

BOARD OF GOVERNORS

PUBLIC SESSION AGENDA

Saturday, June 19, 2021

ZOOM Videoconference Only

12:30 PM – 2:30 PM

Members – Vacant (Chancellor), Geoff Payne (Interim President and Vice-Chancellor), Darwyn Coxson (Faculty Member), Paul Sanborn (Faculty Member), Allison Beswick (Order in Council), Joel McKay (Order in Council), Michael Reed (Order in Council), Andrew Robinson (Order in Council – INTERIM CHAIR), Gregory Stewart (Order in Council), Catherine Wishart (Order in Council), Kostas Bach (Undergraduate Student), Michael Lo (Graduate Student), Joyce Henley (Employee)

1. **Chair's Remarks**

- Declarations of Conflict
- Correspondence Received

2. **Approval of Agenda**

That, the Agenda for the Public Session of the June 19, 2021 meeting of the Board of Governors be approved as presented.

3. **Approval of Minutes**

a. **Public Session Minutes of May 27, 2021 – page 3**

That, the Public Session Minutes of the May 27, 2021 meeting of the Board of Governors be approved as presented.

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

None

5. **President's Annual Report** – G. Payne – **page 7**

6. **Motions for Approval**

a. **Agreements, Scholarships, Bursaries and Awards** – M. Dale – **page 22**

That, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for May 2021, as presented.

b. **Change(s) to Calendar – Integrated Analytical Skills & Knowledge Program (IASK)** – M. Dale – **page 27**

That, the Board of Governors approves the change(s) to the calendar entry for Integrated Analytical Skills & Knowledge Program (IASK), on pages 46, 147, and 242 of the 2020/2021 undergraduate calendar, as recommended and approved by the UNBC Senate, as presented.

c. **Repeal – Visitors Parking Permit Policy** – R. Somani – **page 34**

That, on the recommendation of the Audit and Risk Committee, the Board of Governors repeals the Visitors Parking Permit Policy.

- d. **Board of Governors Code of Ethical Conduct and Annual Signing** – A. Robinson – **page 45**
That, the Board of Governors approves the revised Board of Governors Code of Ethical Conduct, as presented.
- e. **2021 / 2022 Mandate Letter** – Approval – A. Robinson – **page 62**
That, the Board of Governors authorizes the Board Chair to sign the 2021 / 2022 Mandate Letter on behalf of the Board.

7. Mandatory and Standing Reports - Public Session

a. Report of the Interim President – G. Payne

- Regular Verbal Report
- Senate Update (verbal)

(i) Public Reports of the Vice-Presidents, written

- Interim Provost and Vice-President Academic – M. Dale – **page 69**
- Vice-President, Finance and Administration – R. Somani – **page 75**
 - o Climate Change Accountability Report – **page 82**
 - o Annual Report on UNBC Harassment and Discrimination Policy – complaints and investigations for the period May 1, 2020 to April 29, 2021 – **page 93**
- Acting Vice-President, Research and Innovation – K. Lewis – **page 95**

b. Reports of Committees:

- (i) Audit and Risk Committee – G. Stewart, Chair
- (ii) Executive Committee – A. Robinson, Chair
- (iii) Finance and Investment Committee – A. Beswick, Chair
 - Received Routine Capital 2020-21 Year End Report.
 - Received Northern Sport Centre Ltd. Financials and Annual Report.
 - Received Endowment Portfolio-Annual Update.
 - Approved update in the membership of the Investment Advisory Committee.
 - Approved changes to the Investment Managers as recommended by the Investment Advisory Committee.

8. Other Business

a. 2020/21 Institutional Accountability Plan and Report – G. Payne

Link to 2019/2020 report for information:

[2019/2020 Institutional Accountability Plan and Report](#)

Notice of Motion for July 2021. Electronic Motion to be distributed in early July.

That, the Board of Governors approves the 2020/21 Institutional Accountability Plan and Report (IAPR) as presented, and releases it to the Ministry of Advanced Education.

9. Adjournment

BOARD OF GOVERNORS – PUBLIC SESSION
Approved for Submission:



Geoff Payne
Interim President and Vice-Chancellor

Agenda Item:	5. President's Annual Report – G. Payne
Material:	1. Interim President & Vice-Chancellor's 2020-2021 Annual Report to the UNBC Board of Governors

Introduction

This report outlines the activities during my tenure as Interim President over the past year covering the period of June 2020 to June 2021. The report also covers the high level of activities across the University community which includes both positives and challenges that continue to inform the strategic direction of the University of Northern British Columbia which it can continue to build momentum to achieve the mission and mandate of the University. It also highlights the activities of others whom I support within their portfolios. Overall, I have ensured that all of these activities continue to be influenced by the four key pillars that have framed my approach as Interim President beginning February 2020 which includes:

1. Relationships
2. Reputation
3. Vision
4. Economic Sustainability

Both publicly and privately, I continue to state that UNBC is a great institution with outstanding people that has a brand known at the provincial, national and international level as one of Canada's premier small research-intensive Universities that has made significant and positive impacts. Outlined in my annual report are the activities building from goals identified in June 2020 which supports the four key pillars outlined above and the key areas of focus for the immediate future integral to the success of UNBC. Overall, despite the significant challenges of the COVID-19 pandemic, I feel the University has made positive steps forward.

Leadership

President's Executive Council (PEC):

Critical to the success of the University are regular meetings with the Executive Team of the University. This council consists of the President (Chair), and the Vice-Presidents. The purpose of this council is to ensure the strategic direction of the University is being achieved by evaluating issues, developing solutions and leveraging opportunities that would be implemented and integrated across the Vice-Presidents portfolios. Over the past year this group has met weekly between three and four hours. With my support and direction, the success achieved in each of Vice President's portfolios along with their respective teams is outlined in their respective reports. Outlined below are a number key achievements by the Vice President's. It is evident of their outstanding efforts in such a challenging year with the COVID-19 pandemic.

Selected key achievements in my support of the Vice Presidents

Provost & Vice President Academic

- ❖ Worked with the Provost's Advisory Committee on Academic Action Plan for guidance and detailed discussion of the "2 College to 5 Faculty" transition.
- ❖ Worked with the Readiness Group to address ongoing and anticipated difficulties related to course and program delivery during the pandemic. Continued highly successful Kaffeeklatsch discussion sessions for community resilience and information sharing.

- ❖ Transformed the former Enrollment Taskforce to a smaller Students-Plus working group, currently focusing on developing a SEM and its data requirements.

Vice President Research and Innovation

- ❖ Developed the overall strategy and operational plans for newly formed Office of Research and Innovation (ORI) and responsibilities of the office due to significant change and addition of scope. This has led to the framework to begin to develop an overarching strategic plan, and operational plans for the research function and the advancement function for UNBC.
- ❖ Continue to support the core research mission of UNBC despite the COVID-19 Pandemic and ensure UNBC maintains and grows and one of Canada's best small research intensive Universities.
- ❖ Supported the development of policies, guidelines and operating procedures that enhance efficiency and are not person-dependent.
- ❖ Strengthened existing partnerships with government, industry, NGOs, and work to develop new partnerships that align with UNBC mission and mandate.

Vice President Finance and Administration

- ❖ Developed an integrated approach to UNBC's Budget development influenced by context, inter-connectedness, the key drivers and transparency
- ❖ Strategy-driven approaches around exempt compensation, deficit mitigation, revenue growth and volunteer retirement incentive plans.
- ❖ Demonstrated Leadership in effective team-centered approaches and integration within the portfolio and additionally with the Executive team and key University stakeholders.

Budget

With my support and direction, the Executive Team continues to address financial issues and continues to identify new areas of revenue generation to ensure the mission and mandate of UNBC is achieved. Supporting Mr. Somani, the new Vice President Finance and Administration, we were capable of completing the 21/22 budget which was year two of the four-year fiscal sustainable model outlined to the University community in March 2020. Although this was another tough budget for UNBC, I sense we continue to move closer to a position of fiscal sustainability. In this budget, there were two areas of focus including the continued impact of COVID-19 implementation of a significant vertical cut in University Advancement, resulting in the elimination of nine positions. Despite these challenges, we need to continue this process to ensure UNBC achieves its mission and mandate so the institution continues to evolve as one of "Canada's small research-intensive Universities". I am both confident and impressed with the work of the Executive and their teams in developing a sustainable financial approach for UNBC. The Principles of our budget remain as last year which are:

- ❖ Ensure we reduce spending expenses above our revenues.
- ❖ Significantly reduce dependency on one-time budget adjustments each year for budget balancing.

Invest in the core mission of UNBC students, faculty (teaching and research) and the infrastructure to support. Additional factors that must be emphasized throughout the budget are streamlined operations and reducing activities so we do not overload the staff and faculty. We have begun the process for the 22/23 budget cycle to ensure strategic and appropriate utilization of resources are critical as the Provincial Government embarks on a funding of Post-Secondary. The University has to be in a stable financial position that supports its mission to signal to the government that UNBC is an important investment.

COVID-19 Pandemic

As we embark on the 15-month anniversary of the COVID-19 global pandemic, UNBC continues to be impacted in all areas of our university community. The current focus for UNBC since the beginning of the pandemic has been to continually assess the activities and the impact of the COVID-19 pandemic on academic delivery, support and research. As positive signs emerge through reduction in active cases and vaccination implementation, our focus shifts to the 2021 Fall academic term which will be closer to “normal” with face-to-face activities.

- ❖ Preparation for the Transition Fall 2021 Academic Term and return to more face to face activities.
- ❖ Working with and to support all students, staff and faculty for a safe return to campus.

University Community Engagement

One of the key pillars of my initial approach during my Interim Presidency was relationships and connecting with our internal community to listen and hear their thoughts about “their” University. This is key to ensuring the President’s office is connected to the broader University community. I have also connected externally with stakeholders which are integral to the success of UNBC’s mission and mandate. Although COVID-19 has impacted connecting with our external community, I have had initial engagements via phone or video-conference meetings. Over the past few months, I have increased my external engagement activities. It is extremely important to UNBC’s success to have strong engagements with our external stakeholders. Areas of focus for the upcoming months are:

- Donors and Community Partners of UNBC
- Alumni Council
- School District(s)
- Research University Council of British Columbia
- Universities Canada
- Municipal, Provincial and Federal Government and respective agencies Additionally, as outlined in Appendix A of this report I have selected meetings which highlight some of my engagement activities during the period of this report.

Labour Relations

Vital to our success as a University is ensuring an open dialogue and engagement with our labour groups and to foster respectful and supportive relationships that are focused on solutions. Over the past year, I have initiated very regular meetings with members of the Faculty Association Executive, CUPE 3799 Executive and CUPE 2278 Executive. In addition, I have now instituted meetings with the Executives of these labour groups to meet with President's Executive Council on a monthly basis to ensure open communication, as we all work collaboratively to achieve success for the UNBC community. I am excited by these developments and I look forward to the next steps in building our relationship with all our labour groups.

Selected Key Achievements

- ❖ Negotiated Collective Agreement with UNBC Faculty Association for 2019-2023.
- ❖ Two PEC/Canadian Union of Public Employees/Faculty Association Retreats focused on collaboration and opportunities.
- ❖ Launch of the Vice Provost Faculty Relations position.
- ❖ Regular and open communication with all labour groups.

Governance

A successful University is grounded by good governance and of particular importance a strong relationship between the University Senate, Board of Governors and our community, as we have a responsibility to ensure the appropriate functioning of this bicameral relationship. Over the past year we have embarked on a number of initiatives to support the role of University in good governance.

Selected Key Achievements

- ❖ Launched a Senate Ad-Hoc Group on Governance to evaluate and recommend aspects of the Report on Governance which was completed last summer.
- ❖ Launched project to assess, evaluate and revamp all UNBC Policies and Procedures.
- ❖ Launched the Office of University Governance to report directly to the President's Office.

Office of Communications and Marketing

With the portfolio change of the Office of Communications and the Director of Communications reporting directly to my office, I now support the activities of the Director. Key to UNBC's success is the role of a robust communications strategy both internally and externally with all of the University stakeholders in which this communication is bi-directional in both communicating and responding to the opportunities and directions of UNBC.

Selected key achievements achieved in supporting the Director of Communication & Marketing

- ❖ Improve operational efficiency of the Communications, Web, Marketing and Alumni Relations office.

- ❖ Supported the recruitment of outstanding students through communication and marketing activities.
- ❖ Enhanced UNBC's brand locally, regionally, nationally and internationally.
- ❖ Raised the profile of the External Relations office within the UNBC community through various interactions and engagements

Equity Diversity and Inclusion and Confronting Racism

Over the past year we have launched an important process to ensure the entire UNBC community is a safe and welcoming environment for all. I have publicly outlined that I am fully committed to ensuring all those who engage with our university experience a welcoming, safe and inclusive campus community. The principles of equity, diversity and inclusion are our top priority, and over the past year have led to the initiation of a number of activities to support our commitment. I have stated the work of the entire community is necessary to make a positive transformational change, and efforts for change must be ongoing. Outlined below are a number of key initiatives which have been implemented.

Selected Key Achievements

- ❖ Formation of the Presidential Task Force on Equity, Diversity and Inclusion.
- ❖ Formation of the Student Round-Table on Confronting Racism at UNBC.
- ❖ Development of UNBC's inaugural Office of Equity Affairs.
- ❖ Joining the National Dialogue and Calls to Action as a Partner Institution.
- ❖ Work on the Equity Diversity and Inclusion work through the Canada Research Chairs Program.
- ❖ Supporting the Vice Provost Indigenous Initiatives position.

Overall Summary:

Overall, despite many challenges, the past year has been important in establishing a foundation to positively move UNBC forward in a strategic and proactive direction that supports the continued success in achieving the University's mission and mandate. We are at a stage where momentum is critical to continue on the collective and collaborative success that has been achieved to date. Outlined below are key areas which have to be addressed to guard against complacency, mitigate risk and ensure continued success for UNBC.

Immediate Key Areas of Focus for 2021-2022

Supporting the University Community to Transition for the Fall 2021 Academic Terms:

Ensuring that UNBC's planning, preparation and implementation framework aligns with the guidelines of the provincial health office and supports the health safety of the entire University community in meeting our collective activities (academic, research and administrative).

Supporting the continued implementation of the Launch of the Five New Faculties:

Ensuring the Academic Plan and the implementation moves forward to support this new direction for the University and to capitalize on the lessons learned coming out of the COVID-19 global pandemic. Enhance and expand the impact of the academic offerings as we navigate through the post-pandemic changing landscape of Higher Education.

