force which required government approval prior to being given under the Financial Administration Act Guarantees and Indemnities Regulations (BC Reg 258/87):

INDEMNITEE	ISSUANCE NUMBER
Thompson Rivers University	20198695
Her Majesty the Queen in Right of Canada as represented by the Minister of Natural Resources	20198696
City of Chilliwack, Parks, Recreation and Culture Department	20198712
Alex Grzybowski & Associates Ltd.	20198732
Freedom Mobile Inc.	20198811
American Type Culture Collection	20198895
University of Waterloo	20198897
University of Ottawa	20198899
Project Learning Tree Canada	20198914
Infatics Inc. d.b.a DroneDeploy	20198924
Innovation Central Society	20198927
Siemens Canada, Ltd.	20198947
Prometric Canada Testing Services Inc.	20198967
Village of Radium Hot Springs	20199198
Cowichan Valley Regional District	20199199
First Nations Health Authority	20199208
Ansys, Inc.	20199219
Forestry Innovation Investment Ltd.	20199366
Ramada Plaza Prince George	20199367
Fraser Basin Council Society	20199382
City of Prince George	20199407
Global Knowledge Network (Canada) Inc.	20199438
Her Majesty the Queen in right of the Province of British Columbia, as represented by the Minister of Forests, Lands, Natural Resource Operations & Rural Development	20199453
City of Prince George	20199484
GitLab Inc.	20199488
Village of Midway	20199489
Her Majesty the Queen in Right of Canada, as represented by the Minister of Fisheries and Oceans	20199490
Her Majesty the Queen in Right of Canada, represented by the Minister of Indian Affairs and Northern Development and the Minister of Indigenous Services	20199533
Duo Security, Inc.	20199545
Government of Northwest Territories	20199577
Canadian Microelectronics Corporation	20199606
Atlassian Pty Ltd.	20199622
BRITISH COLUMBIA HYDRO AND POWER AUTHORITY (BC Hydro)	20199632
Her Majesty the Queen in Right of the Province of British Columbia represented by the Minister of Environment	20199648
The FRASER BASIN COUNCIL SOCIETY, (Inc. No. S-36983)	20199656
StarRez, Inc.	20199706
Pacific Customs Brokers Inc.	20199707
University of British Columbia	20199729
Canfor Pulp Ltd.	20199762
Coast Mountain College	20199781
WPG Hargrage Hotel GP Inc. o/a Fairmont Winnipeg	20199815
Agilent Technologies Canada Inc. (Agilent)	20199826
University of Manitoba	20199858
Community Futures Mount Waddington	20199886
Her Majesty the Queen in Right of the Province of British Columbia as represented by the Minister of Public Safety and Solicitor General	20199916
Vancouver Hotel LP (dba) Fairmont Hotel Vancouver	20199934

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
SCHEDULE OF GUARANTEE AND INDEMNITY AGREEMENTS  
AS AT MARCH 31, 2019**

Thompson Rivers University

Whistler First Aid

OPIN Software Inc.

College of the Rockies

Valemont College and the Village of Valemont

Thompson Rivers University

The B.C. Association of Aboriginal Friendship Centres

Her Majesty the Queen in Right of Canada as represented by the Minister of Indigenous Services

City of Prince George

First Nations Health Authority

20199965

20199977

20199996

201910001

201910009

201910073

201910091

201910105

201910129

201910153



**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
BOARD OF GOVERNORS  
FOR THE YEAR ENDED MARCH 31, 2019**

Name	Type of Appointment	Member at March 31	Expenses
Dr. Daniel Weeks	President and Vice Chancellor	YES	-
James Moore	Chancellor	YES	5,921.00
Christina Ingram	Elected, Graduate Student Representative	YES	-
Michael Maslen	Elected, Undergraduate Student Representative	YES	-
Dr. Karin Beeler	Elected, Faculty Representative	YES	-
Dr. Kerry Reimer	Elected, Faculty Representative	YES	-
Mark Barnes	Elected, Staff Representative	YES	-
Timothy Carmack	Order-in-Council, Alumni	YES	-
Tracey Wolsey	Order-in-Council, Alumni	YES	7,357.67
Aaron Ekman	Order-in-Council	YES	-
Andrew Robinson	Order-in-Council	YES	2,686.25
Olive Godwin	Order-in-Council	YES	-
Barbara Ward-Burkitt	Order-in-Council	YES	-
Kapaldev Manhas	Order-in-Council	YES	-
C.E. Lee Ongman	Order-in-Council	YES	-
Katherine LaForge	Order-in-Council	NO	735.89
Sean Simmons	Order-in-Council	NO	488.09
Julie Ziebart	Order-in-Council	NO	956.64

Board members receive no remuneration. Applicable travel expenses are reimbursed by the University. Amounts paid to employees are reflected with their remuneration.

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
SCHEDULE OF EMPLOYEE REMUNERATION  
FOR THE YEAR ENDED MARCH 31, 2019**

<b>Employee Name</b>	<b>Position</b>	<b>Total Remuneration</b>	<b>Total Expenses</b>
Ahmadi, Yalda	Manager Marketing	81,779.60	7,095.36
Ali, Khawaja Faran	Assist Prof - GEOG	85,787.33	3,783.13
Andrews, Nathan	Assist Prof - INTS	81,832.60	16,800.44
Annear, Robert	University Registrar	118,578.66	9,720.20
Antoniazzi, Clara	Sr Lab Instructor - NURS	84,630.08	1,153.24
Aravind, Alex	Professor - CPSC	135,926.26	3,409.02
Atkinson, Donna	NCCIH/AAN Research Manager	85,918.18	8,037.75
Bai, Ping	Sr Lab Instructor - GIS	86,591.74	0.00
Bankole, Julius	Lecturer - BUSM	86,284.83	9.86
Banner-Lukaris, Davina	Assoc Prof - NURS	110,103.53	7,389.18
Barnes, Mark	Director Office of Research	112,624.76	11,716.66
Barton, Sylvia	Chair - Nursing	147,602.87	14,307.13
Beaumont, Sherry	Professor - PSYC	105,401.49	147.39
Beeler, Karin	Chair - English	114,037.61	1,617.36
Beeler, Stan	Professor - ENGL	103,593.03	2,275.00
Best, Beverly	Mgr Aboriginal Stdtd Engagement	77,294.86	3,332.97
Beveridge, Erin	Sr Lab Instructor - CSAM	86,532.25	792.09
Bhullar, Amarjit	Assist Prof - ECON	77,519.64	4,191.82
Bidgood, Bruce	Assoc Prof - SOCW	112,815.80	6,323.54
Binnema, Theodore	Chair - History	131,845.03	4,969.11
Bird, Ranjana	Professor - HLSC	160,909.04	0.00
Blair, Jenia	Sr Lab Instructor - ESM(BIOL)	98,783.63	1,520.35
Booth, Annie	Professor - ENVA	121,396.19	10,274.39
Borgia, Christopher	Shift Engineer	77,664.63	126.11
Bouchard, Michel	Professor - ANTH	109,962.48	10,092.48
Bowen, Jean	Learning Specialist - Sci/Math	89,456.20	2,098.48
Bowles, Paul	Professor - ECON/INTS	194,999.22	11,151.42
Brookhart, Anika	Sr Lab Instructor - NURS	76,908.68	3,289.41
Bryce, Benjamin	Assist Prof - HIST	83,743.19	12,997.38
Budde, Robert	Professor - ENGL	132,955.21	2,252.63
Burke, Leslie	Purchasing Agent Level III	77,466.13	109.94
Burke, Susan	Assist Prof - SOCW	116,890.23	5,504.45
Burton, Philip	Professor - ESM-FSTY (RO)	124,491.51	6,404.20
Callaghan, Russell	Professor - NMP	127,315.91	1,580.41
Casperson, David	Chair - Computer Science	105,275.83	21.05
Chen, Jing	Assist Prof - BUSM	153,041.56	1,773.24
Chen, Liang	Professor - CPSC	147,760.05	1,249.65
Chew, William	Treasury Services Manager	87,827.80	2,921.04
Choi, Sungchul	Chair - School of Business	180,279.53	20,134.29
Chowdhury, Reza	Assoc Prof - BUSM	164,450.40	8,811.88
Chun, Wootae	Assist Prof - BUSM	131,395.27	2,660.23
Claus, David	Director Facilities/Capital Pl	105,783.09	5,328.24
Condon, Gregory	Chief Information Officer	132,184.94	26,183.38
Connell, David	Assoc Prof - ESM	87,961.83	10,137.60
Constantin, Alina	Sr Lab Instructor - NMP	86,168.01	1,889.20
Coxson, Darwyn	Professor - ESM(BIOL)	125,108.62	9,421.57
Cuthbertson, Mike	Lecturer - BUSM	138,447.28	3,006.90
Daigle, Barbara	Interim VP Finance People Busn	194,957.46	17,115.57
Dale, Mark	Dean of Regional Programs	192,617.90	13,355.05
Dawson, Russell	Professor - ESM(BIOL)	117,509.52	1,372.32
Day, Tracey	P/T Instructor - NURS	76,268.42	303.88
de Leeuw, Sarah	Professor - NMP/HLSC	146,270.07	56,127.70
Deo, Balbinder	Assoc Prof - BUSM	152,376.93	2,839.01
Dery, Stephen	Professor - ENVS	92,940.89	6,009.68
DeWiel, Boris	Assoc Prof - POLS	125,958.26	939.84
Dickson, Lisa	Assoc Prof - ENGL	101,928.08	0.00

Remuneration includes any form of salaries or wages paid to the employee during the period.  
It also includes benefits such as life insurance, medical and tuition waiver.

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
SCHEDULE OF EMPLOYEE REMUNERATION  
FOR THE YEAR ENDED MARCH 31, 2019**

Employee Name	Position	Total Remuneration	Total Expenses
Dobrowolski, Edward	Assist Prof - MATH	79,264.49	3.60
Dodenberg, Heidi	Sr Lab Instructor - NURS	89,394.54	2,076.73
Duchesne, Annie	Assist Prof - PSYC	78,460.43	11,904.81
Dunn, Elizabeth	P/T Instructor - BIOL	88,647.21	0.00
Egger, Keith	Professor - ESM(BIOL)	78,735.93	6,956.85
Elkin, Che	Assoc Prof - ESM(FSTY)	110,262.69	4,013.41
Elliott, Sarah	Director, Safety and Security	89,806.33	4,227.78
Emmons, Scott	Sr Lab Instructor - GIS	85,094.87	1,181.17
Empey, Heather	Librarian IV	112,714.35	5,685.84
Erasmus, Daniel	Sr Lab Instructor - BIOCHEM	96,935.49	405.81
Fadock, Kaila	Sr Lab Instructor - CHEM	78,900.85	18.55
Fondahl, Gail	Professor - GEOG	126,264.91	14,156.97
Foo, Richard	Intl Program Dev Officer	77,915.53	3,140.79
Fraser, Tina	Assoc Prof - EDUC	100,706.04	842.23
Fredeen, Art	Professor - ESM(FSTY)	117,159.12	863.97
Fredj, Karima	Assoc Prof - ECON	107,646.39	0.00
Freeman, Shannon	Assist Prof - NURS	104,325.75	9,944.01
Fung, Samuel	Residence Life Coordinator	78,068.42	2,409.94
Fuson, Trevor	Manager Enterprise Systems	91,189.83	561.16
Fyfe, Trina	Northern Health Sc. Librarian	102,397.65	11,204.84
Ge, Xin	Assoc Prof - BUSM	153,576.11	22.14
Gehloff, Maik	Sr Lab Instructor - IENG	92,428.65	20,246.69
Gillingham, Michael	Professor - ESM(BIOL)	123,924.83	4,072.06
Goetzinger, Richard	Maintenance & Proj Supervisor	87,738.57	472.42
Gorrell, Andrea	Assoc Prof - BIOCHEM	88,043.50	22.25
Gray, Sarah	Assoc Prof - NMP	173,856.50	6,454.05
Green, Scott	Assoc Prof - ESM(FSTY)	106,564.07	4,329.89
Greenwood, Margo	Academic Leader NCCIH/BC Init	124,836.63	49,954.43
Groulx, Mark	Assist Prof - ENPL	75,827.25	4,494.11
Guest, Kristen	Professor - ENGL	104,477.15	3,878.84
Hagiwara, Ami	Lecturer - INTS	81,591.84	3,658.81
Halseth, Greg	Professor - GEOG	143,640.98	21,227.77
Hamelin, Twylla	Administrative Director NMP	94,658.90	4,926.90
Hamieh, Alia	Assist Prof - MATH	79,900.11	6,599.66
Hanlon, Neil	Professor - GEOG	111,100.28	3,359.31
Hanson, Clayton	Manager Client Services	76,897.42	505.39
Hanson, Sarah	Wellness Centre Manager	101,443.93	2,790.74
Haque, Waqar	Professor - CPSC/BUSM	181,876.86	12,165.00
Harder, Henry	Professor - DISM/PSYC	156,346.20	8,067.69
Harris, Robinson	Assoc Prof - HLSC	94,234.07	2.32
Harrison, Edward	Assist Prof - EDUC	85,826.82	6,457.86
Hartley, Ian	Professor - ESM(FSTY)	135,008.34	3,706.59
Haslett, Lisa	Director Business Svs / CS	113,048.34	9,617.03
Helle, Steve	Assoc Prof - EENG	103,451.76	649.43
Hemingway, Dawn	Assoc Prof - SOCW	127,748.21	17,365.65
Hernandez-Read, Erica	Int Head, Arch & Spec Collect	80,892.31	6,748.41
Holler, Jacqueline	Assoc Prof - HIST/WMST	116,659.01	10,842.20
Horne, Dee	Professor - ENGL	123,393.37	420.00
Horning, Darwin	Assist Prof - ENPL	84,940.77	9,384.01
Howard, Julie	Sr Lab Instructor - PSYC	87,390.93	429.22
Huber, Dezene	Professor - ESM(FSTY)	109,847.25	3,524.56
Hutchings, Kevin	Professor - ENGL	117,383.00	1,701.06
Huynh, Ngoc	Sr Lab Instructor - NURS	94,110.39	4,102.57
Ingram, Christina	Academic Success Coordinator	77,340.42	1,119.74
Iqbal, MD Asif	Assist Prof - IENG	99,414.17	7,355.19
Jackson, Christine	Sr Lab Instructor - GEOG	86,591.74	4,833.01

Remuneration includes any form of salaries or wages paid to the employee during the period.  
It also includes benefits such as life insurance, medical and tuition waiver.

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
SCHEDULE OF EMPLOYEE REMUNERATION  
FOR THE YEAR ENDED MARCH 31, 2019**

<b>Employee Name</b>	<b>Position</b>	<b>Total Remuneration</b>	<b>Total Expenses</b>
Jackson, Peter	Professor - ENVS	120,914.45	4,071.12
Jensen, Erik	Dean of CSAM	129,247.52	6,636.56
Jiang, Fan	Assist Prof - CPSC	94,865.09	5,908.02
Johnson, Christopher	Professor - ESM(FSTY)	104,515.03	1,928.88
Jokinen, Nancy	Assoc Prof - SOCW	95,487.33	1,632.52
Jones, George	Sr Lab Instructor - PHYS	81,467.62	837.24
Kaminska, Malgorzata	Assist Prof - NMP	110,934.32	15,559.60
Kazemian, Hossein	Student Assistant - Conf Svs	97,044.79	9,092.64
Keeler, Gwen	Sr Lab Instructor - NURS	82,369.22	6,099.59
Keen, Kevin	Professor - MATH	93,390.89	2,136.67
Keryluik, Jennifer	Senior HR Consultant	78,182.92	8,212.37
Kinsley, Sean	Sr Financial Analyst	83,142.52	496.72
Kitchenham, Andrew	Professor - EDUC	140,714.58	15,263.50
Klassen-Ross, Tammy	Assist Prof - HLSC	94,610.98	1,520.60
Klepetar, Amy	Assist Prof - NURS	105,495.38	9,053.25
Knight, Robert	VP Finance/Business Operations	184,332.29	16,957.03
Korkmaz, Elie	Professor - PHYS	131,530.38	278.80
Kotowich-Laval, Marian	Sr Lab Instructor - EDUC	80,863.18	1,686.89
Kranz, Allan	Sr Lab Instructor - CPSC	80,971.75	0.00
Kubert, David	IT Security Officer	81,597.05	8,042.29
Kumar, Pranesh	Professor - MATH	117,597.77	5,536.65
Kunkel, Titilope	Sr Lab Instructor - RO	78,345.43	6,019.93
Kuo, Kuo-Hsing	Assoc Prof - NMP	102,410.20	2,144.26
Lacharite, Jason	Assist Prof - INTS	115,198.28	0.00
Langille, Craig	Manager Northern Sport Ctr	86,459.54	4,320.38
Lautensach, Alexander	Assoc Prof - EDUC	95,126.39	561.22
Lee, Chow	Professor - CHEM	116,201.72	762.73
Lewis, Kathy	Chair - Ecosystem Sci & Mgt	133,308.58	3,375.76
Li, Han	Professor - PSYC	120,735.34	2,356.31
Li, Jianbing	Professor - EENG	113,588.48	31,460.75
Loukacheva, Natalia	Assoc Prof - POLS	105,711.02	43,738.69
MacLeod, Martha	Professor - NURS/COMH	177,349.37	17,418.29
MacPhail, Fiona	Chair - Economics	128,335.11	4,960.25
Mandy, Margot	Professor - CHEM	115,426.38	1,275.65
Margolin, Indrani	Assoc Prof - SOCW	104,840.12	13,507.36
Martins, Eduardo	Assist Prof - ESM(FSTY)	76,351.76	7,778.57
Massicotte, Hugues	Professor - ESM(FTSY)	117,509.52	6,374.00
Matheson, Heath	Assist Prof - PSYC	76,306.76	3,912.27
Mattfeld, Monica	Assist Prof - ENGL/HIST	79,775.07	1,230.28
Maurice, Sean	Sr Lab Instructor - NMP	136,015.69	6,536.90
Maxwell-Campagna, James	Access Advisor	78,667.63	2,354.30
McCabe, Kealin	Res & Learning Serv Librarian	79,178.64	2,395.99
McDonald, Verna	Assoc Prof - EDUC (RO)	94,329.20	3,782.31
McGill, William	Interim University Librarian	127,214.72	2,410.71
McIntyre, Tracey	Sr Financial Analyst	81,701.10	1,870.87
McKenzie, Shelley	Senior HR Consultant	83,625.12	3,149.41
Meletis, Zoe	Assoc Prof - GEOG	94,835.93	6,669.43
Menounos, Brian	Professor - GEOG	135,670.16	9,757.41
Migabo, Saphida	Sr Lab Instructor - ESM(BIOL)	87,491.30	2,667.95
Monu, Kafui	Assist Prof - BUSM	148,961.20	741.37
Morris, Jason	Lecturer - POLS	108,028.60	1,054.44
Morris, Marleen	Associate Director - CDI	136,076.45	49,638.26
Mullins, Philip	Assoc Prof - ORTM	91,557.94	5,679.70
Murdoch, Loralyn	Director Athletics/Recreation	91,452.44	10,033.62
Murphy, Leanne	Financial Svs/Systems Manager	92,780.95	2,755.79
Murphy, Michael	Professor - POLS	108,940.22	1,815.37

Remuneration includes any form of salaries or wages paid to the employee during the period.  
It also includes benefits such as life insurance, medical and tuition waiver.

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
SCHEDULE OF EMPLOYEE REMUNERATION  
FOR THE YEAR ENDED MARCH 31, 2019**

Employee Name	Position	Total Remuneration	Total Expenses
Murray, Brent	Assoc Prof - ESM(BIOL)	93,487.30	12,017.76
Nawaz, Shamaila	Assist Professor - ECON	91,581.13	2,611.03
Niebergall, Michelle	Payroll Services Coordinator	79,914.29	1,179.13
Nolin, Catherine	Chair - GEOG	111,705.41	11,077.71
Olsen, Aaron	Mgr Operations/Compliance/Svs	93,355.80	1,832.59
O'Neill, Linda	Assoc Prof - PSYC	115,338.86	3,856.27
Opio, Christopher	Professor - ESM(FSTY)	121,369.15	203.82
Oster, Michelle	Mgr Curric/Assess Yrs 1/2 NMP	76,380.86	4,229.69
Otter, Ken	Professor - ESM(BIOL)	117,790.70	5,167.75
Owen, William	Assoc Prof - PSYC	108,076.48	47.23
Owens, Philip	Professor - ENVS	130,652.45	13,042.60
Parker, Katherine	Professor - ESM(FSTY)	131,576.78	0.00
Parkes, Margot	Assoc Prof - HLSC/NMP	109,883.70	17,711.25
Parshotam, Umesh	Sr Lab Instructor - CHEM	111,537.21	0.00
Patenaude, Bernadette	Director - Integrated Planning	118,492.74	1,608.91
Pawlowska-Mainville, Agnieszka	Assist Prof - FNST	81,778.37	14,080.92
Payne, Geoffrey	VP Research & Grad Programs	223,691.94	58,249.24
Pearson, Tammy	Assist Prof - SOCW	112,356.34	3,555.16
Pelletier, Chelsea	Assist Prof - HLSC	77,920.38	4,001.16
Peters, Heather	Assoc Prof - SOCW (RO)	102,862.51	1,715.01
Petersen, Bjorn	Mgr International Operations	80,732.32	7,949.03
Petticrew, Ellen	Professor - GEOG	136,054.08	23,951.13
Pierce, Joanna	Assoc Prof - SOCW	118,166.13	4,093.43
Plourde, Guy	Professor - CHEM	111,355.72	621.97
Poirier, Lisa	Assoc Prof - ESM(BIOL)	93,414.71	2,710.09
Popovic, Peter	Electrician	75,222.04	7.12
Potter, Grant	Sr Lab Instructor - E-Learning	88,394.41	9,934.04
Rader, Stephen	Professor - CHEM	112,356.50	5,196.35
Rahemtulla, Farid	Assist Prof - ANTH	88,142.07	2,967.51
Rea, Roy	Sr Lab Instructor - ESM (FSTY)	93,320.50	8,627.51
Reid, Matthew	Professor - PHYS	93,390.89	870.14
Reimer, Kerry	Professor - CHEM	114,035.33	77.90
Rennick, Shelley	Director Facilities/Capital Pl	102,566.41	7,910.93
Roberts, Kerry	Director, Human Resources	84,679.53	4,609.41
Romanets, Maryna	Professor - ENGL/WMST	106,377.28	0.00
Rose, Ramona	Head, Arch. & Spec Collections	96,591.82	4,356.72
Rutherford, P Michael	Professor - ENVS	112,769.56	1,380.73
Ryan, Daniel	Provost & VP Academic	227,500.22	18,375.65
Safaei Boroojeny, Jalil	Professor - ECON	98,923.00	2,858.97
Sanborn, Paul	Assoc Prof - ESM(FSTY)	112,057.29	7,827.91
Sanders, Caroline	Assoc Prof - NURS	134,758.64	4,755.69
Sanford, Heather	University Secretary	100,232.66	4,471.26
Schiller, Catharine-Joanne	Assist Prof - NURS	103,656.91	2,471.68
Schlesinger, Brenda	Manager Ancillary Projects	75,576.46	0.00
Schmidt, Glen	Professor - SOCW	76,023.79	13,190.58
Schneider, Joan	HR Consultant Faculty Relation	92,093.83	4,276.85
Schorcht, Blanca	Assoc Prof - ENGL	107,954.15	5,499.09
Schretlen, Kevin	Manager IT Infrastructure	85,158.44	1,704.47
Scott, Laurence	Lecturer - BUSM	93,537.60	13.60
Shannon, Michael	Manager Contracts/Supply Chain	83,116.34	1,782.01
Shea, Joseph	Assist Prof - GEOG	77,983.57	7,869.83
Shegelski, Mark	Professor - PHYS	130,897.34	0.00
Sherry, John	Assist Prof - PSYC	102,263.71	6,411.44
Shrimpton, Mark	Professor - ESM(BIOL)	118,009.52	2,820.68
Shubair, Mamdouh	Assoc Prof - HLSC	93,890.45	4,136.50
Shultis, John	Assoc Prof - ORTM	106,561.10	651.76

Remuneration includes any form of salaries or wages paid to the employee during the period.  
It also includes benefits such as life insurance, medical and tuition waiver.

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
SCHEDULE OF EMPLOYEE REMUNERATION  
FOR THE YEAR ENDED MARCH 31, 2019**

<b>Employee Name</b>	<b>Position</b>	<b>Total Remuneration</b>	<b>Total Expenses</b>
Siakaluk, Paul	Chair - Psychology	135,284.34	1,436.36
Simmonds, Angela	P/T Instructor - NURS	78,861.63	659.06
Simpson, Andrew	Assistant Chief Engineer	93,407.83	0.00
Slater, Mardeana	Manager Retail Services	77,243.40	2,614.03
Sloan Morgan, Vanessa	Fellowship Income	75,224.02	3,881.93
Smith, Angele	Chair - Anthropology	111,021.61	8,177.63
Smith, Colleen	Assoc VP Financial Services	162,458.85	5,328.23
Smith, Heather	Professor - INTS	117,802.18	5,664.84
Smith, Kevin	Assoc Prof - HLSC	109,518.41	7,961.17
Smith, Trevor	Sr Acad Budget/Plng Officer	93,669.46	2,836.54
Sommerfeld, Elizabeth	Interim Director CTLT/EDUC	94,300.58	7,402.00
Sra, Jaspreet	Lecturer - BUSM	77,664.08	1,813.72
Sui, Jueyi	Professor - EENG	119,083.54	7,636.51
Swainger, Jonathan	Professor - HIST	121,816.95	1,861.54
Tang, Youmin	Professor - ENVS	117,974.32	17,385.08
Tannert, Thomas	Assoc Prof - IENG	149,479.82	18,937.75
Thompson, Judith	Assist Prof - FNST	90,197.96	7,553.60
Thring, Ronald	Professor - EENG	146,974.92	5,118.16
Transken, Si	Assoc Prof - SOCW	106,238.42	0.00
Tribe, Timothy	VP University Advancement	207,410.08	38,041.79
Trujillo, Maria	Student Career Ctr Coord	95,306.35	4,245.81
Turner, Tristen	Shift Engineer	77,238.75	0.00
Usman, Lantana	Assoc Prof - EDUC	94,777.79	0.00
Van Pelt, Linda	Assist Prof - NURS	114,740.23	12,596.78
Veitch, Conan	Systems Administrator I	77,691.78	2,551.77
Venter, Oscar	Assoc Prof - ESM(FSTY)	110,298.14	19,682.99
Wagner, Shannon	Dean of CASHS	155,709.50	12,653.40
Wallace, Cheryl	MBA Program Director	92,295.56	12,318.55
Walters, Samuel	Chair - Mathematics	124,301.67	103.75
Wang, Baotai	Professor - ECON	80,408.33	6,003.86
Wang, You Qin	Sr Lab Instructor - HPCP	87,491.30	3,931.69
Weeks, Daniel	President and Vice Chancellor	291,842.99	128,272.22
Wells, Rachael	Research Manager HRI	88,025.62	5,062.33
Wessell Lightfoot, Dana	Assoc Prof - HIST	96,775.80	9,617.11
Whalen, Catherine	Assist Prof - EDUC	89,822.28	11,405.60
Wheate, Roger	Assoc Prof - GEOG	112,893.86	4,285.58
Whitcombe, Todd	Professor - CHEM	117,439.10	5,992.90
Wilson, Erin	Assist Prof - NURS	113,261.44	4,256.78
Wilson, Gary	Professor - POLS	122,043.23	5,463.29
Wimmers, Guido	Chair - IENG	145,210.57	24,767.39
Wimmers-Klick, Julia	Sr Lab Instructor - NMP	98,543.10	1,100.99
Winwood, Paul	Associate Vice President NMP	225,715.00	16,562.02
Wood, Matthew	Director Communications & Mktg	105,914.14	6,007.58
Wright, Pamela	Assoc Prof - ORTM	106,895.18	2,459.47
Zimmer, Lela	Assoc Prof - NURS	107,265.82	5,945.53
<b>Total remuneration &gt; \$75,000</b>		<b>29,319,893.71</b>	<b>1,856,807.69</b>
<b>Total remuneration &lt; \$75,000</b>		<b>30,102,556.66</b>	<b>1,237,174.16</b>
<b>Total remuneration</b>		<b>59,422,450.37</b>	<b>3,093,981.85</b>

Total remuneration does not equal salaries and benefits in the financial statements as it does not include the employer's payments for non-taxable benefits, CPP, EI or WCB. There are also differences that arise as the University of Northern British Columbia uses accrual accounting. Total remuneration does not include payments made with respect to severance agreements.

Remuneration includes any form of salaries or wages paid to the employee during the period. It also includes benefits such as life insurance, medical and tuition waiver.

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
SCHEDULE OF EMPLOYER CONTRIBUTIONS  
FOR THE YEAR ENDED MARCH 31, 2019**

<b>Employment Insurance Contributions</b>	862,774.43
<b>Canada Pension Contributions</b>	1,939,030.94
<b>Total Contributions to Receiver General of Canada</b>	2,801,805.37

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
STATEMENT OF SEVERANCE AGREEMENTS  
FOR THE YEAR ENDED MARCH 31, 2019**

There were 5 severance agreements under which payment commenced between the University of Northern British Columbia and its non-unionized employees during fiscal year 2018/2019

These agreements represent from 10 to 18 months of compensation.



**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
PAYMENTS FOR GOODS AND SERVICES  
FOR THE YEAR ENDED MARCH 31, 2019**

Vendor Name	Total Payment
0750253 BC Ltd.	36,721.61
Accelerated Sport & Spine Physiotherapy	35,888.29
Acme Parking Lot Maintenance Ltd	35,514.15
Aleza Lake Research Forest Society	86,652.75
All Points Fire Protection Ltd.	110,351.81
All Pro Plumbing and Heating Inc.	89,975.68
All West Glass Ltd.	202,920.67
Allrite Heating and Ventilation	30,363.53
ALS Group	25,400.51
AMCO Wholesale	62,644.17
Amylia Capital Corp.	149,925.00
Applanix Corporation	47,600.01
Apple Canada Inc.	77,017.08
Ascentech Solutions Inc	72,320.98
Attia, Tammy	29,537.26
B.G.E. Service & Supply Ltd.	29,711.42
Barry Wong Copy Services Ltd	73,550.53
Bartle & Gibson Co. Ltd.	35,634.01
BC Academic Health Science Network	1,074,999.99
BC Cancer Agency	172,003.71
BC Hydro	1,182,858.55
BCNET	759,575.66
Besserer, Floyd	46,664.77
Blackbaud Canada	106,568.50
Blackboard Inc	51,040.45
BMO MasterCard (Employee Procurement Cards)	2,568,865.43
Bruker Ltd.	31,627.84
Burgundy Asset Management	396,541.00
Calstone Inc.	72,778.23
Campbell Scientific Corp.	28,650.71
Canada Post Corporation	45,192.90
Canada West Universities Athletic Association	71,750.87
Canadian Research Knowledge Network	680,707.92
Cardinal Building Maintenance Service Ltd.	37,076.74
Carrier Sekani Family Services	115,753.72
Cascades Recovery+	35,615.48
Charter Telecom Inc.	31,415.84
Cherwell Software, LLC	36,347.50
Chinook Scaffold Systems Ltd	29,143.74
City of Prince George	388,943.79
College of New Caledonia	165,891.37
Compass Group Canada Ltd.	460,894.69
Compugen Inc.	213,580.75
COPPUL	35,912.05
Cormier Consulting Group Inc.	75,658.96
Corporate Express Canada Inc.	40,939.93
Council of Prairie and Pacific University Libraries	197,204.30

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
PAYMENTS FOR GOODS AND SERVICES  
FOR THE YEAR ENDED MARCH 31, 2019**

Vendor Name	Total Payment
Creative Embroidery	27,836.66
Crichton Consulting Ltd.	25,719.04
Darren Kersey Electric	88,147.50
Davidson & Sons Custom Brokers	28,802.45
DDB Hodes Recruitment Communications	26,998.42
Decorum Painting Ltd	46,739.95
Dell Canada Inc.	494,601.50
DIALOG BC Inc.	162,136.73
Dr Becky Ann Temple Inc	53,056.58
Dr Gerrard Prigmore Inc.	71,166.36
Dr K Closson Inc.	41,719.80
Dr Karin Blouw, Inc.	34,075.29
Dr Steven W K Chang, Inc.	66,316.62
Dr. Kathleen O'Malley Inc.	47,250.00
Drs Spooner and Odulio Inc	94,751.22
Eaton Industries (Canada) Company	30,876.07
EBSCO Canada Ltd	248,334.80
EDI Environmental Dynamics Inc	201,759.61
Educational Consulting Services Corp.	48,818.68
EECOL Electric Ltd.	188,392.23
Ellement Consulting Group	86,280.00
Enlivened Consulting Ltd.	61,950.00
Essential Resources	32,275.66
evisions Inc.	25,781.62
FortisBC-Natural Gas	114,988.87
GOBI Library Solutions From EBSCO	140,991.73
Graphic Office Interiors Ltd.	42,496.89
Gunnar Pacific Agencies, Inc.	33,423.04
HCMA Architecture + Design	43,793.40
Holman Exhibits INC	40,127.13
Homewood Health Inc.	40,357.68
Horseshoe Press Inc.	53,847.58
IDenticard Systems Inc.	25,925.79
IDL Projects Inc.	1,170,208.72
IEEE Customer Operations	33,123.35
Industrial Forestry Service Ltd	41,520.00
Inland Control and Services Inc.	25,460.91
InnovaSea Marine Systems Canada Inc.	87,215.34
Integra Forest Consulting Ltd.	88,027.62
IntelliGO Networks Inc.	109,636.34
Intertechnology Inc.	45,754.59
John Wiley & Sons Canada Ltd.	36,642.87
John Wiley & Sons, Inc.	126,439.02
Kahunaverse Sports Group Inc.	73,544.20
Ketchum Canada Inc	38,316.97
Kisik Aerial Survey Inc.	455,471.12
KJM Sales Ltd.	30,318.08

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
PAYMENTS FOR GOODS AND SERVICES  
FOR THE YEAR ENDED MARCH 31, 2019**

Vendor Name	Total Payment
KMBR Architects Planners Inc.	41,659.23
Knightsbridge Robertson Surette Group Limited	68,123.37
KONE Inc.	69,660.80
KPMG LLP	89,398.61
Lakeland Mills Ltd.	225,984.43
Lamar Transit Advertising Canada, Ltd.	30,135.00
Login Brothers Canada	58,635.18
Long View Systems Corp.	99,364.31
Manning, Eric	28,543.17
Marsh Canada Limited	27,653.00
McGraw Hill Ryerson Ltd.	51,610.02
MCIS Language Services	32,846.37
Microserve/MicroAge	353,629.69
Mills Office Productivity	27,535.08
Minister of Finance	167,386.48
Ministry of Finance BC Mail Plus	44,773.49
Moneris Solutions	387,248.00
Moore Canada Corporation	90,369.72
MPS	41,736.00
MTS Systems Corp.	1,254,517.16
Nebraska Book Company Inc	50,229.76
Nechako Steel & Machine Ltd.	147,057.62
Nedco	34,009.10
Nelson Education Ltd.	243,174.25
Nexterra Systems Corp	26,948.64
NNW Communications	191,797.66
North American Center for Threat Assessment& Trauma Response	31,500.00
Northern Health Authority	673,747.02
OCLC Inc	39,906.42
Oracle Canada ULC	70,071.71
Oxford University Press Canada	66,351.80
Pearson Assessment Canada	46,264.28
Pearson Canada Inc.	86,001.91
Pearson Education Canada	76,011.96
Praxair Canada Inc.	26,242.44
Prince George Transit Ltd	46,697.16
Prism Engineering Ltd.	27,309.51
Process Pathways Inc.	28,000.00
Project Management Centre of Excellence Inc.	76,433.44
ProQuest LLC	60,184.06
Purolator Inc	33,803.94
QSR International (Americas) Inc.	27,796.73
R F Klein & Sons Ltd.	377,254.35
Rigaku Americas Corporation	124,762.00
Right Choice Flooring Ltd.	99,502.55
Roper Greyell LLP	82,779.99
Shanahan's Building Specialties Ltd.	29,045.20

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
PAYMENTS FOR GOODS AND SERVICES  
FOR THE YEAR ENDED MARCH 31, 2019**

Vendor Name	Total Payment
Sharper Marketing Inc.	38,691.05
Shell Energy North America(Canada) Inc.	103,752.24
Shepard, Michael	34,306.36
Siemens Canada Limited	274,274.14
Sigma-Aldrich Canada Co	25,969.48
Silvertip Ecotours Ltd.	26,572.35
Simon Fraser University	281,162.27
Sodexo Canada Ltd.	1,096,766.74
StarRez Inc.	26,258.91
SteelGrid Construction Corp	30,577.33
Stinger Welding Ltd.	134,579.67
Sun Life Assurance Company of Canada	5,855,418.63
TA Instruments - Waters LLC	163,893.88
Tarbell, Harold	30,911.77
TELUS	218,149.93
Thank Goodness Its Clean Ltd.	53,283.30
Thermo Fisher Scientific	95,181.59
Trane Canada ULC	84,392.62
Trident Lock & Security Ltd.	43,703.32
Two Crow Consulting Inc	41,632.50
UBC Continuing Professional Development	40,007.40
United Rentals	35,955.08
Unity Connected Solutions Inc.	71,496.18
Universite' de Moncton	53,900.00
Universities Canada	36,782.00
University of Alberta	75,108.74
University of British Columbia	2,407,265.30
University of Lethbridge	56,196.50
University of Victoria	58,692.52
Vancouver Island University	120,500.00
Vermont Systems, Inc.	40,120.68
Verschoor, Jacob	50,975.04
Vision Travel Services	39,767.19
VWR International Co.	63,764.20
Washington State University	26,933.33
Waste Management of Canada Corporation	42,223.29
West Coast Helicopter Maintenance & Contracting Ltd.	25,521.30
Western Industrial Contractors Ltd	192,194.69
Williams Machinery Ltd.	37,625.22
WorkSafeBC	144,616.29
Xerox Canada Ltd.	259,918.35

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
PAYMENTS FOR GOODS AND SERVICES  
FOR THE YEAR ENDED MARCH 31, 2019**

Vendor Name	Total Payment
Total payments to vendors > \$25,000	34,070,086.87
Total payments to vendors < \$25,000	4,907,918.20
Total payments to vendors	38,978,005.07

The University of Northern British Columbia uses accrual accounting, capitalizes the purchase of all assets greater than \$1,000, maintains inventories of salable goods in the bookstore, central laboratories, copy services and central stores, and receives a rebate on the Goods and Services Tax. As a result, total payments made to vendors in a year is not equal to total operating expenditures in the financial statements.

Total payments to BMO MasterCard does not include travel expenses reported on the Employee Remuneration Schedule.

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
GRANTS AND CONTRIBUTIONS  
FOR THE YEAR ENDED MARCH 31, 2019**

Name	Total Payment
Michael Smith Foundation for Health Research	37,500.00
National Collaborating Centre for Determinants of Health	41,455.34
UNBC Childcare Society	55,000.00
Wilp Wilxo'oskwhl Nisga'a Institute	350,930.48
World Forum Foundation	35,000.00
<b>Total Grants and Contributions &gt; \$25,000</b>	<b>519,885.82</b>

<b>Agenda Item:</b>	7.b. Five Year Capital Plan – B. Daigle
<b>Material:</b>	1. Five Year Capital Plan – 2020/21 to 2024/25
<b>Motion:</b>	<i>That, the Board of Governors approves the 2020/21 to 2024/25 Five Year Capital Plan for the University of Northern British Columbia, as presented.</i>

# FIVE YEAR CAPITAL PLAN

2020/21 – 2024/25



UNBC –Five Year Capital Plan – June 2019  
*DRAFT – requires approval by the UNBC Board of Governors*



## **SUMMARY**

This document outlines the University's plans for the next five years for the planning and construction of new buildings and the renewal of others.

These projects include a new multiple use building that will include: student housing expansion, room for First Nations student housing on campus, a re-envisioned First Nations Centre, a new cafeteria as well as purpose built space for new academic programs.

Renewal of the Agora and Research Lab buildings completes the list of identified priorities through this round of capital planning.

UNBC is also undertaking a partnership project with the David Douglas Botanical Garden Society to develop the northern most Botanical Garden in Canada at the University of Northern British Columbia.

## **Our Priorities**

This Plan reflects UNBC's commitment to the internal priorities laid out in our Strategic Road Map.

It also reflects the priorities of the Ministry including the BC Skills for Jobs Blueprint, Aboriginal and Adult Education, International Education as well as the Ministry's current focus on Student Housing.

## **PLANNING ASSUMPTIONS**

Since its inception, UNBC has been characterized by periods of intense development and construction, growth in student population, and expansion in areas of direct relevance to British Columbia and northern communities. The immediate future is expected to be characterized by planning for student housing expansion and growth to meet the needs of new programs in Engineering (in progress), Nursing in the Northeast, Physical Therapy and Occupational Therapy.

All projects are developed in accordance with Ministry priorities and guidelines including LEED requirements, the Wood First Initiative, and "investing in new or improved skills training equipment, technology and facilities to support accessible skills training opportunities".

## **PLANNED OUTCOMES**

The intent is to be able to meet the identified programming and operational needs with a phased-in capital program over the next five years.

This Plan is also very focused on further developing the University's research facilities and infrastructure to enhance current programming in keeping with our research mandate.

Attachments:

- 1/ Prioritized List of the Proposed Projects
- 2/ Summary of Major (>\$5 million) ongoing and/or self-funded projects
- 3/ List of existing Student Housing Inventory
- 4/ Project Descriptions
  - New Mixed Use Housing, Academic Programs and Food Services Building (Category 3 and Category 1)
  - Coast Mountain College and UNBC Terrace Learning Centre (Category 1)
  - Agora Renewal (Category 2)
  - Research Lab Renewal (Category 2)
  - David Douglas Botanical Garden (Self-funded > \$5 million)

# Five-Year Capital Plan Instructions (2020/21-2024/25)

## Attachment 3: Prioritized List of Proposed Projects

### Project Categories

Category 1: New Priority Projects

Category 2: Whole Asset Replacement & Renewal Projects

Category 3: Student Housing Projects

#	Institution	Campus	Project Description	Project Category	Facility Condition Index (for existing assets)	Asset Replacement Value	Anticipated Construction Start Date	Anticipated Occupancy Date	Total Project Budget
1	UNBC	Prince George	Multi-use Building: Housing, First Nations Centre, Food Services and Academic Programs	3	N/A	N/A	Jun/2021	Sep/2022	\$ 52,000,000
2	CMTN and UNBC	Terrace	CMTN and UNBC Terrace Learning Centre	1	N/A	N/A	Apr/2021	Sep/2023	\$ 72,000,000
3	UNBC	PRINCE GEORGE	Agora Renewal	2	0.58	\$ 43,492,870	Apr/2021	n/a	\$ 15,800,000
4	UNBC	PRINCE GEORGE	Research Lab Renewal	2	0.73	\$ 39,099,611	Apr/2023	n/a	\$ 11,700,000
5									\$ -
6									\$ -
7									\$ -
8									\$ -
9									\$ -
10									\$ -
11									\$ -
12									\$ -
13									\$ -
14									\$ -
15									\$ -
									<b>\$ 151,500,000</b>

# Five-Year Capital Plan Instructions (2020/21-2024/25)

## Attachment 3: Prioritized List of Proposed Projects

### Project Categories

Category 1: New Priority Projects

Category 2: Whole Asset Replacement & Renewal Projects

Category 3: Student Housing Projects

#	Institution	Campus	Project Description	Total Cashflow Forecast 2020/21	Total Cashflow Forecast 2021/22	Total Cashflow Forecast 2022/23	Total Cashflow Forecast 2023/24	Total Cashflow Forecast 2024/25	Total Cashflow Forecast Outgoing Years
1	UNBC	Prince George	Multi-use Building: Housing, First Nations Centre, Food Services and Academic Programs	\$ 7,800,000	\$ 20,700,000	\$ 23,500,000			
2	CMTN and UNBC	Terrace	CMTN and UNBC Terrace Learning Centre	\$ 6,500,000	\$ 8,500,000	\$ 36,000,000	\$ 21,000,000		
3	UNBC	PRINCE GEORGE	Agora Renewal	\$ 1,580,000	\$ 7,110,000	\$ 7,110,000			
4	UNBC	PRINCE GEORGE	Research Lab Renewal			\$ 1,170,000	\$ 10,530,000		
5									
6									
7									
8									
9									
10									
11									
12									
13									
14									
15									
				<b>\$ 15,880,000</b>	<b>\$ 36,310,000</b>	<b>\$ 67,780,000</b>	<b>\$ 31,530,000</b>	<b>\$ -</b>	<b>\$ -</b>

# Five-Year Capital Plan Instructions (2020/21-2024/25)

## Attachment 3: Prioritized List of Proposed Projects

### Project Categories

Category 1: New Priority Projects

Category 2: Whole Asset Replacement & Renewal Projects

Category 3: Student Housing Projects

#	Institution	Campus	Project Description	Provincial Cashflow Forecast 2020/21	Provincial Cashflow Forecast 2021/22	Provincial Cashflow Forecast 2022/23	Provincial Cashflow Forecast 2023/24	Provincial Cashflow Forecast 2024/25	Total Provincial Cashflow Forecast Outgoing Years	Total Provincial Budget
1	UNBC	Prince George	Multi-use Building: Housing, First Nations Centre, Food Services and Academic Programs	\$ 4,960,000	\$ 13,290,000	\$ 14,950,000				\$ 33,200,000
2	CMTN and UNBC	Terrace	CMTN and UNBC Terrace Learning Centre	\$ 6,500,000	\$ 8,500,000	\$ 36,000,000	\$ 21,000,000			\$ 72,000,000
3	UNBC	PRINCE GEORGE	Agora Renewal		\$ 1,580,000	\$ 7,110,000	\$ 7,110,000			\$ 15,800,000
4	UNBC	PRINCE GEORGE	Research Lab Renewal				\$ 1,170,000	\$ 10,530,000		\$ 11,700,000
5										\$ -
6										\$ -
7										\$ -
8										\$ -
9										\$ -
10										\$ -
11										\$ -
12										\$ -
13										\$ -
14										\$ -
15										\$ -
				<b>\$ 11,460,000</b>	<b>\$ 23,370,000</b>	<b>\$ 58,060,000</b>	<b>\$ 29,280,000</b>	<b>\$ 10,530,000</b>	<b>\$ -</b>	<b>\$ 132,700,000</b>

# Five-Year Capital Plan Instructions (2020/21-2024/25)

## Attachment 4: Summary of Major Ongoing and Planned Self-Funded Projects (>\$5 million)



#	Institution	Campus	Project Description	Anticipated Construction Start Date	Anticipated Occupancy Date	Total Project Budget	Total Cashflow Forecast 2020/21	Total Cashflow Forecast 2021/22	Total Cashflow Forecast 2022/23	Total Cashflow Forecast 2023/24	Total Cashflow Forecast 2024/25	Total Cashflow Forecast Outgoing Years
1	UNBC	Prince George	Botanical Garden	1/Apr/20	1/May/21	\$ 5,300,000	\$ 2,700,000			\$ 1,600,000	\$ 1,000,000	
2						\$ -						
3						\$ -						
4						\$ -						
5						\$ -						
6						\$ -						
7						\$ -						
8						\$ -						
9						\$ -						
10						\$ -						
11						\$ -						
12						\$ -						
13						\$ -						
14						\$ -						
15						\$ -						
						<b>\$ 5,300,000</b>	<b>\$ 2,700,000</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,600,000</b>	<b>\$ 1,000,000</b>	<b>\$ -</b>

# Five-Year Capital Plan Instructions (2020/21-2024/25)

## Attachment 5: Existing Student Housing Building Inventory Data



#	Institution	Campus	Municipality	Neighbourhood/ Building Group Name	Building Name	Type (e.g. Single, Quad, Duplex)	Description	Number of Beds	Year Built	Year Renovated (if applicable)	Description of Renovations
1	University of North	Prince George	Prince George		Neyoh - Dorm 1	Quad	Both Housing buildings on campus are identical. They are primarily wood frame construction and the majority of the suites are 4 bedroom with shared kitchen and bathrooms. There are a few 2 bedroom suites for RL Coordinators. There is also some common space provided.	270	1995	2016	The work completed was substantially on the interior and involved the architectural elements (eg. Paint, flooring and furniture replacements, washroom upgrades, upgraded social space, and lighting. All electric baseboard heaters within the suites and common areas were also replaced with hydronic radiators and connected to the Bioenergy Plant. Door hardware was also replaced and upgraded to card access. Basic envelope repairs were completed to the roof and the exterior. as well as a major upgrade to the sidewalk to accommodate accessibility issues. Cost was \$5.2 million.
2	University of North	Prince George	Prince George		Keyoh - Dorm 2	Quad	Both Housing buildings on campus are identical. They are primarily wood frame construction and the majority of the suites are 4 bedroom with shared kitchen and bathrooms. There are a few 2 bedroom suites for RL Coordinators. There is also some common space provided.	270	1996	2017	The work completed was substantially on the interior and involved the architectural elements (eg. Paint, flooring and furniture replacements, washroom upgrades, upgraded social space, and lighting, the same as Neyoh. All electric baseboard heaters within the suites and common areas were also replaced with hydronic radiators and connected to the Bioenergy Plant. Door hardware was also replaced and upgraded to card access. Basic envelope repairs were completed to the roof and the exterior. as well as a major upgrade to the sidewalk to accommodate accessibility issues. Cost was \$5.5 million.
3											
4											
5											
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10											
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12											
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14											
15											

**Total:** 540

# Five-Year Capital Plan (2020/21 - 2024/25)

## Attachment 2: Project Overview

UNBC	Prince George	New Mixed Use Housing, Academic Programs and Food Services Building	Project Category 3 (and 1)	Project Priority 1 of 4
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### 1.0 Current Situation

- Engineering program is being accommodated in existing spaces, the Physiotherapy and Occupational Therapy programs (20 and 16 FTE respectively) are being accommodated in existing spaces, and students are living in commercial properties off-campus. Existing food services area (cafeteria) is “all you care to eat” for those on the meal plan, which means access is controlled. Much of the campus community feels that they are “cut-off” from some of the best study and social space on campus. This existing area would be repurposed as a combination of open access learning commons, and retail food services.

### 2.0 Project Description

- Construct a new mixed use building as the heart of the campus. A ten story mass timber residence tower would be situated atop a two story conventional construction academic foundation. The housing will be single bedrooms, with central washrooms. Social and cafeteria space will be incorporated in the lower two floors of the building, along with a relocated kitchen and servery.
- The building will be 8,300 m<sup>2</sup> overall, with the following breakdown by use:
  - 4,750 m<sup>2</sup> **housing** – 200 beds, single occupancy bedrooms with central washrooms, no kitchens and basement laundry.
  - 1,200 m<sup>2</sup> **food services** – cafeteria and kitchen to supports 700 students on campus, plus catering for off campus staff, students and faculty. Seating for 300 in “all you care to eat” plus general access seating for another 150 learners.
  - 1,500 m<sup>2</sup> **new academic programs** – new programs to come based on academic priorities; space is needed for labs, distance learning enabled classrooms, faculty offices and problem based learning breakout rooms.
- The new building will be to the west of the Wintergarden portion of the Agora, and extends the main campus hub towards the existing residences. Resolves safety related to steep grade between housing and campus buildings.



### 3.0 Project Objectives

- This project will increase the student housing available on campus, add single occupancy beds, and shift the campus student nucleus closer to the heart of the campus.
- Provides on campus housing option for aboriginal students.
- Demonstrate mass timber construction with highly integrated supply chain integration and efficient site construction.

### 4.0 Options considered

- Stand-alone housing build was considered, but the locations available were not suitable. One and two bedrooms suites were considered, but are too low of density to be cost-effective to construct.

### 5.0 Project Outcomes

- Cost Effectiveness:
  - Mass timber passive house will result in lower life cycle costs and GHG emissions. Fast site works will lower overall construction costs.
- Innovation:
  - Active Learning classrooms support emerging pedagogical styles while videoconference delivery enables increasing variety of program offerings in rural parts of the province.
- Strategic Alignment:
  - The project supports the Ministry goals of aboriginal success, advanced wood product use, campus housing for students, and professional programs that support resource development.
  - A signature building that champions sustainability and mass timber construction is a perfect fit for UNBC's vision to be a destination university of choice, and also Canada's Green University. The 2019 Campus Master plan identified the proposed location as a key spot for enhancing the community and culture of the campus.
  - Providing space for academic programs would be based on well documented needs in Northern BC, and support the resource development activities (LNG, Site C) in the area.
- Quality Education:
  - Existing supports for aboriginal learners will be enhanced through purpose built housing.
- Energy and Emission Reduction:
  - As a passive house project this building will use 90% less heat than existing buildings on campus, and will be heated by the Bioenergy facility to further reduce greenhouse gas emissions.

## 6.0 Project Cost/Funding

- The estimated total capital cost for this project is \$52,000,000 as detailed below.

	Provincial Grant	Provincial Loan	UNBC	Total
<b>Student Housing (200 beds)</b>		21,000,000	7,000,000	<b>28,000,000</b>
<b>Food Services</b>		3,000,000	3,000,000	<b>6,000,000</b>
<b>New Academic Programs</b>	9,000,000			<b>9,000,000</b>
<b>First Nations Centre and Event Space</b>			9,000,000	<b>9,000,000</b>
<b>Total</b>	<b>9,000,000</b>	<b>24,000,000</b>	<b>19,000,000</b>	<b>52,000,000</b>

- Annual operating costs will be cost recovery for the housing and food services portions of the project, new funding sought from government for the operations of the academic programs. The funding for the First Nations Centre will be maintained through internal operating.

## 7.0 Key Risks

- Multi-use building with multiple funding sources – requires concerted effort to coordinate the design and ensure all funding partners' needs are met.
- Tall wood and mass timber construction using prefabricated elements is still an emerging field in BC. This project will incorporate careful supply chain planning and Building Information Modelling (BIM) to ensure components arrive just in time for short duration construction. BIM will also lower the long term costs of maintaining the building.

## 8.0 Project Schedule

- Project would begin with functional planning in Fall 2019. Construction would begin in Q1 of 2021/22 and be complete by August 2022.
- This schedule is based on a funding decision by Q4 of 2019/20.