Enrolment:

Continuing to support team to develop and implement a strategic enrolment plan that supports both domestic and international undergraduate and graduate students.

Budget:

Continue with the 4-year fiscal sustainability budget framework and strategy that informs both the 22/23 budget and long term fiscal responsibility making decisions that support UNBC's core mandate to ensure economic sustainability.

Labour Relations:

Continue to work on positive relationships and outcomes with all members of the University community and preparation for the upcoming labour negotiations with CUPE3799 and CUPE2278.

External Community Engagement:

Coming out of the COVID-19 Pandemic are specifically my efforts on re-engaging with our regional communities and campuses. The regions were a focal point during the inception and early days of UNBC and my goal is to increase that engagement. I have publicly stated that UNBC's long-term success is predicated on a robust and sustained strategy. Over the coming months, I will be developing a renewed Regional Engagement Strategy.

Launch a University wide consultation on a updated UNBC Strategic Vision:

Review and consult on UNBC's strategic road map and ensure the mission and mandate has the necessary infrastructure and direction to achieve success and alignment with appropriate resources and budget.

Post-Secondary Funding Review:

Prepare the University for a successful alignment with the Province of British Columbia's review of the Post-Secondary funding model and to demonstrate that achieved success and continued momentum ensures continued and enhanced investment in UNBC in order to achieve its mission and mandate.

Appendix A: Interim President Selected Activity Report

Interim President Payne

Selected Yearly Activities 2020-2021

Interim President Payne

July		
7th	CKPG Interview RE: UNBC Lay Offs	Prince George
8th	RUCBC Strategy Brief	Prince George
9th	Teleconference with AEST Deputy Minister RE: Go Forward Guidelines Discussion	Prince George
9th	MSRHR Bi-Weekly Chair/Vice-Chair Teleconference	Prince George
10th	President's Open Office Hours	Prince George
11th	Dinner Meeting with President, Coast Mountain College	Prince George
14th & 15th	Essential Services Staff Appreciation Lunch	Prince George
17th	Staff Appreciation Meetings with President	Prince George
20th	RUCBC President and RUCBC Presidents Pre-Meeting Update	Prince George
21st	Meeting with CNC President RE Update	Prince George
21st	Telephone Call with MLA, Nechako Lakes RE: UNBC Update	Prince George
21st	CNC Strategic Planning Interview	Prince George
22nd	Meeting with RUCBC President RE UNBC Winter Semester	Prince George
24th	Telephone Call with MLA, Prince George – Mackenzie RE: UNBC Update	Prince George
24th	President's Open Office Hours	Prince George
28th	Telephone Call with MLA, Prince George – Valemount	Prince George
August		
5th	Media Interview with CKPG RE Fall Semester Update	Prince George
6th	Telephone Call with RUCBC President RE Current Ministry Directive	Prince George
7th	Participant in Ask a Prof Friday	Prince George
7th	President's Open Office Hours	Prince George
11th	Media Interview with CFIS-FM RE Fall Semester	Prince George
12th	Meeting with CMC President RE UNBC/CMC Collaboration	Prince George
13th	Meeting with CNC President RE Update	Prince George
14th	Support PG Update meeting with City of Prince George	Prince George
19th	Presidents' Briefing on Embedding Social Impact into Strategic Plans	Prince George
20th	MSFHR Biweekly Chair/Vice-Chair meeting	Prince George
24th	AEST Call with PSI Presidents	Prince George
25th	MSFHR Executive Committee meeting	Prince George
25th	UNBC Parents & Families Panel Session	Prince George
25th	RUCBC Presidents - COVID coordination/update	Prince George

26th	Universities Canada Presidents Summer Regional Roundtable with Deputy Minister University Champions	Prince George
26th	UNBC Land Trust - Finance / Operating Loan Discussion with Consultants	Prince George
27th	Kaffeeeklatsch Discussion	Prince George
27 th	Meeting with RUCBC President	Prince George
27th	Meeting with Moss Rock Park Foundation Board	Prince George
September		
4 th	Lheidli T'enneh Ancient Forest Enhancement Project Press Conference	Prince George
4 th	President's Open Office Hours	Prince George
4 th	Virtual Presidents' Roundtable for Faculty & Staff	Prince George
7 th	Orientation Move In Day	Prince George
8 th	Virtual Student Welcome Event	Prince George
9 th	CBC Daybreak North Interview	Prince George
10 th	PG Citizen Interview	Prince George
10 th	City of PG Support PG Update Meeting	Prince George
11 th	Northern Post-Secondary Council Meeting	Prince George
15 th	President's Task Force on Equity, Diversity and Inclusion Inaugural Meeting	Prince George
17 th & 18 th	Arbitration Hearings	Prince George
21st	Student Roundtable on Confronting Racism on our Campus	Prince George
22 nd	CSA/UBC Joint Working Group	Prince George
28 th	Meeting with Prince George City Manager & General Manager – Administrative Services	Prince George
29 th	Dinner with new VP Finance	Prince George
October		
1st	Media Interview with Vista Radio	Prince George
1 st	Media Interview with CKPG	Prince George
1st	McConnell Foundation – Regional University Presidents Cohort	Prince George
1st	MSFHR Biweekly Chair/Vice-Chair Meeting	Prince George
2 nd	President's Open Office Hours	Prince George
7th	Meeting with RUCBC President	Prince George
8th	Media Interview with Vista Radio RE Maclean's Ranking	Prince George
8th	Media Interview with CKPG	Prince George
14th	President's Scholarship Student Recipient Dinner	Prince George
15th	President's Welcome Address for the Regional Strategy Sessions	Prince George
16th	President's Open Office Hours	Prince George
19th	Meeting with City of Prince George Representative (Interim City Manager)	Prince George
19th	Meeting with CAR UNBC	Prince George
19th	MSRHR Meeting	Prince George

21st	CMC Annual Meeting	Prince George
21st	Meeting with Prince George MLAs	Prince George
22nd	Media Interview with CKPG RE S. Parker	Prince George
22nd	Senate Student Leadership Awards	Prince George
26th	Student Roundtable on Confronting Racism on our Campus	Prince George
27 th & 28th	Universities Canada Virtual Meetings & Workshop Sessions	Prince George
29th	President's Task Force on Equity, Diversity, and Inclusion Meeting	Prince George
30th	MSRHR Meeting	Prince George
30th	President's Open Office Hours	Prince George
November		
2nd	MSRHR Meeting	Prince George
3rd	Zoom meeting with Varsity Athletes - Women's Basketball	Prince George
4th	RUCBC Presidents Committee Meeting	Prince George
4th	Update on geopolitical realities and the university sector - Universities Canada	Prince George
6th	Zoom meeting with Varsity Athletes - Men's Basketball Team	Prince George
6 th	Zoom meeting Mayor of Prince George	Prince George
16th	Zoom meeting with Northern Health Representatives	Prince George
17th	Zoom meeting with UBC Faculty of Medicine Dean	Prince George
19th	Universities Canada Call with Canadian Ambassadors & High Commissioner	Prince George
25th	UNBC Memorial to Montreal Massacre	Prince George
25 th	UBC Fall Graduation Live Stream	Prince George
26th	Kaffeeklatsch Discussion	Prince George
26th	WSOC Call	Prince George
27th	NPSC Meeting	Prince George
27th	President's Open Office Hours Session	Prince George
28th	Royal Society of Canada AGM	Prince George
30th	Registrar's Office Anti-Racism Subcommittee (ROARS) Meeting	Prince George
30th	Northwest Regional Faculty Staff Meeting	Prince George
30th	Collaborative Leadership Forum Meeting	Prince George
December		
1st	Meeting with FA Executive	
2nd	NSCL Board of Directors Meeting	Prince George
3rd	MSRHR Meeting	Prince George
7th	RUCBC Presidents Meeting	Prince George
8th	RUCBC – COWCUP Meeting	Prince George
8th	NPSC Discussion RE Federal Announcement	Prince George
8th	Meeting with CUPE Executive	Prince George
9th	Rural Coordination Centre of BC - MOU Update Meeting	Prince George
10th	President's Task Force on Equity, Diversity & Inclusion Meeting	Prince George

10 th	Ministry Update Teleconference	Prince George
11 th	Media Interview with CKPG RE: Winter Semester	Prince George
11 th	Leadership and COVID Zoom Meeting with Western & King's University	Prince George
11 th	President's Open Office Hours	Prince George
14 th	Meeting with Mayor Hall RE PG Student Housing Development	Prince George
14 th	BC Collaborative for Social Innovation Zoom Meeting	Prince George
14 th	Student Roundtable on Confronting Racism on our Campus	Prince George
15 th	Meeting to discuss next steps for the Equity Office	Prince George
15 th	Meeting with GSS President	Prince George
16 th	CMTN/UNBC collaboration Discussion	Prince George
16 th	NH/UNBC MOU Update Meeting	Prince George
16 th	PEC – Faculty and Staff Virtual Acknowledgement	Prince George
17 th	Winston's Breakfast Group Virtual Meeting	Prince George
17 th	Four Connections Celebration – Winter Solstice 2020	Prince George

Month	Activity	Location
January		
4 th	Virtual Winter Semester Welcome to Students	Prince George
5 th	Meeting with FA Executive	Prince George
7 th	Meeting with CUPE Executive	Prince George
7 th	MSFHR Bi-Weekly Chair/Vice-Chair Meeting	Prince George
7 th	Meeting with President, Coast Mountain College	Prince George
11 th & 12 th	Universities Canada Professional Program for new Presidents	Prince George
12 th	Meeting with CUPE Executive	Prince George
13 th	Meeting with Dayi (Chief) of the Lheidli T'enneh Nation	Prince George
13 th	Meeting with CAR UNBC	Prince George
14 th	NPSC Meeting	Prince George
15 th	President's Open Office Hours Sessions	Prince George
19 th	Meeting with Minister & BOG Chair	Prince George
19 th	Meeting with TA Executive	Prince George
19 th	Meeting with NUGSS President	Prince George
20 th	MSFHR/BCAHSN Meeting	Prince George
20 th	Meeting with Acting Superintendent SD #57	Prince George
21 st	Meeting with CUPE Executive	Prince George
21 st	Meeting with CNC President	Prince George
21 st	Media Interview with CFUR 88.7 FM RE Equity, Diversity and Inclusion	Prince George
22 nd	Universities Canada Commitments to the SDGS Meeting	Prince George
22 nd	RUCBC Presidents Committee Meeting	Prince George
22 nd	Strategic Planning Overview with President, Provost, and Vice-Presidents	Prince George
25 th	Virtual Health Working Group Discussion	Prince George

27th	Period Poverty on UNBC Campus Meeting	Prince George
28th	President's Open Office Hours Sessions	Prince George
February		
1st	Student Roundtable on confronting Racism on our Campus	Prince George
2nd	Meeting with DDBS Representatives	Prince George
4th	Media Interview with Vista Radio	Prince George
4 th	Media Interview with CKPG	Prince George
4th	Media Interview with PG Citizen	Prince George
4 th	Meeting with PG Donor	Prince George
8th	MSFHR Board Meeting	Prince George
8th	Meeting with Ambassador of Canada to China	Prince George
9th	NPSC Meeting	Prince George
12th	President's Open Office Hours Sessions	Prince George
17th	President's Task Force on Equity, Diversity & Inclusion	Prince George
17th	Meeting with School District 57 Deputy Superintendent of Schools	Prince George
17th	Meeting with Northern Development Trust CEO	Prince George
18th	Meeting with CUPE Executive	Prince George
19 th	RUCBC Presidents Committee Meeting	Prince George
22nd	PEC and CUPE Executive Meeting	Prince George
23rd	PEC and NUGSS President Meeting	Prince George
23rd	Meeting with Dayi Pountney & First Nations Elder	Prince George
23rd	MSFHR 20 th Anniversary Campaign Discover Session	Prince George
23rd	RUCBC Presidents Meeting with Deputy Minister of Jobs, Economic Recovery and Innovation	Prince George
24th	Strategic Planning Call with McConnel Foundation Representatives	Prince George
24th	Conference Call with AEST Deputy Minister	Prince George
25th	MSFHR Executive Committee Meeting	Prince George
25th	Meeting with SFU VP External Relations RE: BCCSI Founding Committee	Prince George
26th	MSRHR Transition Task Force Meeting	Prince George
March		
1st	Meeting with Consultant RE Northern PSE Sustainable Communities through Education	Prince George
1 st	Meeting with Donor	Prince George
1st	Meeting Faculty of Medicine/UNBC Partnership Advisory Group	Prince George
2nd	Northern BC Youth Talent Retention Roundtable	Prince George
3rd	Universities Canada: Celebrating Research Excellence: In conversation with Nobel Laureates	Prince George
4 th	Meeting with CUPE Executive	Prince George
5th	Period Poverty on UNBC Campus Follow Up Meeting	Prince George
8th	Academic Achievers Event	Prince George

8 th	Media Interviews	Prince George
10 th	Quarterly Land Trust Update Meeting	Prince George
15 th	RUCBC Presidents Committee Meeting	Prince George
15 th	MSRHR Transition Task Force Meeting	Prince George
15 th	Town Hall with Guest Charlotte Loppie	Prince George
16 th	CFIS – FM Media Interview RE: UNBC September Plans	Prince George
16 th	President's Task Force on Equity, Diversity & Inclusion Meeting	Prince George
17 th	Monthly Meeting with School District 57 Deputy Superintendent	Prince George
19 th	Four Connections Celebrations Virtual Event	Prince George
23 rd	UNBC/NH Partnership on Cultural Safety and Racism Training and Education Meeting	Prince George
24 th	Meeting with Founding Donor	Prince George
25 th	UNBC Town Hall University Budget Presentation	Prince George
29 th	MSFHR Board & Committee Meetings	Prince George
30 th	Transition Task Force Meeting	Prince George
30 th	UNBC Land Trust Update for the City of Prince George	Prince George
April		
6 th	SPH CV Journal Club	Prince George
6 th	Meeting with MasterCard Foundation Representative	Prince George
6 th	Meeting with David Douglas Botanical Society Representatives	Prince George
6 th	Media Interview with Vista Radio & CBC PG	Prince George
7 th	Media Interview with Tyee	Prince George
7 th	Meeting with MSFHR	Prince George
8 th	Meeting with Donor, T. Steadman	Prince George
12 th	B. Ed Cohort Celebration of Learning Event	Prince George
12 th	MSFHR Transition Task Force Meeting	Prince George
12 th	Meeting with Land Trust Consultant	Prince George
12 th	Basic Science Manuscripts Meeting	Prince George
14 th	Meeting with Donor, T. Steadman	Prince George
16 th	NHA/UNBC/FoM JAC Meeting	Prince George
16 th	Meeting with School District 57 Superintendent, President & VP Academic of CNC	Prince George
16 th	Meeting with CAR UNBC Group	Prince George
20 th	Media Interview with CKPG	Prince George
21 st	Media Interview with CKPG	Prince George
22 nd	Meeting with Donor, T. Steadman	Prince George
22 nd	Meeting with Two Rivers Gallery Curator and Artistic Director	Prince George
22 nd	MSFHR Board Meeting	Prince George
23 rd	RUCBC Presidents Committee Meeting	Prince George
23 rd	EDI Retreat Day 1	Prince George
26 th	MSFHR Transition Task Force Meeting	Prince George
27 th	Universities Canada Spring 2021 Membership Meeting	Prince George
28 th	President's Task Force on EDI Monthly Meeting	Prince George

28th	Universities Canada Spring 2021 Membership Business Meeting	Prince George
29th	CSA-UBC Joint Working Group Meeting	Prince George
29th	MSFHR Bi-Weekly Chair/Vice-Chair Meeting	Prince George
May		
4th	Media Interview with CKPG RE: Return to School Primer	Prince George
4th	Tour of Bio Plant	Prince George
5th	Legacy Breakfast Virtual Event	Prince George
5th	Meeting with Donor, T. Steadman	Prince George
5th	MSFHR Sub Committee Meeting	Prince George
5th	Cultural Safety Modules	Prince George
6th	Meeting with CNC President and School District 57 Acting Superintendent	Prince George
7th	Phone Call with AEST Deputy Minister	Prince George
10th	Town Hall with Provincial Health Officer	Prince George
17th	PEC and CUPE Executive Retreat	Prince George
17 th	Media Interview with Vista Radio RE: Back to School Primer/Proof of Vaccine	Prince George
19th	RUCBC Presidents Meeting	Prince George
19 th	Meeting with SD #57 Acting Superintendent	Prince George
19th	Meeting with Donor, T. Steadman	Prince George
19th	UNBC Alumni Council Meeting	Prince George
20th	MSFHR Executive Committee Meeting	Prince George
21st	Discussion with NMP Faculty	Prince George
21 st	McConnell Foundation – Social Infrastructure in Campus Expansion/Developments Meeting	Prince George
21st	Meeting with Navitas President & VP Marketing	Prince George
25th	Meeting with MSFHR Board Recruitment Sub-Committee	Prince George
26th	President's Task Force EDI Meeting	Prince George
26th	Meeting with Donor, T. Steadman	Prince George
27th	First Nations Centre Graduation	Prince George
28th	Meeting with SD #57 Acting Superintendent	Prince George
31st	PSI Presidents meeting with DM AEST RE: Go-Forward Guidelines	Prince George
31st	CNC/UNBC/SD #57 Meeting	Prince George
June		
3rd	UNBC Town Hall	Prince George
4th	NMP Virtual Graduation Celebration	Prince George
8th	TTF First Board Recruitment Sub-Committee Meeting with MSFHR	Prince George
8th	BC 2030 Olympic & Paralympic Bid Information & Discussion Session	Prince George
9th	Land Trust Quarterly Meeting	Prince George
9th	MSFHR Transition Task Force Meeting	Prince George
9th	NMPT AGM	Prince George

10th	MSFHR Bi-Weekly Meeting	Prince George
14 th	RUCBC Presidents Meeting	Vancouver
17th	CSA-UBC Joint Working Group	Prince George

Agenda Item:	6.a. Agreements, Scholarships, Bursaries and Awards – M. Dale
Material:	1. Agreements, Scholarships, Bursaries and Awards as recommended and approved by the UNBC Senate for May 2021.
Motion:	<i>That, the Board of Governors approves the agreements, scholarships, bursaries and awards as recommended and approved by the UNBC Senate, for May 2021, 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 Female Athletes in STEM Scholarship be approved.

Effective Date: 2021-2022 Academic Year

Rationale: To activate the Female Athletes in STEM Scholarship commencing the 2021-2022 Academic Year.

Proposed By: Emmy Blouin, Development Officer – Donor Relations

Advancement Contact: Emmy Blouin, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: April 1, 2021

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20210421.03

Moved by: Stathers

Seconded by: Zogas

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: April 21, 2021
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Athletic

Award Name: Female Athletes in STEM Scholarship

Awards Guide Description/Intent: Sidney Roy created the scholarship to promote female varsity athletes enrolled in a STEM (Science, Technology, Engineering, & Math) Program at UNBC. The scholarship provides the opportunity to support female student-athletes pursuing their athletic and academic dreams.

Donor: Sidney Roy

Value: \$500

Number: One

Award Type: Scholarship

Eligibility: Available to a full-time undergraduate or graduate female varsity student athlete, soccer or basketball, enrolled in a STEM Program (Science, Technology, Engineering or Math).

Criteria: Satisfactory academic standing or 80% average for a first-year student

Note: This scholarship is renewable for up to one year, subject to the recipient maintaining the eligibility of a female varsity student-athlete, soccer or basketball, and the criteria of satisfactory academic standing for this scholarship.

Effective Date: Established 2021

Recipient Selection: Senate Committee on Scholarships and Bursaries on recommendation by the UNBC Athletic Director and verification 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 Resource Connector North Bursary be approved.

Effective Date: 2021-2022 Academic Year

Rationale: To activate the Resource Connector North Bursary commencing the 2021-2022 Academic Year. (<https://www.resourceconnector.ca/>)

Proposed By: Emmy Blouin, Development Officer – Donor Relations

Advancement Contact: Emmy Blouin, Development Officer – Donor Relations

Faculty/Academic Department: N/A

Date: April 1, 2021

TO BE COMPLETED AFTER SCSB MEETING

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

Motion No.: SCSB20210421.04

Moved by: Bankole

Seconded by: Stathers

Committee Decision: CARRIED

Attachments: 1 Page

Approved by SCSB: April 21, 2021
Date


Chair's Signature

For information of Senate.

AWARDS GUIDE INFORMATION:

Award Category: Entrance

Award Name: Resource Connector North Bursary

Awards Guide Description/Intent: Resource Connector North (RCN) is honoured to provide bursaries to UNBC Engineering or Natural Resource Sector students. RCN is a strong advocate of diversification with the province's resource sector, which is accomplished through relationship building and information sharing. Their annual business directory and magazine promotes networking and partnerships in the North.

Donor: Resource Connector North Committee

Value: \$1,000

Number: One

Award Type: Bursary

Eligibility: Available to a full-time or part-time undergraduate student entering an Applied Science (BASc) Program, BASc Civil Engineering, BASc – Environmental, BPI Natural Resources Planning, BSc Environmental Science, BSc Forest Ecology and Management (FEM), BSc Wildlife and Fisheries, or BSc Conservation Science and Practice. First preference will be given to a resident of Northern British Columbia

Criteria: Demonstrated financial need and satisfactory academic standing.

Note: Successful applicants cannot receive this award more than once.

Effective Date: Established 2021

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

Agenda Item:	6.b. Change(s) to Calendar – Integrated Analytical Skills & Knowledge Program (IASK) – M. Dale
Material:	1. Senate Motion No. S-202104.21
Motion:	<i>That, the Board of Governors approves the change(s) to the calendar entry for Integrated Analytical Skills & Knowledge Program (IASK), on pages 46, 147, and 242 of the 2020/2021 undergraduate calendar, as recommended and approved by the UNBC Senate, as presented.</i>

Motion Number (assigned by
Steering Committee of Senate): S-202104.21

SENATE COMMITTEE ON ACADEMIC AFFAIRS

PROPOSED REVISION OF CALENDAR ENTRY

Motion: That the change(s) to the calendar entry for Integrated Analytical Skills & Knowledge Program (IASK), on pages 46, 147, and 242 of the 2020/2021 undergraduate calendar, be approved as proposed.

1. **Effective date:** September 2021
2. **Rationale for the proposed revisions:** The IASK program has not been offered at UNBC for a number of years.
3. **Implications of the changes for other programs, etc., if applicable:** None
4. **Reproduction of current Calendar entry for the item to be revised:**

[page 46]

Integrated Analytical Skills & Knowledge Program (IASK)

The Integrated Analytical Skills & Knowledge Program at UNBC offers first-year students a rich and unique learning experience. Supported by seven academic units in the College of Arts, Social and Health Sciences (Anthropology, Economics, English, First Nations Studies, International Studies, Political Science, and Northern Studies), IASK delivers an integrated and interdisciplinary curriculum. IASK is cohort based: small groups of students will work together across courses. Intake for IASK is limited to 65 students who self-select to take part in the Program. IASK courses are accepted as meeting the degree requirements for the seven departments listed above.

The IASK is made up of 18 credit hours spread out over two terms. However, IASK does not occupy the full first year, as students can register for other courses and programs. That is, 9 credit hours are taken in the September Semester and 9 credit hours are taken in the January Semester. The courses blend content and teaching in ways that prepare students for success in university and beyond.

Curriculum in IASK focuses on learning outcomes and on content breadth across the Liberal Arts. Learning outcomes in IASK include the following: 1) Appropriate depth and breadth of knowledge and skills; 2) Analytical, critical, and creative thinking skills; 3) Liberalism, inclusiveness, and an appreciation of diversity; 4) Personal growth, leadership skills and effective communication; 5) Life-long learning and intellectual development; 6) Engaged citizenship from the local to global levels.

IASK is recommended for students entering UNBC for the first time in one of the seven academic units listed above and who desire to work with a small group of students in a learning environment designed to facilitate student engagement with their peers. Through interaction with a small group of professors, this program will also assist first-year students to achieve improved academic performance throughout their four years at UNBC.

Curriculum:

- IASK 101-3 Ways of Knowing
- IASK 103-3 Foundations of Learning I
- IASK 104-3 Peoples, Places and Culture
- IASK 105-3 What is Security?
- IASK 106-3 Foundations of Learning II
- IASK 107-3 Special Topics

[...]

[page 147]

Integrated Analytical Skills & Knowledge Program (IASK)

Paul Bowles, Professor
 Ross Hoffman, Professor
 Heather Smith, Professor
 Lisa Dickson, Associate Professor

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- IASK 106-3 Foundations of Learning II
- IASK 107-3 Special Topics

[...]

[page 242]

Integrated Analytical Skills & Knowledge (IASK)

IASK 101-3 Ways of Knowing This course introduces students to the “ways of knowing” that inform and shape the Humanities and Social Sciences. It is based on three main questions related to knowledge: What is it and how is it defined? How do we assess it? How do we communicate it? Related questions include: What form does knowledge take? What counts as knowledge? Who has the power to define what counts as knowledge? Is there only one “truth”? How do we know what is credible? How do we share knowledge? Who gets to share knowledge? In other words, is knowledge political? What practices define the ways Humanities and Social Sciences disciplines define, assess and communicate knowledge? Student participation in “hands-on” learning is a key element of the course structure.

Co-requisites: Students will be required to register in all six IASK courses offered that year

IASK 103-3 Foundations of Learning I This course parallels and complements the other two IASK courses offered during the same semester, and integrates foundational readings and course content. The course focuses on critical thinking; academic reading and writing; oral presentation; library skills; and peer learning. Students meet the course objectives by working together in cohorts to discuss and practice university-level standards for writing and critical thought.

Co-requisites: Students will be required to register in all six IASK courses offered that year

IASK 104-3 Peoples, Places and Culture This course focuses on how people are shaped by and shape their worlds and where they live. People’s attachment to place is meaningful and the sense of place influences our identity and our social and cultural interactions with others and with the world. Different cultures and peoples within those cultures may hold various and diverse meanings of place. One person throughout their lifetime may even understand their place, and their place in the world, in different and changing ways. All of us are always “in place” somewhere. The goal of this course is to become aware of the impact “being in place” has on our lives and the lives of others by exploring the key concepts of place, identity and belonging.

Co-requisites: Students will be required to register in all six IASK courses offered that year

IASK 105-3 What is Security? Focusing on different interpretations of the concept of security, students explore how security is subject to various interpretations over time and how different locations in society and across cultures can result in alternative understandings of security.

Co-requisites: Students will be required to register in all six IASK courses offered that year

IASK 106-3 Foundations of Learning II This course parallels and complements the other two IASK courses offered during the same semester, and integrates foundational readings and course content. The course focuses on critical thinking; academic reading and writing; oral presentation; library skills; and peer learning. Students meet the course objectives by working together in cohorts to discuss and practice university-level standards for writing and critical thought.

Co-requisites: Students will be required to register in all six IASK courses offered that year

IASK 107-3 Special Topics This course is one of the programs "big question courses" that is part of the IASK program. Based on themes of "intersections and conversations," the curriculum celebrates and respects the past, challenges students to think in diverse and creative ways, and fosters awareness of and respects the past, challenges students to think in diverse and creative ways, and fosters awareness of and connection to our communities and the world. This course may be repeated to a maximum of 6 credit hours.

Co-requisites: Students will be required to register in IASK courses offered that year

5. Proposed revision with changes underlined and deletions indicated clearly using “~~strikethrough~~”:

[page 46]

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[page 147]

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[...]

[page 242]

Integrated Analytical Skills & Knowledge (IASK)

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- Co-requisites: Students will be required to register in all six IASK courses offered that year
- IASK 103 3 Foundations of Learning I — This course parallels and complements the other two IASK courses offered during the same semester, and integrates foundational readings and course content. The course focuses on critical thinking; academic reading and writing; oral presentation; library skills; and peer learning. Students meet the course objectives by working together in cohorts to discuss and practice university level standards for writing and critical thought.
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- Co-requisites: Students will be required to register in all six IASK courses offered that year
- IASK 105 3 What is Security? — Focusing on different interpretations of the concept of security, students explore how security is subject to various interpretations over time and how different locations in society and across cultures can result in alternative understandings of security.