Design Bid Build	2019/20				2020/21				2021/22				2022/23			
	Quarter	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Functional Planning																
Funding Approval																
Design																
Award General Construction Contract																
Construction																
Project Completion																

# Five-Year Capital Plan (2020/21 - 2024/25)

## Attachment 2: Project Overview

UNBC and CMTN	Terrace	CMTN and UNBC Terrace Learning Centre	Project Category 1	Project Priority 2 of 4
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### 1.0 Current Situation

- UNBC will continue to strengthen our partnerships with the colleges that operate in the North, particularly where there are synergies in facility utilization and program delivery. The aim is to provide better pathways for our students wherever possible.
- In particular
- The UNBC Terrace campus is a single 1,314 m<sup>2</sup> building with an FCI of 0.4 that is owned by UNBC. Due to challenges associated with operating a single remote building, and a desire to provide better pathways for students in the Northwest region, UNBC and Coast Mountain College are proposing combining programming into a single site and a new building.

### 2.0 Project Description

- At a conceptual level this would be nominally 11,000 m<sup>2</sup> in gross area and of mass timber construction. The two institutions intend to proceed with functional planning through the summer of 2019 with a possible construction schedule as shown below.

### 3.0 Project Objectives

- The primary reason for considering this is to provide an enhanced learning environment for our students in North Western BC, and ensure that our students have the supports they need to succeed.
- This would create operational efficiencies especially around facilities, and expand the support systems for students (many of which UNBC shares with CMTN now, even though we are not on the same site).
- UNBC is exploring the idea of moving our operations out of UNBC's existing facility in Terrace, and disposing of both the land and the building.

### 4.0 Options considered

- The primary option would be to maintain the status quo of each institution within their existing facilities on separate sites while the buildings continue to age.

### 5.0 Project Outcomes

UNBC is exploring the option of hosting existing programming in the Terrace region within a new building constructed in partnership with Coast Mountain College (CMTN) on their Terrace campus. UNBC programs would include Nursing, Social Work and Education, while CMTN would provide Early Childhood Education, Social Work and Nursing. Shared services within the building would include Library, Cafeteria and Food Services.

On the broader campus level there would be shared usage of existing CMTN facilities including housing and the First Nations Longhouse.

### 6.0 Project Cost/Funding

- The estimated capital cost for the project is \$72,000,000.

	2019/20	2020/21	2021/22	2022/23	Total
Provincial Cashflow	500,000	10,000,000	40,000,000	21,500,000	72,000,000

- The annual operating costs are anticipated to be met through reallocation of existing resources for the buildings that would be replaced.
- The existing UNBC Terrace building and land could potentially be sold – this revenue has not currently been factored into the project funding.

### 7.0 Key Risks

- The project is at the concept development stage; key risks and proposed mitigation strategies will be developed as the Functional Planning is completed (Fall 2019).

### 8.0 Project Schedule

Design Bid Build	2019/20			2020/21				2021/22				2022/23				2023/24				
	Quarter	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4
Functional Planning																				
Funding Approval																				
Design																				
Award General Construction Contract																				
Construction																				
Project Completion																				

# Five-Year Capital Plan (2020/21 - 2024/25)

## Attachment 2: Project Overview

UNBC	Prince George	Agora Renewal	Project Category 2	Project Priority 3 of 4
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### 1.0 Current Situation

- One of the original five campus buildings, the Agora was constructed in 1994 and contains Lecture Theatres, Main Entrances, Lobby, Offices and Food Services. It connects all the original buildings and behind all these services is the Utilidor that contains all the campus utility infrastructure.
- The exterior of the building includes cast-in-place concrete walls, stone and brick cladding finishing's and pre-cast concrete elements. The roof includes adhered built-up-roof with concrete interlocking pavers, metal roof assemblies and green roofs.
- With the highest FCI (at 0.395) this building has been deemed the highest maintenance priority.
- According to VFA there are \$15.8 million worth of requirements identified in the next five years.

### 2.0 Project Description

- This project will involve an evaluation, repair and upgrade to the mechanical and electrical systems, stabilization of concrete retaining walls, substantial roof repairs (green, BUR, concrete pavers, etc.), and architectural interior work including glazing, doors, accessibility upgrades and access control.

### 3.0 Project Objectives

- The primary objective of the project would be to repair and/or replace aging infrastructure prior to any further damage taking place. A number of the upgrades will also have positive energy savings opportunities.

### 4.0 Options considered

- The only option available is to try to address small parts of this project with the yearly Routine Capital funding. Given the project management resources available and the volume of work required, this would take up to ten years to complete and is not a viable option.

### Project Cost/Funding

- Once preliminary planning is complete for this project a detailed plan will be submitted to the Ministry for funding under Major M & R.

### 8.0 Project Schedule

Preplanning	2019/20
Planning	2020
Design	2020/21
Construction	2021 -2022

# Five-Year Capital Plan (2020/21 - 2024/25)

## Attachment 2: Project Overview

UNBC	Prince George	Research Lab Renewal	Project Category 2	Project Priority 4 of 4
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### 1.0 Current Situation

- One of the original five campus buildings, this building is a four storey building with approximately 7,581 square meters of floor space. The “Research Lab” was originally built as the only lab on campus and housed, teaching labs, research labs and graduate space. This building is now used solely for Research and Graduate students and contains a variety of research labs, a greenhouse, an archaeology lab, DNA sequencing lab, loading bay, Chemical Stores, multiple specialized labs and substantial associated mechanical and electrical systems.
- The building has the 2<sup>nd</sup> highest UNBC building FCI at 0.285 with \$11.7 million worth of requirements over the next five years according to the VFA reports.

### 2.0 Project Description

- This project will involve an evaluation, repair and upgrade to the mechanical and electrical systems, Fire Alarm system renewal, exhaust system renewal (fume hoods), substantial roof repairs (green, BUR, concrete pavers, etc.), and architectural interior work including glazing, doors, accessibility upgrades and access control.

### 3.0 Project Objectives

- The primary objective of the project would be to repair and/or replace aging infrastructure prior to any further damage taking place. A number of the upgrades will also have positive energy savings opportunities.
- We will also be undertaking the first functional planning exercise for this building since the Teaching Lab was built in 2002/2004 and the use of this original lab building changed.

### 4.0 Options considered

- The only option available is to try to address small parts of this project with the yearly Routine Capital funding. Given the volume of work required, this would take up to ten years to complete and is not a viable option.

### Project Cost/Funding

- Once preliminary planning is complete for this project a detailed plan will be submitted to the Ministry for funding under Major M & R.

### 8.0 Project Schedule

Planning	2021/22
Design	2022
Construction	2023

# Five-Year Capital Plan (2020/21 - 2024/25)

## Attachment 2: Project Overview

UNBC	Prince George	David Douglas Botanical Garden	Project Category Self Funded	Project Priority N/A
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### 1.0 Project Description

- In partnership with the David Douglas Botanical Garden Society (DDBGS) the University is proceeding to develop a premier northern botanical garden. The garden will be located on the 23 acres (9.3 hectares) of University of Northern British Columbia (UNBC) land that has been designated for this purpose in the UNBC Campus Master Plan 2012.
- The preliminary cost of the project is \$5.3 million and it is anticipated that it will be developed in 3 phases. The length of time it will take to complete the garden will depend on how quickly the funding can be obtained.

### 2.0 Background Information

- The David Douglas Botanical Garden Society was formed in 1991. Its vision is to develop and maintain a premier northern botanical garden. Its mission, is to:
  - Establish and maintain an aesthetically pleasing botanical garden in partnership with the University of Northern British Columbia;
  - Provide horticultural, botanical and arboricultural education for the public;
  - Advance horticultural and arboricultural knowledge; and,
  - Promote the use of plant material that is viable in northern British Columbia.
- Under an ongoing agreement with the University, the Society has developed 2.7 acres (1.1 hectares) of land into an Educational Display Garden. The site is located in a prominent position on the University lands. Part of this Display Garden includes the Alice Wolczuk Memorial Alpine Berm, a rock garden, lilac walk, a beautiful arched bridge over the detention ponds and connecting the walking trails, and a significant water feature.
- The Society also established the Weller Rose Garden in 1996 in recognition of the achievements of the University's first President Geoffrey Weller and his wife Jean Weller. In addition, the Society developed a Fir Grove, the Master Gardener Program and library, offers garden visits and lectures, and produces a quarterly newsletter.

### 3.0 Strategic Alignment

- The educational and research mission of the DDBGS aligns well with the University's mission and can assist with the unification of the campus as they embark on their new Strategic Plan as well as help further their environmental sustainability goals and further the physical beautification of the Prince George campus.
- As colleges and universities are often viewed as lofty or even intimidating institutions, a Botanical Garden can serve as a threshold to the larger community. A family may tour a botanical garden at UNBC but would never feel comfortable walking through a Research Lab.
- With the garden's strong northern focus, it is anticipated that substantial research partnerships can be developed with the University and its programs. It is also hoped that the Garden will function as a "living classroom" for a number of UNBC disciplines (Forestry, Natural Resources, Biology, Entomology, First Nations Studies, etc.)
- The Society's outreach programs (Master Gardener classes, workshops, tours) and other activities will help to promote the university and attract people to the campus that may not otherwise venture up the hill.
- The development of the Botanical Garden will also have an impact on the City of Prince George. It will support the present promotion by The City to encourage people to move to Prince George. It will provide a venue for visitors, for events such as weddings and Christmas light displays, and for a variety of educational experiences for both youth and adult visitors.

### 4.0 Environmental Analysis

- The proposed location of the garden at the University of Northern British Columbia will make this garden the northern most University garden in the country and therefore very unique.



<b>Agenda Item:</b>	7.c. Agreements, Scholarships, Bursaries and Awards – D. Ryan
<b>Material:</b>	1. Agreements, Scholarships, Bursaries and Awards as recommended by the Senate for August 2019
<b>Motion:</b>	<i>That, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended by the Senate, for August 2019, as presented.</i>



Motion Number (assigned by SCS): \_\_\_\_\_

**SENATE COMMITTEE ON SCHOLARSHIPS AND BURSARIES (SCSB)**

**PROPOSED MOTION**

**Motion:** That the new Terms and Conditions for the Julie Torbela Ziebart Scholarship be approved.

**Effective Date:** 2019-2020 Academic Year

**Rationale:** To activate the Julie Torbela Ziebart Scholarship 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:** June 5, 2019

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20190626.03

**Moved by:** Jensen

**Seconded by:** Wagner

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** June 26, 2019  
**Date**

\_\_\_\_\_  
**Acting Chair's Signature**

**For information of Senate.**

**AWARDS GUIDE INFORMATION:**

**Award Category:** Entrance

**Award Name:** Julie Torbela Ziebart Scholarship

**Awards Guide Description/Intent:** Julie Torbela Ziebart is a past Board Member of UNBC. She has established this scholarship to support students from the Fort St John area to attend UNBC.

**Donor:** Julie Torbela Ziebart

**Value:** \$1,000

**Number:** One

**Award Type:** Scholarship

**Eligibility:** Available to a student entering into a full-time undergraduate program at UNBC who is graduating from a high school in the Fort St John area.

**Criteria:** Academic excellence.

**Effective Date:** Established 2019

**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 new Terms and Conditions for the MNP Fort St John Scholarship be approved.

**Effective Date:** 2019-2020 Academic Year

**Rationale:** To activate the MNP Fort St John Scholarship 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:** June 5, 2019

**TO BE COMPLETED AFTER SCSB MEETING**

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

**Motion No.:** SCSB20190626.04

**Moved by:** Van Der Velde

**Seconded by:** Hartley

**Committee Decision:** CARRIED

**Attachments:** 1 Page

**Approved by SCSB:** June 26, 2019  
**Date**

\_\_\_\_\_  
**Acting Chair's Signature**

**For information of Senate.**

**AWARDS GUIDE INFORMATION:**

**Award Category:** In-course

**Award Name:** MNP Fort St John Scholarship

**Awards Guide Description/Intent:** This scholarship has been established by MNP's Fort St. John office which provides tailored expertise in accounting, consulting, tax, and a wide range of business advisory services to help you succeed.

**Donor:** MNP Fort St John

**Value:** \$1,000

**Number:** One in 2019/20, one in 2020/21, one in 2021/22

**Award Type:** Scholarship

**Eligibility:** Available to a full time undergraduate student with a declared major in accounting who has completed 90 credit hours. First preference will be given to a resident of North Eastern BC.

**Note:** This is a one-time award.

**Criteria:** Academic excellence.

**Effective Date:** Established 2019

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

<b>Agenda Item:</b>	7.d. Delegation of Authority to the President to Approve Fees – D. Ryan / C. Smith
<b>Material:</b>	<ol style="list-style-type: none"> <li>1. Government of BC Tuition Limit Policy</li> <li>2. UNBC Fees Committee Terms of Reference</li> <li>3. 2019/2020 tuition fee motion attachment (for Example)</li> <li>4. 2019/2020 Fee Schedule Motion (for Example)</li> </ol>
<b>Motion:</b>	<p><i>Whereas the University Act grants the Board the authority to set, determine and collect fees, and whereas;</i></p> <p><i>The Government of British Columbia’s Tuition Limit Policy limits domestic tuition and mandatory fee increases to the rate of inflation;</i></p> <p><i>The UNBC Fees Committee reviews all fees and applications related to fees, considers submissions from interested and impacted parties, and provides advice and recommendations to the President with respect to fees, and;</i></p> <p><i>Institutional process efficiency on the setting of fees supports ongoing and up-to-date certainty in integrated University planning;</i></p> <p><i>Now therefore the Board delegates the authority to approve all fees, with the exception of tuition fees, to the President, acting with the advice of the UNBC Fees Committee and in compliance with the Province of British Columbia’s Tuition Limit Policy, effective on approval of the Board.</i></p>



## Tuition Limit Policy

Government has taken action to limit tuition and mandatory fee increases to the rate of inflation. The limit for tuition and mandatory fees is 2%.

<b>The tuition limit applies to:</b>	<ul style="list-style-type: none"> <li>Professional programs.</li> <li>Cost recovery/continuing education credentialed programs.</li> <li>All other credentialed and open enrolment programs.</li> <li>Mandatory fees, including capital construction support (e.g., building fees), consumable fees (e.g., fees charged for field trips and consumable supplies) and other mandatory fees (e.g., application fees and technology fees).</li> </ul>
<b>The tuition limit does not apply to:</b>	<ul style="list-style-type: none"> <li>International student tuition and mandatory fees.</li> <li>Third-party contracts.</li> <li>New programming (first year). Institutions may set the initial tuition and mandatory fee rate for new instructional programs (not amendments to existing programs). After the first year, tuition and mandatory fees will be subject to the tuition limit policy.</li> <li>Community/continuing education non-credentialed courses. Most of these are short-term courses offered in the evening or on the weekend (e.g., first aid, photography).</li> <li>Mandatory fees for student association or society fees (collected on behalf of student associations).</li> </ul>

## Tuition Limit Policy Application

Government introduced the tuition limit policy in 2005. In 2007, the policy was extended to include institutional and program mandatory fees.

Public post-secondary institutions are expected to ensure programs and courses are affordable and accessible for students. In accordance with applicable legislation, post-secondary boards (Boards) are responsible for setting, determining, and collecting tuition and mandatory fees within the tuition limit policy.

The following provides clarification on the application of the tuition limit policy as it relates to both new and existing programs and fees.

<b>Existing programs</b>	<ul style="list-style-type: none"> <li>Tuition and fees for existing programs and services must not increase more than the rate set by the policy.</li> </ul>
<b>Updates to Existing programs</b>	<ul style="list-style-type: none"> <li>Post-secondary institutions are expected to keep programs current. Updates to existing programs are considered part of this ongoing process and are expected to be achieved within the tuition limit policy.</li> </ul>
<b>Revised programs<sup>1</sup></b>	<ul style="list-style-type: none"> <li>It is recognized that, at times, substantial changes to a program may be necessary.</li> <li>An existing program that is substantially revised may be submitted to the Ministry for determination as to whether the program is new for the purposes of the tuition limit policy.</li> <li>Prior to introducing a new level of tuition, institutions must submit a written request to the Ministry for review,</li> </ul>

outlining the revisions that led to new or changed objectives, goals, learning competencies and outcomes for the program and students. Written request to include the following information on the understanding that additional information may be required.

1. Rationale for the program change (include any changes that result from new requirements of regulatory or licensing bodies).
2. Outline of the main program changes (e.g. new or changed objectives, goals and learning competencies for the program and students).
3. Provide a “course mapping” (i.e. listing out existing courses besides a listing of new ones, including associated changes).
4. Outline the tuition and mandatory fees (please list mandatory fees individually) for the revised program and how they compare to the current program. Outline how the tuition and mandatory fees for the revised program compare to similar programs in British Columbia (or outside of British Columbia, if there are no similar programs in British Columbia).
5. Whether tuition and mandatory fees for courses that form part of other existing programs are being kept consistent to ensure students attending the same course in a different program are not paying a differential tuition and mandatory fee.
6. The number of credits, hours and program length of the revised program and how it compares to the current program.
7. Whether the revised program will be offered if it is not considered new under the tuition limit policy. Include the start date of the revised program.
8. Impact the revised program would have on existing students (i.e. would the revisions cause any existing students to face a tuition fee increase part way through the program).
9. Comparison of current and revised program changes (e.g. admission requirements, delivery method and other program requirements).
10. If the revised program requires the hiring of new staff and faculty.
11. Whether the revised program has been approved by the Education Council and Board of Governors.
12. Outline the labour market demands for graduates of the revised program, how the program aligns with industry and student demand. Would the revised program create new employment opportunities? Would graduates have knowledge/technical skills that employers require in order to hire?
13. When the former program was last revised.
14. Other applicable information.
  - Revised programs are evaluated by the Ministry and an independent third party reviewer to determine whether they are new for the purpose of the tuition limit policy.
  - When a revised program qualifies as a new program for the purpose of the tuition limit policy, the institution may establish tuition and mandatory fees for the first year that the program is offered and must apply government’s tuition policy in subsequent years.
  - Specifically, the institution may establish tuition and mandatory fees for courses that form part of the new program and not part of any other existing program. Tuition and mandatory fee increases for any courses in the new program that form part of other existing programs must be kept within the rate set by the tuition limit policy. This ensures that students attending the same course in different programs are not paying a differential fee based on their program, reflecting the spirit of the tuition limit policy by keeping tuition and mandatory fees for existing programs to a minimum.

<b>New programs</b>	<ul style="list-style-type: none"> <li>• Boards establish the tuition amount for the first year, and the rate increase set by the policy applies thereafter.</li> </ul>
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<b>New mandatory fees<sup>2,3,4</sup></b>	<ul style="list-style-type: none"> <li>• New mandatory fees may be introduced for new services if there is a clear benefit to students.</li> <li>• Proactive consultation and engagement with students should be undertaken prior to Board review and approval.</li> <li>• Institutions should also consult with the Ministry early in the process when new fees are being considered.</li> <li>• BC public post-secondary institutions are required to report details on any new mandatory fees to the Ministry as part of the annual tuition and fees reporting requirements. The report needs to be signed by the Vice President of Finance and/or Academics.</li> </ul>
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Boards are responsible for ensuring that all requirements have been met before approving new tuition or mandatory fee amounts.

<sup>1</sup> Institutions are to ensure that revised programs go through the PSIPS and/or Degree Quality Assessment Board (DQAB) process as appropriate.

<sup>2</sup> Applies to any new mandatory fees that bring the total tuition and mandatory increase above the 2% rate set by the tuition limit policy.

<sup>3</sup> Mandatory fees are defined as those fees a student must pay to the institution in order to complete a program.

<sup>4</sup> Optional fees do not need to be reported.

## Related Links

- [Data & Research](#)
- [Budget Letters](#)
- [Mandate Letters](#)

Enter your keywords

# Fees Committee

## Terms of Reference

### Preamble

The Fees Committee reviews all University fee changes, including, but not limited to, changes to full-time and part-time graduate and undergraduate student tuition and ancillary fees, library fees, late payment penalties, Residence fees, and parking fees. The University and the Fees Committee do not review fees set by student bodies as these bodies are independent of University administration.

The Fees Committee works closely with the Finance Department to monitor the overall effect of fee changes. Senior administrators who are members of the Committee are responsible for informing their constituents of the recommendations of the Committee as they related to their areas of operations.

The Fees Committee is advisory to the President, who then approves and recommends the proposed fees schedule to the Board.

Once the fees schedule is approved by the Board, the Registrar ensures that fee changes, particularly those requiring Calendar entry, are implemented and that students receive current and correct information on fees. The Finance Department implements the fee changes in the accounts.

**[Fee Proposal Form \(/sites/default/files/sections/fees-committee/2016-11-29-fee-proposal-form.pdf\)](/sites/default/files/sections/fees-committee/2016-11-29-fee-proposal-form.pdf)**

## **Objectives / Ends**

- Review applications for changes to existing fees
- Review applications for new fees
- Reasonable
- Fair
- Impacts on students, programs, and departments
- Recognize market forces
- Entertain submissions from interested parties and stakeholders
- Administer the requirements of provincial tuition cap, if in force

## **Authority**

m) The Board of Governors has the following powers as given by the University Act, Section 27 (2):

- i. to set, determine and collect the fees
- ii. to be paid for instruction, research and all other activities in the university,
- iii. for extramural instruction,
- iv. for public lecturing, library fees, and laboratory fees,
- v. for examinations, degrees and certificates,
- vi. for the use of any student or alumni organization in charge of student or alumni activities, and
- vii. for the building and operation of a gymnasium or other athletic facilities;

n) to pay over

- i. the fees collected for a student or alumni organization that the organization may request, and
- ii. in accordance with section 27.1, the fees collected for a student society or a provincial or national student organization;

## **Membership**

- Registrar (Chair)
- Provost
- NUGSS Vice-President Finance
- GSS Representative
- University Librarian
- Dean of CSAM
- Dean of CASHS
- Dean of Graduate Programs
- Vice-Provost Student Recruit
- Dean of Regional Programs
- Director of Ancillary Services
- Chief Information Officer
- Vice-President, Finance & Business Operations
- Associate Vice-President Financial Services (non-voting)
- Manager, Financial Services & Systems (non-voting)
- Executive Assistant, Registrar & Vice-Provost, SE (recording secretary)

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**  
**2019/20 Proposed Tuition fees**

	2018/19	2019/20	Change (\$)	Change (%)
<b>UNDERGRADUATE</b>				
<b>Basic Tuition Per Credit Hour</b>				
- Domestic	177.26	180.81	3.55	2.0%
- International				
▪ Commencing Studies Between May 1, 2005 and August 31, 2019	620.39	632.80	12.41	2.0%
▪ Commencing Studies September 1, 2019 Onward	620.39	705.49	85.10	13.7%
<b>Post Baccalaureate Diploma Tuition Per Credit Hour</b>	260.66	265.87	5.21	2.0%
<b>Other Undergraduate Tuition Related Charges and Information</b>				
- Registration Deposit (Per Semester)	100.00	100.00	0.00	0.0%
- Course Challenge Fee	88.63	90.40	1.77	2.0%
- Co-operative Education Work Term Fees	531.75	542.39	10.64	2.0%
- BC Residents 65 and older				
▪ BC residents aged 65 or older eligible for admission, receive a waiver of tuition, subject to space availability				
- Withdrawal & Tuition Refund				
▪ 50% of tuition up to the date of withdrawal without academic penalty				
<b>GRADUATE</b>				
<b>Minimum Program Fees</b>				
Unless otherwise noted, the minimum total program fee for Masters level programs is:				
▪ For full -time studies, 6 (six) full-time tuition fee units				
▪ For part -time studies, 12 (twelve) part-time tuition fee units				
<b>International students</b>				
Unless otherwise noted, the rate for international students is the same as domestic students				
- All Masters level programs not specifically noted				
▪ Full-time unit	1,648.56	1,681.53	32.97	2.0%
▪ Part-time unit	871.38	888.81	17.43	2.0%
- Master of Arts in Disability Management				
▪ Full-time unit	2,091.27	2,133.10	41.83	2.0%
▪ Part-time unit	1,097.91	1,119.87	21.96	2.0%
- Master of Education				
▪ Full-time unit	2,252.13	2,297.17	45.04	2.0%
▪ Part-time unit	1,182.37	1,206.02	23.65	2.0%
- Master of Engineering in Integrated Wood Design				
▪ Full-time unit	7,301.11	7,447.13	146.02	2.0%
▪ 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; increase is effective January				
- Master of Science in Community Health				
▪ Full-time unit	2,091.27	2,133.10	41.83	2.0%
▪ Part-time unit	1,097.91	1,119.87	21.96	2.0%
- Master of Science in Nursing				
▪ Full-time unit	2,091.27	2,133.10	41.83	2.0%
▪ Part-time unit	1,097.91	1,119.87	21.96	2.0%

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**  
**2019/20 Proposed Tuition fees**

	<b>2018/19</b>	<b>2019/20</b>	<b>Change (\$)</b>	<b>Change (%)</b>
- Master of Science - Engineering				
▪ Full-time unit	1,648.56	1,681.53	32.97	2.0%
▪ Part-time unit	n/a	n/a	n/a	n/a
- Master of Social Work				
▪ Full-time unit	1,930.40	1,969.01	38.61	2.0%
▪ Part-time unit	1,013.46	1,033.73	20.27	2.0%
- Special Education Graduate Certificate				
▪ Full-time unit	2,318.38	2,364.75	46.37	2.0%
▪ Part-time unit	n/a	n/a	n/a	n/a
This certificate program is full-time, with a minimum program fee of 3 (three) full-time units				
- Master of Business Administration				

NOTE: The tuition fees for the Masters of Business Administration program are currently under review. Final information will be brought forward to the Board of Governors for approval at the March 2019 meeting.