~~Co-requisites: Students will be required to register in all six IASK courses offered that year~~

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~~IASK 107 3 Special Topics — This course is one of the programs "big question courses" that is part of the IASK program. Based on themes of "intersections and conversations," the curriculum celebrates and respects the past, challenges students to think in diverse and creative ways, and fosters awareness of and respects the past, challenges students to think in diverse and creative ways, and fosters awareness of and connection to our communities and the world. This course may be repeated to a maximum of 6 credit hours.~~

~~Co-requisites: Students will be required to register in IASK courses offered that year~~

6. Authorization:

Program / Academic / Administrative Unit: Office of the Registrar

College: CASHS

College Council Motion Number: CASHSCC.2021.03.18.08

College Council Approval Date: March 18, 2021

Senate Committee on First Nations and Aboriginal Peoples Motion Number: N/A

Senate Committee on First Nations and Aboriginal Peoples Meeting Date: N/A

7. Other Information

Attachment Pages: 0 pages

INFORMATION TO BE COMPLETED AFTER SENATE COMMITTEE ON ACADEMIC AFFAIRS MEETING

Brief Summary of Committee Debate:

Motion No.: SCAAF202104.20

Moved by: A. Sommerfeld **Seconded by:** K. Rennie

Committee Decision: CARRIED

Approved by SCAAF: April 14, 2021
Date

MRTD
Chair's Signature

For recommendation to ✓, **or information of** _____ **Senate.**

Agenda Item:	6.c. Repeal – Visitors Parking Permit Policy – R. Somani
Material:	<ol style="list-style-type: none"> 1. Memo from Kellie Howitt, Senior Project Consultant dated June 1, 2021 2. Visitors Parking Permit Policy 3. Traffic and Parking Regulations Policy – for information
Motion:	<i>That, on the recommendation of the Audit and Risk Committee, the Board of Governors repeals the Visitors Parking Permit Policy.</i>

MEMORANDUM

TO: Audit and Risk Committee and the UNBC Board of Governors

FROM: Kellie Howitt, Senior Project Consultant

DATE: June 1, 2021

RE: Repeal – Visitors Parking Permit Policy

OVERVIEW

Policy Designated Executive Officer: Rahim Somani – Vice-President, Finance and Administration

UNBC's University Policies and Procedures Project includes the repeal of policies and procedures that are outdated and/or no longer used. All University Policies and Procedures are currently under review and documents that need to be repealed are being identified.

The *Visitors Parking Permit Policy* was approved by the Board of Governors in 1994. Information about Visitor Parking was integrated into the *Traffic and Parking Regulations Policy* when it was approved in 2002; therefore, the *Visitors Parking Permit Policy* should be repealed.

SUBJECT: VISITORS PARKING PERMIT

There are times when the University will have distinguished visitors, community volunteers, and others as appropriate coming on campus and it would be appropriate to provide them complimentary parking for the day. A special "visitors parking permit" is available from Parking Services or through a Dean or Director for such individuals.

Visitor parking permits are not intended for:

- service personnel
- sales people, etc..

If you would like to pay for the cost of parking for those individuals attending meetings, (service personnel, sales people, etc.) a supply of parking permits can be purchased through Parking Services.

SUBJECT: TRAFFIC AND PARKING REGULATIONS**1. Jurisdiction and Application**

These regulations shall apply to the use, operation, and parking of all motor vehicles within the boundaries of the campus and are in addition to any by-Laws of the City of Prince George or any legislation or regulations of the Province of British Columbia regulating the operation or use of motor vehicles or regulating the crossing of or walking upon roadways by pedestrians. Members of Campus Security, and/or any person authorized by the Vice-President (Administration and Finance) are empowered to enforce these regulations. Failure to comply with such by-Laws, legislation or regulations while within the boundaries of the campus shall constitute a violation of the regulations.

1.1 Scope of Regulations

These regulations, without any exceptions, apply to all persons who drive a motor vehicle on property owned, occupied or under the charge or control of the University of Northern British Columbia hereinafter referred to as "University property".

1.2 Accidents

Any accident occurring on University property, occasioned by a motor vehicle and resulting in personal injury or damage to property, should be reported to the Campus Security immediately. In addition, the provisions of the Motor Vehicle Act relating to accidents must be strictly adhered to.

1.3 Rates

Rates for all forms of available parking permits at the University are set annually by the Board of Governors. Interested parties may contact Parking Services for information pertaining to parking rates. The fee structure is designed to recover costs associated to parking, including a capital replacement reserve. All fees are subject to applicable taxes.

1.4 Motor Vehicle

A Motor vehicle is defined as a device in, on or by which a person is or may be transported, and is self propelled, carries a valid current licence and insurance.

2. Parking Permits - General**2.1 Eligibility and Priority**

All persons are eligible to apply for a parking permit as provided unless there are outstanding fines. Priority in allocation of parking permits will be given to full time employees and students of the University. Any person applying for a parking permit may be required to provide identification in order to establish his/her eligibility.

2.2 Authorization

A parking permit conveys the authorization by the University of Northern British Columbia for a specific motor vehicle, registered with Parking Services, to be parked in an assigned area. Registration includes the completion of a motor vehicle registration card or form. Each permit will indicate the category of parking authorized, and where appropriate, the area on campus where that vehicle will be parked. All permits remain the property of the University of Northern British Columbia.

2.3 Reserved 24 Hour Parking

Reserved 24 hour parking areas are located in various parking lots referred to as "reserved areas". Parking in reserved areas is limited to motor vehicles displaying a valid parking permit for the parking lot in which the reserved area is located. Reserved areas are appropriately signed and identified. No vehicle shall be permitted to be parked for more than 14 days without moving.

2.4 Alternate Motor Vehicle Parking Permit

It is permissible to use the issued parking permit with an alternative vehicle on University of Northern British Columbia's property as long as the vehicle is registered with Parking Services. Only one vehicle at a time is authorized to be parked on University property.

2.5 Affixing Parking Permits

The parking permit shall be hung on the rear view mirror with printed side facing the windshield of the motor vehicle. Expired and cancelled parking permits must be removed from vehicles immediately after the expiry/cancellation date. Such permits must not be displayed in conjunction with a valid parking permit.

2.6 Lost or Stolen Permits

Lost or stolen permits shall be reported to Campus Security and Parking Services immediately.

2.7 Parking Permit Replacement

Replacement parking permits may be issued to eligible holders at a predetermined rate, under the following circumstance:

- a lost or stolen permit

For other reasons, such as permit fading or damage, the presentation of that permit to Parking Services will result in a replacement permit being issued at no cost.

2.8 Termination of Permit

A parking permit shall become invalid:

- a) at 12:01 am on the day after the date of expiration shown on the permit;
- b) when it is displayed on a motor vehicle that is not registered with Parking Services;
- c) when it is not legible or has been altered;
- d) when it has been cancelled or revoked;
- e) when the vehicle for which the permit is issued has been placed on the tow away list;
- f) when the applicant gives false or incorrect information at the time of application.

2.9 Permits Not Transferable

Permits shall remain the property of the University of Northern British Columbia until the date on which the permit expires and may be used only in respect of the motor vehicles for which it was issued unless authorized by Parking Services.

2.10 Permits for Physically Handicapped

Any physically handicapped person may apply to Parking Services for a parking permit for special handicapped parking areas. A statement from a medical doctor is required verifying the degree of disability and assessing the length of time for which it is expected in assignment and location, if possible. Approved University handicapped parking permits will be honoured on any authorized parking lot on campus providing that no signed handicapped parking is available excluding reserved areas.

2.11 Motorcycles, Mopeds and Motor Scooters

Parking permits are required for motorcycles, mopeds and motor scooters, which must be parked in accordance with instructions supplied at time of issue.

2.12 Bicycle Parking

Bicycles should be parked only in proper bicycle racks or in the secured bicycle area. Parking and storing of bicycles inside any University building, or in any manner which creates pedestrian safety, building access, or maintenance problems is prohibited. Bicycles parked in such fashion are subject to removal, at owners expense, and their owners may be fined.

2.13 Right of Cancellation

If the parking lot or any portion thereof for which the permit is valid is deemed by the University to be required for other purposes, and if alternative parking cannot be provided, the unearned portion of the fee will be refunded to the registered holder of the parking permit.

3. Employee Parking

3.1 Application for Parking

Employees intending to park a motor vehicle, motorcycle, moped or motor scooter at the University may apply for a parking permit at a predetermined rate through Parking Services.

3.2 Conditions of Parking

Employee parking permits are valid from July 01 to June 30 of the following year. Parking permits authorize the rightful holder to park in the assigned parking lot as designated by the parking permit. Guaranteed parking spaces are only available for Reserved Parking and Carpool Parking.

3.3 Summer Parking Permits

Summer parking permits may be issued upon application at a pre-determined rate. The permit authorizes the registered holder to park in the assigned parking lot as designated by the parking permit. These permits are available after April 30 and expire August 31 following date of issue.

4. Student Parking

4.1 Application for Parking

Students intending to park a motor vehicle, motorcycle, moped or motor scooter at the University may apply for a student parking permit at a pre-determined rate through Parking Services.

4.2 Conditions of Parking

Student parking permits are valid from September 01, until April 30 following date of issue. Student parking permits are available on a semester basis only. Parking permits authorize the rightful holder to park in the assigned parking lot as designated by the parking permit. A parking permit does not guarantee the holder a parking space is available at all times.

4.3 Summer Parking Permits

Summer parking permits may be issued upon application at a pre-determined rate and authorize the registered holder to park in an assigned parking lot as designated by the parking permit. These permits are available after April 30 and expire August 31 following date of issue.

4.4 Residence Student Parking

Reserved 24 hour parking for authorized residence students is available, on a limited basis through Housing Services at a predetermined rate in the assigned parking lot as designated by the parking permit. This service is only available to residence students who operate a motor vehicle on University property and will be withdrawn when the student vacates residence. Proof of vehicle ownership must be provided prior to Parking Services authorizing the issue of the permit and is limited to one parking space only per residence student on a first come first serve basis.

5. Visitor Parking

5.1 Visitors

Visitors parking is available at parking meters and ticket dispenser lots in compliance with these parking regulations.

5.2 Contractors and Tradespeople

Contractor and/or tradespeople carrying out construction, maintenance or repair work at the University are required to comply with University Traffic and Parking Regulations. To obtain parking privileges, contractors and/or tradespeople must obtain parking authorization and a temporary permit through the Facilities Department. Once parking has been assigned, vehicles must display an authorized parking permit.

5.3 Conferences and Seminars

Parking for conferences and seminars is available through Parking Services at a pre-determined rate. Parking arrangements must be made in advance by the organizer of the event. Once parking has been assigned, vehicles must display an authorized parking permit.

5.4 Couriers

Couriers making deliveries at the University are to use designated building loading zones. Parking is not to exceed ten minutes in duration and drivers are to engage vehicle four-way flashers.

6. Stalls Equipped with Heater Plugs

6.1 Restriction on Use of Power

No person shall use any heater plug except for the sole purpose of drawing power for a motor vehicle block heater or inside car warmer and no device may be used to supply power to another vehicle.

6.2 Liability

The University of Northern British Columbia shall not be liable for any inconvenience, loss, or damage caused by the supply of electricity and/or the supply of electricity ceasing to be available at any heater plug.

6.3 Faulty Heater Plugs

Faulty heater plugs should be reported as soon as possible to Parking Services and the Facilities Department.

7. Operation of Motor Vehicles

7.1 Prohibitions

- 7.1.1 No person shall park any motor vehicle upon any part of University property except in accordance with the authorization granted by a valid parking permit and/or the terms of these regulations.
- 7.1.2 Except as specifically authorized by a valid parking permit, no person shall park a motor vehicle alongside any building on University property.
- 7.1.3 No person shall park, stand, or operate a motor vehicle, motorcycle, moped or motor scooter on sidewalks, paths, loading zones, landscaped areas, or no person shall park or stand a motor vehicle within five metres of a fire hydrant on University property.
- 7.1.4 No person may move, disfigure, or in any way tamper with any traffic or parking control signs, posted or erected on University property.
- 7.1.5 No person may operate a snowmobile or all terrain vehicle on University property unless specific approval has been granted by the Director of Facilities.
- 7.1.6 No person shall park, or operate a motor vehicle including a motorcycle, moped or motor scooter in an area on University property which has been designated as prohibited to vehicular traffic.
- 7.1.7 No person shall park a motor vehicle in a space on University property in such a manner that the motor vehicle is not parked wholly within the lines designated for the parking space.

-
- 7.1.8 No person shall park a motor vehicle within a ticket dispenser parking lot on University property without a valid dispenser parking ticket.
 - 7.1.9 No person shall park a motor vehicle in an assigned parking area on University property, without displaying a valid parking permit or dispenser parking ticket for that area.
 - 7.1.10 No person shall park a motor vehicle in a 24-hour reserved parking area on University property at anytime without a valid parking permit for that area.
 - 7.1.11 These regulations, as they pertain to parking on University property reserved, assigned, or dispenser parking controlled stalls, space, areas, or lots shall apply at all times. With respect to the prohibitions contained in Section 8.1.1 through 8.1.10 inclusive, these shall be in effect at all times.

7.2 Traffic Signs

Operator of motor vehicles shall obey all traffic and parking signs on University property erected by the University or with the consent of the University.

7.3 Traffic Authority

The University of Northern British Columbia street system meets the definition of a highway as contained in the British Columbia Motor Vehicle Act. The Motor Vehicle Act and other applicable legislation of the Province of British Columbia is enforced on the University campus and the provisions of the said Act and the legislation must be complied with at all times.

7.4 Speed of Vehicle

No person shall operate a vehicle on campus at a speed greater than posted and is reasonable and prudent under the conditions, having regard for actual and potential hazards.

7.5 Pedestrians

Pedestrians shall have the right of way at all marked crosswalks.

7.6 Temporary No Parking Signs

Where it is necessary to erect temporary No Parking signs in areas normally allotted for parking under these regulations for such reasons as snow removal, cleaning, construction, special events, or other good reasons as deemed by the University, such No Parking signs shall be observed and have priority over regular parking privileges. If possible, persons temporarily displaced by the erection of such temporary and/or emergency signs will be assigned to other locations.

7.7 Fire Lanes

Specific areas and roadways are identified and signed as fire lanes. Parking in those areas is strictly prohibited with towing enforced.

8. Payment of Fines

8.1 Payment of Parking Infraction Notice

Parking infraction notice issued for a parking violation may be paid in person or dropped off between the hours of 7:00 am - 11:00 pm. Voluntary payments of Parking Infraction Notices may be made within the time limit indicated on the Parking Infraction Notices by mail to the University of Northern British Columbia, Parking Services, 3333 - University Way, Prince George, BC., V2N 4Z9.

8.2 Scale of Fines

Fines for traffic violations will be set from time to time by the Board of Governors.