**Masters Time Extension - Per Semester**

- All Masters level programs not specifically noted	1,648.56	1,681.53	32.97	2.0%
- Master of Arts in Disability Management	2,091.27	2,133.10	41.83	2.0%
- Master of Education	2,252.13	2,297.17	45.04	2.0%
- Master of Science in Community Health	2,091.27	2,133.10	41.83	2.0%
- Master of Science in Nursing	2,091.27	2,133.10	41.83	2.0%
- Master of Social Work	1,930.40	1,969.01	38.61	2.0%

**Other Graduate Tuition Related Charges and Information**

- Continuing Registration Fee	580.58	592.19	11.61	2.0%
- Non-Degree Graduate Students	916.95	935.29	18.34	2.0%
- Graduate - Late Registration Fee	100.00	100.00	0.00	0.0%
- BC Residents 65 and older				
▪ BC residents aged 65 or older eligible for admission, receive a waiver of tuition, subject to space availability				

**DOCTORAL**

**Minimum Program Fees**

- Unless otherwise noted, the minimum total program fee for PhD level programs is 9 (nine) full-time units				
- PhD basic full-time unit	1,648.56	1,681.53	32.97	2.0%
- PhD Time Extension - per semester	1,648.56	1,681.53	32.97	2.0%

**Other Doctoral Tuition Related Charges and Information**

- Continuing Registration Fee	1,648.56	1,681.53	32.97	2.0%
- Graduate - Late Registration Fee	100.00	100.00	0.00	0.0%

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

FEE	Internal Fees 2018/19	Internal Fees 2019/20	Change (\$)	Change (%)	DESCRIPTIONS	FINAL APPROVAL AUTHORITY
<b>Course Fees</b>						
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
<b>Prince George Part Time</b>						
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
<b>Regional Full Time</b>						
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
<b>Regional Part Time</b>						
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
<b>Other</b>						
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
<b>GRADUATE</b>						
<b>PG Campus</b>						
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
<b>Regional</b>						
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
<b>Outgoing Exchange Student Fees</b>						
Study Abroad Application Fee	125.00	125.00	0.00	0.00%	National Student Exchange Program application fee in US dollars	Board
<b>Application Fees</b>						
<b>UNDERGRADUATE</b>						
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
<b>GRADUATE</b>						
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
<b>INTERNATIONAL</b>						
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
<b>EXCHANGE</b>						
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
<b>Housing Fees</b>						
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
<b>Parking Fees-General or Student</b>						
<b>Metered Parking:</b>	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
<b>Permitted Parking:</b>						
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
<b>Parking Violations:</b>					<b>All parking infractions are inclusive of tax</b>	
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
<b>Other Fees</b>						
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
Key Deposit-Intellikey Locks-Laboratory	25.00	25.00	0.00	0.00%	replacement of lost key	Board
	30.00	30.00	0.00	0.00%	Refundable upon return of key(s) to Laboratory	Board
Career Fair Registration Fee	25.00	25.00	0.00	0.00%	replacement of lost or damaged key	Board
	75.00	75.00	0.00	0.00%	Table/booth rental for Career Fair participants.	Board
<b>GRADUATE FEES</b>						
Office of Graduate Programs Administrative Fee	250.00	250.00	0.00	0.00%	Charged to cover retroactive enrolment activities in Graduate Programs	Board
<b>Alumni Charges</b>						
Alumni Parchment Replacement Fee	50.00	50.00	0.00	0.00%	Per Parchment	Board
<b>Regional Fees</b>						
Regional Equipment Rental	10.00	10.00	0.00	0.00%		Board

<b>Agenda Item:</b>	8.a. Report of the President <ul style="list-style-type: none"><li>• 5<sup>th</sup> Annual Building Reconciliation Forum Algoma University</li></ul>
<b>Material:</b>	1. 5 <sup>th</sup> Annual Building Reconciliation Forum Agenda



5<sup>th</sup> Annual  
Building  
Reconciliation  
Forum



AGENDA

October 9 & 10, 2019

*“Working Together to Advance Healing & Reconciliation”*

*Wiiji-nookiimding wii-noojmoweng, dibaajmotaading, doodamowin miinwaa debwe'endaagziwin – wii-ni-niigaaniing*

GEORGE LEACH CENTRE • ALGOMA UNIVERSITY • SAULT STE MARIE • ONTARIO

**WEDNESDAY, OCTOBER 9**

**Co-Master of Ceremonies: *Isadore Day & Vera Houle***

- 7:00 a.m. – 7:30 a.m.      SUNRISE CEREMONY AT SHINGWAUK ARBOR
- 8:15 a.m. – 8:30 a.m.      SHUTTLE BUSES ARRIVE
- 8:30 a.m. – 9:00 a.m.      OPEN CEREMONIES
- WELCOME SONG  
   Bear Creek
- 9:00 a.m. – 9:10 a.m.      QULLIQ LIGHTING  
   *Edna Elias*, Former Commissioner of Nunavut
- 9:10 a.m. – 9:25 a.m.      OPENING WELCOME  
   *Shirley Horn*, Chancellor/Elder, Algoma University  
   *Asima Vezina*, President & Vice-Chancellor, Algoma University
- 9:25 a.m. – 9:40 a.m.      WELCOME REMARKS  
   *Paul Davidson*, President, Universities Canada
- 9:40 a.m. – 9:50 a.m.      OPENING REMARKS  
   *Honourable Ross Romano*, MPP Sault Ste. Marie,  
   Minister of Training, Colleges and Universities
- 9:50 a.m. – 10:00 a.m.      STUDENT SPOTLIGHT: EXPRESSIONS OF HOPE  
   *Makayla Webkaming*, Algoma University Student
- 10:00 a.m. – 10:30 a.m.      RECONCILIATION IN ACTION WHAT'S NEXT  
   *Chief Robert Joseph*, Hereditary Chief, Peace & Reconciliation Ambassador for Interreligious  
   & International Federation for World Peace, Ambassador for Reconciliation Canada
- 10:30 a.m. – 10:35 a.m.      STUDENT SPOTLIGHT: EXPRESSIONS OF HOPE  
   *Janice Basque and Ann Teresa Doucette*, MBA students, Cape Breton University
- 10:35 a.m. – 11:15 a.m.      SETTING THE STAGE FOR THE FUTURE  
   Moderator: *Vera Houle*, Director of Community Relations, APTN  
   *Della Anaquod*, President, Shingwauk Kinooomaage Gamig  
   *Dr. Mike DeGagné*, President & Vice-Chancellor, Nipissing University  
   *Stephen Augustine*, Associate Vice-President, Cape Breton University  
   *Dr. Daniel Weeks*, President, University of Northern British Columbia  
   *Asima Vezina*, President & Vice-Chancellor, Algoma University

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*“Working Together to Advance Healing & Reconciliation”*  
*Wiiji-nookiimding wii-noojmoweng, dibaajmotaading, doodamowin miinwaa debwe’endaagziwin – wii-ni-niigaaniing*

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...continued from page 1

- 11:15 a.m. – 11:45 a.m. **LINGUISTIC JUSTICE, CULTURAL RENEWAL, AND AUTHENTIC RECONCILIATION**  
*Dr. Brian McInnis, Bascom Professor & Faculty Fellow for Nonprofits and Community Studies – UW-Madison School of Human Ecology*
- 11:45 a.m. – 12:00 p.m. **STUDENT SPOTLIGHT: EXPRESSIONS OF HOPE**  
*Beverly Best, MBA Student, University of Northern British Columbia*  
*Carly Renaud, Nipissing University Student*
- 12:00 p.m. – 1:00 p.m. **LUNCH – SERVED ON SITE**
- Luncheon Presentation: **BUT HOW DO YOU DO IT? INDIGENIZING THE CURRICULUM 101**  
*Dr. Shelly Johnson, Canada Research Chair in Indigenizing Higher Education*  
Associate Professor, Director - Wel Me7 Yews Centre for Indigenizing Higher Education and  
Co-Chair - TRU Faculty Association's - Decolonization, Reconciliation and Indigenization  
Standing Committee
- 1:00 p.m. – 1:45 p.m. **RE-GENERATION: THE NEXT ERA OF RECONCILIATION EDUCATION**  
*Bne doodemid, Alan Corbiere, Anishinabek Territory, PhD Candidate*  
*Rick Hill, Community-based Historian, Six Nations of the Grand River Territory*
- 1:45 p.m. – 2:15 p.m. **E-DA-NV HI-S-GI TSU-DE-TI YV-DA (COME WITH ME FOR THE NEXT 5 YEARS)**  
*Jay Hannah, Executive Vice President of Financial Services, BancFirst*
- 2:15 p.m. – 2:25 p.m. **TRANSITION TO WORKSHOPS**
- 2:25 p.m. – 3:15 p.m. **TRANSFORMATIONAL RECONCILIATION DNA**  
Regional Universities championing their unique initiatives, sharing their regional learnings  
to bring forward the TRC Calls for Action
- Workshop 1: University of Northern British Columbia**  
**Presenter:** *Dr. Deanna Nyce*, Chief Executive Officer and President,  
Wilp Wilxo'oskwhl Nisga'a
- Workshop 2: Cape Breton University**  
**Presenter:** *Stephen Augustine*, Associate Vice-President
- Workshop 3: Lethbridge University**  
**Presenter:** *Ms. Kathleen Massey*, Associate Vice-President Student Services
- Workshop 4: Nipissing University**  
**Presenters:** *Tanya Lukin-Linklater*, Director of Indigenous Initiatives  
*Dr. Cindy Peltier*, Chair in Indigenous Education
- Workshop 5: Lakehead University**  
**Presenters:** *Dr. David Barnett*, Provost & Vice-President (Academic)  
*Denise Baxter*, Vice-Provost (Aboriginal Initiatives)



*"Working Together to Advance Healing & Reconciliation"*  
*Wüji-nookiimding wii-noojmoweng, dibaajmotauding, doodamowin miinwaa debwe'endaagziwin – wii-ni-niigaaniing*

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...continued from page 2

Workshop 6: University of Winnipeg  
**Presenter:** *Dr. Annette Trimbee*, President

Workshop 7: Thompson Rivers University  
**Presenters:** *Professor Airini*, Dean, Faculty of Education and Social Work  
*Garry Gottfriendson*  
*Nicole Schaabus*  
*Dr. Sereana Naepi*  
*Knowledge Maker Student TBA*

Workshop 8: University of the Fraser Valley  
**Presenters:** *Shirley Hardman*, Senior Advisor on Indigenous Affairs  
*Dr. Peter Geller*, Vice-Provost & Vice President Academic  
*Dr. Eric Davis*, Special Advisor to the President

Workshop 9: Algoma University  
**Presenter:** *Elizabeth Edgar-Webkamigad*, Director, Shingwauk Residential Schools Centre

Workshop 10: Mount Saint Vincent University  
**'Hope, Belonging, Purpose & Meaning: Creating a Healthy Campus'**  
**Presenter:** *Patrick Small Legs-Nagge*, Special Advisor to the President on Aboriginal Affairs

Workshop 11: Brandon University  
**Presenter:** *Dr. David Docherty*, President and Vice-Chancellor  
*Chris Lagimodiere*, Director of Indigenous Peoples' Centre

Workshop 12: Campus Cousins  
**Presenter:** *Beverly Best*, Manager, Aboriginal Student Engagement, UNBC

Workshop 13: Residential Schools Land Memory Mapping Project & Reconciliation  
**Presenter:** *Stephanie Pyne*

3:15 p.m. – 3:30 p.m.

HEALTH BREAK

3:30 p.m. – 5:00 p.m.

DEEPER DIVE SESSION STREAMS:  
"INDIGENIZING CURRICULUM OR DECOLONIZING THE UNIVERSITY?"

Stream 1: Senior Executive (President/Chancellor/Elder)  
Stream 2: Academic Leadership/Indigenous Program Leads  
Stream 3: Students

Session Wrap Up and close

6:30 p.m. – 10:00 p.m.

EVENING PROGRAM  
**GALA DINNER @ THE MACHINE SHOP**  
**Keynote Speaker:** *Ted Nolan*  
**Entertainment:** *The Jerry Cans*

continued on page 4...  
73 of 149

*"Working Together to Advance Healing & Reconciliation"*  
*Wiji-nookiimding wii-noojmoweng, dibaajmotaading, doodamowin miiinwaa debwe'endaagziwin – wii-ni-niigaaniing*

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...continued from page 3

**THURSDAY, OCTOBER 10**

**Co-Master of Ceremonies: *Isadore Day & Vera Houle***

- |                         |  |
|-------------------------|--|
| 7:00 a.m. – 7:30 a.m.   | SUNRISE CEREMONY AT SHINGWAUK ARBOR  |
| 8:00 a.m. – 8:30 a.m.   | SHUTTLE BUSES ARRIVE   |
| 8:15 a.m. – 4:00 p.m.   | REGISTRATION AND INFORMATION   |
| 8:30 a.m. – 8:35 a.m.   | STUDENT SPOTLIGHT: EXPRESSIONS OF HOPE<br><i>Misheen Meegwun, Shingwauk Kinoomaage Gamig Student</i>   |
| 8:35 a.m. – 8:45 a.m.   | EMCEE REVIEW DAY 1   |
| 8:45 a.m. – 9:30 a.m.   | THE ROAD LESS TRAVELLED<br><i>Candy Palmater, Comedian, Activist &amp; 'Recovered Lawyer'</i>  |
| 9:30 a.m. – 10:00 a.m.  | INUUPLUNGA ILIHARVIGA (MY INUIT UNIVERSITY)<br><i>Edna Elias, Former Commissioner of Nunavut</i>   |
| 10:00 a.m. – 10:15 a.m. | REFRESHMENT BREAK  |
| 10:15 a.m. – 10:55 a.m. | TRADITIONAL KNOWLEDGE & RECONCILIATION<br><i>Dr. Paulette Steeves, Assistant Professor History, Algoma University<br/>Canada Research Chair Tier II Healing &amp; Reconciliation</i>   |
| 10:55 a.m. – 11:25 a.m. | MÉTIS RIGHTS AND RECONCILIATION<br><i>Margaret Froh, President, Métis Nation of Ontario</i>  |
| 11:25 a.m. – 11:30 a.m. | YOUTH PRESENTATION<br><i>Nevaeh Pine</i>   |
| 11:30 a.m. – 12:00 p.m. | RELATIONALITY IN INDIGENOUS-ALLY COLLABORATIONS<br><i>Dr. Vivian Jimenez-Estrada, PhD, Associate Professor, Algoma University</i>  |
| 12:00 p.m. – 12:45 p.m. | LUNCH<br><b>Feature Presentation: <i>Shawanda Family</i></b>   |
| 12:45 p.m. – 2:45 p.m.  | DEEPER DIVE SESSION STREAMS: "POLITICAL CORRECTNESS:<br>DUTY TO CONSULT, PARTNERSHIPS WHAT DOES IT MEAN TO UNIVERSITIES?"<br><br>Stream 1: Senior Executive (President/Chancellor/Elder)<br>Stream 2: Academic Leadership/Indigenous Program Leads<br>Stream 3: Students |

DRAFT



*“Working Together to Advance Healing & Reconciliation”*

*Wiji-nookiimding wii-noojmoweng, dibaajmotaading, doodamowin miinwaa debwe’endaagziwin – wii-ni-niigaaniing*

GEORGE LEACH CENTRE • ALGOMA UNIVERSITY • SAULT STE MARIE • ONTARIO

*...continued from page 4*

- 2:45 p.m. – 3:15 p.m.      HONOURING RECONCILIATION & HEALING  
Give Away Song
- 3:15 p.m. – 3:30 p.m.      SURVIVOR WITNESS CLOSING COMMENTS  
Children of Shingwauk & Visiting Elders
- 3:30 p.m. – 3:45 p.m.      ANNOUNCEMENT OF 2020 BUILDING RECONCILIATION FORUM
- 3:45 p.m. – 4:00 p.m.      CLOSING CEREMONIES  
*James Roach*, Cultural/Spiritual Advisor
- TRAVELLING SONG  
Bear Creek

DRAFT

*Co-hosted in partnership with:*



<b>Agenda Item:</b>	8.a. Report of the President <ul style="list-style-type: none"> <li>• Ministry of Advanced Education, Skills and Training Indigenous Post-Secondary Board Member Gathering</li> </ul>
<b>Material:</b>	1. Ministry of Advanced Education, Skills and Training Indigenous Post-Secondary Board Member Gathering Agenda

## Indigenous Post-Secondary Board Member Gathering - Draft Agenda

Date: Friday, September 20, 2019

Time: 9:00am to 3:30pm

Location: Musqueam Cultural Education Resource Centre, 4000 Musqueam Ave, Vancouver, BC V6N 3S2

Time	Activity	Description
9:00am – 9:30am	Welcome Snacks/Coffee	Networking Opportunity
9:30am – 9:45am	Acknowledging Territory, People and Culture	Musqueam Elder - TBD
9:45am – 10:00am	Gathering Overview	Facilitators to provide overview of the day.
10:00am – 10:30am	Opening Addresses  Acknowledgement of Board Member Contribution	Honourable Melanie Mark <i>Minister of Advanced Education, Skills and Training</i> Tyrone McNeil <i>President, First Nations Education Steering Committee (FNESC)</i> Clara Morin Dal Col <i>President, Métis Nation BC (MNBC)</i>
10:30am – 11:20am	Indigenous Post-Secondary Education Context  Dialogue and Questions	AEST / FNESC / MNBC and Dialogue with All Participants <ul style="list-style-type: none"> <li>○ <i>Aboriginal Post-Secondary Education and Training Policy Framework and Action Plan (2012)</i> <ul style="list-style-type: none"> <li>○ <i>Dialogue and Questions – How does this strategic document guide your work? Is progress being made?</i></li> </ul> </li> <li>○ <i>UN Declaration on the Rights of Indigenous Peoples</i></li> <li>○ <i>Truth and Reconciliation Commission’s Calls to Action</i> <ul style="list-style-type: none"> <li>○ <i>Dialogue and Questions – How do we action these calls to action and visionary concepts?</i></li> </ul> </li> <li>○ <i>Ministry and Institution Mandates</i> <ul style="list-style-type: none"> <li>○ <i>Dialogue and Questions – How is the direction to implement the TRC and UN Declaration being received? What is working? What needs to be improved?</i></li> </ul> </li> <li>○ <i>Commitment Document</i></li> <li>○ <i>Key Initiatives</i> <ul style="list-style-type: none"> <li>○ <i>Dialogue and Questions – Are there other priorities that should be considered? What else do we need to consider?</i></li> </ul> </li> </ul>
11:20am – 11:30am	Snack Break	Networking Opportunity

## Indigenous Post-Secondary Board Member Gathering - Draft Agenda

11:30am – 12:30pm	Role of Boards in Advancing Systemic Change	<p>Dialogue with All Participants – Roles, Opportunities, Obstacles, and Ideas for Moving Forward</p> <ul style="list-style-type: none"> <li>○ <i>As an Indigenous board member, how do you see your role in advancing systemic change? What opportunities and obstacles do you face?</i> <ul style="list-style-type: none"> <li>○ <i>Aboriginal Post-Secondary Education and Training Policy Framework and Action Plan</i></li> <li>○ <i>UN Declaration on the Rights of Indigenous Peoples</i></li> <li>○ <i>Truth and Reconciliation Commission’s Calls to Action</i> <ul style="list-style-type: none"> <li>▪ <i>Is the dial being turned? Is systemic change being addressed? How are these vision-setting documents being actioned at your institution? What is working? What needs improvement?</i></li> </ul> </li> </ul> </li> <li>○ <i>Capacity Building for Systemic Change</i> <ul style="list-style-type: none"> <li>○ <i>How can boards be better supported moving forward?</i></li> </ul> </li> <li>○ <i>Relationship Building with First Nations</i> <ul style="list-style-type: none"> <li>○ <i>What is working? What needs improvement?</i></li> </ul> </li> </ul>
12:30pm – 1:30pm	Lunch	Networking & Refreshments
1:30pm – 3:00pm	Enhancing the Board Experience	<p>Dialogue &amp; Planning with All Participants – Building Board Capacity to Recognize and Address Contemporary Challenges Facing Indigenous People</p> <ul style="list-style-type: none"> <li>○ <i>How has your experience on a board been? What is going well? What additional supports do you need? What role can the Ministry play?</i> <ul style="list-style-type: none"> <li>○ <i>Appointment process</i></li> <li>○ <i>Orientation/Onboarding experience</i></li> <li>○ <i>Recommendations for improvement</i></li> <li>○ <i>Awareness of history and contemporary realities of Indigenous peoples</i></li> <li>○ <i>Boards and systemic change in the post-secondary system</i></li> <li>○ <i>Boards and the UN Declaration and TRC Calls to Action</i></li> <li>○ <i>Professional development</i></li> </ul> </li> </ul>
3:00pm – 3:30pm	Next Steps	<p>Facilitator &amp; All Participants</p> <ul style="list-style-type: none"> <li>○ <i>Recap</i></li> <li>○ <i>Summarizing key recommendations</i></li> <li>○ <i>Dialogue</i></li> </ul>

<b>Agenda Item:</b>	8.a.(i) Reports of the Vice-Presidents – Provost & Vice-President Academic
<b>Material:</b>	1. Recruitment & Enrolment Report

September 9, 2019

September 1<sup>st</sup> Snapshot  
Summer Semester 2019 FTE  
Fall Semester 2019 FTE  
Fall Application 2019

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The following summary compares Summer 2017 to 2019 Full Time Equivalents (FTE) and headcounts as of September 1, 2019. Fall 2019 application numbers are also compared to Fall 2018 numbers as of the September 1<sup>st</sup> snapshot.

**Executive Summary:**

**Summer 2019 FTE Summary:**

FTE change from last year

- Total domestic tuition FTE up 6.1% (44.6)
  - At 78.7% of UNBC target (985.9)
- Total international tuition FTE up 86.6% (21.9)
  - At 23.2% of UNBC target (203.7)

Head Count change from last year

- Total domestic tuition h.c. up 3.5% (62)
  - At 115.5% of UNBC target (1610)
- Total international tuition h.c. up 50.0% (38)
  - At 26.8% of UNBC target (426)

**Fall 2019 FTE Summary:**

FTE change from last year

- Total domestic tuition FTE down -5.1% (-135.3)
  - At 74.1% of UNBC target (3403.1)
- Total international tuition FTE up 44.3% (61.7)
  - At 39.5% of UNBC target (507.9)

Head Count change from last year

- Total domestic tuition h.c. down -3.3% (-106)
  - At 76.7% of UNBC target (4012)
- Total international tuition h.c. up 43.1% (75)
  - At 37.9% of UNBC target (657)

**Fall 2019 Application Summary:**

- Total applications up 8.9% (354 h.c.) from Fall 2018.
- Total admissions down -8.6% (-185 h.c.) from Fall 2018.
- Total registrations down -11.1% (-125 h.c.) from Fall 2018.



Fall 2019 More Detailed:

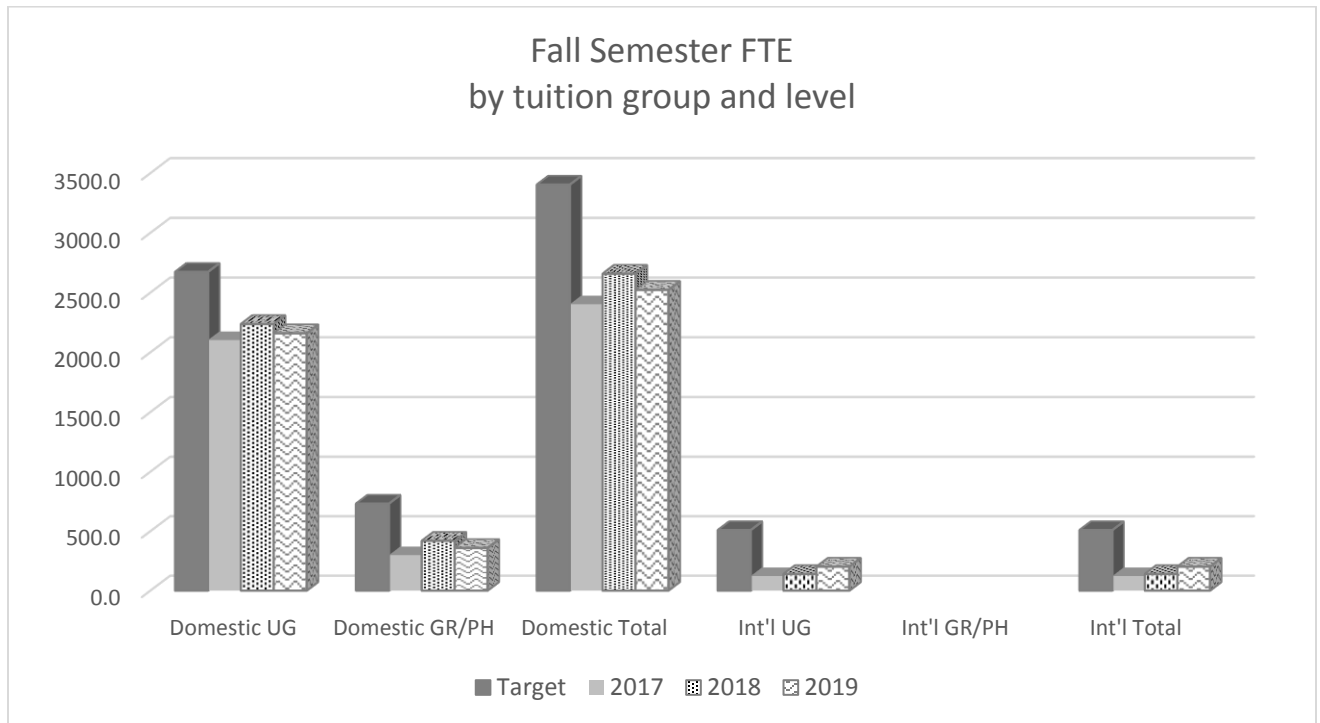
Domestic Tuition FTE

- Undergraduate FTE down -3.5 (-77.2)
  - At 80.8% of UNBC target (2672.5)
- Graduate FTE down -14.4% (-60.3)
  - At 49.0% of UNBC target (730.6)
- Continuing Studies FTE up 82.5% (2.2)

International Tuition FTE

- Undergraduate FTE up 44.3% (61.7)
  - At 39.5% of UNBC target (507.9)

College breakdown (FTE)	
CASHS	<ul style="list-style-type: none"> <li>• Overall FTE down -7.3% (-99.4)</li> <li>• Undergraduate down -5.8% (-65.7)</li> <li>• Graduate down -14.5% (-33.7)</li> </ul>
CSAM	<ul style="list-style-type: none"> <li>• Overall FTE up 2.6% (36.3)</li> <li>• Undergraduate up 4.7% (56.3)</li> <li>• Graduate down -11.5% (-20.0)</li> </ul>
Cross College	<ul style="list-style-type: none"> <li>• Overall FTE down -22.6% (-12.7)</li> <li>• Undergraduate down -13.5% (-6.1)</li> <li>• Graduate down -58.8% (-6.7)</li> </ul>
Continuing Studies	<ul style="list-style-type: none"> <li>• Overall FTE up 82.5% (2.2)</li> </ul>



Fall 2019 Head Count

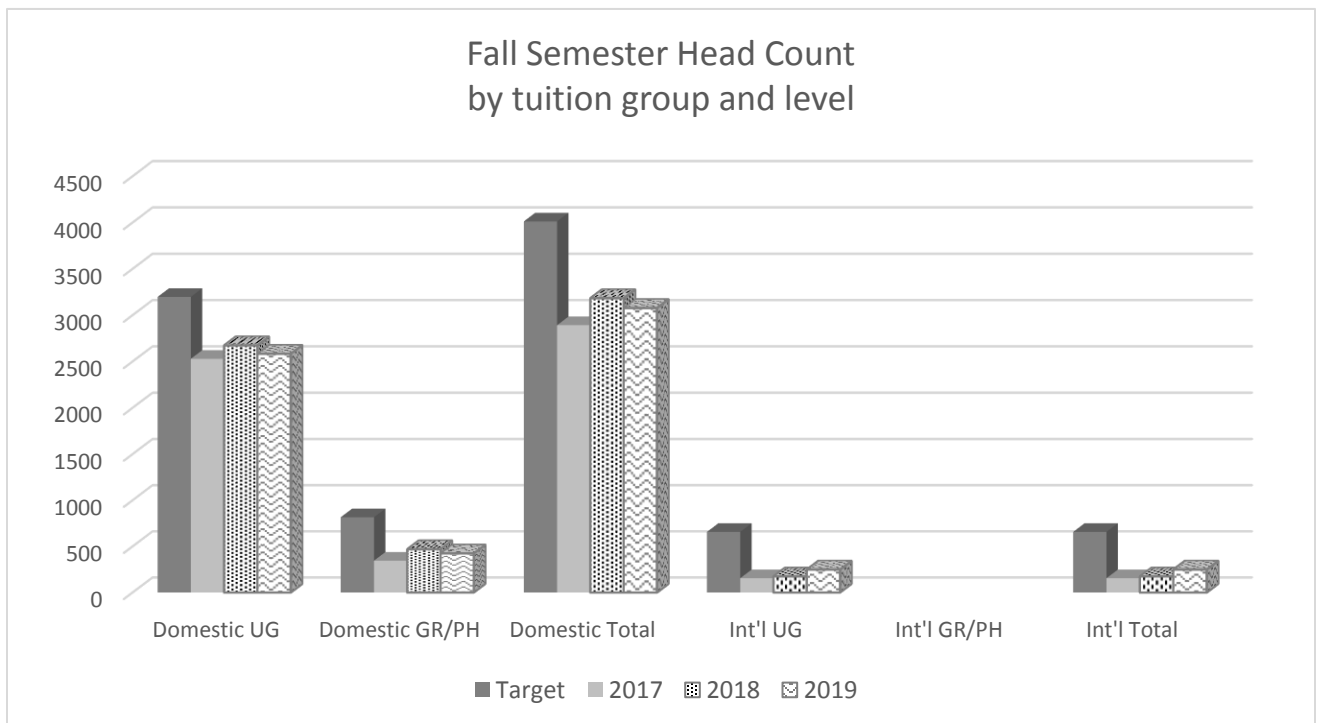
Domestic Tuition Head Count

- Undergraduate h.c. down -3.4% (-91)
  - At 80.8% of UNBC target (3196)
- Graduate h.c. down -9.6% (-45)
  - At 52.0% of UNBC target (815)
- Continuing Studies h.c. up 75.0% (30)

International Tuition Head Count

- Undergraduate h.c. up 43.1% (75)
  - At 37.9% of UNBC target (657)

College Breakdown (h.c.)	
CASHS	<ul style="list-style-type: none"> <li>• Overall h.c. down -5.7% (-92)</li> <li>• Undergraduate down -5.1% (-69)</li> <li>• Graduate down -8.3% (-23)</li> </ul>
CSAM	<ul style="list-style-type: none"> <li>• Overall h.c. up 2.4% (39)</li> <li>• Undergraduate up 4.3% (61)</li> <li>• Graduate down -12.4% (-22)</li> </ul>
Cross College	<ul style="list-style-type: none"> <li>• Overall h.c. down -7.9% (-8)</li> <li>• Undergraduate down -9.2% (-8)</li> <li>• Graduate no change 0.0% ( )</li> </ul>
Continuing Studies	<ul style="list-style-type: none"> <li>• Overall h.c. up 75.0% (30)</li> </ul>



## 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 15<sup>th</sup> 2017 the winter FTE report shows data for winter 2018 as of Nov 15<sup>th</sup> 2017, winter 2017 as of Nov 15<sup>th</sup> 2016 and winter 2016 as of Nov 15<sup>th</sup> 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.

<b>Agenda Item:</b>	8.a.(i) Reports of the Vice-Presidents – Provost & Vice-President Academic
<b>Material:</b>	1. Regional Programs Report to UNBC Board of Governors

## Regional Programs Report to UNBC Board of Governors

Submitted by Mark Dale

September 2019

### Current projects

- Web and Coach Model: following MATH 220, Linear Algebra, and STATS 240 (courses required in some programs), we offered MATH 455, Graph Theory, in a hybrid web-and-coach format this January, and ENGL 120, Canadian Native Literatures, is currently being prepared (Professor Horne).
- Indigenous Language Fluency Degree: a broadly based partnership is developing a BA in language fluency; the partners are: UBC-V, UBC-O, NVIT, UNBC, WWNI, En'owkin, FNEESC, IAHLA, UVic, and SFU. The Stage 1 Review document for DQAB will go to SCCC in September, and we are preparing the full DQAB package in collaboration with colleagues at UBC-O.
- At Langara College in Vancouver, we are providing two programs; MBA (13 in year 1, 18 in year 2) and Bachelor of Social Work (13 currently in first year, with a new cohort beginning in 2020).
- We are working with the Saik'uz First Nation to deliver UNIV101 in the community as a first step in the transition to Post-secondary education.
- We are developing a BA in Indigenous Studies to be offered jointly by UNBC and NVIT (Merritt).

### Northwest Regional Update for the UNBC Board of Governors,

6 September 2019

### Student Enrollment

- At the time of writing, 121 students are being served by UNBC's Northwest Region for the Fall 2019 semester. Most of them are full-time students registered in the programs outlined in Table 1 below.

Table 1. Degree, program and number of students served by NW Campus.

Degree/Diploma	Program	Number of Students
B.Sc.N	Nursing 3 <sup>rd</sup> year	23
B.Sc.N	Nursing 4 <sup>th</sup> year	19
B.S.W	Social Work 3 <sup>rd</sup> year	11
M.S.W.	Social Work (Graduate)	1
B.Ed	Education (Elementary)	25
M.Ed.	Education (Counselling)	12

B. Sc.	Science (Integrated)	4
M.Sc.	Science (Graduate NRES)	1
B. A.	Arts (History)	1
Language & Culture courses in Prince Rupert – Sm’algyax	First Nations Studies	24
FNS Language & Culture Certificate Hazelton – Gitx’san*	First Nations Studies	20*
<b>Total</b>		<b>121</b>

\*admission/registration in process; student number not included in total. Leads to DSTC Certification.

### Integration

- HIST 360 is being offered from Quesnel campus by Terrace-based faculty member Maureen Atkinson. Maureen is now residing in Williams Lake.

### Initiatives

- Continuing Studies has had a more active presence in the Northwest Region, with Rob Bryce coordinating many adventure tourism programs out of the Terrace Campus over the summer.
- The “Masters Certificate in Project Management” coordinated by Karen Von den Steinen will be delivered in Terrace in November and December, 2019.

### Spring/Summer 2019 on-campus activities:

- Science Summer camp was hosted by NSIS (Northwest Science & Innovation) for children ages 6 through 10. This year we had 30 participants.
- Quantum Leaps – an information session for Grades 10 to 12 or 14 to 18 years old is scheduled for early November 2019. We are expecting 45 attendees.

### Staffing Changes

- Phil Burton ended his term as Regional Chair on June 30, 2019.
- Appointment of Melinda Bahr, Campus Development Liaison and Operations Manager, August 19, 2019. Melinda is excited to bring the strategic vision of UNBC to the NW Campus, emphasizing one university with equivalent student experience, developing relationships with the community and providing operational management for an outstanding campus.
- Amy Klepetar, School of Nursing Coordinator, will go on leave from January to August 2020. Admin Assistant, Shammi Bowal will work full time from January to June to assist Anika Brookhart who will take over Amy’s position while on leave.

- Ed Harrison, School of Education Coordinator, retires December 31, 2019
- Verna McDonald, Professor – School of Education, is on sabbatical leave September to December 2019. She will return to teaching in January 2020.
- Verna McDonald and Alex Lautensach, full time faculty professors, will retire June 30, 2020
- Samantha Lambright supported the practicum placement for Education until June 2019.
- Caitlyn Eide, Admin Assistant for School of Education will return from maternity leave in January 2020. In the interim, Marcus Mackay was hired to provide admin support for the program.

**South-Central Region Report to the Board of Governors**  
**Submitted by Bobbi Bell Regional Services Coordinator / AA School of Nursing**  
**September 2019**

**Quesnel Nursing:**

- CNC continues to offer the first two years of the Northern Collaborative Baccalaureate Nursing Program at the Quesnel campus, with an intake every year.
- There are 17 students registered in Year 3 and 20 in Year 4.
- Long time UNBC employee Clara Antoniazzi retired September 2, 2019 her position as Senior Lab Instructor has been filled by Kathleen Wrath who will share the Coordinator responsibility role with Davina Banner Lukaris.

**Quesnel Social Work:**

- South Central's BSW program intake is coordinated with CNC's Social Service Worker Certificate and Diploma (SSWK). We currently have 9 students in the BSW program here in Quesnel. A new cohort intake will take place in the Fall of 2020

**First Nations Studies Programs:**

- We were successful in receiving a grant from Indigenous Services Canada to deliver a First Nations Studies Language Certificate in Carrier Language at Anahim Lake.
- The First Nations Language Certificate – Southern Carrier: Level 1 Anahim Lake started October 12, 2018 and concluded August 24, 2019.

**Use of Technology:**

- Our internet router has now been moved to BCNET for better network connections; however, we have aging equipment. We are in need of capital investment to upgrade our VC equipment to take advantage of the improved quality of video and web-conferencing and the reduced packet loss offered through BCNET.
- IT services was on campus in early August and has written up a cost projection for us to move forward with this upgrade.

**High School Initiatives:**

- Our UNBC 101 initiative has grown in a few years. It has become an integral part of the local High School's graduation transition credits. We also increased our guest lecture series at the Social Studies classes in the schools. These two initiatives contribute to UNBC's brand building within the community and help some High School students choose UNBC as a Post-Secondary education option.

**NORTHEAST REGION****Submitted by Betty Powers****Social Work**

- Eight students from the 2016 Intake of Bachelor of Social Work graduated in May 2019.
- Four students from the 2018 intake are doing their 3<sup>rd</sup> Practicum in Fort St. John and Dawson Creek.

**Continuing Studies**

- There have been a number of Continuing Studies courses offered during the year.
- Master Certificate in Project Management has been well received in Fort St. John. There were 12 students in the 2018/2019 sessions. It will be running again for 2019/2020.

**Community Development Institute**

- CDI has been hosting a number of events in the Region which we hope will enhance UNBC presence here.
- The Community Development Institute at the University of Northern British Columbia is collaborating with the Vancouver Foundation to offer a systems change development cohort focused on children and youth in Fort St. John. To assist the cohort with understanding youth issues and perspectives, we are establishing a Youth Advisory Group.

Individuals, non-profit, business, industry, and government organizations are encouraged to nominate youth between the ages of 19-24 who have a desire to contribute to the community.

**Nursing**

- On June 7 an announcement was made by Melanie Mark, Minister of Advanced Education, Skills and Training, that the first nursing degree program in the Northeast will begin in September 2020. This has been a long time coming and is something what greatly needed in our region.



<b>Agenda Item:</b>	8.b. Routine Capital Year End Report – Information – B. Daigle
<b>Material:</b>	<ol style="list-style-type: none"><li>1. Routine Capital Year End Report dated June 1, 2019</li><li>2. Annual Accountability – Reports – Routine Capital</li></ol>

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**

Office of the Director, Facilities Management and Capital Planning  
Telephone: (250) 960-5590  
Email: claus@unbc.ca



To: Board of Governors

From: David Claus

Date: September 4, 2019

RE: **Routine Capital Year End Report**

**Background:**

Years of working with the Ministry and other PSI's have produced favorable results with respect to Routine Capital Funding. We now receive notional funding in 3 year increments, confirmed yearly with modest increases each year. This has helped substantially with the planning required for larger projects.

**Funding:**

Annual capital funding is now broken down into three categories: Base Routine Capital, Minor (Operating) Routine Capital, and the Carbon Neutral Capital Program (CNCP). The Base Routine Capital amount is based on a Ministry funding formula designed to address deferred maintenance; Minor Routine Capital is not required to be capitalized and is used for planning and minor renovations. The CNCP funding is based on the Carbon Offsets purchased by each public sector institution and is used to reduce energy use.

UNBC's allocations for 2018/19 fiscal and the projected allocations for the coming years are:

	2018/19	2019/20	2020/21
Base Routine Capital	\$1,210,000	\$1,483,035	\$1,532,610
Minor (Operating) Routine Capital	\$128,000	\$128,000	\$128,000
Carbon Neutral Capital Program	\$65,385	\$65,385	\$65,385
	\$1,403,385	\$1,676,420	\$1,725,995

All funds for the 2018/19 fiscal year were completely expended by year end. The detailed list of completed projects is attached.

**Impact:**

Various sources suggest as a rule of thumb that expenditures on routine capital/deferred maintenance should be about 1.5% of the CRV (current replacement value). We are not there yet but continue to work towards this goal.

	2018/19	2019/20
CRV of UNBC buildings (infrastructure excluded)	\$ 425,557,259	\$ 431,546,211
Recommended spend (1.5% of CRV)	\$ 6,383,359	\$ 6,473,193
Ministry funding received	\$ 1,403,385	\$ 1,676,420

## 2018/19 Routine Capital Year End Report

The Facilities Management department is proceeding with projects that will maximize the use of the provincial funding **plus** an additional \$850,000 in projects funded internally through the Revolving Loan fund for energy conservation projects that have an internal payback and/or have BC Hydro funding available. These projects are required to replace obsolete and failing lighting in original buildings, and are also expected to save over \$40,000 per year in energy costs.

### **Future Outlook:**

It remains to be seen whether the Ministry will require the institutions to contribute a percentage of the total project cost in future. The funding letter for 2019/20 has confirmed that a contribution won't be required of UNBC in 2019/20.

Regards,

A handwritten signature in cursive script that reads "David Claus".

David Claus

The Ministry of Advanced Education  
Capital Asset Management



Major Routine Capital Project List

PSI Priority No.	COA Number	Region	Institution	Campus Name/ City	Building Name/ID	Building FCI (per VFA audit)	Primary Use*	Project Title	Project Category	Project Description	Total Approved Provincial Contribution	Total Institution/ Other Contribution	Total Project Budget	Provincial Cashflow Actual 18/19	Provincial Cashflow Forecast Outgoing Years	Variance	Comments	
1	805771-3	Northern /Central	UNBC	Prince George	Library	0.289	Library	Replace failing variable speed drives	HVAC Upgrades	Replace failing variable speed drives	29,459		29,459	29,459		-		
2	805771-3	Northern /Central	UNBC	Prince George	Library	0.289	Library	Control panel migration	Electrical Upgrades	Control panel migration	66,386		66,386	66,386		-		
3	805771-3	Northern /Central	UNBC	Prince George	Northern Health Sciences Centre	0.077	Teaching Labs	Control panel migration	Electrical Upgrades	Control panel migration	88,075		88,075	88,075		-		
4	805771-3	Northern /Central	UNBC	Prince George	Teaching Lab	0.174	Teaching Labs	Control panel migration	Electrical Upgrades	Control panel migration	21,953		21,953	21,953		-		
5	805771-3	Northern /Central	UNBC	Prince George	Teaching & Learning	0.15	Classrooms	Control panel migration	Electrical Upgrades	Control panel migration	88,075		88,075	88,075		-		
6	805771-3	Northern /Central	UNBC	Prince George	Charles J McCaffray Hall (Administration)	0.19	Office / Administration	Replace elevator door operator	Elevator Upgrades	Replace elevator door operator	29,593		29,593	29,593		-		
7	805771-3	Northern /Central	UNBC	Prince George	Charles J McCaffray Hall (Administration)	0.19	Office / Administration	Heat exchanger replacement - phase 2	HVAC Upgrades	Heat exchangers & pump replacements	45,826		45,826	45,826		-		
8	805771-3	Northern /Central	UNBC	Prince George	BioEnergy Plant	0.007	Utility Plant	Heat exchanger replacement	HVAC Upgrades	Replaced heat exchanger due to leaks	89,606		89,606	92,468		- 2,862	Higher than anticipated installation costs.	
9	805771-3	Northern /Central	UNBC	Prince George	Agora	0.355	Student Support	Partial exterior wood repair and renewal	Envelope Repairs/Upgrades	Refinish exterior wood	268,660		268,660	268,660		-		
10	805771-3	Northern /Central	UNBC	Prince George	Charles J McCaffray Hall (Administration)	0.19	Office / Administration	Refurbish atrium skylight system	Envelope Repairs/Upgrades	Reseal skylights	185,336		185,336	185,336		-		
11	805771-3	Northern /Central	UNBC	Prince George	Teaching & Learning Centre	0.15	Classrooms	Graduate student office access device replacement & upgrade	Health and Safety	Replace door hardware with electronic door hardware	52,767		52,767	52,774		- 7		
12	805771-3	Northern /Central	UNBC	Prince George	Terrace Building	0.404	Classrooms	Install roof railing	Health and Safety	Roof access - safe access when working on rooftop	29,295		29,295	29,295		-		
13	805771-3	Northern /Central	UNBC	Prince George	Charles J McCaffray Hall (Administration)	0.19	Office / Administration	Server room electrical upgrades	Electrical Upgrades	Server room electrical upgrades	21,906		21,906	21,906		-		
14	805771-3	Northern /Central	UNBC	Prince George	BioEnergy Plant	0.007	Utility Plant	Plant & gasifier repairs	HVAC Upgrades	Gasifier insulation and boiler repairs	157,249		157,249	153,710		3,539	Minor variation in spending timing on multi-year project	
15	805771-3	Northern /Central	UNBC	Prince George	Library	0.289	Library	Lighting Upgrade	Electrical Upgrades	Lighting upgrade	10,821	79,738	90,559	10,821		-		
16	805771-3	Northern /Central	UNBC	Prince George	Power Plant	0.66	Utility Plant	Boiler #2 repair	Boiler Upgrades	Hot water heating boilers refit	24,993		24,993	25,663		- 670	Minor variation in spending timing on multi-year project	
											<b>1,210,000</b>	<b>79,738</b>	<b>1,289,738</b>	<b>1,210,000</b>				

The Ministry of Advanced Education  
Capital Asset Management



Minor Routine Capital Project List

PSI Priority No.	COA Number	Region	Institution	Campus Name/ City	Building Name/ID	Building FCI (per VFA audit)	Primary Use*	Project Title	Project Category	Project Description	Total Approved Provincial Contribution	Total Institution/ Other Contribution	Total Project Budget	Provincial Cashflow Actual 18/19	Provincial Cashflow Forecast Outgoing Years	Variance	Comments
1		Northern /Central	UNBC	Prince George	Agora	0.355	Classrooms	Renovation planning	Envelope Repairs/Upgrades	Planning for future years refurbishment of building - major cost will be envelope, but other areas also included	39,375		39,375	39,375		-	
2		Northern /Central	UNBC	Prince George	Maintenance Shop	0.11	Utility Plant	Maintenance shop repairs	HVAC Upgrades	Furnace ducting for safety compliance	13,514		13,514	13,514		0	
3		Northern /Central	UNBC	Prince George	Library	0.289	Classrooms	Stairtread replacement	Interior Finshes/Wayfinding	Replace stair tread on main staircase & interior staircase	28,401		28,401	28,401		-	
4		Northern /Central	UNBC	Prince George	Agora	0.355	Classrooms	Flooring replacement	Interior Finshes/Wayfinding	Replace flooring in the First Nations Centre	31,840		31,840	31,840		-	
5		Northern /Central	UNBC	Prince George	Charles J. McCaffrey Hall (Administration)	0.19	Office / Administration	President's washroom reno - planning	Plumbing Upgrades	Planning for renovations to two washrooms in VP suite	2,194		2,194	2,194		-	
6		Northern /Central	UNBC	Prince George	Teaching Lab	0.174	Teaching Labs	Lab Accessibility Upgrades	Health and Safety	Modify fume hood for full accessibility	2,510		2,510	2,510		-	
7		Northern /Central	UNBC	Prince George				Student Housing Functional Planning	Other (Please show in Comments)	Planning for new student housing	10,165		10,165	10,165		-	Planning for new residence
											128,000	-	128,000	128,000	-	0	

Carbon Neutral Capital Program (CNCP) Project List

PSI Priority No.	COA Number	Region	Institution	Campus Name/ City	Building Name/ID	Building FCI (per VFA audit)	Primary Use*	Project Title	Project Category	Project Description	Total Approved Provincial Contribution	Total Institution/ Other Contribution	Total Project Budget	Provincial Cashflow Actual 18/19	Provincial Cashflow Forecast Outgoing Years	Variance	Comments
1	805772-2	Northern /Central	UNBC	Prince George	Library	0.289	Library	LED Lighting Upgrade - controls		Remove and/or replace the current linear and compact fluorescent lighting in the Library with LED fixtures, dimming and occupancy sensors and switches	65,385	129,344	194,729	65,385		-	
											65,385	129,344	194,729	65,385	-	-	

<b>Agenda Item:</b>	8.c. Northern Sport Centre Ltd. Financials and Annual Report – B. Daigle
<b>Material:</b>	1. Northern Sport Centre Limited 2018 – 2019 Activity and Financial Report

# Presentation to UNBC Board of Governors

2018 – 2019

Activity and Financial Report

# AGENDA

1. Mission
2. Board of Directors
3. Operations
4. Financials



# MISSION

The Northern Sport Centre team is committed to providing every person accessible, engaging opportunities for growth and development in sport, fitness and active living.