8.3 Appeals Procedure

An internal appeal system is in place to handle the disposition of any contested Parking Citations. Any appeal will be reviewed by the Parking Appeals Committee.

9. Enforcement and Penalties

9.1 Campus Security

Members of the Campus Security are authorized to issue parking and traffic parking infraction notices for any violation of these regulations or other applicable legislation on UNBC property.

9.2 Parking Citation

A notice or form called a Parking Citation may be issued in respect of any violation of these regulations.

9.3 Fines

Any person guilty of an offence under these regulations is liable to a fine in accordance with paragraph 9.2 of these regulations.

9.4 Revocation of Permit

In addition to paying the fine assessed pursuant to paragraph 10.3, the parking permit of a person guilty of an offence under these regulations may be revoked by the Director of Facilities.

9.5 Refusal to Pay Fine

In addition to the fine and revocation referred to in paragraph 10.3 and 10.4, any person guilty of an offence under these regulations who fails or refuses to pay the fines assessed may, without restriction of any right the University may have to enforce payment of such fines at law, be subject to the following:

- In the case of an employee, to a right by the University to take steps that could result in the vehicle being towed, immobilized (by a wheel lock device) and/ or disciplinary action.
- In the case of a student, to a right by the University to take steps that could result in the vehicle being towed, immobilized (by a wheel lock device), withhold examination marks, transcripts or diplomas, or to deny registration and registration materials until that student has paid to the University, or made arrangements satisfactory to the University, to pay all amounts properly due and owing by that student to the University; and further right to institute proceedings before such University tribunal as may have general jurisdiction over student discipline at the University.

9.6 Impoundment and Liability

In addition to any other penalty provided by these regulations, a motor vehicle, motorcycle, or moped parked, stopped or abandoned in contravention of these regulations shall be towed at the owner's risk. If specially authorized by the Director of Facilities or designate, the University may have the vehicle immobilized (by a wheel lock device) and/or towed away and impounded and the owner or driver shall be responsible for the charges incurred in towing, storage, and impoundment which must be paid before the vehicle will be released. In the event of any damage or inconvenience caused by reason of any motor vehicle being immobilized and/or removed, the University, shall not be liable in any way for such damage or inconvenience.

Agenda Item:	6.d. Board of Governors Code of Ethical Conduct and Annual Signing – A. Robinson
Material:	<ol style="list-style-type: none"> 1. Draft Revised Board of Governors Code of Ethical Conduct 2. Draft Revised Board of Governors Code of Ethical Conduct – Marked up Version
Motion:	<i>That, the Board of Governors approves the revised Board of Governors Code of Ethical Conduct, as presented.</i>



UNIVERSITY OF NORTHERN BRITISH COLUMBIA
BOARD OF GOVERNORS

CODE OF ETHICAL CONDUCT

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

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

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

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

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

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

2. CONFLICTS OF INTEREST

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

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

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

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

4. OUTSIDE BUSINESS INTERESTS

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

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

6. INVESTMENT ACTIVITY

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

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

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- 10.1 The organization should behave, and be perceived, as an ethical organization.
- 10.2 Each director should adhere to the minimum standards described herein and in the organization's code of conduct, and to the standards set out in applicable policies, guidelines or legislation.
- 10.3 Integrity, honesty, and trust are essential elements of the organization's success. Any director who knows or suspects a breach of the organization's code of conduct and ethics has a responsibility to report it to the board chair.
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- 11.1 A director found to have breached their duty by violating the minimum standards set out in this document may be liable to censure or a recommendation for dismissal to the Government.

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

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

Dated: _____

Signature

Print Name

Witness Signature

Print Name



Most recent review and approval:
March 29, 2017 – Governance Committee – Motion #2017GC03.29.03
March 31, 2017 – Board of Governors – Motion #2017BP03.31.07

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Dated: _____

Signature

Print Name

Witness Signature

Print Name

Agenda Item:	6.e. 2021 / 2022 Mandate Letter – Approval – A. Robinson
Material:	1. 2021/2022 Mandate Letter dated June 1, 2021
Motion:	<i>That, the Board of Governors authorizes the Board Chair to sign the 2021 / 2022 Mandate Letter on behalf of the Board.</i>



Our Ref. 121833

June 1, 2021

Mr. Andrew Robinson, A/Board Chair
University of Northern British Columbia
3333 University Way
Prince George, B.C. V2N 4Z9

Dear Mr. Robinson:

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

Every public sector organization is accountable to the citizens of British Columbia. The expectations of British Columbians are identified through their elected representatives, the members of the Legislative Assembly. Your contributions advance and protect the public interest of all British Columbians and through your work, you are supporting a society in which the people of this province can exercise their democratic rights, trust and feel protected by their public institutions.

You are serving British Columbians at a time when people in our province face significant challenges as a result of the global COVID-19 pandemic. Recovering from the pandemic will require focused direction, strong alignment and ongoing engagement between public sector organizations and government. It will require all public post-secondary institutions to adapt to changing circumstances and follow Public Health orders and guidelines as you find ways to deliver your services to citizens.

This mandate letter, which I am sending in my capacity as Minister responsible for Advanced Education and Skills Training, on behalf of the Executive Council, communicates expectations for your institution. It sets out overarching principles relevant to the entire public sector and provides specific direction to institutions about priorities and expectations for the coming fiscal year.

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I expect that the following five foundational principles will inform your institution's policies and programs:

- **Putting people first:** We are committed to working with you to put people first. You and your board are uniquely positioned to advance and protect the public interest and I expect that you will consider how your board's decisions maintain, protect and enhance the public services people rely on and make life more affordable for everyone.
- **Lasting and meaningful reconciliation:** Reconciliation is an ongoing process and a shared responsibility for us all. Government's unanimous passage of the *Declaration on the Rights of Indigenous Peoples Act* was a significant step forward in this journey – one that all public post-secondary institutions are expected to support as we work in cooperation with Indigenous peoples to establish a clear and sustainable path to lasting reconciliation. True reconciliation will take time and ongoing commitment to work with Indigenous peoples as they move towards self-determination. Guiding these efforts, public post-secondary institutions must also remain focused on creating opportunities that implement the Truth and Reconciliation Commission through your mandate.
- **Equity and anti-racism:** Our province's history, identity and strength are rooted in its diverse population. Yet racialized and marginalized people face historic and present-day barriers that limit their full participation in their communities, workplaces, government and their lives. The public sector has a moral and ethical responsibility to tackle systemic discrimination in all its forms – and every public sector organization has a role in this work. All public post-secondary institutions are encouraged to adopt the Gender-Based Analysis Plus (GBA+) lens to ensure equity is reflected in your operations and programs. Similarly, appointments resulting in strong public sector boards that reflect the diversity of British Columbia will help achieve effective and citizen-centred governance.
- **A better future through fighting climate change:** Announced in December 2018, the CleanBC climate action plan puts our province on the path to a cleaner, better future by building a low-carbon economy with new clean energy jobs and opportunities, protecting our clean air, land and water and supporting communities to prepare for carbon impacts. As part of the accountability framework established in CleanBC, and consistent with the *Climate Change Accountability Act*, please ensure your institution aligns operations with targets and strategies for minimizing greenhouse gas emissions and managing climate change risk, including the CleanBC target of a 50% reduction in public sector building emissions and a 40% reduction in public sector fleet emissions by 2030. I ask that your institution work with government to report out on these plans and activities as required by legislation.

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- **A strong, sustainable economy that works for everyone:** I expect that you will identify new and flexible ways to achieve your mandate and serve the citizens of British Columbia within the guidelines established by the Provincial Health Officer and considering best practices for conducting business during the pandemic. Collectively, our public sector will continue to support British Columbians through the pandemic and economic recovery by investing in health care, getting people back to work, helping businesses and communities, and building the clean, innovative economy of the future. As a public sector organization, I expect that you will consider how your decisions and operations reflect environmental, social and governance factors and contribute to this future.

The Crown Agencies and Board Resourcing Office (CABRO), with the Ministry of Finance, will continue to support you and your board on recruitment and appointments as needed, and will be expanding professional development opportunities in 2021/22. This will include online training and information about provincial government initiatives to foster engaged and informed boards.

This Mandate Letter confirms your institution's mandate under the *University Act*.

The role of higher education is more than a pathway to opportunity for some; it is a prerequisite for anyone who wishes to access and succeed in most career-building jobs in our province. Now, with the added pressures COVID-19 has created, some populations have been disproportionately impacted, and we must take care to build a just recovery and prosperous society that benefits everyone.

Post-secondary education and training must be available to all who want and need it. It allows British Columbians to upgrade their skills, acquire new ones, and access new employment opportunities. B.C.'s economic recovery depends on an accessible and future-ready post-secondary system where all British Columbians gain the knowledge and skills to secure a good standard of living.

Government has identified its five foundational principles, listed above, and these are to be reflected in all aspects of your institution's operations (e.g. strategic plans, programming, services, and staffing practices). As the Minister Responsible for Advanced Education and Skills Training, I ask that you make substantive progress on the following priorities and incorporate them in the goals, objectives, and performance measures in your 2020/21 Institutional Accountability Plan and Report:

- Work with the Ministry to resume full on-campus learning and services for students, faculty and staff by fall 2021, following the direction and guidance of the Provincial Health Officer and the [COVID-19 Go-Forward Guidelines for B.C.'s Post-Secondary Sector](#), and support your academic communities throughout 2021/22 as you respond to COVID-19 impacts and recovery.

- Work with the Ministry and your communities, employers and industry to implement post-secondary education and skills training for British Columbians, particularly those impacted by COVID-19 and vulnerable and underrepresented groups, to participate fully in economic recovery and growing career opportunities.
- Fully engage with government in implementing mandate commitments to support a future-ready workforce and post-secondary system, increasing access to post-secondary education and skills training and high opportunity jobs for British Columbians. This includes cross-government, community, sector and stakeholder collaboration to support mandate commitments where education, innovation and equity play a role, and that builds upon government's CleanBC strategy and supports a clean economic future.

Public post-secondary institutions are expected to meet or exceed the financial targets identified in the Ministry's Service Plan tabled under Budget 2021. In addition, institutions are expected to comply with the Tuition Limit Policy, which sets a two percent cap on tuition and mandatory fee increases for domestic students to ensure programs are affordable. I also encourage you to continue to work collaboratively across the system, to collectively focus on learner success and address common challenges that impact your sector, region, or access to education.

In addition, it is expected that your institution will continue to be diligent in ensuring familiarity with and adherence to statutory obligations and policies that have broad application across the B.C. public sector, including consistent and appropriate compensation decisions that demonstrate a cost-conscious culture, achieved through coordinated, well-informed and transparent decision making by employers that adheres to the requirements outlined in the *Public Sector Employers Act*.

British Columbia's public sector employers are expected to adhere to government's policies, guidelines, and direction regarding executive compensation, including the best practice of annual performance reviews for all senior executives. This approach ensures that compensation decisions are based primarily on employee performance and merit rather than an entitlement to a salary increase. The executive compensation guidelines are found in the [Guide to B.C. Public Sector Compensation and Expense Policies](#).

In August 2020, the Minister of Finance implemented a freeze on executive compensation increases for the 2020/21 performance year, requiring all institutions to submit their amended compensation plans to the Minister of Finance.

The Ministry posts the annual reporting requirements for public post-secondary institutions on its website at <https://www2.gov.bc.ca/gov/content/education-training/post-secondary-education/institution-resources-administration/mandate-letters>. This document outlines the statistical, financial and performance reports for the fiscal year. Your institution is expected to meet

these requirements by providing the data and reports necessary for Government to carry out its responsibilities.

As Board Chair, you are required, upon resolution of your board, to sign the Mandate Letter to acknowledge government's direction to your institution. The signed Mandate Letter is to be posted publicly on your institution's website in spring 2021.

On behalf of the Province of British Columbia, I would like to acknowledge the extraordinary efforts the entire post-secondary system has made to minimize the spread of COVID-19 and keep students, faculty, staff and the broader community safe. I also want to thank you, your board, senior administration, faculty and staff for your leadership in ensuring learning continuity for your students as we have navigated through this unprecedented time. I look forward to continuing to work with you and your board colleagues to build a better B.C.

Sincerely,



Honourable Anne Kang
Minister

June 1, 2021

For Board Chair signature:

X_____

Andrew Robinson
A/Board Chair

Date Signed: _____

pc: Honourable John Horgan
Premier

Lori Wanamaker
Deputy Minister to the Premier, Cabinet Secretary and Head of the BC Public Service

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

Douglas S. Scott, Deputy Minister, Crown Agencies Secretariat
Ministry of Finance

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

Geoff Payne, Interim President and Vice-Chancellor
University of Northern British Columbia

Agenda Item:	7.a.(i) Reports of the Vice-Presidents – Interim Provost and Vice-President Academic
Material:	1. Quarterly Public Written Report of the Interim Provost and Vice-President Academic

Our Vision: to be Canada's leading destination University, personal in character, that transforms lives and communities in the North and around the world.

Our Mission: To inspire leaders for tomorrow by influencing the world today.

Our Values

Experiential Learning and Discovery

Inclusiveness and Diversity

Community

Integrity

Academic Excellence

Our Signature Areas

Environment and Natural Resources

First Nations and Indigenous Priorities

Health and Quality of Life

Northern Community Sustainability and Development

Innovative and Quality Distributed Delivery Programs

Report to the UNBC Board of Governors

Submitted by Dr. Mark Dale, Interim Provost and Vice-President Academic
For the period March 2021 to May 2021

Key current initiatives and collaborations of the Office of the Provost and Vice-President Academic that support UNBC's Strategic Priorities:

Strategic Priority #1 - Attract, retain and develop outstanding students, faculty and staff

1. Indigenous

a. Office of Indigenous Initiatives

- Enhancing capacity and support in the Office of Indigenous Initiatives with the recruitment of a two-year term Executive Assistant. This position will provide critical administrative support and to the Vice-Provost and the Manager.
- Initiatives underway include:
 - Building on the success of the "Four Connections" celebrations, the latest was hosted at the UNBC Quesnel Campus where 90+ participants joined in the Spring Equinox event. The celebration focused on important protocols in engaging Elders in education, and provided opportunities for laughter through an Indigenous comedian.
 - The third "Four Connections" virtual celebration is planned for the afternoon of June 17th. This event will be part of a two-day Land, Health and Healing Gathering 2021 co-hosted by the UNBC Office of Indigenous Initiatives, the Lheidli T'enneh First Nation, and the Land, Health and Healing Gathering partnership; the last includes Exploration Place Museum and Science Centre; National Collaborating Centre for Indigenous Health; and City of Prince George. It will focus on strengthening relationships and fostering cross-fertilization among work that connects health, environment and community.
 - We await funding approval from the Ministry for the 2021/22 UNBC Aboriginal Service Plan, and the pending changes impacting the overall ASP model in 2022/23.
 - Initiating work on the Indigenous Action Plan.
 - Brought the community together in a healing circle, on June 2, to honour and mourn the horrific discovery of the 215 Tk'emlúps te Secwépemc children who never returned home from the Kamloops Indian Residential School, and to support the survivors and their families during this time of loss.
 - Resuming the search for a permanent Vice-Provost Indigenous Initiatives in summer 2021.