# BOARD OF DIRECTORS

Don Bassermann – Chair

Tim Tribe – Vice Chair

Walter Babicz – President

Barb Daigle – Vice President

Lisa Haslett – Treasurer

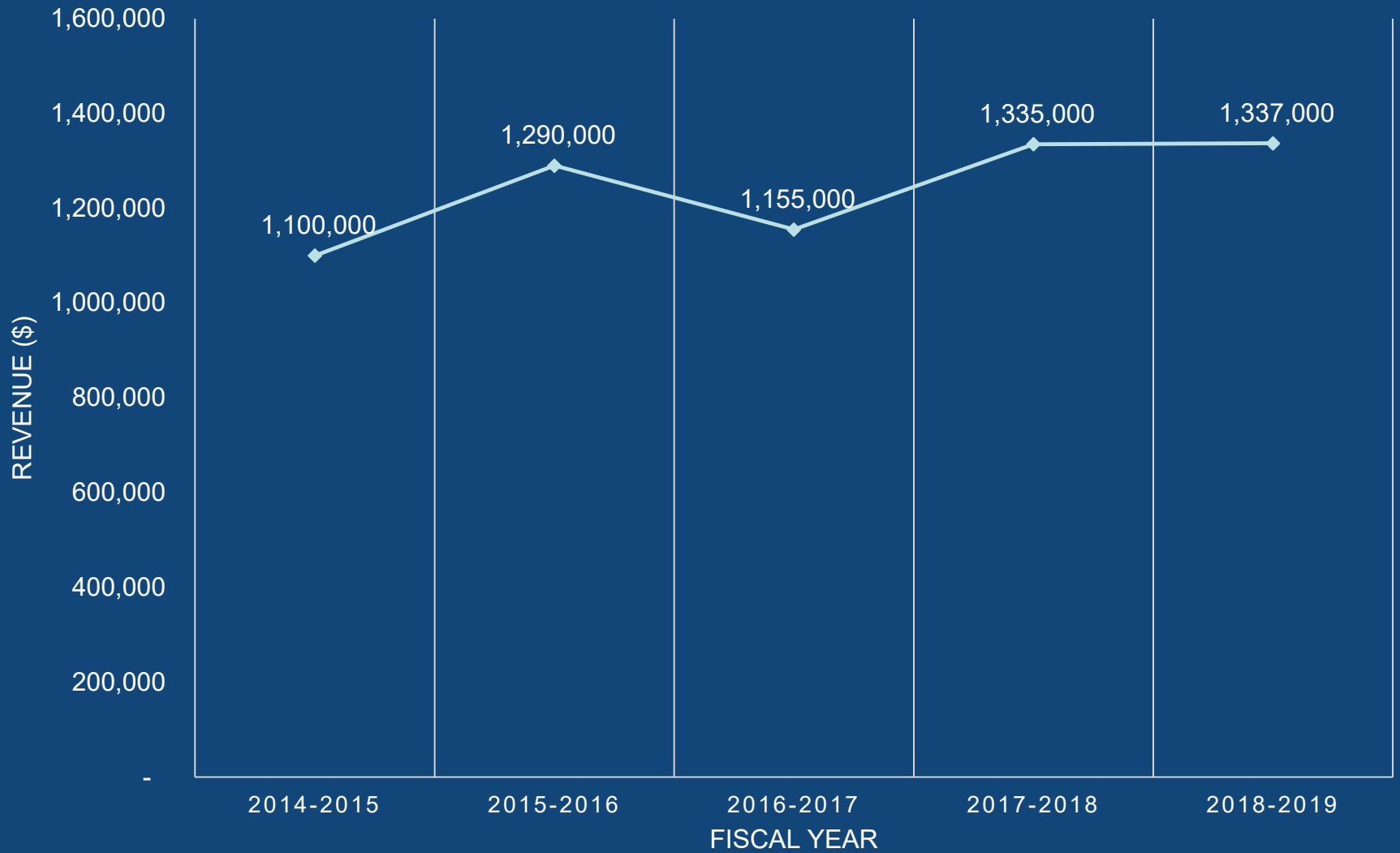
Kathleen Soltis – Secretary

Brad Beckett – Community

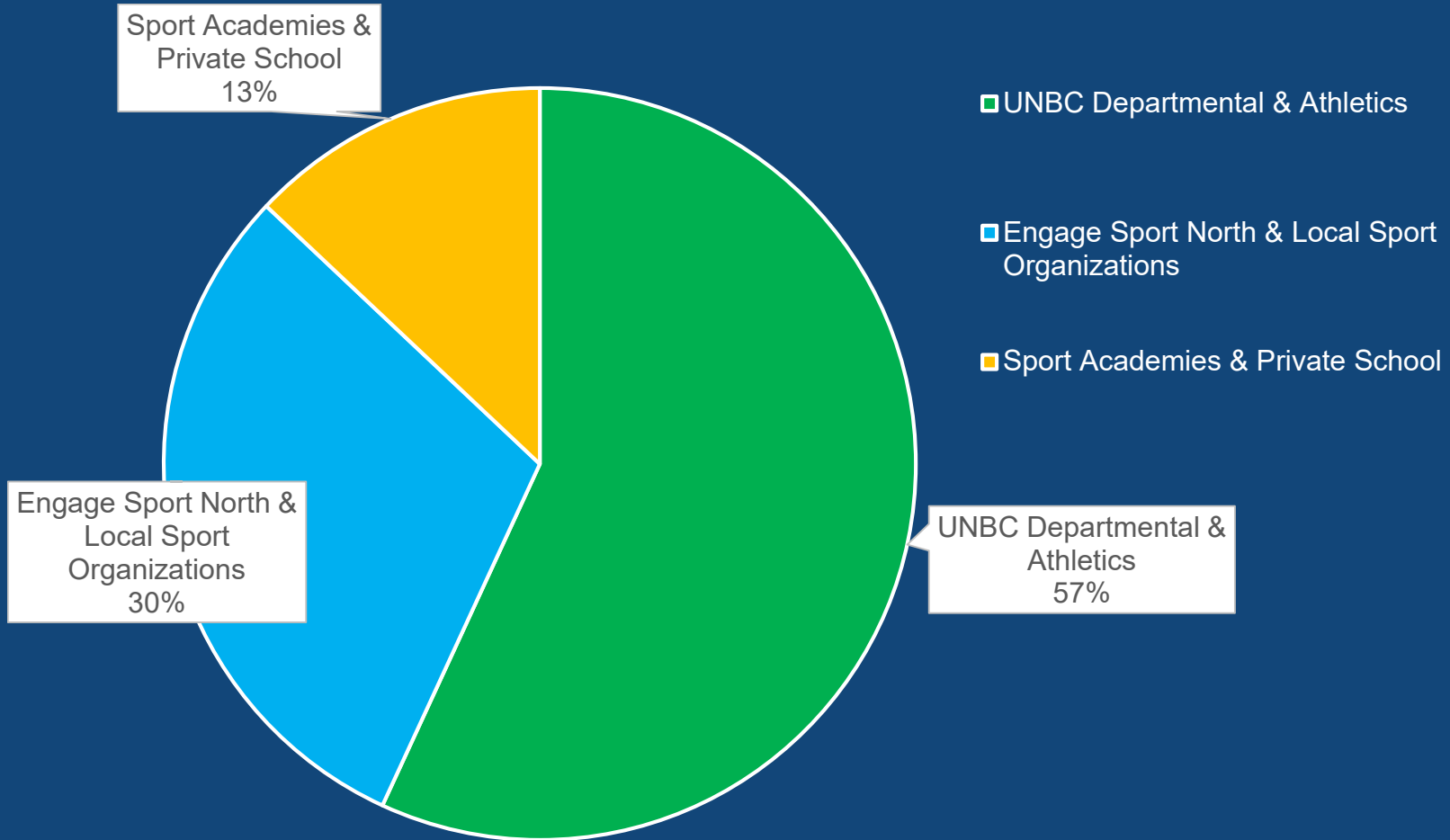
Jim Martin – Community

Holly McVea – NUGSS

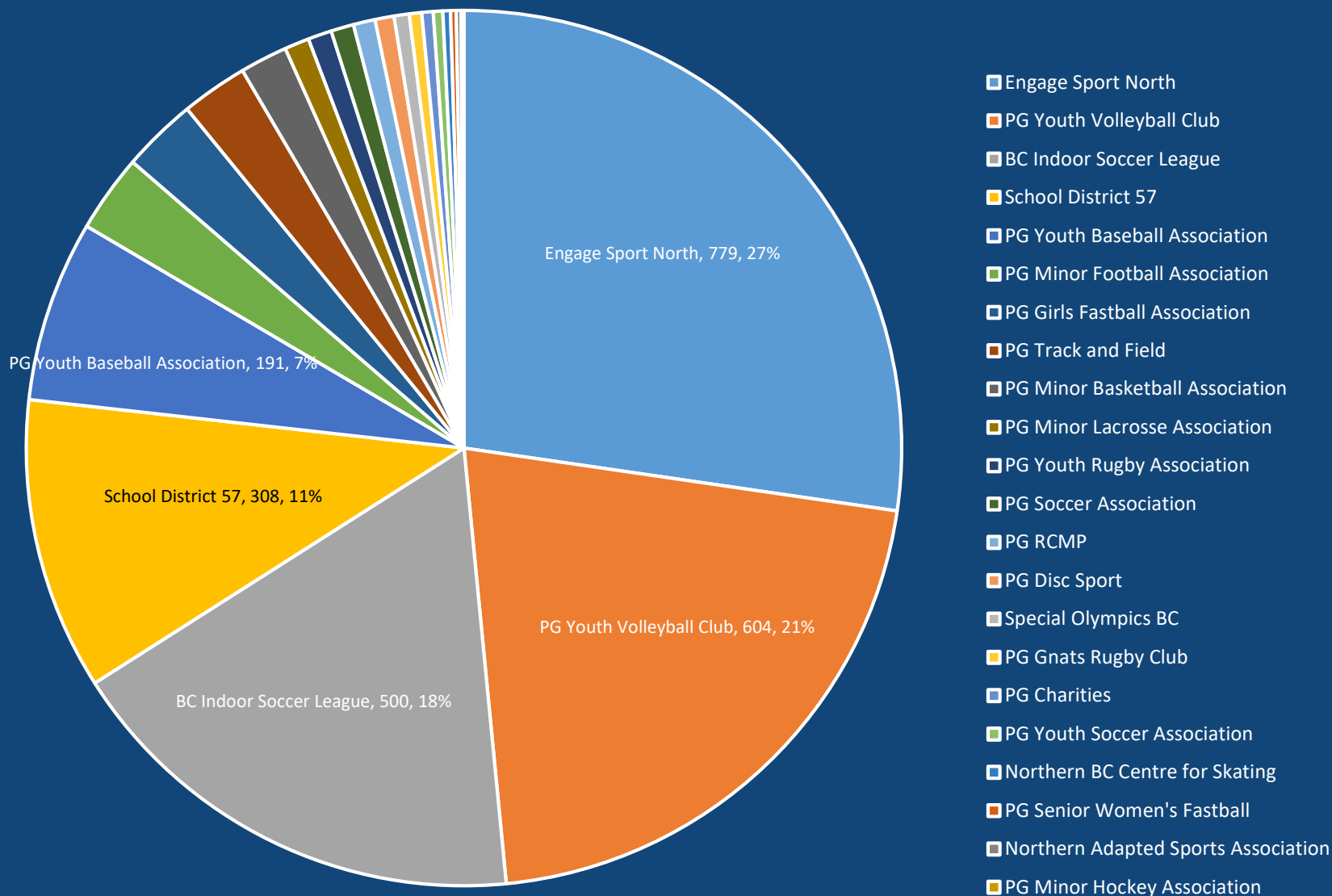
# MEMBERSHIP REVENUE (\$)



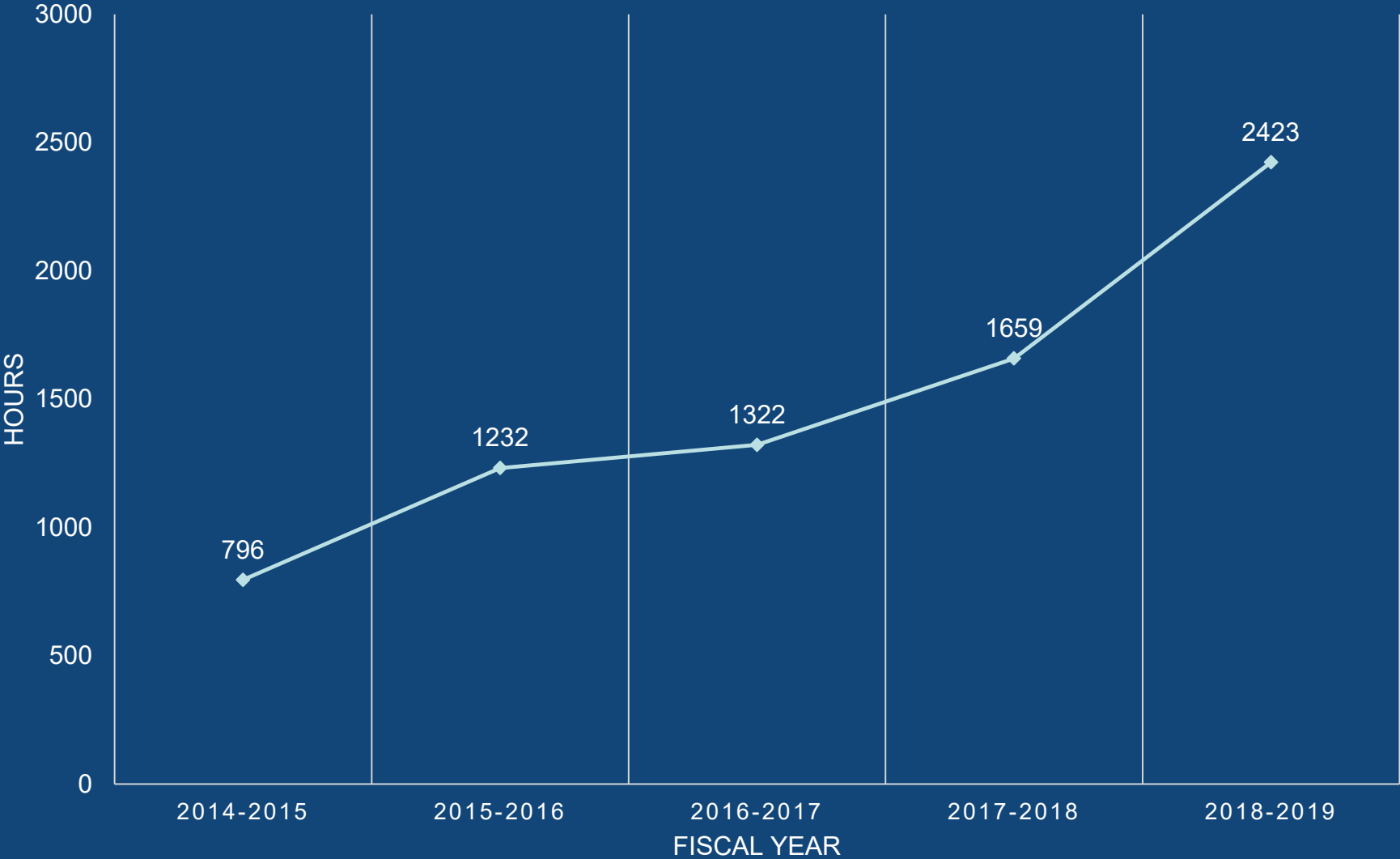
# TOTAL FACILITY HOURS, GYMNASIUM & TURF FIELDHOUSE



# LOCAL SPORT ORGANIZATION BOOKING HOURS



# NSC SPORT PROGRAMMING HOURS



# FINANCIALS

Northern Sport Centre Ltd. - 2019/20 Budget						
	2015/16	2016/17	2017/18	2018/19		2019/20
	Actual (\$)	Actual (\$)	Actuals (\$)	Budget (\$)	Actuals (\$)	Budget (\$)
<b>REVENUE</b>						
City of Prince George Contribution	300,000	300,000	300,000	300,000	300,000	300,000
Parking Permits	26,227	34,657	28,086	28,000	40,744	30,000
Recreation Class Fee	106,558	78,779	73,661	100,000	82,955	100,000
Facilities Rental	192,414	179,189	158,844	210,000	188,292	235,000
Memberships	1,290,185	1,154,498	1,164,540	1,225,000	1,336,224	1,300,000
Fitness Lockers	14,313	13,595	11,345	14,000	12,422	14,000
Tenant Rent	30,000	30,000	32,804	40,000	41,673	42,000
FOB Revenue	25,893	24,205	23,610	25,000	35,898	25,000
Other	25,728	50,223	240,753	24,000	27,538	16,000
<b>TOTAL REVENUE</b>	<b>2,011,318</b>	<b>1,865,146</b>	<b>2,033,643</b>	<b>1,966,000</b>	<b>2,065,746</b>	<b>2,062,000</b>
<b>EXPENSES</b>						
SUBTOTAL LABOUR & BENEFITS	852,040	852,245	786,576	843,000	827,282	810,000
SUBTOTAL OPERATING EXPENSES	993,018	971,376	1,348,022	1,258,400	1,244,717	1,320,000
SUBTOTAL CAPITAL EXPENSES	97,949	52,948	35,163	50,000	49,524	65,000
<b>SUBTOTAL TRANSFER - UNBC Contribution</b>	<b>(300,000)</b>	<b>(300,000)</b>	<b>(300,000)</b>	<b>(300,000)</b>	<b>(300,000)</b>	<b>(300,000)</b>
<b>SUBTOTAL TRANSFERS - OTHER</b>	<b>253,020</b>	<b>291,649</b>	<b>51,441</b>	<b>49,750</b>	<b>47,957</b>	<b>50,000</b>
<b>SUBTOTAL TRANSFER - TO NSC RESERVE</b>	<b>115,291</b>	<b>(3,072.00)</b>	<b>112,441</b>	<b>64,850</b>	<b>196,266</b>	<b>117,000</b>
<b>TOTAL EXPENSES and TRANSFERS</b>	<b>2,011,318</b>	<b>1,865,146</b>	<b>2,033,643</b>	<b>1,966,000</b>	<b>2,065,746</b>	<b>2,062,000</b>
<b>BALANCE</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# CAPITAL RESERVE REPORT

Northern Sport Centre Ltd. - Capital Reserve Report	
Balance April 1, 2019	\$ 860,737.00
	Projected (\$)
<b>2019/2020</b>	
48" backboard LED Backboard strips	\$ 8,000.00
Batting Cage	\$ 10,000.00
New Score Consoles	\$ 7,500.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 25,500.00</b>
Projected Contribution from NSC Operating Surplus	\$ 117,000.00
<b>ESTIMATED RESERVE BALANCE</b>	<b>\$ 952,237.00</b>
<b>2020/2021</b>	
Replace curtain systems in gym and soccer field	\$ 125,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 125,000.00</b>
Projected Contribution from NSC Operating Surplus	\$ 115,000.00
<b>ESTIMATED RESERVE BALANCE</b>	<b>\$ 942,237.00</b>



# CONTINUED..

<b>2021/2022</b>	
Fire Resistance Spray	\$ 100,000.00
LAN System	\$ 30,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 130,000.00</b>
Projected Contribution from NSC Operating Surplus	\$ 85,000.00
<b>ESTIMATED RESERVE BALANCE</b>	<b>\$ 897,237.00</b>
<b>2022/2023</b>	
Painted Finish (inside and outside)	\$ 100,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 100,000.00</b>
Projected Contribution from NSC Operating Surplus	\$ 100,000.00
<b>ESTIMATED RESERVE BALANCE</b>	<b>\$ 897,237.00</b>
<b>2023-2024</b>	
Gymnasium Bleachers	\$ 700,000.00
<b>TOTAL EXPENDITURES</b>	<b>\$ 700,000.00</b>
Projected Contribution from NSC Operating Surplus	\$ 100,000.00
<b>ESTIMATED RESERVE BALANCE</b>	<b>\$ 297,237.00</b>

NORTHERN SPORT CENTRE LIMITED

BALANCE SHEET

AS AT MARCH 31, 2019

	<u>2019</u>	<u>2018</u>
<b>ASSETS</b>		
<b>ASSETS</b>		
Cash	\$ 6,186	\$ 6,314
Prepaid expense	1,838	1,907
<b>TOTAL ASSETS</b>	<u>\$ 8,024</u>	<u>\$ 8,221</u>
<b>LIABILITIES &amp; SHAREHOLDERS EQUITY</b>		
<b>LIABILITIES</b>		
Account payable	<u>\$ -</u>	<u>\$ -</u>
	<u>\$ -</u>	<u>\$ -</u>
<b>SHAREHOLDERS EQUITY</b>		
Share capital	\$ 1	\$ 1
Retained earnings	8,023	8,220
	<u>\$ 8,024</u>	<u>\$ 8,221</u>
<b>TOTAL LIABILITIES &amp; SHAREHOLDERS EQUITY</b>	<u>\$ 8,024</u>	<u>\$ 8,221</u>

**NORTHERN SPORT CENTRE LIMITED**  
**INCOME STATEMENT AND RETAINED EARNINGS**  
**FOR THE YEAR ENDED MARCH 31, 2019**

	<u>2019</u>	<u>2018</u>
<b>REVENUE</b>		
NSC contribution	\$ 8,564	\$ 7,902
Total Revenue	<u>8,564</u>	<u>7,902</u>
<b>EXPENSES</b>		
Directors remuneration & expenses	4,000	4,000
Professional fees - tax & legal	1,414	714
Insurance	3,219	6,056
Bank fees	128	108
Meeting expenses	-	38
Total Expenses	<u>8,761</u>	<u>10,916</u>
<b>NET INCOME</b>	<u>\$ (197)</u>	<u>\$ (3,014)</u>
Retained Earnings, beginning	\$ 8,220	\$ 11,234
<b>RETAINED EARNINGS, ENDING</b>	<u>\$ 8,023</u>	<u>\$ 8,220</u>

Prepared for Management Purposes

**NORTHERN SPORT CENTRE LIMITED**  
**INCOME STATEMENT AND RETAINED EARNINGS**  
**FOR THE YEAR ENDED MARCH 31, 2019**  
**PRO-FORMA**

	<u>BUDGET</u> <u>2019</u>	<u>ACTUAL</u> <u>2019</u>	<u>ACTUAL</u> <u>2018</u>	<u>ACTUAL</u> <u>2017</u>
<b>REVENUE</b>				
Northern Sport Centre	\$ 8,600	\$ 8,564	\$ 7,902	\$ 12,742
Total Revenue	<u>8,600</u>	<u>8,564</u>	<u>7,902</u>	<u>12,742</u>
<b>EXPENSES</b>				
Directors remuneration & expenses	4,000	4,000	4,000	4,000
Professional fees - tax & legal	1,450	1,414	714	492
Insurance	3,150	3,219	6,056	8,441
Bank fees	140	128	108	99
Meeting expenses	-	-	38	-
Total Expenses	<u>8,740</u>	<u>8,761</u>	<u>10,916</u>	<u>13,032</u>
<b>NET INCOME</b>	<u>\$ (140)</u>	<u>\$ (197)</u>	<u>\$ (3,014)</u>	<u>\$ (290)</u>
Retained Earnings, beginning	\$ 8,023	\$ 8,220	\$ 11,234	\$ 11,524
<b>RETAINED EARNINGS, ENDING</b>	<u>\$ 7,883</u>	<u>\$ 8,023</u>	<u>\$ 8,220</u>	<u>\$ 11,234</u>

Prepared for Management Purposes

# Thank you!

# Questions?

<b>Agenda Item:</b>	8.d. Endowment Investment Portfolio Update – B. Daigle
<b>Material:</b>	1. Endowment Investment Portfolio Update

## UNIVERSITY OF NORTHERN BRITISH COLUMBIA ENDOWMENT PORTFOLIO

### EXECUTIVE SUMMARY:

This report provides some background on the UNBC Endowment Investment Portfolio and an update to the Board on the status, performance, and any changes in investment structure or investment policy. The rate of return and performance results as well as fund balance and asset mix information is based on information to fiscal year end March 31, 2019. The one year return to March 31, 2019 was 7.6% and the ten year annualized return was 8.9%. The endowment fund market value balance at March 31, 2019 was \$79.0 million, including the Northern Medical Programs Trust (NMPT) balance of \$10.1 million.

### ENDOWMENT INVESTMENT FUND

The Endowment Investment Fund is a result of years of philanthropy where donors have provided gifts to benefit specific areas of UNBC's activities in perpetuity. Some gifts were augmented by Provincial matching funding. Investment returns from the endowment are used to fund activities, capital maintenance, and management expenses. The endowments support the following major areas of activity:

<b>Activity</b>	<b>Market Value @ Mar 31, 2019</b>	<b>%</b>
Student Awards	\$ 25,549,260	32.3%
Library	2,161,263	2.7%
Program support	4,608,070	5.8%
Northern Medical Programs Trust (NMPT)	10,151,552	12.9%
Research	36,575,776	46.3%
<b>Total Endowment</b>	<b>\$ 79,045,921</b>	<b>100.0%</b>

Individual endowments are governed by the terms and conditions of the relevant donor agreement. The endowment fund market value at March 31, 2018 was \$74,897,282. Donations in 2018/2019 totaled \$1,253,991, including donations to the NMPT.

### LEGAL FRAMEWORK FOR INVESTMENT MANAGEMENT OF ENDOWMENT

Under Section 57 of the *University Act* universities are authorized to make investments that a "prudent person" would make. Investment guidelines for the University are defined in the *Investment Policy Statement*.

### INVESTMENT COMMITTEE

The Investment Advisory Committee is a sub-committee of the Finance and Audit Committee of the Board of Governors. It is comprised of six (6) internal, five (5) external, and two (2) ex-officio members. Functions of the Committee include:

1. Setting endowment objectives and policies
2. Setting spending policy
3. Determining asset allocation
4. Selecting investment managers
5. Identifying and examining risks
6. Evaluating investment costs
7. Examining roles and responsibilities



## INVESTMENT MANAGERS

The Investment Advisory Committee examined various asset classes, asset mixes, investment managers and styles in determining the investment portfolio. As part of annual evaluation and monitoring, investment managers provide an assessment of the potential risks and opportunities arising from Environmental, Social, and Governance (ESG) factors.

The endowment portfolio consists of the following:

<b>Investment Managers</b>	<b>Mandate</b>
Burgundy Asset Management	Bonds
Burgundy Asset Management	Equities
Trez Capital Finance	Private Debt
Wellington Financial	Private Debt
White Oak Global Advisors	Private Debt
Brookfield Asset Management	Private Debt
Clairvest Group	Private Equity
Bentall Kennedy	Real Estate
CBRE Investors	Real Estate
Brookfield Asset Management	Infrastructure
IFM Investors	Infrastructure

The ten investment managers noted above currently complete the investing activities of the University's portfolio. Burgundy Asset Management Ltd holds the assets noted in institutional pooled funds. Wellington Financial, Trez Capital, Clairvest Group, Bentall Kennedy, White Oak Global Advisors, and Brookfield Asset Management manage private investments. IFM Investors and CBRE Global Investors manage open-ended pooled funds. Trez Capital also manages an open-ended mutual fund unit trust. CBRE Global Investors (real estate fund) manager was added to the portfolio in 2019. The composition of the portfolio is designed to maximize returns given a moderate level of risk. Preservation of the capital value of the endowments is one of the most important investment objectives.

Daily investing activities are made by investment managers but the overall asset mix remains within the investment policy parameters set by the University. The table below compares the current asset mix allocation to the target asset mix. Transition to the long term policy asset mix will occur over a number of years as opportunities arise. The move will provide stable cashflow to fund spending and growth with lower market volatility. The investment strategy is designed to consider the varying needs over time with spending and liquidity requirements part of the overall strategy. Endowment spending is balanced with asset growth over the long term and may be increased as assets increase. Long term investing is the focus.

<b>Asset Class March 31, 2019</b>	<b>Actual Asset Mix</b>	<b>Target Asset Mix</b>
Bonds	20.1%	15.0%
Private Debt	14.6%	25.0%
Equities	29.2%	20.0%
Private Equity	3.4%	7.5%
Real Estate	14.2%	15.0%
Infrastructure	18.4%	15.0%
Cash	0.0%	2.5%
<b>Total</b>	<b>100.0%</b>	<b>100.0%</b>

Source: Ellement Consulting

## ENDOWMENT INVESTMENT PORTFOLIO PERFORMANCE

Annualized and annual rates of return for the Endowment Investment Portfolio are shown in tables below:

	<b>1 Year*</b>	<b>2 Year</b>	<b>4 Year</b>	<b>10 Year</b>
Annualized Return (Mar 31)	7.6%	5.0%	4.8%	8.9%

<b>Annual Return (Mar 31) (Pre-fee)</b>	<b>%</b>	<b>Benchmark</b>	<b>Median</b>
2019*	7.6%	5.3%	5.7%
2018	2.5%	3.4%	4.9%
2017	10.4%	6.4%	11.1%
2016	-0.9%	-0.1%	-1.3%
2015	10.0%	12.4%	11.7%
2014	19.9%	13.8%	15.4%
2013	10.0%	8.0%	8.5%
2012	-2.3%	1.4%	1.0%
2011	10.1%	10.9%	11.0%
2010	24.3%	20.7%	21.8%
2009	-16.7%	-16.8%	-15.5%
2008	-2.3%	-0.9%	-1.1%
2007	13.2%	9.7%	10.0%
2006	15.2%	15.1%	13.9%
2005	7.9%	7.4%	8.1%
2004	24.3%	23.6%	23.0%
2003	-11.6%	-11.0%	-9.9%

Source: Ellement Consulting. 2003 – 2019,\* preliminary.

Annual rates of return fluctuate but annualized return is the key measure for the determination of sustainable spending.

Performance measurement is provided by an independent consultant, Ellement Consulting, as to the rates-of-returns and fund performances to their respective fund universes. Investment risk is also evaluated based on risk versus return.

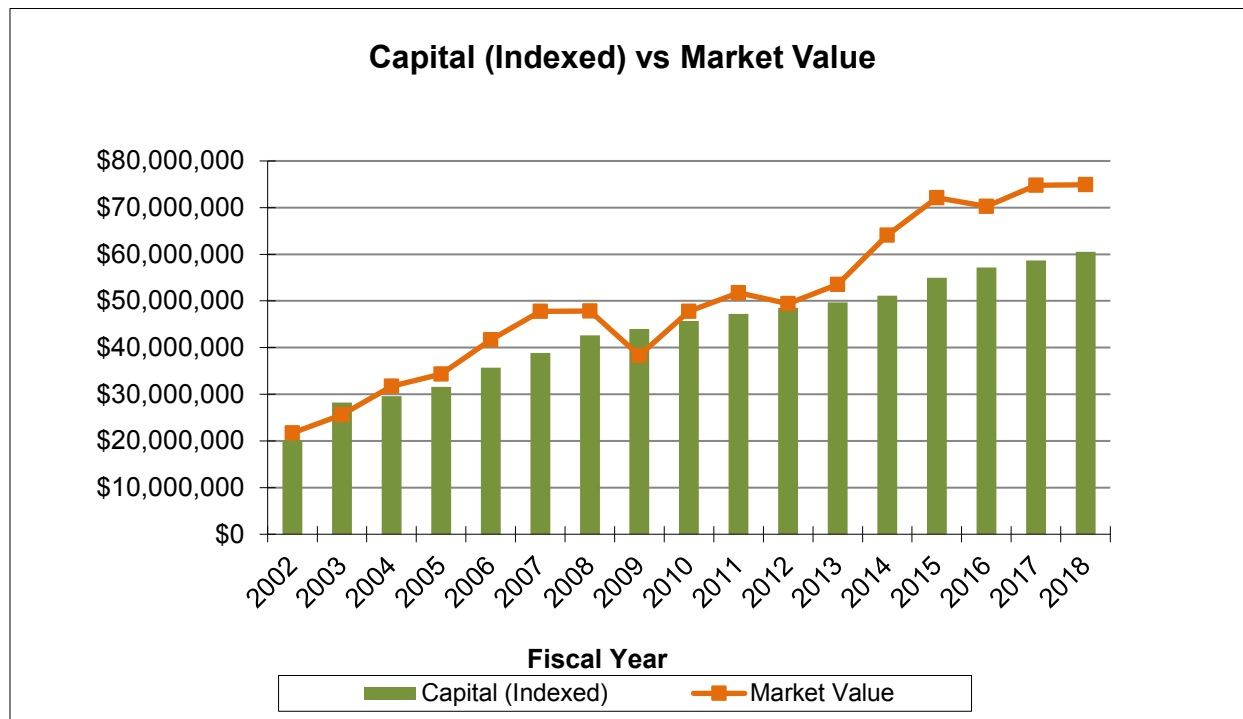
## ENDOWMENT SPENDING

Endowment spending is a function of two (2) components:

1. Sustainable spending
2. Intergenerational equity

### Sustainable spending:

The 2018/2019 spending rate was 3.5% of the market value of the endowment based on a 3 year rolling average. Long term investment returns are estimated to be between 5% - 8% and inflation 1% - 3%, so a spending rate of 3.5% is therefore sustainable. In theory, the endowment's long term returns should support spending of 3.5% for awards, capitalization for inflation to preserve the purchasing power of the endowment (capital maintenance), investment manager fees and administrative expenses. Spending may encroach on capital from time to time as shown on the table below (see fiscal years 2003 and 2009).



### Intergenerational equity:

In setting the spending rate, a management objective is to provide intergenerational equity - balancing current spending and future spending. If the spending rate is set above the sustainable rate, more value is placed on spending for current needs and there is a risk that assets will not keep up with inflation. If the spending rate is set below the sustainable rate, more value is placed on future spending and assets will grow faster.

The appropriateness of the spending rate is monitored regularly, given long term investment return expectations.

<b>Agenda Item:</b>	8.e. FTE Audit Report to March 31, 2019 – D. Ryan
<b>Material:</b>	1. Student Full Time Equivalent (FTE) Enrollment Report of University of Northern British Columbia to March 31, 2019

Student Full Time Equivalent (FTE) Enrollment Report of

**UNIVERSITY OF NORTHERN  
BRITISH COLUMBIA**

Year ended March 31, 2019



KPMG LLP  
177 Victoria Street, Suite 400  
Prince George BC V2L 5R8  
Canada  
Telephone (250) 563-7151  
Fax (250) 563-5693

## **INDEPENDENT PRACTITIONERS' REASONABLE ASSURANCE REPORT**

To the Board of Directors of the University of Northern British Columbia and the Minister of the Ministry of Advanced Education, Skills and Training, Province of British Columbia

We have undertaken a reasonable assurance engagement of the accompanying Student Full-Time Equivalent (FTE) Enrollment Report ("subject matter information") of the University of Northern British Columbia ("the Entity") for the year ended March 31, 2019.

### **Management's Responsibility**

Management is responsible for the preparation of the subject matter information in accordance with the requirements of the Ministry of Advanced Education, Skills and Training as set out in its Student FTE Enrolment Reporting Manual for Institutions in the BC Post-Secondary Central Data Warehouse effective April 1, 2005 and as last modified in April 2018 ("applicable criteria").

Management is responsible for such internal control as management determines necessary to enable the preparation of the subject matter information that is free from material misstatement, whether due to fraud or error.

### **Practitioners' Responsibilities**

Our responsibility is to express a reasonable assurance opinion on the subject matter information based on the evidence we have obtained. We conducted our reasonable assurance engagement in accordance with Canadian Standards on Assurance Engagements (CSAE) 3000, *Attestation Engagements Other than Audits or Reviews of Historical Financial Information*. This standard requires that we plan and perform this engagement to obtain reasonable assurance about whether the subject matter information is free from material misstatement.

Reasonable assurance is a high level of assurance, but is not a guarantee that an engagement conducted in accordance with this standard will always detect a material misstatement when it exists.

Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the decisions of users of our report.



The nature, timing and extent of procedures performed depends on our professional judgment, including an assessment of the risks of material misstatement, whether due to fraud or error, and involves obtaining evidence about the subject matter information.

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

#### **Practitioners' Independence and Quality Control**

We have complied with the relevant rules of professional conduct/code of ethics applicable to the practice of public accounting and related to assurance engagements, issued by various professional accounting bodies, which are founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behavior.

The Firm applies Canadian Standard on Quality Control 1, *Quality Control for Firms that Perform Audits and Reviews of Financial Statements, and Other Assurance Engagements* and, accordingly, maintains a comprehensive system of quality control, including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

#### **Specific Purpose of Subject Matter Information**

The subject matter information has been prepared in accordance with the applicable criteria referred to above.

As a result, the subject matter information may not be suitable for another purpose.

#### **Opinion**

In our opinion, the subject matter information of the University of Northern British Columbia for the year ended March 31, 2019 is prepared, in all material respects, in accordance with the applicable criteria.

#### **Restriction on Use and Distribution**

Our report is intended solely for the Board of Directors of the University of Northern British Columbia and the Minister of the Ministry of Advanced Education, Skills and Training, and should not be used by, or distributed to, other parties.

A handwritten signature in black ink that reads 'KPMG LLP' with a horizontal line underneath.

Chartered Professional Accountants

Prince George, Canada  
May 15, 2019

Institution Contact: Phone Number: Email:

Ministry Code	CIP Code	Program Name	Total FTE Targets							Actual FTEs				Comments		
			Baseline	14/15 Skills Gap Plan	15/16 Skills Gap Plan	16/17 Skills Gap Plan	17/18 Skills Gap Plan	Total Skills Gap Plan	Total Target Funded	Base Funded Target	Total Target	Baseline	Skills Gap Plan		Base Funded	Total
NURS	51.3801	Bachelor of Science in Nursing	237					-	237	41	237	278	235		235	
NURS	51.3805	Nurse Practitioner	30					-	30		30	22		22		
NURS	51.3801	Masters in Nursing	10					-	10		10	7		7		
HLOT	51.3805	Masters of Nursing Nurse Practitioner								5	5			5		
NURS	51.3811	Rural Nursing with Remote Certification	24					-	24		24	23		23		
HLTH	51.0000	Other Graduate Level Health Sciences						-		21	21			19	19	
AVED	0301	Bachelor of Science (Major in Environmental Science)			5	15		20	20		20		20	25	45	
GRAD	0301	hD Natural Resources & Environmental Studies		4	3		5	12	12		12		12	28	40	
AVED	0305	Ecology and Management)		10				10	10		10		10	77	87	
GRAD	0502	Master of Arts in First Nations Studies		5				5	5		5		5	2	7	
AVED	1107	Bachelor of Science (Major in Comp. Science)			5		10	15	15		15		15	42	57	
GRAD	1310	Master of Education (Special Education Specialization)			9			9	9		9		9	18	27	
GRAD	1311	Masters of Education (Counselling Specialization)			14			14	14		14		14	39	53	
AVED	1414	Bachelor of Applied Science in Environmental Engineering		10	18	20		48	48		48		48	46	94	
AVED	2601	Bachelor of Health Sciences (Major in Biomedical Studies)			6	33	18	57	57		57		57	78	135	
AVED	2601	Bachelor of Science (Major in Biology)			3			3	3		3		3	78	81	
AVED	2602	Biology)		6	5		18	29	29		29		29	118	147	
AVED	4201	Bachelor of Science (Major in Psychology)		7			20	27	27		27		27	109	136	
AVED	4407	Bachelor of Social Work		21	8	20		49	49		49		49	65	114	
GRAD	4407	Masters of Social Work			15	5	5	25	25		25		25	15	40	
GRAD	5100	PhD Health Sciences		6			5	11	11		11		11	5	16	
AVED	5122	Bachelor of Health Science		6				6	6		6		6	8	14	
AVED	5202	Bachelor of Commerce (Major in General Business)			9	19		28	28		28		28	30	58	
AVED	5203	Bachelor of Commerce (Major in Accounting)		9	22	25	20	76	76		76		76	32	108	
AVED	5208	Bachelor of Commerce (Major in Finance)			20	23		43	43		43		43	3	46	
AVED	5210	Bachelor of Commerce (Major in Human Resources)			4	13		17	17		17		17	8	25	
AVED	5214	Bachelor of Commerce (Major in Marketing)			4	6		10	10		10		10	17	27	
GRAD	Multiple	AVED Graduate Balance	126					-	126	212	338	126		139	265	
AVED	Multiple	AVED Undergraduate Balance						-	-	2,209	2,209			805	805	
<b>AVED SubTotal</b>			<b>427</b>	<b>84</b>	<b>150</b>	<b>179</b>	<b>101</b>	<b>514</b>	<b>941</b>	<b>2,488</b>	<b>3,429</b>	<b>413</b>	<b>514</b>	<b>1,811</b>	<b>2,738</b>	Includes 46.2 Continuing Studies for credit FTE

**Supplementary FTE Information**

**Health Program FTEs**

Multiple Health Programs Funded by AVED

341	all programs with CIP code 51.XXXX
-----	------------------------------------

Multiple Health Programs Funded by Other Sources (please list programs)

3.27	51.3801-BScN Nursing - International Tuition
------	--

**International FTEs**

Reported in FTE Report (Domestic Tuition)

Multiple Undergraduate

19	charged domestic tuition rates
----	--------------------------------

Multiple Graduate

103	charged domestic tuition rates
-----	--------------------------------

Not Reported in FTE Report (International and Full-cost Tuition)

Multiple Undergraduate

149	charged international tuition rates
-----	-------------------------------------

Multiple Graduate

FTE Summary by Program Grouping			
	Target	Actual	Utilization
NURS	342	287	83.8%
HLTH	21	19	90.5%
HLOT	5	5	100.0%
UNGR	2,647	1,978	74.7%
GRAD	414	449	108.3%
<b>TOTAL</b>	<b>3,429</b>	<b>2,738</b>	<b>79.8%</b>

<b>Total Health</b>	<b>368</b>	<b>311</b>	<b>84.4%</b>
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UNGRD	2,949	2,237	75.8%
GRAD	480	501	104.4%
<b>TOTAL</b>	<b>3,429</b>	<b>2,738</b>	<b>79.8%</b>

FTE Summary			
	Target	Actual	Utilization
Baseline	427	413	96.6%
<b>Skills Gap Plan</b>	<b>514</b>	<b>514</b>	<b>100.0%</b>
Target Funded Subtot:	941	927	98.5%
Base Funded	2,488	1,811	72.8%
<b>TOTAL</b>	<b>3,429</b>	<b>2,738</b>	<b>79.8%</b>



<b>Agenda Item:</b>	8.f. Quarterly Reporting (for information) – B. Daigle (i) General Operating Fund Report to June 30, 2019
<b>Material:</b>	1. General Operating Fund Report to June 30, 2019

**GENERAL OPERATING FUND REPORT  
FOR THE PERIOD ENDED JUNE 30, 2019**



Submitted by: Barb Daigle  
Interim Vice President, Finance, People & Business Operations

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
OPERATING STATEMENT  
AS AT JUNE 30, 2019**

**REVENUES**

	2019/2020 Approved Budget	2019/2020 Revised Budget	Actual YTD	Variance from Budget	
	(000's) (Note 1)	(000's) (Note 2)	(000's)	(000's)	%
<b><u>OPERATING FUND REVENUES</u></b>					
<b>Revenue Generated</b>					
Provincial Government Grants	51,536	51,610	12,970	(38,639)	-74.87%
Federal Government Grant	2,978	2,978	736	(2,243)	-75.30%
Student Fees (Note 3)	21,511	21,511	2,371	(19,140)	-88.98%
Interest, Miscellaneous & Other	665	660	309	(352)	-53.25%
Ancillary Services (Note 4)	1,637	1,637	270	(1,367)	-83.49%
Internal Cost Recoveries	1,013	1,013	239	(774)	-76.38%
<b>Total Operating Revenues</b>	<b>79,340</b>	<b>79,409</b>	<b>16,895</b>	<b>(62,514)</b>	<b>-78.72%</b>

**Comments on Revenue Variances:**

The University of Northern British Columbia's fiscal year is April 1 - March 31. At June 30, it is expected that the variance from budget for most revenues would be in the range of 75% - 90%.

Provincial Government Grants	Within expected range.
Federal Government Grant	Within expected range. Indirect Cost of Research Grant is received in 4 instalments.
Student Fees	Within expected range.
Interest, Miscellaneous & Other	Within expected range. Interest income slightly higher than expected due to higher than predicted cash balances relating to research funding and the Northern Medical Program.
Ancillary Services	Within expected range.
Internal Cost Recoveries	Within expected range.

*Note: Approved Budget amount (\$751) shifted from "Interest, Miscellaneous & Other" to "Internal Cost Recoveries" category to reflect a re-classification of account codes for reporting purposes that was implemented during Fiscal 2018/19 Financial Statement preparation.*

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
OPERATING STATEMENT  
AS AT JUNE 30, 2019**

**EXPENDITURES and TRANSFERS**

	2019/2020 Approved Budget	2019/2020 Revised Budget	Actual YTD	Committed	Budget Remaining	
	(000's) (Note 1)	(000's) (Note 2)	(000's)	(000's) (Note 5)	(000's)	%
<b>OPERATING EXPENDITURES</b>						
Salaries & Benefits (Note 5)						
President's Office / Executive Services	676	842	203	628	11	1.3%
University Advancement	1,769	1,869	411	1,217	241	12.9%
Academic Services	7,353	7,162	1,712	4,976	475	6.6%
Research & Graduate Programs	1,160	1,185	300	853	32	2.7%
Academic Programs	33,247	33,840	8,003	21,790	4,047	12.0%
Student Recruitment	1,857	1,879	405	1,030	443	23.6%
Administrative Services	7,492	8,020	1,844	5,481	695	8.7%
University Operations (Note 6)	5,311	4,157	2,328	(1)	1,830	44.0%
<b>Total Salaries and Benefits **</b>	<b>58,865</b>	<b>58,953</b>	<b>15,206</b>	<b>35,973</b>	<b>7,774</b>	<b>13.2%</b>
<b>Operating Expenditures</b>						
President's Office / Executive Services	212	212	64	1	147	69.4%
University Advancement	290	327	137	28	163	49.8%
Academic Services	627	762	215	1	545	71.6%
Research & Graduate Programs	173	173	72	7	94	54.6%
Academic Programs	2,487	2,932	542	83	2,307	78.7%
Student Recruitment	404	529	122	14	393	74.3%
Administrative Services	1,213	1,685	318	52	1,315	78.0%
University Operations (Note 6)	12,456	11,497	3,112	1,557	6,828	59.4%
<b>Total Operating Expenditures **</b>	<b>17,862</b>	<b>18,117</b>	<b>4,581</b>	<b>1,742</b>	<b>11,794</b>	<b>65.1%</b>
<b>Transfers to Other Funds (Note 8)</b>	<b>3,392</b>	<b>3,485</b>	<b>1,018</b>	<b>-</b>	<b>2,467</b>	<b>70.8%</b>
<b>Transfers from Other Funds (Note 9)</b>	<b>(2,503)</b>	<b>(2,871)</b>	<b>(620)</b>	<b>-</b>	<b>(2,251)</b>	<b>-78.4%</b>
<b>Total Operating Expenditures and Transfers</b>	<b>77,616</b>	<b>77,685</b>	<b>20,185</b>	<b>37,715</b>	<b>19,784</b>	<b>25.5%</b>

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA  
OPERATING STATEMENT  
AS AT JUNE 30, 2019**

**EXPENDITURES**

	2019/2020 Approved Budget	2019/2020 Revised Budget	Actual YTD	Committed	Budget Remaining	% Remaining
	(000's) (Note 1)	(000's) (Note 2)	(000's)	(000's)	(000's)	
<b><u>CAPITAL EXPENDITURES</u></b>						
Library Acquisitions	1,724	1,725	-	-	1,725	100.0%
Capital Equipment Replacement Reserve	-	-	-	-	-	0.0%
<b>Total Capital Expenditures</b>	<b>1,724</b>	<b>1,725</b>	<b>-</b>	<b>-</b>	<b>1,725</b>	<b>100.0%</b>
<b>2019/20 Total Budget</b>	<b>79,340</b>	<b>79,409</b>	<b>20,185</b>	<b>37,715</b>	<b>21,509</b>	<b>27.1%</b>

**Comments on Expenditures, Labour & Transfers:**

The University of Northern British Columbia's fiscal year is April 1 - March 31. At June 30, it is expected that the variance from budget for most expenditures would be in the range of 60% - 75%. However, since many expenses do not occur evenly during the year, eg. hydro, individual departments are reviewed to identify potential problem areas. Based on this review, no issues requiring Board attention were identified. Because not all expenses have committed values, it is difficult to project the exact totals to year end.

Salaries and benefits are committed to March 31st. However, costs such as casual wages, sick leave replacement, sessional instructor contracts, and overtime vary due to circumstances in each area and are difficult to predict to year end.

Transfers to and from other funds are recorded at various points during the year, with most occurring at the beginning of the year. No issues have been identified in the transfer accounts that will have a significant impact on the total annual financial results.

Note: The Approved Budget reflects the budget with the 2019/20 permanent & one-time adjustments approved by the Board. The Revised Budget also includes these adjustments as well as reallocations between various units; for example, results of internal reorganizations and annual salary increases.

## GLOSSARY

All salary, benefit and non-salary expenditures are included in the following groupings:

President's Office/ Executive Services:	University Secretariat and President's Office
University Advancement:	Vice President University Advancement, Communications, Alumni, University Development, and Convocation
Academic Services:	Provost's Office, Registrar's Office (including Financial Aid and Admissions & Advising), Library, Information Technology Services, and Teaching, Learning & Technology
Research & Graduate Programs:	Vice President Research & Graduate Programs, Research Services & Partnerships, Northern Health Sciences Research Facility and Graduate Programs
Academic Programs:	College of Arts, Social & Health Sciences, College of Science & Management (which includes the Laboratory), Regional Operations, and Master of Business Administration
Student Recruitment:	Vice Provost Student Recruitment, First Nations Centre, Student Affairs, Student Recruitment, and International Education
Administration:	Vice President Finance, People & Business Operations, Integrated University Planning, Financial Services, Facilities Management, Athletics & Recreation, and People, Organizational Design & Risk
University Operations:	All expenditures made and revenues collected centrally. Examples: tuition fees, tuition waivers, utilities, legal fees and audit fees

## NOTES TO THE OPERATING STATEMENT

1. The 2019/20 Approved Budget comprises the amounts approved at the March 15, 2019 Board meeting.
2. The 2019/20 Revised Budget comprises the approved budget plus reallocations and transfers that occur during the fiscal year.
3. Student fee revenue represents revenue recorded when a student registers. It does not mean that the fees have been collected. Over the fiscal year the system adjusts student fee revenue as students add or drop courses. At year end an assessment is made to determine whether outstanding fees are collectible. Where they are determined to be doubtful the amount is recorded as bad debt.
4. This revenue represents the rent paid to UNBC by National Collaborating Centre for Aboriginal Health for on-campus space, and by other agencies renting space at the University. As well, it includes the chargeback to Ancillary operations and the Master of Business Administration program for personnel services, administrative and operational (heat, light and power) services provided to them, based on a percentage-of-revenue formula.
5. The budget for salaries and benefits includes \$1,133,011 in salary savings prorated amongst the various operating areas. The committed amount includes benefits on contractual salaries estimated at 8 to 21.5%.
6. Salary budget in University Operations includes estimated costs of: tuition waivers for employees, increases occurring May 1 and July 1 2019, and other items under the various employee agreements, and long term leaves such as maternity/parental leaves. This budget is reallocated to the operational areas incurring the expenses during the year. The spending under this category represents the cost of tuition waivers for staff and faculty, any employee severance pay, and administrative leaves.
7. The University Operations budget includes the plant operation costs of \$3,167,724.
8. Transfers to other funds include such items as transfers to capital, sponsored research, professional development and scholarship funds, as included in the 2019/20 approved budget. These transfers occur at various points during the year.
9. Transfers from other funds include such items as transfers from endowments, research funds and the Northern Medical Program, as included in the 2019/20 approved budget. These transfers occur at various points during the year.

<b>Agenda Item:</b>	8.f. Quarterly Reporting (for information) – B. Daigle (ii) Consolidated Financial Report to June 30, 2019
<b>Material:</b>	1. Consolidated Financial Report to June 30, 2019



# **UNBC** UNIVERSITY OF NORTHERN BRITISH COLUMBIA

## **CONSOLIDATED FINANCIAL REPORT FOR THE PERIOD ENDED JUNE 30, 2019**



**Submitted by: Barb Daigle**  
**Interim Vice President, Finance, People & Business Operations**

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**  
**STATEMENT OF FINANCIAL POSITION**  
**AS AT JUNE 30, 2019**  
(unaudited)  
(thousands of dollars)

	<b><u>2019</u></b>	<b><u>2018</u></b>
<b>ASSETS</b>		
CURRENT ASSETS		
Cash and temporary investments	\$ 50,138	\$ 45,444
Accounts receivable	3,010	2,528
Inventory	774	846
Prepaid and deferred charges	824	697
	54,746	49,515
INVESTMENTS AND RESTRICTED CASH	78,380	76,379
CAPITAL ASSETS	208,255	212,451
	<b>\$ 341,381</b>	<b>\$ 338,345</b>
<b>LIABILITIES &amp; NET ASSETS</b>		
CURRENT LIABILITIES		
Accounts payable and accrued liabilities	\$ 13,358	\$ 7,528
Unearned revenue	2,921	2,028
	16,279	9,556
DEFERRED CONTRIBUTIONS	32,629	30,226
LONG-TERM DEBT	-	(65)
UNAMORTIZED DEFERRED CAPITAL CONTRIBUTIONS	154,227	157,257
NET ASSETS	138,246	141,371
	<b>\$ 341,381</b>	<b>\$ 338,345</b>

**UNIVERSITY OF NORTHERN BRITISH COLUMBIA**  
**SCHEDULE OF OPERATIONS**  
**FOR THE QUARTER ENDED JUNE 30, 2019**  
(Unaudited)

(thousands of dollars)

	<u>General Operating</u>		<u>Ancillary</u>		<u>Capital</u>		<u>Specific Purpose &amp; Expendable Funds</u>		<u>Sponsored Research</u>		<u>Totals</u>	
	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>	<u>2019</u>	<u>2018</u>
<b>REVENUE</b>												
Government grants												
Provincial government	\$ 13,341	\$ 12,733	\$ -	\$ -	\$ -	\$ -	\$ 121	\$ 204	\$ 10	\$ -	\$ 13,472	\$ 12,937
Federal government	736	584	-	-	-	-	-	-	1,166	1,225	1,902	1,809
Tuition	2,070	1,773	1,070	1,052	-	-	-	-	-	1	3,140	2,826
Other fees	279	308	2	27	-	-	-	55	-	-	281	390
Investment	247	98	8	-	5	-	137	489	-	-	397	587
Misc	1,802	1,225	248	226	1	-	-	304	1	224	2,052	1,979
Sales	307	143	1,039	980	-	-	36	49	372	49	1,754	1,221
Amortization of deferred capital contributions	-	-	-	-	1,650	1,700	-	-	-	-	1,650	1,700
	<u>18,782</u>	<u>16,864</u>	<u>2,367</u>	<u>2,285</u>	<u>1,656</u>	<u>1,700</u>	<u>294</u>	<u>1,101</u>	<u>1,549</u>	<u>1,499</u>	<u>24,648</u>	<u>23,449</u>
<b>EXPENSES</b>												
Salaries and benefits	16,545	14,070	1,013	958	25	(19)	449	421	1,485	1,302	19,517	16,732
Operating expense	5,083	3,843	1,029	710	1,071	1,012	848	542	1,232	667	9,263	6,774
Amortization	-	-	-	-	2,300	2,250	-	-	-	-	2,300	2,250
Debt service costs	-	-	58	135	-	-	-	-	-	-	58	135
Cost of goods sold	18	15	290	163	-	-	-	-	-	-	308	178
	<u>21,646</u>	<u>17,928</u>	<u>2,390</u>	<u>1,966</u>	<u>3,396</u>	<u>3,243</u>	<u>1,297</u>	<u>963</u>	<u>2,717</u>	<u>1,969</u>	<u>31,446</u>	<u>26,069</u>
Excess (deficiency) of revenue over expenses	\$ (2,864)	\$ (1,064)	\$ (23)	\$ 319	\$ (1,740)	\$ (1,543)	\$ (1,003)	\$ 138	\$ (1,168)	\$ (470)	\$ (6,798)	\$ (2,620)

<b>Agenda Item:</b>	8.f. Quarterly Reporting (for information) – B. Daigle (iii) First Quarter Forecast (for reference)
<b>Material:</b>	1. First Quarter Forecast (for reference)

# UNBC UNIVERSITY OF NORTHERN BRITISH COLUMBIA

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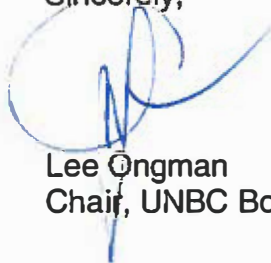
July 24, 2019

Funding and Analysis Branch  
Ministry of Advanced Education, Skills and Technology

To Whom It May Concern:

This is to confirm that I have reviewed the attached 2019/20 first quarter forecast submitted by the University of Northern British Columbia with senior management of the University. I agree that the forecast has been prepared based on the assumptions and plans that are currently under consideration in the budget planning process.

Sincerely,



Lee Ongman  
Chair, UNBC Board of Governors

## Stmnt of Contributions

Please enter amounts received as positive amounts  
and amounts amortized to revenue as negative.

	Forecast 2019/20	2020/21	Projections 2021/22	2022/23
<b><u>Operating Contributions</u></b>				
<b>From Ministries</b>				
Contributions deferred from previous years	1,703	1,703	1,703	1,703
plus: Operating contributions from <b>AVED</b>	54,071	56,522	58,839	60,181
plus: Operating contributions from <b>other Ministries</b>	1,100	1,100	1,100	1,100
plus: <b>Routine Capital</b> (received through EFT) recognized as r	128	128	128	128
minus: Amounts amortized to revenue	(55,299)	(57,750)	(60,067)	(61,409)
Deferred contribution balance at the end of the year	<u>1,703</u>	<u>1,703</u>	<u>1,703</u>	<u>1,703</u>
<b>From Other Service Delivery Agencies</b>				
Contributions deferred from previous years	4,448	4,448	4,448	4,448
plus: Contributions received in the current year	6,699	6,841	6,985	7,132
minus: Amounts amortized to revenue	(6,699)	(6,841)	(6,985)	(7,132)
Deferred contribution balance at the end of the year	<u>4,448</u>	<u>4,448</u>	<u>4,448</u>	<u>4,448</u>
<b>From the Federal Government</b>				
Contributions deferred from previous years	2,731	2,731	2,731	2,731
plus: Contributions received in the current year	7,200	7,344	7,491	7,641
minus: Amounts amortized to revenue	(7,200)	(7,344)	(7,491)	(7,641)
Deferred contribution balance at the end of the year	<u>2,731</u>	<u>2,731</u>	<u>2,731</u>	<u>2,731</u>
<b>From Other Sources</b>				
Contributions deferred from previous years	9,887	9,887	9,887	9,887
plus: Contributions received in the current year	2,900	2,900	2,900	2,900
minus: Amounts amortized to revenue	(2,900)	(2,900)	(2,900)	(2,900)
Deferred contribution balance at the end of the year	<u>9,887</u>	<u>9,887</u>	<u>9,887</u>	<u>9,887</u>
<b>Endowment Deferred Contributions</b>				
Opening Balance	12,693	12,693	12,693	12,693
New endowment spend contribution (Endowment Matching)				
Unrealized gains/(losses)	2,043	2,065	2,087	2,109
Realized gains/(losses)				
Transfers (to)/from Capitalization	(943)	(965)	(987)	(1,009)
Transfers to Stmt of Remeasurement				
Amortized/Transferred to revenue	(1,100)	(1,100)	(1,100)	(1,100)
Balance at end of period	<u>12,693</u>	<u>12,693</u>	<u>12,693</u>	<u>12,693</u>
<b><u>Deferred Capital Contributions</u></b>				
<b>From Ministries: Cash</b>				
Contributions deferred from previous years	128,093	123,178	118,443	113,767
plus: Certificates of Approval ( <b>COAs</b> ) received	985	1,105	1,105	1,105
plus: other ( <b>please specify nature in Notes</b> )	100	100	100	100
minus: Amounts amortized to revenue	(6,000)	(5,940)	(5,881)	(5,822)
Deferred capital contribution balance at the end of the year	<u>123,178</u>	<u>118,443</u>	<u>113,767</u>	<u>109,150</u>
<b>From Ministries: Depreciable Assets</b>				
Contributions deferred from previous years	-	-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Deferred capital contribution balance at the end of the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>From the Federal Government: Cash</b>				
Contributions deferred from previous years	13,112	13,132	13,147	13,157
plus: Contributions received in the current year	500	500	500	500
minus: Amounts amortized to revenue	(480)	(485)	(490)	(495)
Deferred contribution balance at the end of the year	<u>13,132</u>	<u>13,147</u>	<u>13,157</u>	<u>13,162</u>
<b>From Other Sources: Cash</b>				

## Stmnt of Contributions

Contributions deferred from previous years	14,469	14,489	14,514	14,544
Q3 plus: Contributions received in the current year	500	500	500	500
minus: Amounts amortized to revenue	(480)	(475)	(470)	(465)
Deferred capital contribution balance at the end of the year	<u>14,489</u>	<u>14,514</u>	<u>14,544</u>	<u>14,579</u>
<b>From Other Sources: Depreciable Assets</b>				
Contributions deferred from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Deferred capital contribution balance at the end of the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Contributed Surplus</b>				
<b>Cash</b>				
Contributed surplus from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Contributed surplus balance at the end of the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Non-depreciable Assets</b>				
Contributed surplus from previous years		-	-	-
plus: Contributions received in the current year				
minus: Amounts amortized to revenue				
Contributed surplus balance at the end of the year	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>Externally Restricted Assets</b>				
Opening balance	62,878	64,321	65,786	67,273
plus: Contributions received in the current year	500	500	500	500
Endowment transfers (to)/from other institutions/entities				
Transfers to/(from) Deferred Endowment Contributions to Stmt of Remeasurement Gains/Losses	-	-	-	-
Transfers to/(from) Deferred Endowment Contribution (income permanently restricted for inflation protection)	943	965	987	1,009
Closing balance at the end of the year	<u>64,321</u>	<u>65,786</u>	<u>67,273</u>	<u>68,782</u>