2. Graduate Degree Programs

a. New and Renewed Programming

- Continuing to facilitate various aspects of the planning and implementation of the UBC Physical Therapy and Occupational Therapy degree programs.
- Continuing to support the Dean and the School of Education in the renewal of the Master of Education Program. Revisions to the degree requirements have been approved by Senate. On June 2, DQAB reviewed the material UNBC submitted and has not asked for further information.
- Continuing to support the Dean and the Department of Psychology in changes to the Master of Education in Counselling degree. After consultation within the department and with the external auditor hired by the Ministry, the Department of Psychology has decided to wait until the auditor's report is released, so they can explore the nomenclature used throughout the province to determine the most appropriate name for the degree and the degree requirements.
- Supporting the Dean and the School of Business in developing the MBA degree program that will be offered in Grande Prairie. Campus Alberta Quality Council has completed a preliminary review of the proposal. The School of Business has compiled additional information for the Council based on questions they received.
- Supporting the Dean in the development of an MASc in Engineering proposal for DQAB review and Minister approval. DQAB reviewed the proposal at their June 2 meeting and has not asked for further details.

3. Undergraduate Degree Programs

a. New and Renewed Programming

Supporting and facilitating various aspects of the following new academic programs at UNBC:

- Civil and Environmental Engineering Laboratory: Year 3 of the phased-in operating budget development continues for the new Civil and Environmental programs.
- Nursing in the Northeast: Supporting the School of Nursing and various stakeholders from across the University in the final stages of the implementation of the program with the first cohort of students beginning in September 2021. UNBC is working with Northern Lights College on a formal document finalizing the shared services agreement.
- Bachelor of Education: Continuing to support the Dean and the School of Education with the implementation of the refreshed BEd at all UNBC campuses. The School of Education has developed a combined regional delivery model for the Northwest and South-Central campuses that delivers the renewed BEd program. The regional model is unique in its mode of delivery (blended) and the length of the program (5 semesters in the regions vs. 4 semesters in Prince George). The first cohort of students will begin in September 2021.

b. COVID-19

- COVID response continues with Spring and Summer courses in alternate delivery. For F21 or W22 the University is planning in-person scheduled classes for the majority of courses with a substantial number of on-line courses and a contingency plan of priorities if pandemic conditions unexpectedly worsen.

4. Student Affairs

- Initiating an enhanced advising model that will integrate academic and career goal advising, and provide students with a better experience, by enhancing advising capacity and building on connections with Faculty members.

5. International Education – uTrek Program

- Supporting International Education consultation and planning for a proposed English language pathway with a start date of September 2022.

6. Kaffeeklatsch Discussions

- Supporting and facilitating discussions between students, the Readiness Group and various academic and student service units focusing on issues related to pandemic academic planning and pedagogy. This has been a highly successful format for broadly based discussions.

7. Interdisciplinary Studies

- Supporting the development of a PhD in Interdisciplinary Studies degree program.

Strategic Priority #2 - Enhance the quality and impact of academic programming and delivery

1. Academic Restructuring:

- Supporting and facilitating the Academic Leadership Development and Orientation program for the transition of the Deans to their new roles on April 1, 2021. Programming focused on transformational leadership to enhance success and build on individual strengths. Most of the program has been completed, but additional sessions will occur in the coming months.
- Working with units across the University to implement operational, system and reporting modifications related to the transition to five Faculties.
- Building on the success of the Academic Leadership Development and Orientation program for the Deans, begin developing a compressed program that focuses on transformational leadership and strengths for Chairs and Faculty members.

2. Registrar

a. Delivery Methods

- Preparing for F21 and W22 scheduling and registration requirements.
- Spring/Summer registration have started for 2021.

b. Transition to the Five Faculties

- Continuing to support the planning and implementation of the Banner system changes. Phase 1 enables reporting requirements to align with the transition to the five Faculties on April 1, 2021. Phase 2 began in May, with a redesign and rebuild of the Banner codes and system to create further efficiencies (e.g. in course scheduling, calendar entries, admissions) and to prepare for degree audit enhancements in the future.

c. Convocation 2021 update

- Virtual Convocation on June 25, 2021, 9:30 am for both ceremonies.
 - Same format as last year (using StageClip).
- Will recognize the two 2020 Honorary Degree recipients, and the two 2021 Honorary Degree recipients.
- Selection Committee currently vetting the Valedictorian nominations.

3. Recruitment

- Nearing completion of Phase 1 of the Customer Relationship Management (CRM) software (Sales Force and Target X) in June 2021. This phase will support the full student recruitment cycle. Phase 2 will focus on the student retention spanning Registrar services and Student Affairs.
- To enhance student recruitment and retention and student success, the Enrollment Task Force has evolved into a smaller group called “Students Plus”. This term, we focused on data as the basis for Strategic Enrollment Management, with presentations to the group and the Deans from Recruitment (x2), from Student Life, and from International Education and the Registrar.

4. Library

a. University Librarian

- Chaired the University Librarian Search Committee. The new UL, Kevin Stranach, has been appointed and will start in July (see announcement of May 31, 2021).

Strategic Priority #3 - Enhance the research culture

1. Research personnel

a. Faculty

- Oversee the hiring of tenure-track faculty with proven research excellence or promise.

b. Academic administrators

- Encourage continued research activity.
- Set an example of research involvement, productivity, and quality.

Strategic Priority #4 - Ensure financial accountability, sustainability and operational effectiveness

1. Planning and Budget

a. Integrated Planning

- Collaborating in the development of the 2021/22 planning and priorities with the President, Vice-Presidents, Integrated Planning, and Financial Services.
- Facilitating the Customer Relationship Management (CRM) System Project for an integrated approach across UNBC student services to:
 - enhance student recruitment, retention, and tracking.
 - enhance the student experience and support students throughout their journey at UNBC from prospects to alumni.
 - unify communications and coordinate supports across multiple student services.

b. International Education – uTrek Program

- Supporting a comprehensive plan for uTREK which will provide opportunities for revenue generation (see Strategic Priority 1 – item 5)

c. Information Technology

- Supporting the new role of a Chief Information Security Officer and the realigned reporting:
 - To focus on a strategic university-wide mandate as the technology used to manage and manipulate it has become a critical infrastructure that affects every aspect of university operations, research, and teaching.
 - To develop and implement an information security program for UNBC to defend against unauthorized access to research data, fraud aimed at staff and students, and disruption of university operations.

- Continuing to ensure our infrastructure systems are sufficient to support alternative delivery for teaching and support services.
 - Supporting the implementation of Ellucian WorkFlow optimization and automation that will allow increased efficiencies by replacing paper-based processes. The initial installation of the software is complete and work is underway to identify the top-priority processes for optimization and automation.
 - Working with Information Technology to find a cost-effective video conferencing system to replace Livestream.
- d. Labour Relations
- Attended the Joint Consultation Committee meeting with the UNBC FA to discuss articles and issues to deal proactively with potential grievances and increase communications and improve relations. Participated in two JCC subcommittees to work on particular grievances.
 - The newly appointed Vice-Provost Faculty Relations has been very effective at improving the relationship between the Faculty Association and the administration, and in facilitating the implementation of the new Collective Agreement.

2. Workforce Planning

- Supporting the implementation of the approved workforce structure that best supports the Five Faculty model with existing resources.
- Creating a Senior Advisor, Academic Initiatives, to support the transition to the new workforce structure (April through June).
- Developing and initiating a training program to support the new workforce structure roles and team-based approach.

Other current and key initiatives and collaborations:

Develop interdisciplinary PhD program, working with former Dean Schorcht and VPR.

Work with CTLT and others on innovative models of course delivery.

Summary & Looking Forward (Portfolio Goals & Priorities for the next 6 -12 months)

Maintain and enhance academic excellence through the months of the pandemic.

Facilitating a smooth and effective transition from two Colleges to five Faculties (done!).

Planning delivery of courses in F21 and W22 while we try to anticipate future impacts of COVID and of the roll-out of the vaccination program.

Agenda Item:	7.a.(i) Reports of the Vice-Presidents – Vice-President, Finance and Administration
Material:	<ol style="list-style-type: none"> 1. Quarterly Public Written Report of the Vice-President, Finance and Administration 2. Climate Change Accountability Report for 2020 3. Annual Report on UNBC Harassment and Discrimination Policy – complaints and investigations for the period of May 1, 2020 to April 29, 2021

Report to the UNBC Board of Governors

Submitted by: Rahim Somani, Vice President, Finance and Administration

Date: June 8, 2021

1.0 An Overview

1.1 The portfolio of the Vice President, Finance and Administration (VPFA) comprises:

- ⇒ Office of the Vice President, Finance and Administration
- ⇒ Financial Services (Colleen Smith, Associate Vice President)
- ⇒ Business Services and Continuing Studies (Lisa Haslett, Director)
- ⇒ Facilities Management and Capital Planning (David Claus, Director)
- ⇒ Human Resources (Arleta Lucarelli, Acting Director)
- ⇒ Safety and Security (Sarah Elliott, Director)
- ⇒ Health and Wellbeing (Shelley McKenzie, Director)
- ⇒ Integrated Planning (Bernadette Patenaude, Director - joint reporting to Provost)

2.0 COVID-19 Pandemic and Return to Campus Plan: Safety and Security

- 2.1 The paramount goal remains to protect the health and wellbeing of the UNBC community, while continuing to ensure effective university operations and services, and delivery of programs to the best degree possible.
- 2.2 Effective exposure control plan guidelines continue to be implemented for all campuses to ensure safety and compliance with the Ministry and WorkSafe BC requirements. Work site inspections through WorkSafe BC and the City of Prince George bylaw officers did not result in any infractions.
- 2.3 Despite the COVID-19 pandemic, UNBC continues to show its resilience and make steady progress, primarily driven by unwavering commitment, dedication, and collective team effort of the UNBC community with exemplary support from Safety and Security.
- 2.4 After a surge in COVID-19 cases, the Provincial State of Emergency ('circuit breaker') and increased vaccination rates have resulted in significant drop in case counts and hospitalizations, which provides optimism for safe return to campus in Fall 2021.
- 2.5 Based on BC's Restart Plan and Return to Campus Primer, UNBC Return to Campus Plan has been developed, which may be adapted, as required, based on the Go Forward guidelines expected in the coming weeks.

Our Vision: to be Canada's leading destination University, personal in character, that transforms lives and communities in the North and around the world.

Our Mission: To inspire leaders for tomorrow by influencing the world today.

Our Values

Experiential Learning and Discovery

Inclusiveness and Diversity

Community

Integrity

Academic Excellence

Our Signature Areas

Environment and Natural Resources

First Nations and Indigenous priorities

Health and Quality of Life

Northern Community Sustainability and Development

Innovative and Quality Distributed Delivery Programs

Office of the Vice President, Finance and Administration**3.0 Deficit Mitigation and Financial Accountability**

- 3.1 UNBC continues to diligently progress its four-year financial sustainability framework, which commenced in 2020-21 to achieve both short and long-term financial sustainability, which entails difficult decisions. The steps taken to date include rationalization of priorities, vertical reduction and corresponding layoffs, reduction in operating expenses and deferral of some expenses.
- 3.2 The key principles for university planning and budgeting remain consistent, which include: (a) invest in the core mission of knowledge creation and dissemination (teaching and research), campus life and infrastructure aligned with strategic priorities, (b) achieve operational effectiveness, efficiency and excellence, and (c) systematically address the financial sustainability through a structured approach and minimize the need for one-time budget adjustments.
- 3.3 The COVID-19 pandemic continues to add complexity to the financial situation; however, given the positive outlook for the restart and return to campus for Fall 2021, UNBC is cautiously optimistic about the financial forecast for 2021-22. UNBC continues to ensure stringent financial discipline during these challenging and transition times (a) carefully monitor and scrupulously manage expenditures, (b) use video conferencing and online means of communication, and (d) continually identify savings, operating efficiencies, and effectiveness.

4.0 Annual Audit and Financial Reporting

- 4.1 UNBC's consolidated financial statements for the year ended March 31, 2021 were approved by the Board of Governors on May 27, 2021. KPMG LLP issued a clean report with no significant observations. All reports to the Ministry and research granting agencies are submitted on time.
- 4.2 UNBC's consolidated surplus for 2020-21 in the audited statements was \$3.28M, which is \$6.35M higher than the previous deficit forecast of \$3.07M. The better financial performance was due to (a) higher fee revenue: \$1.05M; (b) higher investment income: \$0.6M; (c) higher grant revenue: \$2.1M primarily due to provision for the new Faculty Agreement and classification of routine capital items, (d) lower expenditure in General Operating and Ancillary Funds: \$1M; (e) higher net revenue in Specific Purpose and Expendable funds and Research funds: \$1.6M (\$0.8M each).

5.0 Enterprise Risk Management (ERM) Framework

- 5.1 UNBC has reengaged KPMG LLP to assist in performing updated ERM assessment in line with current leading practices to help establish a robust platform and approach that will enable UNBC to continually evaluate and manage risks on an enterprise-wide basis.
- 5.2 This exercise will provide an opportunity to re-engage a set of stakeholders, which will be important in increasing the awareness and integration of ERM within UNBC's operations.
- 5.3 It will require 16-20 weeks; however, given the forthcoming summer break, preparing for the restart and return to campus in Fall, it may take slightly longer. It is anticipated that the project will be completed no later than March 31, 2022.