## Operating Statement

**Please report all debits as positive numbers and credits as negative numbers**

	Forecast	Projections		
	<u>2019/20</u>	<u>2020/21</u>	<u>2021/22</u>	<u>2022/23</u>
----- \$thousands -----				
<b>Revenue - (credits)</b>				
Amortization of contributions:				
Operating contributions from Provincial Ministries	(55,299)	(57,750)	(60,067)	(61,409)
Operating contributions from Provincial Crown Corps & Agencies	(6,699)	(6,841)	(6,985)	(7,132)
Operating contributions from the Federal Government	(7,200)	(7,344)	(7,491)	(7,641)
Operating contributions from other sources	(2,900)	(2,900)	(2,900)	(2,900)
Deferred capital contributions from Province	(6,000)	(5,940)	(5,881)	(5,822)
Deferred capital contributions from Federal Government	(480)	(485)	(490)	(495)
Deferred capital contributions from Other Sources	(480)	(475)	(470)	(465)
Contributed surplus	-	-	-	-
Sales of goods and services to Provincial Ministries (including contracts)				
Sales of goods and services to Crown Corps & Agencies (including contracts)				
Sales of goods and services to others (contracts and other sales)				
Sales of goods and services to others (Ancillary Services)	(9,800)	(9,996)	(10,196)	(10,400)
Domestic Tuition and Mandatory Fees	(17,800)	(18,662)	(19,608)	(20,642)
International Tuition and Mandatory Fees	(4,100)	(4,346)	(4,650)	(5,022)
Recognition of endowment investment income	(1,100)	(1,100)	(1,100)	(1,100)
Realized investment earnings (gains)/losses	-	-	-	-
Earnings from commercial subsidiaries (GBE's)				
Investment Earnings (not included above)	(1,400)	(1,400)	(1,400)	(1,400)
Other revenue (not included above)	(4,200)	(4,284)	(4,370)	(4,457)
<b>Total Revenue</b>	<b>(117,458)</b>	<b>(121,523)</b>	<b>(125,608)</b>	<b>(128,885)</b>
<b>Expenses - debits</b>				
Salaries and benefits	75,690	75,901	78,704	80,534
Cost of goods sold	1,960	1,999	2,039	2,080
Operating costs paid to Provincial Ministries				
Operating costs paid to Provincial Crown Corps & Agencies				
Other operating costs (less amortization & debt servicing)	28,943	29,522	30,112	30,714
Capital asset amortization expense	9,200	9,292	9,385	9,479
Capital asset write-downs				
Grants to Crown corporations and agencies				
Grants to third parties (Scholarships)	3,900	3,939	3,978	4,018
Grants to third parties (Foundations and Other)				
Debt service costs (net of sinking fund earnings)	135			-
Amortization of debt issue costs				
Other				
<b>Total Expense</b>	<b>119,828</b>	<b>120,653</b>	<b>124,218</b>	<b>126,825</b>
<b>Net (Revenues)/Expenses before extraordinary items</b>	<b>2,370</b>	<b>(870)</b>	<b>(1,390)</b>	<b>(2,060)</b>
(Gain) loss on sale of capital assets	-	-	-	-
<b>Net (Revenues)/Expenses</b>	<b>2,370</b>	<b>(870)</b>	<b>(1,390)</b>	<b>(2,060)</b>
Unallocated Pressures (use in Q1 only)				
<b>Operating Net (Income) Loss (for Ministry)</b>	<b>2,370</b>	<b>(870)</b>	<b>(1,390)</b>	<b>(2,060)</b>
Endowment (restricted asset) contributions	(1,443)	(1,465)	(1,487)	(1,509)
<b>Net (Income) Loss (PSI)</b>	<b>927</b>	<b>(2,335)</b>	<b>(2,877)</b>	<b>(3,569)</b>



## Stmt of Financial Position

Please report all debits as positive amounts and credits as negative amounts

	Forecast 2019/20	2020/21	Projections 2021/22	2022/23
<b>Financial assets - debits</b>				
Cash and temporary investments	43,499	43,693	46,555	50,144
Accounts receivable (net):				
from Ministries				
from other Service Delivery Agencies				
other receivables	3,600	3,636	3,672	3,709
	<u>3,600</u>	<u>3,636</u>	<u>3,672</u>	<u>3,709</u>
Sinking Funds:				
Sinking funds on Fiscal Agency Loan program debt	-	-	-	-
Sinking funds on other debt	-	-	-	-
	<u>3,600</u>	<u>3,636</u>	<u>3,672</u>	<u>3,709</u>
Inventory held for resale	620	626	632	638
Loans, advances and mortgages receivable (net)				
Investments in commercial subsidiaries (GBE's)				
Investments - other (net)	16,895	17,064	17,235	17,407
<b>TOTAL FINANCIAL ASSETS</b>	<u>64,614</u>	<u>65,019</u>	<u>68,094</u>	<u>71,898</u>
<b>Liabilities - (credits)</b>				
Accounts payable (net):				
to Provincial Ministries				
to Provincial Crown Corporations and Agencies				
other payables (excluding current portion of debt and/or leases)	(10,000)	(10,100)	(10,201)	(10,303)
	<u>(10,000)</u>	<u>(10,100)</u>	<u>(10,201)</u>	<u>(10,303)</u>
Unfunded pension and other accrued liabilities				
Deferred income on externally restricted assets	(12,693)	(12,693)	(12,693)	(12,693)
Deferred contributions:				
deferred operating contributions - Ministries & SDAs	(6,151)	(6,151)	(6,151)	(6,151)
deferred operating contributions - Federal & Other	(12,618)	(12,618)	(12,618)	(12,618)
deferred capital contributions - Ministries	(123,178)	(118,443)	(113,767)	(109,150)
deferred capital contributions - Federal & Other	(27,621)	(27,661)	(27,701)	(27,741)
Deferred Tuition				
Deferred Other	(1,900)	(1,919)	(1,938)	(1,957)
Unearned lease revenue				
	<u>(171,468)</u>	<u>(166,792)</u>	<u>(162,175)</u>	<u>(157,617)</u>
Public debt (including current portion):				
Obligations under Capital Leases (including current portion)	-	-	-	-
P3 liabilities	-	-	-	-
Fiscal Agency Loan program debt	-	-	-	-
other debt	-	-	-	-
	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
<b>TOTAL LIABILITIES</b>	<u>(194,161)</u>	<u>(189,585)</u>	<u>(185,069)</u>	<u>(180,613)</u>
<b>Net assets/(liabilities)</b>	<u>(129,547)</u>	<u>(124,566)</u>	<u>(116,975)</u>	<u>(108,715)</u>
<b>Non-financial assets - debits</b>				
Inventory for operating purposes	70	71	72	73
Capitalized debt issue costs		-	-	-
Prepaid expenses and other deferred charges	1,400	1,400	1,400	1,400
Endowment Funds (restricted assets)	64,321	65,786	67,273	68,782
Capital assets (net of amortization)	207,793	203,681	197,479	191,278
<b>TOTAL NON-FINANCIAL ASSETS</b>	<u>273,584</u>	<u>270,938</u>	<u>266,224</u>	<u>261,533</u>
<b>Accumulated (surplus)/deficit - Operating</b>				

### Stmt of Financial Position

Share capital		-	-	-
Contributed surplus	-	-	-	-
Accumulated Surplus	<u>(144,037)</u>	<u>(146,372)</u>	<u>(149,249)</u>	<u>(152,818)</u>
Accumulated Remeasurement Gains and (losses)	-	-	-	-
<b>TOTAL ACCUMULATED (SURPLUS)/DEFICIT</b>	<u>(144,037)</u>	<u>(146,372)</u>	<u>(149,249)</u>	<u>(152,818)</u>
<b>Guarantees of Third Party Debt</b>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>

## Financial Position Changes

Please enter cash inflows as positive amounts and outflows as negative amounts

	Forecast 2019/20	Projections		
		2020/21	2021/22	2022/23
<b>Opening balance - cash &amp; temporary investments</b>	50,181	43,499	43,693	46,555
<b>Operating activities:</b>				
<b>Net (Income) Loss (PSI)</b>	(927)	2,335	2,877	3,569
Less:				
non-cash revenue	(79,058)	(81,735)	(84,284)	(85,864)
(gain) loss sale of assets	-	-	-	-
Add:				
non-cash expenses	9,200	9,292	9,385	9,479
cash received for operating contributions	72,098	74,835	77,443	79,082
Net change in working capital	(1,000)	77	78	78
Net change in investments	(1,000)	(169)	(171)	(172)
Net change in restricted assets & Deferred Endowment Contributor	800	(1,465)	(1,487)	(1,509)
Net change in other assets	(2,000)	(1)	(1)	(1)
	<u>(1,887)</u>	<u>3,169</u>	<u>3,840</u>	<u>4,662</u>
<b>Financing activities:</b>				
Cash received for deferred capital contributions	2,085	2,205	2,205	2,205
Cash received for contributed surplus	-	-	-	-
Capital Leases:				
New capital leases				
Capital lease payments				
P3 liabilities:				
Liabilities incurred (i.e. capitalized contract costs)				
Reduction in liabilities (impact of unitary payments)				
Fiscal Agency Loans:				
New borrowing under Fiscal Agency Loan program				
Repayment of existing Fiscal Agency Loan program debt	(3,000)			
Sinking fund instalments - Fiscal Agency Loan program debt	3,130			
Other Borrowing:				
New borrowing of other debt				
Repayment of other debt				
Sinking fund instalments - other debt				
Capitalized debt issue costs				
Dividends				
	<u>2,215</u>	<u>2,205</u>	<u>2,205</u>	<u>2,205</u>
<b>Capital asset activities:</b>				
Capital assets additions ( <b>with</b> Provincial funding)	(4,010)	(2,180)	-	-
Capital assets additions ( <b>without</b> Provincial funding)	(3,000)	(3,000)	(3,183)	(3,278)
Capital assets additions (including P3s and capital lease assets)	<u>(7,010)</u>	<u>(5,180)</u>	<u>(3,183)</u>	<u>(3,278)</u>
Capitalized interest (including IDC on P3 projects)	-	-	-	-
Proceeds from sale of capital assets	-	-	-	-
	<u>(7,010)</u>	<u>(5,180)</u>	<u>(3,183)</u>	<u>(3,278)</u>
<b>Closing balance - cash &amp; temporary investments</b>	<u>43,499</u>	<u>43,693</u>	<u>46,555</u>	<u>50,144</u>

Variance Analysis

(\$ thousands)	PSI					Variance Explanation (please focus commentary on changes between Current Quarter and Budget)
	Final Audited Financial Stmts 18/19 (Note 1)	19/20 Budget	Current Quarter Forecast 19/20 *linked*	Variance PY to Current Quarter	Variance Current Quarter to Budget	
<b>Revenue - (credits)</b>						
Operating contributions from the Province	(52,712)	(52,167)	(55,299)	(2,587)	(3,132)	ESM, EHT, Est. new mandate funding and Engineering, NP programs
Operating contributions from Crown corporations and agencies	(6,551)	(6,760)	(6,699)	(148)	61	
Operating contributions from the federal government	(7,337)	(5,712)	(7,200)	137	(1,488)	Increase to RSF funding and other research activity
Operating contributions from other sources	(1,103)	(2,900)	(2,900)	(1,797)	-	Primarily impacted by research activity
Recognition of DCC - Provincial sources	(5,560)	(5,940)	(6,000)	(440)	(60)	
Recognition of DCC - Federal sources	(530)	(485)	(480)	50	5	
Recognition of DCC - Other sources	(530)	(475)	(480)	50	(5)	
Contributed Surplus	-	-	-	-	-	
Sales of goods and services to the Province (including contracts)	-	-	-	-	-	
Sales of goods and services to Crown corporations and agencies (including contracts)	-	-	-	-	-	
Sales of goods and services to others (Contract Sales)	-	-	-	-	-	
Sales of goods and services (Ancillary)	(9,598)	(9,785)	(9,800)	(202)	(15)	
Domestic Tuition and Mandatory Fees	(17,488)	(19,057)	(17,800)	(312)	1,257	Anticipated growth and fee increases from year end actual plus Engineering impact
International Tuition and Mandatory Fees	(4,032)	(3,498)	(4,100)	(68)	(602)	Anticipated growth and fee increases from year end actual
Recognition of endowment investment income	-	(900)	(1,100)	(1,100)	(200)	reflects change in fee structure for endowments
Realized investment (gains)/losses	-	-	-	-	-	
Earnings from Government Business Enterprises (GBEs) (Note 2)	-	-	-	-	-	
Investment earnings	(4,171)	(1,400)	(1,400)	2,771	-	
Other revenue (not included above)	(3,926)	(4,182)	(4,200)	(274)	(18)	
<b>Total Revenue</b>	<b>(113,538)</b>	<b>(113,261)</b>	<b>(117,458)</b>	<b>(3,920)</b>	<b>(4,197)</b>	
<b>Expenses - debits</b>						
Salaries and benefits	71,571	69,099	75,690	4,119	6,591	ESM, new mandate, severance payments (approx \$2.6 million), new programs
Cost of goods sold	1,795	1,957	1,960	165	3	
Operating costs paid to the Province	-	-	-	-	-	
Operating costs paid to Crown corporations and agencies	-	-	-	-	-	
Other operating costs (less amortization & debt servicing)	28,378	28,559	28,943	565	384	Impact of new programs, inflation, research activity
Capital asset amortization expense	9,180	9,292	9,200	20	(92)	
Capital asset write-downs	9	-	-	(9)	-	
Grants to Crown corporations and agencies	-	-	-	-	-	
Grants to third parties (Scholarships)	3,801	3,737	3,900	99	163	
Grants to third parties (Foundations & others)	-	-	-	-	-	
Debt service costs (net of sinking fund earnings)	205	270	135	(70)	(135)	Debt completely repaid in June 19
Amortization of debt issue costs	-	-	-	-	-	
Other	3	-	-	(3)	-	
<b>Total Expense</b>	<b>114,942</b>	<b>112,914</b>	<b>119,828</b>	<b>4,886</b>	<b>6,914</b>	
<b>Net (Revenues)/Expenses before extraordinary items</b>	<b>1,404</b>	<b>(347)</b>	<b>2,370</b>	<b>966</b>	<b>2,717</b>	
(Gain) loss on sale of capital assets	-	-	-	-	-	
<b>Net (Revenues)/Expense</b>	<b>1,404</b>	<b>(347)</b>	<b>2,370</b>	<b>966</b>	<b>2,717</b>	
Unallocated Pressures	-	-	-	-	-	
<b>Operating Net (Income) Loss (for Ministry)</b>	<b>1,404</b>	<b>(347)</b>	<b>2,370</b>	<b>966</b>	<b>2,717</b>	
Endowment (restricted asset) contributions	(2,375)	(1,710)	(1,443)	932	267	
<b>Net (Income) Loss</b>	<b>(971)</b>	<b>(2,057)</b>	<b>927</b>	<b>1,898</b>	<b>2,984</b>	

Capital Asset Additions	Forecast 2019/20	Forecast 2020/21	Forecast 2021/22	Forecast 2022/23
<b>Current Quarter 2019/120 *linked*</b>				
Capital assets additions (with Provincial funding)	(4,010)	(2,180)	-	-
Capital assets additions (without Provincial funding)	(3,000)	(3,000)	(3,183)	(3,278)
<b>Total capital asset additions (including assets under capital lease)</b>	<b>(7,010)</b>	<b>(5,180)</b>	<b>(3,183)</b>	<b>(3,278)</b>

Q3 2018/19 (Budget)	Forecast 2019/20	Forecast 2020/21	Forecast 2021/22	Forecast 2022/23
Capital assets additions with provincial funding	-	-	-	-
Capital assets additions without provincial funding	-	-	-	-
<b>Total capital asset additions (including assets under capital lease)</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>

Variance	Forecast 2019/20	Forecast 2020/21	Forecast 2021/22	Forecast 2022/23	Variance Explanation
Capital assets additions with provincial funding	(4,010)	(2,180)	-	-	Redistribution of spending on capital projects within fiscal y
Capital assets additions without provincial funding	(3,000)	(3,000)	(3,183)	(3,278)	Final budget included additional items
<b>Total capital asset additions (including assets under capital lease)</b>	<b>(7,010)</b>	<b>(5,180)</b>	<b>(3,183)</b>	<b>(3,278)</b>	

<b>Agenda Item:</b>	8.g. Carbon Neutral Action Report – B. Daigle
<b>Material:</b>	1. UNBC 2018 Carbon Neutral Action Report

# 2018 Carbon Neutral Action Report



## Overview

The University of Northern British Columbia (UNBC), appropriately trade marked as Canada's Green University, has achieved a 34% reduction in electricity use, 76% reduction in natural gas consumption, and a 21% reduction in utility costs since the start of our Energy Management program in 2010. As a result, UNBC has avoided over \$4.3 million dollars of energy costs over the past 8 years. Our 4.4 MW Bioenergy Plant and 0.4 MW Pellet Plant, which use local sawmill wood waste and pellets respectively as fuel, continue to aid in the reduction of UNBC's carbon emissions. In fiscal year 2018, the Bioenergy Plant supplied approximately 85% of the heat required for the core buildings on the Prince George campus, while the Pellet plant supplied approximately 80% of the heat required for two student housing buildings, the daycare, and the Enhanced Forestry Lab (EFL) greenhouse on the Prince George campus. Combined, these operations displaced roughly 91,000 GJ NG<sub>eq</sub>, or 4500 tonnes CO<sub>2e</sub>.

Our energy reduction targets for 2020 include a 25% reduction in energy consumption and an 85% reduction in natural gas usage compared to 2010 levels. We will achieve these targets by continuing to pursue low-carbon heating alternatives and placing strong emphasis on energy reduction measures such as equipment retrofits and public awareness/engagement campaigns.



# Declaration Statement

This Carbon Neutral Action Report for the period January 1<sup>st</sup>, 2018 to December 31<sup>st</sup>, 2018 summarizes our emissions profile, the total offsets to reach net-zero emissions, the actions we have taken in 2018 to reduce our greenhouse gas emissions and our plans to continue reducing emissions in 2019 and beyond.

By June 30, 2019, the University of Northern British Columbia's final Carbon Neutral Action Report will be posted to our website at [www.unbc.ca](http://www.unbc.ca).

Table 1: Emissions and Offsets Summary

<b>University of Northern British Columbia GHG Emissions and Offset for 2018 (tCO<sub>2e</sub>)</b>	
<b>GHG Emissions created in Calendar Year 2018</b>	
Total Emissions (tCO <sub>2e</sub> )	7,199
Total BioCO <sub>2</sub>	5,384
Total Offsets (tCO <sub>2e</sub> )	1,815
<b>Adjustments to GHG Emissions Reported in Prior Years</b>	
Total Emissions (tCO <sub>2e</sub> )	0
Total Offsets (tCO <sub>2e</sub> )	0
<b>Grand Total Offsets for the 2018 Reporting Year:</b>	
Grand Total Offsets Required (tCO <sub>2e</sub> )	1,815
Total Offset Investment	\$45,375.00

In accordance with the requirements of the Greenhouse Gas Reduction Targets Act and Carbon Neutral Government Regulation, the University of Northern British Columbia (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2018 calendar year, together with any adjustments reported for past calendar years. The Organization hereby agrees that, in exchange for the Ministry of Environment ensuring that these offsets are retired on the Organization's behalf, the Organization will pay within 30 days, the associated invoice to be issued by the Ministry in an amount equal to \$25 per tonne of offsets retired on its behalf plus GST.

## Executive sign-off:


May 31 2019  
 \_\_\_\_\_  
 Signature Date

Barb Daigle Interim VP, Finance, People, Organizational Design & Risk.  
 \_\_\_\_\_  
 Name (please print) Title



## Adjustments to Carbon Emissions Reported in Previous Years

No adjustments were made for previous reports.

## Actions Taken to Reduce Carbon Emissions in 2018

### *Lighting Upgrades*

UNBC completed two major lighting projects in 2018 estimated to save 294,000 kWh/yr. We removed old fluorescent light technology in our Library and Medical buildings, and replaced it with energy efficient LED light technology. LED's provide improved light quality and may convert up to 95% of the energy input into usable light, thereby reducing the energy input required to illuminate a space and ultimately lower greenhouse gas emissions.

### *Electric Vehicles*

UNBC procured a 2018 Nissan Leaf last year for the Facilities department to service the new Wood Innovation Research Lab (WIRL) building in downtown Prince George. This is expected to reduce carbon emissions by 2.1 tonnes CO<sub>2e</sub>, while adding 2200 kWh to the annual electrical consumption.



## **Green Day**

UNBC's annual Green Day started in 2008 as a celebration and platform to share sustainability actions and commitments. It is important that we don't just call ourselves Canada's Green University, but that we live it. Green Day is also an opportunity to generate new ideas from future leaders on sustainable initiatives within the community. Topics included:

- **Water Wise** – info on water consumption in partnership with the City of PG.
- **Cumulative Impacts Research Consortium** – exploring the topic of cumulative impacts on northern communities.
- **University Farmer's Market** – a place to buy healthy local food.
- **The David Douglas Botanical Garden Society** – info around northern plants and gardens.
- **The Women's Centre** – helped people analyze personal care products to determine the climate and human impacts.
- **NUGSS** – info table about food Security featuring the NUGSS food bank on campus.
- **UNBC Apiary Club** - Learn about bees and and beekeeping.

## **Wood Innovation Research**

### **Laboratory (WIRL)**

The Wood Innovation Research Lab provides students, faculty, and researchers from UNBC's Master of Engineering in Integrated Wood Design program with the ability to build and test large-scale integrated wood structures. WIRL is a certified Passive House and has caught the attention of Passive House researchers around the world because it demonstrates how an industrial structure constructed with wood in Northern British Columbia's cold climate can be a global leader in energy efficiency. Certified Passive House buildings use up to 90 per cent less energy for heating and cooling when compared with standard buildings and use up to 70 per cent less energy overall.



## ***New Bus Shelter***

In 2018 UNBC built a bus shelter outside of the Charles J. McCaffery Hall, one of the busiest bus stops in Prince George. It was designed by the inaugural cohort of the Master of Engineering in Integrated Wood Design students. The design was inspired by the natural topography and geography of Prince George located in the Traditional Territory of the Lheidli T'enneh. The hyperbolic paraboloid shape gives a wavy appearance to the roof but is comprised entirely of straight wood pieces (ruled surface) and thus much less expensive.

The main structural members are Douglas-Fir Glulam produced in Penticton, B.C. and the siding is made of Cedar. Cedar is naturally resistant to decay, making it a good choice for siding that is - exposed to the elements.

One of the driving forces behind building the bus shelter was to provide transit users a comfortable and safe area, protected from the elements and in doing so, encourage more transit use.

## ***'Energy Factoids' Social Media Campaign***

A 25 page interactive Instagram story was created to engage the UNBC audience in how electrical and thermal energy is consumed on our campus. The story sought to inform people on what influence they individually have over this and some simple actions we can all take to reduce our impact. The story was posted for 24 hours on UNBC's main Instagram account. UNBC's IG account had 4,844 followers at the time of posting, the majority of which were students. 1,215 people saw the first page of the story, 1,081 were still viewing by the middle, and 1,005 were engaged through to the last page. That means we reached 25% of the possible audience on the account, and 83% of them engaged with the entire story!



## Operations Affecting Overall Carbon Emissions in 2018

UNBC strives to continually reduce carbon emissions, however, they are strongly correlated to the operation of our Bioenergy and Pellet Plants. Any emergency or scheduled system shutdown can lead to increased natural gas consumption and therefore emissions in a given year. The Bioenergy Plant was undergoing maintenance for an extra 66 days in 2018 compared to 2017.

UNBC's emissions are also driven by the main campus heating demand, which is correlated to the outdoor air temperature. The Bioenergy Plant is capable of meeting the campus heat demand when temperatures are above  $-5^{\circ}\text{C}$ , however, when temperatures drop below  $-5^{\circ}\text{C}$  extra heat must be supplied by the natural gas boilers. In the warmer months, two 910-ton rooftop chillers provide cooling to the campus. In 2018 UNBC had a 0.2% decrease in Heating Degree Days (HDD) from 2017 based on a benchmark temperature of  $15.5^{\circ}\text{C}$ . Additionally, there was an 11% increase in Cooling Degree Days (CDD) from 2017 based on a benchmark temperature of  $18^{\circ}\text{C}$ .

Emissions were reduced in 2018 through the disposal of a  $1320\text{ m}^2$  downtown building that used all natural gas heating. Additionally, the WIRL was added to UNBC's portfolio which, as a Passive House building, has a very low heating demand. The net result of these building changes was a reduction in emissions.

Figure 1 shows that buildings are the most significant emissions source for UNBC. Despite minor increases in fleet and supply emissions, the above mentioned building factors created an overall decrease in carbon emissions from 2017 to 2018.

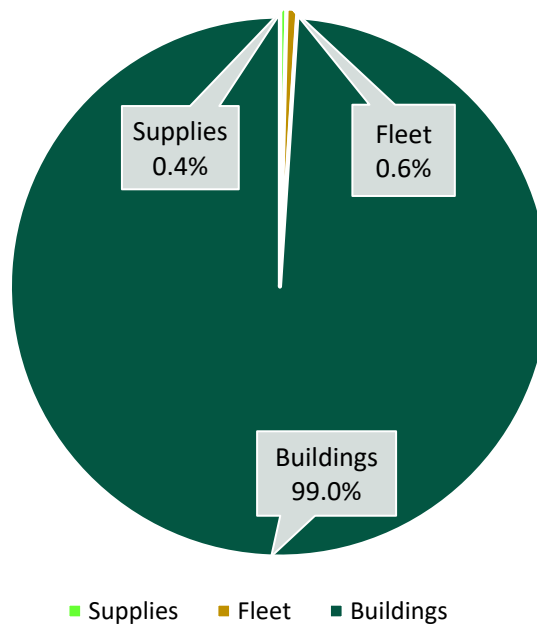


Figure 1: University of Northern British Columbia Total Emissions for 2018 ( $\text{tCO}_2\text{e}$ )

## Plans to Continue Reducing Emissions 2019 and Beyond

Moving forward in 2019/2020, UNBC will be completing further lighting projects in Charles J. McCaffery Hall, Agora, EFL, and Research Lab. Combined, these projects are estimated to reducing electricity consumption by 2.4% and saving approximately 646,000 kWh.

UNBC has undertaken a pilot study to gather data on the effectiveness of heat pumps in cold northern climates. This study may lead to the install of a heat pump at the Northern Sport Centre (NSC), with the intention of partially offsetting heating requirements for one of the large air handlers serving the indoor soccer fields. Key data related to cold weather coefficients of performance and the overall electrical consumption is required to inform the design of a large air source heat pump system that has the potential to offset the majority of the natural gas consumption at this facility.

### Contact

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