Office of the Vice President, Finance and Administration**6.0 Human Resources**

- 6.1 The new administrative services structure to support five Faculties was operationalized resulting in re-profiling five positions into supervisory role as Administrative Coordinators. The regional support structure has been finalized resulting in re-profiling seven Administrative Assistant's positions as Student Success Coordinators. The resulting changes including lay-offs, recruitment, bumping, etc. is being managed as per the Collective Agreement with CUPE 3799.
- 6.2 In collaboration with Payroll Services, implementation of the approved exempt compensation framework was completed including retroactive payments; the implementation of the newly ratified Faculty Agreement is progressing as per schedule and requires concerted and untiring efforts from the implementation team.
- 6.3 The Voluntary Retirement Incentive Plan was approved for 12 faculty members (\$1.8M); 13 CUPE 3799 members (\$0.45M); and two exempt employees (\$0.1M); the next steps are currently in progress and approved employees are expected to retire over the next 18 months.
- 6.4 In 2021, more than 60 CUPE 3799 vacant or re-profiled positions and five exempt vacant positions were posted, which are either filled or in the process of being recruited. Key recruitments completed include Dean, Faculty of Environment and University Librarian; the Search Committee has initiated the recruitment process for the Director, Equity, Diversity and Inclusion.
- 6.5 UNBC has received prestigious **Canada's Greenest Employer (2021)** award for the ninth time and **BC's Top Employers (2021)** award for the seventh time since 2012 and has been selected for **Canada's Best Employers for Recent Graduates – The Career Directory 2021**.

7.0 Capital Projects

- 7.1 All projects are progressing on time and within budget ensuring complete adherence to the sanitary requirements and safety standards as recommended by the Public Health Authorities.
- 7.2 Key risks include budgetary pressures due to increased material costs and shipping delays from global supply chain disruption. These are being monitored and managed through adjustments to design, sequencing and scope changes as required.
- 7.3 The facilities management building was awarded **Passive House certification**; this is the second UNBC building certified to this rigorous international energy efficiency standard.
- 7.4 UNBC has submitted a list of projects for the current year, funded through the provincial Routine Capital contributions. These projects address safety and compliance, infrastructure risk mitigation, emission reductions and deferred maintenance.

Office of the Vice President, Finance and Administration**8.0 Business Services**

8.1 Business Services continue to advance a strong service excellence focus, while following the Return-to-Campus Primer and BC's Restart Plan in preparation to a full return to campus in Fall 2021. Reporting shows a trend in growth of online and virtual activities across the division, with major advances in technology and infrastructure that significantly broaden regional service and reach. Specific highlights include:

8.1.1 *Hospitality Services:* In Winter 2021, UNBC achieved 40.5% BC Foods purchases against the Feed BC target of 30%, and was commended and acknowledged as being trailblazers in local food procurement. UNBC Food Services on campus are closed for the summer with a plan to reopen fully for Fall 2021.

8.1.2 *Retail Services:* Preparing for virtual convocation including Regalia rentals. For current year, 350 regalia packages (~65% of regular average) were rented as of May 31. In an average year, the Bookstore rents 530 regalia packages. During this academic year the Bookstore prepared over 2,700 online orders, which represents almost 3x of online orders in 2019-20.

8.1.3 *Housing and Residence Life:* Currently 21 students in Housing (average for Spring/Summer semester). Planning for the Fall is underway with near or full capacity (500 beds); To date ~300 students have accepted, which is slightly lower than previous regular years; however, is expected to catch once registration opens in mid-June.

8.1.4 *Continuing Studies:* Customized programming is currently being delivered for a number of regional First Nations communities; program development is underway with the Association of BC Forestry Professionals; supporting the development of online Big Timber courses with Engineering; exceeded online registration target by 43% (total of 129 full certificate registrations) for 2020-21 and achieved record annual revenue (\$0.69M).

8.1.5 *Northern Sport Centre (NSC):* Currently 2,685 active members including 217 UNBC students.

9.0 Athletics and Recreation

9.1 Recruitment of ~100 athletes for 2021-22 season is complete with increase in international recruits in men's and women's soccer.

9.2 Athletics Wall of Honour at NSC has unveiled first 15 inductees. For the next five years, additional one to three athletes will be honored annually.

9.3 The 7th Annual Legacy Breakfast was hosted as first ever virtual event on May 5, 2021, which garnered incredible community support and achieved highest ever fundraising of over \$82,000, despite the short timeline, preparation and virtual mode. The funds will solely be used for student awards.

9.4 Canada West/U SPORTS: Scheduling is underway for fall/winter 2021-22 competitive seasons for Canada West/U Sports, and should be complete in the next few weeks. Travel and competition guidelines (including recommendations for spectators) will be communicated by ViaSport and Public Health Officials.

Office of the Vice President, Finance and Administration**10.0 Health and Wellbeing**

- 10.1 New spaces for Counselling Services and the Medical Clinic have been designed and finalized, with relocation planned for mid-July. Access Resource Centre already moved to a new space in the Library building. The recruitment process for a BIPOC Counsellor is in progress.
- 10.2 Planning for Return to Campus includes developing social media campaigns, increasing mental health support, small group social events, delivering resiliency and mindfulness sessions, and mental health webinars.
- 10.3 Received \$25K from Bell Let's Talk to review and implement the National Standard of Canada for Mental Health and Wellbeing for Post-Secondary Students.

11.0 Land Trust

- 11.1 Land Trust planning is on track; revised cost estimate for site servicing was completed and are being reviewed; meetings were held to update the officials from City of Prince George and Regional District of Fraser Fort George; UNBC Land Development Corporation (corporate trustee of the UNBC Land Trust) incorporated on May 27, 2021; a community member (retired lawyer and UNBC Founder) has been identified to act as a Settlor of the UNBC Land Trust and the ceremonial process is expected to be completed in July/August 2021.
- 11.2 DIALOG Design has been engaged to lead the comprehensive visioning process for UNBC, necessary to provide guidance to the Corporate Trustee. DIALOG completed the UNBC Campus Master Plan: Destination 2040, approved by BOG in May 2019, and is well positioned to understand the context and community of UNBC and align the concepts with a Land Trust vision.
- 11.3 UNBC has established an operating loan for the UNBC Land Development Corporation, in the form of a Promissory Note and General Security Agreement (see Appendix). The funds will be provided as a loan at prime plus 1% to a maximum of \$450,000, to be repaid by December 29, 2023 or earlier on demand by UNBC. Upon acceptance by the UNBC Land Development Corporation this Promissory Note will be signed on behalf of UNBC by the Interim President and the Vice President, Finance & Administration.

12.0 Selected Key Accomplishments (First 200 days)

- 12.1 **Budget and Planning:** Adopted an integrated approach towards UNBC budget for 2021-22 ensuring transparency, presenting relevant context, interconnectedness and key drivers – budget presented to multiple stakeholders through eight separate sessions; also conceptualized future strategic planning and budget framework.
- 12.2 **Strategic Initiatives:** Conceptualization and implementation of Voluntary Retirement Incentive Plan for faculty members, CUPE 3799 members and the exempt employees; exempt compensation framework, conceptual framework for deficit mitigation through strategic growth and the fee proposal for 2021-22.

Office of the Vice President, Finance and Administration

- 12.3 Finalized the implementation plan for the **ERM framework**, conceptualized and initiated **strategic planning for the VPFA portfolio**, and finalized the roadmap, timelines and interim milestones for the **Land Trust**, completed the incorporation of the **UNBC Land Development Corporation**.
- 12.4 **Team integration, leadership and contribution:** Effective coordination with employee unions, student associations and other relevant stakeholders and forums; individual annual performance review meetings with VPFA leadership team.
- 12.5 **Workforce planning** for the five-faculty model to optimally utilize available resources for effective implementation of the new academic structure.

13.0 Key Priorities and Status Update

- 13.1 Key priorities for the coming months and the next fiscal year(s) include (but not limited to and may be adapted as required):
 - ⇒ Finalize and implement **strategic planning and budget framework** including update of employee costs, Full-Time Equivalent (FTE) position control, reserves and surplus (**finalized conceptual framework; implementation in planning stage**).
 - ⇒ Implement **Enterprise Risk Management Framework** and integrate Risk Management and progress realignment of Safety and Security portfolio (**finalized implementation plan**).
 - ⇒ Finalize the approach and implementation plan related to administrative services for **process mapping, review and optimization**; explore option for **automation (in planning stage; will require dedicated expertise and resources)**.
 - ⇒ Ongoing review and optimization of business plans related to **Business Services** to achieve greater impact, efficiencies, and contribution over time (**ongoing**).
 - ⇒ Progress planning and implementation of approved **capital projects** as per schedule and within budget (**ongoing**).
 - ⇒ Ongoing monitoring and proactive mitigation of safety, security, health, and wellbeing risks, particularly related to COVID-19 pandemic, restart and return to campus plan (**ongoing and in planning stage**).
 - ⇒ Review and finalize the organizing framework for UNBC **Human Resources function**, oversee formulation of an **increasing inclusive people development approach** and **employee engagement strategy** and the next round of CUPE bargaining (**in planning stage; will require dedicated expertise and resources**).

Climate Change Accountability Report for 2020

2020 PSO
Climate
Change
Accountability
Report





2020

Accountability Report **Table of Contents**

Foreword From Interim President Geoff Payne	4
Declaration Statement	4
Overview	5-7
Emissions and Offsets Summary Table	8
Retirement of Offsets	9
Executive Sign-off	9



Forward from Interim President and Vice Chancellor Geoff Payne

As 2020 ends, we must reflect on all the change and challenge we have endured. The students and staff at UNBC have faced this uncertainty with an absolute determination to succeed – together. Our community's patience, kindness, and teamwork are encouraging and a sign that we are continuing to build something great here in the North. We are grateful for everyone's contributions this past year and especially our student body, the heart of our organization. We recognize the immense amount of resilience it takes to continue pursuing your education in these unbelievably challenging times and are excited to have you back on campus when the Go-Forward guidelines allow.

As our students and staff return, we hope to highlight some of the energy conservation initiatives that have been ongoing at campus throughout 2020. These initiatives are as important as ever in a changing global landscape. We must ensure UNBC is a leader in both action and education around sustainable ways of living, use of natural resources, energy independence and more. We endeavour to do this through a lens of Truth and Reconciliation and lifting up the voices of members of our community who have traditionally been excluded. Diversity and inclusion is the key to our future success.

Declaration Statement

This Climate Change Accountability Report for the period of January 1, 2020, to December 31, 2020, summarizes UNBC's emissions profile, the total offsets to reach net-zero emissions, the actions we took in 2020 to reduce our greenhouse gas emissions and our plans to continue reducing emissions in 2021 and beyond.

By June 30, 2021, the University of Northern British Columbia's final 2020 Climate Change Accountability Report will be posted to our website at www.unbc.ca

Overview

The University of Northern British Columbia (UNBC), fittingly trademarked as Canada's Green University, has achieved a 40 per cent reduction in electricity use, 24 per cent reduction in natural gas consumption, and a 27 per cent reduction in energy use overall. The net results are an eight per cent reduction in utility costs since the start of its Energy Management (EM) program in 2010. As a result, UNBC has avoided over \$5.65 million dollars in energy costs over the past decade.

The energy conservation initiatives in 2020 focused on optimizing building-level mechanical and heating/ventilation system updates for three core campus buildings: the Agora, Research Lab, and Teaching Lab. These efforts have a combined electrical savings of 340,950 kWh, natural gas savings of 650 GJ, and yearly utility savings of \$43,000 – all with a payback of 2 years or less.

In addition, lighting was updated to high output industrial LEDs in the process area of the Bioenergy Plant, improving visibility and safety for operational staff. This project consisted of the install of 10 new fixtures that will save 9,300 kWh/yr., and due to low project cost, has a payback of 5.5 years.

In Charles J. McCaffray Hall on the Prince George campus, multiple projects had an interesting compounding effect on energy saving throughout 2020.

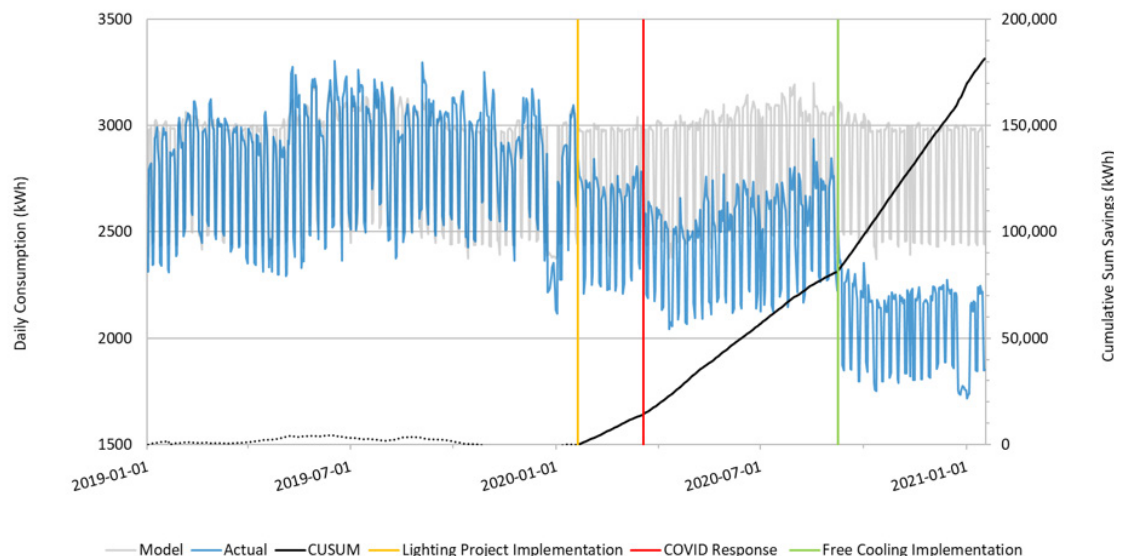
First, a lighting and controls upgrade that started in 2019 was fully implemented and operational by January of 2020, followed 2 months later by the COVID-19 pandemic necessitating a sweeping work-from-home response on behalf of the university. The lighting project is estimated to save 100,000 kWh/yr. and \$6,000 in utility costs.

A free cooling project was completed in August 2020. The free cooling project brings in outdoor air for the majority of the year to cool the server room in the basement of McCaffray Hall, replacing the electric air conditioning units. This project exceeded savings projections and is on track to save over 162,000 kWh/yr., valued at approximately \$9,700 in utility savings.

Figure 1 shows how actual electricity consumption in McCaffray Hall began to decrease dramatically from the modelled (anticipated) electricity consumption following each of the three developments. At the same time, the steepness of the cumulative savings curve increased, meaning more electrical savings were being realized per day, thereby demonstrating the collective impact.

In summary, the graph illustrates how a total savings of roughly 180,000 kWh were achieved in the first 12 months after project implementation – this is enough electricity to power 16 average B.C. households! In addition, it saves 1.92 tonnes of CO₂e emissions.

Figure 1:
UNBC
Administration
Building
Electrical
Consumption



Lastly, UNBC completed the construction of its second Passive House building, certified and recognized in April 2021 (Figure 2). A remarkable achievement for a small team working in northern B.C. Passive House buildings have a design philosophy of minimal air leakage and strictly controlled air exchanges per hour. It is this philosophy that makes them some of the most energy efficient buildings in the world.

Certified Passive House buildings use up to 90 per cent less heating and cooling energy when compared with standard buildings and use up to 70 per cent less energy overall.¹ With the completion of this project, UNBC positioned itself as a highly skilled and progressive building designer, owner, and operator in an often challenging northern climate.

UNBC's planned carbon reduction initiatives for 2021 include:

- A second round of recommissioning of controls systems for two buildings on the Prince George campus: Northern Sport Centre and Charles J. McCaffray Hall.
- Installation of three new electric vehicle-charging stations.
- Replacing at least two primary heat exchangers on the main campus, which will ensure efficient transfer of heat to those buildings.
- Early phase planning for replacement of the campus-cooling tower.
- Completing full permitting for the transfer of bio-ash from UNBC's Bioenergy Plant to October Farm south of Prince George, thereby permanently diverting it from landfill.
- Installing a capacitance bank in our Wood Innovation Research Lab to improve the power factor for that building, leading to more efficient use of the electricity it consumes.

As ongoing public engagement remains one of the key elements of the EM program, we will organize an energy conservation campaign in partnership with BC Hydro to be delivered during the 2021/2022 academic year. In addition, we are hopeful for a return to normal university operations and return of the much-loved annual Green Day event for its fourteenth year. This event brings together the entire Prince George community to share, discuss, and learn about the wide array of sustainability-focused initiatives that are happening on campus and in the greater community.

UNBC's 4.4 MW bioenergy plant and 0.4 MW pellet plant, which use local sawmill wood waste and pellets respectively, continue to aid in the reduction of UNBC's carbon emissions, though reductions were not as significant in 2019/2020 as in previous years. Due to a major shut down from March 2019 until March 2020 and then again for a short period in late 2020, there was increased natural gas consumption and overall utility costs for the year at the Prince George campus. In spite of this setback, the pellet plant continued to operate efficiently and supply the heat required for two buildings, childcare centre, and the Enhanced Forestry Lab (EFL) greenhouse. With a return to regular operation for the Bioenergy Plant, we anticipate a return to previous greenhouse gas (GHG) levels, as well as further reductions from continued electrical and thermal conservation efforts in 2021.



Figure 2:
New Facilities Management Building, Prince George Campus²

¹Passive House, Active Research. (2018, July 10). Retrieved from University of Northern British Columbia: <https://www2.unbc.ca/newsroom/unbc-stories/passive-house-active-research>

²Siu, Vincent. (2020). Facilities Management Building [photo]. Prince George Campus, British Columbia.

Figure 3 shows the effect of the Bioenergy Plant shut down on the ratio of natural gas to biofuel consumed. This graph is not normalized for temperature, so overall gigajoules of heat produced is primarily related to weather pattern variations from year to year. The baseline represents what the heat demand would have been in a given year had UNBC not made improvements to the thermal efficiency of its equipment and buildings over time.

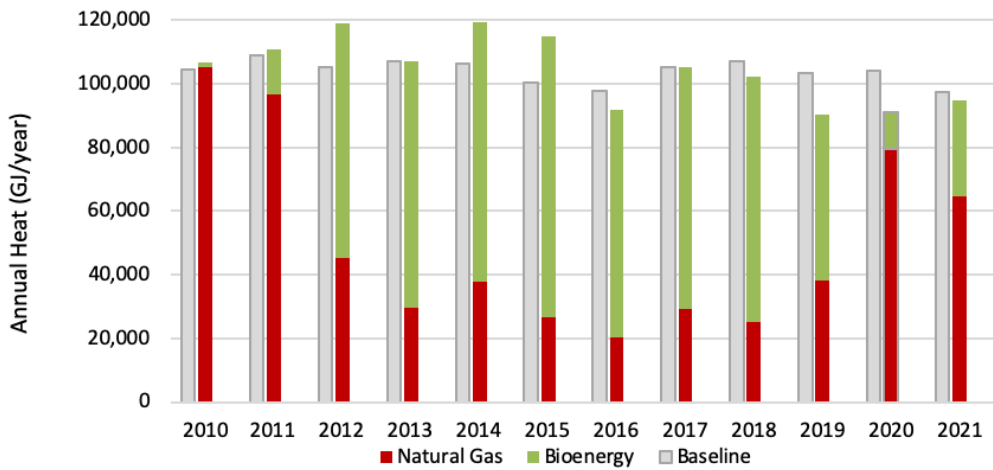


Figure 3:
Primary Heat Sources for the Prince George Campus, FY2010 – FY2021³

³Fiscal years for UNBC run from April – March, e.g. FY 2021 = April 2020 – March 2021.



Emissions and Offsets Summary Table

University of Northern British Columbia 2020 GHG Emissions and Offsets

GHG Emissions created in Calendar Year 2020	
Total Emissions (tCO ₂ e)	6,351
Total BioCO ₂ (tCO ₂ e)	2,839
Total Offsets (tCO ₂ e)	3,512
Adjustments to GHG Emissions Reported in Prior Years	
Total Offsets Adjustment (tCO ₂ e)	2,141
Grand Total Offsets for the 2020 Reporting Year:	
Grand Total Offsets (tCO ₂ e) to be Retired for 2020 Reporting Year	5,653
Offset Investment (\$25 per tCO ₂ e)	\$141,325

Due to specific guidance from the Climate Action Secretariat in the spring of 2020, when the COVID-19 pandemic began to affect British Columbia, UNBC's 2019 reported emissions were less (by about half) than our actual emissions. The Secretariat directed Public Sector Organizations to report their 2018 emissions in place of the 2019 values so that legislative timelines could be met. The goal was to provide more time for PSOs to collect and submit their data, while adjusting to the rapidly changing public health emergency.


As previously mentioned in this report, the Bioenergy Plant was shut down for maintenance from March 2019 to March 2020 and then again in late 2020, causing campus to rely primarily on natural gas for heating during that time. The result was higher carbon emissions for calendar year 2019 and part of 2020, both of which are accounted for in this year's report. Therefore, UNBC has a higher than average offset investment this cycle.

Retirement of Offsets

In accordance with the requirements of the Climate Change Accountability Act and Carbon Neutral Government Regulation, University of Northern British Columbia (the Organization) is responsible for arranging for the retirement of the offsets obligation reported above for the 2020 calendar year, together with any adjustments reported for past calendar years (if applicable).

The Organization hereby agrees that, in exchange for the Ministry of Environment and Climate Change Strategy (the Ministry) 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 \$25.00 per tonne of offsets retired on its behalf plus GST.

Executive Sign-off



Signature

Rahim Somani

Name (please print)

May 27, 2021

Date

Vice President- Finance and Administration

Title

If you have an idea of how UNBC can foster more inclusive methods in pursuit of carbon emission reductions or if you have a success story to share, please contact Energy Manager Danika Doucette at danika.doucette@unbc.ca



Annual Report on UNBC Harassment and Discrimination Policy: 2021

Annual Report on UNBC Harassment and Discrimination Policy

Complaints and Investigations

for the period May 1, 2020 to April 29, 2021

Report from Acting Director Human Resources

As per Appendix 42A of the Faculty Collective Agreement and as per a request from the Faculty Association, this document provides details of situations where Appendix 42A UNBC Harassment and Discrimination Policy is investigated. The summary report also includes complaints and investigations under the Respect in the Workplace Policy.

Details surrounding new complaints for the period reference above

The following have been resolved:

- A complaint from faculty member directed to a faculty member
- A complaint from a CUPE member directed to a CUPE member
- 2 complaints by CUPE members directed to Managers (different departments)
- An excluded employee directed to an excluded employee
- A student complaint directed to a Manager

The following are in process:


- 2 student complaints directed to UNBC (independent situations)
- Various parties directed to faculty member

Going forward

University of Northern British Columbia will be reviewing its Respect in the Workplace Policy as it is an annual requirement. This year the review will have a broader scope and include feedback from UNBC Community. The process has begun and the tentative schedule is as follows (note):

Phase 1 (April):	Define scope and what information we want input on.
Phase 2 (May):	Inform the community of the review and invite input.
Phase 3 (May):	Gather input from the community.
Phase 4 (July - July):	Update the policy and procedures.
Phase 5 (August):	Update training materials.
Phase 6 (September):	Inform employees and supervisors of updates and training.

Note: given the circumstances including summer break, preparing for the restart and return to campus in Fall, it may take slightly longer. However, it will be completed no later than February 28, 2022.



Arleta Lucarelli
Acting Director, Human Resources

April 29, 2021

Date

Agenda Item:	7.a.(i) Reports of the Vice-Presidents – Acting Vice-President, Research and Innovation
Material:	1. Quarterly Public Written Report of the Acting Vice-President, Research and Innovation

Report to the UNBC Board of Governors

Submitted by Dr. Kathy Lewis, Acting Vice President, Research and Innovation (and Graduate Programs)

Board Meeting Date: June 19, 2021

1. Preamble

This past quarter has been busy, with considerable effort dedicated to the transition of the former Advancement Office into the newly-named Office of Research and Innovation (ORI). While there were some record-keeping problems to sort out, those are largely taken care of now and I wish to extend my thanks to ORI staff who have been putting in many hours on the transition. The ORI team has also been busy supporting a significant number of grant applications, and working on youth and student engagement programs. I have provided some highlights below.

Over this past quarter we have also invested considerable time into revisions to our Equity, Diversity and Inclusion Action Plan, which is a requirement of participation in the Canada Research Chairs program, and is part of the steps taken at UNBC to ensure a welcoming, inclusive and diverse work and study environment. The revisions were to meet several conditions of our “satisfactory” rating from the CRC Program, and were submitted in May.

2. Overview of Office of Research and Innovation Portfolio

The ORI portfolio consists of:

- **Direct Reports:** research support and project officers, research ethics support, graduate scholarships, research contracts, development officer and support.
- **Research Centres** (with reporting to OR): Pacific Institute for Climate Solutions, Quesnel River Research Centre, Centre for technology Adoption for Aging in the North, TeejLab, Research Data Centre, Northern Health Sciences Research Facility, Research Ethics Board¹
- **Research Services:** High Performance Computing, Enhanced Forestry Lab, Northern Analytical Services Lab
- **Research Institutes** (Autonomous, supported by Office of Research): Northern Collaborative Centre for Indigenous Health, Natural Resources and Environmental Studies Institute, Community Development Institute, Health Research Institute, John Prince Research Forest, Aleza Lake Research Forest

3. Reports from Centres, Institutes and Boards

- Natural Resources and Environmental Studies Institute (NRESI). NRESI had their AGM on May 25th and submitted their annual report. Highlights include continued delivery of the popular colloquium series after shifting to an on-line format. They also sponsored the NRES 700 Graduate Student Poster Session, and the Undergraduate Thesis presentations. The institute has also engaged with the Peace Fish and Wildlife Compensation program which has led to a sponsored lecture and support for a research project on grayling. NRESI continues to look for funding to support the part time manager.

¹ REB is an independent decision making body supported administratively by the ORI

4. Research Grants, Contracts and Outreach

- Since Sept. 2020, the ORI processed 31 applications to the tri-agencies (federally funded research councils) for the fall round of competitions.
- Since the last report in March 2021 over 30 successful grants (tri-agency and other sources) have come in so far from a range of funding sources, local to federal.
- The Centre for Technology Adoption for Aging in the North has secured funding from several sources, most recently a large grant from the Vancouver Foundation.
- Since the last report, faculty at UNBC, and UBC faculty affiliated with the Northern Medical Program have secured a number of research contracts supporting First Nations health, Housing

5. Student Research Support

Highlights from the year in review include the following programs, scholarships and awards administered by ORI:

- Research Ambassadors – we had two research ambassadors this past year and are in the process of reviewing applications for 2021/22 ambassadors. The ambassadors work closely with ORI and share their research experiences with students.
- We awarded a total of 23 government funded scholarships with more pending for the September and May intake.
- Undergraduate Research Experience - 13 awarded
- Mitacs Business Strategy Internships – six awarded
- Canadian Foundation for Women's Health - Dawn Walker Grant (2 students)
- Branch Out Neurological Foundation – Undergraduate Grant (1 student)
- Indigenous Mentorship Network of the Pacific Northwest – Research Expense Stipend (1 student)
- Mitacs Research Training Awards – 3 awarded
- Canada Graduate Scholarships (CGS)-Masters Awards (8)
- CGS-Doctoral – 1 so far.
- Undergraduate Student Research Awards - 14

6. Research Facilities and Infrastructure

- A new research manager has been hired for the Quesnel River Research Centre, Dr. Jason Raine started on May 24th.
- The Northern Analytical Laboratory Services facility has obtained its accreditation from the Eastern Water Quality Association, which enables NALS to carry out bacteriological testing for water quality.
- The revised policy on Research Space Allocation, and accompanying procedures, was passed at Senate and the Board of Governors and is being implemented.

7. Graduate Programs

- Continued work with the Graduate Advisory Group and Registrar's Office on efficiencies in graduate admissions processes.

8. Partnerships and Advancement Activities

Since the last report:

- Interior Universities Research Coalition (UNBC, TRU, UBC-O) have been provided more funds from the Ministry of Health for collaborative research on Ministry priorities. This is the second batch of funding from the Ministry in support of the tri-universities partnership.
- 13 award terms and conditions submitted to the Senate Committee on Scholarships and Bursaries (8 new, 5 revised).

- Worked with Athletics to host the “Legacy Breakfast”, a fundraising opportunity for varsity athletes.

9. Priorities for upcoming months

- Continue to develop strategic and operational plans with components that directly report to the Office of Research and Innovation, including a people plan and budget.
- Continue to assist with the transition of graduate program administration to the Registrar’s office, and assist the new deans with discussions on academic leadership and guidance for graduate programs.
- Develop a strategic and operational plan for the development component of ORI.
- Continue to work with Northern Health on a refreshed MOU and 5 year work plan that outlines direction and action in collaborative research, education and knowledge mobilization.